



CHARLES COUNTY GOVERNMENT

Fiscal Year

**2021**

**Budget Book**

July 1, 2020–June 30, 2021

# CHARLES COUNTY COMMISSIONERS



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

## Board Responsibilities

The Charles County Commissioners are responsible for:

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

## Regular Board Meetings

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

Meetings are aired live on Charles County's local government cable television stations Comcast channel 95 and Verizon channel 10 and rebroadcast during the week. A live streaming Internet video connection is also available on the Charles County Government website, <https://www.charlescountymd.gov/our-county/ccgtv-live-stream>, 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 <https://www.charlescountymd.gov/home/showdocument?id=2962>.

# 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 FY21-FY25 **Capital Improvement Program**. A description of the fund, revenues, and trends & assumptions used to develop the budget are covered. The operating impact of the Capital Program on the operating budgets is discussed and is quantified in a cumulative summary. Detailed information for each project is provided and includes: project title, department managing the project, project number if applicable, revenue and expenses by classification for each of the five years including any prior appropriations, and the operating budget impact or budget savings of the project. Also included is the project description and justification, and location. This section concludes with a three year historical perspective on the CIP and the operating budget of in-house costs that are allocated out to the various projects.

## **Financial Planning**

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

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

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CHARLES COUNTY GOVERNMENT  
**Office of the County Administrator**

**Mark Belton**  
County Administrator

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August 10, 2020

Dear Charles County Residents:

I am pleased to present the Charles County Government fiscal 2021 adopted budget (July 1, 2020- June 30, 2021). This budget document presents detailed information about the adopted operating and capital budgets, in direct alignment with our mission statement to provide residents with the highest quality services, in an open and accessible format that demonstrates the county's fiscal responsibility.

Each year, the budget process begins with the development of revenue projections. Projections provide an estimate of the amount of money that is available to pay for the services that the county provides. Due to the COVID-19 pandemic emergency, our budget outlook changed since planning for fiscal 2021 began last fall. While revenue growth in property taxes has been stable, our economic stability became more fragile due to the impact the pandemic had on our residents and the business community. To maintain the tax rate for our residents and businesses, we had to make some difficult choices to propose a balanced budget and maintain an adequate reserve fund. To address shortfalls, we had to consider efficiencies in county operations. To achieve that outcome, I prioritized the maintenance of current positions, but did not include merit increases or cost-of-living pay adjustments for county employees. In April, I proposed a budget that distributes revenues among several county priorities, including education, public safety, transportation, community services, and many other services. The budget reflects the direction of the Board of County Commissioners with input from our Executive Leadership Team and it balances short-term needs with long-term priorities. During a series of meetings and work sessions held during April and May, the Board of County Commissioners discussed and made changes to the proposed budget.

The fiscal 2021 General Fund Operating budget, adopted at \$433.4 million, increased by \$8.4 million from the fiscal 2020 adopted budget. Approximately 75 percent of that amount is designated for spending on public education, Sheriff's Office, and emergency services which continue to be our top priorities. The fiscal 2021 budget was adopted without raising property tax or income tax rates. The budget for all funds combined is \$697 million.

## **Budget Highlights**

### **General Fund Operations:**

Our largest operating budget is the General Fund. The fiscal 2021 General Fund budget was adopted at \$433,441,200, an increase of 2.0 percent compared to the fiscal 2020 adopted budget. The County costs associated with the COVID 19 emergency pandemic is estimated to be funded by the federal CARES Act. The budget will be amended in fiscal 2021 to reflect the remaining balance. 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 \$5.9 million in additional tax revenue over the prior fiscal year. Total estimated property tax revenue is \$241 million, which represents 56 percent of the General Fund. The second largest source of revenue, **Income Tax**, will generate \$5.7 million in additional tax revenue, which is 4.2 percent greater than the fiscal 2020 adopted budget. Total estimated income tax revenue is \$140 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 costs.

Our largest budget priority is public education. The Board of County Commissioners allocated \$195.7 million to the **Board of Education**, an increase of \$3.6 million from fiscal 2020. The total amount of funding is \$1.7 million more than the Maintenance of Effort level required by law. This additional investment will support declining State revenues. The county's commitment to public education has continued to deliver positive results, as Charles County Public Schools' 2019 student graduation rate was more than 94 percent-- the fourth highest in the state.

The Board of County Commissioners allocated \$96.4 million to the **Sheriff's Office** and related public safety functions, an increase of 1.7 percent from fiscal 2020. Additional funds will support the volunteers in community services (VICS) program that is no longer self-sufficient and provides funding to hire two new school resource officers. 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 funding to support an additional emergency medical services crew in Waldorf, funding to support the mobile integrated health program for the medically underserved, and employment programs for our youth. Additional funding will be provided to the Health Department to support a new position to triage and fast track inspections. The budget meets our debt obligations for the capital improvement program, and other expenditures to facilitate Commissioners' goals and objectives.

## **Capital Project Budget:**

The Capital Budget is based on a five-year program that provides for multi-year project development while ensuring that projects can be afforded within the county's debt capacity. This framework is important for meeting the county's goal to maintain and enhance its infrastructure. Although these project budgets are adopted on an annual basis, there is significant long-range planning that takes place before approval. The county continues to exercise sound fiscal judgment by adhering to its policy of spending within the debt affordability limit and prioritizing the many requests for capital projects. The county was rewarded for its fiscal discipline as the county maintained its current AAA rating from Standard & Poor's, Fitch, and Moody's in fiscal 2020. Bond ratings directly affect the interest rate received on borrowed funds in support of the capital improvement program.

The fiscal 2021-2025 Capital Improvement Program (CIP) provides for \$656.5 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. CIP funding is distributed to the following priorities:

- \$209.1 million for public school projects
- \$253.0 million for water and sewer projects
- \$63.4 million for environmental and stormwater management projects
- \$9.4 million for College of Southern Maryland projects
- \$39.7 million for transportation and road projects
- \$81.9 million for other infrastructure and capital projects

The capital investment in education is evident with \$218.5 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 to start planning for a new elementary and new middle school. The College of Southern Maryland received funding to replace their wastewater treatment plant at their La Plata campus and to construct their new Healthcare Training Facility. The training facility will be centrally located to the tri-county area to provide learning space specifically designed for allied health. Other highlights include preservation and protection of county land through various programs offered by Planning & Growth Management, construction of a new Charles County Animal Shelter, relocation of the La Plata Library, upgrading the radio communication system, developing the new Waldorf park, building a new Emergency Medical Services station in Pinefield, and making safety improvements to our county drainage systems and roadways.

## **Enterprise Fund Operations:**

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

The largest enterprise fund is water and sewer operations. This fund has an operating budget of \$41.8 million. The user fee rates for the average household increased by approximately 6.4 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 \$10.2 million. The tipping fee rate of \$78 per ton supports the day to day operations of the landfill, as well as provides funding to support future landfill expansion. Residents may also purchase tag-a-bag tickets for \$2.25 and deposit the bags at the landfill or transfer stations in lieu of contracting with a trash service provider. The Environmental Service Fee Fund was approved for \$7.5 million. The fee of \$124 per improved property tax account will support recycling efforts throughout the county and serve approximately 47,600 households for curbside recycling. The county is proud to have achieved a 50 percent waste diversion, due to the residents' recycling participation. The stormwater remediation fee of \$92 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 2021, the Economic Development Department (EDD) budget priorities remain focused on the execution of the department's five-year strategic plan updated in 2019. Continued implementation of the strategic plan is limited by the immediate need to address unprecedented threats to our economy brought on by the COVID-19 crisis. The programs and initiatives related to the seriousness of the pandemic's local economic impact are mostly funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, not the Department's budget. During the first half of the fiscal year, the Economic Development Department will devote a significant percentage of human capital to these programs to ensure the best chance for economic recovery and continued economic growth.

In general, the department's priorities, initiatives, and on-going work have been and will continue to be benchmarked to the recommendation in five-year strategic plan, "A Proactive Approach to Shaping the Economic Future of Charles County, Maryland." These recommendations are in alignment with the Charles County Board of Commissioners goal and objectives.

In fiscal 2020, EDD conducted a mid-term update of the strategic plan to track progress and ensure that identified target industries and plan recommendations remained consistent with current economic conditions, in the County and region. The updated report has been incorporated into the EDD's program, but the COVID-19 crisis has demanded immediate attention. This unexpected and unprecedented crisis forced a pivot in the department's priorities and programs. As we enter fiscal 2021, the Department continues to focus on initiatives created to address the COVID-19 crisis, along with additional activities and plans to implement during the new fiscal year.

The first initiatives to address economic consequences of the pandemic included outreach efforts to keep the community informed and provide information and resources to businesses; a low interest, partially forgivable loan program; and a series of webinars focused on the needs of businesses. The department also began making plans for more long-range efforts to ensure economic stability post-COVID-19. A Recovery Task Force was created with public and private sector representation. Weekly virtual meetings have served to identify immediate business needs and make recommendations. A grant program for businesses impacted by the COVID-19 crisis – funded by the CARES Act – was developed and launched in late fiscal 2020. With \$2.5 million available, this program will continue to be a significant activity for the department well into fiscal 2021 to ensure these funds are available to as many Charles County businesses as possible.

In fiscal 2021, the EDD will participate in a 3-year, regional longitudinal study to assess the impact of COVID-19 at both the County and regional level. This study is a collaboration among six (6) Washington DC Metro area counties in the State of Maryland. The EDD also has engaged a consultant to provide an assessment of current impacts and future opportunities related to the COVID-19 crisis in the context of the strategic plan and its recommendations. The strategic plan 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.

### **Enhance the Product**

EDD's redevelopment division will continue to focus on the gateways into Charles County. The Waldorf Station project on U.S. Route 301 at the Charles County/ Prince George's County line is a transformational, mixed-use redevelopment that will become a destination for lifestyle and upscale activity. The County and the developer

finalized a development agreement in fiscal 2020. Advocating for and supporting this project is a priority for the redevelopment team in accordance with the five-year strategic plan.

Redevelopment in the Town of Indian Head continues to be a top EDD priority. The College of Southern Maryland's Velocity Center was completed and permitted for occupancy in fiscal 2020 but opening and programming have been delayed by the COVID-19 crisis. Nonetheless, the expected economic activity generated by this facility has already begun. In fiscal 2021, the EDD will continue working with several businesses looking to establish locations in the Town of Indian Head to leverage resources at the military installation, Naval Support Facility Indian Head as well as the Velocity Center. These projects represent combined potential job creation of over 100 jobs, significant investment, and ongoing economic impact from business operations.

### **Execute Effectively**

Retention/expansion activities continue to be a priority in fiscal 2021. But at least through the first half of the fiscal year, the focus will be on programs for Charles County businesses intended to mitigate the economic impacts of the COVID crisis due to business closures and operational restrictions imposed to protect public health and safety. The economic effects of the pandemic will continue to be a priority and the EDD anticipates post-COVID-19 economic recovery efforts as well.

In fiscal 2020, the EDD completed the first Charles County Economic Development Department Business Retention and Expansion outreach program. The objective of the program was to identify challenges that face local businesses so that the department can proactively assist by working to remove barriers to investment and growth and to develop long range economic development programs to support existing businesses. Resuming work on that program is a post-COVID-19 priority. However, the outcomes and priorities from that work will be to ensure that EDD efforts address the long-term economic impacts of the crisis.

EDD continues to oversee the Small Local Business Enterprise (SLBE) and Minority Business Enterprise (MBE) programs that ensure equitable opportunities in county procurements. In fiscal 2021, EDD will work with the Department of Fiscal and Administrative Services to revise legislation related to the SLBE. The MBE program will also be evaluated as part of a Disparity Study that was launched as fiscal 2021 got underway. The procurement for this effort was done in fiscal 2020, and the work will be completed in late fiscal 2021.

Attraction programs planned for fiscal 2021 include continued lead generation outreach via appropriate direct engagement and multi-media advertising.

Throughout fiscal 2021, the department's Agriculture Business Development Manager will continue to support local agricultural industries by promoting local farms and farmers markets and working to enhance and encourage all ag-related industries. Top priorities include working with the Department of Planning and Growth Management to continue adopting regulatory framework for agricultural businesses and farms and ongoing marketing and promotion of agriculture businesses and local offerings. The COVID-19 Recovery Small Business Grant program includes half a million dollars targeted to agriculture and aquaculture related businesses.

### **Tell the Story**

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

## **Planning and Growth Management**

Priorities of the Department of Planning and Growth Management (PGM) align with the Board of County Commissioners 2019-2021 Goals and Objectives, specifically those related to Economic Development & Supportive Services, Institutional Governance and Policy, Environment, and Quality of Life.

This past year's highlights include a new VanGO route added to serve the new Waldorf Senior and Recreation Center and security cameras installed at the La Plata and Route 925 MTA park and ride lots. In addition, a federal grant was submitted for the funding to complete a Draft Environmental Impact Statement (DEIS) to select the alignment and mode of transportation for the Southern Maryland Rapid Transit project. This coming fiscal year, the department will focus to promote and actively champion the Southern Maryland Rapid Transit Corridor, to coordinate with the Maryland State Highway Administration (SHA) to complete the Planning and Design Phases of the US 301 interchanges at Mattawoman-Beantown Road and Berry Road, and to pursue funding to create a county-wide transportation plan.

The department supports the investigation, analysis and streamlining of building permit and development services and the review, analysis and rewriting of the Zoning Code and Subdivision regulations and their companion policies and procedures. Fiscal 2020 highlights include the issuance of 9,851 total permits, the development of an interactive permit guide to assist the public with the permit process, and the completion of Traffic Safety mapping to identify high accident road sections. PGM also created a countywide inventory to identify needs along public roadways to enhance and comply with the American with Disabilities Act. PGM completed a building code audit which ranked the department in the top 99 percentile across the Country. Revisions to the Zoning Ordinance have begun and staff is in the process of submitting a zoning text amendment package that will benefit rural businesses and agriculture. For fiscal 2021, PGM's focus is, among other things, to monitor current and establish new performance measures, analyze work programs and services to find efficiencies and become more effective in providing services, and to initiate and prepare a text amendment package every six months.

PGM will also continue to support the retention and enhancement of the County's forest cover, the protection of land resources necessary to support agricultural and forest industries, the expansion of the use of the Rural Legacy Program, the utilization of the United States Department of Defense Readiness and Environmental Protection Integration (REPI) Program, the enhancement of the Transfer of Development Rights (TDR) Program, Best Management Practices relating to resilience, the reduction of impervious surface cover and mitigation and management of stormwater runoff associated with development, both existing and proposed. The past year's highlights include the preservation of 1,650 acres of farm and forest lands, the restoration of 1,500 impervious acres under the National Pollutant Discharge Elimination System (NDPES) Municipal Separate Storm Sewer System (MS4) permit process, and the initiation of a Climate Resilience Action Strategy Plan. The department in fiscal 2021 will initiate and complete the legislative process to update the Forest Conservation Ordinance, will continue to purchase conservation easements, expand the existing Zekiah Watershed Rural Legacy Area, pursue a pilot easement acquisition through Defense Readiness and Environmental Protection Integration, increase the use of Transfer of Development Rights, target Municipal Separate Storm Sewer System projects that help address impacts from climate change, implement Capital Improvement Plan projects that mitigate for stormwater runoff, and evaluate the "Three-Step Process" to ensure consistency of permitting review.

Promoting more equitable housing options that provide for diverse, quality, and affordable housing choices in proximity to services and opportunities is a County goal. The past year's highlights include the initiation of new affordable housing policies to promote greater diversity and availability of affordable housing stock, and the initiation of amendments to the County's School Allocation Policy to incentivize affordable housing. This coming fiscal year PGM's focus, among other things, is to create an effective, Moderately Priced Dwelling Unit (MPDU) program and review zoning and subdivision regulations in the development district and villages to remove barriers from and promote greater housing diversity.

## Conclusion

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

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

Very truly,



Mark Belton  
County Administrator

# COMMISSIONERS GOALS AND OBJECTIVES

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

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

On April 2, 2019, the Board of Commissioners approved the framework for the 2019-2021 Goals and Objectives. The Directors, County Administrator and Deputy County Administrator developed objectives that support these goals. The objectives listed are still under development and may be altered based on guidance from the Board of Commissioners. Budgetary decisions when developing the FY2021 budget were made with an emphasis on achieving these goals. The Goals and Objectives’ financial impact on the budget is listed in the financial planning section.

## 1) Economic Development & Supportive Services

- Commercial Development
  - ✓ International Trade
    - International Trade Seminar
    - Trade mission to Mozambique (*cancelled due to COVID-19*)
  - ✓ Commercial Tax Base Expansion
    - Bryans Road study
    - Project investments
    - Two new projects; commercial investment
  - ✓ Business Attraction
    - Digital advertising in Northern Virginia and District of Columbia
    - Washington Business Journal advertising
    - Testimonial videos
    - Website visit tracking and follow up
  - ✓ Opportunity Zone Enhancements
    - Advocate for establishments of three opportunity zones in the county
- Industry Diversification
  - ✓ Target Industries:
    - Federal Contracting and high value Professional/Business Services
    - Entrepreneurship
    - Health Services
    - R&D, Engineering, and Computing
    - Retail
  - ✓ Research & Development
    - Plan with recommended initiatives to leverage assets at Indian Head Base
    - Collaborate with the Technology Transfer Office at the Naval Surface Warfare Center (NSWC) Indian Head Explosive Ordnance Disposal Technology Divisions (IHEODTD)
    - Regional Innovation Collaborative

# COMMISSIONERS GOALS AND OBJECTIVES

- ✓ Sustainable Natural Resource Based Industries
  - Economic Development Division (EDD) Strategic Plans adds “Value-Added Agribusiness” as target industry
  - Assist and support several agribusinesses
  - Branding efforts including newsletters, Facebook page, and support of local Farmers Markets
- ✓ Tourism
  - Redesigned visitor guide.
  - New marketing efforts, collateral, etc.
  - New website for Recreation and Parks, and Tourism.
  - Continue to partner and support EDD on the Annual Waldorf Hotel Analysis.
  - Accompany EDD on prospect visits to emphasize Recreation, Parks and Tourism (RPT) assets when appropriate.
  - Increase marketing/promotion of Charles County artisan assets.
- ✓ Entertainment Industry
  - Direct retail recruitment efforts.
  - Participate and network in International Council of Shopping Centers Convention.
  - Continue to explore and identify entertainment district locations.
- Infrastructure / Services
  - ✓ Broadband Access
    - Broadband Strategic Plan for the County
    - Partnering with ThinkBig Networks to build infrastructure and provide services to rural areas.
    - Continuously refining maps of unserved areas.
  - ✓ Water & Sewer
    - Quarterly meetings to focus on avoiding delays and identifying high need areas.
  - ✓ Transportation Network
    - Monitoring activity in Southern Maryland Rapid Transit Corridor.
    - Implement the public transit service development strategies.
    - Evaluate the current fare structure to include fare box recovery ratio and fare purchase options.
    - Develop alternate guidelines for the certification of VanGO ADA eligibility.
    - Work with law enforcement to reduce incidence of loitering and other undesirable activities.
    - Support roadway and bridge construction to improve commute times and enhance movement.
    - Develop a comprehensive transportation network that serves all residents and visitors.
  - ✓ Workforce Development
    - Participate on Workforce Development Board.
    - Collaboration with CSM Workforce Center.
  - ✓ Business Support
    - Business, Retention, Expansion program: working with companies to address challenges to growth and recommended project implementation in progress.
    - Host various Workshops.
    - Loans/Capital infusion.

# COMMISSIONERS GOALS AND OBJECTIVES

## 2) Institutional Governance & Policy

- Operational Excellence
  - ✓ Smart City / County Concept
    - Ongoing and planned improvements to our existing systems.
    - Form a cross-functional task force to analyze and implement the Smart City concept.
  - ✓ Streamline Services / Comprehensive Zoning Review
    - Investigate, analyze, and streamline building permit and development services.
    - Analyze work programs and services to become more effective in providing services.
    - Review, analyze, and rewrite the Zoning Code Subdivision regulations and their companion policies and procedures.
  - ✓ Diversity / Cultural Competency
    - The Leadership Academy offers courses such as Unconscious Bias and Respectful Communication to assist employees with working in diverse groups.
    - Participation in 2019 Learning Year Cohort for the Government Alliance on Race and Equity (GARE).
    - Disseminating High-Performance Organization values.
    - Recruitment for the Chief Equity Officer who will spearhead racial equity, diversity, and inclusion efforts.
    - Utilizing professional organizations for people of color to promote job postings.
  - ✓ County Branding (Image/Identity)
    - Promote positive news and manage the public narrative about Charles County.
    - Media Relations – Pitch positive news and county accomplishments to local media outlets.
    - Social Media – Added #FeelGoodFriday posts to our social media schedule on Friday mornings which resulted in the highest performance content in months.
  - ✓ Employee Engagement
    - Human Resources (HR) is researching the parameters of implementing a mentorship program.
    - Top Performer Award.
    - Staff involvement in policy revisions.
    - To assist with recruiting hard-to-fill positions, research potential employee referral initiatives of other local jurisdictions
  - ✓ Citizen Engagement
    - Expand resident and community engagement with the county government.
    - Hired a Community Engagement Coordinator and launched the Citizens Academy to keep community leaders informed.
    - “Inside Your County Government” E-news.
    - The Next-Door Mobile App to keep the community informed and allows for the monitoring of discussions to develop strategies and respond to emerging issues.
  - ✓ Automated Technology / Cyber Security
    - Continual modernization of County technology tools to ensure superior service to our residence.
    - Protect and safeguard the confidentiality, integrity, and availability of information assets.



# COMMISSIONERS GOALS AND OBJECTIVES

- ✓ Equitable Program Funding
  - Ensure Departments and agencies are funded at a level to meet their obligation to the community.
  - Review budget requests to ensure costs are funded properly.
  - Balance new requests with Commissioners goals and priorities.
  - Prioritize spending based on need and impact.
  - Ensure revenues are estimated properly.
- ✓ Information & Data Programing
  - Leverage technology to increase effectiveness in operations and promote transparency.
  - Support the county-wide initiative of implementing a performance measurements program.
  - Continued expansion and use of the data warehouse technology.
  - Develop and implement cross platform accessible SharePoint sites to provide collaboration tools for teams.
  - Utilize automated workflows to streamline procurement process.
  - Modernize public transparency portal.
  - Receive the Overall Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award rating for the Annual Budget Book and the Certificate of Achievement for Excellence in Financial Reporting Award for the Annual Financial Report.
- ✓ Form of Government from Code Home Rule to Charter
  - The discussion on this amendment has been tabled.
- Public Policy
  - ✓ Legislation
    - Provided legislative updates on state-level legislation to the Commissioners
    - Developed new legislative process to include new timelines and the submission procedures.
  - ✓ Governance Leadership
    - National Association of Counties (NACo) High performance Leadership program.
    - Deputy County Administrator and the Director of HR co-chairing committee for the Government Alliance on Racial Equity (GARE) program. Presented to the Commissioners in February.
    - Recruitment for the Chief Equity Officer position.
  - ✓ Resource Stewardship
    - Asset Management
      - Monitor capital expenses to record assets when purchased and or/operational.
      - Communicate effectively with project managers to ensure capital projects/assets are closed in a timely manager.
    - Fiscal Responsibility
      - Remain fiscally responsible by proactively monitoring finances and fiscal policies.
      - Increase participation in our County Purchasing Card Program.
      - Achieving a conservative and competitive rate of return on investments based on market and economic conditions.
      - Use of Technology to minimize check and electronic payment fraud.
      - Procure goods and services for the County.

# COMMISSIONERS GOALS AND OBJECTIVES

- ✓ Buy Local (Minority Business Enterprise)
  - Disparity Study was funded in FY2020.
  - Proposed updates to the Small Local Business Enterprise legislation.

## 3) Environment

- Conservation Programs
  - ✓ Forest Conservation
    - Retain and enhance the County's forest cover while promoting forest health.
    - Initiate and complete legislation to update the County's Forest Conservation Ordinance.
    - Conduct a forest Stewardship workshop.
  - ✓ Agriculture Land Preservation
    - Protect land resources necessary to support agricultural and forest industries.
    - Continue partnering with the MD Agricultural Land Preservation Foundation.
  - ✓ Rural Legacy
    - Expand the use of the Rural Legacy Program to Preserve the County's rich resources.
      - Request an expansion to the existing Zekiah Watershed Rural Legacy Area.
  - ✓ Readiness and Environmental Protection Integration (REPI)- Aquaculture, Agriculture, Forest
    - Utilize the REPI program to leverage Federal Funds for land conservation.
    - Volunteer a Charles County Maryland Agricultural Land Preservation Foundation (MALPF) applicant as a pilot easement acquisition for FY2020.
    - Capital Improvement Program (CIP) budget was established in FY2020.
  - ✓ Transferable Development Rights (TDR)
    - Enhance the TDR Program through zoning code updated and the purchase and retirement of TDRs by the county.
  - ✓ Climate Change Best Management Practices
    - Target projects for compliance with the County's MS4 Stormwater Permit.
    - Participate in the Climate Change Leadership Academy.
    - Participate in Maryland counties Program for Climate Resilience Planning and Financing.
- Natural Resource Management
  - ✓ Expand Solar Energy
    - Solar Power Purchase Program.
  - ✓ Rainwater Collection
    - Encourage rainwater collection using rain barrels.
  - ✓ Expand Commercial Recycling
    - Expand commercial recycling activities by including initiatives in 10-year Solid Waste Management Plan.
    - Commercial recycling education and outreach.
  - ✓ Reduce Impervious Surface
    - Implement projects through the CIP Program to meet MS4 Stormwater Permit requirements.
    - Conduct rain barrel workshops.

# COMMISSIONERS GOALS AND OBJECTIVES

- Ensure adequate funding for the county's Septic Pump-Out program to meet increasing demand.
- Implement projects according to the Watershed Implementation Plan.
- Environmental Management
  - ✓ Wastewater Treatment
    - Enhancing metric used to track violations.
    - Monthly reports on maintenance.
    - Operate the Mattawoman facility to maintain compliance and ensure the quality of the water produced for reuse.
  - ✓ Clean Water Supply
    - Departmental Quarterly meetings.
    - Flushing of the water system.
    - Monthly reports on maintenance.
  - ✓ Storm Water Management
    - Evaluate the "Three Step Process" to ensure consistency.
    - Develop a comprehensive program for responding to storm water management issues and watershed restoration strategies.
    - Develop a comprehensive plan to review, investigate, prevent illicit discharges, and obtain compliance with permits jointly issued by the Environmental Protection Agency (EPA) and Maryland Department of Environment (MDE).
    - Develop the storm water management maintenance inspection program.

## 4) Education

- Board of Education (BOE)
  - ✓ Funding
    - Based on the expected impact to fund the State's Blueprint for Maryland, it appears that Charles County has been adequately funding the BOE.
    - The county has exceeded Maintenance of Effort (MOE) funding for the past 9 years.
    - Based on the trend of prior year funding, we project that the County will provide sufficient funds to equal the new, state-mandated funding level.
  - ✓ Formal Collaboration (Board of Education & Board of Commissioners)
    - Plan for regular meetings between the Board of County Commissioners and the Board of Education twice per year.
- Workforce Development
  - ✓ Department of Human Resources
    - Skilled worker leadership development program.
    - Benefits Team implemented office hours at other county locations.
    - A Benefits 101 class is in development and slated for implementation within 2020.
    - The Leadership Academy.
    - Pursuing Development of online training forms to allow easier submission of training forms.

# COMMISSIONERS GOALS AND OBJECTIVES

## 5) Quality of Life

### • Public Safety

#### ✓ Collaboration (Sheriff's Dept./Fire/EMS)

- Actively working with our volunteer partners to develop a unified implementation plan for the 2019 Fire and EMS Comprehensive Study.
- Update the billing policy for EMS Billing.
- Ensure baseline core competencies have been met when receiving 9-1-1 calls and that services are delivered consistently.
- Department of Emergency Services (DES) and the Sheriffs Office are working to merge their Special Operations units under a single jointly operated facility.
- DES is working in partnership with the Sheriff's Office to provide Tactical Emergency Casualty Care training to all the County's first responders.
- Establish formal policy and procedures between DES and the Sheriff's Office.

### • Healthcare

#### ✓ Opioid Prevention, Treatment, Enforcement

- Continue to coordinate with key stakeholders to reduce harm and negative outcomes due to the opioid crisis.
- Participate in the State's Operational Leave Behind Narcan Protocol.
- Participate in the State's data gathering partnership with the High Intensity Drug Trafficking Area (HIDTA) program.
- Through FirstWatch, the EMS Division participates in overdose data sharing with our response partners in the National Capital Region.
- Participate and provides support to the Opioid Fatality Review Team and the Opioid Intervention Team.

### • Recreation & Entertainment

#### ✓ Parks & Amenities

- Increasing the amenities and programming offered by the Department of Recreation, Parks, and Tourism (RPT).
- Project Open Space (POS) funding is being utilized for various acquisitions and development projects for the Parks division.
- RecAssist scholarship program to provide eligible residents with recreation opportunities.
- The Waldorf Senior & Recreation Center opened in September 2019.
- Mallovs Bay Potomac River National Marine Sanctuary's post-designation stakeholder meetings began January 2020.

#### ✓ Stadium

- Promote/market Regency Stadium as the community's venue.
- Determine the desires of the community and the capacity of the community.
- Create County Government Community Event Resource Team.
- Identify community nonprofit partner beneficiary.

#### ✓ Agritourism

- Rural Planning and Zoning Task Force and Agritourism subcommittees.
- Working to define Agritourism in the County's zoning ordinance.
- Supported 1<sup>st</sup> Annual Southern Maryland Agriculture Marketing Conference.
- Introduced the County's first brewery and assisted new distillery.
- RPT to support EDD in the attraction, retention, and expansion of agritourism sector businesses

# COMMISSIONERS GOALS AND OBJECTIVES

## ✓ Festivals

- Expand variety and increase visibility for festivals and community events held in Charles County to offer diverse and unique opportunities.
- Completed annual inventory of existing events/activities/festivals currently in the County.
- Continue to encourage, market, support, and promote events organized by the local community.
- Attract visitor-focused special events.
- Encourage/support existing vendor focused events to extend duration of events and to collaborate with local partners for enhanced destination experience.
- Continue to sponsor various events.

## • Affordable/Workforce Housing

### ✓ Housing Authority Committee

- Met with private developers and reviews proposals for new affordable housing developments.
- Conducted rental property inventory of current senior housing that is age-restricted to 55+.
- In the process of analyzing a comparison of the organizational structure of St. Mary's County Housing Authority (independent, non-governmental entity) and Charles County Government's Housing Authority (HA).
- Collaborated with the Veterans Administration (VA) on a strategy to increase availability of Veterans Affairs Supportive Housing (VASH) vouchers.
- Reopening the Housing Choice Voucher waitlist.
- US Department of Agriculture (USDA) grant to provide housing preservation support for low income homeowners.
- Initiated new voucher program called the Foster Youth Initiative.
- Continue to work on outreach awareness plan for private landlords for the Housing Choice Voucher (HCV) program.
- Assist organizations with Community Development Block Grant submissions to benefit the homeless community.
- Formed workgroup to conduct a comprehensive analysis of programs for the homeless.
- Department of Community Services and Department of Planning and Growth Management to work with County leadership and stakeholders on a unified vision and plan for affordable housing in Charles County

### ✓ Equitable Housing

- Promote more equitable housing options that provide for diverse, quality, and affordable housing choices.
  - Create an effective Moderately Priced Dwelling Unit (MPDU) program.
- Review zoning and subdivision regulations in the development district and villages to remove barriers and promote housing diversity.
- Prepare a zoning text amendment to expand the use of accessory dwelling units.
- Create a transparent program for evaluating and potentially supporting affordable housing projects.
- Explore the impact of exempting new efficiency and one-bedroom apartments from the requirements of Adequate Public Facilities for Schools.

# 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 and Water and Sewer Fund operations. The policy was reviewed by the Commissioners on September 25, 2019. 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 unrestricted fund balance range for the General Fund excluding committed and assigned items shall not be less than 8% and not more than 15% of the total budgeted operating revenues of the General Fund budget at the end of each fiscal year.
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 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 may 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 one-time expenditures such as capital outlay purchases, capital projects, or operating needs. These costs should not be recurring.
4. 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 contingency in the individual fund.
2. A contingency reserve is approved in the General Fund operating budget during the budget process to reduce the pressure on Fund Balance appropriations for emergencies or revenue shortfalls.
3. The Operating Budget is adopted at the fund level. Each department and division prepares its own budget based on Budget Staff recommendations for review with the Budget Staff and County Administrator and final approval by the Board of County Commissioners. Current budget processing guidelines require that departments request any enhancements separately from the baseline budget. Enhancements would be identified as funding requested for a new program offering or new staff.
4. The budget process is intended to weigh all competing request for County resources, within expected fiscal constraints. Requests for new, ongoing programs made outside of the budget process will be discouraged.
5. The budget is approved in the form of a resolution after the Commissioners have held an advertised public hearing. During the year, it is the responsibility of the Chief of Budget to administer the budget.
6. Budgetary Control is maintained by employing the use of encumbrances to control the expenditure of appropriations.
7. Unless otherwise provided by public general law, all unexpended and unencumbered appropriations in the current operating expense budget remaining at the end of the fiscal year shall lapse into the fund balance account.
8. The Personnel Policy and Procedure Manual was last revised on December 1, 2018. This manual addresses employee compensations as follows:
  - Grade and Salary Structure: It will be the duty of the Director of Human Resources to maintain a system of salary administration which is fair and equitable, and that the director will, from time to time, provide for periodic salary surveys and recommend changes to the County's system through the County Administrator. An external and internal equity study will be performed, at a minimum, once every seven (7) years.
  - Entrance Rates: The entrance pay rates will normally be the base rate of the salary range prescribed for the grade. Whenever possible, new employees with Charles County Government will begin employment at the base salary within the position grade. Occasionally, in order to recruit the best and most qualified talent, it may be necessary to approve a starting salary above the base salary. Starting salaries above the base salary will be based on qualifications, salary history, and availability of candidates.
  - Employees may advance within their salary range annually until they reach the maximum of their grade if job performance as rated on the performance appraisal is 3.0 or higher. Merit increases will be equivalent to 3% of the midpoint of the employee's assigned grade. Portions of a merit increase that exceed the maximum amount in a salary grade will be paid as a longevity award. An employee whose job performance is rated 2.99 or lower will not be eligible to receive a within grade salary increase during that fiscal year.
  - Employees whose salaries have reached, or exceed, the maximum of the grade (redlined salaries) are eligible to receive longevity awards and cost of living adjustments only. Consideration for a longevity award will occur at the first anniversary the employee is not eligible for a merit increase and thereafter on their anniversary date, and will be awarded to those employees whose performance rating is not less than 3.0. Longevity awards of 3% of the midpoint of the employee's assigned grade will be paid in a lump sum amount. It is not added to the employee's salary.
9. Policies and Procedures for the operation of the Purchasing Office were adopted on June 10, 1999 and revised October 1, 2014. These policies cover purchasing and procurement, competitive bidding, disposition of surplus property, and law enforcement supplies & equipment.

# FINANCIAL POLICIES

## CAPITAL MANAGEMENT POLICIES:

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

## BUDGET POLICIES:

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

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

## BUDGET AMENDMENT

The formal guidelines for Budget Amendments are as follows:

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

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

# FINANCIAL POLICIES

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

## **ACCOUNTING POLICIES:**

### **POSITION CONTROL PROCEDURES**

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

1. Ensure that only authorized positions are advertised and hired.
2. Ensure that the Budget Office is notified of all authorizations for new position and the source of funds for those positions.
3. Ensure that only budgeted positions are added to the payroll.
4. Properly train the departments of County government in the proper procedures for obtaining new permanent position and in filling vacancies in permanent positions
5. Establish an effective management information system which provides information in a concise format useful to management.
6. Maximize the use of electronic data processing and electronic data processing controls.
7. 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 and controlled assets acquired by the County.
2. To assign responsibility for the safekeeping of capital assets and controlled assets to the appropriate managers.
3. To establish standard procedures for the recognition in the accounting, capital asset program, and controlled asset program of acquisitions, disposals, and transfers of capital assets.

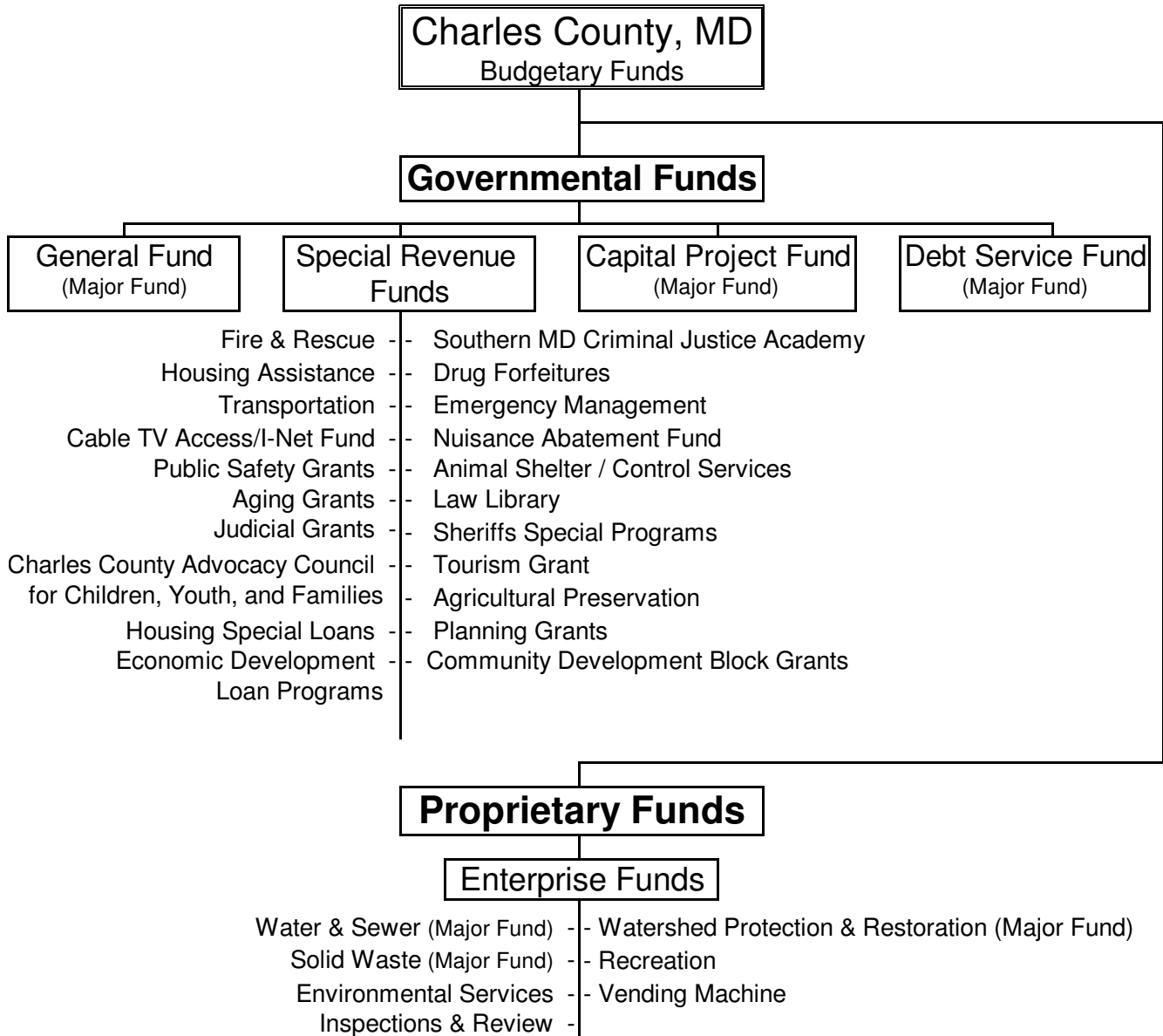
# FINANCIAL POLICIES

4. To ensure that all information needed for insurance or warranty purposes is obtained and maintained on a current basis.
5. To ensure that proper approvals are obtained and established procedures are followed for transfers or disposals of capital assets.
6. To ensure compliance with accounting and reporting requirements as established by generally accepted governmental accounting standards.

## **FINANCIAL REPORTING POLICIES:**

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

# FUND STRUCTURE



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

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

# DESCRIPTION OF EACH FUND

## **GOVERNMENTAL FUNDS:**

### **General Fund**

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

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

### **Capital Project Fund**

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

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

### **Debt Service Fund**

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

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

### **Special Revenue Funds**

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

## **PROPRIETARY FUNDS:**

### **Enterprise Funds**

Enterprise Funds are established to segregate a program or service from the General Fund because of its self-supporting nature. These funds operate on the basis that the costs of providing goods or services to the general public are financed or recovered primarily from fees charged to the consumers of the program. The Water and Sewer fund, the Solid Waste Fund, and Watershed Protection and Restoration Fund are considered major funds. The County provides water and sewer service to over 34,500 customers and is anticipated to accept over 118,000 tons per year at the Landfill. The Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland activities. Other Enterprise Funds include: Environmental Services, Inspection and Review, Recreation, and Vending Machines.

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

# DESCRIPTION OF EACH FUND

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

| Department/Agency                  | GOVERNMENTAL                        |                                     |                                     | PROPRIETARY                         |                                     |                                     |                                     |
|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|                                    | General Fund                        | Capital Projects                    | Other Govt.                         | Water & Sewer                       | Solid Waste                         | Watershed Protection                | Other Enterprise                    |
| <b>County Departments</b>          |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| 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"/> |                                     |                                     |                                     |
| Human Resources                    | <input checked="" type="checkbox"/> |                                     |                                     |                                     |                                     |                                     |                                     |
| Planning & Growth Management       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Public Works                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Recreation, Parks & Tourism        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>Outside Agencies</b>            |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| 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"/> |                                     | <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.

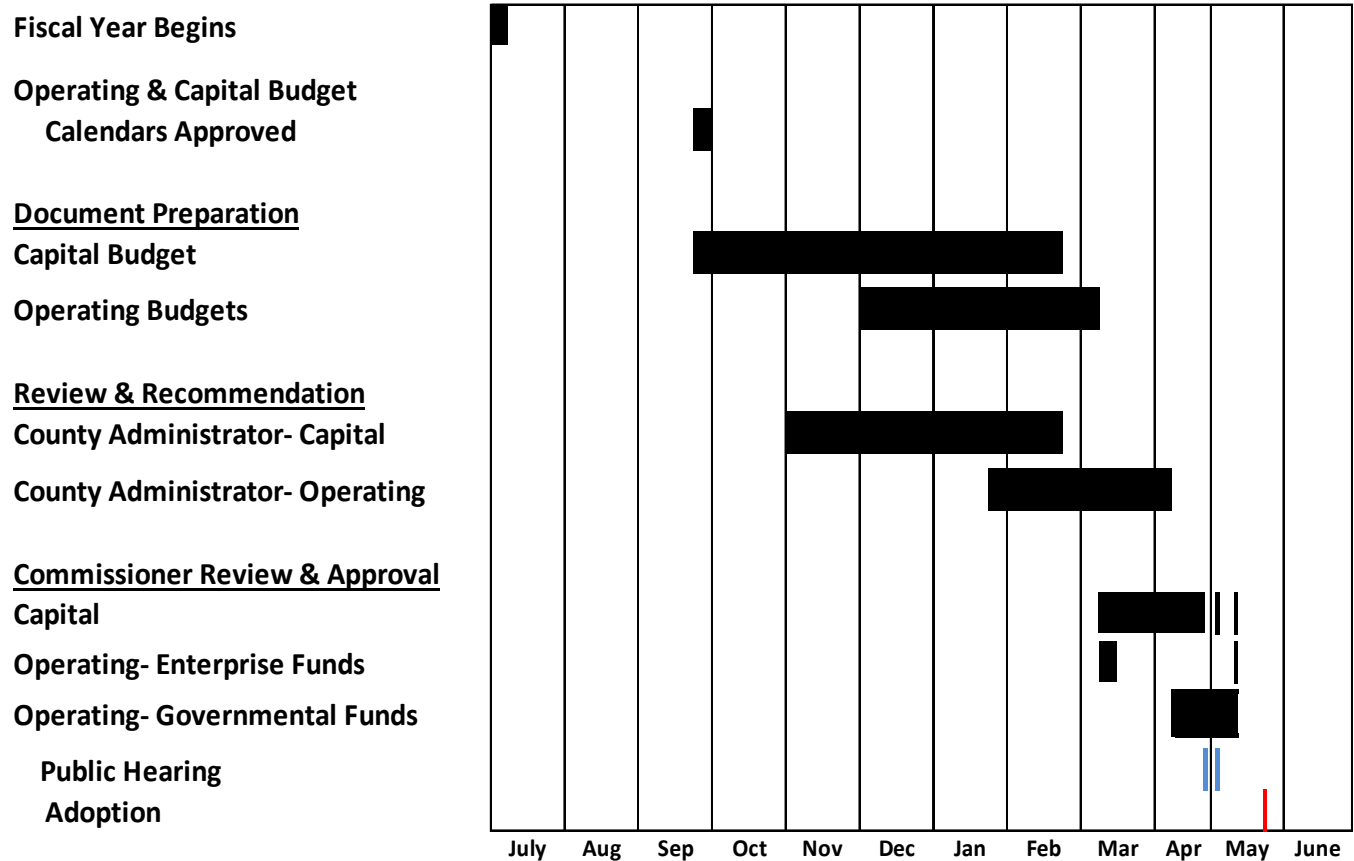
The following schedule summarizes the differences:

| 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 timelines for requests and approvals. The calendars encompass both the operating and capital budget process. The Mission and Vision of the County guide the development of both the capital and operating budgets. The focus is placed on aligning organizational resources to accomplish the goals of the Commissioners.



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

## Development, Review, and Adoption

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

The requests are reviewed by senior management and department heads are given an opportunity at this time to prioritize their projects and fit projects with the highest needs within the County's affordable debt limits. The CIP was presented to the Board of County Commissioners in March with a review of which projects were within the targeted budget and those projects exceeding budget based on this prioritization. A public hearing was held on May 5, 2020 and a public hearing on the constant yield tax rate was held on April 29, 2020. The budget was approved by the Commissioners on May 19, 2020.

# THE BUDGET PROCESS

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

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

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

## Operating & Capital Budget Interaction

In conjunction with the review and adoption of the current year budget and five year Capital Improvement Program, five year plans are prepared and reviewed with the Commissioners for the General Fund, Water and Sewer Fund, Landfill Fund, Environmental Services Fund, and the Watershed Protection and Restoration Fund. An intensive review of the capital budget requests and the five-year plans are necessary for two main reasons. The first reason is to determine the affordability of future debt issuance as it impacts 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.

# About the Charles County Budget FY2021 Operating Budget Development Process

Operating Budget Calendar • Revised April 21, 2020



## SUBMITTAL PHASE

- **OCT. 31, 2019** — Elected officials / agencies received the operating budget request forms. County departments were provided with guidance to prepare budget requests.
- **DEC. 4, 2019** — Requested budgets and performance measurement files from the county departments and elected officials / agencies are returned to the Department of Fiscal and Administrative Services Budget Division.
- **FEB. 28, 2020** — The Board of Education and College of Southern Maryland operating budget requests are due.

## BUDGET WORK SESSIONS

- **MARCH 17, 2020** — **Budget Work Session, Enterprise Funds (operating and capital)**: Review of budgets and the impact on associated fees for services: water and sewer, inspection, landfill, recreation, stormwater, cable (special revenue), and environmental services.
- **MARCH 31, 2020** — **Budget Work Session General Fund Revenue Update**: Review of operating revenue estimates including: property taxes, licenses and permits, income tax grants, recordation/transfer taxes, fines and forfeitures, service charges, and other income which included an estimated impact of COVID-19. **Budget Work Session Fees and Charges for services**: Review of all county fees and charges highlighting new fees and changes to existing fees.
- **APRIL 7, 2020** — **Budget Work Session, General Fund Preliminary Overview**: Revised revenue estimates due to impact of COVID-19 and provide estimated baseline budget.
- **APRIL 21, 2020** — **Budget Work Session, General Fund Update**: Update on progress on balancing the Fiscal 2021 budget.
- **APRIL 28, 2020** — **Budget Work Session, General Fund**: First review of proposed County Administrator budget covers Board of Education, Sheriff's Office, and other agencies: Courts, State's Attorney, and Department of Health.

## PUBLIC HEARING: CONSTANT YIELD TAX RATE

Virtual Meeting Broadcast Live from the Charles County Government Building (200 Baltimore Street, La Plata, MD)

- **APRIL 29, 2020, 6 P.M.** — This public hearing offers an opportunity for property owners to provide feedback on the issue of property tax rates prior to approval. The Constant Yield Tax Rate is simply a property tax rate that, when applied to new assessments, will result in the taxing authority receiving the same revenue in the coming taxable year that was produced in the prior taxable year. **Details:** [dat.maryland.gov/realproperty/Pages/Constant-Yield-Tax-Rates.aspx](http://dat.maryland.gov/realproperty/Pages/Constant-Yield-Tax-Rates.aspx)

## BUDGET WORK SESSION

- **APRIL 29, 2020** — **Budget Work Session, General Fund**: Final review of proposed County Administrator budget covers county administered departments and remaining budgets.
- **MAY 5, 2020** — **MAY 5, 2020** — **Budget Work Session, Special Revenue Fund**: includes review of federal and state grants, fire and rescue, as well as special programs with dedicated revenues. **Budget Work Session, General Fund**: Recap and follow-up review.

## PUBLIC HEARING: OPERATING, GENERAL FUND & CAPITAL BUDGETS

Virtual Meeting Broadcast Live from the Charles County Government Building (200 Baltimore Street, La Plata, MD)

- **MAY 5, 2020, 6 P.M.** — **Operating, General Fund, and Capital Budgets**

## FOLLOW-UP BUDGET WORK SESSION

- **MAY 12, 2020** — **Budget Work Session, General Fund**: and recap of all budgets.

## BUDGET FINALIZING & APPROVAL

- **MAY 19, 2020** — **General Fund Tax Rates and Budget Adoption**. Budget adoption of all other funds. Pending finalization of Governor's signing or vetoing State Bills.

## OUR BUDGET APPROACH

Maintain core services • Keep current property tax and income tax rates • Demonstrate fiscal responsibility • Minimize use of cash reserves  
Invest in employee compensation

## WHAT IS THE GENERAL FUND?

The general fund is the largest operating fund of Charles County Government, and 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, which are called enterprise funds.

Learn more about the Budget: [www.CharlesCountyMD.gov/BudgetProcess](http://www.CharlesCountyMD.gov/BudgetProcess)

Charles County Government • 200 Baltimore Street • La Plata, MD • 301-645-0550 • MD Relay: 7-1-1 (TDD: 1-800-735-2258)

# About the Charles County Budget FY2021 Capital Improvement Budget Calendar

Capital Improvement Project Calendar • Revised April 21, 2020



## SUBMITTAL PHASE

- **SEPT. 9, 2019** — Fiscal 2021-2025 Capital Improvement Program (CIP) forms sent to county departments and agencies.
- **SEP. 30, 2019** — General Government CIP requests are returned to the Department of Fiscal & Administrative Services, Budget Division. *Operating impact requests are sent to the Department of Public Works.*
- **OCT. 8, 2019** — 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.*
- **OCT. 15, 2019** — General Government CIP operating impact forms are returned from the Department of Public Works.
- **OCT. 22, 2019** — Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
- **NOV./DEC. 2019** — CIP review with County Administrator and departments.

## BUDGET WORK SESSIONS

- **NOV. 5, 2019** — **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. Letter due to IAC on Nov. 27, 2019.
- **MARCH 17, 2020** — **Budget Work Session:** Enterprise Funds (operating and capital).
- **MARCH 31, 2020** — **Budget Work Session:** General Government CIP review.
- **APRIL 7, 2020** — **Budget Work Session:** General Government CIP review.
- **APRIL 21, 2020** — **Budget Work Session:** General Government CIP review.
- **MAY 5, 2020** — **Budget Work Session:** Recap and follow-up review of the CIP Fiscal 2021-2025.

## PUBLIC HEARING: OPERATING, GENERAL FUND & CAPITAL BUDGETS

Virtual Meeting Broadcast Live from the Charles County Government Building (200 Baltimore Street, La Plata, MD)

- **MAY 5, 2020, 6 P.M.** — **Operating, General Fund, and Capital Budgets**

## FOLLOW-UP BUDGET WORK SESSION

- **MAY 12, 2020** — **Final Recap** for Enterprise Funds and CIP for Fiscal 2021-2025.

## BUDGET FINALIZING & APPROVAL

- **MAY 19, 2020** — **Formal Adoption.** General Fund Tax Rates and Budget Adoption of all other funds pending finalization of the Maryland State Governor's signing or vetoing State Bills.

## WHAT IS THE 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. 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 (Fiscal 2021). The CIP is broken down into Governmental and Enterprise fund projects.

## GOVERNMENTAL PROJECTS ARE SUPPORTED BY GENERAL FUND REVENUES

Board of Education, College of Southern Maryland, General Government (Buildings, Land Preservation), Parks, Transportation

## ENTERPRISE FUND PROJECTS

Supported by self supporting user fees: Water, Sewer, Stormwater, Environmental Services, and Landfill

Learn more about the Budget: [www.CharlesCountyMD.gov/BudgetProcess](http://www.CharlesCountyMD.gov/BudgetProcess)

Charles County Government • 200 Baltimore Street • La Plata, MD • 301-645-0550 • MD Relay: 7-1-1 (TDD: 1-800-735-2258)

# FISCAL YEAR 2021 ADOPTED BUDGET

## Summary by Fund

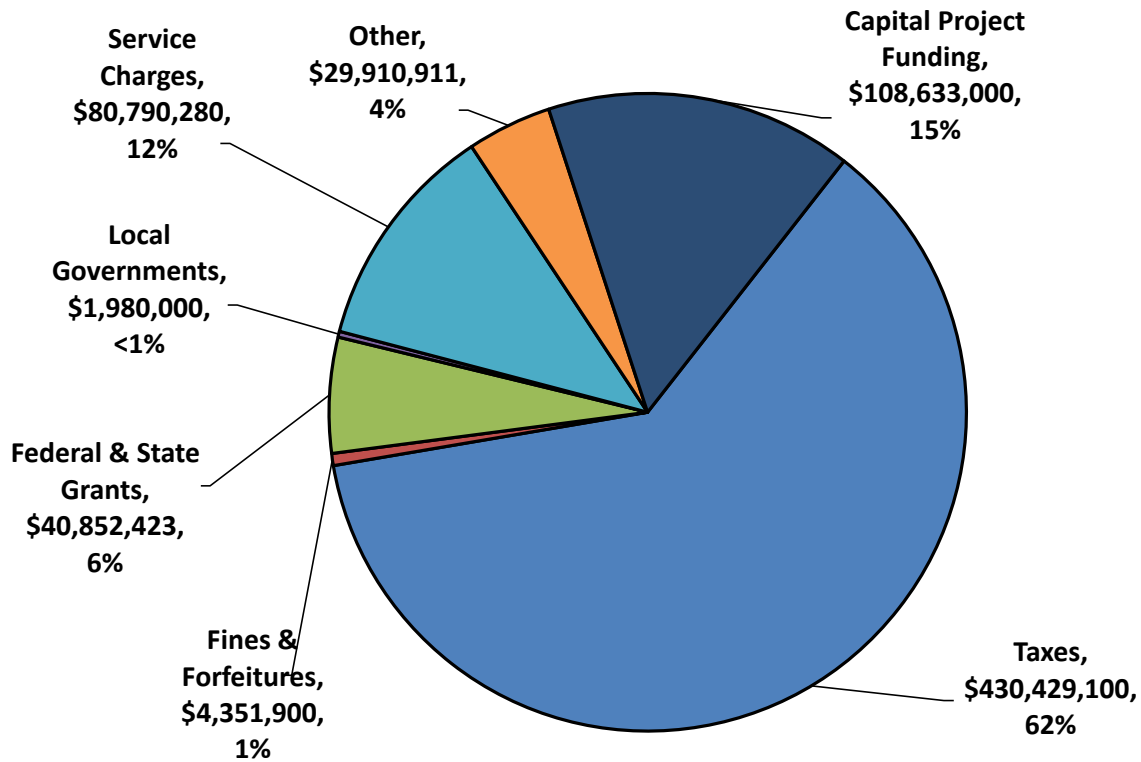
| DESCRIPTION  | FY2021               |                     |                          | APPROPRIATION<br>TOTAL | FY2020                              |              |
|--|----------------------|---------------------|--------------------------|------------------------|-------------------------------------|--------------|
|  | OPERATING<br>REVENUE | OTHER<br>SOURCES    | FUND<br>BALANCE          |                        | APPROPRIATION<br>TOTAL <sup>3</sup> | %<br>Chg.    |
| <b>GOVERNMENTAL FUNDS:</b>   |                      |                     |                          |                        |                                     |              |
| <b>General Fund</b>  | \$424,716,400        | \$3,571,800         | \$5,153,000 <sup>1</sup> | <b>\$433,441,200</b>   | <b>\$425,097,500</b>                | <b>2.0%</b>  |
| <b>Capital Project Fund</b>  |                      |                     |                          |                        |                                     |              |
| Governmental   | \$68,069,000         | \$2,778,000         | \$3,105,000 <sup>1</sup> | <b>\$73,952,000</b>    | <b>\$104,889,000</b>                | -29.5%       |
| Water & Sewer  | 42,014,000           |                     |                          | <b>42,014,000</b>      | <b>35,644,000</b>                   | 17.9%        |
| Watershed Protection and Restoration                                 | 7,958,000            |                     |                          | <b>7,958,000</b>       | <b>11,017,000</b>                   | -27.8%       |
| Solid Waste- Landfill  | 7,863,000            |                     |                          | <b>7,863,000</b>       | <b>4,722,000</b>                    | 66.5%        |
| Environmental Services   | 61,000               |                     |                          | <b>61,000</b>          | <b>36,000</b>                       | 69.4%        |
| Total Capital Projects   | \$125,965,000        | \$2,778,000         | \$3,105,000              | <b>\$131,848,000</b>   | <b>\$156,308,000</b>                | -15.6%       |
| Governmental Reserves  | 0                    |                     |                          | <b>0</b>               | <b>2,671,800</b>                    |              |
| Total Capital Project Fund   | \$125,965,000        | \$2,778,000         | \$3,105,000              | <b>\$131,848,000</b>   | <b>\$158,979,800</b>                | -17.1%       |
| <b>Debt Service Fund</b>   | \$16,141,000         | \$0                 | \$35,800 <sup>1</sup>    | <b>\$16,176,800</b>    | <b>\$23,008,930</b>                 | -29.7%       |
| <b>Special Revenue Funds</b>   |                      |                     |                          |                        |                                     |              |
| Fire & Rescue  | \$13,835,371         | \$0                 | \$0                      | <b>\$13,835,371</b>    | <b>\$13,527,192</b>                 | 2.3%         |
| Housing Assistance   | 9,596,938            | 225,462             | 0                        | <b>9,822,400</b>       | <b>10,076,634</b>                   | -2.5%        |
| Transportation   | 4,211,384            | 3,915,594           | 0                        | <b>8,126,978</b>       | <b>8,271,416</b>                    | -1.7%        |
| Cable TV Access/I-Net Fund   | 3,423,100            |                     | 200,000 <sup>1</sup>     | <b>3,623,100</b>       | <b>6,509,800</b>                    | -44.3%       |
| Public Safety Grants   | 845,811              | 1,162,429           |                          | <b>2,008,240</b>       | <b>2,482,666</b>                    | -19.1%       |
| Aging Grants   | 1,422,949            | 17,980              | 10,162 <sup>1</sup>      | <b>1,451,091</b>       | <b>2,074,223</b>                    | -30.0%       |
| Judicial Grants  | 1,216,106            | 146,564             |                          | <b>1,362,670</b>       | <b>1,716,926</b>                    | -20.6%       |
| Charles County Advocacy Council for<br>Children, Youth, and Families | 921,001              |                     | 21,747 <sup>1</sup>      | <b>942,748</b>         | <b>2,601,878</b>                    | -63.8%       |
| Housing - Special Loans  | 404,500              | 500                 |                          | <b>405,000</b>         | <b>595,129</b>                      | -31.9%       |
| Economic Development Loan Programs                                   | 0                    |                     | 275,000 <sup>1</sup>     | <b>275,000</b>         | <b>840,000</b>                      | -67.3%       |
| Southern MD Criminal Justice Academy                                 | 169,400              | 80,700              | 17,300 <sup>1</sup>      | <b>267,400</b>         | <b>443,492</b>                      | -39.7%       |
| Drug Forfeitures   | 150,500              |                     | 56,000 <sup>1</sup>      | <b>206,500</b>         | <b>178,600</b>                      | 15.6%        |
| Emergency Management   | 102,691              | 102,691             |                          | <b>205,382</b>         | <b>986,526</b>                      | -79.2%       |
| Nuisance Abatement Fund  | 100,000              |                     |                          | <b>100,000</b>         | <b>100,000</b>                      | 0.0%         |
| Animal Shelter / Control Services                                    | 97,800               |                     |                          | <b>97,800</b>          | <b>112,860</b>                      | -13.3%       |
| Law Library  | 37,500               | 28,000              |                          | <b>65,500</b>          | <b>62,400</b>                       | 5.0%         |
| Sheriffs Special Programs  | 55,700               |                     |                          | <b>55,700</b>          | <b>218,700</b>                      | -74.5%       |
| Tourism Grant  | 28,534               |                     |                          | <b>28,534</b>          | <b>28,534</b>                       | 0.0%         |
| Agricultural Preservation  | 18,600               |                     |                          | <b>18,600</b>          | <b>18,600</b>                       | 0.0%         |
| Planning Grants  | 5,000                |                     |                          | <b>5,000</b>           | <b>25,000</b>                       | -80.0%       |
| Community Development Block Grants                                   | 0                    |                     |                          | <b>0</b>               | <b>418,684</b>                      | -100.0%      |
| Total Special Revenue  | \$36,642,885         | \$5,679,920         | \$580,209                | <b>\$42,903,014</b>    | <b>\$51,289,260</b>                 | -16.4%       |
| <b>PROPRIETARY FUNDS:</b>  |                      |                     |                          |                        |                                     |              |
| <b>Enterprise Funds</b>  |                      |                     |                          |                        |                                     |              |
| Water & Sewer  | \$41,601,000         |                     | \$199,000 <sup>1</sup>   | <b>\$41,800,000</b>    | <b>\$39,660,400</b>                 | 5.4%         |
| Solid Waste- Landfill  | 9,098,100            |                     | 1,134,000 <sup>1,2</sup> | <b>10,232,100</b>      | <b>9,617,500</b>                    | 6.4%         |
| Environmental Services   | 6,797,500            |                     | 670,000 <sup>1,2</sup>   | <b>7,467,500</b>       | <b>7,019,900</b>                    | 6.4%         |
| Inspections & Review   | 4,915,500            | 6,000               |                          | <b>4,921,500</b>       | <b>4,115,800</b>                    | 19.6%        |
| Watershed Protection and Restoration                                 | 4,770,100            | 300,000             | 509,000 <sup>1</sup>     | <b>5,579,100</b>       | <b>4,764,700</b>                    | 17.1%        |
| Recreation   | 2,264,600            | 175,000             |                          | <b>2,439,600</b>       | <b>2,432,200</b>                    | 0.3%         |
| Vending Machine  | 138,800              |                     |                          | <b>138,800</b>         | <b>138,800</b>                      | 0.0%         |
| Total Enterprise Fund  | \$69,585,600         | \$481,000           | \$2,512,000              | <b>\$72,578,600</b>    | <b>\$67,749,300</b>                 | 7.1%         |
| <b>Total All Funds</b>   | <b>\$673,050,885</b> | <b>\$12,510,720</b> | <b>\$11,386,009</b>      | <b>\$696,947,614</b>   | <b>\$726,124,790</b>                | <b>-4.0%</b> |

### 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 FY2020 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 2021 APPROVED REVENUES BY ACCOUNT CLASSIFICATION

**TOTAL = \$696,947,614**

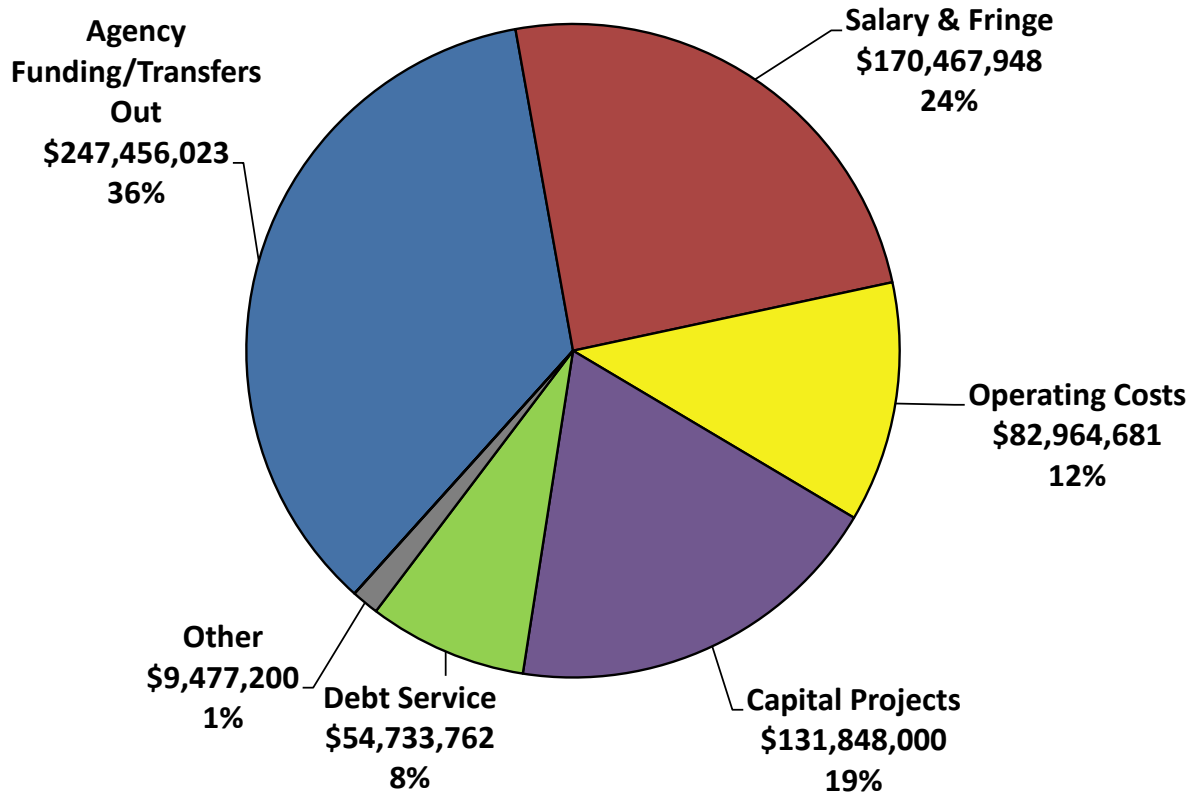


|                         | <b>FY2019<br/>BUDGET</b> | <b>%<br/>total</b> | <b>FY2020<br/>BUDGET</b> | <b>%<br/>total</b> | <b>FY2021<br/>ADOPTED</b> | <b>%<br/>total</b> |
|-------------------------|--------------------------|--------------------|--------------------------|--------------------|---------------------------|--------------------|
| Taxes                   | \$398,478,500            | 62.6%              | \$416,780,500            | 57.4%              | \$430,429,100             | 61.8%              |
| Fines & Forfeitures     | 4,591,269                | 0.7%               | 4,487,100                | 0.6%               | 4,351,900                 | 0.6%               |
| Federal & State Grants  | 51,791,987               | 8.1%               | 52,286,351               | 7.2%               | 40,852,423                | 5.9%               |
| Local Governments       | 1,748,356                | 0.3%               | 1,828,492                | 0.3%               | 1,980,000                 | 0.3%               |
| Service Charges         | 69,667,337               | 10.9%              | 75,873,142               | 10.4%              | 80,790,280                | 11.6%              |
| Other                   | 40,858,087               | 6.4%               | 63,887,205               | 8.8%               | 29,910,911                | 4.3%               |
| Capital Project Funding | 69,236,000               | 10.9%              | 110,982,000              | 15.3%              | 108,633,000               | 15.6%              |
| <b>TOTAL ALL FUNDS</b>  | <b>\$636,371,536</b>     |                    | <b>\$726,124,790</b>     |                    | <b>\$696,947,614</b>      |                    |

NOTE: The FY2019 and 2020 Budgets listed above reflect the adopted budget of all funds except the Special Revenue funds. The amended budget is used due to the frequent late changes in grant awards and budgets.

# FISCAL YEAR 2021 APPROVED EXPENDITURES BY ACCOUNT CLASSIFICATION

**TOTAL = \$696,947,614**



|                              | <b>FY2019<br/>BUDGET</b> | <b>%<br/>total</b> | <b>FY2020<br/>BUDGET</b> | <b>%<br/>total</b> | <b>FY2021<br/>ADOPTED</b> | <b>%<br/>total</b> |
|------------------------------|--------------------------|--------------------|--------------------------|--------------------|---------------------------|--------------------|
| Agency Funding/Transfers Out | \$234,943,861            | 36.9%              | \$247,432,721            | 34.1%              | \$247,456,023             | 35.5%              |
| Salary & Fringe              | 155,407,167              | 24.4%              | 164,593,640              | 22.7%              | 170,467,948               | 24.5%              |
| Operating Costs              | 82,187,586               | 12.9%              | 85,281,837               | 11.7%              | 82,964,681                | 11.9%              |
| Capital Projects             | 97,085,800               | 15.3%              | 158,979,800              | 21.9%              | 131,848,000               | 18.9%              |
| Debt Service                 | 51,941,562               | 8.2%               | 59,932,092               | 8.3%               | 54,733,762                | 7.9%               |
| Capital Outlay/Maintenance   | 12,294,860               | 1.9%               | 8,824,600                | 1.2%               | 7,855,200                 | 1.1%               |
| Operating Contingency        | 1,765,800                | 0.3%               | 335,200                  | 0.0%               | 877,100                   | 0.1%               |
| Equipment Reserve            | 744,900                  | 0.1%               | 744,900                  | 0.1%               | 744,900                   | 0.1%               |
| <b>TOTAL ALL FUNDS</b>       | <b>\$636,371,536</b>     |                    | <b>\$726,124,790</b>     |                    | <b>\$696,947,614</b>      |                    |

*NOTE: The FY2019 and FY2020 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 2019 and estimates for Fiscal Year 2020 and Fiscal Year 2021. Fiscal Year 2020 estimates are based on unaudited figures. Fiscal Year 2021 represents the approved budget for the General Fund, Debt Service and Other Governmental Funds. For the Enterprise Funds, Fiscal Year 2021 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 2021 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 2019 ended with a \$15.9 million gain due to conservative spending and income tax, recordation, and transfer tax revenue exceeding expectations. The Fiscal Year 2020 fund balance is estimated to increase by \$6.5 million due to conservative spending and recordation and transfer tax revenue exceeding expectations. The County received \$14 million from the CARES Act to support the County's costs towards the COVID-19 emergency pandemic. The estimated FY2020 costs are projected to be less than \$14 million and the remaining funds will be deferred to FY2021. These revenues and associated expenses are excluded from FY2020 year end estimate and it should have no impact on the FY2020 year end fund balance. The Fiscal Year 2021 use of fund balance in the amount of \$5.2 million has been appropriated to fund priority one-time items in the FY2021 operating budget including vehicle and equipment items for the Sheriff's Office, funding to support the capital improvement program, to support the County's Other Post-Employment Benefits (OPEB) contribution per the strategic plan, and other one-time items.

# FUND BALANCE

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

|                                      | FY2019<br>Actual     | FY2020<br>Estimated  | FY2021<br>Approved   |
|--------------------------------------|----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>        | <b>\$92,923,995</b>  | <b>\$108,850,925</b> | <b>\$115,348,325</b> |
| Revenues                             | 409,479,365          | 418,668,100          | 424,716,400          |
| Expenditures                         | (386,507,506)        | (404,011,300)        | (423,827,000)        |
| Other Financing Sources/(Uses)       | (7,044,929)          | (8,159,400)          | (6,042,400)          |
| <b>Projected Ending Fund Balance</b> | <b>\$108,850,925</b> | <b>\$115,348,325</b> | <b>\$110,195,325</b> |
| Non-spendable-Fund Balance           | (1,834,802)          | (1,834,802)          | (1,834,802)          |
| Restricted Fund Balance              | (96,114)             | (110,670)            | (110,670)            |
| Committed Fund Balance               | (92,542,994)         | (103,025,640)        | (98,172,640)         |
| Assigned Fund Balance                | (6,516,854)          | (8,014,075)          | (7,714,075)          |
| <b>Unassigned Fund Balance</b>       | <b>\$7,860,161</b>   | <b>\$2,363,138</b>   | <b>\$2,363,138</b>   |

## 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 FY2021, a fund balance of \$69.5 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. The fund also includes the capital lease proceeds and associated purchases.

**Other Governmental Funds:** Fiscal Year 2019 ended the year with a \$1.8 million increase in fund balance. Fund balance is estimated to increase in Fiscal Year 2020 by \$1.8 million. Fiscal Year 2021 is estimated to decline by \$527 thousand as various programs utilize prior year surpluses. Fund Balance will be allocated in future years according to program requirements or formal designations. The fund equity is estimated to remain in excess of \$30.4 million at the end of Fiscal Year 2021.

**Water and Sewer Fund:** Net assets for the Water and Sewer Fund increased by \$4.4 million in Fiscal Year 2019. Fiscal Year 2020 is estimated to increase by \$1.0 million and Fiscal Year 2021 is estimated to increase by \$4.1 million. These amounts are relatively insignificant to a fund equity that remains in excess of \$169 million.

**Solid Waste Fund:** Net assets for the Solid Waste Fund increased by \$4.2 million in Fiscal Year 2019; an increase of 11%. Fiscal Year 2020 is estimated to increase by \$3.6 million and increase by \$2.8 million in Fiscal Year 2021. The fund equity is estimated to remain in excess of \$48 million at the end of Fiscal Year 2021.

**Watershed Protection Fund:** Net assets for the Watershed Protection Fund have increased by \$28 thousand in Fiscal Year 2019. Fiscal Year 2020 is estimated to increase by \$609 thousand; an increase of 17%. The fund equity is estimated to remain in excess of \$4 million at the end of Fiscal Year 2021.

**Other Enterprise Funds:** A \$151 thousand gain in Fiscal Year 2019 increased fund equity by 2%. A decline is being estimated for the various enterprise funds in Fiscal Year 2020 which will decrease fund equity by \$529 thousand; a 7% decrease. Fiscal Year 2021 is estimated to decline by \$136 thousand as the Environmental Services Fee Fund is using fund balance to purchase some one-time equipment. Fund balance is expected to be approximately \$7.3 million by the end of Fiscal Year 2021.

# SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

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

|  | <b>GOVERNMENTAL FUNDS</b> |                             |                            |                             |                             |                             |
|--|---------------------------|-----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
|  | <b>General Fund</b>       |                             |                            | <b>Capital Project Fund</b> |                             |                             |
|  | <b>FY2019<br/>Actual</b>  | <b>FY2020<br/>Estimated</b> | <b>FY2021<br/>Approved</b> | <b>FY2019<br/>Actual</b>    | <b>FY2020<br/>Estimated</b> | <b>FY2021<br/>Estimated</b> |
| <b>Revenues</b>                        |                           |                             |                            |                             |                             |                             |
| Property Taxes                         | \$225,675                 | \$231,822                   | \$241,288                  | \$0                         | \$0                         | \$0                         |
| Income Taxes                           | 136,665                   | 135,266                     | 140,000                    | 0                           | 0                           | 0                           |
| Other Local Taxes                      | 25,934                    | 30,308                      | 24,865                     | 0                           | 0                           | 0                           |
| Licenses & Permits                     | 1,058                     | 931                         | 1,098                      | 0                           | 0                           | 0                           |
| Federal Grants                         | 51                        | 67                          | 0                          | 50                          | 0                           | 400                         |
| State Grants                           | 1,670                     | 1,607                       | 1,645                      | 1,850                       | 1,377                       | 2,611                       |
| Local Governments                      | 513                       | 472                         | 523                        | 0                           | 0                           | 0                           |
| Service Charges                        | 7,592                     | 8,308                       | 8,752                      | 1,832                       | 1,003                       | 1,428                       |
| Fines & Forfeitures                    | 3,221                     | 3,273                       | 3,478                      | 0                           | 0                           | 0                           |
| Interest                               | 5,278                     | 4,525                       | 1,000                      | 0                           | 0                           | 0                           |
| Rent Revenues                          | 1,211                     | 1,332                       | 1,263                      | 0                           | 0                           | 0                           |
| Miscellaneous                          | 611                       | 757                         | 806                        | 18                          | 1,288                       | 2,843                       |
| <b>Total Revenues</b>                  | <b>\$409,479</b>          | <b>\$418,668</b>            | <b>\$424,716</b>           | <b>\$3,751</b>              | <b>\$3,668</b>              | <b>\$7,282</b>              |
| <b>Expenditures</b>                    |                           |                             |                            |                             |                             |                             |
| General Government                     | \$18,673                  | \$19,711                    | \$23,111                   | \$9,092                     | \$10,284                    | \$13,439                    |
| Fiscal & Administrative Services       | 6,354                     | 6,390                       | 7,239                      | 1                           | 2                           | 278                         |
| Public Works - Facilities              | 14,852                    | 12,771                      | 15,329                     | 0                           | 0                           | 0                           |
| Public Works - Utilities               | 0                         | 0                           | 0                          | 0                           | 0                           | 0                           |
| Community Services                     | 2,045                     | 2,178                       | 2,447                      | 0                           | 0                           | 0                           |
| Recreation, Parks & Tourism            | 8,074                     | 8,100                       | 9,209                      | 2,482                       | 2,313                       | 1,100                       |
| Planning & Growth Mgmt.                | 3,154                     | 3,070                       | 3,162                      | 39                          | 45                          | 379                         |
| Public Safety                          | 99,695                    | 107,048                     | 114,052                    | 1,541                       | 703                         | 6,248                       |
| Health & Social Services               | 4,047                     | 4,443                       | 4,701                      | 0                           | 0                           | 0                           |
| Conservation of Natural Resources      | 658                       | 704                         | 719                        | 636                         | 1,990                       | 1,957                       |
| Economic Development                   | 1,749                     | 2,037                       | 1,989                      | 0                           | 0                           | 0                           |
| Education Appropriations               | 196,074                   | 206,814                     | 210,081                    | 17,901                      | 19,636                      | 26,889                      |
| Other                                  | 2,016                     | 0                           | 0                          | 0                           | 0                           | 0                           |
| Debt Service                           | 29,117                    | 30,746                      | 31,788                     | 0                           | 0                           | 0                           |
| <b>Total Expenditures</b>              | <b>\$386,508</b>          | <b>\$404,011</b>            | <b>\$423,827</b>           | <b>\$31,693</b>             | <b>\$34,973</b>             | <b>\$50,291</b>             |
| <b>Operating Gain/(Loss)</b>           | <b>\$22,972</b>           | <b>\$14,657</b>             | <b>\$889</b>               | <b>(\$27,942)</b>           | <b>(\$31,304)</b>           | <b>(\$43,009)</b>           |
| <b>Other Financing Sources/(Uses):</b> |                           |                             |                            |                             |                             |                             |
| Bond/Lease Proceeds/Premium            | 0                         | 0                           | 0                          | 38,500                      | 34,700                      | 42,000                      |
| Transfers In                           | 2,720                     | 2,678                       | 3,572                      | 8,830                       | 11,047                      | 2,778                       |
| Transfers Out                          | (9,765)                   | (10,837)                    | (9,614)                    | (2,673)                     | (2,672)                     | (2,672)                     |
| <b>Net Change in Fund Balance</b>      | <b>\$15,927</b>           | <b>\$6,497</b>              | <b>(\$5,153)</b>           | <b>\$16,715</b>             | <b>\$11,771</b>             | <b>(\$903)</b>              |
| Fund Balance-<br>Beginning of Year     | 92,924                    | 108,851                     | 115,348                    | 41,947                      | 58,662                      | 70,433                      |
| <b>Fund Balance - End of Year</b>      | <b>\$108,851</b>          | <b>\$115,348</b>            | <b>\$110,195</b>           | <b>\$58,662</b>             | <b>\$70,433</b>             | <b>\$69,530</b>             |

# SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

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

|  | <b>GOVERNMENTAL FUNDS</b> |                             |                             |                                 |                             |                            |
|--|---------------------------|-----------------------------|-----------------------------|---------------------------------|-----------------------------|----------------------------|
|  | <b>Debt Service Fund</b>  |                             |                             | <b>Other Governmental Funds</b> |                             |                            |
|  | <b>FY2019<br/>Actual</b>  | <b>FY2020<br/>Estimated</b> | <b>FY2021<br/>Estimated</b> | <b>FY2019<br/>Actual</b>        | <b>FY2020<br/>Estimated</b> | <b>FY2021<br/>Approved</b> |
| <b>Revenues</b>                        |                           |                             |                             |                                 |                             |                            |
| Property Taxes                         | \$0                       | \$0                         | \$0                         | \$13,663                        | \$13,105                    | \$13,457                   |
| Income Taxes                           | 0                         | 0                           | 0                           | 0                               | 0                           | 0                          |
| Other Local Taxes                      | 9,971                     | 10,149                      | 9,659                       | 0                               | 0                           | 0                          |
| Licenses & Permits                     | 0                         | 0                           | 0                           | 15                              | 9                           | 33                         |
| Federal Grants                         | 0                         | 0                           | 0                           | 16,778                          | 16,296                      | 14,791                     |
| State Grants                           | 0                         | 0                           | 0                           | 6,188                           | 3,411                       | 2,984                      |
| Local Governments                      | 0                         | 0                           | 0                           | 94                              | 174                         | 161                        |
| Service Charges                        | 0                         | 0                           | 0                           | 4,750                           | 4,649                       | 4,880                      |
| Fines & Forfeitures                    | 0                         | 0                           | 0                           | 332                             | 166                         | 154                        |
| Interest Income                        | 1,762                     | 1,708                       | 1,570                       | 1,439                           | 89                          | 11                         |
| Rent Revenues                          | 0                         | 0                           | 0                           | 0                               | 0                           | 0                          |
| Miscellaneous                          | 1                         | 0                           | 0                           | 259                             | 431                         | 170                        |
| <b>Total Revenues</b>                  | <b>\$11,733</b>           | <b>\$11,856</b>             | <b>\$11,229</b>             | <b>\$43,518</b>                 | <b>\$38,331</b>             | <b>\$36,643</b>            |
| <b>Expenditures</b>                    |                           |                             |                             |                                 |                             |                            |
| General Government                     | \$0                       | \$0                         | \$0                         | \$3,078                         | \$2,172                     | 2,571                      |
| 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                           | 12,125                          | 11,497                      | 11,678                     |
| Recreation, Parks & Tourism            | 0                         | 0                           | 0                           | 73                              | 29                          | 29                         |
| Planning & Growth Mgmt.                | 0                         | 0                           | 0                           | 7,805                           | 8,125                       | 8,232                      |
| Public Safety                          | 0                         | 0                           | 0                           | 20,145                          | 16,512                      | 16,676                     |
| Health & Social Services               | 0                         | 0                           | 0                           | 2,096                           | 3,111                       | 2,305                      |
| Conservation of Natural Resources      | 0                         | 0                           | 0                           | 30                              | 19                          | 19                         |
| Economic Development                   | 0                         | 0                           | 0                           | 47                              | 184                         | 275                        |
| Education Appropriations               | 0                         | 0                           | 0                           | 252                             | 41                          | 146                        |
| Other                                  | 2,416                     | 2,247                       | 7,825                       | 0                               | 0                           | 0                          |
| Debt Service                           | 13,858                    | 13,589                      | 13,735                      | 0                               | 0                           | 0                          |
| <b>Total Expenditures</b>              | <b>\$16,274</b>           | <b>\$15,836</b>             | <b>\$21,560</b>             | <b>\$45,650</b>                 | <b>\$41,688</b>             | <b>\$41,931</b>            |
| <b>Operating Gain/(Loss)</b>           | <b>(\$4,541)</b>          | <b>(\$3,980)</b>            | <b>(\$10,330)</b>           | <b>(\$2,131)</b>                | <b>(\$3,357)</b>            | <b>(\$5,288)</b>           |
| <b>Other Financing Sources/(Uses):</b> |                           |                             |                             |                                 |                             |                            |
| Bond/Lease Proceeds/Premium            | 2,919                     | 2,882                       | 7,825                       | 0                               | 0                           | 0                          |
| Transfers In                           | 0                         | 0                           | 0                           | 4,396                           | 5,185                       | 5,680                      |
| Transfers Out                          | 0                         | 0                           | 0                           | (455)                           | (18)                        | (919)                      |
| <b>Net Change in Fund Balance</b>      | <b>(\$1,622)</b>          | <b>(\$1,098)</b>            | <b>(\$2,505)</b>            | <b>\$1,809</b>                  | <b>\$1,811</b>              | <b>(\$527)</b>             |
| Fund Balance-<br>Beginning of Year     | 27,085                    | 25,463                      | 24,365                      | 27,354                          | 29,163                      | 30,974                     |
| Fund Balance - End of Year             | \$25,463                  | \$24,365                    | \$21,860                    | \$29,163                        | \$30,974                    | \$30,447                   |

# SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS

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

|  | <b>ENTERPRISE FUNDS</b>     |                             |                             |                          |                             |                             |
|--|-----------------------------|-----------------------------|-----------------------------|--------------------------|-----------------------------|-----------------------------|
|  | <b>Water and Sewer Fund</b> |                             |                             | <b>Solid Waste Fund</b>  |                             |                             |
|  | <b>FY2019<br/>Actual</b>    | <b>FY2020<br/>Estimated</b> | <b>FY2021<br/>Estimated</b> | <b>FY2019<br/>Actual</b> | <b>FY2019<br/>Estimated</b> | <b>FY2021<br/>Estimated</b> |
| <b>Revenues</b>                        |                             |                             |                             |                          |                             |                             |
| 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                          | 73                          | 64                          | 10                       | 3                           | 8                           |
| Federal Grants                         | 0                           | 0                           | 0                           | 0                        | 0                           | 0                           |
| State Grants                           | 0                           | 0                           | 0                           | 0                        | 0                           | 0                           |
| Local Governments                      | 1,164                       | 1,168                       | 1,296                       | 0                        | 0                           | 0                           |
| Service Charges                        | 38,995                      | 41,963                      | 46,169                      | 8,523                    | 8,406                       | 9,088                       |
| Fines & Forfeitures                    | 706                         | 537                         | 720                         | 0                        | 0                           | 0                           |
| Interest Income                        | 73                          | 58                          | 42                          | 472                      | 500                         | 169                         |
| Rent Revenues                          | 233                         | 367                         | 247                         | 0                        | 0                           | 0                           |
| Miscellaneous                          | 3,494                       | 287                         | 2,913                       | 4                        | 0                           | 2                           |
| <b>Total Revenues</b>                  | <b>\$44,729</b>             | <b>\$44,453</b>             | <b>\$51,451</b>             | <b>\$9,009</b>           | <b>\$8,910</b>              | <b>\$9,267</b>              |
|  |                             |                             |                             |                          |                             |                             |
| <b>Expenditures</b>                    |                             |                             |                             |                          |                             |                             |
| General Government                     | \$326                       | \$177                       | \$413                       | \$66                     | \$56                        | \$65                        |
| Fiscal & Administrative Services       | 777                         | 794                         | 900                         | 0                        | 0                           | 0                           |
| Public Works - Facilities              | 0                           | 0                           | 0                           | 4,684                    | 5,184                       | 6,364                       |
| Public Works - Utilities               | 36,240                      | 38,785                      | 41,478                      | 0                        | 0                           | 0                           |
| Community Services                     | 0                           | 0                           | 0                           | 0                        | 0                           | 0                           |
| Recreation, Parks & Tourism            | 0                           | 0                           | 0                           | 0                        | 0                           | 0                           |
| Planning & Growth Mgmt.                | 924                         | 939                         | 952                         | 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                           | 2,349                       | 2,745                       | 3,561                       | 30                       | 68                          | 84                          |
| <b>Total Expenditures</b>              | <b>\$40,616</b>             | <b>\$43,440</b>             | <b>\$47,304</b>             | <b>\$4,780</b>           | <b>\$5,308</b>              | <b>\$6,513</b>              |
| <b>Operating Gain/(Loss)</b>           | <b>\$4,114</b>              | <b>\$1,013</b>              | <b>\$4,147</b>              | <b>\$4,229</b>           | <b>\$3,601</b>              | <b>\$2,754</b>              |
|  |                             |                             |                             |                          |                             |                             |
| <b>Other Financing Sources/(Uses):</b> |                             |                             |                             |                          |                             |                             |
| Bond/Lease Proceeds/Premium            | 0                           | 0                           | 0                           | 0                        | 0                           | 0                           |
| Transfers In                           | 301                         | 0                           | 0                           | 0                        | 0                           | 0                           |
| Transfers Out/Capital Contribution     | 0                           | 0                           | 0                           | 0                        | 0                           | 0                           |
| <b>Change in Net Assets</b>            | <b>\$4,414</b>              | <b>\$1,013</b>              | <b>\$4,147</b>              | <b>\$4,229</b>           | <b>\$3,601</b>              | <b>\$2,754</b>              |
| <b>Net Assets-</b>                     |                             |                             |                             |                          |                             |                             |
| Beginning of Year                      | 165,340                     | 169,754                     | 170,767                     | 37,686                   | 41,916                      | 45,517                      |
| <b>Net Assets- End of Year</b>         | <b>\$169,754</b>            | <b>\$170,767</b>            | <b>\$174,914</b>            | <b>\$41,916</b>          | <b>\$45,517</b>             | <b>\$48,271</b>             |

# SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS

## All Governmental Fund Types and Proprietary Funds

### Three-Year Comparisons

*(amounts expressed in thousands)*

|  | <b>ENTERPRISE FUNDS</b>          |                             |                             |                               |                             |                             |
|--|----------------------------------|-----------------------------|-----------------------------|-------------------------------|-----------------------------|-----------------------------|
|  | <b>SW - Watershed Protection</b> |                             |                             | <b>Other Enterprise Funds</b> |                             |                             |
|  | <b>FY2019<br/>Actual</b>         | <b>FY2020<br/>Estimated</b> | <b>FY2021<br/>Estimated</b> | <b>FY2019<br/>Actual</b>      | <b>FY2020<br/>Estimated</b> | <b>FY2021<br/>Estimated</b> |
| <b>Revenues</b>                        |                                  |                             |                             |                               |                             |                             |
| Property Taxes                         | \$0                              | \$0                         | \$0                         | \$0                           | \$0                         | \$0                         |
| Income Taxes                           | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| Other Local Taxes                      | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| Licenses & Permits                     | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| Federal Grants                         | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| State Grants                           | 0                                | 0                           | 0                           | 21                            | 21                          | 21                          |
| Local Governments                      | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| Service Charges                        | 3,122                            | 4,039                       | 4,763                       | 11,262                        | 12,267                      | 14,394                      |
| Fines & Forfeitures                    | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| Interest Income                        | 7                                | 7                           | 7                           | 12                            | 0                           | 12                          |
| Rent Revenues                          | 0                                | 0                           | 0                           | 669                           | 546                         | 606                         |
| Miscellaneous                          | 0                                | 0                           | 0                           | 49                            | 55                          | 51                          |
| <b>Total Revenues</b>                  | <b>\$3,129</b>                   | <b>\$4,047</b>              | <b>\$4,770</b>              | <b>\$12,013</b>               | <b>\$12,889</b>             | <b>\$15,084</b>             |
| <b>Expenditures</b>                    |                                  |                             |                             |                               |                             |                             |
| General Government                     | \$31                             | \$36                        | \$57                        | \$88                          | \$61                        | \$110                       |
| Fiscal & Administrative Services       | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| Public Works - Facilities              | 1,787                            | 1,532                       | 1,580                       | 5,095                         | 6,186                       | 6,646                       |
| Public Works - Utilities               | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| Community Services                     | 0                                | 0                           | 0                           | 81                            | 77                          | 149                         |
| Recreation, Parks & Tourism            | 0                                | 19                          | 30                          | 3,171                         | 2,891                       | 3,886                       |
| Planning & Growth Mgmt.                | 1,107                            | 1,400                       | 2,010                       | 3,830                         | 4,849                       | 5,058                       |
| Public Safety                          | 0                                | 0                           | 0                           | 137                           | 122                         | 108                         |
| Health & Social Services               | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| Conservation of Natural Resources      | 6                                | 6                           | 16                          | 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                           | 720                              | 995                         | 1,269                       | (2)                           | 13                          | 15                          |
| <b>Total Expenditures</b>              | <b>\$3,650</b>                   | <b>\$3,988</b>              | <b>\$4,962</b>              | <b>\$12,400</b>               | <b>\$14,199</b>             | <b>\$15,972</b>             |
| <b>Operating Gain/(Loss)</b>           | <b>(\$522)</b>                   | <b>\$59</b>                 | <b>(\$192)</b>              | <b>(\$387)</b>                | <b>(\$1,310)</b>            | <b>(\$888)</b>              |
| <b>Other Financing Sources/(Uses):</b> |                                  |                             |                             |                               |                             |                             |
| Bond/Lease Proceeds/Premium            | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| Transfers In                           | 550                              | 550                         | 300                         | 538                           | 781                         | 752                         |
| Transfers Out                          | 0                                | 0                           | 0                           | 0                             | 0                           | 0                           |
| <b>Change in Net Assets</b>            | <b>\$28</b>                      | <b>\$609</b>                | <b>\$108</b>                | <b>\$151</b>                  | <b>(\$529)</b>              | <b>(\$136)</b>              |
| <b>Net Assets-</b>                     |                                  |                             |                             |                               |                             |                             |
| Beginning of Year                      | 3,578                            | 3,606                       | 4,215                       | 7,822                         | 7,973                       | 7,444                       |
| Net Assets- End of Year                | \$3,606                          | \$4,215                     | \$4,323                     | \$7,973                       | \$7,444                     | \$7,308                     |

# SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS

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

|  | TOTAL<br>ENTERPRISE FUNDS |                     |                     | TOTAL<br>GOVERNMENTAL FUNDS |                     |                     |
|--|---------------------------|---------------------|---------------------|-----------------------------|---------------------|---------------------|
|  | FY2019<br>Actual          | FY2020<br>Estimated | FY2021<br>Estimated | FY2019<br>Actual            | FY2020<br>Estimated | FY2021<br>Estimated |
| <b>Revenues</b>                        |                           |                     |                     |                             |                     |                     |
| Property Taxes                         | \$0                       | \$0                 | \$0                 | \$239,338                   | \$244,927           | \$254,745           |
| Income Taxes                           | 0                         | 0                   | 0                   | 136,665                     | 135,266             | 140,000             |
| Other Local Taxes                      | 0                         | 0                   | 0                   | 35,904                      | 40,456              | 34,524              |
| Licenses & Permits                     | 74                        | 76                  | 72                  | 1,073                       | 940                 | 1,131               |
| Federal Grants                         | 0                         | 0                   | 0                   | 16,880                      | 16,363              | 15,191              |
| State Grants                           | 21                        | 21                  | 21                  | 9,708                       | 6,395               | 7,240               |
| Local Governments                      | 1,164                     | 1,168               | 1,296               | 608                         | 646                 | 684                 |
| Service Charges                        | 61,901                    | 66,675              | 74,414              | 14,174                      | 13,961              | 15,060              |
| Fines & Forfeitures                    | 706                       | 537                 | 720                 | 3,553                       | 3,439               | 3,632               |
| Interest                               | 564                       | 566                 | 230                 | 8,479                       | 6,321               | 2,581               |
| Rent Revenues                          | 902                       | 913                 | 852                 | 1,211                       | 1,332               | 1,263               |
| Miscellaneous                          | 3,547                     | 342                 | 2,966               | 888                         | 2,477               | 3,819               |
| Total Revenues                         | \$68,880                  | \$70,298            | \$80,571            | \$468,482                   | \$472,523           | \$479,871           |
| <b>Expenditures</b>                    |                           |                     |                     |                             |                     |                     |
| General Government                     | \$511                     | \$330               | \$645               | \$30,843                    | \$32,166            | \$39,120            |
| Fiscal & Administrative Services       | 777                       | 794                 | 900                 | 6,356                       | 6,391               | 7,517               |
| Public Works - Facilities              | 11,566                    | 12,903              | 14,590              | 14,852                      | 12,771              | 15,329              |
| Public Works - Utilities               | 36,240                    | 38,785              | 41,478              | 0                           | 0                   | 0                   |
| Community Services                     | 81                        | 77                  | 149                 | 14,170                      | 13,675              | 14,125              |
| Recreation, Parks & Tourism            | 3,171                     | 2,910               | 3,916               | 10,629                      | 10,442              | 10,338              |
| Planning & Growth Mgmt.                | 5,861                     | 7,188               | 8,020               | 10,997                      | 11,240              | 11,773              |
| Public Safety                          | 137                       | 122                 | 108                 | 121,381                     | 124,262             | 136,976             |
| Health & Social Services               | 0                         | 0                   | 0                   | 6,143                       | 7,554               | 7,007               |
| Conservation of Natural Resources      | 6                         | 6                   | 16                  | 1,324                       | 2,712               | 2,695               |
| Economic Development                   | 0                         | 0                   | 0                   | 1,796                       | 2,221               | 2,264               |
| Education Appropriations               | 0                         | 0                   | 0                   | 214,227                     | 226,491             | 237,116             |
| Other                                  | 0                         | 0                   | 0                   | 4,432                       | 2,247               | 7,825               |
| Debt Service                           | 3,096                     | 3,821               | 4,928               | 42,976                      | 44,336              | 45,522              |
| Total Expenditures                     | \$61,446                  | \$66,935            | \$74,750            | \$480,124                   | \$496,508           | \$537,608           |
| Operating Gain/(Loss)                  | \$7,434                   | \$3,363             | \$5,821             | (\$11,643)                  | (\$23,985)          | (\$57,738)          |
| <b>Other Financing Sources/(Uses):</b> |                           |                     |                     |                             |                     |                     |
| Bond/Lease Proceeds/Premium            | 0                         | 0                   | 0                   | 41,419                      | 37,582              | 49,825              |
| Transfers In                           | 1,389                     | 1,331               | 1,052               | 15,946                      | 18,911              | 12,030              |
| Transfers Out                          | 0                         | 0                   | 0                   | (12,893)                    | (13,527)            | (13,205)            |
| Net Change                             | \$8,823                   | \$4,694             | \$6,873             | \$32,829                    | \$18,981            | (\$9,088)           |
| Fund Balance-<br>Beginning of Year     | 214,426                   | 223,249             | 227,943             | 189,310                     | 222,139             | 241,120             |
| Fund Balance - End of Year             | \$223,249                 | \$227,943           | \$234,816           | \$222,139                   | \$241,120           | \$232,032           |

# SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS

## All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

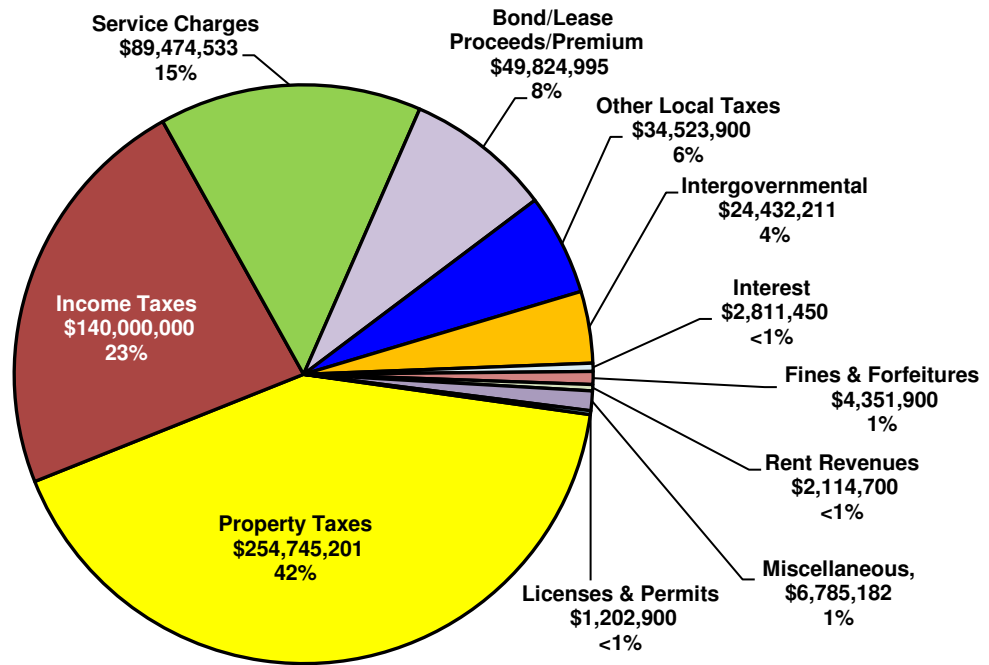
*(amounts expressed in thousands)*

|  | <b>TOTAL<br/>ALL FUNDS</b> |                             |                             |
|--|----------------------------|-----------------------------|-----------------------------|
|  | <b>FY2019<br/>Actual</b>   | <b>FY2020<br/>Estimated</b> | <b>FY2021<br/>Estimated</b> |
| <b>Revenues</b>                        |                            |                             |                             |
| Property Taxes                         | \$239,338                  | \$244,927                   | \$254,745                   |
| Income Taxes                           | 136,665                    | 135,266                     | 140,000                     |
| Other Local Taxes                      | 35,904                     | 40,456                      | 34,524                      |
| Licenses & Permits                     | 1,146                      | 1,016                       | 1,203                       |
| Federal Grants                         | 16,880                     | 16,363                      | 15,191                      |
| State Grants                           | 9,729                      | 6,416                       | 7,261                       |
| Local Governments                      | 1,772                      | 1,814                       | 1,980                       |
| Service Charges                        | 76,076                     | 80,636                      | 89,475                      |
| Fines & Forfeitures                    | 4,259                      | 3,975                       | 4,352                       |
| Interest                               | 9,044                      | 6,887                       | 2,811                       |
| Rent Revenues                          | 2,113                      | 2,246                       | 2,115                       |
| Miscellaneous                          | 4,435                      | 2,819                       | 6,785                       |
| <b>Total Revenues</b>                  | <b>\$537,362</b>           | <b>\$542,821</b>            | <b>\$560,442</b>            |
| <b>Expenditures</b>                    |                            |                             |                             |
| General Government                     | \$31,353                   | \$32,496                    | \$39,765                    |
| Fiscal & Administrative Services       | 7,132                      | 7,185                       | 8,416                       |
| Public Works - Facilities              | 26,418                     | 25,674                      | 29,919                      |
| Public Works - Utilities               | 36,240                     | 38,785                      | 41,478                      |
| Community Services                     | 14,251                     | 13,752                      | 14,274                      |
| Recreation, Parks & Tourism            | 13,800                     | 13,351                      | 14,254                      |
| Planning & Growth Mgmt.                | 16,858                     | 18,428                      | 19,793                      |
| Public Safety                          | 121,518                    | 124,384                     | 137,084                     |
| Health & Social Services               | 6,143                      | 7,554                       | 7,007                       |
| Conservation of Natural Resources      | 1,330                      | 2,718                       | 2,711                       |
| Economic Development                   | 1,796                      | 2,221                       | 2,264                       |
| Education Appropriations               | 214,227                    | 226,491                     | 237,116                     |
| Other                                  | 4,432                      | 2,247                       | 7,825                       |
| Debt Service                           | 46,071                     | 48,156                      | 50,451                      |
| <b>Total Expenditures</b>              | <b>\$541,570</b>           | <b>\$563,443</b>            | <b>\$612,359</b>            |
| Operating Gain/(Loss)                  | (\$4,209)                  | (\$20,622)                  | (\$51,917)                  |
| <b>Other Financing Sources/(Uses):</b> |                            |                             |                             |
| Bond/Lease Proceeds/Premium            | 41,419                     | 37,582                      | 49,825                      |
| Transfers In                           | 17,335                     | 20,242                      | 13,082                      |
| Transfers Out                          | (12,893)                   | (13,527)                    | (13,205)                    |
| Net Change                             | \$41,652                   | \$23,675                    | (\$2,215)                   |
| Fund Balance-<br>Beginning of Year     |                            |                             |                             |
| Fund Balance - End of Year             |                            |                             |                             |



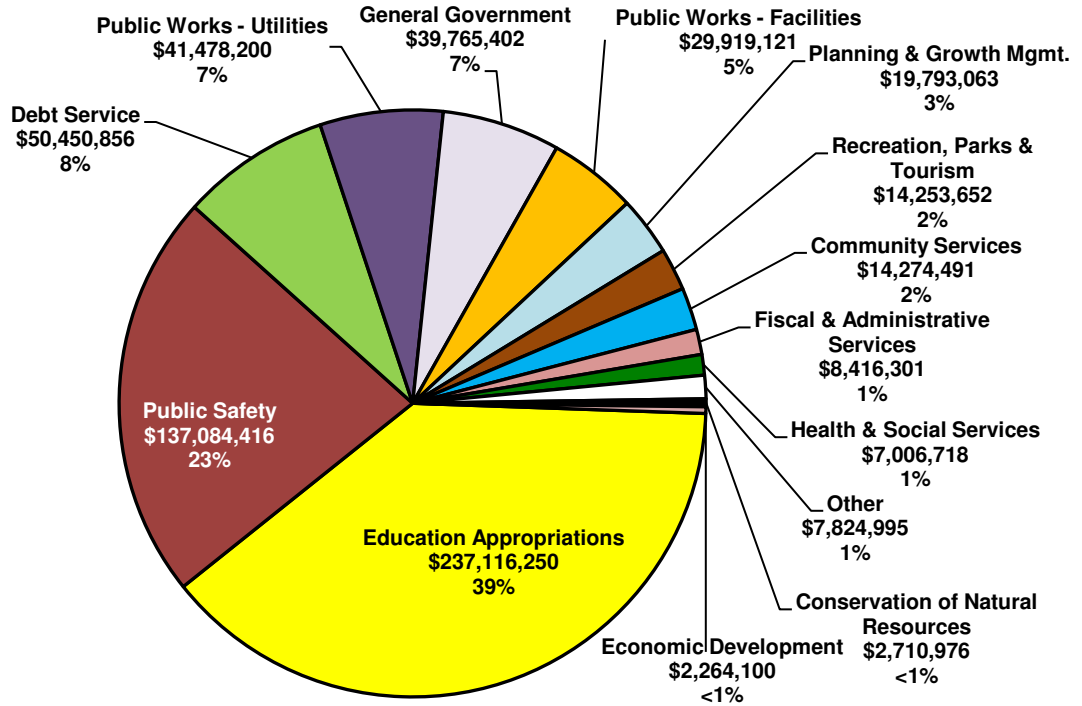
# FY21 Total Estimated Revenues by Account Classification

**Total = \$610,266,971**



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

# FY21 Total Estimated Expenses by Function Total = \$612,358,542



# 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), 3<sup>rd</sup> 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; (2019 Census Estimate): 163,257

**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](http://www.CharlesCountyMD.gov)

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

**Residents of Charles County**

**Charles County Board of Commissioners**

Reuben B. Collins, II, Esq., President

Bobby Rucci,  
Vice President &  
District 4

Gilbert O. Bowling, III  
District 1

Thomasina O. Coates,  
M.S., District 2

Amanda M. Stewart,  
M.Ed., District 3

**Charles County Sheriff**

Troy D. Berry

Sheriff's Office  
Detention Center

**Charles County Government**

**County Administrator**

**Deputy County Administrator**

Central Services Division

Internal Audit Office

Media Services Division

Chief Equity Officer

Clerk to the Commissioners

Commissioners Office Staff

**Office of the County Attorney**

**Community Services**

Aging & Human Services  
Housing Authority

**Economic Development**

Business Development  
Redevelopment

**Emergency Services**

Animal Control  
Emergency Management  
Emergency Medical Services  
False Alarm Reduction Unit  
Fire & EMS Communication

**Fiscal & Administrative Services**

Accounting  
Budget  
Information Technology  
Purchasing  
Treasury

**Human Resources**

Benefits  
Recruitment  
Training

**Planning & Growth Management**

Codes, Permits & Inspection Services  
Planning  
Transit

**Public Works**

|                         |                          |
|-------------------------|--------------------------|
| <u>Facilities</u>       | <u>Utilities</u>         |
| Buildings & Trades      | Capital Services         |
| Environmental Resources | Operations & Maintenance |
| Roads                   | Technical Support        |

**Recreation, Parks & Tourism**

Recreation  
Parks & Grounds  
Tourism

# 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.



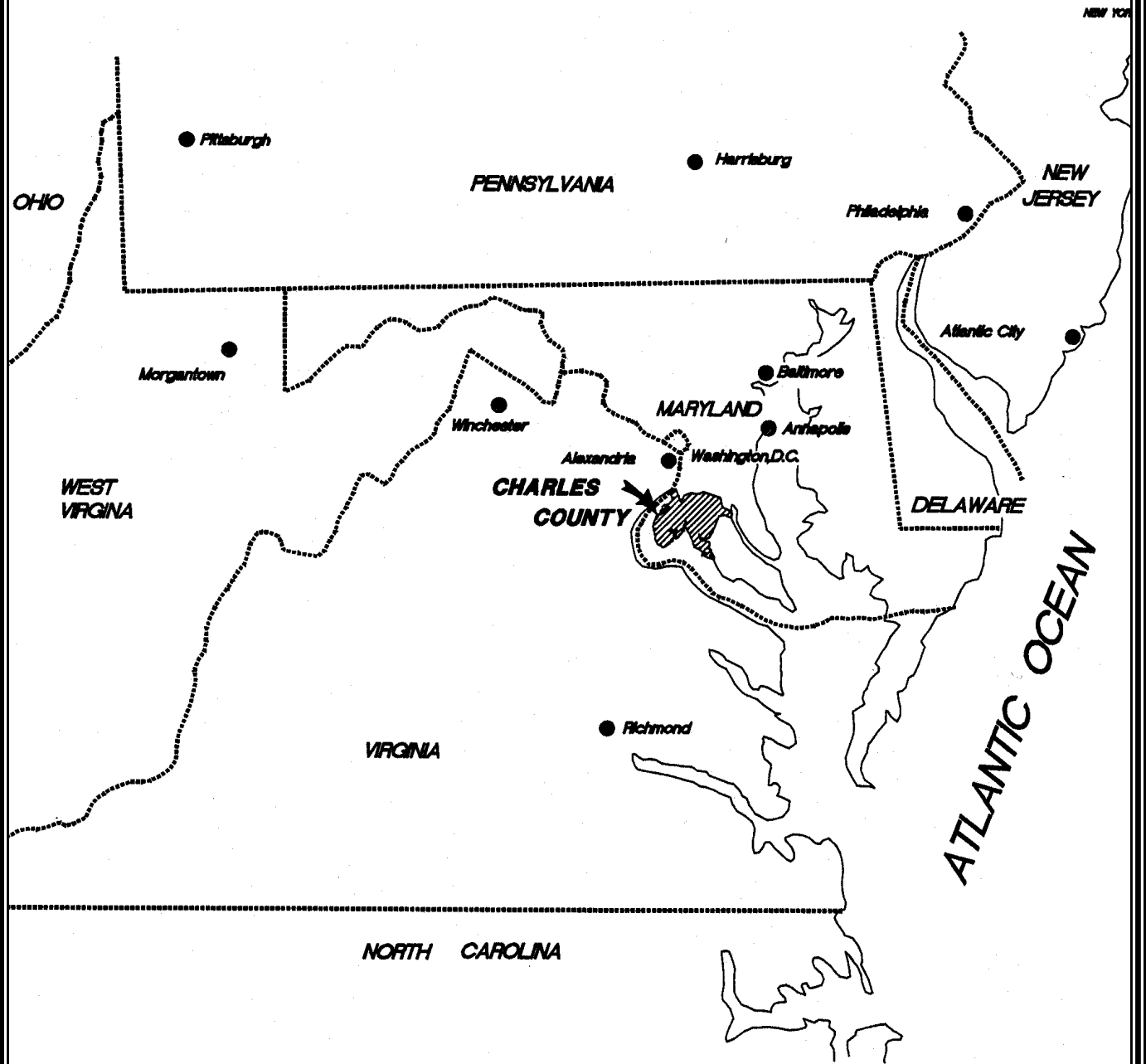
| <b>Location</b>   |     |
|---|-----|
| <u>Driving distance from Waldorf</u><br><i>(in miles)</i> |     |
| Atlanta, GA   | 609 |
| Baltimore, MD   | 56  |
| Boston, MA  | 452 |
| Chicago, IL   | 710 |
| New York, NY  | 241 |
| Philadelphia, PA  | 152 |
| Pittsburgh, PA  | 247 |
| Richmond, VA  | 91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

Source: MD Department of Commerce, Brief Economic Facts

| <b>Climate and Geography</b>  |                  |
|-------------------------------|------------------|
| 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 2021 Budget Operating Cost Per Pupil =  
\$14,859

Instruction  
(Classroom)



\$0.67

Student  
Transportation



\$0.09

Maintenance,  
Operations  
& Capital Outlay



\$0.11

Student & Community  
Services



\$0.01

School Administration



\$0.08

Central  
Administration



\$0.04

## Student Enrollment Full-time Equivalent FY2012 - FY2021

| Fiscal Year | FTE    | Change | Percent |
|-------------|--------|--------|---------|
| FY2012      | 25,870 | (85)   | -0.3%   |
| FY2013      | 25,717 | (153)  | -0.6%   |
| FY2014      | 25,524 | (193)  | -0.8%   |
| FY2015      | 25,413 | (111)  | -0.4%   |
| FY2016      | 25,471 | 58     | 0.2%    |
| FY2017      | 25,521 | 51     | 0.2%    |
| FY2018      | 26,085 | 564    | 2.2%    |
| FY2019      | 26,315 | 230    | 0.9%    |
| FY2020      | 26,508 | 423    | 1.6%    |
| FY2021 est. | 26,579 | 265    | 1.0%    |

# COUNTY & STATE PARKS

## **Bensville Park-** Waldorf

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

## **Bryantown Soccer Complex-** Bryantown



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

## **Cedarville State Park -** Waldorf

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

## **Chapel Point State Park -** Port Tobacco

This scenic 600-acre park offers a small sandy launch area for small boats, canoes and kayaks. Charles County has entered into a 30-year partnership agreement with the Maryland Department of Natural Resources to manage daily operation of the park and launch a park rehabilitation project. This project is currently in the design phase. Construction is scheduled for 2021.

## **Charles County Skatepark-** White Plains

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



## **Chicamuxen Wildlife Management Area -** Indian Head

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

## **Doncaster Forest -** Doncaster

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

## **Friendship Farm Park and Trail -** Nanjemoy

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

## **Gilbert Run Park -** Dentsville

Within this scenic wooded parkland are hiking and nature trails, picnic areas (grills and tables), boat and picnic pavilion rentals, playground areas featuring our “kiddie zip line”, and fishing piers. The main attraction is a 60 acre freshwater 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 is one of the County's most powerful tourism revenue venues.



# COUNTY & STATE PARKS

## **Laurel Springs Regional Park - La Plata**

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

## **Mallows Bay-Potomac River National Marine Sanctuary – Riverside on the Potomac River**

Home to the "Ghost Fleet" of Mallows Bay. One of the largest sunken ship graveyards in the Western Hemisphere. Mallows Bay is part of the Charles County Water Trail and is accessible by road with small boating access and kayak launch. The National Marine Sanctuary designation became effective on September 3, 2019, the first national marine sanctuary since 2000.

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 with ties to the War of 1812 is located on the property and limited open houses are held April – October.

## **Myrtle Grove Wildlife Management Area - La Plata**

Acres of forests/fields considered a prime location for bird watching and 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 and picnic pavilion area are 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 includes: two youth baseball, one regulation baseball, four soccer, one football field, and a separate field designated for general community use. Seven of these fields are lighted for evening play. Additional amenities include a restroom building, playground, and paved fitness trail.

## **Port Tobacco River Park – Port Tobacco**

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

# COUNTY & STATE PARKS

## **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.

## **Smallwood State Park - Marbury**

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

## **Southern Park - Issue**

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

## **Turkey Hill Park- La Plata**

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

## **White Plains Regional Park – White Plains**

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



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

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

# GOLF COURSES

## **Swan Point Country Club - Swan Point**

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



## **White Plains Golf Course - White Plains**

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

# RECREATION

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

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

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

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

**County Recreation Programs-** Countywide recreational and leisure time experiences for the citizens of Charles County, including recreational classes and special events, indoor and outdoor sports leagues for youth and adult, drop-in sports programs, therapeutic recreation programs, partnership with Charles County Special Olympics, summer camps, trips and tours, and amusement park discount ticket sales.

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



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

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



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

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

# CHARLES COUNTY TOURIST ATTRACTIONS

## *Heritage and History*

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

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

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

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



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



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

**Mallows Bay-Potomac River National Marine Sanctuary** is home to the "Ghost Fleet" of Mallows Bay. One of the largest sunken ship graveyards in the Western Hemisphere. Mallows Bay is part of the Charles County Water Trail and is accessible by road with small boating access and kayak launch. The National Marine Sanctuary designation became effective on September 3, 2019, the first national marine sanctuary since 2000.



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

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

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

*Illustrations by: Joseph Troy*

## ***Activities***

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

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

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

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

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

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

## ***Cultural Arts***

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

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

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

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

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

## ***Crain Memorial Welcome Center***

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

# ECONOMIC AND STATISTICAL INFORMATION

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

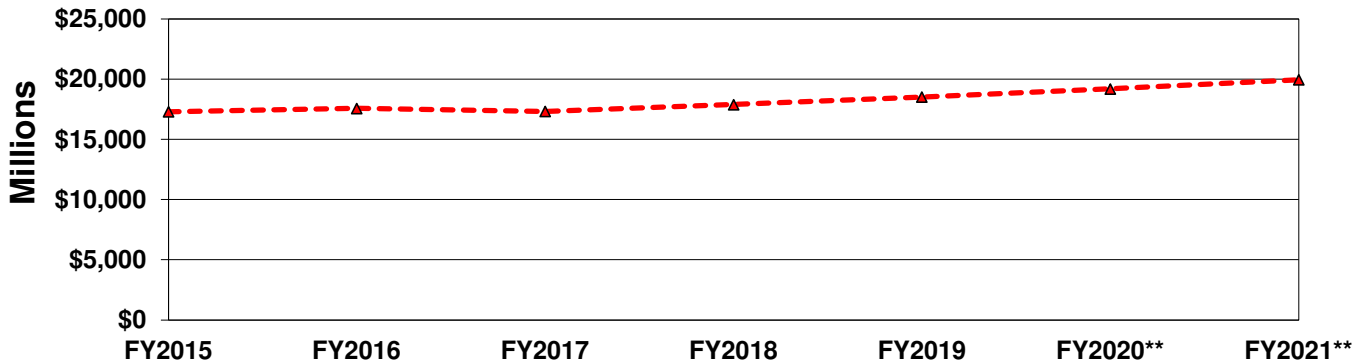
| Fiscal Year<br>Ended<br>June 30th | Real Property |             | Business<br>Personal<br>Property | Railroads<br>& Public<br>Utilities | Ordinary<br>Business<br>Corporations | Total<br>Assessed<br>Value | Total<br>Market<br>Value** |
|-----------------------------------|---------------|-------------|----------------------------------|------------------------------------|--------------------------------------|----------------------------|----------------------------|
|                                   | Full Year     | Partial Yr. |                                  |                                    |                                      |                            |                            |
| 2015                              | \$15,407,788  | \$210,168   | \$7,504                          | \$303,235                          | \$621,083                            | \$16,549,778               | \$17,282,422               |
| 2016                              | \$15,693,975  | \$169,791   | \$9,184                          | \$316,255                          | \$645,642                            | \$16,834,846               | \$17,559,040               |
| 2017                              | \$16,259,808  | \$191,817   | \$9,542                          | \$312,869                          | \$221,588                            | \$16,995,623               | \$17,308,492               |
| 2018                              | \$16,801,931  | \$191,280   | \$9,750                          | \$328,347                          | \$220,855                            | \$17,552,164               | \$17,880,511               |
| 2019                              | \$17,425,110  | \$163,027   | \$9,665                          | \$333,493                          | \$247,061                            | \$18,178,356               | \$18,511,849               |
| 2020*                             | \$18,107,119  | \$175,819   | \$9,092                          | \$331,460                          | \$232,316                            | \$18,855,806               | \$19,187,266               |
| 2021*                             | \$18,467,627  | \$180,000   | \$9,092                          | \$334,775                          | \$232,316                            | \$19,602,945               | \$19,937,720               |

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 a 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 2020)

| Taxpayer                                  | Property<br>Tax Billed <sup>1</sup> |
|---|-------------------------------------|
| GenOn Mid-Atlantic, LLC.....              | \$7,953,575 **                      |
| Southern Maryland Electric Coop Inc.....  | 4,742,590                           |
| CPV Maryland, LLC.....                    | 3,346,203 **                        |
| Dominion Cove Point LNG,LP.....           | 1,646,094                           |
| Charles Mall Company LTD Partnership..... | 1,316,531                           |
| Verizon Maryland Inc.....                 | 1,187,423                           |
| SCG Atlas Westchester LLC.....            | 1,046,985                           |
| Washington Gas Light Company.....         | 957,501                             |
| Madison Waldorf LLC.....                  | 667,013                             |
| Comcast of Maryland.....                  | 636,173                             |

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

<sup>1</sup> 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<br>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    |
| 2017         | \$1.141  | \$0.064             | \$0.112 | \$1.317 | \$2.8525                             | \$0.16              | \$0.28 | \$3.2925 |
| 2018         | 1.141  | 0.064               | 0.112   | 1.317   | 2.8525                               | 0.16                | 0.28   | 3.2925   |
| 2019         | 1.141  | 0.064               | 0.112   | 1.317   | 2.8525                               | 0.16                | 0.28   | 3.2925   |
| 2020         | 1.141  | 0.064               | 0.112   | 1.317   | 2.8525                               | 0.16                | 0.28   | 3.2925   |
| 2021         | 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             | \$303,000 <sup>a</sup> |
| Divided by \$100 increments         | \$100 <sup>b</sup>     |
| Multiplied by the combined tax rate | \$1.317 <sup>c</sup>   |
| <b>Total property taxes due</b>     | <b>\$3,991</b>         |

- a) All property is physically inspected once every three years and any increase in full cash value arising from such inspection 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)

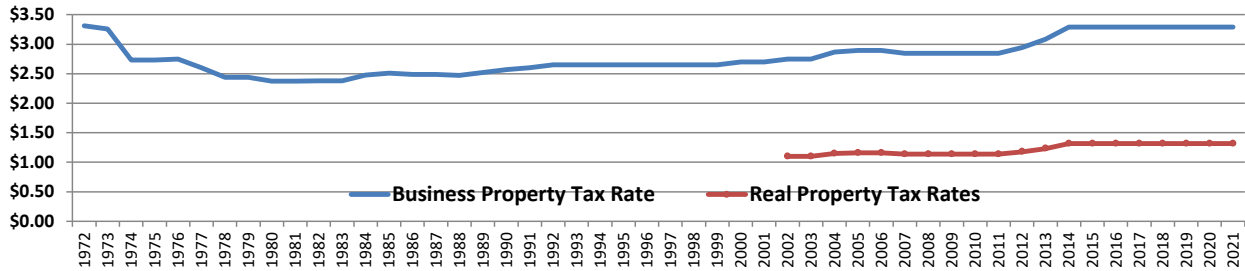
| Fiscal Years | County (Including Education) | Fire and Rescue Tax | State        |
|--------------|------------------------------|---------------------|--------------|
| 2015         | \$203,588,664                | \$11,419,522        | \$18,224,121 |
| 2016         | 207,718,985                  | 11,651,196          | 18,556,081   |
| 2017         | 202,074,698                  | 11,334,602          | 19,188,391   |
| 2018         | 208,859,514                  | 11,715,170          | 19,855,853   |
| 2019         | 216,532,933                  | 12,145,581          | 20,535,934   |
| 2020*        | 224,009,920                  | 12,564,974          | 21,312,763   |
| 2021 Est.    | 232,200,375                  | 13,024,386          | 22,145,454   |

Source: Audited financial statements of the County for the fiscal years 2015-2019

\*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    |                  |               |
| 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 |
| 2020        | 0.16                        | 2.85250 | 0.28  | \$3.29250 | 0.064                   | 1.1410 | 0.112 | \$1.317  | 3.03%            | \$425,097,500 |
| 2021        | 0.16                        | 2.85250 | 0.28  | \$3.29250 | 0.064                   | 1.1410 | 0.112 | \$1.317  | 3.03%            | \$433,441,200 |

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.)

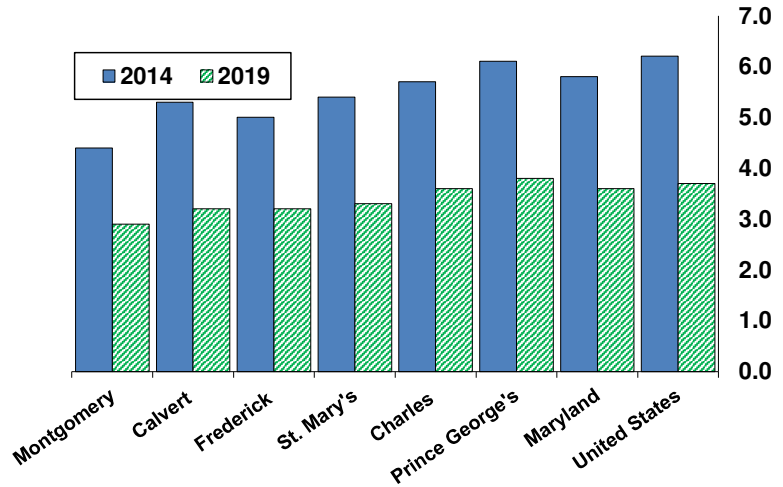
\* Income Tax rates are shown as calendar years.

\*\* 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

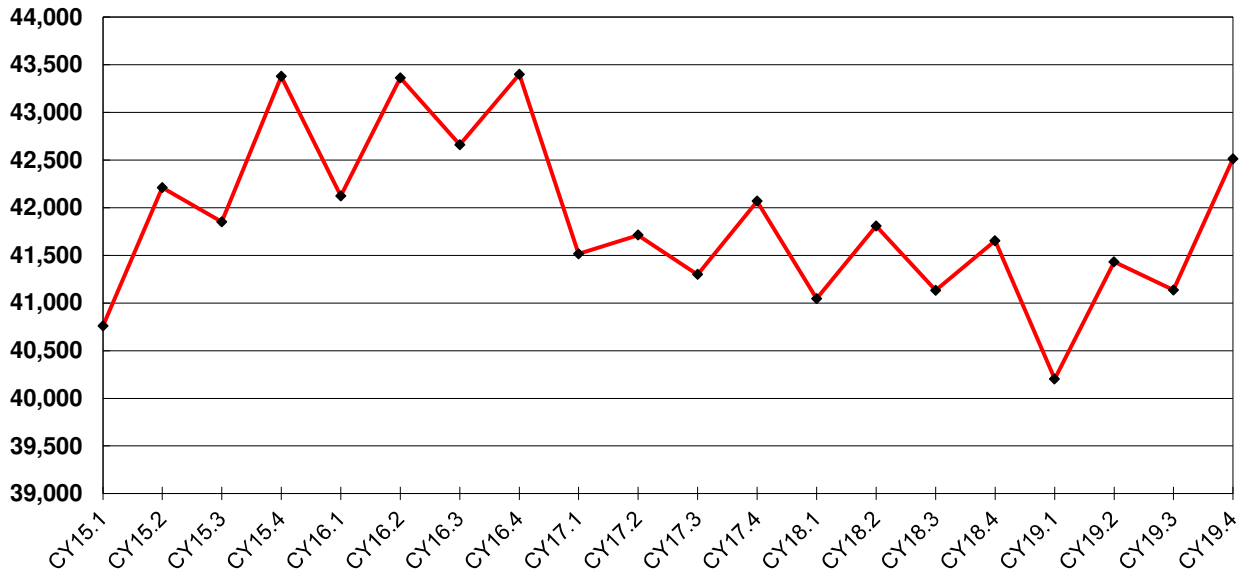
## Average Annual Unemployment Rate

| <u>Calendar Year:</u>  | <u>2014</u> | <u>2019</u> |
|------------------------|-------------|-------------|
| Montgomery County      | 4.4         | 2.9         |
| Calvert County         | 5.3         | 3.2         |
| Frederick County       | 5.0         | 3.2         |
| St. Mary's County      | 5.4         | 3.3         |
| <b>Charles County</b>  | <b>5.7</b>  | <b>3.6</b>  |
| Prince George's County | 6.1         | 3.8         |
| State of Maryland      | 5.8         | 3.6         |
| United States          | 6.2         | 3.7         |



The average annual unemployment rate for Charles County equals the State average and is slightly lower than the National average.

## Average Quarterly Employment "Jobs within the County"



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 2015 has grown by 4%.

Source: Maryland Department of Labor, Licensing, & Regulation. Published July 2020.

# 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.....                           | 3,701                      | Target.....                            | 400                        |
| Naval Department of Defense at Indian Head.....                  | 3,691                      | Lowe's.....                            | 331                        |
| Charles County Government.....                                   | 1,652                      | Safeway.....                           | 325                        |
| UM Charles Regional Medical Center.....                          | 775                        | Sage Point Senior Living Services..... | 322                        |
| Wal-Mart/Sam's Club.....   | 606                        | The Wills Group.....                   | 307                        |
| Waldorf Chevy/Cadillac, Honda,<br>Ford, Toyota/Scion, Dodge..... | 583                        | Chick-fil-A.....                       | 293                        |
| Southern MD Electrical Coop.....                                 | 474                        | ADJ Sheet Metal.....                   | 283                        |
| College of Southern Maryland.....                                | 461                        | Bloomin' Brands.....                   | 261                        |

Source: Charles County Economic Development Department, 2020.

## Hourly Wage Rates

| <u>Selected Occupations</u>               | <u>Local Median</u> | <u>State Median</u> | <u>Selected Occupations</u>      | <u>Local Median</u> | <u>State Median</u> |
|---|---------------------|---------------------|----------------------------------|---------------------|---------------------|
| Accountants & Auditors.....               | \$38.01             | \$35.99             | Machinists.....                  | \$30.38             | \$27.59             |
| Aerospace Engineers.....                  | 55.53               | 60.61               | Network Administrators.....      | 49.61               | 50.64               |
| Bookkeeping/Accounting Clerks.....        | 21.40               | 21.78               | Packers and packagers, hand..... | 11.75               | 13.69               |
| Computer Systems Analyst.....             | 46.69               | 46.02               | Retail Salesperson.....          | 11.60               | 11.91               |
| Customer Service Representatives.....     | 14.00               | 17.61               | Registered Nurse.....            | 33.78               | 36.91               |
| Electrical Engineers.....                 | 49.34               | 50.89               | Secretaries.....                 | 18.66               | 19.92               |
| Electrical & Electronic Eng. Techs.....   | 39.26               | 34.29               | Shipping/Receiving Clerks.....   | 19.48               | 17.06               |
| Industrial Truck & Tractor Operators..... | 19.62               | 19.04               | Team Assemblers.....             | 12.16               | 14.50               |

Source: Maryland Department of Labor, Licensing and Regulation; last updated April 2020. Wages were adjusted for inflationary pressure through 2019. 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 2018 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.....                      | 1,027                    | 1.6%              | 1.0%                                     |
| \$10,000 under \$20,000.....          | 5,806                    | 9.1%              | 2.4                                      |
| \$20,000 under \$30,000.....          | 7,180                    | 11.2%             | 2.3                                      |
| \$30,000 under \$40,000.....          | 6,416                    | 10.0%             | 2.3                                      |
| \$40,000 under \$50,000.....          | 5,392                    | 8.4%              | 2.4                                      |
| \$50,000 under \$100,000.....         | 19,495                   | 30.4%             | 2.9                                      |
| \$100,000 and over.....               | 18,726                   | 29.2%             | 2.9                                      |
| Taxable Returns.....                  | 64,042                   | 100.0%            | 2.6%                                     |
| Non-Taxable.....                      | 13,772                   |                   | 2.1                                      |
| Total- All Returns.....               | <u>77,814</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 fifth for Median Household Income and ninth in Per Capita Income when compared to the other 22 counties in the State of Maryland and the City of Baltimore.

| <u>Jurisdiction</u>    | <u>Median Household Income</u> | <u>State Ranking</u> | <u>Per Capita Income</u> | <u>State Ranking</u> |
|------------------------|--------------------------------|----------------------|--------------------------|----------------------|
| Anne Arundel.....      | \$97,810                       | 4                    | \$44,979                 | 4                    |
| Calvert.....           | 104,301                        | 3                    | 43,504                   | 5                    |
| <b>Charles.....</b>    | <b>95,924</b>                  | <b>5</b>             | <b>39,696</b>            | <b>9</b>             |
| Frederick.....         | 91,999                         | 8                    | 41,432                   | 7                    |
| Howard.....            | 117,730                        | 1                    | 52,586                   | 2                    |
| Montgomery.....        | 106,287                        | 2                    | 52,828                   | 1                    |
| Prince George's.....   | 81,969                         | 11                   | 35,869                   | 13                   |
| St. Mary's.....        | 90,438                         | 9                    | 39,254                   | 11                   |
| State of Maryland..... | 81,868                         |                      | 40,517                   |                      |

Source: 2014-2018 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.....                         | 2,308                 | 2.2%              | 4.0%              | 5.3%                 |
| 9th to 12th grade, no diploma.....               | 4,932                 | 4.7%              | 6.0%              | 7.1%                 |
| High school graduate (includes equivalency)..... | 32,983                | 31.4%             | 24.8%             | 27.1%                |
| Some college, no degree.....                     | 25,542                | 24.3%             | 18.9%             | 20.6%                |
| Associate's degree.....                          | 8,934                 | 8.5%              | 6.6%              | 8.4%                 |
| Bachelor's degree.....                           | 18,187                | 17.3%             | 21.3%             | 19.4%                |
| Graduate or professional degree.....             | 12,192                | 11.6%             | 18.3%             | 12.1%                |
| Population 25 years and over.....                | 105,078               |                   |                   |                      |
| Percent high school graduate or higher.....      |                       | 93.1%             | 90.0%             | 87.7%                |
| Percent bachelor's degree or higher.....         |                       | 28.9%             | 39.6%             | 31.5%                |

Source: 2014-2018 American Community Survey 5-Year Estimates

## Charles County Sales and Use Tax Collections

As indicated in the following table Charles County had a 1.6% decline in tax collections for FY19. Charles County represents 2.1% 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>2019</u>       | <u>2018</u>       |
|--|--------------------|-------------|---------------|-------------------|-------------------|
|  | <u>2019</u>        | <u>2018</u> | <u>Change</u> | <u>% of Total</u> | <u>% of Total</u> |
| Food and Beverage.....                 | \$26,264           | \$26,584    | -1.2%         | 26.0%             | 25.9%             |
| General Merchandise.....               | 26,959             | 28,235      | -4.5%         | 26.7%             | 27.5%             |
| Building and Contractors.....          | 17,077             | 16,500      | 3.5%          | 16.9%             | 16.1%             |
| Utilities and Transportation.....      | 6,282              | 6,574       | -4.4%         | 6.2%              | 6.4%              |
| Automotive.....                        | 7,101              | 6,961       | 2.0%          | 7.0%              | 6.8%              |
| Miscellaneous.....                     | 6,348              | 6,494       | -2.2%         | 6.3%              | 4.7%              |
| Apparel.....                           | 4,672              | 4,787       | -2.4%         | 4.6%              | 6.3%              |
| Furniture, Fixtures, & Appliances..... | 4,327              | 4,596       | -5.9%         | 4.3%              | 4.5%              |
| Hardware, Machinery, and Equipmen      | 2,050              | 1,971       | 4.0%          | 2.0%              | 1.9%              |
| Total                                  | \$101,081          | \$102,702   | -1.6%         | 100.0%            | 100.0%            |
| Assessment Collections                 | 65                 | 43          | 50.5%         |                   |                   |
| Grand Total                            | \$101,146          | \$102,745   | -1.6%         |                   |                   |

Source: Comptroller of Maryland: Revenue Administration Division

# ECONOMIC AND STATISTICAL INFORMATION

## Population and Age Distribution

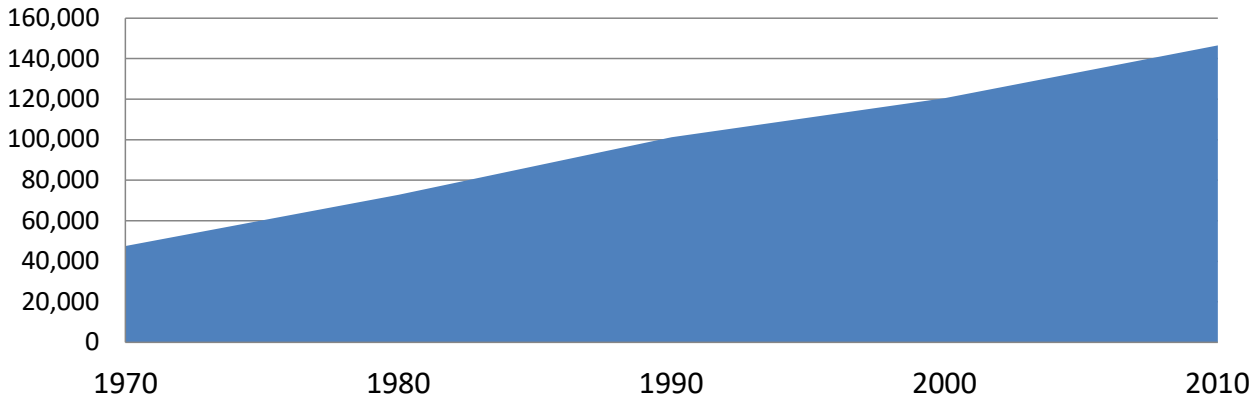
| <b>Age</b>               | <b>1970</b>   | <b>1980</b>   | <b>1990</b>    | <b>2000</b>    | <b>2010</b>    | <b>2019 <sup>(1)</sup></b> |
|--------------------------|---------------|---------------|----------------|----------------|----------------|----------------------------|
| Under 5                  | 5,674         | 5,975         | 8,769          | 8,628          | 9,780          | 10,514                     |
| 5-9                      | 6,537         | 6,721         | 8,631          | 9,891          | 10,241         | 11,399                     |
| 10-14                    | 5,928         | 8,273         | 7,853          | 10,376         | 11,587         | 12,998                     |
| 15-19                    | 4,283         | 7,908         | 7,731          | 8,971          | 11,661         | 12,901                     |
| 20-24                    | 3,033         | 5,588         | 7,761          | 6,118          | 8,851          | 9,673                      |
| 25-34                    | 7,193         | 12,506        | 19,351         | 17,401         | 17,309         | 19,133                     |
| 35-44                    | 5,402         | 10,853        | 16,820         | 22,749         | 24,498         | 25,865                     |
| 45-54                    | 4,283         | 6,308         | 11,346         | 17,062         | 24,000         | 27,624                     |
| 55-64                    | 2,846         | 4,614         | 6,389          | 10,525         | 14,974         | 17,719                     |
| 65-74                    | 1,633         | 2,674         | 4,145          | 5,460          | 8,245          | 9,534                      |
| <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>5,897</u>               |
| <b>All Ages</b>          | <b>47,578</b> | <b>72,751</b> | <b>101,154</b> | <b>120,546</b> | <b>146,551</b> | <b>163,257</b>             |
| 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 2019 Population Estimate

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

## Charles County Population 40 Year History



| <b>Race</b>                           |       |
|---------------------------------------|-------|
| White.....                            | 45.5% |
| Black or African American alone.....  | 44.4% |
| Hispanic or Latino (of any race)..... | 5.6%  |
| Asian.....                            | 3.1%  |
| Other.....                            | 1.4%  |

| <b>Gender</b> |       |
|---------------|-------|
| Women.....    | 51.8% |
| Men.....      | 48.2% |

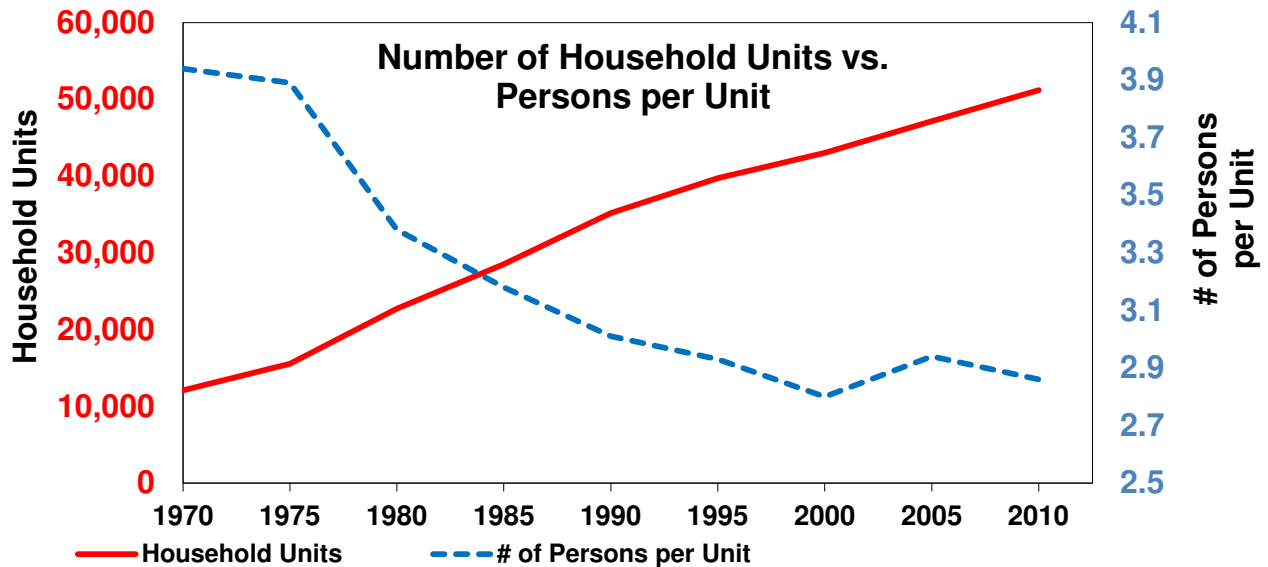
Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-year estimates

# ECONOMIC AND STATISTICAL INFORMATION

## Persons Per Residential Household

The total housing units for Charles County is estimated at 58,682. 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 2.78 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 <sup>(1)</sup>         | 51,214                                  | 2.86                              |
| 2019 <sup>(2)</sup>         | 58,682                                  | 2.78                              |



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

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

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

### Type of Housing Units

|                       | <u>% of Total</u> |                            | <u>% of Total</u> |
|-----------------------|-------------------|----------------------------|-------------------|
| 1 unit- detached..... | 70.5%             | 5 to 9 units.....          | 1.3%              |
| 1 unit- attached..... | 19.2%             | 10 to 19 units.....        | 1.7%              |
| 2 units.....          | 0.2%              | 20 or more units.....      | 4.7%              |
| 3 or 4 units.....     | 1.4%              | Mobile home or other ..... | 1.0%              |

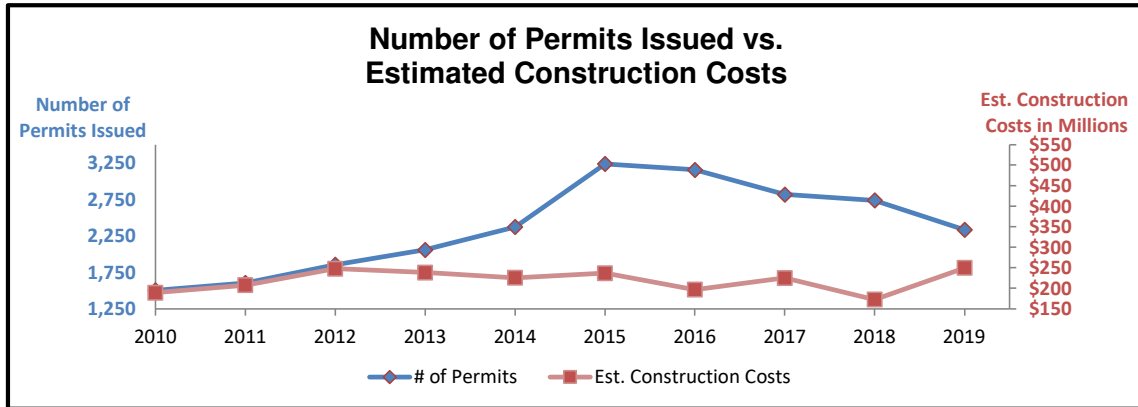
Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-year estimates.

# ECONOMIC AND STATISTICAL INFORMATION

As set forth in the Ten-Year Building Permit Summary, the County has experienced steady growth. The County issued 611 new residential units in 2019.

## Ten Year Building Permit Summary

| Calendar Year | # of New Residential Units | # of New Commercial Permits | # of New Res. Misc. Permits | # of Comm. Alter./Add. Permits | Total Number of Permits | Total Estimated Construction Costs |
|---------------|----------------------------|-----------------------------|-----------------------------|--------------------------------|-------------------------|------------------------------------|
| 2010          | 520                        | 15                          | 761                         | 206                            | 1,502                   | \$189,021,394                      |
| 2011          | 576                        | 18                          | 751                         | 259                            | 1,604                   | 207,318,445                        |
| 2012          | 643                        | 15                          | 935                         | 261                            | 1,854                   | 247,602,902                        |
| 2013          | 714                        | 18                          | 1,011                       | 315                            | 2,058                   | 238,111,640                        |
| 2014          | 730                        | 9                           | 1,306                       | 327                            | 2,372                   | 225,453,371                        |
| 2015          | 833                        | 40                          | 1,996                       | 365                            | 3,234                   | 236,559,685                        |
| 2016          | 761                        | 5                           | 2,124                       | 264                            | 3,154                   | 196,625,254                        |
| 2017          | 666                        | 11                          | 1,866                       | 273                            | 2,816                   | 224,979,125                        |
| 2018          | 619                        | 7                           | 1,851                       | 258                            | 2,735                   | 172,608,693                        |
| 2019          | 611                        | 9                           | 1,425                       | 286                            | 2,331                   | 249,253,537                        |



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

| Single Family Dwelling (SFD) |  |                      |                           |        |
|------------------------------|--|----------------------|---------------------------|--------|
| Calendar Year                | Estimated Residential Construction Costs | No. of New SFD Units | Avg. Cost of New SFD Unit | % Chg. |
| 2010                         | \$117,998,807                            | 497                  | \$237,422                 | -1.6%  |
| 2011                         | 110,281,837                              | 432                  | 255,282                   | 7.5%   |
| 2012                         | 112,328,874                              | 474                  | 236,981                   | -7.2%  |
| 2013                         | 129,669,469                              | 484                  | 267,912                   | 13.1%  |
| 2014                         | 129,457,575                              | 471                  | 274,857                   | 2.6%   |
| 2015                         | 125,326,150                              | 527                  | 237,811                   | -13.5% |
| 2016                         | 118,704,200                              | 497                  | 238,841                   | 0.4%   |
| 2017                         | 119,826,871                              | 479                  | 250,160                   | 4.7%   |
| 2018                         | 100,484,823                              | 386                  | 260,323                   | 4.1%   |
| 2019                         | 124,089,543                              | 418                  | 296,865                   | 14.0%  |

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



# ECONOMIC AND STATISTICAL INFORMATION

## Transportation

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

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

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

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

## Utilities

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

**Gas:** Washington Gas; customers may choose their gas supplier

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

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

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

## Business/Industrial Property

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

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

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

**White Plains Corporate Business Park** - Strategically located along US 301 in the developing White Plains business district. This park offers Class A lease and condo office space, flex space, and pad sites.

## Market Profile Data

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



# Operational Budgets



# Understanding an Operating Division/Program Budget Form

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

1. This section refers to the general area under which a Department or Agency is listed in the FY2021 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 **FY2019**. For further explanation on what is included in the individual Character of Expenditures, please refer to the Glossary.
9. The **Adopted FY2020 Budget** is listed in this column.
10. The **FY2021 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 **FY2020 Amended Budget** is reported due to frequent late changes to grant awards and budgets.
11. The **FY2021 Adopted Budget** is listed in this column.
12. The **amount of change expressed in dollars** comparing the FY2020 Adopted Budget and the FY2021 Adopted Budget. Special Revenue funds show change to FY2020 Amended Budget.
13. The **percentage change (%) column** represents the monetary change from FY2020 Adopted Budget to FY2021 Adopted Budget expressed as a percentage. Special Revenue funds show percentage change to FY2020 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 FY17 through FY21.  
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 FY17 to FY19 are included, as well as a projection for FY20, and an estimate for FY21.  
*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.  
Address: 7.  
[www.charlescountymd.gov](http://www.charlescountymd.gov)

Account: 3.  
Fund: 5.

Phone Number:  
Hours:

| Expenditure Category      | FY2019 Actual | FY2020 Adopted | FY2021 Request | FY2021 Adopted | \$ Change from FY2020 | % Chg. |
|---------------------------|---------------|----------------|----------------|----------------|-----------------------|--------|
| Personal Services         |               |                |                |                |                       |        |
| Fringe Benefits           |               |                |                |                |                       |        |
| Operating Costs           | 8.            | 9.             | 10.            | 11.            | 12.                   | 13.    |
| Transfers Out             |               |                |                |                |                       |        |
| Capital Outlay            |               |                |                |                |                       |        |
| <b>Total Expenditures</b> |               |                |                |                |                       |        |
| <b>Revenues</b> 14.       |               |                |                |                |                       |        |

**Changes and Useful Information:** 15.

- 
- 
- 

**Description:** 16.

**Positions:** 17.

| <u>Title</u> | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|--------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
|--------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|

|                                   |     |     |     |     |     |
|-----------------------------------|-----|-----|-----|-----|-----|
| <b>Total Full Time Equivalent</b> | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Allocated to Other Funds:         |     |     |     |     |     |
| <b>Net Cost to General Fund</b>   | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

| <b><u>Objectives &amp; Measurements:</u></b> | <b>FY17</b><br><b>Actual</b> | <b>FY18</b><br><b>Actual</b> | <b>FY19</b><br><b>Actual</b> | <b>FY20</b><br><b>Projected</b> | <b>FY21</b><br><b>Estimated</b> |
|--|------------------------------|------------------------------|------------------------------|---------------------------------|---------------------------------|
|--|------------------------------|------------------------------|------------------------------|---------------------------------|---------------------------------|

18.

# General Fund

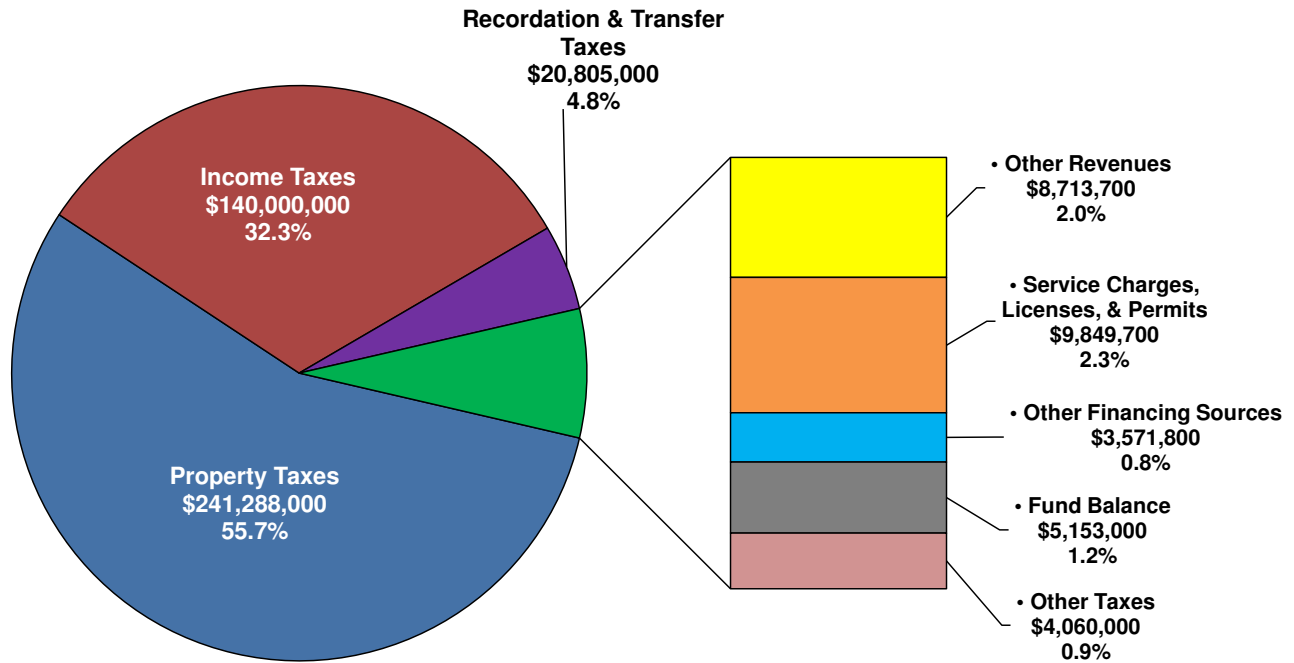




# GENERAL FUND

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:

## FY2021 General Fund Revenues/Financing Sources TOTAL APPROVED = \$433,441,200



### REVENUE BREAKDOWN

| Category                                | Percentage   | Amount               | Category  | Percentage   | Amount               |
|---|--------------|----------------------|---|--------------|----------------------|
| <b>PROPERTY TAXES</b>                   | <b>55.7%</b> | <b>\$241,288,000</b> | <b>INCOME TAX</b>                               | <b>32.3%</b> | <b>\$140,000,000</b> |
| Real & Personal                         | 243,561,500  |                      |   |              |                      |
| Penalties, Interest & fees              | 1,036,100    |                      |   |              |                      |
| Tax Credits                             | (3,309,600)  |                      |   |              |                      |
| <b>RECORDATION &amp; TRANSFER TAXES</b> | <b>4.8%</b>  | <b>\$20,805,000</b>  | <b>SERVICE CHARGES, LICENSES, &amp; PERMITS</b> | <b>2.3%</b>  | <b>\$9,849,700</b>   |
|   |              |                      | EMS Billing fee                                 | \$1,600,000  |                      |
|   |              |                      | Reclaimed Water Sales                           | 1,183,700    |                      |
|   |              |                      | 911 fees  | 1,700,000    |                      |
|   |              |                      | Licenses & Permits                              | 1,097,900    |                      |
|   |              |                      | Indirect Cost Allocation                        | 1,493,700    |                      |
|   |              |                      | Park Fees                                       | 717,800      |                      |
|   |              |                      | Remaining                                       | 2,056,600    |                      |
| <b>OTHER TAXES</b>                      | <b>0.9%</b>  | <b>\$4,060,000</b>   | <b>ALL OTHER REVENUES</b>                       | <b>2.0%</b>  | <b>\$8,713,700</b>   |
| Hotel/Motel Tax                         | \$1,000,000  |                      | Fines & Forfeitures                             | \$3,477,500  |                      |
| Highway User                            | 2,210,000    |                      | Rent  | 1,262,700    |                      |
| Admission Tax                           | 800,000      |                      | State Grants                                    | 1,645,000    |                      |
| Heavy Equipment                         | 50,000       |                      | Other Intergovernmental                         | 522,500      |                      |
|   |              |                      | Interest  | 1,000,000    |                      |
| <b>OTHER FINANCING SOURCES</b>          | <b>0.8%</b>  | <b>\$3,571,800</b>   | Sale of Fixed Assets                            | 250,000      |                      |
| Transfer: Capital Project Fund          | \$2,671,800  |                      | Miscellaneous                                   | 556,000      |                      |
| Special Revenue: Cable Fund             | 900,000      |                      |   |              |                      |
| <b>FUND BALANCE APPROPRIATION</b>       | <b>1.2%</b>  | <b>\$5,153,000</b>   |   |              |                      |

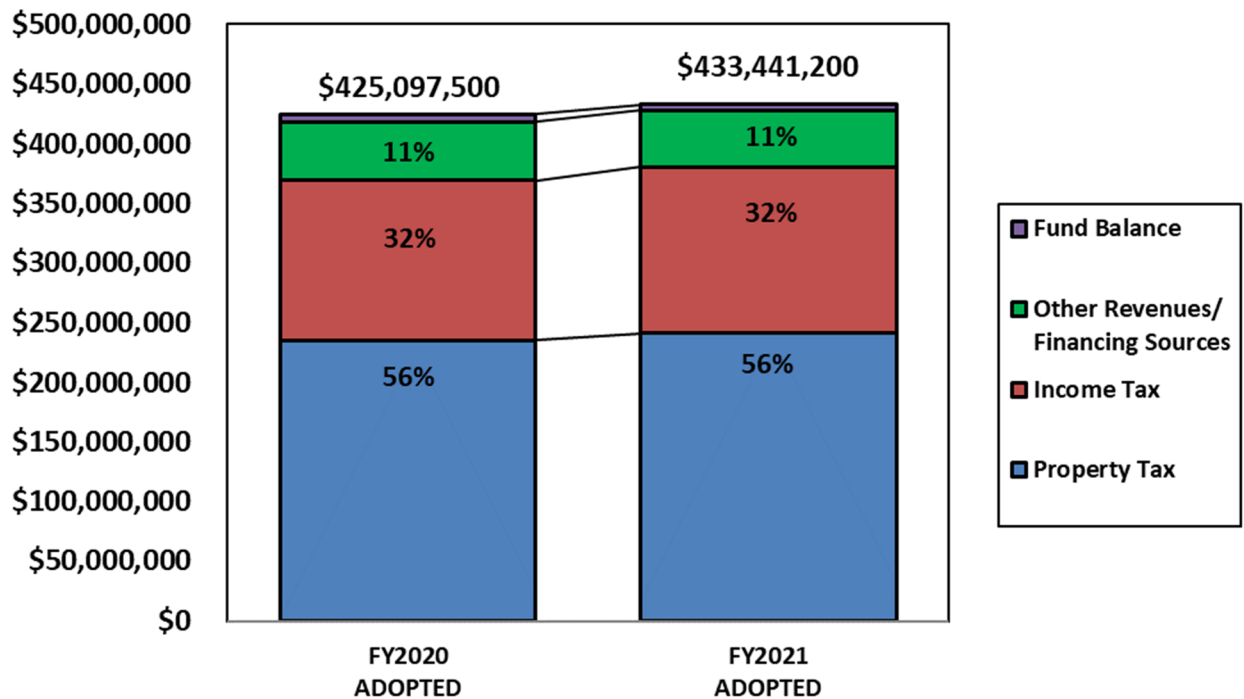
# GENERAL FUND-Revenue Descriptions

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 FY2021 Budget was adopted at \$433.4 million compared to the FY2020 Budget of \$425.1 million, a \$8.3 million increase. Real and business personal property tax receipts is estimated to increase by \$5.9 million and income taxes is estimated to generate \$5.7 million more than the FY2020 adopted budget. Recordation taxes and transfer taxes were adjusted to recent trends. Recordation taxes are estimated to increase by \$1,095,000 and transfer taxes are estimated to generate an additional \$485,000. Interest income from county investments is projected to generate \$3.9 million less than FY2020 based on lower interest rates due to the COVID-19 emergency pandemic. Financing sources are decreasing by \$1,376,900 mostly due to changes in use of reserved fund balance. Revenue variances to FY2020 for all other sources, other than the ones previously mentioned, net to a total increase of \$461,200.

## Comparison to Prior Fiscal Year



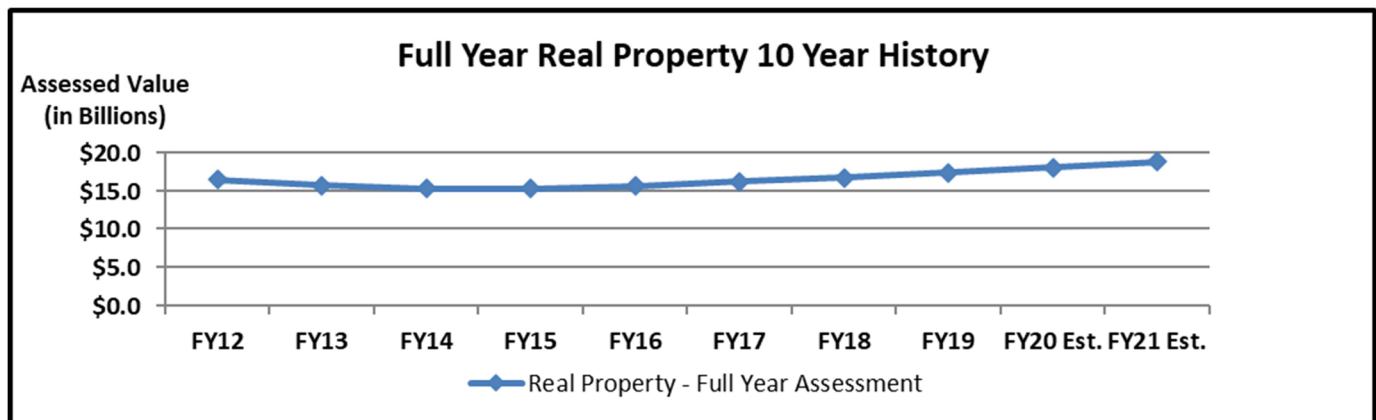
NOTE: Percentages (%) noted in graph represent the percent of Total Operating Revenues and Financing Uses. Fund Balance was 1% for the Adopted Budget in both FY2020 and FY2021.

# 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 \$216.3 million in FY2021.



The FY2021 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 FY2021 is estimated to increase by 3.3% in comparison to FY2020. **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 FY2021 revenue budget estimates the new property addition added between July and March based on historical and economic conditions as estimated by the Charles County Department of Fiscal and Administrative Services. Over the past five years the assessed value of the new construction that is added each quarter has ranged from \$44 million to \$93 million. **The estimated quarterly additions for Fiscal Year 2021 are \$60.0 million per quarter.**

|                 | FY2016 Actual | FY2017 Actual | FY2018 Actual | FY2019 Actual | FY2020 Estimate | FY2021 Estimate |
|-----------------|---------------|---------------|---------------|---------------|-----------------|-----------------|
| <b>3/4 Year</b> | \$55.3        | \$47.3        | \$93.1        | \$44.0        | \$62.6          | \$60.0          |
| <b>1/2 Year</b> | \$52.9        | \$75.6        | \$45.0        | \$56.3        | \$73.0          | \$60.0          |
| <b>1/4 Year</b> | \$61.6        | \$68.9        | \$53.1        | \$62.8        | \$40.3          | \$60.0          |

# GENERAL FUND-Revenue Descriptions

## RAILROADS & PUBLIC UTILITIES

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

FY2021 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2020 assessments and assumes a 2% growth rate. **The tax rate remains constant at \$2.8525 per \$100 of assessed value.**

|            | FY2016<br>Actual | FY2017<br>Actual | FY2018<br>Actual | FY2019<br>Actual | FY2020<br>Estimate | FY2021<br>Budget |
|------------|------------------|------------------|------------------|------------------|--------------------|------------------|
| Assessment | \$316,255,310    | \$312,869,100    | \$328,347,020    | \$333,493,300    | \$331,460,300      | \$334,774,900    |

## BUSINESS PERSONAL PROPERTY

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

FY2021 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2020 assessments. **The tax rate remains constant at \$2.8525 per \$100 of assessed value.**

|            | FY2016<br>Actual | FY2017<br>Actual | FY2018<br>Actual | FY2019<br>Actual | FY2020<br>Estimate | FY2021<br>Budget |
|------------|------------------|------------------|------------------|------------------|--------------------|------------------|
| Assessment | \$9,183,690      | \$9,541,520      | \$9,750,090      | \$9,664,600      | \$9,091,800        | \$9,091,800      |

## 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.

FY2021 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.**

|            | FY2016<br>Actual | FY2017<br>Actual | FY2018<br>Actual | FY2019<br>Actual | FY2020<br>Estimate | FY2021<br>Budget |
|------------|------------------|------------------|------------------|------------------|--------------------|------------------|
| Assessment | \$237,703,395    | \$221,587,700    | \$220,855,150    | \$247,061,400    | \$232,315,500      | \$232,315,500    |

## PAYMENT IN LIEU OF TAX (PILOT)

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

|                           | FY2017<br>Actual | FY2018<br>Actual | FY2019<br>Actual | FY2020<br>Estimate | FY2021<br>Budget |
|---------------------------|------------------|------------------|------------------|--------------------|------------------|
| Competitive Power Venture | \$1,336,299      | \$3,586,392      | \$3,466,298      | \$3,346,200        | \$3,226,100      |
| GenOn Mid-Atlantic        | \$11,252,008     | \$7,938,837      | \$7,938,833      | \$7,953,600        | \$7,953,600      |

# GENERAL FUND-Revenue Descriptions

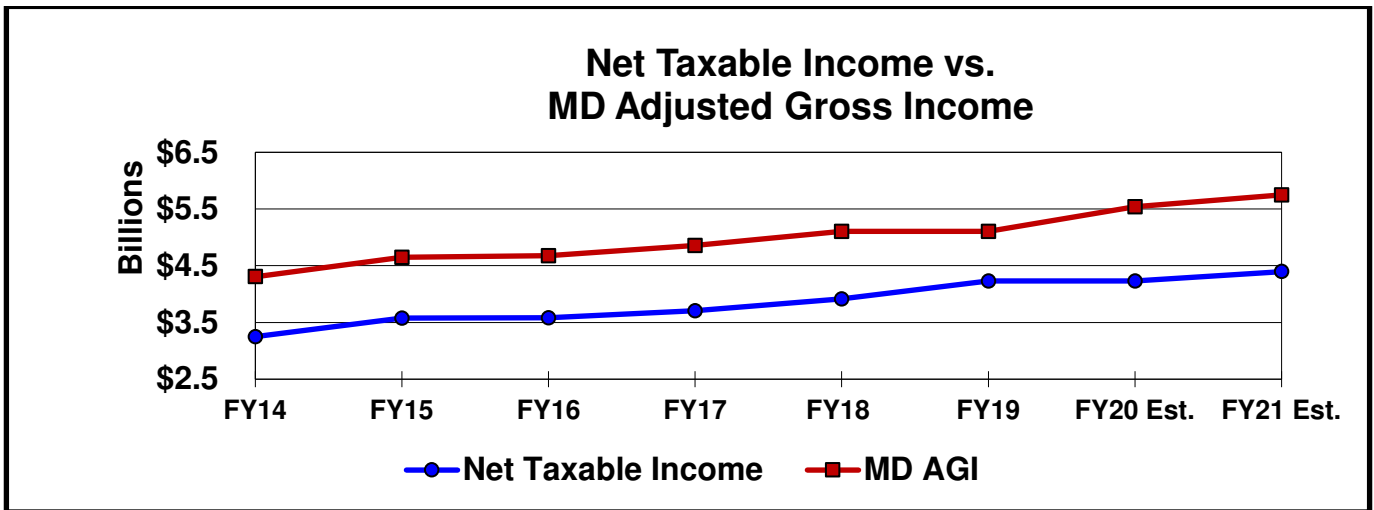
## PROPERTY TAX CREDITS

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 FY2021.

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

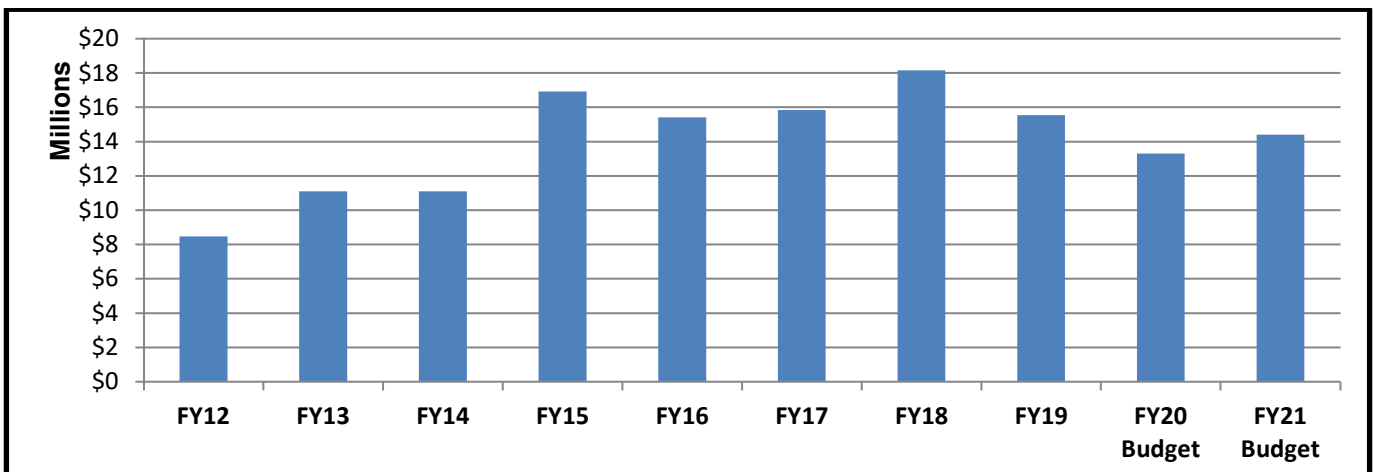
Income tax revenue is generated from the local tax liability of residential income tax returns. The Department of Fiscal and Administrative Services uses the information received from economists at conferences and information provided by the State Bureau of Revenue Estimates to estimate Income Tax revenues. 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 FY2021.** 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 \$1,095,000.



# 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 FY2021.** Real Property Transfer tax revenue is estimated to generate \$6,405,000 in FY2021. The estimate involves various economic factors, such as housing starts, mortgage interest rates, real estate supply & demand, population growth, and speculation related to the housing market.

## HIGHWAY USER TAX

Highway User Tax is a State-shared tax from the sale of gasoline and other fuel types within Maryland state boundaries. Vendors remit sales taxes to the State of Maryland on a monthly basis. The State distributes the tax revenue to the County based on a multifaceted formula developed by the State and adopted by the State legislature. In past years, this revenue source had generated over \$9 million in revenues. However, the State enacted funding reductions in 2009 which significantly cut the funding distribution to all local governments. The major factor affecting this revenue source at this time is the State budget process decision on the amount to share with local governments. Other factors include gas pump prices, the economy, and the amount of consumption. The FY2021 budget is estimated based on the information provided by the State of Maryland – Department of Transportation.

## ADMISSIONS & AMUSEMENTS TAX

Admissions & Amusement tax is assessed on sales from the entertainment businesses and activities located within the County such as movies, video arcades, golf fees, etc. The tax rate is locally controlled by the Board of County Commissioners and can range from 0% - 10%. **The local rate is 10% unless subject to a state sales tax.** Revenues are estimated based on current trends and are adjusted for new operations. Due to the impact of the COVID-19 emergency pandemic, the budget for FY2021 was reduced by \$110,000.

## HOTEL/MOTEL TAX

The hotel/motel occupancy tax was enacted September 1, 1988 and is calculated at 5% of the room rate for occupants boarding less than 120 days. Due to the impact of the COVID-19 emergency pandemic, the budget for FY2021 was reduced by \$174,000.

## INTERGOVERNMENTAL

### STATE AID FOR POLICE PROTECTION

The State of Maryland allocates grant funds for use in providing police protection to the public. The State provides an annual estimated grant award in late February or early March calculated by a formula factoring expenditure level, staffing, population, vehicles, etc. The budget increased by \$11,000.

## SERVICE CHARGES

### EMERGENCY MEDICAL SERVICES (EMS) BILLING

In July 2001, the County hired Career Emergency Medical Services personnel to provide Advanced Life Support (ALS) and to augment the volunteer stations in providing Basic Life Support (BLS). The County has been charging for ALS services and began to charge for BLS services in Fiscal Year 2010. FY2021 revenues are expected to generate \$1.6 million. EMS billing is covered by Medicare, Medicaid, and commercial insurance policies. The major factor affecting this source is the number of calls responded.

# **GENERAL FUND-Revenue Descriptions**

## **LOCAL 911 FEES**

The County has the authority to establish and charge a fee for the specific purpose of funding 911 emergency telephone operations. The State in 2019 enacted legislation changing how these fees are applied to cell phone bills. Revenues are estimated based on historical growth patterns for the number of phone lines times the current rate of 75 cents. The FY2021 budget of \$1,700,000 is 13% increase over the FY2020 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 FY2021 budget is estimated to equal \$1,493,700.

## **RECLAIMED WATER SALES**

As part of the Payment in Lieu of Tax agreement with Competitive Power Ventures (CPV), the County receives revenue for reclaimed water sales. CPV purchases reclaimed water from the County's Mattawoman Wastewater Treatment Plant to use for its primary cooling source. The County began receiving revenue from CPV during FY2017. The FY2021 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 2021, Fines & Forfeitures revenues are estimated to decrease by 2% compared to the FY2020 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. FY2021 is estimated to be \$1,000,000 which is a \$4,000,000 decrease over the FY2020 adopted budget mostly due to declining interest rates from the COVID-19 emergency pandemic.

## **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 \$5.1 million in Fund Balance is approved for FY2021. These funds were formally reserved to fund priority one-time items in the FY2021 operating budget including vehicle & equipment items for the Sheriff's Office, funding to support the capital improvement program, funding for Other Post-Employment Benefits per the County's strategic plan, and other one-time items.

# GENERAL FUND OPERATING BUDGET

|  | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY2020 | %<br>Chg.     |
|--|-------------------------|--------------------------|--------------------------|--------------------------|---------------|
| <b>REVENUES</b>                                      |                         |                          |                          |                          |               |
| <b>Operating Revenues</b>                            |                         |                          |                          |                          |               |
| Property Taxes                                       | \$225,674,929           | \$235,383,900            | \$241,288,000            | \$5,904,100              | 2.5%          |
| Income Tax   | 136,665,163             | 134,337,000              | 140,000,000              | 5,663,000                | 4.2%          |
| Recordation Tax                                      | 15,533,527              | 13,305,000               | 14,400,000               | 1,095,000                | 8.2%          |
| Transfer Tax   | 7,274,598               | 5,920,000                | 6,405,000                | 485,000                  | 8.2%          |
| Other Taxes  | 3,125,765               | 4,217,000                | 4,060,000                | (157,000)                | -3.7%         |
| Service Charges                                      | 7,592,373               | 8,095,900                | 8,751,800                | 655,900                  | 8.1%          |
| Intergovernmental                                    | 2,234,353               | 2,156,600                | 2,167,500                | 10,900                   | 0.5%          |
| Licenses & Permits                                   | 1,057,741               | 1,083,500                | 1,097,900                | 14,400                   | 1.3%          |
| Fines & Forfeitures                                  | 3,221,116               | 3,540,500                | 3,477,500                | (63,000)                 | -1.8%         |
| Other Income   | 7,099,798               | 6,956,400                | 3,068,700                | (3,887,700)              | -55.9%        |
| <b>Total Operating Revenues</b>                      | <b>\$409,479,365</b>    | <b>\$414,995,800</b>     | <b>\$424,716,400</b>     | <b>\$9,720,600</b>       | <b>2.3%</b>   |
| <b>Other Financing Sources</b>                       |                         |                          |                          |                          |               |
| Transfer from Capital Project Fund                   | 2,671,792               | 2,671,800                | 2,671,800                | 0                        | 0.0%          |
| Transfer from Special Revenue Fund                   | 48,074                  | 1,000,000                | 900,000                  | (100,000)                | -10.0%        |
| Reserved Fund Balance                                | 0                       | 6,429,900                | 5,153,000                | (1,276,900)              | -19.9%        |
| <b>Total Other Financing Sources</b>                 | <b>\$2,719,866</b>      | <b>\$10,101,700</b>      | <b>\$8,724,800</b>       | <b>(\$1,376,900)</b>     | <b>-13.6%</b> |
| <b>TOTAL REVENUES &amp; OPERATING SOURCES</b>        | <b>\$412,199,231</b>    | <b>\$425,097,500</b>     | <b>\$433,441,200</b>     | <b>\$8,343,700</b>       | <b>2.0%</b>   |
| <b>EXPENDITURES</b>                                  |                         |                          |                          |                          |               |
| Board of Education                                   | \$181,982,100           | \$192,074,000            | \$195,714,600            | \$3,640,600              | 1.9%          |
| Sheriff's Office                                     | 84,202,043              | 94,754,000               | 96,364,700               | 1,610,700                | 1.7%          |
| Debt Service   | 29,648,374              | 31,219,900               | 32,358,700               | 1,138,800                | 3.6%          |
| County Administered                                  |                         |                          |                          |                          |               |
| Emergency Services                                   | 16,403,417              | 17,669,000               | 19,049,600               | 1,380,600                | 7.8%          |
| Public Works - Facilities                            | 14,851,663              | 15,765,300               | 15,329,300               | (436,000)                | -2.8%         |
| Recreation, Parks, and Tourism                       | 8,073,811               | 9,305,000                | 9,484,200                | 179,200                  | 1.9%          |
| Fiscal & Administrative Services                     | 6,354,246               | 6,885,800                | 7,238,600                | 352,800                  | 5.1%          |
| Planning & Growth Management                         | 6,287,700               | 6,821,500                | 7,083,200                | 261,700                  | 3.8%          |
| Community Services                                   | 2,203,715               | 2,783,800                | 2,690,800                | (93,000)                 | -3.3%         |
| Economic Development                                 | 1,662,502               | 1,829,600                | 1,801,100                | (28,500)                 | -1.6%         |
| General Government                                   | 4,428,164               | 4,674,100                | 4,967,000                | 292,900                  | 6.3%          |
| <b>Total County Administered</b>                     | <b>\$60,265,217</b>     | <b>\$65,734,100</b>      | <b>\$67,643,800</b>      | <b>\$1,909,700</b>       | <b>2.9%</b>   |
| College of Southern MD                               | 9,886,200               | 10,380,100               | 9,921,200                | (458,900)                | -4.4%         |
| Library  | 4,196,768               | 4,382,400                | 4,431,600                | 49,200                   | 1.1%          |
| Health Department                                    | 2,801,279               | 2,815,500                | 2,863,000                | 47,500                   | 1.7%          |
| Other General Government                             | 13,890,982              | 17,631,100               | 18,306,800               | 675,700                  | 3.8%          |
| Other Agencies/Misc.                                 | 2,548,868               | 2,736,400                | 2,758,800                | 22,400                   | 0.8%          |
| Contingency  | 0                       | 100,000                  | 0                        | (100,000)                | -100.0%       |
| <b>Total Expenditures</b>                            | <b>\$389,421,830</b>    | <b>\$421,827,500</b>     | <b>\$430,363,200</b>     | <b>\$8,535,700</b>       | <b>2.0%</b>   |
| <b>Other Financing Uses</b>                          |                         |                          |                          |                          |               |
| Capital Project Pay-as-you-go                        | 4,304,100               | 2,720,000                | 2,778,000                | 58,000                   | 2.1%          |
| Watershed Fund Subsidy                               | 550,000                 | 550,000                  | 300,000                  | (250,000)                | -45.5%        |
| <b>Total Other Financing Uses</b>                    | <b>\$6,850,470</b>      | <b>\$3,270,000</b>       | <b>\$3,078,000</b>       | <b>(\$192,000)</b>       | <b>-5.9%</b>  |
| <b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b> | <b>\$396,272,301</b>    | <b>\$425,097,500</b>     | <b>\$433,441,200</b>     | <b>\$8,343,700</b>       | <b>2.0%</b>   |
| <b>SURPLUS/(DEFICIT)</b>                             | <b>\$15,926,930</b>     | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |               |



# GENERAL FUND OPERATING BUDGET

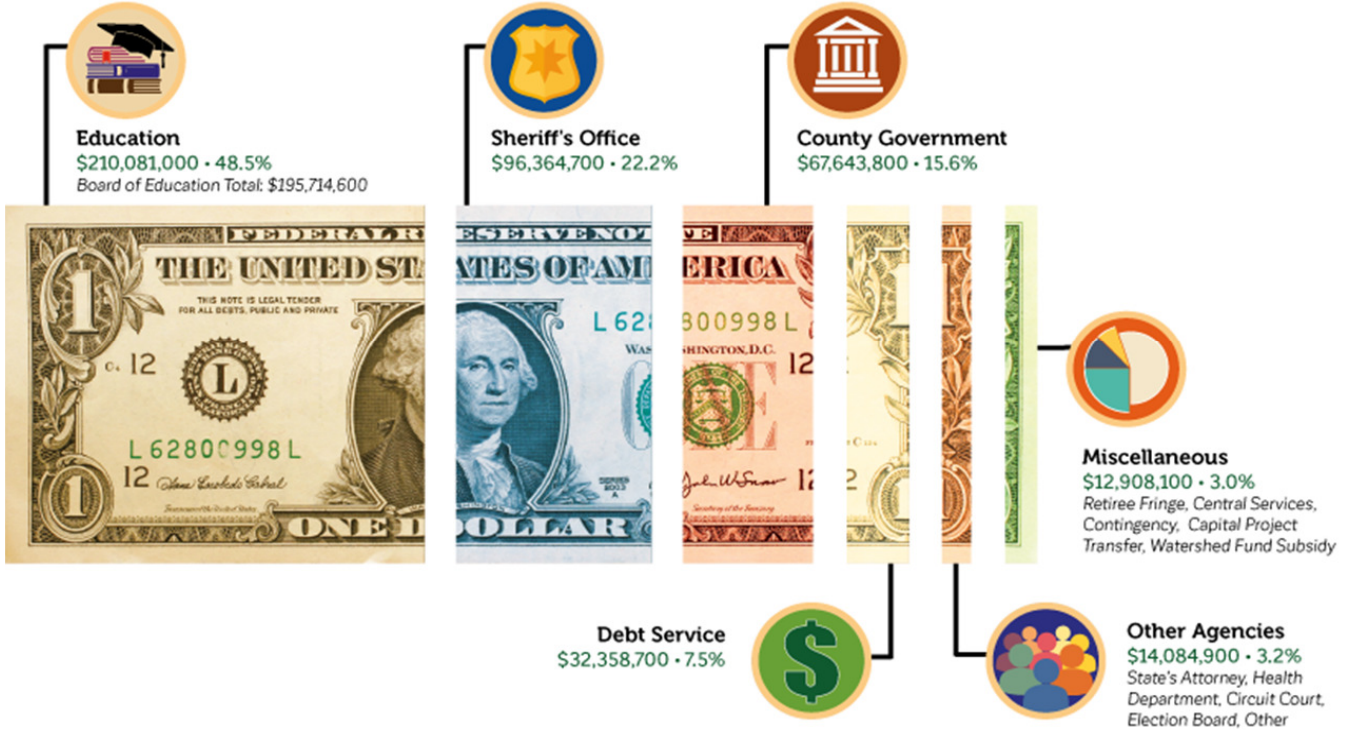
|   | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY2020 | %<br>Chg.    |
|---|-------------------------|--------------------------|--------------------------|--------------------------|--------------|
| <b>REVENUE DETAIL BY ACCOUNT CLASSIFICATION</b> |                         |                          |                          |                          |              |
| <b><u>PROPERTY TAXES:</u></b>                   |                         |                          |                          |                          |              |
| Real Property - Full Year                       | \$198,460,285           | \$208,391,000            | \$215,338,000            | \$6,947,000              | 3.3%         |
| Real Property - Half Year                       | 300,678                 | 285,300                  | 302,400                  | 17,100                   | 6.0%         |
| Real Property-Quarter Year                      | 172,635                 | 142,600                  | 151,200                  | 8,600                    | 6.0%         |
| Real Property-Three-Quarter Year                | 351,218                 | 428,000                  | 454,000                  | 26,000                   | 6.1%         |
| Business Personal Property                      | 261,028                 | 278,000                  | 250,000                  | (28,000)                 | -10.1%       |
| Railroads & Public Utilities                    | 9,525,536               | 9,741,000                | 9,561,000                | (180,000)                | -1.8%        |
| Ordinary Business Corp.                         | 7,492,419               | 6,924,900                | 6,340,000                | (584,900)                | -8.4%        |
| Payment in Lieu of Tax: Morgantown              | 7,952,312               | 7,938,800                | 7,938,800                | 0                        | 0.0%         |
| Payment in Lieu of Tax: CPV                     | 3,466,298               | 3,346,200                | 3,226,100                | (120,100)                | -3.6%        |
| Penalties & Interest                            | 564,500                 | 600,000                  | 600,000                  | 0                        | 0.0%         |
| Half Year Tax Billing                           | 205,777                 | 400,000                  | 436,100                  | 36,100                   | 9.0%         |
| Subtotal  | \$228,752,685           | \$238,475,800            | \$244,597,600            | \$6,121,800              | 2.6%         |
| Homestead Tax Credit                            | (171,300)               | (174,700)                | (225,800)                | (51,100)                 | 29.3%        |
| Low Income Tax Credit                           | (725,734)               | (694,000)                | (760,000)                | (66,000)                 | 9.5%         |
| Senior Tax Credit                               | (261,681)               | (310,000)                | (280,000)                | 30,000                   | -9.7%        |
| Ag. Preservation Tax Credit                     | (119,642)               | (131,000)                | (125,000)                | 6,000                    | -4.6%        |
| Tax Differ.- La Plata                           | (1,699,276)             | (1,675,000)              | (1,806,600)              | (131,600)                | 7.9%         |
| Tax Differ.- Indian Head                        | (93,698)                | (100,000)                | (105,000)                | (5,000)                  | 5.0%         |
| Surviving Spouse Tax Credit                     | (6,426)                 | (7,000)                  | (7,000)                  | 0                        | 0.0%         |
| Conservation Easement Tax Credit                | 0                       | (200)                    | (200)                    | 0                        | 0.0%         |
| Subtotal  | (\$3,077,755.8)         | (\$3,091,900)            | (\$3,309,600)            | (\$217,700)              | 7.0%         |
| <b>Total Property Taxes</b>                     | <b>\$225,674,929</b>    | <b>\$235,383,900</b>     | <b>\$241,288,000</b>     | <b>\$5,904,100</b>       | <b>2.5%</b>  |
| <b><u>INCOME TAX</u></b>                        | <b>\$136,665,163</b>    | <b>\$134,337,000</b>     | <b>\$140,000,000</b>     | <b>\$5,663,000</b>       | <b>4.2%</b>  |
| <b><u>RECORDATION TAX</u></b>                   | <b>\$15,533,527</b>     | <b>\$13,305,000</b>      | <b>\$14,400,000</b>      | <b>\$1,095,000</b>       | <b>8.2%</b>  |
| <b><u>TRANSFER TAX</u></b>                      | <b>\$7,274,598</b>      | <b>\$5,920,000</b>       | <b>\$6,405,000</b>       | <b>\$485,000</b>         | <b>8.2%</b>  |
| <b><u>OTHER TAXES:</u></b>                      |                         |                          |                          |                          |              |
| Hotel/Motel Room                                | \$1,185,897             | \$1,174,000              | \$1,000,000              | (\$174,000)              | -14.8%       |
| Highway User                                    | 1,017,386               | 2,133,000                | 2,210,000                | 77,000                   | 3.6%         |
| Admission and Amusement                         | 883,293                 | 910,000                  | 800,000                  | (110,000)                | -12.1%       |
| Heavy Equipment                                 | 39,190                  | 0                        | 50,000                   | 50,000                   | N/A          |
| <b>Total Other Local Taxes</b>                  | <b>\$3,125,765</b>      | <b>\$4,217,000</b>       | <b>\$4,060,000</b>       | <b>(\$157,000)</b>       | <b>-3.7%</b> |
| <b><u>LICENSES &amp; PERMITS</u></b>            |                         |                          |                          |                          |              |
| Trader License                                  | \$206,891               | \$224,600                | \$211,200                | (\$13,400)               | -6.0%        |
| Alcoholic License                               | 199,950                 | 215,700                  | 215,700                  | 0                        | 0.0%         |
| Building Permits                                | 163,624                 | 153,000                  | 150,000                  | (3,000)                  | -2.0%        |
| Park Permits                                    | 39,617                  | 104,200                  | 101,900                  | (2,300)                  | -2.2%        |
| Electrical Exams                                | 67,982                  | 84,800                   | 83,000                   | (1,800)                  | -2.1%        |
| Electrical Permits                              | 66,258                  | 70,000                   | 73,000                   | 3,000                    | 4.3%         |
| Pumbling Permits                                | 99,889                  | 59,600                   | 100,000                  | 40,400                   | 67.8%        |
| Trailer Permits                                 | 44,520                  | 44,300                   | 44,300                   | 0                        | 0.0%         |
| Civil Marriage Licenses                         | 34,795                  | 40,000                   | 36,000                   | (4,000)                  | -10.0%       |
| Other   | 134,215                 | 87,300                   | 82,800                   | (4,500)                  | -5.2%        |
| <b>Total Licenses &amp; Permits</b>             | <b>\$1,057,741</b>      | <b>\$1,083,500</b>       | <b>\$1,097,900</b>       | <b>\$14,400</b>          | <b>1.3%</b>  |
| <b><u>INTERGOVERNMENTAL:</u></b>                |                         |                          |                          |                          |              |
| <b>Federal</b>                                  | \$50,891                | \$0                      | \$0                      | \$0                      | N/A          |
| <b>State</b>                                    |                         |                          |                          |                          |              |
| Aid for Police Protection                       | \$1,286,156             | \$1,300,000              | \$1,311,000              | \$11,000                 | 0.8%         |
| State Aid For Inmate Operating                  | 160,965                 | 157,000                  | 125,000                  | (32,000)                 | -20.4%       |
| Jury Fee Reimbursement                          | 106,175                 | 119,500                  | 119,500                  | 0                        | 0.0%         |
| Other   | 116,789                 | 71,600                   | 89,500                   | 17,900                   | 25.0%        |
| Subtotal  | \$1,670,085             | \$1,648,100              | \$1,645,000              | (\$3,100)                | -0.2%        |

# GENERAL FUND OPERATING BUDGET

|   | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY2020 | %<br>Chg.     |
|---|-------------------------|--------------------------|--------------------------|--------------------------|---------------|
| <b>REVENUE DETAIL BY ACCOUNT CLASSIFICATION</b> |                         |                          |                          |                          |               |
| <b>Local Governments</b>                        |                         |                          |                          |                          |               |
| Animal Shelter- St. Mary's                      | \$85,371                | \$508,500                | \$522,500                | \$14,000                 | 2.8%          |
| Animal Shelter- Calvert                         | 428,006                 | 0                        | 0                        | 0                        | N/A           |
| Subtotal  | \$513,377               | \$508,500                | \$522,500                | \$14,000                 | 2.8%          |
| <b>Total Intergovernmental</b>                  | <b>\$2,234,353</b>      | <b>\$2,156,600</b>       | <b>\$2,167,500</b>       | <b>\$10,900</b>          | <b>0.5%</b>   |
| <b><u>SERVICE CHARGES:</u></b>                  |                         |                          |                          |                          |               |
| Em. Medical Srvcs. Billing Fee                  | \$1,477,860             | \$1,420,000              | \$1,600,000              | \$180,000                | 12.7%         |
| Indirect Cost Allocation                        | 1,124,004               | 1,279,500                | 1,493,700                | 214,200                  | 16.7%         |
| Local 911 Aid                                   | 1,164,702               | 1,300,000                | 1,700,000                | 400,000                  | 30.8%         |
| Park Fees                                       | 655,955                 | 717,800                  | 717,800                  | 0                        | 0.0%          |
| Reclaimed Water Sales                           | 1,133,202               | 1,183,700                | 1,183,700                | 0                        | 0.0%          |
| Sheriff Fees                                    | 432,415                 | 500,000                  | 460,000                  | (40,000)                 | -8.0%         |
| Custodial Fee                                   | 344,300                 | 350,100                  | 358,600                  | 8,500                    | 2.4%          |
| False Alarm Registrations                       | 284,753                 | 306,500                  | 306,500                  | 0                        | 0.0%          |
| Sheriff Pay Phone Commissions                   | 113,546                 | 140,000                  | 140,000                  | 0                        | 0.0%          |
| Room & Board Detention Center                   | 100,030                 | 115,000                  | 115,000                  | 0                        | 0.0%          |
| Other   | 761,605                 | 783,300                  | 676,500                  | (106,800)                | -13.6%        |
| <b>Total Service Charges</b>                    | <b>\$7,592,373</b>      | <b>\$8,095,900</b>       | <b>\$8,751,800</b>       | <b>\$655,900</b>         | <b>8.1%</b>   |
| <b><u>FINES &amp; FORFEITURES</u></b>           |                         |                          |                          |                          |               |
| Red Light Camera Fines                          | \$1,654,851             | \$1,820,000              | \$1,820,000              | \$0                      | 0.0%          |
| Speed Camera Fines                              | 1,259,675               | 1,400,000                | 1,300,000                | (100,000)                | -7.1%         |
| False Alarm Fines                               | 231,265                 | 223,000                  | 246,000                  | 23,000                   | 10.3%         |
| Other   | 75,325                  | 97,500                   | 111,500                  | 14,000                   | 14.4%         |
| <b>Total Fines &amp; Forfeitures</b>            | <b>\$3,221,116</b>      | <b>\$3,540,500</b>       | <b>\$3,477,500</b>       | <b>(\$63,000)</b>        | <b>-1.8%</b>  |
| <b><u>OTHER INCOME</u></b>                      |                         |                          |                          |                          |               |
| Rent  | \$1,210,916             | \$1,267,400              | \$1,262,700              | (\$4,700)                | -0.4%         |
| Interest  | 5,277,994               | 5,000,000                | 1,000,000                | (4,000,000)              | -80.0%        |
| Sale of Fixed Assets                            | 98,547                  | 250,000                  | 250,000                  | 0                        | 0.0%          |
| Miscellaneous                                   | 512,342                 | 439,000                  | 556,000                  | 117,000                  | 26.7%         |
| <b>Total Miscellaneous</b>                      | <b>\$7,099,798</b>      | <b>\$6,956,400</b>       | <b>\$3,068,700</b>       | <b>(\$3,887,700)</b>     | <b>-55.9%</b> |
| <b>TOTAL OPERATING REVENUES</b>                 | <b>\$409,479,365</b>    | <b>\$414,995,800</b>     | <b>\$424,716,400</b>     | <b>\$9,720,600</b>       | <b>2.3%</b>   |
| <b><u>Financing Sources</u></b>                 |                         |                          |                          |                          |               |
| Transfer from Capital Project Fund              | \$2,671,792             | \$2,671,800              | \$2,671,800              | \$0                      | 0.0%          |
| Transfer from Special Revenue Fund              | 48,074                  | 1,000,000                | 900,000                  | (100,000)                | -10.0%        |
| <b>Subtotal: Financing Sources</b>              | <b>\$2,719,866</b>      | <b>\$3,671,800</b>       | <b>\$3,571,800</b>       | <b>(\$100,000)</b>       | <b>-2.7%</b>  |
| <b><u>Fund Balance</u></b>                      |                         |                          |                          |                          |               |
| Reserve for Priorities                          | 0                       | 6,429,900                | 5,153,000                | (1,276,900)              | -19.9%        |
| <b>Subtotal: Fund Balance</b>                   | <b>\$0</b>              | <b>\$6,429,900</b>       | <b>\$5,153,000</b>       | <b>(\$1,276,900)</b>     | <b>-19.9%</b> |
| <b>TOTAL OTHER FINANCING SOURCES</b>            | <b>\$2,719,866</b>      | <b>\$10,101,700</b>      | <b>\$8,724,800</b>       | <b>(\$1,376,900)</b>     | <b>-13.6%</b> |
| <b>TOTAL REVENUES &amp; OPERATING SOURCES</b>   | <b>\$412,199,231</b>    | <b>\$425,097,500</b>     | <b>\$433,441,200</b>     | <b>\$8,343,700</b>       | <b>2.0%</b>   |

# GENERAL FUND

Approved Fiscal 2021 Charles County Budget: \$433,441,200



## EXPENDITURE BREAKDOWN

|                                  |               |                      |                                  |              |                     |
|----------------------------------|---------------|----------------------|----------------------------------|--------------|---------------------|
| <b>EDUCATION</b>                 | <b>48.5%</b>  | <b>\$210,081,000</b> | <b>SHERIFF'S OFFICE</b>          | <b>22.2%</b> | <b>\$96,364,700</b> |
| Board of Education               | \$195,714,600 |                      |                                  |              |                     |
| College of Southern Maryland     | 9,921,200     |                      | <b>DEBT SERVICE</b>              | <b>7.5%</b>  | <b>\$32,358,700</b> |
| Library                          | 4,431,600     |                      |                                  |              |                     |
| Other Education                  | 13,600        |                      | <b>OTHER AGENCIES</b>            | <b>3.2%</b>  | <b>\$14,084,900</b> |
|                                  |               |                      | State's Attorney                 | \$4,580,200  |                     |
| <b>COUNTY GOVERNMENT</b>         | <b>15.6%</b>  | <b>\$67,643,800</b>  | Health Department                | 2,863,000    |                     |
| Public Works - Facilities        | \$15,329,300  |                      | Circuit Court                    | 1,716,300    |                     |
| Emergency Services               | 19,049,600    |                      | Election Board                   | 1,822,400    |                     |
| Recreation, Parks, and Tourism   | 9,484,200     |                      | Other Agencies                   | 3,103,000    |                     |
| Fiscal & Administrative Services | 7,238,600     |                      |                                  |              |                     |
| Planning & Growth Management     | 7,083,200     |                      | <b>MISCELLANEOUS</b>             | <b>3.0%</b>  | <b>\$12,908,100</b> |
| Community Services               | 2,690,800     |                      | Retiree Fringe/OPEB Contribution | \$6,607,800  |                     |
| Economic Development Dept.       | 1,801,100     |                      | Central Services                 | 3,222,300    |                     |
| Administrative Services          | 1,806,500     |                      | Capital Project Transfer         | 2,778,000    |                     |
| County Attorney                  | 1,259,700     |                      | Watershed Fund Subsidy           | 300,000      |                     |
| Human Resources                  | 1,134,800     |                      |                                  |              |                     |
| County Commissioners             | 766,000       |                      |                                  |              |                     |

# GENERAL FUND OPERATING BUDGET

|                                      | <u>FY2019</u><br><u>Actual</u> | <u>FY2020</u><br><u>Adopted</u> | <u>FY2021</u><br><u>Adopted</u> | <u>\$ Change</u><br><u>from FY2020</u> | <u>%</u><br><u>Chg.</u> |
|--------------------------------------|--------------------------------|---------------------------------|---------------------------------|--|-------------------------|
| <b>EXPENDITURES BY DIVISION</b>      |                                |                                 |                                 |  |                         |
| <b><u>EDUCATION</u></b>              |                                |                                 |                                 |  |                         |
| Board of Education                   | \$181,982,100                  | \$192,074,000                   | \$195,714,600                   | \$3,640,600                            | 1.9%                    |
| College of Southern Maryland         | 9,886,200                      | 10,380,100                      | 9,921,200                       | (458,900)                              | -4.4%                   |
| Library                              | 4,196,768                      | 4,382,400                       | 4,431,600                       | 49,200                                 | 1.1%                    |
| Other                                | 8,600                          | 13,600                          | 13,600                          | 0                                      | 0.0%                    |
| <b>Total Education</b>               | <b>\$196,073,668</b>           | <b>\$206,850,100</b>            | <b>\$210,081,000</b>            | <b>\$3,230,900</b>                     | <b>1.6%</b>             |
| <b><u>PUBLIC SAFETY</u></b>          |                                |                                 |                                 |  |                         |
| Sheriff                              | \$64,252,541                   | \$72,397,800                    | 74,050,600                      | \$1,652,800                            | 2.3%                    |
| Corrections                          | 18,015,072                     | 19,938,800                      | 20,025,400                      | 86,600                                 | 0.4%                    |
| Automated Enforcement Unit (AEU)     | 1,675,819                      | 2,049,000                       | 1,969,500                       | (79,500)                               | -3.9%                   |
| Fingerprinting Service               | 258,611                        | 368,400                         | 319,200                         | (49,200)                               | -13.4%                  |
| <b>Sheriff's Office</b>              | <b>\$84,202,043</b>            | <b>\$94,754,000</b>             | <b>\$96,364,700</b>             | <b>\$1,610,700</b>                     | <b>1.7%</b>             |
| Emergency Services Administration    | 503,206                        | 437,700                         | 404,500                         | (33,200)                               | -7.6%                   |
| False Alarm Reduction Unit           | 184,858                        | 189,700                         | 193,600                         | 3,900                                  | 2.1%                    |
| Animal Control                       | 692,449                        | 746,300                         | 738,900                         | (7,400)                                | -1.0%                   |
| Animal Shelter                       | 959,378                        | 1,060,100                       | 1,056,800                       | (3,300)                                | -0.3%                   |
| Fire/EMS Communications              | 3,752,610                      | 4,173,000                       | 4,201,400                       | 28,400                                 | 0.7%                    |
| Career Emergency Medical Services    | 9,972,153                      | 10,640,500                      | 12,021,800                      | 1,381,300                              | 13.0%                   |
| Special Operations                   | 153,806                        | 256,500                         | 259,600                         | 3,100                                  | 1.2%                    |
| Emergency Management                 | 184,957                        | 165,200                         | 173,000                         | 7,800                                  | 4.7%                    |
| <b>Subtotal: Emergency Services</b>  | <b>\$16,403,417</b>            | <b>\$17,669,000</b>             | <b>\$19,049,600</b>             | <b>\$1,380,600</b>                     | <b>7.8%</b>             |
| <b>Total Public Safety</b>           | <b>\$100,605,460</b>           | <b>\$112,423,000</b>            | <b>\$115,414,300</b>            | <b>\$2,991,300</b>                     | <b>2.7%</b>             |
| <b><u>DEBT SERVICE</u></b>           |                                |                                 |                                 |  |                         |
| Principal                            | \$21,473,937                   | \$22,207,900                    | \$22,994,800                    | \$786,900                              | 3.5%                    |
| Interest                             | 7,406,161                      | 8,285,600                       | 8,535,000                       | 249,400                                | 3.0%                    |
| Miscellaneous                        | 768,276                        | 726,400                         | 828,900                         | 102,500                                | 14.1%                   |
| <b>Total Debt Service</b>            | <b>\$29,648,374</b>            | <b>\$31,219,900</b>             | <b>\$32,358,700</b>             | <b>\$1,138,800</b>                     | <b>3.6%</b>             |
| <b><u>GENERAL GOVERNMENT</u></b>     |                                |                                 |                                 |  |                         |
| Central Services                     | \$1,655,912                    | \$4,135,600                     | \$3,222,300                     | (\$913,300)                            | -22.1%                  |
| OPEB Contribution                    | 1,750,000                      | 2,000,000                       | 3,000,000                       | 1,000,000                              | 50.0%                   |
| Election Board                       | 1,471,085                      | 1,570,300                       | 1,822,400                       | 252,100                                | 16.1%                   |
| Liquor Board                         | 253,631                        | 264,300                         | 268,300                         | 4,000                                  | 1.5%                    |
| Orphan's Court                       | 59,853                         | 63,500                          | 64,500                          | 1,000                                  | 1.6%                    |
| Circuit Court                        | 1,639,186                      | 1,813,300                       | 1,716,300                       | (97,000)                               | -5.3%                   |
| State's Attorney                     | 4,074,115                      | 4,535,600                       | 4,580,200                       | 44,600                                 | 1.0%                    |
| Fringe Benefits                      | 2,936,002                      | 3,228,500                       | 3,607,800                       | 379,300                                | 11.7%                   |
| Volunteer Fire & Rescue Subsidy      | 51,198                         | 20,000                          | 25,000                          | 5,000                                  | 25.0%                   |
| <b>Subtotal: Other General Govt.</b> | <b>\$13,890,982</b>            | <b>\$17,631,100</b>             | <b>\$18,306,800</b>             | <b>\$675,700</b>                       | <b>3.8%</b>             |
| County Commissioners                 | \$614,117                      | \$707,600                       | \$766,000                       | \$58,400                               | 8.3%                    |
| Administrative Services              | 1,630,889                      | 1,627,100                       | 1,806,500                       | 179,400                                | 11.0%                   |
| County Attorney                      | 1,235,056                      | 1,243,100                       | 1,259,700                       | 16,600                                 | 1.3%                    |
| Human Resources                      | 948,101                        | 1,096,300                       | 1,134,800                       | 38,500                                 | 3.5%                    |
| <b>Subtotal: County Administered</b> | <b>\$4,428,164</b>             | <b>\$4,674,100</b>              | <b>\$4,967,000</b>              | <b>\$292,900</b>                       | <b>6.3%</b>             |
| <b>General Government</b>            |                                |                                 |                                 |  |                         |
| <b>Total General Government</b>      | <b>\$18,319,146</b>            | <b>\$22,305,200</b>             | <b>\$23,273,800</b>             | <b>\$968,600</b>                       | <b>4.3%</b>             |

# GENERAL FUND OPERATING BUDGET

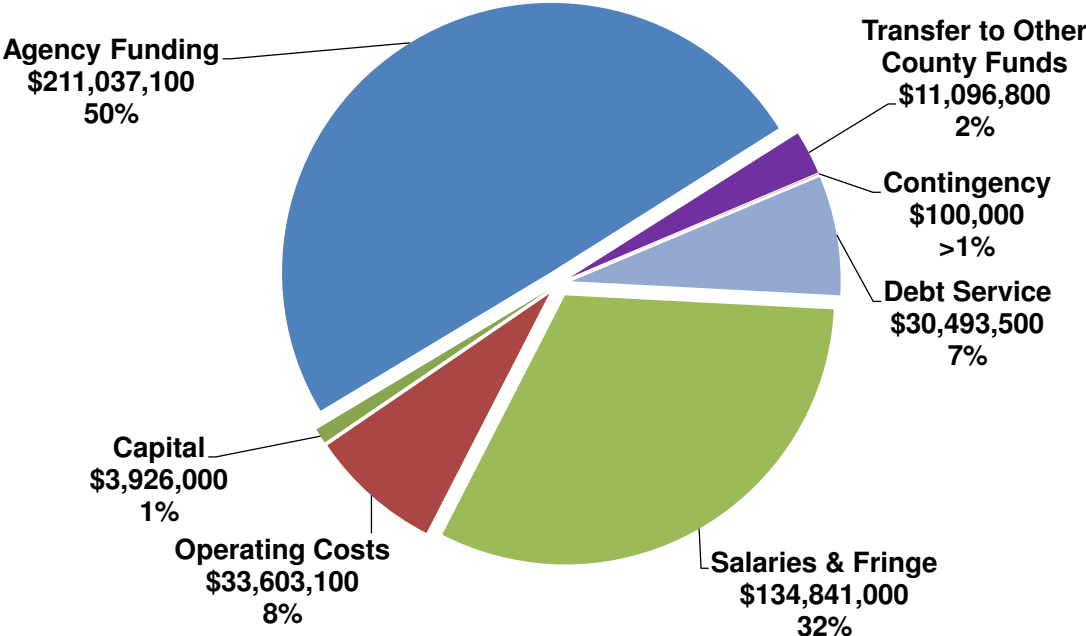
|  | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY2020 | %<br>Chg.    |
|--|-------------------------|--------------------------|--------------------------|--------------------------|--------------|
| <b>EXPENDITURES BY DIVISION</b>                    |                         |                          |                          |                          |              |
| <b><u>FISCAL &amp; ADMINISTRATIVE SERVICES</u></b> |                         |                          |                          |                          |              |
| Administration                                     | \$253,631               | \$249,700                | \$253,900                | \$4,200                  | 1.7%         |
| Budget   | 389,564                 | 453,700                  | 451,300                  | (2,400)                  | -0.5%        |
| Information Technology                             | 3,123,023               | 3,333,300                | 3,651,200                | 317,900                  | 9.5%         |
| Purchasing   | 332,932                 | 391,100                  | 399,000                  | 7,900                    | 2.0%         |
| Treasury   | 1,214,110               | 1,330,500                | 1,332,000                | 1,500                    | 0.1%         |
| Accounting   | 1,040,987               | 1,127,500                | 1,151,200                | 23,700                   | 2.1%         |
| <b>Total Fiscal &amp; Admin. Services</b>          | <b>\$6,354,246</b>      | <b>\$6,885,800</b>       | <b>\$7,238,600</b>       | <b>\$352,800</b>         | <b>5.1%</b>  |
| <b><u>PUBLIC WORKS - FACILITIES</u></b>            |                         |                          |                          |                          |              |
| Administration                                     | \$624,351               | \$642,200                | \$624,000                | (\$18,200)               | -2.8%        |
| Building & Trades                                  | 7,044,846               | 8,016,400                | 7,774,200                | (242,200)                | -3.0%        |
| Vehicle Maintenance                                | 938,035                 | 971,400                  | 1,020,600                | 49,200                   | 5.1%         |
| Roads  | 6,244,431               | 6,135,300                | 5,910,500                | (224,800)                | -3.7%        |
| <b>Total Public Works</b>                          | <b>\$14,851,663</b>     | <b>\$15,765,300</b>      | <b>\$15,329,300</b>      | <b>(\$436,000)</b>       | <b>-2.8%</b> |
| <b><u>COMMUNITY SERVICES</u></b>                   |                         |                          |                          |                          |              |
| Administration                                     | \$322,370               | \$377,600                | \$372,900                | (\$4,700)                | -1.2%        |
| Aging & Human Services                             | 1,385,749               | 1,798,900                | 1,719,800                | (79,100)                 | -4.4%        |
| Housing Authority                                  | 495,596                 | 607,300                  | 598,100                  | (9,200)                  | -1.5%        |
| <b>Total Community Services</b>                    | <b>\$2,203,715</b>      | <b>\$2,783,800</b>       | <b>\$2,690,800</b>       | <b>(\$93,000)</b>        | <b>-3.3%</b> |
| <b><u>RECREATION, PARKS, AND TOURISM</u></b>       |                         |                          |                          |                          |              |
| Administration                                     | \$754,841               | \$744,000                | \$736,000                | (\$8,000)                | -1.1%        |
| Recreation   | 1,783,430               | 2,540,500                | 2,701,600                | 161,100                  | 6.3%         |
| Parks & Grounds                                    | 4,893,377               | 5,168,900                | 5,226,400                | 57,500                   | 1.1%         |
| Tourism  | 642,163                 | 851,600                  | 820,200                  | (31,400)                 | -3.7%        |
| <b>Total Recreation, Parks, &amp; Tourism</b>      | <b>\$8,073,811</b>      | <b>\$9,305,000</b>       | <b>\$9,484,200</b>       | <b>\$179,200</b>         | <b>1.9%</b>  |
| <b><u>PLANNING &amp; GROWTH MANAGEMENT</u></b>     |                         |                          |                          |                          |              |
| Administration                                     | \$544,538               | \$555,800                | \$547,400                | (\$8,400)                | -1.5%        |
| Transit  | 3,294,995               | 3,694,300                | 3,915,600                | 221,300                  | 6.0%         |
| Planning   | 1,673,505               | 1,686,400                | 1,694,300                | 7,900                    | 0.5%         |
| Inspections & Enforcement                          | 399,663                 | 495,500                  | 535,400                  | 39,900                   | 8.1%         |
| Codes & Permits                                    | 374,999                 | 389,500                  | 390,500                  | 1,000                    | 0.3%         |
| <b>Total Planning &amp; Growth Mgmt.</b>           | <b>\$6,287,700</b>      | <b>\$6,821,500</b>       | <b>\$7,083,200</b>       | <b>\$261,700</b>         | <b>3.8%</b>  |
| <b><u>ECONOMIC DEVELOPMENT</u></b>                 |                         |                          |                          |                          |              |
| Economic Development Department                    | \$1,662,502             | \$1,829,600              | \$1,801,100              | (\$28,500)               | -1.6%        |
| Other Economic Development Svcs                    | 86,700                  | 188,000                  | 188,000                  | 0                        | 0.0%         |
| <b>Total Economic Development</b>                  | <b>\$1,749,202</b>      | <b>\$2,017,600</b>       | <b>\$1,989,100</b>       | <b>(\$28,500)</b>        | <b>-1.4%</b> |
| <b><u>HEALTH SERVICES</u></b>                      |                         |                          |                          |                          |              |
| Health Department                                  | \$2,801,279             | \$2,815,500              | \$2,863,000              | \$47,500                 | 1.7%         |
| Water & Sewer Services                             | 195,400                 | 203,200                  | 211,300                  | 8,100                    | 4.0%         |
| Mosquito Control                                   | 106,374                 | 124,000                  | 124,000                  | 0                        | 0.0%         |
| Dept. of Health & Mental Hygiene                   | 120,421                 | 120,400                  | 120,400                  | 0                        | 0.0%         |
| <b>Total Health</b>                                | <b>\$3,223,474</b>      | <b>\$3,263,100</b>       | <b>\$3,318,700</b>       | <b>\$55,600</b>          | <b>1.7%</b>  |
| <b><u>SOCIAL SERVICES</u></b>                      |                         |                          |                          |                          |              |
| Department of Social Services                      | \$311,000               | \$324,000                | \$324,600                | \$600                    | 0.2%         |
| Charles County Charitable Trust, Inc.              | 1,013,818               | 1,009,300                | 1,009,300                | 0                        | 0.0%         |
| Other Agency Funding                               | 48,700                  | 48,700                   | 48,700                   | 0                        | 0.0%         |
| <b>Total Social Services</b>                       | <b>\$1,373,518</b>      | <b>\$1,382,000</b>       | <b>\$1,382,600</b>       | <b>\$600</b>             | <b>0.0%</b>  |

# GENERAL FUND OPERATING BUDGET

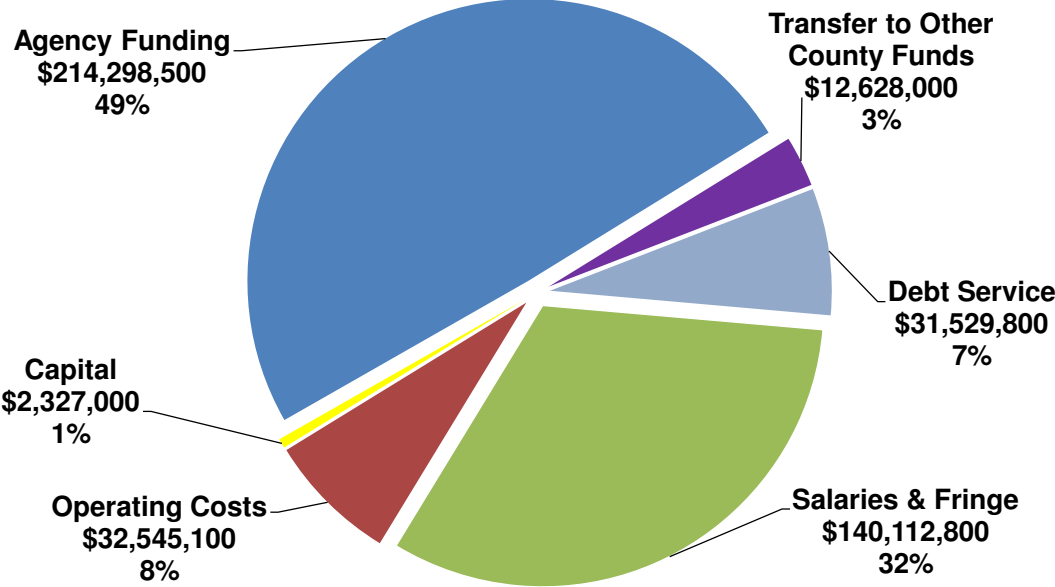
|   | <u>FY2019</u><br><u>Actual</u> | <u>FY2020</u><br><u>Adopted</u> | <u>FY2021</u><br><u>Adopted</u> | <u>\$ Change</u><br><u>from FY2020</u> | <u>%</u><br><u>Chg.</u> |
|---|--------------------------------|---------------------------------|---------------------------------|--|-------------------------|
| <b>EXPENDITURES BY DIVISION</b>                       |                                |                                 |                                 |  |                         |
| <b><u>CONSERVATION OF NATURAL RESOURCES</u></b>       |                                |                                 |                                 |  |                         |
| University of MD Extension                            | \$219,991                      | \$226,800                       | \$230,700                       | \$3,900                                | 1.7%                    |
| Soil Conservation                                     | 414,633                        | 398,400                         | 452,400                         | 54,000                                 | 13.6%                   |
| Weed Control  | 12,156                         | 15,800                          | 15,300                          | (500)                                  | -3.2%                   |
| So. MD Resource Conservation                          | 8,825                          | 10,200                          | 10,500                          | 300                                    | 2.9%                    |
| Gypsy Moth  | 2,250                          | 9,000                           | 5,000                           | (4,000)                                | -44.4%                  |
| Waterman's Assoc. of Charles Cty.                     | 0                              | 40,000                          | 0                               | (40,000)                               | -100.0%                 |
| Forest Conservancy District Board                     | 0                              | 5,000                           | 5,000                           | 0                                      | 0.0%                    |
| <b>Total Conservation of Natural Resources</b>        | <b>\$657,855</b>               | <b>\$705,200</b>                | <b>\$718,900</b>                | <b>\$13,700</b>                        | <b>1.9%</b>             |
| <b><u>CONTINGENCY</u></b>                             |                                |                                 |                                 |  |                         |
| Contingency   | \$0                            | \$100,000                       | \$0                             | (\$100,000)                            | -100.0%                 |
| <b>Total Contingency</b>                              | <b>\$0</b>                     | <b>\$100,000</b>                | <b>\$0</b>                      | <b>(\$100,000)</b>                     | <b>-100.0%</b>          |
| <b>TOTAL EXPENDITURES</b>                             | <b>\$389,421,830</b>           | <b>\$421,827,500</b>            | <b>\$430,363,200</b>            | <b>\$8,535,700</b>                     | <b>2.0%</b>             |
| <b><u>FINANCING USES:</u></b>                         |                                |                                 |                                 |  |                         |
| Capital Project Pay-as-you-go                         | \$4,304,100                    | \$2,720,000                     | \$2,778,000                     | \$58,000                               | 2.1%                    |
| Watershed Fund Subsidy                                | 550,000                        | 550,000                         | 300,000                         | (250,000)                              | -45.5%                  |
| <b>TOTAL FINANCING USES</b>                           | <b>\$6,850,470</b>             | <b>\$3,270,000</b>              | <b>\$3,078,000</b>              | <b>(\$192,000)</b>                     | <b>-5.9%</b>            |
| <b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES:</b> | <b>\$396,272,301</b>           | <b>\$425,097,500</b>            | <b>\$433,441,200</b>            | <b>\$8,343,700</b>                     | <b>2.0%</b>             |
| <b>SURPLUS/(DEFICIT)</b>                              | <b>\$15,926,930</b>            | <b>\$0</b>                      | <b>\$0</b>                      | <b>\$0</b>                             |                         |

# GENERAL FUND OPERATING BUDGET

FY20 ADOPTED BUDGET \$425,097,500



FY21 ADOPTED BUDGET \$433,441,200

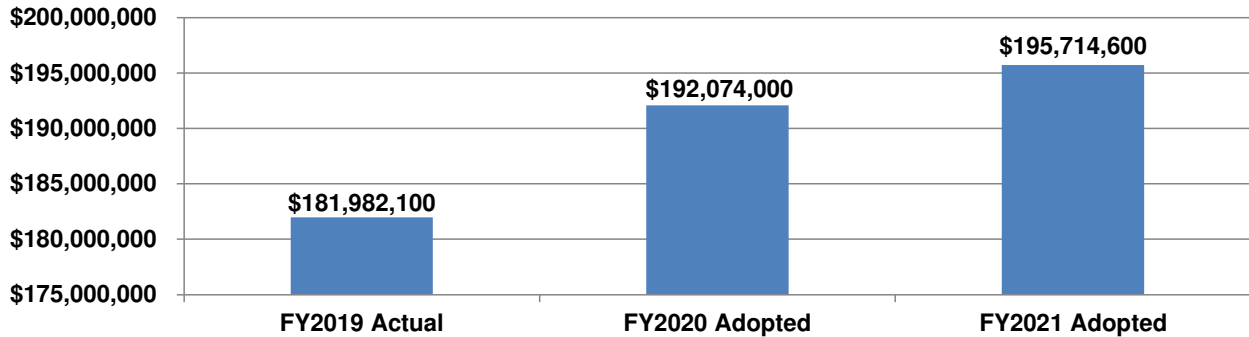


- Agency Funding represents the County's direct payment to agencies (for example the Board of Education, College of Southern Maryland, and Library Board).
- Transfers to Other County Funds represents support to the Enterprise Funds, local matches for grants, transfers for Other Post Employment Benefits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

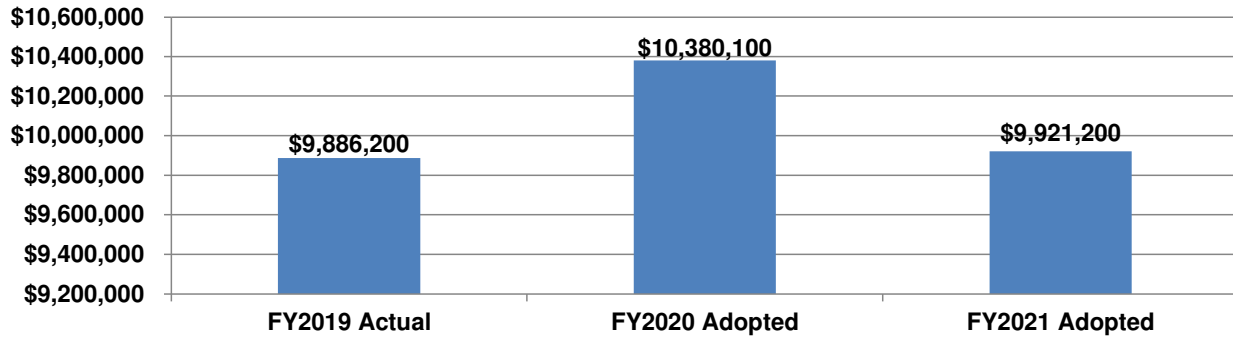
## Education Summary

| Expenditure Category                      | FY2019 Actual        | FY2020 Adopted       | FY2021 Request       | FY2021 Adopted       | \$ Change from FY2020 | % Chg.      |
|---|----------------------|----------------------|----------------------|----------------------|-----------------------|-------------|
| Fringe Benefits                           | \$324,724            | \$340,800            | \$376,700            | \$376,700            | \$35,900              | 10.5%       |
| Operating Costs                           | 168,744              | 193,900              | 193,900              | 188,600              | (5,300)               | -2.7%       |
| Agency Funding                            | 195,580,200          | 206,315,400          | 216,170,000          | 209,515,700          | 3,200,300             | 1.6%        |
| <b>Total Expenditures</b>                 | <b>\$196,073,668</b> | <b>\$206,850,100</b> | <b>\$216,740,600</b> | <b>\$210,081,000</b> | <b>\$3,230,900</b>    | <b>1.6%</b> |
| <b>Total Expenditures as % of Budget:</b> | <b>49.5%</b>         | <b>48.7%</b>         | <b>47.0%</b>         | <b>48.5%</b>         |                       |             |

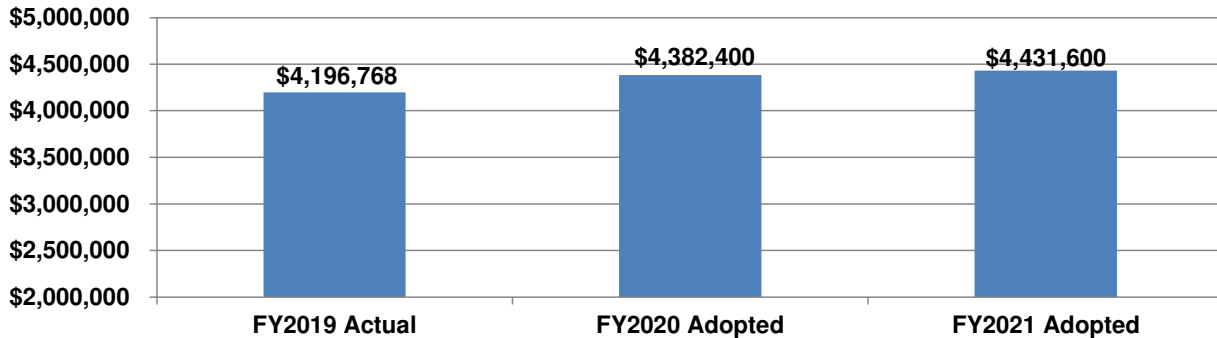
### Board of Education



### College of Southern Maryland



### Library





## Education

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

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

| Expenditure Category      | FY2019<br>Actual     | FY2020<br>Adopted    | FY2021<br>Request    | FY2021<br>Adopted    | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|----------------------|----------------------|----------------------|----------------------|--------------------------|-------------|
| Agency Funding            | \$181,982,100        | \$192,074,000        | \$202,080,200        | \$195,714,600        | \$3,640,600              | 1.9%        |
| <b>Total Expenditures</b> | <b>\$181,982,100</b> | <b>\$192,074,000</b> | <b>\$202,080,200</b> | <b>\$195,714,600</b> | <b>\$3,640,600</b>       | <b>1.9%</b> |

### Changes and Useful Information:

- Budget number reflects County funding only.
- The FY2021 Board of Education budget provides funding for the Maintenance of Effort level increase which is required by law. The County's Maintenance of Effort increase is \$1,930,600. The remaining increase of \$1,710,000 is to offset declining State revenues.
- BOE total FY2021 budget (including State, Federal, and Local revenues) equals \$401 million.

### Description:

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

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

### Objectives & Measurements:

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

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

### Positions:\*

| <u>Title</u>                      | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Administration                    | 90.0                      | 91.0                      | 91.0                      | 90.0                      | 90.0                      |
| Mid-Level Administration          | 282.5                     | 275.5                     | 275.5                     | 297.6                     | 297.6                     |
| Instructional                     | 2,031.9                   | 2,026.8                   | 2,026.8                   | 2,192.7                   | 2,208.7                   |
| Special education                 | 546.8                     | 587.2                     | 587.2                     | 641.0                     | 641.0                     |
| Student Personnel Services        | 48.0                      | 45.0                      | 45.0                      | 49.5                      | 49.5                      |
| Student Transportation Services   | 18.0                      | 18.0                      | 18.0                      | 31.0                      | 31.0                      |
| Operation of Plant                | 245.8                     | 244.1                     | 244.1                     | 275.5                     | 275.5                     |
| Maintenance of Plant              | 59.0                      | 63.0                      | 63.0                      | 65.0                      | 65.0                      |
| Capital Outlay                    | 4.0                       | 6.0                       | 6.0                       | 6.0                       | 6.0                       |
| <b>Total Full Time Equivalent</b> | <b>3,326.0</b>            | <b>3,356.6</b>            | <b>3,356.6</b>            | <b>3,648.4</b>            | <b>3,664.4</b>            |

*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                                    |                    |                     | Operator: 301-934-2251 301-870-3008 |                    |                          |              |
|--|--------------------|---------------------|-------------------------------------|--------------------|--------------------------|--------------|
| Mailing Address: PO Box 910, La Plata, MD 20646          |                    |                     | Automated Attendant: 301-934-7790   |                    |                          |              |
| Physical Address: 8730 Mitchell Road, La Plata, MD 20646 |                    |                     | 301-870-2309                        |                    |                          |              |
| <a href="http://www.csmd.edu">www.csmd.edu</a>           |                    |                     |                                     |                    |                          |              |
| Expenditure Category                                     | FY2019<br>Actual   | FY2020<br>Adopted   | FY2021<br>Request                   | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
| Agency Funding   | \$9,886,200        | \$10,380,100        | \$10,165,200                        | \$9,921,200        | (\$458,900)              | -4.4%        |
| <b>Total Expenditures</b>                                | <b>\$9,886,200</b> | <b>\$10,380,100</b> | <b>\$10,165,200</b>                 | <b>\$9,921,200</b> | <b>(\$458,900)</b>       | <b>-4.4%</b> |

### Changes and Useful Information:

- Budget number listed above reflects County funding only.
- Decrease in the FY2021 budget is due to FY2020 one time cost to provide funding towards technology upgrades for the College's enterprise reporting system.
- CSM total budget including State Funding and Tuition equals \$60.6 million for all campuses.

### Description:

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

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

### Positions:\*

| <u>Title</u>                      | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Full-time permanent faculty       | 122.0                     | 139.0                     | 152.0                     | 142.0                     | 123.0                     |
| Part-time permanent faculty       | 10.0                      | 9.0                       | 3.0                       | 0.0                       | 0.0                       |
| Full-time permanent staff         | 361.0                     | 363.0                     | 400.0                     | 405.0                     | 369.0                     |
| Part-time permanent staff         | 32.0                      | 42.0                      | 36.0                      | 30.0                      | 35.0                      |
| <b>Total Full Time Equivalent</b> | <b>525.0</b>              | <b>553.0</b>              | <b>591.0</b>              | <b>577.0</b>              | <b>527.0</b>              |

\* The positions listed are not County Government employees.

|  |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|
| ** Part-time adjunct faculty/Temporary Positions | 835.0 | 907.0 | 899.0 | 850.0 | 753.0 |
|--|-------|-------|-------|-------|-------|

\*\* 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

| <b>Objectives &amp; Measurements:</b>  | <b>FY17<br/>Actual</b> | <b>FY18<br/>Actual</b> | <b>FY19<br/>Actual</b> | <b>FY20<br/>Projected</b> | <b>FY21<br/>Estimated</b> |
|--|------------------------|------------------------|------------------------|---------------------------|---------------------------|
| <b>Enrollment</b>  |                        |                        |                        |                           |                           |
| Number of Enrolled Credit Students   | 10,810                 | 10,265                 | 9,831                  | 9,416                     | 9,416                     |
| Total Number of Credit-Free Course Registrations                                   | 13,114                 | 11,563                 | 12,437                 | 13,375                    | 13,375                    |
| Number of Students Transferring  | 1,869                  | 1,778                  | 1,737                  | 1,697                     | 1,697                     |
| Percent of County Population Served  | 52.0%                  | 49.0%                  | 49.2%                  | 49.4%                     | 49.4%                     |
| In-County Tuition and Fees Per Credit  | \$151                  | \$154                  | \$163                  | \$164                     | \$167                     |
| <b>Quality</b>   |                        |                        |                        |                           |                           |
| Number of Graduates  | 1,314                  | 1,533                  | 1,272                  | 1,231                     | 1,231                     |
| Four-Year Transfer/Graduation Rate   | 62.0%                  | 54.0%                  | 56.6%                  | 56.6%                     | 56.6%                     |
| Student Satisfaction w/ Transfer Preparation<br>(1 = Very Poor, and 5 = Very Good) | 4.1                    | 4.1                    | 4.1                    | 4.1                       | 4.1                       |
| <b>Workforce Training</b>  |                        |                        |                        |                           |                           |
| Student Satisfaction with Job Preparation<br>(1 = Very Poor, and 5 = Very Good)    | 4.3                    | 4.3                    | 4.4                    | 4.4                       | 4.4                       |
| Employment Rate of Graduates   | 77%                    | 80%                    | 78%                    | 78%                       | 78%                       |

## Education

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

| Administrative Offices located at the La Plata Branch<br>Mailing Address: 2 Garrett Avenue, La Plata, Maryland 20646<br>301.934.9001 301.870.3520<br><a href="http://www.ccplonline.org">www.ccplonline.org</a> |                          |                           | Business Hours :<br>Monday-Thursday: 9:00 AM-8:00 PM<br>Friday: 1:00 PM-5:00 PM<br>Saturday: 9:00 AM-5:00 PM |                           |                                  |                   |
|---|--------------------------|---------------------------|--|---------------------------|----------------------------------|-------------------|
| <b>Expenditure Category</b>   | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b>  | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
| Fringe Benefits   | \$324,724                | \$340,800                 | \$376,700  | \$376,700                 | \$35,900                         | 10.5%             |
| Operating Costs   | 160,144                  | 180,300                   | 180,300  | 175,000                   | (5,300)                          | -2.9%             |
| Agency Funding  | 3,711,900                | 3,861,300                 | 3,924,600  | 3,879,900                 | 18,600                           | 0.5%              |
| <b>Total County Support</b>   | <b>\$4,196,768</b>       | <b>\$4,382,400</b>        | <b>\$4,481,600</b>   | <b>\$4,431,600</b>        | <b>\$49,200</b>                  | <b>1.1%</b>       |

### **Changes and Useful Information:**

- Budget numbers listed above reflect County funding only.
- The Library's total FY2021 budget including State and other revenues equal \$6.3 million.
- **Fringe Benefits** represent library employees participation in the County's Health & Dental plan.
- **Operating Costs** represents utilities that the County pays directly on the Library's behalf for county owned facilities and drug testing for the mobile library drivers.
- The **Agency Funding** budget increase supports the full year impact of salary increases for eligible staff that was approved during FY2020 adoption.

## Education

|                               |  |               |
|-------------------------------|--|---------------|
| <b>Department:</b>            | Education Appropriations                           | 01.47         |
| <b>Division/Program:</b>      | Charles County Public Library (CCPL)               | Fund: General |
| <b>Program Administrator:</b> | Kenneth Wayne Thompson, Interim Executive Director |               |

**Description:**

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

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.

| <b>Positions:*</b>                    | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|---------------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                          | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Library Director                      | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Assistant Director                    | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Library Branch Manger                 | 4.0         | 4.0         | 4.0         | 4.0         | 4.0         |
| Information Technology Manager        | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Human Resources Manager               | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Outreach Supervisor                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Reference Supervisor                  | 4.0         | 4.0         | 4.0         | 4.0         | 4.0         |
| Bookkeeper                            | 0.7         | 0.7         | 0.7         | 0.7         | 0.7         |
| Children's Librarian                  | 4.0         | 4.0         | 4.0         | 4.0         | 4.0         |
| Technical Services Supervisor         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Young Adult Librarian                 | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Programming Coordinator               | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Marketing/Development Manager         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Circulation Supervisor                | 4.0         | 4.0         | 4.0         | 4.0         | 4.0         |
| Information Technology Associate      | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Outreach Librarian                    | 0.7         | 0.7         | 0.7         | 0.7         | 0.7         |
| Reference Associate                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Children's Associate                  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Public Services Associate             | 17.1        | 17.1        | 17.1        | 17.1        | 17.1        |
| Outreach Associate-Mobile Library     | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Young Adult Associate                 | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Public Services Assistant             | 1.3         | 1.3         | 1.3         | 1.3         | 1.3         |
| Technical Services Assistant          | 0.7         | 0.7         | 0.7         | 0.7         | 0.7         |
| Circulation Assistant                 | 8.0         | 8.0         | 8.0         | 8.0         | 8.0         |
| Custodial Worker II                   | 0.7         | 0.7         | 0.7         | 0.7         | 0.7         |
| Marina Technician                     | 2.1         | 2.1         | 2.1         | 2.1         | 2.1         |
| Public Services Librarian             | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Substitute (Part Time Positions)      | 0.2         | 0.2         | 0.2         | 0.2         | 0.2         |
| Security Guards (Part Time Positions) | 1.1         | 1.1         | 1.1         | 1.1         | 1.1         |
| Pages (Part Time Positions)           | 4.8         | 4.8         | 4.8         | 4.8         | 4.8         |
| <b>Total Full Time Equivalent</b>     | <b>69.3</b> | <b>69.3</b> | <b>69.3</b> | <b>69.3</b> | <b>69.3</b> |

\* The positions listed are not County Government employees.

## Education

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

| <b>Objectives &amp; Measurements:</b>                                | <b>FY17<br/>Actual</b> | <b>FY18<br/>Actual</b> | <b>FY19<br/>Actual</b> | <b>FY20<br/>Projected</b> | <b>FY21<br/>Estimated</b> |
|--|------------------------|------------------------|------------------------|---------------------------|---------------------------|
| Circulation (physical & electronic materials for FY 2016)            | 1,079,105              | 946,560                | 906,944                | 950,000                   | 960,000                   |
| Registered Borrowers (Customers)                                     | 72,109                 | 76,207                 | 75,455                 | 77,900                    | 80,000                    |
| (Purge of inactive records in December 2016)                         |                        |                        |                        |                           |                           |
| Customer Count   | 572,760                | 548,588                | 582,156                | 600,000                   | 615,000                   |
| (switched to new gate count product)                                 |                        |                        |                        |                           |                           |
| Total Reference Questions  | 42,280                 | 58,139                 | 42,261                 | 45,700                    | 47,000                    |
| <i>Customers are being trained to use on-line resources remotely</i> |                        |                        |                        |                           |                           |
| Program Attendance   | 45,463                 | 47,497                 | 44,913                 | 48,000                    | 50,000                    |
| Total Service Hours  | 11,710                 | 11,710                 | 11,710                 | 11,710                    | 11,710                    |
| Computer & Wi-Fi Sessions  | 167,471                | 179,001                | 185,307                | 179,000                   | TBD                       |
| Meeting Room Usage   | 60,618                 | 63,199                 | 64,508                 | 65,500                    | 67,000                    |

**Department:** Education 01.34  
**Division/Program:** Other Education Fund: General

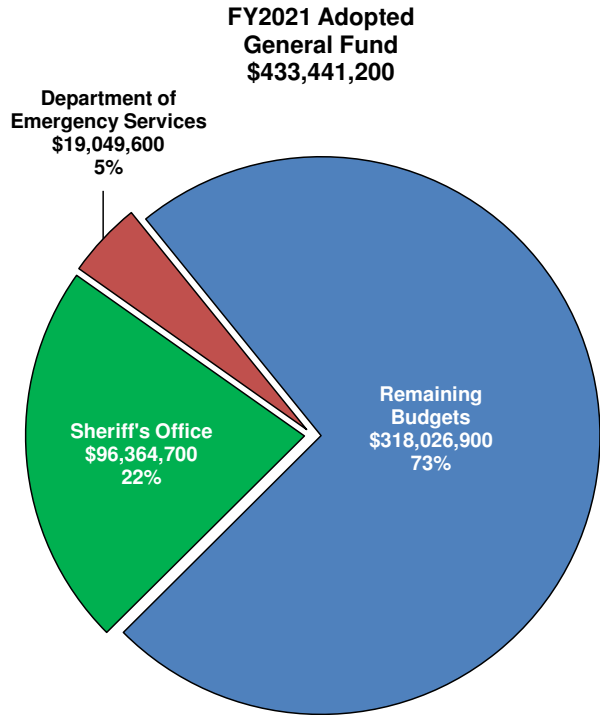
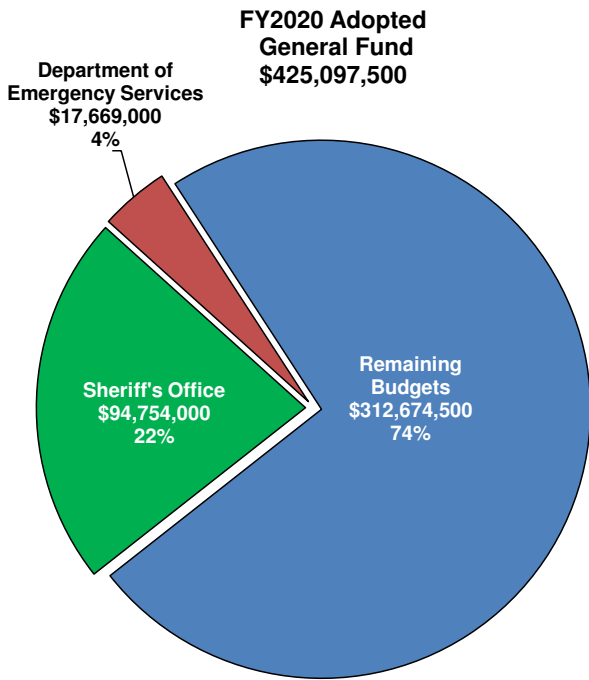
| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Operating Costs             | \$8,600                  | \$13,600                  | \$13,600                  | \$13,600                  | \$0                              | 0.0%              |
| <b>Total Expenditures</b>   | <b>\$8,600</b>           | <b>\$13,600</b>           | <b>\$13,600</b>           | <b>\$13,600</b>           | <b>\$0</b>                       | <b>0.0%</b>       |

### 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                      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg. |
|---|------------------|-------------------|-------------------|-------------------|--------------------------|-----------|
| Personal Services                         | \$59,461,473     | \$64,198,100      | \$70,238,600      | \$66,537,100      | \$2,339,000              | 3.6%      |
| Fringe Benefits                           | 26,255,123       | 28,553,300        | 32,579,200        | 30,946,100        | 2,392,800                | 8.4%      |
| Operating Costs                           | 13,057,705       | 14,872,800        | 19,882,500        | 14,339,100        | (533,700)                | -3.6%     |
| Transfers Out                             | 910,308          | 1,075,500         | 1,362,000         | 1,362,000         | 286,500                  | 26.6%     |
| Capital Outlay                            | 920,852          | 3,723,300         | 1,800,800         | 2,230,000         | (1,493,300)              | -40.1%    |
| <b>Total Expenditures</b>                 | \$100,605,460    | \$112,423,000     | \$125,863,100     | \$115,414,300     | \$2,991,300              | 2.7%      |
| <b>Revenues</b>                           | \$11,553,672     | \$11,786,400      | \$12,009,900      | \$12,282,900      | \$496,500                | 4.2%      |
| <b>Total Expenditures as % of Budget:</b> | <b>25.4%</b>     | <b>25.9%</b>      | <b>27.3%</b>      | <b>26.6%</b>      |                          |           |

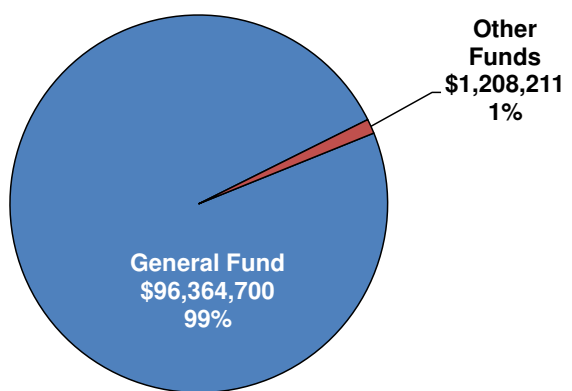
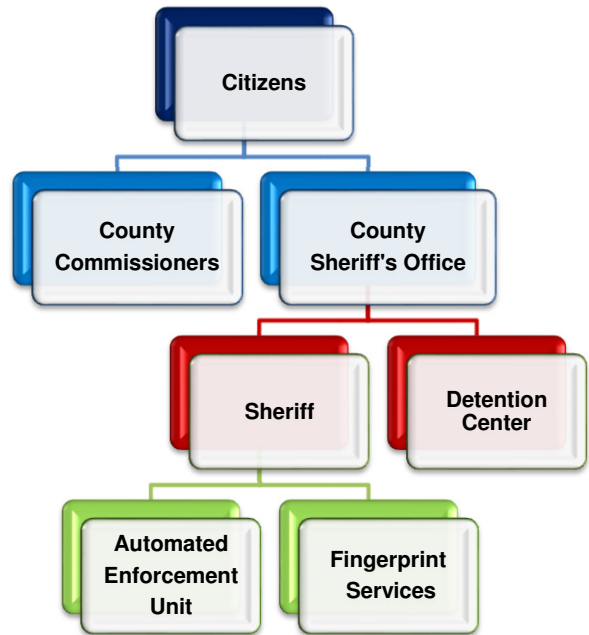


## Public Safety - Sheriff's Office Summary

Sheriff Troy D. Berry  
 Mailing Address: PO Box 189, La Plata, MD 20646  
 Physical Address: 6915 Crain Highway, La Plata, MD 20646  
[www.ccsso.us](http://www.ccsso.us)

Non-Emergency 301-932-2222

| Expenditure Category                          | FY2019<br>Actual    | FY2020<br>Adopted   | FY2021<br>Request    | FY2021<br>Adopted   | \$ Change<br>from FY2020 | %<br>Chg.    |
|---|---------------------|---------------------|----------------------|---------------------|--------------------------|--------------|
| Personal Services                             | \$48,753,047        | \$52,851,400        | \$57,099,400         | \$54,225,400        | \$1,374,000              | 2.6%         |
| Fringe Benefits                               | 23,438,510          | 25,376,600          | 28,571,800           | 27,423,300          | 2,046,700                | 8.1%         |
| Operating Costs                               | 10,419,201          | 11,900,900          | 16,520,500           | 11,284,500          | (616,400)                | -5.2%        |
| Transfers Out                                 | 825,014             | 990,500             | 1,276,500            | 1,276,500           | 286,000                  | 28.9%        |
| Capital Outlay                                | 766,271             | 3,634,600           | 1,641,800            | 2,155,000           | (1,479,600)              | -40.7%       |
| <b>Total Expenditures</b>                     | <b>\$84,202,043</b> | <b>\$94,754,000</b> | <b>\$105,110,000</b> | <b>\$96,364,700</b> | <b>\$1,610,700</b>       | <b>1.7%</b>  |
| <b>Revenues</b>                               | <b>\$5,323,126</b>  | <b>\$5,670,600</b>  | <b>\$5,492,600</b>   | <b>\$5,492,600</b>  | <b>(\$178,000)</b>       | <b>-3.1%</b> |
| <b>Total Expenditures as<br/>% of Budget:</b> | <b>21.2%</b>        | <b>22.3%</b>        | <b>22.8%</b>         | <b>22.2%</b>        |                          |              |



### TOTAL FY2021 AGENCY BUDGET

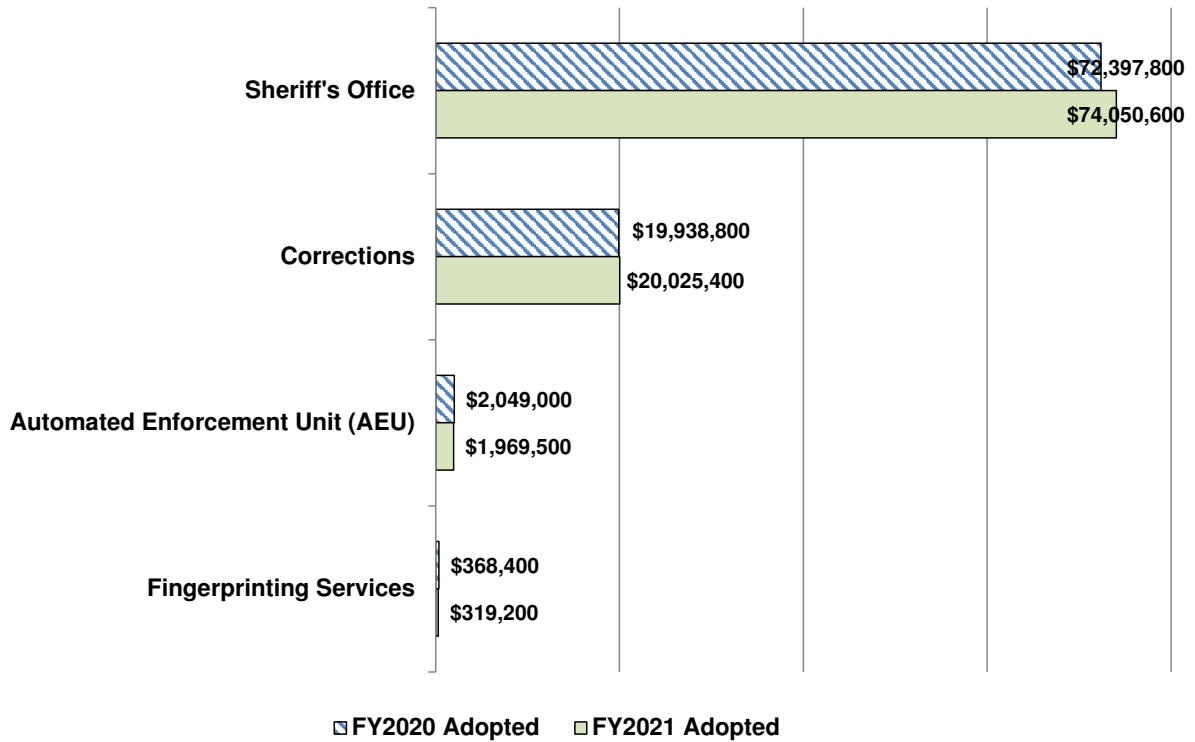
**\$97,572,911**

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

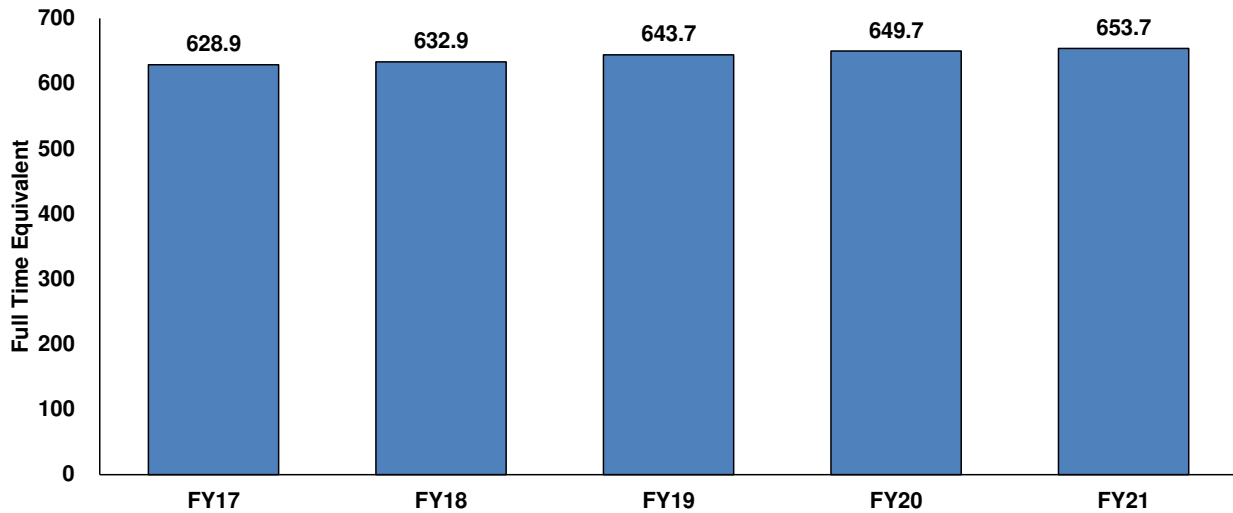
As indicated by the graph, the Sheriff's Office is mostly funded by the General Fund.

# Sheriff's Office Expenditure and Staffing History

## GENERAL FUND



## Staffing History



### Positions by Program:

|                                   | <u>FY17</u>  | <u>FY18</u>  | <u>FY19</u>  | <u>FY20</u>  | <u>FY21</u>  |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|
| Sheriff                           | 466.9        | 469.9        | 477.3        | 484.3        | 488.4        |
| Corrections                       | 155.1        | 155.1        | 159.1        | 158.2        | 158.2        |
| Automated Enforcement Unit (AEU)  | 4.6          | 4.6          | 4.0          | 4.0          | 4.0          |
| Fingerprinting Services           | 2.2          | 3.2          | 3.2          | 3.2          | 3.2          |
| <b>Total Full Time Equivalent</b> | <b>628.9</b> | <b>632.9</b> | <b>643.7</b> | <b>649.7</b> | <b>653.7</b> |



## Public Safety

**Department:** Sheriff's Office 01.24.24  
**Division/Program:** Sheriff [www.ccsso.us](http://www.ccsso.us) Fund: General  
**Program Administrator:** Troy D. Berry, Sheriff

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$38,363,742             | \$41,455,500              | \$45,090,000              | \$42,980,300              | \$1,524,800                      | 3.7%              |
| Fringe Benefits             | 19,389,683               | 20,873,600                | 23,376,200                | 22,521,800                | 1,648,200                        | 7.9%              |
| Operating Costs             | 5,087,949                | 5,620,900                 | 10,056,000                | 5,272,000                 | (348,900)                        | -6.2%             |
| Transfers Out               | 825,014                  | 990,500                   | 1,276,500                 | 1,276,500                 | 286,000                          | 28.9%             |
| Capital Outlay              | 586,154                  | 3,457,300                 | 1,486,800                 | 2,000,000                 | (1,457,300)                      | -42.2%            |
| <b>Total Expenditures</b>   | <b>\$64,252,541</b>      | <b>\$72,397,800</b>       | <b>\$81,285,500</b>       | <b>\$74,050,600</b>       | <b>\$1,652,800</b>               | <b>2.3%</b>       |
| <b>Revenues</b>             | <b>\$1,846,844</b>       | <b>\$1,798,200</b>        | <b>\$1,832,200</b>        | <b>\$1,832,200</b>        | <b>\$34,000</b>                  | <b>1.9%</b>       |

### **Changes and Useful Information:**

- The **Personal Services** increase includes the full year impact of new positions approved during FY2020 that were approved with delayed hire dates and the impact of salary increases from FY2020. New for FY2021 includes providing additional funding for two employees who support the Volunteers in Community Service (VICS) program. These employees were previously funded under a special revenue fund which can no longer support funding for these positions.
  - Per the County Code, the Sworn Officers are legally tied to the State Police Pay Scale.
- **Operating Costs** were adjusted for one time funding that was provided in FY2020 for equipment replacements, and a reduction from declining fuel prices.
- **Transfer Out** represents the local match for grants and Charles County's share of the Southern Maryland Criminal Justice Academy (SMCJA). The FY2021 budget includes additional matching funds for the grant request for two new School Resource Officers in the school system.
- The **Capital Outlay** funding includes funding for equipment and/or vehicles that exceeds \$5,000.

### **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

|                               |                        |               |
|-------------------------------|------------------------|---------------|
| <b>Department:</b>            | Sheriff's Office       | 01.24.24      |
| <b>Division/Program:</b>      | Sheriff                | Fund: General |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff |               |

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

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

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

| <b><u>Positions:</u></b>                     | <b><u>FY17</u></b> | <b><u>FY18</u></b> | <b><u>FY19</u></b> | <b><u>FY20</u></b> | <b><u>FY21</u></b> |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b><u>Title</u></b>                          | <b><u>FTE</u></b>  | <b><u>FTE</u></b>  | <b><u>FTE</u></b>  | <b><u>FTE</u></b>  | <b><u>FTE</u></b>  |
| <b><u>Sworn Officer</u></b>                  |                    |                    |                    |                    |                    |
| Sheriff                                      | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Lt. Colonel                                  | 0.0                | 0.0                | 1.0                | 1.0                | 1.0                |
| Major  | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Captains                                     | 10.0               | 10.0               | 10.0               | 10.0               | 10.0               |
| Lieutenant                                   | 21.0               | 21.0               | 21.0               | 22.0               | 24.0               |
| Sergeant                                     | 47.0               | 47.0               | 47.0               | 47.0               | 45.0               |
| Corporal                                     | 70.0               | 70.0               | 70.0               | 70.0               | 70.0               |
| PFC, Patrolman I & II                        | 157.0              | 158.0              | 163.0              | 164.0              | 166.0              |
| Total Sworn Officers                         | 307.0              | 308.0              | 314.0              | 316.0              | 318.0              |
| 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                                   | (3.0)              | (3.0)              | (3.0)              | (3.0)              | (5.0)              |
| Vehicle Theft Grant                          | (2.0)              | (2.0)              | (2.0)              | (2.0)              | (2.0)              |
| Total Other Funding                          | (10.0)             | (10.0)             | (10.0)             | (10.0)             | (12.0)             |
| <b>Total Officers funded by General Fund</b> | <b>297.0</b>       | <b>298.0</b>       | <b>304.0</b>       | <b>306.0</b>       | <b>306.0</b>       |
| <b><u>Office of the Sheriff</u></b>          |                    |                    |                    |                    |                    |
| Chief of Staff                               | 1.0                | 1.0                | 0.0                | 0.0                | 0.0                |
| Assistant Sheriff of Administration          | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| General Counsel                              | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Associate Counsel                            | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Executive Office Administrator               | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| OPR Administrator                            | 0.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Administrative Coordinator                   | 1.0                | 0.0                | 0.0                | 0.0                | 0.0                |
| Executive Administrative Coordinator         | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
|  | <b>7.0</b>         | <b>7.0</b>         | <b>6.0</b>         | <b>6.0</b>         | <b>6.0</b>         |
| <b><u>Patrol Division</u></b>                |                    |                    |                    |                    |                    |
| Administrative Coordinator                   | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| K-9 Instructor                               | 1.0                | 1.0                | 0.0                | 0.0                | 0.0                |
|  | <b>2.0</b>         | <b>2.0</b>         | <b>1.0</b>         | <b>1.0</b>         | <b>1.0</b>         |
| <b><u>Executive Services Division</u></b>    |                    |                    |                    |                    |                    |
| Deputy Director, Planning & Accreditation    | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Public Relations Specialist                  | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Media Relations Specialist                   | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Accreditation Coordinator                    | 0.0                | 0.0                | 1.0                | 1.0                | 1.0                |
| Civilian Planner I                           | 2.0                | 2.0                | 1.0                | 1.0                | 1.0                |
| Grant Coordinator                            | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Part Time                                    | 0.0                | 0.0                | 0.6                | 0.6                | 0.6                |
|  | <b>6.0</b>         | <b>6.0</b>         | <b>6.6</b>         | <b>6.6</b>         | <b>6.6</b>         |

## Public Safety

|                               |                        |               |
|-------------------------------|------------------------|---------------|
| <b>Department:</b>            | Sheriff's Office       | 01.24.24      |
| <b>Division/Program:</b>      | Sheriff                | Fund: General |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff |               |

| <b>Positions:</b>  | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>   | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| <b><u>Support Services Division - Communications</u></b>     |             |             |             |             |             |
| Communications Supervisor                                    | 4.0         | 4.0         | 4.0         | 4.0         | 4.0         |
| Police Comm. Officer I - III                                 | 16.0        | 16.0        | 16.0        | 16.0        | 16.0        |
| Part Time  | 0.9         | 0.9         | 0.9         | 0.9         | 0.9         |
|  | <b>20.9</b> | <b>20.9</b> | <b>20.9</b> | <b>20.9</b> | <b>20.9</b> |
| <b><u>Support Services Division - Station Clerks</u></b>     |             |             |             |             |             |
| 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        |
|  | <b>22.0</b> | <b>22.0</b> | <b>22.0</b> | <b>22.0</b> | <b>22.0</b> |
| <b><u>Support Services Division - Records Management</u></b> |             |             |             |             |             |
| Police Records Supervisor                                    | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Deputy Director, Records Management                          | 1.0         | 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         |
|  | <b>11.6</b> | <b>11.6</b> | <b>11.6</b> | <b>11.6</b> | <b>11.6</b> |
| <b><u>Administrative Services Division</u></b>               |             |             |             |             |             |
| Deputy Director, Budgeting                                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Deputy Director, Accounting                                  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Accounting Specialist  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Accounting Assistant   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Budget Specialist  | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Accounting Associate   | 0.9         | 0.9         | 0.9         | 0.9         | 0.9         |
| Accounting Clerk   | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Office Associate   | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Deputy Director, Human Resources                             | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Human Resources Administrator                                | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Human Resources Assistant                                    | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Human Resources Administrative Assistant                     | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Background/Recruiting Supervisor                             | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Background Investigator                                      | 0.0         | 0.9         | 3.3         | 3.3         | 3.3         |
| Background Supervisor  | 0.9         | 0.0         | 0.0         | 0.0         | 0.0         |
| Background Admin Assistant                                   | 0.0         | 0.0         | 0.8         | 0.8         | 0.8         |
| Recruiter  | 0.9         | 0.9         | 0.9         | 0.9         | 0.9         |
| Part Time  | 3.0         | 3.0         | 0.6         | 0.6         | 0.6         |
|  | <b>16.7</b> | <b>16.7</b> | <b>17.5</b> | <b>18.5</b> | <b>18.5</b> |
| <b><u>Information Technology Division</u></b>                |             |             |             |             |             |
| Director, MIS  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| CAD/RMS Manager  | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| CAD/RMS Support Supervisor                                   | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| CAD/RMS Support Specialist I                                 | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| PC Operations Manager  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Systems Administrator  | 1.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Systems Operations Manager                                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Database Administrator                                       | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| PC Operations Specialist I - II                              | 3.0         | 3.0         | 3.0         | 4.0         | 4.0         |
| MIS Administrative Support Specialist                        | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
|  | <b>11.0</b> | <b>11.0</b> | <b>11.0</b> | <b>12.0</b> | <b>12.0</b> |

## Public Safety

|                               |                        |               |
|-------------------------------|------------------------|---------------|
| <b>Department:</b>            | Sheriff's Office       | 01.24.24      |
| <b>Division/Program:</b>      | Sheriff                | Fund: General |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff |               |

| <b><u>Positions:</u></b>                                 | <b><u>FY17</u></b> | <b><u>FY18</u></b> | <b><u>FY19</u></b> | <b><u>FY20</u></b> | <b><u>FY21</u></b> |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Title</b>   | <b>FTE</b>         | <b>FTE</b>         | <b>FTE</b>         | <b>FTE</b>         | <b>FTE</b>         |
| <b><u>Training Division</u></b>                          |                    |                    |                    |                    |                    |
| 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  | 3.0                | 3.0                | 2.7                | 2.7                | 2.7                |
|  | <b>7.1</b>         | <b>7.1</b>         | <b>6.8</b>         | <b>6.8</b>         | <b>6.8</b>         |
| <b><u>Criminal Investigation Division</u></b>            |                    |                    |                    |                    |                    |
| CID - Administrator                                      | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Administrative Coordinator                               | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| CID Technical Assistant                                  | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Fingerprint Specialist I - III                           | 2.0                | 2.0                | 2.0                | 2.0                | 2.0                |
| Forensic Science Deputy Director                         | 0.0                | 0.0                | 1.0                | 1.0                | 1.0                |
| Forensic Sci. Tech./Quality Assurance Mgr.               | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Forensic Science Technician I - III                      | 2.0                | 2.0                | 2.0                | 2.0                | 2.0                |
| Forensic Science Lab Technician                          | 0.0                | 0.0                | 0.0                | 2.0                | 2.0                |
| Digital Forensic Examiner                                | 0.0                | 2.0                | 2.0                | 2.0                | 2.0                |
| Crime Analyst  | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Narcotics Intelligence Analyst                           | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Victim/Witness Services Coordinator                      | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Intelligence Analyst                                     | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Part Time  | 1.2                | 1.2                | 1.2                | 1.2                | 1.2                |
| Grant Funded Positions                                   | (1.0)              | (1.0)              | (1.0)              | (1.0)              | (1.0)              |
|  | <b>12.2</b>        | <b>14.2</b>        | <b>15.2</b>        | <b>17.2</b>        | <b>17.2</b>        |
| <b><u>Special Operations Division</u></b>                |                    |                    |                    |                    |                    |
| 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                | 0.0                | 0.0                | 0.0                | 0.0                |
| AEU Office Specialist                                    | 2.0                | 3.0                | 3.0                | 3.0                | 3.0                |
| AEU Civilian Deputy (Special)                            | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Technical Assistant (PT) - Red Light                     | 0.6                | 0.0                | 0.0                | 0.0                | 0.0                |
| K-9 Instructor   | 0.0                | 0.0                | 1.0                | 1.0                | 1.0                |
| Electronic Fingerprint Technician                        | 2.0                | 2.0                | 2.0                | 2.0                | 2.0                |
| PT - Electronic Fingerprint Technician                   | 1.2                | 1.2                | 1.2                | 1.2                | 1.2                |
| Part Time  | 1.9                | 1.9                | 0.6                | 0.6                | 0.6                |
| Other Funding Source                                     | (7.8)              | (7.2)              | (7.2)              | (7.2)              | (7.2)              |
|  | <b>3.9</b>         | <b>3.9</b>         | <b>3.6</b>         | <b>3.6</b>         | <b>3.6</b>         |
| <b><u>Special Services Division - Court Security</u></b> |                    |                    |                    |                    |                    |
| Transport/Court Holding Officer (CO)                     | 8.0                | 8.0                | 8.0                | 8.0                | 8.0                |
| Court Security Officer (CO)                              | 2.0                | 2.0                | 3.0                | 2.0                | 2.0                |
| Court Security Deputy                                    | 9.0                | 9.0                | 10.6               | 11.6               | 12.6               |
| Part Time  | 3.0                | 3.0                | 2.4                | 2.4                | 2.4                |
|  | <b>22.0</b>        | <b>22.0</b>        | <b>24.0</b>        | <b>24.0</b>        | <b>25.0</b>        |

## Public Safety

|                               |                        |               |
|-------------------------------|------------------------|---------------|
| <b>Department:</b>            | Sheriff's Office       | 01.24.24      |
| <b>Division/Program:</b>      | Sheriff                | Fund: General |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff |               |

| <b>Positions:</b>   | <b>FY17</b>  | <b>FY18</b>  | <b>FY19</b>  | <b>FY20</b>  | <b>FY21</b>  |
|---|--------------|--------------|--------------|--------------|--------------|
| <u>Title</u>  | <u>FTE</u>   | <u>FTE</u>   | <u>FTE</u>   | <u>FTE</u>   | <u>FTE</u>   |
| <b><u>Special Services Division - Judicial Services</u></b>   |              |              |              |              |              |
| Warrant Specialist I - III                                    | 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 Server                          | 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          | 1.0          |
| Part Time   | 4.2          | 4.2          | 3.2          | 3.2          | 3.2          |
| Part-time (VICS)  | 0.6          | 0.6          | 0.6          | 1.0          | 1.0          |
| Grant Funded Positions  | (3.2)        | (3.2)        | (3.2)        | (3.2)        | (3.2)        |
| Other Funding Source (VICS)                                   | (3.6)        | (3.6)        | (3.6)        | (4.0)        | 0.0          |
|   | <b>15.0</b>  | <b>15.0</b>  | <b>14.0</b>  | <b>14.0</b>  | <b>17.0</b>  |
| <b><u>Special Services Division - Property Management</u></b> |              |              |              |              |              |
| 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          | 2.0          |
| Fleet Manager   | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Fleet Technician  | 0.9          | 0.9          | 1.0          | 1.0          | 0.0          |
| Fleet Maintenance Supervisor                                  | 0.0          | 0.0          | 0.9          | 0.9          | 0.9          |
| Procurement Specialist  | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Property Custodian  | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Property Custodian Assistant                                  | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Facilities Manager  | 0.9          | 0.9          | 0.9          | 0.9          | 0.9          |
| Firearm Tracking Specialist                                   | 0.0          | 0.0          | 0.0          | 0.0          | 1.0          |
| Firearms Tracking Specialist I - II                           | 1.0          | 1.0          | 1.0          | 1.0          | 0.0          |
| Vehicle Technology Specialist                                 | 0.0          | 0.0          | 0.0          | 1.0          | 1.0          |
| Part Time   | 1.8          | 1.8          | 1.3          | 1.3          | 1.3          |
|   | <b>12.6</b>  | <b>12.6</b>  | <b>13.1</b>  | <b>14.1</b>  | <b>14.1</b>  |
| <b>SWORN PERSONNEL:</b>                                       |              |              |              |              |              |
| General Funded  | 297.0        | 298.0        | 304.0        | 306.0        | 306.0        |
| Grant/Other Funding   | 10.0         | 10.0         | 10.0         | 10.0         | 12.0         |
| Total Sworn Personnel:  | <b>307.0</b> | <b>308.0</b> | <b>314.0</b> | <b>316.0</b> | <b>318.0</b> |
| <b>CLASSIFIED PERSONNEL:</b>                                  |              |              |              |              |              |
| General Funded  | 169.9        | 171.9        | 173.3        | 178.3        | 182.4        |
| Grant/Other Funding   | 15.7         | 15.0         | 15.0         | 15.4         | 11.4         |
| Total Classified Personnel:                                   | <b>185.6</b> | <b>187.0</b> | <b>188.4</b> | <b>193.8</b> | <b>193.8</b> |
| <b>TOTAL PERSONNEL</b>  |              |              |              |              |              |
| Full-time   | 469.3        | 472.3        | 485.1        | 492.1        | 494.1        |
| Part-time   | 23.3         | 22.7         | 17.3         | 17.7         | 17.7         |
| Total:  | <b>492.6</b> | <b>495.0</b> | <b>502.4</b> | <b>509.8</b> | <b>511.8</b> |

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.

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## Public Safety

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|                               |                        |               |
|-------------------------------|------------------------|---------------|
| <b>Department:</b>            | Sheriff's Office       | 01.24.24      |
| <b>Division/Program:</b>      | Sheriff                | Fund: General |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff |               |

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### **Goals & Objectives:**

#### **Office of Professional Responsibility**

- Goal: OPR will conduct thorough audits of Agency operations and inspections of Agency personnel, property, and facilities to ensure the safety of all employees and the working condition of all assets, while also completing internal affairs investigations within a 60-day time period.
- Objective: Hire one civilian safety & inspections specialist to the Standards and Inspections Unit to complete facility/equipment inspections and address workplace safety issues.

#### **Administrative Services Division**

- Goal: Shorten the length of time to process and approve requisitions for services and equipment. Decrease the chances of a requisition being misplaced or lost within the approval process.
- Objective: Develop and implement requisition software.
- Goal: Provide adequate administrative staffing for the Pre-Employment/Recruiting Section.
- Objective: Upgrade current Pre-Employment Assistant position from FTRH to Full Time.
- Goal: Implement an electronic Performance Management System to provide more efficient tracking, submission and storage of performance evaluations.
- Objective: Obtain a program from Asentis, our current HR management provider to design and implement the system.
- 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.
- Goal: Create an Employee Referral Bonus Program to assist in our recruiting efforts.
- Objective: Design an Employee Referral Bonus Program.

#### **Executive Services Division**

- Goal: Enhance productivity, optimize storage, create a meeting space, reduce fatigue and improve overall workspace environment.
- Objective: Installation of new workspace furniture.
- Goal: Optimize operational efficiency and organized structure in the Media Relations Office. Manage day-to-day operations of the section and provide oversight to the employees assigned to ensure goals and objectives are met.
- Objective: Hire Deputy Director of the Media Relations Section.
- Goal: Address the increasing demand the agency has for the development of graphics with items such as flyers, special events, Fair displays, vehicles, recruitment, social media and media publications.
- Objective: Upgrade the Special Projects Coordinator position to FTRH.

#### **Patrol Division**

- Goal: Provide necessary staffing to the current Patrol Division schedule to maximize the division's ability to be more proactive in their policing.
- Objective: Hire five Patrol officers.

#### **Support Services Division**

- Goal: Ensure a professional and positive image for those entering CCSO Headquarters.
- Objective: Upgrade Part Time Receptionist to Full Time.
- Goal: Ensure the District II Station is staffed 24 hours 7 days a week.
- Objective: Hire four Full Time Station Clerks.

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## Public Safety

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

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### **Criminal Investigations Division**

- Goal: Prevent loss of critical evidence by enhancing digital data storage capabilities in the Digital Forensic Unit.  
Objective: Obtain secondary storage repository to ensure preservation of digital forensic evidence.
- Goal: Reduce backlog of digital devices submitted for examination - Digital Forensics Unit.  
Objective: Procure Cellebrite UFED Premium subscription to increase accessibility to a wider range of cellular devices.
- Goal: Allow large scale, multiple location events to be monitored and managed from the Homeland Security and Intelligence office as the central command location, e.g. the 4th of July celebrations (Smallwood, Indian Head, Blue Crabs Stadium, Fairgrounds, and possibly Colonial Beach) by expanding the Agency's overt surveillance capabilities.  
Objective: Procure the appropriate ICS software package.
- Goal: Conduct tabletop exercises and interact with other data through the use of a SmartBoard to be installed in the Homeland Security and Intelligence Section.  
Objective: Procure a SmartBoard SBID-7286P UHD Interactive LED Display with iQ (86"4K).

### **Special Operations Division**

- Goal: Reduce speeding within the County and reduce speed-related crashes by providing additional enforcement resources to officers.  
Objective: Procure new radar units.
- Goal: Expand the capability of the Alcohol Enforcement Unit to inspect and investigate alcohol licensed establishments.  
Objective: Hire one full time Alcohol Enforcement Specialist.

### **Information Services Division**

- Goal: Keep up with the physical hardware, Security Camera System, Intake Mug Shot systems, the Fingerprint Systems and the primary liaison for CJIS communication.  
Objective: Hire two full time PC Operations Specialists.
- Goal: Improve the quality and availability of network connectivity to satellite locations.  
Objective: Replace old VPN equipment with upgraded hardware.
- Goal: Improve the reliability of the VMWare infrastructure (responsible for virtualized servers like the storage server, intranet server, user authentication servers, etc.).  
Objective: Procure and install VMWare SAN (Storage Area Network) appliance.
- Goal: Capture and record the facts of any situation which an officer faces.  
Objective: Implement Body Worn Cameras, storage and personnel to support project.

### **Training Division**

- Goal: Improve officers driving abilities in a number of stressful situations and driving conditions  
Objective: Procure the most realistic law enforcement driving simulator.
- Goal: To provide needed equipment in order to maintain the taser program.  
Objective: Annually purchase tasers, cartridges and holsters to maintain the taser program.
- Goal: Enhance firearms instruction for the Agency .  
Objective: Upgrade the FTRH Chief Firearms Instructor to Full Time. Also upgrade two Part Time Firearms to Full Time Reduced Hour.
- Goal: Enhance the Cadet Program.  
Objective: Hire four CADET Positions.

## Public Safety

|                               |                        |               |
|-------------------------------|------------------------|---------------|
| <b>Department:</b>            | Sheriff's Office       | 01.24.24      |
| <b>Division/Program:</b>      | Sheriff                | Fund: General |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff |               |

**Special Services Division:**

- Goal: Increase efficiency and accessibility of the Agency's facilities maintenance services to meet increasing demands.
- Objective: Upgrade FTRH Facilities Manager position to Full Time.
  
- Goal: Provide a professional level of safety and security for our officers and citizens while at the District and Circuit Courthouses.
- Objective: Hire four Full Time Court Security Deputies.
  
- Goal: Allow the Agency the ability to pick up and move disabled Agency vehicles, recover large, heavy items and/or evidence, and give Feet personnel the ability to move disabled vehicles at impound.
- Objective: Procure a Tow Truck.
  
- Goal: Provide quality service and meet increasing demands upon the Fleet Maintenance shop.
- Objective: Upgrade FTRH Fleet Maintenance Supervisor to Full Time.
  
- Goal: Keep up with the current and projected volume of firearms received by the Firearms Tracking Unit.
- Objective: Hire a Part Time Firearms Tracking Assistant.
  
- Goal: Separate the responsibilities of Procurement from the Quartermaster Unit.
- Objective: Hire a Full Time Procurement Officer.

**Objectives & Measurements:**

|  | CY15<br>Official | CY16<br>Official | CY17<br>Official | CY18<br>Official | CY19<br>Unofficial |
|--|------------------|------------------|------------------|------------------|--------------------|
| <b>Uniform Crime Report</b>            |                  |                  |                  |                  |                    |
| Murder                                 | 3                | 8                | 8                | 11               | 5                  |
| Rape                                   | 23               | 38               | 38               | 48               | 64                 |
| Robbery                                | 120              | 126              | 109              | 111              | 118                |
| Aggravated Assault                     | 435              | 356              | 342              | 440              | 352                |
| Breaking & Entering                    | 539              | 344              | 365              | 223              | 284                |
| Larceny                                | 2,200            | 1,803            | 1,836            | 1,809            | 1,778              |
| Motor Vehicle Theft                    | 207              | 158              | 151              | 160              | 151                |
| <b>Total</b>                           | <b>3,527</b>     | <b>2,833</b>     | <b>2,849</b>     | <b>2,802</b>     | <b>2,752</b>       |
| - Police Calls for Service             | 268,237          | 253,472          | 256,984          | 235,604          | 249,863            |
| Population                             | 155,793          | 157,430          | 159,700          | 161,503          | 163,257            |
| - Police Call for Service Per Capita   | 1.7              | 1.6              | 1.6              | 1.5              | 1.5                |
| # of Sworn Officers                    | 301              | 302              | 307              | 308              | 314                |
| - Police Calls for Service per Officer | 891              | 828              | 837              | 765              | 796                |
| <b>Volunteers in Community Service</b> |                  |                  |                  |                  |                    |
| Registered                             | 1,993            | 1,587            | 1,014            | 792              | 265                |
| Referred                               | 2,402            | 1,907            | 1,227            | 919              | 328                |



## Public Safety

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

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$10,153,287             | \$11,099,000              | \$11,709,200              | \$10,944,900              | (\$154,100)                      | -1.4%             |
| Fringe Benefits             | 3,992,958                | 4,427,800                 | 5,101,900                 | 4,807,800                 | 380,000                          | 8.6%              |
| Operating Costs             | 3,688,710                | 4,234,700                 | 4,517,300                 | 4,117,700                 | (117,000)                        | -2.8%             |
| Capital Outlay              | 180,117                  | 177,300                   | 155,000                   | 155,000                   | (22,300)                         | -12.6%            |
| <b>Total Expenditures</b>   | <b>\$18,015,072</b>      | <b>\$19,938,800</b>       | <b>\$21,483,400</b>       | <b>\$20,025,400</b>       | <b>\$86,600</b>                  | <b>0.4%</b>       |
| <b>Revenues</b>             | <b>\$272,964</b>         | <b>\$282,400</b>          | <b>\$250,400</b>          | <b>\$250,400</b>          | <b>(\$32,000)</b>                | <b>-11.3%</b>     |

### **Changes and Useful Information:**

- The **Personal Services** and **Fringe Benefits** were adjusted for turnover and are based on current personnel.
- **Operating Costs** decrease is due to one time equipment and computer allocation funding in FY2020. Other accounts have been adjusted based on anticipated expenses for FY2021.
- The **Capital Outlay** funding includes funding for equipment that exceeds \$5,000.
- **Revenues** associated with this program are from State Aid for Transportation, State Aid for Inmate Operating, and Room & Board Reimbursement.

### **Description:**

The Charles County Detention Center is a secure facility for incarcerated adults that opened in 1995 and stretches 135,000 feet with 203 cells. An annex that houses work release 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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b><u>Correctional Officers</u></b> |                     |                     |                     |                     |                     |
| 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                 | 10.0                | 10.0                | 10.0                | 10.0                |
| Sergeant                            | 17.0                | 16.0                | 16.0                | 16.0                | 16.0                |
| Corporal                            | 21.0                | 22.0                | 22.0                | 22.0                | 22.0                |
| Corr. Officer - First Class, II & I | 91.0                | 90.0                | 94.0                | 94.0                | 94.0                |
| <b>Total Correctional Officers</b>  | <b>143.0</b>        | <b>143.0</b>        | <b>147.0</b>        | <b>147.0</b>        | <b>147.0</b>        |
| <b><u>Civilians</u></b>             |                     |                     |                     |                     |                     |
| 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                 | 1.6                 | 1.6                 |
| <b>Total Civilians</b>              | <b>12.6</b>         | <b>12.6</b>         | <b>12.6</b>         | <b>11.6</b>         | <b>11.6</b>         |
| <b>Total Full Time Equivalent</b>   | <b>155.6</b>        | <b>155.6</b>        | <b>159.6</b>        | <b>158.6</b>        | <b>158.6</b>        |
| Allocated to VICS Program*          | (0.4)               | (0.4)               | (0.4)               | (0.4)               | (0.4)               |
| <b>Net Cost to General Fund</b>     | <b>155.1</b>        | <b>155.1</b>        | <b>159.1</b>        | <b>158.2</b>        | <b>158.2</b>        |

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

## Public Safety

|                               |                        |               |
|-------------------------------|------------------------|---------------|
| <b>Department:</b>            | Sheriff's Office       | 01.24.37      |
| <b>Division/Program:</b>      | Corrections            | Fund: General |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff |               |

### Goals & Objectives:

#### **Mission Statement**

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

The facility will operate based on the following principles:

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

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

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

- |             |  |
|-------------|--|
| Goal:       | Add eleven (11) correctional officers to the Custody and Security Section (Medical Post and Intake Post).  |
| Objectives: | Recruit and hire qualified new officers. Implement the new posts into the daily post assignments. Revise CCDC policy for the new posts.  |
| Goal:       | Optimize the supervisor to subordinate ratio in the Custody and Security Section.  |
| Objectives: | Upgrade 4 PINs to corporal positions.  |
| Goal:       | Replace outdated security camera technology in order to alleviate future video storage problems.   |
| Objectives: | Obtain a purchase order and install cameras and digital video recorders.   |
| Goal:       | Create new storage area for general supplies and for a maintenance shop which will provide sufficient space for the Security Maintenance team to work.   |
| Objectives: | Construct steel building on the grounds of the Detention Center to create space for storage and the maintenance shop.  |
| Goal:       | To improve and expand inmate reentry services to meet the requirements of the Justice Reinvestment Act.  |
| Objectives: | Hire and retain a Reentry Coordinator in the Classification Unit whose sole focus would free up time for the Classification Management Specialists to focus on management of the inmate population in other areas. |
| Goal:       | Improve efficiency in the Central Processing Unit to meet growing workload demands and to retain CPU Specialists.  |
| Objectives: | Upgrade two (2) part time CPU Specialists positions in the Central Processing Unit to full time reduced hour positions.  |

### **Objectives & Measurements:**

|                                   | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>Estimated |
|-----------------------------------|----------------|----------------|----------------|-------------------|-------------------|
| Average Daily Population          | 306            | 335            | 255            | 370               | 245               |
| Prisoners Transported             | 10,050         | 10,596         | 8,920          | 11,200            | 8,910             |
| # of Prisoner Transports          | 2,850          | 2,936          | 2,575          | 3,100             | 2,565             |
| Transport Miles                   | 57,154         | 66,157         | 57,676         | 70,000            | 57,666            |
| Inmates Processed                 | 3,141          | 2,741          | 2,503          | 2,500             | 2,493             |
| Work Release Inmates              | 302            | 467            | 309            | 500               | 299               |
| Total Drug Screening              | 702            | 1,013          | 809            | 1,400             | 799               |
| Emergency Response Team Responses | 638            | 237            | 194            | 250               | 184               |
| Bookings                          | 9,270          | 8,154          | 7,485          | 8,000             | 7,475             |

## 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      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Personal Services         | \$151,723          | \$178,300          | \$182,300          | \$182,300          | \$4,000                  | 2.2%         |
| Fringe Benefits           | 44,044             | 48,100             | 70,100             | 70,100             | 22,000                   | 45.7%        |
| Operating Costs           | 1,480,052          | 1,822,600          | 1,764,100          | 1,717,100          | (105,500)                | -5.8%        |
| <b>Total Expenditures</b> | <b>\$1,675,819</b> | <b>\$2,049,000</b> | <b>\$2,016,500</b> | <b>\$1,969,500</b> | <b>(\$79,500)</b>        | <b>-3.9%</b> |
| <b>Revenues</b>           | <b>\$2,914,526</b> | <b>\$3,220,000</b> | <b>\$3,120,000</b> | <b>\$3,120,000</b> | <b>(\$100,000)</b>       | <b>-3.1%</b> |

### Changes and Useful Information:

- The Automated Enforcement Unit consists of both the Red Light Camera and Speed Camera programs.
- **Personal Services** increase includes the full year impact of FY2020 approved salary increases.
- **Operating costs** were adjusted to current activity. The FY2020 budget included one time funding for equipment.
- **Revenues** represent the fines collected for the Red Light Camera and Speed Camera programs.

### Description:

#### **Red Light Camera**

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

#### **Speed Camera**

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

### Positions:

| <u>Title</u>                      | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>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                       |
| Part Time - Red Light Technician  | 0.6                       | 0.6                       | 0.0                       | 0.0                       | 0.0                       |
| <b>Total Full Time Equivalent</b> | <b>4.6</b>                | <b>4.6</b>                | <b>4.0</b>                | <b>4.0</b>                | <b>4.0</b>                |

### Objectives & Measurements:

|  | <u>FY17</u><br><u>Actual</u> | <u>FY18</u><br><u>Actual</u> | <u>FY19</u><br><u>Actual</u> | <u>FY20</u><br><u>Projected</u> | <u>FY21</u><br><u>Estimated</u> |
|--|------------------------------|------------------------------|------------------------------|---------------------------------|---------------------------------|
| Number of Red Light Citations Issued:    | 26,343                       | 26,349                       | 26,291                       | 27,192                          | 28,921                          |
| Number of Speed Camera Citations Issued: | 38,143                       | 38,475                       | 36,764                       | 53,428                          | 60,380                          |

## Public Safety

**Department:** Sheriff's Office 01.24.99  
**Division/Program:** Fingerprinting Services Fund: General  
**Program Administrator:** Troy D. Berry, Sheriff

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.     |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|---------------|
| Personal Services         | \$84,295         | \$118,600         | \$117,900         | \$117,900         | (\$700)                  | -0.6%         |
| Fringe Benefits           | 11,826           | 27,100            | 23,600            | 23,600            | (3,500)                  | -12.9%        |
| Operating Costs           | 162,490          | 222,700           | 183,100           | 177,700           | (45,000)                 | -20.2%        |
| <b>Total Expenditures</b> | <b>\$258,611</b> | <b>\$368,400</b>  | <b>\$324,600</b>  | <b>\$319,200</b>  | <b>(\$49,200)</b>        | <b>-13.4%</b> |
| <b>Revenues</b>           | <b>\$288,792</b> | <b>\$370,000</b>  | <b>\$290,000</b>  | <b>\$290,000</b>  | <b>(\$80,000)</b>        | <b>-21.6%</b> |

### Changes and Useful Information:

- **Personal Services** decrease is based on current staffing.
- **Operating Costs** decrease is mainly due to a reduction in Contract Services based on activity.
- **Revenues** have been revised to reflect current revenue collections.

### Description:

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

### Positions:

|                                   | <u>FY17</u> | <u>FY18</u> | <u>FY19</u> | <u>FY20</u> | <u>FY21</u> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                      | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Electronic F.P. Technician        | 1.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Part Time                         | 1.2         | 1.2         | 1.2         | 1.2         | 1.2         |
| <b>Total Full Time Equivalent</b> | <b>2.2</b>  | <b>3.2</b>  | <b>3.2</b>  | <b>3.2</b>  | <b>3.2</b>  |

### Objectives & Measurements:

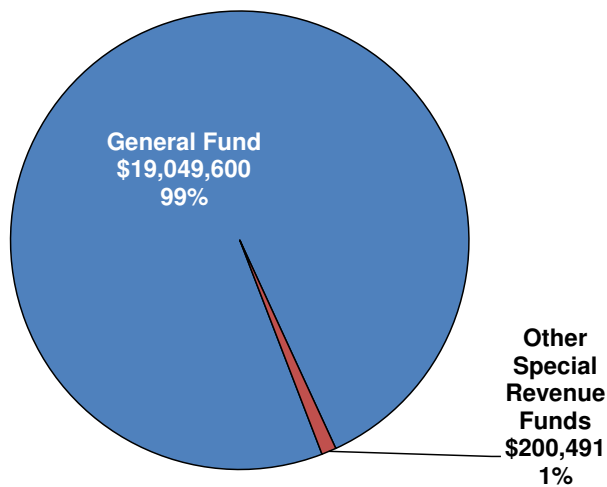
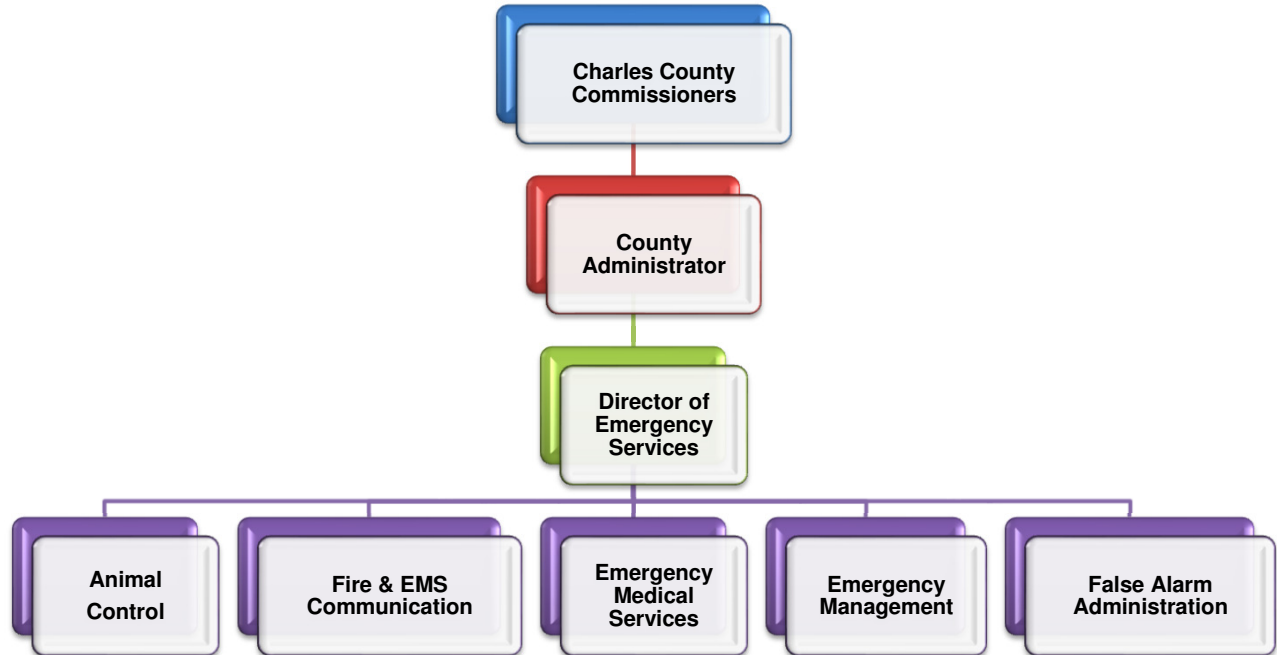
|  | <u>FY17</u>   | <u>FY18</u>   | <u>FY19</u>   | <u>FY20</u>      | <u>FY21</u>      |
|--|---------------|---------------|---------------|------------------|------------------|
|  | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Projected</u> | <u>Estimated</u> |
| Number of Fingerprint cards processed: | 7,708         | 9,005         | 6,813         | 4,513            | 7,200            |

## Public Safety - Emergency Services Summary

Michelle Lilly, Director of Emergency Services  
 Address: 10425 Audie Ln., La Plata, MD 20646  
[www.charlescountymd.gov/services/emergency-services](http://www.charlescountymd.gov/services/emergency-services)

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

| Expenditure Category                      | FY2019 Actual       | FY2020 Adopted      | FY2021 Request      | FY2021 Adopted      | \$ Change from FY2020 | % Chg.       |
|---|---------------------|---------------------|---------------------|---------------------|-----------------------|--------------|
| Personal Services                         | \$10,708,426        | \$11,346,700        | \$13,139,200        | \$12,311,700        | \$965,000             | 8.5%         |
| Fringe Benefits                           | 2,816,613           | 3,176,700           | 4,007,400           | 3,522,800           | 346,100               | 10.9%        |
| Operating Costs                           | 2,638,504           | 2,971,900           | 3,362,000           | 3,054,600           | 82,700                | 2.8%         |
| Transfers Out                             | 85,293              | 85,000              | 85,500              | 85,500              | 500                   | 0.6%         |
| Capital Outlay                            | 154,581             | 88,700              | 159,000             | 75,000              | (13,700)              | -15.4%       |
| <b>Total Expenditures</b>                 | <b>\$16,403,417</b> | <b>\$17,669,000</b> | <b>\$20,753,100</b> | <b>\$19,049,600</b> | <b>\$1,380,600</b>    | <b>7.8%</b>  |
| <b>Revenues</b>                           | <b>\$6,230,546</b>  | <b>\$6,115,800</b>  | <b>\$6,517,300</b>  | <b>\$6,790,300</b>  | <b>\$674,500</b>      | <b>11.0%</b> |
| <b>Total Expenditures as % of Budget:</b> | <b>4.1%</b>         | <b>4.1%</b>         | <b>4.5%</b>         | <b>4.4%</b>         |                       |              |



### TOTAL FY2021 DEPARTMENT BUDGET

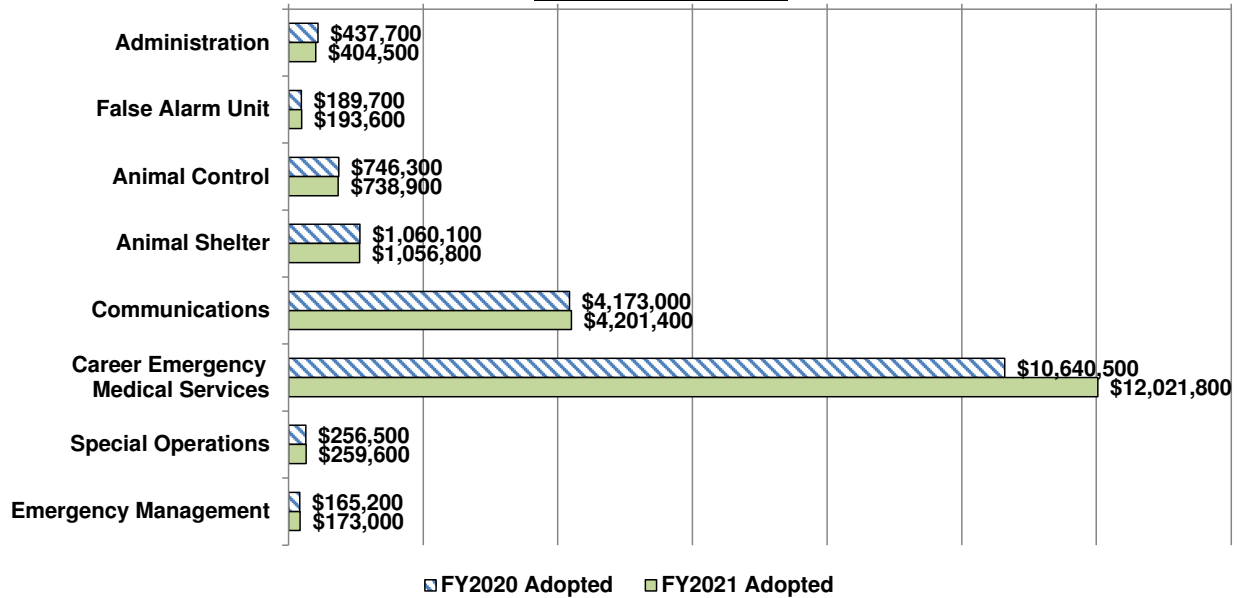
**\$19,250,091**

*(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:

|  | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Projected | FY21 Estimated |
|--|-------------|-------------|-------------|----------------|----------------|
| <u>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).</u> |             |             |             |                |                |
| Ratio of False Alarms per Registered User  | 0.31        | 0.30        | 0.28        | 0.30           | 0.28           |
| <u>Animal Shelter: Improve ratio of live releases of Adoptable/Rescuable/Reclaimable Animals (ARRA) to total intakes.</u>  |             |             |             |                |                |
| Dogs   | 2263-88%    | 2150-87%    | 1899-84%    | 2160-89%       | 1958-87%       |
| Cats   | 2305-55%    | 2082-62%    | 2012-65%    | 2145-64%       | 2083-67%       |
| Other  | 439-97%     | 534-99%     | 462-99%     | 450-97%        | 512-99%        |
| Total  | 5007-69%    | 4766-75%    | 4373-75%    | 4755-77%       | 4553-79%       |

### Fire/EMS Communications: Ensure that calls are processed and dispatched within two (2) minutes or less ninety percent (90% of the time).

|  |        |        |        |        |        |
|--|--------|--------|--------|--------|--------|
| Number of 911 Calls Received                             | 81,745 | 85,000 | 82,000 | 90,000 | 85,000 |
| Percent 911 Calls Dispatched < 2 mins<br>(Target is 90%) | 50%    | 81%    | 61%    | 86%    | 65%    |

### Emergency Medical Services: Countywide EMS Fiscal Transports

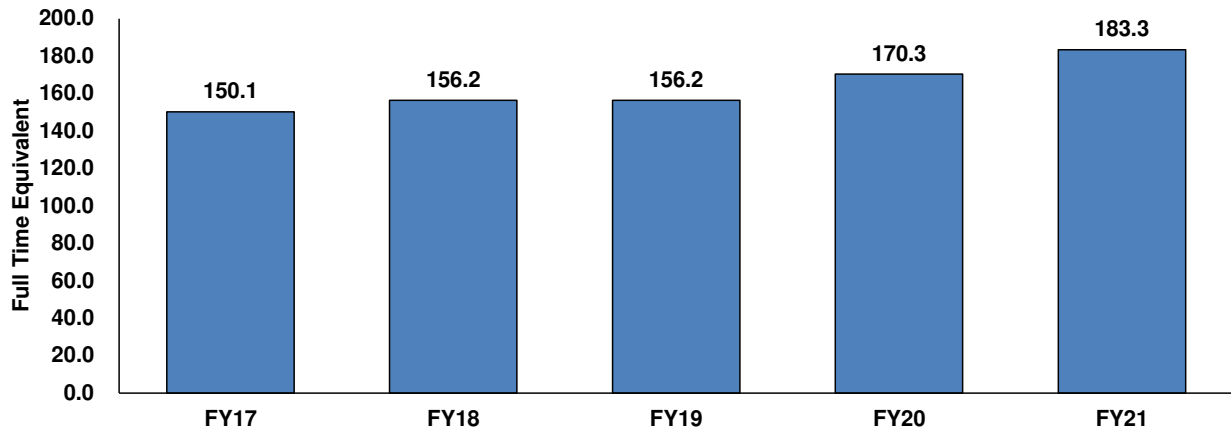
|                                    |        |        |        |        |        |
|------------------------------------|--------|--------|--------|--------|--------|
| Responses by Career EMS            | 16,649 | 18,153 | 18,628 | 19,700 | 20,500 |
| Responses by Volunteer Companies   | 9,171  | 8,782  | 8,893  | 8,700  | 9,600  |
| Responses by Mutual Aid Partners   | 1,038  | 944    | 1,173  | 1,200  | 1,300  |
| Total Number of Responses          | 26,858 | 27,879 | 28,694 | 29,600 | 31,400 |
| Percent of Responses by Career EMS | 62%    | 65%    | 65%    | 67%    | 65%    |

|                                     |        |        |        |        |        |
|-------------------------------------|--------|--------|--------|--------|--------|
| Transports by Career EMS            | 8,670  | 9,184  | 9,334  | 10,108 | 11,000 |
| Transports by Volunteer Companies   | 3,876  | 3,662  | 3,541  | 3,500  | 3,500  |
| Transports by Mutual Aid Partners   | 538    | 429    | 821    | 600    | 600    |
| Total Number of Transports*         | 13,084 | 13,275 | 13,696 | 14,208 | 15,100 |
| Percent of Transports by Career EMS | 66%    | 69%    | 68%    | 71%    | 73%    |

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

# Emergency Services Staffing History

## Staffing History




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### **Positions by Program:**

|                                   | <u>FY17</u>  | <u>FY18</u>  | <u>FY19</u>  | <u>FY20</u>  | <u>FY21</u>  |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|
| Administration                    | 3.3          | 4.3          | 4.3          | 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                    | 17.2         | 17.2         | 17.2         | 17.2         | 17.2         |
| Fire/EMS Communications           | 31.7         | 31.7         | 31.7         | 36.7         | 36.7         |
| Career Emergency Medical Services | 87.1         | 92.1         | 92.1         | 101.1        | 114.1        |
| Special Operations                | 1.7          | 1.7          | 1.7          | 1.7          | 1.7          |
| Emergency Management              | 1.2          | 1.2          | 1.2          | 1.3          | 1.3          |
| <b>Total Full Time Equivalent</b> | <b>150.1</b> | <b>156.2</b> | <b>156.2</b> | <b>170.3</b> | <b>183.3</b> |

## Public Safety

**Department:** Emergency Services 01.26.06  
**Division/Program:** Administration Fund: General  
**Program Administrator:** Michelle Lilly, Director of Emergency Services  
[www.charlescountymd.gov/services/emergency-services](http://www.charlescountymd.gov/services/emergency-services)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$334,608                | \$336,400                 | \$332,600                 | \$307,600                 | (\$28,800)                       | -8.6%             |
| Fringe Benefits             | 73,953                   | 81,800                    | 82,900                    | 78,100                    | (3,700)                          | -4.5%             |
| Operating Costs             | 94,646                   | 19,500                    | 19,500                    | 18,800                    | (700)                            | -3.6%             |
| <b>Total Expenditures</b>   | <b>\$503,206</b>         | <b>\$437,700</b>          | <b>\$435,000</b>          | <b>\$404,500</b>          | <b>(\$33,200)</b>                | <b>-7.6%</b>      |
| <b>Revenues</b>             | <b>\$231,730</b>         | <b>\$246,000</b>          | <b>\$241,000</b>          | <b>\$241,000</b>          | <b>(\$5,000)</b>                 | <b>-2.0%</b>      |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes full year impact of the FY2020 approved salary increases, which is being offset by turnover.
- **Operating Costs** decrease is due to a reduction in Vehicle Fuel based on activity.
- **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:**

| <b>Title</b>                      | <b>FY17<br/>FTE</b> | <b>FY18<br/>FTE</b> | <b>FY19<br/>FTE</b> | <b>FY20<br/>FTE</b> | <b>FY21<br/>FTE</b> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Director of Emergency Services    | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Assistant to the Director         | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| DES Program Support Specialist    | 0.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Part Time                         | 1.3                 | 1.3                 | 1.3                 | 1.3                 | 1.3                 |
| <b>Total Full Time Equivalent</b> | <b>3.3</b>          | <b>4.3</b>          | <b>4.3</b>          | <b>4.3</b>          | <b>4.3</b>          |



## 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/services/false-alarm-reduction-unit-faru](http://www.charlescountymd.gov/services/false-alarm-reduction-unit-faru)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$116,035                | \$119,200                 | \$120,600                 | \$120,600                 | \$1,400                          | 1.2%              |
| Fringe Benefits             | 31,957                   | 32,100                    | 34,300                    | 34,300                    | 2,200                            | 6.9%              |
| Operating Costs             | 36,867                   | 38,400                    | 38,700                    | 38,700                    | 300                              | 0.8%              |
| <b>Total Expenditures</b>   | <b>\$184,858</b>         | <b>\$189,700</b>          | <b>\$193,600</b>          | <b>\$193,600</b>          | <b>\$3,900</b>                   | <b>2.1%</b>       |
| <b>Revenues</b>             | <b>\$516,018</b>         | <b>\$529,500</b>          | <b>\$552,500</b>          | <b>\$552,500</b>          | <b>\$23,000</b>                  | <b>4.3%</b>       |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** increase includes the full year impact of the approved FY2020 salary increases.
- **Operating Costs** were adjusted due to an anticipated increase for software maintenance fees.
- **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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>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                 |
| <b>Total Full Time Equivalent</b>        | <b>2.0</b>          | <b>2.0</b>          | <b>2.0</b>          | <b>2.0</b>          | <b>2.0</b>          |

## Public Safety

**Department:** Emergency Services 01.26.27  
**Division/Program:** Animal Control Fund: General  
**Program Administrator:** Edward Tucker, Chief of Animal Control  
[www.charlescountymd.gov/services/animal-care-control](http://www.charlescountymd.gov/services/animal-care-control)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$434,054                | \$460,600                 | \$515,600                 | \$470,000                 | \$9,400                          | 2.0%              |
| Fringe Benefits             | 147,604                  | 159,900                   | 176,800                   | 151,600                   | (8,300)                          | -5.2%             |
| Operating Costs             | 110,792                  | 125,800                   | 140,300                   | 117,300                   | (8,500)                          | -6.8%             |
| <b>Total Expenditures</b>   | <b>\$692,449</b>         | <b>\$746,300</b>          | <b>\$832,700</b>          | <b>\$738,900</b>          | <b>(\$7,400)</b>                 | <b>-1.0%</b>      |
| <b>Revenues</b>             | <b>\$32,961</b>          | <b>\$31,500</b>           | <b>\$32,500</b>           | <b>\$32,500</b>           | <b>\$1,000</b>                   | <b>3.2%</b>       |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include the FY2020 approved salary increases and is based on current staff.
- **Operating Costs** decrease is due to reduction in vehicle repairs and vehicle fuel based on anticipated activity.
- **Revenues** represent animal licenses and dog fines and have been adjusted based on activity.

### 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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>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                 |
| <b>Total Full Time Equivalent</b> | <b>6.0</b>          | <b>6.0</b>          | <b>6.0</b>          | <b>6.0</b>          | <b>6.0</b>          |

## Public Safety

**Department:** Emergency Services 01.26.28  
**Division/Program:** Animal Shelter Fund: General  
**Program Administrator:** Kim Stephens, Animal Shelter Supervisor  
[www.charlescountymd.gov/services/animal-care-control/tri-county-animal-shelter](http://www.charlescountymd.gov/services/animal-care-control/tri-county-animal-shelter)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$590,869                | \$657,500                 | \$666,400                 | \$652,600                 | (\$4,900)                        | -0.7%             |
| Fringe Benefits             | 200,698                  | 227,800                   | 240,100                   | 219,900                   | (7,900)                          | -3.5%             |
| Operating Costs             | 167,811                  | 174,800                   | 190,600                   | 184,300                   | 9,500                            | 5.4%              |
| <b>Total Expenditures</b>   | <b>\$959,378</b>         | <b>\$1,060,100</b>        | <b>\$1,097,100</b>        | <b>\$1,056,800</b>        | <b>(\$3,300)</b>                 | <b>-0.3%</b>      |
| <b>Revenues</b>             | <b>\$531,312</b>         | <b>\$534,900</b>          | <b>\$545,300</b>          | <b>\$545,300</b>          | <b>\$10,400</b>                  | <b>1.9%</b>       |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is due to turnover which is offsetting the FY2020 approved salary increases.
- **Operating Costs** increase provides additional funds for veterinarian expenses, medical supplies, as well as, funds to perform preventative maintenance on the shelter's boilers, freezers, and walk-in refrigerator.
- The FY2021 **Revenues** assumes costs will be shared equally between the Charles and St. Mary's Counties for the entire fiscal year.

### Description:

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

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

### Positions:

| <u>Title</u>                               | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>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                   | 7.0                 | 7.0                 | 7.0                 | 7.0                 | 7.0                 |
| Animal Shelter Technician                  | 3.0                 | 3.0                 | 3.0                 | 3.0                 | 3.0                 |
| Office Associate II                        | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Animal Shelter Services/Clerical Assistant | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Part-time Positions                        | 3.8                 | 3.8                 | 3.8                 | 3.8                 | 3.8                 |
| <b>Total Full Time Equivalent</b>          | <b>17.8</b>         | <b>17.8</b>         | <b>17.8</b>         | <b>17.8</b>         | <b>17.8</b>         |
| Allocated to Special Revenue               | (0.6)               | (0.6)               | (0.6)               | (0.6)               | (0.6)               |
| <b>Net Cost to General Fund</b>            | <b>17.2</b>         | <b>17.2</b>         | <b>17.2</b>         | <b>17.2</b>         | <b>17.2</b>         |

## Public Safety

**Department:** Emergency Services 01.26.29  
**Division/Program:** Fire/EMS Communications Fund: General  
**Program Administrator:** Vacant, Chief of Fire/EMS Communications  
[www.charlescountymd.gov/services/emergency-services/911-communications](http://www.charlescountymd.gov/services/emergency-services/911-communications)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$2,003,185              | \$2,135,500               | \$2,327,400               | \$2,232,500               | \$97,000                         | 4.5%              |
| Fringe Benefits             | 570,258                  | 658,000                   | 693,900                   | 645,800                   | (12,200)                         | -1.9%             |
| Operating Costs             | 1,177,725                | 1,379,500                 | 1,365,200                 | 1,323,100                 | (56,400)                         | -4.1%             |
| Capital Outlay              | 1,442                    | 0                         | 0                         | 0                         | 0                                | N/A               |
| <b>Total Expenditures</b>   | <b>\$3,752,610</b>       | <b>\$4,173,000</b>        | <b>\$4,386,500</b>        | <b>\$4,201,400</b>        | <b>\$28,400</b>                  | <b>0.7%</b>       |
| <b>Revenues</b>             | <b>\$1,175,438</b>       | <b>\$1,307,000</b>        | <b>\$1,507,000</b>        | <b>\$1,707,000</b>        | <b>\$400,000</b>                 | <b>30.6%</b>      |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of FY2020 approved salary increases, four Dispatcher positions that were also approved in FY2020, and on current staffing.
- The **Operating Costs** decrease is based on lower anticipated cost for telephone and vehicle fuel in FY2021. Also contributing to the decrease are one time funds provided in FY2020 for the Mobile Data Administrator and for the Chief to obtain national certification.
- **Revenues** are primarily from Local 911 fees which were adjusted due to changes to state law.

### Description:

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

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

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

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

### Positions:

| <u>Title</u>                           | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>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                | 24.0                | 24.0                |
| Mobile Data Systems Administrator      | 0.0                 | 0.0                 | 0.0                 | 1.0                 | 1.0                 |
| 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                 |
| <b>Total Full Time Equivalent</b>      | <b>31.7</b>         | <b>31.7</b>         | <b>31.7</b>         | <b>36.7</b>         | <b>36.7</b>         |

## 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/services/emergency-services/emergency-medical-services](http://www.charlescountymd.gov/services/emergency-services/emergency-medical-services)

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted   | FY2021<br>Request   | FY2021<br>Adopted   | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|---------------------|---------------------|---------------------|--------------------------|--------------|
| Personal Services         | \$7,107,379        | \$7,506,000         | \$8,910,900         | \$8,386,500         | \$880,500                | 11.7%        |
| Fringe Benefits           | 1,758,251          | 1,988,300           | 2,688,600           | 2,361,800           | 373,500                  | 18.8%        |
| Operating Costs           | 962,169            | 1,057,500           | 1,337,900           | 1,198,500           | 141,000                  | 13.3%        |
| Capital Outlay            | 144,353            | 88,700              | 159,000             | 75,000              | (13,700)                 | -15.4%       |
| <b>Total Expenditures</b> | <b>\$9,972,153</b> | <b>\$10,640,500</b> | <b>\$13,096,400</b> | <b>\$12,021,800</b> | <b>\$1,381,300</b>       | <b>13.0%</b> |
| <b>Revenues</b>           | <b>\$3,743,086</b> | <b>\$3,466,900</b>  | <b>\$3,639,000</b>  | <b>\$3,712,000</b>  | <b>\$245,100</b>         | <b>7.1%</b>  |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes approved FY2020 salary increases and the full year impact of FY2020 approved positions. The FY2021 budget includes funding for two new Captains, five new paramedics, and five new EMTs to support a new EMS crew for the Waldorf area. Additionally, a new nurse position was approved for FY2021 for the Mobile Integrated Health program for the medically underserved. The FY2021 budget also supports upgrade of five paramedics to lieutenants and the upgrade of an EMT position to Assistant Chief of Special Operations.
- Due to inflation of cost of medical supplies, new medications being added to the Maryland Medical Protocol, and to provide funds for various items needed for the new positions, **Operating Costs** are increasing.
- The **Capital Outlay** budget is for portable radios.
- **Revenues** represents the revenue equivalent of one cent on the property tax rate and fees from EMS services.

### Description:

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

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

### Positions:

| Title                                     | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE  | FY21<br>FTE  |
|---|-------------|-------------|-------------|--------------|--------------|
| Chief of Emergency Medical Services       | 1.0         | 1.0         | 1.0         | 1.0          | 1.0          |
| Asst. Chief of Emergency Medical Services | 1.0         | 1.0         | 1.0         | 1.0          | 1.0          |
| Asst. Chief of Special Operations         | 0.0         | 0.0         | 0.0         | 0.0          | 1.0          |
| EMS Captain                               | 4.0         | 4.0         | 4.0         | 4.0          | 6.0          |
| Paramedic Supervisor/Lieutenant           | 8.0         | 8.0         | 8.0         | 8.0          | 13.0         |
| Paramedics                                | 39.0        | 42.0        | 43.0        | 47.0         | 47.0         |
| Emergency Medical Technician              | 31.0        | 33.0        | 32.0        | 36.0         | 40.0         |
| Nurse - MIH program                       | 0.0         | 0.0         | 0.0         | 0.0          | 1.0          |
| EMS Specialist                            | 0.0         | 0.0         | 0.0         | 1.0          | 1.0          |
| Part Time Help                            | 3.1         | 3.1         | 3.1         | 3.1          | 3.1          |
| <b>Total Full Time Equivalent</b>         | <b>87.1</b> | <b>92.1</b> | <b>92.1</b> | <b>101.1</b> | <b>114.1</b> |

## Public Safety

**Department:** Emergency Services 01.26.86  
**Division/Program:** Special Operations Fund: General  
**Program Administrator:** John Filer, Chief of Emergency Medical Services  
<https://www.charlescountymd.gov/services/emergency-services/emergency-preparedness>

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$76,255                 | \$79,500                  | \$208,500                 | \$84,700                  | \$5,200                          | 6.5%              |
| Fringe Benefits             | 16,652                   | 9,800                     | 69,100                    | 9,700                     | (100)                            | -1.0%             |
| Operating Costs             | 60,899                   | 167,200                   | 261,100                   | 165,200                   | (2,000)                          | -1.2%             |
| <b>Total Expenditures</b>   | <b>\$153,806</b>         | <b>\$256,500</b>          | <b>\$538,700</b>          | <b>\$259,600</b>          | <b>\$3,100</b>                   | <b>1.2%</b>       |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes the full year impact of FY2020 approved salary increases.
- The **Operating Costs** budget decrease is based on anticipated cost in FY2021 for various items, including vehicle fuel.

### Description:

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

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

### Positions:

| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Part Time                         | 1.7                 | 1.7                 | 1.7                 | 1.7                 | 1.7                 |
| <b>Total Full Time Equivalent</b> | <b>1.7</b>          | <b>1.7</b>          | <b>1.7</b>          | <b>1.7</b>          | <b>1.7</b>          |

## Public Safety

**Department:** Emergency Services 01.26.89  
**Division/Program:** Emergency Management Fund: General  
**Program Administrator:** Tony Rose, Deputy Director of Emergency Services  
[www.charlescountymd.gov/services/emergency-services/emergency-preparedness](http://www.charlescountymd.gov/services/emergency-services/emergency-preparedness)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$46,042                 | \$52,000                  | \$57,200                  | \$57,200                  | \$5,200                          | 10.0%             |
| Fringe Benefits             | 17,241                   | 19,000                    | 21,700                    | 21,600                    | 2,600                            | 13.7%             |
| Operating Costs             | 27,596                   | 9,200                     | 8,700                     | 8,700                     | (500)                            | -5.4%             |
| Transfers Out               | 85,293                   | 85,000                    | 85,500                    | 85,500                    | 500                              | 0.6%              |
| Capital Outlay              | 8,786                    | 0                         | 0                         | 0                         | 0                                | N/A               |
| <b>Total Expenditures</b>   | <b>\$184,957</b>         | <b>\$165,200</b>          | <b>\$173,100</b>          | <b>\$173,000</b>          | <b>\$7,800</b>                   | <b>4.7%</b>       |

### Changes and Useful Information:

- This Division is partially grant funded. The FY2021 grant budget includes the full year impact of the approved FY2020 salary increases to **Personal Services** and **Fringe Benefits**.
- The **Operating Costs** budget decrease is based on anticipated expenses in FY2021.
- The **Transfers Out** budget is the County's local match for the Emergency Management Performance Grant.

### 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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Assistant Director of Emergency Services | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Emergency Management Specialist          | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| <b>Total Full Time Equivalent</b>        | <b>2.0</b>          | <b>2.0</b>          | <b>2.0</b>          | <b>2.0</b>          | <b>2.0</b>          |
| Allocated to Special Revenue             | (0.8)               | (0.8)               | (0.8)               | (0.7)               | (0.7)               |
| <b>Net Cost to General Fund</b>          | <b>1.2</b>          | <b>1.2</b>          | <b>1.2</b>          | <b>1.3</b>          | <b>1.3</b>          |

## Debt

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

| Expenditure Category      | FY2019<br>Actual    | FY2020<br>Adopted   | FY2021<br>Request   | FY2021<br>Adopted   | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------|-------------|
| Operating Costs           | \$237,309           | \$178,000           | \$258,000           | \$258,000           | \$80,000                 | 44.9%       |
| Debt Service              | 28,880,098          | 30,493,500          | 31,514,700          | 31,529,800          | 1,036,300                | 3.4%        |
| Transfers Out             | 530,966             | 548,400             | 570,900             | 570,900             | 22,500                   | 4.1%        |
| <b>Total Expenditures</b> | <b>\$29,648,374</b> | <b>\$31,219,900</b> | <b>\$32,343,600</b> | <b>\$32,358,700</b> | <b>\$1,138,800</b>       | <b>3.6%</b> |
| <b>Revenues</b>           | <b>\$3,382,821</b>  | <b>\$3,384,200</b>  | <b>\$3,384,200</b>  | <b>\$3,384,200</b>  | <b>\$0</b>               | <b>0.0%</b> |

### 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 \$8.2 million for education related debt and \$2.2 million for public safety related debt which includes nearly \$1.0 million for Sheriff Office operations and \$712,900 for Volunteer Fire/EMS radios.  
-New for FY2021, the County is anticipating various energy saving projects in County owned facilities. These will be bank financed.
- **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:

|   | FY2019<br>Actual    | FY2020<br>Adopted   | FY2021<br>Adopted   | \$ Change<br>from FY2020 | %<br>Chg.     |
|---|---------------------|---------------------|---------------------|--------------------------|---------------|
| <b>Bonds</b>                                  |                     |                     |                     |                          |               |
| Board Of Education                            | \$4,781,315         | \$5,761,000         | \$6,572,800         | \$811,800                | 14.1%         |
| College of Southern Maryland                  | 1,673,965           | 1,621,800           | 1,652,300           | 30,500                   | 1.9%          |
| General Government                            | 6,141,744           | 6,870,200           | 6,983,900           | 113,700                  | 1.7%          |
| Public Safety                                 | 1,462,120           | 1,230,600           | 1,400,900           | 170,300                  | 13.8%         |
| Transportation                                | 10,184,597          | 10,562,200          | 11,065,600          | 503,400                  | 4.8%          |
| Miscellaneous                                 | 2,981               | 0                   | 0                   | 0                        | N/A           |
| <b>Bond Principal &amp; Interest</b>          | <b>\$24,246,722</b> | <b>\$26,045,800</b> | <b>\$27,675,500</b> | <b>\$1,629,700</b>       | <b>6.3%</b>   |
| <b>Leases</b>                                 |                     |                     |                     |                          |               |
| Public Works - Facilities                     | \$468,004           | \$711,200           | \$1,019,100         | \$307,900                | 43.3%         |
| Recreation, Parks, and Tourism                | 332,635             | 439,700             | 523,300             | 83,600                   | 19.0%         |
| Emergency Services                            | 763,482             | 943,300             | 562,700             | (380,600)                | -40.3%        |
| Fiscal & Administrative Services              | 18,397              | 15,500              | 14,000              | (1,500)                  | -9.7%         |
| Planning & Growth Management                  | 10,787              | 14,800              | 15,800              | 1,000                    | 6.8%          |
| Community Services                            | 8,861               | 5,100               | 11,100              | 6,000                    | 117.6%        |
| Sheriff                                       | 2,029,251           | 1,622,400           | 978,000             | (644,400)                | -39.7%        |
| Volunteer Fire & EMS                          | 979,863             | 675,000             | 712,900             | 37,900                   | 5.6%          |
| Other Agencies                                | 22,096              | 20,700              | 17,400              | (3,300)                  | -15.9%        |
| <b>Capital Lease Principal &amp; Interest</b> | <b>\$4,633,376</b>  | <b>\$4,447,700</b>  | <b>\$3,854,300</b>  | <b>(\$593,400)</b>       | <b>-13.3%</b> |
| <b>Transfer to Enterprise Fund</b>            | <b>\$530,966</b>    | <b>\$548,400</b>    | <b>\$570,900</b>    | <b>\$22,500</b>          | <b>4.1%</b>   |
| <b>Operating Costs</b>                        | <b>\$237,309</b>    | <b>\$178,000</b>    | <b>\$258,000</b>    | <b>\$80,000</b>          | <b>44.9%</b>  |
| <b>Total</b>                                  | <b>\$29,648,374</b> | <b>\$31,219,900</b> | <b>\$32,358,700</b> | <b>\$1,138,800</b>       | <b>3.6%</b>   |

### Objectives & Measurements:

|  | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Actual | FY21<br>Estimated |
|--|----------------|----------------|----------------|----------------|-------------------|
|--|----------------|----------------|----------------|----------------|-------------------|

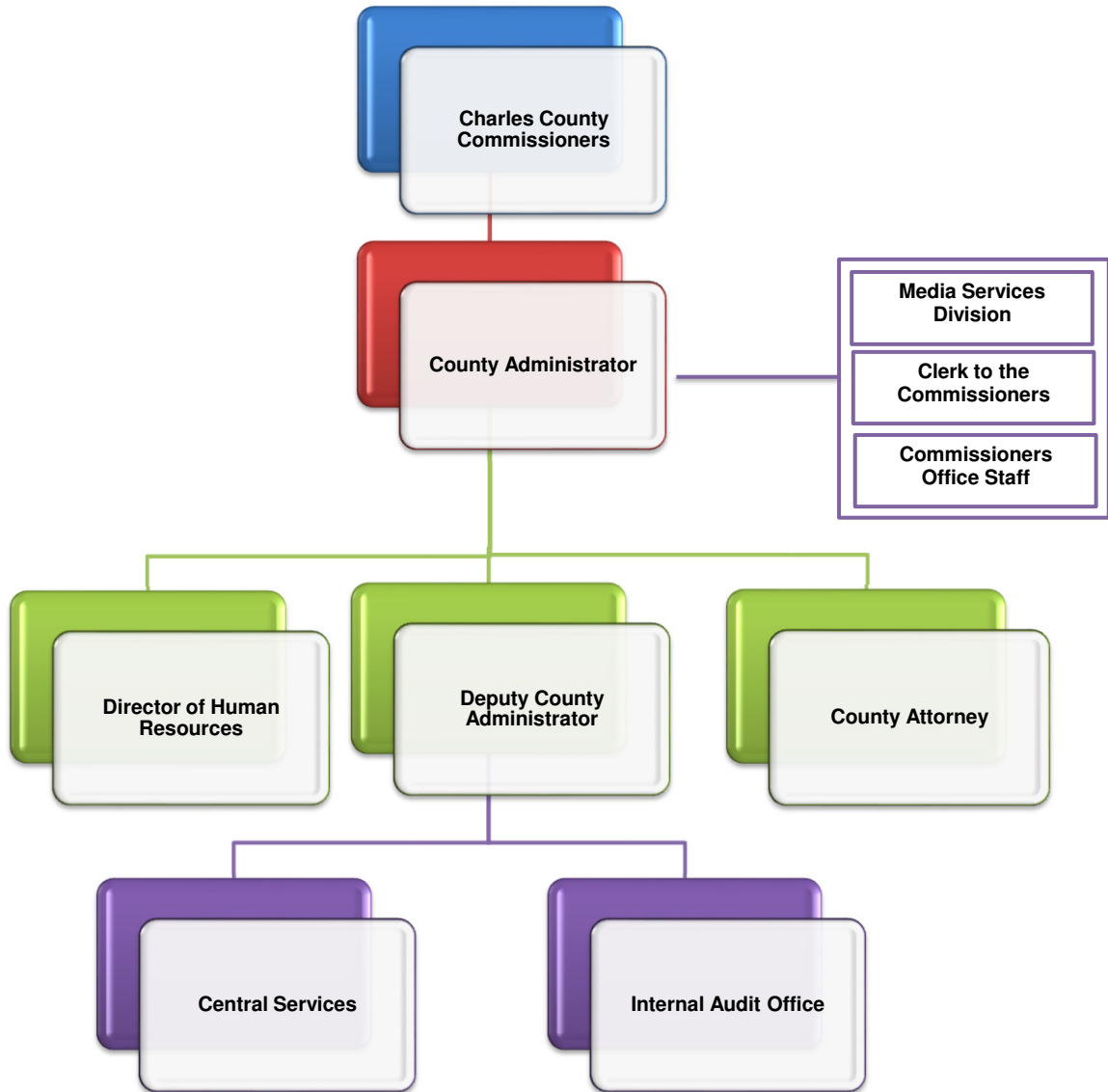
*Objective: To maintain or improve the County's bond rating. The higher the rating, the lower the interest rate will be on County issued bonds; which translates into less revenue needed to meet the costs.*

|                           |     |     |     |     |     |
|---------------------------|-----|-----|-----|-----|-----|
| Standard & Poor's         | AAA | AAA | AAA | AAA | AAA |
| Moody's Investors Service | Aaa | Aaa | Aaa | Aaa | Aaa |
| Fitch Investors Service   | AAA | AAA | AAA | AAA | AAA |



## General Government Summary

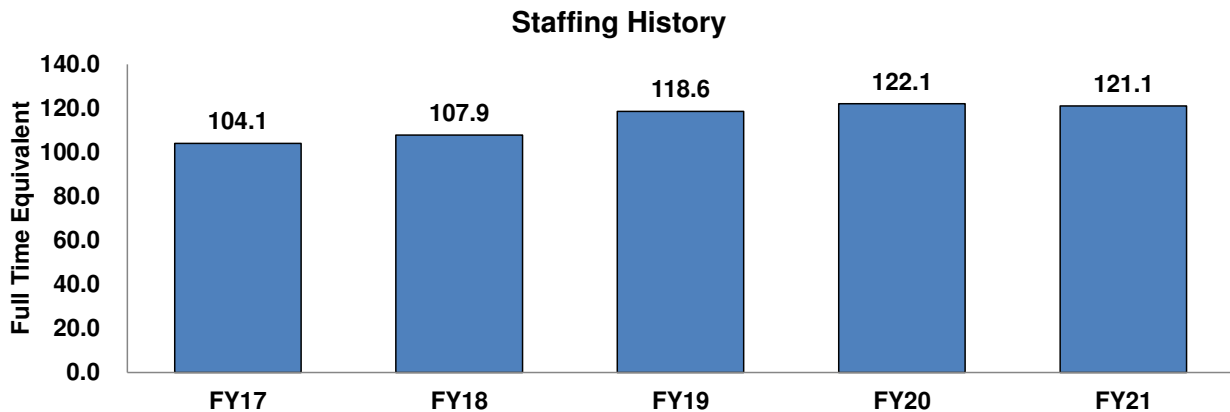
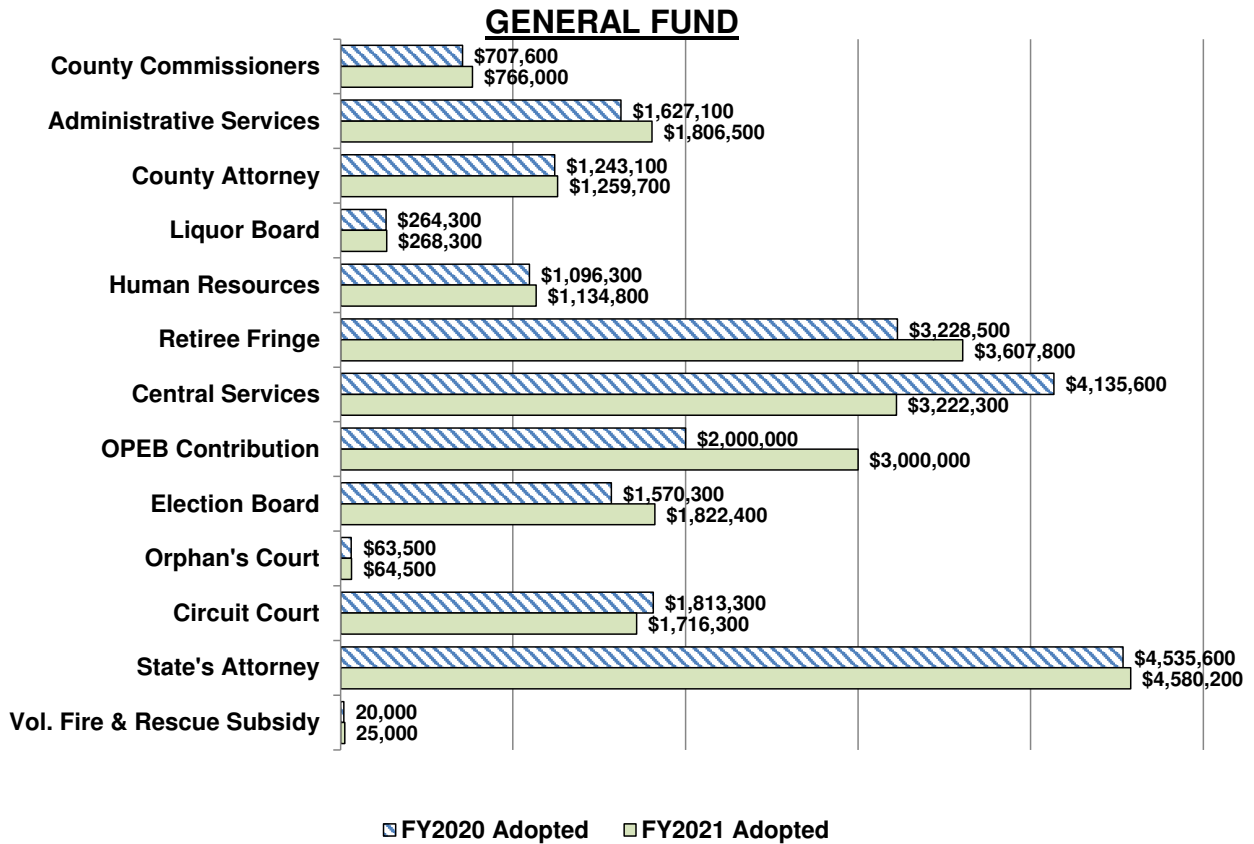
| Expenditure Category                      | FY2019<br>Actual    | FY2020<br>Adopted   | FY2021<br>Request   | FY2021<br>Adopted   | \$ Change<br>from FY2020 | %<br>Chg.   |
|---|---------------------|---------------------|---------------------|---------------------|--------------------------|-------------|
| Personal Services                         | \$7,562,480         | \$8,262,400         | \$9,230,800         | \$8,435,200         | \$172,800                | 2.1%        |
| Fringe Benefits                           | 4,168,431           | 5,891,600           | 6,281,000           | 6,000,100           | 108,500                  | 1.8%        |
| Operating Costs                           | 4,485,130           | 5,669,400           | 5,715,500           | 5,402,700           | (266,700)                | -4.7%       |
| Transfers Out                             | 176,742             | 160,200             | 162,700             | 162,700             | 2,500                    | 1.6%        |
| Agency Funding                            | 1,853,214           | 2,190,500           | 3,250,300           | 3,213,600           | 1,023,100                | 46.7%       |
| Capital Outlay                            | 73,149              | 131,100             | 44,000              | 59,500              | (71,600)                 | -54.6%      |
| <b>Total Expenditures</b>                 | <b>\$18,319,146</b> | <b>\$22,305,200</b> | <b>\$24,684,300</b> | <b>\$23,273,800</b> | <b>\$968,600</b>         | <b>4.3%</b> |
| <b>Total Expenditures as % of Budget:</b> | <b>4.6%</b>         | <b>5.1%</b>         | <b>5.4%</b>         | <b>5.4%</b>         |                          |             |
| <b>Revenues</b>                           | <b>\$492,847</b>    | <b>\$550,700</b>    | <b>\$550,700</b>    | <b>\$550,700</b>    | <b>\$0</b>               | <b>0.0%</b> |



**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



| <b><u>Positions by Program:</u></b> | <b><u>FY17</u></b> | <b><u>FY18</u></b> | <b><u>FY19</u></b> | <b><u>FY20</u></b> | <b><u>FY21</u></b> |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| County Commissioners                | 5.0                | 5.0                | 5.0                | 5.0                | 5.0                |
| Administrative Services             | 13.6               | 15.6               | 16.6               | 16.0               | 16.0               |
| County Attorney                     | 8.5                | 8.5                | 8.5                | 9.5                | 9.5                |
| Liquor Board                        | 1.9                | 1.8                | 1.8                | 1.8                | 1.8                |
| Human Resources*                    | 10.5               | 11.5               | 12.5               | 12.5               | 12.5               |
| Central Services                    | 0.0                | 1.0                | 6.8                | 7.8                | 7.8                |
| Circuit Court                       | 16.4               | 16.2               | 17.2               | 17.2               | 17.2               |
| State's Attorney                    | 48.4               | 48.4               | 50.4               | 52.4               | 51.4               |
| <b>Total Full Time Equivalent</b>   | <b>104.1</b>       | <b>107.9</b>       | <b>118.6</b>       | <b>122.1</b>       | <b>121.1</b>       |

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

## General Government

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

[www.charlescountymd.gov/government/board-of-charles-county-commissioners](http://www.charlescountymd.gov/government/board-of-charles-county-commissioners)

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|-------------|
| Personal Services         | \$253,074        | \$258,400         | \$263,600         | \$263,600         | \$5,200                  | 2.0%        |
| Fringe Benefits           | 87,942           | 97,400            | 103,000           | 103,000           | 5,600                    | 5.7%        |
| Operating Costs           | 178,902          | 195,100           | 199,600           | 199,600           | 4,500                    | 2.3%        |
| Agency Funding            | 94,200           | 156,700           | 216,500           | 199,800           | 43,100                   | 27.5%       |
| <b>Total Expenditures</b> | <b>\$614,117</b> | <b>\$707,600</b>  | <b>\$782,700</b>  | <b>\$766,000</b>  | <b>\$58,400</b>          | <b>8.3%</b> |

### Changes and Useful Information:

- **Personal Services** includes approved salary increases per resolution No. 2018-09.
- The **Fringe Benefits** increase includes changes in participation for Health & Dental.
- Included in the **Operating Costs** are the individual Commissioner expense accounts. Per the County Commissioner Expense Policy (SOP#: CC.01.002), The County Commissioners shall establish an annual budget to support each Commissioner Board member in fulfillment of his or her duties as a County Commissioner. For FY2021, these budgets are estimated to remain the same.
- The **Operating Costs** increase funds the Council of Governments membership fee increase.
- The **Agency Funding** change includes an increase in the annual funding to the Tri-County Council for Southern Maryland to equal \$125,000 per new legislative that was enacted during the State of Maryland's 2020 General Assembly (House Bill 387). The increase also provides additional funding to support the Tri-County Council for Southern Maryland's Youth Employment Program to support 30 Charles County participants.

### 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>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><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                       |
| <b>Total Full Time Equivalent</b> | <b>5.0</b>                | <b>5.0</b>                | <b>5.0</b>                | <b>5.0</b>                | <b>5.0</b>                |

## General Government

**Department:** Administrative Services 01.03.06  
**Division/Program:** County Administrator's Office Administration Fund: General  
**Program Administrator:** Mark Belton, County Administrator  
[www.charlescountymd.gov/government/county-administration](http://www.charlescountymd.gov/government/county-administration)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$763,151                | \$550,400                 | \$672,500                 | \$659,500                 | \$109,100                        | 19.8%             |
| Fringe Benefits             | 166,858                  | 159,400                   | 193,500                   | 190,200                   | 30,800                           | 19.3%             |
| Operating Costs             | 126,620                  | 112,000                   | 137,800                   | 116,700                   | 4,700                            | 4.2%              |
| <b>Total Expenditures</b>   | <b>\$1,056,629</b>       | <b>\$821,800</b>          | <b>\$1,003,800</b>        | <b>\$966,400</b>          | <b>\$144,600</b>                 | <b>17.6%</b>      |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes the full year impact of salary increases approved in FY2020 and the approval of the new Chief Equity Officer position that was also approved during FY2020. This position will develop innovative and effective strategies for achieving racial equity by developing, implementing and managing a strategic framework to ensure diversity, inclusion, and equity in programming and service delivery throughout County government.
- The **Operating Costs** budget increase is attributed in support of the Chief Equity Officer and anticipated FY2021 cost.

### **Description:**

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

### **Positions:**

| <u>Title</u>                          | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>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                 |
| Chief Equity Officer                  | 0.0                 | 0.0                 | 0.0                 | 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                 |
| <b>Total Full Time Equivalent</b>     | <b>3.0</b>          | <b>3.0</b>          | <b>4.0</b>          | <b>5.0</b>          | <b>5.0</b>          |

## General Government

**Department:** Administrative Services 01.03.13  
**Division/Program:** Commissioner Office Administration Fund: General  
**Program Administrator:** Board of County Commissioners  
[www.charlescountymd.gov/government/county-administration](http://www.charlescountymd.gov/government/county-administration)  
[www.charlescountymd.gov/government/county-administration/clerk-to-the-commissioners](http://www.charlescountymd.gov/government/county-administration/clerk-to-the-commissioners)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$348,864                | \$462,400                 | \$576,100                 | \$535,100                 | \$72,700                         | 15.7%             |
| Fringe Benefits             | 101,035                  | 141,100                   | 182,200                   | 173,600                   | 32,500                           | 23.0%             |
| Operating Costs             | 37,118                   | 24,400                    | 47,900                    | 31,700                    | 7,300                            | 29.9%             |
| <b>Total Expenditures</b>   | <b>\$487,018</b>         | <b>\$627,900</b>          | <b>\$806,200</b>          | <b>\$740,400</b>          | <b>\$112,500</b>                 | <b>17.9%</b>      |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the impact of three new positions approved mid-year in FY2020 as well as the elimination of the part time budget. Also included is the full year impact of FY2020 approved salary increases.
- The **Operating Costs** increase is based on Commissioner's sessions dates and activities as well as additional funding for the FY2020 mid-year approved positions.

### Description:

The Commissioner Office Administration provides administrative support to the Commissioners.

| <b>Positions:</b>                         | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                              | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Chief of Staff                            | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Citizen Response Manager                  | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Executive Office Manager                  | 1.0         | 1.0         | 1.0         | 0.0         | 0.0         |
| Exec. Asst. to the Commissioner President | 1.0         | 1.0         | 0.0         | 0.0         | 0.0         |
| Clerk to the Commissioners                | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Senior Commissioner Specialist            | 1.0         | 1.0         | 1.0         | 1.0         | 0.0         |
| Commissioner Specialist                   | 1.0         | 1.0         | 1.0         | 3.0         | 4.0         |
| Executive Administrative Associate        | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Administrative Associate                  | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Part Time Help                            | 0.6         | 0.6         | 0.6         | 0.0         | 0.0         |
| <b>Total Full Time Equivalent</b>         | <b>6.6</b>  | <b>6.6</b>  | <b>6.6</b>  | <b>9.0</b>  | <b>9.0</b>  |

## 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  
[www.charlescountymd.gov/government/boards-commissions-committees-and-workgroups/internal-audit-oversight-committee](http://www.charlescountymd.gov/government/boards-commissions-committees-and-workgroups/internal-audit-oversight-committee)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$73,001                 | \$138,500                 | \$140,500                 | \$78,300                  | (\$60,200)                       | -43.5%            |
| Fringe Benefits             | 12,259                   | 34,600                    | 36,600                    | 18,800                    | (15,800)                         | -45.7%            |
| Operating Costs             | 1,982                    | 4,300                     | 4,100                     | 2,600                     | (1,700)                          | -39.5%            |
| <b>Total Expenditures</b>   | <b>\$87,243</b>          | <b>\$177,400</b>          | <b>\$181,200</b>          | <b>\$99,700</b>           | <b>(\$77,700)</b>                | <b>-43.8%</b>     |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** include the full year impact of FY2020 approved salary increases. In order to balance the FY2021 budget due to declining revenues from the COVID-19 pandemic emergency, the vacant Assistant Internal Auditor position will be frozen.
- The decrease in **Operating Costs** is due to spending averages and current trends.

### **Description:**

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

### **Positions:**

| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Internal Auditor                  | 0.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Assistant Internal Auditor        | 0.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| <b>Total Full Time Equivalent</b> | <b>0.0</b>          | <b>2.0</b>          | <b>2.0</b>          | <b>2.0</b>          | <b>2.0</b>          |

## General Government

**Department:** County Attorney  
**Division/Program:** County Attorney  
**Program Administrator:** Wes Adams, County Attorney  
[www.charlescountymd.gov/government/departments/county-attorney](http://www.charlescountymd.gov/government/departments/county-attorney)

01.16  
 Fund: General

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Personal Services         | \$699,123          | \$775,600          | \$767,500          | \$752,500          | (\$23,100)               | -3.0%       |
| Fringe Benefits           | 186,548            | 194,100            | 206,900            | 206,900            | 12,800                   | 6.6%        |
| Operating Costs           | 349,384            | 273,400            | 310,200            | 300,300            | 26,900                   | 9.8%        |
| <b>Total Expenditures</b> | <b>\$1,235,056</b> | <b>\$1,243,100</b> | <b>\$1,284,600</b> | <b>\$1,259,700</b> | <b>\$16,600</b>          | <b>1.3%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of FY2020 approved salary increases which is being offset by staff turnover.
- The **Operating Costs** increase is mainly to cover legal fees for outside attorney costs.

### 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:

| <u>Title</u>                      | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 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                       | 4.0                       | 4.0                       |
| Legal Office Administrator        | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Paralegal                         | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Legal Assistant III               | 2.0                       | 2.0                       | 2.0                       | 2.0                       | 2.0                       |
| Legal Assistant I                 | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| <b>Total Full Time Equivalent</b> | <b>10.0</b>               | <b>10.0</b>               | <b>10.0</b>               | <b>11.0</b>               | <b>11.0</b>               |
| Allocated to Capital Projects     | (0.8)                     | (0.8)                     | (0.8)                     | (0.8)                     | (0.8)                     |
| Allocated to Liquor Board         | (0.8)                     | (0.8)                     | (0.8)                     | (0.8)                     | (0.8)                     |
| <b>Net Cost to General Fund</b>   | <b>8.5</b>                | <b>8.5</b>                | <b>8.5</b>                | <b>9.5</b>                | <b>9.5</b>                |

## General Government

**Department:** Liquor Board 01.15  
**Division/Program:** Liquor Board Fund: General  
**Program Administrator:** Guy Black, Chairman

[www.charlescountymd.gov/government/boards-commissions-committees-and-workgroups/board-of-license-commissioners-liquor-board](http://www.charlescountymd.gov/government/boards-commissions-committees-and-workgroups/board-of-license-commissioners-liquor-board)

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|-------------|
| Personal Services         | \$172,116        | \$183,400         | \$181,500         | \$181,500         | (\$1,900)                | -1.0%       |
| Fringe Benefits           | 78,244           | 76,200            | 83,300            | 83,300            | 7,100                    | 9.3%        |
| Operating Costs           | 3,271            | 4,700             | 5,000             | 3,500             | (1,200)                  | -25.5%      |
| <b>Total Expenditures</b> | <b>\$253,631</b> | <b>\$264,300</b>  | <b>\$269,800</b>  | <b>\$268,300</b>  | <b>\$4,000</b>           | <b>1.5%</b> |
| <b>Revenues</b>           | <b>\$204,400</b> | <b>\$237,700</b>  | <b>\$237,700</b>  | <b>\$237,700</b>  | <b>\$0</b>               | <b>0.0%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of FY2020 approved salary increases for County Attorney's office personnel as well as approved salary increases for the Sheriff. The stipend for the Board of License Commissioner (Liquor Board) per resolution No. 2018-09 is also included.

### 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:

| <u>Title</u>                      | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Associate County Attorney I - II  | 0.4                       | 0.3                       | 0.3                       | 0.3                       | 0.3                       |
| Legal Office Administrator        | 0.5                       | 0.5                       | 0.5                       | 0.5                       | 0.5                       |
| Sheriff Sworn Officer             | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| <b>Total Full Time Equivalent</b> | <b>1.9</b>                | <b>1.8</b>                | <b>1.8</b>                | <b>1.8</b>                | <b>1.8</b>                |



## General Government

**Department:** Human Resources 01.17  
**Division/Program:** Administration Fund: General  
**Program Administrator:** Alexis Blackwell, Director of Human Resources  
[www.charlescountymd.gov/government/departments/human-resources](http://www.charlescountymd.gov/government/departments/human-resources)

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Personal Services         | \$640,307        | \$735,700          | \$763,600          | \$754,700          | \$19,000                 | 2.6%        |
| Fringe Benefits           | 167,710          | 201,100            | 216,600            | 216,600            | 15,500                   | 7.7%        |
| Operating Costs           | 140,084          | 159,500            | 169,700            | 163,500            | 4,000                    | 2.5%        |
| <b>Total Expenditures</b> | <b>\$948,101</b> | <b>\$1,096,300</b> | <b>\$1,149,900</b> | <b>\$1,134,800</b> | <b>\$38,500</b>          | <b>3.5%</b> |
| <b>Revenues</b>           | <b>\$100,925</b> | <b>\$98,000</b>    | <b>\$105,500</b>   | <b>\$105,500</b>   | <b>\$7,500</b>           | <b>7.7%</b> |

### Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase is the full year impact of FY2020 approved salary increases and part-time scale increases for the minimum wage increase.
- The **Operating Costs** budget increase is due to an increase for the Flexible Spending account to reflect actuals and estimated growth.
- **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                                 | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE | FY21<br>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     | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Recruitment & Retention Administrator | 1.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Human Resources Program Manager       | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Human Resources Specialist            | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Human Resources Support Specialist    | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Part-time positions                   | 2.0         | 1.4         | 1.4         | 1.4         | 1.4         |
| <b>Total Full Time Equivalent</b>     | <b>9.0</b>  | <b>8.4</b>  | <b>9.4</b>  | <b>9.4</b>  | <b>9.4</b>  |
| Summer Intern Program*                | 1.5         | 3.1         | 3.1         | 3.1         | 3.1         |

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

### Objectives & Measurements:

|  | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>Estimated |
|--|----------------|----------------|----------------|-------------------|-------------------|
| <i>Objective: Measures employment and recruitment activity.</i>  |                |                |                |                   |                   |
| # of full time positions filled  | 63             | 77             | 91             | 110               | 110               |
| diversity of all applicants<br>% women/%minority   | 54%/61.3%      | 57%/50.5%      | 46.1%/54.4%    | 57%/63%           | 57%/63%           |
| Average # of applications per job  | 44             | 44             | 46             | 46                | 48                |
| <i>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.</i> |                |                |                |                   |                   |
| # of training classes offered (Core/IT)  | 63             | 71             | 100            | 85                | 85                |
| <i>Objective: To assist eligible employees into retirement.</i>  |                |                |                |                   |                   |
| # of retirees processed  | 31             | 35             | 44             | 50                | 51                |

## General Government

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

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Retiree Health Benefits   | \$2,927,671        | \$3,198,500        | \$3,605,000        | \$3,582,800        | \$384,300                | 12.0%        |
| Operating Costs           | 8,331              | 30,000             | 30,000             | 25,000             | (5,000)                  | -16.7%       |
| <b>Total Expenditures</b> | <b>\$2,936,002</b> | <b>\$3,228,500</b> | <b>\$3,635,000</b> | <b>\$3,607,800</b> | <b>\$379,300</b>         | <b>11.7%</b> |

**Changes and Useful Information:**

- The **Retiree Health Benefits** were adjusted to reflect an increase in the number of participants, as well as, the cost of health benefits for retirees.
- **Operating Costs** for Contract Services were decreased due to current trends.

**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

<https://www.charlescountymd.gov/services/emergency-services/volunteer-fire-and-ems>

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|--------------|
| Operating Costs           | \$26,198         | \$20,000          | \$25,000          | \$25,000          | \$5,000                  | 25.0%        |
| <b>Total Expenditures</b> | <b>\$51,198</b>  | <b>\$20,000</b>   | <b>\$25,000</b>   | <b>\$25,000</b>   | <b>\$5,000</b>           | <b>25.0%</b> |

**Changes and Useful Information:**

- The **Operating Costs** budget is to fund water & sewer fees for the following facilities: Waldorf Volunteer Fire Department, Benedict Volunteer Fire Department, Charles County Mobile Intense Care Unit, Bryans Road Volunteer Fire Department, Potomac Heights Volunteer Fire Department, La Plata Volunteer Fire Department, Charles County Rescue Squad, 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      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Personal Services         | \$360,544          | \$443,900          | \$589,800          | \$452,300          | \$8,400                  | 1.9%        |
| Fringe Benefits           | 77,518             | 90,200             | 158,800            | 98,600             | 8,400                    | 9.3%        |
| Operating Costs           | 1,184,011          | 1,237,100          | 1,319,500          | 1,310,300          | 73,200                   | 5.9%        |
| Capital Outlay            | 19,555             | 35,000             | 35,000             | 50,500             | 15,500                   | 44.3%       |
| <b>Total Expenditures</b> | <b>\$1,641,628</b> | <b>\$1,806,200</b> | <b>\$2,103,100</b> | <b>\$1,911,700</b> | <b>\$105,500</b>         | <b>5.8%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include the full year impact of approved FY2020 salary increases.
- The **Operating Costs** increase is largely due to estimated increases in the cost of property and liability insurance, as well as Medical and Safety Awards.
- **Capital Outlay** includes funding for security equipment.

### Description:

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

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

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

### Positions:

| Title                             | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE | FY21<br>FTE |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Chief of Central Services         | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Risk Manager                      | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Safety Officer                    | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Building Security Officer         | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Mail Clerk                        | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Part-Time                         | 0.0         | 0.0         | 2.8         | 2.8         | 2.8         |
| <b>Total Full Time Equivalent</b> | <b>0.0</b>  | <b>1.0</b>  | <b>6.8</b>  | <b>7.8</b>  | <b>7.8</b>  |

### Objectives & Measurements:

|   | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>Estimated |
|---|----------------|----------------|----------------|-------------------|-------------------|
| <i><b>OBJECTIVE:</b> 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.</i> |                |                |                |                   |                   |
| # of safety inspections (facility related)  | 30             | 18             | 20             | 20                | 20                |
| <i><b>WORK RELATED INJURIES (This information includes Sheriff's workers' compensation)</b></i>   |                |                |                |                   |                   |
| # of work related injuries  | 163            | 226            | 228            | 200               | 200               |
| <i><b>OBJECTIVE:</b> To purchase insurance coverage at the lowest possible premiums while minimizing Charles County's liability exposure and protecting County assets/property.</i>   |                |                |                |                   |                   |
| <i><b>Average cost of insurance coverage:</b></i>   |                |                |                |                   |                   |
| per vehicle for vehicle damage  | \$223          | \$219          | \$227          | \$220             | \$230             |
| per vehicle for vehicle liability   | \$212          | \$208          | \$209          | \$183             | \$200             |
| <i><b>Average cost of property coverage:</b></i>  |                |                |                |                   |                   |
| per \$1M worth of County assets   | \$904          | \$887          | \$846          | \$886             | \$900             |
| # of property damage claims   | 3              | 2              | 1              | 2                 | 2                 |
| % of claims paid to premiums  | 33%            | 187%           | 0%             | 15%               | 15%               |

## General Government

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

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Fringe Benefits           | (\$718,015)        | \$445,000          | \$70,000           | \$70,000           | (\$375,000)              | -84.3%       |
| Operating Costs           | 139,141            | 189,000            | 485,200            | 485,200            | 296,200                  | 156.7%       |
| Operating Costs - Studies | 69,609             | 980,000            | 60,000             | 60,000             | (920,000)                | -93.9%       |
| Operating Costs - SDAT    | 514,536            | 681,600            | 681,600            | 681,600            | 0                        | 0.0%         |
| Agency Funding - OPEB     | 1,750,000          | 2,000,000          | 3,000,000          | 3,000,000          | 1,000,000                | 50.0%        |
| Agency Funding - Trust    | 9,014              | 33,800             | 33,800             | 13,800             | (20,000)                 | -59.2%       |
| <b>Total Expenditures</b> | <b>\$1,764,285</b> | <b>\$4,329,400</b> | <b>\$4,330,600</b> | <b>\$4,310,600</b> | <b>(\$18,800)</b>        | <b>-0.4%</b> |

### Changes and Useful Information:

- The **Fringe Benefits** budget is for unemployment insurance. The FY2020 budget included the use of health rate stabilization funding to cover health & dental costs.
- **Operating Costs** increase is mainly due to providing funds to renegotiate the County's payment-in-lieu-of taxes (PILOT) agreement with the Morgantown Power Plant and to provide language interpretation services for staff.
- **Operating Costs- Studies** represents the budget for studies which were previously part of Capital Project Transfer. The changes from FY20 to FY21 are below:

| FY20      | FY21     |                                   |
|-----------|----------|-----------------------------------|
| \$80,000  | \$60,000 | Various Planning Studies          |
| 500,000   | 0        | Minority Business Disparity Study |
| 150,000   | 0        | Post Office Road Expansion Study  |
| 250,000   | 0        | Billingsley Road Analysis         |
| \$980,000 | \$60,000 |                                   |

- **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/government/other-agencies/board-of-elections](http://www.charlescountymd.gov/government/other-agencies/board-of-elections) 8:00 a.m.-4:30 p.m. M-F

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Personal Services         | \$224,295          | \$234,200          | \$257,000          | \$257,000          | \$22,800                 | 9.7%         |
| Fringe Benefits           | 24,713             | 20,000             | 19,800             | 17,800             | (2,200)                  | -11.0%       |
| Operating Costs           | 1,222,077          | 1,316,100          | 1,653,200          | 1,547,600          | 231,500                  | 17.6%        |
| <b>Total Expenditures</b> | <b>\$1,471,085</b> | <b>\$1,570,300</b> | <b>\$1,930,000</b> | <b>\$1,822,400</b> | <b>\$252,100</b>         | <b>16.1%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase for additional judges needed for the General Election.
- **Operating Costs** were increased to fund the County's share of voting equipment, printing associated with a presidential election, 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:

| Title                             | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE | FY21<br>FTE |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| *Director                         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| *Deputy Director                  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| *Regional Manager                 | 0.3         | 0.3         | 0.3         | 0.3         | 0.3         |
| *IT specialist                    | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| *Election Supervisor              | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| *Data Applications                | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| *Administrative Assistant         | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Part-time positions               | 2.5         | 1.4         | 1.4         | 1.3         | 1.3         |
| <b>Total Full Time Equivalent</b> | <b>9.8</b>  | <b>9.7</b>  | <b>9.7</b>  | <b>9.6</b>  | <b>9.6</b>  |

\*State Employees who are reimbursed by the County.

### Objectives & Measurements:

|                                | Gubernatorial<br>16 Primary*<br>Election | Presidential<br>16 General<br>Election | Presidential<br>18 Primary<br>Election | Gubernatorial<br>18 General<br>Election | Gubernatorial<br>20 Primary*<br>Election |
|--------------------------------|--|--|--|---|--|
| Total Registered Voters        | 86,741                                   | 108,276                                | 110,889                                | 112,134                                 | 95,345                                   |
| % Democratic                   | 70.7%                                    | 59.7%                                  | 60.3%                                  | 60.6%                                   | 74.3%                                    |
| % Republican                   | 29.3%                                    | 24.3%                                  | 22.4%                                  | 22.2%                                   | 25.7%                                    |
| % Declines                     | 0.0%                                     | 15.1%                                  | 17.3%                                  | 17.2%                                   | 0.0%                                     |
| Total Voting Percentage        | 39.1%                                    | 72.8%                                  | 21.8%                                  | 58.5%                                   | 45.7%                                    |
| Democratic- Voting Percentage  | 26.7%                                    | 44.5%                                  | 27.8%                                  | 62.4%                                   | 37.1%                                    |
| Republicans- Voting Percentage | 12.4%                                    | 18.3%                                  | 17.6%                                  | 59.6%                                   | 8.6%                                     |
| Declines- Voting Percentage    | 0.0%                                     | 9.4%                                   | 8.0%                                   | 41.2%                                   | 0.0%                                     |

\* 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  
<https://www.mdcourts.gov/orphanscourt>

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|-------------|
| Personal Services         | \$36,649         | \$37,700          | \$38,300          | \$38,300          | \$600                    | 1.6%        |
| Fringe Benefits           | 16,535           | 18,700            | 19,100            | 19,100            | 400                      | 2.1%        |
| Operating Costs           | 6,668            | 7,100             | 7,100             | 7,100             | 0                        | 0.0%        |
| <b>Total Expenditures</b> | <b>\$59,853</b>  | <b>\$63,500</b>   | <b>\$64,500</b>   | <b>\$64,500</b>   | <b>\$1,000</b>           | <b>1.6%</b> |

### Changes and Useful Information:

- **Personal Services** includes the full year impact of the Charles County Orphan's Court Judges salary increase that was provided on January 1, 2020 per state legislation and additional increase effective January 2021. Judges will receive additional \$250 each and the Chief Judge will receive an additional \$500 each January from January 2020 to January 2022.
- **Fringe Benefits** increase is due to a retired judge receiving the Elected Official Pension benefit.

### Description:

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

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

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

### Positions:

Provides funding for 3 elected Orphan Court judges.

### Objectives & Measurements:

|   | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>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   | 210            | 176            | 130            | 90                | 60                |
| # of petitions granted  | 1,045          | 1,188          | 1,111          | 883               | 800               |

## General Government

**Department:** Circuit Court 01.09  
**Division/Program:** Circuit Court, Grand Jury, and Law Library Fund: General  
**Program Administrator:** Honorable H. James West, County Administrative Judge  
 Address: 200 Charles Street, La Plata, MD 20646 301-932-3202 301-870-2659  
<https://www.charlescountymd.gov/government/other-agencies/circuit-court> 8:00 a.m.-4:30 p.m. M-F

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Personal Services         | \$946,683          | \$1,005,600        | \$1,043,200        | \$994,700          | (\$10,900)               | -1.1%        |
| Fringe Benefits           | 257,041            | 277,400            | 288,300            | 268,000            | (9,400)                  | -3.4%        |
| Operating Costs           | 230,126            | 274,000            | 306,900            | 281,900            | 7,900                    | 2.9%         |
| Transfers Out             | 151,742            | 160,200            | 162,700            | 162,700            | 2,500                    | 1.6%         |
| Capital Outlay            | 53,594             | 96,100             | 9,000              | 9,000              | (87,100)                 | -90.6%       |
| <b>Total Expenditures</b> | <b>\$1,639,186</b> | <b>\$1,813,300</b> | <b>\$1,810,100</b> | <b>\$1,716,300</b> | <b>(\$97,000)</b>        | <b>-5.3%</b> |
| <b>Revenues</b>           | <b>\$187,522</b>   | <b>\$201,000</b>   | <b>\$207,500</b>   | <b>\$207,500</b>   | <b>\$6,500</b>           | <b>3.2%</b>  |

### Changes and Useful Information:

- **Personal Services and Fringe Benefits** decrease is the result of staff turnover.
- **The Operating Costs** increase includes funding for the Volunteer Lawyer Program at the Charles County Legal Resource Center and adjustments in various other accounts based on trends.
- **Transfers Out** is for the County's local match on judiciary grants and local support of the Law Library Program. State grants which support the Family Law Services Program and the Family Recovery Court were flat funded for several years which requires the County to subsidize these programs for any salary and associated fringe increases.
- **Capital Outlay** is for the CourtSmart Listening Room.
- **Revenues** represent Jury Fee Reimbursement, Court fees and fines, revenues from the reproduction of compact disks for court hearings, Child Support rent revenue, and indirect cost reimbursement.

### Description:

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

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

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

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

## General Government

|                               |   |                           |
|-------------------------------|---|---------------------------|
| <b>Department:</b>            | Circuit Court   | 01.09                     |
| <b>Division/Program:</b>      | Circuit Court, Grand Jury, and Law Library  | Fund: General             |
| <b>Program Administrator:</b> | Honorable H. James West, County Administrative Judge  |                           |
| Mailing Address:              | 200 Charles Street, La Plata, MD 20646  | 301-932-3202 301-870-2659 |
|                               | <a href="https://www.charlescountymd.gov/government/other-agencies/circuit-court">https://www.charlescountymd.gov/government/other-agencies/circuit-court</a> | 8:00 a.m.-4:30 p.m. M-F   |

| <b>Positions:</b>                           | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| Title                                       | FTE         | FTE         | FTE         | FTE         | FTE         |
| 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         |
| Court Researcher                            | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Drug Court Coordinator                      | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Family Recovery Court Assist. Case Mgr      | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Alternative Dispute Resolution Coordinator  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Executive Assistant to Court Administration | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Administrative Associate                    | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Administrative Assistant                    | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Judicial Administrative Assistant           | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Judicial Secretary                          | 4.0         | 4.0         | 4.0         | 4.0         | 4.0         |
| Domestic Relations Case Manager             | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Guardianship Monitor                        | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Family Resource Specialist                  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Secretary IV                                | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Assignment Clerk (I -II)                    | 4.0         | 4.0         | 4.0         | 4.0         | 4.0         |
| Courtroom Clerk                             | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Family Law Support Specialist               | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Domestic Relations Clerk                    | 1.0         | 1.0         | 1.0         | 0.0         | 0.0         |
| Part-Time positions                         | 0.2         | 0.2         | 0.2         | 0.2         | 0.2         |
| <b>Total Full Time Equivalent</b>           | <b>25.2</b> | <b>25.2</b> | <b>26.2</b> | <b>27.2</b> | <b>27.2</b> |
| Allocated to Grants                         | (8.8)       | (9.0)       | (9.0)       | (10.0)      | (10.0)      |
| <b>Net Cost to General Fund</b>             | <b>16.4</b> | <b>16.2</b> | <b>17.2</b> | <b>17.2</b> | <b>17.2</b> |

| <b>Objectives &amp; Measurements:</b>   | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|---|-------------|-------------|-------------|-------------|-------------|
|   | Actual      | Actual      | Actual      | Projected   | Estimated   |
| <i>Objective: In 2000, the Maryland Judicial Council adopted case time standards for the state's trial courts that provide guidelines for the time within which cases should reach resolution. The Circuit Court is responsible for the timely scheduling and disposition of cases, with the goal of promoting access to justice and increased litigant satisfaction with the court system. In June 2017, the courts fully implement a new case management system, Maryland Electronic Courts (MDEC), and its Differentiated Case Management (DCM) Plans, developed while participating in a Pilot Project.</i> |             |             |             |             |             |
| # of Scheduled Hearings   | 24,496      | 31,582      | 25,745      | 26,775      | 27,846      |
| Case Type - % Concluded within # of days  |             |             |             |             |             |
| General Civil - 98% within 548 days   | 93.1%       | 93.9%       | 90.2%       | 95.0%       | 95%         |
| Foreclosure Cases - 98% within 730 days   | 88.9%       | 90.7%       | 91.8%       | 94.0%       | 94%         |
| Criminal Cases - 98% within 180 days  | 94.5%       | 95.1%       | 96.4%       | 96.0%       | 98%         |
| Family Law - 98% within 365 days  | 96.1%       | 93.9%       | 92.9%       | 94.5%       | 96.5%       |
| Family Law (Limited Divorce)  |             |             |             |             |             |
| 98% within 730 days   | 100.0%      | 98.8%       | 99.2%       | 100.0%      | 100%        |
| Juvenile - 98% within 90 days   | 99.0%       | 97.0%       | 99.4%       | 99.5%       | 99.5%       |
| Child in Need of Assistance (CINA)  |             |             |             |             |             |
| Non-Shelter - 100% within 60 days   | 100.0%      | 100.0%      | 100.0%      | 100.0%      | 100%        |
| CINA Shelter - 100% within 30 days  | 100.0%      | 100.0%      | 100.0%      | 100.0%      | 100%        |
| Termination of Parental Rights  |             |             |             |             |             |
| 100% within 180 days  | 100.0%      | 100.0%      | 100.0%      | 100.0%      | 100%        |



## General Government

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

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Personal Services         | \$3,044,672        | \$3,436,600        | \$3,937,200        | \$3,467,700        | \$31,100                 | 0.9%        |
| Fringe Benefits           | 782,373            | 937,900            | 1,097,900          | 951,400            | 13,500                   | 1.4%        |
| Operating Costs           | 247,070            | 161,100            | 272,700            | 161,100            | 0                        | 0.0%        |
| <b>Total Expenditures</b> | <b>\$4,074,115</b> | <b>\$4,535,600</b> | <b>\$5,307,800</b> | <b>\$4,580,200</b> | <b>\$44,600</b>          | <b>1.0%</b> |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** include full year impact of two new attorney positions in FY2020. The Drug Forfeiture Special Revenue Fund is being used to help offset some of the cost of attorneys that work on drug related

### **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:**

| <u>Title</u>                        | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>GENERAL FUND</b>                 |                           |                           |                           |                           |                           |
| State's Attorney                    | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Deputy's State's Attorney           | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Assistant State's Attorney          | 14.0                      | 15.0                      | 15.0                      | 17.0                      | 17.0                      |
| Support Staff*                      | 33.4                      | 32.4                      | 34.4                      | 34.4                      | 34.4                      |
| <b>Total Full Time Equivalent</b>   | <b>49.4</b>               | <b>49.4</b>               | <b>51.4</b>               | <b>53.4</b>               | <b>53.4</b>               |
| FAS IT Support                      | (1.0)                     | (1.0)                     | (1.0)                     | (1.0)                     | (1.0)                     |
| Special Revenue Support             | 0.0                       | 0.0                       | 0.0                       | 0.0                       | (1.0)                     |
| <b>Net Cost to the General Fund</b> | <b>48.4</b>               | <b>48.4</b>               | <b>50.4</b>               | <b>52.4</b>               | <b>51.4</b>               |

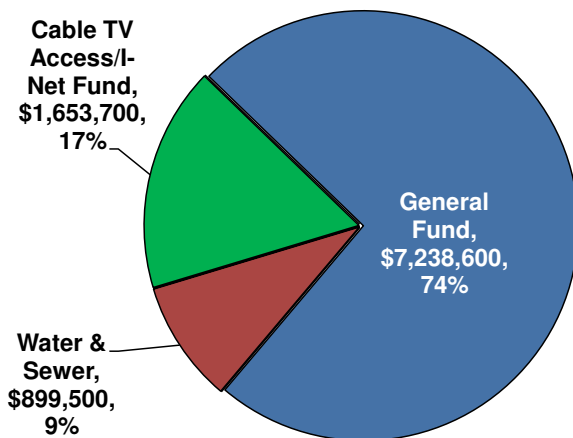
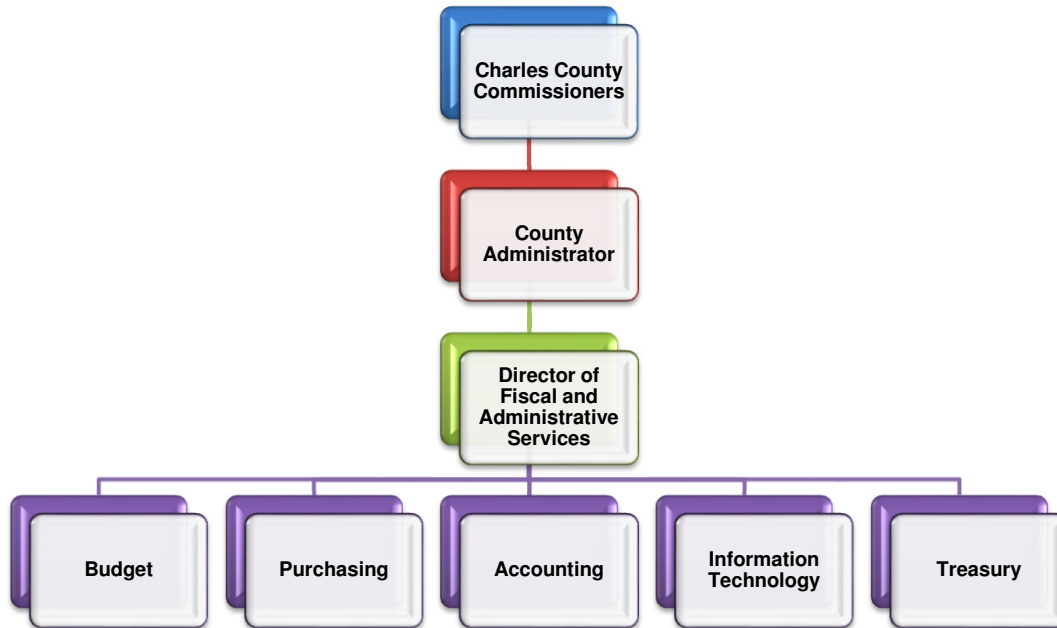
*\*Per agreement with the State's Attorney's Office, this position complement is subject to the amount of part-time employment in lieu of full-time employment. The County agrees to give the agency flexibility in filling vacancies.*

## Fiscal & Administrative Services Summary

Jenifer Ellin, Director of Fiscal & Administrative Services  
 Address: 200 Baltimore Street, La Plata, MD 20646  
[www.charlescountymd.gov/government/departments/fiscal-and-administrative-services](http://www.charlescountymd.gov/government/departments/fiscal-and-administrative-services)

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

| Expenditure Category                      | FY2019 Actual      | FY2020 Adopted     | FY2021 Request     | FY2021 Adopted     | \$ Change from FY2020 | % Chg.      |
|---|--------------------|--------------------|--------------------|--------------------|-----------------------|-------------|
| Personal Services                         | \$3,323,786        | \$3,562,300        | \$3,922,600        | \$3,683,200        | \$120,900             | 3.4%        |
| Fringe Benefits                           | 1,219,245          | 1,280,500          | 1,480,600          | 1,409,200          | 128,700               | 10.1%       |
| Operating Costs                           | 1,736,714          | 2,043,000          | 2,286,700          | 2,146,200          | 103,200               | 5.1%        |
| Capital Outlay                            | 74,501             | 0                  | 0                  | 0                  | 0                     | N/A         |
| <b>Total Expenditures</b>                 | <b>\$6,354,246</b> | <b>\$6,885,800</b> | <b>\$7,689,900</b> | <b>\$7,238,600</b> | <b>\$352,800</b>      | <b>5.1%</b> |
| <b>Revenues</b>                           | <b>\$375,992</b>   | <b>\$409,900</b>   | <b>\$427,800</b>   | <b>\$427,800</b>   | <b>\$17,900</b>       | <b>4.4%</b> |
| <b>Total Expenditures as % of Budget:</b> | <b>1.6%</b>        | <b>1.6%</b>        | <b>1.7%</b>        | <b>1.7%</b>        |                       |             |



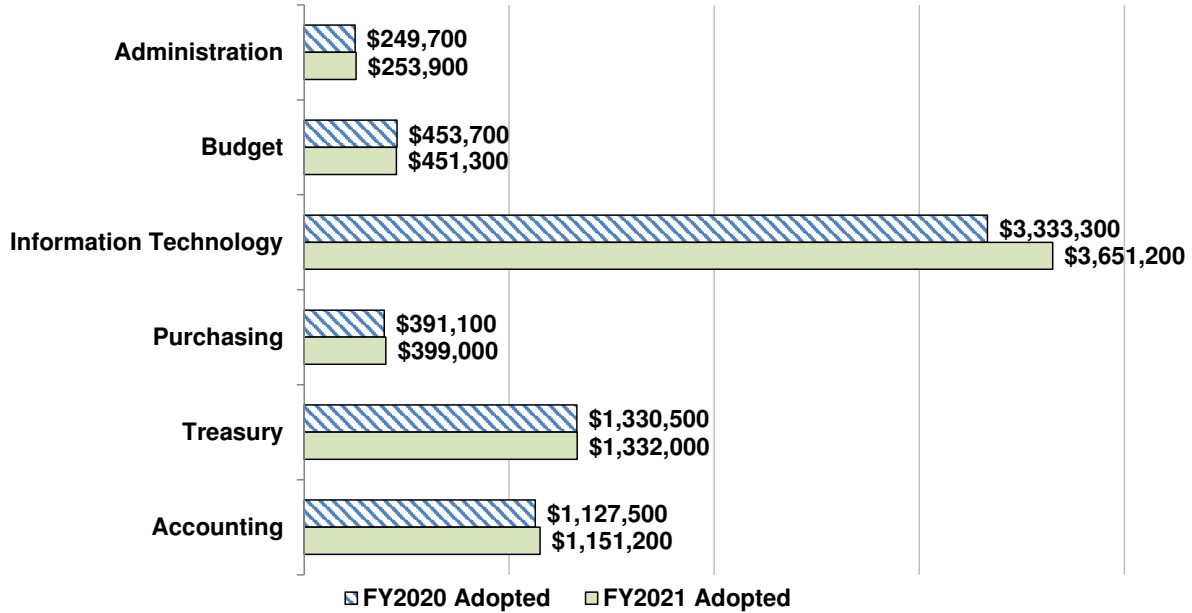
### TOTAL FY2021 DEPARTMENT BUDGET \$9,791,800

*(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:

|  | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>Estimated |
|--|----------------|----------------|----------------|-------------------|-------------------|
|--|----------------|----------------|----------------|-------------------|-------------------|

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               | 99.4% | 97.6% | 97.5% | 98.2% | 98.2% |
| General Fund Expense               | 98.3% | 97.8% | 97.3% | 97.8% | 97.8% |
| Water & Sewer Revenue              | 95.7% | 95.9% | 97.9% | 96.5% | 96.5% |
| Water & Sewer Expense              | 93.2% | 94.9% | 99.2% | 95.8% | 95.8% |
| Landfill Revenue                   | 98.7% | 97.7% | 97.3% | 97.9% | 97.9% |
| Landfill Expense                   | 97.0% | 98.8% | 98.8% | 98.2% | 98.2% |
| Cable Revenue                      | 98.7% | 98.5% | 97.6% | 98.3% | 98.3% |
| Cable Expense                      | 95.0% | 76.8% | 85.8% | 85.9% | 85.9% |
| Environmental Service Fund Revenue | 99.4% | 98.7% | 99.6% | 99.3% | 99.3% |
| Environmental Service Fund Expense | 87.6% | 97.9% | 97.6% | 94.4% | 94.4% |
| Watershed Revenue                  | 93.4% | 95.1% | 82.9% | 90.5% | 90.5% |
| Watershed Expense                  | 93.4% | 92.0% | 86.0% | 90.4% | 90.4% |

*FY20 Projected is based on current year end estimates*

*FY21 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 | 4.38 | 4.12 | 4.00 | 4.64 | 5.00 |
|---|------|------|------|------|------|

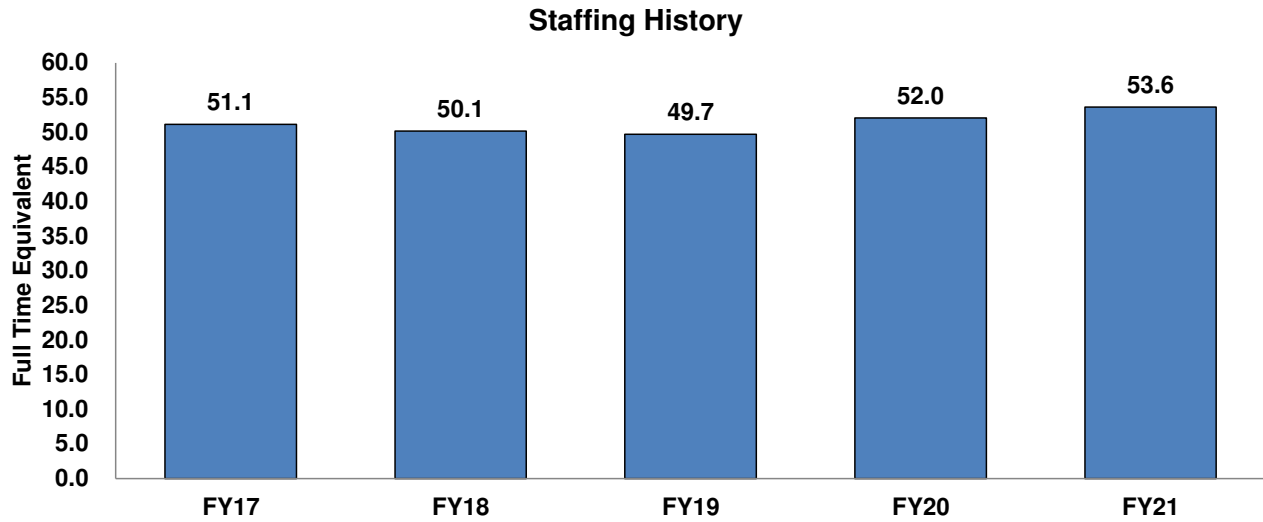
Information Technology: Provide technical support and assistance with computer related requests.

|                           |     |     |       |       |       |
|---------------------------|-----|-----|-------|-------|-------|
| Number of users supported | 651 | 801 | 1,089 | 1,200 | 1,400 |
|---------------------------|-----|-----|-------|-------|-------|

## Fiscal & Administrative Services Objectives & Measurements Cont.

| <b>Objectives &amp; Measurements:</b>   | <b>FY17<br/>Actual</b> | <b>FY18<br/>Actual</b> | <b>FY19<br/>Actual</b> | <b>FY20<br/>Projected</b> | <b>FY21<br/>Estimated</b> |
|---|------------------------|------------------------|------------------------|---------------------------|---------------------------|
| <i>Information Technology: Resolve IT help desk calls in a timely manner for users of Charles County technology tools.</i>  |                        |                        |                        |                           |                           |
| Percent of help desk calls resolved within four hours   | 99%                    | 92%                    | 96%                    | 95%                       | 92%                       |
| <i>Information Technology: Operate, maintain and enhance the information technology network infrastructure.</i>   |                        |                        |                        |                           |                           |
| Number of PCs/laptops/printers/IP cameras supported   | 1,361                  | 1,574                  | 1,621                  | 1,625                     | 1,750                     |
| <i>Purchasing: To ensure timely processing of purchase orders.</i>  |                        |                        |                        |                           |                           |
| Average number of business days to process purchase orders (YTD)  | 0.170                  | 0.184                  | 0.124                  | 0.125                     | 0.175                     |
| <i>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 &amp; 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.</i> |                        |                        |                        |                           |                           |
| Cost avoidance - savings to the County as a result of formal solicitation (YTD)   | \$6,610,009*           | \$2,009,590            | \$4,757,629            | \$6,200,000               | \$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.  |                        |                        |                        |                           |                           |
| <i>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.</i>   |                        |                        |                        |                           |                           |
| Percent of ACH payments to total payments   | 36.0%                  | 40.3%                  | 40.2%                  | 39.7%                     | 42.0%                     |
| <i>Accounting: a. Record invoices and requests within 7-10 days from receipt.</i>   |                        |                        |                        |                           |                           |
| <i>b. Process invoices and requests for payments within payment terms of 30 days from invoice date.</i>   |                        |                        |                        |                           |                           |
| Average days to process payment   | 5                      | 5                      | 6                      | 6                         | 5                         |
| <i>Treasury: To respond to customer inquires in a timely manner (24 hours).</i>   |                        |                        |                        |                           |                           |
| Average time to respond to public inquiries (Hours)   | 4                      | 4                      | 4                      | 4                         | 4                         |
| <i>Treasury: Timely deposit of funds.</i>   |                        |                        |                        |                           |                           |
| Average days to deposit receipts  | 1                      | 1                      | 1                      | 1                         | 1                         |
| <i>Treasury: To make full year tax information available to the public in a timely manner (10 days).</i>  |                        |                        |                        |                           |                           |
| Number of days after SDAT notification for public availability of tax information (one-time July)   | 5                      | 4                      | 4                      | 7                         | 7                         |

# Fiscal & Administrative Services Staffing History



**Positions by Program:**

|                                   | <u>FY17</u> | <u>FY18</u> | <u>FY19</u> | <u>FY20</u> | <u>FY21</u> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Administration                    | 2.0         | 2.0         | 2.2         | 2.2         | 2.2         |
| Budget                            | 4.0         | 4.0         | 4.4         | 4.4         | 4.4         |
| Information Technology            | 14.8        | 14.8        | 14.8        | 16.4        | 18.0        |
| Purchasing                        | 4.0         | 4.0         | 4.0         | 4.0         | 4.0         |
| Accounting                        | 12.8        | 11.8        | 10.8        | 11.5        | 11.5        |
| Treasury                          | 13.5        | 13.5        | 13.5        | 13.5        | 13.5        |
| <b>Total Full Time Equivalent</b> | <b>51.1</b> | <b>50.1</b> | <b>49.7</b> | <b>52.0</b> | <b>53.6</b> |

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.06  
**Division/Program:** Administration Fund: General  
**Program Administrator:** Jenifer Ellin, Director of Fiscal & Administrative Services  
[www.charlescountymd.gov/government/departments/fiscal-and-administrative-services](http://www.charlescountymd.gov/government/departments/fiscal-and-administrative-services)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$201,506                | \$193,200                 | \$198,300                 | \$195,300                 | \$2,100                          | 1.1%              |
| Fringe Benefits             | 48,799                   | 50,200                    | 53,800                    | 53,800                    | 3,600                            | 7.2%              |
| Operating Costs             | 3,326                    | 6,300                     | 6,300                     | 4,800                     | (1,500)                          | -23.8%            |
| <b>Total Expenditures</b>   | <b>\$253,631</b>         | <b>\$249,700</b>          | <b>\$258,400</b>          | <b>\$253,900</b>          | <b>\$4,200</b>                   | <b>1.7%</b>       |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of FY2020 salary increases.
- The decrease in **Operating Costs** represents a reduction in Employee Education.

### Description:

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

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

### Positions:

| <u>Title</u>                                 | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Director of Fiscal & Administrative Services | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Fiscal Service Specialist                    | 1.0                 | 1.0                 | 0.5                 | 0.5                 | 0.5                 |
| Part Time                                    | 0.0                 | 0.0                 | 0.7                 | 0.7                 | 0.7                 |
| <b>Total Full Time Equivalent</b>            | <b>2.0</b>          | <b>2.0</b>          | <b>2.2</b>          | <b>2.2</b>          | <b>2.2</b>          |

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services

01.04.04

**Division/Program:** Budget

Fund: General

**Program Administrator:** Jacob Dyer, Chief of Budget

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

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$271,855                | \$319,500                 | \$316,900                 | \$310,900                 | (\$8,600)                        | -2.7%             |
| Fringe Benefits             | 107,270                  | 124,400                   | 131,600                   | 131,600                   | 7,200                            | 5.8%              |
| Operating Costs             | 10,439                   | 9,800                     | 9,900                     | 8,800                     | (1,000)                          | -10.2%            |
| <b>Total Expenditures</b>   | <b>\$389,564</b>         | <b>\$453,700</b>          | <b>\$458,400</b>          | <b>\$451,300</b>          | <b>(\$2,400)</b>                 | <b>-0.5%</b>      |
| <b>Revenues</b>             | <b>\$79,236</b>          | <b>\$85,100</b>           | <b>\$89,100</b>           | <b>\$89,100</b>           | <b>\$4,000</b>                   | <b>4.7%</b>       |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of FY2020 approved salary increases which is being offset by turnover.
- **Operating Costs** decrease is due to a reduction in employee education and training.
- **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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>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                 | 0.5                 | 0.5                 | 0.5                 |
| <b>Total Full Time Equivalent</b> | <b>5.0</b>          | <b>5.0</b>          | <b>5.5</b>          | <b>5.5</b>          | <b>5.5</b>          |
| Allocated to Capital Projects     | (1.0)               | (1.0)               | (1.2)               | (1.2)               | (1.2)               |
| <b>Net Cost to General Fund</b>   | <b>4.0</b>          | <b>4.0</b>          | <b>4.4</b>          | <b>4.4</b>          | <b>4.4</b>          |

## 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/government/departments/fiscal-and-administrative-services/information-technology-division](http://www.charlescountymd.gov/government/departments/fiscal-and-administrative-services/information-technology-division)

| Expenditure Category      | FY2019             | FY2020             | FY2021             | FY2021             | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
|                           | Actual             | Adopted            | Request            | Adopted            |                          |             |
| Personal Services         | \$1,192,252        | \$1,252,400        | \$1,471,300        | \$1,370,600        | \$118,200                | 9.4%        |
| Fringe Benefits           | 402,299            | 401,400            | 503,200            | 473,500            | 72,100                   | 18.0%       |
| Operating Costs           | 1,453,971          | 1,679,500          | 1,940,500          | 1,807,100          | 127,600                  | 7.6%        |
| Capital Outlay            | 74,501             | 0                  | 0                  | 0                  | 0                        | N/A         |
| <b>Total Expenditures</b> | <b>\$3,123,023</b> | <b>\$3,333,300</b> | <b>\$3,915,000</b> | <b>\$3,651,200</b> | <b>\$317,900</b>         | <b>9.5%</b> |

### Changes and Useful Information:

- **Personal Services and Fringe Benefits** includes the full year impact of FY2020 approved salary increases, and moving the IT Security Specialist from the Cable Fund to the General Fund. Part-Time funding was reduced to help support the cost of the Technology Support Specialist II position. The Security Analyst is to assist with cybersecurity threats and the Technology Support Specialist II is to assist with increasing help desk calls.
- Increase in **Operating Costs** is the net result of the increase in funding to support other department's information technology needs, and decreases due to various one time costs. Also included is the funding for two new positions.

### 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 four areas: Applications, Network Services, Security, and Project Management.

The Applications area manages 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 Security area is responsible for developing and implementing County-wide security policies and programs to protect the County's networks, systems and data from attacks. Also responsible for detecting, identifying, and controlling cyber incidents.

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



## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.12  
**Division/Program:** Information Technology Fund: General  
**Program Administrator:** Evelyn Jacobson, Chief of Information Technology

| <b>Positions:</b>                      | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                           | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Chief of Information Technology        | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Applications Manager                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Network Manager                        | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| I.T. Security Specialist               | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Cable and Broadband Manager            | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Systems Analyst II                     | 4.0         | 4.0         | 4.0         | 4.0         | 5.0         |
| 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         | 2.0         | 2.0         |
| Systems Analyst I/CAD Analyst          | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Security Analyst                       | 0.0         | 0.0         | 0.0         | 0.0         | 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         | 3.0         |
| Telecommunication Specialist           | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Applications Customer Support Rep.     | 1.0         | 1.0         | 1.0         | 0.0         | 0.0         |
| Technical Support Specialist           | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Part-time positions                    | 1.7         | 2.2         | 2.2         | 3.8         | 1.7         |
| <b>Total Full Time Equivalent</b>      | <b>24.7</b> | <b>25.2</b> | <b>25.2</b> | <b>27.8</b> | <b>28.7</b> |
| Allocated to Cable TV / I-Net Fund     | (6.8)       | (7.3)       | (7.3)       | (8.3)       | (6.7)       |
| Allocated to W&S Enterprise Fund       | (2.0)       | (2.0)       | (2.0)       | (2.0)       | (2.0)       |
| Allocated to Inspection Fund           | 0.0         | 0.0         | 0.0         | 0.0         | (1.0)       |
| Allocated to State's Attorney's Office | (1.0)       | (1.0)       | (1.0)       | (1.0)       | (1.0)       |
| <b>Net Cost to General Fund</b>        | <b>14.8</b> | <b>14.8</b> | <b>14.8</b> | <b>16.4</b> | <b>18.0</b> |

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.14  
**Division/Program:** Purchasing Fund: General  
**Program Administrator:** Shanna Reese, Chief of Purchasing  
<https://www.charlescountymd.gov/business/procurement-bid-opportunities>

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$179,516                | \$216,800                 | \$222,100                 | \$218,100                 | \$1,300                          | 0.6%              |
| Fringe Benefits             | 143,634                  | 165,600                   | 173,000                   | 173,000                   | 7,400                            | 4.5%              |
| Operating Costs             | 9,782                    | 8,700                     | 8,500                     | 7,900                     | (800)                            | -9.2%             |
| <b>Total Expenditures</b>   | <b>\$332,932</b>         | <b>\$391,100</b>          | <b>\$403,600</b>          | <b>\$399,000</b>          | <b>\$7,900</b>                   | <b>2.0%</b>       |

### **Changes and Useful Information:**

- **Personal Services and Fringe Benefits** include the full year impact of the FY2020 approved salary increases.
- The **Operating Costs** decrease is due to a reduction in Employee Education and Advertising.

### **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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Chief of Purchasing               | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Assistant Chief of Purchasing     | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Senior Procurement Specialist     | 1.0                 | 1.0                 | 2.0                 | 2.0                 | 2.0                 |
| Procurement Specialist            | 2.0                 | 2.0                 | 2.0                 | 2.0                 | 2.0                 |
| Office Associate III              | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| <b>Total Full Time Equivalent</b> | <b>6.0</b>          | <b>6.0</b>          | <b>7.0</b>          | <b>7.0</b>          | <b>7.0</b>          |
| Allocated to Capital Projects     | (2.0)               | (2.0)               | (3.0)               | (3.0)               | (3.0)               |
| <b>Net Cost to General Fund</b>   | <b>4.0</b>          | <b>4.0</b>          | <b>4.0</b>          | <b>4.0</b>          | <b>4.0</b>          |

## 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/government/departments/fiscal-and-administrative-services/accounting-division](http://www.charlescountymd.gov/government/departments/fiscal-and-administrative-services/accounting-division)

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Personal Services         | \$723,116          | \$791,200          | \$882,700          | \$800,500          | \$9,300                  | 1.2%        |
| Fringe Benefits           | 238,803            | 256,300            | 295,300            | 271,700            | 15,400                   | 6.0%        |
| Operating Costs           | 79,067             | 80,000             | 82,200             | 79,000             | (1,000)                  | -1.3%       |
| <b>Total Expenditures</b> | <b>\$1,040,987</b> | <b>\$1,127,500</b> | <b>\$1,260,200</b> | <b>\$1,151,200</b> | <b>\$23,700</b>          | <b>2.1%</b> |
| <b>Revenues</b>           | <b>\$158,456</b>   | <b>\$177,400</b>   | <b>\$191,100</b>   | <b>\$191,100</b>   | <b>\$13,700</b>          | <b>7.7%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include the full year impact of FY2020 approved salary increases.
- **Operating Cost** decrease is based on current trends.
- **Revenues** are associated with the indirect cost reimbursement to the Enterprise Funds and the purchasing card program.

### Description:

The functions of the Accounting Division include: processing payroll, accounts payable, accounts receivable, 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 by check and ACH/wire.

Checks are printed and mailed by the Treasury Division. ACH/wires are input and confirmed. 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 FY18 by the Government Finance Officers, Association of the United States and Canada.

### Positions:

| Title                               | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE | FY21<br>FTE |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|
| Chief of Accounting                 | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Assistant Chief of Accounting       | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Senior Accountant                   | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Risk Management Accountant          | 1.0         | 1.0         | 0.0         | 0.0         | 0.0         |
| Asset Accountant                    | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Accountant                          | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Accounting Specialist               | 1.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Accounting Technician               | 3.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Payroll Manager                     | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Payroll Analyst                     | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Payroll Coordinator                 | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Water/Sewer Billing Manger          | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Senior Utilities Billing Specialist | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Utility Billing Specialist          | 6.0         | 6.0         | 6.0         | 7.0         | 7.0         |
| Part Time                           | 0.0         | 0.0         | 0.0         | 0.8         | 0.8         |
| <b>Total Full Time Equivalent</b>   | <b>21.0</b> | <b>20.0</b> | <b>19.0</b> | <b>20.8</b> | <b>20.8</b> |
| Allocated to W&S Fund               | (8.3)       | (8.3)       | (8.3)       | (9.3)       | (9.3)       |
| <b>Net Cost to General Fund</b>     | <b>12.8</b> | <b>11.8</b> | <b>10.8</b> | <b>11.5</b> | <b>11.5</b> |

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services

01.04.22

**Division/Program:** Treasury

Fund: General

**Program Administrator:** Eric Jackson, Chief of Treasury

<https://www.charlescountymd.gov/government/fiscal-and-administrative-services/treasury-taxes>

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$755,540                | \$789,200                 | \$831,300                 | \$787,800                 | (\$1,400)                        | -0.2%             |
| Fringe Benefits             | 278,440                  | 282,600                   | 323,700                   | 305,600                   | 23,000                           | 8.1%              |
| Operating Costs             | 180,130                  | 258,700                   | 239,300                   | 238,600                   | (20,100)                         | -7.8%             |
| <b>Total Expenditures</b>   | <b>\$1,214,110</b>       | <b>\$1,330,500</b>        | <b>\$1,394,300</b>        | <b>\$1,332,000</b>        | <b>\$1,500</b>                   | <b>0.1%</b>       |
| <b>Revenues</b>             | <b>\$138,300</b>         | <b>\$147,400</b>          | <b>\$147,600</b>          | <b>\$147,600</b>          | <b>\$200</b>                     | <b>0.1%</b>       |

### Changes and Useful Information:

- **Personal Services and Fringe Benefits** include the full year impacts of FY2020 approved salary increases which is being offset by turnover.
- **Operating Costs** decrease is mainly due to Energov fees, a self-service platform for the public to complete on-line applications for permits, being charged to a different department.

### 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:

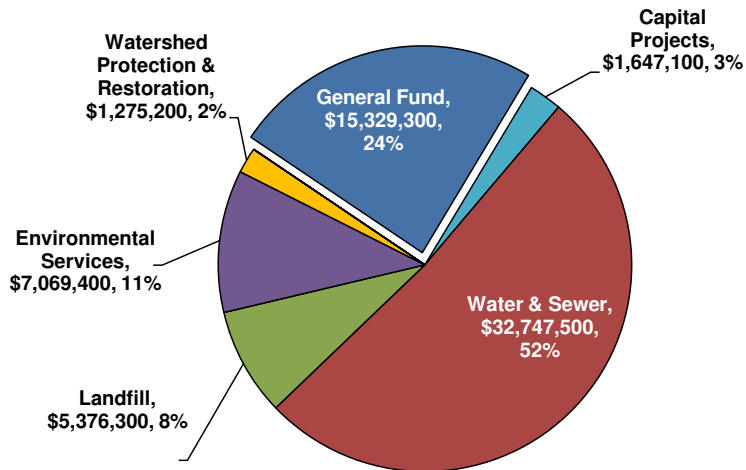
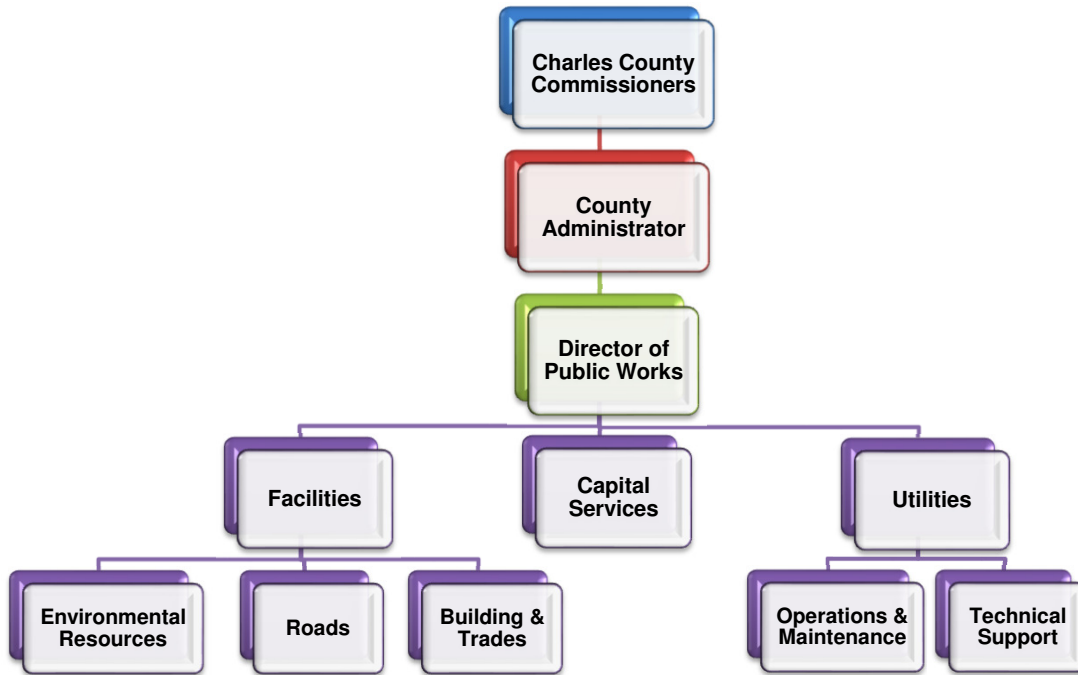
| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Chief 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                   | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Revenue Specialist                | 5.0                 | 5.0                 | 5.0                 | 5.0                 | 5.0                 |
| Office Associate III              | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Part Time                         | 0.5                 | 0.5                 | 0.5                 | 0.5                 | 0.5                 |
| <b>Total Full Time Equivalent</b> | <b>13.5</b>         | <b>13.5</b>         | <b>13.5</b>         | <b>13.5</b>         | <b>13.5</b>         |

# 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/government/public-works-facilities](http://www.charlescountymd.gov/government/public-works-facilities)

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

| Expenditure Category                      | FY2019 Actual       | FY2020 Adopted      | FY2021 Request      | FY2021 Adopted      | \$ Change from FY2020 | % Chg.       |
|---|---------------------|---------------------|---------------------|---------------------|-----------------------|--------------|
| Personal Services                         | \$6,382,968         | \$6,750,200         | \$6,926,400         | \$6,779,800         | \$29,600              | 0.4%         |
| Fringe Benefits                           | 2,031,711           | 2,184,700           | 2,205,800           | 2,051,800           | (132,900)             | -6.1%        |
| Operating Costs                           | 6,432,711           | 6,830,400           | 6,979,600           | 6,497,700           | (332,700)             | -4.9%        |
| Capital Outlay                            | 4,273               | 0                   | 0                   | 0                   | 0                     | N/A          |
| <b>Total Expenditures</b>                 | <b>\$14,851,663</b> | <b>\$15,765,300</b> | <b>\$16,111,800</b> | <b>\$15,329,300</b> | <b>(\$436,000)</b>    | <b>-2.8%</b> |
| <b>Revenues</b>                           | <b>\$608,917</b>    | <b>\$627,600</b>    | <b>\$636,100</b>    | <b>\$636,000</b>    | <b>\$8,400</b>        | <b>1.3%</b>  |
| <b>Total Expenditures as % of Budget:</b> | <b>3.7%</b>         | <b>3.6%</b>         | <b>3.5%</b>         | <b>3.5%</b>         |                       |              |



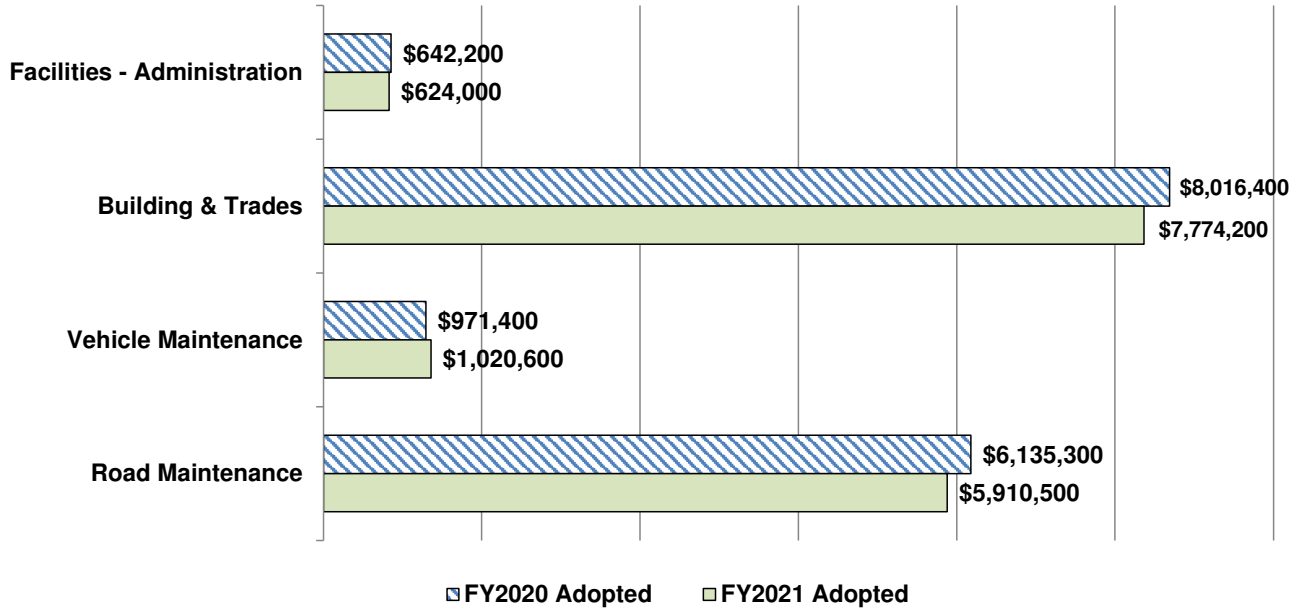
**TOTAL FY2021 DEPARTMENT BUDGET**  
**\$63,444,800**

*(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

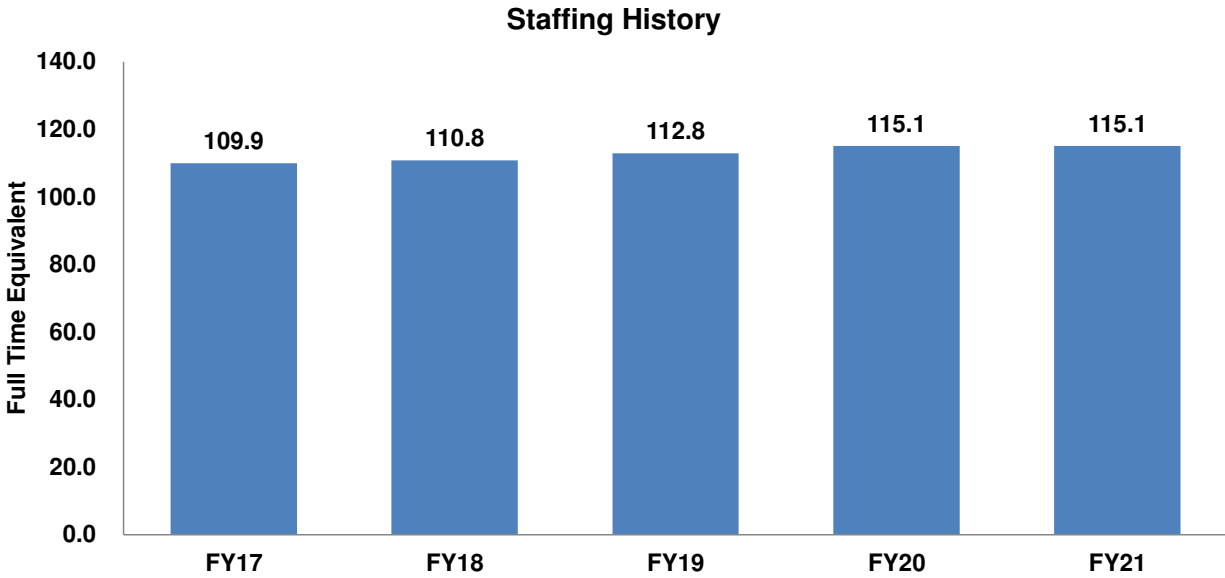
## GENERAL FUND



### Objectives & Measurements:

|  | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>Estimated |
|--|----------------|----------------|----------------|-------------------|-------------------|
| <u><i>Building &amp; Trades: To ensure a safe, satisfactory and comfortable work environment.</i></u>            |                |                |                |                   |                   |
| Total building square footage maintained by custodians (\$/sq. ft.)  |                |                |                |                   |                   |
| Square Footage maintained by custodians  | 676,683        | 676,683        | 676,683        | 812,019           | 812,019           |
| Cost of custodial services per sq. ft.   | \$0.13         | \$0.12         | \$0.12         | \$0.12            | \$0.12            |
| <u><i>Building &amp; Trades: To ensure all facilities are maintained to a safe and comfortable standard.</i></u> |                |                |                |                   |                   |
| Number of requested work orders  | 5,746          | 5,174          | 4,454          | 4,800             | 4,900             |
| % Corrective   | 13%            | 23%            | 7%             | 7%                | 6%                |
| % Preventive   | 87%            | 77%            | 93%            | 93%               | 94%               |
| <u><i>Vehicle Maintenance: To complete all work orders promptly to ensure minimum downtime.</i></u>              |                |                |                |                   |                   |
| Number of vehicles and equipment maintained  | 1,060          | 1,093          | 1,112          | 1,300             | 1,400             |
| % Corrective   | 74%            | 73%            | 87%            | 75%               | 75%               |
| % Preventive   | 26%            | 27%            | 13%            | 25%               | 25%               |
| Cost per vehicle   | \$159          | \$169          | \$139          | \$300             | \$325             |
| <u><i>Roads: To assure safe &amp; smooth surfaced roads. cost per mile depends on width of roadway.</i></u>      |                |                |                |                   |                   |
| Miles resurfaced   | 59             | 55             | 56             | 55                | 55                |
| Cost per mile  | \$182,344      | \$215,000      | \$220,000      | \$220,000         | \$220,000         |
| % of paved lane miles assessed as satisfactory   | 98%            | 98%            | 98%            | 98%               | 98%               |
| <u><i>Roads: To repair all reported potholes within 24 hours.</i></u>  |                |                |                |                   |                   |
| Number of Pothole Reports  | 308            | 545            | 349            | 400               | 400               |
| Cost per repair  | \$80           | \$80           | \$80           | \$90              | \$90              |
| <u><i>Roads: To provide maximum road maintenance with minimum number of staff.</i></u>                           |                |                |                |                   |                   |
| # of lane miles maintained   | 1,684          | 1,697          | 1,709          | 1,725             | 1,735             |
| Cost per mile maintained   | \$2,569        | \$2,583        | \$2,565        | \$2,550           | \$2,525           |

# Public Works Staffing History



| <b><u>Positions by Program:</u></b> | <b><u>FY17</u></b> | <b><u>FY18</u></b> | <b><u>FY19</u></b> | <b><u>FY20</u></b> | <b><u>FY21</u></b> |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Facilities - Administration         | 6.9                | 6.9                | 6.8                | 7.5                | 6.8                |
| Building & Trades                   | 52.8               | 53.9               | 57.9               | 59.4               | 59.4               |
| Vehicle Maintenance                 | 9.6                | 9.4                | 7.8                | 7.8                | 8.5                |
| Road Maintenance                    | 40.6               | 40.5               | 40.4               | 40.4               | 40.4               |
| <b>Total Full Time Equivalent</b>   | <b>109.9</b>       | <b>110.8</b>       | <b>112.8</b>       | <b>115.1</b>       | <b>115.1</b>       |

## 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/government/public-works-facilities](http://www.charlescountymd.gov/government/public-works-facilities)

| Expenditure Category      | FY2019           | FY2020           | FY2021           | FY2021           | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|------------------|------------------|------------------|------------------|--------------------------|--------------|
|                           | Actual           | Adopted          | Request          | Adopted          |                          |              |
| Personal Services         | \$443,186        | \$455,300        | \$455,100        | \$447,100        | (\$8,200)                | -1.8%        |
| Fringe Benefits           | 151,176          | 152,600          | 146,000          | 144,800          | (7,800)                  | -5.1%        |
| Operating Costs           | 29,989           | 34,300           | 34,300           | 32,100           | (2,200)                  | -6.4%        |
| <b>Total Expenditures</b> | <b>\$624,351</b> | <b>\$642,200</b> | <b>\$635,400</b> | <b>\$624,000</b> | <b>(\$18,200)</b>        | <b>-2.8%</b> |
| <b>Revenues</b>           | <b>\$7,990</b>   | <b>\$8,800</b>   | <b>\$8,800</b>   | <b>\$8,800</b>   | <b>\$0</b>               | <b>0.0%</b>  |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include the full year impact of the FY2020 approved salary increases, as well as a recent reorganization which added Part Time to the Administration Division in FY2020. However, it was determined that these Part Time funds would be better utilized under the Fleet and Inventory Control Division in FY2021.
- The **Operating Costs** budget decrease is based on anticipated activity in FY2021.
- **Revenues** are from agencies that use the County's fuel pumps.

### Description:

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

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

### Positions:

| Title  | FY17        | FY18        | FY19        | FY20        | FY21        |
|--|-------------|-------------|-------------|-------------|-------------|
|  | FTE         | FTE         | FTE         | FTE         | FTE         |
| Director of Public Works                     | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Deputy Director of Public Works - Facilities | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Inventory Program Manager                    | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| DPW Project and Program 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 Specialist                         | 1.0         | 1.0         | 1.0         | 2.0         | 2.0         |
| Management Support Specialist                | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Administrative Associate                     | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| Inventory Control Associate                  | 1.0         | 1.0         | 1.0         | 0.0         | 0.0         |
| Part Time                                    | 0.0         | 0.0         | 0.0         | 0.7         | 0.0         |
| <b>Total Full Time Equivalent</b>            | <b>11.0</b> | <b>11.0</b> | <b>11.0</b> | <b>11.7</b> | <b>11.0</b> |
| <b>Allocated to:</b>                         |             |             |             |             |             |
| Water & Sewer Enterprise Fund                | (1.0)       | (1.0)       | (1.1)       | (1.1)       | (1.1)       |
| Solid Waste Enterprise Fund                  | (0.9)       | (0.9)       | (0.9)       | (0.9)       | (0.9)       |
| Environmental Service Enterprise Fund        | (0.8)       | (0.8)       | (0.8)       | (0.8)       | (0.8)       |
| Watershed Protection & Restoration Fund      | (1.0)       | (1.0)       | (1.0)       | (1.0)       | (1.0)       |
| Capital Projects                             | (0.5)       | (0.5)       | (0.5)       | (0.5)       | (0.5)       |
| <b>Net Cost to General Fund</b>              | <b>6.9</b>  | <b>6.9</b>  | <b>6.8</b>  | <b>7.5</b>  | <b>6.8</b>  |



## Public Works

**Department:** Public Works 01.05.33  
**Division/Program:** Building & Trades Fund: General  
**Program Administrator:** John Earle, Chief of Building & Trades  
<https://www.charlescountymd.gov/government/public-works-facilities>

| Expenditure Category      | FY2019             | FY2020             | FY2021             | FY2021             | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
|                           | Actual             | Adopted            | Request            | Adopted            |                          |              |
| Personal Services         | \$2,962,647        | \$3,255,600        | \$3,363,500        | \$3,318,400        | \$62,800                 | 1.9%         |
| Fringe Benefits           | 939,838            | 1,054,800          | 1,030,900          | 978,700            | (76,100)                 | -7.2%        |
| Operating Costs           | 3,142,360          | 3,706,000          | 3,540,300          | 3,477,100          | (228,900)                | -6.2%        |
| <b>Total Expenditures</b> | <b>\$7,044,846</b> | <b>\$8,016,400</b> | <b>\$7,934,700</b> | <b>\$7,774,200</b> | <b>(\$242,200)</b>       | <b>-3.0%</b> |
| <b>Revenues</b>           | <b>\$600,927</b>   | <b>\$618,800</b>   | <b>\$627,300</b>   | <b>\$627,200</b>   | <b>\$8,400</b>           | <b>1.4%</b>  |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary increases, a recent reorganization which included an increase in part time, and adjustments based on current staffing.
- Due to the energy savings project which is anticipated to reduce electricity expenses, as well as a reduction in Project Outsourcing in support of a recent reorganization, **Operating Costs** are decreasing.
- **Revenues** represent funds received from the Health Department and the Courthouse.

### Description:

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

### Positions:

| Title                                       | FY17        | FY18        | FY19        | FY20        | FY21        |
|---|-------------|-------------|-------------|-------------|-------------|
|   | FTE         | FTE         | FTE         | FTE         | FTE         |
| Chief of Building & Trades                  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Asset Program Manager                       | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Operations Manager                          | 1.0         | 1.0         | 1.0         | 0.0         | 0.0         |
| Assistant Chief of Building & Trades        | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| CIP Construction Project Manager            | 1.0         | 1.0         | 1.0         | 0.0         | 0.0         |
| Facilities Maintenance Superintendent       | 3.0         | 3.0         | 3.0         | 0.0         | 0.0         |
| HVAC Superintendent                         | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Electrical Superintendent                   | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Maintenance Superintendent                  | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Project Superintendent                      | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Maintenance Technician Team Leader          | 0.0         | 0.0         | 0.0         | 2.0         | 2.0         |
| Construction Supervisor                     | 1.0         | 1.0         | 1.0         | 0.0         | 0.0         |
| HVAC Technician Team Leader                 | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Building Services Superintendent            | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Facilities Maintenance Supervisor           | 1.0         | 1.0         | 1.0         | 0.0         | 0.0         |
| Facilities Maintenance Coordinator          | 0.0         | 0.0         | 1.0         | 0.0         | 0.0         |
| Electrical Technician III                   | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Maintenance Technician III                  | 0.0         | 0.0         | 0.0         | 3.0         | 3.0         |
| HVAC Technician III                         | 0.0         | 0.0         | 0.0         | 2.0         | 2.0         |
| Facilities Maintenance Technician III       | 4.0         | 4.0         | 4.0         | 0.0         | 0.0         |
| Building Services Team Leader               | 1.0         | 1.0         | 2.0         | 2.0         | 2.0         |
| Electrical Technician II                    | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| HVAC Technician II                          | 0.0         | 0.0         | 0.0         | 2.0         | 2.0         |
| Maintenance Technician III                  | 0.0         | 0.0         | 0.0         | 7.0         | 7.0         |
| Facilities Maintenance Technician II        | 8.0         | 8.0         | 9.0         | 0.0         | 0.0         |
| Electrical Technician I                     | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| HVAC Technician I                           | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Maintenance Technician I                    | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Facilities Maintenance Technician I         | 2.0         | 2.0         | 2.0         | 0.0         | 0.0         |
| Building Services Technician                | 4.0         | 4.0         | 5.0         | 20.0        | 20.0        |
| Custodial Worker I                          | 14.7        | 15.0        | 15.0        | 0.0         | 0.0         |
| Part-time Positions                         | 4.1         | 4.9         | 4.9         | 6.4         | 6.4         |
| <b>Total Full Time Equivalent</b>           | <b>55.8</b> | <b>56.9</b> | <b>60.9</b> | <b>62.4</b> | <b>62.4</b> |
| Allocated To: Water & Sewer Enterprise Fund | (3.0)       | (3.0)       | (3.0)       | (3.0)       | (3.0)       |
| <b>Net Cost to General Fund</b>             | <b>52.8</b> | <b>53.9</b> | <b>57.9</b> | <b>59.4</b> | <b>59.4</b> |

## Public Works

**Department:** Public Works 01.05.44  
**Division/Program:** Fleet and Inventory Management Fund: General  
**Program Administrator:** Terri Kahouk, Deputy Director of Public Works - Facilities  
[www.charlescountymd.gov/government/public-works-facilities](http://www.charlescountymd.gov/government/public-works-facilities)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$522,482                | \$546,000                 | \$584,200                 | \$559,900                 | \$13,900                         | 2.5%              |
| Fringe Benefits             | 197,912                  | 200,300                   | 221,000                   | 213,700                   | 13,400                           | 6.7%              |
| Operating Costs             | 217,641                  | 225,100                   | 257,500                   | 247,000                   | 21,900                           | 9.7%              |
| <b>Total Expenditures</b>   | <b>\$938,035</b>         | <b>\$971,400</b>          | <b>\$1,062,700</b>        | <b>\$1,020,600</b>        | <b>\$49,200</b>                  | <b>5.1%</b>       |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary increases. As part of reorganization in FY2020 additional part time funding was provided in the Administration Division. However, it was determined that the part time would be better utilized in this division for FY2021.
- The **Operating Costs** increase is mainly due to an increase in funding for Vehicle Repairs and Maintenance as well as Equipment Repairs and Maintenance based on anticipated FY2021 needs. Also included are funds for the replacement of five tool chests.

### 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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| Chief of Environmental Resources        | 1.0                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Chief of Fleet and Inventory Management | 0.0                 | 0.0                 | 0.0                 | 1.0                 | 1.0                 |
| Fleet Maintenance Superintendent        | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Technician - Team Leader                | 0.0                 | 1.0                 | 1.0                 | 0.0                 | 0.0                 |
| Lead Mechanic                           | 1.0                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Automotive Body Technician              | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Vehicle and Equipment Technician        | 0.0                 | 6.8                 | 6.8                 | 6.8                 | 6.8                 |
| Small Engine Technician                 | 0.0                 | 1.0                 | 2.0                 | 2.0                 | 2.0                 |
| Fleet Maintenance Technician III        | 3.0                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Fleet Maintenance Technician II         | 3.0                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Fleet Maintenance Technician I          | 1.8                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Golf / Equipment Mechanic Assistant     | 1.0                 | 1.0                 | 0.0                 | 0.0                 | 0.0                 |
| Part Time Positions                     | 0.6                 | 0.6                 | 0.0                 | 0.0                 | 0.7                 |
| <b>Total Full Time Equivalent</b>       | <b>13.4</b>         | <b>12.4</b>         | <b>11.8</b>         | <b>11.8</b>         | <b>12.5</b>         |
| <b>Allocated to:</b>                    |                     |                     |                     |                     |                     |
| Water & Sewer Enterprise Fund           | (2.0)               | (2.0)               | (3.1)               | (3.1)               | (3.1)               |
| Solid Waste Enterprise Fund             | (1.8)               | (1.0)               | (1.0)               | (1.0)               | (1.0)               |
| <b>Net Cost to General Fund</b>         | <b>9.6</b>          | <b>9.4</b>          | <b>7.8</b>          | <b>7.8</b>          | <b>8.5</b>          |

## Public Works

**Department:** Public Works 01.05.53  
**Division/Program:** Road Maintenance Fund: General  
**Program Administrator:** Steve Staples, Chief of Roads  
[www.charlescountymd.gov/services/roads](http://www.charlescountymd.gov/services/roads)

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Personal Services         | \$2,454,652        | \$2,493,300        | \$2,523,600        | \$2,454,400        | (\$38,900)               | -1.6%        |
| Fringe Benefits           | 742,785            | 777,000            | 807,900            | 714,600            | (62,400)                 | -8.0%        |
| Operating Costs           | 3,042,721          | 2,865,000          | 3,147,500          | 2,741,500          | (123,500)                | -4.3%        |
| Capital Outlay            | 4,273              | 0                  | 0                  | 0                  | 0                        | N/A          |
| <b>Total Expenditures</b> | <b>\$6,244,431</b> | <b>\$6,135,300</b> | <b>\$6,479,000</b> | <b>\$5,910,500</b> | <b>(\$224,800)</b>       | <b>-3.7%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary increases which are being offset by turnover.
- The **Operating Costs** decrease is based on anticipated activity in FY2021 for traffic signal maintenance, vehicle fuel, and training.

### Description:

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

### Positions:

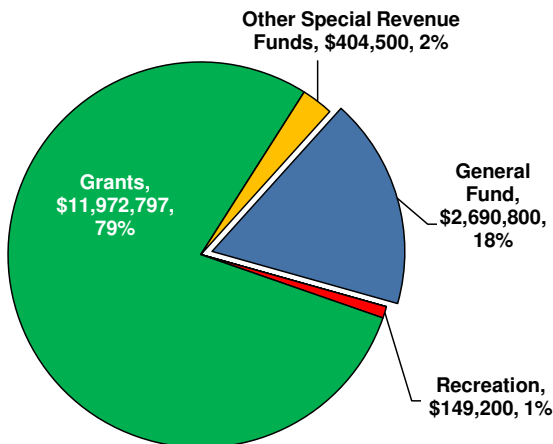
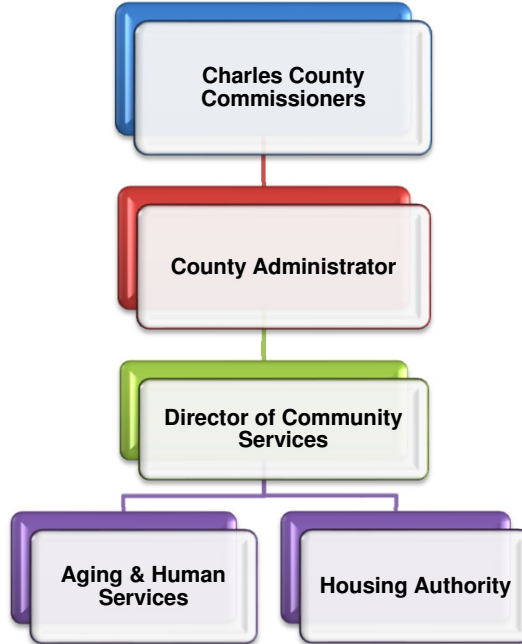
| Title                                   | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE | FY21<br>FTE |
|---|-------------|-------------|-------------|-------------|-------------|
| Chief of Roads                          | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| 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                  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Traffic/Sign Crew Leader                | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Sign Shop Manager                       | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Citizen Request Coordinator             | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Equipment Operator IV                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Equipment Operator III                  | 7.0         | 7.0         | 7.0         | 7.0         | 7.0         |
| Equipment Operator II                   | 11.0        | 11.0        | 11.0        | 11.0        | 11.0        |
| Part Time Positions                     | 7.0         | 7.0         | 7.0         | 7.0         | 7.0         |
| <b>Total Full Time Equivalent</b>       | <b>41.0</b> | <b>41.0</b> | <b>41.0</b> | <b>41.0</b> | <b>41.0</b> |
| <b>Allocated to:</b>                    |             |             |             |             |             |
| Watershed Protection & Restoration Fund | 0.0         | (0.1)       | (0.2)       | (0.2)       | (0.2)       |
| Capital Projects                        | (0.4)       | (0.4)       | (0.4)       | (0.4)       | (0.4)       |
| <b>Net Cost to General Fund</b>         | <b>40.6</b> | <b>40.5</b> | <b>40.4</b> | <b>40.4</b> | <b>40.4</b> |

# Community Services Summary

Dina Barclay, Director of Community Services  
 Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677  
[www.charlescountymd.gov/government/departments/community-services](http://www.charlescountymd.gov/government/departments/community-services)

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

| Expenditure Category                      | FY2019 Actual      | FY2020 Adopted     | FY2021 Request     | FY2021 Adopted     | \$ Change from FY2020 | % Chg.       |
|---|--------------------|--------------------|--------------------|--------------------|-----------------------|--------------|
| Personal Services                         | \$1,172,342        | \$1,537,900        | \$1,607,600        | \$1,452,400        | (\$85,500)            | -5.6%        |
| Fringe Benefits                           | 476,226            | 534,600            | 607,800            | 558,300            | 23,700                | 4.4%         |
| Operating Costs                           | 396,523            | 463,800            | 1,168,800          | 436,100            | (27,700)              | -6.0%        |
| Transfers Out                             | 158,623            | 247,500            | 244,000            | 244,000            | (3,500)               | -1.4%        |
| <b>Total Expenditures</b>                 | <b>\$2,203,715</b> | <b>\$2,783,800</b> | <b>\$3,628,200</b> | <b>\$2,690,800</b> | <b>(\$93,000)</b>     | <b>-3.3%</b> |
| <b>Revenues</b>                           | <b>\$3,000</b>     | <b>\$2,100</b>     | <b>\$2,100</b>     | <b>\$2,100</b>     | <b>\$0</b>            | <b>0.0%</b>  |
| <b>Total Expenditures as % of Budget:</b> | <b>0.6%</b>        | <b>0.6%</b>        | <b>0.8%</b>        | <b>0.6%</b>        |                       |              |



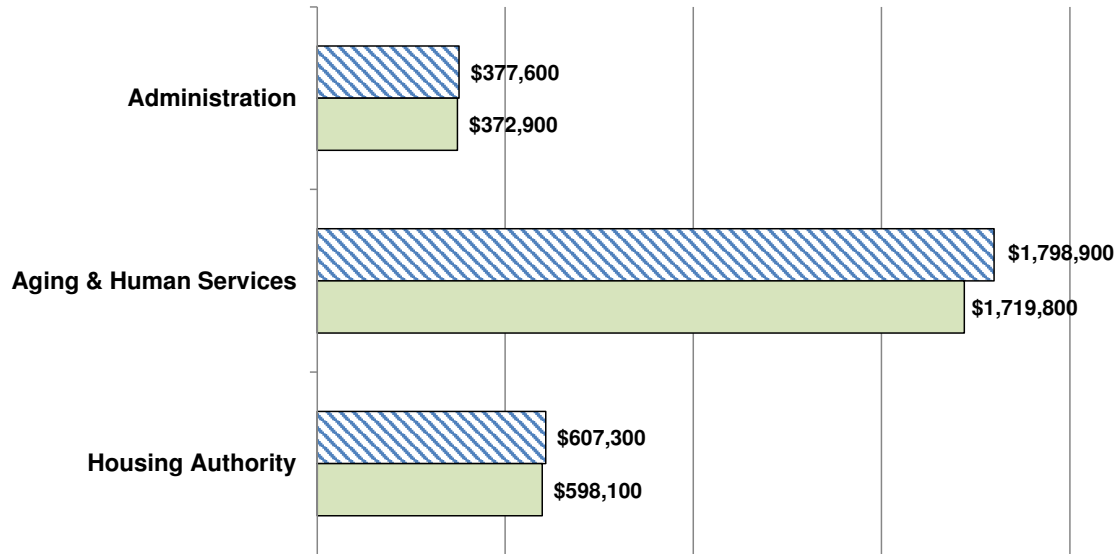
## TOTAL FY2021 DEPARTMENT BUDGET \$15,217,297

*(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

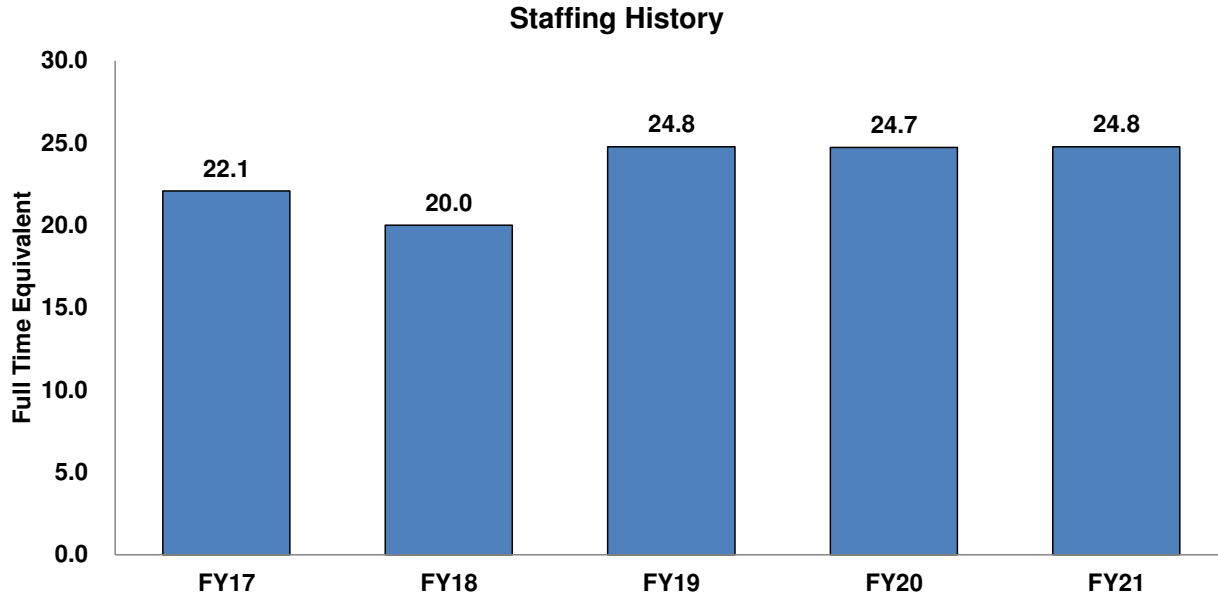


▨ FY2020 Adopted    ▨ FY2021 Adopted

| Objectives & Measurements:   | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>Estimated |
|--|----------------|----------------|----------------|-------------------|-------------------|
| <i>Aging &amp; Human Services: To increase participation in Maryland Access Point (MAP)</i>  |                |                |                |                   |                   |
| # of persons who accessed MAP for long term care support services & benefits   | 1,824          | 1,876          | 2,090          | 2,100             | 2,150             |
| # of registered seniors served (unduplicated)  | 4,377          | 4,631          | 4,637          | 4,700             | 4,750             |
| # of billable units for Community Options Waiver   | 10,317         | 12,498         | 13,856         | 13,900            | 14,000            |
| Total Units of Service   | 267,250        | 271,870        | 270,777        | 272,000           | 273,000           |
| <i>Housing: Assist low and moderate-income families in attaining decent, safe, and sanitary housing by meeting the following Section 8 measurements:</i> |                |                |                |                   |                   |
| Units of Assistance  | 731            | 724            | 713            | 725               | 740               |
| # HCV recertification's completed  | 731            | 724            | 713            | 725               | 740               |
| # of low income housing rental assistance provided   | 731            | 724            | 713            | 725               | 740               |
| # of SLP applications approved by MDHCD  | 4              | 1              | 0              | 6                 | 6                 |
| # of wait list applications processed  | *              | *              | 179            | 200               | 200               |

*\*New for FY2019*

# Community Services Staffing History



**Positions by Program:**

|                                   | <u>FY17</u> | <u>FY18</u> | <u>FY19</u> | <u>FY20</u> | <u>FY21</u> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Administration                    | 1.9         | 1.5         | 2.5         | 2.5         | 2.5         |
| Aging & Human Services*           | 17.2        | 15.5        | 19.8        | 19.8        | 19.8        |
| Housing Authority                 | 3.0         | 3.0         | 2.5         | 2.5         | 2.5         |
| <b>Total Full Time Equivalent</b> | <b>22.1</b> | <b>20.0</b> | <b>24.8</b> | <b>24.7</b> | <b>24.8</b> |

*\* 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/government/departments/community-services](http://www.charlescountymd.gov/government/departments/community-services)

| Expenditure Category      | FY2019           | FY2020           | FY2021           | FY2021           | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|------------------|------------------|------------------|------------------|--------------------------|--------------|
|                           | Actual           | Adopted          | Request          | Adopted          |                          |              |
| Personal Services         | \$135,316        | \$198,800        | \$240,100        | \$196,700        | (\$2,100)                | -1.1%        |
| Fringe Benefits           | 37,335           | 43,800           | 64,400           | 46,300           | 2,500                    | 5.7%         |
| Operating Costs           | 149,719          | 132,800          | 132,700          | 129,900          | (2,900)                  | -2.2%        |
| Transfers Out             | 0                | 2,200            | 0                | 0                | (2,200)                  | -100.0%      |
| <b>Total Expenditures</b> | <b>\$322,370</b> | <b>\$377,600</b> | <b>\$437,200</b> | <b>\$372,900</b> | <b>(\$4,700)</b>         | <b>-1.2%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** is based on current staffing trends and includes the full-year impact of approved FY2020 salary increases which is being offset by turnover.
- **Operating Costs** reduction is due to projected spending.
- **Transfer Out** is not currently needed to support the salary of Local Management Board personnel as budgeted in FY2020. Realigned cost of LMB Coordinator between programs and added to Child Care Program. Fee revenues on this program increased.

### 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:

| Title                                | FY17       | FY18       | FY19       | FY20       | FY21       |
|--------------------------------------|------------|------------|------------|------------|------------|
|                                      | FTE        | FTE        | FTE        | FTE        | FTE        |
| Director of Community Services       | 0.8        | 0.9        | 0.9        | 0.9        | 0.9        |
| Community Services Specialist        | 0.0        | 0.8        | 0.8        | 0.8        | 0.8        |
| Administrative Associate             | 0.8        | 0.0        | 1.0        | 1.0        | 1.0        |
| Office Associate II                  | 0.5        | 0.5        | 0.5        | 0.5        | 0.5        |
| Part Time Positions                  | 0.5        | 0.0        | 0.0        | 0.0        | 0.0        |
| <b>Total Full Time Equivalent</b>    | <b>2.6</b> | <b>2.2</b> | <b>3.2</b> | <b>3.2</b> | <b>3.2</b> |
| Allocated to CCACCYF                 | (0.4)      | (0.4)      | (0.4)      | (0.4)      | (0.4)      |
| Allocated to Housing Assistance Fund | (0.3)      | (0.3)      | (0.3)      | (0.3)      | (0.3)      |
| <b>Net Cost to General Fund</b>      | <b>1.9</b> | <b>1.5</b> | <b>2.5</b> | <b>2.5</b> | <b>2.5</b> |

## 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/services/aging-and-senior-services](http://www.charlescountymd.gov/services/aging-and-senior-services)

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Personal Services         | \$848,928          | \$1,147,300        | \$1,154,200        | \$1,064,600        | (\$82,700)               | -7.2%        |
| Fringe Benefits           | 386,542            | 437,800            | 485,100            | 455,600            | 17,800                   | 4.1%         |
| Operating Costs           | 150,279            | 183,200            | 184,000            | 181,600            | (1,600)                  | -0.9%        |
| Transfers Out             | 0                  | 30,600             | 18,000             | 18,000             | (12,600)                 | -41.2%       |
| <b>Total Expenditures</b> | <b>\$1,385,749</b> | <b>\$1,798,900</b> | <b>\$1,841,300</b> | <b>\$1,719,800</b> | <b>(\$79,100)</b>        | <b>-4.4%</b> |

### **Changes and Useful Information:**

- Change on **Personal Service** and **Fringe Benefits** is the impact of staff turnover and increased transfers for personnel working on federal grant programs.
- **Operating Costs** reduction is due to trends in spending.
- **Transfers Out** decreased as the Community Options Waiver program increased revenue earnings and therefore support for part time personnel to account for sick and safe leave usage and for the minimum wage increase is anticipated to be lower for FY2021.

### **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.

The Aging and Human Services Division serves 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 is tasked with implementing several programs as the Affordable Care Act (ACA) phase-in of mandated programs continues in Maryland. Programs such as nursing home diversion, 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 state and federal directives that the Division administers. 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

| <b>Positions:</b>                          | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| <b>Title</b>                               | <b>FTE</b>  | <b>FTE</b>  | <b>FTE</b>  | <b>FTE</b>  | <b>FTE</b>  |
| 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         | 0.4         | 0.4         | 0.4         | 0.4         |
| Senior Center Supervisor                   | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Long Term Care Coordinator                 | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Nutritionist                               | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Home & Community Based Services Super.     | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Aging & Disability Resource Ctr Specialist | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Senior Center Coordinator                  | 2.9         | 2.9         | 2.9         | 2.9         | 2.9         |
| Community Services Specialist              | 0.0         | 0.2         | 0.2         | 0.2         | 0.2         |
| Long Term Care Program Specialist          | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Fiscal Specialist                          | 0.4         | 0.0         | 0.0         | 0.0         | 0.0         |
| Program Specialist (Aging)                 | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Health Promotion & Physical Fitness Coord. | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Administrative Associate                   | 0.2         | 0.0         | 0.0         | 0.0         | 0.0         |
| Fitness Specialist                         | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Office Associate II                        | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Custodial Worker I                         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Part Time Positions                        | 14.3        | 14.0        | 16.8        | 16.8        | 16.8        |
| <b>Total Full Time Equivalent</b>          | <b>31.9</b> | <b>31.6</b> | <b>36.5</b> | <b>36.5</b> | <b>36.5</b> |
| Allocated to Recreation Fund               | (3.2)       | (3.0)       | (3.5)       | (3.5)       | (3.5)       |
| Allocated to Grants                        | (11.5)      | (13.1)      | (13.2)      | (13.2)      | (13.2)      |
| <b>Net Cost to General Fund</b>            | <b>17.2</b> | <b>15.5</b> | <b>19.8</b> | <b>19.8</b> | <b>19.8</b> |

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

<https://www.charlescountymd.gov/services/health-and-human-services/housing-services/housing-authority>

| <b>Expenditure Category</b> | <b>FY2019</b>    | <b>FY2020</b>    | <b>FY2021</b>      | <b>FY2021</b>    | <b>\$ Change from FY2020</b> | <b>% Chg.</b> |
|-----------------------------|------------------|------------------|--------------------|------------------|------------------------------|---------------|
|                             | <b>Actual</b>    | <b>Adopted</b>   | <b>Request</b>     | <b>Adopted</b>   |                              |               |
| Personal Services           | \$188,098        | \$191,800        | \$213,300          | \$191,100        | (\$700)                      | -0.4%         |
| Fringe Benefits             | 52,349           | 53,000           | 58,300             | 56,400           | 3,400                        | 6.4%          |
| Operating Costs             | 96,525           | 147,800          | 852,100            | 124,600          | (23,200)                     | -15.7%        |
| Transfers Out               | 158,623          | 214,700          | 226,000            | 226,000          | 11,300                       | 5.3%          |
| <b>Total Expenditures</b>   | <b>\$495,596</b> | <b>\$607,300</b> | <b>\$1,349,700</b> | <b>\$598,100</b> | <b>(\$9,200)</b>             | <b>-1.5%</b>  |
| <b>Revenues</b>             | <b>\$3,000</b>   | <b>\$2,100</b>   | <b>\$2,100</b>     | <b>\$2,100</b>   | <b>\$0</b>                   | <b>0.0%</b>   |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes the full-year impact of salary increases approved in FY2020 which is being offset by turnover.
- **Operating Costs** decrease is due to projected spending.
- The **Transfer Out** budget represents the County's subsidy for the Housing and Urban Development (HUD) Housing Choice Voucher (HCV) Program. FY2021 subsidy funding decrease is based on anticipated Administrative funding net of increased administrative costs of the HCV program.
- **Revenues** represent Loan Fees and is budgeted based on historical trend.

## Community Services

|                               |                                       |               |
|-------------------------------|---------------------------------------|---------------|
| <b>Department:</b>            | Community Services                    | 01.06.58      |
| <b>Division/Program:</b>      | Housing Authority                     | Fund: General |
| <b>Program Administrator:</b> | 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, the and the Charles County Commissioners. Programs include: Housing Choice Voucher Program, Community Development Block Grant Program, State Special Loans, the United States Department of Agriculture (USDA) Rural Housing Preservation 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.

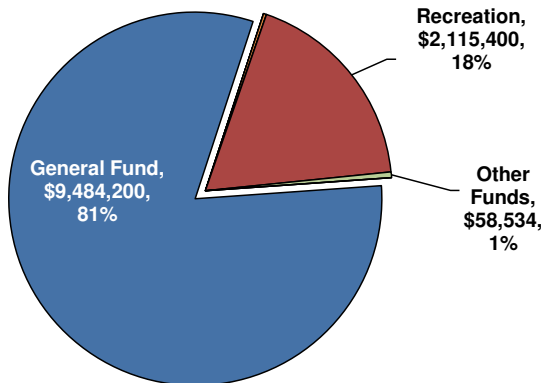
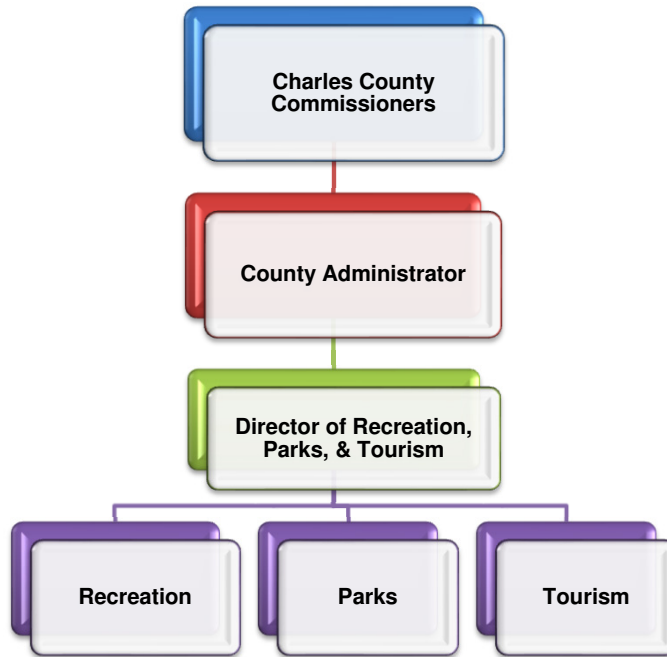
| <b><u>Positions:</u></b>             | <b><u>FY17</u></b> | <b><u>FY18</u></b> | <b><u>FY19</u></b> | <b><u>FY20</u></b> | <b><u>FY21</u></b> |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b><u>Title</u></b>                  | <b><u>FTE</u></b>  | <b><u>FTE</u></b>  | <b><u>FTE</u></b>  | <b><u>FTE</u></b>  | <b><u>FTE</u></b>  |
| 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                | 0.6                | 0.6                | 0.6                | 0.6                |
| Portability Specialist               | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Housing Program Specialist           | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Fiscal Specialist                    | 0.6                | 0.0                | 0.0                | 0.0                | 0.0                |
| Housing Inspector                    | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Occupancy Specialist                 | 5.0                | 5.0                | 5.0                | 5.0                | 5.0                |
| Administrative Associate             | 0.0                | 0.0                | 0.0                | 0.0                | 0.0                |
| Part Time Positions                  | 0.6                | 0.6                | 0.0                | 0.0                | 0.0                |
| <b>Total Full Time Equivalent</b>    | <b>13.2</b>        | <b>13.2</b>        | <b>12.6</b>        | <b>12.6</b>        | <b>12.6</b>        |
| Allocated to Housing Assistance Fund | (9.9)              | (9.9)              | (9.9)              | (9.9)              | (9.9)              |
| Allocated to Transportation Fund     | 0.0                | 0.0                | 0.0                | 0.0                | 0.0                |
| Allocated to Human Services Fund     | (0.2)              | (0.2)              | (0.2)              | (0.2)              | (0.2)              |
| <b>Net Cost to General Fund</b>      | <b>3.0</b>         | <b>3.0</b>         | <b>2.5</b>         | <b>2.5</b>         | <b>2.5</b>         |

# Recreation, Parks, & Tourism Summary

Eileen Minnick, Director of Recreation, Parks, & Tourism  
 Physical Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677  
[www.charlescountyparks.com/home-recparks](http://www.charlescountyparks.com/home-recparks)

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

| Expenditure Category                      | FY2019 Actual      | FY2020 Adopted     | FY2021 Request      | FY2021 Adopted     | \$ Change from FY2020 | % Chg.       |
|---|--------------------|--------------------|---------------------|--------------------|-----------------------|--------------|
| Personal Services                         | \$4,920,914        | \$5,617,800        | \$6,160,500         | \$5,743,600        | \$125,800             | 2.2%         |
| Fringe Benefits                           | 1,438,925          | 1,584,900          | 1,735,400           | 1,545,300          | (39,600)              | -2.5%        |
| Operating Costs                           | 1,671,475          | 1,969,600          | 2,113,300           | 1,920,300          | (49,300)              | -2.5%        |
| Transfers Out                             | 0                  | 132,700            | 275,000             | 275,000            | 142,300               | 107.2%       |
| Capital Outlay                            | 42,498             | 0                  | 0                   | 0                  | 0                     | N/A          |
| <b>Total Expenditures</b>                 | <b>\$8,073,811</b> | <b>\$9,305,000</b> | <b>\$10,284,200</b> | <b>\$9,484,200</b> | <b>\$179,200</b>      | <b>1.9%</b>  |
| <b>Revenues</b>                           | <b>\$797,876</b>   | <b>\$852,500</b>   | <b>\$798,900</b>    | <b>\$798,900</b>   | <b>(\$53,600)</b>     | <b>-6.3%</b> |
| <b>Total Expenditures as % of Budget:</b> | <b>2.0%</b>        | <b>2.1%</b>        | <b>2.2%</b>         | <b>2.2%</b>        |                       |              |



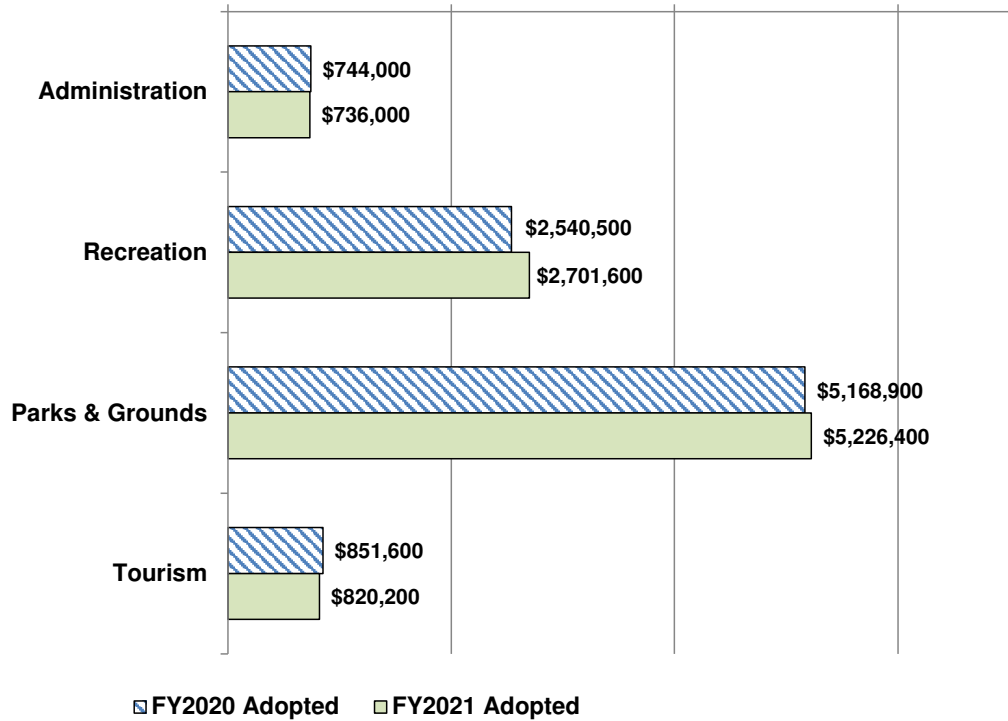
## TOTAL FY2021 DEPARTMENT BUDGET \$11,688,134

*(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

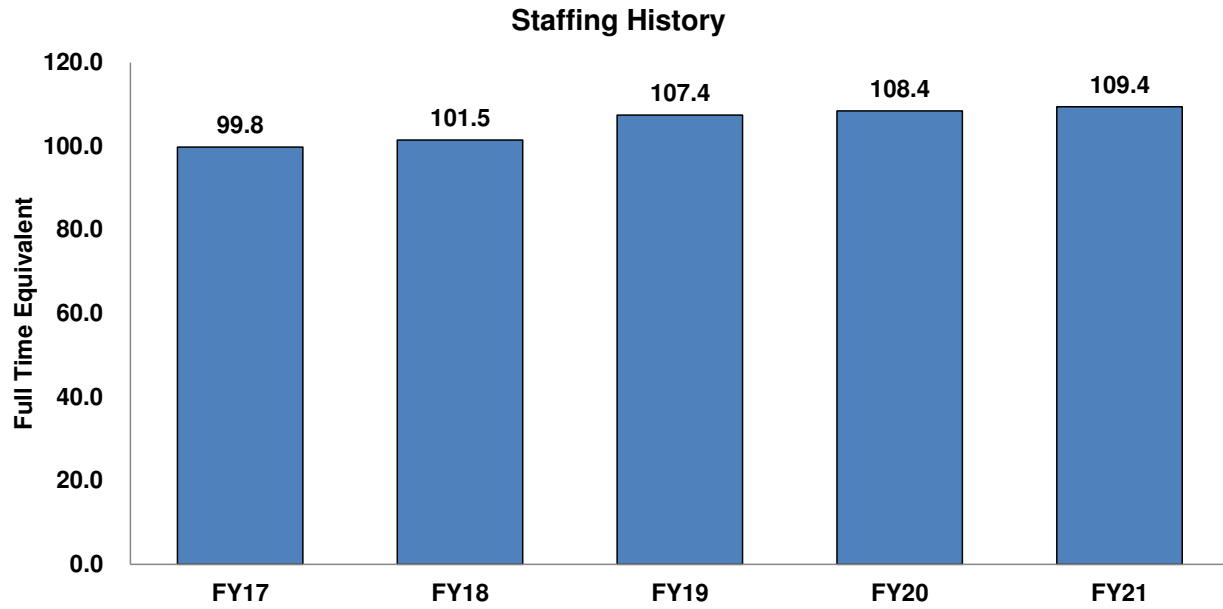
## GENERAL FUND



### Objectives & Measurements:

|   | <u>FY17</u><br>Actual | <u>FY18</u><br>Actual | <u>FY19</u><br>Actual | <u>FY20</u><br>Projected | <u>FY21</u><br>Estimated |
|---|-----------------------|-----------------------|-----------------------|--------------------------|--------------------------|
| <u>Parks: To effectively meet the outdoor recreation / active sports needs of county residents.</u>   |                       |                       |                       |                          |                          |
| Number of Participants (\$/participant)   | 16,929                | 17,331                | 17,286                | 17,500                   | 17,600                   |
| Average Games per Athletic Field  | 79                    | 89                    | 81                    | 80                       | 84                       |
| <u>Parks: To provide a high level of grounds maintenance to all government buildings to ensure a safe and aesthetically pleasing product.</u>                   |                       |                       |                       |                          |                          |
| Building site acres maintained  | 817                   | 890                   | 898                   | 840                      | 910                      |
| (\$/acre)   | \$156/acre            | \$160/acre            | \$160/acre            | \$170/acre               | \$180/acre               |
| Number of (acres or sq ft) of field maintained  | 190                   | 200                   | 200                   | 210                      | 210                      |
| (\$/acre)   | \$620/acre            | \$626/acre            | \$630/acre            | \$640/acre               | \$640/acre               |
| Total Acres of Parkland Maintained  | 4,064                 | 4,195                 | 4,195                 | 4,248                    | 4,195                    |
| <u>Recreation: Implementation of well rounded recreational programs for all ages. Monitor and adjust programs as needed to suit the needs of the Community.</u> |                       |                       |                       |                          |                          |
| Total # of Recreation activity registrations  | 18,957                | 18,722                | 19,719                | 21,000                   | 21,500                   |
| % of online vs. traditional registrations   | 52%                   | 55%                   | 63%                   | 56%                      | 60%                      |
| <u>Tourism: To develop and promote the visitor and travel industry. Promoting programs, events and venues to increase leisure and business visitation.</u>      |                       |                       |                       |                          |                          |
| Hotel / Motel Tax   | \$1,324,306           | \$1,152,602           | \$1,185,896           | \$1,174,000              | \$1,190,000              |
| Amusement / Admission Tax   | \$892,398             | \$930,435             | \$864,062             | \$910,000                | \$890,000                |

# Recreation, Parks, & Tourism Staffing History



**Positions by Program:**

|                                   | <u>FY17</u> | <u>FY18</u>  | <u>FY19</u>  | <u>FY20</u>  | <u>FY21</u>  |
|-----------------------------------|-------------|--------------|--------------|--------------|--------------|
| Administration                    | 5.5         | 7.5          | 7.5          | 6.5          | 6.5          |
| Recreation                        | 28.1        | 29.1         | 34.0         | 36.0         | 37.0         |
| Parks & Grounds                   | 57.7        | 57.4         | 58.4         | 58.4         | 58.4         |
| Tourism                           | 8.5         | 7.5          | 7.5          | 7.5          | 7.5          |
| <b>Total Full Time Equivalent</b> | <b>99.8</b> | <b>101.5</b> | <b>107.4</b> | <b>108.4</b> | <b>109.4</b> |

## 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  
[www.charlescountyparks.com/home-recparks](http://www.charlescountyparks.com/home-recparks)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$554,290                | \$540,200                 | \$549,700                 | \$539,700                 | (\$500)                          | -0.1%             |
| Fringe Benefits             | 167,479                  | 165,100                   | 163,500                   | 162,200                   | (2,900)                          | -1.8%             |
| Operating Costs             | 33,072                   | 38,700                    | 39,900                    | 34,100                    | (4,600)                          | -11.9%            |
| <b>Total Expenditures</b>   | <b>\$754,841</b>         | <b>\$744,000</b>          | <b>\$753,100</b>          | <b>\$736,000</b>          | <b>(\$8,000)</b>                 | <b>-1.1%</b>      |

### **Changes and Useful Information:**

- **Operating Costs** were adjusted based on projected spending.

### **Description:**

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

### **Positions:**

| <u>Title</u>  | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| Director of Recreation, Parks, & Tourism                  | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Assistant Director  | 1.0                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Assistant to the Director                                 | 0.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Program Manager   | 1.0                 | 1.0                 | 1.0                 | 0.0                 | 0.0                 |
| Recreation, Parks, & Tourism Specialist                   | 1.0                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Financial Support Administrator                           | 1.0                 | 2.0                 | 2.0                 | 2.0                 | 2.0                 |
| Interactive Media & Communication<br>Outreach Coordinator | 0.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Administrative Associate                                  | 0.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Office Associate I  | 0.5                 | 0.5                 | 0.5                 | 0.5                 | 0.5                 |
| <b>Total Full Time Equivalent</b>                         | <b>5.5</b>          | <b>7.5</b>          | <b>7.5</b>          | <b>6.5</b>          | <b>6.5</b>          |

## Recreation, Parks, & Tourism

**Department:** Recreation, Parks, & Tourism 01.30.40  
**Division/Program:** Recreation Fund: General  
**Program Administrator:** Sam Drury, Chief of Recreation  
[www.charlescountyparks.com/recreation/recreation-facilities](http://www.charlescountyparks.com/recreation/recreation-facilities)

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Personal Services         | \$1,310,334        | \$1,782,100        | \$1,920,000        | \$1,823,500        | \$41,400                 | 2.3%        |
| Fringe Benefits           | 355,741            | 483,900            | 516,800            | 473,800            | (10,100)                 | -2.1%       |
| Operating Costs           | 117,355            | 141,800            | 146,100            | 129,300            | (12,500)                 | -8.8%       |
| Transfers Out             | 0                  | 132,700            | 275,000            | 275,000            | 142,300                  | 107.2%      |
| <b>Total Expenditures</b> | <b>\$1,783,430</b> | <b>\$2,540,500</b> | <b>\$2,857,900</b> | <b>\$2,701,600</b> | <b>\$161,100</b>         | <b>6.3%</b> |

### Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase includes approved FY2020 salary increases, impact of minimum wage increases, and moving a position from the Recreation Fund to the General Fund.
- **Operating Costs** decrease is the net result of an increase in funding for background checks, and a decrease in various accounts based on current trends.
- **Transfers Out** is for support of the Recreation Enterprise Fund and the RecAssist Program.

### Description:

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

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

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

### Positions:

|  | <u>FY17</u> | <u>FY18</u> | <u>FY19</u> | <u>FY20</u> | <u>FY21</u> |
|--|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>   | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Chief of Recreation                                  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Recreation Services Administrator                    | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| WSRC Facility Supervisor                             | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Recreational & Leisure Programs Supervisor           | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Recreation Facility & Program Supervisor             | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Recreation Center Coordinator                        | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Aquatics Supervisor                                  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Sports Program Supervisor                            | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Community Centers Supervisor                         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Registration Coordinators                            | 0.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Special Projects Coordinator                         | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Recreation Program Manager                           | 0.0         | 0.0         | 2.0         | 2.0         | 2.0         |
| Pool Manager   | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| Program Manager                                      | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Sports Coordinator                                   | 0.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Multi-Center Coordinator                             | 5.0         | 3.0         | 3.0         | 4.0         | 4.0         |
| Registration Specialist                              | 2.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Assistant Recreation & Leisure<br>Program Specialist | 0.8         | 1.0         | 1.0         | 1.0         | 1.0         |
| Part Time Positions                                  | 42.0        | 42.3        | 46.6        | 47.3        | 47.3        |
| <b>Total Full Time Equivalent</b>                    | <b>59.8</b> | <b>61.3</b> | <b>68.6</b> | <b>71.3</b> | <b>71.3</b> |
| Allocated to Recreation Fund                         | (31.7)      | (32.3)      | (34.6)      | (35.2)      | (34.2)      |
| <b>Net Cost to General Fund</b>                      | <b>28.1</b> | <b>29.1</b> | <b>34.0</b> | <b>36.0</b> | <b>37.0</b> |

## Recreation, Parks, & Tourism

**Department:** Recreation, Parks, & Tourism 01.30.41  
**Division/Program:** Parks & Grounds Fund: General  
**Program Administrator:** Tim Drummond, Acting Chief of Parks & Grounds  
<https://www.charlescountyparks.com/parks/locations>

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Personal Services         | \$2,763,124        | \$2,946,100        | \$3,332,000        | \$3,025,600        | \$79,500                 | 2.7%         |
| Fringe Benefits           | 853,790            | 857,800            | 989,700            | 845,700            | (12,100)                 | -1.4%        |
| Operating Costs           | 1,233,965          | 1,365,000          | 1,486,700          | 1,355,100          | (9,900)                  | -0.7%        |
| Capital Outlay            | 42,498             | 0                  | 0                  | 0                  | 0                        | N/A          |
| <b>Total Expenditures</b> | <b>\$4,893,377</b> | <b>\$5,168,900</b> | <b>\$5,808,400</b> | <b>\$5,226,400</b> | <b>\$57,500</b>          | <b>1.1%</b>  |
| <b>Revenues</b>           | <b>\$797,876</b>   | <b>\$845,000</b>   | <b>\$798,900</b>   | <b>\$798,900</b>   | <b>(\$46,100)</b>        | <b>-5.5%</b> |

### Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** includes approved FY2020 salary increases and the part time scale impact.
- **Operating Costs** have been adjusted based on projected spending.
- 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.

| <b>Positions:</b>                                  | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| Title  | FTE         | FTE         | FTE         | FTE         | FTE         |
| 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         | 1.0         | 1.0         | 1.0         | 1.0         |
| Grounds Operation Manager                          | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Parks & Grounds Operations Manager                 | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Parks & Grounds Superintendent                     | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Golf Course Manager                                | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Park Manager                                       | 5.0         | 5.0         | 5.0         | 5.0         | 5.0         |
| Sports Program Supervisor                          | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Parks Services Specialist                          | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Golf Course/Vehicle Equipment<br>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                      | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Assistant Park Manager                             | 6.0         | 6.0         | 6.0         | 6.0         | 6.0         |
| Equipment Operator III                             | 5.0         | 5.0         | 5.0         | 5.0         | 5.0         |
| Assistant Golf Course Superintendent               | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Grounds Maintenance Worker II                      | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| Technician - Small Engines                         | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Grounds Maintenance Worker I                       | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| Part Time Positions                                | 23.7        | 24.4        | 24.4        | 24.4        | 24.4        |
| <b>Total Full Time Equivalent</b>                  | <b>57.7</b> | <b>57.4</b> | <b>58.4</b> | <b>58.4</b> | <b>58.4</b> |



## Recreation, Parks, & Tourism

**Department:** Recreation, Parks, & Tourism  
**Division/Program:** Tourism  
**Program Administrator:** Ashley Chenault, Chief of Tourism  
[www.charlescountymd.gov/our-county/tourism](http://www.charlescountymd.gov/our-county/tourism)

01.30.69  
Fund: General

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$293,165                | \$349,400                 | \$358,800                 | \$354,800                 | \$5,400                          | 1.5%              |
| Fringe Benefits             | 61,915                   | 78,100                    | 65,400                    | 63,600                    | (14,500)                         | -18.6%            |
| Operating Costs             | 287,083                  | 424,100                   | 440,600                   | 401,800                   | (22,300)                         | -5.3%             |
| <b>Total Expenditures</b>   | <b>\$642,163</b>         | <b>\$851,600</b>          | <b>\$864,800</b>          | <b>\$820,200</b>          | <b>(\$31,400)</b>                | <b>-3.7%</b>      |
| <b>Revenues</b>             | <b>\$0</b>               | <b>\$7,500</b>            | <b>\$0</b>                | <b>\$0</b>                | <b>(\$7,500)</b>                 | <b>-100.0%</b>    |

### Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase includes approved FY2020 salary increases and the part time scale impact.
- The **Operating Costs** decreased to reflect current trends.

### Description:

Tourism promotes, develops, organizes and coordinates Charles County's premier tourism events, supports new and existing tourism amenities, and accommodates the area's visitors. Programs and events target leisure and business visitation, while preserving our community through Heritage Development and acting as the liaison between private and public agencies for the economic benefit of the tourism and travel industry.

### Positions:

| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>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                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Promotion Specialist              | 1.0                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Administrative Associate          | 1.0                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Part Time                         | 4.5                 | 4.5                 | 4.5                 | 4.5                 | 4.5                 |
| <b>Total Full Time Equivalent</b> | <b>8.5</b>          | <b>7.5</b>          | <b>7.5</b>          | <b>7.5</b>          | <b>7.5</b>          |

# Planning & Growth Management Summary

Deborah Carpenter, Director of Planning and Growth Management

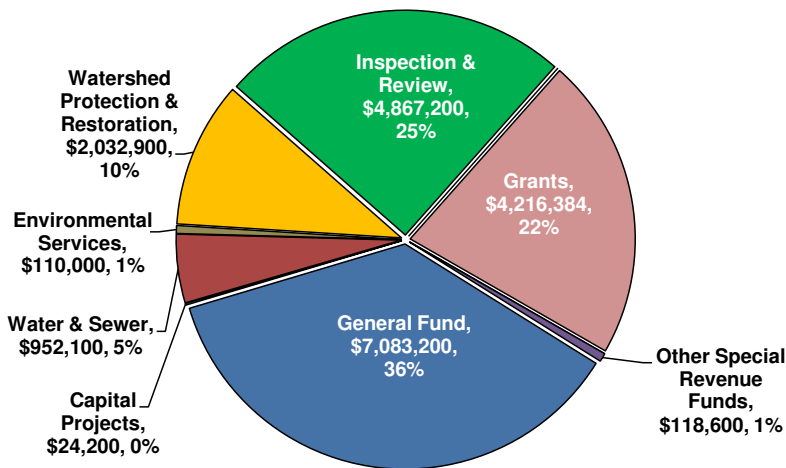
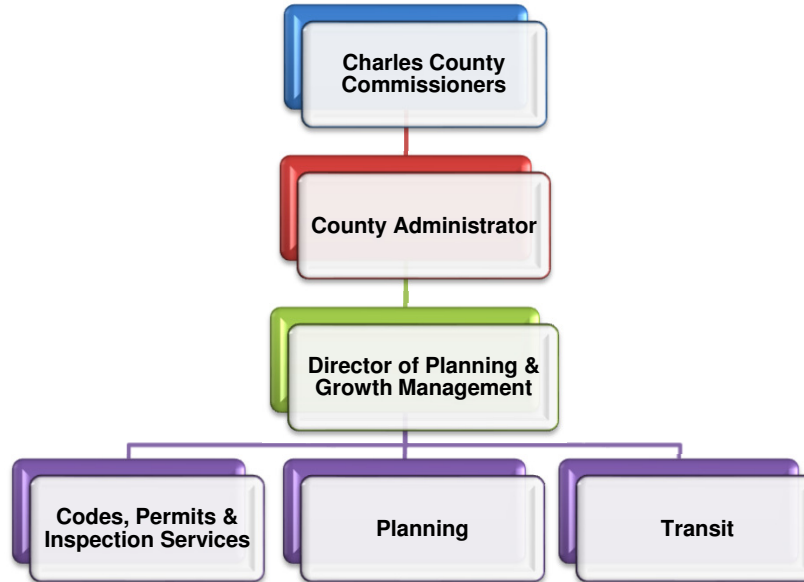
301-645-0627 301-870-3935

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

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

[www.charlescountymd.gov/government/planning-and-growth-management](http://www.charlescountymd.gov/government/planning-and-growth-management)

| Expenditure Category                      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Personal Services                         | \$2,232,576        | \$2,353,400        | \$2,561,800        | \$2,347,100        | (\$6,300)                | -0.3%       |
| Fringe Benefits                           | 690,147            | 697,900            | 811,600            | 732,100            | 34,200                   | 4.9%        |
| Operating Costs                           | 67,220             | 69,900             | 150,000            | 82,400             | 12,500                   | 17.9%       |
| Transfers Out                             | 3,134,056          | 3,628,700          | 4,584,000          | 3,921,600          | 292,900                  | 8.1%        |
| Capital Outlay                            | 163,700            | 71,600             | 0                  | 0                  | (71,600)                 | -100.0%     |
| <b>Total Expenditures</b>                 | <b>\$6,287,700</b> | <b>\$6,821,500</b> | <b>\$8,107,400</b> | <b>\$7,083,200</b> | <b>261,700</b>           | <b>3.8%</b> |
| <b>Revenues</b>                           | <b>\$675,453</b>   | <b>\$653,600</b>   | <b>\$676,900</b>   | <b>\$676,900</b>   | <b>23,300</b>            | <b>3.6%</b> |
| <b>Total Expenditures as % of Budget:</b> | <b>1.6%</b>        | <b>1.6%</b>        | <b>1.8%</b>        | <b>1.6%</b>        |                          |             |



### TOTAL FY2021 DEPARTMENT BUDGET

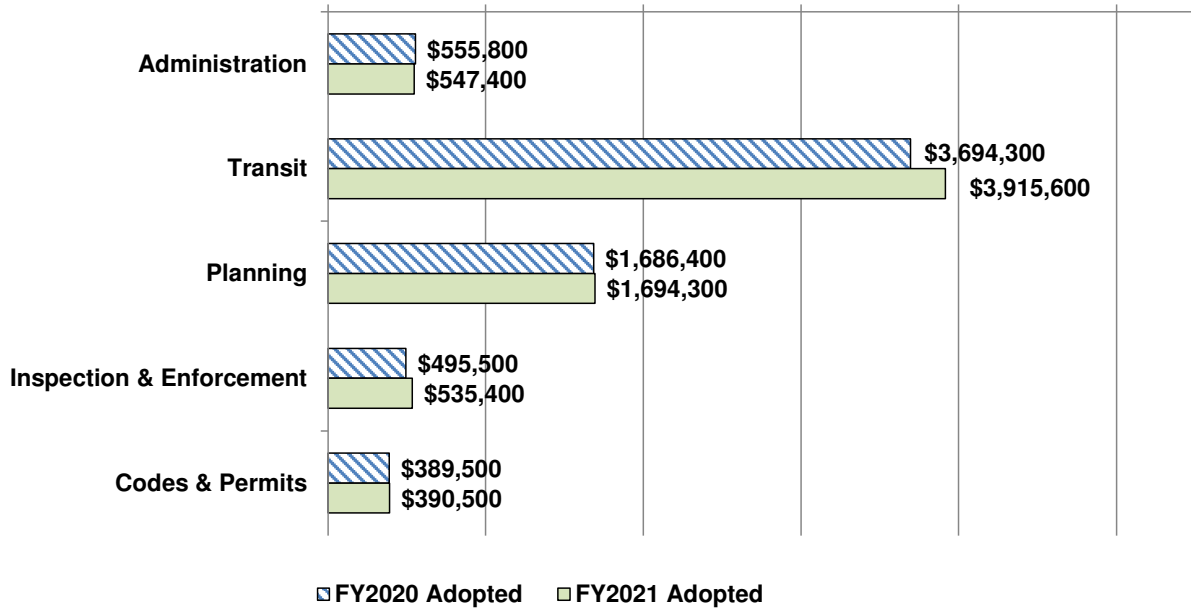
**\$19,404,584**

*(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

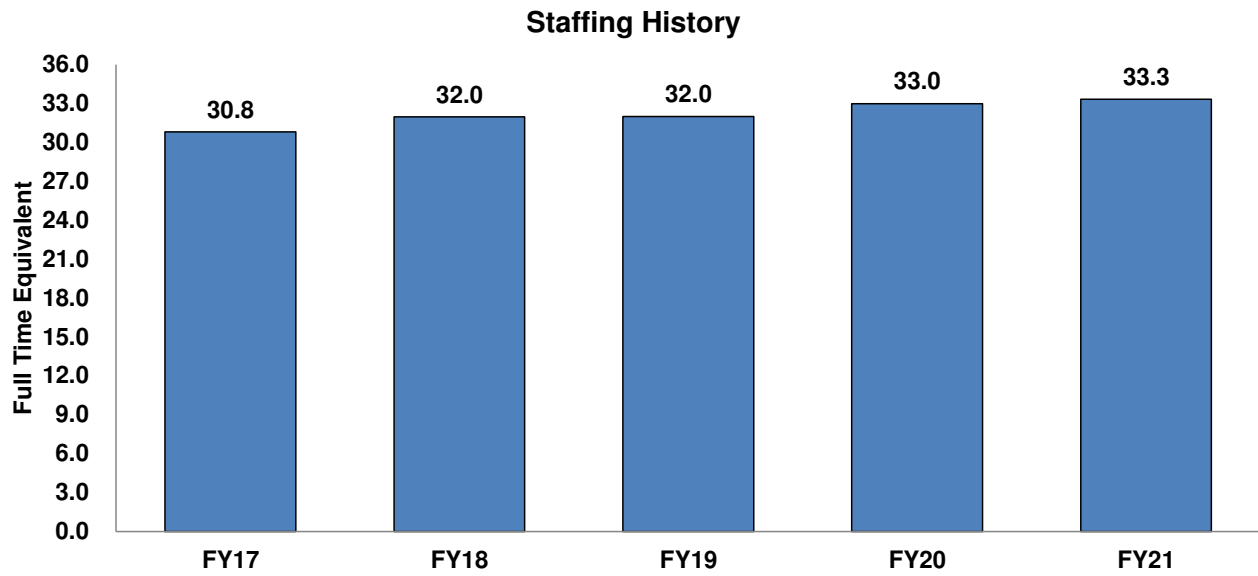
## GENERAL FUND



### Objectives & Measurements:

|  | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>Estimated |
|--|----------------|----------------|----------------|-------------------|-------------------|
| <u>Transit: Refine routes and services in order to effectively implement VanGO transit.</u>  |                |                |                |                   |                   |
| # of passengers transported per service hour   |                |                |                |                   |                   |
| - Fixed Route  | 166            | 150            | 152            | 170               | 180               |
| - Door to Door Service   | 23             | 22             | 21             | 35                | 40                |
| <u>Planning: To review in a timely manner any proposal to subdivide property &amp; have those projects comply with the Comprehensive Plan, Zoning Ordinance, &amp; Subdivision Regulations, as adopted by the County Commissioners &amp; permanently create new parcels.</u> |                |                |                |                   |                   |
| Final Subdivision Lots-# of lots recorded  | 331*           | 286*           | 227*           | 235*              | 250*              |
| *Includes commercial, industrial and townhouse lots  |                |                |                |                   |                   |
| <u>Planning: To effectively implement the local Forest Conservation Review program in compliance with State Legislation as it relates to preservation of significant forest resources.</u>   |                |                |                |                   |                   |
| Number of Plans Submitted  | 51             | 58             | 68             | 72                | 77                |
| Number of Plans Approved   | 101            | 94             | 83             | 78                | 85                |
| <u>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.</u>   |                |                |                |                   |                   |
| # of total inspections   | 47,206         | 47,193         | 56,232         | 61,000            | 65,000            |
| per FTE  | 2,485          | 2,660          | 2,812          | 3,050             | 2,955             |
| <u>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.</u>   |                |                |                |                   |                   |
| # of new residential living units received   | 619            | 631            | 710            | 744               | 780               |
| - per FTE (3.0)  | 287            | 363            | 237            | 248               | 260               |
| - # of same day permits processed  | 1,134          | 1,123          | 937            | 403               | 400               |
| - # electrical permits issued  | 3,609          | 2,917          | 2,596          | 3,135             | 3,740             |
| # of use & occupancy permits PERM  | 1,723          | 1,881          | 1,473          | 1,923             | 2,175             |
| # of use & occupancy permits TEMP  | 489            | 406            | 308            | 276               | 266               |

# Planning & Growth Management Staffing History



**Positions by Program:**

|                                   | <u>FY17</u> | <u>FY18</u> | <u>FY19</u> | <u>FY20</u> | <u>FY21</u> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Administration                    | 3.1         | 4.3         | 4.3         | 4.3         | 4.3         |
| Transit (allocated to grants)     | 0.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Planning                          | 17.4        | 18.1        | 18.1        | 18.1        | 18.5        |
| Inspection & Enforcement          | 4.5         | 4.7         | 4.7         | 5.7         | 5.7         |
| Codes & Permits                   | 5.9         | 5.0         | 5.0         | 5.0         | 5.0         |
| <b>Total Full Time Equivalent</b> | <b>30.8</b> | <b>32.0</b> | <b>32.0</b> | <b>33.0</b> | <b>33.3</b> |

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.06  
**Division/Program:** Administration Fund: General  
**Program Administrator:** Deborah Carpenter, Director of Planning and Growth Management  
[www.charlescountymd.gov/government/planning-and-growth-management](http://www.charlescountymd.gov/government/planning-and-growth-management)

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|--------------|
| Personal Services         | \$426,653        | \$437,300         | \$501,200         | \$431,600         | (\$5,700)                | -1.3%        |
| Fringe Benefits           | 105,534          | 106,500           | 131,800           | 106,600           | 100                      | 0.1%         |
| Operating Costs           | 12,351           | 12,000            | 28,400            | 9,200             | (2,800)                  | -23.3%       |
| <b>Total Expenditures</b> | <b>\$544,538</b> | <b>\$555,800</b>  | <b>\$661,400</b>  | <b>\$547,400</b>  | <b>(\$8,400)</b>         | <b>-1.5%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** reflect the approved salary increases for FY2020 and staff turnover.
- The **Operating Costs** budget decrease is based on projected spending.

### 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>FY17</u> | <u>FY18</u> | <u>FY19</u> | <u>FY20</u> | <u>FY21</u> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                      | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Director of PGM                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Deputy Director                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Project/Program Manager           | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Citizen Response Coordinator      | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Property Acquisition Officer      | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Assistant to the Director         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| PGM Special Projects Manager      | 0.0         | 0.0         | 0.0         | 0.0         | 1.0         |
| Part Time                         | 0.1         | 0.1         | 0.1         | 0.1         | 0.1         |
| <b>Total Full Time Equivalent</b> | <b>4.1</b>  | <b>6.1</b>  | <b>6.1</b>  | <b>6.1</b>  | <b>7.1</b>  |
| <b>Allocated to:</b>              |             |             |             |             |             |
| Inspection Fund                   | 0.0         | (0.9)       | (0.9)       | (0.9)       | (1.9)       |
| Watershed & Restoration Fund      | 0.0         | (0.3)       | (0.3)       | (0.3)       | (0.3)       |
| Water & Sewer Fund                | (1.0)       | (0.8)       | (0.8)       | (0.8)       | (0.8)       |
| <b>Net Cost to General Fund</b>   | <b>3.1</b>  | <b>4.3</b>  | <b>4.3</b>  | <b>4.3</b>  | <b>4.3</b>  |

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.110  
**Division/Program:** Transit Fund: General  
**Program Administrator:** Jeffrey Barnett, Chief of Transit  
[www.charlescountymd.gov/services/transportation/vango-public-transportation](http://www.charlescountymd.gov/services/transportation/vango-public-transportation)

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Transfers Out             | \$3,131,295        | \$3,622,700        | \$4,578,000        | \$3,915,600        | \$292,900                | 8.1%        |
| Capital Outlay            | 163,700            | 71,600             | 0                  | 0                  | (71,600)                 | -100.0%     |
| <b>Total Expenditures</b> | <b>\$3,294,995</b> | <b>\$3,694,300</b> | <b>\$4,578,000</b> | <b>\$3,915,600</b> | <b>\$221,300</b>         | <b>6.0%</b> |

### 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 and replacement vehicles.
- **Capital Outlay** decrease is the result of one-time capital items in FY2020.

### 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                             | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE | FY21<br>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         |
| <b>Total Full Time Equivalent</b> | <b>4.0</b>  | <b>4.0</b>  | <b>4.0</b>  | <b>4.0</b>  | <b>4.0</b>  |
| Allocated to Transportation Fund  | (4.0)       | (4.0)       | (4.0)       | (4.0)       | (4.0)       |
| <b>Net Cost to General Fund</b>   | <b>0.0</b>  | <b>0.0</b>  | <b>0.0</b>  | <b>0.0</b>  | <b>0.0</b>  |

**Department:** Planning and Growth Management 01.07.19  
**Division/Program:** Planning Fund: General  
**Program Administrator:** Jim Campbell, Deputy Director  
[www.charlescountymd.gov/government/planning-and-growth-management](http://www.charlescountymd.gov/government/planning-and-growth-management)

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.     |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|---------------|
| Personal Services         | \$1,234,472        | \$1,261,800        | \$1,381,100        | \$1,250,000        | (\$11,800)               | -0.9%         |
| Fringe Benefits           | 401,663            | 380,700            | 456,300            | 404,600            | 23,900                   | 6.3%          |
| Operating Costs           | 34,607             | 37,900             | 80,600             | 33,700             | (4,200)                  | -11.1%        |
| Transfers Out             | 2,761              | 6,000              | 6,000              | 6,000              | 0                        | 0.0%          |
| <b>Total Expenditures</b> | <b>\$1,673,505</b> | <b>\$1,686,400</b> | <b>\$1,924,000</b> | <b>\$1,694,300</b> | <b>7,900</b>             | <b>0.5%</b>   |
| <b>Revenues</b>           | <b>\$147,477</b>   | <b>\$165,600</b>   | <b>\$147,100</b>   | <b>\$147,100</b>   | <b>(\$18,500)</b>        | <b>-11.2%</b> |

### Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** includes the the full year impact of FY2020 approved salary increases as well as increases previously approved for the Planning Commission and Board of Appeals. Offsetting these increase is turnover and a recent reallocation of positions.
- The **Operating Costs** budget decrease is based on projected spending.
- **Transfers Out** is in support of the part time Archaeologist.
- **Revenues** were adjusted based on current trends.

## Planning & Growth Management

|                               |  |               |
|-------------------------------|--|---------------|
| <b>Department:</b>            | Planning and Growth Management   | 01.07.19      |
| <b>Division/Program:</b>      | Planning   | Fund: General |
| <b>Program Administrator:</b> | Jim Campbell, Deputy Director  |               |
|                               | <a href="http://www.charlescountymd.gov/government/planning-and-growth-management">www.charlescountymd.gov/government/planning-and-growth-management</a> |               |

### **Description:**

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

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

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

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

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

| <b>Positions:</b>                       | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| <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         | 0.0         | 0.0         | 0.0         | 0.0         |
| Assistant Chief of Planning             | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Resource Manager                        | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Engineer IV                             | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Planner IV                              | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| GIS Analyst                             | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Engineer I-III                          | 0.0         | 1.0         | 1.0         | 2.0         | 2.0         |
| Planner I-III                           | 12.0        | 13.0        | 13.0        | 13.0        | 13.0        |
| Assistant to the Chief of Planning      | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Planning Technician                     | 1.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| PGM Coordinator                         | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| PGM Support Specialist                  | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Office Associate III                    | 2.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Part-time Positions                     | 1.5         | 1.5         | 1.5         | 1.5         | 1.5         |
| <b>Total Full Time Equivalent</b>       | <b>25.5</b> | <b>27.5</b> | <b>27.5</b> | <b>28.5</b> | <b>28.5</b> |
| <b>Allocated to:</b>                    |             |             |             |             |             |
| Inspection & Review Fund                | (0.2)       | (2.1)       | (2.1)       | (2.1)       | (2.2)       |
| Capital Project Fund                    | (2.5)       | (1.4)       | (1.4)       | (1.4)       | (0.1)       |
| Ag. Preservation Fund                   | (0.2)       | (0.2)       | (0.1)       | (0.1)       | (0.1)       |
| Watershed Protection & Restoration Fund | (2.0)       | (2.8)       | (2.8)       | (3.8)       | (4.2)       |
| Water and Sewer Fund                    | (3.2)       | (3.0)       | (3.0)       | (3.0)       | (3.4)       |
| Grant Funds                             | (0.1)       | (0.1)       | (0.1)       | (0.1)       | (0.1)       |
| <b>Net Cost to General Fund</b>         | <b>17.4</b> | <b>18.1</b> | <b>18.1</b> | <b>18.1</b> | <b>18.5</b> |

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.31  
**Division/Program:** Codes, Permits & Inspection Services\Inspections & Enforcement Fund: General  
**Program Administrator:** Ray Shumaker, Chief of Codes, Permits, and Inspection Services  
[www.charlescountymd.gov/government/planning-and-growth-management](http://www.charlescountymd.gov/government/planning-and-growth-management)

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|--------------|
| Personal Services         | \$284,807        | \$355,100         | \$378,100         | \$370,100         | \$15,000                 | 4.2%         |
| Fringe Benefits           | 102,030          | 128,600           | 135,700           | 133,600           | 5,000                    | 3.9%         |
| Operating Costs           | 12,825           | 11,800            | 32,800            | 31,700            | 19,900                   | 168.6%       |
| <b>Total Expenditures</b> | <b>\$399,663</b> | <b>\$495,500</b>  | <b>\$546,600</b>  | <b>\$535,400</b>  | <b>\$39,900</b>          | <b>8.1%</b>  |
| <b>Revenues</b>           | <b>\$459,994</b> | <b>\$403,200</b>  | <b>\$446,800</b>  | <b>\$446,800</b>  | <b>\$43,600</b>          | <b>10.8%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full-year impact of approved salary increases from FY2020, full year impact of the new Inspector position approved during FY2020 adoption and adjusting salaries for staff turnover.
- The **Operating Costs** budget increased due to credit card fees associated with the new permit software.
- **Revenues** are increasing due to recent trends in 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:

| <u>Title</u>                             | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Chief of Codes, Permits & Insp. Services | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Building & Permits & Enforcement Manager | 1.0                       | 0.0                       | 0.0                       | 0.0                       | 0.0                       |
| Inspections Superintendent               | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Code Inspection & Enforcement Officer    | 1.0                       | 0.0                       | 0.0                       | 0.0                       | 0.0                       |
| Inspections Supervisor                   | 2.0                       | 2.0                       | 2.0                       | 2.0                       | 2.0                       |
| Inspectors                               | 2.0                       | 5.0                       | 5.0                       | 6.0                       | 6.0                       |
| Zoning Inspection Supervisor             | 0.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Assistant to the Chief of CPIS           | 0.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Zoning Technician                        | 3.0                       | 0.0                       | 0.0                       | 0.0                       | 0.0                       |
| Project Administrative Specialist        | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| PGM Support Specialist                   | 0.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Office Associate III                     | 1.0                       | 0.0                       | 0.0                       | 0.0                       | 0.0                       |
| Part-time Positions                      | 0.1                       | 0.1                       | 0.1                       | 0.1                       | 0.1                       |
| <b>Total Full Time Equivalent</b>        | <b>13.1</b>               | <b>13.1</b>               | <b>13.1</b>               | <b>14.1</b>               | <b>14.1</b>               |
| Allocated to Inspection & Review Fund    | (8.6)                     | (8.2)                     | (8.2)                     | (8.2)                     | (8.2)                     |
| Allocated to Water and Sewer Fund        | 0.0                       | (0.2)                     | (0.2)                     | (0.2)                     | (0.2)                     |
| Allocated to Watershed Fund              | 0.0                       | (0.1)                     | (0.1)                     | (0.1)                     | (0.1)                     |
| <b>Net Cost to General Fund</b>          | <b>4.5</b>                | <b>4.7</b>                | <b>4.7</b>                | <b>5.7</b>                | <b>5.7</b>                |



## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.61  
**Division/Program:** Codes, Permits & Inspection Services\Codes & Permits Fund: General  
**Program Administrator:** Ray Shumaker, Chief of Codes, Permits, and Inspection Services  
[www.charlescountymd.gov/government/planning-and-growth-management](http://www.charlescountymd.gov/government/planning-and-growth-management)

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|--------------|
| Personal Services         | \$286,643        | \$299,200         | \$301,400         | \$295,400         | (\$3,800)                | -1.3%        |
| Fringe Benefits           | 80,919           | 82,100            | 87,800            | 87,300            | 5,200                    | 6.3%         |
| Operating Costs           | 7,437            | 8,200             | 8,200             | 7,800             | (400)                    | -4.9%        |
| <b>Total Expenditures</b> | <b>\$374,999</b> | <b>\$389,500</b>  | <b>\$397,400</b>  | <b>\$390,500</b>  | <b>\$1,000</b>           | <b>0.3%</b>  |
| <b>Revenues</b>           | <b>\$67,982</b>  | <b>\$84,800</b>   | <b>\$83,000</b>   | <b>\$83,000</b>   | <b>(\$1,800)</b>         | <b>-2.1%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of FY2020 approved salary increases which is being offset by turnover.
- **Operating Costs** decrease is based on projected spending.
- The **Revenues** decrease is adjusting to recent trends.

### Description:

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

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

### Positions:

| Title                                   | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE | FY21<br>FTE |
|---|-------------|-------------|-------------|-------------|-------------|
| Engineer I - IV                         | 4.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Development Services Manager            | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Building Code Official                  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Permits Processing Supervisor           | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Right of Way & Bonding Specialist       | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| ROW Agent                               | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Development & Bond Specialist           | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Water/WW Permit Technician              | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Permit Technician                       | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Ombudsman                               | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Administrative Associate                | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Permit Specialist                       | 3.0         | 3.0         | 4.0         | 4.0         | 4.0         |
| PGM Support Specialist                  | 0.0         | 2.0         | 1.0         | 1.0         | 1.0         |
| Office Associate I-III                  | 4.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| PGM Receptionist                        | 0.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| <b>Total Full Time Equivalent</b>       | <b>19.0</b> | <b>12.0</b> | <b>12.0</b> | <b>12.0</b> | <b>12.0</b> |
| <b>Allocated to:</b>                    |             |             |             |             |             |
| Inspection & Review Fund                | (8.7)       | (4.0)       | (4.0)       | (4.0)       | (4.0)       |
| Watershed Protection & Restoration Fund | (0.6)       | (0.4)       | (0.4)       | (0.4)       | (0.4)       |
| Water & Sewer Fund                      | (3.9)       | (2.8)       | (2.8)       | (2.8)       | (2.8)       |
| <b>Net Cost to General Fund</b>         | <b>5.9</b>  | <b>5.0</b>  | <b>5.0</b>  | <b>5.0</b>  | <b>5.0</b>  |

## Economic Development Summary

| Expenditure Category                          | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
|---|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Personal Services                             | \$897,629          | \$861,500          | \$1,010,800        | \$859,400          | (\$2,100)                | -0.2%        |
| Fringe Benefits                               | 192,726            | 198,400            | 259,900            | 206,900            | 8,500                    | 4.3%         |
| Operating Costs                               | 521,647            | 719,200            | 751,000            | 684,300            | (34,900)                 | -4.9%        |
| Agency Funding                                | 137,200            | 238,500            | 308,500            | 238,500            | 0                        | 0.0%         |
| <b>Total Expenditures</b>                     | <b>\$1,749,202</b> | <b>\$2,017,600</b> | <b>\$2,330,200</b> | <b>\$1,989,100</b> | <b>(\$28,500)</b>        | <b>-1.4%</b> |
| <b>Revenues</b>                               | <b>\$11,497</b>    | <b>\$15,500</b>    | <b>\$14,500</b>    | <b>\$14,500</b>    | <b>(\$1,000)</b>         | <b>-6.5%</b> |
| <b>Total Expenditures as<br/>% of Budget:</b> | <b>0.4%</b>        | <b>0.5%</b>        | <b>0.5%</b>        | <b>0.5%</b>        |                          |              |

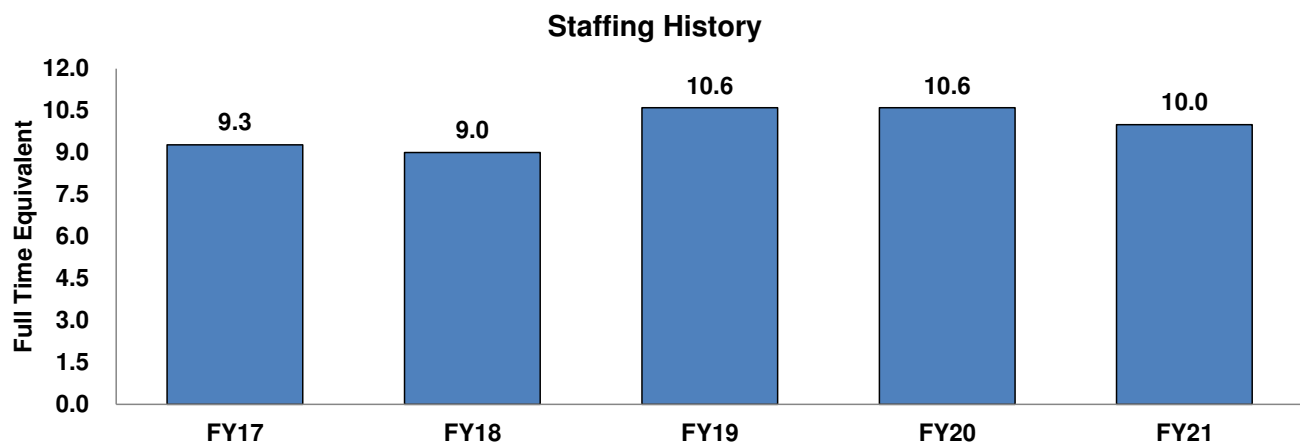


## Economic Development Objectives/Measurements & Staffing History

| <b>Objectives &amp; Measurements:</b>                                 | <b>FY17<br/>Actual</b> | <b>FY18<br/>Actual</b> | <b>FY19<br/>Actual</b> | <b>FY20<br/>Projected</b> | <b>FY21<br/>Estimated</b> |
|---|------------------------|------------------------|------------------------|---------------------------|---------------------------|
| <i>Objective: Support a healthy, local economy in Charles County.</i> |                        |                        |                        |                           |                           |
| County unemployment rate  | 4.7                    | 4.3                    | 4.0                    | 3.9                       | 4.0                       |
| <i>Objective: Increase employment in the County.</i>                  |                        |                        |                        |                           |                           |
| Average annual employment in County                                   | 43,362                 | 41,713                 | 41,556                 | 43,000                    | 43,000                    |
| Job creation (above average salary)                                   | 1,150                  | (939)*                 | 554                    | 600                       | 600                       |

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

## Economic Development Staffing History



| <b>Positions by Program:</b>      | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Economic Development Department   | 9.3         | 9.0         | 10.6        | 10.6        | 10.0        |
| <b>Total Full Time Equivalent</b> | <b>9.3</b>  | <b>9.0</b>  | <b>10.6</b> | <b>10.6</b> | <b>10.0</b> |

## 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](http://www.meetcharlescounty.com) 8:00 a.m.-4:30 p.m. M-F

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Personal Services         | \$897,629          | \$861,500          | \$1,010,800        | \$859,400          | (\$2,100)                | -0.2%        |
| Fringe Benefits           | 192,726            | 198,400            | 259,900            | 206,900            | 8,500                    | 4.3%         |
| Operating Costs           | 521,647            | 719,200            | 751,000            | 684,300            | (34,900)                 | -4.9%        |
| Agency Funding            | 50,500             | 50,500             | 50,500             | 50,500             | 0                        | 0.0%         |
| <b>Total Expenditures</b> | <b>\$1,662,502</b> | <b>\$1,829,600</b> | <b>\$2,072,200</b> | <b>\$1,801,100</b> | <b>(\$28,500)</b>        | <b>-1.6%</b> |
| <b>Revenues</b>           | <b>\$11,497</b>    | <b>\$15,500</b>    | <b>\$14,500</b>    | <b>\$14,500</b>    | <b>(\$1,000)</b>         | <b>-6.5%</b> |

### Changes and Useful Information:

- **Personal Services** includes the full year impact of the FY2020 approved salary increases
- **Operating Costs** decreased based on anticipated expenses for FY2020. Funding is included to encourage business growth and expansion.
- **Agency Funding**- Funds the Small Business Development Center (SBDC) partnership expansion. This will provide the ability to focus specifically on entrepreneurial development opportunities related to Charles County's strategic targets such as import/export, government contracting, and retail development. Work in all these areas will enhance the department's effort in capacity building.
- **Revenues** are for the Annual Fall Meeting.

### Economic Development Goals & Objectives:

- Implement the 5-year Economic Development Strategic Plan for Charles County to include metrics and performance measurements.
- Implement Commissioner goals and objectives through five-year Economic Development Strategic Plan.
- Collaborate with the Town of Indian Head to develop a plan to increase business development in the Town of Indian Head and support the Naval Support Facility of Indian Head.
- Engage with Department of Planning & Growth Management to streamline the County's Business permitting process.
- Work across Charles County government with all departments to ensure a team approach toward economic
- Participate with the Planning & Growth Management Department on matters on zoning and land use.
- Communicate with the Tri-County Council on regional economic development and workforce development efforts.
- Coordinate with key stakeholders on all economic development projects on-going and those projects that are in the planning stages.
- Enhance business attraction by increasing awareness of Charles County as an attractive business location within the DC Metro region, particularly amongst site selection consultants, corporate executives, and commercial real estate professionals.
- Complete Business Retention and Expansion Report and launch follow-up programs for supporting local business.
- Promote the two Economic Development Loan Funds in order to increase the number of loans made to minority women, and veteran owned businesses as well as to small local businesses in target industries.
- Prioritize and coordinate efforts to position the department to take the lead on all economic development activities in Charles County, working in a proactive manner.
- Establish metrics and performance goals for the department.
- Encourage investment in commercial development in order to increase the commercial tax base.
- Work toward eliminating or mitigating gaps and barriers to business investment in the County.
- Enhance the County's competitiveness in the DC Metro region.
- Provide oversight of the Minority Business Enterprise (MBE) Program and administer the Small Local Business Enterprise (SLBE) Program, including: development of policies & procedures, marketing & outreach, processing and registration of applicants, inclusion in formal and non-formal procurement, and monitoring of performance.
- Support agriculture and aquaculture industries with innovative programs to ensure viability and sustainability.

## Economic Development

**Department:** Economic Development 01.38.126  
**Division/Program:** Economic Development Department Fund: General  
**Program Administrator:** Darrell Brown, Esq., Director of Economic Development

| <b>Positions:</b>                        | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| Title                                    | FTE         | FTE         | FTE         | FTE         | FTE         |
| Director of Economic Development         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Deputy Director                          | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Chief of Business Development            | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Business Development Managers            | 2.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Agriculture Business Development Manager | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Redevelopment Manager                    | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Business Development Specialist          | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Economic Research Specialist             | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Marketing Coordinator                    | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Project Coordinator                      | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Administrative Associate                 | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Part Time                                | 1.3         | 0.0         | 0.6         | 0.6         | 0.0         |
| <b>Total Full Time Equivalent</b>        | <b>9.3</b>  | <b>9.0</b>  | <b>10.6</b> | <b>10.6</b> | <b>10.0</b> |

**Department:** Economic Development 01.39  
**Division/Program:** Other Fund: General

| <b>Expenditure Category</b> | <b>FY2019 Actual</b> | <b>FY2020 Adopted</b> | <b>FY2021 Request</b> | <b>FY2021 Adopted</b> | <b>\$ Change from FY2020</b> | <b>% Chg.</b> |
|-----------------------------|----------------------|-----------------------|-----------------------|-----------------------|------------------------------|---------------|
| Agency Funding              | \$86,700             | \$188,000             | \$258,000             | \$188,000             | \$0                          | 0.0%          |
| <b>Total Expenditures</b>   | <b>\$86,700</b>      | <b>\$188,000</b>      | <b>\$258,000</b>      | <b>\$188,000</b>      | <b>\$0</b>                   | <b>0.0%</b>   |

### **Changes and Useful Information:**

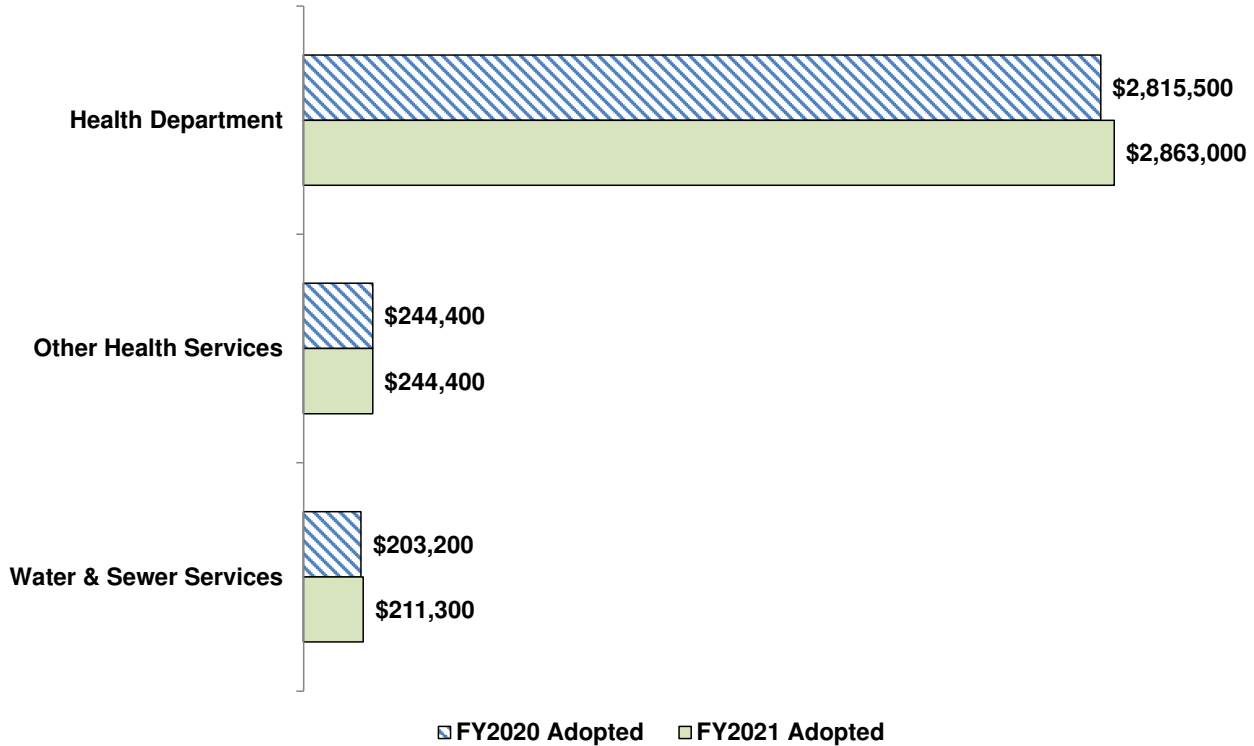
- Budget provides funding for agencies who support local economic development and provide tourism related activities within Charles County.
  - The Economic Development Department make recommendations of funding levels and monitors progress of funding provided to agencies for economic development related activities.
  - Applications from not-for-profit agencies, recommendations of funding levels, and monitoring of funding for tourism related activities are made by Recreation, Parks, and Tourism Department.
- The FY2021 **Agency Funding** includes funding for year two of our three year commitment to support the Velocity Center. This is a project led by the College of Southern Maryland in collaboration with our local community and naval base. The Velocity Center is designed to be space for innovation and collaboration for the college, for the Navy, and for the community.

### **Description:**

|  | <b>FY2019 Actual</b> | <b>FY2020 Adopted</b> | <b>FY2021 Adopted</b> |
|--|----------------------|-----------------------|-----------------------|
| <b><u>Agency Funding- Economic Development</u></b> |                      |                       |                       |
| Velocity Center                                    | \$0                  | \$100,000             | \$100,000             |
| Economic Development Grants                        | 50,000               | 50,000                | 50,000                |
| Subtotal   | \$50,000             | \$150,000             | \$150,000             |
| <b><u>Agency Funding- Tourism</u></b>              |                      |                       |                       |
| Tourism Grants                                     | 36,700               | 38,000                | 38,000                |
| <b>Total Agency Funding</b>                        | <b>\$86,700</b>      | <b>\$188,000</b>      | <b>\$188,000</b>      |

## Health Summary

| Expenditure Category                          | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Personal Services                             | \$22,893           | \$9,200            | \$5,000            | \$5,000            | (\$4,200)                | -45.7%      |
| Fringe Benefits                               | 1,810              | 800                | 500                | 500                | (300)                    | -37.5%      |
| Operating Costs                               | 334,431            | 363,200            | 371,300            | 356,300            | (6,900)                  | -1.9%       |
| Agency Funding                                | 2,864,340          | 2,889,900          | 3,033,400          | 2,956,900          | 67,000                   | 2.3%        |
| <b>Total Expenditures</b>                     | <b>\$3,223,474</b> | <b>\$3,263,100</b> | <b>\$3,410,200</b> | <b>\$3,318,700</b> | <b>\$55,600</b>          | <b>1.7%</b> |
| <b>Revenues</b>                               | <b>\$65,870</b>    | <b>\$81,000</b>    | <b>\$81,000</b>    | <b>\$81,000</b>    | <b>\$0</b>               | <b>0.0%</b> |
| <b>Total Expenditures as<br/>% of Budget:</b> | <b>0.8%</b>        | <b>0.8%</b>        | <b>0.7%</b>        | <b>0.8%</b>        |                          |             |



## Health Objective & Measurements

| <b>Objectives &amp; Measurements:</b>   | <b>FY17<br/>Actual</b> | <b>FY18<br/>Actual</b> | <b>FY19<br/>Actual</b> | <b>FY20<br/>Projected</b> | <b>FY21<br/>Estimated</b> |
|---|------------------------|------------------------|------------------------|---------------------------|---------------------------|
| <i>Health Department: To provide and promote public health support services to the citizens of Charles County.</i>  |                        |                        |                        |                           |                           |
| # of MD Medical Assistance Applicants   | 4,449                  | 5,132                  | 5,501                  | 5,621                     | 5,822                     |
| # of WIC service recipients   | 5,312                  | 5,170                  | 5,375                  | 5,400                     | 5,000                     |
| # of services in School Health Rooms  | 293,675                | 290,460                | 1,636,243              | 1,600,000                 | 1,665,600                 |
| # of seniors/ AERS services recipients  | 579                    | 535                    | 649                    | 560                       | 574                       |
| # of Disabilities Services recipients   | 560                    | 537                    | 560                    | 582                       | 612                       |
| # of infants and toddler services   | 397                    | 410                    | 412                    | 430                       | 450                       |
| # of Birth/Death Certificates   | 13,638                 | 12,210                 | 13,364                 | 13,712                    | 12,492                    |
| <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  | 1,638                  | 984                    | 903                    | 1,000                     | 1,000                     |
| # of Reproductive Health Promotion through folic acid distribution  | 1,768                  | 1,261                  | 1,572                  | 1,200                     | 1,400                     |
| # of clients STD Clinic   | 417                    | 513                    | 384                    | 660                       | 500                       |
| # of HIV Testing & Counseling recipients  | 880                    | 978                    | 1,451                  | 1,100                     | 1,400                     |
| # of Breast and Cervical Cancer screening recipients  | 127                    | 164                    | 172                    | 150                       | 150                       |
| # of Colonoscopy service recipients   | 43                     | 55                     | 44                     | 40                        | 40                        |
| # Adult Dental Clinical service recipients  | 2,982                  | 1,529                  | 988                    | 1,200                     | 1,200                     |
| # Child Dental Clinical service recipients  | 2,093                  | 1,994                  | 1,010                  | 1,500                     | 1,500                     |
| # Dental Health Education recipients  | 10,386                 | 10,859                 | 6,883                  | 11,000                    | 6,000                     |
| # of Anti-TB treatment  | 20                     | 29                     | 40                     | 40                        | 50                        |
| # TB testing service recipients   | 56                     | 34                     | 40                     | 50                        | 50                        |
| # of Adult Immunization recipients  | 122                    | 105                    | 135                    | 135                       | 100                       |
| # of children immunization recipients   | 200                    | 184                    | 893                    | 300                       | 600                       |
| # of annual Flu vaccination recipients  | 3,819                  | 3,867                  | 3,467                  | 3,850                     | 3,400                     |
| # of post-exposure Rabies vaccine recipients  | 6                      | 26                     | 40                     | 40                        | 40                        |
| # of Mental Health service recipients   | 1,081                  | 1,145                  | 856                    | 1,106                     | 1,050                     |
| # of Mental Health visits   | 18,578                 | 20,161                 | 15,635                 | 19,299                    | 20,100                    |
| # of Substance Use service recipients   | 1,345                  | 974                    | 1,030                  | 1,050                     | 1,045                     |
| # of Substance Use visits   | 16,193                 | 10,707                 | 10,049                 | 10,200                    | 10,100                    |
| # of smoking cessation visits   | 245                    | 200                    | 200                    | 200                       | 200                       |
| # of food service facility inspections  | 827                    | 1,156                  | 1,156                  | 1,400                     | 1,400                     |
| # of food borne illnesses investigated  | 13                     | 8                      | 0                      | 5                         | 5                         |
| # of animal rabies vaccine  | 921                    | 573                    | 546                    | 600                       | 575                       |
| # of animal bite investigations   | 367                    | 517                    | 489                    | 530                       | 550                       |
| # of perk tests applications/completed  | 162                    | 139                    | 130                    | 150                       | 165                       |
| % of perk tests completed   | 70%                    | 100%                   | 100%                   | 100%                      | 100%                      |
| # of well construction permits  | 175                    | 234                    | 254                    | 240                       | 296                       |
| % of construction permits completed   | 100%                   | 100%                   | 100%                   | 100%                      | 100%                      |
| # of water samples collected  | 839                    | 856                    | 802                    | 800                       | 880                       |
| # School based - fluoride varnish   | 1,434                  | 1,716                  | 1,116                  | 2,000                     | 1,000                     |
| # School based - sealant applications   | 2,201                  | 2,581                  | 2,533                  | 2,500                     | 2,500                     |
| # Community Oral Cancer Screenings  | 1,748                  | 687                    | 610                    | *                         | *                         |
| <i>* Dental program will provide oral cancer screenings on-site and not in the community.</i>   |                        |                        |                        |                           |                           |
| <i>Health Department: To provide and promote age appropriate, condition specific case management and care coordination services to the citizens of Charles County.</i>  |                        |                        |                        |                           |                           |
| # of communicable disease outbreak investigations and follow-up   | 2,141                  | 8                      | 2                      | 5                         | 4                         |
| # BBH - Pregnancy Care Navigation   | 67                     | 58                     | 63                     | 100                       | 100                       |

## Health

**Department:** Health 01.35  
**Division/Program:** Department of Health Fund: General  
**Program Administrator:** Suzan Lowry, MD FAAP, Health Officer  
 Mailing Address: P.O. Box 1050, White Plains, MD 20695 301-609-6900  
 Physical Address: 4545 Crain Highway, White Plains, MD 20695 8:00 a.m.-5:00 p.m. M-F  
[www.charlescountyhealth.org](http://www.charlescountyhealth.org) (some programs may include evening hours)

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Personal Services         | \$22,893           | \$9,200            | \$5,000            | \$5,000            | (\$4,200)                | -45.7%      |
| Fringe Benefits           | 1,810              | 800                | 500                | 500                | (300)                    | -37.5%      |
| Operating Costs           | 139,031            | 160,000            | 160,000            | 145,000            | (15,000)                 | -9.4%       |
| Agency Funding            | 2,637,545          | 2,645,500          | 2,789,000          | 2,712,500          | 67,000                   | 2.5%        |
| <b>Total Expenditures</b> | <b>\$2,801,279</b> | <b>\$2,815,500</b> | <b>\$2,954,500</b> | <b>\$2,863,000</b> | <b>\$47,500</b>          | <b>1.7%</b> |
| <b>Revenues</b>           | <b>\$4,435</b>     | <b>\$6,000</b>     | <b>\$6,000</b>     | <b>\$6,000</b>     | <b>\$0</b>               | <b>0.0%</b> |

### Changes and Useful Information:

- The Health Department is a State Agency.
- Budget numbers listed above reflect County funding only.  
-The decrease in **Personal Services** and **Fringe Benefits** is due to one-time funds provided in FY2020 for part time help.
- **Operating costs** represent utilities, electricity, and vehicle insurance/fuel. These budgets are based on current trends.
- **Agency Funding** increase provides additional funding to support a new Environmental Health Assistant Director position to triage and fast track inspections and to fully participate in public health emergencies (i.e., sewage spills, food borne outbreaks, etc.).

### 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      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|-------------|
| Operating Costs           | 195,400          | 203,200           | 211,300           | 211,300           | 8,100                    | 4.0%        |
| Agency Funding            | 226,795          | 244,400           | 244,400           | 244,400           | 0                        | 0.0%        |
| <b>Total Expenditures</b> | <b>\$422,195</b> | <b>\$447,600</b>  | <b>\$455,700</b>  | <b>\$455,700</b>  | <b>\$8,100</b>           | <b>1.8%</b> |
| <b>Revenues</b>           | <b>\$61,435</b>  | <b>\$75,000</b>   | <b>\$75,000</b>   | <b>\$75,000</b>   | <b>\$0</b>               | <b>0.0%</b> |

### Changes and Useful Information:

- **Operating Costs** represents a subsidy to the Water & Sewer Fund for services rendered at Charles County's Parks, Community Centers, Libraries, and Sheriff Operated Facilities.
- The **Agency Funding** budget represents funding of \$124,000 for Mosquito Control and \$120,400 to the State Department of Health & Mental Hygiene.
- **Revenues** represent Neighborhood participation in Mosquito Control program.

## Social Services Summary

| <b>Expenditure Category</b>                   | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|---|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services                             | \$518                    | \$0                       | \$5,000                   | \$5,000                   | \$5,000                          | New               |
| Fringe Benefits                               | 0                        | 0                         | 600                       | 600                       | 600                              | New               |
| Agency Funding                                | 1,373,000                | 1,382,000                 | 1,598,200                 | 1,377,000                 | (5,000)                          | -0.4%             |
| <b>Total Expenditures</b>                     | <b>\$1,373,518</b>       | <b>\$1,382,000</b>        | <b>\$1,603,800</b>        | <b>\$1,382,600</b>        | <b>\$600</b>                     | <b>0.0%</b>       |
| <b>Total Expenditures as<br/>% of Budget:</b> | <b>0.3%</b>              | <b>0.3%</b>               | <b>0.3%</b>               | <b>0.3%</b>               |                                  |                   |

### **Changes and Useful Information:**

- The FY2021 **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.
- The budget provides an additional \$75,000 to the Non-Profit Grant Award Program with a corresponding decrease in the funding that the County provides to support the Charles County Charitable Trust, Inc's operating costs.

### **Description:**

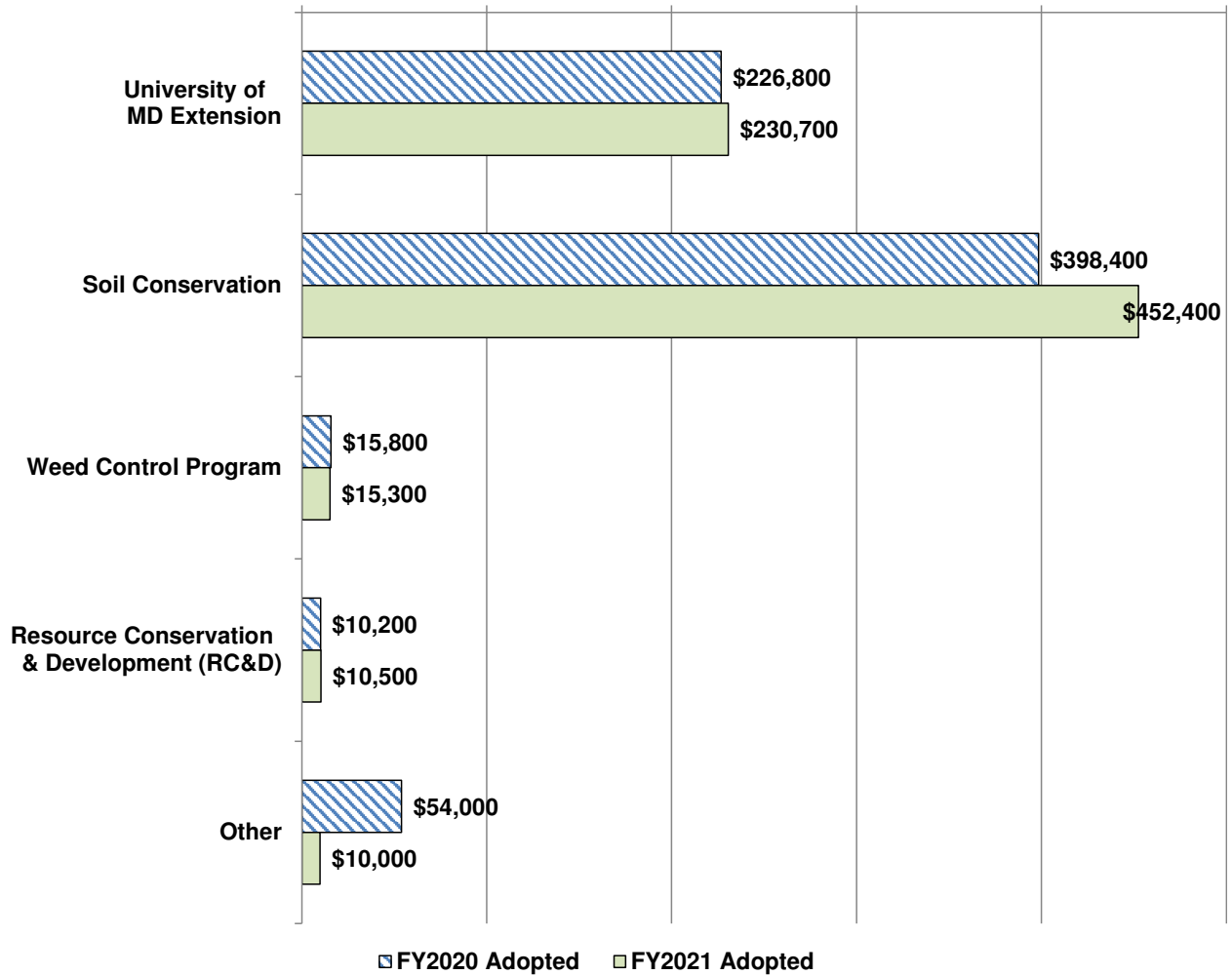
|   | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> |
|---|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|
| Department of Social Services (DSS)       | 311,000                  | \$324,000                 | \$324,000                 | \$324,600                 | \$600                            |
| Non-Profit Grant Award Program            | 784,100                  | 784,100                   | 1,000,000                 | 859,100                   | 75,000                           |
| Charles County Charitable Trust, Inc.     | 225,200                  | 225,200                   | 231,100                   | 150,200                   | (75,000)                         |
| Lifestyles, Inc.                          | 4,000                    | 0                         | 0                         | 0                         | 0                                |
| Tri-County Community Action Committee*    | 4,000                    | 4,000                     | 4,000                     | 4,000                     | 0                                |
| Tri-County Youth Services Bureau (TCYSB)* | 43,700                   | 43,700                    | 43,700                    | 43,700                    | 0                                |
| Children's Aid Society (CAS)*             | 1,000                    | 1,000                     | 1,000                     | 1,000                     | 0                                |
| <b>TOTAL SOCIAL SERVICES</b>              | <b>\$1,373,000</b>       | <b>\$1,382,000</b>        | <b>\$1,603,800</b>        | <b>\$1,382,600</b>        | <b>\$600</b>                     |

\*funding required by County Code.



## Conservation of Natural Resources Summary

| Expenditure Category                          | FY2019           | FY2020           | FY2021           | FY2021           | \$ Change<br>from FY2020 | %<br>Chg.    |
|---|------------------|------------------|------------------|------------------|--------------------------|--------------|
|   | Actual           | Adopted          | Request          | Adopted          |                          |              |
| Personal Services                             | \$329,769        | \$299,400        | \$379,100        | \$312,800        | \$13,400                 | 4.5%         |
| Fringe Benefits                               | 104,070          | 121,300          | 150,400          | 124,600          | 3,300                    | 2.7%         |
| Operating Costs                               | 221,166          | 229,900          | 235,700          | 233,400          | 3,500                    | 1.5%         |
| Agency Funding                                | 2,850            | 54,600           | 54,600           | 10,600           | (44,000)                 | -80.6%       |
| Capital Outlay                                | 0                | 0                | 37,500           | 37,500           | 37,500                   | New          |
| <b>Total Expenditures</b>                     | <b>\$657,855</b> | <b>\$705,200</b> | <b>\$857,300</b> | <b>\$718,900</b> | <b>\$13,700</b>          | <b>1.9%</b>  |
| <b>Revenues</b>                               | <b>\$94,905</b>  | <b>\$103,400</b> | <b>\$98,000</b>  | <b>\$98,000</b>  | <b>(\$5,400)</b>         | <b>-5.2%</b> |
| <b>Total Expenditures as<br/>% of Budget:</b> | <b>0.2%</b>      | <b>0.2%</b>      | <b>0.2%</b>      | <b>0.2%</b>      |                          |              |



## Conservation of Natural Resources

**Department:** University of MD Extension 01.49  
**Division/Program:** University of MD Extension Fund: General  
**Program Administrator:** Shelley T. King-Curry, Area Extension Director for Calvert, Charles, and St. Mary's  
 Address: 9501 Crain Hwy, Box 1, Bel Alton MD 20611 301-934-5403  
<https://extension.umd.edu/charles-county> 8:00 a.m.-4:30 p.m. M-F

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg. |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|-----------|
| Operating Costs           | \$219,991        | \$226,800         | \$232,600         | \$230,700         | \$3,900                  | 1.7%      |
| <b>Total Expenditures</b> | \$219,991        | \$226,800         | \$232,600         | \$230,700         | \$3,900                  | 1.7%      |

### Changes and Useful Information:

- **Operating Costs** increase includes funding for approved salary increases for the Extension's employees. University of Maryland Extension employees are State employees and the County's contribution assists with covering the cost associated with this program.

### Description:

**Our Mission:** The University of MD Extension Service Mission is to educate citizens in the application of practical, research based information concerning critical issues in agriculture, food, natural resources, youth and family.

**Our Vision:** The University of MD Extension Service vision is to empower people, through education, to make sound decisions throughout their lives.

The Charles County office of the University of MD Extension offers programs in Enhancing Agricultural Profitability, Preserving Natural Resources and Increasing Family Economic Stability.

### Objectives & Measurements:

|  | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>Estimated |
|--|----------------|----------------|----------------|-------------------|-------------------|
| <b>4-H and Youth Development</b>   |                |                |                |                   |                   |
| <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   | 1,041          | 2,056          | 1,250          | 1,400             | 1,400             |
| Per FTE 2.5  | 416            | 822            | 500            | 560               | 560               |
| # of Youth Reached in School & Special Interest Programs   | 3,674          | 2,799          | 2,800          | 3,000             | 3,000             |
| Per FTE 2.5  | 1,470          | 1,119          | 1,120          | 1,200             | 1,200             |
| <i>Objective: To increase the abilities of Extension volunteers to successfully carry out Extension programs.</i>  |                |                |                |                   |                   |
| # of Adult Volunteers Enrolled   | 248            | 212            | 275            | 275               | 275               |
| Per FTE 2*   | 124            | 106            | 137            | 137               | 137               |
| # of Volunteers Hours Given  | 47,580         | 40,492         | 50,000         | 50,000            | 50,000            |
| Per FTE 2*   | 23,790         | 20,246         | 25,000         | 25,000            | 25,000            |

\*0.5 FTE Program delivery was in our elementary schools and did not work with volunteers.

### Family and Consumer Sciences

*Objective: To promote the adoption of good nutrition and safe food handling practices, targeting high risk groups including youth, senior citizens and young families.*

|  |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|
| # of Participants Receiving Information  | 1,019 | 1,248 | 1,400 | 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  | 400   | 500   | 500   | 500   | 500   |

### Agriculture and Natural Resources:

*Objective: To promote the adoption of best management practices and problem solving for commercial agricultural production and home horticultural activities that improves profitability, increase production efficiencies, and enhance natural resources.*

|   |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|
| # of Adults and Youth Attending Seminars                | 432    | 731    | 700    | 700    | 700    |
| # of Acres of Nutrient Management Plans Written/Updated | 13,187 | 14,362 | 14,500 | 14,500 | 14,500 |
| # of Master Gardener Volunteer Hours                    | 3,800  | 5,056  | 5,000  | 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](http://www.charlesscd.com)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$313,887                | \$280,700                 | \$355,400                 | \$293,900                 | \$13,200                         | 4.7%              |
| Fringe Benefits             | 100,746                  | 117,700                   | 146,700                   | 121,000                   | 3,300                            | 2.8%              |
| Capital Outlay              | 0                        | 0                         | 37,500                    | 37,500                    | 37,500                           | New               |
| <b>Total Expenditures</b>   | <b>\$414,633</b>         | <b>\$398,400</b>          | <b>\$539,600</b>          | <b>\$452,400</b>          | <b>\$54,000</b>                  | <b>13.6%</b>      |
| <b>Revenues</b>             | <b>\$82,905</b>          | <b>\$88,400</b>           | <b>\$83,000</b>           | <b>\$83,000</b>           | <b>(\$5,400)</b>                 | <b>-6.1%</b>      |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** is based on current staffing.
- **Capital Outlay** provides funding to upgrade the access road to the Soil Conservation District property. The road upgrade is needed to improve the overall condition and reduce the dust problem created by vehicular traffic.
- **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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| District Manager                  | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Engineer II                       | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Charles SCD Coordinator           | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Planning Technician               | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Secretary                         | 0.9                 | 0.9                 | 0.9                 | 0.9                 | 0.9                 |
| Part Time                         | 0.1                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| <b>Total Full Time Equivalent</b> | <b>5.0</b>          | <b>5.0</b>          | <b>5.0</b>          | <b>5.0</b>          | <b>5.0</b>          |
| Grant/District Funding            | (1.6)               | (1.6)               | (1.6)               | (1.6)               | (1.6)               |
| <b>Net Cost to General Fund</b>   | <b>3.4</b>          | <b>3.4</b>          | <b>3.4</b>          | <b>3.4</b>          | <b>3.4</b>          |

## 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      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|--------------|
| Personal Services         | \$9,744          | \$11,300          | \$11,300          | \$11,300          | \$0                      | 0.0%         |
| Fringe Benefits           | 1,238            | 1,400             | 1,400             | 1,300             | (100)                    | -7.1%        |
| Operating Costs           | 1,174            | 3,100             | 3,100             | 2,700             | (400)                    | -12.9%       |
| <b>Total Expenditures</b> | <b>\$12,156</b>  | <b>\$15,800</b>   | <b>\$15,800</b>   | <b>\$15,300</b>   | <b>(\$500)</b>           | <b>-3.2%</b> |
| <b>Revenues</b>           | <b>\$12,000</b>  | <b>\$15,000</b>   | <b>\$15,000</b>   | <b>\$15,000</b>   | <b>\$0</b>               | <b>0.0%</b>  |

**Changes and Useful Information:**

- **Operating Costs** decrease were adjusted to current trends.

**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>FY17</u><br>FTE | <u>FY18</u><br>FTE | <u>FY19</u><br>FTE | <u>FY20</u><br>FTE | <u>FY21</u><br>FTE |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Title                             |                    |                    |                    |                    |                    |
| Part Time funding                 | 0.3                | 0.3                | 0.3                | 0.3                | 0.3                |
| <b>Total Full Time Equivalent</b> | <b>0.3</b>         | <b>0.3</b>         | <b>0.3</b>         | <b>0.3</b>         | <b>0.3</b>         |

**Department:** Conservation of Natural Resources 01.36  
**Division/Program:** Other Fund: General

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.     |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|---------------|
| Agency Funding            | \$2,250          | \$54,000          | \$54,000          | \$10,000          | (\$44,000)               | -81.5%        |
| <b>Total Expenditures</b> | <b>\$2,250</b>   | <b>\$54,000</b>   | <b>\$54,000</b>   | <b>\$10,000</b>   | <b>(\$44,000)</b>        | <b>-81.5%</b> |

**Changes and Useful Information:**

- The FY2021 **Agency Funding** is for the following:
  - Continued support towards the Charles County Forest Conservancy District Board in the amount of \$5,000. The funds will be used to sponsor Charles County Public Schools students to attend Maryland's Natural Resources Career Camp (NRCC) Hickory and to sponsor the building of wood hobby kits on Fair Day at the Charles County Fair. Also funds online continuing education courses for Board members, marketing efforts, and planting of native trees on Arbor Day.
  - Funds are provided in the amount of \$5,000 to cover any potential spraying that may be needed for the Gypsy Moth Program.
- The FY2020 budget included \$40,000 of one time funding for the Charles County Watermen's Association.

## 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](http://www.somdrccd.org)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$6,138                  | \$7,400                   | \$12,400                  | \$7,600                   | \$200                            | 2.7%              |
| Fringe Benefits             | 2,087                    | 2,200                     | 2,300                     | 2,300                     | 100                              | 4.5%              |
| Agency Funding              | 600                      | 600                       | 600                       | 600                       | 0                                | 0.0%              |
| <b>Total Expenditures</b>   | <b>\$8,825</b>           | <b>\$10,200</b>           | <b>\$15,300</b>           | <b>\$10,500</b>           | <b>\$300</b>                     | <b>2.9%</b>       |

**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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Office Associate                  | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| <b>Total Full Time Equivalent</b> | <b>1.0</b>          | <b>1.0</b>          | <b>1.0</b>          | <b>1.0</b>          | <b>1.0</b>          |
| Other Counties/Agency Funding     | (0.9)               | (0.9)               | (0.9)               | (0.9)               | (0.9)               |
| <b>Net Cost to General Fund</b>   | <b>0.1</b>          | <b>0.1</b>          | <b>0.1</b>          | <b>0.1</b>          | <b>0.1</b>          |

## Other

**Department:** Other Misc. Appropriations 01.48  
**Division/Program:** Capital Project Fund: General  
**Program Administrator:** Jenifer Ellin, Director of Fiscal & Administrative Services

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Transfers Out             | \$4,304,100        | \$2,720,000        | \$2,778,000        | \$2,778,000        | \$58,000                 | 2.1%        |
| <b>Total Expenditures</b> | <b>\$4,304,100</b> | <b>\$2,720,000</b> | <b>\$2,778,000</b> | <b>\$2,778,000</b> | <b>\$58,000</b>          | <b>2.1%</b> |

**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.

| <b>Projects:</b>   | <b>FY2019<br/>Actual</b>  | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Adopted</b> |
|--|---------------------------|---------------------------|---------------------------|
| <b><u>BOARD OF EDUCATION</u></b>   |                           |                           |                           |
| Security Enhancements - Various Schools                                  | \$2,000,000               | \$0                       | \$0                       |
| Billingsley Elementary School  | 462,000                   | 0                         | 0                         |
| Dr. Mudd Modernization and Addition                                      | 405,100                   | 0                         | 0                         |
| Full Day Kindergarten Addition: Malcolm E.S.                             | 0                         | 20,000                    | 0                         |
| Full Day Kindergarten Addition: J.P. Ryon E.S.                           | 0                         | 17,000                    | 0                         |
| Eva Turner E.S. Modernization and Addition                               | 0                         | 0                         | 501,000                   |
| <b><u>TRANSPORTATION</u></b>   |                           |                           |                           |
| Road Overlay Program   | 0                         | 400,000                   | 0                         |
| Traffic Signal Program   | 31,000                    | 285,000                   | 0                         |
| Sidewalk Improvement Program   | 0                         | 153,000                   | 0                         |
| Safety Improvement Program- Existing Roadways                            | 0                         | 141,000                   | 0                         |
| County Drainage Systems Improvement Program                              | 0                         | 100,000                   | 0                         |
| Safety Upgrades to Middletown Road at Billingsley Road<br>Traffic Signal | 0                         | 0                         | 122,000                   |
| Miscellaneous Road Projects/Studies                                      | 269,000                   | 0                         | 0                         |
| <b><u>GENERAL GOVERNMENT</u></b>   |                           |                           |                           |
| Capital Clubhouse Improvements   | 0                         | 313,000                   | 333,000                   |
| Countywide Building Re-Keying/Access Controls                            | 157,000                   | 157,000                   | 0                         |
| Elite Gymnastics & Recreation Center Improvements                        | 0                         | 151,000                   | 152,000                   |
| Charles County Welcome Signage   | 123,000                   | 138,000                   | 0                         |
| Courthouse Copula Rehabilitation   | 134,000                   | 0                         | 0                         |
| Vehicle Maintenance Shop HVAC System                                     | 156,000                   | 0                         | 0                         |
| Blue Crabs Stadium Video Board   | 278,000                   | 0                         | 0                         |
| Security Cameras Park and Ride   | 3,000                     | 0                         | 0                         |
| Readiness and Environmental Protection<br>Integration Program            | 0                         | 460,000                   | 0                         |
| Old Courthouse Jury Waiting Area Renovations                             | 0                         | 0                         | 320,000                   |
| Government Building Roof Replacement                                     | 0                         | 0                         | 265,000                   |
| Government Building Heating Loop<br>Evaluation and Improvements          | 0                         | 0                         | 240,000                   |
| Detention Center Chiller Replacement                                     | 0                         | 0                         | 337,000                   |
| <b><u>PARKS</u></b>  |                           |                           |                           |
| Park Repair & Maintenance Projects                                       | 250,000                   | 250,000                   | 325,000                   |
| Playground Revitalization Program  | 0                         | 75,000                    | 0                         |
| Gilbert Run Boardwalk Replacement  | 0                         | 60,000                    | 0                         |
| Chapel Point Park  | 30,000                    | 0                         | 0                         |
| Mason Springs Kayak Launch   | 0                         | 0                         | 120,000                   |
| Washington Avenue Shared Use Path/Sidewalk<br>Feasibility Study          | 0                         | 0                         | 63,000                    |
| White Plains Field Lighting  | 6,000                     | 0                         | 0                         |
|  | <b><u>\$4,304,100</u></b> | <b><u>\$2,720,000</u></b> | <b><u>\$2,778,000</u></b> |

## Other

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

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request  | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.      |
|---------------------------|------------------|-------------------|--------------------|-------------------|--------------------------|----------------|
| Operating Contingency     | \$0              | \$100,000         | \$4,063,500        | \$0               | (\$100,000)              | -100.0%        |
| <b>Total Expenditures</b> | <b>\$0</b>       | <b>\$100,000</b>  | <b>\$4,063,500</b> | <b>\$0</b>        | <b>(\$100,000)</b>       | <b>-100.0%</b> |

**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 FY2020, Contingency funds was allocated as follows:**

|   |                  |
|---|------------------|
| 1) To establish the RecAssist program to provide eligible residents with recreation opportunities | \$100,000        |
| <b>Total FY2020 Contingency Use</b>   | <b>\$100,000</b> |

**Department:** Financing Uses 01.23  
**Division/Program:** Fiscal & Administrative Services Fund: General  
**Program Administrator:** Jenifer Ellin, Director of Fiscal & Administrative Services

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.     |
|---------------------------|--------------------|-------------------|-------------------|-------------------|--------------------------|---------------|
| Watershed Fund Subsidy    | \$550,000          | \$550,000         | \$550,000         | \$300,000         | (\$250,000)              | -45.5%        |
| Capital Lease Purchase    | 1,996,370          | 0                 | 0                 | 0                 | 0                        | N/A           |
| <b>Total Expenditures</b> | <b>\$2,546,370</b> | <b>\$550,000</b>  | <b>\$550,000</b>  | <b>\$300,000</b>  | <b>(\$250,000)</b>       | <b>-45.5%</b> |

**Changes and Useful Information:**

- The **Watershed Fund Subsidy** budget is to help support the Watershed Protection & Restoration Enterprise Fund. The FY2021 budget was reduced by \$250,000 to help offset declining revenues due to the COVID-19 pandemic.
- The FY2019 **Capital Lease Purchase** represents the General Fund asset value of the Capital Lease Agreement. These purchases are now accounted for in the Debt Service Fund.





# 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.

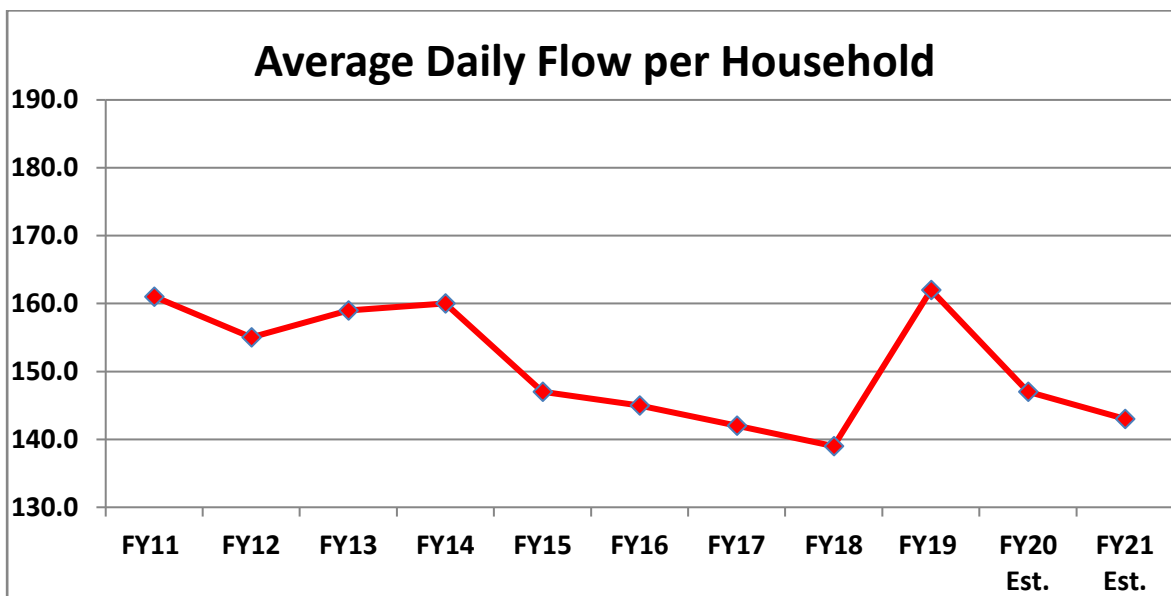
## Enterprise Fund Revenues

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 FY21, user fees were increased by 6.4% on the average water and sewer bill. The total FY21 budget is 5% greater than the FY20 budget. Expenditures were adjusted to cover the debt service related to capital projects, and to support nine new full-time positions. Based on an average daily consumption of 140 gallons, a consumer could expect to pay approximately \$189 per quarter, approximately \$11 more. The County remains in the lower half of surrounding jurisdictions in rate comparisons.

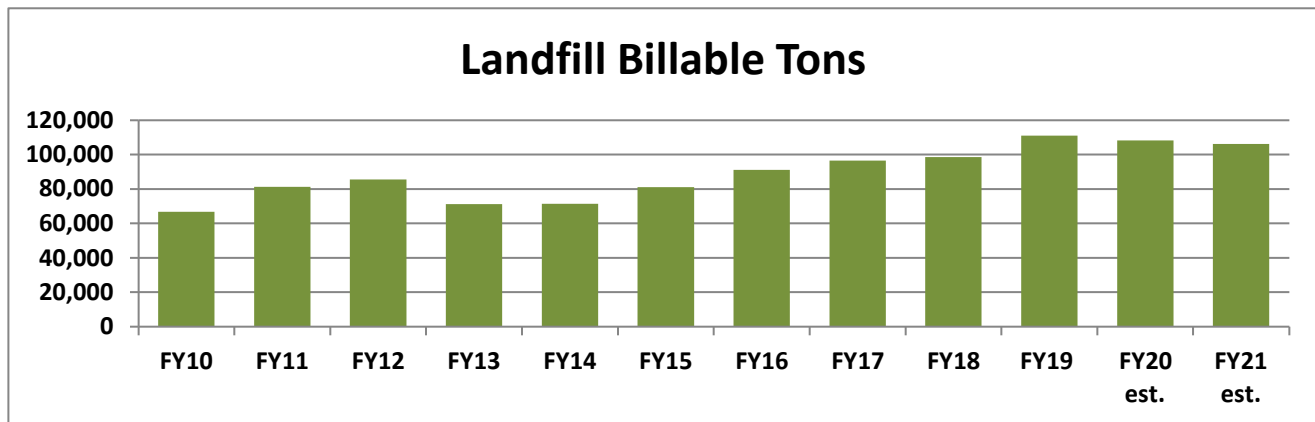
# ENTERPRISE FUNDS

## Solid Waste (Landfill)

An enterprise fund was established for landfill operations in the early 1990's. The tipping fee increases to \$78 per ton for FY21. This fee is the primary revenue source for the Landfill operation comprising over 98% of the revenues for this operation.

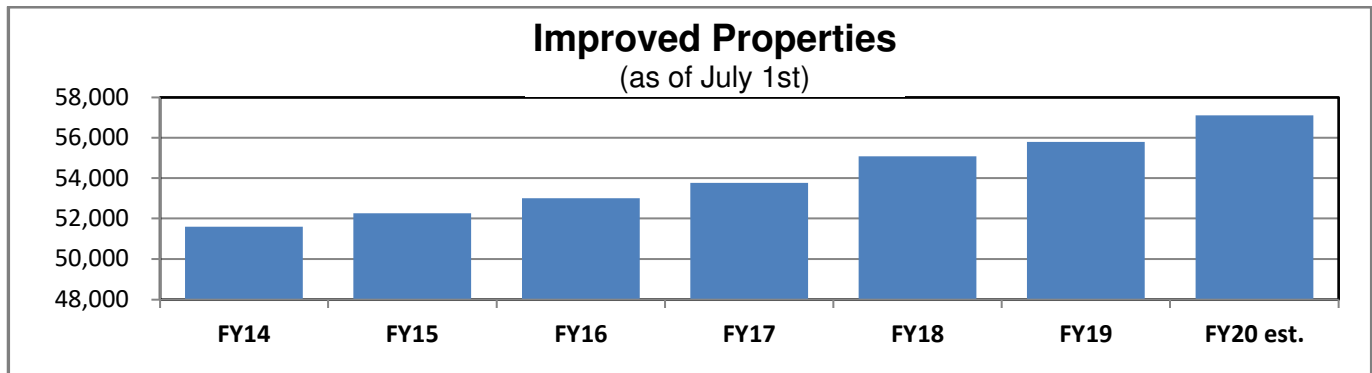
Both a fiscal and operational impact resulted from the free trade legislation approved by the Federal Government many years ago which removed restrictions on landfills and opened the waste removal business to interstate transactions. Consequently, what once was a predictable estimate for tons of waste 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. FY21 tons are conservatively estimated. The landfill is located on a 16 acre site and is approximately 67% 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 increased by \$5, to \$124 per improved property to cover the County's cost to provide curbside collection of recycling and yard waste.



NOTE: The towns of Indian Head and La Plata have their own recycling program and pay a reduced ESF fee. The rate is currently \$19 which covers Hazardous Material disposal, litter control, & other programs. Revenue is also generated from the sale of recyclable material, which is subject to marketplace pricing.

# ENTERPRISE FUNDS

## **Watershed Protection & Restoration Program**

The County's Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland restoration activities. The fund covers related planning, mapping, monitoring, inspections, enforcement, operations and maintenance, public education and outreach, grants to non-profits, administrative costs, and debt service payments to cover the cost of capital improvements. Revenues to the fund are generated primarily by the Stormwater Remediation Fee, which is charged annually to each improved property within the County and accounts for 85% of revenues. The Stormwater Remediation fee was increased from \$78 in FY20 to \$92 per improved property in FY21 to cover the debt service related to capital projects, repair aging stormwater management structures, and to support marsh maintenance monitoring. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Since Town of Indian Head and La Plata have their own stormwater fee for similar purposes, property owners within these town limits are not charged the county fee.

## **Inspection & Review**

The County manages building inspections and developer plan reviews through the use of an enterprise fund. The recession in the early 1990's depressed the construction industry and left the County with high overhead costs. To allow for greater flexibility regarding the expansion and contraction of the building & renovation activities within the County this operation was privatized and is managed partly with outside contractors. Operating revenues for this fund are generated primarily by service charges for various inspections and reviews. Inspections are performed for roads, buildings, grading, water & sewer, storm drain & storm water, and sediment & erosion control. Reviews include plan and architectural reviews. Estimates are provided by the Department of Planning & Growth Management based on their measurement of plan review and building development. Revenue estimates are assumed based on current trends, including permit and population estimates, leading economic indicators, market values, and personal income. Fees are adjusted to cover the cost of providing these services. Due to the addition of two new positions, credit card fees associated with the county's new permitting software, and other anticipated expenses for FY21, overall funding was increased by 19.6%.

## **Recreation**

This fund is used to manage the recreational and leisure time activities for County residents including: recreational classes and special events, indoor sports leagues for youth and adult, drop-in programs, special population programs and supporting the Special Olympics, summer aquatics and swim lessons, summer sports camps, trips and tours, and amusement park discount ticket sales. Additionally, the Recreation fund accounts for the operation of the Elite Gymnastics & Recreation Center, a state-of-the-art facility, and the Waldorf Senior & Recreational Center. The County also owns the Capital Clubhouse Recreation Center, a year-round recreation and sports complex which is run by a third party contract and is not part of the County's budget. Revenues are estimated based on historical activity and changes in program offerings. Compared to FY20, operations are budgeted to increase by 0.3% which is the net result of decreases due to one-time costs in FY20, and other adjustments based on current trends.

## **Vending Machine Fund**

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

# ENTERPRISE FUND OPERATING BUDGETS<sup>(1)</sup>

|                            | FY2019<br><u>Actual</u> | FY2020<br><u>Budget</u> | FY2021<br><u>Request</u> | FY2021<br><u>Adopted</u> | <u>\$ Change</u><br>from FY2020 | <u>%</u><br><u>Chg.</u> |
|----------------------------|-------------------------|-------------------------|--------------------------|--------------------------|---------------------------------|-------------------------|
| <b>Water &amp; Sewer</b>   |                         |                         |                          |                          |                                 |                         |
| <b>Revenue</b>             |                         |                         |                          |                          |                                 |                         |
| Service Charges            | \$31,214,841            | \$37,124,000            | \$37,158,300             | \$39,205,600             | \$2,081,600                     | 5.6%                    |
| Local Government           | 1,164,423               | 1,137,300               | 1,296,100                | 1,296,100                | 158,800                         | 14.0%                   |
| Fines & Forfeitures        | 704,185                 | 670,000                 | 720,000                  | 720,000                  | 50,000                          | 7.5%                    |
| Rent Revenues              | 231,730                 | 230,000                 | 245,000                  | 245,000                  | 15,000                          | 6.5%                    |
| Licenses & Permits         | 79,116                  | 81,700                  | 81,700                   | 81,700                   | 0                               | 0.0%                    |
| Miscellaneous              | 110,249                 | 50,700                  | 52,600                   | 52,600                   | 1,900                           | 3.7%                    |
| <b>Operating Revenues</b>  | <b>\$33,504,544</b>     | <b>\$39,293,700</b>     | <b>\$39,553,700</b>      | <b>\$41,601,000</b>      | <b>\$2,307,300</b>              | <b>5.9%</b>             |
| Fund Balance Appropriation | 1,349,392               | 366,700                 | 199,000                  | 199,000                  | (167,700)                       | -45.7%                  |
| <b>Total</b>               | <b>\$34,853,936</b>     | <b>\$39,660,400</b>     | <b>\$39,752,700</b>      | <b>\$41,800,000</b>      | <b>\$2,139,600</b>              | <b>5.4%</b>             |
| <b>Expense</b>             |                         |                         |                          |                          |                                 |                         |
| Personal Services          | \$9,515,621             | \$9,954,400             | \$10,329,800             | \$10,301,600             | \$347,200                       | 3.5%                    |
| Fringe Benefits            | 3,407,099               | 3,748,800               | 3,986,400                | 3,975,200                | 226,400                         | 6.0%                    |
| Operating Costs            | 15,968,170              | 17,981,600              | 18,754,200               | 18,737,400               | 755,800                         | 4.2%                    |
| Debt Service               | 5,665,615               | 6,888,100               | 7,190,200                | 7,190,200                | 302,100                         | 4.4%                    |
| Operating Contingency      | 0                       | 87,400                  | 628,400                  | 628,400                  | 541,000                         | 619.0%                  |
| Capital Outlay             | 579,666                 | 745,500                 | 772,000                  | 772,000                  | 26,500                          | 3.6%                    |
| Capital Projects           | 141,000                 | 254,600                 | 195,200                  | 195,200                  | (59,400)                        | -23.3%                  |
| <b>Total</b>               | <b>\$35,277,171</b>     | <b>\$39,660,400</b>     | <b>\$41,856,200</b>      | <b>\$41,800,000</b>      | <b>\$2,139,600</b>              | <b>5.4%</b>             |
| <b>Variance</b>            | (\$423,235)             | \$0                     | (\$2,103,500)            | \$0                      |                                 |                         |

## Solid Waste

|                              |                    |                    |                     |                     |                  |             |
|------------------------------|--------------------|--------------------|---------------------|---------------------|------------------|-------------|
| <b>Revenue</b>               |                    |                    |                     |                     |                  |             |
| Service Charges              | 8,522,638.26       | 8,329,400.00       | 8,748,000.00        | 9,088,000.00        | \$758,600        | 9.1%        |
| Licenses & Permits           | 9,780              | 8,000              | 8,000               | 8,000               | 0                | 0.0%        |
| Miscellaneous                | 3,940              | 2,100              | 2,100               | 2,100               | 0                | 0.0%        |
| <b>Operating Revenues</b>    | <b>\$8,536,358</b> | <b>\$8,339,500</b> | <b>\$8,758,100</b>  | <b>\$9,098,100</b>  | <b>\$758,600</b> | <b>9.1%</b> |
| Fund Balance Appropriation   | 471,847            | 1,278,000          | 1,134,000           | 1,134,000           | (144,000)        | -11.3%      |
| <b>Total</b>                 | <b>\$9,008,206</b> | <b>\$9,617,500</b> | <b>\$9,892,100</b>  | <b>\$10,232,100</b> | <b>\$614,600</b> | <b>6.4%</b> |
| <b>Expense</b>               |                    |                    |                     |                     |                  |             |
| Personal Services            | \$1,710,816        | \$1,860,600        | \$1,972,800         | \$1,972,800         | \$112,200        | 6.0%        |
| Fringe Benefits              | 588,482            | 666,800            | 667,500             | 704,300             | 37,500           | 5.6%        |
| Operating Costs              | 1,162,770          | 1,486,600          | 1,577,900           | 1,577,900           | 91,300           | 6.1%        |
| Debt Service                 | 97,447             | 187,200            | 249,200             | 249,200             | 62,000           | 33.1%       |
| Operating Contingency        | 29,000             | 32,700             | 36,800              | 0                   | (32,700)         | N/A         |
| Landfill Expansion/Closure   | 0                  | 26,500             | 137,300             | 137,300             | 110,800          | 418.1%      |
| Capital Outlay               | 3,858,500          | 3,713,700          | 4,036,200           | 4,036,200           | 322,500          | 8.7%        |
| Transfer to Capital Projects | 418,736            | 1,073,000          | 984,000             | 984,000             | (89,000)         | -8.3%       |
| Equipment/Tech Reserve       | 570,400            | 570,400            | 570,400             | 570,400             | 0                | 0.0%        |
| <b>Total</b>                 | <b>\$8,436,151</b> | <b>\$9,617,500</b> | <b>\$10,232,100</b> | <b>\$10,232,100</b> | <b>\$614,600</b> | <b>6.4%</b> |
| <b>Variance</b>              | \$572,055          | \$0                | (\$340,000)         | \$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<sup>(1)</sup>

|                               | FY2019<br><u>Actual</u> | FY2020<br><u>Budget</u> | FY2021<br><u>Request</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY2020 | %<br>Chg.   |
|-------------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|-------------|
| <b>Environmental Services</b> |                         |                         |                          |                          |                          |             |
| <b>Revenue</b>                |                         |                         |                          |                          |                          |             |
| Service Charges               | \$5,529,303             | \$6,511,900             | \$6,523,600              | \$6,785,500              | 273,600                  | 4.2%        |
| Interest Income               | 12,181                  | 10,000                  | 12,000                   | 12,000                   | 2,000                    | 20.0%       |
| <b>Operating Revenues</b>     | <b>\$5,541,484</b>      | <b>\$6,521,900</b>      | <b>\$6,535,600</b>       | <b>\$6,797,500</b>       | <b>\$275,600</b>         | <b>4.2%</b> |
| Fund Balance Appropriation    | 84,767                  | 498,000                 | 670,000                  | 670,000                  | 172,000                  | 34.5%       |
| <b>Total</b>                  | <b>\$5,626,251</b>      | <b>\$7,019,900</b>      | <b>\$7,205,600</b>       | <b>\$7,467,500</b>       | <b>\$447,600</b>         | <b>6.4%</b> |
| <b>Expense</b>                |                         |                         |                          |                          |                          |             |
| Personal Services             | \$1,056,010             | \$1,164,100             | \$1,216,400              | \$1,216,400              | \$52,300                 | 4.5%        |
| Fringe Benefits               | 332,630                 | 343,200                 | 340,500                  | 340,500                  | (2,700)                  | -0.8%       |
| Operating Costs               | 3,302,375               | 4,523,100               | 4,765,300                | 4,765,300                | 242,200                  | 5.4%        |
| Debt Service                  | 485,327                 | 204,800                 | 167,100                  | 167,100                  | (37,700)                 | -18.4%      |
| Operating Contingency         | 0                       | 48,800                  | 68,200                   | 68,200                   | 19,400                   | 39.8%       |
| Capital Outlay                | 84,767                  | 598,000                 | 770,000                  | 770,000                  | 172,000                  | 28.8%       |
| Equipment Reserve             | 121,000                 | 121,000                 | 121,000                  | 121,000                  | 0                        | 0.0%        |
| Agency Funding                | 0                       | 16,900                  | 19,000                   | 19,000                   | 2,100                    | 12.4%       |
| <b>Total</b>                  | <b>\$5,382,109</b>      | <b>\$7,019,900</b>      | <b>\$7,467,500</b>       | <b>\$7,467,500</b>       | <b>\$447,600</b>         | <b>6.4%</b> |
| <b>Variance</b>               | <b>\$244,142</b>        | <b>\$0</b>              | <b>(\$261,900)</b>       | <b>\$0</b>               |                          |             |

## Watershed Protection and Restoration

|                            |                    |                    |                    |                    |                  |              |
|----------------------------|--------------------|--------------------|--------------------|--------------------|------------------|--------------|
| <b>Revenue</b>             |                    |                    |                    |                    |                  |              |
| Service Charges            | \$3,119,935        | \$4,090,500        | \$4,039,800        | \$4,762,900        | \$672,400        | 16.4%        |
| Interest Income            | 6,941              | 7,200              | 7,200              | 7,200              | 0                | 0.0%         |
| <b>Operating Revenues</b>  | <b>\$3,126,877</b> | <b>\$4,097,700</b> | <b>\$4,047,000</b> | <b>\$4,770,100</b> | <b>\$672,400</b> | <b>16.4%</b> |
| General Fund Subsidy       | 550,000            | 550,000            | 550,000            | 300,000            | (250,000)        | -45.5%       |
| Fund Balance Appropriation | 723,012            | 117,000            | 309,000            | 509,000            | 392,000          | 335.0%       |
| <b>Total</b>               | <b>\$4,399,889</b> | <b>\$4,764,700</b> | <b>\$4,906,000</b> | <b>\$5,579,100</b> | <b>\$814,400</b> | <b>17.1%</b> |
| <b>Expense</b>             |                    |                    |                    |                    |                  |              |
| Personal Services          | \$447,635          | \$611,900          | \$761,300          | \$761,300          | \$149,400        | 24.4%        |
| Fringe Benefits            | 115,979            | 199,300            | 222,300            | 222,300            | 23,000           | 11.5%        |
| Operating Costs            | 1,597,529          | 1,930,900          | 2,122,500          | 2,129,000          | 198,100          | 10.3%        |
| Agency Funding             | 10,000             | 10,300             | 20,900             | 20,900             | 10,600           | 102.9%       |
| Debt Service               | 1,365,884          | 1,942,300          | 2,226,800          | 2,191,000          | 248,700          | 12.8%        |
| Operating Contingency      | 0                  | 3,000              | 38,600             | 38,600             | 35,600           | 1186.7%      |
| Capital Budget Reserve     | 708,380            | 67,000             | 216,000            | 216,000            | 149,000          | 222.4%       |
| <b>Total</b>               | <b>\$4,245,408</b> | <b>\$4,764,700</b> | <b>\$5,608,400</b> | <b>\$5,579,100</b> | <b>\$814,400</b> | <b>17.1%</b> |
| <b>Variance</b>            | <b>\$154,481</b>   | <b>\$0</b>         | <b>(\$702,400)</b> | <b>\$0</b>         |                  |              |

**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<sup>(1)</sup>

|                               | FY2019<br><u>Actual</u> | FY2020<br><u>Budget</u> | FY2021<br><u>Request</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY2020 | %<br>Chg.    |
|-------------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------|
| <b>Inspections and Review</b> |                         |                         |                          |                          |                          |              |
| <b>Revenue</b>                |                         |                         |                          |                          |                          |              |
| Service Charges               | \$3,443,341             | \$4,106,100             | \$4,915,500              | \$4,915,500              | \$809,400                | 19.7%        |
| <b>Operating Revenues</b>     | <b>\$3,443,341</b>      | <b>\$4,106,100</b>      | <b>\$4,915,500</b>       | <b>\$4,915,500</b>       | <b>\$809,400</b>         | <b>19.7%</b> |
| Transfers from General Fund   | 2,761                   | 9,700                   | 6,000                    | 6,000                    | (3,700)                  | -38.1%       |
| Fund Balance Appropriation    | 387,015                 | 0                       | 0                        | 0                        | 0                        | N/A          |
| <b>Total</b>                  | <b>\$3,833,118</b>      | <b>\$4,115,800</b>      | <b>\$4,921,500</b>       | <b>\$4,921,500</b>       | <b>\$805,700</b>         | <b>19.6%</b> |
| <b>Expense</b>                |                         |                         |                          |                          |                          |              |
| Personal Services             | \$1,429,301             | \$1,561,200             | \$1,660,900              | \$1,642,800              | \$81,600                 | 5.2%         |
| Fringe Benefits               | 444,819                 | 494,800                 | 526,100                  | 521,600                  | 26,800                   | 5.4%         |
| Operating Costs               | 2,129,192               | 1,936,600               | 2,588,100                | 2,586,800                | 650,200                  | 33.6%        |
| Debt Service                  | 22,116                  | 35,800                  | 54,300                   | 54,300                   | 18,500                   | 51.7%        |
| Operating Contingency         | 0                       | 65,700                  | 91,600                   | 91,600                   | 25,900                   | 39.4%        |
| Capital Outlay                | 98,183                  | 0                       | 0                        | 0                        | 0                        | N/A          |
| Agency Funding                | 19,000                  | 21,700                  | 24,400                   | 24,400                   | 2,700                    | 12.4%        |
| <b>Total</b>                  | <b>\$4,142,611</b>      | <b>\$4,115,800</b>      | <b>\$4,945,400</b>       | <b>\$4,921,500</b>       | <b>\$805,700</b>         | <b>19.6%</b> |
| <b>Variance</b>               | <b>(\$309,493)</b>      | <b>\$0</b>              | <b>(\$23,900)</b>        | <b>\$0</b>               |                          |              |

## Recreation

|                             |                    |                    |                    |                    |                   |              |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|-------------------|--------------|
| <b>Revenue</b>              |                    |                    |                    |                    |                   |              |
| Service Charges             | \$1,656,253        | \$2,232,800        | \$2,204,200        | \$2,204,200        | (\$28,600)        | -1.3%        |
| Rent Revenue                | 5,560              | 11,800             | 5,500              | 5,500              | (6,300)           | -53.4%       |
| Miscellaneous               | 37,905             | 34,000             | 34,000             | 34,000             | 0                 | 0.0%         |
| State Grants                | 20,949             | 20,900             | 20,900             | 20,900             | 0                 | 0.0%         |
| <b>Operating Revenues</b>   | <b>\$1,720,667</b> | <b>\$2,299,500</b> | <b>\$2,264,600</b> | <b>\$2,264,600</b> | <b>(\$34,900)</b> | <b>-1.5%</b> |
| Transfers from General Fund | 0                  | 132,700            | 175,000            | 175,000            | 42,300            | 31.9%        |
| <b>Total</b>                | <b>\$1,720,667</b> | <b>\$2,432,200</b> | <b>\$2,439,600</b> | <b>\$2,439,600</b> | <b>\$7,400</b>    | <b>0.3%</b>  |
| <b>Expense</b>              |                    |                    |                    |                    |                   |              |
| Personal Services           | \$994,944          | \$1,313,100        | \$1,434,500        | \$1,434,500        | \$121,400         | 9.2%         |
| Fringe Benefits             | 136,172            | 188,400            | 158,300            | 158,300            | (30,100)          | -16.0%       |
| Operating Costs             | 655,985            | 926,900            | 796,500            | 796,500            | (130,400)         | -14.1%       |
| Operating Contingency       | 0                  | 3,800              | 50,300             | 50,300             | 46,500            | 1223.7%      |
| <b>Total</b>                | <b>\$1,787,101</b> | <b>\$2,432,200</b> | <b>\$2,439,600</b> | <b>\$2,439,600</b> | <b>\$7,400</b>    | <b>0.3%</b>  |
| <b>Variance</b>             | <b>(\$66,434)</b>  | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |                   |              |

### 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<sup>(1)</sup>

|                        | <u>FY2019<br/>Actual</u> | <u>FY2020<br/>Budget</u> | <u>FY2021<br/>Request</u> | <u>FY2021<br/>Adopted</u> | <u>\$ Change<br/>from FY2020</u> | <u>%<br/>Chg.</u> |
|------------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| <b>Vending Machine</b> |                          |                          |                           |                           |                                  |                   |
| <b>Service Charges</b> | \$165,381                | \$138,800                | \$138,800                 | \$138,800                 | \$0                              | 0.0%              |
| <b>Operating Costs</b> | \$142,079                | \$138,800                | \$138,800                 | \$138,800                 | \$0                              | 0.0%              |
| <b>Variance</b>        | \$23,302                 | \$0                      | \$0                       | \$0                       |                                  |                   |

## **Total Enterprise Funds**

|                       |                  |              |                      |              |             |      |
|-----------------------|------------------|--------------|----------------------|--------------|-------------|------|
| <b>Total Revenues</b> | \$59,607,447     | \$67,749,300 | \$69,256,300         | \$72,578,600 | \$4,829,300 | 7.1% |
| <b>Total Expenses</b> | \$59,412,629     | \$67,749,300 | \$72,688,000         | \$72,578,600 | \$4,829,300 | 7.1% |
| <b>Variance</b>       | <b>\$194,819</b> | <b>\$0</b>   | <b>(\$3,431,700)</b> | <b>\$0</b>   |             |      |

**Footnotes:**

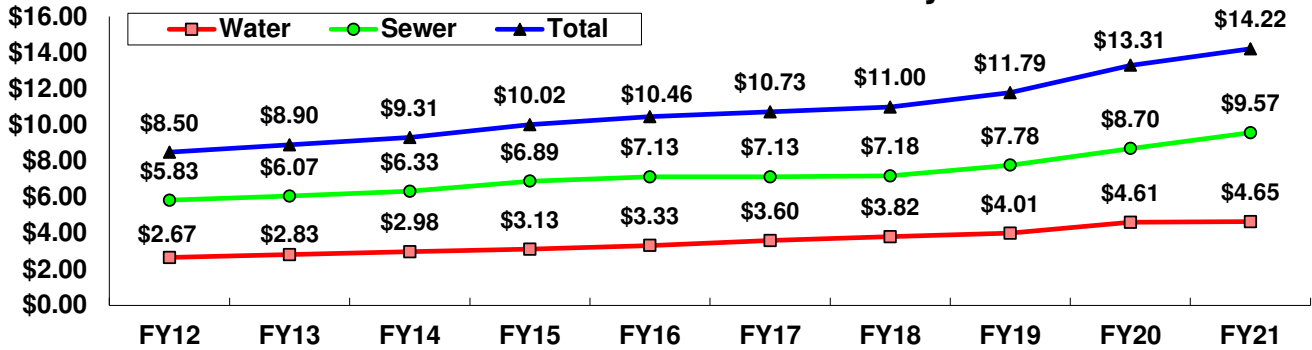
(1) Information reported is based on a budgetary basis, which in some cases varies from an accounting basis. For rate setting purposes, capital outlay, principal payments on debt services, and sinking fund reserves are listed above. These items are not recorded on the County's Statement of Revenues, Expenses, and changes in Net Assets.

# Water and Sewer Fund

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

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

## Residential User Fee Rate History



### Water User Fee Rate

|   |                           |
|---|---------------------------|
| Single Family Residential: 0 - 18,000 gallons.....      | \$4.65 per 1,000 gallons  |
| Single Family Residential: 18,001 - 24,000 gallons..... | \$9.30 per 1,000 gallons  |
| Single Family Residential: Over 24,000 gallons.....     | \$13.95 per 1,000 gallons |
| Multi-Family/Commercial: based on metered usage.....    | \$5.58 per 1,000 gallons  |

### FY2021 Rates:

### Sewer User Fee Rate

|  |                          |
|--|--------------------------|
| Single Family Residential: Billing capped at 24,000 gallons..... | \$9.57 per 1,000 gallons |
| Multi-Family/Commercial: based on metered usage.....             | \$9.57 per 1,000 gallons |

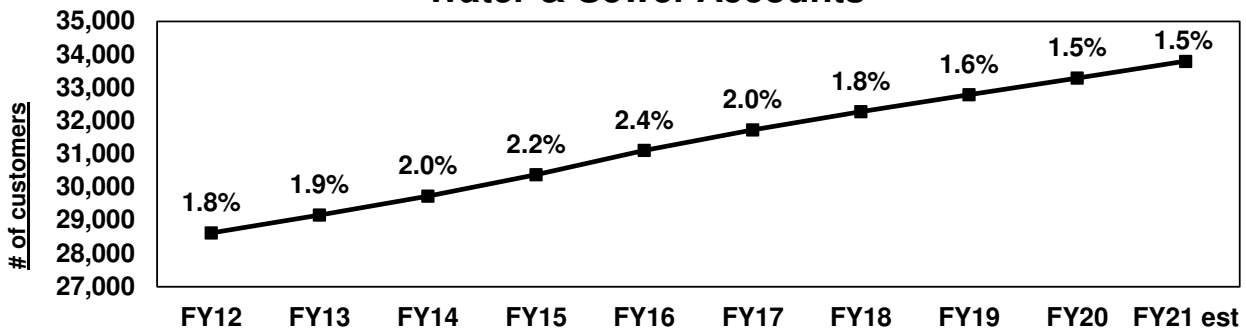
### Customer Account Fee

|   |                          |
|---|--------------------------|
| 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.....                     | \$161 to \$415 |
| Reconnect/Disconnect of Water Service (weekdays).....                | \$52           |
| Reconnect/Disconnect Water Service (evenings/weekends/holidays)..... | \$126          |

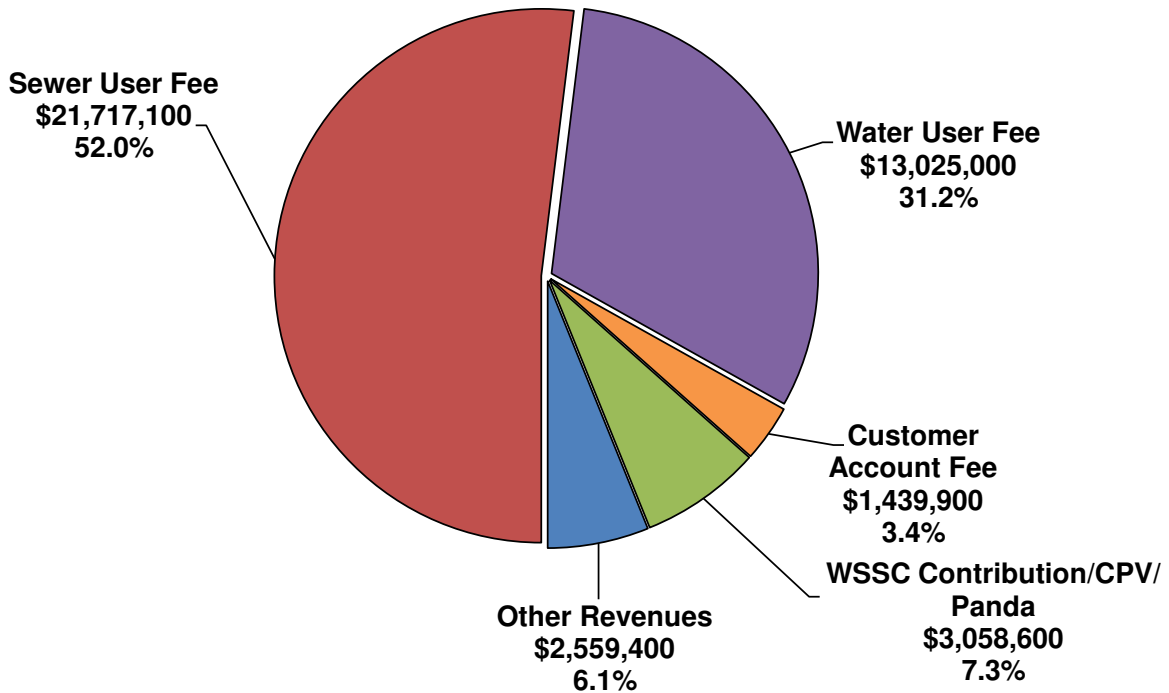
## Water & Sewer Accounts



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.

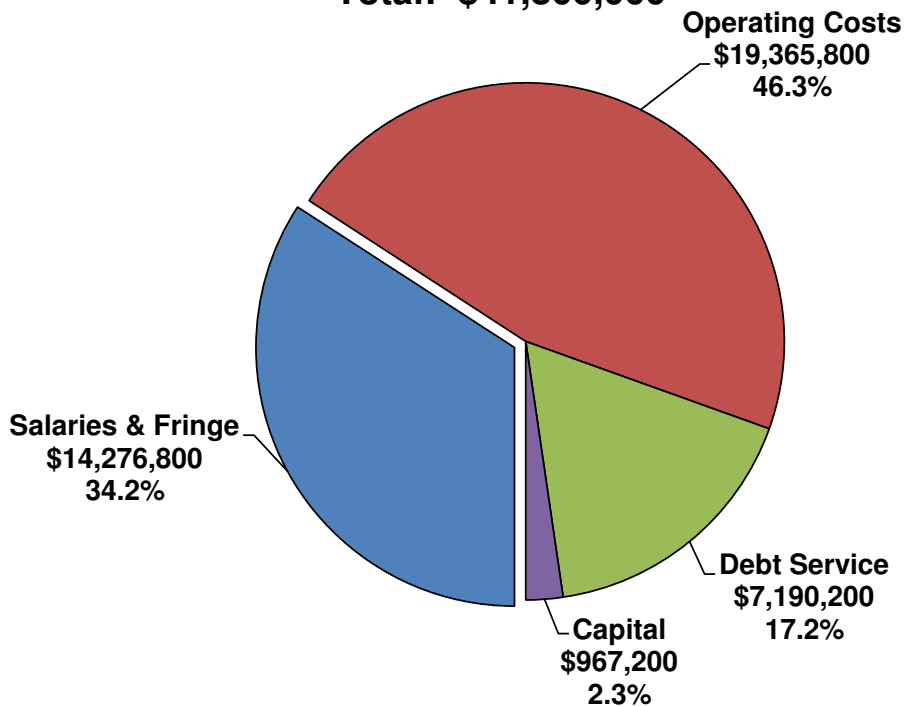
### FY2021 Operating Revenues by Funding Source

Total: \$41,800,000



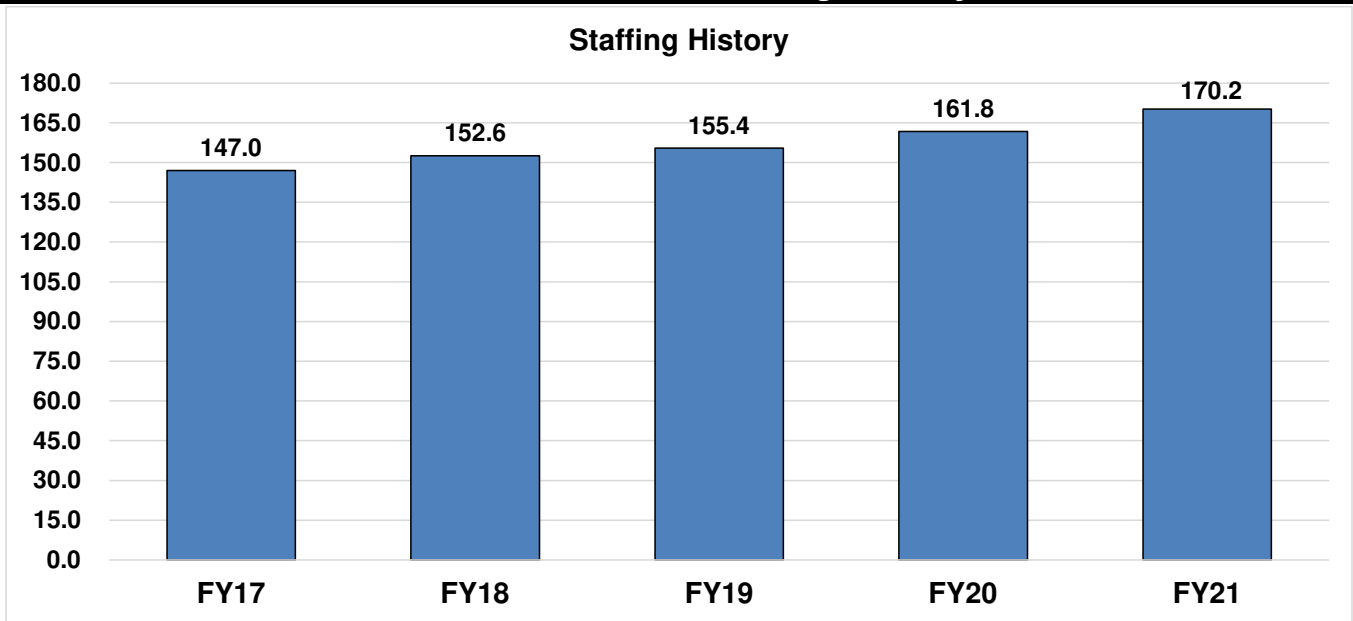
### FY2021 Operating Expenses by Account Classification

Total: \$41,800,000



Represents costs associated with the operation and maintenance of the Water and Sewer Fund. Costs, including additional debt service related to funding capital projects for new or future customers are not included.

# Water and Sewer Staffing History



## Positions by Program:

|                                    | <u>FY17</u>  | <u>FY18</u>  | <u>FY19</u>  | <u>FY20</u>  | <u>FY21</u>  |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|
| DPW-UT                             |              |              |              |              |              |
| Sewer                              | 47.4         | 47.5         | 50.5         | 53.8         | 56.4         |
| Mattawoman                         | 36.4         | 39.4         | 37.7         | 39.1         | 40.1         |
| Water                              | 40.7         | 43.6         | 44.5         | 45.8         | 50.2         |
| Meters                             | 6.1          | 7.1          | 7.1          | 7.1          | 7.1          |
| <b>DPW-UT Full Time Equivalent</b> | <b>130.6</b> | <b>137.6</b> | <b>139.8</b> | <b>145.8</b> | <b>153.8</b> |
| PGM                                | 8.2          | 6.7          | 6.7          | 6.7          | 7.1          |
| Fiscal & Administrative Services   | 8.3          | 8.3          | 8.9          | 9.3          | 9.3          |
| <b>Total Full Time Equivalent</b>  | <b>147.0</b> | <b>152.6</b> | <b>155.4</b> | <b>161.8</b> | <b>170.2</b> |

## Objectives and Measurements

|   | FY17<br>Actual        | FY18<br>Actual        | FY19<br>Actual    | FY20<br>Projected | FY21<br>Estimated |
|---|-----------------------|-----------------------|-------------------|-------------------|-------------------|
| <u>Public Works Objective: To provide excellent customer service.</u>   |                       |                       |                   |                   |                   |
| Water & Sewer Line Breaks   |                       |                       |                   |                   |                   |
| Number of Breaks  | 39                    | 51                    | 46                | 50                | 50                |
| \$ per event  | \$6,580               | \$5,851               | \$8,269           | \$6,000           | \$6,500           |
| Water/Sewer Regulatory Compliance   |                       |                       |                   |                   |                   |
| % Violations  | 0.00%                 | 4.16%                 | 8.16%             | 1.00%             | N/A               |
| Potential Violations  | 51                    | 51                    | 51                | 51                | 24 annually       |
| Water delivered   | 196.08<br>mg/average% | 197.1/mg<br>average%  | 203/mg<br>average | 190.0<br>mg/avg   | 200 mg/avg        |
| Sewer treated   | 281.66<br>mg/average  | 275.54/mg<br>average% | 411/mg<br>average | 300.0<br>mg/avg   | 300 mg/avg        |
| Customer Complaints   |                       |                       |                   |                   |                   |
| Number of Complaints  | 157                   | 90                    | 86                | 100               | 90                |
| average number of days to resolve   | 86%                   | 700%                  | 7                 | 5                 | 6                 |
| Annual # of injury and property damage claims reported (# / month)  | 25                    | 44                    | 46                | 24                | 48                |
| <u>Public Works Objective: To have a system of meters less than 15 years old and to insure the accuracy and timeliness of readings.</u>   |                       |                       |                   |                   |                   |
| # of meters installed   | 1,126                 | 816                   | 761               | 1,000             | 850               |
| <u>PGM Objective: Inventory of inadequate water, sewer and drainage facilities.</u>   |                       |                       |                   |                   |                   |
| Water Facilities  | 2.0                   | 0.0                   | 0.0               | 0.0               | 2.0               |
| Sewer Facilities  | 1.0                   | 1.0                   | 1.0               | 1.0               | 2.0               |
| <u>Fiscal &amp; 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  | 134,674               | 136,906               | 135,434           | 143,406           | 147,708           |
| # of regular invoices   | 129,404               | 131,848               | 130,709           | 138,000           | 148,456           |
| # of finals   | 5,270                 | 5,058                 | 4,725             | 5,406             | 5,784             |
| # of customer accounts  | 33,015                | 33,583                | 34,044            | 34,340            | 34,600            |
| % of ebilling customer accounts   | 7.00%                 | 8.57%                 | 9.55%             | 9.34%             | 10.50%            |
| # of delinquent invoices per year   | 39,055                | 32,785                | 42,207            | 43,022            | 44,456            |
| - % of total billed   | 29%                   | 24%                   | 25%               | 30%               | 23%               |
| <u>Fiscal &amp; Administrative Services Objective: To follow up on past due accounts/ improve collection efforts.</u>   |                       |                       |                   |                   |                   |
| # of final notice letters   | 778                   | 981                   | 686               | 1,236             | 819               |
| # of liens  | 214                   | 329                   | 415               | 328               | 448               |
| # of liens released   | 180                   | 295                   | 281               | 294               | 308               |

## 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       | FY2019              | FY2020              | FY2021              | FY2021              | \$ Change<br>FY2020 | %<br>Chg.   |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|
|                            | Actual              | Adopted             | Requested           | Adopted             |                     |             |
| Personal Services          | \$3,135,762         | \$3,304,200         | \$3,433,500         | \$3,433,500         | \$129,300           | 3.9%        |
| Fringe Benefits            | 1,127,023           | 1,282,100           | 1,374,100           | 1,374,000           | 91,900              | 7.2%        |
| Operating Costs            | 4,973,121           | 4,382,500           | 4,628,000           | 4,628,000           | 245,500             | 5.6%        |
| Operating Contingency      | 0                   | 26,900              | 213,400             | 213,400             | 186,500             | 693.3%      |
| Debt Service               | 3,350,376           | 4,190,000           | 4,508,000           | 4,508,000           | 318,000             | 7.6%        |
| Capital Outlay/Maintenance | 197,689             | 259,400             | 250,000             | 250,000             | (9,400)             | -3.6%       |
| Capital Projects           | 87,000              | 56,700              | 141,200             | 141,200             | 84,500              | 149.0%      |
| <b>Total Expenditures</b>  | <b>\$12,870,971</b> | <b>\$13,501,800</b> | <b>\$14,548,200</b> | <b>\$14,548,100</b> | <b>\$1,046,300</b>  | <b>7.7%</b> |

### Changes and Useful Information:

- **Personal Services and Fringe Benefits** includes the full year impact of the FY2020 approved salary increases as well as six new positions. The new positions include three Line Maintenance Operators to manage the increasing workload due to county growth and expanded preventive maintenance requirements. To manage the crew, a Line Maintenance Supervisor was approved. A Maintenance Technician to allow for two crews to provide maintenance from La Plata to Swan Point. Also, a Utilities Locator to keep up with the growing demands for water and sewer utility line locating for Miss Utility as well as in-house needs. These positions are partially supported by the Water Division.
- The **Operating Costs** budget increase includes additional funding to maintain aging infrastructure, for chemicals, various items needed for the new positions, and funds to make repairs at locations throughout the county. Also included are funds to support the County's cyber security program.
- **Operating Contingency** is to cover revenue shortfalls and/or expenditure overruns.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and payments for vehicle and equipment purchases that were financed. Included is the cost to bank finance various vehicles, including four vehicles for the new positions, and equipment, most of which are split with the Water and/or Mattawoman Divisions.
- The **Capital Outlay/Maintenance** is mainly for ongoing maintenance at the satellite sewer sites based on anticipated needs for FY2021. The decrease is due to one-time cost in FY2020 for an utility vehicle.
- **Capital Projects** budget is for the Sewer Model Update Project and Sewer Pump Station Capacity Study 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>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>Total Full Time Equivalent</b> | <b>47.4</b>               | <b>47.5</b>               | <b>50.5</b>               | <b>53.8</b>               | <b>56.4</b>               |

## 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                    | FY2019<br>Actual   | FY2020<br>Adopted   | FY2021<br>Requested | FY2021<br>Adopted   | \$ Change<br>FY2020 | %<br>Chg.   |
|---|--------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| Personal Services                       | \$2,215,623        | \$2,374,800         | \$2,403,400         | \$2,403,400         | \$28,600            | 1.2%        |
| Fringe Benefits                         | 847,017            | 930,600             | 904,400             | 904,400             | (26,200)            | -2.8%       |
| Operating Costs                         | 5,958,183          | 7,001,300           | 7,651,900           | 7,641,900           | 640,600             | 9.1%        |
| Operating Contingency                   | 0                  | 13,900              | 143,500             | 143,500             | 129,600             | 932.4%      |
| Debt Service                            | 17,478             | 19,400              | 47,000              | 47,000              | 27,600              | 142.3%      |
| Capital Outlay/Maintenance              | 1,607              | 0                   | 82,000              | 82,000              | 82,000              | NEW         |
| <b>Total Expenditures</b>               | <b>\$9,039,908</b> | <b>\$10,340,000</b> | <b>\$11,232,200</b> | <b>\$11,222,200</b> | <b>\$882,200</b>    | <b>8.5%</b> |
| <b>WSSC Contribution/<br/>CPV/Panda</b> | <b>\$1,830,649</b> | <b>\$2,599,800</b>  | <b>\$2,758,600</b>  | <b>\$2,758,600</b>  | <b>\$158,800</b>    | <b>6.1%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary increases and funding for two new positions. These two positions, General Utility Workers for the central region are to support the Operations and Maintenance staff with various projects and are partially funded by the Water Division.
- The **Operating Costs** budget was adjusted based on current spending patterns, to provide various items for the new positions, and to perform repairs at the plant to maintain aging infrastructure. Also included is funding in support of the County's cyber security program.
- **Operating Contingency** is to cover revenue shortfalls and/or expenditure overruns.
- **Debt Service** includes payments associated with financing certain vehicle and equipment purchases. Funds are included to bank finance a pump, and a crane truck. Also included is the bank financing of a lab sink/cabinet and a small utility vehicle, which are partially funded by the Sewer and Water divisions.
- **Capital Outlay/Maintenance** is to provide funds to cover unanticipated plant repairs, to replace a plotter/scanner and for a space reactor aerator motor which will be used as a spare.
- **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>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>Total Full Time Equivalent</b> | <b>36.4</b>               | <b>39.4</b>               | <b>37.7</b>               | <b>39.1</b>               | <b>40.1</b>               |

## Water & Sewer

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

| Expenditure Category       | FY2019<br>Actual    | FY2020<br>Adopted   | FY2021<br>Requested | FY2021<br>Adopted   | \$ Change<br>FY2020 | %<br>Chg.   |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| Personal Services          | \$2,820,069         | \$2,882,400         | \$3,036,300         | \$3,036,300         | \$153,900           | 5.3%        |
| Fringe Benefits            | 1,021,057           | 1,081,100           | 1,208,300           | 1,208,400           | 127,300             | 11.8%       |
| Operating Costs            | 4,589,420           | 5,894,200           | 5,914,600           | 5,914,600           | 20,400              | 0.3%        |
| Operating Contingency      | 0                   | 29,400              | 175,500             | 175,500             | 146,100             | 496.9%      |
| Debt Service               | 2,001,609           | 2,423,800           | 2,386,400           | 2,386,400           | (37,400)            | -1.5%       |
| Capital Outlay/Maintenance | 373,170             | 449,300             | 440,000             | 440,000             | (9,300)             | -2.1%       |
| Capital Projects           | 54,000              | 197,900             | 54,000              | 54,000              | (143,900)           | -72.7%      |
| <b>Total Expenditures</b>  | <b>\$10,859,325</b> | <b>\$12,958,100</b> | <b>\$13,215,100</b> | <b>\$13,215,200</b> | <b>\$257,100</b>    | <b>2.0%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary increases as well as eight new positions. The new positions include three Line Maintenance Operators to manage the increasing workload due to county growth and expanded preventive maintenance requirements. To manage the crew, a Line Maintenance Supervisor was approved. A Maintenance Technician to allow for two crews to provide maintenance from La Plata to Swan Point. Also, a Utilities Locator to keep up with the growing demands for water and sewer utility line locating for Miss Utility as well as in-house needs. These positions are partially supported by the Sewer Division. Two positions, General Utility Workers for the central region are to support the Operations and Maintenance staff with various projects and are partially funded by the Mattawoman Division.
- The **Operating Costs** budget was adjusted based on current spending patterns, to provide various items for the new positions and to perform various repairs throughout the county. Funds are also included to support the County's cyber security program.
- **Operating Contingency** is to cover revenue shortfalls and/or expenditure overruns.
- **Debt Service** is for payments related to bond issues for capital projects and payments to finance vehicle and equipment purchases. Included is the cost to bank finance various vehicles, including four vehicles for the new positions, and equipment, most of which are split with the Water and/or Mattawoman Divisions.
- **Capital Outlay/Maintenance** budget includes funds for ongoing maintenance for water operations. The decrease is due to one-time cost in FY2020 to purchase a utility vehicle.
- **Capital Projects** budget is for the Water Model Update Project. The decrease is due to one-time funding in FY2020 for the removal of the Waldorf Fire House Water Tower Demolition 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>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <b>Total Full Time Equivalent</b> | <b>40.7</b>               | <b>43.6</b>               | <b>44.5</b>               | <b>45.8</b>               | <b>50.2</b>               |



## Water & Sewer

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

| <b>Positions:</b>   | <b>FY17</b>  | <b>FY18</b>  | <b>FY19</b>  | <b>FY20</b>  | <b>FY21</b>  |
|---|--------------|--------------|--------------|--------------|--------------|
| <u>Title</u>  | <u>FTE</u>   | <u>FTE</u>   | <u>FTE</u>   | <u>FTE</u>   | <u>FTE</u>   |
| Director of Public Works                                  | 0.5          | 0.5          | 0.5          | 0.5          | 0.5          |
| Deputy Director of DPW UT                                 | 0.9          | 0.9          | 0.9          | 0.9          | 0.9          |
| Chief of Operations and Maintenance                       | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Chief of Technical Support                                | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Inventory & Fleet Mgmt Operations Manager                 | 0.2          | 0.2          | 0.3          | 0.3          | 0.3          |
| Utilities Senior Program Manager                          | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Senior Environmental Operations Superintendent            | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Engineer I - III  | 2.0          | 2.0          | 2.0          | 2.0          | 2.0          |
| Chief of Operations Support                               | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Equipment Maintenance Supt.                               | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Environmental Operations Superintendent                   | 3.0          | 3.0          | 3.0          | 3.0          | 3.0          |
| Financial Support Manager                                 | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Laboratory Supervisor                                     | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Laboratory Management Information Systems/Data Technician | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Line Maintenance Superintendent                           | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Project Manager   | 0.0          | 0.0          | 0.0          | 1.0          | 2.0          |
| 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                       | 8.0          | 8.0          | 9.0          | 9.0          | 9.0          |
| Assistant Project Manager                                 | 2.0          | 2.0          | 2.0          | 2.0          | 2.0          |
| Line Maintenance Supervisor                               | 4.0          | 4.0          | 4.0          | 4.0          | 5.0          |
| Equipment Maintenance Supervisor                          | 3.0          | 3.0          | 3.0          | 3.0          | 3.0          |
| Water Operations Supervisor I-II                          | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Fleet Maintenance Technician III                          | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Utilities Plan Reviewer                                   | 0.0          | 0.0          | 0.0          | 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          | 1.2          | 1.2          | 1.2          | 1.2          |
| Management Support Specialist                             | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Automation Equipment Technician                           | 0.0          | 0.0          | 0.0          | 1.0          | 1.0          |
| Instrumentation Technician                                | 4.0          | 8.0          | 9.0          | 9.0          | 9.0          |
| Electrician I - III                                       | 4.0          | 2.0          | 1.0          | 1.0          | 1.0          |
| Facilities Maintenance Technician III                     | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Administrative Project Specialist                         | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Equipment Maintenance Technician II                       | 3.0          | 3.0          | 3.0          | 3.0          | 4.0          |
| Fleet Maintenance Technician II                           | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Environmental Operator / Trainee                          | 33.0         | 36.0         | 36.0         | 37.0         | 37.0         |
| Utilities Locator   | 3.0          | 3.0          | 3.0          | 3.0          | 4.0          |
| Administrative Associate                                  | 2.0          | 2.0          | 2.0          | 2.0          | 2.0          |
| Inventory Control Associate                               | 0.2          | 0.2          | 0.2          | 0.2          | 0.2          |
| Regulatory Compliance Associate                           | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| Equipment Operator III - IV                               | 9.0          | 9.0          | 9.0          | 9.0          | 9.0          |
| Technician - Small Engine                                 | 0.0          | 0.0          | 0.8          | 0.8          | 0.8          |
| Fleet Maintenance Superintendent                          | 0.0          | 0.0          | 0.3          | 0.3          | 0.3          |
| Equipment Maintenance Technician I                        | 7.0          | 7.0          | 7.0          | 8.0          | 8.0          |
| Office Associate III                                      | 2.0          | 2.0          | 2.0          | 2.0          | 2.0          |
| Facilities Maintenance Technician I                       | 1.0          | 1.0          | 1.0          | 1.0          | 1.0          |
| General Utility Worker                                    | 0.0          | 0.0          | 0.0          | 0.0          | 2.0          |
| Line Maintenance Operator I                               | 9.0          | 9.0          | 9.0          | 11.0         | 14.0         |
| Part Time I   | 1.4          | 1.4          | 1.4          | 1.4          | 1.4          |
| <b>Total Full Time Equivalent</b>                         | <b>126.2</b> | <b>132.2</b> | <b>134.4</b> | <b>141.4</b> | <b>150.4</b> |
| <b>Allocated to Other Funds</b>                           | <b>(1.8)</b> | <b>(1.8)</b> | <b>(1.8)</b> | <b>(2.8)</b> | <b>(3.8)</b> |
| <b>Total Full Time Equivalents W/S</b>                    | <b>124.5</b> | <b>130.5</b> | <b>132.7</b> | <b>138.7</b> | <b>146.7</b> |

## Water & Sewer

**Department:** Planning and Growth Management 30.07.06  
**Division \ Program:** Water & Sewer Administration Fund: Enterprise  
**Program Administrator:** Deborah Carpenter, Director of Planning & Growth Management  
[www.charlescountymd.gov/pgm/welcome](http://www.charlescountymd.gov/pgm/welcome)

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Requested | FY2021<br>Adopted | \$ Change<br>FY2020 | %<br>Chg.    |
|---------------------------|------------------|-------------------|---------------------|-------------------|---------------------|--------------|
| Personal Services         | \$79,401         | \$87,100          | \$99,500            | \$84,400          | (\$2,700)           | -3.1%        |
| Fringe Benefits           | 21,377           | 21,600            | 28,500              | 22,900            | 1,300               | 6.0%         |
| Operating Costs           | 2,144            | 2,800             | 6,000               | 2,800             | 0                   | 0.0%         |
| Operating Contingency     | 0                | 2,900             | 4,000               | 4,000             | 1,100               | 37.9%        |
| <b>Total Expenditures</b> | <b>\$102,922</b> | <b>\$114,400</b>  | <b>\$138,000</b>    | <b>\$114,100</b>  | <b>(\$300)</b>      | <b>-0.3%</b> |
| <b>Revenues</b>           | <b>\$5,061</b>   | <b>\$4,600</b>    | <b>\$5,000</b>      | <b>\$5,000</b>    | <b>\$400</b>        | <b>8.7%</b>  |

### Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** is based on current staff which includes turnover that is offsetting the full year impact of the FY2020 approved salary increases.
- **Operating Contingency** is 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>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Director of Planning & Growth Mgmt | 0.3                       | 0.2                       | 0.2                       | 0.2                       | 0.2                       |
| Deputy Director                    | 0.3                       | 0.2                       | 0.2                       | 0.2                       | 0.2                       |
| Project/Program Manager            | 0.0                       | 0.2                       | 0.2                       | 0.2                       | 0.2                       |
| Citizen Response Coordinator       | 0.0                       | 0.2                       | 0.2                       | 0.2                       | 0.2                       |
| Property Acquisition Officer       | 0.3                       | 0.0                       | 0.0                       | 0.0                       | 0.0                       |
| Assistant to the Director          | 0.3                       | 0.1                       | 0.1                       | 0.1                       | 0.1                       |
| Part Time                          | 0.1                       | 0.1                       | 0.1                       | 0.1                       | 0.1                       |
| <b>Total Full Time Equivalent</b>  | <b>1.1</b>                | <b>0.8</b>                | <b>0.8</b>                | <b>0.8</b>                | <b>0.8</b>                |

## Water & Sewer

**Department:** Planning and Growth Management 30.07.61  
**Division \ Program:** Codes, Permits & Inspection Services\Codes & Permits Fund: Enterprise  
**Program Administrator:** Ray Shumaker, Chief of Codes, Permits & Inspection Services  
[www.charlescountymd.gov/pgm/cpis/codes-permits-inspection-services](http://www.charlescountymd.gov/pgm/cpis/codes-permits-inspection-services)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Requested</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|-------------------|
| Personal Services           | \$254,293                | \$244,300                 | \$244,800                   | \$244,800                 | \$500                       | 0.2%              |
| Fringe Benefits             | 75,170                   | 74,200                    | 76,900                      | 76,900                    | 2,700                       | 3.6%              |
| Operating Costs             | 3,473                    | 6,300                     | 6,200                       | 6,200                     | (100)                       | -1.6%             |
| Operating Contingency       | 0                        | 0                         | 15,500                      | 15,500                    | 15,500                      | NEW               |
| <b>Total Expenditures</b>   | <b>\$332,936</b>         | <b>\$324,800</b>          | <b>\$343,400</b>            | <b>\$343,400</b>          | <b>\$18,600</b>             | <b>5.7%</b>       |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase reflects the full year impact of the FY2020 approved salary increases.
- **Operating Contingency** is 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:

| <u>Title</u>                        | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Chief of CPIS                       | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Development Services Manager        | 0.3                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Engineer I / II / III / IV          | 0.7                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Building Code Official              | 0.1                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Right-of-Way Agent I                | 0.3                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Assistant to the Chief of CPIS      | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Right of Way and Bonding Specialist | 0.0                 | 0.3                 | 0.3                 | 0.3                 | 0.3                 |
| Water/Wastewater Permit Technician  | 0.8                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Permits Specialist                  | 1.0                 | 1.0                 | 1.5                 | 1.5                 | 1.5                 |
| PGM Support Specialist              | 0.0                 | 0.5                 | 0.0                 | 0.0                 | 0.0                 |
| Office Associate II                 | 0.8                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| PGM Receptionist                    | 0.0                 | 0.6                 | 0.6                 | 0.6                 | 0.6                 |
| <b>Total Full Time Equivalent</b>   | <b>3.9</b>          | <b>3.7</b>          | <b>3.7</b>          | <b>3.7</b>          | <b>3.7</b>          |

## Water & Sewer

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

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Requested | FY2021<br>Adopted | \$ Change<br>FY2020 | %<br>Chg.     |
|---------------------------|------------------|-------------------|---------------------|-------------------|---------------------|---------------|
| Personal Services         | \$152,200        | \$165,100         | \$203,000           | \$189,900         | \$24,800            | 15.0%         |
| Fringe Benefits           | 41,355           | 72,500            | 95,100              | 89,500            | 17,000              | 23.4%         |
| Operating Costs           | 160,668          | 341,200           | 204,900             | 201,300           | (139,900)           | -41.0%        |
| Operating Contingency     | 0                | 0                 | 13,900              | 13,900            | 13,900              | NEW           |
| <b>Total Expenditures</b> | <b>\$354,223</b> | <b>\$578,800</b>  | <b>\$516,900</b>    | <b>\$494,600</b>  | <b>(\$84,200)</b>   | <b>-14.5%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes the full year impact of the FY2020 approved salary increases and a reallocation of employees based on duties.
- The **Operating Costs** budget decrease is due to the one time funding in FY2020 for a Ground Water Study.
- **Operating Contingency** is to cover revenue shortfalls and/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:

| Title   | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE | FY21<br>FTE |
|---|-------------|-------------|-------------|-------------|-------------|
| Chief of Resource & Infrastructure Mgmt       | 0.7         | 0.0         | 0.0         | 0.0         | 0.0         |
| Planning Director                             | 0.0         | 0.3         | 0.3         | 0.3         | 0.3         |
| Assistant Chief of Planning                   | 0.0         | 0.2         | 0.2         | 0.2         | 0.1         |
| Resource Manager                              | 0.3         | 0.0         | 0.0         | 0.0         | 0.0         |
| Engineer III / IV                             | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Engineer II                                   | 0.8         | 0.8         | 0.8         | 0.8         | 1.0         |
| GIS Analyst                                   | 0.4         | 0.4         | 0.4         | 0.4         | 0.3         |
| Planner I - III                               | 0.4         | 0.4         | 0.4         | 0.4         | 0.4         |
| PGM Coordinator                               | 0.3         | 0.0         | 0.0         | 0.0         | 0.0         |
| Assistant to the Chief                        | 0.0         | 0.0         | 0.0         | 0.0         | 0.3         |
| Part Time                                     | 0.3         | 0.3         | 0.3         | 0.3         | 0.3         |
| <b>Total Full Time Equivalent</b>             | <b>4.2</b>  | <b>3.3</b>  | <b>3.3</b>  | <b>3.3</b>  | <b>3.7</b>  |
| Allocated to the Capital Project Fund         | (1.0)       | (1.0)       | (1.0)       | (1.0)       | (1.0)       |
| <b>Net Cost to the Water &amp; Sewer Fund</b> | <b>3.2</b>  | <b>2.3</b>  | <b>2.3</b>  | <b>2.3</b>  | <b>2.7</b>  |

## 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](http://www.charlescountymd.gov/fas/wsbilling/water-and-sewer-billing) 8:00 a.m.-4:30 p.m. M-F

| Expenditure Category      | FY2019           | FY2020           | FY2021           | FY2021           | \$ Change       | %           |
|---------------------------|------------------|------------------|------------------|------------------|-----------------|-------------|
|                           | Actual           | Adopted          | Requested        | Adopted          | FY2020          | Chg.        |
| Personal Services         | \$455,590        | \$483,900        | \$494,500        | \$494,500        | \$10,600        | 2.2%        |
| Fringe Benefits           | 126,890          | 143,400          | 150,000          | 150,000          | 6,600           | 4.6%        |
| Operating Costs           | 194,258          | 207,000          | 213,700          | 213,700          | 6,700           | 3.2%        |
| Operating Contingency     | 0                | 10,600           | 41,300           | 41,300           | 30,700          | 289.6%      |
| Debt Service              | 7,496            | 8,000            | 8,000            | 8,000            | 0               | 0.0%        |
| <b>Total Expenditures</b> | <b>\$784,234</b> | <b>\$852,900</b> | <b>\$907,500</b> | <b>\$907,500</b> | <b>\$54,600</b> | <b>6.4%</b> |
| <b>Total Revenues</b>     | <b>\$785,337</b> | <b>\$852,900</b> | <b>\$907,500</b> | <b>\$907,500</b> | <b>\$54,600</b> | <b>6.4%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes full year impact of the FY2020 approved salary increases.
- The **Operating Costs** budget reflects current spending patterns and includes funds for replacement headsets and language interpretation services.
- **Operating Contingency** is to cover revenue shortfalls and/or expenditure overruns.

### Description:

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

### Positions:

| Title                               | FY17       | FY18       | FY19       | FY20       | FY21       |
|-------------------------------------|------------|------------|------------|------------|------------|
|                                     | 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        | 6.0        | 6.0        | 6.0        | 7.0        | 7.0        |
| Part Time                           | 0.0        | 0.0        | 0.7        | 0.0        | 0.0        |
| <b>Total Full Time Equivalent</b>   | <b>8.3</b> | <b>8.3</b> | <b>8.9</b> | <b>9.3</b> | <b>9.3</b> |

## Water & Sewer

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

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted | FY2021<br>Requested | FY2021<br>Adopted | \$ Change<br>FY2020 | %<br>Chg.    |
|---------------------------|--------------------|-------------------|---------------------|-------------------|---------------------|--------------|
| Personal Services         | \$402,683          | \$412,600         | \$414,800           | \$414,800         | \$2,200             | 0.5%         |
| Fringe Benefits           | 147,211            | 143,300           | 149,100             | 149,100           | 5,800               | 4.0%         |
| Operating Costs           | 86,903             | 146,300           | 128,900             | 128,900           | (17,400)            | -11.9%       |
| Operating Contingency     | 0                  | 3,700             | 21,300              | 21,300            | 17,600              | 475.7%       |
| Debt Service              | 288,656            | 246,900           | 240,800             | 240,800           | (6,100)             | -2.5%        |
| Capital Outlay            | 7,200              | 36,800            | 0                   | 0                 | (36,800)            | N/A          |
| <b>Total Expenditures</b> | <b>\$932,653</b>   | <b>\$989,600</b>  | <b>\$954,900</b>    | <b>\$954,900</b>  | <b>(\$34,700)</b>   | <b>-3.5%</b> |
| <b>Total Revenues</b>     | <b>\$1,041,029</b> | <b>\$989,600</b>  | <b>\$954,900</b>    | <b>\$954,900</b>  | <b>(\$34,700)</b>   | <b>-3.5%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** reflect the full year impact of the FY2020 approved salary increases.
- The **Operating Costs** budget decrease is due to one time cost associated with updating meter software in FY2020.
- **Operating Contingency** is to cover revenue shortfalls and/or expenditure overruns.
- 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. Funds are also included to bank finance a truck that needs replacement.
- **Capital Outlay** was for one time FY2020 cost for four handheld units to be used to read meters.

### Description:

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

### Positions:

| <u>Title</u>                      | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Deputy Director of DPW UT         | 0.1                       | 0.1                       | 0.1                       | 0.1                       | 0.1                       |
| Meter Superintendent              | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Meter Technicians                 | 5.0                       | 6.0                       | 6.0                       | 6.0                       | 6.0                       |
| <b>Total Full Time Equivalent</b> | <b>6.1</b>                | <b>7.1</b>                | <b>7.1</b>                | <b>7.1</b>                | <b>7.1</b>                |



## Solid Waste

**Department:** Public Works - Facilities 27.05.38  
**Division \ Program:** Landfill Fund: Enterprise  
**Program Administrator:** Frances Sherman, Chief of Environmental Resources  
<http://www.charlescountymd.gov/pw/landfill/landfill-operations>

| Expenditure Category       | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request   | FY2021<br>Adopted   | \$ Change<br>from FY2020 | %<br>Chg.   |
|----------------------------|--------------------|--------------------|---------------------|---------------------|--------------------------|-------------|
| Personal Services          | \$1,710,816        | \$1,860,600        | \$1,972,800         | \$1,972,800         | \$112,200                | 6.0%        |
| Fringe Benefits            | 588,482            | 666,800            | 667,500             | 667,500             | 700                      | 0.1%        |
| Operating Costs            | 1,162,770          | 1,486,600          | 1,577,900           | 1,577,900           | 91,300                   | 6.1%        |
| Debt Service               | 97,447             | 187,200            | 249,200             | 249,200             | 62,000                   | 33.1%       |
| Agency Funding             | 29,000             | 32,700             | 36,800              | 36,800              | 4,100                    | 12.5%       |
| Operating Contingency      | 0                  | 26,500             | 137,300             | 137,300             | 110,800                  | 418.1%      |
| Landfill Expansion/Closure | 3,858,500          | 3,713,700          | 4,036,200           | 4,036,200           | 322,500                  | 8.7%        |
| Capital Outlay             | 418,736            | 1,073,000          | 984,000             | 984,000             | (89,000)                 | -8.3%       |
| Equipment/Tech Reserve     | 570,400            | 570,400            | 570,400             | 570,400             | 0                        | 0.0%        |
| <b>Total Expenditures</b>  | <b>\$8,436,151</b> | <b>\$9,617,500</b> | <b>\$10,232,100</b> | <b>\$10,232,100</b> | <b>\$614,600</b>         | <b>6.4%</b> |

### Changes and Useful Information:

- **Personal Services** increase includes approved salary increases and funding for three new positions. Two Solid Waste Workers to assist with providing coverage at the various sites, and an Inventory Equipment Manager to improve the inventory and maintenance process.
- The **Operating Costs** increase is mainly due to an increase in Equipment Repairs due to aging fleet.
- **Debt Service** includes debt payments related to the Landfill's Capital Improvement Program, and funding to bank finance the replacement of various vehicles and equipment.
- **Operating Contingency** is to cover any revenue shortfall and/or expenditure overages.
- The **Landfill Expansion/Closure** budget funds the future development of the remaining space at the Landfill.
- The **Capital Outlay** budget is to replace various equipment and vehicles and the purchase of a tarp machine and litter fence.

### Description:

The Charles County Sanitary Landfill is a modern composite lined landfill opened in July 1994. Located on Billingsley Road East, it features a citizen's recycling-disposal center, a vehicle/equipment maintenance facility, and leachate collection center. The Landfill was designed to accommodate 800 lbs. of refuse per cubic yard, with a 12 year, 8 month life. Due to the higher goal of a compaction rate of at least 1,200 lbs. per cubic yard, and the use of alternative daily cover material, the landfill is currently estimated to last beyond 2038 due to the utilization of a transfer facility which will allow for disposal options outside of the County's jurisdiction.



## Solid Waste

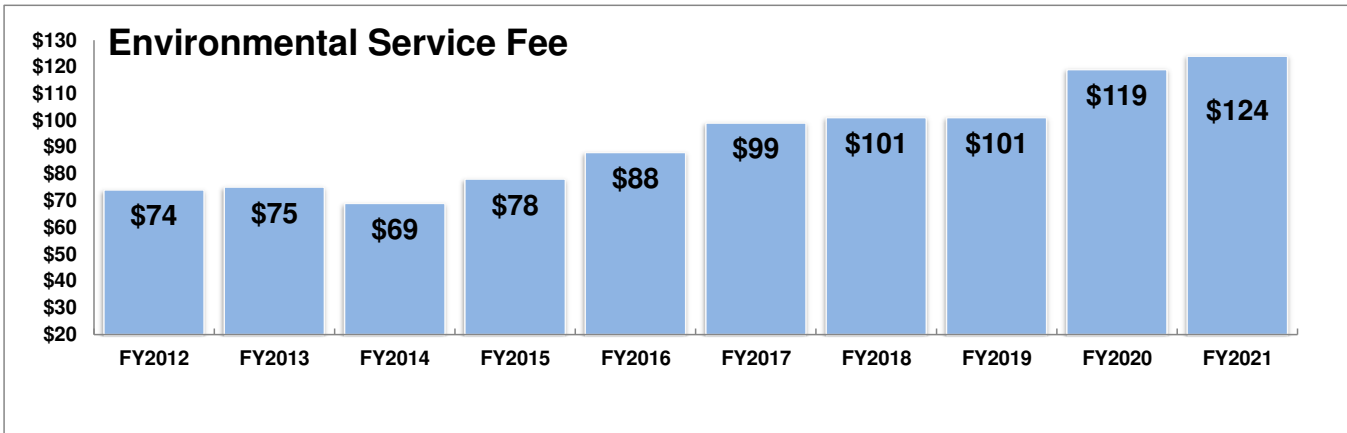
|                               |   |                  |
|-------------------------------|---|------------------|
| <b>Department:</b>            | Public Works - Facilities   | 27.05.38         |
| <b>Division \ Program:</b>    | Landfill  | Fund: Enterprise |
| <b>Program Administrator:</b> | Frances Sherman, Chief of Environmental Resources   |                  |
|                               | <a href="http://www.charlescountymd.gov/pw/landfill/landfill-operations">http://www.charlescountymd.gov/pw/landfill/landfill-operations</a> |                  |

| <b>Positions:</b>                         | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                              | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Director of Public Works                  | 0.1         | 0.1         | 0.1         | 0.1         | 0.1         |
| Deputy 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         |
| DPW Project and Program Manager           | 0.2         | 0.2         | 0.2         | 0.2         | 0.2         |
| Landfill Superintendent                   | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Scale House Manager                       | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Scalermaster                              | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Landfill & Recycling Site Superintendent  | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Landfill Operations Supervisor            | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Landfill Equipment Technician Team Leader | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Landfill Equipment Technician             | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Small Engine Technician                   | 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         | 1.0         | 1.0         | 1.0         | 1.0         |
| Assistant Scalermaster                    | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Landfill Equipment Operator Team Leader   | 0.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Equipment Operator II - IV                | 8.0         | 7.0         | 7.0         | 7.0         | 7.0         |
| Weigh Clerk                               | 2.0         | 2.0         | 4.0         | 5.0         | 5.0         |
| Inventory Equipment Manager               | 0.0         | 0.0         | 0.0         | 0.0         | 1.0         |
| Facilities Maintenance Technician I       | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Office Associate II                       | 0.0         | 0.0         | 0.0         | 1.0         | 1.0         |
| Landfill Solid Waster Worker Team Leader  | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Solid Waste Worker                        | 7.5         | 7.0         | 7.0         | 8.0         | 10.0        |
| Part Time Positions                       | 4.8         | 4.8         | 3.2         | 3.2         | 3.2         |
| <b>Total Full Time Equivalent</b>         | <b>33.0</b> | <b>33.5</b> | <b>33.9</b> | <b>36.9</b> | <b>39.9</b> |

# 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  
<https://www.charlescountymd.gov/services/environmental-resources>  
 Deborah Carpenter, Director of Planning & Growth Mgmt  
 Address: 200 Baltimore Street, La Plata, MD 20646  
<https://www.charlescountymd.gov/government/planning-and-growth-management>

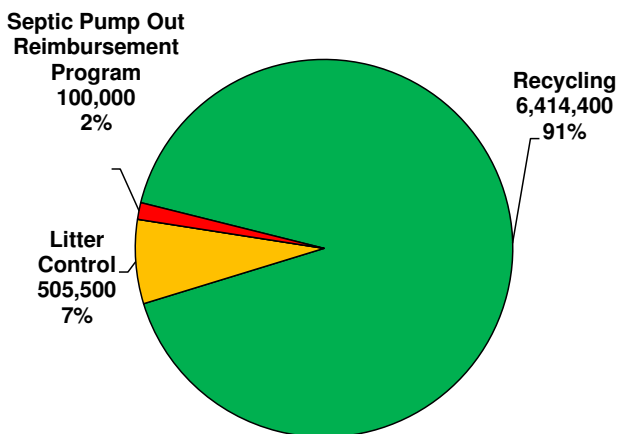
**Recycling & Litter Control**  
 301-932-3599 301-870-2778  
 7:30 a.m.-5:00 p.m. M-Sat. Landfill & Pisgah  
 and M, W, Sat. at Breeze Farm & Gilbert Run  
**Various Environmental Programs**  
 301-645-0627 301-870-3935  
 8:00 a.m.-4:30 p.m. M-F



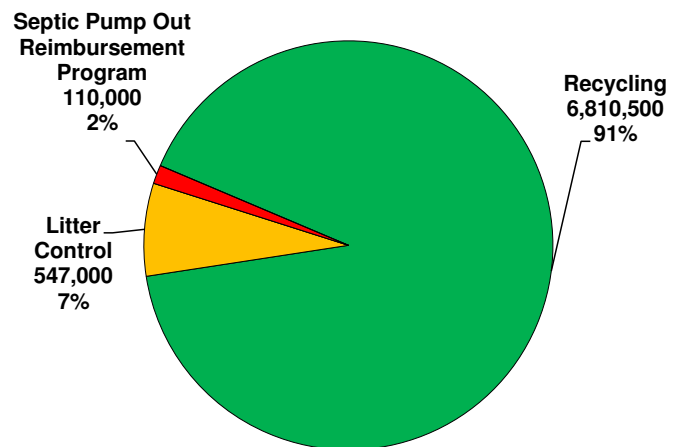
NOTE: The Environmental Service Fee (ESF) is charged annually to each improved property within the County. Improved property is land with one or more structures on it. The current revenue is used to support Recycling and Litter Control programs and to fund dwelling unit septic improvements. Prior to 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 FY2021 fee increase covers the increased house count and cost per home for Curbside Collection and Curbside Yard Waste, an increased Materials Recovery Facility Cost, the cost of additional blue recycling carts, and open top dumpsters. 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 FY2021 ESF fee of \$19, which remained the same as FY2020.

**FY2020**  
**Total: \$7,019,900**



**FY2021**  
**Total: \$7,467,500**



# Objectives and Measurements

## Objectives & Measurements:

|   | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>Estimated |
|---|----------------|----------------|----------------|-------------------|-------------------|
| <u>Objective: Divert recyclables from the waste stream and exceed the State's mandated recycling rate of 35%.</u> |                |                |                |                   |                   |
| Recycling tons  | 20,407         | 22,142         | 20,166         | 22,000            | 23,000            |
| Recycling rate<br>(State Mandate = 35%)   | CY 50.00%      | CY 52.00%      | CY 48.00%      | CY 50.00%         | CY 50.00%         |

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

|                          |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|
| # of complaints          | 169         | 163         | 208         | 175         | 175         |
| % 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 | 7,727  | 7,866  | 8,653  | 8,500  | 8,700  |
| # of homes               | 44,700 | 45,910 | 46,444 | 47,700 | 48,700 |
| % of homes in program    | 86.0%  | 86.6%  | 86.0%  | 87.3%  | 87.0%  |
| tons per home            | 0.1729 | 0.1713 | 0.1863 | 0.1708 | 0.1786 |
| # of complaints          | 1,134  | 949    | 1,485  | 1,276  | 1,300  |
| # of carts distributed   | 1,500  | 1,330  | 1,658  | 1,500  | 1,500  |

## **Recycling Centers**

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

#### Number of Patrons:

|               |               |               |               |               |               |
|---------------|---------------|---------------|---------------|---------------|---------------|
| Breeze Farm   | 18,247        | 17,285        | 16,888        | 15,500        | 14,900        |
| Gilbert Run   | 14,062        | 14,147        | 13,787        | 13,500        | 13,000        |
| Landfill      | 50,570        | 44,129        | 45,147        | 44,800        | 44,500        |
| Pisgah        | <u>39,610</u> | <u>36,809</u> | <u>34,508</u> | <u>32,500</u> | <u>30,000</u> |
| Total Patrons | 122,489       | 112,370       | 110,330       | 106,300       | 102,400       |

## **Mulch Facility**

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

|                                  |        |        |        |        |        |
|----------------------------------|--------|--------|--------|--------|--------|
| Yard Waste Tonnage               | 10,171 | 8,973  | 7,009  | 6,800  | 6,500  |
| Number of Patrons                | 18,653 | 21,434 | 20,073 | 20,000 | 19,500 |
| Household hazardous waste (tons) | 21     | 23     | 25     | 27     | 29     |
| Mulch given away (tons)          | 1,885  | 3,590  | 3,236  | 3,000  | 2,800  |
| Used Oil Collected (gallons)     | 42,600 | 43,400 | 39,414 | 38,000 | 37,500 |

## Environmental Services

**Department:** Public Works - Facilities 35.05  
**Division \ Program:** Recycling & Litter Control Fund: Enterprise  
**Program Administrator:** Frances Sherman, Chief of Environmental Resources  
<https://www.charlescountymd.gov/services/environmental-resources/recycling-centers-drop-off-facilities>  
<https://www.charlescountymd.gov/services/environmental-resources/litter-control>

| Expenditure Category      | FY2019             | FY2020             | FY2021             | FY2021             | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
|                           | Actual             | Adopted            | Requested          | Adopted            |                          |             |
| Personal Services         | \$1,056,010        | \$1,164,100        | \$1,216,400        | \$1,216,400        | \$52,300                 | 4.5%        |
| Fringe Benefits           | 332,630            | 343,200            | 340,500            | 340,500            | (2,700)                  | -0.8%       |
| Operating Costs           | 3,194,395          | 4,423,100          | 4,655,300          | 4,655,300          | 232,200                  | 5.2%        |
| Debt Service              | 485,327            | 204,800            | 167,100            | 167,100            | (37,700)                 | -18.4%      |
| Operating Contingency     | 0                  | 48,800             | 68,200             | 68,200             | 19,400                   | 39.8%       |
| Capital Outlay            | 84,767             | 598,000            | 770,000            | 770,000            | 172,000                  | 28.8%       |
| Agency Funding            | 0                  | 16,900             | 19,000             | 19,000             | 2,100                    | 12.4%       |
| Equipment Reserve         | 121,000            | 121,000            | 121,000            | 121,000            | 0                        | 0.0%        |
| <b>Total Expenditures</b> | <b>\$5,274,129</b> | <b>\$6,919,900</b> | <b>\$7,357,500</b> | <b>\$7,357,500</b> | <b>\$437,600</b>         | <b>6.3%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes approved FY2020 salary increases which are being partially offset by turnover. Also included are the funds for two new positions: an Equipment Operator Team Leader to oversee the recycling facility Equipment Operators, and a Recycling Specialist to oversee various recycling operations.
- **Operating Costs** increase is to cover increased tonnage costs and the Material Recovery Facility processing rate, and various items for the two FY2021 new positions.
- **Debt Service** decrease is due to the expiration of bank financing for recycling carts and other equipment. Also included is funding for FY21 leases for new operating capital requests.
- **Operating Contingency** is to cover any potential revenue shortfall and/or expenditure overruns.
- The FY2021 **Capital Outlay** budget allows for new blue recycling carts, the replacement of a crew cab truck, wheel loaders, 40 Yard Open Top Dumpsters, and a stationary compactor.
- **Agency Funding** includes the fund's share of Other Post Employment Benefits (OPEB).
- The **Equipment Reserve** budget is to replace future equipment.

### Description:

The Recycling Division provides comprehensive recycling services to the residents of Charles County and has achieved a 46% recycling rate and a 4% source reduction credit equaling a total waste diversion rate of 50%. By the end of FY2021 approximately 48,700 households will be served by curbside collection of recyclable materials with the remaining residents being served by four permanent recycling centers located at Gilbert Run Park in Dentsville, Breeze Farm in Cobb Island, the Landfill in Waldorf, and Pisgah Park in Pisgah. There are also three unmanned used motor oil and antifreeze drop off locations.

The Division markets and transports most of the materials collected. The Recycling Division also administers: a mulching facility, the Household Hazardous Waste Program, Litter Control, and the Potomac River Clean-up. The Household Hazardous Waste Program, held at the Department of Public Works - La Plata office, allows residents to properly dispose of poisons, gas, paint, and chemicals. The Litter Control Program assists in keeping County roads litter free and also helps in cleaning up illegal dump sites.

## Environmental Services

**Department:** Public Works - Facilities 35.05  
**Division \ Program:** Recycling & Litter Control Fund: Enterprise  
**Program Administrator:** Frances Sherman, Chief of Environmental Resources  
<https://www.charlescountymd.gov/services/environmental-resources/recycling-centers-drop-off-facilities>  
<https://www.charlescountymd.gov/services/environmental-resources/litter-control>

| <b>Positions:</b>                        | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| Title                                    | <b>FTE</b>  | <b>FTE</b>  | <b>FTE</b>  | <b>FTE</b>  | <b>FTE</b>  |
| Director of Public Works                 | 0.1         | 0.1         | 0.1         | 0.1         | 0.1         |
| Deputy Dir. of Public Works - Facilities | 0.2         | 0.2         | 0.2         | 0.2         | 0.2         |
| Chief of Environmental Resources         | 0.0         | 0.2         | 0.2         | 0.2         | 0.2         |
| Inventory Program Manager                | 0.1         | 0.1         | 0.1         | 0.1         | 0.1         |
| Financial Support Manager                | 0.2         | 0.2         | 0.2         | 0.2         | 0.2         |
| Recycling/Litter Control Superintendent  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Landfill & Recycling Site Superintendent | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Recycling Manager                        | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Recycling Contract Manager               | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Inventory Specialist                     | 0.1         | 0.1         | 0.1         | 0.1         | 0.1         |
| Equipment Operator Team Leader           | 0.0         | 0.0         | 0.0         | 0.0         | 1.0         |
| Management Support                       | 0.2         | 0.2         | 0.2         | 0.2         | 0.2         |
| Equipment Operator IV                    | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Litter Control Supervisor                | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| Administrative Associate                 | 0.1         | 0.1         | 0.1         | 0.1         | 0.1         |
| Inventory Control Associate              | 0.1         | 0.1         | 0.1         | 0.0         | 0.0         |
| Landfill Solid Waster Worker Team Leader | 0.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Recycling Specialist                     | 0.0         | 0.0         | 0.0         | 0.0         | 1.0         |
| Solid Waste Worker                       | 4.5         | 3.0         | 3.0         | 3.0         | 3.0         |
| Part Time Positions                      | 13.1        | 14.9        | 14.9        | 14.9        | 14.0        |
| <b>Total Full Time</b>                   | <b>27.4</b> | <b>28.9</b> | <b>28.9</b> | <b>28.9</b> | <b>30.0</b> |

## Environmental Services

**Department:** Planning and Growth Management 35.07  
**Division \ Program:** Various Environmental Programs Fund: Enterprise  
**Program Administrator:** Deborah Carpenter, Director of Planning & Growth Management  
<https://www.charlescountymd.gov/government/planning-and-growth-management/septic-system-reimbursement-programs>

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Requested</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|-----------------------------|---------------------------|----------------------------------|-------------------|
| Operating Costs             | \$107,980                | \$100,000                 | \$110,000                   | \$110,000                 | \$10,000                         | 10.0%             |
| <b>Total Expenditures</b>   | <b>\$107,980</b>         | <b>\$100,000</b>          | <b>\$110,000</b>            | <b>\$110,000</b>          | <b>\$10,000</b>                  | <b>10.0%</b>      |

### **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.
  - Funding increase of \$10,000 is due to increase participation in this popular program.

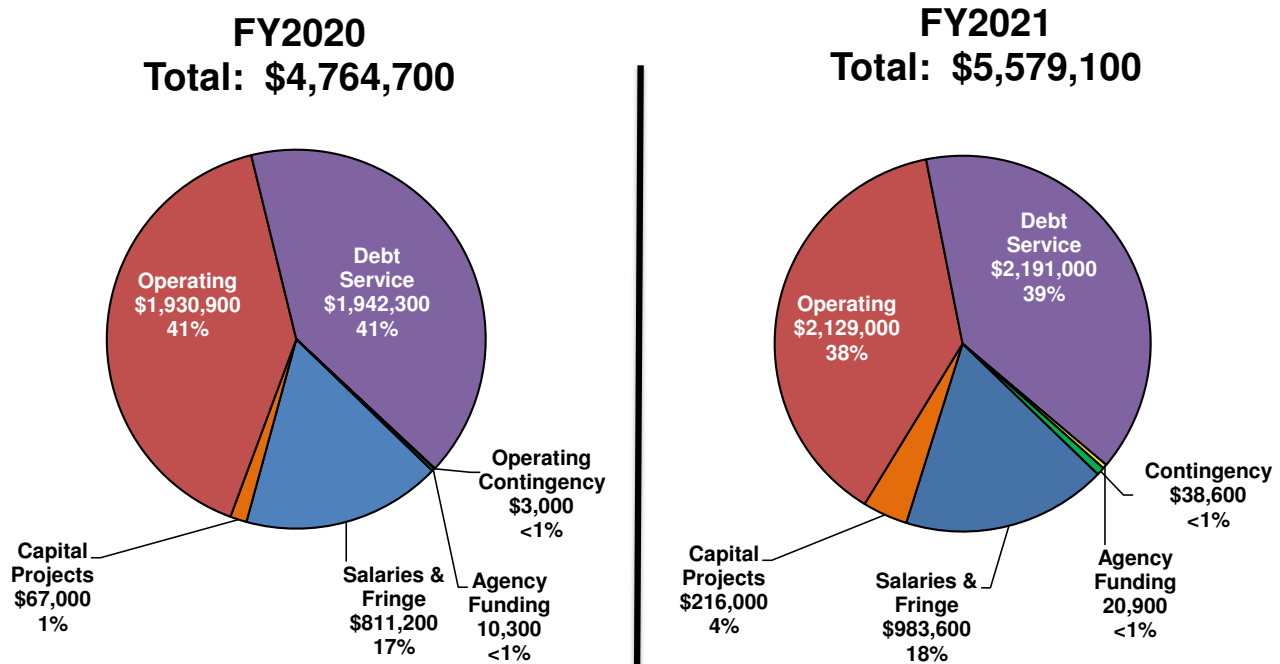
# Watershed Protection and Restoration Fund

Deborah Carpenter, Director of Planning & Growth Management  
 Address: 200 Baltimore St., La Plata, MD 20646

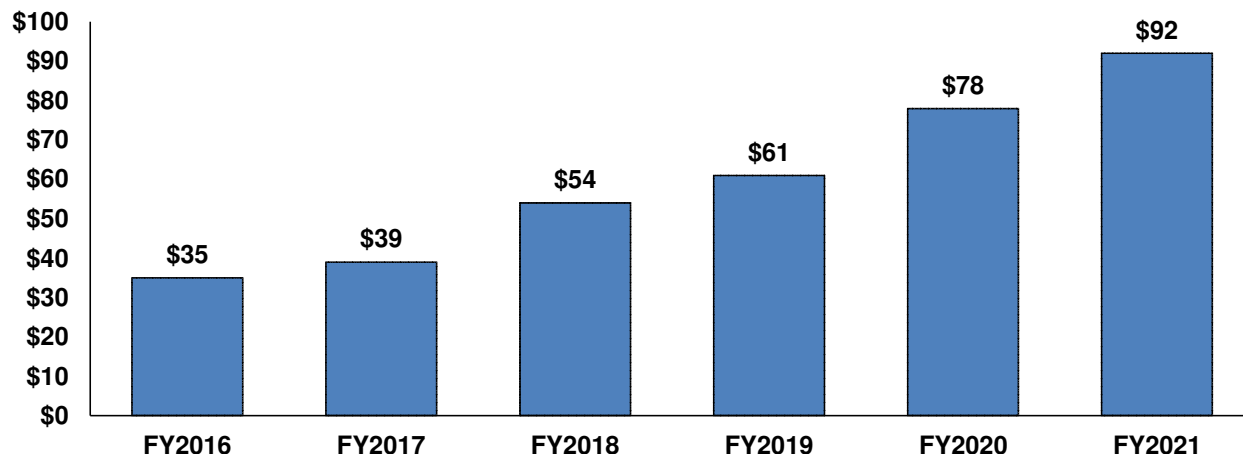
301-645-0627 301-870-3935  
 8:00 a.m.-4:30 p.m. M-F

<https://www.charlescountymd.gov/services/roads>

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 \$92 per improved property in FY2021. 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

| <b>Objectives &amp; Measurements:</b>   | <b>FY17<br/>Actual</b> | <b>FY18<br/>Actual</b> | <b>FY19<br/>Actual</b> | <b>FY20<br/>Projected</b>           | <b>FY21<br/>Estimated</b> |
|---|------------------------|------------------------|------------------------|-------------------------------------|---------------------------|
| <i><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></i> |                        |                        |                        |                                     |                           |
| a) Illicit Discharge Detection and Elimination Inspection & Upland Visual Surveys   | 102 outfalls           | 103 outfalls           | 101 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  | 6                      | 7                      | 1                      | 2                                   | 1                         |
| d) Small Watershed Water Quality Monitoring (Chemical, Biological, Geomorphic, Best Management Practice Assess) - # of samples/surveys  | 24                     | 20                     | 20                     | 18                                  | 18                        |
| e) Large Watershed Water Quality Monitoring (Chemicals) - # of samples  | 23                     | 23                     | 20                     | 20                                  | 20                        |
| f) Public Outreach and Education Program - # of events  | 8                      | 9                      | 6                      | 4 (no staff hired for half of FY20) | 6                         |
| g) Public Service Announcements - # TV, Radio, Social Media Spots   | 15,825                 | 17,129                 | 16,139                 | 16,000                              | 16,000                    |
| h) WPRP Appeal, Credit, and Hardship Processing   |                        |                        |                        |                                     |                           |
| Property owners receiving a 50% Credit.   | 104                    | 115                    | 114                    | 110                                 | 110                       |
| Property owners receiving a 100% Exemption.   | 2                      | 2                      | 2                      | 2                                   | 2                         |
| i) Grants - # awarded   | 5                      | 3                      | 0                      | 3                                   | 3                         |
| <i><u>Planning Objective: to maintain compliance with the County's Municipal National Pollutant Discharge Elimination System (NPDES) stormwater permit's, Source Identification task.</u></i>   |                        |                        |                        |                                     |                           |
| NPDES Stormwater GIS Infrastructure Mapping   | 569 plans              | 728 plans              | 0 plansets             | 10 plansets                         | 10 plansets               |
| <i><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></i>  |                        |                        |                        |                                     |                           |
| Stormwater management maintenance inspections   | 830                    | 1,061                  | 1,531                  | 1,300                               | 1,300                     |
| <i><u>Roads Objective: To reduce pollution in the Chesapeake Bay Watershed.</u></i>   |                        |                        |                        |                                     |                           |
| Number of storm water basins/inlets inspected   | 2,731                  | 6,800                  | 4,872                  | 4,914                               | 4,500                     |
| Number of storm water basins/inlets cleaned   | 46                     | 82                     | 51                     | 69                                  | 90                        |
| Number of storm water basins/inlets repaired  | 78                     | 68                     | 58                     | 58                                  | 50                        |
| Tons of trash/debris removed from basins/inlets   | 31.0                   | 29.5                   | 114.3                  | 155.5                               | 35.0                      |
| Number of storm water management ponds cleaned/repaired   | 114                    | 302                    | 335                    | 360                                 | 300                       |
| Tons of trash/debris removed by street sweeping   | 192.0                  | 252.0                  | 142.8                  | 94.6                                | 200.0                     |

## Watershed Protection and Restoration Fund

**Department:** Planning and Growth Management 50.07.19  
**Division \ Program:** Planning Fund: Enterprise  
**Program Administrator:** James Campbell, Planning Director  
<https://www.charlescountymd.gov/government/planning-and-growth-management>

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$288,747                | \$323,500                 | \$405,500                 | \$387,000                 | \$63,500                         | 25.3%             |
| Fringe Benefits             | 71,863                   | 97,200                    | 117,300                   | 111,100                   | 13,900                           | 20.7%             |
| Operating Costs             | 503,979                  | 608,600                   | 739,600                   | 734,800                   | 126,200                          | 21.5%             |
| Agency Funding              | 10,000                   | 10,300                    | 20,900                    | 20,900                    | 10,600                           | 102.9%            |
| Operating Contingency       | 0                        | 2,500                     | 15,800                    | 15,800                    | 13,300                           | 532.0%            |
| Debt Service                | 1,365,884                | 1,942,300                 | 2,226,800                 | 2,191,000                 | 248,700                          | 14.6%             |
| Capital Projects            | 708,380                  | 67,000                    | 216,000                   | 216,000                   | 149,000                          | 222.4%            |
| <b>Total Expenditures</b>   | <b>\$2,948,854</b>       | <b>\$3,051,400</b>        | <b>\$3,741,900</b>        | <b>\$3,676,600</b>        | <b>\$625,200</b>                 | <b>22.6%</b>      |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes the full year impact of the approved FY2020 Engineer II position and the FY2020 approved salary increases. Also included is a reallocation of positions based on job duties.
- The **Operating Costs** budget increase is mostly due to funding for a Total Maximum Daily Load Evaluation and cyber security support.
- **Agency Funding** represents funding to support the Mosquito Control Program and the County's Other Post Employment Benefits (OPEB) plan.
- **Operating Contingency** is to cover any potential revenue shortfall and/or expenditure overruns.
- **Debt Service** represents principal and interest payments on stormwater management bonds.
- The FY2021 **Capital Projects** budget represents funding for the continuation of the Floodplain Analysis Studies, to support cost related to the NPDES Retrofit Project that are not bond eligible, and the Benedict Water Quality Study.

### 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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Director                           | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Deputy Director                    | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Planning Director                  | 0.0                 | 0.3                 | 0.3                 | 0.3                 | 0.3                 |
| Assistant Chief of Planning        | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Planner IV                         | 0.3                 | 0.3                 | 0.3                 | 0.3                 | 0.3                 |
| Engineer II                        | 0.0                 | 0.0                 | 0.0                 | 1.0                 | 1.0                 |
| GIS Analyst                        | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.3                 |
| Assistant to the Director          | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Planner I-III                      | 1.8                 | 2.0                 | 2.0                 | 2.0                 | 2.0                 |
| Assistant to the Chief of Planning | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.3                 |
| <b>Total Full Time Equivalent</b>  | <b>2.0</b>          | <b>3.0</b>          | <b>3.0</b>          | <b>4.0</b>          | <b>4.5</b>          |



## Watershed Protection and Restoration Fund

**Department:** Planning and Growth Management 50.07.31  
**Division \ Program:** Codes, Permits & Inspection Services/Inspections & Enforcement Fund: Enterprise  
**Program Administrator:** Ray Shumaker, Chief of Codes, Permits, and Inspection Services

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$33,190                 | \$79,100                  | \$127,000                 | \$127,000                 | \$47,900                         | 60.6%             |
| Fringe Benefits             | 7,856                    | 30,200                    | 40,700                    | 40,700                    | 10,500                           | 34.8%             |
| Operating Costs             | 154,230                  | 165,200                   | 162,800                   | 162,800                   | (2,400)                          | -1.5%             |
| Operating Contingency       | 0                        | 0                         | 16,900                    | 16,900                    | 16,900                           | NEW               |
| <b>Total Expenditures</b>   | <b>\$195,276</b>         | <b>\$274,500</b>          | <b>\$347,400</b>          | <b>\$347,400</b>          | <b>\$72,900</b>                  | <b>26.6%</b>      |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary increases and the full year impact of FY2020 approved two new Inspectors positions.
- **Operating Costs** decrease is mostly due to one time costs for FY2020 new positions.
- **Operating Contingency** is to cover any potential revenue shortfall and/or expenditure overruns.

### **Description:**

The Inspection and Enforcement Section of the Codes, Permits and Inspection Services Division is responsible for the triennial inspection of existing stormwater management devices owned by private property owners, homeowners associations, and Charles County for compliance with performance specifications, legal agreements & Maryland law. Inspection staff provides reports to owners of the stormwater management devices and ensures proper repairs are implemented in a timely manner. Inspections occur after developer's have completed projects inspected by staff of the Inspection & Enforcement fund.

### **Positions:**

| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Chief of CPIS                     | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Engineer IV                       | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Development Services Manager      | 0.1                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Inspectors                        | 0.0                 | 0.0                 | 0.0                 | 2.0                 | 2.0                 |
| Permit Technician                 | 0.0                 | 0.3                 | 0.3                 | 0.3                 | 0.3                 |
| <b>Total Full Time Equivalent</b> | <b>0.1</b>          | <b>0.4</b>          | <b>0.4</b>          | <b>2.4</b>          | <b>2.4</b>          |

**Department:** Planning and Growth Management 50.07.61  
**Division \ Program:** Codes, Permits & Inspection Services/Codes & Permits Fund: Enterprise  
**Program Administrator:** Ray Shumaker, Chief of Codes, Permits, and Inspection Services

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$34,565                 | \$113,200                 | \$153,600                 | \$153,600                 | \$40,400                         | 35.7%             |
| Fringe Benefits             | 12,197                   | 47,000                    | 46,300                    | 46,300                    | (700)                            | -1.5%             |
| Operating Costs             | 367                      | 5,200                     | 0                         | 0                         | (5,200)                          | -100.0%           |
| <b>Total Expenditures</b>   | <b>\$47,129</b>          | <b>\$165,400</b>          | <b>\$199,900</b>          | <b>\$199,900</b>          | <b>\$34,500</b>                  | <b>20.9%</b>      |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** increase includes the full year impact of the FY2020 approved positions: a PGM Support Specialist and an Engineer I.
- The **Operating Costs** budget decrease is due to one time cost in FY2020 for items for the FY2020 approved new positions.

### **Description:**

The Codes and Permits Section of the Codes, Permits & Inspection Services Division includes engineering staff involved in review of stormwater management issues. While much of this work is undertaken as part of a permit review function, some of the engineering analysis is done after construction is completed & as part of the required triennial inspection process. Proposed work includes engineering services, modifications to the Stormwater Management Ordinance to address Green Code and related issues and employee education.

### **Positions:**

| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Engineer I - IV                   | 0.4                 | 0.4                 | 0.8                 | 1.8                 | 1.8                 |
| PGM Support Specialist            | 0.0                 | 0.0                 | 0.0                 | 1.0                 | 1.0                 |
| Floodplain Management Engineer    | 0.1                 | 0.1                 | 0.0                 | 0.0                 | 0.0                 |
| <b>Total Full Time Equivalent</b> | <b>0.5</b>          | <b>0.5</b>          | <b>0.8</b>          | <b>2.8</b>          | <b>2.8</b>          |

## 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

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$60,252                 | \$61,000                  | \$63,100                  | \$63,100                  | \$2,100                          | 3.4%              |
| Fringe Benefits             | 16,570                   | 17,100                    | 15,900                    | 15,900                    | (1,200)                          | -7.0%             |
| Operating Costs             | 115,060                  | 127,000                   | 146,500                   | 146,500                   | 19,500                           | 15.4%             |
| Operating Contingency       | 0                        | 500                       | 4,800                     | 4,800                     | 4,300                            | 860.0%            |
| <b>Total Expenditures</b>   | <b>\$191,882</b>         | <b>\$205,600</b>          | <b>\$230,300</b>          | <b>\$230,300</b>          | <b>\$24,700</b>                  | <b>12.0%</b>      |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** increase includes the full year impact of the FY2020 approved salary increases.
- **Operating Costs** increase includes funding for the purchase of additional rain barrels, and marsh maintenance monitoring at Swan Point and Benedict Marsh.
- **Operating Contingency** is to cover any potential revenue shortfall and/or expenditure overruns.

### **Description:**

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

| <b>Positions:</b>                 | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <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         |
| <b>Total Full Time Equivalent</b> | <b>1.0</b>  | <b>1.0</b>  | <b>1.0</b>  | <b>1.0</b>  | <b>1.0</b>  |

## Watershed Protection and Restoration Fund

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

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$30,882                 | \$35,100                  | \$30,600                  | \$30,600                  | (\$4,500)                        | -12.8%            |
| Fringe Benefits             | 7,492                    | 7,800                     | 8,300                     | 8,300                     | 500                              | 6.4%              |
| Operating Costs             | 776,838                  | 954,900                   | 1,004,900                 | 1,004,900                 | 50,000                           | 5.2%              |
| Operating Contingency       | 0                        | 0                         | 1,100                     | 1,100                     | 1,100                            | NEW               |
| <b>Total Expenditures</b>   | <b>\$815,212</b>         | <b>\$997,800</b>          | <b>\$1,044,900</b>        | <b>\$1,044,900</b>        | <b>\$47,100</b>                  | <b>4.7%</b>       |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** decrease is due to staff turnover. It also includes additional overtime funds to allow staff to make emergency stormwater maintenance drainage repairs to roads.
- **Operating Costs** represent contract services for street sweeping, stormwater maintenance, storm drain, inlet cleaning, inlet inspection and scheduling, and deicing pollution prevention. The FY2021 increase includes additional funding for storm drain improvements and repairs to include replacing rusting metal pipes with more durable plastic pipes which have a longer life expectancy.
- **Operating Contingency** is to cover any potential revenue shortfall and/or expenditure overruns.

### **Description:**

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

| <b>Positions:</b>                 | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                      | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Bridge Mgmt/Project Manager       | 0.0         | 0.1         | 0.2         | 0.2         | 0.2         |
| <b>Total Full Time Equivalent</b> | <b>0.0</b>  | <b>0.1</b>  | <b>0.2</b>  | <b>0.2</b>  | <b>0.2</b>  |

## Watershed Protection and Restoration Fund

**Department:** Recreation, Parks & Tourism 50.30.41  
**Division \ Program:** Parks & Grounds Fund: Enterprise  
**Program Administrator:** Tim Drummond, Acting Chief of Parks & Grounds

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.    |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|--------------|
| Operating Costs           | \$19,912         | \$20,000          | \$30,000          | \$30,000          | \$10,000                 | 50.0%        |
| <b>Total Expenditures</b> | <b>\$19,912</b>  | <b>\$20,000</b>   | <b>\$30,000</b>   | <b>\$30,000</b>   | <b>\$10,000</b>          | <b>50.0%</b> |

**Changes and Useful Information:**

- **Operating Costs** represent contract services for the annual maintenance of four Stormwater Maintenance facilities at various park facilities. The increase is for maintenance of additional and new sites.

**Description:**

Contract services needed to maintain the Stormwater Maintenance facilities at various park facilities.

**Department:** County Attorney 50.16  
**Division \ Program:** County Attorney Fund: Enterprise  
**Program Administrator:** Wes Adams, County Attorney

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------|-------------|
| Operating Costs           | \$27,142         | \$50,000          | \$50,000          | \$50,000          | \$0                      | 0.0%        |
| <b>Total Expenditures</b> | <b>\$27,142</b>  | <b>\$50,000</b>   | <b>\$50,000</b>   | <b>\$50,000</b>   | <b>\$0</b>               | <b>0.0%</b> |

**Changes and Useful Information:**

- The **Operating Costs** represent the estimated FY2021 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

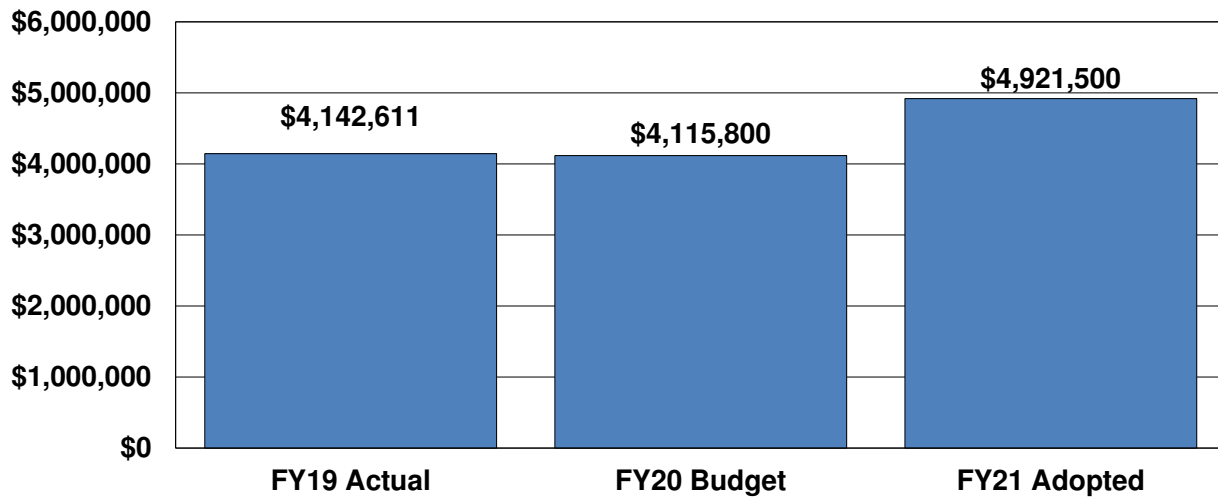
Deborah Carpenter, Director of Planning & Growth Management

301-645-0627 301-870-3935

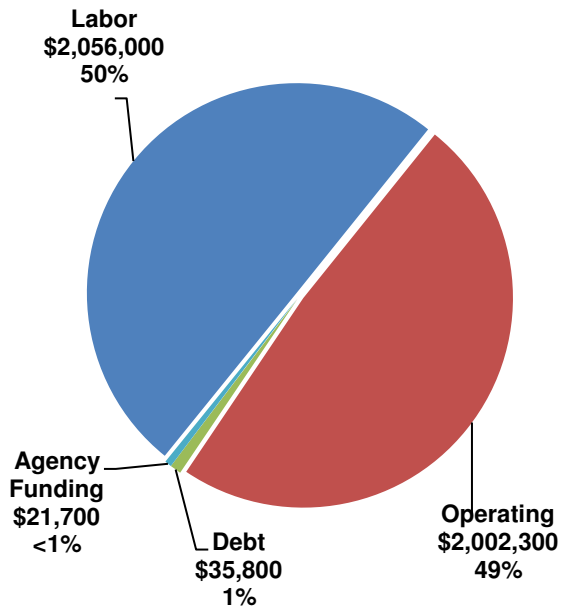
Address: 200 Baltimore St., La Plata, MD 20646

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

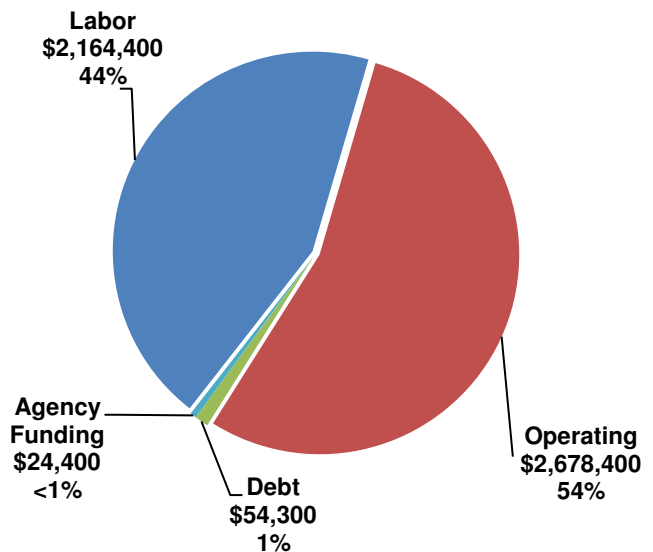
[www.charlescountymd.gov/pgm/cpis/codes-permits-inspection-services](http://www.charlescountymd.gov/pgm/cpis/codes-permits-inspection-services)



**FY20**  
Total: \$4,115,800



**FY21**  
Total: \$4,921,500



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

| <b>Objectives &amp; Measurements:</b>   | <b>FY17<br/>Actual</b> | <b>FY18<br/>Actual</b> | <b>FY19<br/>Actual</b> | <b>FY20<br/>Projected</b> | <b>FY21<br/>Estimated</b> |
|---|------------------------|------------------------|------------------------|---------------------------|---------------------------|
| <b>Permits</b>  |                        |                        |                        |                           |                           |
| <i>Objective: privatized contract, for inspections complying with various local, state and federal laws.</i>  |                        |                        |                        |                           |                           |
| Total all inspections   | 50,927                 | 35,850                 | 56,232                 | 60,000                    | 63,000                    |
| Total inspections per FTE   | 9,259                  | 6,518                  | 2,812                  | 3,200                     | 5,000                     |
| # of building inspections   | 13,835                 | 18,643                 | 26,051                 | 17,000                    | 15,800                    |
| % of inspections addressed w/i 24 hrs.<br>per inspector (5.5) as of FY16  | 99%                    | 99%                    | 99%                    | 99%                       | 99%                       |
|   | 5,327                  | 3,390                  | 4,737                  | 3,091                     | 2,872                     |
| # of plumbing inspections (PGM & WS)  | 6,165                  | 6,190                  | 3,972                  | 5,500                     | 3,600                     |
| % of inspections addressed w/i 24 hrs.<br>per inspector (5.5) as of FY16  | 99%                    | 99%                    | 99%                    | 99%                       | 99%                       |
|   | 1,121                  | 1,125                  | 722                    | 1,000                     | 655                       |
| # of electrical inspections   | 7,620                  | 7,701                  | 4,504                  | 7,000                     | 4,200                     |
| % of inspections addressed w/i 24 hrs.<br>per inspector (5.5) as of FY16  | 99%                    | 99%                    | 99%                    | 99%                       | 99%                       |
|   | 1,385                  | 1,400                  | 819                    | 1,273                     | 764                       |
| # of mechanical inspections   | 3,200                  | 3,316                  | 1,821                  | 3,500                     | 1,500                     |
| per inspector (5.5) as of FY16  | 582                    | 603                    | 331                    | 636                       | 273                       |
| <b>Request for assistance code enforcement/interpretation</b>   |                        |                        |                        |                           |                           |
| Initiated   | 605                    | 304                    | 357                    | 600                       | 500                       |
| Completed   | 599                    | 327                    | 369                    | 900                       | 650                       |
| Outstanding   | 970                    | 970                    | 960                    | 699                       | 550                       |
| <b>Infrastructure</b>   |                        |                        |                        |                           |                           |
| <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   | 106                    | 109                    | 133                    | 141*                      | 123                       |
| # of active projects reviewed:  |                        |                        |                        |                           |                           |
| Permits issued  | 99                     | 83                     | 110                    | 97*                       | 98                        |
| Permit revisions issued   | 24                     | 19                     | 14                     | 13*                       | 18                        |
| <b>Building Permit Plan Review</b>  |                        |                        |                        |                           |                           |
| <i>Objective: privatized contract, for plan review complying with various local, state and federal laws.</i>  |                        |                        |                        |                           |                           |
| Building permit plan review residential   | 2,635                  | 2,663                  | 2,069                  | 2,700                     | 2,800                     |
| Average review span (days)  | 4                      | 6                      | 6                      | 5                         | 6                         |
| Building permit plan review commercial  | 217                    | 222                    | 310                    | 275                       | 300                       |
| Average review span (days)  | 4                      | 12                     | 6                      | 10                        | 6                         |

## Inspections & Review

| <b>Department:</b>            | Planning and Growth Management   | <b>Account:</b>   | 07.07.06          |                   |                          |             |
|-------------------------------|--|-------------------|-------------------|-------------------|--------------------------|-------------|
| <b>Division\Program:</b>      | Administration   | <b>Fund:</b>      | Enterprise        |                   |                          |             |
| <b>Program Administrator:</b> | Deborah Carpenter, Director of Planning Growth Management<br><a href="http://www.charlescountymd.gov/pgm">http://www.charlescountymd.gov/pgm</a> |                   |                   |                   |                          |             |
| Expenditure Category          | FY2019<br>Actual   | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Adopted | \$ Change<br>from FY2020 | %<br>Chg.   |
| Personal Services             | \$90,946   | \$94,600          | \$107,100         | \$89,000          | (\$5,600)                | -5.9%       |
| Fringe Benefits               | 18,328   | 20,000            | 26,600            | 22,100            | 2,100                    | 10.5%       |
| Operating Costs               | 75,324   | 68,200            | 93,900            | 92,600            | 24,400                   | 35.8%       |
| Agency Funding                | 19,000   | 21,700            | 24,400            | 24,400            | 2,700                    | 12.4%       |
| Operating Contingency         | 0  | 17,500            | 6,000             | 6,000             | (11,500)                 | -65.7%      |
| <b>Total Expenditures</b>     | <b>\$203,598</b>   | <b>\$222,000</b>  | <b>\$258,000</b>  | <b>\$234,100</b>  | <b>\$12,100</b>          | <b>5.5%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes full year impact of FY2020 approved salary increases and partially funds a new PGM Special Project Manager. This position will manage and coordinate special projects for the department including new permitting software and future implementation of software products used throughout the department. The remaining costs for this position is under the Technology Division/Program.
- **Operating Costs** increased to support funding the new electronic guide for permit application processing and to support the County's cyber security efforts.
- **Operating Contingency** covers unanticipated revenue shortfalls and/or expenditure overruns.

### Description

The mission of the Department of Planning and Growth Management (PGM) is: "To provide the citizens of Charles County an effective and economical infrastructure through planning, design and construction of facilities, roadways, water and waste water systems as described in the County's Comprehensive Plan. This shall be accomplished in a timely, efficient and courteous manner with dedication and quality service in cooperation with various departments within Charles County Government". Supporting the mission of PGM are various policies which provide a comprehensive approach to the orderly planning and development of infrastructure within Charles County.

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

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

| <u>Positions:</u>                 | <u>FY17</u> | <u>FY18</u> | <u>FY19</u> | <u>FY20</u> | <u>FY21</u> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                      | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Director                          | 0.0         | 0.2         | 0.2         | 0.2         | 0.2         |
| Deputy Director                   | 0.0         | 0.3         | 0.3         | 0.3         | 0.3         |
| Project/Program Manager           | 0.0         | 0.2         | 0.2         | 0.2         | 0.2         |
| PGM Special Projects Manager      | 0.0         | 0.0         | 0.0         | 0.0         | 0.1         |
| Assistant to the Director         | 0.0         | 0.1         | 0.1         | 0.1         | 0.1         |
| Part Time Help                    | 0.0         | 0.0         | 0.7         | 0.7         | 0.4         |
| <b>Total Full Time Equivalent</b> | <b>0.0</b>  | <b>0.7</b>  | <b>1.4</b>  | <b>1.4</b>  | <b>1.2</b>  |

## Inspections & Review

| <b>Department:</b> Planning and Growth Management   |                    | <b>Account:</b> 07.07.31 |                    |                    |                          |               |
|---|--------------------|--------------------------|--------------------|--------------------|--------------------------|---------------|
| <b>Division\Program:</b> Codes, Permits & Inspection Svcs\Inspections & Enforcement   |                    | <b>Fund:</b> Enterprise  |                    |                    |                          |               |
| <b>Program Administrator:</b> Ray Shumaker, Chief of Codes, Permits & Inspection Services<br><a href="http://www.charlescountymd.gov/pgm/cpis/inspections">www.charlescountymd.gov/pgm/cpis/inspections</a> |                    |                          |                    |                    |                          |               |
| Expenditure Category  | FY2019<br>Actual   | FY2020<br>Adopted        | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.     |
| Personal Services   | \$969,406          | \$1,075,300              | \$1,082,700        | \$1,082,700        | \$7,400                  | 0.7%          |
| Fringe Benefits   | 317,979            | 354,100                  | 359,500            | 359,500            | 5,400                    | 1.5%          |
| Operating Costs   | 1,508,388          | 1,302,200                | 1,401,400          | 1,401,400          | 99,200                   | 7.6%          |
| Debt Service  | 18,147             | 35,800                   | 54,300             | 54,300             | 18,500                   | 51.7%         |
| Operating Contingency   | 0                  | 0                        | 62,900             | 62,900             | 62,900                   | N/A           |
| <b>Total Expenditures</b>   | <b>\$2,813,920</b> | <b>\$2,767,400</b>       | <b>\$2,960,800</b> | <b>\$2,960,800</b> | <b>\$193,400</b>         | <b>7.0%</b>   |
| <b>Revenues</b>   | <b>\$2,655,392</b> | <b>\$3,337,500</b>       | <b>\$3,415,500</b> | <b>\$3,415,500</b> | <b>\$78,000</b>          | <b>2.3%</b>   |
| <b>Surplus/(Deficit)</b>  | <b>(\$158,528)</b> | <b>\$570,100</b>         | <b>\$454,700</b>   | <b>\$454,700</b>   | <b>(\$115,400)</b>       | <b>-20.2%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes full year impact of FY2020 approved salary increases.
- The **Operating Costs** increase is based on anticipated cost in FY2021 for contract services, training for the Infrastructure Inspectors and a decrease due to a one time equipment cost.
- **Operating Contingency** covers unanticipated revenue shortfalls and/or expenditure overruns.
- The **Debt Service** includes payments associated with bank financing certain vehicles and/or equipment.
- **Revenues** were adjusted based on current trends and approved fee increases.

### Description:

The major goals of the Inspection and Enforcement Division is to enforce all the provisions of zoning ordinance and the ICC Building Code. They also act on any questions 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. The Towns of La Plata and Indian Head have their own inspection process to receive applications, review submittals, 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

|                               |   |          |            |
|-------------------------------|---|----------|------------|
| <b>Department:</b>            | Planning and Growth Management                              | Account: | 07.07.31   |
| <b>Division\Program:</b>      | Codes, Permits & Inspection Svcs\Inspections & Enforcement  | Fund:    | Enterprise |
| <b>Program Administrator:</b> | Ray Shumaker, Chief of Codes, Permits & Inspection Services |          |            |

| <b>Positions:</b>                     | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|---------------------------------------|-------------|-------------|-------------|-------------|-------------|
| <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         | 0.4         | 0.4         | 0.4         | 0.4         |
| Building & Permit & Enforcement Mgr   | 0.6         | 0.0         | 0.0         | 0.0         | 0.0         |
| Engineer IV                           | 0.0         | 0.3         | 0.3         | 0.3         | 0.3         |
| Development Services Manager          | 0.3         | 0.0         | 0.0         | 0.0         | 0.0         |
| Utilities Senior Project Manager      | 0.1         | 0.0         | 0.0         | 0.0         | 0.0         |
| Citizen Response Coordinator          | 0.0         | 0.2         | 0.2         | 0.2         | 0.2         |
| Floodplain Management Engineer        | 0.4         | 0.0         | 0.0         | 0.0         | 0.0         |
| Engineer I-III                        | 0.7         | 1.1         | 1.2         | 1.0         | 1.0         |
| Inspections Superintendent            | 1.0         | 0.7         | 0.7         | 0.7         | 0.7         |
| Permits Processing Supervisor         | 0.4         | 0.4         | 0.4         | 0.4         | 0.4         |
| Construction Inspection Supervisor    | 2.0         | 1.8         | 1.8         | 1.8         | 1.8         |
| Building Code Official                | 0.8         | 0.8         | 0.8         | 0.8         | 0.8         |
| Code Inspection & Enforcement Officer | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Right-of-Way Agent I-II               | 0.5         | 0.0         | 0.0         | 0.0         | 0.0         |
| Zoning Inspection Supervisor          | 0.0         | 0.2         | 0.2         | 0.2         | 0.2         |
| Assistant to the CPIS                 | 0.0         | 0.4         | 0.4         | 0.4         | 0.4         |
| Inspectors                            | 2.0         | 3.1         | 5.1         | 5.1         | 5.1         |
| Right of Way & Bonding Specialist     | 0.0         | 0.5         | 0.5         | 0.5         | 0.5         |
| Dev & Bond Specialist                 | 0.5         | 0.0         | 0.0         | 0.0         | 0.0         |
| Project Administrative Specialist     | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         |
| Permit Technician                     | 0.0         | 0.3         | 0.3         | 0.3         | 0.3         |
| Administrative Associate              | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Permits Specialist                    | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| PGM Support Specialist                | 0.0         | 0.9         | 0.9         | 0.9         | 0.9         |
| Office Associate I - III              | 1.8         | 0.0         | 0.0         | 0.0         | 0.0         |
| PGM Receptionist                      | 0.0         | 0.6         | 0.6         | 0.6         | 0.6         |
| Part Time                             | 1.3         | 1.3         | 1.3         | 1.3         | 1.3         |
| <b>Total Full Time Equivalent</b>     | <b>16.3</b> | <b>15.4</b> | <b>17.5</b> | <b>17.3</b> | <b>17.3</b> |



## Inspections & Review

**Department:** Planning and Growth Management      Account: 07.07.61  
**Division\Program:** Codes, Permits & Inspection Services\Codes and Permits      Fund: Enterprise  
**Program Administrator:** Ray Shumaker, Chief of Codes, Permits & Inspection Services  
[www.charlescountymd.gov/pgm/cpis/permits](http://www.charlescountymd.gov/pgm/cpis/permits)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$179,532                | \$208,500                 | \$192,600                 | \$192,600                 | (\$15,900)                       | -7.6%             |
| Fringe Benefits             | 65,361                   | 75,400                    | 61,300                    | 61,300                    | (14,100)                         | -18.7%            |
| Operating Costs             | 403,095                  | 431,100                   | 856,100                   | 856,100                   | 425,000                          | 98.6%             |
| Operating Contingency       | 0                        | 0                         | 7,900                     | 7,900                     | 7,900                            | N/A               |
| <b>Total Expenditures</b>   | <b>\$651,957</b>         | <b>\$715,000</b>          | <b>\$1,117,900</b>        | <b>\$1,117,900</b>        | <b>\$402,900</b>                 | <b>56.3%</b>      |
| <b>Revenues</b>             | <b>\$602,340</b>         | <b>\$575,000</b>          | <b>\$1,120,000</b>        | <b>\$1,120,000</b>        | <b>\$545,000</b>                 | <b>94.8%</b>      |

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes full year impact of FY2020 approved salary increases.
- The **Operating Costs** increase is due to the new county contract for permit plan reviews.
- **Operating Contingency** covers unanticipated revenue shortfalls and/or expenditure overruns.
- **Revenues** were adjusted based on current trends and approved fee increases.

### **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 construction, 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>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Chief of Codes, Permits, Inspections | 0.1                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Building & Permit & Enforcement Mgr  | 0.2                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Floodplain Management Engineer       | 0.5                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| Engineer I - III                     | 1.3                 | 1.8                 | 2.3                 | 2.1                 | 2.1                 |
| Permits Processing Supervisor        | 0.1                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Assistant to the Chief of CPIS       | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Permit Technician                    | 0.0                 | 0.1                 | 0.1                 | 0.1                 | 0.1                 |
| Office Associate III                 | 0.1                 | 0.0                 | 0.0                 | 0.0                 | 0.0                 |
| <b>Total Full Time Equivalent</b>    | <b>2.3</b>          | <b>2.2</b>          | <b>2.7</b>          | <b>2.5</b>          | <b>2.5</b>          |

## Inspections & Review

**Department:** Planning and Growth Management **Account:** 07.07.19  
**Division\Program:** Planning - Architectural & Cultural Resources Review **Fund:** Enterprise  
**Program Administrator:** Jim Campbell, Planning Director  
<http://www.charlescountymd.gov/pgm/planning/planning>

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$29,590                 | \$35,500                  | \$35,500                  | \$35,500                  | \$0                              | 0.0%              |
| Fringe Benefits             | 785                      | 2,600                     | 2,400                     | 2,400                     | (200)                            | -7.7%             |
| Operating Contingency       | 0                        | 16,600                    | 6,600                     | 6,600                     | (10,000)                         | -60.2%            |
| <b>Total Expenditures</b>   | <b>\$30,376</b>          | <b>\$54,700</b>           | <b>\$44,500</b>           | <b>\$44,500</b>           | <b>(\$10,200)</b>                | <b>-18.6%</b>     |

### Changes and Useful Information:

- **Operating Contingency** to cover unanticipated revenue shortfalls or expenditure overruns.

### Description:

The Planning Division provides administration of the cultural resources and architectural review programs.

### Positions:

| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Planner I - III                   | 0.2                 | 0.2                 | 0.2                 | 0.2                 | 0.2                 |
| <b>Total Full Time Equivalent</b> | <b>0.2</b>          | <b>0.2</b>          | <b>0.2</b>          | <b>0.2</b>          | <b>0.2</b>          |

**Department:** Planning and Growth Management **Account:** 07.07.19  
**Division\Program:** Planning Support **Fund:** Enterprise  
**Program Administrator:** Jim Campbell, Planning Director  
<http://www.charlescountymd.gov/pgm/planning/planning>

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$159,827                | \$147,300                 | \$152,200                 | \$152,200                 | \$4,900                          | 3.3%              |
| Fringe Benefits             | 42,366                   | 42,700                    | 48,200                    | 48,200                    | 5,500                            | 12.9%             |
| Operating Costs             | 13,463                   | 16,700                    | 16,700                    | 16,700                    | 0                                | 0.0%              |
| Operating Contingency       | 0                        | 0                         | 8,200                     | 8,200                     | 8,200                            | N/A               |
| <b>Total Expenditures</b>   | <b>\$215,656</b>         | <b>\$206,700</b>          | <b>\$225,300</b>          | <b>\$225,300</b>          | <b>\$18,600</b>                  | <b>9.0%</b>       |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes full year impact of FY2020 approved salary increases.
- **Operating Contingency** to cover unanticipated revenue shortfalls or expenditure overruns.

### Description:

The Planning Division provides development review of County infrastructure.

### Positions:

| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Assistant Chief of Planning       | 0.0                 | 0.2                 | 0.2                 | 0.2                 | 0.2                 |
| Planner IV                        | 0.0                 | 0.3                 | 0.3                 | 0.3                 | 0.3                 |
| Planner I - III                   | 0.0                 | 1.2                 | 1.2                 | 1.2                 | 1.2                 |
| Planning Technician               | 0.0                 | 0.5                 | 0.5                 | 0.5                 | 0.5                 |
| Part Time                         | 0.0                 | 0.3                 | 0.3                 | 0.3                 | 0.3                 |
| <b>Total Full Time Equivalent</b> | <b>0.0</b>          | <b>2.4</b>          | <b>2.4</b>          | <b>2.4</b>          | <b>2.4</b>          |

## Inspections & Review

**Department:** Planning and Growth Management **Account:** 07.07.149  
**Division/Program:** Technology **Fund:** Enterprise  
**Program Administrator:** Deborah Carpenter, Director of Planning Growth Management

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Budget</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------------------------------|-------------------|
| Personal Services           | \$0                      | \$0                      | \$90,800                  | \$90,800                  | \$90,800                         | N/A               |
| Fringe Benefits             | 0                        | 0                        | 28,100                    | 28,100                    | 28,100                           | N/A               |
| Operating Costs             | 128,921                  | 118,400                  | 220,000                   | 220,000                   | 101,600                          | 85.8%             |
| Operating Contingency       | 0                        | 31,600                   | 0                         | 0                         | (31,600)                         | N/A               |
| Capital Outlay              | 98,183                   | 0                        | 0                         | 0                         | 0                                | N/A               |
| <b>Total Expenditures</b>   | <b>\$227,104</b>         | <b>\$150,000</b>         | <b>\$338,900</b>          | <b>\$338,900</b>          | <b>\$188,900</b>                 | <b>125.9%</b>     |
| <b>Revenues</b>             | <b>\$157,888</b>         | <b>\$150,000</b>         | <b>\$338,900</b>          | <b>\$338,900</b>          | <b>\$188,900</b>                 | <b>125.9%</b>     |

### Changes and Useful Information:

- **Personal Services** and **Fringe** increase for two new positions to help support management of new permitting software. A Special Projects Manager to manage and coordinate special projects for the Department, including the management of new permitting software and the future implementation of software products. Included under this program is funding to support a new Systems Analyst II position under Fiscal & Administrative Services. The new permitting software requires additional support from the Information Technology Division.
- **Operating Costs** represents the software maintenance agreement on the new permitting software. It also includes the cost of one online training class and new permitting software certification test credits, as well as an increase in credit card processing. Funds have also been included for Crystal Report Licenses and various certifications, and funding associated with the PGM Special Projects Manager and the Systems Analyst II positions.
- **Revenues** represent expected revenues for FY2021. These revenues are estimated to increase in FY2021 as the technology surcharged will be assessed on more fees that are now included in the new permitting software.

### Description

The Technology Division/Program is used to provide necessary maintenance, upgrades, security, staffing, training, and associated expenditures required for the function of the Planning and Growth Management Departments electronic plan/permit review system, as well as future technological services and upgrades to provide better functionality and customer service to the citizens of Charles County.

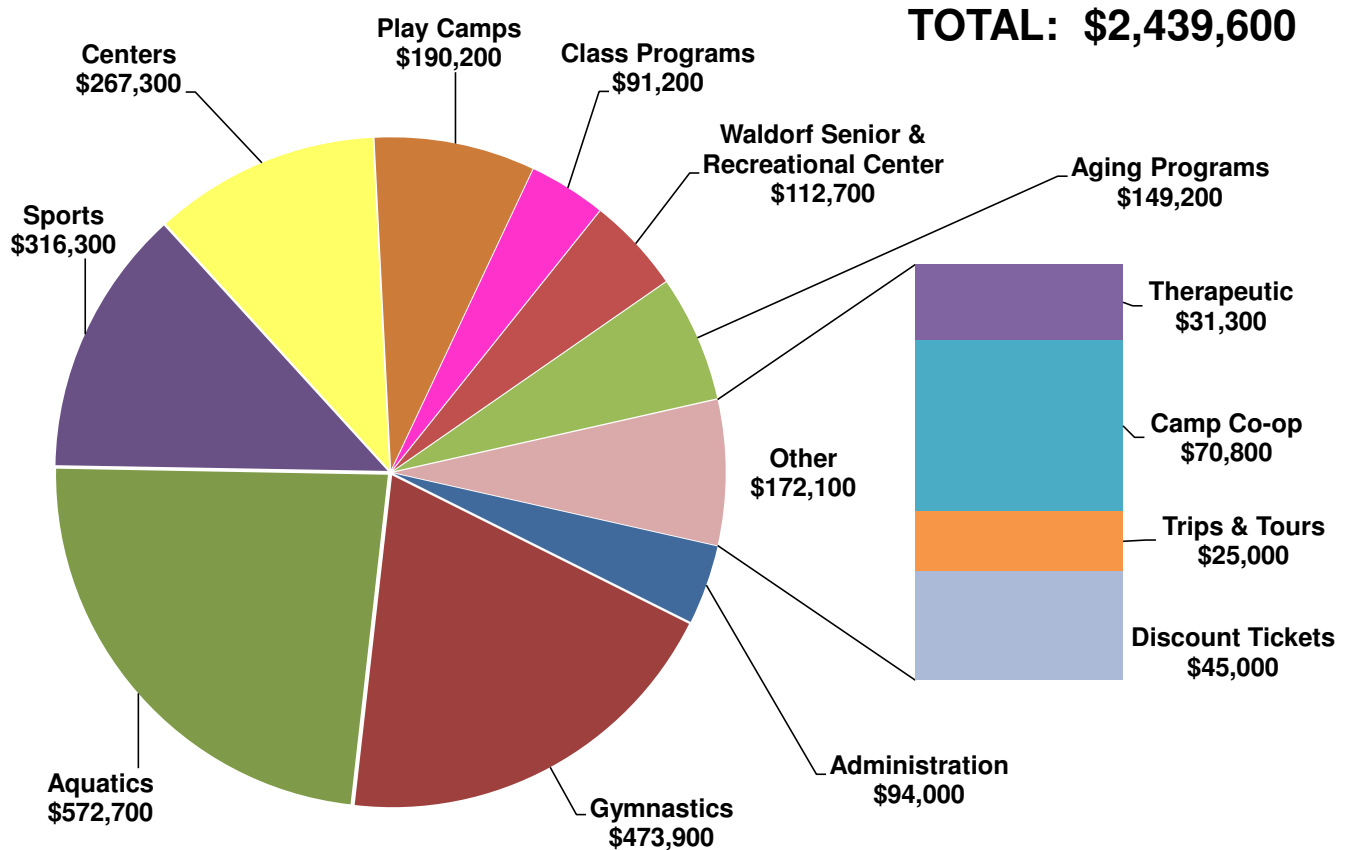
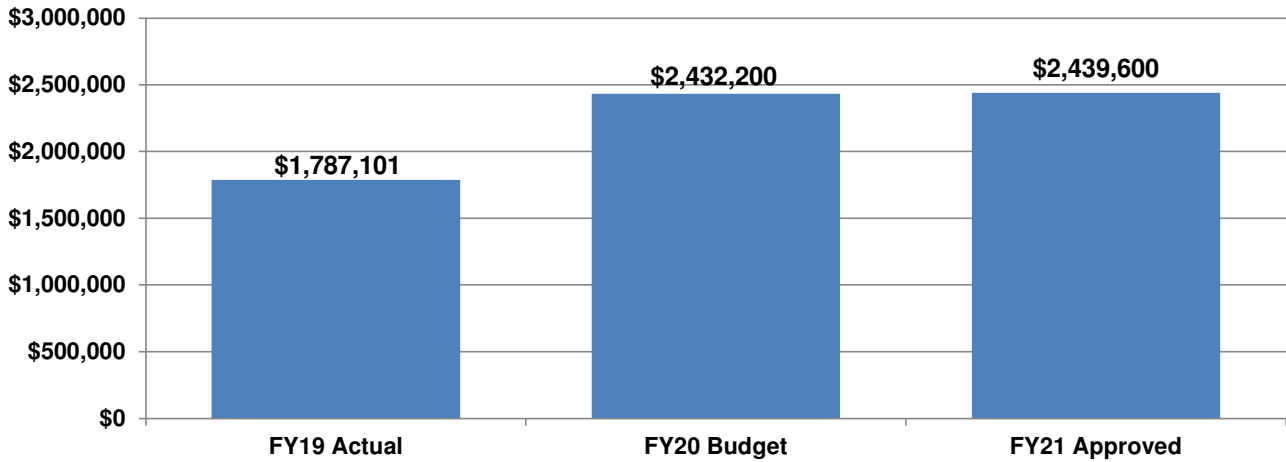
| <b>Positions:</b>                 | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                      | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| PGM Special Projects Manager      | 0.0         | 0.0         | 0.0         | 0.0         | 0.9         |
| Systems Analyst II                | 0.0         | 0.0         | 0.0         | 0.0         | 1.0         |
| Consultant/Director               | 0.3         | 0.0         | 0.0         | 0.0         | 0.0         |
| <b>Total Full Time Equivalent</b> | <b>0.3</b>  | <b>0.0</b>  | <b>0.0</b>  | <b>0.0</b>  | <b>1.9</b>  |

# Recreation Fund

Eileen B. Minnick, Director of Recreation, Parks, and Tourism  
 Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677  
<https://www.charlescountyparks.com/home-recparks>

**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  
<https://www.charlescountymd.gov/services/aging-and-senior-services>



## Recreation

|                               |   |                 |            |
|-------------------------------|---|-----------------|------------|
| <b>Department:</b>            | Recreation, Parks, and Tourism  | <b>Account:</b> | 24.30.40   |
| <b>Division/Program:</b>      | Recreation  | <b>Fund:</b>    | Enterprise |
| <b>Program Administrator:</b> | Sam Drury, Chief of Recreation  |                 |            |
|                               | <a href="http://www.charlescountyparks.com/recreation/recreation">http://www.charlescountyparks.com/recreation/recreation</a> |                 |            |

| Expenditure Category      | FY2019<br>Actual   | FY2020<br>Adopted  | FY2021<br>Request  | FY2021<br>Adopted  | \$ Change<br>from FY2020 | %<br>Chg.   |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|-------------|
| Personal Services         | \$958,848          | \$1,233,400        | \$1,382,100        | \$1,382,100        | \$148,700                | 12.1%       |
| Fringe Benefits           | 131,525            | 180,800            | 153,400            | 153,400            | (27,400)                 | -15.2%      |
| Operating Costs           | 629,660            | 856,800            | 726,400            | 726,400            | (130,400)                | -15.2%      |
| Operating Contingency     | 0                  | 3,800              | 28,500             | 28,500             | 24,700                   | 650.0%      |
| <b>Total Expenditures</b> | <b>\$1,720,033</b> | <b>\$2,274,800</b> | <b>\$2,290,400</b> | <b>\$2,290,400</b> | <b>\$15,600</b>          | <b>0.7%</b> |
| <b>Revenues</b>           | <b>\$1,579,228</b> | <b>\$2,283,400</b> | <b>\$2,290,400</b> | <b>\$2,290,400</b> | <b>\$7,000</b>           | <b>0.3%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes the full year impact of FY2020 approved salary increases, part time scale changes and moving the Recreation Facility & Program Supervisor position to the General Fund.
- The **Operating Costs** budget decrease is due to one time cost in FY2020 for pool resurfacing for the Aquatics division, and other adjustments based on current trends.
- **Operating Contingency** is to cover any potential revenue shortfall and/or expenditure overruns.

### Description

The Recreation Division offers a variety of structured and non-structured sports leagues and activities for persons of all ages. All programs are self-supporting, with youth leagues being supplemented by the County for officials and part-time facility supervision.

- Sports programs and leagues include: Youth and Adult Basketball, Youth and Adult Soccer, Youth and Adult Volleyball, Youth and Adult Kickball and Adult Softball.
- Trips and tours are offered for registrants to have the opportunity to participate in variety of experiences.
- Three Indoor Pools are operated year round at Lackey High School, North Point High School, and the Donald M. Wade Aquatic Center at St. Charles High School. Three Outdoor Pools are operated seasonally at La Plata, McDonough, and Thomas Stone High Schools. In addition to daily admission, the pools offer swim lessons, water aerobics, water safety, birthday parties, private rentals, and a variety of other programs and special events.
- Camp CO-OP is an exciting day camp for special education students between the ages of 5 & 21 with moderate to severe disabilities.
- Therapeutic programs are, for the most part, operated under the auspices of the county Special Olympics Program.
- Discount tickets for amusement parks are offered April through August each year. The ticket prices offer a 10-15 percent discount from the regular gate prices.
- The Elite Gymnastics & Recreation Center provides traditional gymnastics and dance classes for beginner to advanced levels for all ages. Pre-competitive and competitive teams are offered under the guidance of the USA Gymnastics Jr. Olympic Program.
- Operation of ten school based Community Centers and Port Tobacco Recreation Center to host a variety of programs, services, activities, sports leagues and recreational opportunities to persons of all ages. They are focal points in each geographic area of Charles County and generate a sense of community through interaction and programs. Community Centers offer drop-in programs, summer camps, middle school afterschool programs and host indoor sports, fitness classes, recreational and leisure programs, and special events. Community Centers programs include: Class programs, Middle School After School program, Drop In programs, Summer Camps, Fitness classes and Special Events.
- The Waldorf Senior & Recreational Center is a Multi-Generational facility hosting a variety of recreational and leisure programs, as well as the home to the Waldorf Senior Center. The facility has a basketball court, racquetball courts, fitness room, group exercise room, youth room, large multi-purpose room, and several classrooms.

### Positions:

| <u>Title</u>                                      | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Sports Program Supervisor                         | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Recreation Facility & Program Supervisor          | 0.0                       | 1.0                       | 1.0                       | 1.0                       | 0.0                       |
| Recreation Center Coordinator                     | 1.0                       | 0.0                       | 0.0                       | 0.0                       | 0.0                       |
| Assistant Recreation & Leisure Program Specialist | 0.8                       | 1.0                       | 1.0                       | 1.0                       | 1.0                       |
| Part Time Positions                               | 28.9                      | 29.3                      | 31.6                      | 32.2                      | 32.2                      |
| <b>Total Full Time Equivalent</b>                 | <b>31.7</b>               | <b>32.3</b>               | <b>34.6</b>               | <b>35.2</b>               | <b>34.2</b>               |

## 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](http://www.charlescountymd.gov/cs/aging/aging-and-senior-programs)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>s</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|----------------|
| Personal Services           | \$2,542                  | \$9,500                   | \$9,800                   | \$9,800                   | \$300                            | 3.2%           |
| Fringe Benefits             | 319                      | 1,300                     | 900                       | 900                       | (400)                            | -30.8%         |
| Operating Costs             | 5,307                    | 4,800                     | 4,800                     | 4,800                     | 0                                | 0.0%           |
| Operating Contingency       | 0                        | 0                         | 300                       | 300                       | 300                              | N/A            |
| <b>Total Expenditures</b>   | <b>\$8,168</b>           | <b>\$15,600</b>           | <b>\$15,800</b>           | <b>\$15,800</b>           | <b>\$200</b>                     | <b>1.3%</b>    |
| <b>Revenues</b>             | <b>\$5,720</b>           | <b>\$14,300</b>           | <b>\$10,000</b>           | <b>\$6,000</b>            | <b>(\$8,300)</b>                 | <b>-30.1%</b>  |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** change is due to the full year impact of FY2020 approved salary increases as well as adjustments in part time due to the minimum wage increases.
- **Operating Contingency** is to cover any potential revenue shortfall and/or expenditure overruns.

### 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:

| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Part Time Positions               | 0.2                 | 0.2                 | 0.2                 | 0.2                 | 0.2                 |
| <b>Total Full Time Equivalent</b> | <b>0.2</b>          | <b>0.2</b>          | <b>0.2</b>          | <b>0.2</b>          | <b>0.2</b>          |

**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](http://www.charlescountymd.gov/cs/aging/aging-and-senior-programs)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|------------------|
| Personal Services           | \$33,554                 | \$70,200                  | \$42,600                  | \$42,600                  | (\$27,600)                       | -39.3%           |
| Fringe Benefits             | 4,328                    | 6,300                     | 4,000                     | 4,000                     | (2,300)                          | -36.5%           |
| Operating Costs             | 21,018                   | 65,300                    | 65,300                    | 65,300                    | 0                                | 0.0%             |
| Operating Contingency       | 0                        | 0                         | 21,500                    | 21,500                    | 21,500                           | N/A              |
| <b>Total Expenditures</b>   | <b>\$58,900</b>          | <b>\$141,800</b>          | <b>\$133,400</b>          | <b>\$133,400</b>          | <b>(\$8,400)</b>                 | <b>-5.9%</b>     |
| <b>Revenues</b>             | <b>\$135,720</b>         | <b>\$134,500</b>          | <b>\$139,200</b>          | <b>\$143,200</b>          | <b>\$8,700</b>                   | <b>3.5%</b>      |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** change is due to the full year impact of FY2020 approved salary increases as well as adjustments in part time due to the minimum wage increases. The part time allocation to the General Fund for the Waldorf Senior & Recreation Center was eliminated.
- **Operating Contingency** is to cover any potential revenue shortfall and/or expenditure overruns.
- **Revenues** were adjusted based on anticipated FY2021 activity.

### Description:

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

### Positions:

| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Senior Center Coordinator         | 0.1                 | 0.1                 | 0.1                 | 0.1                 | 0.0                 |
| Part Time Positions               | 2.8                 | 3.3                 | 3.3                 | 3.3                 | 3.3                 |
| <b>Total Full Time Equivalent</b> | <b>3.0</b>          | <b>3.4</b>          | <b>3.4</b>          | <b>3.4</b>          | <b>3.3</b>          |

## Vending Machines

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

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Request</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>from FY2020</b> | <b>%<br/>Chg</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|------------------|
| Operating Costs             | \$142,079                | \$138,800                 | \$138,800                 | \$138,800                 | \$0                              | 0.0%             |
| <b>Total Expenditures</b>   | \$142,079                | \$138,800                 | \$138,800                 | \$138,800                 | \$0                              | 0.0%             |
| <b>Revenues</b>             | \$165,381                | \$138,800                 | \$138,800                 | \$138,800                 | \$0                              | 0.0%             |

**Description**

This fund is used to manage the vending machine funds collected in County facilities.





# Other Governmental Funds



# SPECIAL REVENUE FUNDS

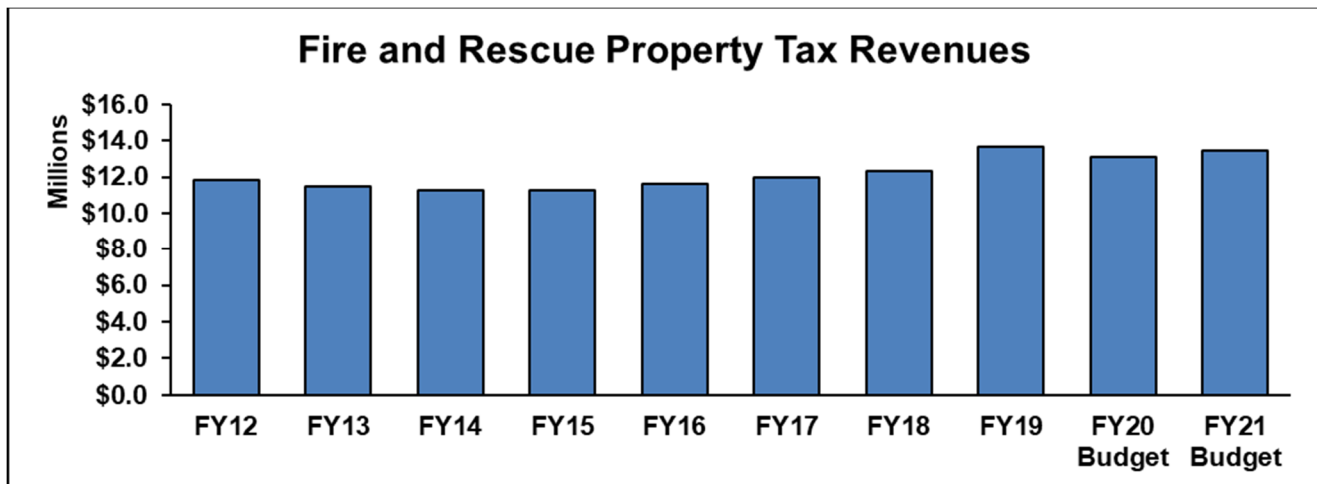
Special Revenue Funds are used to account for revenues that are legally restricted or formally designated for a particular purpose. The best examples of special revenue funds are State and Federal grant awards that have specific requirements associated with eligible program costs.

## Trends and Assumptions for Estimates

### PROPERTY TAX RELATED FUNDS

#### **Fire & Emergency Medical Services**

The largest special revenue fund is financed by a County wide **Fire and Rescue** property tax and a State of Maryland Amoss grant. The tax is levied and collected by the County and distributed to the various volunteer fire stations and rescue squads. A property tax rate is levied as follows: \$0.04 for fire, \$0.02 for emergency medical services, and \$.004 for pension benefits for all Real Property assessments and \$0.10, \$0.05, and \$0.01, respectively for all business-related assessments. Operating revenue generated from taxes is estimated using the same assumptions as the general fund property taxes (see General Fund property tax section), with the primary information provided by the Maryland Department of Assessments and Taxation. Grant funds are subject to the annual renewal by the State of Maryland and are used for training and equipment.



#### **Agricultural Preservation**

An **agricultural transfer tax** is assessed on land that has a change of use from agricultural to residential or commercial. This money is tracked separately and used for future land preservation purposes. An operating revenue estimate is based on minimum changes in land use and amended during the year should a large land acquisition be acquired for preservation. Operating costs primarily represent the purchase of land; budgets are amended once a purchase is approved.

### FEDERAL OR STATE GRANT RELATED FUNDS

The following programs have budgets that are derived from specific Federal and/or State grant awards and are often matched with local funding; therefore, budget totals reflect the anticipated grant award. Amended operating budgets reflect actual grant awards and renewals. Revenues supporting these programs are fairly predictable because they follow the scope defined within the Federal & State grants.

- **Housing Assistance Programs**
- **Transportation Programs**
- **Child Support / Judicial Programs**
- **Public Safety Programs**
- **Aging and Senior Programs**
- **Emergency Management Programs**
- **Economic Development Loan Programs**
- **Tourism Programs**
- **Community Development Block Grant Projects**
- **Community Development Administration Projects**
- **Planning Programs and Studies**
- **Human Services Programs for Children, Youth, and Families**

# SPECIAL REVENUE FUNDS

**Community Services administers the largest single grant awarded to the County, the Housing Choice Voucher Program.** This Federal grant, provided by the U.S. Department of Housing and Urban Development (HUD), is for rental unit subsidy for low income residents.

The **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.

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. In FY2020 the County also received funding from the **U.S. Department of Agriculture Rural Housing Preservation Grant** program to assist very low- and low-income rural residents / individual homeowners with the repair or rehabilitation of their dwellings. The County applied for these funds again for FY2021.

The Transit Division of the County's Department of Planning and Growth Management 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.

**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. For FY2021, the County has applied for a multi-year **Community Oriented Policing (COPS)** grant to hire two School Resource Officers. These officers will be deployed to address problems in and around primary and secondary schools such as gangs, drug activities, expand crime prevention efforts for students, educate youth in crime prevention and safety, develop or expand community justice initiatives for students, train students in conflict resolution, restorative justice and crime awareness and assist in developing school policy that addresses crime.

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. In FY2020 the Commissioners approved use of these loans to businesses impacted by the COVID-19 pandemic as well as establishing an additional \$200,000 in loans supported by the general fund. Any funds not reserved in FY2020 will be available in FY2021.

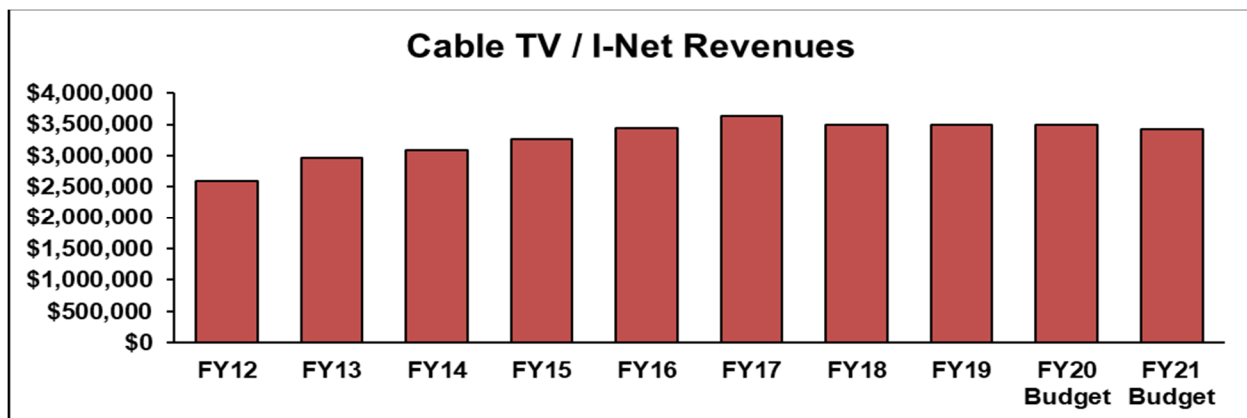
State grant funding provides support of local government efforts in the **Tourism** industry. The grant amount is determined based upon the County's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of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

## SERVICE CHARGE RELATED FUNDS

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

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

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



# SPECIAL REVENUE FUNDS

**Sheriff Special Programs** include Volunteers in Community Service (VICS) and the Towing Service Permit Program. The VICS program accounts for individuals receiving a court ordered service. These individuals are referred to the VICS program from the court system as part of their rehabilitation process. The source of revenue for this program is from court fines as determined by the ruling judge and is based on recent historical trends. This program is being moved to the Sheriff's Office general fund in FY2021 due to lack of sufficient revenue to support the program. The Towing Service Permit Program allows the Sheriff's office to enforce, per Chapter 287-19 through 287-32, the rules and regulations for the licensing, maintenance, and operations of towing companies in Charles County.

The County maintains a **Drug Forfeiture Fund** for revenues collected as a result of law enforcement efforts from drug related offenses. The revenues are difficult to predict because they are related to many variables, including the amount of cases, the success rate of the court actions, the assets involved in each case, etc. The revenue budget is based on historical trends.

With the use of special funding sources in support of housing loans, the County administers a **Housing Special Loans Program** for qualified applicants. Funding is tied to the quantity of loans processed.

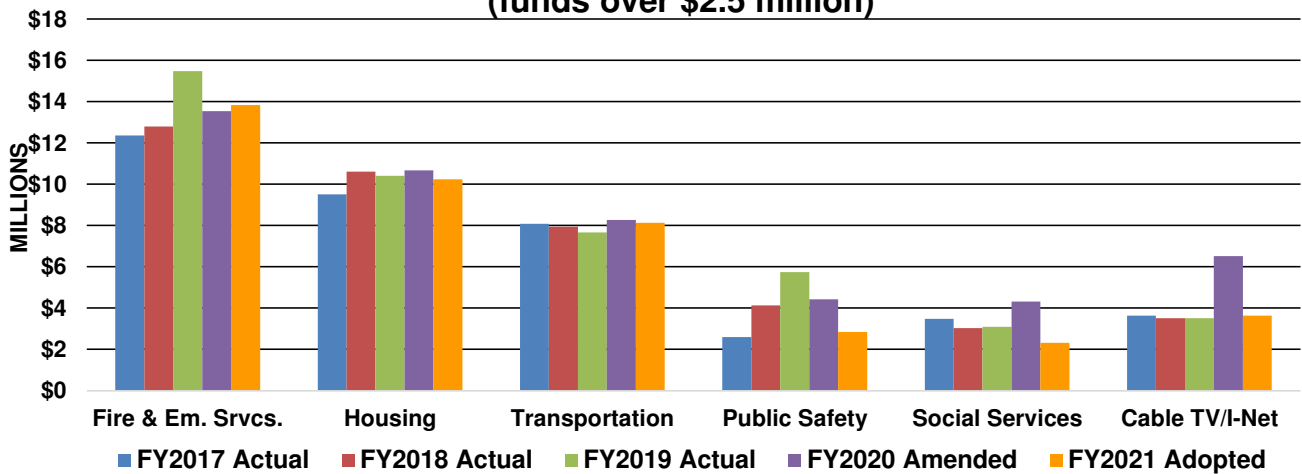
The **Southern Maryland Criminal Justice Academy** is funded by Charles, Calvert, and St. Mary's Counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

**Animal Shelter/Control Programs** generate revenues primarily from donations and fees as a result of animal adoptions. Revenue estimates are based on trends and the volume of fees.

The **Law Library** generates revenues through appearance fees and other court fines. The basis for predicting these dedicated revenues is primarily from historical trends, however, trends in crime and population will affect the performance of these revenues and is often difficult to predict.

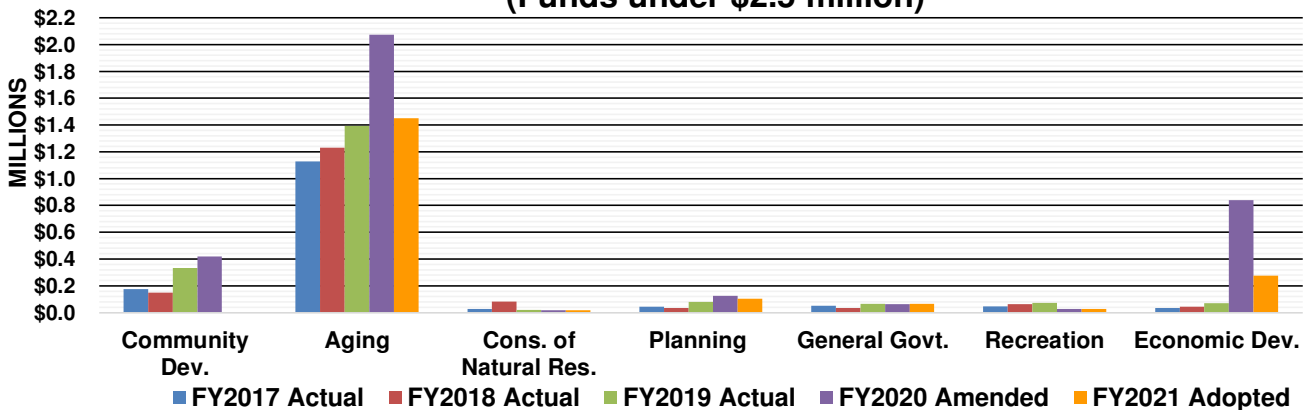
The **Nuisance Abatement Fund** was established to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up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

## Special Revenue Funds by Account Function (funds over \$2.5 million)



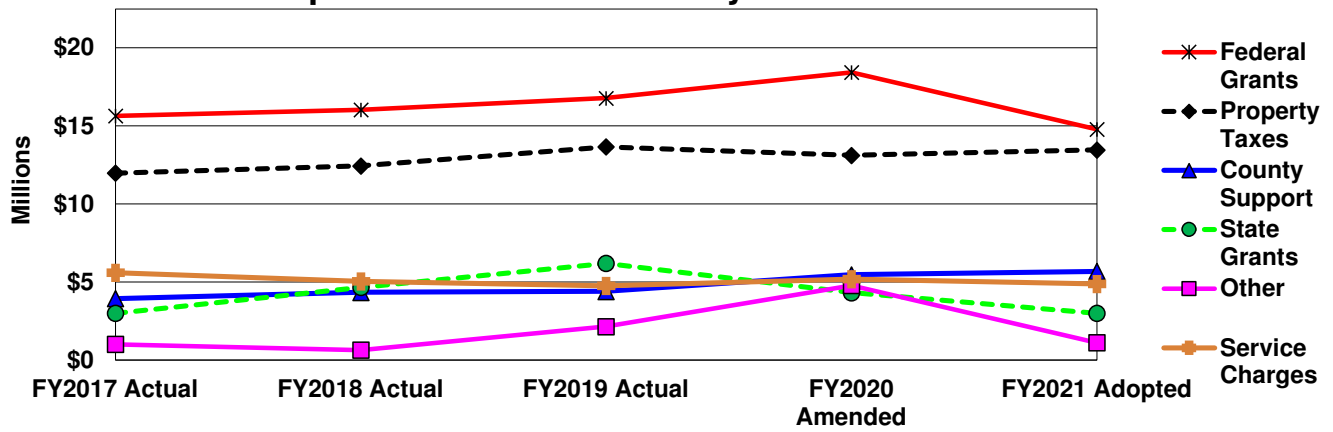
- **Volunteer Fire and Emergency Medical Services** continues to be the largest Special Revenue function. This program is funded primarily by Fire and Rescue Property Tax Revenue and will change based on property assessments.
- **Housing** program budgets fluctuate based on Federal funding and rent requirements.
- The increase in FY2020 for **Transportation** is due to roll over of multi-year capital grant items.
- Reduction in **Public Safety** grants is due to grants budgeted in FY2020 which were one time in nature.
- **Social Services** include Charles County Advocacy Council for Children, Youth, and Families (CCACCYF) and Child Support/Judicial grants. Fluctuations and reduction in FY2021 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 FY2020 was for one time funding from Fund Balance reserves.

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



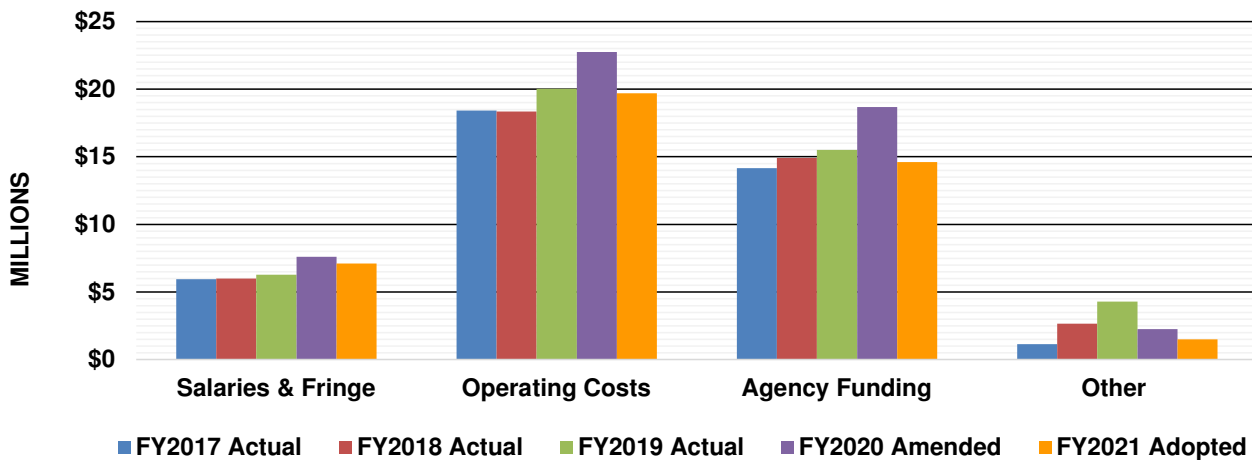
- Variations in **Community Development** are caused by grants which are typically one time in nature and are multi-year federal awards for which unspent balances will be carried over to FY2021.
- Variance in **Aging** grants is caused by Federal grants with a fiscal year end date of 09/30/20 for which unspent balances will be carried over to FY2021.
- Variations in **Planning Grants** 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 FY2021.
- The fluctuation in **Economic Development** is due to loans awarded under the Targeted Industries Incentive Loan Fund and Business Development Loan Fund for Women, Minorities, and Veterans and loans for businesses to use in response to the COVID-19 pandemic.

## Special Revenue Funds by Revenue Source



- The **Federal Grants** increase in FY2020 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 FY2021 funds may increase due to mid-year grant awards and carryover balances.
- **Property Tax** revenue is reflective of increased property assessments to support Fire & Rescue Volunteer Companies.
- **Service Charges** consists mainly of revenues from the Cable TV/I-Net fund, Housing Assistance Portable Vouchers paid through Reciprocal Agreements with other Housing Authorities, and Community Options Waiver Fee for Services.
- **County Support** remains relatively flat for FY2021. The Law Library, Judicial Grants, Transportation, and Administrative funding for the Housing Choice Voucher Programs require county funding to sustain the programs.
- **State Grant** funding increased in FY2019 due to the budgeting of Tobacco Land Preservation Funds as well as award of one-time Emergency Number Service Board 9-1-1 Trust Fund grants for capital items. Tobacco Land Preservation Funds are reserved upon award and budgeted once property has been identified for purchase. State grants are applied for throughout the fiscal year and budgeted upon award.
- Sources of **Other** are other local governments, interest income, fines and forfeitures, transfers from other programs, fund balance, and additional miscellaneous revenue streams. FY2020 reflects the use of Fund Balance in the Cable Fund to support the County's share of Maryland Broadband Infrastructure Grant that will provide broadband to the certain areas of Nanjemoy and Cobb Neck.

## 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 FY2020 is due to various federal grants which are budgeted upon the year of award, after which unspent balances are carried over upon fiscal year end.
- The four largest grant programs (Housing Assistance, Transportation, and Child Support/Judicial Programs) pay out the majority of the funds as operating costs.
- **Agency Funding** primarily distributes the collected taxes to the various volunteer fire stations and rescue squads. The Charles County Advocacy Council for Children, Youth, and Families also distributes funds to vendors as Agency Funding and received a multi-year award to establish the Southern Maryland BRIDGE Program which ends in FY2020.
- Increase in FY2019 in **Other** is due to one-time capital purchases.



# SPECIAL REVENUE FUNDS

|  | FY2019<br><u>Actual</u>    | FY2020<br><u>Adopted</u> | FY2020<br><u>Amended</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY20<br><u>Amended</u> | %<br><u>Change</u> |
|--|----------------------------|--------------------------|--------------------------|--------------------------|--|--------------------|
| <b>PROPERTY TAX RELATED FUNDS:</b>                                 |                            |                          |                          |                          |  |                    |
| <b>Fire &amp; Rescue / Length of Service Award Program (LOSAP)</b> |                            |                          |                          |                          |  |                    |
| <b>Revenues</b>  |                            |                          |                          |                          |  |                    |
| Property Taxes   | \$13,642,269               | \$13,091,300             | \$13,091,300             | \$13,438,600             | \$347,300                                | 2.7%               |
| State Grants   | 382,573                    | 380,892                  | 380,892                  | 385,771                  | 4,879                                    | 1.3%               |
| Interest Income  | 1,422,054                  | 55,000                   | 55,000                   | 11,000                   | (44,000)                                 | -80.0%             |
| <b>Total Operating Revenues</b>                                    | <b>\$15,446,896</b>        | <b>\$13,527,192</b>      | <b>\$13,527,192</b>      | <b>\$13,835,371</b>      | <b>\$308,179</b>                         | <b>2.3%</b>        |
| Transfers  | 25,000                     | 0                        | 0                        | 0                        | 0  | N/A                |
| <b>Total Revenues</b>  | <b>\$15,471,896</b>        | <b>\$13,527,192</b>      | <b>\$13,527,192</b>      | <b>\$13,835,371</b>      | <b>\$308,179</b>                         | <b>2.3%</b>        |
| <b>Expenses</b>  |                            |                          |                          |                          |  |                    |
| Personal Services  | \$15,000                   | \$15,000                 | \$15,000                 | \$15,000                 | \$0                                      | 0.0%               |
| Operating Costs  | 0                          | 7,800                    | 7,800                    | 7,800                    | 0  | 0.0%               |
| Agency Funding   | 14,247,538                 | 13,504,392               | 13,504,392               | 13,812,571               | 308,179                                  | 2.3%               |
| <b>Total</b>   | <b>\$14,262,538</b>        | <b>\$13,527,192</b>      | <b>\$13,527,192</b>      | <b>\$13,835,371</b>      | <b>\$308,179</b>                         | <b>2.3%</b>        |
| <b>Variance</b>  | <b>\$1,209,358</b>         | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>                                      | <b>15,732,403</b>          |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>   | <b><u>\$16,941,761</u></b> |                          |                          |                          |  |                    |

## Agricultural Preservation

|                                 |                           |                 |                 |                 |            |             |
|---------------------------------|---------------------------|-----------------|-----------------|-----------------|------------|-------------|
| <b>Revenues</b>                 |                           |                 |                 |                 |            |             |
| Property Taxes                  | \$21,012                  | \$18,800        | \$18,600        | \$18,600        | \$0        | 0.0%        |
| <b>Total Operating Revenues</b> | <b>\$21,012</b>           | <b>\$18,800</b> | <b>\$18,600</b> | <b>\$18,600</b> | <b>\$0</b> | <b>0.0%</b> |
| <b>Expenses</b>                 |                           |                 |                 |                 |            |             |
| Personal Services               | \$27,800                  | \$16,600        | \$16,600        | \$16,600        | \$0        | 0.0%        |
| Operating Costs                 | 2,200                     | 2,200           | 2,000           | 2,000           | 0          | 0.0%        |
| <b>Total</b>                    | <b>\$30,000</b>           | <b>\$18,800</b> | <b>\$18,600</b> | <b>\$18,600</b> | <b>\$0</b> | <b>0.0%</b> |
| <b>Variance</b>                 | <b>(\$8,988)</b>          | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |            |             |
| <b>Beginning Fund Balance</b>   | <b>1,278,952</b>          |                 |                 |                 |            |             |
| <b>Ending Fund Balance</b>      | <b><u>\$1,269,964</u></b> |                 |                 |                 |            |             |

# SPECIAL REVENUE FUNDS

|                                    | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2020<br><u>Amended</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY20<br><u>Amended</u> | %<br><u>Change</u> |
|------------------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--|--------------------|
| <b><u>GRANT RELATED FUNDS:</u></b> |                         |                          |                          |                          |  |                    |
| <b>Housing Assistance</b>          |                         |                          |                          |                          |  |                    |
| <b>Revenues</b>                    |                         |                          |                          |                          |  |                    |
| Federal Grants                     | \$9,862,604             | \$9,538,710              | \$9,656,192              | \$9,479,738              | (\$176,454)                              | -1.8%              |
| Service Charges                    | 333,054                 | 342,900                  | 174,705                  | 84,600                   | (90,105)                                 | -51.6%             |
| Interest Income                    | 446                     | 0                        | 4,657                    | 0                        | (4,657)                                  | -100.0%            |
| Miscellaneous                      | 29,411                  | 24,000                   | 32,200                   | 32,600                   | 400                                      | 1.2%               |
| <b>Total Operating Revenues</b>    | <b>\$10,225,515</b>     | <b>\$9,905,610</b>       | <b>\$9,867,754</b>       | <b>\$9,596,938</b>       | <b>(\$270,816)</b>                       | <b>-2.7%</b>       |
| County Match                       | 158,623                 | 215,469                  | 208,880                  | 225,462                  | 16,582                                   | 7.9%               |
| <b>Total Revenues</b>              | <b>\$10,384,138</b>     | <b>\$10,121,079</b>      | <b>\$10,076,634</b>      | <b>\$9,822,400</b>       | <b>(\$254,234)</b>                       | <b>-2.5%</b>       |
| <b>Expenses</b>                    |                         |                          |                          |                          |  |                    |
| Personal Services                  | \$697,536               | \$724,800                | \$741,489                | \$730,000                | (\$11,489)                               | -1.5%              |
| Fringe Benefits                    | 211,246                 | 213,100                  | 227,740                  | 246,200                  | 18,460                                   | 8.1%               |
| Operating Costs                    | 9,375,316               | 9,179,479                | 9,107,405                | 8,846,200                | (261,205)                                | -2.9%              |
| <b>Total</b>                       | <b>\$10,284,098</b>     | <b>\$10,121,079</b>      | <b>\$10,076,634</b>      | <b>\$9,822,400</b>       | <b>(\$254,234)</b>                       | <b>-2.5%</b>       |
| <b>Variance</b>                    | <b>\$100,040</b>        | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>      | <b>148,919</b>          |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>         | <b><u>\$248,959</u></b> |                          |                          |                          |  |                    |

## Transit Programs

|                                 |                        |                    |                    |                    |                    |              |
|---------------------------------|------------------------|--------------------|--------------------|--------------------|--------------------|--------------|
| <b>Revenues</b>                 |                        |                    |                    |                    |                    |              |
| Federal Grants                  | \$3,446,957            | \$2,764,288        | \$3,288,484        | \$3,047,802        | (\$240,682)        | -7.3%        |
| State Grants                    | 549,201                | 480,317            | 694,930            | 669,600            | (25,330)           | -3.6%        |
| Service Charges                 | 431,692                | 422,000            | 419,000            | 418,000            | (1,000)            | -0.2%        |
| Fines & Forfeitures             | 41,617                 | 10,000             | 28,600             | 10,000             | (18,600)           | -65.0%       |
| Miscellaneous                   | 66,699                 | 65,000             | 97,776             | 65,982             | (31,794)           | -32.5%       |
| <b>Total Operating Revenues</b> | <b>\$4,536,166</b>     | <b>\$3,741,605</b> | <b>\$4,528,790</b> | <b>\$4,211,384</b> | <b>(\$317,406)</b> | <b>-7.0%</b> |
| County Match                    | 3,131,295              | 3,623,264          | 3,668,622          | 3,915,594          | 246,972            | 6.7%         |
| Fund Balance Appropriation      | 0                      | 0                  | 74,004             | 0                  | (74,004)           | -100.0%      |
| <b>Total Revenues</b>           | <b>\$7,667,461</b>     | <b>\$7,364,869</b> | <b>\$8,271,416</b> | <b>\$8,126,978</b> | <b>(\$144,438)</b> | <b>-1.7%</b> |
| <b>Expenses</b>                 |                        |                    |                    |                    |                    |              |
| Personal Services               | \$352,644              | \$321,300          | \$325,364          | \$335,700          | \$10,336           | 3.2%         |
| Fringe Benefits                 | 110,602                | 114,200            | 114,706            | 111,100            | (3,606)            | -3.1%        |
| Operating Costs                 | 6,561,559              | 6,849,769          | 7,154,190          | 7,162,178          | 7,988              | 0.1%         |
| Operating Contingency           | 0                      | 0                  | 1,600              | 0                  | (1,600)            | -100.0%      |
| Transfer Out                    | 44,400                 | 0                  | 0                  | 0                  | 0                  | N/A          |
| Capital Outlay                  | 702,027                | 79,600             | 675,556            | 518,000            | (157,556)          | -23.3%       |
| <b>Total</b>                    | <b>\$7,771,232</b>     | <b>\$7,364,869</b> | <b>\$8,271,416</b> | <b>\$8,126,978</b> | <b>(\$144,438)</b> | <b>-1.7%</b> |
| <b>Variance</b>                 | <b>(\$103,771)</b>     | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |                    |              |
| <b>Beginning Fund Balance</b>   | <b>203,598</b>         |                    |                    |                    |                    |              |
| <b>Ending Fund Balance</b>      | <b><u>\$99,827</u></b> |                    |                    |                    |                    |              |

# SPECIAL REVENUE FUNDS

|  | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2020<br><u>Amended</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY20<br><u>Amended</u> | %<br><u>Change</u> |
|--|-------------------------|--------------------------|--------------------------|--------------------------|--|--------------------|
| <b><u>GRANT RELATED FUNDS:</u></b>                                       |                         |                          |                          |                          |  |                    |
| <b>Charles County Advocacy Council for Children, Youth, and Families</b> |                         |                          |                          |                          |  |                    |
| <b>Revenues</b>  |                         |                          |                          |                          |  |                    |
| Federal Grants   | \$883,372               | \$84,113                 | \$1,312,745              | \$7,353                  | (\$1,305,392)                            | -99.4%             |
| State Grants   | 1,157,543               | 1,223,783                | 1,199,139                | 823,548                  | (375,591)                                | -31.3%             |
| Service Charge   | 77,146                  | 77,894                   | 77,894                   | 90,100                   | 12,206                                   | 15.7%              |
| <b>Total Operating Revenues</b>  | <b>\$2,118,060</b>      | <b>\$1,385,790</b>       | <b>\$2,589,778</b>       | <b>\$921,001</b>         | <b>(\$1,668,777)</b>                     | <b>-64.4%</b>      |
| Fund Balance Appropriation   | 0                       | 12,249                   | 12,100                   | 21,747                   | 9,647                                    | 79.7%              |
| <b>Total Revenues</b>  | <b>\$2,118,060</b>      | <b>\$1,398,039</b>       | <b>\$2,601,878</b>       | <b>\$942,748</b>         | <b>(\$1,659,130)</b>                     | <b>-63.8%</b>      |
| <b>Expenses</b>  |                         |                          |                          |                          |  |                    |
| Personal Services  | \$173,980               | \$218,989                | \$221,073                | \$221,690                | \$617                                    | 0.3%               |
| Fringe Benefits  | 47,487                  | 53,973                   | 50,240                   | 50,738                   | 498                                      | 1.0%               |
| Operating Costs  | 864,859                 | 14,557                   | 31,940                   | 9,550                    | (22,390)                                 | -70.1%             |
| Operating Contingency  | 0                       | 17,699                   | 53,596                   | 16,118                   | (37,478)                                 | -69.9%             |
| Agency Funding   | 1,009,397               | 1,092,821                | 2,245,029                | 644,652                  | (1,600,377)                              | -71.3%             |
| <b>Total</b>   | <b>\$2,095,723</b>      | <b>\$1,398,039</b>       | <b>\$2,601,878</b>       | <b>\$942,748</b>         | <b>(\$1,659,130)</b>                     | <b>-63.8%</b>      |
| <b>Variance</b>  | <b>\$22,337</b>         | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>  | <b>257,676</b>          |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>   | <b><u>\$280,013</u></b> |                          |                          |                          |  |                    |

## Child Support/Judicial Grants

|                                 |                   |                    |                    |                    |                    |               |
|---------------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| <b>Revenues</b>                 |                   |                    |                    |                    |                    |               |
| Federal Grants                  | \$417,401         | \$583,896          | \$896,966          | \$592,823          | (\$304,143)        | -33.9%        |
| State Grants                    | 447,663           | 554,664            | 670,298            | 623,283            | (47,015)           | -7.0%         |
| Miscellaneous                   | 0                 | 0                  | 646                | 0                  | (646)              | -100.0%       |
| <b>Total Operating Revenues</b> | <b>\$865,064</b>  | <b>\$1,138,560</b> | <b>\$1,567,910</b> | <b>\$1,216,106</b> | <b>(\$351,804)</b> | <b>-22.4%</b> |
| County Match                    | 109,542           | 135,264            | 149,016            | 146,564            | (2,452)            | -1.6%         |
| <b>Total Revenues</b>           | <b>\$974,605</b>  | <b>\$1,273,824</b> | <b>\$1,716,926</b> | <b>\$1,362,670</b> | <b>(\$354,256)</b> | <b>-20.6%</b> |
| <b>Expenses</b>                 |                   |                    |                    |                    |                    |               |
| Personal Services               | \$396,659         | \$455,371          | \$519,922          | \$525,612          | \$5,690            | 1.1%          |
| Fringe Benefits                 | 135,937           | 243,287            | 289,852            | 272,979            | (16,873)           | -5.8%         |
| Operating Costs                 | 392,402           | 559,658            | 901,567            | 534,569            | (366,998)          | -40.7%        |
| Operating Contingency           | 0                 | 12,008             | 1,919              | 29,510             | 27,591             | 1437.8%       |
| Capital Outlay                  | 49,607            | 3,500              | 3,666              | 0                  | (3,666)            | -100.0%       |
| <b>Total</b>                    | <b>\$974,605</b>  | <b>\$1,273,824</b> | <b>\$1,716,926</b> | <b>\$1,362,670</b> | <b>(\$354,256)</b> | <b>-20.6%</b> |
| <b>Variance</b>                 | <b>\$0</b>        | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |                    |               |
| <b>Beginning Fund Balance</b>   | <b>0</b>          |                    |                    |                    |                    |               |
| <b>Ending Fund Balance</b>      | <b><u>\$0</u></b> |                    |                    |                    |                    |               |

# SPECIAL REVENUE FUNDS

|                                    | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2020<br><u>Amended</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY20<br><u>Amended</u> | %<br><u>Change</u> |
|------------------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--|--------------------|
| <b><u>GRANT RELATED FUNDS:</u></b> |                         |                          |                          |                          |  |                    |
| <b>Public Safety Grants</b>        |                         |                          |                          |                          |  |                    |
| <b>Revenues</b>                    |                         |                          |                          |                          |  |                    |
| Federal Grants                     | \$821,273               | \$819,999                | \$1,256,659              | \$765,811                | (\$490,848)                              | -39.1%             |
| State Grants                       | 219,153                 | 128,487                  | 224,053                  | 80,000                   | (144,053)                                | -64.3%             |
| Miscellaneous                      | 2,082                   | 0                        | 12,841                   | 0                        | (12,841)                                 | -100.0%            |
| <b>Total Operating Revenues</b>    | <b>\$1,042,508</b>      | <b>\$948,486</b>         | <b>\$1,493,553</b>       | <b>\$845,811</b>         | <b>(\$647,742)</b>                       | <b>-43.4%</b>      |
| County Match                       | 759,079                 | 900,359                  | 989,113                  | 1,162,429                | 173,316                                  | 17.5%              |
| <b>Total Revenues</b>              | <b>\$1,801,587</b>      | <b>\$1,848,845</b>       | <b>\$2,482,666</b>       | <b>\$2,008,240</b>       | <b>(\$474,426)</b>                       | <b>-19.1%</b>      |
| <b>Expenses</b>                    |                         |                          |                          |                          |  |                    |
| Personal Services                  | \$1,097,616             | \$1,137,667              | \$1,435,950              | \$1,234,153              | (\$201,797)                              | -14.1%             |
| Fringe Benefits                    | 516,110                 | 569,766                  | 623,345                  | 677,370                  | 54,025                                   | 8.7%               |
| Operating Costs                    | 179,732                 | 109,141                  | 326,292                  | 96,717                   | (229,575)                                | -70.4%             |
| Operating Contingency              | 0                       | 71                       | 0                        | 0                        | 0  | N/A                |
| Capital Outlay                     | 8,130                   | 32,200                   | 97,079                   | 0                        | (97,079)                                 | -100.0%            |
| <b>Total</b>                       | <b>\$1,801,587</b>      | <b>\$1,848,845</b>       | <b>\$2,482,666</b>       | <b>\$2,008,240</b>       | <b>(\$474,426)</b>                       | <b>-19.1%</b>      |
| <b>Variance</b>                    | <b>\$0</b>              | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>      | <b>0</b>                |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>         | <b>\$0</b>              |                          |                          |                          |  |                    |

## Aging Grants

|                                 |                    |                    |                    |                    |                    |               |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| <b>Revenues</b>                 |                    |                    |                    |                    |                    |               |
| Federal Grants                  | \$768,790          | \$596,231          | \$1,321,801        | \$752,446          | (\$569,355)        | -43.1%        |
| State Grants                    | 315,593            | 323,645            | 398,908            | 368,723            | (30,185)           | -7.6%         |
| Service Charge                  | 223,422            | 190,820            | 240,466            | 247,580            | 7,114              | 3.0%          |
| Miscellaneous                   | 84,507             | 54,200             | 91,096             | 54,200             | (36,896)           | -40.5%        |
| <b>Total Operating Revenues</b> | <b>\$1,392,312</b> | <b>\$1,164,896</b> | <b>\$2,052,271</b> | <b>\$1,422,949</b> | <b>(\$629,322)</b> | <b>-30.7%</b> |
| County Match                    | 0                  | 11,790             | 11,790             | 17,980             | 6,190              | 52.5%         |
| Fund Balance Appropriation      | 0                  | 10,162             | 10,162             | 10,162             | 0                  | 0.0%          |
| <b>Total Revenues</b>           | <b>\$1,392,312</b> | <b>\$1,186,848</b> | <b>\$2,074,223</b> | <b>\$1,451,091</b> | <b>(\$623,132)</b> | <b>-30.0%</b> |
| <b>Expenses</b>                 |                    |                    |                    |                    |                    |               |
| Personal Services               | \$738,540          | \$641,752          | \$881,321          | \$797,048          | (\$84,273)         | -9.6%         |
| Fringe Benefits                 | 30,468             | 28,320             | 32,378             | 33,920             | 1,542              | 4.8%          |
| Operating Costs                 | 620,878            | 506,614            | 1,150,362          | 609,961            | (540,401)          | -47.0%        |
| Debt Service                    | 10,160             | 10,162             | 10,162             | 10,162             | 0                  | 0.0%          |
| <b>Total</b>                    | <b>\$1,400,047</b> | <b>\$1,186,848</b> | <b>\$2,074,223</b> | <b>\$1,451,091</b> | <b>(\$623,132)</b> | <b>-30.0%</b> |
| <b>Variance</b>                 | <b>(\$7,735)</b>   | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |                    |               |
| <b>Beginning Fund Balance</b>   | <b>113,175</b>     |                    |                    |                    |                    |               |
| <b>Ending Fund Balance</b>      | <b>\$105,440</b>   |                    |                    |                    |                    |               |

# SPECIAL REVENUE FUNDS

|                                    | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2020<br><u>Amended</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY20<br><u>Amended</u> | %<br><u>Change</u> |
|------------------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--|--------------------|
| <b><u>GRANT RELATED FUNDS:</u></b> |                         |                          |                          |                          |  |                    |
| <b>Emergency Management Grants</b> |                         |                          |                          |                          |  |                    |
| <b>Revenues</b>                    |                         |                          |                          |                          |  |                    |
| Federal Grants                     | \$226,898               | \$103,028                | \$371,901                | \$102,691                | (\$269,210)                              | -72.4%             |
| State Grants                       | 3,010,864               | 0                        | 511,935                  | 0                        | (511,935)                                | -100.0%            |
| <b>Total Operating Revenues</b>    | <b>\$3,237,763</b>      | <b>\$103,028</b>         | <b>\$883,836</b>         | <b>\$102,691</b>         | <b>(\$781,145)</b>                       | <b>-88.4%</b>      |
| Transfers In                       | 0                       | 20,960                   | 17,735                   | 18,622                   | 887                                      | 5.0%               |
| County Match                       | 103,028                 | 82,068                   | 84,955                   | 84,069                   | (886)                                    | -1.0%              |
| <b>Total Revenues</b>              | <b>\$3,340,791</b>      | <b>\$206,056</b>         | <b>\$986,526</b>         | <b>\$205,382</b>         | <b>(\$781,144)</b>                       | <b>-79.2%</b>      |
| <b>Expenses</b>                    |                         |                          |                          |                          |  |                    |
| Personal Services                  | \$177,668               | \$164,136                | \$200,361                | \$168,138                | (\$32,223)                               | -16.1%             |
| Fringe Benefits                    | 848                     | 0                        | 1,281                    | 0                        | (1,281)                                  | -100.0%            |
| Operating Costs                    | 314,554                 | 41,920                   | 598,485                  | 37,244                   | (561,241)                                | -93.8%             |
| Capital Outlay                     | 2,847,721               | 0                        | 186,399                  | 0                        | (186,399)                                | -100.0%            |
| <b>Total</b>                       | <b>\$3,340,791</b>      | <b>\$206,056</b>         | <b>\$986,526</b>         | <b>\$205,382</b>         | <b>(\$781,144)</b>                       | <b>-79.2%</b>      |
| <b>Variance</b>                    | <b>\$0</b>              | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>      | <b>0</b>                |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>         | <b><u>\$0</u></b>       |                          |                          |                          |  |                    |

## Community Development Administration

|                               |                   |            |            |            |            |            |
|-------------------------------|-------------------|------------|------------|------------|------------|------------|
| <b>Revenues</b>               |                   |            |            |            |            |            |
| Federal Grants                | \$3,265           | \$0        | \$0        | \$0        | \$0        | N/A        |
| State Grants                  | 20,929            | 0          | 0          | 0          | 0          | N/A        |
| Interest                      | 141               | 0          | 0          | 0          | 0          | N/A        |
| <b>Total Revenues</b>         | <b>\$24,335</b>   | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>N/A</b> |
| <b>Expenses</b>               |                   |            |            |            |            |            |
| Personal Services             | \$608             | \$0        | \$0        | \$0        | \$0        | N/A        |
| Operating Costs               | 23,727            | 0          | 0          | 0          | 0          | N/A        |
| <b>Total</b>                  | <b>\$24,335</b>   | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>N/A</b> |
| <b>Variance</b>               | <b>\$0</b>        | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |            |            |
| <b>Beginning Fund Balance</b> | <b>0</b>          |            |            |            |            |            |
| <b>Ending Fund Balance</b>    | <b><u>\$0</u></b> |            |            |            |            |            |

# SPECIAL REVENUE FUNDS

|   | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2020<br><u>Amended</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY20<br><u>Amended</u> | %<br><u>Change</u> |
|---|-------------------------|--------------------------|--------------------------|--------------------------|--|--------------------|
| <b>GRANT RELATED FUNDS:</b>               |                         |                          |                          |                          |  |                    |
| <b>Community Development Block Grants</b> |                         |                          |                          |                          |  |                    |
| <b>Revenues</b>                           |                         |                          |                          |                          |  |                    |
| Federal Grants                            | \$309,000               | \$0                      | \$259,785                | \$0                      | (\$259,785)                              | -100.0%            |
| State Grants                              | 0                       | 0                        | 133,333                  | 0                        | (133,333)                                | -100.0%            |
| Miscellaneous                             | 0                       | 0                        | 5,566                    | 0                        | (5,566)                                  | -100.0%            |
| <b>Total Operating Revenues</b>           | <b>\$309,000</b>        | <b>0</b>                 | <b>398,684</b>           | <b>0</b>                 | <b>(398,684)</b>                         | <b>-100.0%</b>     |
| County Match                              | 0                       | 0                        | 20,000                   | 0                        | (20,000)                                 | -100.0%            |
| <b>Total Revenues</b>                     | <b>\$309,000</b>        | <b>\$0</b>               | <b>\$418,684</b>         | <b>\$0</b>               | <b>(\$418,684)</b>                       | <b>-100.0%</b>     |
| <b>Expenses</b>                           |                         |                          |                          |                          |  |                    |
| Personal Services                         | \$0                     | \$0                      | \$8,968                  | \$0                      | (\$8,968)                                | -100.0%            |
| Operating Costs                           | 309,000                 | 0                        | 209,716                  | 0                        | (\$209,716)                              | -100.0%            |
| Agency Funding                            | 0                       | 0                        | 200,000                  | 0                        | (200,000)                                | -100.0%            |
| <b>Total</b>                              | <b>\$309,000</b>        | <b>\$0</b>               | <b>\$418,684</b>         | <b>\$0</b>               | <b>(\$418,684)</b>                       | <b>-100.0%</b>     |
| <b>Variance</b>                           | <b>\$0</b>              | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>             | <b>0</b>                |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>                | <b><u>\$0</u></b>       |                          |                          |                          |  |                    |
| <b>Planning Grants</b>                    |                         |                          |                          |                          |  |                    |
| <b>Revenues</b>                           |                         |                          |                          |                          |  |                    |
| Federal Grants                            | \$12,000                | \$0                      | \$0                      | \$0                      | \$0                                      | N/A                |
| State Grants                              | 9,000                   | 5,000                    | 25,000                   | 5,000                    | (20,000)                                 | -80.0%             |
| <b>Total Operating Revenues</b>           | <b>\$21,000</b>         | <b>\$5,000</b>           | <b>\$25,000</b>          | <b>\$5,000</b>           | <b>(\$20,000)</b>                        | <b>-80.0%</b>      |
| County Match                              | 1,467                   | 0                        | 0                        | 0                        | 0  | N/A                |
| <b>Total Revenues</b>                     | <b>\$22,467</b>         | <b>\$5,000</b>           | <b>\$25,000</b>          | <b>\$5,000</b>           | <b>(\$20,000)</b>                        | <b>-80.0%</b>      |
| <b>Expenses</b>                           |                         |                          |                          |                          |  |                    |
| Personal Services                         | \$6,811                 | \$3,806                  | \$3,806                  | \$3,806                  | \$0                                      | 0.0%               |
| Fringe Benefits                           | 2,189                   | 1,194                    | 1,194                    | 1,194                    | 0  | 0.0%               |
| Operating Costs                           | 14,967                  | 0                        | 20,000                   | 0                        | (20,000)                                 | -100.0%            |
| <b>Total</b>                              | <b>\$23,967</b>         | <b>\$5,000</b>           | <b>\$25,000</b>          | <b>\$5,000</b>           | <b>(\$20,000)</b>                        | <b>-80.0%</b>      |
| <b>Variance</b>                           | <b>(\$1,500)</b>        | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>             | <b>1,500</b>            |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>                | <b><u>\$0</u></b>       |                          |                          |                          |  |                    |
| <b>Economic Development Loan Programs</b> |                         |                          |                          |                          |  |                    |
| <b>Revenues</b>                           |                         |                          |                          |                          |  |                    |
| Interest                                  | \$16,095                | \$0                      | \$5,700                  | \$0                      | (\$5,700)                                | -100.0%            |
| Miscellaneous                             | 54,134                  | 0                        | 39,700                   | 0                        | (39,700)                                 | -100.0%            |
| <b>Total Operating Revenues</b>           | <b>\$70,229</b>         | <b>\$0</b>               | <b>\$45,400</b>          | <b>\$0</b>               | <b>(\$45,400)</b>                        | <b>-100.0%</b>     |
| Fund Balance Appropriation                | 0                       | 350,000                  | 594,600                  | 275,000                  | (319,600)                                | -53.8%             |
| County Match                              | 0                       | 0                        | 200,000                  | 0                        | (200,000)                                | -100.0%            |
| <b>Total Revenues</b>                     | <b>\$70,229</b>         | <b>\$350,000</b>         | <b>\$840,000</b>         | <b>\$275,000</b>         | <b>(\$565,000)</b>                       | <b>-67.3%</b>      |
| <b>Expenses</b>                           |                         |                          |                          |                          |  |                    |
| Operating Costs                           | \$46,906                | \$350,000                | \$840,000                | \$275,000                | (\$565,000)                              | -67.3%             |
| <b>Total</b>                              | <b>\$46,906</b>         | <b>\$350,000</b>         | <b>\$840,000</b>         | <b>\$275,000</b>         | <b>(\$565,000)</b>                       | <b>-67.3%</b>      |
| <b>Variance</b>                           | <b>\$23,323</b>         | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>             | <b>768,828</b>          |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>                | <b><u>\$792,151</u></b> |                          |                          |                          |  |                    |

# SPECIAL REVENUE FUNDS

|                                    | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2020<br><u>Amended</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY20<br><u>Amended</u> | %<br><u>Change</u> |
|------------------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--|--------------------|
| <b><u>GRANT RELATED FUNDS:</u></b> |                         |                          |                          |                          |  |                    |
| <b>Tourism Grant</b>               |                         |                          |                          |                          |  |                    |
| <b>Revenue:</b> State Grants       | \$73,191                | \$65,600                 | \$28,534                 | \$28,534                 | \$0                                      | 0.0%               |
| <b>Expense:</b> Operating Costs    | \$73,191                | \$65,600                 | \$28,534                 | \$28,534                 | \$0                                      | 0.0%               |
| <b>Variance</b>                    | \$0                     | \$0                      | \$0                      | \$0                      |  |                    |
| <b>Beginning Fund Balance</b>      | 0                       |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>         | <u>\$0</u>              |                          |                          |                          |  |                    |

## **SERVICE CHARGE RELATED FUNDS:**

### **Cable TV/I-Net Fund**

#### **Revenues**

|                                 |                    |                    |                    |                    |                      |               |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|----------------------|---------------|
| State Grants                    | \$0                | \$0                | \$47,000           | \$0                | (\$47,000)           | -100.0%       |
| Service Charges                 | 3,499,181          | 3,493,000          | 3,493,000          | 3,423,100          | (69,900)             | -2.0%         |
| <b>Total Operating Revenues</b> | <b>\$3,499,181</b> | <b>\$3,493,000</b> | <b>\$3,540,000</b> | <b>\$3,423,100</b> | <b>(\$116,900)</b>   | <b>-3.3%</b>  |
| Fund Balance Appropriation      | 0                  | 324,000            | 2,969,800          | 200,000            | (2,769,800)          | -93.3%        |
| <b>Total Revenues</b>           | <b>\$3,499,181</b> | <b>\$3,817,000</b> | <b>\$6,509,800</b> | <b>\$3,623,100</b> | <b>(\$2,886,700)</b> | <b>-44.3%</b> |

#### **Expenses**

|  |                           |                    |                    |                    |                      |               |
|--|---------------------------|--------------------|--------------------|--------------------|----------------------|---------------|
| Personal Services                            | \$1,115,229               | \$1,267,200        | \$1,268,050        | \$1,139,800        | (\$128,250)          | -10.1%        |
| Fringe Benefits                              | 285,723                   | 324,000            | 324,000            | 290,500            | (33,500)             | -10.3%        |
| Operating Costs                              | 424,944                   | 696,000            | 862,970            | 780,000            | (82,970)             | -9.6%         |
| Agency Funding                               | 251,918                   | 122,200            | 2,721,000          | 145,800            | (2,575,200)          | -94.6%        |
| Debt Service                                 | 0                         | 4,300              | 4,300              | 8,200              | 3,900                | 90.7%         |
| Operating Contingency                        | 0                         | 252,600            | 77,980             | 286,600            | 208,620              | 267.5%        |
| Transfer Out                                 | 411,024                   | 1,017,700          | 1,182,700          | 918,700            | (264,000)            | -22.3%        |
| Capital Outlay/Maintenance                   | 186,491                   | 79,500             | 15,300             | 0                  | (15,300)             | -100.0%       |
| Equipment Reserve                            | 0                         | 53,500             | 53,500             | 53,500             | 0                    | 0.0%          |
| <b>Total</b>                                 | <b>\$2,675,329</b>        | <b>\$3,817,000</b> | <b>\$6,509,800</b> | <b>\$3,623,100</b> | <b>(\$2,886,700)</b> | <b>-44.3%</b> |
| <b>Variance</b>                              | <b>\$823,852</b>          | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |                      |               |
| <b>Beginning Fund Balance</b>                | <b>7,132,646</b>          |                    |                    |                    |                      |               |
| <b>Annual Equipment Reserve Contribution</b> | <b>53,500</b>             |                    |                    |                    |                      |               |
| <b>Ending Fund Balance</b>                   | <b><u>\$8,009,998</u></b> |                    |                    |                    |                      |               |

### **Nuisance Abatement Fund**

|                                 |                 |           |           |           |     |      |
|---------------------------------|-----------------|-----------|-----------|-----------|-----|------|
| <b>Revenue:</b> Service Charges | \$57,827        | \$100,000 | \$100,000 | \$100,000 | \$0 | 0.0% |
| <b>Expense:</b> Operating Costs | \$53,866        | \$100,000 | \$100,000 | \$100,000 | \$0 | 0.0% |
| <b>Variance</b>                 | \$3,961         | \$0       | \$0       | \$0       |     |      |
| <b>Beginning Fund Balance</b>   | 13,054          |           |           |           |     |      |
| <b>Ending Fund Balance</b>      | <u>\$17,015</u> |           |           |           |     |      |

# SPECIAL REVENUE FUNDS

|   | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2020<br><u>Amended</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY20<br><u>Amended</u> | %<br><u>Change</u> |
|---|-------------------------|--------------------------|--------------------------|--------------------------|--|--------------------|
| <b><u>SERVICE CHARGE RELATED FUNDS:</u></b> |                         |                          |                          |                          |  |                    |
| <b>Housing Special Loans</b>                |                         |                          |                          |                          |  |                    |
| State Grant                                 | \$2,003                 | \$0                      | \$0                      | \$0                      | \$0                                      | N/A                |
| Service Charges                             | 17,365                  | 404,500                  | 594,629                  | 404,500                  | (190,129)                                | -32.0%             |
| <b>Total Operating Revenues</b>             | <b>\$19,368</b>         | <b>\$404,500</b>         | <b>\$594,629</b>         | <b>\$404,500</b>         | <b>(\$190,129)</b>                       | <b>-32.0%</b>      |
| County Match                                | 0                       | 500                      | 500                      | 500                      | 0  | 0.0%               |
| <b>Total Revenues</b>                       | <b>\$19,368</b>         | <b>\$405,000</b>         | <b>\$595,129</b>         | <b>\$405,000</b>         | <b>(\$190,129)</b>                       | <b>-31.9%</b>      |
| <b>Expense: Operating Costs</b>             | <b>\$107,136</b>        | <b>\$405,000</b>         | <b>\$595,129</b>         | <b>\$405,000</b>         | <b>(\$190,129)</b>                       |                    |
| <b>Variance</b>                             | <b>(\$87,768)</b>       | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>               | <b>88,027</b>           |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>                  | <b><u>\$259</u></b>     |                          |                          |                          |  |                    |

## Sheriff's Special Programs

### Revenues

|                                 |                 |                  |                  |                 |                    |               |
|---------------------------------|-----------------|------------------|------------------|-----------------|--------------------|---------------|
| Licenses                        | \$14,775        | \$33,000         | \$33,000         | \$33,000        | \$0                | 0.0%          |
| Fines & Forfeitures             | 35,010          | 142,700          | 142,700          | 22,700          | (120,000)          | -84.1%        |
| Miscellaneous                   | 1,525           | 11,000           | 11,000           | 0               | (11,000)           | -100.0%       |
| <b>Total Operating Revenues</b> | <b>\$51,310</b> | <b>\$186,700</b> | <b>\$186,700</b> | <b>\$55,700</b> | <b>(\$131,000)</b> | <b>-70.2%</b> |
| Fund Balance Appropriation      | 0               | 32,000           | 32,000           | 0               | (32,000)           | -100.0%       |
| <b>Total Revenues</b>           | <b>\$51,310</b> | <b>\$218,700</b> | <b>\$218,700</b> | <b>\$55,700</b> | <b>(\$163,000)</b> | <b>-74.5%</b> |

### Expenses

|                               |                         |                  |                  |                 |                    |               |
|-------------------------------|-------------------------|------------------|------------------|-----------------|--------------------|---------------|
| Personal Services             | \$90,807                | \$150,200        | \$150,200        | \$38,000        | (\$112,200)        | -74.7%        |
| Fringe Benefits               | 28,136                  | 35,800           | 35,800           | 0               | (35,800)           | -100.0%       |
| Operating Costs               | 12,539                  | 32,700           | 32,700           | 17,700          | (15,000)           | -45.9%        |
| <b>Total</b>                  | <b>\$131,482</b>        | <b>\$218,700</b> | <b>\$218,700</b> | <b>\$55,700</b> | <b>(\$163,000)</b> | <b>-74.5%</b> |
| <b>Variance</b>               | <b>(\$80,172)</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>      |                    |               |
| <b>Beginning Fund Balance</b> | <b>246,145</b>          |                  |                  |                 |                    |               |
| <b>Ending Fund Balance</b>    | <b><u>\$165,973</u></b> |                  |                  |                 |                    |               |

## Drug Forfeitures

### Revenues

|                                 |                  |                  |                  |                  |                   |               |
|---------------------------------|------------------|------------------|------------------|------------------|-------------------|---------------|
| Federal Grants                  | \$26,814         | \$75,000         | \$75,000         | \$42,400         | (\$32,600)        | -43.5%        |
| Fines & Forfeitures             | 238,239          | 94,700           | 94,700           | 108,000          | 13,300            | 14.0%         |
| Interest                        | 52               | 100              | 100              | 100              | 0                 | 0.0%          |
| Miscellaneous                   | 3,853            | 1,500            | 1,500            | 0                | (1,500)           | -100.0%       |
| <b>Total Operating Revenues</b> | <b>\$268,959</b> | <b>\$171,300</b> | <b>\$171,300</b> | <b>\$150,500</b> | <b>(\$20,800)</b> | <b>-12.1%</b> |
| Fund Balance Appropriation      | 0                | 7,300            | 7,300            | 56,000           | 48,700            | 667.1%        |
| <b>Total Revenues</b>           | <b>\$268,959</b> | <b>\$178,600</b> | <b>\$178,600</b> | <b>\$206,500</b> | <b>\$27,900</b>   | <b>15.6%</b>  |

### Expenses

|                               |                         |                  |                  |                  |                 |              |
|-------------------------------|-------------------------|------------------|------------------|------------------|-----------------|--------------|
| Operating Costs               | \$316,193               | \$178,600        | \$178,600        | \$144,500        | (\$34,100)      | -19.1%       |
| Capital Outlay                | 7,500                   | 0                | 0                | 0                | 0               | N/A          |
| <b>Total</b>                  | <b>\$323,693</b>        | <b>\$178,600</b> | <b>\$178,600</b> | <b>\$206,500</b> | <b>\$27,900</b> | <b>15.6%</b> |
| <b>Variance</b>               | <b>(\$54,734)</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |                 |              |
| <b>Beginning Fund Balance</b> | <b>803,807</b>          |                  |                  |                  |                 |              |
| <b>Ending Fund Balance</b>    | <b><u>\$749,073</u></b> |                  |                  |                  |                 |              |



# SPECIAL REVENUE FUNDS

|   | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2020<br><u>Amended</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY20<br><u>Amended</u> | %<br><u>Change</u> |
|---|-------------------------|--------------------------|--------------------------|--------------------------|--|--------------------|
| <b>SERVICE CHARGE RELATED FUNDS:</b>              |                         |                          |                          |                          |  |                    |
| <b>Southern Maryland Criminal Justice Academy</b> |                         |                          |                          |                          |  |                    |
| <b>Revenues</b>                                   |                         |                          |                          |                          |  |                    |
| Local Government                                  | \$94,352                | \$167,200                | \$182,692                | \$161,400                | (\$21,292)                               | -11.7%             |
| Service Charges                                   | 1,915                   | 8,000                    | 8,000                    | 8,000                    | 0  | 0.0%               |
| <b>Total Operating Revenues</b>                   | <b>\$96,267</b>         | <b>\$175,200</b>         | <b>\$190,692</b>         | <b>\$169,400</b>         | <b>(\$21,292)</b>                        | <b>-11.2%</b>      |
| Transfers In                                      | 65,936                  | 83,000                   | 83,000                   | 80,700                   | (2,300)                                  | -2.8%              |
| Fund Balance Appropriation                        | 0                       | 13,300                   | 169,800                  | 17,300                   | (152,500)                                | -89.8%             |
| <b>Total Revenues</b>                             | <b>\$162,203</b>        | <b>\$271,500</b>         | <b>\$443,492</b>         | <b>\$267,400</b>         | <b>(\$176,092)</b>                       | <b>-39.7%</b>      |
| <b>Expenses</b>                                   |                         |                          |                          |                          |  |                    |
| Personal Services                                 | \$8,308                 | \$90,800                 | \$90,800                 | \$94,000                 | \$3,200                                  | 3.5%               |
| Fringe Benefits                                   | 1,220                   | 28,000                   | 14,500                   | 16,100                   | 1,600                                    | 11.0%              |
| Operating Costs                                   | 188,249                 | 152,700                  | 315,592                  | 157,300                  | (158,292)                                | -50.2%             |
| Transfers Out                                     | 0                       | 0                        | 12,100                   | 0                        | (12,100)                                 | -100.0%            |
| Capital Outlay                                    | 18,886                  | 0                        | 10,500                   | 0                        | (10,500)                                 | -100.0%            |
| <b>Total</b>                                      | <b>\$216,663</b>        | <b>\$271,500</b>         | <b>\$443,492</b>         | <b>\$267,400</b>         | <b>(\$176,092)</b>                       | <b>-39.7%</b>      |
| <b>Variance</b>                                   | <b>(\$54,460)</b>       | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>                     | <b>339,561</b>          |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>                        | <b><u>\$285,101</u></b> |                          |                          |                          |  |                    |

## Animal Shelter \ Control

|                                 |                         |                 |                  |                 |                   |               |
|---------------------------------|-------------------------|-----------------|------------------|-----------------|-------------------|---------------|
| <b>Revenues</b>                 |                         |                 |                  |                 |                   |               |
| Service Charges                 | \$101,109               | \$81,200        | \$83,560         | \$81,200        | (\$2,360)         | -2.8%         |
| Miscellaneous                   | 16,868                  | 14,800          | 19,300           | 16,600          | (2,700)           | -14.0%        |
| <b>Total Operating Revenues</b> | <b>\$117,977</b>        | <b>\$96,000</b> | <b>\$102,860</b> | <b>\$97,800</b> | <b>(\$5,060)</b>  | <b>-4.9%</b>  |
| Fund Balance Appropriation      | 0                       | 0               | 10,000           | 0               | (10,000)          | -100.0%       |
| <b>Total Revenues</b>           | <b>\$117,977</b>        | <b>\$96,000</b> | <b>\$112,860</b> | <b>\$97,800</b> | <b>(\$15,060)</b> | <b>-13.3%</b> |
| <b>Expenses</b>                 |                         |                 |                  |                 |                   |               |
| Personal Services               | \$12,031                | \$17,200        | \$17,200         | \$19,600        | \$2,400           | 14.0%         |
| Fringe Benefits                 | 1,402                   | 2,200           | 2,200            | 2,300           | 100               | 4.5%          |
| Operating Costs                 | 90,557                  | 76,000          | 92,860           | 75,900          | (16,960)          | -18.3%        |
| Operating Contingency           | 0                       | 600             | 600              | 0               | (600)             | -100.0%       |
| <b>Total</b>                    | <b>\$103,990</b>        | <b>\$96,000</b> | <b>\$112,860</b> | <b>\$97,800</b> | <b>(\$15,060)</b> | <b>-13.3%</b> |
| <b>Variance</b>                 | <b>\$13,987</b>         | <b>\$0</b>      | <b>\$0</b>       | <b>\$0</b>      |                   |               |
| <b>Beginning Fund Balance</b>   | <b>155,958</b>          |                 |                  |                 |                   |               |
| <b>Ending Fund Balance</b>      | <b><u>\$169,945</u></b> |                 |                  |                 |                   |               |

# SPECIAL REVENUE FUNDS

|   | FY2019<br><u>Actual</u> | FY2020<br><u>Adopted</u> | FY2020<br><u>Amended</u> | FY2021<br><u>Adopted</u> | \$ Change<br>from FY20<br><u>Amended</u> | %<br><u>Change</u> |
|---|-------------------------|--------------------------|--------------------------|--------------------------|--|--------------------|
| <b><u>SERVICE CHARGE RELATED FUNDS:</u></b> |                         |                          |                          |                          |  |                    |
| <b>Law Library</b>                          |                         |                          |                          |                          |  |                    |
| <b>Revenues</b>                             |                         |                          |                          |                          |  |                    |
| Service Charges                             | \$7,147                 | \$23,800                 | (\$6,500)                | \$23,200                 | \$29,700                                 | -456.9%            |
| Fines & Forfeitures                         | 16,969                  | 10,600                   | 10,600                   | 13,700                   | 3,100                                    | 29.2%              |
| Miscellaneous                               | 105                     | 0                        | 0                        | 600                      | 600                                      | N/A                |
| <b>Total Operating Revenues</b>             | <b>\$24,221</b>         | <b>\$34,400</b>          | <b>\$4,100</b>           | <b>\$37,500</b>          | <b>\$33,400</b>                          | <b>814.6%</b>      |
| Transfers In                                | 42,200                  | 28,000                   | 28,000                   | 28,000                   | 0  | 0.0%               |
| Fund Balance Appropriation                  | 0                       | 0                        | 30,300                   | 0                        | (30,300)                                 | -100.0%            |
| <b>Total Revenues</b>                       | <b>\$66,421</b>         | <b>\$62,400</b>          | <b>\$62,400</b>          | <b>\$65,500</b>          | <b>\$3,100</b>                           | <b>5.0%</b>        |
| <b>Expenses</b>                             |                         |                          |                          |                          |  |                    |
| Operating Costs                             | \$54,824                | \$62,400                 | \$62,400                 | \$65,500                 | \$3,100                                  | 5.0%               |
| <b>Total</b>                                | <b>\$54,824</b>         | <b>\$62,400</b>          | <b>\$62,400</b>          | <b>\$65,500</b>          | <b>\$3,100</b>                           | <b>5.0%</b>        |
| <b>Variance</b>                             | <b>\$11,597</b>         | <b>\$0</b>               | <b>\$0</b>               | <b>\$0</b>               |  |                    |
| <b>Beginning Fund Balance</b>               | <b>15,842</b>           |                          |                          |                          |  |                    |
| <b>Ending Fund Balance</b>                  | <b><u>\$27,439</u></b>  |                          |                          |                          |  |                    |

## TOTAL SPECIAL REVENUE FUNDS

|   |                            |                     |                     |                     |                      |               |
|---|----------------------------|---------------------|---------------------|---------------------|----------------------|---------------|
| <b>Total Revenues</b>                                   | \$47,914,329               | \$42,515,352        | \$51,289,260        | \$42,903,014        | (\$8,386,246)        | -16.4%        |
| <b>Total Expenses</b>                                   | <b>\$46,105,003</b>        | <b>\$42,515,352</b> | <b>\$51,289,260</b> | <b>\$42,903,014</b> | <b>(\$8,386,246)</b> | <b>-16.4%</b> |
| <b>Variance</b>   | <b>\$1,809,326</b>         | <b><u>\$0</u></b>   | <b><u>\$0</u></b>   | <b><u>\$0</u></b>   |                      |               |
| <b>Beginning Fund Balance</b>                           | 27,300,091                 |                     |                     |                     |                      |               |
| <b>Annual Cable Fund Equipment Reserve Contribution</b> | 53,500                     |                     |                     |                     |                      |               |
| <b>Total Ending Fund Balance</b>                        | <b><u>\$29,162,917</u></b> |                     |                     |                     |                      |               |

## Cable TV/I-Net

**Department:** Cable TV/I-Net Account: 48 Fund  
**Division/Program:** Administrative Services Fund: Special Rev.  
**Program Administ** Jennifer Harris, Public Information Officer/Chief of Media Services Source: Srv. Charge  
 Evelyn Jacobson, Chief of Information Technology  
<http://www.charlescountymd.gov/media-services/media-services>  
<http://www.charlescountymd.gov/fas/it/information-technology>

| Expenditure Category       | FY2019 Actual      | FY2020 Adopted     | FY2020 Amended     | FY2021 Adopted     | \$ Change FY2020 Adopted | % Chg.       |
|----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------------|--------------|
| Personal Services          | \$1,115,229        | \$1,267,200        | \$1,268,050        | \$1,140,600        | (\$126,600)              | -10.0%       |
| Fringe Benefits            | 285,723            | 324,000            | 324,000            | 289,700            | (34,300)                 | -10.6%       |
| Operating Costs            | 424,942            | 563,700            | 862,970            | 695,300            | 131,600                  | 23.3%        |
| Agency Funding             | 251,918            | 122,200            | 2,721,000          | 113,200            | (9,000)                  | -7.4%        |
| Debt Service               | 0                  | 4,300              | 4,300              | 8,200              | 3,900                    | 90.7%        |
| Operating Contingency      | 0                  | 252,600            | 77,980             | 324,400            | 71,800                   | 28.4%        |
| Transfers Out              | 411,025            | 1,017,700          | 1,182,700          | 918,700            | (99,000)                 | -9.7%        |
| Capital Outlay/Maintenance | 186,491            | 79,500             | 15,300             | 79,500             | 0                        | 0.0%         |
| Equipment Reserve          | 0                  | 53,500             | 53,500             | 53,500             | 0                        | 0.0%         |
| <b>Total Expenditures</b>  | <b>\$2,675,329</b> | <b>\$3,684,700</b> | <b>\$6,509,800</b> | <b>\$3,623,100</b> | <b>(\$61,600)</b>        | <b>-1.7%</b> |
| <b>Revenues</b>            | <b>\$3,499,712</b> | <b>\$3,817,000</b> | <b>\$6,509,800</b> | <b>\$3,623,100</b> | <b>(\$193,900)</b>       | <b>-5.1%</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** were adjusted for turnover, reallocation of a position to the General Fund, and the impact of the FY2020 salary increases.
- **Operating Costs** is due to adjustments to current trends and cost of software and upgrades.
- **Debt Service** increase is the full year impact of bank financing of a small cargo van for the CCGTV Division.
- **Agency Funding** represents funds provided to the College of Southern Maryland for public TV broadcasts.
- **Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages.
- **Transfers Out** represents the funding for 50% match on the Mass Notification System Grant as well as funding provided to support the General Fund. The funding to the general fund was reduced for FY2021.
- **Capital Outlay** is the associated cost for replacing equipment and other infrastructure as needed.
- **Equipment Reserve** is used for future replacement of the network core switch and other infrastructure.

### Description:

The I-Net is a wide area communications network linking over 100 county government, educational & public sites. It provides high capacity, cost effective, voice, video & data applications including video conferencing, distance learning/ training, Internet access & security monitoring, and central & expanded communications services.

The maintenance and operation of the I-Net is covered by this fund.

### CCGTV SUPPORT SERVICES

- VIDEO PRODUCTION**
- Provide installation/maintenance support for Commissioner Room HD Video Cameras.
  - Provide installation/maintenance support for Commissioner Room HF Audio system.
  - Provide installation/maintenance support for Nonlinear Real-Time Video editing system.
  - Provide installation/maintenance support for Video Scheduling/Play Back system.
  - Provide installation/maintenance support for Video Server Storage system.
  - Provide installation/maintenance support for Real-Time Web Streaming Video system.
  - Provide installation/maintenance/production support for Web Media File production of Commissioner's meetings.

- VIDEO CAPTIONING**
- Create MP3 file for each Commissioner meeting.
  - Coordinate Transcription Process.
  - Convert Captioned Video for Web Media Format.
  - Render Captioned Video for broadcast.
  - Archive/Catalog Video Files.

## Cable TV/I-Net

|   |                             |
|---|-----------------------------|
| <b>Department:</b> Cable TV/I-Net   | <b>Account:</b> 48 Fund     |
| <b>Division/Program:</b> Administrative Services  | <b>Fund:</b> Special Rev.   |
| <b>Program Administ</b> Jennifer Harris, Public Information Officer/Chief of Media Services<br>Evelyn Jacobson, Chief of Information Technology | <b>Source:</b> Srvc. Charge |

| <b>Positions:</b>                 | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                      | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Public Info. Officer /            |             |             |             |             |             |
| Chief of Media Services           | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Station Manager                   | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Video Production Specialist       | 2.0         | 2.0         | 2.0         | 2.0         | 2.0         |
| Media Specialist                  | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Community Engagement Coordinator  | 0.0         | 0.0         | 1.0         | 1.0         | 1.0         |
| Assistant Graphics Designer       | 1.0         | 1.0         | 0.0         | 0.0         | 0.0         |
| Public Information Specialist     | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Communications Coordinator        | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Chief of Information Technology   | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         |
| Network Manager                   | 0.3         | 0.3         | 0.3         | 0.3         | 0.3         |
| I.T. Security Specialist          | 1.0         | 1.0         | 1.0         | 1.0         | 0.0         |
| Cable and Broadband Manager       | 0.0         | 0.0         | 0.0         | 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         | 0.9         |
| Part Time Help                    | 3.2         | 3.8         | 4.6         | 4.7         | 4.1         |
| <b>Total Full Time Equivalent</b> | <b>16.6</b> | <b>17.2</b> | <b>18.0</b> | <b>19.1</b> | <b>17.7</b> |

| <b>Objectives &amp; Measurements:</b>   | <b>FY17</b>   | <b>FY18</b>   | <b>FY19</b>   | <b>FY20</b>      | <b>FY21</b>      |
|---|---------------|---------------|---------------|------------------|------------------|
|   | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Projected</b> | <b>Estimated</b> |
| <i>Objective: To inform the media/press/public, within 5 days of important and relevant County Government events.</i> |               |               |               |                  |                  |
| - Number of news/press releases   | 403           | 302           | N/A           | N/A              | N/A              |
| - Number of media Inquiries   | 143           | 176           | N/A           | N/A              | N/A              |
| - Number of Facebook Likes  | 2,266         | 1,071         | N/A           | N/A              | N/A              |
| - Number of Twitter Followers   | 701           | 697           | N/A           | N/A              | N/A              |
| - YouTube Video views   | N/A           | N/A           | 1,384,000     | 2,000,000        | 2,000,000        |
| - Social Media Reach % increase   | N/A           | N/A           | 24.05%        | 25.00%           | 25.00%           |
| - News Release/Media Pitch Pickup   | N/A           | N/A           | 98.00%        | 85.00%           | 95.00%           |
| - Enewsletter Open Rate   | N/A           | N/A           | 20.00%        | 22.30%           | 22.00%           |

## General Government

**Department:** Circuit Court Account: 33.09.10  
**Division\Program:** Law Library Fund: Special Rev.  
**Program Administrator:** Honorable H. Jay West, County Administrative Judge Source: Srv. Charge  
<http://www.mdcourts.gov/clerks/charles/lawlibrary.html>

| Expenditure Category      | FY2019 Actual | FY2020 Adopted | FY2020 Amended | FY2021 Adopted | \$ Change FY2020 Amended | % Chg. |
|---------------------------|---------------|----------------|----------------|----------------|--------------------------|--------|
| Operating Costs           | \$54,824      | \$62,400       | \$62,400       | \$65,500       | \$3,100                  | 5.0%   |
| <b>Total Expenditures</b> | \$54,824      | \$62,400       | \$62,400       | \$65,500       | \$3,100                  | 5.0%   |

### Changes and Useful Information:

- Increase in **Operating Costs** is due to anticipated contractual services to effectively provide information to users of the Law Library. Anticipate increased State Share Fine revenue to offset this expense. Additional general fund support that was added in FY2019 and FY2020 will continue into FY2021. General Fund support is due to the Justice Reinvestment Act which dictates that a defendant either be incarcerated without bond or released on personal recognizance thereby reducing bond forfeiture revenues that support Law Library operations.

### Description:

Pursuant to the provisions of Section 7-204(j) of the Courts and Judicial Proceedings Article of the Code of Maryland, certain fees collected by the Clerk of the Circuit Court shall be placed in a special account to be known as the Charles County Law Library Fund. This Fund shall be used only for the general use of the Circuit Court Law Library for the acquisition of books and other publications, library equipment, and for other necessary expenses, as determined by the County Administrative Judge.

In addition, Sections 7-507(b) and 507(c)(4) of the Courts and Judicial Proceedings Article of the Code of Maryland provide that a portion of the fines imposed by, and recognizances forfeited to, a circuit court shall be used to augment the court law library. Five percent (5%) is retained by the State; 45% is allocated to County Government; and 50% is allocated to the Law Library. These percentages are determined by Statute.

**Department:** Animal Control Services Account: 21 Fund  
**Division/Program:** Animal Shelter/Animal Control Donations & Adoption Fund: Special Rev.  
 Medical Services  
**Program Administrator:** Edward Tucker, Chief of Animal Control Services Source: Srv. Charge  
<https://www.charlescountymd.gov/services/animal-care-control>

| Expenditure Category      | FY2019 Actual | FY2020 Adopted | FY2020 Amended | FY2021 Adopted | \$ Change FY2020 Amended | % Chg. |
|---------------------------|---------------|----------------|----------------|----------------|--------------------------|--------|
| Personal Services         | \$12,031      | \$17,200       | \$17,200       | \$19,600       | \$2,400                  | 14.0%  |
| Fringe Benefits           | 1,402         | 2,200          | 2,200          | 2,300          | 100                      | 4.5%   |
| Operating Costs           | 90,557        | 76,000         | 92,860         | 75,900         | (16,960)                 | -18.3% |
| Operating Contingency     | 0             | 600            | 600            | 0              | (600)                    | N/A    |
| <b>Total Expenditures</b> | \$103,990     | \$96,000       | \$112,860      | \$97,800       | (\$15,060)               | -13.3% |

### Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase is due to adjustments to the part time scale.
- The **Operating Costs** decrease is due to one time use of fund balance and surplus FY2020 revenues for Shelter Promotions/adoptions and a foundation

### Description:

The Tri-County Animal Shelter receives in excess of 6,000 animals a year from Charles and St. Mary's Counties. Every dog and cat that is adopted from the shelter is spayed or neutered by one of the many veterinarians participating in the shelter's program. This program is designed to ensure that 100% percent of the dogs and cats adopted are spayed or neutered before going into their new home.

All citizens adopting an animal pay a flat fee of \$85 per cat and \$150 per dog. Reduced rates are offered through special pet promotions. This adoption fee includes the cost of the spay/neuter surgery, a rabies shot, a first distemper vaccine, deworming (roundworm), microchip, and physical exam by a veterinarian. The fees also include heartworm screening for dogs over 6 months old, and feline leukemia/FIV screening for cats.

The adoption fees collected also supports the cost of a transport van and part time driver that takes the animals to the veterinarian along with other costs associated with the adoption program. Calvert County opened their own shelter facility in 2019. Charles and St. Mary's Counties jointly operate the current shelter.

## 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: Svc. Charge

| <b>Positions:</b>                 | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Title                             | FTE         | FTE         | FTE         | FTE         | FTE         |
| Part Time                         | 0.6         | 0.6         | 0.6         | 0.6         | 0.6         |
| <b>Total Full Time Equivalent</b> | <b>0.6</b>  | <b>0.6</b>  | <b>0.6</b>  | <b>0.6</b>  | <b>0.6</b>  |

| <b>Objectives &amp; Measurements:</b> | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|---------------------------------------|-------------|-------------|-------------|-------------|-------------|
|                                       | 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                             | 940   | 947   | 947   | 955   | 975   |
| -% of total received (ARRA's)                    | 12.9% | 14.8% | 16.2% | 16.5% | 16.9% |
| <i>Adoptable, Rescuable, Reclaimable Animals</i> |       |       |       |       |       |

**Department:** Sheriff's Office Account: 12 Fund  
**Division\Program:** Public Safety Grants Fund: Special Rev.  
**Program Administrator:** Troy D. Berry, Sheriff [www.ccsso.us](http://www.ccsso.us) Source: Grant

| <b>Expenditure Category</b> | <b>FY2019 Actual</b> | <b>FY2020 Adopted</b> | <b>FY2020 Amended</b> | <b>FY2021 Adopted</b> | <b>\$ Change FY2020 Amended</b> | <b>% Chg.</b> |
|-----------------------------|----------------------|-----------------------|-----------------------|-----------------------|---------------------------------|---------------|
| Personal Services           | \$895,573            | \$1,137,667           | \$1,435,950           | \$1,234,153           | (\$201,797)                     | -14.1%        |
| Fringe Benefits             | 595,948              | 569,766               | 623,345               | 677,370               | 54,025                          | 8.7%          |
| Operating Costs             | 179,733              | 109,141               | 326,292               | 96,717                | (229,575)                       | -70.4%        |
| Agency Funding              | 122,205              | 0                     | 0                     | 0                     | 0                               | N/A           |
| Operating Contingency       | 0                    | 71                    | 0                     | 0                     | 0                               | N/A           |
| Capital Outlay              | 8,130                | 32,200                | 97,079                | 0                     | (97,079)                        | -100.0%       |
| <b>Total Expenditures</b>   | <b>\$1,801,588</b>   | <b>\$1,848,845</b>    | <b>\$2,482,666</b>    | <b>\$2,008,240</b>    | <b>(\$474,426)</b>              | <b>-19.1%</b> |

### **Changes and Useful Information:**

- Due to the uncertain nature of grant funding, funds are budgeted upon award or carried over as appropriate. Therefore, the FY2021 budget is for the following grant programs: Child Support, Maryland Vehicle Theft, Byrne Justice Assistance, Heroin Coordinator, and Community Policing. Two new School Resource Officers have been added due to the award of an FY2021 multi-year Community Oriented Policing (COPS) grant.
- 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 vigil in their search for State and Federally funded programs. These programs, when funded, enhance the law enforcement effort at a much reduced cost to the citizens of Charles County.

#### **Child Support**

This grant funding for the CCSO provides services pertaining to the relocation of absent parents/obligators in child support cases which includes the processing and serving of summonses, warrants and writs of attachment received from the courts. Procedures are implemented whereby the program personnel of the Sheriff's Office interacted with officials of the Charles County Department of Social Services, and Child Support Enforcement Administration, the Courts, and the Department of Human Resources.

#### **Auto Theft**

Maryland Vehicle Theft Prevention – Receive partial funding for two officers to curtail the rising crimes of auto theft and car jacking.

#### **Heroin Coordinator Grant Program**

Partial state grant funds allow the County to hire a full-time heroin coordinator to promote a coordinated law enforcement and investigative strategy to battle the heroin epidemic through cooperation and data sharing.

## Public Safety

|                               |                        |                    |
|-------------------------------|------------------------|--------------------|
| <b>Department:</b>            | Sheriff's Office       | Account: 12 Fund   |
| <b>Division\Program:</b>      | Public Safety Grants   | Fund: Special Rev. |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff | Source: Grant      |

### 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.

For FY2021, the County has been awarded a multi-year Community Oriented Policing (COPS) grant to hire two School Resource Officers. These officers will be deployed to address problems in and around primary and secondary schools such as gangs, drug activities, expand crime prevention efforts for students, educate youth in crime prevention and safety, develop or expand community justice initiatives for students, train students in conflict resolution, restorative justice and crime awareness and assist in developing school policy that addresses crime.

| <b>Positions:</b>                 | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Title                             | <b>FTE</b>  | <b>FTE</b>  | <b>FTE</b>  | <b>FTE</b>  | <b>FTE</b>  |
| Sworn Officers                    | 6.3         | 9.0         | 9.0         | 9.0         | 11.0        |
| 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         |
| Heroin Coordinator                | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Drug Court Coordinator            | 0.0         | 0.3         | 0.3         | 0.3         | 0.3         |
| Part Time Positions               | 1.8         | 1.8         | 1.8         | 1.8         | 1.8         |
| <b>Total Full Time Equivalent</b> | <b>11.1</b> | <b>14.1</b> | <b>14.1</b> | <b>14.1</b> | <b>16.1</b> |

| <b>Objectives &amp; Measurements:</b> | <b>FY17</b>   | <b>FY18</b>   | <b>FY19</b>   | <b>FY20</b>      | <b>FY21</b>      |
|---------------------------------------|---------------|---------------|---------------|------------------|------------------|
|                                       | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Projected</b> | <b>Estimated</b> |

#### 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  | 895 | 892 | 604 | 925 | 625 |
| # of writs/warrant/body attachment to be executed | 415 | 299 | 259 | 325 | 265 |

*Decrease in the number of warrants and summonses received from the courts attributed mainly to the reorganization of MD Department of Human Services, Child Support Administration to include hiring new staff and the movement of personnel from the SAO to the AG.*

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Department:</b>            | Emergency Services                             | Account: 49 Fund   |
| <b>Division\Program:</b>      | Emergency Management                           | Fund: Special Rev. |
| <b>Program Administrator:</b> | Michelle Lilly, Director of Emergency Services | Source: Grant      |

<https://www.charlescountymd.gov/services/emergency-services>

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2020<br/>Amended</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>FY2020<br/>Amended</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|---|-------------------|
| Personal Services           | \$177,668                | \$164,136                 | \$200,361                 | \$168,138                 | (\$32,223)                              | -16.1%            |
| Fringe Benefits             | 848                      | 0                         | 1,281                     | 0                         | (1,281)                                 | -100.0%           |
| Operating Costs             | 314,554                  | 41,920                    | 598,485                   | 37,244                    | (561,241)                               | -93.8%            |
| Capital Outlay              | 2,847,721                | 0                         | 186,399                   | 0                         | (186,399)                               | -100.0%           |
| <b>Total Expenditures</b>   | <b>\$3,340,791</b>       | <b>\$206,056</b>          | <b>\$986,526</b>          | <b>\$205,382</b>          | <b>(\$781,144)</b>                      | <b>-79.2%</b>     |

### Changes and Useful Information:

- The FY2021 budget is for the Emergency Management Performance Grant (EMPG). Budget Amendments are executed for the rollover funds and any mid-year awards which affects **all spending categories**.
- The **Capital Outlay** decrease is due to one-time capital items which are budgeted upon grant award(s).  
-The FY2019 Actuals and FY2020 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.

## Public Safety

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Department:</b>            | Emergency Services                             | Account: 49 Fund   |
| <b>Division\Program:</b>      | Emergency Management                           | Fund: Special Rev. |
| <b>Program Administrator:</b> | Michelle Lilly, Director of Emergency Services | Source: Grant      |

### 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.

| <b>Positions:</b>                 | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                      | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Allocation from General Fund      | 0.8         | 0.8         | 0.8         | 0.7         | 0.7         |
| <b>Total Full Time Equivalent</b> | <b>0.8</b>  | <b>0.8</b>  | <b>0.8</b>  | <b>0.7</b>  | <b>0.7</b>  |

|                               |   |                   |
|-------------------------------|---|-------------------|
| <b>Department:</b>            | Volunteer Fire Protection & Emergency Medical Services/LOSAP  | Account: 26 Fund  |
| <b>Division\Program:</b>      | Charles Co. Volunteer Fireman's Association (CCVFA) &<br>Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS) | Fund: Spec. Rev   |
| <b>Program Administrator:</b> | Rick Bowie, CCVFA President / Lisa Yates, CCAEMS President  | Source: Prop. Tax |

<https://www.charlescountymd.gov/services/emergency-services/volunteer-fire-and-ems>

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2020<br/>Amended</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>FY2020<br/>Amended</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|---|-------------------|
| Personal Services           | \$15,000                 | \$15,000                  | \$15,000                  | \$15,000                  | \$0                                     | 0.0%              |
| Operating Costs             | 0                        | 7,800                     | 7,800                     | 7,800                     | 0                                       | 0.0%              |
| Agency Funding              | 14,247,538               | 13,504,392                | 13,504,392                | 13,812,571                | 308,179                                 | 2.3%              |
| <b>Total Expenditures</b>   | <b>\$14,262,538</b>      | <b>\$13,527,192</b>       | <b>\$13,527,192</b>       | <b>\$13,835,371</b>       | <b>\$308,179</b>                        | <b>2.3%</b>       |

### Changes and Useful Information:

- Increase in **Agency Funding** is the net result of increased property tax revenue allocation for FY2021.

### 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: Srv. Charge

| Expenditure Category      | FY2019 Actual    | FY2020 Adopted   | FY2020 Amended   | FY2021 Adopted   | \$ Change FY2020 Amended | % Chg.       |
|---------------------------|------------------|------------------|------------------|------------------|--------------------------|--------------|
| Personal Services         | \$0              | \$0              | \$0              | \$62,000         | \$62,000                 | N/A          |
| Operating Costs           | 316,193          | 178,600          | 178,600          | 144,500          | (34,100)                 | -19.1%       |
| Capital Outlay            | 7,500            | 0                | 0                | 0                | 0                        | N/A          |
| <b>Total Expenditures</b> | <b>\$323,693</b> | <b>\$178,600</b> | <b>\$178,600</b> | <b>\$206,500</b> | <b>\$27,900</b>          | <b>15.6%</b> |

### Changes and Useful Information:

- Drug Forfeitures budgets are established based on current initiatives and program needs. Increase in **Personal Services** is in support of an Assistant State's Attorney in FY2021.
- Decrease in **Operating Costs** are due to one time use of Sheriff's Office drug forfeitures funds for computer costs and equipment.

### Description:

This budget is used to manage the funds resulting from drug forfeitures. These funds are difficult to budget due to their unpredictability. The State's Attorney Office is designated as the forfeiting agent for drug forfeitures involving personal property, including vehicles, money, and real property.

### Federal Asset Forfeiture / Equitable Share Program

The primary purpose of the federal asset forfeiture program is law enforcement: To deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instrumentalities of crime.

Shared funding is given to supporting law enforcement operations to result in further seizures and forfeitures, which includes additional training and equipment and part-time salaries, limited to one year, to carry out the operations.

### Local and State Asset Forfeiture Program

Per County Commissioners of Charles County, Maryland Resolution No. 98-18, appropriation of funds is split at 30% State Attorney's Office, 20% County Commissioners Office, and 50% Sheriff's Office. Monies can only be spent as outlined in the Code of Charles County, Chapter 164 - Drug Enforcement and Education Special Reserve Fund to finance costs associated with the administration of drug enforcement and education by the Sheriff of Charles County, the State Attorney of Charles County and related agencies. Funds appropriated to the Sheriff of Charles County is for the purpose of drug and crime prevention, education and enforcement programs, investigations and narcotics-related equipment.

### Positions:

| Title                             | FY17 FTE   | FY18 FTE   | FY19 FTE   | FY20 FTE   | FY21 FTE   |
|-----------------------------------|------------|------------|------------|------------|------------|
| Assistant State's Attorney        | 0.0        | 0.0        | 0.0        | 0.0        | 1.0        |
| <b>Total Full Time Equivalent</b> | <b>0.0</b> | <b>0.0</b> | <b>0.0</b> | <b>0.0</b> | <b>1.0</b> |

**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](http://www.ccsso.us) Source: Srv. Charge

| Expenditure Category      | FY2019 Actual    | FY2020 Adopted   | FY2020 Amended   | FY2021 Adopted  | \$ Change FY2020 Amended | % Chg.        |
|---------------------------|------------------|------------------|------------------|-----------------|--------------------------|---------------|
| Personal Services         | \$90,807         | \$150,200        | \$150,200        | \$38,000        | (\$112,200)              | -74.7%        |
| Fringe Benefits           | 28,136           | 35,800           | 35,800           | 0               | (35,800)                 | -100.0%       |
| Operating Costs           | 12,539           | 32,700           | 32,700           | 17,700          | (15,000)                 | -45.9%        |
| <b>Total Expenditures</b> | <b>\$131,482</b> | <b>\$218,700</b> | <b>\$218,700</b> | <b>\$55,700</b> | <b>(\$163,000)</b>       | <b>-74.5%</b> |

### Changes and Useful Information:

- **Personal Services, Fringe Benefits, and Operating cost** decreased due to moving the Volunteers in Community Service (VICS) program to the County's General Fund due to the reduction of revenue from fines levied. This is no longer considered a service charge related program.

## Public Safety

|                               |                            |                 |              |
|-------------------------------|----------------------------|-----------------|--------------|
| <b>Department:</b>            | Sheriff's Office           | <b>Account:</b> | 18 Fund      |
| <b>Division\Program:</b>      | Sheriff's Special Programs | <b>Fund:</b>    | Special Rev. |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff     | <b>Source:</b>  | Srv. Charge  |

[www.ccsso.us](http://www.ccsso.us)

### Description:

#### **Criminal Justice Program/Urinalysis**

Urinalysis is a test done at the Charles County Correctional facility. Participants on work release, juveniles, court orders, social services, parole and probation, and random in house workers can be tested for the use of drugs and alcohol. The goal of the testing is to ensure that staff safety, facility security and contraband control are not compromised by the use of drugs or alcohol.

#### **Towing Service Permit Program**

Per Chapter 287-19 through 287-32, the County added towing regulations to safeguard the public interests against predatory towing by authorizing the County's Sheriff's Office (CCSO) to maintain the Towing Service Permit Program. The CCSO enforces the rules and regulations for the licensing, maintenance and operations of towing companies in Charles County.

### **Positions:**

| <u>Title</u>                      | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| VICS Supervisor                   | 1.0                       | 1.0                       | 1.0                       | 1.0                       | 0.0                       |
| VICS Specialist                   | 2.0                       | 2.0                       | 2.0                       | 1.0                       | 0.0                       |
| Correctional Officer              | 0.4                       | 0.4                       | 0.4                       | 0.4                       | 0.0                       |
| Towing Program - Officer          | 0.0                       | 0.0                       | 0.4                       | 0.4                       | 0.4                       |
| Part-time positions               | 0.6                       | 0.6                       | 0.6                       | 0.6                       | 0.0                       |
| <b>Total Full Time Equivalent</b> | <b>4.1</b>                | <b>4.0</b>                | <b>4.4</b>                | <b>3.4</b>                | <b>0.4</b>                |

|                               |  |                 |              |
|-------------------------------|--|-----------------|--------------|
| <b>Department:</b>            | Sheriff's Office                           | <b>Account:</b> | 44 Fund      |
| <b>Division\Program:</b>      | Southern Maryland Criminal Justice Academy | <b>Fund:</b>    | Special Rev. |
| <b>Program Administrator:</b> | Troy D. Berry, Sheriff                     | <b>Source:</b>  | Reimburse    |

[www.ccsso.us](http://www.ccsso.us)

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2020<br/>Amended</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>FY2020<br/>Amended</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|---|-------------------|
| Personal Services           | \$8,308                  | \$90,800                  | \$90,800                  | \$94,000                  | \$3,200                                 | 3.5%              |
| Fringe Benefits             | 1,220                    | 28,000                    | 14,500                    | 16,100                    | 1,600                                   | 11.0%             |
| Operating Costs             | 188,249                  | 152,700                   | 315,592                   | 157,300                   | (158,292)                               | -50.2%            |
| Transfers Out               | 0                        | 0                         | 12,100                    | 0                         | (12,100)                                |                   |
| Capital Outlay              | 18,886                   | 0                         | 10,500                    | 0                         | (10,500)                                | N/A               |
| <b>Total Expenditures</b>   | <b>\$216,663</b>         | <b>\$271,500</b>          | <b>\$443,492</b>          | <b>\$267,400</b>          | <b>(\$176,092)</b>                      | <b>-39.7%</b>     |

### **Changes and Useful Information:**

- Increased **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary
- **Operating Costs** were decreased due to use of Fund Balance in FY2020 for training and equipment.
- Decrease in **Transfers Out** and **Capital Outlay** is due to one time capital projects / purchases.

### **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 2019 The Southern Maryland Criminal Justice Academy provided training for many different agencies. The academy instructed one police entry-level class (PELTP Sessions 47). PELTP Session 47 anticipates graduating 33 recruits in 2019 the Southern Maryland Criminal Justice Academy provided training for many different agencies. The Academy instructed one (1) Police Entrance Level Training Session (Session 47) which will graduate with 30 recruits (Recruit breakdown; Calvert: 8, Charles: 12, and St. Mary's: 10). The academy held two (2) Corrections Entrance Level Programs. Session 61 with a total of 7 graduating recruits. (Recruit breakdown for CELTP 61 - Calvert: 3, Charles: 3 and St. Mary's: 1). Session 62 with a total of 8 graduating recruits. (Recruit breakdown for CELTP 62 - Calvert: 4, Charles: 2, and St. Mary's: 2) CELTP Session 63 will begin on December 7, 2019 with a graduation date of February 18, 2020 and has 18 anticipated recruits starting.

During 2019 the Academy provided In-Service training for 256 sworn officers. The breakdown is as follows; Calvert County - 116, Charles County - 3, St. Mary's County - 120, Riverdale Park Police - 15 and Morningside Police Department - 2.

### **Positions:**

| <u>Title</u>                      | <u>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Director                          | 0.0                       | 0.0                       | 0.3                       | 1.0                       | 1.0                       |
| <b>Total Full Time Equivalent</b> | <b>0.0</b>                | <b>0.0</b>                | <b>0.3</b>                | <b>1.0</b>                | <b>1.0</b>                |

## 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  
<https://www.charlescountymd.gov/services/aging-and-senior-services>

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2020<br>Amended  | FY2021<br>Adopted | \$ Change<br>FY2020<br>Amended | %<br>Chg.     |
|---------------------------|------------------|-------------------|--------------------|-------------------|--------------------------------|---------------|
| Personal Services         | \$447,334        | \$351,267         | \$557,419          | \$455,011         | (\$102,408)                    | -18.4%        |
| Operating Costs           | 403,788          | 299,164           | 887,713            | 362,215           | (525,498)                      | -59.2%        |
| Debt Service              | 5,080            | 5,081             | 5,081              | 5,081             | 0                              | 0.0%          |
| <b>Total Expenditures</b> | <b>\$851,122</b> | <b>\$650,431</b>  | <b>\$1,445,132</b> | <b>\$822,307</b>  | <b>(\$622,825)</b>             | <b>-43.1%</b> |

### **Changes and Useful Information:**

- **Personnel Services** and **Operating Costs** decrease is a result of longer grant award periods for the Federal Aging pass-through Grants under the Older American's Act net of increased budget for MD Access Point Program. Funds are now being awarded for a 2-year period. Initial proposed budgets only include new awards. Balance of Federal grants with an end date of 09/30/20 or later will be carried over to FY2021. Budget Amendments are executed for the rollover funds.
- **Debt Service** represents the bank financing of a vehicle that was previously purchased for the Maryland Access Point Program.

### **Description:**

Federal funds are provided as part of the Older Americans' Act (OAA), under the US Department of Health and Human Services, Administration for Community Living. All OAA programs stipulate that persons who are eligible for services must be at least age 60+ and participants may not be means tested, and services cannot be denied based upon eligible participant's capability or willingness to contribute to the cost of these programs.

### **Affordable Care Act – Aging and Disability Resource Center: Maryland Access Point (MAP)**

MAP is a method of service delivery that enables adults with chronic medical conditions and permanent disabilities to access information and assistance regarding long term care and to receive options counseling and benefits coordination through a single point of entry. This program is utilized to achieve specific goals in the MDoA 5-Year Strategic Plan for MAP. Funding supports a designated merit position titled "Aging & Disability Resource Center Manager" to serve as the Charles County MAP Coordinator, an Aging and Disability Resource Center (ADRC) Coordinator and up to five (5) part-time Program Assistants. MAP is a fee for service program under the Federal Financial Participation (FFP) Model from the federal government for costs associated with the "efficient and effective" administration of the Medicaid program. The County has entered into an agreement with the State as the administrator of the program. In order to remain eligible for FFP funds, a non-federal source of funds must be available to support this program on an ongoing basis.

Under the MAP program, staff also help clients transition from an institution, for example a nursing facility, to community living in an apartment, private home, or small group setting. These services which were originally within the Money Follows the Person (MFP) program, were incorporated into MAP in FY2019. MFP initiatives increase outreach to individuals in institutions and decrease barriers to transition. Efforts include enhanced transition assistance, improved information technology, flexible transition funds, and the addition of waiver services.

### **Title III, Part B - Grants for Supportive Services and Senior Centers**

Under Title III, Part B, a state-determined minimum percentage of funds are provided for three designated priority areas: in-home care, legal assistance and access services.

In-home and supportive services are available to frail and disabled persons aged 60 or older, who reside within Charles County. Services include such things as personal care, respite case management, 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.

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## Community Services

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|-------------------------------|--|----------|------------|
| <b>Department:</b>            | Community Services                           | Account: | 40 fund    |
| <b>Division\Program:</b>      | Aging Services: Federal Grants               | Fund:    | Spec. Rev. |
| <b>Program Administrator:</b> | Lisa Furlow, Chief of Aging & Human Services | Source:  | Grant      |

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Legal services under Title III are limited to settling the following types of claims: Public Benefit Access, Housing, Consumer Protection, Advocacy for institutionalized persons, and Health Care Advanced Directives. The Area Agency on Aging (AAA) may also assist seniors with obtaining low-cost or free legal services not covered under its contract with LAB by coordinating services through the State's Senior Legal Hotline and local attorneys. Access Services include the full scope of services in areas such as Maryland Access Point / Senior Information & Assistance, Community Outreach & Education, Transportation, Assisted Transportation, and support for Senior Centers.

### **Title III, Part C - Nutrition Services**

Charles County Senior Nutrition Programs are responsible for delivery of nutrition services to the elderly through programs supported at the federal, state, and local levels. Staff within the Aging and Senior Programs Division administer the Congregate and Home Delivered Meals programs through the coordination of many partners including: Charles County Public Schools, a large number of community volunteers, and support from the Maryland Department of Aging. Nutritionally balanced menus are written by a Registered Dietician and are required to meet the dietary needs for older adults as described by USDA and State Nutrition Policy guidelines.

With funding provided under Title III, Part C1, the Congregate Meal Program is effective in reducing social isolation and nutritional risk through the provision of nutritionally balanced meals in community settings such as Senior Centers. In compliance with federal grant requirements, the program requests voluntary donations from eligible participants, but may not deny services based upon an individual's willingness or capability to contribute toward the cost of the meal. Meal sites also offer opportunities for seniors to obtain information, access to benefits, nutrition education, physical fitness and health screening.

Funds designated under Title III, Part C2, provide Home Delivered Meals to eligible seniors and their spouses who are homebound and unable to shop for food or prepare nutritious meals for themselves due to increasing frailty. As with Congregate meals, participant contributions toward the cost of the home delivered meals are requested, but not required. Participants receive periodic screening for eligibility redetermination purposes, as well as, to secure additional benefits which facilitate ongoing community-based care.

### **Title III, Part D - Health Promotion and Disease Prevention**

Effective October 1, 2014 the Maryland Department of Aging issued a new program directive (APD 14-14) that restricts the use of Title IIID funds to "highest tier evidence-based programs" which are defined by the US DHHS/Administration for Community Living in its guidance document. This policy change was made in an effort to comply with a new Congressional appropriation requirement for programs funded by Title IIID of the Older Americans Act. Title IIID evidence-based health promotion programs provide adults with techniques and strategies to delay and/or manage chronic health conditions and include activities that promote: improved nutrition, emotional and social well-being, physical fitness, and fall prevention.

### **Title III, Part E - National Family Caregiver Support Programs (NFCSP)**

Funded under Title III, Part E, the NFCSP provides respite and supportive services to family caregivers of persons aged 60+, and to grandparents who are the primary caregivers for young children. The NFCSP provides assistance to caregivers in five designated service categories: Information and Access to caregivers about available services; Care Coordination and Case Management for caregivers; Caregiver Training and Support Groups; Respite Care; and, Supplemental Services to compliment the care provided by caregivers. Unique compared to other Title III grants, this program requires a minimum 25% cash match from non-federal sources.

### **Title VII, Chapter 3 - Prevention of Elder Abuse, Neglect, and Exploitation**

Title VII of the Older Americans Act requires the development of programs aimed at identifying and preventing abuse, neglect, and exploitation of older adults, particularly those who reside in institutional settings. The Long Term Care Ombudsman serves as an advocate for residents in licensed long term care facilities (nursing homes and assisted living), to maintain their legal rights, ensure quality of care, and uphold the highest levels of personal dignity.

The Ombudsman mediates concerns when possible, and forwards regulatory deficiencies to the appropriate State agencies and law enforcement units, as needed. Ombudsmen also encourage the formation of active, resident councils and family councils within long term care facilities. Elder Abuse Prevention programs are jointly funded by the State Ombudsman Initiative grant.

## Community Services

|                               |  |                  |
|-------------------------------|--|------------------|
| <b>Department:</b>            | Community Services                           | Account: 40 fund |
| <b>Division\Program:</b>      | Aging Services: Federal Grants               | Fund: Spec. Rev. |
| <b>Program Administrator:</b> | 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 Human Services 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.

| <b><u>Positions:</u></b>                            | <b><u>FY17</u></b> | <b><u>FY18</u></b> | <b><u>FY19</u></b> | <b><u>FY20</u></b> | <b><u>FY21</u></b> |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| <u>Title</u>  | <u>FTE</u>         | <u>FTE</u>         | <u>FTE</u>         | <u>FTE</u>         | <u>FTE</u>         |
| Chief of Aging & Human Services                     | 0.1                | 0.1                | 0.1                | 0.1                | 0.1                |
| Aging and Disability Resource Center<br>(ADRC) Mgr. | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Centers Administrator                               | 0.1                | 0.1                | 0.1                | 0.1                | 0.1                |
| ADRC Coordinator                                    | 0.7                | 0.4                | 0.4                | 0.3                | 0.3                |
| Long Term Care Coordinator                          | 0.4                | 0.4                | 0.3                | 0.4                | 0.4                |
| Nutritionist  | 0.4                | 0.3                | 0.3                | 0.3                | 0.3                |
| ADRC Program Specialist                             | 0.1                | 0.1                | 0.4                | 0.3                | 0.3                |
| Full Time Allocation                                | 1.2                | 1.5                | 2.2                | 0.9                | 0.9                |
| Part-time positions                                 | 3.1                | 4.2                | 3.7                | 3.3                | 3.3                |
| <b>Total Full Time Equivalent</b>                   | <b>7.0</b>         | <b>8.2</b>         | <b>8.7</b>         | <b>6.7</b>         | <b>6.7</b>         |

### **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  
<https://www.charlescountymd.gov/services/aging-and-senior-services>

| Expenditure Category      | FY2019 Actual    | FY2020 Adopted   | FY2020 Amended   | FY2021 Adopted   | \$ Change FY2020 Amended | % Chg.      |
|---------------------------|------------------|------------------|------------------|------------------|--------------------------|-------------|
| Personal Services         | \$291,207        | \$290,485        | \$323,902        | \$342,037        | \$18,135                 | 5.6%        |
| Fringe Benefits           | 30,468           | 28,320           | 32,378           | 33,920           | 1,542                    | 4.8%        |
| Operating Costs           | 217,090          | 207,450          | 262,649          | 247,746          | (14,903)                 | -5.7%       |
| Debt Service              | 5,080            | 5,081            | 5,081            | 5,081            | 0                        | 0.0%        |
| <b>Total Expenditures</b> | <b>\$543,845</b> | <b>\$531,336</b> | <b>\$624,010</b> | <b>\$628,784</b> | <b>\$4,774</b>           | <b>0.8%</b> |

### Changes and Useful Information:

- Increased **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary increases and alignment of Community Options Waiver program with amended budget. Program activity and spending increased in FY2020.
- Operating Costs** were adjusted to meet current trends.
- Debt Service** represents the bank financing for a vehicle that was previously purchased for the Community Options Waiver Program.

### Description:

The following programs receive state funds through the Maryland Department of Aging:

#### Senior Information and Assistance (I&A)

The Senior I&A program serves as a "one stop shop" for senior citizens and their families, and provides community outreach and access to many programs and services which benefit the elderly. The Senior I&A Unit is responsible for the administration of a number of programs and services, including the provision of basic information, coordination of public benefits, referral, and assistance for the elderly and their family members. In addition, Senior I&A maintains and distributes a wide variety of resource materials, provides technical assistance to senior citizen clubs, and conducts community outreach efforts through public and private partner organizations.

Mandated under the Older Americans Act, I&A is considered a "core service" in the community and has experienced a steady increase in call and appointment volume, corresponding with the rapid increase in the County's senior citizen population. Services are provided primarily through senior centers and by phone, with special appointments and home visits available as required. Extensive coordination with churches, the private sector, and community service organizations allow this program to assist low-income senior citizens with a variety of emergency services (e.g. food, fuel, prescriptions) as well as eyeglasses, hearing aids, dental services, and medical equipment in the most efficient manner possible.

#### Senior Care

Senior care is a statewide long-term care service delivery system which coordinates home and community-based care (HCBC) for individuals age 65+ according to their needs. Senior Care is provided through a Joint Care Planning team comprised of staff from Charles County Department of Community Services and the Charles County Department of Health. The purpose of Senior Care is to prevent premature institutionalization of frail elderly who are at risk of nursing home placement, but do not yet qualify for Medicaid benefits.

All Senior Care clients receive a comprehensive, in-home assessment completed by a member of the Charles County Department of Health's Adult Evaluation and Review Services (AERS) team. Following the AERS assessment, the Joint Care Planning team develops a plan of care for the client which is designed to link individuals with all suitable and available resources and services. Senior Care funds are utilized as a "last resort" and are distributed to eligible clients based on a priority of need. Persons determined eligible who are not able to be served due to limited grant funds are placed on a priority-ranked wait list. Wait listed persons shall be re-assessed at least annually for both functional and financial eligibility as well as re-ranking. This grant is budgeted upon award.

#### Senior Nutrition

In accordance with statewide nutrition programs for the elderly, the County administers a variety of quality nutrition services to senior residents of the County. Programs include: Congregate Meals, Home Delivered Meals, Nutrition Education, Nutritional Risk Assessment, Individualized Nutrition Consultation, and the provision of shelf-stable meals for use in emergency/inclement weather situations. All persons age 60 and older are eligible to participate in Senior Nutrition programs. Spouses and disabled children of eligible seniors may also participate at the Department's discretion. State Nutrition funds are authorized for meals (not operational).

## Community Services

|                               |  |                  |
|-------------------------------|--|------------------|
| <b>Department:</b>            | Community Services                           | Account: 43 fund |
| <b>Division\Program:</b>      | Aging Services: State Grants                 | Fund: Spec. Rev. |
| <b>Program Administrator:</b> | Lisa Furlow, Chief of Aging & Human Services | Source: Grant    |

### Senior Assisted Living Group Home Subsidy (SALGHS)

The SALGHS provides a fixed-rate monthly home fee for eligible persons who reside in small, group-home style licensed assisted living facilities. Subsidies available to residents in Charles County are extremely limited, based upon annual grant award total. A maximum of 9% of the total grant award is available for salary administration of the program.

### Guardianship

In lieu of a suitable private guardian of person, the Chief of Aging & Human Services, may serve as the court-appointed Public Guardian for persons ages 65 and older who have been declared by Courts to be legally incompetent to make their own decisions. Designated long-term care staff members serve as case managers and authorized legal representatives to the Public Guardian and may be required to determine appropriate living arrangements, oversee the provision of services or consent to medical treatment for wards under their care.

In accordance with the Maryland Estates & Trusts laws, Public Guardianship shall be a last resort. Therefore, the Area Agency on Aging (AAA) shall utilize a portion of its grant funds to engage in activities aimed at avoiding Public Guardianship, as possible.

### State Ombudsman

As part of the Maryland Ombudsman Initiative, this program is partially State funded as determined by a formula that is heavily weighted by the number of nursing homes operating within the jurisdiction. The Ombudsman provides professional resident advocacy and complaint resolution services in all licensed long-term care facilities within Charles County. Long-term care facilities include nursing homes, transitional care centers, and licensed Assisted Living programs.

This program may utilize trained volunteers and representatives from family and resident councils within each facility to increase the presence of the resident advocate. Cases involving allegations of resident abuse, neglect, or exploitation are investigated jointly with local law enforcement agencies and reported to appropriate State licensing authorities, as outlined in COMAR. Ombudsman services are Federally mandated under the Older Americans' Act (OAA).

### Senior Center Operating Funds (SCOF)

These funds are awarded competitively to Area Agencies on Aging (AAA) for the purpose of enhancing services in Senior Centers throughout the state. In prior years, the Division has been awarded funds to support the health and wellbeing of seniors in a variety of ways through innovative center programs. Some examples include: purchase of new fitness machines and fitness equipment for Senior Center fitness activities; funds to provide patient support & service navigation at the health clinic in Nanjemoy; and to develop a new "farm to table senior nutrition" program providing nutrition education with free vouchers for seniors to receive fresh produce from local farmers at pop-up Senior Center farm markets. In FY2020, SCOF funds were used to improve technology and A/V capabilities at the Senior Centers.

### 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.

| <b>Positions:</b>                       | <b>FY17</b> | <b>FY18</b> | <b>FY19</b> | <b>FY20</b> | <b>FY21</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| <u>Title</u>                            | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  | <u>FTE</u>  |
| Long Term Care Coordinator              | 0.2         | 0.2         | 0.3         | 0.7         | 0.7         |
| Home & Community Based Srvcs Supervisor | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Long Term Care Program Specialist       | 0.7         | 0.6         | 0.7         | 0.2         | 0.2         |
| Part-time positions                     | 2.6         | 2.6         | 3.0         | 3.2         | 3.2         |
| <b>Total Full Time Equivalent</b>       | <b>4.5</b>  | <b>4.4</b>  | <b>5.1</b>  | <b>5.0</b>  | <b>5.0</b>  |

## 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  
<https://www.charlescountymd.gov/services/health-and-human-services/housing-services/housing-authority>

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2020<br>Amended | FY2021<br>Adopted | \$ Change<br>FY2020<br>Amended | %<br>Chg.      |
|---------------------------|------------------|-------------------|-------------------|-------------------|--------------------------------|----------------|
| Personal Services         | \$0              | \$0               | \$8,968           | \$0               | (\$8,968)                      | -100.0%        |
| Operating Costs           | 442,333          | 0                 | 209,716           | 0                 | (\$209,716)                    | -100.0%        |
| Agency Funding            | 0                | 0                 | 200,000           | 0                 | (200,000)                      | -100.0%        |
| <b>Total Expenditures</b> | <b>\$442,333</b> | <b>\$0</b>        | <b>\$418,684</b>  | <b>\$0</b>        | <b>(\$418,684)</b>             | <b>-100.0%</b> |

### 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 **FY2020 amended budget** is for the Hughesville Tobacco Warehouse Façade Improvements & Plaza Project, a U.S. Department of Agriculture Rural Housing Preservation Grant, and a Community Development Block Grant for operations expenses relative to Angel's Watch Shelter

### Description:

#### **Community Development Block Grant (CDBG)**

The Community Development Block Grant program, designed to assist units of local government with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities, is authorized under Title I of the Housing and Community Development Act of 1974 and administered by the Maryland Department of Housing & Community Development.

Charles County Government has competed in Community Development Block Grant (CDBG) since 1975 and received awards in 35 of those 44 years for 60 projects and over \$11 million in CDBG funding. Because Charles County is not an entitlement county (one having a population of 200,000 or more), Charles County competes for funding with 16 other non-entitlement jurisdictions in Maryland. The County can apply for a maximum of \$800,000 per grant announcement which can be divided into several projects during an application cycle.

Community Services' responsibilities include assistance to interested groups or organizations wishing to fund projects; submission to the State of the grant application; program administration; administration of funds and reporting responsibilities.

#### **Community Legacy Grant Program**

Community Legacy, a program of the Department of Housing & Community Development (DHCD), is designed to assist urban neighborhoods, suburban communities and small towns that are experiencing decline and disinvestment, but have the potential, with modest public and private investment to be vibrant places to live and work. The Community Legacy Areas are often referred to as "at-risk" or "transitional communities".

Community Legacy provides flexible capital and operating resources through annual competitive funding rounds to assist local governments and their nonprofit partners in planning and realizing comprehensive community revitalization initiatives. It is intended to fill key gaps in State support for such efforts.

#### Community Legacy Grant Program - Hughesville Tobacco Warehouse Façade Improvements & Plaza

This project consists of façade improvements to a historic tobacco warehouse and packing house, and an outdoor plaza with public art and landscaping between the two buildings. Part of the larger Hughesville Tobacco Warehouse Restoration Project, the tobacco buildings are ultimately envisioned to include a performing venue, event/community meeting space, cultural arts center/museum, and farmers market. The improved façade and plaza will contribute to a more attractive village image and thus help advance the implementation of the Hughesville Village Revitalization Plan. The façade improvements will also enable the larger warehouse project to move forward which, once completed, will have many positive impacts on the village by providing a major community amenity and regional destination in Hughesville. Planning and Growth Management will take the lead on this project.

#### **Rural Housing Preservation Grants**

The Rural Housing Preservation Grants program awarded through the U.S. Department of Agriculture, is designed to assist very low- and low-income residents/homeowners in rural areas of Charles County, with funds to repair or rehabilitate their dwellings. This grant program supports rehabilitation projects that facilitate preservation of private homes for persons who may not otherwise be able to afford essential repairs.



## 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  
<https://www.charlescountymd.gov/services/health-and-human-services/housing-services/housing-authority>

| Expenditure Category      | FY2019<br>Actual    | FY2020<br>Adopted   | FY2020<br>Amended   | FY2021<br>Adopted  | \$ Change<br>FY2020<br>Amended | %<br>Chg.    |
|---------------------------|---------------------|---------------------|---------------------|--------------------|--------------------------------|--------------|
| Personal Services         | \$697,536           | \$724,800           | \$741,489           | \$730,000          | (\$11,489)                     | -1.5%        |
| Fringe Benefits           | 211,246             | 213,100             | 227,740             | 246,200            | 18,460                         | 8.1%         |
| Operating Costs           | 9,375,316           | 9,179,479           | 9,107,405           | 8,846,200          | (261,205)                      | -2.9%        |
| Operating Contingency     | 0                   | 3,700               | 0                   | 0                  | 0                              | N/A          |
| <b>Total Expenditures</b> | <b>\$10,284,098</b> | <b>\$10,121,079</b> | <b>\$10,076,634</b> | <b>\$9,822,400</b> | <b>(\$254,234)</b>             | <b>-2.5%</b> |

### Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit and cola received during FY2020 net of turnover and decreased Portable Voucher (PORT) administrative fees which fund salary.
- The **Fringe Benefits** increase is based on current personnel.
- 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. In FY2020, the County absorbed a large number of PORT clients thereby reducing PORT revenue and expenses. Additional decrease is due to one-time administrative fee funding in FY2020 that the County received to prevent, prepare for, and respond to the coronavirus. Any unspent funds will be utilized in FY2021.

### Description:

#### Housing Choice Vouchers

Charles County Government serves as the local Housing Authority for the tenant-based Housing Choice Voucher (HCV) Program. This U.S. Department of Housing and Urban Development (HUD) HCV program allows very-low income persons to choose and lease safe, decent, and affordable rental housing. Some participants may qualify for home purchase through the program as well. Charles County Government serves as the local Housing Authority for this program and approves rental vouchers for low-income county residents.

A rental voucher represents the difference between 30% of the family's adjusted income and the applicable payment standard. During initial lease-up, a family may pay no more than 40% of adjusted income toward housing costs. Any approved rents must be determined reasonable by the Housing Authority. Seventy-five percent of all new admissions to the program must be very-low income (having a household income less than 30% of median).

#### Reciprocal Agreement

The Reciprocal Agreement allows families to move from jurisdiction to jurisdiction and maintain their housing assistance. Charles County bills the original Housing Authority for payments made on behalf of participants.

### Positions:

| Title                             | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE | FY21<br>FTE |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Director of Community Services    | 0.3         | 0.3         | 0.3         | 0.3         | 0.3         |
| Chief of Housing Authority        | 0.9         | 0.9         | 0.9         | 0.9         | 0.9         |
| Housing Program Supervisor        | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Housing Inspection Supervisor     | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Housing Inspector                 | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Occupancy Specialist              | 4.0         | 5.0         | 5.0         | 5.0         | 5.0         |
| Administrative Associate          | 1.0         | 0.0         | 0.0         | 0.0         | 0.0         |
| Portability Specialist            | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| <b>Total Full Time Equivalent</b> | <b>10.2</b> | <b>10.2</b> | <b>10.2</b> | <b>10.2</b> | <b>10.2</b> |

### 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  
<https://www.charlescountymd.gov/services/health-and-human-services/housing-services/special-loan-programs>

| Expenditure Category      | FY2019 Actual | FY2020 Adopted | FY2020 Amended | FY2021 Adopted | \$ Change FY2020 Amended | % Chg. |
|---------------------------|---------------|----------------|----------------|----------------|--------------------------|--------|
| Operating Costs           | \$107,136     | \$405,000      | \$595,129      | \$405,000      | (190,129)                | -31.9% |
| <b>Total Expenditures</b> | \$107,136     | \$405,000      | \$595,129      | \$405,000      | (\$190,129)              | -31.9% |

### **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  
<https://www.charlescountymd.gov/services/health-and-human-services/housing-services/housing-authority>

| Expenditure Category      | FY2019 Actual | FY2020 Adopted | FY2020 Amended | FY2021 Adopted | \$ Change FY2020 Amended | % Chg. |
|---------------------------|---------------|----------------|----------------|----------------|--------------------------|--------|
| Personal Services         | \$608         | \$0            | \$0            | \$0            | \$0                      | N/A    |
| Operating Costs           | 23,727        | 0              | 0              | 0              | 0                        | N/A    |
| <b>Total Expenditures</b> | \$24,335      | \$0            | \$0            | \$0            | \$0                      | N/A    |

### **Changes and Useful Information:**

- At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds. The County does not anticipate funding for these programs in FY2021.

### **Description:**

Effective July 1, 2017, four (4) homeless grant programs and the Interagency Council on Ending Homelessness, formerly administered by the Maryland Department of Human Services (DHS), moved to the Department of Housing and Community Development (DHCD). The first change is the move to consolidate six, discrete programs into a single Homeless Solutions Program (HSP) grant, two of which are the Rental Assistance Program (RAP) and the Emergency Solutions Grant (ESG). Currently, each grant program is administered and awarded as a separate grant. As of State fiscal year (FY) 2019, applicants will submit one application to apply for all HSP funds. The second significant change is the way funds will be distributed to applicants and service providers. Effective FY2019, HSP funds will largely flow through the 16 Continuums of Care (CoC). Therefore, the County will no longer handle new funding under the RAP or ESG programs effective FY2019.

#### **Rental Allowance Program (RAP)**

In FY2019, the Rental Allowance Program provided fixed monthly rental allowance payments to approximately six (6) low-income households that have critical and emergency housing needs. Any given household is limited to twelve (12) months participation in RAP therefore, the FY2018 grant program was carried over to FY2019 and closed out in January FY2019.

#### **Emergency Solutions Grant, Formerly the Emergency Shelter Grant, (ESG) Program**

The ESG program provides funding for homeless prevention activities and funding for emergency and transitional homeless shelters that supply supportive services to their clients. In prior fiscal years, Charles County applied for funding on behalf of local sub recipients and administered the grants when received. For FY2019, spending was the balance of funds available for carryover from FY2018 on behalf of LifeStyles of Maryland Foundation, Inc. This grant is now administered by the Continuums of Care.

## Social Services

|                               |   |                 |              |
|-------------------------------|---|-----------------|--------------|
| <b>Department:</b>            | Circuit Court   | <b>Account:</b> | 5 Fund       |
| <b>Division\Program:</b>      | Child Support/Judicial Grants   | <b>Fund:</b>    | Special Rev. |
| <b>Program Administrator:</b> | Honorable H. Jay West, County Administrative Judge  | <b>Source:</b>  | Grant        |
|                               | <a href="https://www.charlescountymd.gov/government/other-agencies/circuit-court">https://www.charlescountymd.gov/government/other-agencies/circuit-court</a> |                 |              |

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted  | FY2020<br>Amended  | FY2021<br>Adopted  | \$ Change<br>FY2020<br>Amended | %<br>Chg.     |
|---------------------------|------------------|--------------------|--------------------|--------------------|--------------------------------|---------------|
| Personal Services         | \$396,659        | \$455,371          | \$519,922          | \$525,612          | \$5,690                        | 1.1%          |
| Fringe Benefits           | 135,937          | 243,287            | 289,852            | 272,979            | (16,873)                       | -5.8%         |
| Operating Costs           | 392,402          | 559,658            | 901,567            | 534,569            | (366,998)                      | -40.7%        |
| Operating Contingency     | 0                | 12,008             | 1,919              | 29,510             | 27,591                         | 1437.8%       |
| Capital Outlay            | 49,607           | 3,500              | 3,666              | 0                  | (3,666)                        | -100.0%       |
| <b>Total Expenditures</b> | <b>\$974,605</b> | <b>\$1,273,824</b> | <b>\$1,716,926</b> | <b>\$1,362,670</b> | <b>(\$354,256)</b>             | <b>-20.6%</b> |

### Changes and Useful Information:

- Reduction in **Operating Costs** is due to one time grants awarded in FY2020 that are not budgeted in FY2021. At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds.
- **Operating Contingency** in FY2021 is to cover any revenue shortfalls and/or expenditure overages.
- Decrease in **Capital Outlay** is due to one-time FY2020 capital items.

### Description:

#### **Child Support - Circuit Court**

Family Magistrates are appointed by the Administrative Judge of the Circuit Court for Charles County pursuant to Maryland Rule 2-541. Operating pursuant to a cooperative agreement with the MD Department of Human Resources Child Support Enforcement Administration, the Family Magistrates conduct court hearings in Title IV-D cases pertaining to establishing paternity and child support orders, in addition to the modification and enforcement of child and medical support obligations filed by the Charles County Department of Social Services (DSS).

#### **Family Support Services Program (FSSP) - Circuit Court**

The goal of the state funded Family Support Services Program (FSSP) within the Circuit Court for Charles County is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the FSSP works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation. Families are given opportunities, through court orders, to participate in co-parenting educational programs and alternative dispute resolution programs to make parenting decisions for themselves and their families. FSSP also offers a Fee Waiver program for litigants who cannot afford court-ordered family services.

Funding also provides for the Child Dependency Mediation Program. Child dependency mediation is a strategy for more efficient and effective placement of children who have been removed from their home due to neglect and abuse. The main goal of this program is to assist children in finding a permanent solution to their home situation within twelve (12) months. Other goals include shared ownership and development of case plans, reduction of the time from removal to permanency, reduction in the number of court hearings, and increased satisfaction of all disputing parties.

On January 1, 2018, amendments to Title 10 of the Maryland Rules took effect that changed how courts manage guardianships under Title 13 of the Estates and Trusts Article. These changes reflect the Judiciary's ongoing efforts to ensure the personal and financial well-being of vulnerable Marylanders. In FY19, the court implemented a cohesive guardianship monitoring initiative as a component of its Family Support Services Program. The initiative included intensive case management components for both adult guardianship and guardianship of a minor cases. Key aspects of the Guardianship Monitoring Program include: ensuring eligibility requirements for attorneys appointed to represent subjects of proceedings to establish guardianships are met; implementing orientations and executing training requirements for guardians of the person and property; linking potential and appointed guardians with community resources; monitoring compliance with annual reporting requirements; performing case file management duties to ensure timely case disposition; etc.

In FY2021, the FSSP will strive to improve services to self-represented litigants. Specifically, the Charles County Circuit Court seeks to provide an attorney-staffed legal clinic Monday through Friday and co-locate it with the Law Library. This clinic will create a one stop shop for self-represented litigants seeking court process information, access to legal resources, and assistance with their case.

## Social Services

|                               |  |                    |
|-------------------------------|--|--------------------|
| <b>Department:</b>            | Circuit Court                                      | Account: 5 Fund    |
| <b>Division\Program:</b>      | Child Support/Judicial Grants                      | Fund: Special Rev. |
| <b>Program Administrator:</b> | Honorable H. Jay West, County Administrative Judge | Source: Grant      |

### Office of Problem Solving Courts Discretionary Grant (OPSCDG)

The OPSCDG is a state funded program that assists problem solving courts to develop and maintain a judicial led, collaborative, therapeutic system for individuals struggling with alcohol or drug related issues and who have an active court case. Grant funding may be used to support Judiciary staff assigned to problem solving courts, contracts and contractual employees, and any eligible ancillary services that will be utilized by and for the betterment of the community members served by this court program. In Charles County, this grant currently supports the Family Recovery Court (FRC). In FY2020, 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, thirty four (34) clients have successfully completed and graduated from the program.

### Substance Abuse and Mental Health Services Administration Projects of Regional and National Significance (SAMHSA) - Family Recovery Court (FRC)

The Charles County Circuit Court was awarded a five (5) year, SAMHSA grant that started in September 2018, to continue its coordinated, multi-system approach for individuals engaging in the FRC. Project goals are to increase the capacity of the FRC; improve access to mental health assessments; increase commitment/retention in the FRC program through certified trauma informed care; provide ongoing trauma-informed care training to FRC staff and community partners; augment existing treatment services available to participants via Medically Assisted Treatment (MAT) interventions; enhance parenting skills and positive family interactions through a parenting education program; offer aftercare services to participants who have graduated from the FRC program or been administratively discharged; and implement programs geared towards positively enhancing parent-child interactions. Funds support the cost of an Assistant Case Manager, 10% of the Drug Court Coordinator, and contract services for substance abuse treatment, inpatient treatment, MAT, transportation for clients, parenting education programs, parent-child focused programs, and a performance evaluation with data collection. This grant ends September 29, 2023.

| <b><u>Positions:</u></b>          | <b><u>FY17</u></b> | <b><u>FY18</u></b> | <b><u>FY19</u></b> | <b><u>FY20</u></b> | <b><u>FY21</u></b> |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <u>Title</u>                      | <u>FTE</u>         | <u>FTE</u>         | <u>FTE</u>         | <u>FTE</u>         | <u>FTE</u>         |
| Drug Court Coordinator            | 1.0                | 0.8                | 0.8                | 0.8                | 0.8                |
| Director of Family Programs       | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Guardianship Monitor              | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Family Resource Specialist        | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Assistant Case Manager            | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Secretary                         | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Case Manager                      | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Courtroom Clerk                   | 2.0                | 2.0                | 2.0                | 1.0                | 1.0                |
| Family Law Support Specialist     | 0.0                | 0.0                | 0.0                | 1.0                | 1.0                |
| <b>Total Full time Equivalent</b> | <b>9.0</b>         | <b>8.8</b>         | <b>8.8</b>         | <b>8.8</b>         | <b>8.8</b>         |

### **Objectives & Measurements:**

| <b><u>Objectives &amp; Measurements:</u></b>                                     | <b><u>FY17</u></b> | <b><u>FY18</u></b> | <b><u>FY19</u></b> | <b><u>FY20</u></b> | <b><u>FY21</u></b> |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| <u>Child Support</u>   | <u>Actual</u>      | <u>Actual</u>      | <u>Actual</u>      | <u>Projected</u>   | <u>Estimated</u>   |
| <i>Objective: Establishment and enforcement of paternity and support orders.</i> |                    |                    |                    |                    |                    |
| <u>Family Magistrates Office</u>   |                    |                    |                    |                    |                    |
| % to be dispositioned for cases scheduled  | 97%                | 98%                | 95%                | 96%                | 98%                |

## Social Services

**Department:** Community Services Account: 46 Fund  
**Division\Program:** Charles County Advocacy Council for Children, Youth, & Families Fund: Special Rev.  
**Program Administrator:** Kathy Young, Financial Support Administrator Source: Grant  
<https://www.charlescountymd.gov/services/health-and-human-services/charles-county-advocacy-council-for-children-youth-and-families>

| Expenditure Category      | FY2019 Actual      | FY2020 Adopted     | FY2020 Amended     | FY2021 Adopted   | \$ Change FY2020 Amended | % Chg.        |
|---------------------------|--------------------|--------------------|--------------------|------------------|--------------------------|---------------|
| Personal Services         | \$173,980          | \$218,989          | \$221,073          | \$221,690        | \$617                    | 0.3%          |
| Fringe Benefits           | 47,487             | 53,973             | 50,240             | 50,738           | 498                      | 1.0%          |
| Operating Costs           | 864,859            | 14,557             | 31,940             | 9,550            | (22,390)                 | -70.1%        |
| Agency Funding            | 1,009,397          | 1,092,821          | 2,245,029          | 644,652          | (1,600,377)              | -71.3%        |
| Operating Contingency     | 0                  | 17,699             | 53,596             | 16,118           | (37,478)                 | -69.9%        |
| <b>Total Expenditures</b> | <b>\$2,095,723</b> | <b>\$1,398,039</b> | <b>\$2,601,878</b> | <b>\$942,748</b> | <b>(\$1,659,130)</b>     | <b>-63.8%</b> |

### Changes and Useful Information:

- Changes in **Personal Services** and **Fringe benefits** includes the full year impact of salary increases during FY2020 net of turnover.
- The decrease in **Operating Costs** and **Agency Funding** is due to elimination of a state grant from the Department of Juvenile Services for Functional Family Therapy for FY2021 and a Federal SAMHSA grant with a fiscal year end date of 09/29/20 that will be carried over to FY2021. Budget Amendments are executed for the rollover funds.
- **Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages. Reduction in FY2021 is due to SAMHSA Contingency realignment in FY2020.

### Description:

The Charles County Advocacy Council for Children, Youth, and Families (CCACCYF), the County's Local Management Board (LMB), plans, manages, and evaluates services to families and children. The CCACCYF is responsible for developing a comprehensive array of human services for all of Charles County's children, youth, and families as well as monitoring and evaluating contracts for services, outcomes and results provided by the county and private human services.

Except for advocacy and information & referral services, the CCACCYF does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the CCACCYF has received funding. It also provides technical assistance to interested human service agencies to help them incorporate best practices in their ongoing work and to evaluate the results achieved.

### Positions:

| Title                             | FY17 FTE   | FY18 FTE   | FY19 FTE   | FY20 FTE   | FY21 FTE   |
|-----------------------------------|------------|------------|------------|------------|------------|
| Director of Community Services    | 0.1        | 0.1        | 0.1        | 0.1        | 0.1        |
| CCACCYF Coordinator               | 1.0        | 1.0        | 1.0        | 1.0        | 1.0        |
| Financial Support Administrator   | 0.2        | 0.2        | 0.2        | 0.2        | 0.2        |
| Community Services Specialist     | 0.3        | 0.3        | 0.3        | 0.3        | 0.3        |
| LMB Program Specialist            | 0.8        | 0.8        | 1.0        | 1.0        | 1.0        |
| Local Care Team Coordinator       | 0.0        | 0.5        | 1.0        | 1.0        | 1.0        |
| <b>Total Full Time Equivalent</b> | <b>2.4</b> | <b>2.9</b> | <b>3.6</b> | <b>3.6</b> | <b>3.6</b> |

### Objectives & Measurements:

|   | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Projected | FY21 Estimated |
|---|-------------|-------------|-------------|----------------|----------------|
| <i>Objective: In accordance with the CCACCYF Strategic Plan, continually monitor progress in implementing developed programs.</i> |             |             |             |                |                |
| Grant/funding applications submitted  | 5           | 5           | 4           | 4              | 2              |
| Grant/funding applications approved   | 5           | 5           | 4           | 4              | 2              |
| Vendor / Subrecipient contracts executed  | 14          | 14          | 13          | 9              | 7              |
| Program improvement plans reviewed  | 1           | 0           | 0           | 2              | 0              |

## Planning and Growth Management

**Department:** Planning and Growth Management

Account: 6 Fund

**Division\Program:** Transit

Fund: Spec. Rev.

**Program Administrator:** Jeffrey Barnett, Chief of Transit

Source: Grant

<https://www.charlescountymd.gov/government/planning-and-growth-management/vango-public-transit>

| <b>Expenditure Category</b> | <b>FY2019<br/>Actual</b> | <b>FY2020<br/>Adopted</b> | <b>FY2020<br/>Amended</b> | <b>FY2021<br/>Adopted</b> | <b>\$ Change<br/>FY2020<br/>Amended</b> | <b>%<br/>Chg.</b> |
|-----------------------------|--------------------------|---------------------------|---------------------------|---------------------------|---|-------------------|
| Personal Services           | \$352,644                | \$321,300                 | \$325,364                 | \$335,700                 | \$10,336                                | 3.2%              |
| Fringe Benefits             | 110,602                  | 114,200                   | 114,706                   | 111,100                   | (3,606)                                 | -3.1%             |
| Operating Costs             | 6,561,559                | 6,849,769                 | 7,154,190                 | 7,162,178                 | 7,988                                   | 0.1%              |
| Operating Contingency       | 0                        | 0                         | 1,600                     | 0                         | (1,600)                                 | -100.0%           |
| Capital Outlay              | 702,027                  | 79,600                    | 675,556                   | 518,000                   | (157,556)                               | -23.3%            |
| <b>Total Expenditures</b>   | <b>\$7,771,232</b>       | <b>\$7,364,869</b>        | <b>\$8,271,416</b>        | <b>\$8,126,978</b>        | <b>(\$144,438)</b>                      | <b>-1.7%</b>      |

### **Changes and Useful Information:**

- Changes in **Personal Services** and **Fringe benefits** includes the full year impact of salary increases received during FY2020 net of turnover.
- **Operating Costs** increase is the net result of FY2020 contract spending analysis and conditions as stipulated within the multi-year contract with the transit vendor and increased paratransit service. The County has seen an increase in demand for these services as they also relate to delivery to dialysis centers as well as from non-profit human service agencies.
- **Capital Outlay** includes replacement of a five (5) Light Duty Fixed Route Buses, replacement of two (2) Light Duty Specialized Buses, and preventative maintenance. Capital grant purchases vary from year to year and budgets are adjusted upon award.

### **Description:**

All services defined below are coordinated and combine to form VanGO Transportation.

#### **Public Transportation: VanGO or Rural Public Transportation Program (RPTP)**

The Urban program provides the fixed-route services in La Plata and Waldorf. The Rural program provides deviated-fixed route services in Nanjemoy and Newburg, which connect with the other fixed-route services in the county.

#### **Statewide Special Transportation Assistance Program (SSTAP)**

Specialized transportation is offered through SSTAP funding to senior citizens and disabled individuals who cannot access the general public transportation. SSTAP services are demand-response and supplement other VanGO services.

#### **Job Access and Department of Social Services (DSS) Transportation**

The Job Access program expands VanGO services into the evening hours. Extended evening service is available on the 16 primary routes which serve the Waldorf, La Plata, Indian Head, St. Charles, and Pinefield areas as well as the Charlotte Hall route that connects with St. Mary's Transit. In support of the Department of Social Services' (DSS) welfare reform initiatives, the Department of Planning and Growth Management (PGM) has entered into a cooperative agreement to provide transportation services to DSS clients receiving job training and education classes as well as transportation to other services related to gaining or maintaining employment. DSS purchases VanGO fare booklets for distribution to clients, who can then access a combination (based on specific client needs) of VanGO public transportation and specialized/demand-response transportation services.

#### **American Disabilities Act (ADA) Program**

Complementary paratransit service is provided through the ADA program for individuals with disabilities who live in fixed-route areas but are unable to access these routes.

#### **Dialysis/Senior Center Plus (SC+) Subscriptions**

In combination with SSTAP, the dialysis/SC+ subscription service provides service area routes to the three (3) dialysis centers in Charles County and to the SC+ location.

#### **Transportation - VanGO Capital Grant**

Capital grants provide funds for the undertaking of public transportation capital improvement/acquisition projects and therefore are multi-year in nature. Unspent grant funds are carried over at the end of each fiscal year. Budget Amendments are executed for the rollover funds. The County's FY2020 Capital Grant request includes replacement of a paratransit bus and engine/transmission replacement on two buses which will extend their useful life by three additional years.

### **Positions:**

| <u>Title</u>                      | <u>FY17<br/>FTE</u> | <u>FY18<br/>FTE</u> | <u>FY19<br/>FTE</u> | <u>FY20<br/>FTE</u> | <u>FY21<br/>FTE</u> |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Chief of Transit                  | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Transit Development Administrator | 1.0                 | 1.0                 | 1.0                 | 1.0                 | 1.0                 |
| Transit Specialist                | 2.0                 | 2.0                 | 2.0                 | 2.0                 | 2.0                 |
| <b>Total Full Time Equivalent</b> | <b>4.0</b>          | <b>4.0</b>          | <b>4.0</b>          | <b>4.0</b>          | <b>4.0</b>          |

## Planning and Growth Management

**Department:** Planning and Growth Management Account: 23.07.19  
**Division\Program:** Planning/Agricultural Preservation Fund: Special Rev.  
**Program Administrator:** Jim Campbell, Planning Director Source: Prop. Tax  
<https://www.charlescountymd.gov/government/planning-and-growth-management/preservation-and-long-range-planning/agricultural-and-land-preservation>

| Expenditure Category      | FY2019 Actual   | FY2020 Adopted  | FY2020 Amended  | FY2021 Adopted  | \$ Change FY2020 Amended | % Chg.      |
|---------------------------|-----------------|-----------------|-----------------|-----------------|--------------------------|-------------|
| Personal Services         | \$27,800        | \$16,600        | \$16,600        | \$16,600        | \$0                      | 0.0%        |
| Operating Costs           | 2,200           | 2,200           | 2,000           | 2,000           | 0                        | 0.0%        |
| <b>Total Expenditures</b> | <b>\$30,000</b> | <b>\$18,800</b> | <b>\$18,600</b> | <b>\$18,600</b> | <b>\$0</b>               | <b>0.0%</b> |

### Changes and Useful Information:

- **Operating Costs** is for the annual audit required by the Annotated Code of Maryland, Tax-Property Article, Sections 13. Tobacco Land Preservation Funds are budgeted upon approval of easements for purchase.

### 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>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Agricultural Planner IV           | 0.2                       | 0.2                       | 0.1                       | 0.1                       | 0.1                       |
| <b>Total Full Time Equivalent</b> | <b>0.2</b>                | <b>0.2</b>                | <b>0.1</b>                | <b>0.1</b>                | <b>0.1</b>                |

## Planning and Growth Management

**Department:** Planning and Growth Management Accounts: 4 Fund  
**Division\Program:** Planning Grants Fund: Special Rev.  
**Program Administrator:** Jim Campbell, Planning Director Source: Grant

| Expenditure Category      | FY2019 Actual   | FY2020 Adopted | FY2020 Amended  | FY2021 Adopted | \$ Change FY2020 Amended | % Chg.        |
|---------------------------|-----------------|----------------|-----------------|----------------|--------------------------|---------------|
| Personal Services         | \$6,811         | \$3,806        | \$3,806         | \$3,806        | \$0                      | 0.0%          |
| Fringe Benefits           | 2,189           | 1,194          | 1,194           | 1,194          | 0                        | 0.0%          |
| Operating Costs           | 14,967          | 0              | 20,000          | 0              | (20,000)                 | -100.0%       |
| <b>Total Expenditures</b> | <b>\$23,967</b> | <b>\$5,000</b> | <b>\$25,000</b> | <b>\$5,000</b> | <b>(\$20,000)</b>        | <b>-80.0%</b> |

### 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

<https://www.charlescountymd.gov/government/planning-and-growth-management/preservation-and-long-range-planning/chesapeake-bay-critical-area>

This State mandated program is partially funded by the Chesapeake Bay Critical Area (CBCA) Commission. The law governing the Program requires that development projects within 1,000 feet of the tidal influence of the Chesapeake Bay meet standards designed to mitigate adverse effects on water quality, fish, plant and wildlife habitat. The County reviews development projects located in the Critical Area to ensure compliance with the program.

Staff also reviews, updates, and incorporates new legislation into the zoning ordinance, subdivision regulations, and Comprehensive Plan. This may include enforcement of local Critical Area regulations by performing site visits, responding to complaints, issuing citations, "Stop Work" orders, and following up on mitigation and remediation efforts. The County also uses these funds to educate the public and provide general assistance to property owners.

#### FY2020 Maryland Supplemental Census Grant

The State awarded funding to ensure a fair, accurate and inclusive census count in Maryland and increase the self response rates of hard-to-count communities and populations in Maryland. The County utilized these funds to pay for print materials and media services such as cable TV, newspaper and radio advertising to encourage resident response to the census.

### Positions:

| Title                             | FY17 FTE   | FY18 FTE   | FY19 FTE   | FY20 FTE   | FY21 FTE   |
|-----------------------------------|------------|------------|------------|------------|------------|
| Planners Hours                    | 0.1        | 0.1        | 0.1        | 0.1        | 0.1        |
| <b>Total Full Time Equivalent</b> | <b>0.1</b> | <b>0.1</b> | <b>0.1</b> | <b>0.1</b> | <b>0.1</b> |

**Department:** Planning and Growth Management Accounts: 3 Fund  
**Division\Program:** Codes, Permits & Inspection Services\Inspections & Enforcement- Nuisance Abatement Program Fund: Special Rev.  
**Program Administrator:** Ray Shumaker, Chief of Codes, Permits, and Inspection Services Source: Srv. Charge

<https://www.charlescountymd.gov/government/planning-and-growth-management>

| Expenditure Category      | FY2019 Actual   | FY2020 Adopted   | FY2020 Amended   | FY2021 Adopted   | \$ Change FY2020 Amended | % Chg.      |
|---------------------------|-----------------|------------------|------------------|------------------|--------------------------|-------------|
| Operating Costs           | \$53,866        | \$100,000        | \$100,000        | \$100,000        | \$0                      | 0.0%        |
| <b>Total Expenditures</b> | <b>\$53,866</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$0</b>               | <b>0.0%</b> |

### 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:** Ashley Chenault, Chief of Tourism Source: Grant  
<https://www.charlescountymd.gov/our-county/tourism>

| Expenditure Category      | FY2019 Actual | FY2020 Adopted | FY2020 Amended | FY2021 Adopted | \$ Change FY2020 Amended | % Chg. |
|---------------------------|---------------|----------------|----------------|----------------|--------------------------|--------|
| Operating Costs           | \$73,191      | \$65,600       | \$28,534       | \$28,534       | \$0                      | 0.0%   |
| <b>Total Expenditures</b> | \$73,191      | \$65,600       | \$28,534       | \$28,534       | \$0                      | 0.0%   |

### Changes and Useful Information:

- **Operating Costs** is for the destination Marketing Organization Grant Program. Budgets are adjusted upon award.

### Description:

#### **MD Department of Commerce - MD Tourism Development Board (MTBD) - Destination Marketing Organization Grant Agreement**

The purpose of this grant is to undertake activities consistent with Section 4-215, 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](http://www.meetcharlescounty.com)

| Expenditure Category      | FY2019 Actual | FY2020 Adopted | FY2020 Amended | FY2021 Adopted | \$ Change FY2020 Amended | % Chg. |
|---------------------------|---------------|----------------|----------------|----------------|--------------------------|--------|
| Operating Costs           | \$46,906      | \$350,000      | \$840,000      | \$275,000      | (\$565,000)              | -67.3% |
| <b>Total Expenditures</b> | \$46,906      | \$350,000      | \$840,000      | \$275,000      | (\$565,000)              | -67.3% |

### Changes and Useful Information:

- **Operating Costs** for FY2021 is based on FY2020 year end estimated deferred revenue for the Targeted Industries Incentive Loan Fund (TIIL). In FY2020, the County amended the budget as a result of COVID-19 to utilize TIIL fund balance. The County also supplemented the loan program by an additional \$200,000 to aid Businesses affected by COVID-19. Business Development Loan Fund for Women, Minorities, and Veterans is budgeted upon loan approval by the Commissioners appointed committee.

### Description:

#### **Targeted Industries Incentive Loan Fund**

The purpose of this grant through the MD Department of Business and Economic Development is to serve as gap financing for businesses looking to expand or relocate into the County resulting in additional job creation. Eligible firms must be an established company, have at least 50% of project financing in hand at the time of financial request, and qualify as an identified targeted industry. All loans will be supported by an economic impact analysis. Ultimately, the program will be a self-sustaining Revolving Loan Fund.

#### **Business Development Loan Fund for Women, Minorities, and Veterans**

The intent of this fund is to help businesses grow or enhance their productivity or profitability. The applicant's primary business location must be in Charles County, must also qualify as a disadvantaged business either as a Minority, Women, or Veteran owned business enterprise, and meet the criteria of a Small Local Business Enterprise Program. Loan proceeds can be utilized as working capital, for inventory, staffing, and/or purchase of new or used equipment/machinery with the maximum loan value at \$35,000. The program is not intended to replace commercial bank financing for borrowers who are able to secure bank loans. Loan applications are reviewed for approval by a Commissioners' appointed committee.

<http://www.meetcharlescounty.com/incentives/financing/>

# Debt Service Fund

## Fund Description:

The Debt Service Fund is used to account for the annual payment of long-term debt (bond issues) which have a specific or legally binding revenue source. This revenue source is dedicated to the retirement of the principal outstanding on long-term debt and the annual interest expense. Charles County utilizes this fund to account for bonds issued on behalf of a local nursing home, a local hospital, a children learning center at the College of Southern Maryland, developer infrastructure bonds, and new school construction bonds.

Long-term note receivables provide the County with a funding source for the nursing home, hospital, developer, and college bond issues. The Nursing Home pre-paid their note in FY2010 and fund balance will be used to make debt service payments until these bonds are paid in full in FY2021. The County's Excise Tax is used to finance the debt service for bond issues sold for school construction. The County also accounts for capital lease proceeds and purchases within the Debt Service Fund that is used to bank finance new and replacement vehicles and equipment for County Government Operations.

|  | FY19<br>Actual     | FY20<br>Budget | FY21<br>Budget | \$ Change<br>from FY21 | %<br>Change |
|--|--------------------|----------------|----------------|------------------------|-------------|
| <b><i>University of Maryland Charles Regional Medical Center</i></b> |                    |                |                |                        |             |
| <b>Revenues:</b> Interest Income                                     | \$84,007           | \$0            | \$0            | \$0                    | N/A         |
| Miscellaneous  | 1,163,227          | 0              | 0              | 0                      | N/A         |
| <b>Total Revenues</b>  | <b>\$1,247,234</b> | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>             | <b>N/A</b>  |
| <b>Expenses:</b> Debt Service  | \$1,128,818        | \$0            | \$0            | \$0                    | N/A         |
| <b>Variance</b>  | <b>\$118,416</b>   | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>             |             |

## ***Nursing Home***

### **Revenues:**

|                               |                   |                 |                 |                   |               |
|-------------------------------|-------------------|-----------------|-----------------|-------------------|---------------|
| Fund Balance Appropriation    | \$0               | \$46,700        | \$35,800        | (\$10,900)        | -23.3%        |
| <b>Total Revenues</b>         | <b>\$0</b>        | <b>\$46,700</b> | <b>\$35,800</b> | <b>(\$10,900)</b> | <b>-23.3%</b> |
| <b>Expenses:</b> Debt Service | \$44,692          | \$46,700        | \$35,800        | (\$10,900)        | -23.3%        |
| <b>Variance</b>               | <b>(\$44,692)</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>        |               |

## ***School Construction Excise Tax***

|                                  |                     |                     |                     |                  |             |
|----------------------------------|---------------------|---------------------|---------------------|------------------|-------------|
| <b>Revenues:</b> Interest Income | \$1,021,400         | \$1,131,600         | \$1,160,000         | \$28,400         | 2.5%        |
| Miscellaneous                    | 9,970,558           | 9,351,100           | 9,658,900           | 307,800          | 3.3%        |
| <b>Total Revenues</b>            | <b>\$10,991,958</b> | <b>\$10,482,700</b> | <b>\$10,818,900</b> | <b>\$336,200</b> | <b>3.2%</b> |
| <b>Expenses:</b> Debt Service    | \$8,537,775         | \$10,482,700        | \$10,818,900        | \$336,200        | 3.2%        |
| Contingency                      | 0                   | 0                   | 0                   | 0                | N/A         |
| <b>Total Expenses</b>            | <b>\$8,537,775</b>  | <b>\$10,482,700</b> | <b>\$10,818,900</b> | <b>\$336,200</b> | <b>3.2%</b> |
| <b>Variance</b>                  | <b>\$2,454,183</b>  | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>       |             |

## Debt Service Fund

|   | FY19<br>Actual       | FY20<br>Budget      | FY21<br>Budget      | \$ Change<br>from FY21 | %<br>Change   |
|---|----------------------|---------------------|---------------------|------------------------|---------------|
| <b><i>College of Southern Maryland (Children Learning Center)</i></b> |                      |                     |                     |                        |               |
| <b>Revenues:</b> Interest Income                                      | \$4,512              | \$2,100             | \$0                 | (\$2,100)              | N/A           |
| Miscellaneous   | 82,279               | 106,600             | 0                   | (106,600)              | N/A           |
| <b>Total Revenues</b>   | <b>\$86,791</b>      | <b>\$108,700</b>    | <b>\$0</b>          | <b>(\$108,700)</b>     | <b>N/A</b>    |
| <b>Expenses:</b> Debt Service   | \$87,839             | \$108,700           | \$0                 | (\$108,700)            | N/A           |
| <b>Variance</b>   | (\$1,048)            | \$0                 | \$0                 | \$0                    |               |
| <b><i>The St. Charles Companies</i></b>                               |                      |                     |                     |                        |               |
| <b>Revenues:</b> Interest Income                                      | \$652,218            | \$538,900           | \$410,300           | (\$128,600)            | -23.9%        |
| Miscellaneous   | 3,375,701            | 2,920,000           | 2,469,600           | (450,400)              | -15.4%        |
| <b>Total Revenues</b>   | <b>\$4,027,919</b>   | <b>\$3,458,900</b>  | <b>\$2,879,900</b>  | <b>(\$579,000)</b>     | <b>-16.7%</b> |
| <b>Expenses:</b> Debt Service   | \$4,203,320          | \$3,458,900         | \$2,879,900         | (\$579,000)            | -16.7%        |
| <b>Variance</b>   | (\$175,401)          | \$0                 | \$0                 | \$0                    |               |
| <b><i>Capital Lease Purchases</i></b>                                 |                      |                     |                     |                        |               |
| <b>Revenues:</b>  |                      |                     |                     |                        |               |
| Proceeds from Leases  | \$2,918,800          | \$2,843,000         | \$2,442,200         | (\$400,800)            | -14.1%        |
| <b>Total Revenues</b>   | <b>\$2,918,800</b>   | <b>\$2,843,000</b>  | <b>\$2,442,200</b>  | <b>(\$400,800)</b>     | <b>-14.1%</b> |
| <b>Expenses:</b> Capital Outlay                                       | \$2,271,675          | \$2,843,000         | \$2,442,200         | (\$400,800)            | -14.1%        |
| <b>Variance</b>   | \$647,125            | \$0                 | \$0                 | \$0                    |               |
| <b><i>Miscellaneous</i></b>   |                      |                     |                     |                        |               |
| <b>Revenues:</b> Interest Income                                      | \$144                | \$0                 | \$0                 | \$0                    | N/A           |
| Miscellaneous   | 568                  | 0                   | 0                   | 0                      | N/A           |
| <b>Total Revenues</b>   | <b>\$712</b>         | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>             | <b>N/A</b>    |
| <b>Expenses:</b> Debt Service   | \$0                  | \$0                 | \$0                 | \$0                    | N/A           |
| <b>Variance</b>   | \$712                | \$0                 | \$0                 | \$0                    |               |
| <b>TOTAL DEBT SERVICE FUND</b>  |                      |                     |                     |                        |               |
| <b>Total Revenues</b>   | <b>\$19,273,414</b>  | <b>\$16,940,000</b> | <b>\$16,176,800</b> | <b>(\$763,200)</b>     | <b>-4.5%</b>  |
| <b>Total Expenses</b>   | <b>\$16,274,119</b>  | <b>\$16,940,000</b> | <b>\$16,176,800</b> | <b>(\$763,200)</b>     | <b>-4.5%</b>  |
| <b>Variance</b>   | <b>\$2,999,295</b>   | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>             |               |
| Less Non-Spendable<br>Fund Balance reduction                          | (\$4,621,206)        |                     |                     |                        |               |
| <b>Net change in Fund Balance</b>                                     | <b>(\$1,621,911)</b> |                     |                     |                        |               |



# Personnel



# PERSONNEL/SERVICE LEVEL CHANGES

The following graph presents the personnel history for Charles County Government from Fiscal Year 2017 through Fiscal Year 2021. 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 2017, the authorized strength began to increase to improve service levels in targeted areas of county government such as Public Safety. The authorized strength has risen by 140.2 full time equivalent positions since the end of Fiscal Year 2017.

The Fiscal Year 2021 authorized strength for all departments is 1,732.5 full time equivalent positions. Compared to the previous fiscal year, the authorized strength increased by a net full-time equivalency of 30.5 which includes 15.0 new full-time equivalent positions for public safety. Public safety continues to be one of the Commissioners' higher priorities.

## New positions were added in Fiscal Year 2021 as follows:

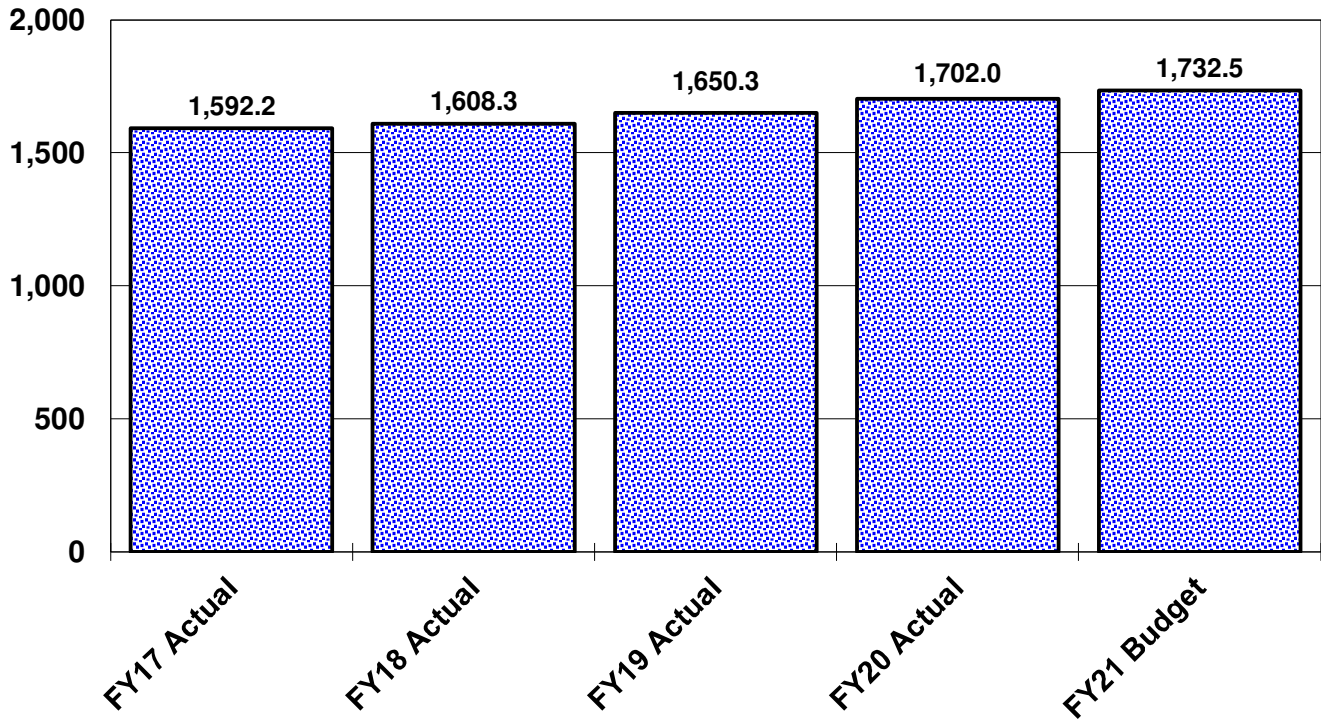
- Two School Resource Officers were approved. These positions will provide steady and consistent investment in public safety to help reduce crime and ensure a safer community for everyone who works, lives, and visits the County.
- Thirteen new positions were approved for the Department of Emergency Services. Five Paramedics and five Emergency Medical Technicians are to provide an additional crew in the Waldorf area. Two Emergency Medical Service Captains were also approved to meet the service demands for the growing population. One Nurse for the Mobile Integrated Health program was approved to provide quality in-home medical care to those in the community experiencing two or more social determinants of health.
- Three new positions for the Information Technology Division in the Department of Fiscal and Administrative Services were approved. A Technology Support Specialist II was approved to assist with the consistent increase in help desk calls. Part Time funding was reduced to help fund this position. A Security Analyst was approved to assist with the cybersecurity needs of the County Government to help defend against security threats. A Systems Analyst II was approved to assist with the division's work requests.
- The Department of Public Works Utilities division had nine new positions approved for FY2021. A Maintenance Technician II to provide maintenance from La Plata to Swan Point. Three Line Maintenance Operator positions were approved to manage the increasing workload due to county growth and expanded preventative maintenance requirements. A Line Maintenance Supervisor was approved to supervise the additional Line Maintenance crew. Two General Utility Workers were approved for the Central Region to assist with various projects, and to help with clarifiers, pumps, and blowers. A Utilities Locator was approved to assist with locating water and sewer lines, as well as in-house locating for projects, maintenance, and repairs. A Project Manager II was approved to manage projects within the Utilities Capital Improvement Program (CIP).

# PERSONNEL/SERVICE LEVEL CHANGES

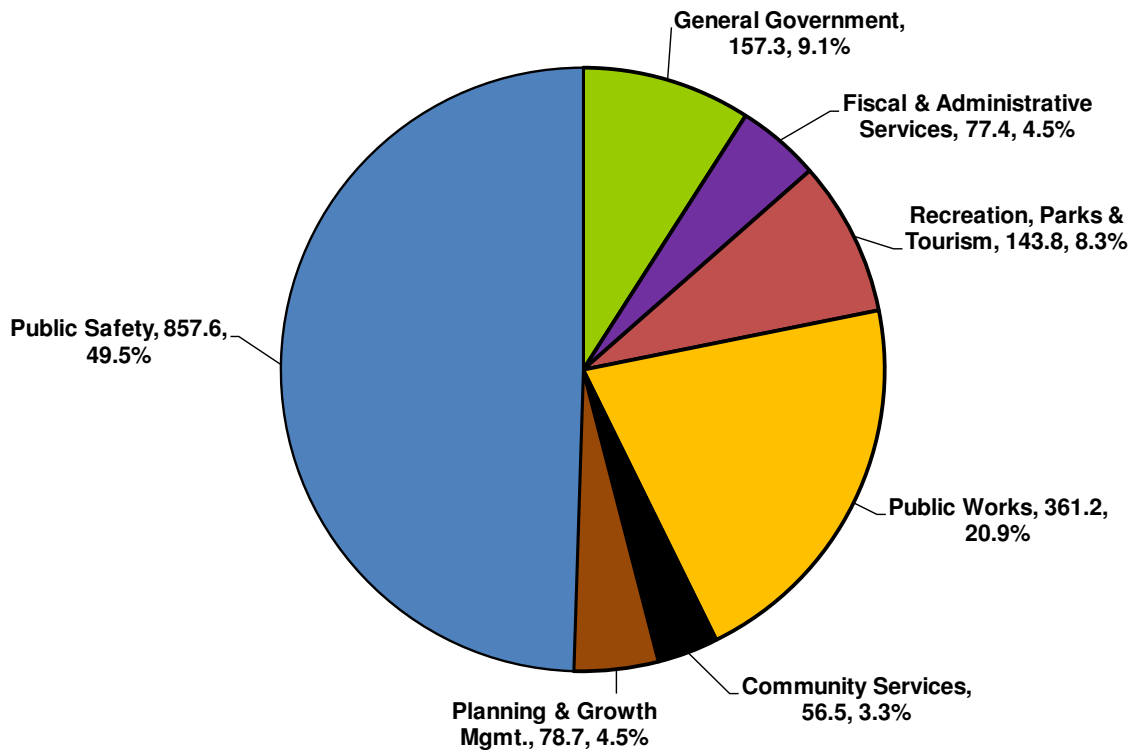
- Five positions were approved for the Department of Public Works Facilities division. Two Solid Waste Workers were approved for needed site maintenance and improved safety protocols at the landfill. One Inventory Equipment Manager was approved to establish order, accountability, and safety of the vehicle maintenance processes at the Charles County Sanitary Landfill. An Equipment Operator Team Leader was approved to oversee recycling facility Equipment Operators. A Recycling Specialist was approved for the Environmental Resource Division to oversee the in-house recycling route, maintenance of oil and antifreeze drop-off sites, and various recycling duties.
- Under the Planning and Growth Management Inspection Division, a PGM Special Projects Manager was approved to manage and coordinate special projects for the department. Part -Time I hours were reduced to help support this position.
- Under the Recreation Division in the Department of Recreation, Parks, and Tourism, Part-Time I hours were increased due to the increased participation in sports programs.



# TOTAL PERSONNEL



# FY21 PERSONNEL BY FUNCTION



# CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

|                           | FY17<br>YEAR END | FY18<br>YEAR END | FY19<br>YEAR END | FY20<br>YEAR END | FY21<br>APPROVED |
|---------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>TOTAL PERSONNEL</b>    |                  |                  |                  |                  |                  |
| Total Full Time Personnel | 1,421.8          | 1,433.8          | 1,474.6          | 1,527.2          | 1,559.2          |
| Total Part Time Personnel | 170.4            | 174.6            | 175.7            | 174.8            | 173.2            |
| <b>TOTAL PERSONNEL</b>    | <b>1,592.2</b>   | <b>1,608.3</b>   | <b>1,650.3</b>   | <b>1,702.0</b>   | <b>1,732.5</b>   |

## COUNTY DEPARTMENTS

|   |       |       |       |       |       |
|---|-------|-------|-------|-------|-------|
| <b>COMMUNITY SERVICES</b>                   |       |       |       |       |       |
| Administration                              | 5.3   | 4.5   | 6.1   | 7.6   | 7.6   |
| Aging and Senior Programs                   | 30.6  | 30.6  | 35.4  | 34.8  | 34.8  |
| Housing Authority                           | 14.2  | 14.0  | 13.4  | 14.0  | 14.0  |
|   | 50.0  | 49.0  | 54.9  | 56.5  | 56.5  |
| <b>COUNTY ADMINISTRATOR'S OFFICE</b>        |       |       |       |       |       |
| County Administrator                        | 4.0   | 4.0   | 4.0   | 5.0   | 5.0   |
| Internal Audit                              | 2.0   | 2.0   | 2.0   | 2.0   | 2.0   |
| Security                                    | 3.9   | 4.8   | 0.0   | 0.0   | 0.0   |
| Commissioner Office Administration          | 6.6   | 6.6   | 6.6   | 9.0   | 9.0   |
| Central Services                            | 0.0   | 1.0   | 6.8   | 7.8   | 7.8   |
| Media                                       | 10.0  | 10.0  | 10.7  | 10.8  | 10.8  |
|   | 26.6  | 28.4  | 30.1  | 34.6  | 34.6  |
| <b>COUNTY ATTORNEY'S OFFICE</b>             |       |       |       |       |       |
|   | 10.0  | 10.0  | 10.0  | 11.0  | 11.0  |
| <b>COUNTY COMMISSIONERS</b>                 |       |       |       |       |       |
|   | 5.0   | 5.0   | 5.0   | 5.0   | 5.0   |
| <b>ECONOMIC DEVELOPMENT</b>                 |       |       |       |       |       |
|   | 9.0   | 10.6  | 10.6  | 10.6  | 10.0  |
| <b>EMERGENCY SERVICES</b>                   |       |       |       |       |       |
| Administration                              | 3.3   | 4.3   | 4.3   | 4.3   | 4.3   |
| Animal Shelter                              | 17.8  | 17.8  | 17.8  | 18.4  | 18.4  |
| Animal Control                              | 6.0   | 6.0   | 6.0   | 6.0   | 6.0   |
| Fire/EMS Communications                     | 31.7  | 31.7  | 31.7  | 36.7  | 36.7  |
| Emergency Management                        | 2.0   | 2.0   | 2.0   | 2.0   | 2.0   |
| Emergency Medical Services                  | 87.1  | 92.1  | 92.1  | 101.1 | 114.1 |
| 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   |
|   | 151.7 | 157.7 | 157.7 | 172.3 | 185.3 |
| <b>FISCAL &amp; ADMINISTRATIVE SERVICES</b> |       |       |       |       |       |
| Administration                              | 2.0   | 2.0   | 2.2   | 2.2   | 2.2   |
| Accounting/Payroll                          | 12.8  | 11.8  | 10.8  | 11.5  | 11.5  |
| Budget and Financial Planning               | 5.0   | 5.0   | 5.5   | 5.5   | 5.5   |
| Information Technology                      | 24.7  | 25.2  | 25.2  | 26.2  | 28.5  |
| Purchasing                                  | 6.0   | 6.0   | 7.0   | 7.0   | 7.0   |
| Treasury                                    | 13.5  | 13.5  | 13.5  | 13.5  | 13.5  |
| Water & Sewer Billing                       | 8.3   | 8.3   | 8.9   | 9.3   | 9.3   |
|   | 72.2  | 71.7  | 73.0  | 75.1  | 77.4  |

# CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

|   | FY17<br>YEAR END | FY18<br>YEAR END | FY19<br>YEAR END | FY20<br>YEAR END | FY21<br>APPROVED |
|---|------------------|------------------|------------------|------------------|------------------|
| <b>HUMAN RESOURCES</b>                  |                  |                  |                  |                  |                  |
| Administration                          | 8.9              | 8.4              | 9.4              | 9.4              | 9.4              |
| Summer Intern Program                   | 1.5              | 3.1              | 3.1              | 3.1              | 3.1              |
|   | 10.4             | 11.5             | 12.5             | 12.5             | 12.5             |
| <b>PLANNING &amp; GROWTH MANAGEMENT</b> |                  |                  |                  |                  |                  |
| Administration                          | 4.1              | 5.9              | 5.9              | 6.1              | 7.1              |
| Codes, Permits & Inspections Services   | 33.3             | 31.5             | 34.5             | 38.1             | 38.1             |
| Transit                                 | 5.0              | 5.0              | 5.0              | 5.0              | 5.0              |
| Planning                                | 26.5             | 27.5             | 27.5             | 28.5             | 28.5             |
|   | 69.0             | 69.9             | 72.9             | 77.7             | 78.7             |
| <b>PUBLIC WORKS</b>                     |                  |                  |                  |                  |                  |
| <u>Facilities:</u>                      |                  |                  |                  |                  |                  |
| Administration                          | 11.0             | 11.0             | 11.0             | 11.7             | 11.0             |
| Building & Trades                       | 56.8             | 58.9             | 62.9             | 61.9             | 61.9             |
| Landfill Operations                     | 32.2             | 32.7             | 33.0             | 32.0             | 35.0             |
| Roads                                   | 41.0             | 41.0             | 41.0             | 41.0             | 41.0             |
| Recycling Operations                    | 26.7             | 28.2             | 28.2             | 30.9             | 32.0             |
| Vehicle & Equipment Maintenance         | 11.6             | 11.4             | 10.8             | 12.0             | 12.7             |
| Subtotal Facilities                     | 179.3            | 183.2            | 186.8            | 189.5            | 193.6            |
| <u>Utilities</u>                        |                  |                  |                  |                  |                  |
| Water                                   | 38.9             | 40.6             | 41.3             | 42.6             | 47.0             |
| Sewer                                   | 46.8             | 47.2             | 47.3             | 50.6             | 53.2             |
| Mattawoman                              | 31.8             | 35.7             | 35.0             | 36.3             | 37.3             |
| Capital Projects                        | 18.0             | 18.0             | 19.9             | 22.0             | 23.0             |
| Meters                                  | 6.1              | 7.1              | 7.1              | 7.1              | 7.1              |
| Subtotal Utilities                      | 141.5            | 148.5            | 150.5            | 158.6            | 167.6            |
| Public Works Grand Total                | 320.8            | 331.7            | 337.4            | 348.1            | 361.2            |
| <b>RECREATION, PARKS, &amp; TOURISM</b> |                  |                  |                  |                  |                  |
| Administration                          | 5.5              | 7.5              | 7.5              | 6.0              | 6.0              |
| Recreation                              | 59.8             | 61.3             | 69.2             | 71.2             | 71.9             |
| Parks and Grounds                       | 57.7             | 57.4             | 58.4             | 58.4             | 58.4             |
| Tourism                                 | 8.5              | 7.5              | 7.5              | 7.5              | 7.5              |
|   | 131.5            | 133.8            | 142.7            | 143.2            | 143.8            |
| Total Full Time Personnel               | 715.0            | 732.7            | 751.7            | 791.8            | 822.8            |
| Total Part Time Personnel               | 141.1            | 146.5            | 155.0            | 154.7            | 153.1            |
| <b>TOTAL COUNTY DEPARTMENTS</b>         | <b>856.1</b>     | <b>879.3</b>     | <b>906.7</b>     | <b>946.5</b>     | <b>975.9</b>     |

# CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

|                                  | FY17<br>YEAR END | FY18<br>YEAR END | FY19<br>YEAR END | FY20<br>YEAR END | FY21<br>APPROVED |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>OUTSIDE AGENCIES</b>          |                  |                  |                  |                  |                  |
| <b>CIRCUIT COURT</b>             | 25.2             | 25.2             | 26.2             | 27.2             | 27.2             |
| <b>STATE'S ATTORNEY OFFICE</b>   | 57.8             | 48.4             | 50.4             | 53.0             | 52.0             |
| <b>SHERIFF</b>                   |                  |                  |                  |                  |                  |
| <u>Sheriff's Office:</u>         |                  |                  |                  |                  |                  |
| Sheriff                          | 1.0              | 1.0              | 1.0              | 1.0              | 1.0              |
| Uniformed Officers               | 306.0            | 307.0            | 313.0            | 316.0            | 318.0            |
| Office of the Sheriff            | 7.0              | 7.0              | 6.0              | 6.0              | 6.0              |
| Executive Services Division      | 6.0              | 6.0              | 6.6              | 6.6              | 6.6              |
| Administrative Services Division | 16.7             | 16.7             | 17.5             | 17.5             | 17.5             |
| Criminal Investigations Division | 13.2             | 15.2             | 16.2             | 18.2             | 18.2             |
| Communications                   | 20.9             | 20.9             | 20.9             | 20.9             | 20.9             |
| Station Clerks                   | 22.0             | 22.0             | 22.0             | 22.0             | 22.0             |
| Records Management               | 11.6             | 11.6             | 11.6             | 11.6             | 11.6             |
| Management Information System    | 11.0             | 11.0             | 11.0             | 13.0             | 13.0             |
| Patrol Division                  | 2.0              | 2.0              | 1.0              | 1.0              | 1.0              |
| Special Operations Division      | 11.7             | 11.1             | 10.8             | 10.8             | 10.8             |
| Court Security                   | 22.0             | 22.0             | 24.0             | 25.0             | 26.0             |
| Judicial Services                | 21.8             | 21.8             | 20.8             | 22.2             | 21.2             |
| Property Management              | 12.6             | 12.6             | 13.1             | 13.1             | 13.1             |
| Training Division                | 7.1              | 7.1              | 6.8              | 6.8              | 6.8              |
| Subtotal Sheriff's Office        | 492.6            | 495.0            | 502.4            | 511.8            | 513.8            |
| <u>Detention Center</u>          |                  |                  |                  |                  |                  |
| Administration                   | 2.0              | 2.0              | 2.0              | 2.0              | 2.0              |
| Correctional Officers            | 141.0            | 141.0            | 145.0            | 145.0            | 145.0            |
| Classified Personnel             | 12.6             | 12.6             | 12.6             | 11.6             | 11.6             |
| Subtotal Detention Center        | 155.6            | 155.6            | 159.6            | 158.6            | 158.6            |
| Sheriff Grand Total              | 648.2            | 650.5            | 661.9            | 670.3            | 672.3            |
| <b>SOIL CONSERVATION</b>         | 5.0              | 5.0              | 5.0              | 5.0              | 5.0              |
| <br>                             |                  |                  |                  |                  |                  |
| Total Full Time Personnel        | 706.8            | 701.0            | 722.8            | 735.4            | 736.4            |
| Total Part Time Personnel        | 29.3             | 28.1             | 20.7             | 20.1             | 20.1             |
| <b>TOTAL OUTSIDE AGENCIES</b>    | <b>736.1</b>     | <b>729.1</b>     | <b>743.5</b>     | <b>755.5</b>     | <b>756.5</b>     |

# Vehicles & Equipment

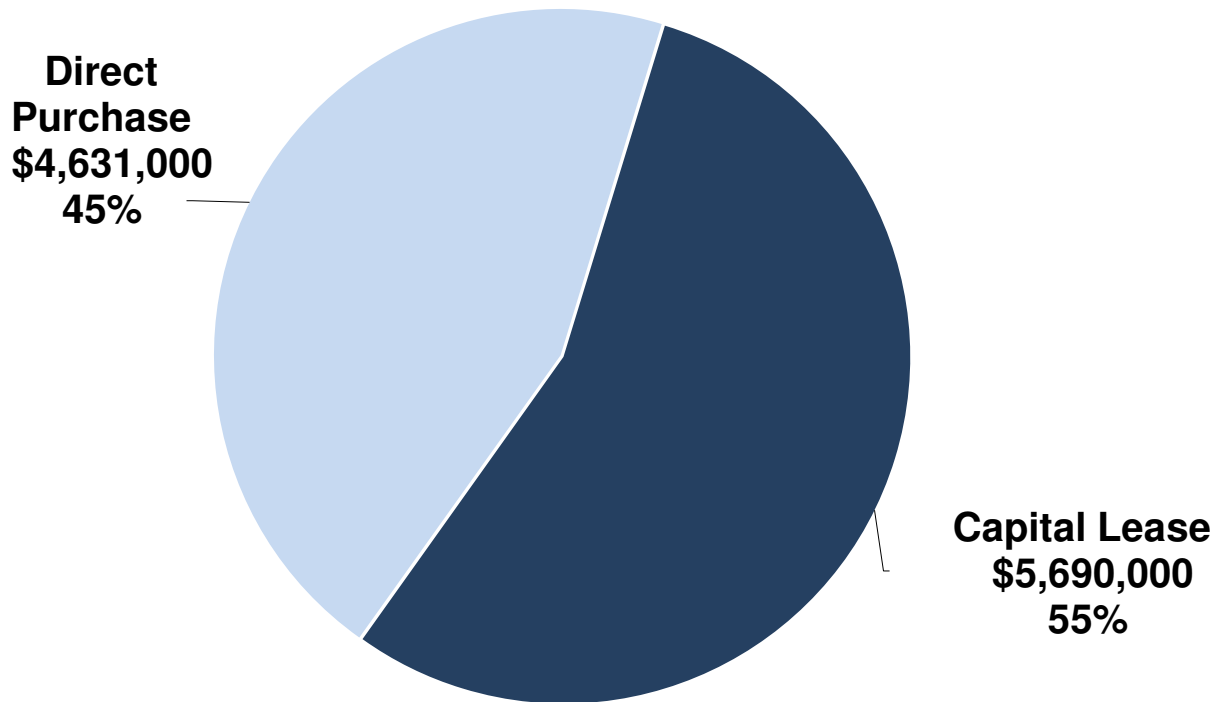


# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description                             | Asset Value of Request | Direct Purchase    | Annual Lease       |
|--|------------------------|--------------------|--------------------|
| Total General Fund                           | \$4,769,200            | \$2,327,000        | \$518,300          |
| Total Transportation Fund                    | 518,000                | 518,000            | 0                  |
| Total Solid Waste                            | 1,179,000              | 984,000            | 42,000             |
| Total Water & Sewer Operations               | 2,819,800              | 32,000             | 592,000            |
| Total Environmental Services Operations Fund | 1,035,000              | 770,000            | 57,000             |
| <b>Total All Funds</b>                       | <b>\$10,321,000</b>    | <b>\$4,631,000</b> | <b>\$1,209,300</b> |

## 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 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description   | Asset Value of Request | Direct Purchase | Annual Lease         |
|--|------------------------|-----------------|----------------------|
| <b><u>General Fund</u></b>   |                        |                 |                      |
| <b><u>Fiscal &amp; Administrative Services</u></b>   |                        |                 |                      |
| <b><u>FOR COMMUNITY SERVICES</u></b>   |                        |                 |                      |
| <b>2 Multi Functional Large Capacity Copier, Scanner &amp; Printer</b>   | 10,500                 |                 | 2,200                |
| <i>The current multi copier is requiring frequent services calls, at least 4 times a month. When this machine requires services the Housing Authority work flow decreases significantly. Determined to replace with two (2) multifunction printers for ease of service and functionality for multiple users.</i> |                        |                 |                      |
| <b><u>FOR RPT</u></b>  |                        |                 |                      |
| <b>Multi Functional Copier</b>   | 6,000                  |                 | 1,300                |
| <i>Current copier in poor condition.</i>   |                        |                 |                      |
| <b><i>Total I.T. - Network</i></b>   | <b><i>16,500</i></b>   | <b><i>0</i></b> | <b><i>3,500</i></b>  |
| <b>Total Fiscal &amp; Administrative Services</b>  | <b>16,500</b>          | <b>0</b>        | <b>3,500</b>         |
| <b><u>Public Works - Facilities</u></b>  |                        |                 |                      |
| <b><u>Building &amp; Trades</u></b>  |                        |                 |                      |
| <b>Transit-350 Medium Roof Van</b>   | 54,500                 |                 | 11,600               |
| <i>Vehicle is 11 years old, has over 214,000 miles on it and the floor panel is rusting out.</i>   |                        |                 |                      |
| <b>Small 4wd SUV HYBRID</b>  | 32,000                 |                 | 6,800                |
| <i>Replacing B-01, 2007 w/ 88,474 miles.</i>   |                        |                 |                      |
| <b>Van (small)</b>   | 29,000                 |                 | 6,200                |
| <i>Replacing B-16, 2003 w/ 118,048 miles.</i>  |                        |                 |                      |
| <b>Van</b>   | 40,000                 |                 | 8,500                |
| <i>Replacing B-17, 2007 w/ 102,215 miles.</i>  |                        |                 |                      |
| <b>Van</b>   | 40,000                 |                 | 8,500                |
| <i>Replacing B-33, 2005 w/ 94,113 miles.</i>   |                        |                 |                      |
| <b>Van</b>   | 40,000                 |                 | 8,500                |
| <i>Replacing B-64, 2006 w/ 149,625 miles.</i>  |                        |                 |                      |
| <b>Van</b>   | 40,000                 |                 | 8,500                |
| <i>Replacing B-65, 2006 w/ 126,170 miles.</i>  |                        |                 |                      |
| <b>Van</b>   | 40,000                 |                 | 8,500                |
| <i>Replacing B-66, 2006 w/ 135,911.</i>  |                        |                 |                      |
| <b><i>Total Building and Trades</i></b>  | <b><i>315,500</i></b>  |                 | <b><i>67,100</i></b> |
| <b><u>Bldg &amp; Trades: Det. Center</u></b>   |                        |                 |                      |
| <b>Trash Compactor RJ250 34 Yard</b>   | 35,000                 |                 | 7,400                |
| <i>The existing trash compactor is 25 years old and has reached the end of its life cycle.</i>   |                        |                 |                      |
| <b><i>Total Building and Trades: Det. Center</i></b>   | <b><i>35,000</i></b>   |                 | <b><i>7,400</i></b>  |



# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description  | Asset Value of Request | Direct Purchase | Annual Lease  |
|---|------------------------|-----------------|---------------|
| <b><u>Fleet and Inventory Control</u></b>   |                        |                 |               |
| <b>Small 4WD SUV HYBRID</b><br><i>Replacing DPW01, 2002 w/71,000 miles. Vehicle is 17 years old and is unreliable. Small cab pickup truck only has seating for 2 people and limited inside cargo area for paperwork.</i>  | 32,000                 |                 | 6,800         |
| <b>4WD SUV</b><br><i>Replacing DPW02, 2007 w/72,000 miles. Vehicle is 12 years old and in the shop often for repair. This vehicle is often used for traveling long distances to attend training.</i>  | 35,000                 |                 | 7,400         |
| <b>Small 4WD SUV HYBRID</b><br><i>Replacing DPW03, 2003 w/85,000 miles. Vehicle is 16 years old. It is a sedan, which has limited ground clearance and is not 4WD. It can not access construction sites that often have unimproved, rough access roads.</i>                   | 32,000                 |                 | 6,800         |
| <b>4WD SUV</b><br><i>Replacing VM34, 2008 w/86,000 miles. Vehicle is 11 years old.</i>  | 35,000                 |                 | 7,400         |
| <b>4WD SUV</b><br><i>Replacing VM35, 2005 w/103,000 miles. Vehicle is 14 years old and is starting to have breakdowns due to it's age. It is used by the Safety Office and Risk Management.</i>   | 35,000                 |                 | 7,400         |
| <b>4WD SUV</b><br><i>Replacing VM45, 2006 w/84,000 miles. Vehicle is 13 years old. It has had constant electrical issues and is unreliable.</i>   | 35,000                 |                 | 7,400         |
| <b>Two-Post Lift</b><br><i>Current lift can not pick up the newer style, high roofed work vans to full height, and doesn't have the lift capacity needed for the crew cab utility body trucks that are loaded with tools.</i>   | 18,000                 |                 | 3,800         |
| <b>Upgrade front piston adjustment</b><br><i>Ratchet Adjustment. Existing lift is over 30 years old. Wheel base adjustments currently use a ratcheting system. Components are worn out, and parts are no longer available. Upgrade existing lift to hydraulic adjustment.</i> | 9,000                  |                 | 1,900         |
| <b>1234Y Air Conditioning Recovery Machine</b><br><i>1990 R12/R134 Machine. Current machine is not compatible with new refrigerant used in late model vehicles.</i>   | 6,500                  |                 | 1,400         |
| <b>Shop work benches and tables</b><br><i>Original work benches from 1987. Work benches are in poor condition, 32 years old. Drawers and cabinets are in poor condition.</i>  | 15,000                 |                 | 3,200         |
| <b>Overhead Garage Doors with Pedestrian Door</b><br><i>Replace both overhead doors for the small engine shop to have pedestrian entrance (small door in the big garage door). This will allow better access and a safer exit in the event of an emergency.</i>               | 17,000                 |                 | 3,600         |
| <b><u>Total Fleet and Inventory Control</u></b>   | <b>269,500</b>         | <b>0</b>        | <b>57,100</b> |

# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description  | Asset Value of Request | Direct Purchase | Annual Lease   |
|---|------------------------|-----------------|----------------|
| <b><u>Roads</u></b>   |                        |                 |                |
| <b>Single Axle Dump truck w/ Snow Equipment</b><br><i>Replacing R101, 2005 w/ 100,000 miles. Single axle dump truck is a key piece of equipment needed for snow removal and daily maintenance activities.</i> | 170,000                |                 | 36,100         |
| <b>Single Axle Dump truck w/ Snow Equipment</b><br><i>Replacing R102, 2005 w/ 125,000 Miles. Single axle dump truck is a key piece of equipment needed for snow removal and daily maintenance activities.</i> | 170,000                |                 | 36,100         |
| <b>Crew Cab Truck</b><br><i>Replacing R138, 2003 w/ 180,000 Miles. Truck meets County's replacement policy of 12 years or 150,000 miles. Engine is worn out causing excessive oil consumption.</i>            | 55,000                 |                 | 11,700         |
| <b>Total Roads</b>  | <b>395,000</b>         |                 | <b>83,900</b>  |
| <b>Total Public Works - Facilities</b>  | <b>1,015,000</b>       |                 | <b>215,500</b> |
| <b><u>Community Services</u></b>  |                        |                 |                |
| <b><u>Administration</u></b>  |                        |                 |                |
| <b>SUV HYBRID</b><br><i>Replacing CS4, 2006 w/71,000 miles. This vehicle meets the replacement criteria by age. The department would like to replace this vehicle with a hybrid sedan.</i>                    | 22,500                 |                 | 4,800          |
| <b>Total Administration</b>   | <b>22,500</b>          |                 | <b>4,800</b>   |
| <b><u>Housing</u></b>   |                        |                 |                |
| <b>SUV HYBRID</b><br><i>Replacing CS10 2008 w/83,000 miles. This vehicle meets the replacement criteria by age. The Department will purchase a hybrid sedan.</i>  | 22,500                 |                 | 4,800          |
| <b>Total Housing</b>  | <b>22,500</b>          |                 | <b>4,800</b>   |
| <b>Total Community Services</b>   | <b>45,000</b>          |                 | <b>9,600</b>   |
| <b><u>Recreation, Parks, and Tourism</u></b>  |                        |                 |                |
| <b><u>Turkey Hill Park</u></b>  |                        |                 |                |
| <b>Dump Truck w/Stake Body</b><br><i>Replacing P-38/2001/57,736 miles. Poor condition.</i>  | 78,000                 |                 | 16,500         |
| <b>Compact Tractor</b><br><i>Replacing PTC-11/2002/2035 hours. Replace mower to perform maintenance on Bermuda sites.</i>   | 52,000                 |                 | 11,000         |
| <b>Tractor</b><br><i>Replacing PM-9/2002/2,941 hours. Poor condition.</i>   | 40,000                 |                 | 8,500          |
| <b>Parks and Grounds</b>  |                        |                 |                |
| <b>SUV</b><br><i>Replacing P-10/2008/102,000 miles. Poor condition, engine leaking oil.</i>   | 38,000                 |                 | 8,100          |

# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description   | Asset Value of Request | Direct Purchase | Annual Lease   |
|--|------------------------|-----------------|----------------|
| <b>Rough Riding Batwing Mower</b><br><i>Replacing PM-16/2005/4075 hours/PBW-2, 2005. Rough riding, used heavily with batwing mower, high hours, poor condition.</i>      | 70,000                 |                 | 14,900         |
| <b>Bush Hog</b><br><i>Replacing PBH-1, 2006, high usage. Bushhog showing wear, past life cycle.</i>  | 11,600                 |                 | 2,500          |
| <b>Compact Tractor with multiple attachments</b><br><i>Replacing PM-26/1990/3010 hours. Tractor is in poor condition, past it's life cycle.</i>                          | 71,000                 |                 | 15,100         |
| <b>Trailer</b><br><i>Replacing PTR-17/1996/. Trailer is in poor condition, past it's life cycle.</i>   | 8,600                  |                 | 1,800          |
| <b>Skid loader</b><br><i>Replacing PL-4/2000/3,495 hours. Gehl skid loader is past life cycle.</i>   | 44,000                 |                 | 9,300          |
| <b><u>White Plains Golf Course</u></b>   |                        |                 |                |
| <b>Greens Mower</b><br><i>Replacing T-8/1996/4900 hours. Poor condition.</i>   | 31,000                 |                 | 6,600          |
| <b>Tee Mower</b><br><i>Replacing T-3/1990/5050 hours. Poor condition, end of life cycle.</i>   | 36,000                 |                 | 7,600          |
| <b>Gilbert Run Park</b>  |                        |                 |                |
| <b>Batwing Mower</b><br><i>Replacing PBW-04/2004. Mower in poor condition, high maintenance.</i>   | 18,000                 |                 | 3,800          |
| <b>22' Deckover Trailer</b><br><i>Replacing PRT-36/2012. Trailer is too small to haul new equipment.</i>   | 8,500                  |                 | 1,800          |
| <b>Utility Vehicle</b><br><i>Replacing PUV-23/2006/2,284 hours. Old, poor condition.</i>   | 8,000                  |                 | 1,700          |
| <b>Utility Vehicle</b><br><i>Replacing PUV-28/2011/2,405 hours. Engine problems, high maintenance.</i>   | 8,000                  |                 | 1,700          |
| <b>Infield Conditioner</b><br><i>Replacing PRK-23/2015/428 hours. Small engine, lacks power for ballfields.</i>  | 24,000                 |                 | 5,100          |
| <b>Infield Conditioner</b><br><i>Replacing PRK-15/2002/1,265 hours. PRK-15 is in poor condition. Assigned to Laurel Springs where hours used exceed other locations.</i> | 24,000                 |                 | 5,100          |
| <b><u>IH/WP Trail</u></b>  |                        |                 |                |
| <b>Utility Vehicle</b><br><i>Replacing PUV-05/2007/38,793. PUV-05/2007/38,793</i>  | 11,000                 |                 | 2,300          |
| <b>Pisgah Park</b>   |                        |                 |                |
| <b>Utility Vehicle</b><br><i>Replacing PUV-26/2009/1637 hours. Poor condition.</i>   | 11,000                 |                 | 2,300          |
| <b>Total Parks and Grounds</b>   | <b>592,700</b>         |                 | <b>125,700</b> |

# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description  | Asset Value of Request | Direct Purchase | Annual Lease   |
|---|------------------------|-----------------|----------------|
| <b><u>Recreation</u></b>  |                        |                 |                |
| <b>Cargo Van</b><br><i>Replacing RPT-03, 2005 w/ 60,132 miles. Vehicle is 14 years old and has 63,132 miles.</i>  | 34,500                 |                 | 7,300          |
| <b>Total Recreation</b>   | <b>34,500</b>          | <b>0</b>        | <b>7,300</b>   |
| <b>Total Recreation, Parks, and Tourism</b>   | <b>627,200</b>         |                 | <b>133,000</b> |
| <b><u>Circuit Court</u></b>   |                        |                 |                |
| <b>CourtSmart Listening Room (Furniture and Equipme</b><br><i>The court is required to establish an alternate CourtSmart listening room that is publicly accessible. Since the custodian of the record must supervise one's listening session, the room has to be equipped with a disc burner and PC to promote continuity of his/her work. The new public listening PC will require an additional CourtSmart client license. A desk, table, chairs, and phone are also needed.</i> | 9,000                  | 9,000           |                |
| <b>Total Circuit Court</b>  | <b>9,000</b>           | <b>9,000</b>    | <b>0</b>       |
| <b><u>Central Services</u></b>  |                        |                 |                |
| <b>Security Cameras</b><br><i>To fund the various security needs of the County. This includes cameras, video storage, hard drives, cables, licenses, speakers, and other replacement or new items as needed.</i>  | 50,500                 | 50,500          |                |
| <b>Total Central Services</b>   | <b>50,500</b>          | <b>50,500</b>   | <b>0</b>       |
| <b><u>Emergency Services</u></b>  |                        |                 |                |
| <b><u>Animal Shelter</u></b>  |                        |                 |                |
| <b>Transit Van</b><br><i>Vehicle is 11 model years old, has over 214,000 miles on it and the floor panel is rusting out.</i>  | 54,500                 |                 | 11,600         |
| <b>Total Animal Shelter</b>   | <b>54,500</b>          |                 | <b>11,600</b>  |
| <b><u>Career EMS</u></b>  |                        |                 |                |
| <b>Cardiac Monitors/Defibrillators (4)</b><br><i>To replace four cardiac monitor/defibrillators that have reached the end of their service life.</i>  | 152,000                |                 | 32,200         |
| <b>Automated CPR Devices (4)</b><br><i>To replace four automated CPR devices that have reached the end of their service life.</i>   | 64,000                 |                 | 13,600         |
| <b>Portable Radios (75)</b><br><i>To procure additional portable radios so that each employee seated in a riding position in a county vehicle has independent access to communications.</i>   | 75,000                 | 75,000          |                |
| <b>Response Vehicle (2)</b><br><i>Vehicles needed for new Captain Positions and upgrade of positions to Paramedic Supervisor.</i>   | 130,000                |                 | 27,600         |
| <b>Cardiac Monitor</b><br><i>Additional equipment needed for upgrade of positions to Paramedic Supervisor.</i>  | 38,000                 |                 | 8,100          |

# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description  | Asset Value of Request | Direct Purchase    | Annual Lease     |
|---|------------------------|--------------------|------------------|
| <b>Ambulance (1)</b><br><i>Replacing ES-72, 2009 GMC C4500 Ambulance with 201,000 miles.</i>  | 300,000                |                    | 63,600           |
| <b>Total Career EMS</b>   | <b>759,000</b>         | <b>75,000</b>      | <b>145,100</b>   |
| <b>Total Emergency Services</b>   | <b>813,500</b>         | <b>75,000</b>      | <b>156,700</b>   |
| <b>Total Cost of Items to be Leased</b>   | <b>\$738,500</b>       |                    |                  |
| <b><u>Sheriff's Office</u></b>  |                        |                    |                  |
| Sheriff's Office  | 01.24.24.0500.000      |                    |                  |
| <b>New Vehicles (58)</b>  | 1,953,000              | 1,953,000          |                  |
| <b>Mobile Radios (2)</b>  | 13,000                 | 13,000             |                  |
| <b>Arbitrator &amp; Install (2)</b>   | 20,000                 | 20,000             |                  |
| <b>Replacement K-9's (2)</b>  | 14,000                 | 14,000             |                  |
| <b>Total Sheriff's Capital</b>  | <b>2,000,000</b>       | <b>2,000,000</b>   | <b>0</b>         |
| <b><u>Detention Center</u></b>  |                        |                    |                  |
| <b>Storage/Maintenance Shop</b>   | 80,000                 | 80,000             |                  |
| <b>Security Cameras</b>   | 75,000                 | 75,000             |                  |
| <b>Total Detention Center - Capital</b>   | <b>155,000</b>         | <b>155,000</b>     | <b>0</b>         |
| <b>Total Sheriff's Operations</b>   | <b>2,155,000</b>       | <b>2,155,000</b>   | <b>0</b>         |
| <b><u>Soil Conservation</u></b>   |                        |                    |                  |
| <b>Access Road Upgrade</b><br><i>To repair access road due to property owners concern with the overall road condition and the dust problem created by multi-vehicle use due to numerous environment and natural resources related conferences, training sessions, and educational events.</i> | 37,500                 | 37,500             |                  |
| <b>Total Soil Conservation</b>  | <b>37,500</b>          | <b>37,500</b>      | <b>0</b>         |
| <b>General Fund Total</b>   | <b>\$4,769,200</b>     | <b>\$2,327,000</b> | <b>\$518,300</b> |
| <b>Total Cost of Items to Be Leased</b>   | <b>\$2,442,200</b>     |                    |                  |

# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description   | Asset Value of Request | Direct Purchase  | Annual Lease |
|--|------------------------|------------------|--------------|
| <b><u>Transportation Grants Fund</u></b>   |                        |                  |              |
| <b><u>Planning and Growth Management</u></b>   |                        |                  |              |
| <b><u>Transportation (Capital)- Fixed Route Vehicles</u></b>   |                        |                  |              |
| <b>Light Duty Fixed Route Bus</b>  | 74,000                 | 74,000           |              |
| <i>Replaces T89. T89 is a light duty fixed route bus that has been in service five years and accumulated over 280,000 miles.</i>   |                        |                  |              |
| <b>Light Duty Fixed Route Bus</b>  | 74,000                 | 74,000           |              |
| <i>Replaces T1708. T1708 is a light duty fixed route bus that will have been in service over four years and will have accumulated over 280,000 miles by 6/30/21.</i>     |                        |                  |              |
| <b>Light Duty Fixed Route Bus</b>  | 74,000                 | 74,000           |              |
| <i>Replaces T1714. T1714 is a light duty fixed route bus that will have been in service over three years and will have accumulated over 240,000 miles as of 6/30/21.</i> |                        |                  |              |
| <b>Light Duty Fixed Route Bus</b>  | 74,000                 | 74,000           |              |
| <i>Replaces T1715. T1715 is a light duty fixed route bus that will have been in service over three years and will have accumulated over 230,000 miles as of 6/30/21.</i> |                        |                  |              |
| <b>Light Duty Fixed Route Bus</b>  | 74,000                 | 74,000           |              |
| <i>Replaces T1716. T1716 is a light duty fixed route bus that will have been in service over three years and will have accumulated over 230,000 miles as of 6/30/21.</i> |                        |                  |              |
| <b><u>Transportation (Capital)- Specialized Vehicles</u></b>   |                        |                  |              |
| <b>Light Duty Specialized Bus</b>  | 74,000                 | 74,000           |              |
| <i>Replaces T90. T90 is a light duty specialized bus that will have been in service over six years and will have accumulated over 280,000 miles as of 6/30/21.</i>       |                        |                  |              |
| <b>Light Duty Specialized Bus</b>  | 74,000                 | 74,000           |              |
| <i>Replaces T91. T91 is a light duty specialized bus that will have been in service over six years and will have accumulated over 260,000 miles as of 6/30/21.</i>       |                        |                  |              |
| <b>Total Transportation Fund</b>   | <b>\$518,000</b>       | <b>\$518,000</b> | <b>\$0</b>   |
| <i>*contingent on grant funds</i>  |                        |                  |              |
| <b><u>Landfill</u></b>   |                        |                  |              |
| <b><u>Public Works - Facilities</u></b>  |                        |                  |              |
| <b>Compact Track Loader</b>  | 80,000                 |                  | 17,200       |
| <i>A compact track loader is needed for clearing landfill road surfaces.</i>   |                        |                  |              |
| <b>Roller</b>  | 115,000                |                  | 24,800       |
| <i>A roller is needed to maintain stockpile runoff, compact landfill roadways, and minimize stormwater on site.</i>  |                        |                  |              |
| <b>Tarp Machine</b>  | 32,000                 | 32,000           |              |
| <i>A second machine is needed for wet pad area.</i>  |                        |                  |              |

# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description   | Asset Value of Request | Direct Purchase  | Annual Lease    |
|--|------------------------|------------------|-----------------|
| <b>Litter Fence</b><br><i>Litter fence is needed to keep litter from blowing off of the landfill working face.</i> | 26,000                 | 26,000           |                 |
| <b>Dozer</b><br><i>Replacing S-52 2005 w/8300hrs.</i>  | 460,000                | 460,000          |                 |
| <b>Dozer</b><br><i>Replacing S-44 1999 w/4500hrs.</i>  | 190,000                | 190,000          |                 |
| <b>10 Wheel dump truck</b><br><i>Replacing S-29 2004.</i>  | 225,000                | 225,000          |                 |
| <b>Bat wing mower</b><br><i>Replacing S-61 1992.</i>   | 19,000                 | 19,000           |                 |
| <b>Bush Hog Mower</b><br><i>Bush hog mower was purchased for use with S-57, a 1994 John Deer Tractor.</i>          | 5,000                  | 5,000            |                 |
| <b>Pump</b><br><i>S-109 1990 Thompson pump.</i>  | 27,000                 | 27,000           |                 |
| <b>Total Landfill</b>  | <b>\$1,179,000</b>     | <b>\$984,000</b> | <b>\$42,000</b> |
| <b>Total Cost of Items to be Leased</b>  | <b>\$195,000</b>       |                  |                 |

## Water and Sewer Operation Fund

### Public Works - Utilities Meters

#### Meters

|   |        |  |       |
|---|--------|--|-------|
| <b>Truck</b><br><i>Replacing U-152, 2005 w/161,000 miles.</i> | 29,900 |  | 6,300 |
|---|--------|--|-------|

|  |               |  |              |
|--|---------------|--|--------------|
| <b>Total Public Works - Utilities Meters</b> | <b>29,900</b> |  | <b>6,300</b> |
|--|---------------|--|--------------|

### Public Works - Utilities Water & Sewer

|   |        |  |       |
|---|--------|--|-------|
| <b>Vehicle</b><br><i>For new Project Manager II position.</i> | 40,000 |  | 8,500 |
|---|--------|--|-------|

|  |         |  |        |
|--|---------|--|--------|
| <b>6 Wheel Dump</b><br><i>For new Line Maintenance Operator positions.</i> | 149,100 |  | 31,600 |
|--|---------|--|--------|

|   |        |  |       |
|---|--------|--|-------|
| <b>Trailer</b><br><i>For new Line Maintenance Operator positions.</i> | 16,800 |  | 3,600 |
|---|--------|--|-------|

|  |        |  |        |
|--|--------|--|--------|
| <b>Mini Excavator</b><br><i>For new Line Maintenance Operator positions.</i> | 62,000 |  | 13,200 |
|--|--------|--|--------|

|   |        |  |        |
|---|--------|--|--------|
| <b>Truck</b><br><i>For new Line Maintenance Operator positions.</i> | 75,000 |  | 15,900 |
|---|--------|--|--------|

# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description  | Asset Value of Request | Direct Purchase | Annual Lease |
|---|------------------------|-----------------|--------------|
| <b>Truck</b><br><i>For new Line Maintenance Supervisor position.</i>  | 42,000                 |                 | 8,900        |
| <b>Truck</b><br><i>For new Maintenance Technician II position.</i>  | 55,000                 |                 | 11,700       |
| <b>Truck</b><br><i>For new Utilities Locator position.</i>  | 35,000                 |                 | 7,400        |
| <b>Crane Truck</b><br><i>Replacing U52, 2008, 1/2 ton, 4x4.</i>   | 162,200                |                 | 34,400       |
| <b>Truck</b><br><i>Replacing U139 - Chevy Silverado 4x4 1/2 Ton, 2004, 173,000 miles.</i>   | 40,000                 |                 | 8,400        |
| <b>Truck</b><br><i>Replacing U137 - Chevy Silverado 4x4 1/2 Ton, 2004, 212,000 miles.</i>   | 40,000                 |                 | 8,400        |
| <b>Truck</b><br><i>Replacing U16 - Chevy Silverado 4x4 1/2 Ton, 2005, 180,000 miles.</i>  | 40,000                 |                 | 8,400        |
| <b>Truck</b><br><i>Replacing U19 - Ford F250, 2005, 130,000 miles.</i>  | 40,000                 |                 | 8,400        |
| <b>Electricians Van</b><br><i>Replacing U23 - 2006 Chevy G2500 Van, 172,000 miles.</i>  | 45,000                 |                 | 9,600        |
| <b>Truck</b><br><i>Replacing U-37 - 2006 Chevy Silverado, 1/2 ton, 4x4, 190,000 miles.</i>  | 40,000                 |                 | 8,400        |
| <b>Truck</b><br><i>Replacing U-55 - 2006 Chevy Silverado 2500, 3/4 Ton, 158,000 miles.</i>  | 55,000                 |                 | 11,600       |
| <b>Truck</b><br><i>Replacing U153 1999 Ford F250.</i>   | 40,000                 |                 | 8,400        |
| <b>Small SUV- HYBRID</b><br><i>Replacing U47, 1999 Chevy Blazer.</i>  | 32,000                 |                 | 6,800        |
| <b>SUV</b><br><i>Replacing U-45, 2008 w/ 105,000 miles.</i>   | 34,700                 |                 | 7,400        |
| <b>Sink Cabinet Purchase and Installation</b><br><i>Existing cabinets over 40 years old.</i>  | 27,300                 |                 | 5,700        |
| <b>Pickup with utility body with 2 ton crane</b><br><i>Specialty vehicle for hydrant repairs that require safe movement and handling of hydrants.</i> | 71,000                 |                 | 15,200       |
| <b>6 Wheel dump truck</b><br><i>Current workload frequently requires crews to hold on jobs awaiting existing dump truck availability.</i>             | 141,400                |                 | 30,400       |
| <b>Pickup with extended cab</b><br><i>Remove requirement that a single pickup is transporting multiple crews to multiple sites.</i>                   | 40,000                 |                 | 8,600        |



# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description   | Asset Value of Request  | Direct Purchase      | Annual Lease          |
|--|-------------------------|----------------------|-----------------------|
| <b>Tanker Truck</b><br><i>Replacing U-61, 2007 w/ 193,000 miles.</i>   | 257,400                 |                      | 54,600                |
| <b>Mini-Excavator</b><br><i>Replacing U-32, 2008.</i>  | 63,000                  |                      | 13,400                |
| <b>6-Wheel Dump</b><br><i>Replacing U-59, 2007 w/ 82,900 miles.</i>  | 149,200                 |                      | 31,600                |
| <b>Combo Jetter/Vacuum Truck</b><br><i>Replacing U-130, 2003 w/109,000 miles.</i>  | 498,800                 |                      | 105,800               |
| <b>Box Truck</b><br><i>Replacing U-167, 1991 w/ 52,000 miles.</i>  | 75,000                  |                      | 16,000                |
| <b>Crew Cab</b><br><i>Replacing U-170, 2013, w/138,000 miles.</i>  | 75,000                  |                      | 16,000                |
| <b>Space reactor aerator motor</b><br><i>New spare motor. If one needs shop attention or goes out the reactor needs to be switched and drained.</i>  | 21,000                  | 21,000               |                       |
| <b>6" Dry Prime, Pump</b><br><i>For use at Mattawoman and for a pump-around at smaller lift stations.</i>  | 54,000                  |                      | 11,600                |
| <b>Crane Truck</b><br><i>Replacing U26, 2006.</i>  | 162,000                 |                      | 34,400                |
| <b>Plotter/Scanner</b><br><i>Current plotter is aged, unreliable and in need of replacement.</i>   | 11,000                  | 11,000               |                       |
| <b>3/4 Ton truck</b><br><i>For Operator Trainee positions previously approved.</i>   | 50,000                  |                      | 10,800                |
| <b>Tablet Feeders</b><br><i>Bryans Road and St. Charles Well both are in need of new tablet feeders. Existing unit is in excess of 10 years old.</i> | 50,000                  |                      | 10,600                |
| <b><i>Total Public Works - Utilities Water &amp; Sewer</i></b>   | <b><i>2,789,900</i></b> | <b><i>32,000</i></b> | <b><i>585,700</i></b> |
| <b>Total Water &amp; Sewer Fund</b>  | <b>\$2,819,800</b>      | <b>\$32,000</b>      | <b>\$592,000</b>      |
| <b>Total Cost of Items to be Leased</b>  | <b>\$2,787,800</b>      |                      |                       |

# FY 2021 VEHICLE AND EQUIPMENT LISTING

| Item Description  | Asset Value of Request     | Direct Purchase           | Annual Lease              |
|---|----------------------------|---------------------------|---------------------------|
| <b><u>Environmental Services Program Fund</u></b>   |                            |                           |                           |
| <b><u>Public Works - Facilities</u></b>   |                            |                           |                           |
| <b>Recycling</b>  |                            |                           |                           |
| <b>Recycling Carts</b><br><i>1,500 new Recycling Carts.</i>   | 100,000                    | 100,000                   |                           |
| <b>Crawler Excavator</b><br><i>A new excavator to be assigned to Recycling and staged at the current Piney Church yard waste facility.</i>                        | 265,000                    |                           | 57,000                    |
| <b>40 Yard Open Top Dumpsters (4)</b><br><i>For the collection of recyclables. Different types of dumpsters are used for different applications of recycling.</i> | 40,000                     | 40,000                    |                           |
| <b>Compact Wheel Loader</b><br><i>Replacing S-47, 1999 w/ 3,274 hrs.</i>  | 90,000                     | 90,000                    |                           |
| <b>(3) Marathon RJ450 stationary 4 yard Compactor</b><br><i>Replacing (3) PTR TP3000 Stationary Compactors.</i>   | 70,000                     | 70,000                    |                           |
| <b>Wheel Loader</b><br><i>Replacing S-37 2001 w/ 11,191 hrs.</i>  | 400,000                    | 400,000                   |                           |
| <b>Crew Cab Truck</b><br><i>For Litter Control.</i>   | 70,000                     | 70,000                    |                           |
| <b>Total Environmental Srv. Fund</b>  | <b>\$1,035,000</b>         | <b>\$770,000</b>          | <b>\$57,000</b>           |
| <b>Total Cost of Items to be Leased</b>   | <b>\$265,000</b>           |                           |                           |
| <b><u>TOTAL ALL FUNDS</u></b>   | <b><u>\$10,321,000</u></b> | <b><u>\$4,631,000</u></b> | <b><u>\$1,209,300</u></b> |
| <b>TOTAL COST OF ALL ITEMS TO BE LEASED</b>   | <b>\$5,690,000</b>         |                           |                           |

# Capital Budgets



# CAPITAL IMPROVEMENT PROGRAM

## Capital Improvement Program (CIP)

The CIP is a long-term planning and budget process which is reviewed annually to assist County Officials with the task of planning, constructing, and financing public infrastructure. The CIP consists of a number of capital projects and is categorized as: Board of Education, College of Southern Maryland, General Government, Parks, Transportation, Sewer, Water, Watershed Protection and Restoration, Environmental Services, and Solid Waste. These projects are planned for over a five-year increment. Budget funds are appropriated by the County Commissioners for the most current fiscal year of the CIP. The "out years" (years following the approved fiscal year) are adopted for planning purposes only. Project costs in the "out years" are adjusted to reflect the anticipated consumer price index. A forward-looking CIP prepares the County to meet its obligation for the needs of the community and the financial resources available to fund those needs.

A capital project is defined as a project of a non-recurring nature and involves purchasing land, constructing a new facility, renovating, or expanding an existing facility, and equipping new facilities. Although there are many definitions of what constitutes a capital project, the County considers projects that exceed \$15,000 and have a service life of 10 years or more as a capital project. This definition is intended to exclude routine maintenance costs, such as painting, which would be budgeted within the operating budget.

The CIP program is divided into two categories, **Governmental Projects** and **Enterprise Fund Projects**. Governmental projects include Board of Education, College of Southern Maryland, General Government, Parks, and Transportation. These projects are funded directly through general obligation bonds, new school capacity construction bonds, operating revenues, loans, state or federal grants, donations, and developer contributions. Project budgets and the accounting of these projects are tracked in a separate Capital Project Fund. Debt payments associated with the financing for these projects are recovered by the taxing authority of the County and accounted for in the General Fund Operating Budget. Debt payments for new school capacity construction bonds are accounted for in the Debt Service Fund and funded by excise tax revenue from new homes.

Enterprise Fund projects include Sewer, Water, Watershed Protection and Restoration, Environmental Services, and Solid Waste projects. Financing for these projects are provided from revenue bonds, operating revenue, and federal or state grants. Project revenue and expenditures are accounted for in their respective Enterprise Funds. User fees are adjusted annually to support the associated capital or debt service costs associated with the CIP.

## Capital Project Fund

The Capital Project Fund is used to account for the acquisition and construction of major capital facilities other than those financed by Enterprise Funds. The Capital Project Fund budget represents the approved current year of governmental fund type projects.

## Capital Project Revenues

There are several types of revenues supporting the CIP. Customary revenue sources for the CIP include: Operating transfers (Pay-go), developer contributions, grants from Federal or State agencies, private sector donations, operating revenues, and long-term debt instruments such as loans or bond issues.

Pay-Go funding provides revenue for a project from current operating revenues, such as tax revenue, user fees, etc. The County typically uses this type of financing for projects that are relatively low in cost, have short life spans, or as a supplement to long-term financing. The advantage of Pay-go financing is that interest expense is not added to the cost of the project. One disadvantage of Pay-go financing is that tax rate, fees, or other revenue sources may have to be increased significantly to provide the revenues. Additionally, the cost of the asset is fully paid for by the taxpayers in one year, although the asset will benefit future taxpayers. The FY2021 budget was appropriated using Pay-Go funding of \$2,778,000 from the General Fund. Majority of these funds are being used to support general government projects.

The primary source of funds available to local governments is long-term financing, typically done through bond issues. Long-term financing is similar to a home mortgage. Cost to construct is spread over many years with an interest cost so as to make the acquisition affordable. General Obligation bonds are legally binding agreements to pay a specified sum of money, at specified dates in the future, together with periodic interest at a specified rate. These bonds are backed by the full faith and credit of the government. The financial impact of payments for general obligation bonds on taxpayers is much easier to manage than the burden of Pay-go financing of a capital project. A disadvantage of long-term financing is that the total cost of financing a project is greater due to the related interest expense.

# CAPITAL IMPROVEMENT PROGRAM

To ease the burden on both operating revenues and the amount of long-term debt being issued by local governments, many counties have initiated a program with developers to accept developer contributions to assist in financing projects related to new growth. Charles County has adopted fees for water & sewer facilities for new capacity.

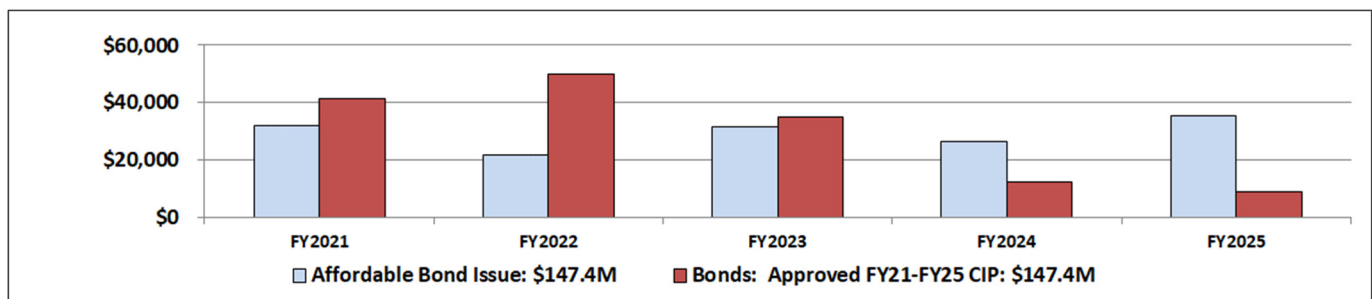
The County Commissioners, by virtue of Article 24, Section 9-10B-01, of the Annotated Code of Maryland, can issue bonds necessary for school construction related to additional capacity. The revised legislation allows the County to assess and collect an excise tax on new home starts to pay for the debt service associated with the new bond authority. These regulations are adopted for the purpose of promoting the health, safety and general welfare of the residents of Charles County by:

- A. Requiring new residential development to pay its proportionate fair share of the capital facilities or funds necessary to accommodate new residential development impacts on public schools.
- B. Complementing the subdivision and zoning regulations of the Charles County Code by requiring that new residential development within the county be assessed an excise tax for its share of costs attributable to the development for its impacts on public school facilities as well as satisfying any other applicable requirements.
- C. Implementing the County Comprehensive Plan to help ensure that adequate school facilities are available in a timely and well-planned manner.

Other sources of funding from outside organizations include: individual communities, state, federal, and corporate sources. Finally, the Commissioners could choose to make an appropriation from fund balance or retained earnings within a fund. Fund balance is the difference between fund assets and fund liabilities of governmental and would be similar to a personal savings account. The FY2021-FY2025 CIP fund balance use is utilizing funding received from a developer, as well as, utilizing bond premium from the 2019 bond issue.

## 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:

| <b>Dwelling Type</b>   | <b>FY21 Excise Tax</b> |
|------------------------|------------------------|
| Single Family Detached | \$17,837               |
| Townhouse              | \$17,997               |
| Multi-Family           | \$15,155               |

The number of new starts is estimated based on both historical and assumed future construction. These changing trends and compounding variables are the main reason for capital project planning on a five-year basis.

Project costs are estimated by the Board of Education, College of Southern Maryland, County Departments of Planning & Growth Management, Public Works, Recreation, Parks, and Tourism, and Emergency 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 recommendations were based on the Planning Commission's experience with Land Use Policy, the Adequate Public Facilities Ordinance, reviewing development proposals, and County population projections. The following criteria was used: (1) review of the Adequate Public Facilities (APF) inadequacies that have been identified; (2) projects which will implement the goals of the Comprehensive Plan; and (3) 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. Once the process begins it is expected to take two to three years to complete and will include public participation.

# CAPITAL IMPROVEMENT PROGRAM

## Deferred Capital Improvement Projects

No projects were either deferred, removed, or had their scope changed substantially from the prior approved FY20 – FY24 program. All projects were scrutinized, and some projects were delayed while remaining part of the adopted FY21-FY25 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 FY25, the current FY21-FY25 CIP would result in the need to add an additional \$2.2 million to the General Fund budget for operating cost related to the various Government building, parks, EMS stations, and for the Radio Communications System Upgrade project, and \$186,600 for the College of Southern Maryland for the Healthcare Training Facility. For planning purposes an estimate for Elementary School #23 is provided. These costs will be modified closer to the opening of the elementary school which is not scheduled until FY2024. The Board of Education estimate for Elementary School #23 is the estimated full cost and will be reduced for staff transferred from other schools. Additionally, the Board of Education receives other revenues from other sources which could help support the new school. Cost estimates are reviewed and updated annually.



# CUMULATIVE CIP OPERATING IMPACTS

## FY2021-FY2025 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

|  | FY 2021      | FY 2022        | FY 2023        | FY 2024          | FY 2025          | Beyond<br>FY 2025 | PERSONNEL                |
|--|--------------|----------------|----------------|------------------|------------------|-------------------|--------------------------|
| <b>GOVERNMENTAL OPERATIONS</b>                   |              |                |                |                  |                  |                   |                          |
| <b>BOARD OF EDUCATION</b>                        |              |                |                |                  |                  |                   |                          |
| <b>Elementary School #23</b>                     |              |                |                |                  |                  |                   |                          |
| No. of Personnel                                 | 0.00         | 0.00           | 0.00           | 57.60            | 57.60            | 57.60             | Administrative Staff 2.0 |
| Personnel Costs                                  | \$0.0        | \$0.0          | \$0.0          | \$4,314.8        | \$4,487.4        | \$4,666.9         | Support Staff 16.8       |
| Operating  | 0.0          | 0.0            | 0.0            | 487.5            | 497.3            | 512.2             | Teachers/Asst 38.8       |
| Start-Up Cost                                    | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               |                          |
| <b>Total Operating</b>                           | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$4,802.3</b> | <b>\$4,984.7</b> | <b>\$5,179.1</b>  |                          |
| <b>Total Board of Education</b>                  | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$4,802.3</b> | <b>\$4,984.7</b> | <b>\$5,179.1</b>  |                          |
| <b>COLLEGE OF SOUTHERN MARYLAND</b>              |              |                |                |                  |                  |                   |                          |
| <b>Healthcare Training Facility</b>              |              |                |                |                  |                  |                   |                          |
| No. of Personnel                                 | 0.00         | 5.00           | 5.00           | 5.00             | 5.00             | 5.00              | Facilities & Grounds     |
| Personnel Costs                                  | \$0.0        | \$234.5        | \$234.5        | \$234.5          | \$234.5          | \$234.5           | Technicians 2.5          |
| Operating  | 0.0          | 443.1          | 443.1          | 443.1            | 443.1            | 443.1             | Public Safety 2.0        |
| Start-Up Cost                                    | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               | HVAC position/p/t 0.5    |
| <b>Total Operating</b>                           | <b>\$0.0</b> | <b>\$677.6</b> | <b>\$677.6</b> | <b>\$677.6</b>   | <b>\$677.6</b>   | <b>\$677.6</b>    |                          |
| <b>Total College of So. MD</b>                   | <b>\$0.0</b> | <b>\$677.6</b> | <b>\$677.6</b> | <b>\$677.6</b>   | <b>\$677.6</b>   | <b>\$677.6</b>    |                          |
| <b>less: other funding</b>                       | <b>0.0</b>   | <b>(491.0)</b> | <b>(491.0)</b> | <b>(491.0)</b>   | <b>(491.0)</b>   | <b>(491.0)</b>    |                          |
| <b>Estimated County Cost</b>                     | <b>\$0.0</b> | <b>\$186.6</b> | <b>\$186.6</b> | <b>\$186.6</b>   | <b>\$186.6</b>   | <b>\$186.6</b>    |                          |
| <b>COUNTY GOVERNMENTAL OPERATIONS</b>            |              |                |                |                  |                  |                   |                          |
| <b>Generator Replacement Program</b>             |              |                |                |                  |                  |                   |                          |
| No. of Personnel                                 | 0.00         | 0.00           | 0.00           | 0.00             | 0.00             | 0.00              |                          |
| Personnel Costs                                  | \$0.0        | \$0.0          | \$0.0          | \$0.0            | \$0.0            | \$0.0             |                          |
| Operating  | 0.0          | (1.1)          | (2.3)          | (3.4)            | (4.7)            | (4.8)             |                          |
| <b>Total Operating</b>                           | <b>\$0.0</b> | <b>(\$1.1)</b> | <b>(\$2.3)</b> | <b>(\$3.4)</b>   | <b>(\$4.7)</b>   | <b>(\$4.8)</b>    |                          |
| Vehicle & Equipment Lease                        | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               |                          |
| <b>Total Impact</b>                              | <b>\$0.0</b> | <b>(\$1.1)</b> | <b>(\$2.3)</b> | <b>(\$3.4)</b>   | <b>(\$4.7)</b>   | <b>(\$4.8)</b>    |                          |
| <b>Charles County Animal Shelter</b>             |              |                |                |                  |                  |                   |                          |
| No. of Personnel                                 | 0.00         | 0.00           | 2.60           | 2.60             | 2.60             | 2.60              | Facilities Maintenance   |
| Personnel Costs                                  | \$0.0        | \$0.0          | \$129.9        | \$135.1          | \$140.5          | \$146.1           | Technician II 1.0        |
| Operating  | 0.0          | 0.0            | 120.8          | 123.3            | 125.7            | 129.5             | Grounds Maintenance      |
| <b>Total Operating</b>                           | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$250.7</b> | <b>\$258.4</b>   | <b>\$266.2</b>   | <b>\$275.6</b>    | Worker 1.0               |
| Vehicle & Equipment Lease                        | 0.0          | 0.0            | 3.9            | 7.8              | 7.8              | 15.5              | Part Time 0.6            |
| <b>Total Impact</b>                              | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$254.6</b> | <b>\$266.2</b>   | <b>\$274.0</b>   | <b>\$291.1</b>    |                          |
| <b>Radio Communications System Upgrade</b>       |              |                |                |                  |                  |                   |                          |
| No. of Personnel                                 | 0.00         | 0.00           | 0.00           | 0.00             | 0.00             | 0.00              |                          |
| Personnel Costs                                  | \$0.0        | \$0.0          | \$0.0          | \$0.0            | \$0.0            | \$0.0             |                          |
| Operating  | 0.0          | 0.0            | 0.0            | 493.7            | 503.5            | 518.6             |                          |
| <b>Total Operating</b>                           | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$493.7</b>   | <b>\$503.5</b>   | <b>\$518.6</b>    |                          |
| Vehicle & Equipment Lease                        | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               |                          |
| <b>Total Impact</b>                              | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$493.7</b>   | <b>\$503.5</b>   | <b>\$518.6</b>    |                          |
| <b>Charles County VanGo Maintenance Facility</b> |              |                |                |                  |                  |                   |                          |
| 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              | 14.1             | 14.5              |                          |
| <b>Total Operating</b>                           | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$14.1</b>    | <b>\$14.5</b>     |                          |
| Vehicle & Equipment Lease                        | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               |                          |
| <b>Total Impact</b>                              | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$14.1</b>    | <b>\$14.5</b>     |                          |
| <b>La Plata Library Relocation</b>               |              |                |                |                  |                  |                   |                          |
| 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            | 109.5          | 48.5             | 49.4             | 50.9              |                          |
| <b>Total Operating</b>                           | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$109.5</b> | <b>\$48.5</b>    | <b>\$49.4</b>    | <b>\$50.9</b>     |                          |
| Vehicle & Equipment Lease                        | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               |                          |
| <b>Total Impact</b>                              | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$109.5</b> | <b>\$48.5</b>    | <b>\$49.4</b>    | <b>\$50.9</b>     |                          |

# CUMULATIVE CIP OPERATING IMPACTS

## FY2021-FY2025 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

|                                       | <u>FY 2021</u> | <u>FY 2022</u> | <u>FY 2023</u>   | <u>FY 2024</u>   | <u>FY 2025</u>   | <u>Beyond<br/>FY 2025</u> | <u>PERSONNEL</u>     |     |
|---------------------------------------|----------------|----------------|------------------|------------------|------------------|---------------------------|----------------------|-----|
| <b>COUNTY GOVERNMENTAL OPERATIONS</b> |                |                |                  |                  |                  |                           |                      |     |
| <b>Pinefield EMS Station</b>          |                |                |                  |                  |                  |                           |                      |     |
| No. of Personnel                      | 0.00           | 0.00           | 11.00            | 11.00            | 11.00            | 11.00                     |                      |     |
| Personnel Costs                       | \$0.0          | \$0.0          | \$781.1          | \$812.3          | \$844.8          | \$878.6                   | Paramedic            | 5.0 |
| Operating                             | 0.0            | 0.0            | 77.6             | 79.1             | 80.7             | 83.1                      | EMT                  | 5.0 |
| <b>Total Operating</b>                | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$858.7</b>   | <b>\$891.4</b>   | <b>\$925.5</b>   | <b>\$961.7</b>            | Lieutenant/Paramedic |     |
| Vehicle & Equipment Lease             | 0.0            | 0.0            | 7.2              | 14.4             | 14.4             | 14.4                      | Supervisor           | 1.0 |
| <b>Total Impact</b>                   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$865.9</b>   | <b>\$905.8</b>   | <b>\$939.9</b>   | <b>\$976.1</b>            |                      |     |
| <b>Waldorf Park Development PH I</b>  |                |                |                  |                  |                  |                           |                      |     |
| No. of Personnel                      | 0.00           | 0.00           | 3.96             | 3.96             | 3.96             | 3.96                      | Park Manager         | 1.0 |
| Personnel Costs                       | \$0.0          | \$0.0          | \$221.1          | \$229.9          | \$239.1          | \$248.7                   | Grounds Maintenance  |     |
| Operating                             | 0.0            | 0.0            | 56.3             | 57.4             | 58.6             | 60.3                      | Worker               | 1.0 |
| <b>Total Operating</b>                | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$277.4</b>   | <b>\$287.3</b>   | <b>\$297.7</b>   | <b>\$309.0</b>            | Part Time            | 2.0 |
| Vehicle & Equipment Lease             | 0.0            | 0.0            | 26.1             | 52.2             | 52.2             | 52.2                      |                      |     |
| <b>Total Impact</b>                   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$303.5</b>   | <b>\$339.5</b>   | <b>\$349.9</b>   | <b>\$361.2</b>            |                      |     |
| <b>Total Governmental Operations</b>  | <b>\$0.0</b>   | <b>(\$1.1)</b> | <b>\$1,531.2</b> | <b>\$2,050.3</b> | <b>\$2,126.1</b> | <b>\$2,207.6</b>          |                      |     |
| <b>TOTAL GOVERNMENTAL IMPACT</b>      |                |                |                  |                  |                  |                           |                      |     |
| No. of Personnel                      |                |                |                  |                  |                  |                           |                      |     |
| Board of Education                    | 0.00           | 0.00           | 0.00             | 57.60            | 57.60            | 57.60                     |                      |     |
| College of Southern Maryland          | 0.00           | 5.00           | 5.00             | 5.00             | 5.00             | 5.00                      |                      |     |
| Governmental Operations               | 0.00           | 0.00           | 17.56            | 17.56            | 17.56            | 17.56                     |                      |     |
| <b>Total Personnel</b>                | <b>0.00</b>    | <b>5.00</b>    | <b>22.56</b>     | <b>80.16</b>     | <b>80.16</b>     | <b>80.16</b>              |                      |     |
| <b>Board of Education</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$4,802.3</b> | <b>\$4,984.7</b> | <b>\$5,179.1</b>          |                      |     |
| <b>College of Southern Maryland</b>   | <b>0.0</b>     | <b>186.6</b>   | <b>186.6</b>     | <b>186.6</b>     | <b>186.6</b>     | <b>186.6</b>              |                      |     |
| <b>Governmental Operations</b>        | <b>0.0</b>     | <b>(1.1)</b>   | <b>1,531.2</b>   | <b>2,050.3</b>   | <b>2,126.1</b>   | <b>2,207.6</b>            |                      |     |
| <b>Total Impact</b>                   | <b>\$0.0</b>   | <b>\$185.5</b> | <b>\$1,717.8</b> | <b>\$7,039.2</b> | <b>\$7,297.4</b> | <b>\$7,573.3</b>          |                      |     |

# 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 FY2021 and tentatively approved FY2022-FY2025 expenditure budgets by category.
7. Prior Appropriation thru FY20 lists the amounts approved for this project to date.
8. Beyond FY2025 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 FY25).
10. Financing Sources: lists the Approved FY2021 and tentatively approved FY2022-FY2025 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 2021

(\$ in thousands)

|                      |    |                         |
|----------------------|----|-------------------------|
| <b>PROJECT NAME:</b> |    | <b>Requested By:</b> 3. |
| 1.                   | 2. | <b>Project #:</b> 4.    |
| 5.                   |    |                         |

| <b>EXPENSE BUDGET</b>       | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | <b>5-Year Total 21-'25</b> | <b>Approp. thru FY20</b> | <b>Beyond FY 2025</b> | <b>Project Total</b> |
|-----------------------------|---------|---------|---------|---------|---------|----------------------------|--------------------------|-----------------------|----------------------|
| Architectural & Engineering |         |         |         |         |         |                            |                          |                       |                      |
| Land & ROW                  |         |         |         |         |         |                            |                          |                       |                      |
| Construction                |         |         |         |         |         |                            |                          |                       |                      |
| Equipment                   |         |         |         |         |         |                            |                          |                       |                      |
| Administration              |         |         | 6.      |         |         |                            | 7.                       | 8.                    | 9.                   |
| Inspection                  |         |         |         |         |         |                            |                          |                       |                      |
| Miscellaneous               |         |         |         |         |         |                            |                          |                       |                      |
| Contingency                 |         |         |         |         |         |                            |                          |                       |                      |
| <b>Total Outlay</b>         |         |         |         |         |         |                            |                          |                       |                      |

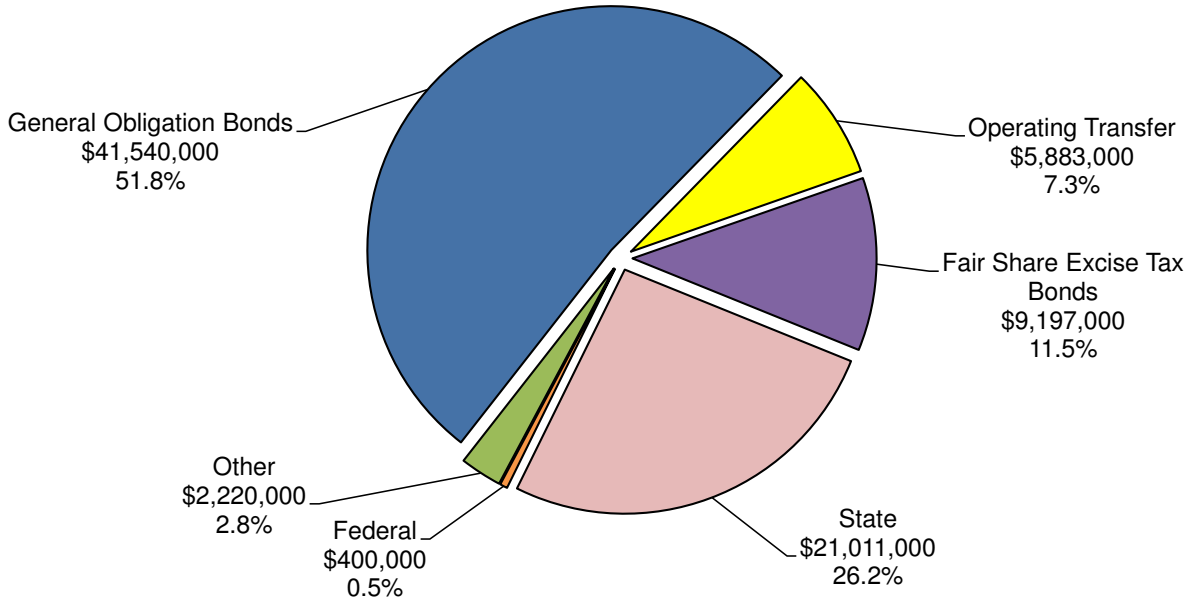
| <b>FINANCING SOURCES</b>   | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | <b>5-Year Total 21-'25</b> | <b>Approp. thru FY20</b> | <b>Beyond FY 2025</b> | <b>Project Total</b> |
|----------------------------|---------|---------|---------|---------|---------|----------------------------|--------------------------|-----------------------|----------------------|
| Bonds                      |         |         |         |         |         |                            |                          |                       |                      |
| Fund Balance Appropriation |         |         |         |         |         |                            |                          |                       |                      |
| Operating Transfer         |         |         |         |         |         |                            |                          |                       |                      |
| Total County Funding       |         |         |         |         |         |                            |                          |                       |                      |
| Federal                    |         |         | 10.     |         |         |                            | 7.                       | 8.                    | 9.                   |
| State                      |         |         |         |         |         |                            |                          |                       |                      |
| Other:                     |         |         |         |         |         |                            |                          |                       |                      |
| <b>Total Funding</b>       |         |         |         |         |         |                            |                          |                       |                      |

| <b>Operating Budget Impact</b> | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | <b>Approp. thru FY20</b> | <b>Beyond FY 2025</b> |
|--------------------------------|---------|---------|---------|---------|---------|--------------------------|-----------------------|
| No. of Personnel               |         |         |         |         |         |                          |                       |
| Personnel Costs                |         |         |         |         |         |                          |                       |
| Operating                      |         |         |         |         |         |                          |                       |
| Start-Up Cost                  |         |         |         | 13.     |         |                          |                       |
| <b>Total Operating</b>         |         |         |         |         |         |                          |                       |
| Debt Service: Bonds            |         |         |         |         |         |                          |                       |
| Vehicle & Equipment Lease      |         |         |         |         |         |                          |                       |
| <b>Total Impact</b>            |         |         |         |         |         |                          |                       |

|                  |     |
|------------------|-----|
| <b>LOCATION:</b> | 16. |
|------------------|-----|

## FY21 Governmental Projects by Funding Source

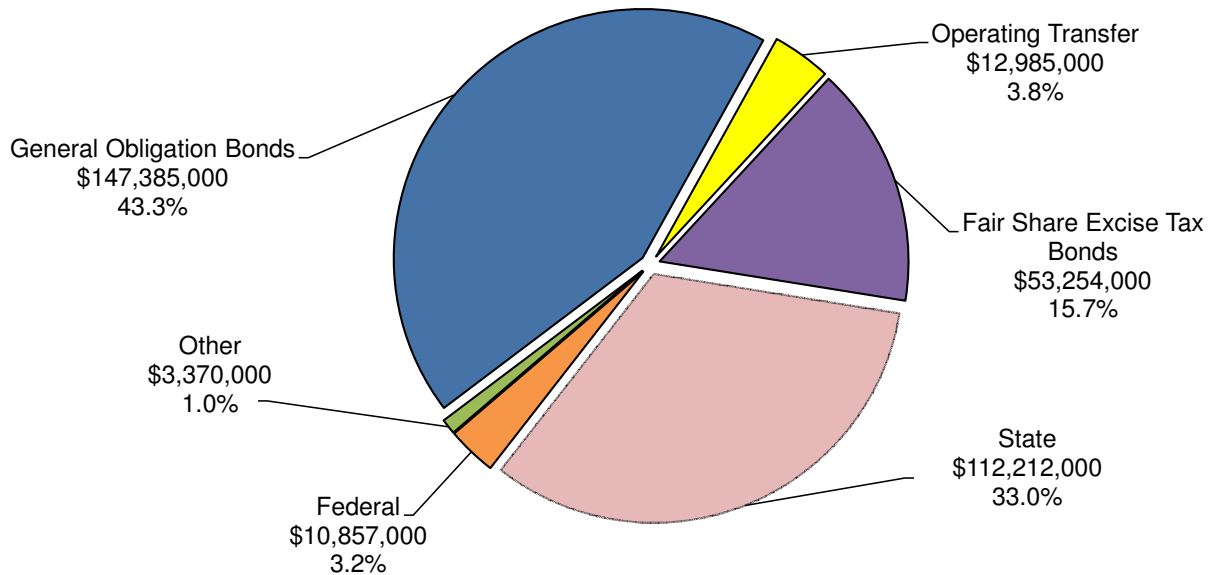
**Total: \$73,952,000**



Due to cashflow issues, the County forward funded \$6,299,000 of the State's share of the construction funding for various Board of Education projects in FY2020 and is projected to receive the reimbursement in FY2021. The above graph does not include the anticipated reimbursement.

## FY21-FY25 Governmental Projects by Funding Source

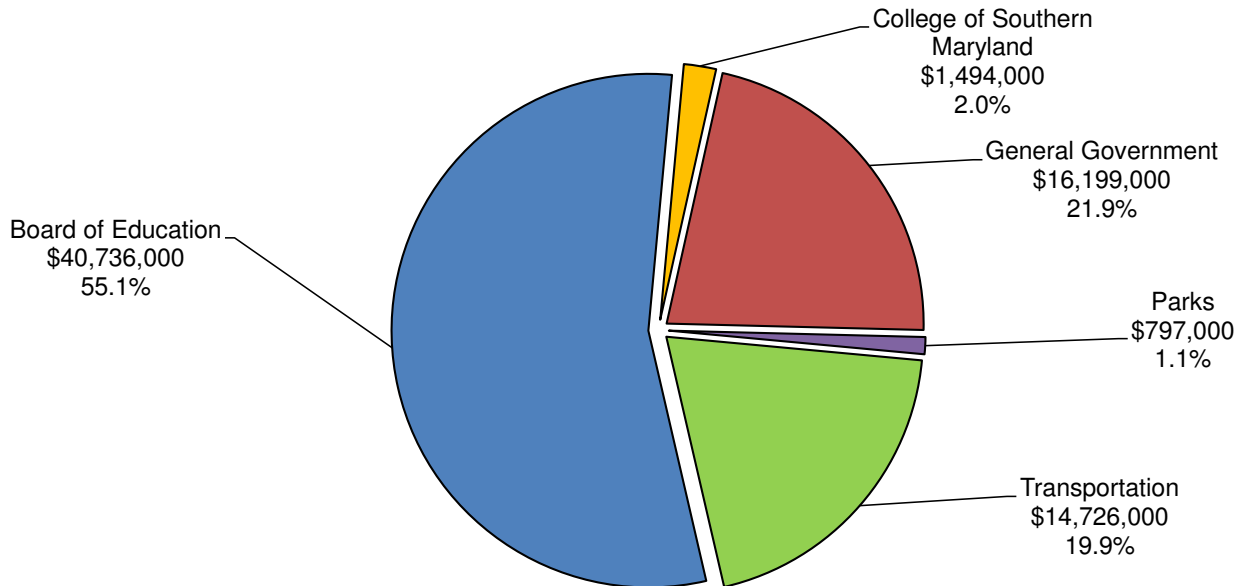
**Total: \$340,063,000**



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.

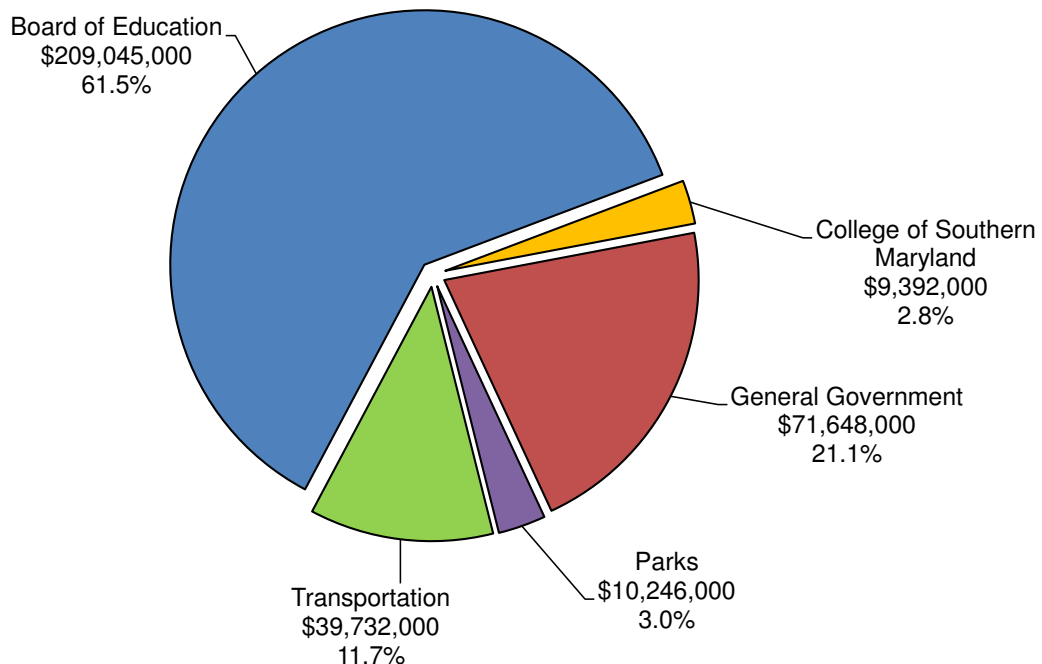
## FY21 Governmental Projects by Type

Total: \$73,952,000



## FY21-FY25 Governmental Projects by Type

Total: \$340,063,000



- The majority of the funding for the Board of Education represents renovations at Eva Turner Elementary School, McDonough High School, and Benjamin Stoddert Middle School. It also includes funding to provide security enhancements at McDonough High School and La Plata High School.
- College of Southern Maryland projects are contingent on State funding which funds 75% of the costs.
- General Government includes upgrading the radio communications system, land preservation programs, replacing the Animal Shelter, relocating the La Plata Public Library, constructing the Charles County VanGo Maintenance Facility, construction of the Pinefield and Newburg EMS Stations, as well as maintenance/renovations on various facilities.

# CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021 APPROVED CAPITAL PROJECT BUDGET FY2021-FY2025 CAPITAL IMPROVEMENT PROGRAM

| <i>(\$ in thousands)</i>                                | FY 2021          | FY 2022          | FY 2023          | FY 2024         | FY 2025         | 5-Year<br>Total<br>'21-'25 | Prior<br>Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total   |
|---|------------------|------------------|------------------|-----------------|-----------------|----------------------------|-------------------------------|-------------------|--------------------|
| <b>Governmental Projects</b>                            |                  |                  |                  |                 |                 |                            |                               |                   |                    |
| <b>CAPITAL COSTS</b>                                    |                  |                  |                  |                 |                 |                            |                               |                   |                    |
| Board of Education .....                                | \$40,736         | \$69,585         | \$67,035         | \$27,122        | \$4,567         | \$209,045                  | \$49,679                      | \$74,514          | \$333,238          |
| College of Southern Maryland.....                       | 1,494            | 4,136            | 3,762            | 0               | 0               | 9,392                      | 32,853                        | 0                 | 42,245             |
| General Government.....                                 | 16,199           | 18,776           | 20,682           | 12,770          | 3,221           | 71,648                     | 30,528                        | 4,455             | 106,631            |
| Parks.....  | 797              | 3,520            | 4,107            | 1,485           | 337             | 10,246                     | 219                           | 425               | 10,890             |
| Transportation.....                                     | 14,726           | 9,017            | 5,216            | 5,225           | 5,548           | 39,732                     | 37,409                        | 13,045            | 90,186             |
| <b>Total Governmental</b>                               | <b>\$73,952</b>  | <b>\$105,034</b> | <b>\$100,802</b> | <b>\$46,602</b> | <b>\$13,673</b> | <b>\$340,063</b>           | <b>\$150,688</b>              | <b>\$92,439</b>   | <b>\$583,190</b>   |
| <b>FINANCE SOURCES</b>                                  |                  |                  |                  |                 |                 |                            |                               |                   |                    |
| General Obligation Bonds.....                           | \$41,540         | \$50,121         | \$34,897         | \$12,187        | \$8,640         | \$147,385                  | \$89,605                      | \$18,900          | \$255,890          |
| Fair Share Excise Tax Bonds.....                        | 9,197            | 10,834           | 18,885           | 13,086          | 1,252           | 53,254                     | 14,391                        | 31,179            | 98,824             |
| Capital Project Fund - Fund Balance.....                | 3,105            | 0                | 0                | 0               | 0               | 3,105                      | 182                           | 0                 | 3,287              |
| General Fund Operating Transfer.....                    | 2,778            | 1,755            | 1,924            | 1,837           | 1,586           | 9,880                      | 1,034                         | 888               | 11,802             |
| Total County Funding                                    | \$56,620         | \$62,710         | \$55,706         | \$27,110        | \$11,478        | \$213,624                  | \$105,212                     | \$50,967          | \$369,803          |
| Federal.....  | 400              | 0                | 5,113            | 5,344           | 0               | 10,857                     | 440                           | 0                 | 11,297             |
| State.....  | 21,011           | 35,175           | 39,883           | 14,048          | 2,095           | 112,212                    | 36,407                        | 41,211            | 189,830            |
| Other: Forward funding State Share.....                 | (6,299)          | 0                | 0                | 0               | 0               | (6,299)                    | 6,299                         | 0                 | 0                  |
| Other.....  | 2,220            | 7,149            | 100              | 100             | 100             | 9,669                      | 2,330                         | 261               | 12,260             |
| <b>Total Governmental</b>                               | <b>\$73,952</b>  | <b>\$105,034</b> | <b>\$100,802</b> | <b>\$46,602</b> | <b>\$13,673</b> | <b>\$340,063</b>           | <b>\$150,688</b>              | <b>\$92,439</b>   | <b>\$583,190</b>   |
| <b>Enterprise Fund Projects</b>                         |                  |                  |                  |                 |                 |                            |                               |                   |                    |
| <b>CAPITAL COSTS</b>                                    |                  |                  |                  |                 |                 |                            |                               |                   |                    |
| Water.....  | \$6,969          | \$21,357         | \$21,781         | \$19,798        | \$15,119        | \$85,024                   | \$32,708                      | \$69,116          | \$186,848          |
| Sewer.....  | 35,045           | 65,551           | 41,504           | 9,658           | 16,196          | 167,954                    | 81,287                        | 11,310            | 260,551            |
| Solid Waste (Landfill).....                             | 7,863            | 2,724            | 2,051            | 0               | 0               | 12,638                     | 8,624                         | 0                 | 21,262             |
| Watershed Protection & Restoration.....                 | 7,958            | 10,467           | 10,764           | 10,160          | 10,658          | 50,007                     | 42,284                        | 9,762             | 102,053            |
| Environmental Service.....                              | 61               | 712              | 0                | 0               | 0               | 773                        | 35                            | 0                 | 808                |
| <b>Total Enterprise Funds</b>                           | <b>\$57,896</b>  | <b>\$100,811</b> | <b>\$76,100</b>  | <b>\$39,616</b> | <b>\$41,973</b> | <b>\$316,396</b>           | <b>\$164,938</b>              | <b>\$90,188</b>   | <b>\$571,522</b>   |
| <b>FINANCE SOURCES</b>                                  |                  |                  |                  |                 |                 |                            |                               |                   |                    |
| Water Bonds.....  | \$6,871          | \$21,259         | \$21,621         | \$19,638        | \$15,021        | \$84,410                   | \$31,860                      | \$69,018          | \$185,288          |
| Sewer Bonds.....  | 31,512           | 59,573           | 37,848           | 9,076           | 14,647          | 152,656                    | 73,218                        | 11,207            | 237,081            |
| Solid Waste Fund Bonds.....                             | 54               | 1,512            | 0                | 0               | 0               | 1,566                      | 5,446                         | 0                 | 7,012              |
| Watershed Protection & Restoration Bonds                | 7,742            | 10,318           | 10,687           | 10,083          | 10,581          | 49,411                     | 41,959                        | 9,685             | 101,055            |
| Environmental Service Bonds.....                        | 61               | 712              | 0                | 0               | 0               | 773                        | 35                            | 0                 | 808                |
| Enterprise Fund Operating Transfers.....                | 519              | 350              | 402              | 403             | 278             | 1,951                      | 1,914                         | 278               | 4,144              |
| Watershed Protection & Restoration<br>Fund Balance..... | 67               | 0                | 0                | 0               | 0               | 67                         | 313                           | 0                 | 380                |
| Solid Waste Capital Reserve.....                        | 7,809            | 1,212            | 2,051            | 0               | 0               | 11,072                     | 3,178                         | 0                 | 14,250             |
| Total County Funding                                    | \$54,635         | \$94,936         | \$72,609         | \$39,200        | \$40,527        | \$301,906                  | \$157,923                     | \$90,188          | \$550,018          |
| State.....  | 453              | 0                | 0                | 0               | 0               | 453                        | 300                           | 0                 | 753                |
| Other: WSSC.....  | 2,808            | 5,875            | 3,491            | 416             | 1,446           | 14,037                     | 6,715                         | 0                 | 20,751             |
| <b>Total Enterprise Funds</b>                           | <b>\$57,896</b>  | <b>\$100,811</b> | <b>\$76,100</b>  | <b>\$39,616</b> | <b>\$41,973</b> | <b>\$316,396</b>           | <b>\$164,938</b>              | <b>\$90,188</b>   | <b>\$571,522</b>   |
| <b>TOTAL PROJECTS</b>                                   | <b>\$131,848</b> | <b>\$205,845</b> | <b>\$176,902</b> | <b>\$86,218</b> | <b>\$55,646</b> | <b>\$656,459</b>           | <b>\$315,626</b>              | <b>\$182,627</b>  | <b>\$1,154,712</b> |

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD**  
**FISCAL YEAR 2021 APPROVED CAPITAL PROJECT BUDGET**  
**FY2021-FY2025 CAPITAL IMPROVEMENT PROGRAM**

| <i>(\$ in thousands)</i>   | FY 2021         | FY 2022         | FY 2023         | FY 2024         | FY 2025        | 5-Year<br>Total<br>'21-'25 | Prior<br>Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
|--|-----------------|-----------------|-----------------|-----------------|----------------|----------------------------|-------------------------------|-------------------|------------------|
| <b><u>GOVERNMENTAL PROJECTS</u></b>  |                 |                 |                 |                 |                |                            |                               |                   |                  |
| <b><u>BOARD OF EDUCATION</u></b>   |                 |                 |                 |                 |                |                            |                               |                   |                  |
| Benjamin Stoddert Middle School -<br>Modernization/Addition                          | \$11,779        | \$11,778        | \$0             | \$0             | \$0            | \$23,557                   | \$32,559                      | \$0               | \$56,116         |
| Eva Turner Elementary School -<br>Modernization/Addition                             | 12,556          | 0               | 0               | 0               | 0              | 12,556                     | 14,825                        | 0                 | 27,381           |
| McDonough High School Renovation Study /<br>Security Enhancements & Performing Arts  | 7,001           | 11,341          | 0               | 0               | 0              | 18,342                     | 1,603                         | 0                 | 19,945           |
| Westlake H.S. Roof Replacement   | 600             | 2,579           | 0               | 0               | 0              | 3,179                      | 463                           | 0                 | 3,642            |
| Indian Head E.S. Boiler Replacement  | 0               | 1,197           | 0               | 0               | 0              | 1,197                      | 129                           | 0                 | 1,326            |
| Smallwood M.S. Roof/Chiller/H&V/UV Replacement                                       | 478             | 3,950           | 0               | 0               | 0              | 4,428                      | 0                             | 0                 | 4,428            |
| BOE: Various Maintenance Projects  | 600             | 600             | 600             | 600             | 600            | 3,000                      | 0                             | 416               | 3,416            |
| Local Portable Classrooms - Various Schools  | 200             | 200             | 200             | 200             | 200            | 1,000                      | 0                             | 200               | 1,200            |
| Open Space Enclosure: Dr. Gustavus Brown E.S.  | 0               | 6,000           | 0               | 0               | 0              | 6,000                      | 0                             | 0                 | 6,000            |
| T.C. Martin Elementary School<br>Study/Renovation/Addition                           | 2,326           | 13,779          | 14,779          | 1,000           | 0              | 31,884                     | 0                             | 0                 | 31,884           |
| Piccowaxen M.S. Boiler Replacement   | 0               | 80              | 715             | 0               | 0              | 795                        | 0                             | 0                 | 795              |
| Elementary School #23  | 2,400           | 0               | 20,995          | 20,796          | 1,000          | 45,191                     | 0                             | 0                 | 45,191           |
| Full Day Kindergarten Addition: Walter J. Mitchell E.S                               | 350             | 6,060           | 0               | 0               | 0              | 6,410                      | 100                           | 0                 | 6,510            |
| Full Day Kindergarten Addition: J.C. Parks E.S.                                      | 400             | 3,918           | 0               | 0               | 0              | 4,318                      | 0                             | 0                 | 4,318            |
| Full Day Kindergarten Addition: Wade E.S.  | 0               | 400             | 4,300           | 0               | 0              | 4,700                      | 0                             | 0                 | 4,700            |
| Full Day Kindergarten Addition: Dr. Higdon E.S.                                      | 0               | 425             | 3,750           | 0               | 0              | 4,175                      | 0                             | 0                 | 4,175            |
| La Plata High School - Renovation- Security<br>Enhancements and Circulation Upgrades | 0               | 1,401           | 15,408          | 0               | 0              | 16,809                     | 0                             | 0                 | 16,809           |
| Mary H. Matula Elementary - Roof Replacement   | 0               | 0               | 0               | 246             | 1,575          | 1,821                      | 0                             | 0                 | 1,821            |
| Mattawoman MS - Roof Replacement   | 0               | 0               | 0               | 0               | 450            | 450                        | 0                             | 3,880             | 4,330            |
| Middle School #9   | 0               | 0               | 0               | 0               | 251            | 251                        | 0                             | 52,349            | 52,600           |
| <b>Total without inflation</b>   | <b>\$38,690</b> | <b>\$63,708</b> | <b>\$60,747</b> | <b>\$22,842</b> | <b>\$4,076</b> | <b>\$190,063</b>           | <b>\$49,679</b>               | <b>\$56,845</b>   | <b>296,587</b>   |
| Contingency- Inflation   | 2,046           | 5,877           | 6,288           | 4,280           | 491            | 18,982                     |                               | 17,669            | 36,651           |
| <b>Total Board of Education</b>  | <b>\$40,736</b> | <b>\$69,585</b> | <b>\$67,035</b> | <b>\$27,122</b> | <b>\$4,567</b> | <b>\$209,045</b>           | <b>\$49,679</b>               | <b>\$74,514</b>   | <b>\$333,238</b> |
| <b><u>COLLEGE OF SOUTHERN MARYLAND</u></b>   |                 |                 |                 |                 |                |                            |                               |                   |                  |
| Health Technology Renovation   | 0               | 213             | 3,293           | 0               | 0              | 3,506                      | 0                             | 0                 | 3,506            |
| Healthcare Training Facility   | 1,418           | 0               | 0               | 0               | 0              | 1,418                      | 32,853                        | 0                 | 34,271           |
| Waste Water Treatment Plant Replacement  | 0               | 3,903           | 0               | 0               | 0              | 3,903                      | 0                             | 0                 | 3,903            |
| <b>Total without inflation</b>   | <b>\$1,418</b>  | <b>\$4,116</b>  | <b>\$3,293</b>  | <b>\$0</b>      | <b>\$0</b>     | <b>\$8,827</b>             | <b>\$32,853</b>               | <b>\$0</b>        | <b>\$41,680</b>  |
| Contingency- Inflation   | 76              | 20              | 469             | 0               | 0              | 565                        |                               | 0                 | 565              |
| <b>Total College Southern Maryland</b>   | <b>\$1,494</b>  | <b>\$4,136</b>  | <b>\$3,762</b>  | <b>\$0</b>      | <b>\$0</b>     | <b>\$9,392</b>             | <b>\$32,853</b>               | <b>\$0</b>        | <b>\$42,245</b>  |



**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD**  
**FISCAL YEAR 2021 APPROVED CAPITAL PROJECT BUDGET**  
**FY2021-FY2025 CAPITAL IMPROVEMENT PROGRAM**

| (\$ in thousands)   | FY 2021         | FY 2022         | FY 2023         | FY 2024         | FY 2025        | 5-Year<br>Total<br>'21-'25 | Prior<br>Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
|---|-----------------|-----------------|-----------------|-----------------|----------------|----------------------------|-------------------------------|-------------------|------------------|
| <b><u>GENERAL GOVERNMENT</u></b>                                  |                 |                 |                 |                 |                |                            |                               |                   |                  |
| Rural Legacy Program  | \$1,409         | \$1,409         | \$1,409         | \$1,409         | \$1,409        | \$7,045                    | \$0                           | \$1,409           | \$8,454          |
| Agricultural Preservation   | 503             | 503             | 503             | 503             | 503            | 2,515                      | 0                             | 503               | 3,018            |
| Purchase of Developments Rights (PDR) Program                     | 653             | 653             | 653             | 653             | 653            | 3,265                      | 0                             | 653               | 3,918            |
| Various Maintenance Projects                                      | 429             | 429             | 429             | 429             | 429            | 2,145                      | 0                             | 429               | 2,574            |
| Generator Replacement Program                                     | 113             | 113             | 113             | 0               | 0              | 339                        | 492                           | 0                 | 831              |
| Charles County Courthouse HVAC Improvements                       | 1,299           | 0               | 0               | 0               | 0              | 1,299                      | 1,541                         | 0                 | 2,840            |
| Detention Center Pump Station Rehabilitations                     | 0               | 192             | 0               | 0               | 0              | 192                        | 867                           | 0                 | 1,059            |
| Charles County Animal Shelter                                     | 2,261           | 2,261           | 0               | 0               | 0              | 4,522                      | 7,350                         | 0                 | 11,872           |
| Radio Communications System Upgrade                               | 5,575           | 4,525           | 10,603          | 0               | 0              | 20,703                     | 13,972                        | 0                 | 34,675           |
| Charles County VanGo Maintenance Facility                         | 525             | 0               | 5,303           | 6,240           | 0              | 12,068                     | 525                           | 0                 | 12,593           |
| Capital Clubhouse Improvements                                    | 333             | 0               | 0               | 0               | 0              | 333                        | 313                           | 0                 | 646              |
| Elite Gymnastics and Recreation Center<br>Improvements            | 152             | 0               | 0               | 0               | 0              | 152                        | 151                           | 0                 | 303              |
| La Plata Library Relocation                                       | 0               | 5,349           | 0               | 0               | 0              | 5,349                      | 5,318                         | 0                 | 10,667           |
| Blue Crabs Stadium Maintenance                                    | 0               | 200             | 200             | 200             | 200            | 800                        | 0                             | 400               | 1,200            |
| Charles County Detention Center Annex Office                      | 952             | 888             | 0               | 0               | 0              | 1,840                      | 0                             | 0                 | 1,840            |
| Pinefield EMS Station   | 640             | 1,960           | 0               | 0               | 0              | 2,600                      | 0                             | 0                 | 2,600            |
| Newburg EMS Station   | 0               | 0               | 640             | 1,960           | 0              | 2,600                      | 0                             | 0                 | 2,600            |
| Old Courthouse Jury Waiting Area Renovations                      | 320             | 0               | 0               | 0               | 0              | 320                        | 0                             | 0                 | 320              |
| Government Building Roof Replacement                              | 265             | 0               | 0               | 0               | 0              | 265                        | 0                             | 0                 | 265              |
| Government Building Heating Loop<br>Evaluation and Improvements   | 240             | 0               | 0               | 0               | 0              | 240                        | 0                             | 0                 | 240              |
| Detention Center Chiller Replacement                              | 337             | 0               | 0               | 0               | 0              | 337                        | 0                             | 0                 | 337              |
| <b>Total without inflation</b>                                    | <b>\$16,006</b> | <b>\$18,482</b> | <b>\$19,853</b> | <b>\$11,394</b> | <b>\$3,194</b> | <b>\$68,929</b>            | <b>\$30,528</b>               | <b>\$3,394</b>    | <b>\$102,851</b> |
| Contingency- Inflation  | 193             | 294             | 829             | 1,376           | 27             | 2,719                      |                               | 1,061             | 3,780            |
| <b>Total General Government</b>                                   | <b>\$16,199</b> | <b>\$18,776</b> | <b>\$20,682</b> | <b>\$12,770</b> | <b>\$3,221</b> | <b>\$71,648</b>            | <b>\$30,528</b>               | <b>\$4,455</b>    | <b>\$106,631</b> |
| <b><u>PARKS</u></b>   |                 |                 |                 |                 |                |                            |                               |                   |                  |
| Park Repair & Maintenance Projects                                | \$325           | \$325           | \$257           | \$257           | \$257          | \$1,421                    | \$0                           | \$250             | \$1,671          |
| Various Pedestrian & Bicycle Facilities                           | 80              | 80              | 170             | 80              | 80             | 490                        | 160                           | 80                | 730              |
| Popes Creek Waterfront Phase II                                   | 0               | 119             | 831             | 959             | 0              | 1,909                      | 59                            | 0                 | 1,968            |
| Waldorf Park Development PH I                                     | 172             | 2,000           | 0               | 0               | 0              | 2,172                      | 0                             | 0                 | 2,172            |
| Waldorf Park Development PH II                                    | 0               | 0               | 2,000           | 0               | 0              | 2,000                      | 0                             | 0                 | 2,000            |
| Smallwood Drive Shared Use Paths Phase I                          | 27              | 423             | 0               | 0               | 0              | 450                        | 0                             | 0                 | 450              |
| Smallwood Drive Shared Use Paths Phase II                         | 0               | 27              | 423             | 0               | 0              | 450                        | 0                             | 0                 | 450              |
| La Plata Farm Park Master Plan                                    | 0               | 200             | 0               | 0               | 0              | 200                        | 0                             | 0                 | 200              |
| La Plata Farm Park Development, Phase I                           | 0               | 118             | 0               | 0               | 0              | 118                        | 0                             | 0                 | 118              |
| Mason Springs Kayak Launch  | 120             | 0               | 0               | 0               | 0              | 120                        | 0                             | 0                 | 120              |
| Washington Avenue Shared Use Path /<br>Sidewalk Feasibility Study | 63              | 0               | 0               | 0               | 0              | 63                         | 0                             | 0                 | 63               |
| <b>Total without inflation</b>                                    | <b>\$787</b>    | <b>\$3,292</b>  | <b>\$3,681</b>  | <b>\$1,296</b>  | <b>\$337</b>   | <b>\$9,393</b>             | <b>\$219</b>                  | <b>\$330</b>      | <b>\$9,942</b>   |
| Contingency- Inflation  | 10              | 228             | 426             | 189             | 0              | 853                        |                               | 95                | 948              |
| <b>Total Parks</b>  | <b>\$797</b>    | <b>\$3,520</b>  | <b>\$4,107</b>  | <b>\$1,485</b>  | <b>\$337</b>   | <b>\$10,246</b>            | <b>\$219</b>                  | <b>\$425</b>      | <b>\$10,890</b>  |

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD  
FISCAL YEAR 2021 APPROVED CAPITAL PROJECT BUDGET  
FY2021-FY2025 CAPITAL IMPROVEMENT PROGRAM**

| <i>(\$ in thousands)</i>   | FY 2021         | FY 2022          | FY 2023          | FY 2024         | FY 2025         | 5-Year<br>Total<br>'21-'25 | Prior<br>Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
|--|-----------------|------------------|------------------|-----------------|-----------------|----------------------------|-------------------------------|-------------------|------------------|
| <b>TRANSPORTATION</b>  |                 |                  |                  |                 |                 |                            |                               |                   |                  |
| Road Overlay Program   | \$4,078         | \$4,078          | \$4,078          | \$4,078         | \$4,078         | \$20,390                   | \$0                           | \$3,578           | \$23,968         |
| County Drainage Systems Improvement Program                              | 100             | 142              | 211              | 211             | 211             | 875                        | 2,279                         | 100               | 3,254            |
| Safety Improvement Program- Existing Roadways                            | 287             | 287              | 287              | 287             | 287             | 1,435                      | 483                           | 200               | 2,118            |
| Traffic Signal Program   | 285             | 285              | 285              | 285             | 285             | 1,425                      | 1,099                         | 285               | 2,809            |
| Sidewalk Improvement Program   | 153             | 153              | 153              | 153             | 153             | 765                        | 0                             | 153               | 918              |
| Billingsley Road Safety Improvements                                     | 3,353           | 2,678            | 178              | 178             | 178             | 6,565                      | 4,021                         | 0                 | 10,586           |
| Old Washington Road Reconstruction                                       | 3,884           | 0                | 0                | 0               | 0               | 3,884                      | 9,373                         | 0                 | 13,257           |
| Western Parkway Road Improvements Phase 3                                | 1,345           | 1,038            | 0                | 0               | 0               | 2,383                      | 13,438                        | 0                 | 15,821           |
| St. Charles Parkway at Duncannon Rd./<br>St. Andrews Dr. Traffic Signal  | 279             | 0                | 0                | 0               | 0               | 279                        | 803                           | 0                 | 1,082            |
| Mill Hill Road Upgrade   | 103             | 0                | 0                | 0               | 0               | 103                        | 3,966                         | 0                 | 4,069            |
| Stavors Road Upgrades  | 254             | 0                | 0                | 0               | 0               | 254                        | 1,947                         | 0                 | 2,201            |
| Turkey Hill Road Reconstruction  | 0               | 0                | 0                | 0               | 253             | 253                        | 0                             | 5,774             | 6,027            |
| Safety Upgrades to Middletown Road at<br>Billingsley Road Traffic Signal | 122             | 0                | 0                | 0               | 0               | 122                        | 0                             | 0                 | 122              |
| Total without inflation  | \$14,243        | \$8,661          | \$5,192          | \$5,192         | \$5,445         | \$38,733                   | \$37,409                      | \$10,090          | \$86,232         |
| Contingency- Inflation   | 483             | 356              | 24               | 33              | 103             | 999                        |                               | 2,955             | 3,954            |
| Total Transportation   | \$14,726        | \$9,017          | \$5,216          | \$5,225         | \$5,548         | \$39,732                   | \$37,409                      | \$13,045          | \$90,186         |
| <b>Total Governmental</b>  | <b>\$73,952</b> | <b>\$105,034</b> | <b>\$100,802</b> | <b>\$46,602</b> | <b>\$13,673</b> | <b>\$340,063</b>           | <b>\$150,688</b>              | <b>\$92,439</b>   | <b>\$583,190</b> |

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD**  
**FISCAL YEAR 2021 APPROVED CAPITAL PROJECT BUDGET**  
**FY2021-FY2025 CAPITAL IMPROVEMENT PROGRAM**

| (\$ in thousands)                   | FY 2021         | FY 2022          | FY 2023          | FY 2024         | FY 2025         | 5-Year<br>Total<br>'21-'25 | Prior<br>Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
|-------------------------------------|-----------------|------------------|------------------|-----------------|-----------------|----------------------------|-------------------------------|-------------------|------------------|
| <b>FINANCING SOURCES:</b>           |                 |                  |                  |                 |                 |                            |                               |                   |                  |
| <b>GOVERNMENTAL OPERATIONS:</b>     |                 |                  |                  |                 |                 |                            |                               |                   |                  |
| <b>BOARD OF EDUCATION</b>           |                 |                  |                  |                 |                 |                            |                               |                   |                  |
| Bonds                               | \$14,735        | \$21,584         | \$14,635         | \$2,038         | \$2,132         | \$55,124                   | \$16,298                      | \$3,643           | \$75,065         |
| Operating Transfer- General Fund    | 501             | 857              | 588              | 500             | 250             | 2,696                      | 0                             | 0                 | 2,696            |
| Fair Share Excise Tax Bonds         | 9,197           | 10,834           | 18,885           | 13,086          | 1,252           | 53,254                     | 14,391                        | 31,179            | 98,824           |
| Total County Funding                | 24,433          | 33,275           | 34,108           | 15,624          | 3,634           | 111,074                    | 30,689                        | 34,822            | 176,585          |
| State                               | 18,052          | 29,261           | 32,927           | 11,498          | 933             | 92,671                     | 12,691                        | 39,692            | 145,054          |
| Other: Forward Funding              | (6,299)         | 0                | 0                | 0               | 0               | (6,299)                    | 6,299                         | 0                 | 0                |
| Other: HB1                          | 4,550           | 7,049            | 0                | 0               | 0               | 11,599                     | 0                             | 0                 | 11,599           |
| Total Funding                       | \$40,736        | \$69,585         | \$67,035         | \$27,122        | \$4,567         | \$209,045                  | \$49,679                      | \$74,514          | \$333,238        |
| <b>COLLEGE OF SOUTHERN MARYLAND</b> |                 |                  |                  |                 |                 |                            |                               |                   |                  |
| Bonds                               | \$376           | \$1,038          | \$942            | \$0             | \$0             | \$2,356                    | \$9,231                       | \$0               | \$11,587         |
| Total County Funding                | 376             | 1,038            | 942              | 0               | 0               | 2,356                      | 9,231                         | 0                 | 11,587           |
| State                               | 1,118           | 3,098            | 2,820            | 0               | 0               | 7,036                      | 23,622                        | 0                 | 30,658           |
| Total Funding                       | \$1,494         | \$4,136          | \$3,762          | \$0             | \$0             | \$9,392                    | \$32,853                      | \$0               | \$42,245         |
| <b>GENERAL GOVERNMENT</b>           |                 |                  |                  |                 |                 |                            |                               |                   |                  |
| Bonds                               | \$11,827        | \$17,335         | \$13,830         | \$5,658         | \$2,121         | \$50,771                   | \$27,172                      | \$2,887           | \$80,829         |
| Fund Balance Appropriation          | 3,105           | 0                | 0                | 0               | 0               | 3,105                      | 113                           | 0                 | 3,218            |
| Operating Transfer- General Fund    | 1,647           | 341              | 0                | 0               | 0               | 1,988                      | 464                           | 0                 | 2,452            |
| Total County Funding                | 16,579          | 17,676           | 13,830           | 5,658           | 2,121           | 55,864                     | 27,748                        | 2,887             | 86,499           |
| Federal                             | 400             | 0                | 5,113            | 5,344           | 0               | 10,857                     | 400                           | 0                 | 11,257           |
| State                               | 1,550           | 1,000            | 1,639            | 1,668           | 1,000           | 6,857                      | 50                            | 1,307             | 8,214            |
| Other:                              | (2,330)         | 100              | 100              | 100             | 100             | (1,930)                    | 2,330                         | 261               | 661              |
| Total Funding                       | \$16,199        | \$18,776         | \$20,682         | \$12,770        | \$3,221         | \$71,648                   | \$30,528                      | \$4,455           | \$106,631        |
| <b>PARKS</b>                        |                 |                  |                  |                 |                 |                            |                               |                   |                  |
| Bonds                               | \$160           | \$1,309          | \$1,515          | \$508           | \$80            | \$3,572                    | \$175                         | \$175             | \$3,922          |
| Operating Transfer- General Fund    | 508             | 557              | 257              | 257             | 257             | 1,836                      | 0                             | 250               | 2,086            |
| Total County Funding                | 668             | 1,866            | 1,772            | 765             | 337             | 5,408                      | 175                           | 425               | 6,008            |
| State                               | 129             | 1,654            | 2,335            | 720             | 0               | 4,838                      | 44                            | 0                 | 4,882            |
| Total Funding                       | \$797           | \$3,520          | \$4,107          | \$1,485         | \$337           | \$10,246                   | \$219                         | \$425             | \$10,890         |
| <b>TRANSPORTATION</b>               |                 |                  |                  |                 |                 |                            |                               |                   |                  |
| Bonds                               | \$14,442        | \$8,855          | \$3,975          | \$3,983         | \$4,307         | \$35,562                   | \$36,730                      | \$12,195          | \$84,487         |
| Fund Balance Appropriation          | 0               | 0                | 0                | 0               | 0               | 0                          | 69                            | 0                 | 69               |
| Operating Transfer- General Fund    | 122             | 0                | 1,079            | 1,080           | 1,079           | 3,360                      | 570                           | 638               | 4,568            |
| Total County Funding                | 14,564          | 8,855            | 5,054            | 5,063           | 5,386           | 38,922                     | 37,369                        | 12,833            | 89,124           |
| Federal                             | 0               | 0                | 0                | 0               | 0               | 0                          | 40                            | 0                 | 40               |
| State                               | 162             | 162              | 162              | 162             | 162             | 810                        | 0                             | 212               | 1,022            |
| Total Funding                       | \$14,726        | \$9,017          | \$5,216          | \$5,225         | \$5,548         | \$39,732                   | \$37,409                      | \$13,045          | \$90,186         |
| <b>Total Governmental</b>           | <b>\$73,952</b> | <b>\$105,034</b> | <b>\$100,802</b> | <b>\$46,602</b> | <b>\$13,673</b> | <b>\$340,063</b>           | <b>\$150,688</b>              | <b>\$92,439</b>   | <b>\$583,190</b> |

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD  
FISCAL YEAR 2021 APPROVED CAPITAL PROJECT BUDGET  
FY2021-FY2025 CAPITAL IMPROVEMENT PROGRAM**

| (\$ in thousands)   | FY 2021         | FY 2022         | FY 2023         | FY 2024         | FY 2025         | 5-Year           | Prior            |                 | Project          |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|-----------------|------------------|
|   |                 |                 |                 |                 |                 | Total            | Approp.          | Beyond          | Total            |
|   |                 |                 |                 |                 |                 | '21-'25          | thru FY20        | FY 2025         | Total            |
| <b>ENTERPRISE FUND OPERATIONS</b>                           |                 |                 |                 |                 |                 |                  |                  |                 |                  |
| <b>WATER &amp; SEWER</b>                                    |                 |                 |                 |                 |                 |                  |                  |                 |                  |
| Automation & Technology Master Plan                         | 0               | 0               | 1,139           | 1,139           | 0               | 2,278            | 6,166            | 0               | 8,444            |
| Utilities Professional Development & Training Center        | 0               | 0               | 0               | 0               | 163             | 163              | 0                | 1,336           | 1,499            |
| South Region Operations & Maintenance Facility              | 153             | 0               | 0               | 0               | 0               | 153              | 0                | 0               | 153              |
| Utilities Waldorf Regional Facility                         | 0               | 0               | 0               | 0               | 413             | 413              | 0                | 5,738           | 6,151            |
| Underground Infrastructure Repairs                          | 218             | 933             | 933             | 933             | 933             | 3,950            | 2,097            | 933             | 6,980            |
| Water Model Update  | 98              | 98              | 98              | 98              | 98              | 490              | 847              | 98              | 1,435            |
| South County Water Transmission Main                        | 0               | 0               | 0               | 5,900           | 2,825           | 8,725            | 2,610            | 0               | 11,335           |
| Satellite Water Facility Upgrades                           | 1,816           | 1,816           | 744             | 744             | 744             | 5,864            | 1,271            | 744             | 7,879            |
| Gleneagles 2MG Water Tower                                  | 0               | 1,849           | 0               | 0               | 0               | 1,849            | 4,413            | 0               | 6,262            |
| Bryans Road 2MG Water Tower                                 | 0               | 3,494           | 0               | 0               | 0               | 3,494            | 2,350            | 0               | 5,844            |
| Hughesville Water Line                                      | 0               | 1,030           | 1,031           | 0               | 0               | 2,061            | 2,734            | 0               | 4,795            |
| Clifton Water System Improvements                           | 483             | 0               | 0               | 0               | 0               | 483              | 4,132            | 0               | 4,615            |
| Waldorf Well No. 17   | 797             | 797             | 0               | 0               | 0               | 1,594            | 1,818            | 0               | 3,412            |
| Waldorf Tower No. 5 Rehabilitation                          | 1,603           | 1,253           | 0               | 0               | 0               | 2,856            | 0                | 0               | 2,856            |
| Pinefield Water Tower Rehabilitation                        | 0               | 0               | 733             | 0               | 0               | 733              | 1,655            | 0               | 2,388            |
| Bryans Village Waterline Interconnection                    | 68              | 128             | 756             | 783             | 406             | 2,141            | 0                | 0               | 2,141            |
| Mill Hill Waterline Extension                               | 211             | 166             | 0               | 0               | 0               | 377              | 0                | 0               | 377              |
| Strawberry Hills Waterline                                  | 153             | 638             | 791             | 0               | 0               | 1,582            | 0                | 0               | 1,582            |
| Marshall Hall Road Waterline Extension                      | 74              | 470             | 220             | 0               | 0               | 764              | 0                | 0               | 764              |
| Middletown Rd-Bensville Rd Waterline Interconnection        | 118             | 1,639           | 1,338           | 640             | 0               | 3,735            | 3,868            | 0               | 7,603            |
| WSSC Waldorf Interconnection                                | 123             | 958             | 7,533           | 6,433           | 6,433           | 21,480           | 478              | 45,702          | 67,660           |
| Waldorf Fire House Water Tower Replacement                  | 149             | 3,195           | 2,821           | 0               | 0               | 6,165            | 0                | 0               | 6,165            |
| Waldorf Urban Redevelopment Center Water Distribution       | 88              | 543             | 977             | 0               | 0               | 1,608            | 0                | 0               | 1,608            |
| Old Washington Road Watermain Extension                     | 388             | 0               | 0               | 0               | 0               | 388              | 1,352            | 0               | 1,740            |
| MWWTP Electrical System Replacement                         | 2,348           | 2,381           | 0               | 0               | 0               | 4,729            | 5,639            | 0               | 10,368           |
| MWWTP Flow Equalization                                     | 490             | 12,038          | 9,199           | 1,955           | 5,558           | 29,240           | 14,876           | 0               | 44,116           |
| Mattawoman Infiltration and Inflow                          | 3,974           | 3,207           | 3,207           | 3,207           | 3,207           | 16,802           | 8,371            | 3,207           | 28,380           |
| Mattawoman WWTP Automation                                  | 2,030           | 2,030           | 0               | 0               | 0               | 4,060            | 5,508            | 0               | 9,568            |
| Pump Station Rehabs and Replacements                        | 3,671           | 2,426           | 1,106           | 923             | 923             | 9,049            | 5,023            | 923             | 14,995           |
| Satellite Wastewater Facility Upgrades                      | 574             | 574             | 574             | 574             | 574             | 2,870            | 3,905            | 574             | 7,349            |
| MWWTP Clarifier and Thickener Repairs                       | 3,270           | 3,323           | 3,323           | 0               | 0               | 9,916            | 6,762            | 0               | 16,678           |
| MWWTP Utility Water System Evaluation & Improvement         | 93              | 784             | 0               | 0               | 0               | 877              | 2,670            | 0               | 3,547            |
| Sewer Model Update  | 103             | 103             | 103             | 103             | 103             | 515              | 939              | 103             | 1,557            |
| Zekiah Pump Station Upgrade                                 | 0               | 598             | 598             | 0               | 0               | 1,196            | 1,417            | 0               | 2,613            |
| Zekiah Pump Station Forcemain                               | 0               | 1,143           | 0               | 0               | 0               | 1,143            | 1,864            | 0               | 3,007            |
| Clifton WWTP Improvements                                   | 93              | 2,108           | 0               | 0               | 0               | 2,201            | 5,321            | 0               | 7,522            |
| MWWTP Primary Clarifiers #1-4 Demolition                    | 0               | 0               | 0               | 190             | 1,900           | 2,090            | 0                | 0               | 2,090            |
| Hughesville Collection Sewer System                         | 0               | 2,139           | 2,139           | 0               | 0               | 4,278            | 842              | 0               | 5,120            |
| MWWTP Septage Receiving Facility Improvements               | 471             | 581             | 0               | 0               | 0               | 1,052            | 127              | 0               | 1,179            |
| Post Office Road Sewer Capacity Improvements                | 2,331           | 2,256           | 0               | 0               | 0               | 4,587            | 1,868            | 0               | 6,455            |
| Sewer Pump Station Capacity Study                           | 169             | 0               | 0               | 0               | 0               | 169              | 0                | 0               | 169              |
| Piney Branch Interceptor Sewer Capacity Upgrades PHII       | 1,545           | 0               | 0               | 0               | 0               | 1,545            | 0                | 0               | 1,545            |
| Cobb Island Septic Tank Effluent Pump (STEP) Station Rehabs | 120             | 0               | 0               | 0               | 0               | 120              | 2,040            | 0               | 2,160            |
| MWWTP Effluent Filters #7-#16                               | 3,548           | 8,023           | 7,273           | 0               | 0               | 18,844           | 0                | 0               | 18,844           |
| Southerland Septic Connection                               | 873             | 0               | 0               | 0               | 0               | 873              | 586              | 0               | 1,459            |
| MWWTP Reclaimed Water Filtration Facility                   | 0               | 7,223           | 7,223           | 0               | 0               | 14,446           | 1,143            | 0               | 15,589           |
| MWWTP Final Filter Disinfection System                      | 674             | 1,023           | 0               | 0               | 0               | 1,697            | 0                | 0               | 1,697            |
| MWWTP Reclaimed Water Pump Station Improvements             | 864             | 1,104           | 0               | 0               | 0               | 1,968            | 0                | 0               | 1,968            |
| MWWTP Effluent PS Forcemain Surge Management System         | 406             | 1,120           | 0               | 0               | 0               | 1,526            | 0                | 0               | 1,526            |
| MWWTP Belt Filter Press Replacement Phase II                | 4,478           | 4,103           | 0               | 0               | 0               | 8,581            | 9,305            | 0               | 17,886           |
| MWWTP Administration Building Renovations                   | 293             | 0               | 0               | 0               | 0               | 293              | 0                | 0               | 293              |
| Total without inflation                                     | \$38,958        | \$77,294        | \$53,860        | \$23,623        | \$24,280        | \$218,015        | \$113,995        | \$59,359        | \$391,369        |
| Contingency-inflation                                       | \$3,056         | \$9,614         | 9,425           | 5,833           | 7,035           | 34,963           | 0                | 21,067          | 56,030           |
| <b>Total WATER &amp; SEWER</b>                              | <b>\$42,014</b> | <b>\$86,908</b> | <b>\$63,285</b> | <b>\$29,456</b> | <b>\$31,315</b> | <b>\$252,978</b> | <b>\$113,995</b> | <b>\$80,426</b> | <b>\$447,399</b> |
| Water   | 6,969           | 21,357          | 21,781          | 19,798          | 15,119          | 85,024           | 32,708           | 69,116          | 186,848          |
| Sewer   | 35,045          | 65,551          | 41,504          | 9,658           | 16,196          | 167,954          | 81,287           | 11,310          | 260,551          |
| <b>Total WATER &amp; SEWER</b>                              | <b>\$42,014</b> | <b>\$86,908</b> | <b>\$63,285</b> | <b>\$29,456</b> | <b>\$31,315</b> | <b>\$252,978</b> | <b>\$113,995</b> | <b>\$80,426</b> | <b>\$447,399</b> |

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD  
FISCAL YEAR 2021 APPROVED CAPITAL PROJECT BUDGET  
FY2021-FY2025 CAPITAL IMPROVEMENT PROGRAM**

| (\$ in thousands)   | FY 2021          | FY 2022          | FY 2023          | FY 2024         | FY 2025         | 5-Year           | Prior            | Beyond           | Project            |
|---|------------------|------------------|------------------|-----------------|-----------------|------------------|------------------|------------------|--------------------|
|   |                  |                  |                  |                 |                 | Total            | Approp.          | Beyond           | Project            |
|   |                  |                  |                  |                 |                 | '21-'25          | thru FY20        | FY 2025          | Total              |
| <b>SOLID WASTE FUND</b>                                   |                  |                  |                  |                 |                 |                  |                  |                  |                    |
| Waste Transfer Station                                    | 0                | 1,078            | 1,745            | 0               | 0               | 2,823            | 336              | 0                | 3,159              |
| Landfill Convenience Center Relocation                    | 1,324            | 0                | 0                | 0               | 0               | 1,324            | 0                | 0                | 1,324              |
| Landfill Cell #4A Expansion                               | 5,913            | 0                | 0                | 0               | 0               | 5,913            | 2,842            | 0                | 8,755              |
| Landfill Leachate Management System                       | 50               | 1,346            | 0                | 0               | 0               | 1,396            | 5,446            | 0                | 6,842              |
| Total without inflation                                   | \$7,287          | \$2,424          | \$1,745          | \$0             | \$0             | \$11,456         | \$8,624          | \$0              | \$20,080           |
| Contingency-inflation                                     | 576              | 300              | 306              | 0               | 0               | 1,182            | 0                | 0                | 1,182              |
| <b>Total SOLID WASTE FUND</b>                             | <b>\$7,863</b>   | <b>\$2,724</b>   | <b>\$2,051</b>   | <b>\$0</b>      | <b>\$0</b>      | <b>\$12,638</b>  | <b>\$8,624</b>   | <b>\$0</b>       | <b>\$21,262</b>    |
| <b>WATERSHED PROTECTION &amp; RESTORATION FUND (WPRF)</b> |                  |                  |                  |                 |                 |                  |                  |                  |                    |
| NPDES Retrofit Projects                                   | \$7,203          | \$7,203          | \$7,203          | \$7,203         | \$7,203         | \$36,015         | \$41,971         | \$7,203          | \$85,189           |
| Floodplain Analysis Studies                               | 67               | 0                | 0                | 0               | 0               | 67               | 313              | 0                | 380                |
| Gilbert Run Watershed Dam Repairs                         | 88               | 988              | 903              | 0               | 0               | 1,979            | 0                | 0                | 1,979              |
| Full Delivery of Water Quality Improvements               | 528              | 1,053            | 1,053            | 1,053           | 1,053           | 4,740            | 0                | 0                | 4,740              |
| Benedict Water Quality Study                              | 72               | 72               | 0                | 0               | 0               | 144              | 0                | 0                | 144                |
| Total without inflation                                   | \$7,958          | \$9,316          | \$9,159          | \$8,256         | \$8,256         | \$42,945         | \$42,284         | \$7,203          | \$92,432           |
| Contingency-inflation                                     | 0                | 1,151            | 1,605            | 1,904           | 2,402           | 7,062            | 0                | 2,559            | 9,621              |
| <b>Total WPRF</b>   | <b>\$7,958</b>   | <b>\$10,467</b>  | <b>\$10,764</b>  | <b>\$10,160</b> | <b>\$10,658</b> | <b>\$50,007</b>  | <b>\$42,284</b>  | <b>\$9,762</b>   | <b>\$102,053</b>   |
| <b>ENVIRONMENTAL SERVICE FUND</b>                         |                  |                  |                  |                 |                 |                  |                  |                  |                    |
| County Mulching Facility Relocation                       | \$57             | \$632            | \$0              | \$0             | \$0             | \$689            | \$35             | \$0              | \$724              |
| Total without inflation                                   | \$57             | \$632            | \$0              | \$0             | \$0             | \$689            | \$35             | \$0              | \$724              |
| Contingency-inflation                                     | 4                | 80               | 0                | 0               | 0               | 84               | 0                | 0                | 84                 |
| <b>Total ENVIRONMENTAL SERVICE FUND</b>                   | <b>\$61</b>      | <b>\$712</b>     | <b>\$0</b>       | <b>\$0</b>      | <b>\$0</b>      | <b>\$773</b>     | <b>\$35</b>      | <b>\$0</b>       | <b>\$808</b>       |
| <b>TOTAL ENTERPRISE FUNDS</b>                             | <b>\$57,896</b>  | <b>\$100,811</b> | <b>\$76,100</b>  | <b>\$39,616</b> | <b>\$41,973</b> | <b>\$316,396</b> | <b>\$164,938</b> | <b>\$90,188</b>  | <b>\$571,522</b>   |
| <b>TOTAL ALL PROJECTS</b>                                 | <b>\$131,848</b> | <b>\$205,845</b> | <b>\$176,902</b> | <b>\$86,218</b> | <b>\$55,646</b> | <b>\$656,459</b> | <b>\$315,626</b> | <b>\$182,627</b> | <b>\$1,154,712</b> |

| <b>FINANCING SOURCES</b>                                  |                  |                  |                  |                 |                 |                  |                  |                  |                    |
|---|------------------|------------------|------------------|-----------------|-----------------|------------------|------------------|------------------|--------------------|
| <b>ENTERPRISE FUND OPERATIONS:</b>                        |                  |                  |                  |                 |                 |                  |                  |                  |                    |
| <b>WATER AND SEWER FUND</b>                               |                  |                  |                  |                 |                 |                  |                  |                  |                    |
| <b>Water Projects</b>                                     |                  |                  |                  |                 |                 |                  |                  |                  |                    |
| Bonds   | \$6,871          | \$21,259         | \$21,621         | \$19,638        | \$15,021        | \$84,410         | \$31,860         | \$69,018         | \$185,288          |
| Operating Transfer  | 98               | 98               | 160              | 160             | 98              | 615              | 848              | 98               | 1,561              |
| <b>Total Funding</b>                                      | <b>\$6,969</b>   | <b>\$21,357</b>  | <b>\$21,781</b>  | <b>\$19,798</b> | <b>\$15,119</b> | <b>\$85,025</b>  | <b>\$32,708</b>  | <b>\$69,116</b>  | <b>\$186,849</b>   |
| <b>Sewer Projects</b>                                     |                  |                  |                  |                 |                 |                  |                  |                  |                    |
| Bonds   | \$31,512         | \$59,573         | \$37,849         | \$9,076         | \$14,647        | \$152,657        | \$73,218         | \$11,207         | \$237,082          |
| Operating Transfer  | 272              | 103              | 165              | 166             | 102             | 808              | 1,054            | 103              | 1,966              |
| Total County Funding                                      | \$31,784         | \$59,676         | \$38,014         | \$9,242         | \$14,749        | \$153,465        | \$74,272         | \$11,310         | \$239,048          |
| State   | 453              | 0                | 0                | 0               | 0               | 453              | 300              | 0                | 753                |
| Other: WSSC   | 2,808            | 5,875            | 3,491            | 416             | 1,446           | 14,037           | 6,713            | 0                | 20,750             |
| <b>Total Funding</b>                                      | <b>\$35,045</b>  | <b>\$65,551</b>  | <b>\$41,505</b>  | <b>\$9,658</b>  | <b>\$16,195</b> | <b>\$167,955</b> | <b>\$81,286</b>  | <b>\$11,310</b>  | <b>\$260,551</b>   |
| <b>SOLID WASTE FUND</b>                                   |                  |                  |                  |                 |                 |                  |                  |                  |                    |
| Bonds   | \$54             | \$1,512          | \$0              | \$0             | \$0             | \$1,566          | \$5,446          | \$0              | \$7,012            |
| Capital Budget Reserve                                    | 7,809            | 1,212            | 2,051            | 0               | 0               | 11,072           | 3,178            | 0                | 14,250             |
| <b>Total County Funding</b>                               | <b>\$7,863</b>   | <b>\$2,724</b>   | <b>\$2,051</b>   | <b>\$0</b>      | <b>\$0</b>      | <b>\$12,638</b>  | <b>\$8,624</b>   | <b>\$0</b>       | <b>\$21,262</b>    |
| <b>WATERSHED PROTECTION &amp; RESTORATION FUND (WPRF)</b> |                  |                  |                  |                 |                 |                  |                  |                  |                    |
| Bonds   | \$7,742          | \$10,318         | \$10,687         | \$10,083        | \$10,581        | \$49,411         | \$41,959         | \$9,685          | \$101,055          |
| Fund Balance Appropriation                                | 67               | 0                | 0                | 0               | 0               | 67               | 313              | 0                | 380                |
| Operating Transfer  | 149              | 149              | 77               | 77              | 77              | 529              | 12               | 77               | 618                |
| <b>Total Funding</b>                                      | <b>\$7,958</b>   | <b>\$10,467</b>  | <b>\$10,764</b>  | <b>\$10,160</b> | <b>\$10,658</b> | <b>\$50,007</b>  | <b>\$42,284</b>  | <b>\$9,762</b>   | <b>\$102,053</b>   |
| <b>ENVIRONMENTAL SERVICE FUND</b>                         |                  |                  |                  |                 |                 |                  |                  |                  |                    |
| Bonds   | \$61             | \$712            | \$0              | \$0             | \$0             | \$773            | \$35             | \$0              | \$808              |
| <b>Total Funding</b>                                      | <b>\$61</b>      | <b>\$712</b>     | <b>\$0</b>       | <b>\$0</b>      | <b>\$0</b>      | <b>\$773</b>     | <b>\$35</b>      | <b>\$0</b>       | <b>\$808</b>       |
| <b>TOTAL ENTERPRISE FUNDS</b>                             | <b>\$57,896</b>  | <b>\$100,811</b> | <b>\$76,101</b>  | <b>\$39,616</b> | <b>\$41,972</b> | <b>\$316,398</b> | <b>\$164,936</b> | <b>\$90,188</b>  | <b>\$571,522</b>   |
| <b>TOTAL ALL PROJECTS</b>                                 | <b>\$131,848</b> | <b>\$205,845</b> | <b>\$176,903</b> | <b>\$86,218</b> | <b>\$55,645</b> | <b>\$656,461</b> | <b>\$315,625</b> | <b>\$182,627</b> | <b>\$1,154,713</b> |

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ 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 2021         | FY 2022         | FY 2023         | FY 2024         | FY 2025        | 5-Year           |                   |                 |                  |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|----------------|------------------|-------------------|-----------------|------------------|
|                             |                 |                 |                 |                 |                | Total '21-'25    | Approp. thru FY20 | Beyond FY 2025  | Project Total    |
| Architectural & Engineering | \$6,345         | \$2,554         | \$73            | \$366           | \$885          | \$10,223         | \$6,871           | \$4,449         | \$21,543         |
| Land & ROW                  | 0               | 0               | 0               | 0               | 0              | 0                | 0                 | 0               | 0                |
| Construction                | 30,341          | 61,979          | 62,463          | 24,214          | 2,224          | 181,221          | 40,114            | 62,916          | 284,251          |
| Equipment                   | 3,600           | 2,342           | 1,801           | 2,524           | 1,267          | 11,534           | 0                 | 5,012           | 16,546           |
| Administration              | 0               | 1               | 0               | 0               | 0              | 1                | 0                 | 0               | 1                |
| Administration - FAS        | 11              | 13              | 8               | 4               | 5              | 41               | 14                | 6               | 61               |
| Inspection                  | 0               | 0               | 0               | 0               | 0              | 0                | 0                 | 0               | 0                |
| Miscellaneous               | 0               | 377             | 595             | 0               | 19             | 991              | 1,457             | 471             | 2,919            |
| Contingency                 | 439             | 2,319           | 2,095           | 14              | 167            | 5,034            | 1,223             | 1,660           | 7,917            |
| <b>Total Outlay</b>         | <b>\$40,736</b> | <b>\$69,585</b> | <b>\$67,035</b> | <b>\$27,122</b> | <b>\$4,567</b> | <b>\$209,045</b> | <b>\$49,679</b>   | <b>\$74,514</b> | <b>\$333,238</b> |

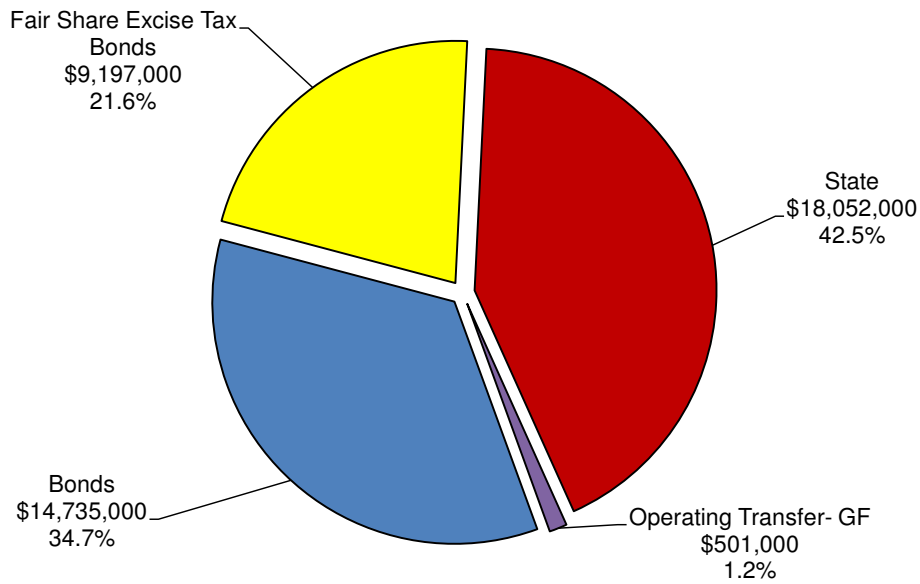
| FINANCING SOURCES               | FY 2021         | FY 2022         | FY 2023         | FY 2024         | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025  | Project Total    |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|----------------|----------------------|-------------------|-----------------|------------------|
| Bonds                           | \$14,735        | \$21,584        | \$14,635        | \$2,038         | \$2,132        | \$55,124             | \$16,298          | \$3,643         | \$75,065         |
| Fund Balance Appropriation      | 0               | 0               | 0               | 0               | 0              | 0                    | 0                 | 0               | 0                |
| Operating Transfer General Fund | 501             | 857             | 588.0           | 500             | 250            | 2,696                | 0                 | 0               | 2,696            |
| Operating Transfer CIP          | 0               | 0               | 0               | 0               | 0              | 0                    | 0                 | 0               | 0                |
| Fair Share Excise Tax Bonds     | 9,197           | 10,834          | 18,885          | 13,086          | 1,252          | 53,254               | 14,391            | 31,179          | 98,824           |
| <b>Total County Funding</b>     | <b>\$24,433</b> | <b>\$33,275</b> | <b>\$34,108</b> | <b>\$15,624</b> | <b>\$3,634</b> | <b>\$111,074</b>     | <b>\$30,689</b>   | <b>\$34,822</b> | <b>\$176,585</b> |
| Federal                         | 0               | 0               | 0               | 0               | 0              | 0                    | 0                 | 0               | 0                |
| State                           | 18,052          | 29,261          | 32,927          | 11,498          | 933            | 92,671               | 12,691            | 39,692          | 145,054          |
| Other: Forward Fund State Share | (6,299)         | 0               | 0               | 0               | 0              | (6,299)              | 6,299             | 0               | 0                |
| Other:                          | 0               | 0               | 0               | 0               | 0              | 0                    | 0                 | 0               | 0                |
| Miscellaneous                   | 0               | 0               | 0               | 0               | 0              | 0                    | 0                 | 0               | 0                |
| Other: HB1                      | 4,550           | 7,049           | 0               | 0               | 0              | 11,599               | 0                 | 0               | 11,599           |
| <b>Total Funding</b>            | <b>\$40,736</b> | <b>\$69,585</b> | <b>\$67,035</b> | <b>\$27,122</b> | <b>\$4,567</b> | <b>\$209,045</b>     | <b>\$49,679</b>   | <b>\$74,514</b> | <b>\$333,238</b> |

| Operating Budget Impact        | FY 2021          | FY 2022          | FY 2023          | FY 2024           | FY 2025           | Approp. thru FY20 | Beyond FY 2025    |
|--------------------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| No. of Personnel               | 0.00             | 0.00             | 0.00             | 57.60             | 57.60             | 0.00              | 57.60             |
| Personnel Costs                | 0.0              | 0.0              | 0.0              | 4,314.8           | 4,487.4           | 0.0               | 4,666.9           |
| Operating                      | 0.0              | 0.0              | 0.0              | 487.5             | 497.3             | 0.0               | 512.2             |
| Start-Up Cost                  | 0.0              | 0.0              | 0.0              | 0.0               | 0.0               | 0.0               | 0.0               |
| <b>Total Operating</b>         | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$4,802.3</b>  | <b>\$4,984.7</b>  | <b>\$0.0</b>      | <b>\$5,179.1</b>  |
| Debt Service: Bonds            | 1,465.9          | 2,696.2          | 4,315.3          | 5,524.6           | 5,693.6           | 1,465.9           | 6,072.1           |
| Debt Service: Excise Tax Bonds | 1,774.3          | 2,902.6          | 4,105.6          | 5,974.8           | 7,153.4           | 1,774.3           | 10,391.1          |
| <b>Total Impact</b>            | <b>\$3,240.1</b> | <b>\$5,598.8</b> | <b>\$8,420.9</b> | <b>\$16,301.7</b> | <b>\$17,831.8</b> | <b>\$3,240.1</b>  | <b>\$21,642.3</b> |

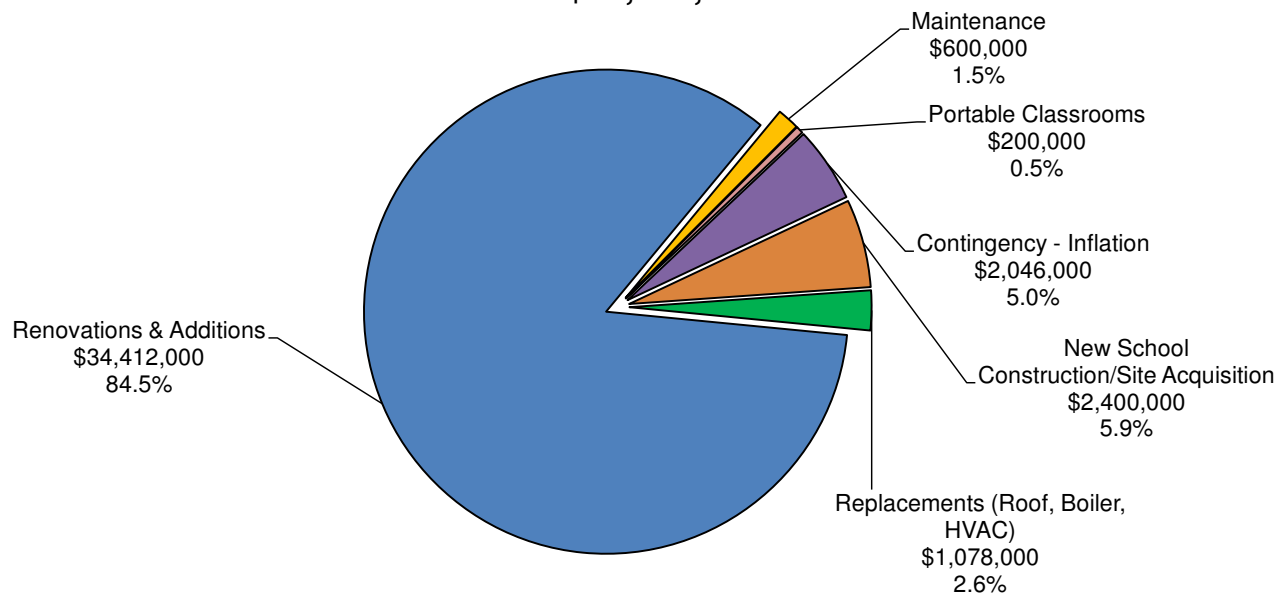
#### Projects with Future Operating Impacts:

| PROJECT               | FY 2021      | FY 2022      | FY 2023      | FY 2024          | FY 2025          | Beyond FY 2025   | FTE          |
|-----------------------|--------------|--------------|--------------|------------------|------------------|------------------|--------------|
| Elementary School #23 | 0.0          | 0.0          | 0.0          | 4,802.3          | 4,984.7          | 5,179.1          | 57.60        |
| <b>Total</b>          | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$4,802.3</b> | <b>\$4,984.7</b> | <b>\$5,179.1</b> | <b>57.60</b> |

## FY21 Board of Education Financing Sources Total \$40,736,000

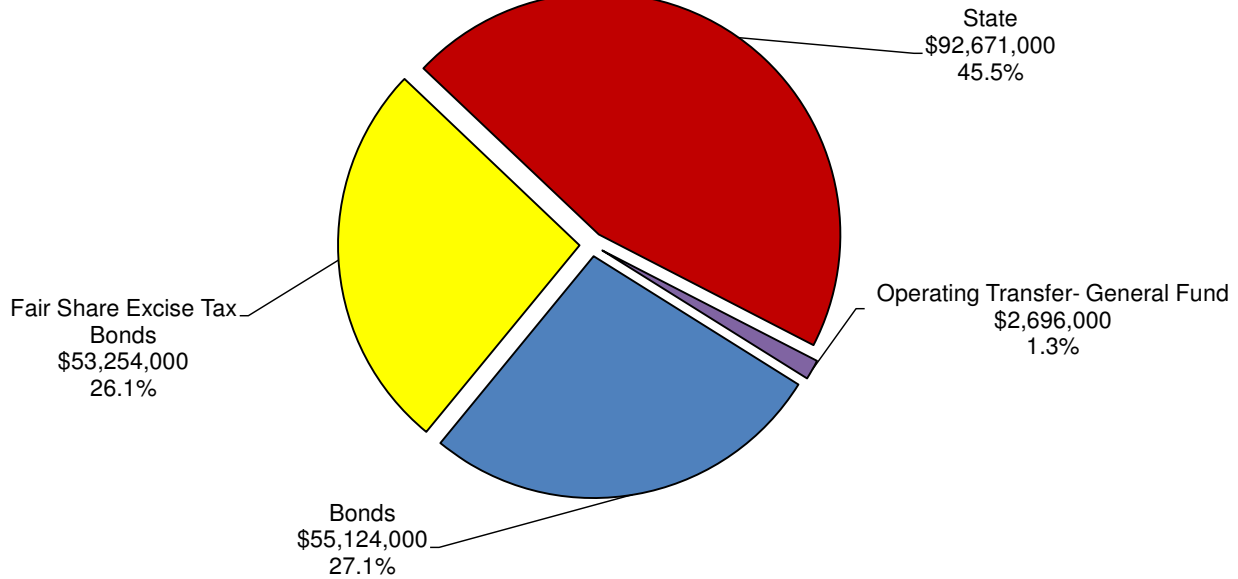


## FY21 Board of Education by Project Type Total \$40,736,000



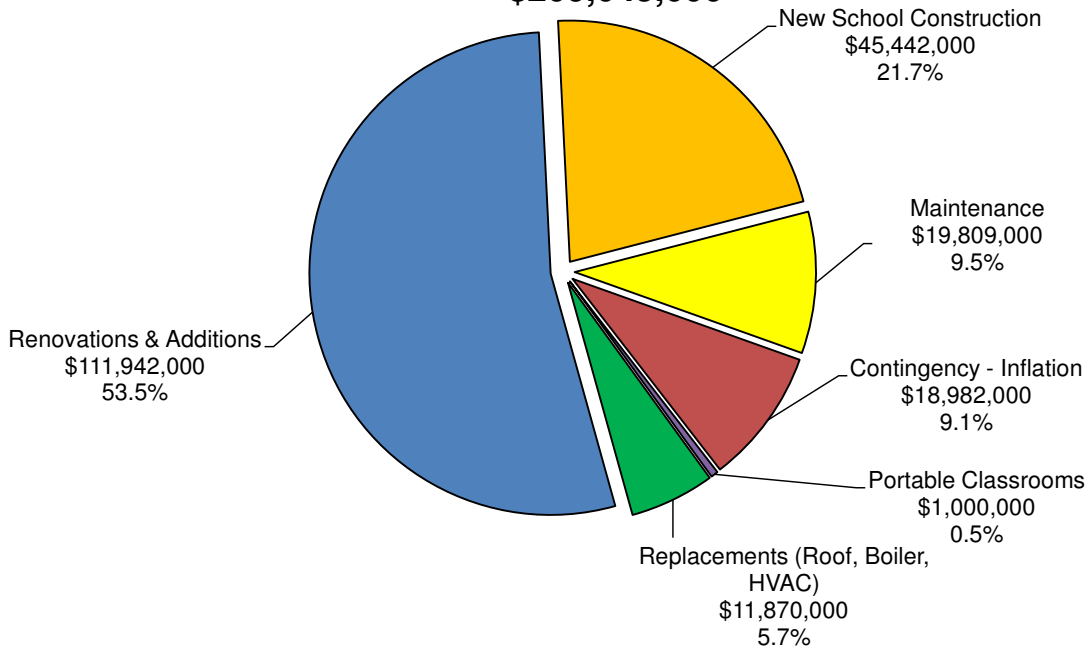
Renovations & Additions include funds to modernize and expand Benjamin Stoddert Middle School, Eva Turner Elementary School and T.C Martin Elementary School. New School Constructions provides planning funds for a new elementary school.

**FY21-FY25 Board of Education Financing Sources  
Total \$209,045,000**



Funding is being utilized for Benjamin Stoddert Middle School, McDonough High School, T.C. Martin Elementary School, Dr. Brown Elementary School, and Eva Turner Elementary School renovations and to help fund roof and boiler replacements at various schools, as well as, full-day kindergarten additions and addition of Elementary School #23.

**FY21-FY25 Board of Education by Project Type Total  
\$209,045,000**



Funds provided for renovations and additions are to renovate Eva Turner Elementary, Benjamin Stoddert Middle, and McDonough High School, as well as various other schools. Funding is also provided to accommodate full-day kindergarten additions at various schools throughout the county. Funding for new school construction includes a new elementary school and planning funding for a new middle school. Maintenance funding includes security enhancements at various schools.



# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                       |                   |
|--|-----------------------|-------------------|
| <b>PROJECT NAME:</b>   | Existing Capacity 41% | Requested By: BOE |
| <b>Benjamin Stoddert Middle School - Modernization/Addition</b>  | New Capacity 59%      | Project #: 5143   |
| <p>The need is for middle school renovations. The subject middle school is aged and major building systems have reached the end of their useful life. The renovation will upgrade the mechanical and electrical systems to meet current standards and codes. All existing spaces will be modernized and modified to meet current educational program requirements. Programmatic spaces will be included in the project to enhance the instructional program and expansion to address capacity needs.</p> |                       |                   |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p><b>PRIORITY</b></p>   |                       |                   |

| EXPENSE BUDGET              | FY 2021         | FY 2022         | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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                | 10,261          | 10,260          | 0          | 0          | 0          | 20,521               | 27,896            | 0              | 48,417          |
| Equipment                   | 1,400           | 1,400           | 0          | 0          | 0          | 2,800                | 0                 | 0              | 2,800           |
| Administration              | 0               | 0               | 0          | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Administration - FAS        | 1               | 1               | 0          | 0          | 0          | 2                    | 4                 | 0              | 6               |
| Inspection                  | 0               | 0               | 0          | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Miscellaneous               | 0               | 0               | 0          | 0          | 0          | 0                    | 519               | 0              | 519             |
| Contingency                 | 117             | 117             | 0          | 0          | 0          | 234                  | 840               | 0              | 1,074           |
| <b>Total Outlay</b>         | <b>\$11,779</b> | <b>\$11,778</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$23,557</b>      | <b>\$32,559</b>   | <b>\$0</b>     | <b>\$56,116</b> |

| FINANCING SOURCES               | FY 2021         | FY 2022         | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|---------------------------------|-----------------|-----------------|------------|------------|------------|----------------------|-------------------|----------------|-----------------|
| Bonds                           | \$1,996         | \$1,007         | \$0        | \$0        | \$0        | \$3,003              | \$8,142           | \$0            | \$11,145        |
| Fund Balance Appropriation      | 0               | 0               | 0          | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Operating Transfer General Fund | 0               | 495             | 0          | 0          | 0          | 495                  | 0                 | 0              | 495             |
| Fair Share Excise Tax Bonds     | 2,873           | 2,161           | 0          | 0          | 0          | 5,034                | 11,364            | 0              | 16,398          |
| Total County Funding            | \$4,869         | \$3,663         | \$0        | \$0        | \$0        | \$8,532              | \$19,506          | \$0            | \$28,038        |
| Federal                         | 0               | 0               | 0          | 0          | 0          | 0                    | 0                 | 0              | 0               |
| State                           | 8,115           | 8,115           | 0          | 0          | 0          | 16,230               | 11,848            | 0              | 28,078          |
| Other: Forward Fund State Share | (1,205)         | 0               | 0          | 0          | 0          | (1,205)              | 1,205             | 0              | 0               |
| <b>Total Funding</b>            | <b>\$11,779</b> | <b>\$11,778</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$23,557</b>      | <b>\$32,559</b>   | <b>\$0</b>     | <b>\$56,116</b> |

| Operating Budget Impact        | FY 2021          | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|
| No. of Personnel               | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 0.00             |
| Personnel Costs                | 0.0              | 0.0              | 0.0              | 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              |
| <b>Total Operating</b>         | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>      | <b>\$0.0</b>     |
| Debt Service: Bonds            | 732.3            | 918.9            | 1,013.4          | 1,013.4          | 1,013.4          | 732.3             | 1,013.4          |
| Debt Service: Excise Tax Bonds | 1,401.1          | 1,772.6          | 2,052.7          | 2,052.7          | 2,052.7          | 1,401.1           | 2,052.7          |
| <b>Total Impact</b>            | <b>\$2,133.4</b> | <b>\$2,691.5</b> | <b>\$3,066.1</b> | <b>\$3,066.1</b> | <b>\$3,066.1</b> | <b>\$2,133.4</b>  | <b>\$3,066.1</b> |

|                                 |
|---------------------------------|
| <b>LOCATION:</b>                |
| Benjamin Stoddert Middle School |

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |   |                                      |
|---|---|--------------------------------------|
| <b>PROJECT NAME:</b><br><b>Eva Turner Elementary School -<br/>Modernization/Addition</b>  | Existing Capacity 71%<br>New Capacity 29% | Requested By: BOE<br>Project #: 5142 |
| <p>The need is for elementary school renovations. The subject elementary school is aged and major building systems have reached the end of their useful life. The renovation will upgrade the mechanical and electrical systems to meet current standards and codes. All existing spaces will be modernized and modified to meet current educational program requirements. Other programmatic spaces will be included in the project to enhance the instructional program. The school received a full-day kindergarten addition in 2011 and this addition will not be impacted as part of the renovation project.</p> |   |                                      |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p><b>PRIORITY</b></p>  |   |                                      |

| EXPENSE<br>BUDGET           | FY 2021         | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year<br>Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
|-----------------------------|-----------------|------------|------------|------------|------------|----------------------------|----------------------|-------------------|------------------|
| Architectural & Engineering | \$0             | \$0        | \$0        | \$0        | \$0        | \$0                        | \$1,783              | \$0               | \$1,783          |
| Land & ROW                  | 0               | 0          | 0          | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| Construction                | 10,268          | 0          | 0          | 0          | 0          | 10,268                     | 11,748               | 0                 | 22,016           |
| Equipment                   | 2,000           | 0          | 0          | 0          | 0          | 2,000                      | 0                    | 0                 | 2,000            |
| Administration              | 0               | 0          | 0          | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| Administration - FAS        | 1               | 0          | 0          | 0          | 0          | 1                          | 4                    | 0                 | 5                |
| Inspection                  | 0               | 0          | 0          | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| Miscellaneous               | 0               | 0          | 0          | 0          | 0          | 0                          | 927                  | 0                 | 927              |
| Contingency                 | 287             | 0          | 0          | 0          | 0          | 287                        | 363                  | 0                 | 650              |
| <b>Total Outlay</b>         | <b>\$12,556</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$12,556</b>            | <b>\$14,825</b>      | <b>\$0</b>        | <b>\$27,381</b>  |

| FINANCING<br>SOURCES            | FY 2021         | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year<br>Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
|---------------------------------|-----------------|------------|------------|------------|------------|----------------------------|----------------------|-------------------|------------------|
| Bonds                           | \$4,975         | \$0        | \$0        | \$0        | \$0        | \$4,975                    | \$6,311              | \$0               | \$11,286         |
| Fund Balance Appropriation      | 0               | 0          | 0          | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| Operating Transfer General Fund | 501             | 0          | 0          | 0          | 0          | 501                        | 0                    | 0                 | 501              |
| Fair Share Excise Tax Bonds     | 2,237           | 0          | 0          | 0          | 0          | 2,237                      | 2,577                | 0                 | 4,814            |
| Total County Funding            | \$7,713         | \$0        | \$0        | \$0        | \$0        | \$7,713                    | \$8,888              | \$0               | \$16,601         |
| Federal                         | 0               | 0          | 0          | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| State                           | 9,937           | 0          | 0          | 0          | 0          | 9,937                      | 843                  | 0                 | 10,780           |
| Other: Forward Fund State Share | (5,094)         | 0          | 0          | 0          | 0          | (5,094)                    | 5,094                | 0                 | 0                |
| <b>Total Funding</b>            | <b>\$12,556</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$12,556</b>            | <b>\$14,825</b>      | <b>\$0</b>        | <b>\$27,381</b>  |

| Operating Budget Impact        | FY 2021        | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp.<br>thru FY20 | Beyond<br>FY 2025 |
|--------------------------------|----------------|------------------|------------------|------------------|------------------|----------------------|-------------------|
| No. of Personnel               | 0.00           | 0.00             | 0.00             | 0.00             | 0.00             | 0.00                 | 0.00              |
| Personnel Costs                | 0.0            | 0.0              | 0.0              | 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               |
| <b>Total Operating</b>         | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>         | <b>\$0.0</b>      |
| Debt Service: Bonds            | 567.6          | 1,032.7          | 1,032.7          | 1,032.7          | 1,032.7          | 567.6                | 1,032.7           |
| Debt Service: Excise Tax Bonds | 317.7          | 607.0            | 607.0            | 607.0            | 607.0            | 317.7                | 607.0             |
| <b>Total Impact</b>            | <b>\$885.3</b> | <b>\$1,639.7</b> | <b>\$1,639.7</b> | <b>\$1,639.7</b> | <b>\$1,639.7</b> | <b>\$885.3</b>       | <b>\$1,639.7</b>  |

**LOCATION:**  
Eva Turner Elementary School

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |                       |                   |
|--|-----------------------|-------------------|
| <b>PROJECT NAME:</b>   | Existing Capacity 95% | Requested By: BOE |
| <b>McDonough High School Renovation Study / Security Enhancements &amp; Performing Arts</b>  | New Capacity 5%       | Project #: 5144   |
| <p>Preparation of a feasibility study to review rehabilitation of existing school to ensure facility in existing neighborhoods are equal to new schools. First desire is to renovate with addition to meet 21st century educational requirements and challenges. Maurice J. McDonough High School was built in 1977 and major building systems have reached the end of their useful life. The proposed Phase I will include; an elevator, stair modifications, improved accessibility, new secure building entrance and administrative office, renovations to convert the existing administrative spaces to program spaces, and enhancements to the performing arts area. Requires a MOU between the School, County, IAC, and Stadium Authority.</p> |                       |                   |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>  |                       |                   |
| <p><b>PRIORITY</b></p>   |                       |                   |

| EXPENSE BUDGET              | FY 2021        | FY 2022         | FY 2023    | FY 2024    | FY 2025    | 5-Year          |                   |                |                 |
|-----------------------------|----------------|-----------------|------------|------------|------------|-----------------|-------------------|----------------|-----------------|
|                             |                |                 |            |            |            | Total '21-'25   | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$0            | \$0             | \$0        | \$0        | \$0        | \$0             | \$1,169           | \$0            | \$1,169         |
| Land & ROW                  | 0              | 0               | 0          | 0          | 0          | 0               | 0                 | 0              | 0               |
| Construction                | 7,000          | 10,445          | 0          | 0          | 0          | 17,445          | 400               | 0              | 17,845          |
| Equipment                   | 0              | 322             | 0          | 0          | 0          | 322             | 0                 | 0              | 322             |
| Administration              | 0              | 0               | 0          | 0          | 0          | 0               | 0                 | 0              | 0               |
| Administration - FAS        | 1              | 1               | 0          | 0          | 0          | 2               | 3                 | 0              | 5               |
| Inspection                  | 0              | 0               | 0          | 0          | 0          | 0               | 0                 | 0              | 0               |
| Miscellaneous               | 0              | 74              | 0          | 0          | 0          | 74              | 11                | 0              | 85              |
| Contingency                 | 0              | 499             | 0          | 0          | 0          | 499             | 20                | 0              | 519             |
| <b>Total Outlay</b>         | <b>\$7,001</b> | <b>\$11,341</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$18,342</b> | <b>\$1,603</b>    | <b>\$0</b>     | <b>\$19,945</b> |

| FINANCING SOURCES               | FY 2021        | FY 2022         | FY 2023    | FY 2024    | FY 2025    | 5-Year          |                   |                |                 |
|---------------------------------|----------------|-----------------|------------|------------|------------|-----------------|-------------------|----------------|-----------------|
|                                 |                |                 |            |            |            | Total '21-'25   | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Bonds                           | \$2,451        | \$3,370         | \$0        | \$0        | \$0        | \$5,821         | \$1,253           | \$0            | \$7,074         |
| Fund Balance Appropriation      | 0              | 0               | 0          | 0          | 0          | 0               | 0                 | 0              | 0               |
| Operating Transfer General Fund | 0              | 322             | 0          | 0          | 0          | 322             | 0                 | 0              | 322             |
| Fair Share Excise Tax Bonds     | 0              | 600             | 0          | 0          | 0          | 600             | 350               | 0              | 950             |
| Total County Funding            | \$2,451        | \$4,292         | \$0        | \$0        | \$0        | \$6,743         | \$1,603           | \$0            | \$8,346         |
| Federal                         | 0              | 0               | 0          | 0          | 0          | 0               | 0                 | 0              | 0               |
| State                           | 0              | 0               | 0          | 0          | 0          | 0               | 0                 | 0              | 0               |
| Other: HB1                      | 4,550          | 7,049           | 0          | 0          | 0          | 11,599          | 0                 | 0              | 11,599          |
| <b>Total Funding</b>            | <b>\$7,001</b> | <b>\$11,341</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$18,342</b> | <b>\$1,603</b>    | <b>\$0</b>     | <b>\$19,945</b> |

| Operating Budget Impact        | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel               | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                | 0.0            | 0.0            | 0.0            | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds            | 112.7          | 341.8          | 657.9          | 657.9          | 657.9          | 112.7          | 657.9          |
| Debt Service: Excise Tax Bonds | 43.2           | 43.2           | 120.9          | 120.9          | 120.9          | 43.2           | 120.9          |
| <b>Total Impact</b>            | <b>\$155.8</b> | <b>\$385.0</b> | <b>\$778.9</b> | <b>\$778.9</b> | <b>\$778.9</b> | <b>\$155.8</b> | <b>\$778.9</b> |

|                  |                       |
|------------------|-----------------------|
| <b>LOCATION:</b> | McDonough High School |
|------------------|-----------------------|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |  |                                      |
|---|--|--------------------------------------|
| <b>PROJECT NAME:</b><br><b>Westlake H.S. Roof Replacement</b>   | Existing Capacity 100%<br>New Capacity | Requested By: BOE<br>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. 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 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |              |                |            |            |            | Total '21-'25  |                   |                |                |
| Architectural & Engineering | \$0          | \$0            | \$0        | \$0        | \$0        | \$0            | \$392             | \$0            | \$392          |
| Land & ROW                  | 0            | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Construction                | 599          | 2,379          | 0          | 0          | 0          | 2,978          | 70                | 0              | 3,048          |
| 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              | 0                 | 0              | 0              |
| Contingency                 | 0            | 200            | 0          | 0          | 0          | 200            | 0                 | 0              | 200            |
| <b>Total Outlay</b>         | <b>\$600</b> | <b>\$2,579</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,179</b> | <b>\$463</b>      | <b>\$0</b>     | <b>\$3,642</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$600        | \$598          | \$0        | \$0        | \$0        | \$1,198              | \$463             | \$0            | \$1,661        |
| 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        | \$600        | \$598          | \$0        | \$0        | \$0        | \$1,198              | \$463             | \$0            | \$1,661        |
| Federal                     | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                       | 0            | 1,981          | 0          | 0          | 0          | 1,981                | 0                 | 0              | 1,981          |
| Other:                      | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$600</b> | <b>\$2,579</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,179</b>       | <b>\$463</b>      | <b>\$0</b>     | <b>\$3,642</b> |

| Operating Budget Impact        | FY 2021       | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|---------------|---------------|----------------|----------------|----------------|-------------------|----------------|
|                                |               |               |                |                |                | 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            |
| Start-Up Cost                  | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>         | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 41.6          | 97.7          | 153.8          | 153.8          | 153.8          | 41.6              | 153.8          |
| Debt Service: Excise Tax Bonds | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>            | <b>\$41.6</b> | <b>\$97.7</b> | <b>\$153.8</b> | <b>\$153.8</b> | <b>\$153.8</b> | <b>\$41.6</b>     | <b>\$153.8</b> |

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| <b>LOCATION:</b><br>Westlake High School |
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# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |  |                                      |
|---|--|--------------------------------------|
| <b>PROJECT NAME:</b><br><b>Indian Head E.S. Boiler Replacement</b>  | Existing Capacity 100%<br>New Capacity | Requested By: BOE<br>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.</p> |  |                                      |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>   |  |                                      |

| EXPENSE BUDGET              | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$0            | \$0        | \$0        | \$0        | \$0                  | \$128             | \$0            | \$128          |
| Land & ROW                  | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 0          | 1,096          | 0          | 0          | 0          | 1,096                | 0                 | 0              | 1,096          |
| Equipment                   | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration - FAS        | 0          | 1              | 0          | 0          | 0          | 1                    | 1                 | 0              | 2              |
| Inspection                  | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Miscellaneous               | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Contingency                 | 0          | 100            | 0          | 0          | 0          | 100                  | 0                 | 0              | 100            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$1,197</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,197</b>       | <b>\$129</b>      | <b>\$0</b>     | <b>\$1,326</b> |

| FINANCING SOURCES           | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$0        | \$485          | \$0        | \$0        | \$0        | \$485                | \$129             | \$0            | \$614          |
| 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        | \$485          | \$0        | \$0        | \$0        | \$485                | \$129             | \$0            | \$614          |
| Federal                     | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                       | 0          | 712            | 0          | 0          | 0          | 712                  | 0                 | 0              | 712            |
| Other:                      | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$1,197</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,197</b>       | <b>\$129</b>      | <b>\$0</b>     | <b>\$1,326</b> |

| Operating Budget Impact        | FY 2021       | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel               | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs                | 0.0           | 0.0           | 0.0           | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 11.6          | 11.6          | 57.1          | 57.1          | 57.1          | 11.6              | 57.1           |
| Debt Service: Excise Tax Bonds | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>            | <b>\$11.6</b> | <b>\$11.6</b> | <b>\$57.1</b> | <b>\$57.1</b> | <b>\$57.1</b> | <b>\$11.6</b>     | <b>\$57.1</b>  |

|                  |                               |
|------------------|-------------------------------|
| <b>LOCATION:</b> | Indian Head Elementary School |
|------------------|-------------------------------|

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|   |  |                                      |
|---|--|--------------------------------------|
| <b>PROJECT NAME:</b><br><b>Smallwood M.S. Roof/Chiller/H&amp;V/UV Replacement</b>   | Existing Capacity 100%<br>New Capacity | Requested By: BOE<br>Project #: 5177 |
| <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, &amp; convention units have been replaced as part of the FY 2013 &amp; 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.</p> |  |                                      |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>   |  |                                      |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$477        | \$0            | \$0        | \$0        | \$0        | \$477                | \$0               | \$0            | \$477          |
| Land & ROW                  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 0            | 3,649          | 0          | 0          | 0          | 3,649                | 0                 | 0              | 3,649          |
| Equipment                   | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration - FAS        | 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            | 300            | 0          | 0          | 0          | 300                  | 0                 | 0              | 300            |
| <b>Total Outlay</b>         | <b>\$478</b> | <b>\$3,950</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,428</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,428</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$478        | \$1,587        | \$0        | \$0        | \$0        | \$2,065              | \$0               | \$0            | \$2,065        |
| Fund Balance Appropriation  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Fair Share Excise Tax Bonds | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Total County Funding        | \$478        | \$1,587        | \$0        | \$0        | \$0        | \$2,065              | \$0               | \$0            | \$2,065        |
| Federal                     | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                       | 0            | 2,363          | 0          | 0          | 0          | 2,363                | 0                 | 0              | 2,363          |
| Other:                      | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$478</b> | <b>\$3,950</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,428</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,428</b> |

| Operating Budget Impact        | FY 2021      | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|---------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel               | 0.00         | 0.00          | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0           | 0.0            | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0          | 44.7          | 193.6          | 193.6          | 193.6          | 0.0               | 193.6          |
| Debt Service: Excise Tax Bonds | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$44.7</b> | <b>\$193.6</b> | <b>\$193.6</b> | <b>\$193.6</b> | <b>\$0.0</b>      | <b>\$193.6</b> |

|   |
|---|
| <b>LOCATION:</b><br>General Smallwood Middle School |
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# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                   |                   |
|---|-------------------|-------------------|
| <b>PROJECT NAME:</b>  | Existing Capacity | Requested By: BOE |
| <b>BOE: Various Maintenance Projects</b>  | New Capacity      | Project #: 5178   |
| <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 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$50         | \$50         | \$50         | \$50         | \$50         | \$250                | \$0               | \$15           | \$265          |
| Land & ROW                  | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Construction                | 549          | 549          | 549          | 549          | 549          | 2,745                | 0                 | 400            | 3,145          |
| Equipment                   | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Administration              | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Administration - FAS        | 1            | 1            | 1            | 1            | 1            | 5                    | 0                 | 1              | 6              |
| Inspection                  | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Miscellaneous               | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Contingency                 | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| <b>Total Outlay</b>         | <b>\$600</b> | <b>\$600</b> | <b>\$600</b> | <b>\$600</b> | <b>\$600</b> | <b>\$3,000</b>       | <b>\$0</b>        | <b>\$416</b>   | <b>\$3,416</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$600        | \$600        | \$600        | \$600        | \$600        | \$3,000              | \$0               | \$416          | \$3,416        |
| 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        | \$600        | \$600        | \$600        | \$600        | \$600        | \$3,000              | \$0               | \$416          | \$3,416        |
| 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              |
| <b>Total Funding</b>        | <b>\$600</b> | <b>\$600</b> | <b>\$600</b> | <b>\$600</b> | <b>\$600</b> | <b>\$3,000</b>       | <b>\$0</b>        | <b>\$416</b>   | <b>\$3,416</b> |

| Operating Budget Impact        | FY 2021      | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|---------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel               | 0.00         | 0.00          | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0           | 0.0            | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0          | 56.1          | 112.4          | 168.8          | 225.3          | 0.0               | 321.0          |
| Debt Service: Excise Tax Bonds | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$56.1</b> | <b>\$112.4</b> | <b>\$168.8</b> | <b>\$225.3</b> | <b>\$0.0</b>      | <b>\$321.0</b> |

|                                       |
|---------------------------------------|
| <b>LOCATION:</b>                      |
| Various schools throughout the County |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                        |                   |
|---|------------------------|-------------------|
| <b>PROJECT NAME:</b>  | Existing Capacity 100% | Requested By: BOE |
| <b>Local Portable Classrooms - Various Schools</b>  | New Capacity           | Project #: 5179   |
| <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. Two duplex portable classroom units are required to be relocated from Eva Turner ES to start construction. Two duplex portable classroom units are required to be relocated from Benjamin Stoddert MS for the modernization project.</p> |                        |                   |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>   |                        |                   |
| <b>PRIORITY</b>   |                        |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year         | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------|-------------------|----------------|----------------|
|                             |              |              |              |              |              | Total '21-'25  |                   |                |                |
| Architectural & Engineering | \$23         | \$23         | \$23         | \$23         | \$23         | \$115          | \$0               | \$23           | \$138          |
| Land & ROW                  | 0            | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Construction                | 146          | 146          | 146          | 146          | 146          | 730            | 0                 | 146            | 876            |
| Equipment                   | 16           | 16           | 16           | 16           | 16           | 80             | 0                 | 16             | 96             |
| Administration              | 0            | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Administration - FAS        | 1            | 1            | 1            | 1            | 1            | 5              | 0                 | 1              | 6              |
| Inspection                  | 0            | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Miscellaneous               | 0            | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Contingency                 | 14           | 14           | 14           | 14           | 14           | 70             | 0                 | 14             | 84             |
| <b>Total Outlay</b>         | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> | <b>\$1,000</b> | <b>\$0</b>        | <b>\$200</b>   | <b>\$1,200</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$200        | \$200        | \$200        | \$200        | \$200        | \$1,000              | \$0               | \$200          | \$1,200        |
| Fund Balance Appropriation  | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Fair Share Excise Tax Bonds | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Total County Funding        | \$200        | \$200        | \$200        | \$200        | \$200        | \$1,000              | \$0               | \$200          | \$1,200        |
| Federal                     | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| State                       | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Other:                      | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> | <b>\$1,000</b>       | <b>\$0</b>        | <b>\$200</b>   | <b>\$1,200</b> |

| Operating Budget Impact        | FY 2021      | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|---------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel               | 0.00         | 0.00          | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0           | 0.0           | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0          | 18.7          | 37.5          | 56.3          | 75.1          | 0.0               | 112.8          |
| Debt Service: Excise Tax Bonds | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$18.7</b> | <b>\$37.5</b> | <b>\$56.3</b> | <b>\$75.1</b> | <b>\$0.0</b>      | <b>\$112.8</b> |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Various schools  |



# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                        |                   |
|--|------------------------|-------------------|
| <b>PROJECT NAME:</b>   | Existing Capacity 100% | Requested By: BOE |
| <b>Open Space Enclosure: Dr. Gustavus Brown E.S.</b>   | New Capacity           | Project #:        |
| <p>There is a need for permanent enclosed classrooms at Dr. Gustavus Brown Elementary School in Waldorf, Maryland. The school originally opened in 1974 with open-space learning environment. The open-space learning has had two primary obstacles, one is the added space and the other is noise carrying from learning center to learning center. As the trend for open-space learning declined in the Charles County, in favor of traditional classrooms, many of the open-space schools received acoustical cubical style partitions to create enclosing spaces for the feel of traditional educational classrooms. The result has been classroom space with partially demising cubical partitions, but without doors, and short walls which allows noise and light to pass from space to space.</p> <p>This project will convert this open-space floorplan to permanently enclosed classrooms with full height walls and all necessary adjustments to the HVAC and electrical systems. The rooftop units, vav's, and boilers were replaced in 2014 and that work resulted in considerable insight on the HVAC system. There is substantial growth in close proximity to the school and the open-space enclosure would create classrooms spaces that function at current educational requirements. Asbestos Containment Materials (ACM) removal will be required for this project. The existing roof is 25 years old and with the significant amount of drywall work and the fire rated corridor, roof replacement is included in this project.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p> |                        |                   |

| EXPENSE BUDGET              | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$84           | \$0        | \$0        | \$0        | \$84                 | \$0               | \$0            | \$84           |
| Land & ROW                  | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 0          | 5,590          | 0          | 0          | 0          | 5,590                | 0                 | 0              | 5,590          |
| Equipment                   | 0          | 100            | 0          | 0          | 0          | 100                  | 0                 | 0              | 100            |
| Administration              | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration - FAS        | 0          | 1              | 0          | 0          | 0          | 1                    | 0                 | 0              | 1              |
| Inspection                  | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Miscellaneous               | 0          | 25             | 0          | 0          | 0          | 25                   | 0                 | 0              | 25             |
| Contingency                 | 0          | 200            | 0          | 0          | 0          | 200                  | 0                 | 0              | 200            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$6,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,000</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$6,000</b> |

| FINANCING SOURCES           | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$0        | \$2,340        | \$0        | \$0        | \$0        | \$2,340              | \$0               | \$0            | \$2,340        |
| Fund Balance Appropriation  | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Fair Share Excise Tax Bonds | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Total County Funding        | \$0        | \$2,340        | \$0        | \$0        | \$0        | \$2,340              | \$0               | \$0            | \$2,340        |
| Federal                     | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                       | 0          | 3,660          | 0          | 0          | 0          | 3,660                | 0                 | 0              | 3,660          |
| Other:                      | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$6,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,000</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$6,000</b> |

| Operating Budget Impact        | FY 2021      | FY 2022      | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|--------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel               | 0.00         | 0.00         | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0          | 0.0            | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0          | 0.0          | 219.5          | 219.5          | 219.5          | 0.0               | 219.5          |
| Debt Service: Excise Tax Bonds | 0.0          | 0.0          | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$219.5</b> | <b>\$219.5</b> | <b>\$219.5</b> | <b>\$0.0</b>      | <b>\$219.5</b> |

**LOCATION:**  
Dr. Brown E.S.

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                       |                   |
|---|-----------------------|-------------------|
| <b>PROJECT NAME:</b>  | Existing Capacity 80% | Requested By: BOE |
| <b>T.C. Martin Elementary School</b>  | New Capacity 20%      | Project #: 5180   |
| <b>Study/Renovation/Addition</b>  |                       |                   |
| <p>The need is for renovation and addition at T.C. Martin Elementary School, which opened in 1967 and located in Bryantown. The major building systems have exceeded their normal life and will be replaced as part of the renovation. The building will be modernized and expanded for increased enrollment and to meet current educational program requirements. The school received a full-day kindergarten addition in 2009 that will not be renovated.</p> |                       |                   |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>   |                       |                   |
| <b>PRIORITY</b>   |                       |                   |

| EXPENSE BUDGET              | FY 2021        | FY 2022         | FY 2023         | FY 2024        | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|----------------|-----------------|-----------------|----------------|------------|----------------------|-------------------|----------------|-----------------|
| Architectural & Engineering | \$2,325        | \$0             | \$0             | \$0            | \$0        | \$2,325              | \$0               | \$0            | \$2,325         |
| Land & ROW                  | 0              | 0               | 0               | 0              | 0          | 0                    | 0                 | 0              | 0               |
| Construction                | 0              | 13,313          | 13,778          | 0              | 0          | 27,091               | 0                 | 0              | 27,091          |
| Equipment                   | 0              | 0               | 1,000           | 1,000          | 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                    | 0                 | 0              | 3               |
| Inspection                  | 0              | 0               | 0               | 0              | 0          | 0                    | 0                 | 0              | 0               |
| Miscellaneous               | 0              | 178             | 0               | 0              | 0          | 178                  | 0                 | 0              | 178             |
| Contingency                 | 0              | 287             | 0               | 0              | 0          | 287                  | 0                 | 0              | 287             |
| <b>Total Outlay</b>         | <b>\$2,326</b> | <b>\$13,779</b> | <b>\$14,779</b> | <b>\$1,000</b> | <b>\$0</b> | <b>\$31,884</b>      | <b>\$0</b>        | <b>\$0</b>     | <b>\$31,884</b> |

| FINANCING SOURCES               | FY 2021        | FY 2022         | FY 2023         | FY 2024        | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|---------------------------------|----------------|-----------------|-----------------|----------------|------------|----------------------|-------------------|----------------|-----------------|
| Bonds                           | \$1,861        | \$5,593         | \$6,143         | \$750          | \$0        | \$14,347             | \$0               | \$0            | \$14,347        |
| Fund Balance Appropriation      | 0              | 0               | 0               | 0              | 0          | 0                    | 0                 | 0              | 0               |
| Operating Transfer General Fund | 0              | 0               | 250             | 250            | 0          | 500                  | 0                 | 0              | 500             |
| Fair Share Excise Tax Bonds     | 465            | 1,398           | 1,598           | 0              | 0          | 3,461                | 0                 | 0              | 3,461           |
| Total County Funding            | \$2,326        | \$6,991         | \$7,991         | \$1,000        | \$0        | \$18,308             | \$0               | \$0            | \$18,308        |
| Federal                         | 0              | 0               | 0               | 0              | 0          | 0                    | 0                 | 0              | 0               |
| State                           | 0              | 6,788           | 6,788           | 0              | 0          | 13,576               | 0                 | 0              | 13,576          |
| Other:                          | 0              | 0               | 0               | 0              | 0          | 0                    | 0                 | 0              | 0               |
| <b>Total Funding</b>            | <b>\$2,326</b> | <b>\$13,779</b> | <b>\$14,779</b> | <b>\$1,000</b> | <b>\$0</b> | <b>\$31,884</b>      | <b>\$0</b>        | <b>\$0</b>     | <b>\$31,884</b> |

| Operating Budget Impact        | FY 2021      | FY 2022        | FY 2023        | FY 2024          | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|--------------------------------|--------------|----------------|----------------|------------------|------------------|-------------------|------------------|
| No. of Personnel               | 0.00         | 0.00           | 0.00           | 0.00             | 0.00             | 0.00              | 0.00             |
| Personnel Costs                | 0.0          | 0.0            | 0.0            | 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              |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>      | <b>\$0.0</b>     |
| Debt Service: Bonds            | 0.0          | 174.0          | 698.6          | 1,276.8          | 1,347.4          | 0.0               | 1,347.4          |
| Debt Service: Excise Tax Bonds | 0.0          | 60.2           | 241.4          | 449.1            | 449.1            | 0.0               | 449.1            |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$234.1</b> | <b>\$940.0</b> | <b>\$1,725.9</b> | <b>\$1,796.5</b> | <b>\$0.0</b>      | <b>\$1,796.5</b> |

|                  |
|------------------|
| <b>LOCATION:</b> |
| T.C. Martin E.S. |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                        |                   |
|---|------------------------|-------------------|
| <b>PROJECT NAME:</b>  | Existing Capacity 100% | Requested By: BOE |
| <b>Piccowaxen M.S. Boiler Replacement</b>   | New Capacity           | Project #:        |
| <p>The need is for a systemic renovation at Piccowaxen Middle School, which opened in 1977. The boiler and pump systems are over 30 years old and will have outlived their expected usefulness. The installation of new efficient units is proposed to increase the overall efficiency of the heating system and reduce operating cost.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p> |                        |                   |

| EXPENSE BUDGET              | FY 2021    | FY 2022     | FY 2023      | FY 2024    | FY 2025    | 5-Year        | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|------------|-------------|--------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |            |             |              |            |            | Total '21-'25 |                   |                |               |
| Architectural & Engineering | \$0        | \$79        | \$0          | \$0        | \$0        | \$79          | \$0               | \$0            | \$79          |
| Land & ROW                  | 0          | 0           | 0            | 0          | 0          | 0             | 0                 | 0              | 0             |
| Construction                | 0          | 0           | 634          | 0          | 0          | 634           | 0                 | 0              | 634           |
| Equipment                   | 0          | 0           | 0            | 0          | 0          | 0             | 0                 | 0              | 0             |
| Administration              | 0          | 0           | 0            | 0          | 0          | 0             | 0                 | 0              | 0             |
| Administration - FAS        | 0          | 1           | 1            | 0          | 0          | 2             | 0                 | 0              | 2             |
| Inspection                  | 0          | 0           | 0            | 0          | 0          | 0             | 0                 | 0              | 0             |
| Miscellaneous               | 0          | 0           | 15           | 0          | 0          | 15            | 0                 | 0              | 15            |
| Contingency                 | 0          | 0           | 65           | 0          | 0          | 65            | 0                 | 0              | 65            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$80</b> | <b>\$715</b> | <b>\$0</b> | <b>\$0</b> | <b>\$795</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$795</b>  |

| FINANCING SOURCES           | FY 2021    | FY 2022     | FY 2023      | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|------------|-------------|--------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Bonds                       | \$0        | \$80        | \$225        | \$0        | \$0        | \$305                | \$0               | \$0            | \$305         |
| 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        | \$80        | \$225        | \$0        | \$0        | \$305                | \$0               | \$0            | \$305         |
| Federal                     | 0          | 0           | 0            | 0          | 0          | 0                    | 0                 | 0              | 0             |
| State                       | 0          | 0           | 490          | 0          | 0          | 490                  | 0                 | 0              | 490           |
| Other:                      | 0          | 0           | 0            | 0          | 0          | 0                    | 0                 | 0              | 0             |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$80</b> | <b>\$715</b> | <b>\$0</b> | <b>\$0</b> | <b>\$795</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$795</b>  |

| Operating Budget Impact        | FY 2021      | FY 2022      | FY 2023      | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|--------------|--------------|---------------|---------------|-------------------|----------------|
|                                |              |              |              |               |               |                   |                |
| No. of Personnel               | 0.00         | 0.00         | 0.00         | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0          | 0.0          | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0          | 0.0          | 7.5          | 28.7          | 28.7          | 0.0               | 28.7           |
| Debt Service: Excise Tax Bonds | 0.0          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$7.5</b> | <b>\$28.7</b> | <b>\$28.7</b> | <b>\$0.0</b>      | <b>\$28.7</b>  |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Piccowaxen M.S.  |

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                          |                          |
|---|--------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Existing Capacity</b> | <b>Requested By:</b> BOE |
| <b>Elementary School #23</b>  | <b>New Capacity 100%</b> | <b>Project #:</b> 5181   |
| <p>The need is for additional school capacity in the La Plata or Waldorf areas. Continued development in the incorporated town, both east and west of route 301, will cause enrollment at the elementary level to exceed the capacity of the existing schools serving that area. The school will serve a population that includes students with special needs, students with low English proficiency, and children eligible to participate in the free and reduced meal program. A school with a rated capacity of 766 is requested.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p><b>PRIORITY</b></p> |                          |                          |

| EXPENSE BUDGET              | FY 2021        | FY 2022    | FY 2023         | FY 2024         | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|----------------|------------|-----------------|-----------------|----------------|----------------------|-------------------|----------------|-----------------|
| Architectural & Engineering | \$2,399        | \$0        | \$0             | \$0             | \$0            | \$2,399              | \$0               | \$0            | \$2,399         |
| Land & ROW                  | 0              | 0          | 0               | 0               | 0              | 0                    | 0                 | 0              | 0               |
| Construction                | 0              | 0          | 19,696          | 19,695          | 0              | 39,391               | 0                 | 0              | 39,391          |
| Equipment                   | 0              | 0          | 0               | 1,100           | 1,000          | 2,100                | 0                 | 0              | 2,100           |
| Administration              | 0              | 0          | 0               | 0               | 0              | 0                    | 0                 | 0              | 0               |
| Administration - FAS        | 1              | 0          | 1               | 1               | 0              | 3                    | 0                 | 0              | 3               |
| Inspection                  | 0              | 0          | 0               | 0               | 0              | 0                    | 0                 | 0              | 0               |
| Miscellaneous               | 0              | 0          | 380             | 0               | 0              | 380                  | 0                 | 0              | 380             |
| Contingency                 | 0              | 0          | 918             | 0               | 0              | 918                  | 0                 | 0              | 918             |
| <b>Total Outlay</b>         | <b>\$2,400</b> | <b>\$0</b> | <b>\$20,995</b> | <b>\$20,796</b> | <b>\$1,000</b> | <b>\$45,191</b>      | <b>\$0</b>        | <b>\$0</b>     | <b>\$45,191</b> |

| FINANCING SOURCES               | FY 2021        | FY 2022    | FY 2023         | FY 2024         | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|---------------------------------|----------------|------------|-----------------|-----------------|----------------|----------------------|-------------------|----------------|-----------------|
| Bonds                           | \$0            | \$0        | \$0             | \$0             | \$0            | \$0                  | \$0               | \$0            | \$0             |
| Fund Balance Appropriation      | 0              | 0          | 0               | 0               | 0              | 0                    | 0                 | 0              | 0               |
| Operating Transfer General Fund | 0              | 0          | 0               | 250             | 250            | 500                  | 0                 | 0              | 500             |
| Fair Share Excise Tax Bonds     | 2,400          | 0          | 9,497           | 9,048           | 750            | 21,695               | 0                 | 0              | 21,695          |
| <b>Total County Funding</b>     | <b>\$2,400</b> | <b>\$0</b> | <b>\$9,497</b>  | <b>\$9,298</b>  | <b>\$1,000</b> | <b>\$22,195</b>      | <b>\$0</b>        | <b>\$0</b>     | <b>\$22,195</b> |
| Federal                         | 0              | 0          | 0               | 0               | 0              | 0                    | 0                 | 0              | 0               |
| State                           | 0              | 0          | 11,498          | 11,498          | 0              | 22,996               | 0                 | 0              | 22,996          |
| Other:                          | 0              | 0          | 0               | 0               | 0              | 0                    | 0                 | 0              | 0               |
| <b>Total Funding</b>            | <b>\$2,400</b> | <b>\$0</b> | <b>\$20,995</b> | <b>\$20,796</b> | <b>\$1,000</b> | <b>\$45,191</b>      | <b>\$0</b>        | <b>\$0</b>     | <b>\$45,191</b> |

| Operating Budget Impact        | FY 2021      | FY 2022        | FY 2023        | FY 2024          | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|--------------------------------|--------------|----------------|----------------|------------------|------------------|-------------------|------------------|
| No. of Personnel               | 0.00         | 0.00           | 0.00           | 57.60            | 57.60            | 0.00              | 57.60            |
| Personnel Costs                | 0.0          | 0.0            | 0.0            | 4,314.8          | 4,487.4          | 0.0               | 4,666.9          |
| Operating                      | 0.0          | 0.0            | 0.0            | 487.5            | 497.3            | 0.0               | 512.2            |
| Start-Up Cost                  | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$4,802.3</b> | <b>\$4,984.7</b> | <b>\$0.0</b>      | <b>\$5,179.1</b> |
| Debt Service: Bonds            | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               | 0.0              |
| Debt Service: Excise Tax Bonds | 0.0          | 310.4          | 310.4          | 1,544.4          | 2,723.0          | 0.0               | 2,820.7          |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$310.4</b> | <b>\$310.4</b> | <b>\$6,346.7</b> | <b>\$7,707.7</b> | <b>\$0.0</b>      | <b>\$7,999.8</b> |

**LOCATION:**  
TBD

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                   |                   |
|---|-------------------|-------------------|
| <b>PROJECT NAME:</b>  | Existing Capacity | Requested By: BOE |
| <b>Full Day Kindergarten Addition: Walter J. Mitchell E.S.</b>  | New Capacity 100% | Project #: 5175   |
| <p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Walter J. Mitchell Elementary School in La Plata, which opened in 1965. Spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. Mitchell currently houses four kindergarten classes and one pre-k class. An addition containing four kindergarten classrooms and an activity area is proposed. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires that one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. The existing kindergarten classrooms will be converted to regular classrooms.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p><b>PRIORITY</b></p> |                   |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |              |                |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$349        | \$0            | \$0        | \$0        | \$0        | \$349          | \$99              | \$0            | \$448          |
| Land & ROW                  | 0            | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Construction                | 0            | 5,659          | 0          | 0          | 0          | 5,659          | 0                 | 0              | 5,659          |
| 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              | 1                 | 0              | 3              |
| Inspection                  | 0            | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Miscellaneous               | 0            | 50             | 0          | 0          | 0          | 50             | 0                 | 0              | 50             |
| Contingency                 | 0            | 200            | 0          | 0          | 0          | 200            | 0                 | 0              | 200            |
| <b>Total Outlay</b>         | <b>\$350</b> | <b>\$6,060</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,410</b> | <b>\$100</b>      | <b>\$0</b>     | <b>\$6,510</b> |

| FINANCING SOURCES               | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|---------------------------------|--------------|----------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
|                                 |              |                |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Bonds                           | \$0          | \$0            | \$0        | \$0        | \$0        | \$0            | \$0               | \$0            | \$0            |
| Fund Balance Appropriation      | 0            | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Operating Transfer General Fund | 0            | 20             | 0          | 0          | 0          | 20             | 0                 | 0              | 20             |
| Fair Share Excise Tax Bonds     | 350          | 2,523          | 0          | 0          | 0          | 2,873          | 100               | 0              | 2,973          |
| Total County Funding            | \$350        | \$2,543        | \$0        | \$0        | \$0        | \$2,893        | \$100             | \$0            | \$2,993        |
| Federal                         | 0            | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| State                           | 0            | 3,517          | 0          | 0          | 0          | 3,517          | 0                 | 0              | 3,517          |
| Other:                          | 0            | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| <b>Total Funding</b>            | <b>\$350</b> | <b>\$6,060</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,410</b> | <b>\$100</b>      | <b>\$0</b>     | <b>\$6,510</b> |

| Operating Budget Impact        | FY 2021       | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|--------------------------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|
|                                |               |               |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel               | 0.00          | 0.00          | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                | 0.0           | 0.0           | 0.0            | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Debt Service: Excise Tax Bonds | 12.3          | 57.6          | 384.6          | 384.6          | 384.6          | 12.3           | 384.6          |
| <b>Total Impact</b>            | <b>\$12.3</b> | <b>\$57.6</b> | <b>\$384.6</b> | <b>\$384.6</b> | <b>\$384.6</b> | <b>\$12.3</b>  | <b>\$384.6</b> |

**LOCATION:**  
Walter J. Mitchell Elementary School

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                   |                   |
|---|-------------------|-------------------|
| <b>PROJECT NAME:</b>  | Existing Capacity | Requested By: BOE |
| <b>Full Day Kindergarten Addition: J.C. Parks E.S.</b>  | New Capacity 100% | Project #: 5182   |
| <p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at J.C. Parks Elementary School in Bryans Road, which opened in 1967 and was renovated in 1997. The building contains 2 kindergarten classrooms and 1 pre-kindergarten classroom. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. J.C. Parks currently houses five kindergarten classes and one pre-k class. An addition containing four kindergarten classrooms and an activity area is proposed. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires that one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. The existing kindergarten classrooms will be converted to regular classrooms.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p><b>PRIORITY</b></p> |                   |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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            | 3,517          | 0          | 0          | 0          | 3,517                | 0                 | 0              | 3,517          |
| 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            | 200            | 0          | 0          | 0          | 200                  | 0                 | 0              | 200            |
| <b>Total Outlay</b>         | <b>\$400</b> | <b>\$3,918</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,318</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,318</b> |

| FINANCING SOURCES               | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|---------------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                           | \$0          | \$0            | \$0        | \$0        | \$0        | \$0                  | \$0               | \$0            | \$0            |
| Fund Balance Appropriation      | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer General Fund | 0            | 20             | 0          | 0          | 0          | 20                   | 0                 | 0              | 20             |
| Fair Share Excise Tax Bonds     | 400          | 1,773          | 0          | 0          | 0          | 2,173                | 0                 | 0              | 2,173          |
| Total County Funding            | \$400        | \$1,793        | \$0        | \$0        | \$0        | \$2,193              | \$0               | \$0            | \$2,193        |
| Federal                         | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                           | 0            | 2,125          | 0          | 0          | 0          | 2,125                | 0                 | 0              | 2,125          |
| Other:                          | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>            | <b>\$400</b> | <b>\$3,918</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,318</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,318</b> |

| Operating Budget Impact        | FY 2021      | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|---------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel               | 0.00         | 0.00          | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0           | 0.0            | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Debt Service: Excise Tax Bonds | 0.0          | 51.7          | 281.6          | 281.6          | 281.6          | 0.0               | 281.6          |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$51.7</b> | <b>\$281.6</b> | <b>\$281.6</b> | <b>\$281.6</b> | <b>\$0.0</b>      | <b>\$281.6</b> |

|                               |
|-------------------------------|
| <b>LOCATION:</b>              |
| J. C. Parks Elementary School |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                          |                          |
|---|--------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Existing Capacity</b> | <b>Requested By: BOE</b> |
| <b>Full Day Kindergarten Addition: Wade E.S.</b>  | <b>New Capacity 100%</b> | <b>Project #:</b>        |
| <p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at William B. Wade Elementary School in Waldorf. Opened in 1989, this school had a classroom addition in 2002. The school was originally constructed with two kindergarten classrooms and one pre-kindergarten classroom added in 2002. Additional spaces were appropriated for kindergarten over the years by displacing higher grades to portable classrooms. Wade currently houses five kindergarten classes and one pre-kindergarten class. An addition is proposed that would contain four kindergarten classrooms and an activity area. The fifth kindergarten class will use the pre-kindergarten classroom in the 2002 addition. In addition, the current two kindergarten classrooms will be renovated to house the pre-kindergarten program with inclusion provisions. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. Planning was granted in FY2009, but rescinded in FY2014 because of the lack of local construction programming. Design was put on hold.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> |                          |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022      | FY 2023        | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|-----------------------------|------------|--------------|----------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |            |              |                |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$0        | \$399        | \$0            | \$0        | \$0        | \$399          | \$0               | \$0            | \$399          |
| Land & ROW                  | 0          | 0            | 0              | 0          | 0          | 0              | 0                 | 0              | 0              |
| Construction                | 0          | 0            | 3,898          | 0          | 0          | 3,898          | 0                 | 0              | 3,898          |
| Equipment                   | 0          | 0            | 151            | 0          | 0          | 151            | 0                 | 0              | 151            |
| Administration              | 0          | 1            | 0              | 0          | 0          | 1              | 0                 | 0              | 1              |
| Administration - FAS        | 0          | 0            | 1              | 0          | 0          | 1              | 0                 | 0              | 1              |
| Inspection                  | 0          | 0            | 0              | 0          | 0          | 0              | 0                 | 0              | 0              |
| Miscellaneous               | 0          | 0            | 50             | 0          | 0          | 50             | 0                 | 0              | 50             |
| Contingency                 | 0          | 0            | 200            | 0          | 0          | 200            | 0                 | 0              | 200            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$400</b> | <b>\$4,300</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,700</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,700</b> |

| FINANCING SOURCES               | FY 2021    | FY 2022      | FY 2023        | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|---------------------------------|------------|--------------|----------------|------------|------------|----------------|-------------------|----------------|----------------|
|                                 |            |              |                |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Bonds                           | \$0        | \$0          | \$0            | \$0        | \$0        | \$0            | \$0               | \$0            | \$0            |
| Fund Balance Appropriation      | 0          | 0            | 0              | 0          | 0          | 0              | 0                 | 0              | 0              |
| Operating Transfer General Fund | 0          | 0            | 20             | 0          | 0          | 20             | 0                 | 0              | 20             |
| Fair Share Excise Tax Bonds     | 0          | 400          | 1,740          | 0          | 0          | 2,140          | 0                 | 0              | 2,140          |
| <b>Total County Funding</b>     | <b>\$0</b> | <b>\$400</b> | <b>\$1,760</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,160</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,160</b> |
| Federal                         | 0          | 0            | 0              | 0          | 0          | 0              | 0                 | 0              | 0              |
| State                           | 0          | 0            | 2,540          | 0          | 0          | 2,540          | 0                 | 0              | 2,540          |
| Other:                          | 0          | 0            | 0              | 0          | 0          | 0              | 0                 | 0              | 0              |
| <b>Total Funding</b>            | <b>\$0</b> | <b>\$400</b> | <b>\$4,300</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,700</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,700</b> |

| Operating Budget Impact        | FY 2021      | FY 2022      | FY 2023       | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|--------------|---------------|----------------|----------------|-------------------|----------------|
| No. of Personnel               | 0.00         | 0.00         | 0.00          | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0          | 0.0           | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0               | 0.0            |
| Debt Service: Excise Tax Bonds | 0.0          | 0.0          | 51.9          | 278.0          | 278.0          | 0.0               | 278.0          |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$51.9</b> | <b>\$278.0</b> | <b>\$278.0</b> | <b>\$0.0</b>      | <b>\$278.0</b> |

**LOCATION:**  
William B. Wade Elementary School

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

*(\$ in thousands)*

|  |                   |                   |
|--|-------------------|-------------------|
| <b>PROJECT NAME:</b>   | Existing Capacity | Requested By: BOE |
| <b>Full Day Kindergarten Addition: Dr. Higdon E.S.</b>   | New Capacity 100% | Project #:        |
| <p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Dr. Thomas L. Higdon Elementary School in Newburg. Opened in 1951, this school had a classroom addition in 1965, and was renovated in 1988. The school currently has one kindergarten classroom and one pre-kindergarten classroom. Higdon currently houses three kindergarten classes and one pre-kindergarten class. An addition is proposed that would contain two kindergarten classrooms and an activity area. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> |                   |                   |

| EXPENSE BUDGET              | FY 2021    | FY 2022      | FY 2023        | FY 2024    | FY 2025    | 5-Year         | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|--------------|----------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |            |              |                |            |            | Total '21-'25  |                   |                |                |
| Architectural & Engineering | \$0        | \$424        | \$0            | \$0        | \$0        | \$424          | \$0               | \$0            | \$424          |
| Land & ROW                  | 0          | 0            | 0              | 0          | 0          | 0              | 0                 | 0              | 0              |
| Construction                | 0          | 0            | 3,349          | 0          | 0          | 3,349          | 0                 | 0              | 3,349          |
| Equipment                   | 0          | 0            | 150            | 0          | 0          | 150            | 0                 | 0              | 150            |
| Administration              | 0          | 0            | 0              | 0          | 0          | 0              | 0                 | 0              | 0              |
| Administration - FAS        | 0          | 1            | 1              | 0          | 0          | 2              | 0                 | 0              | 2              |
| Inspection                  | 0          | 0            | 0              | 0          | 0          | 0              | 0                 | 0              | 0              |
| Miscellaneous               | 0          | 0            | 50             | 0          | 0          | 50             | 0                 | 0              | 50             |
| Contingency                 | 0          | 0            | 200            | 0          | 0          | 200            | 0                 | 0              | 200            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$425</b> | <b>\$3,750</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,175</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,175</b> |

| FINANCING SOURCES               | FY 2021    | FY 2022      | FY 2023        | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|---------------------------------|------------|--------------|----------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                           | \$0        | \$0          | \$0            | \$0        | \$0        | \$0                  | \$0               | \$0            | \$0            |
| Fund Balance Appropriation      | 0          | 0            | 0              | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer General Fund | 0          | 0            | 20             | 0          | 0          | 20                   | 0                 | 0              | 20             |
| Fair Share Excise Tax Bonds     | 0          | 425          | 1,550          | 0          | 0          | 1,975                | 0                 | 0              | 1,975          |
| <b>Total County Funding</b>     | <b>\$0</b> | <b>\$425</b> | <b>\$1,570</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,995</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,995</b> |
| Federal                         | 0          | 0            | 0              | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                           | 0          | 0            | 2,180          | 0          | 0          | 2,180                | 0                 | 0              | 2,180          |
| Other:                          | 0          | 0            | 0              | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>            | <b>\$0</b> | <b>\$425</b> | <b>\$3,750</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,175</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,175</b> |

| Operating Budget Impact        | FY 2021      | FY 2022      | FY 2023       | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|--------------|---------------|----------------|----------------|-------------------|----------------|
| No. of Personnel               | 0.00         | 0.00         | 0.00          | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0          | 0.0           | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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          | 55.1          | 256.5          | 256.5          | 0.0               | 256.5          |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$55.1</b> | <b>\$256.5</b> | <b>\$256.5</b> | <b>\$0.0</b>      | <b>\$256.5</b> |

|  |
|--|
| <b>LOCATION:</b>                       |
| Dr. Thomas L. Higdon Elementary School |



# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                        |                   |
|--|------------------------|-------------------|
| <b>PROJECT NAME:</b>   | Existing Capacity 100% | Requested By: BOE |
| <b>La Plata High School - Renovation- Security Enhancements and Circulation Upgrades</b>   | New Capacity           | Project #:        |
| <p>The need is for renovation at La Plata High School, which was built in 1979 and serves a portion of the development district. The proposed phase I will include; stair modifications, improved accessibility, new secure building entrance and administrative office, and renovations to convert the existing spaces to program spaces.</p> |                        |                   |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>  |                        |                   |

| EXPENSE BUDGET              | FY 2021    | FY 2022        | FY 2023         | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|------------|----------------|-----------------|------------|------------|----------------------|-------------------|----------------|-----------------|
| Architectural & Engineering | \$0        | \$1,400        | \$0             | \$0        | \$0        | \$1,400              | \$0               | \$0            | \$1,400         |
| Land & ROW                  | 0          | 0              | 0               | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Construction                | 0          | 0              | 14,509          | 0          | 0          | 14,509               | 0                 | 0              | 14,509          |
| Equipment                   | 0          | 0              | 298             | 0          | 0          | 298                  | 0                 | 0              | 298             |
| Administration              | 0          | 0              | 0               | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Administration - FAS        | 0          | 1              | 1               | 0          | 0          | 2                    | 0                 | 0              | 2               |
| Inspection                  | 0          | 0              | 0               | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Miscellaneous               | 0          | 0              | 100             | 0          | 0          | 100                  | 0                 | 0              | 100             |
| Contingency                 | 0          | 0              | 500             | 0          | 0          | 500                  | 0                 | 0              | 500             |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$1,401</b> | <b>\$15,408</b> | <b>\$0</b> | <b>\$0</b> | <b>\$16,809</b>      | <b>\$0</b>        | <b>\$0</b>     | <b>\$16,809</b> |

| FINANCING SOURCES               | FY 2021    | FY 2022        | FY 2023         | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|---------------------------------|------------|----------------|-----------------|------------|------------|----------------------|-------------------|----------------|-----------------|
| Bonds                           | \$0        | \$1,401        | \$5,679         | \$0        | \$0        | \$7,080              | \$0               | \$0            | \$7,080         |
| Fund Balance Appropriation      | 0          | 0              | 0               | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Operating Transfer General Fund | 0          | 0              | 298             | 0          | 0          | 298                  | 0                 | 0              | 298             |
| Fair Share Excise Tax Bonds     | 0          | 0              | 0               | 0          | 0          | 0                    | 0                 | 0              | 0               |
| <b>Total County Funding</b>     | <b>\$0</b> | <b>\$1,401</b> | <b>\$5,977</b>  | <b>\$0</b> | <b>\$0</b> | <b>\$7,378</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$7,378</b>  |
| Federal                         | 0          | 0              | 0               | 0          | 0          | 0                    | 0                 | 0              | 0               |
| State                           | 0          | 0              | 9,431           | 0          | 0          | 9,431                | 0                 | 0              | 9,431           |
| Other:                          | 0          | 0              | 0               | 0          | 0          | 0                    | 0                 | 0              | 0               |
| <b>Total Funding</b>            | <b>\$0</b> | <b>\$1,401</b> | <b>\$15,408</b> | <b>\$0</b> | <b>\$0</b> | <b>\$16,809</b>      | <b>\$0</b>        | <b>\$0</b>     | <b>\$16,809</b> |

| Operating Budget Impact        | FY 2021      | FY 2022      | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|--------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel               | 0.00         | 0.00         | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0          | 0.0            | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0          | 0.0          | 131.4          | 666.0          | 666.0          | 0.0               | 666.0          |
| Debt Service: Excise Tax Bonds | 0.0          | 0.0          | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$131.4</b> | <b>\$666.0</b> | <b>\$666.0</b> | <b>\$0.0</b>      | <b>\$666.0</b> |

|                      |
|----------------------|
| <b>LOCATION:</b>     |
| La Plata High School |

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |  |                                 |
|--|--|---------------------------------|
| <b>PROJECT NAME:</b><br><b>Mary H. Matula Elementary - Roof Replacement</b>  | Existing Capacity 100%<br>New Capacity | Requested By: BOE<br>Project #: |
| <p>The need is for a systemic renovation at Matula Elementary School, which opened in 1992 and is located in the town of La Plata. The original roof will have reached the end of its expected life in FY2021. 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 2021    | FY 2022    | FY 2023    | FY 2024      | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|------------|------------|--------------|----------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$0        | \$0        | \$245        | \$0            | \$245                | \$0               | \$0            | \$245          |
| Land & ROW                  | 0          | 0          | 0          | 0            | 0              | 0                    | 0                 | 0              | 0              |
| Construction                | 0          | 0          | 0          | 0            | 1,359          | 1,359                | 0                 | 0              | 1,359          |
| Equipment                   | 0          | 0          | 0          | 0            | 0              | 0                    | 0                 | 0              | 0              |
| Administration              | 0          | 0          | 0          | 0            | 0              | 0                    | 0                 | 0              | 0              |
| Administration - FAS        | 0          | 0          | 0          | 1            | 1              | 2                    | 0                 | 0              | 2              |
| Inspection                  | 0          | 0          | 0          | 0            | 0              | 0                    | 0                 | 0              | 0              |
| Miscellaneous               | 0          | 0          | 0          | 0            | 19             | 19                   | 0                 | 0              | 19             |
| Contingency                 | 0          | 0          | 0          | 0            | 196            | 196                  | 0                 | 0              | 196            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$246</b> | <b>\$1,575</b> | <b>\$1,821</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,821</b> |

| FINANCING SOURCES           | FY 2021    | FY 2022    | FY 2023    | FY 2024      | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|------------|------------|--------------|----------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$0        | \$0        | \$0        | \$246        | \$642          | \$888                | \$0               | \$0            | \$888          |
| Fund Balance Appropriation  | 0          | 0          | 0          | 0            | 0              | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0          | 0          | 0          | 0            | 0              | 0                    | 0                 | 0              | 0              |
| Fair Share Excise Tax Bonds | 0          | 0          | 0          | 0            | 0              | 0                    | 0                 | 0              | 0              |
| Total County Funding        | \$0        | \$0        | \$0        | \$246        | \$642          | \$888                | \$0               | \$0            | \$888          |
| Federal                     | 0          | 0          | 0          | 0            | 0              | 0                    | 0                 | 0              | 0              |
| State                       | 0          | 0          | 0          | 0            | 933            | 933                  | 0                 | 0              | 933            |
| Other:                      | 0          | 0          | 0          | 0            | 0              | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$246</b> | <b>\$1,575</b> | <b>\$1,821</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,821</b> |

| Operating Budget Impact        | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|--------------|--------------|--------------|---------------|-------------------|----------------|
| No. of Personnel               | 0.00         | 0.00         | 0.00         | 0.00         | 0.00          | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0          | 0.0          | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0          | 0.0          | 0.0          | 0.0          | 23.2          | 0.0               | 83.6           |
| Debt Service: Excise Tax Bonds | 0.0          | 0.0          | 0.0          | 0.0          | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$23.2</b> | <b>\$0.0</b>      | <b>\$83.6</b>  |

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|--|
| <b>LOCATION:</b><br>Mary H. Matula Elementary School |
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## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|   |                        |                   |
|---|------------------------|-------------------|
| <b>PROJECT NAME:</b>  | Existing Capacity 100% | Requested By: BOE |
| <b>Mattawoman MS - Roof Replacement</b>   | New Capacity           | Project #:        |
| <p>The need is for a systemic renovation at Mattawoman Middle School, which opened in 1992 and is located in the rapidly growing route 228 corridor in Waldorf. The original roof will have reached its life expectancy in FY 2022. 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 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|------------|------------|------------|--------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$0        | \$0        | \$0        | \$449        | \$449                | \$0               | \$0            | \$449          |
| Land & ROW                  | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0              | 0              |
| Construction                | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 3,608          | 3,608          |
| Equipment                   | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0              | 0              |
| Administration              | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0              | 0              |
| Administration - FAS        | 0          | 0          | 0          | 0          | 1            | 1                    | 0                 | 1              | 2              |
| Inspection                  | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0              | 0              |
| Miscellaneous               | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 21             | 21             |
| Contingency                 | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 250            | 250            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b> | <b>\$450</b>         | <b>\$0</b>        | <b>\$3,880</b> | <b>\$4,330</b> |

| FINANCING SOURCES           | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|------------|------------|------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$0        | \$0        | \$0        | \$0        | \$450        | \$450                | \$0               | \$1,513        | \$1,963        |
| 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              |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b> | <b>\$450</b>         | <b>\$0</b>        | <b>\$1,513</b> | <b>\$1,963</b> |
| Federal                     | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0              | 0              |
| State                       | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 2,367          | 2,367          |
| Other:                      | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b> | <b>\$450</b>         | <b>\$0</b>        | <b>\$3,880</b> | <b>\$4,330</b> |

| Operating Budget Impact        | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel               | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs                | 0.0          | 0.0          | 0.0          | 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            |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds            | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 184.8          |
| Debt Service: Excise Tax Bonds | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$184.8</b> |

|                          |
|--------------------------|
| <b>LOCATION:</b>         |
| Mattawoman Middle School |

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |  |                                 |
|---|--|---------------------------------|
| <b>PROJECT NAME:</b><br><b>Middle School #9</b>   | Existing Capacity<br>New Capacity 100% | Requested By: BOE<br>Project #: |
| <p>The need is for additional capacity at the middle school level in the rapidly growing county development district. The county's Comprehensive Plan calls for the majority of growth in the county are concentrated in the development district, including those areas west of Route 301. Enrollment projections indicate that the schools serving this area will continue to experience increasing enrollment and overcrowded conditions. The proposed school site location is not determined. A school with a rated capacity of 940 is planned. 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.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> |  |                                 |

| EXPENSE BUDGET              | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025  | Project Total   |
|-----------------------------|------------|------------|------------|------------|--------------|----------------------|-------------------|-----------------|-----------------|
| Architectural & Engineering | \$0        | \$0        | \$0        | \$0        | \$250        | \$250                | \$0               | \$3,349         | \$3,599         |
| Land & ROW                  | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0               | 0               |
| Construction                | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 43,748          | 43,748          |
| Equipment                   | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 3,800           | 3,800           |
| Administration              | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0               | 0               |
| Administration - FAS        | 0          | 0          | 0          | 0          | 1            | 1                    | 0                 | 2               | 3               |
| Inspection                  | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0               | 0               |
| Miscellaneous               | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 450             | 450             |
| Contingency                 | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 1,000           | 1,000           |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$251</b> | <b>\$251</b>         | <b>\$0</b>        | <b>\$52,349</b> | <b>\$52,600</b> |

| FINANCING SOURCES           | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025  | 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                 | 495             | 495             |
| Fair Share Excise Tax Bonds | 0          | 0          | 0          | 0          | 251          | 251                  | 0                 | 23,854          | 24,105          |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$251</b> | <b>\$251</b>         | <b>\$0</b>        | <b>\$24,349</b> | <b>\$24,600</b> |
| Federal                     | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0               | 0               |
| State                       | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 28,000          | 28,000          |
| Other:                      | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0               | 0               |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$251</b> | <b>\$251</b>         | <b>\$0</b>        | <b>\$52,349</b> | <b>\$52,600</b> |

| Operating Budget Impact        | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025   |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|------------------|
| No. of Personnel               | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00             |
| Personnel Costs                | 0.0          | 0.0          | 0.0          | 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              |
| <b>Total Operating</b>         | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>     |
| 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               | 3,139.9          |
| <b>Total Impact</b>            | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$3,139.9</b> |

*Note: Operating impact to be determined at a later date.*

|                  |                      |
|------------------|----------------------|
| <b>LOCATION:</b> | Development District |
|------------------|----------------------|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ 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 2021        | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year         |                   |                |                 |
|-----------------------------|----------------|----------------|----------------|------------|------------|----------------|-------------------|----------------|-----------------|
|                             |                |                |                |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$0            | \$503          | \$0            | \$0        | \$0        | \$503          | \$2,228           | \$0            | \$2,731         |
| Land & ROW                  | 0              | 0              | 0              | 0          | 0          | 0              | 0                 | 0              | 0               |
| Construction                | 1,491          | 3,627          | 3,188          | 0          | 0          | 8,306          | 27,122            | 0              | 35,428          |
| Equipment                   | 0              | 0              | 571            | 0          | 0          | 571            | 3,500             | 0              | 4,071           |
| Administration              | 3              | 3              | 0              | 0          | 0          | 6              | 3                 | 0              | 9               |
| Administration - FAS        | 0              | 3              | 3              | 0          | 0          | 6              | 0                 | 0              | 6               |
| Inspection                  | 0              | 0              | 0              | 0          | 0          | 0              | 0                 | 0              | 0               |
| Miscellaneous               | 0              | 0              | 0              | 0          | 0          | 0              | 0                 | 0              | 0               |
| Contingency                 | 0              | 0              | 0              | 0          | 0          | 0              | 0                 | 0              | 0               |
| <b>Total Outlay</b>         | <b>\$1,494</b> | <b>\$4,136</b> | <b>\$3,762</b> | <b>\$0</b> | <b>\$0</b> | <b>\$9,392</b> | <b>\$32,853</b>   | <b>\$0</b>     | <b>\$42,245</b> |

| FINANCING SOURCES          | FY 2021        | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year         |                 |            |                 |
|----------------------------|----------------|----------------|----------------|------------|------------|----------------|-----------------|------------|-----------------|
| Bonds                      | \$376          | \$1,038        | \$942          | \$0        | \$0        | \$2,356        | \$9,231         | \$0        | \$11,587        |
| 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       | \$376          | \$1,038        | \$942          | \$0        | \$0        | \$2,356        | \$9,231         | \$0        | \$11,587        |
| Federal                    | 0              | 0              | 0              | 0          | 0          | 0              | 0               | 0          | 0               |
| State                      | 1,118          | 3,098          | 2,820          | 0          | 0          | 7,036          | 23,622          | 0          | 30,658          |
| Other:                     | 0              | 0              | 0              | 0          | 0          | 0              | 0               | 0          | 0               |
| <b>Total Funding</b>       | <b>\$1,494</b> | <b>\$4,136</b> | <b>\$3,762</b> | <b>\$0</b> | <b>\$0</b> | <b>\$9,392</b> | <b>\$32,853</b> | <b>\$0</b> | <b>\$42,245</b> |

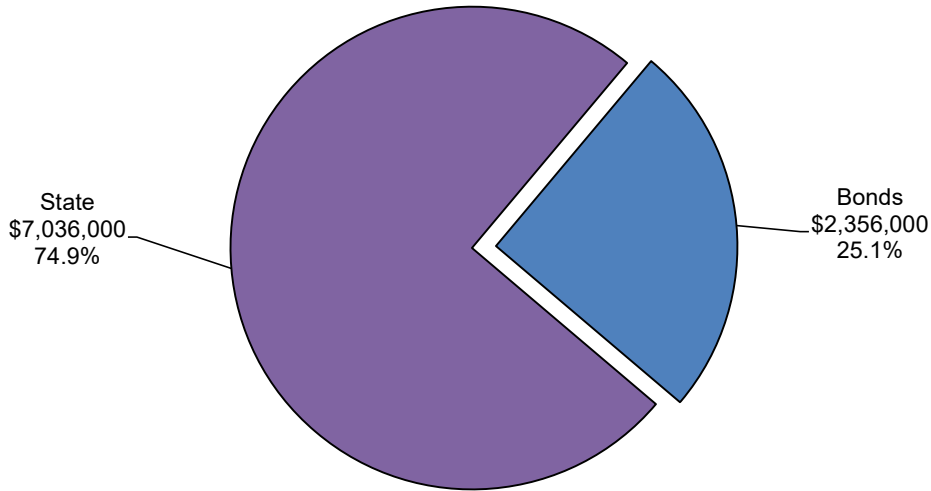
| Operating Budget Impact | FY 2021        | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp. Beyond |                  |
|-------------------------|----------------|------------------|------------------|------------------|------------------|----------------|------------------|
|                         |                |                  |                  |                  |                  | thru FY20      | FY 2025          |
| No. of Personnel        | 0.00           | 5.00             | 5.00             | 5.00             | 5.00             | 0.00           | 5.00             |
| Personnel Costs         | 0.0            | 234.5            | 234.5            | 234.5            | 234.5            | 0.0            | 234.5            |
| Operating               | 0.0            | 443.1            | 443.1            | 443.1            | 443.1            | 0.0            | 443.1            |
| Start-Up Cost           | 0.0            | 0.0              | 0.0              | 0.0              | 0.0              | 0.0            | 0.0              |
| <b>Total Operating</b>  | <b>\$0.0</b>   | <b>\$677.6</b>   | <b>\$677.6</b>   | <b>\$677.6</b>   | <b>\$677.6</b>   | <b>\$0.0</b>   | <b>\$677.6</b>   |
| Debt Service: Bonds     | 830.2          | 863.6            | 960.5            | 1,038.2          | 1,038.2          | 830.2          | 1,038.2          |
| <b>Total Impact</b>     | <b>\$830.2</b> | <b>\$1,541.2</b> | <b>\$1,638.1</b> | <b>\$1,715.8</b> | <b>\$1,715.8</b> | <b>\$830.2</b> | <b>\$1,715.8</b> |

**Projects with Future Operating Impacts:**

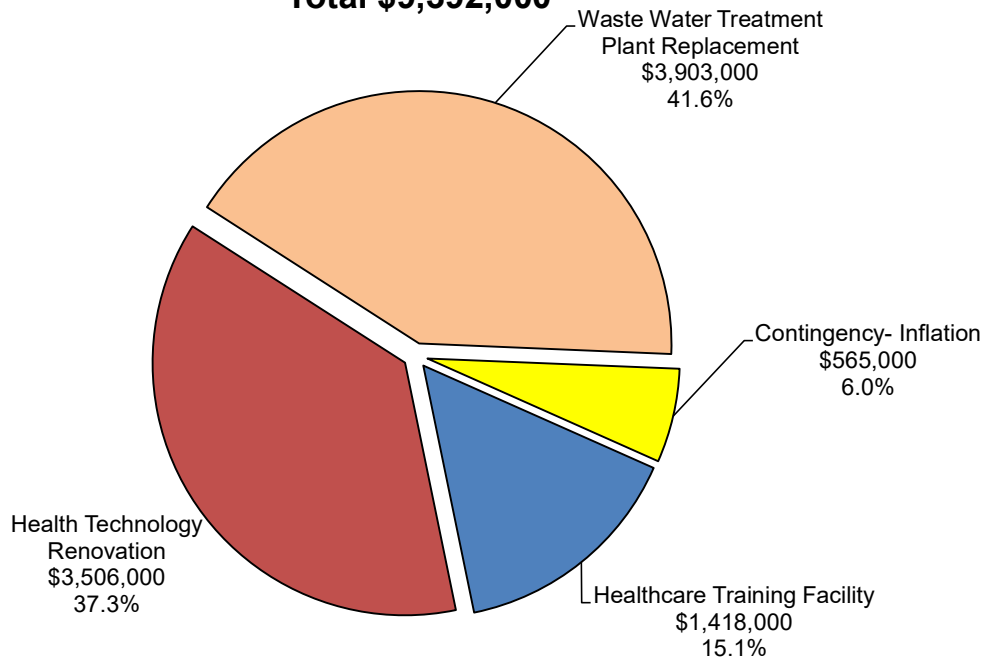
| PROJECT                        | FY 2021    | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Beyond     |             |
|--------------------------------|------------|--------------|--------------|--------------|--------------|------------|-------------|
|                                |            |              |              |              |              | FY 2025    | FTE         |
| Healthcare Training Facility * | 0.0        | 677.6        | 677.6        | 677.6        | 677.6        | 0.0        | 5.00        |
| <b>Total</b>                   | <b>0.0</b> | <b>677.6</b> | <b>677.6</b> | <b>677.6</b> | <b>677.6</b> | <b>0.0</b> | <b>5.00</b> |

\* 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.

**FY21-FY25 College of Southern Maryland Financing Sources  
Total \$9,392,000**



**FY21-FY25 College of Southern Maryland by Project  
Total \$9,392,000**



For FY2021, the CIP provides construction funding for the Health Training Facility at the Regional Campus in Hughesville. The FY2022-FY2023 CIP includes funding for renovations to the Health Technology building at the LaPlata Campus and the Waste Water Treatment Plant Replacement.

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |   |
|--|---|
| <b>PROJECT NAME:</b><br><b>Health Technology Renovation</b>  | <b>Requested By:</b> CSM<br><b>Project #:</b><br><b>Goal:</b> |
| <p>With the construction of the Center for Health Sciences (CHS) at the Regional Campus, the programs that were housed in the Health Technology (HT) building will now relocate to the CHS. The HT building was designed for allied health labs, classrooms, and accompanying office spaces. This space will be renovated and repurposed as either classroom, student services, or other administrative space. As this is a renovation, there are no new positions listed for operating budget impact.</p> |   |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>  |   |

| EXPENSE<br>BUDGET           | FY 2021    | FY 2022      | FY 2023        | FY 2024    | FY 2025    | 5-Year           | Approp.    | Beyond     | Project        |
|-----------------------------|------------|--------------|----------------|------------|------------|------------------|------------|------------|----------------|
|                             |            |              |                |            |            | Total<br>'21-'25 | thru FY20  | FY 2025    | Total          |
| Architectural & Engineering | \$0        | \$210        | \$0            | \$0        | \$0        | \$210            | \$0        | \$0        | \$210          |
| Land & ROW                  | 0          | 0            | 0              | 0          | 0          | 0                | 0          | 0          | 0              |
| Construction                | 0          | 0            | 2,790          | 0          | 0          | 2,790            | 0          | 0          | 2,790          |
| Equipment                   | 0          | 0            | 500            | 0          | 0          | 500              | 0          | 0          | 500            |
| Administration              | 0          | 0            | 0              | 0          | 0          | 0                | 0          | 0          | 0              |
| Administration - FAS        | 0          | 3            | 3              | 0          | 0          | 6                | 0          | 0          | 6              |
| Inspection                  | 0          | 0            | 0              | 0          | 0          | 0                | 0          | 0          | 0              |
| Miscellaneous               | 0          | 0            | 0              | 0          | 0          | 0                | 0          | 0          | 0              |
| Contingency                 | 0          | 0            | 0              | 0          | 0          | 0                | 0          | 0          | 0              |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$213</b> | <b>\$3,293</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,506</b>   | <b>\$0</b> | <b>\$0</b> | <b>\$3,506</b> |

| FINANCING<br>SOURCES       | FY 2021    | FY 2022      | FY 2023        | FY 2024    | FY 2025    | 5-Year<br>Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
|----------------------------|------------|--------------|----------------|------------|------------|----------------------------|----------------------|-------------------|------------------|
| Bonds                      | \$0        | \$55         | \$825          | \$0        | \$0        | \$880                      | \$0                  | \$0               | \$880            |
| 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        | \$55         | \$825          | \$0        | \$0        | \$880                      | \$0                  | \$0               | \$880            |
| Federal                    | 0          | 0            | 0              | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| State                      | 0          | 158          | 2,468          | 0          | 0          | 2,626                      | 0                    | 0                 | 2,626            |
| Other:                     | 0          | 0            | 0              | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| <b>Total Funding</b>       | <b>\$0</b> | <b>\$213</b> | <b>\$3,293</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,506</b>             | <b>\$0</b>           | <b>\$0</b>        | <b>\$3,506</b>   |

| Operating Budget Impact | FY 2021      | FY 2022      | FY 2023      | FY 2024       | FY 2025       | Approp.<br>thru FY20 | Beyond<br>FY 2025 |
|-------------------------|--------------|--------------|--------------|---------------|---------------|----------------------|-------------------|
| No. of Personnel        | 0.00         | 0.00         | 0.00         | 0.00          | 0.00          | 0.00                 | 0.00              |
| Personnel Costs         | 0.0          | 0.0          | 0.0          | 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               |
| <b>Total Operating</b>  | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>         | <b>\$0.0</b>      |
| Debt Service: Bonds     | 0.0          | 0.0          | 5.2          | 82.8          | 82.8          | 0.0                  | 82.8              |
| <b>Total Impact</b>     | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$5.2</b> | <b>\$82.8</b> | <b>\$82.8</b> | <b>\$0.0</b>         | <b>\$82.8</b>     |

|                                     |
|-------------------------------------|
| <b>LOCATION:</b><br>La Plata Campus |
|-------------------------------------|

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ 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. Permitting delays, design additions, price escalation, and utility connection costs have increased the overall cost of construction. The amounts in 2021 reflect those additional costs.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

**PRIORITY**

| EXPENSE<br>BUDGET           | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year           | Approp.         | Beyond     | Project         |
|-----------------------------|----------------|------------|------------|------------|------------|------------------|-----------------|------------|-----------------|
|                             |                |            |            |            |            | Total<br>'21-'25 | thru FY20       | FY 2025    | Total           |
| Architectural & Engineering | \$0            | \$0        | \$0        | \$0        | \$0        | \$0              | \$2,228         | \$0        | \$2,228         |
| Land & ROW                  | 0              | 0          | 0          | 0          | 0          | 0                | 0               | 0          | 0               |
| Construction                | 1,415          | 0          | 0          | 0          | 0          | 1,415            | 27,122          | 0          | 28,537          |
| Equipment                   | 0              | 0          | 0          | 0          | 0          | 0                | 3,500           | 0          | 3,500           |
| Administration              | 3              | 0          | 0          | 0          | 0          | 3                | 3               | 0          | 6               |
| Administration - FAS        | 0              | 0          | 0          | 0          | 0          | 0                | 0               | 0          | 0               |
| Inspection                  | 0              | 0          | 0          | 0          | 0          | 0                | 0               | 0          | 0               |
| Miscellaneous               | 0              | 0          | 0          | 0          | 0          | 0                | 0               | 0          | 0               |
| Contingency                 | 0              | 0          | 0          | 0          | 0          | 0                | 0               | 0          | 0               |
| <b>Total Outlay</b>         | <b>\$1,418</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,418</b>   | <b>\$32,853</b> | <b>\$0</b> | <b>\$34,271</b> |

| FINANCING<br>SOURCES       | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year           | Approp.         | Beyond     | Project         |
|----------------------------|----------------|------------|------------|------------|------------|------------------|-----------------|------------|-----------------|
|                            |                |            |            |            |            | Total<br>'21-'25 | thru FY20       | FY 2025    | Total           |
| Bonds                      | \$357          | \$0        | \$0        | \$0        | \$0        | \$357            | \$9,231         | \$0        | \$9,588         |
| 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       | \$357          | \$0        | \$0        | \$0        | \$0        | \$357            | \$9,231         | \$0        | \$9,588         |
| Federal                    | 0              | 0          | 0          | 0          | 0          | 0                | 0               | 0          | 0               |
| State                      | 1,061          | 0          | 0          | 0          | 0          | 1,061            | 23,622          | 0          | 24,683          |
| Other:                     | 0              | 0          | 0          | 0          | 0          | 0                | 0               | 0          | 0               |
| <b>Total Funding</b>       | <b>\$1,418</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,418</b>   | <b>\$32,853</b> | <b>\$0</b> | <b>\$34,271</b> |

| Operating Budget Impact | FY 2021        | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp.<br>thru FY20 | Beyond<br>FY 2025 |
|-------------------------|----------------|------------------|------------------|------------------|------------------|----------------------|-------------------|
| No. of Personnel        | 0.00           | 5.00             | 5.00             | 5.00             | 5.00             | 0.00                 | 5.00              |
| Personnel Costs         | 0.0            | 234.5            | 234.5            | 234.5            | 234.5            | 0.0                  | 234.5             |
| Operating               | 0.0            | 443.1            | 443.1            | 443.1            | 443.1            | 0.0                  | 443.1             |
| Start-Up Cost           | 0.0            | 0.0              | 0.0              | 0.0              | 0.0              | 0.0                  | 0.0               |
| <b>Total Operating</b>  | <b>\$0.0</b>   | <b>\$677.6</b>   | <b>\$677.6</b>   | <b>\$677.6</b>   | <b>\$677.6</b>   | <b>\$0.0</b>         | <b>\$677.6</b>    |
| Debt Service: Bonds     | 830.2          | 863.6            | 863.6            | 863.6            | 863.6            | 830.2                | 863.6             |
| <b>Total Impact</b>     | <b>\$830.2</b> | <b>\$1,541.2</b> | <b>\$1,541.2</b> | <b>\$1,541.2</b> | <b>\$1,541.2</b> | <b>\$830.2</b>       | <b>\$1,541.2</b>  |

**LOCATION:**

Regional Campus



## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By:</b> CSM |
| <b>Waste Water Treatment Plant Replacement</b>  | <b>Project #:</b>        |
|   | <b>Goal:</b>             |
| <p>The College's waste water treatment plant is beyond it's intended life span. It's imperative that a new plant is constructed as the current plant could cease operating at any time. The current plant not only serves the college but it also serves the three public schools adjacent to the CSM property. The waste water treatment plant will be located at the La Plata Campus.</p> |                          |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>   |                          |
| <b>PRIORITY</b>   |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$273          | \$0        | \$0        | \$0        | \$273                | \$0               | \$0            | \$273          |
| Land & ROW                  | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 0          | 3,627          | 0          | 0          | 0          | 3,627                | 0                 | 0              | 3,627          |
| Equipment                   | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 0          | 3              | 0          | 0          | 0          | 3                    | 0                 | 0              | 3              |
| Administration - FAS        | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Inspection                  | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Miscellaneous               | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Contingency                 | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$3,903</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,903</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$3,903</b> |

| FINANCING SOURCES          | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|----------------------------|------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                      | \$0        | \$978          | \$0        | \$0        | \$0        | \$978                | \$0               | \$0            | \$978          |
| 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        | \$978          | \$0        | \$0        | \$0        | \$978                | \$0               | \$0            | \$978          |
| Federal                    | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                      | 0          | 2,925          | 0          | 0          | 0          | 2,925                | 0                 | 0              | 2,925          |
| Other:                     | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>       | <b>\$0</b> | <b>\$3,903</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,903</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$3,903</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 0.0          | 91.7          | 91.7          | 91.7          | 0.0               | 91.7           |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$91.7</b> | <b>\$91.7</b> | <b>\$91.7</b> | <b>\$0.0</b>      | <b>\$91.7</b>  |

**LOCATION:**  
La Plata Campus

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ 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 2021         | FY 2022         | FY 2023         | FY 2024         | FY 2025        | 5-Year          |                   |                |                  |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|-------------------|----------------|------------------|
|                             |                 |                 |                 |                 |                | Total '21-'25   | Approp. thru FY20 | Beyond FY 2025 | Project Total    |
| Architectural & Engineering | \$2,341         | \$1,209         | \$6,252         | \$309           | \$10           | \$10,121        | \$4,611           | \$26           | \$14,758         |
| Land & ROW                  | 2,456           | 2,556           | 2,931           | 2,556           | 2,556          | 13,055          | 750               | 3,357          | 17,162           |
| Construction                | 6,720           | 9,719           | 7,567           | 7,658           | 586            | 32,250          | 15,003            | 967            | 48,220           |
| Equipment                   | 2,780           | 3,018           | 600             | 1,119           | 0              | 7,517           | 7,786             | 0              | 15,303           |
| Administration              | 431             | 376             | 164             | 255             | 7              | 1,233           | 583               | 18             | 1,834            |
| Administration - FAS        | 54              | 39              | 27              | 25              | 17             | 162             | 60                | 23             | 245              |
| Inspection                  | 340             | 350             | 124             | 224             | 40             | 1,078           | 389               | 51             | 1,518            |
| Miscellaneous               | 74              | 40              | 41              | 31              | 0              | 186             | 258               | 0              | 444              |
| Contingency                 | 1,003           | 1,469           | 2,976           | 593             | 5              | 6,046           | 1,089             | 13             | 7,148            |
| <b>Total Outlay</b>         | <b>\$16,199</b> | <b>\$18,776</b> | <b>\$20,682</b> | <b>\$12,770</b> | <b>\$3,221</b> | <b>\$71,648</b> | <b>\$30,528</b>   | <b>\$4,455</b> | <b>\$106,631</b> |

| FINANCING SOURCES               | FY 2021         | FY 2022         | FY 2023         | FY 2024         | FY 2025        |                 |                 |                |                  |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|-----------------|----------------|------------------|
| Bonds                           | \$11,827        | \$17,335        | \$13,830        | \$5,658         | \$2,121        | \$50,771        | \$27,172        | \$2,887        | \$80,829         |
| Fund Balance Appropriation      | 3,105           | 0               | 0               | 0               | 0              | 3,105           | 113             | 0              | 3,218            |
| Operating Transfer General Fund | 1,647           | 341             | 0               | 0               | 0              | 1,988           | 464             | 0              | 2,452            |
| Total County Funding            | \$16,579        | \$17,676        | \$13,830        | \$5,658         | \$2,121        | \$55,864        | \$27,748        | \$2,887        | \$86,499         |
| Federal                         | 400             | 0               | 5,113           | 5,344           | 0              | 10,857          | 400             | 0              | 11,257           |
| State                           | 1,550           | 1,000           | 1,639           | 1,668           | 1,000          | 6,857           | 50              | 1,307          | 8,214            |
| Other                           | (2,330)         | 100             | 100             | 100             | 100            | (1,930)         | 2,330           | 261            | 661              |
| <b>Total Funding</b>            | <b>\$16,199</b> | <b>\$18,776</b> | <b>\$20,682</b> | <b>\$12,770</b> | <b>\$3,221</b> | <b>\$71,648</b> | <b>\$30,528</b> | <b>\$4,455</b> | <b>\$106,631</b> |

| Operating Budget Impact   | FY 2021          | FY 2022          | FY 2023          | FY 2024          | FY 2025          |
|---------------------------|------------------|------------------|------------------|------------------|------------------|
| No. of Personnel          | 0.00             | 0.00             | 13.60            | 13.60            | 13.60            |
| Personnel Costs           | 0.0              | 0.0              | 911.0            | 947.4            | 985.3            |
| Operating                 | 0.0              | (1.1)            | 305.6            | 741.2            | 768.7            |
| <b>Total Operating</b>    | <b>\$0.0</b>     | <b>(\$1.1)</b>   | <b>\$1,216.6</b> | <b>\$1,688.6</b> | <b>\$1,754.0</b> |
| Debt Service: Bonds       | 2,443.8          | 3,531.4          | 5,129.9          | 6,420.7          | 6,915.2          |
| Vehicle & Equipment Lease | 0.0              | 0.0              | 11.1             | 22.2             | 22.2             |
| <b>Total Impact</b>       | <b>\$2,443.8</b> | <b>\$3,530.3</b> | <b>\$6,357.6</b> | <b>\$8,131.5</b> | <b>\$8,691.4</b> |

| Approp. thru FY20 | Beyond FY 2025   |
|-------------------|------------------|
| 0.00              | 13.60            |
| 0.0               | 1,024.7          |
| 0.0               | 791.8            |
| <b>\$0.0</b>      | <b>\$1,816.5</b> |
| 2,443.8           | 7,318.9          |
| 0.0               | 29.9             |
| <b>\$2,443.8</b>  | <b>\$9,165.3</b> |

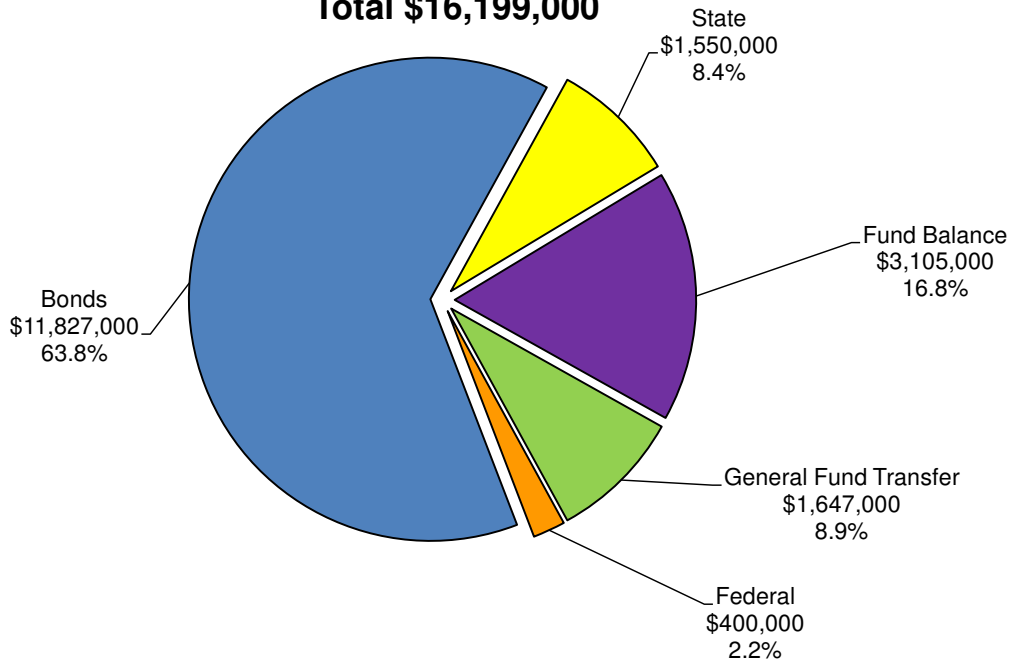
**Projects with Future Operating Impacts:**

| PROJECT                                   | FY 2021    | FY 2022      | FY 2023        | FY 2024        | FY 2025        |
|---|------------|--------------|----------------|----------------|----------------|
| Generator Replacement Program             | 0.0        | (1.1)        | (2.3)          | (3.4)          | (4.7)          |
| Animal Shelter                            | 0.0        | 0.0          | 250.7          | 258.4          | 266.2          |
| Radio Communications System Upgrade       | 0.0        | 0.0          | 0.0            | 493.7          | 503.5          |
| Charles County VanGo Maintenance Facility | 0.0        | 0.0          | 0.0            | 0.0            | 14.1           |
| La Plata Library Relocation               | 0.0        | 0.0          | 109.5          | 48.5           | 49.4           |
| Pinefield EMS Station                     | 0.0        | 0.0          | 858.7          | 891.4          | 925.5          |
| <b>Subtotal</b>                           | <b>0.0</b> | <b>(1.1)</b> | <b>1,216.6</b> | <b>1,688.6</b> | <b>1,754.0</b> |
| Vehicle & Equipment Lease                 | 0.0        | 0.0          | 11.1           | 22.2           | 22.2           |
| <b>Total Impact</b>                       | <b>0.0</b> | <b>(1.1)</b> | <b>1,227.7</b> | <b>1,710.8</b> | <b>1,776.2</b> |

| Beyond FY 2025 | FTE         |
|----------------|-------------|
| (4.8)          | 0.0         |
| 275.6          | 2.6         |
| 518.6          | 0.0         |
| 14.5           | 0.0         |
| 50.9           | 0.0         |
| 961.7          | 11.0        |
| <b>1,816.5</b> | <b>13.6</b> |
| 29.9           |             |
| <b>1,846.4</b> | <b>13.6</b> |

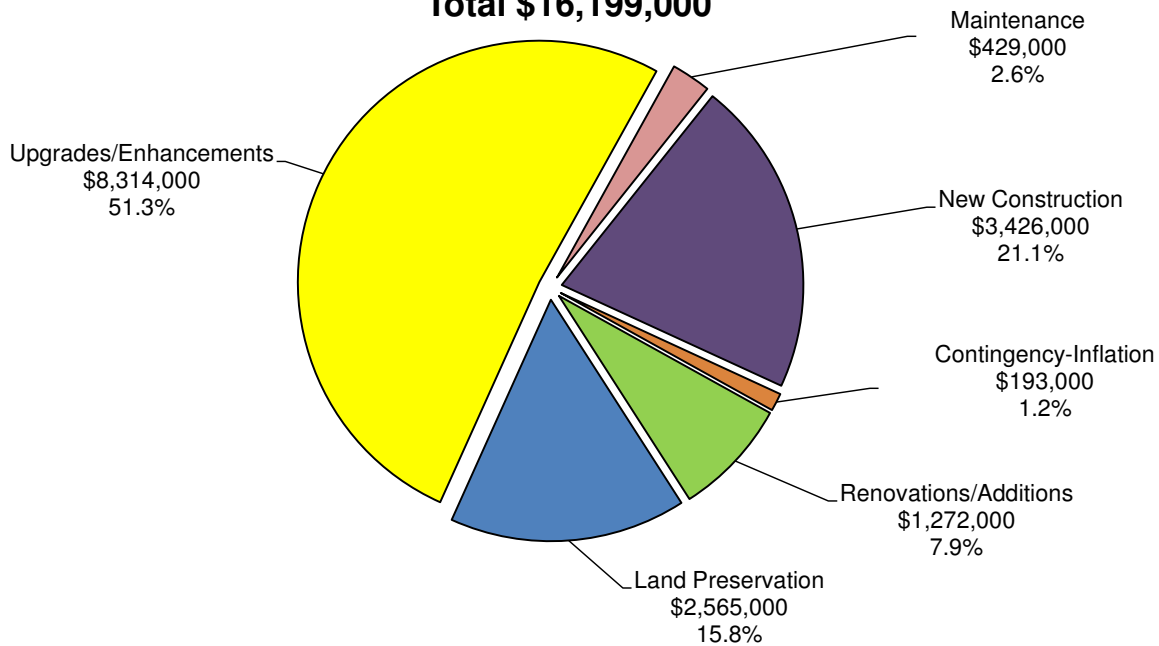
### FY21 General Government Financing Sources

Total \$16,199,000



### FY21 General Government by Project Type

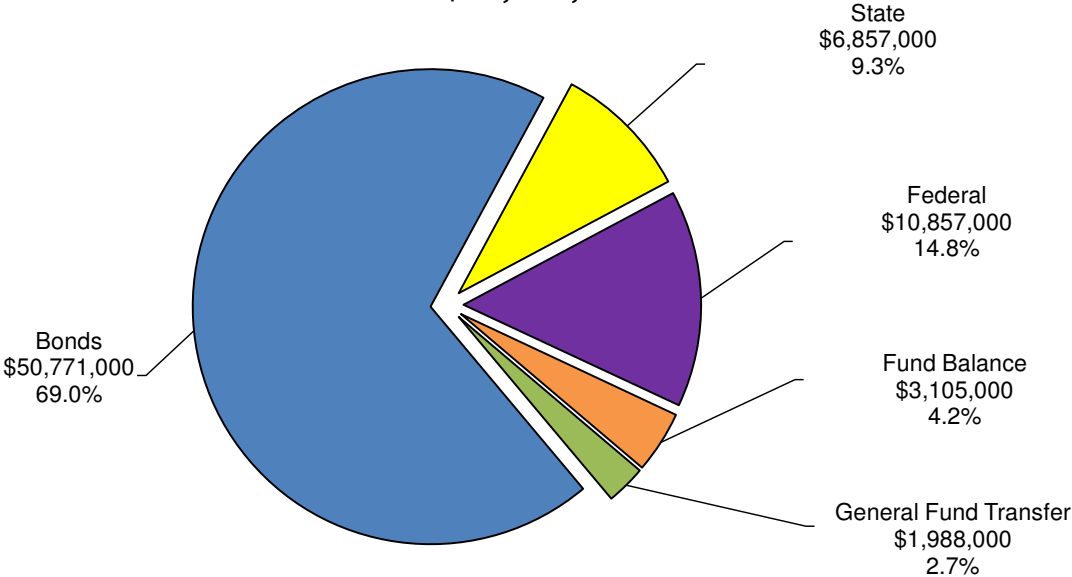
Total \$16,199,000



New Construction includes funding to replace the Animal Shelter, funding to begin the VanGo Maintenance Facility and funding for the Pinefield EMS Station. Various improvements to the Detention Center, Government Buildings, the Courthouse, Radio Communications System Upgrade, Capital Clubhouse Improvements, Elite Gymnastics and Recreation Center Improvements as well as funding for Generator Replacement at various facilities 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 include various renovations to the Detention Center Intake Area and the Old Courthouse Jury Waiting Area.

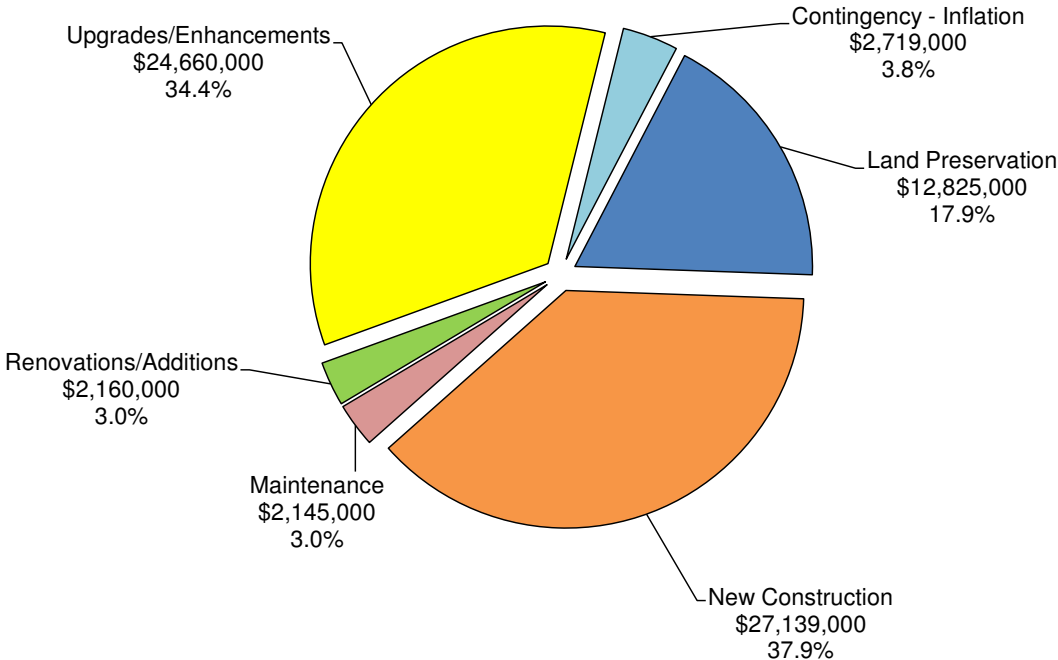
**FY21-FY25 General Government Financing Sources**

**Total \$71,648,000**



**FY21-FY25 General Government by Project Type**

**Total \$71,648,000**



Upgrades/Enhancements includes funding to improve various County operated buildings, the Detention Center, Capital Clubhouse Improvements, Elite Gymnastics and Recreation Center Improvements and to upgrade the Radio Communications System for Emergency Services. New Construction includes La Plata Library Relocation, replacing the Animal Shelter, building a VanGO Maintenance Facility, and the Pinefield and Newburg EMS Stations. Included in Land Preservation is funding for the continuance of the Rural Legacy, Agricultural Preservation, and Purchase of Development Rights programs. These projects are aimed at protecting the County's rural areas and natural resources.

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |  |
|---|--|
| <b>PROJECT NAME:</b><br><b>Rural Legacy Program</b>   | <b>Requested By: PGM</b><br><b>Project #: 3274</b> |
| <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>   |  |
| <b>PRIORITY</b>   |  |

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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              |
| <b>Total Outlay</b>         | <b>\$1,409</b> | <b>\$1,409</b> | <b>\$1,409</b> | <b>\$1,409</b> | <b>\$1,409</b> | <b>\$7,045</b>       | <b>\$0</b>        | <b>\$1,409</b> | <b>\$8,454</b> |

| FINANCING SOURCES           | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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              |
| <b>Total County Funding</b> | <b>\$409</b>   | <b>\$409</b>   | <b>\$409</b>   | <b>\$409</b>   | <b>\$409</b>   | <b>\$2,045</b>       | <b>\$0</b>        | <b>\$409</b>   | <b>\$2,454</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$1,409</b> | <b>\$1,409</b> | <b>\$1,409</b> | <b>\$1,409</b> | <b>\$1,409</b> | <b>\$7,045</b>       | <b>\$0</b>        | <b>\$1,409</b> | <b>\$8,454</b> |

| Operating Budget Impact   | FY 2021      | FY 2022       | FY 2023       | FY 2024        | FY 2025        | Beyond FY 2025 |
|---------------------------|--------------|---------------|---------------|----------------|----------------|----------------|
| 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            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 38.2          | 76.6          | 115.1          | 153.6          | 230.6          |
| Vehicle & Equipment Lease | 0.0          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$38.2</b> | <b>\$76.6</b> | <b>\$115.1</b> | <b>\$153.6</b> | <b>\$230.6</b> |

**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 2021**  
*(\$ in thousands)*

|   |  |
|---|--|
| <b>PROJECT NAME:</b><br><b>Agricultural Preservation</b>  | <b>Requested By: PGM</b><br><b>Project #: 3275</b> |
| <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>   |  |
| <b>PRIORITY</b>   |  |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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              |
| <b>Total Outlay</b>         | <b>\$503</b> | <b>\$503</b> | <b>\$503</b> | <b>\$503</b> | <b>\$503</b> | <b>\$2,515</b>       | <b>\$0</b>        | <b>\$503</b>   | <b>\$3,018</b> |

| FINANCING SOURCES   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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              |
| <b>Total County Funding</b>                                   | <b>\$503</b> | <b>\$503</b> | <b>\$503</b> | <b>\$503</b> | <b>\$503</b> | <b>\$2,515</b>       | <b>\$0</b>        | <b>\$503</b>   | <b>\$3,018</b> |
| 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              |
| <b>Total Funding</b>  | <b>\$503</b> | <b>\$503</b> | <b>\$503</b> | <b>\$503</b> | <b>\$503</b> | <b>\$2,515</b>       | <b>\$0</b>        | <b>\$503</b>   | <b>\$3,018</b> |
| <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 2021      | FY 2022       | FY 2023       | FY 2024        | FY 2025        | Beyond FY 2025 |
|---------------------------|--------------|---------------|---------------|----------------|----------------|----------------|
| 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            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 47.0          | 94.2          | 141.6          | 188.9          | 283.6          |
| Vehicle & Equipment Lease | 0.0          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$47.0</b> | <b>\$94.2</b> | <b>\$141.6</b> | <b>\$188.9</b> | <b>\$283.6</b> |

|   |
|---|
| <b>LOCATION:</b><br>Primarily for agricultural and forestry lands with productive soils within rural areas of the County. |
|---|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: PGM</b> |
| <b>Purchase of Developments Rights (PDR) Program</b>  | <b>Project #: 3276</b>   |
| <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>   |                          |
| <b>PRIORITY</b>   |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0          | \$0          | \$0          | \$0          | \$0          | \$0                  | \$0               | \$0            | \$0            |
| Land & ROW                  | 650          | 650          | 650          | 650          | 650          | 3,250                | 0                 | 650            | 3,900          |
| 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              |
| <b>Total Outlay</b>         | <b>\$653</b> | <b>\$653</b> | <b>\$653</b> | <b>\$653</b> | <b>\$653</b> | <b>\$3,265</b>       | <b>\$0</b>        | <b>\$653</b>   | <b>\$3,918</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$653        | \$653        | \$653        | \$653        | \$653        | \$3,265              | \$0               | \$653          | \$3,918        |
| Fund Balance Appropriation  | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$653</b> | <b>\$653</b> | <b>\$653</b> | <b>\$653</b> | <b>\$653</b> | <b>\$3,265</b>       | <b>\$0</b>        | <b>\$653</b>   | <b>\$3,918</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$653</b> | <b>\$653</b> | <b>\$653</b> | <b>\$653</b> | <b>\$653</b> | <b>\$3,265</b>       | <b>\$0</b>        | <b>\$653</b>   | <b>\$3,918</b> |

| Operating Budget Impact   | FY 2021      | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|---------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00          | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 61.0          | 122.3          | 183.8          | 245.2          | 0.0               | 368.2          |
| Vehicle & Equipment Lease | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$61.0</b> | <b>\$122.3</b> | <b>\$183.8</b> | <b>\$245.2</b> | <b>\$0.0</b>      | <b>\$368.2</b> |

**LOCATION:**  
 Targeted to farm and forest lands in rural areas of Charles County.

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: DPW</b> |
| <b>Various Maintenance Projects</b>   | <b>Project #: 3277</b>   |
| <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 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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                | 386          | 386          | 386          | 386          | 386          | 1,930                | 0                 | 386            | 2,316          |
| 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              |
| <b>Total Outlay</b>         | <b>\$429</b> | <b>\$429</b> | <b>\$429</b> | <b>\$429</b> | <b>\$429</b> | <b>\$2,145</b>       | <b>\$0</b>        | <b>\$429</b>   | <b>\$2,574</b> |

| FINANCING SOURCES          | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|----------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds                      | \$429        | \$429        | \$429        | \$429        | \$429        | \$2,145              | \$0               | \$429          | \$2,574        |
| 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       | \$429        | \$429        | \$429        | \$429        | \$429        | \$2,145              | \$0               | \$429          | \$2,574        |
| 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              |
| <b>Total Funding</b>       | <b>\$429</b> | <b>\$429</b> | <b>\$429</b> | <b>\$429</b> | <b>\$429</b> | <b>\$2,145</b>       | <b>\$0</b>        | <b>\$429</b>   | <b>\$2,574</b> |

| Operating Budget Impact   | FY 2021      | FY 2022       | FY 2023       | FY 2024        | FY 2025        | Beyond FY 2025 |
|---------------------------|--------------|---------------|---------------|----------------|----------------|----------------|
| 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            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 40.1          | 80.3          | 120.7          | 161.1          | 241.9          |
| Vehicle & Equipment Lease | 0.0          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$40.1</b> | <b>\$80.3</b> | <b>\$120.7</b> | <b>\$161.1</b> | <b>\$241.9</b> |

|                           |
|---------------------------|
| <b>LOCATION:</b>          |
| Various County Facilities |



**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |                   |
|---|-------------------|
| <b>PROJECT NAME:</b>  | Requested By: DPW |
| <b>Generator Replacement Program</b>  | 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 2021      | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year Total 15-'19 | Approp. thru FY20 | Beyond FY 2025 | 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          | 0          | 0          | 300                 | 440               | 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            | 0          | 0          | 9                   | 12                | 0              | 21            |
| Inspection                  | 0            | 0            | 0            | 0          | 0          | 0                   | 0                 | 0              | 0             |
| Miscellaneous               | 0            | 0            | 0            | 0          | 0          | 0                   | 0                 | 0              | 0             |
| Contingency                 | 10           | 10           | 10           | 0          | 0          | 30                  | 40                | 0              | 70            |
| <b>Total Outlay</b>         | <b>\$113</b> | <b>\$113</b> | <b>\$113</b> | <b>\$0</b> | <b>\$0</b> | <b>\$339</b>        | <b>\$492</b>      | <b>\$0</b>     | <b>\$831</b>  |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year Total 15-'19 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|--------------|--------------|--------------|------------|------------|---------------------|-------------------|----------------|---------------|
| Bonds                       | \$113        | \$113        | \$113        | \$0        | \$0        | \$339               | \$379             | \$0            | \$718         |
| Fund Balance Appropriation  | 0            | 0            | 0            | 0          | 0          | 0                   | 113               | 0              | 113           |
| Operating Transfer          | 0            | 0            | 0            | 0          | 0          | 0                   | 0                 | 0              | 0             |
| <b>Total County Funding</b> | <b>\$113</b> | <b>\$113</b> | <b>\$113</b> | <b>\$0</b> | <b>\$0</b> | <b>\$339</b>        | <b>\$492</b>      | <b>\$0</b>     | <b>\$831</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$113</b> | <b>\$113</b> | <b>\$113</b> | <b>\$0</b> | <b>\$0</b> | <b>\$339</b>        | <b>\$492</b>      | <b>\$0</b>     | <b>\$831</b>  |

| Operating Budget Impact   | FY 2021       | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|---------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00          | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0           | (1.1)          | (2.3)          | (3.4)          | (4.7)          | 0.0               | (4.8)          |
| <b>Total Operating</b>    | <b>\$0.0</b>  | <b>(\$1.1)</b> | <b>(\$2.3)</b> | <b>(\$3.4)</b> | <b>(\$4.7)</b> | <b>\$0.0</b>      | <b>(\$4.8)</b> |
| Debt Service: Bonds       | 34.1          | 44.7           | 55.3           | 65.9           | 65.9           | 34.1              | 65.9           |
| Vehicle & Equipment Lease | 0.0           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$34.1</b> | <b>\$43.6</b>  | <b>\$53.0</b>  | <b>\$62.5</b>  | <b>\$61.2</b>  | <b>\$34.1</b>     | <b>\$61.1</b>  |

|                           |
|---------------------------|
| <b>LOCATION:</b>          |
| Various County facilities |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: DPW</b> |
| <b>Charles County Courthouse HVAC Improvements</b>  | <b>Project #: 3237</b>   |
| <p>A study to identify existing conditions and deficiencies of the Charles County Courthouse's HVAC systems recommended improvements to the air handling system, air cooled chillers, fuel oil fired boiler system, hydronic pumping systems, building exhaust systems, and the energy management system.</p> |                          |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>   |                          |

| EXPENSE BUDGET              | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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                | 1,100          | 0          | 0          | 0          | 0          | 1,100                | 1,100             | 0              | 2,200          |
| Equipment                   | 0              | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 52             | 0          | 0          | 0          | 0          | 52                   | 63                | 0              | 115            |
| Administration - FAS        | 3              | 0          | 0          | 0          | 0          | 3                    | 9                 | 0              | 12             |
| Inspection                  | 25             | 0          | 0          | 0          | 0          | 25                   | 26                | 0              | 51             |
| Miscellaneous               | 9              | 0          | 0          | 0          | 0          | 9                    | 13                | 0              | 22             |
| Contingency                 | 110            | 0          | 0          | 0          | 0          | 110                  | 110               | 0              | 220            |
| <b>Total Outlay</b>         | <b>\$1,299</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,299</b>       | <b>\$1,541</b>    | <b>\$0</b>     | <b>\$2,840</b> |

| FINANCING SOURCES          | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|----------------------------|----------------|------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                      | \$1,299        | \$0        | \$0        | \$0        | \$0        | \$1,299              | \$1,541           | \$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       | \$1,299        | \$0        | \$0        | \$0        | \$0        | \$1,299              | \$1,541           | \$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              |
| <b>Total Funding</b>       | <b>\$1,299</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,299</b>       | <b>\$1,541</b>    | <b>\$0</b>     | <b>\$2,840</b> |

| Operating Budget Impact   | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 138.6          | 260.0          | 260.0          | 260.0          | 260.0          | 138.6             | 260.0          |
| Vehicle & Equipment Lease | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$138.6</b> | <b>\$260.0</b> | <b>\$260.0</b> | <b>\$260.0</b> | <b>\$260.0</b> | <b>\$138.6</b>    | <b>\$260.0</b> |

|                  |
|------------------|
| <b>LOCATION:</b> |
| La Plata, MD     |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|  |                          |
|--|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By: DPW</b> |
| <b>Detention Center Pump Station Rehabilitations</b>   | <b>Project #: 3226</b>   |
| <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 for system performance and reliability.</p> |                          |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>  |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|--------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$0          | \$0        | \$0        | \$0        | \$0                  | \$195             | \$0            | \$195          |
| Land & ROW                  | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 0          | 140          | 0          | 0          | 0          | 140                  | 510               | 0              | 650            |
| Equipment                   | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 0          | 5            | 0          | 0          | 0          | 5                    | 7                 | 0              | 12             |
| Administration - FAS        | 0          | 3            | 0          | 0          | 0          | 3                    | 9                 | 0              | 12             |
| Inspection                  | 0          | 30           | 0          | 0          | 0          | 30                   | 95                | 0              | 125            |
| Miscellaneous               | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Contingency                 | 0          | 14           | 0          | 0          | 0          | 14                   | 52                | 0              | 66             |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$192</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$192</b>         | <b>\$867</b>      | <b>\$0</b>     | <b>\$1,059</b> |

| FINANCING SOURCES           | FY 2021    | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|--------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$0        | \$192        | \$0        | \$0        | \$0        | \$192                | \$867             | \$0            | \$1,059        |
| Fund Balance Appropriation  | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$192</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$192</b>         | <b>\$867</b>      | <b>\$0</b>     | <b>\$1,059</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$192</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$192</b>         | <b>\$867</b>      | <b>\$0</b>     | <b>\$1,059</b> |

| Operating Budget Impact   | FY 2021       | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                 | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 78.0          | 78.0          | 96.0          | 96.0          | 96.0          | 78.0              | 96.0           |
| Vehicle & Equipment Lease | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$78.0</b> | <b>\$78.0</b> | <b>\$96.0</b> | <b>\$96.0</b> | <b>\$96.0</b> | <b>\$78.0</b>     | <b>\$96.0</b>  |

|   |
|---|
| <b>LOCATION:</b><br>Charles County Detention Center |
|---|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|  |  |
|--|--|
| <b>PROJECT NAME:</b><br><b>Charles County Animal Shelter</b>   | <b>Requested By: DPW</b><br><b>Project #: 3245</b> |
| <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> <p><b>PRIORITY</b></p> |  |

| EXPENSE<br>BUDGET           | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year           |                      |                   |                  |
|-----------------------------|----------------|----------------|------------|------------|------------|------------------|----------------------|-------------------|------------------|
|                             |                |                |            |            |            | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
| Architectural & Engineering | \$90           | \$90           | \$0        | \$0        | \$0        | \$180            | \$460                | \$0               | \$640            |
| Land & ROW                  | 0              | 0              | 0          | 0          | 0          | 0                | 100                  | 0                 | 100              |
| Construction                | 1,802          | 1,802          | 0          | 0          | 0          | 3,604            | 5,143                | 0                 | 8,747            |
| Equipment                   | 0              | 0              | 0          | 0          | 0          | 0                | 692                  | 0                 | 692              |
| Administration              | 90             | 90             | 0          | 0          | 0          | 180              | 280                  | 0                 | 460              |
| Administration - FAS        | 6              | 6              | 0          | 0          | 0          | 12               | 6                    | 0                 | 18               |
| Inspection                  | 63             | 63             | 0          | 0          | 0          | 126              | 178                  | 0                 | 304              |
| Miscellaneous               | 30             | 30             | 0          | 0          | 0          | 60               | 25                   | 0                 | 85               |
| Contingency                 | 180            | 180            | 0          | 0          | 0          | 360              | 466                  | 0                 | 826              |
| <b>Total Outlay</b>         | <b>\$2,261</b> | <b>\$2,261</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,522</b>   | <b>\$7,350</b>       | <b>\$0</b>        | <b>\$11,872</b>  |

| FINANCING<br>SOURCES        | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    |                |                |            |                 |
|-----------------------------|----------------|----------------|------------|------------|------------|----------------|----------------|------------|-----------------|
| Bonds                       | \$2,261        | \$2,261        | \$0        | \$0        | \$0        | \$4,522        | \$7,350        | \$0        | \$11,872        |
| Fund Balance Appropriation  | 0              | 0              | 0          | 0          | 0          | 0              | 0              | 0          | 0               |
| Operating Transfer          | 0              | 0              | 0          | 0          | 0          | 0              | 0              | 0          | 0               |
| <b>Total County Funding</b> | <b>\$2,261</b> | <b>\$2,261</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,522</b> | <b>\$7,350</b> | <b>\$0</b> | <b>\$11,872</b> |
| 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               |
| <b>Total Funding</b>        | <b>\$2,261</b> | <b>\$2,261</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,522</b> | <b>\$7,350</b> | <b>\$0</b> | <b>\$11,872</b> |

| Operating Budget Impact   | FY 2021        | FY 2022        | FY 2023          | FY 2024          | FY 2025          | Approp. Beyond |                  |
|---------------------------|----------------|----------------|------------------|------------------|------------------|----------------|------------------|
|                           |                |                |                  |                  |                  | thru FY20      | FY 2025          |
| No. of Personnel          | 0.00           | 0.00           | 2.60             | 2.60             | 2.60             | 0.00           | 2.60             |
| Personnel Costs           | 0.0            | 0.0            | 129.9            | 135.1            | 140.5            | 0.0            | 146.1            |
| Operating                 | 0.0            | 0.0            | 120.8            | 123.3            | 125.7            | 0.0            | 129.5            |
| <b>Total Operating</b>    | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$250.7</b>   | <b>\$258.4</b>   | <b>\$266.2</b>   | <b>\$0.0</b>   | <b>\$275.6</b>   |
| Debt Service: Bonds       | 661.0          | 872.4          | 1,084.5          | 1,084.5          | 1,084.5          | 661.0          | 1,084.5          |
| Vehicle & Equipment Lease | 0.0            | 0.0            | 3.9              | 7.8              | 7.8              | 0.0            | 15.5             |
| <b>Total Impact</b>       | <b>\$661.0</b> | <b>\$872.4</b> | <b>\$1,339.1</b> | <b>\$1,350.7</b> | <b>\$1,358.5</b> | <b>\$661.0</b> | <b>\$1,375.6</b> |

**LOCATION:**  
Piney Church Road, Waldorf, Maryland

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

**PROJECT NAME:** **Requested By: DES**  
**Radio Communications System Upgrade** **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.

**Deficiencies: Obsolescence, Radio Coverage, Channel Capacity**  
 Since this project was initially forecasted to CIP in FY15, the County secured the expertise of a public safety communications consultant firm and their recently completed Assessment identified more significant deficiencies in performance than those which were known in 2014 (see Altairis Assessment Report Sept 2017).  
 Critical Technical Support has dwindled. Motorola can no longer guarantee technical support or restoration response times for this critical communication system and the current maintenance and support contract has assigned Charles County to their "Best Efforts" support. This includes parts, technical expertise on outdated software and firmware, as well as our 24 x 7 x 365 network monitoring service. Nearly all of the critical components of the system are no longer supported and our service provider has to search with third party vendors such as eBay to attempt to find replacements.

Significant radio coverage complaints were revealed during critical user surveys and interviews. The Assessment revealed significant coverage deficiencies in several areas of the County (Benedict, Port Tobacco Valley, Marshall Hall, Bryans Road, Maryland Point, Waldorf) including the identification of 365 critical buildings, 108 of which are designated Critical 1 Buildings that require mandatory 95% coverage throughout.

Additionally, the County suffers from insufficient channel capacity issues due to the increased number of radio system users (more than 2,000) and their operational requirements. Adding more frequencies and/or moving to a spectrum efficient (TDMA) technology to correct our capacity issues is also not possible with the current system.

**Enhancements: Interoperability, Mobile Data and Encryption**  
 A P25 radio system would allow the County to improve our interoperability with regional partners. Replacing the portables and mobiles resolved a significant portion of the past interoperability deficiencies by allowing direct and instant communications with adjacent and neighboring agencies that have replaced their systems, the most significant being Fairfax, St. Mary's, Calvert and the State of Maryland.

The P25 radio system will allow such mobile data services such as location for emergency personnel (APL/AVL/GPS) which will identify the position of personnel and emergency apparatus, wireless subscriber programming (Over-the-Air-Programming) which eliminates the costly need to manually re-program radios in the field which in turn disrupts the day-to-day operations of our public safety personnel, wireless subscriber re-keying (Over-the-Air-Rekeying) which allows remote reprogramming of encryption keys for instant changes to communications security.

While the new subscriber radios will now allow County users to operate on the most current encryption technology on other agency systems when supporting them in a mutual aid mode, the County does not have this capability when operating within County borders.

Upgrading the Public Safety radio system directly impacts the safety and security of the County's citizens, visitors, and first responders.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

**PRIORITY**

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023         | FY 2024    | FY 2025    | 5-Year          | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|----------------|----------------|-----------------|------------|------------|-----------------|-------------------|----------------|-----------------|
|                             |                |                |                 |            |            | Total '21-'25   |                   |                |                 |
| Architectural & Engineering | 972            | 1,100          | 5,750           | 0          | 0          | \$7,822         | \$2,900           | \$0            | \$10,722        |
| Land & ROW                  | 200            | 0              | 0               | 0          | 0          | 200             | 0                 | 0              | 200             |
| Construction                | 1,600          | 1,122          | 1,750           | 0          | 0          | 4,472           | 3,600             | 0              | 8,072           |
| Equipment                   | 2,500          | 1,600          | 600             | 0          | 0          | 4,700           | 7,094             | 0              | 11,794          |
| Administration              | 0              | 0              | 0               | 0          | 0          | 0               | 66                | 0              | 66              |
| Administration - FAS        | 3              | 3              | 3               | 0          | 0          | 9               | 12                | 0              | 21              |
| Inspection                  | 0              | 0              | 0               | 0          | 0          | 0               | 0                 | 0              | 0               |
| Miscellaneous               | 0              | 0              | 0               | 0          | 0          | 0               | 200               | 0              | 200             |
| Contingency                 | 300            | 700            | 2,500           | 0          | 0          | 3,500           | 100               | 0              | 3,600           |
| <b>Total Outlay</b>         | <b>\$5,575</b> | <b>\$4,525</b> | <b>\$10,603</b> | <b>\$0</b> | <b>\$0</b> | <b>\$20,703</b> | <b>\$13,972</b>   | <b>\$0</b>     | <b>\$34,675</b> |

| FINANCING SOURCES           | FY 2021        | FY 2022        | FY 2023         | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|----------------|----------------|-----------------|------------|------------|----------------------|-------------------|----------------|-----------------|
| Bonds                       | \$2,470        | \$4,525        | \$10,603        | \$0        | \$0        | \$17,598             | \$13,972          | \$0            | \$31,570        |
| Fund Balance Appropriation  | 3,105          | 0              | 0               | 0          | 0          | 3,105                | 0                 | 0              | 3,105           |
| Operating Transfer          | 0              | 0              | 0               | 0          | 0          | 0                    | 0                 | 0              | 0               |
| <b>Total County Funding</b> | <b>\$5,575</b> | <b>\$4,525</b> | <b>\$10,603</b> | <b>\$0</b> | <b>\$0</b> | <b>\$20,703</b>      | <b>\$13,972</b>   | <b>\$0</b>     | <b>\$34,675</b> |
| 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               |
| <b>Total Funding</b>        | <b>\$5,575</b> | <b>\$4,525</b> | <b>\$10,603</b> | <b>\$0</b> | <b>\$0</b> | <b>\$20,703</b>      | <b>\$13,972</b>   | <b>\$0</b>     | <b>\$34,675</b> |

| Operating Budget Impact   | FY 2021          | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|
|                           |                  |                  |                  |                  |                  |                   |                  |
| No. of Personnel          | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 0.00             |
| Personnel Costs           | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              |
| Operating                 | 0.0              | 0.0              | 0.0              | 493.7            | 503.5            | 0.0               | 518.6            |
| <b>Total Operating</b>    | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$493.7</b>   | <b>\$503.5</b>   | <b>\$0.0</b>      | <b>\$518.6</b>   |
| Debt Service: Bonds       | 1,256.7          | 1,487.6          | 1,912.0          | 2,910.0          | 2,910.0          | 1,256.7           | 2,910.0          |
| Vehicle & Equipment Lease | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Impact</b>       | <b>\$1,256.7</b> | <b>\$1,487.6</b> | <b>\$1,912.0</b> | <b>\$3,403.7</b> | <b>\$3,413.5</b> | <b>\$1,256.7</b>  | <b>\$3,428.6</b> |

**LOCATION:**  
 N/A

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|  |                          |
|--|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By: DPW</b> |
| <b>Charles County VanGo Maintenance Facility</b>   | <b>Project #: 3267</b>   |
| <p>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.</p> |                          |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p><b>PRIORITY</b></p>   |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023        | FY 2024        | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|--------------|------------|----------------|----------------|------------|----------------------|-------------------|----------------|-----------------|
| Architectural & Engineering | \$500        | \$0        | \$250          | \$250          | \$0        | \$1,000              | \$500             | \$0            | \$1,500         |
| Land & ROW                  | 0            | 0          | 0              | 0              | 0          | 0                    | 0                 | 0              | 0               |
| Construction                | 0            | 0          | 4,500          | 4,500          | 0          | 9,000                | 0                 | 0              | 9,000           |
| Equipment                   | 0            | 0          | 0              | 937            | 0          | 937                  | 0                 | 0              | 937             |
| Administration              | 22           | 0          | 100            | 100            | 0          | 222                  | 22                | 0              | 244             |
| Administration - FAS        | 3            | 0          | 3              | 3              | 0          | 9                    | 3                 | 0              | 12              |
| Inspection                  | 0            | 0          | 75             | 75             | 0          | 150                  | 0                 | 0              | 150             |
| Miscellaneous               | 0            | 0          | 25             | 25             | 0          | 50                   | 0                 | 0              | 50              |
| Contingency                 | 0            | 0          | 350            | 350            | 0          | 700                  | 0                 | 0              | 700             |
| <b>Total Outlay</b>         | <b>\$525</b> | <b>\$0</b> | <b>\$5,303</b> | <b>\$6,240</b> | <b>\$0</b> | <b>\$12,068</b>      | <b>\$525</b>      | <b>\$0</b>     | <b>\$12,593</b> |

| FINANCING SOURCES          | FY 2021      | FY 2022    | FY 2023        | FY 2024        | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|----------------------------|--------------|------------|----------------|----------------|------------|----------------------|-------------------|----------------|-----------------|
| Bonds                      | \$75         | \$0        | \$263          | \$1,200        | \$0        | \$1,538              | \$75              | \$0            | \$1,613         |
| Fund Balance Appropriation | 0            | 0          | 0              | 0              | 0          | 0                    | 0                 | 0              | 0               |
| Operating Transfer         | 0            | 0          | 0              | 0              | 0          | 0                    | 0                 | 0              | 0               |
| Total County Funding       | \$75         | \$0        | \$263          | \$1,200        | \$0        | \$1,538              | \$75              | \$0            | \$1,613         |
| Federal                    | 400          | 0          | 4,480          | 4,480          | 0          | 9,360                | 400               | 0              | 9,760           |
| State                      | 50           | 0          | 560            | 560            | 0          | 1,170                | 50                | 0              | 1,220           |
| Other:                     | 0            | 0          | 0              | 0              | 0          | 0                    | 0                 | 0              | 0               |
| <b>Total Funding</b>       | <b>\$525</b> | <b>\$0</b> | <b>\$5,303</b> | <b>\$6,240</b> | <b>\$0</b> | <b>\$12,068</b>      | <b>\$525</b>      | <b>\$0</b>     | <b>\$12,593</b> |

| Operating Budget Impact   | FY 2021      | FY 2022       | FY 2023       | FY 2024       | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|---------------|---------------|---------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00          | 0.00          | 0.00          | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0           | 0.0           | 0.0           | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0           | 0.0           | 0.0           | 14.1           | 0.0               | 14.5           |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$14.1</b>  | <b>\$0.0</b>      | <b>\$14.5</b>  |
| Debt Service: Bonds       | 6.7          | 13.8          | 13.8          | 38.5          | 151.5          | 6.7               | 151.5          |
| Vehicle & Equipment Lease | 0.0          | 0.0           | 0.0           | 0.0           | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$6.7</b> | <b>\$13.8</b> | <b>\$13.8</b> | <b>\$38.5</b> | <b>\$165.6</b> | <b>\$6.7</b>      | <b>\$166.0</b> |

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|--|
| <b>LOCATION:</b><br>Piney Church Road, Waldorf, Maryland |
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**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

**PROJECT NAME:**

**Capital Clubhouse Improvements**

Requested By: DPW

Project #: 3269

To provide the following capital improvements for the Capital Clubhouse:

- Replace hot water heaters and install additional unit upstairs
- LED Lighting replacement
- HVAC Replacement to update from r-22 and include building automation
- Parking Lot – Resurface, line stripe
- Building sign replacement and electronic sign
- Dasher board replacement
- Replace Condenser Tower (end of lifecycle), Dehumidification, Ice Compressors

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |               |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
| Architectural & Engineering | \$25         | \$0        | \$0        | \$0        | \$0        | \$25          | \$25              | \$0            | \$50          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Construction                | 250          | 0          | 0          | 0          | 0          | 250           | 250               | 0              | 500           |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Administration              | 21           | 0          | 0          | 0          | 0          | 21            | 0                 | 0              | 21            |
| Administration - FAS        | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Inspection                  | 13           | 0          | 0          | 0          | 0          | 13            | 13                | 0              | 26            |
| Miscellaneous               | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Contingency                 | 24           | 0          | 0          | 0          | 0          | 24            | 25                | 0              | 49            |
| <b>Total Outlay</b>         | <b>\$333</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$333</b>  | <b>\$313</b>      | <b>\$0</b>     | <b>\$646</b>  |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |               |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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          | 333          | 0          | 0          | 0          | 0          | 333           | 313               | 0              | 646           |
| <b>Total County Funding</b> | <b>\$333</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$333</b>  | <b>\$313</b>      | <b>\$0</b>     | <b>\$646</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$333</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$333</b>  | <b>\$313</b>      | <b>\$0</b>     | <b>\$646</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. Beyond |              |
|---------------------------|--------------|--------------|--------------|--------------|--------------|----------------|--------------|
|                           |              |              |              |              |              | thru FY20      | FY 2025      |
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00           | 0.00         |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 0.0          |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 0.0          |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b> |
| 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          |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b> |

**LOCATION:**

Capital Clubhouse

**APPROVED CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2021  
(\$ in thousands)**

**PROJECT NAME:**

**Elite Gymnastics and Recreation Center Improvements**

Requested By: DPW

Project #: 3270

To provide the following improvements to the Elite Gymnastics and Recreation Center:

- LED Lighting replacement
- Interior/Exterior Painting
- Replace Flooring (Carpet in Gym Area, LVT in upper and lower rooms)
- Renovation of Restroom
- Front Parking Lot – Drainage issues, resurface, striping
- Replace Electronic Sign along Old Washington Ave.
- Replace Building sign (current sign reads Community Services)

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |               |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
| Architectural & Engineering | \$25         | \$0        | \$0        | \$0        | \$0        | \$25          | \$25              | \$0            | \$50          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Construction                | 100          | 0          | 0          | 0          | 0          | 100           | 100               | 0              | 200           |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Administration              | 9            | 0          | 0          | 0          | 0          | 9             | 8                 | 0              | 17            |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3             | 3                 | 0              | 6             |
| Inspection                  | 5            | 0          | 0          | 0          | 0          | 5             | 5                 | 0              | 10            |
| Miscellaneous               | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Contingency                 | 10           | 0          | 0          | 0          | 0          | 10            | 10                | 0              | 20            |
| <b>Total Outlay</b>         | <b>\$152</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$152</b>  | <b>\$151</b>      | <b>\$0</b>     | <b>\$303</b>  |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |               |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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          | 152          | 0          | 0          | 0          | 0          | 152           | 151               | 0              | 303           |
| <b>Total County Funding</b> | <b>\$152</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$152</b>  | <b>\$151</b>      | <b>\$0</b>     | <b>\$303</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$152</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$152</b>  | <b>\$151</b>      | <b>\$0</b>     | <b>\$303</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. Beyond |              |
|---------------------------|--------------|--------------|--------------|--------------|--------------|----------------|--------------|
|                           |              |              |              |              |              | thru FY20      | FY 2025      |
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00           | 0.00         |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 0.0          |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 0.0          |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b> |
| 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          |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b> |

**LOCATION:**

Elite Gym



**APPROVED CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2021  
(\$ in thousands)**

|  |  |
|--|--|
| <b>PROJECT NAME:</b><br><b>La Plata Library Relocation</b>   | <b>Requested By:</b> DPW<br><b>Project #:</b> 3242<br><b>Goal:</b> |
| <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 (formerly Civista). It contains 12,889 square feet used as a library and an additional 3,158 square feet of basement/mechanical storage room space. The Library sits on 1.507 acres and is located within the Town of La Plata. The new library could serve as a catalyst for future pedestrian oriented mixed use development in the Town Center.</p> <p>The building will be approximately 28,000 sq. ft. and will be LEED Certified.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> |  |

| EXPENSE BUDGET              | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|-----------------|
| Architectural & Engineering | \$362      | \$0            | \$0        | \$0        | \$0        | \$362                | \$286             | \$0            | \$648           |
| Land & ROW                  | (650)      | 0              | 0          | 0          | 0          | (650)                | 650               | 0              | 0               |
| Construction                | 0          | 3,668          | 0          | 0          | 0          | 3,668                | 3,860             | 0              | 7,528           |
| Equipment                   | 0          | 1,266          | 0          | 0          | 0          | 1,266                | 0                 | 0              | 1,266           |
| Administration              | 62         | 100            | 0          | 0          | 0          | 162                  | 138               | 0              | 300             |
| Administration - FAS        | 3          | 3              | 0          | 0          | 0          | 6                    | 6                 | 0              | 12              |
| Inspection                  | 57         | 20             | 0          | 0          | 0          | 77                   | 72                | 0              | 149             |
| Miscellaneous               | 0          | 0              | 0          | 0          | 0          | 0                    | 20                | 0              | 20              |
| Contingency                 | 166        | 292            | 0          | 0          | 0          | 458                  | 286               | 0              | 744             |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$5,349</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,349</b>       | <b>\$5,318</b>    | <b>\$0</b>     | <b>\$10,667</b> |

| FINANCING SOURCES          | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|----------------------------|------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|-----------------|
| Bonds                      | \$1,830    | \$5,008        | \$0        | \$0        | \$0        | \$6,838              | \$2,988           | \$0            | \$9,826         |
| Fund Balance Appropriation | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Operating Transfer         | 0          | 341            | 0          | 0          | 0          | 341                  | 0                 | 0              | 341             |
| Total County Funding       | \$1,830    | \$5,349        | \$0        | \$0        | \$0        | \$7,179              | \$2,988           | \$0            | \$10,167        |
| Federal                    | 0          | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0               |
| State                      | 500        | 0              | 0          | 0          | 0          | 500                  | 0                 | 0              | 500             |
| Other:                     | (2,330)    | 0              | 0          | 0          | 0          | (2,330)              | 2,330             | 0              | 0               |
| <b>Total Funding</b>       | <b>\$0</b> | <b>\$5,349</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,349</b>       | <b>\$5,318</b>    | <b>\$0</b>     | <b>\$10,667</b> |

| Operating Budget Impact   | FY 2021        | FY 2022        | FY 2023          | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|----------------|----------------|------------------|----------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00           | 0.00           | 0.00             | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0            | 0.0            | 0.0              | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0            | 0.0            | 109.5            | 48.5           | 49.4           | 0.0               | 50.9           |
| <b>Total Operating</b>    | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$109.5</b>   | <b>\$48.5</b>  | <b>\$49.4</b>  | <b>\$0.0</b>      | <b>\$50.9</b>  |
| Debt Service: Bonds       | 268.7          | 439.8          | 909.6            | 909.6          | 909.6          | 268.7             | 909.6          |
| Vehicle & Equipment Lease | 0.0            | 0.0            | 0.0              | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$268.7</b> | <b>\$439.8</b> | <b>\$1,019.1</b> | <b>\$958.1</b> | <b>\$959.0</b> | <b>\$268.7</b>    | <b>\$960.5</b> |

|                                 |
|---------------------------------|
| <b>LOCATION:</b><br>LaPlata, MD |
|---------------------------------|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

*(\$ in thousands)*

|  |                          |
|--|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By:</b> DPW |
| <b>Blue Crabs Stadium Maintenance</b>  | <b>Project #:</b>        |
| <p>To provide funding for maintenance of Blue Crabs Stadium including, but not limited to, the repair or replacement of all major structures, systems ( including mechanical, electrical and those related to utilities such as, but not limited to, HVAC, water, sewer, gas and electrical) and capital improvements when needed or required.</p> |                          |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>  |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$10         | \$10         | \$10         | \$10         | \$40                 | \$0               | \$20           | \$60           |
| Land & ROW                  | 0          | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Construction                | 0          | 175          | 175          | 175          | 175          | 700                  | 0                 | 350            | 1,050          |
| Equipment                   | 0          | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Administration              | 0          | 7            | 7            | 7            | 7            | 28                   | 0                 | 14             | 42             |
| Administration - FAS        | 0          | 3            | 3            | 3            | 3            | 12                   | 0                 | 6              | 18             |
| Inspection                  | 0          | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Miscellaneous               | 0          | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Contingency                 | 0          | 5            | 5            | 5            | 5            | 20                   | 0                 | 10             | 30             |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> | <b>\$800</b>         | <b>\$0</b>        | <b>\$400</b>   | <b>\$1,200</b> |

| FINANCING SOURCES          | FY 2021    | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|----------------------------|------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds                      | \$0        | \$100        | \$100        | \$100        | \$100        | \$400                | \$0               | \$200          | \$600          |
| Fund Balance Appropriation | 0          | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Operating Transfer         | 0          | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Total County Funding       | \$0        | \$100        | \$100        | \$100        | \$100        | \$400                | \$0               | \$200          | \$600          |
| Federal                    | 0          | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| State                      | 0          | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Other:                     | 0          | 100          | 100          | 100          | 100          | 400                  | 0                 | 200            | 600            |
| <b>Total Funding</b>       | <b>\$0</b> | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> | <b>\$200</b> | <b>\$800</b>         | <b>\$0</b>        | <b>\$400</b>   | <b>\$1,200</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|---------------|---------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 0.0          | 9.4          | 18.8          | 28.2          | 0.0               | 56.4           |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$9.4</b> | <b>\$18.8</b> | <b>\$28.2</b> | <b>\$0.0</b>      | <b>\$56.4</b>  |

|                    |
|--------------------|
| <b>LOCATION:</b>   |
| Blue Crabs Stadium |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: DPW</b> |
| <b>Charles County Detention Center Annex Office Space Renovations</b>   | <b>Project #: 3278</b>   |
| Renovate the existing Detention Center Annex facility to convert approximately 7,200 square feet (@ \$175/s.f.) into office space for 13 staff members, as well as provide a large squad room, and a kitchenette with full size refrigerator and cabinetry. The space to be renovated in a manner that can easily be transitioned back into detention facility program space. |                          |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)  |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$80         | \$0          | \$0        | \$0        | \$0        | \$80                 | \$0               | \$0            | \$80           |
| Land & ROW                  | 0            | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 630          | 630          | 0          | 0          | 0          | 1,260                | 0                 | 0              | 1,260          |
| Equipment                   | 0            | 30           | 0          | 0          | 0          | 30                   | 0                 | 0              | 30             |
| Administration              | 54           | 47           | 0          | 0          | 0          | 101                  | 0                 | 0              | 101            |
| Administration - FAS        | 3            | 3            | 0          | 0          | 0          | 6                    | 0                 | 0              | 6              |
| Inspection                  | 110          | 110          | 0          | 0          | 0          | 220                  | 0                 | 0              | 220            |
| Miscellaneous               | 5            | 5            | 0          | 0          | 0          | 10                   | 0                 | 0              | 10             |
| Contingency                 | 70           | 63           | 0          | 0          | 0          | 133                  | 0                 | 0              | 133            |
| <b>Total Outlay</b>         | <b>\$952</b> | <b>\$888</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,840</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,840</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$952        | \$888        | \$0        | \$0        | \$0        | \$1,840              | \$0               | \$0            | \$1,840        |
| Fund Balance Appropriation  | 0            | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$952</b> | <b>\$888</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,840</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,840</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$952</b> | <b>\$888</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,840</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,840</b> |

| Operating Budget Impact   | FY 2021      | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|---------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00          | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 89.0          | 172.3          | 172.3          | 172.3          | 0.0               | 172.3          |
| Vehicle & Equipment Lease | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$89.0</b> | <b>\$172.3</b> | <b>\$172.3</b> | <b>\$172.3</b> | <b>\$0.0</b>      | <b>\$172.3</b> |

**LOCATION:**  
La Plata, MD

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |  |
|---|--|
| <b>PROJECT NAME:</b><br><b>Pinefield EMS Station</b>  | <b>Requested By: DPW</b><br><b>Project #: 3279</b> |
| Design and construct a 6,400 s.f. (250/s.f.) facility in the <i>Waldorf/Pinefield area</i> to include site improvements, 3 parking bays @ 30' x 40' = 3,600 s.f., 400 s.f. office area , 400 s.f. lounge area, 400 s.f. kitchen area, 2 (ea.) 400 s.f. bathroom./shower areas, 800 s.f. bunk room areas, and a 400 s.f. storage area. |  |
| Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)  |  |
| <b>PRIORITY</b>   |  |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$180        | \$0            | \$0        | \$0        | \$0        | \$180                | \$0               | \$0            | \$180          |
| Land & ROW                  | 350          | 0              | 0          | 0          | 0          | 350                  | 0                 | 0              | 350            |
| Construction                | 0            | 1,600          | 0          | 0          | 0          | 1,600                | 0                 | 0              | 1,600          |
| Equipment                   | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 40           | 112            | 0          | 0          | 0          | 152                  | 0                 | 0              | 152            |
| Administration - FAS        | 3            | 3              | 0          | 0          | 0          | 6                    | 0                 | 0              | 6              |
| Inspection                  | 0            | 80             | 0          | 0          | 0          | 80                   | 0                 | 0              | 80             |
| Miscellaneous               | 14           | 5              | 0          | 0          | 0          | 19                   | 0                 | 0              | 19             |
| Contingency                 | 53           | 160            | 0          | 0          | 0          | 213                  | 0                 | 0              | 213            |
| <b>Total Outlay</b>         | <b>\$640</b> | <b>\$1,960</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,600</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,600</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$640        | \$1,960        | \$0        | \$0        | \$0        | \$2,600              | \$0               | \$0            | \$2,600        |
| Fund Balance Appropriation  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$640</b> | <b>\$1,960</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,600</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,600</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$640</b> | <b>\$1,960</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,600</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,600</b> |

| Operating Budget Impact   | FY 2021      | FY 2022       | FY 2023          | FY 2024          | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|---------------------------|--------------|---------------|------------------|------------------|------------------|-------------------|------------------|
| No. of Personnel          | 0.00         | 0.00          | 11.00            | 11.00            | 11.00            | 0.00              | 11.00            |
| Personnel Costs           | 0.0          | 0.0           | 781.1            | 812.3            | 844.8            | 0.0               | 878.6            |
| Operating                 | 0.0          | 0.0           | 77.6             | 79.1             | 80.7             | 0.0               | 83.1             |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$858.7</b>   | <b>\$891.4</b>   | <b>\$925.5</b>   | <b>\$0.0</b>      | <b>\$961.7</b>   |
| Debt Service: Bonds       | 0.0          | 59.8          | 243.7            | 243.7            | 243.7            | 0.0               | 243.7            |
| Vehicle & Equipment Lease | 0.0          | 0.0           | 7.2              | 14.4             | 14.4             | 0.0               | 14.4             |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$59.8</b> | <b>\$1,109.6</b> | <b>\$1,149.5</b> | <b>\$1,183.6</b> | <b>\$0.0</b>      | <b>\$1,219.8</b> |

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|---------------------------------|
| <b>LOCATION:</b><br>Waldorf, MD |
|---------------------------------|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |   |
|---|---|
| <b>PROJECT NAME:</b><br><b>Newburg EMS Station</b>  | <b>Requested By:</b> DPW<br><b>Project #:</b> |
| Design and construct a 6,400 s.f. (250/s.f.) facility in the <b>Newburg area</b> to include necessary site improvements, 3 parking bays @ 30' x 40' = 3,600 s.f., 400 s.f. office area , 400 s.f. lounge area, 400 s.f. kitchen area, 2 (ea.) 400 s.f. bathroom./shower areas, 800 s.f. bunk room areas, and a 400 s.f. storage area. |   |
| Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)  |   |
| <b>PRIORITY</b>   |   |

| EXPENSE BUDGET              | FY 2021    | FY 2022    | FY 2023      | FY 2024        | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|------------|--------------|----------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$0        | \$180        | \$0            | \$0        | \$180                | \$0               | \$0            | \$180          |
| Land & ROW                  | 0          | 0          | 350          | 0              | 0          | 350                  | 0                 | 0              | 350            |
| Construction                | 0          | 0          | 0            | 1,600          | 0          | 1,600                | 0                 | 0              | 1,600          |
| Equipment                   | 0          | 0          | 0            | 0              | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 0          | 0          | 40           | 112            | 0          | 152                  | 0                 | 0              | 152            |
| Administration - FAS        | 0          | 0          | 3            | 3              | 0          | 6                    | 0                 | 0              | 6              |
| Inspection                  | 0          | 0          | 0            | 80             | 0          | 80                   | 0                 | 0              | 80             |
| Miscellaneous               | 0          | 0          | 14           | 5              | 0          | 19                   | 0                 | 0              | 19             |
| Contingency                 | 0          | 0          | 53           | 160            | 0          | 213                  | 0                 | 0              | 213            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$640</b> | <b>\$1,960</b> | <b>\$0</b> | <b>\$2,600</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,600</b> |

| FINANCING SOURCES           | FY 2021    | FY 2022    | FY 2023      | FY 2024        | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|------------|--------------|----------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$0        | \$0        | \$640        | \$1,960        | \$0        | \$2,600              | \$0               | \$0            | \$2,600        |
| Fund Balance Appropriation  | 0          | 0          | 0            | 0              | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0          | 0          | 0            | 0              | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$0</b> | <b>\$640</b> | <b>\$1,960</b> | <b>\$0</b> | <b>\$2,600</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,600</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$0</b> | <b>\$640</b> | <b>\$1,960</b> | <b>\$0</b> | <b>\$2,600</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,600</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024       | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|---------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00          | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0           | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0           | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 0.0          | 0.0          | 60.2          | 244.7          | 0.0               | 244.7          |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 0.0          | 0.0           | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$60.2</b> | <b>\$244.7</b> | <b>\$0.0</b>      | <b>\$244.7</b> |

|                                 |
|---------------------------------|
| <b>LOCATION:</b><br>Newburg, MD |
|---------------------------------|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: DPW</b> |
| <b>Old Courthouse Jury Waiting Area Renovations</b>   | <b>Project #: 3280</b>   |
| <p>Construct modifications to the existing Jury Waiting Area to include demolition of existing carpet, ceiling tiles, counter, ramp, and selected doors and walls. Provide new construction of wall systems (metal studs and gypsum board), painting, doors, kitchen sink and associated plumbing and counter top, electrical receptacles, wall plates and associated wiring, convert office space to new bathroom (new lighting fixtures and associated wiring, bathroom fixtures and associated plumbing and accessories, bathroom exhaust system).</p> |                          |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>   |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Architectural & Engineering | \$24         | \$0        | \$0        | \$0        | \$0        | \$24                 | \$0               | \$0            | \$24          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Construction                | 236          | 0          | 0          | 0          | 0          | 236                  | 0                 | 0              | 236           |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Administration              | 20           | 0          | 0          | 0          | 0          | 20                   | 0                 | 0              | 20            |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3                    | 0                 | 0              | 3             |
| Inspection                  | 10           | 0          | 0          | 0          | 0          | 10                   | 0                 | 0              | 10            |
| Miscellaneous               | 3            | 0          | 0          | 0          | 0          | 3                    | 0                 | 0              | 3             |
| Contingency                 | 24           | 0          | 0          | 0          | 0          | 24                   | 0                 | 0              | 24            |
| <b>Total Outlay</b>         | <b>\$320</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$320</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$320</b>  |

| FINANCING SOURCES          | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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         | 320          | 0          | 0          | 0          | 0          | 320                  | 0                 | 0              | 320           |
| Total County Funding       | \$320        | \$0        | \$0        | \$0        | \$0        | \$320                | \$0               | \$0            | \$320         |
| 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             |
| <b>Total Funding</b>       | <b>\$320</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$320</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$320</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |

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| <b>LOCATION:</b><br>La Plata, MD |
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**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|  |                             |
|--|-----------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By: DPW/CS</b> |
| <b>Government Building Roof Replacement</b>  | <b>Project #: 3281</b>      |
| <p>An internal evaluation/assessment of the Government Building roofing system revealed that the coping is failing (separating) at the parapet wall causing ongoing leaks whereas repair/maintenance has proven to have little impact on the overall longevity of the roof and therefor warrants a full replacement of the roof membrane lining.</p> |                             |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>  |                             |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Architectural & Engineering | \$12         | \$0        | \$0        | \$0        | \$0        | \$12                 | \$0               | \$0            | \$12          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Construction                | 200          | 0          | 0          | 0          | 0          | 200                  | 0                 | 0              | 200           |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Administration              | 17           | 0          | 0          | 0          | 0          | 17                   | 0                 | 0              | 17            |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3                    | 0                 | 0              | 3             |
| Inspection                  | 10           | 0          | 0          | 0          | 0          | 10                   | 0                 | 0              | 10            |
| Miscellaneous               | 3            | 0          | 0          | 0          | 0          | 3                    | 0                 | 0              | 3             |
| Contingency                 | 20           | 0          | 0          | 0          | 0          | 20                   | 0                 | 0              | 20            |
| <b>Total Outlay</b>         | <b>\$265</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$265</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$265</b>  |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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          | 265          | 0          | 0          | 0          | 0          | 265                  | 0                 | 0              | 265           |
| <b>Total County Funding</b> | <b>\$265</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$265</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$265</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$265</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$265</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$265</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |

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| <b>LOCATION:</b> |
| La Plata, MD     |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: DPW</b> |
| <b>Government Building Heating Loop Evaluation and Improvements</b>   | <b>Project #: 3282</b>   |
| <p>The Government Building radiant heating systems incorporates two (2) 4,283 mbh boilers with copper/steel looping distribution piping system. The dielectric couplings that joins the steel and copper pipes are 35 years old and are experiencing systemic failures causing sporadic flooding events throughout the Government Building. As the piping system's condition will only worsen with time, an evaluation/assessment of the heating looping piping is necessary to determine the extent of the remedial work required.</p> |                          |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>   |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Architectural & Engineering | \$50         | \$0        | \$0        | \$0        | \$0        | \$50                 | \$0               | \$0            | \$50          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Construction                | 150          | 0          | 0          | 0          | 0          | 150                  | 0                 | 0              | 150           |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Administration              | 17           | 0          | 0          | 0          | 0          | 17                   | 0                 | 0              | 17            |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3                    | 0                 | 0              | 3             |
| Inspection                  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Miscellaneous               | 5            | 0          | 0          | 0          | 0          | 5                    | 0                 | 0              | 5             |
| Contingency                 | 15           | 0          | 0          | 0          | 0          | 15                   | 0                 | 0              | 15            |
| <b>Total Outlay</b>         | <b>\$240</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$240</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$240</b>  |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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          | 240          | 0          | 0          | 0          | 0          | 240                  | 0                 | 0              | 240           |
| <b>Total County Funding</b> | <b>\$240</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$240</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$240</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$240</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$240</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$240</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |

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| <b>LOCATION:</b> |
| La Plata, MD     |



**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: DPW</b> |
| <b>Detention Center Chiller Replacement</b>   | <b>Project #: 3283</b>   |
| <p>The current chiller at the Detention Center has surpassed its projected life cycle. Maintenance of this equipment is becoming increasingly challenging as some parts are difficult and sometimes impossible to find. As the chiller is the sole source for cooling this facility, replacement is warranted. Replacing the chiller with a newer and more efficient unit will save on utility costs as well.</p> |                          |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>   |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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                | 10           | 0          | 0          | 0          | 0          | 10                   | 0                 | 0              | 10            |
| Equipment                   | 280          | 0          | 0          | 0          | 0          | 280                  | 0                 | 0              | 280           |
| Administration              | 21           | 0          | 0          | 0          | 0          | 21                   | 0                 | 0              | 21            |
| 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             |
| <b>Total Outlay</b>         | <b>\$337</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$337</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$337</b>  |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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          | 337          | 0          | 0          | 0          | 0          | 337                  | 0                 | 0              | 337           |
| <b>Total County Funding</b> | <b>\$337</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$337</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$337</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$337</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$337</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$337</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|----------------|
| 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            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   |

|                  |
|------------------|
| <b>LOCATION:</b> |
| La Plata, MD     |

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ 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 2021      | FY 2022        | FY 2023        | FY 2024        | FY 2025      | 5-Year          |                   |                |                 |
|-----------------------------|--------------|----------------|----------------|----------------|--------------|-----------------|-------------------|----------------|-----------------|
|                             |              |                |                |                |              | Total '21-'25   | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$248        | \$330          | \$5            | \$5            | \$5          | \$593           | \$55              | \$7            | \$655           |
| Land & ROW                  | 0            | 0              | 0              | 0              | 0            | 0               | 0                 | 0              | 0               |
| Construction                | 143          | 2,702          | 3,461          | 966            | 53           | 7,325           | 106               | 70             | 7,501           |
| Equipment                   | 27           | 19             | 0              | 0              | 0            | 46              | 0                 | 0              | 46              |
| Administration              | 10           | 33             | 84             | 69             | 3            | 199             | 9                 | 4              | 212             |
| Administration - FAS        | 18           | 21             | 18             | 10             | 6            | 73              | 9                 | 8              | 90              |
| Inspection                  | 5            | 18             | 18             | 5              | 5            | 51              | 10                | 6              | 67              |
| Miscellaneous               | 327          | 343            | 336            | 334            | 259          | 1,599           | 14                | 322            | 1,935           |
| Contingency                 | 19           | 54             | 185            | 96             | 6            | 360             | 16                | 8              | 384             |
| <b>Total Outlay</b>         | <b>\$797</b> | <b>\$3,520</b> | <b>\$4,107</b> | <b>\$1,485</b> | <b>\$337</b> | <b>\$10,246</b> | <b>\$219</b>      | <b>\$425</b>   | <b>\$10,890</b> |

| FINANCING SOURCES               | FY 2021      | FY 2022        | FY 2023        | FY 2024        | FY 2025      | 5-Year          |                   |                |                 |
|---------------------------------|--------------|----------------|----------------|----------------|--------------|-----------------|-------------------|----------------|-----------------|
|                                 |              |                |                |                |              | Total '21-'25   | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Bonds                           | \$160        | \$1,309        | \$1,515        | \$508          | \$80         | \$3,572         | \$175             | \$175          | \$3,922         |
| Operating Transfer General Fund | 508          | 557            | 257            | 257            | 257          | 1,836           | 0                 | 250            | 2,086           |
| Total County Funding            | \$668        | \$1,866        | \$1,772        | \$765          | \$337        | \$5,408         | \$175             | \$425          | \$6,008         |
| Federal                         | 0            | 0              | 0              | 0              | 0            | 0               | 0                 | 0              | 0               |
| State                           | 129          | 1,654          | 2,335          | 720            | 0            | 4,838           | 44                | 0              | 4,882           |
| Other:                          | 0            | 0              | 0              | 0              | 0            | 0               | 0                 | 0              | 0               |
| <b>Total Funding</b>            | <b>\$797</b> | <b>\$3,520</b> | <b>\$4,107</b> | <b>\$1,485</b> | <b>\$337</b> | <b>\$10,246</b> | <b>\$219</b>      | <b>\$425</b>   | <b>\$10,890</b> |

| Operating Budget Impact   | FY 2021       | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|---------------------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|
|                           |               |               |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel          | 0.00          | 0.00          | 3.96           | 3.96           | 3.96           | 0.00           | 3.96           |
| Personnel Costs           | 0.0           | 0.0           | 221.1          | 229.9          | 239.1          | 0.0            | 248.7          |
| Operating                 | 0.0           | 0.0           | 56.3           | 57.4           | 58.6           | 0.0            | 60.3           |
| <b>Total Operating</b>    | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$277.4</b> | <b>\$287.3</b> | <b>\$297.7</b> | <b>\$0.0</b>   | <b>\$309.0</b> |
| Debt Service: Bonds       | 15.7          | 29.8          | 131.2          | 253.4          | 283.5          | 15.7           | 298.5          |
| Vehicle & Equipment Lease | 0.0           | 0.0           | 26.1           | 52.2           | 52.2           | 0.0            | 52.2           |
| <b>Total Impact</b>       | <b>\$15.7</b> | <b>\$29.8</b> | <b>\$434.7</b> | <b>\$592.9</b> | <b>\$633.4</b> | <b>\$15.7</b>  | <b>\$659.7</b> |

#### Projects with Future Operating Impacts:

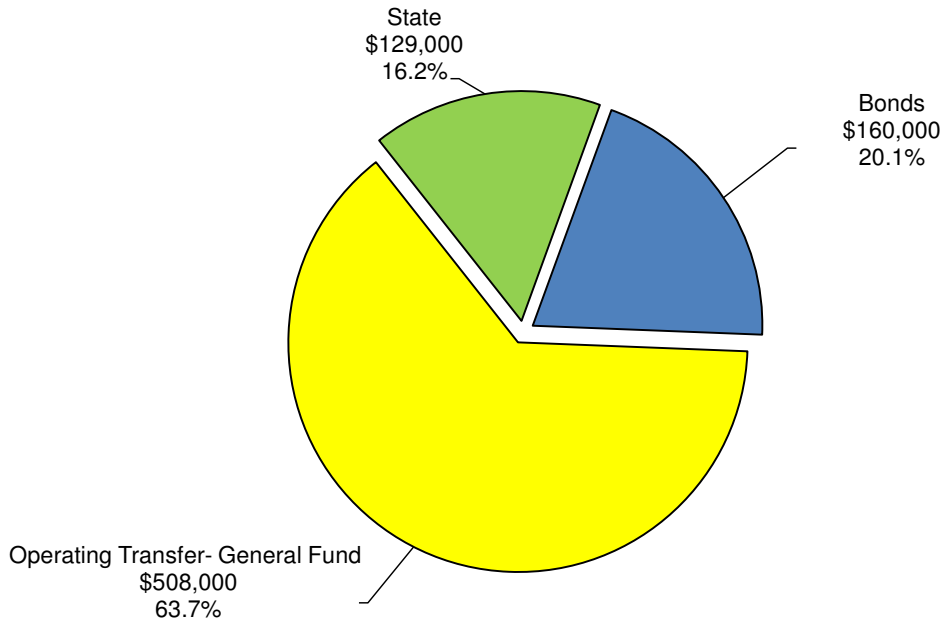
| PROJECT                           | FY 2021      | FY 2022      | FY 2023        | FY 2024        | FY 2025        |
|-----------------------------------|--------------|--------------|----------------|----------------|----------------|
| Waldorf Park Development, Phase I | \$0.0        | \$0.0        | \$277.4        | \$287.3        | \$297.7        |
| Vehicle & Equipment Lease         | 0.0          | 0.0          | 26.1           | 52.2           | 52.2           |
| <b>Total</b>                      | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$303.5</b> | <b>\$339.5</b> | <b>\$349.9</b> |

| Beyond FY 2025 | FTE         |
|----------------|-------------|
| \$309.0        | 3.96        |
| 52.2           |             |
| <b>\$361.2</b> | <b>3.96</b> |

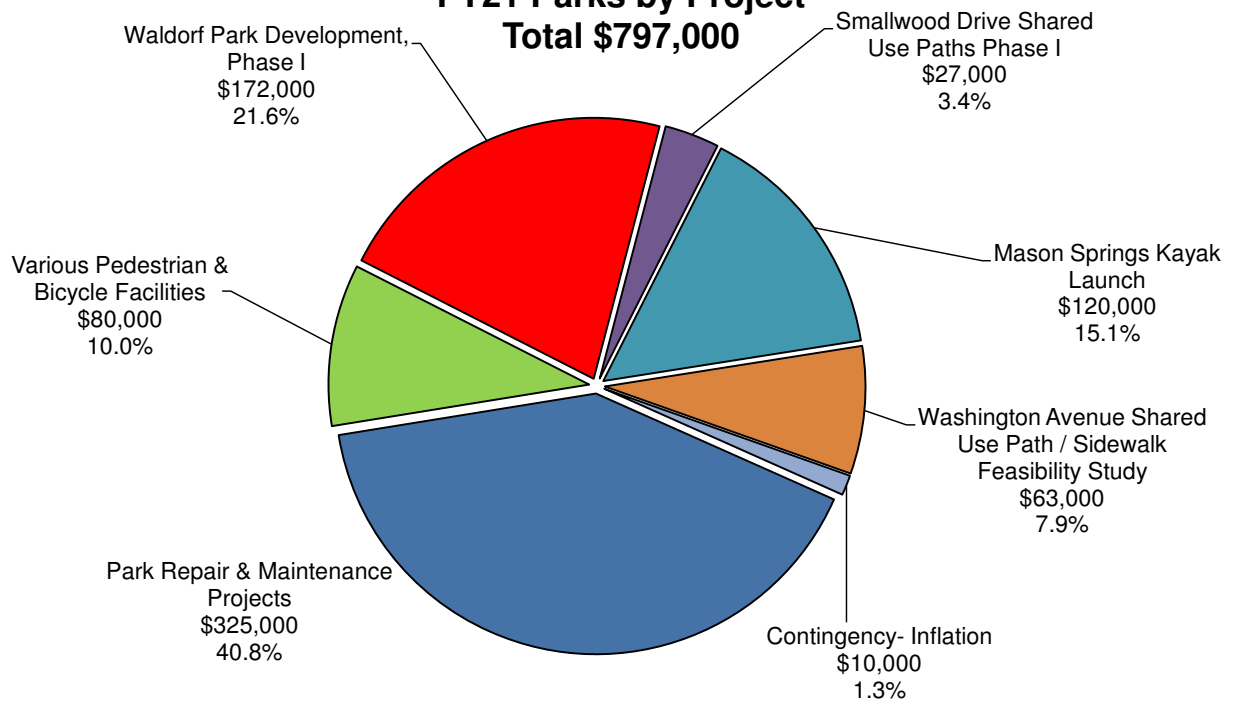
#### STATE-PROGRAM OPEN SPACE: (\$ in '000's)

| PROJECT                           | FY 2021      | FY 2022        | FY 2023      | FY 2024      | FY 2025    | '21-'25        |
|-----------------------------------|--------------|----------------|--------------|--------------|------------|----------------|
| Popes Creek Waterfront Ph II      | \$0          | \$68           | \$624        | \$720        | \$0        | \$1,412        |
| Waldorf Park Development, Phase I | 129          | 1,500          | 0            | 0            | 0          | 1,629          |
| <b>Total</b>                      | <b>\$129</b> | <b>\$1,568</b> | <b>\$624</b> | <b>\$720</b> | <b>\$0</b> | <b>\$3,041</b> |

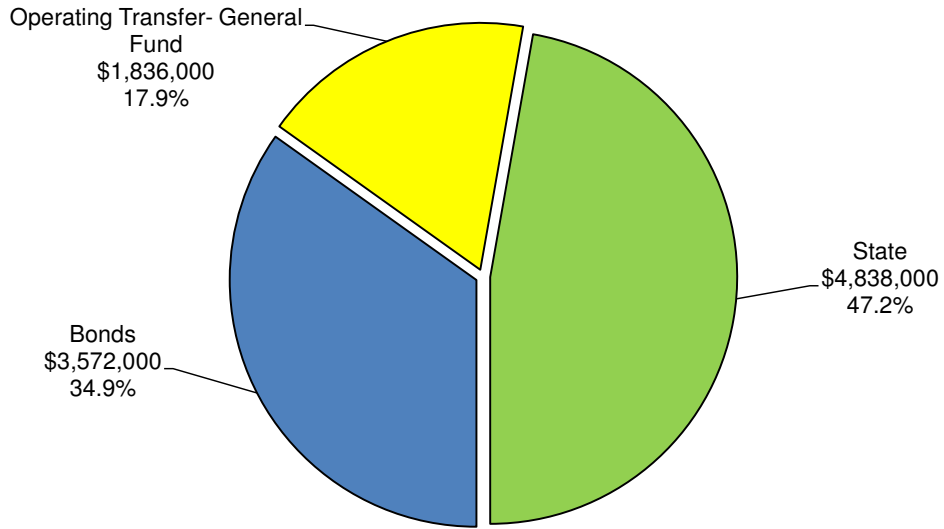
### FY21 Parks Financing Sources Total \$797,000



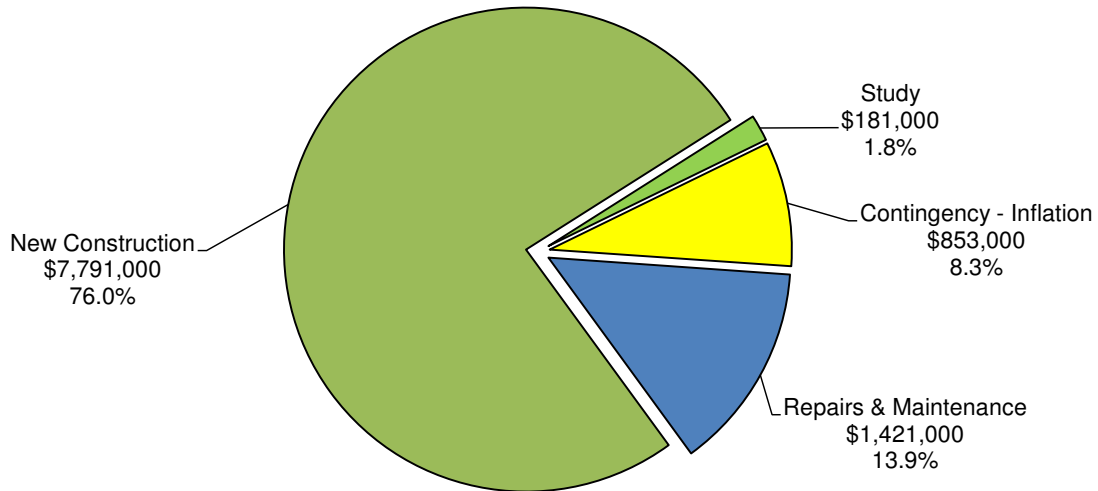
### FY21 Parks by Project Total \$797,000



**FY21-FY25 Parks Financing Sources**  
**Total \$10,246,000**



**FY21-FY25 Parks by Project Type**  
**Total \$10,246,000**



New construction includes funds for the Various Pedestrian and Bicycle Facilities, the Waldorf Park Development, the Smallwood Drive Shared Use Path, the Mason Springs Kayak Launch and Popes Creek Waterfront . Funds are also provided for a Washington Avenue Shared Use Path / Sidewalk Feasibility Study and a La Plata Farm Park Master Plan. Repairs & Maintenance includes funding for minor repairs at various parks.

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By:</b> RPT |
| <b>Park Repair &amp; Maintenance Projects</b>   | <b>Project #:</b> 4124   |
| <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. Increase requested to fund Bermuda turf conversion and our share of potential grant opportunities.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p> |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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               | 322          | 322          | 254          | 254          | 254          | 1,406                | 0                 | 247            | 1,653          |
| Contingency                 | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| <b>Total Outlay</b>         | <b>\$325</b> | <b>\$325</b> | <b>\$257</b> | <b>\$257</b> | <b>\$257</b> | <b>\$1,421</b>       | <b>\$0</b>        | <b>\$250</b>   | <b>\$1,671</b> |

| FINANCING SOURCES                 | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds                             | \$0          | \$0          | \$0          | \$0          | \$0          | \$0                  | \$0               | \$0            | \$0            |
| Fund Balance Appropriation        | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Operating Transfer - General Fund | 325          | 325          | 257          | 257          | 257          | 1,421                | 0                 | 250            | 1,671          |
| Total County Funding              | \$325        | \$325        | \$257        | \$257        | \$257        | \$1,421              | \$0               | \$250          | \$1,671        |
| 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              |
| <b>Total Funding</b>              | <b>\$325</b> | <b>\$325</b> | <b>\$257</b> | <b>\$257</b> | <b>\$257</b> | <b>\$1,421</b>       | <b>\$0</b>        | <b>\$250</b>   | <b>\$1,671</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |

**LOCATION:**  
County-wide

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

**PROJECT NAME:** **Requested By:** DPW  
**Various Pedestrian & Bicycle Facilities** **Project #:** 4107

To provide a network of pedestrian & bicycle facilities within the Development District & to provide amenities such as park & walk/bike lots & rest stops as part of the linear trails being constructed with the Enhanced Transportation program. If a project is located on a State road, then project is eligible for State funding. The following projects are currently being considered:

1. Smallwood Drive from Route 301 eastward to St. Charles Parkway.
2. Route 210 from Route 227 to Ruth B. Swann Drive.
3. Route 227 from Billingsley Rd. to Route 210 northward to trail tie-in.
4. Chapel Point Road from Causeway Dr. to Commerce Street.
5. From intersection of Route 227 and Route 210 northward on Route 210 approximately 300 lf and westward on Route 227 to Matthews Road.
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).

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

| EXPENSE BUDGET              | FY 2021     | FY 2022     | FY 2023      | FY 2024     | FY 2025     | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|-------------|-------------|--------------|-------------|-------------|----------------------|-------------------|----------------|---------------|
| Architectural & Engineering | \$5         | \$5         | \$5          | \$5         | \$5         | \$25                 | \$10              | \$5            | \$40          |
| Land & ROW                  | 0           | 0           | 0            | 0           | 0           | 0                    | 0                 | 0              | 0             |
| Construction                | 53          | 53          | 129          | 53          | 53          | 341                  | 106               | 53             | 500           |
| Equipment                   | 0           | 0           | 0            | 0           | 0           | 0                    | 0                 | 0              | 0             |
| Administration              | 3           | 3           | 9            | 3           | 3           | 21                   | 6                 | 3              | 30            |
| Administration - FAS        | 3           | 3           | 6            | 3           | 3           | 18                   | 6                 | 3              | 27            |
| Inspection                  | 5           | 5           | 5            | 5           | 5           | 25                   | 10                | 5              | 40            |
| Miscellaneous               | 5           | 5           | 10           | 5           | 5           | 30                   | 10                | 5              | 45            |
| Contingency                 | 6           | 6           | 6            | 6           | 6           | 30                   | 12                | 6              | 48            |
| <b>Total Outlay</b>         | <b>\$80</b> | <b>\$80</b> | <b>\$170</b> | <b>\$80</b> | <b>\$80</b> | <b>\$490</b>         | <b>\$160</b>      | <b>\$80</b>    | <b>\$730</b>  |

| FINANCING SOURCES          | FY 2021     | FY 2022     | FY 2023      | FY 2024     | FY 2025     | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|----------------------------|-------------|-------------|--------------|-------------|-------------|----------------------|-------------------|----------------|---------------|
| Bonds                      | \$80        | \$80        | \$170        | \$80        | \$80        | \$490                | \$160             | \$80           | \$730         |
| Fund Balance Appropriation | 0           | 0           | 0            | 0           | 0           | 0                    | 0                 | 0              | 0             |
| Operating Transfer         | 0           | 0           | 0            | 0           | 0           | 0                    | 0                 | 0              | 0             |
| Total County Funding       | \$80        | \$80        | \$170        | \$80        | \$80        | \$490                | \$160             | \$80           | \$730         |
| 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             |
| <b>Total Funding</b>       | <b>\$80</b> | <b>\$80</b> | <b>\$170</b> | <b>\$80</b> | <b>\$80</b> | <b>\$490</b>         | <b>\$160</b>      | <b>\$80</b>    | <b>\$730</b>  |

| Operating Budget Impact   | FY 2021       | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                 | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 14.4          | 21.9          | 29.4          | 45.4          | 52.9          | 14.4              | 68.0           |
| Vehicle & Equipment Lease | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$14.4</b> | <b>\$21.9</b> | <b>\$29.4</b> | <b>\$45.4</b> | <b>\$52.9</b> | <b>\$14.4</b>     | <b>\$68.0</b>  |

**LOCATION:**  
County-wide

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                          |
|--|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By:</b> RPT |
| <b>Popes Creek Waterfront Phase II</b>   | <b>Project #:</b> 4116   |
| <p>DRPT anticipates the acquisition of a 2 acre parcel of waterfront property including a restaurant building and parking area w/easement to adjacent county park property in late FY18 or early FY19. This property will provide a critical parking area for the Popes Creek Rail Trail and the Popes Creek Waterfront Park. Plans for the building include a waterman's heritage museum, crabbing/fishing pier, kayak rentals and concession stand, conference center, retail stalls, and a summer camp venue.</p> |                          |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>  |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022      | FY 2023      | FY 2024      | FY 2025    | 5-Year Total '14-'18 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|--------------|--------------|--------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$90         | \$0          | \$0          | \$0        | \$90                 | \$45              | \$0            | \$135          |
| Land & ROW                  | 0          | 0            | 0            | 0            | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 0          | 0            | 650          | 750          | 0          | 1,400                | 0                 | 0              | 1,400          |
| Equipment                   | 0          | 0            | 0            | 0            | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 0          | 8            | 48           | 56           | 0          | 112                  | 3                 | 0              | 115            |
| Administration - FAS        | 0          | 3            | 3            | 3            | 0          | 9                    | 3                 | 0              | 12             |
| Inspection                  | 0          | 0            | 0            | 0            | 0          | 0                    | 0                 | 0              | 0              |
| Miscellaneous               | 0          | 9            | 65           | 75           | 0          | 149                  | 4                 | 0              | 153            |
| Contingency                 | 0          | 9            | 65           | 75           | 0          | 149                  | 4                 | 0              | 153            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$119</b> | <b>\$831</b> | <b>\$959</b> | <b>\$0</b> | <b>\$1,909</b>       | <b>\$59</b>       | <b>\$0</b>     | <b>\$1,968</b> |

| FINANCING SOURCES          | FY 2021    | FY 2022      | FY 2023      | FY 2024      | FY 2025    | 5-Year Total '14-'18 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|----------------------------|------------|--------------|--------------|--------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                      | \$0        | \$51         | \$207        | \$239        | \$0        | \$497                | \$15              | \$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        | \$51         | \$207        | \$239        | \$0        | \$497                | \$15              | \$0            | \$512          |
| Federal                    | 0          | 0            | 0            | 0            | 0          | 0                    | 0                 | 0              | 0              |
| State                      | 0          | 68           | 624          | 720          | 0          | 1,412                | 44                | 0              | 1,456          |
| Other:                     | 0          | 0            | 0            | 0            | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>       | <b>\$0</b> | <b>\$119</b> | <b>\$831</b> | <b>\$959</b> | <b>\$0</b> | <b>\$1,909</b>       | <b>\$59</b>       | <b>\$0</b>     | <b>\$1,968</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|---------------|---------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 1.3          | 1.3          | 6.1          | 25.6          | 48.1          | 1.3               | 48.1           |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$1.3</b> | <b>\$1.3</b> | <b>\$6.1</b> | <b>\$25.6</b> | <b>\$48.1</b> | <b>\$1.3</b>      | <b>\$48.1</b>  |

**LOCATION:**  
Newburg, MD

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                               |
|---|-------------------------------|
| <b>PROJECT NAME:</b>  | Requested By: RPT/<br>Capital |
| <b>Waldorf Park Development PH I</b>  | Project #: 4125               |
| <p>Development of this park is a priority to meet the active and passive outdoor recreational needs of one of the fastest growing areas in the county. Planned amenities include lighted football and soccer fields for games and practice, basketball and tennis courts, a large playground with adaptive (special needs) features, group picnic pavilions, nature and fitness trails and more. Phase I will include all excavation, grading and site work, including storm water management; construction and improvements to two entrance/exit points, ballfield construction to include lighting, fencing, bleachers, and installation of Bermuda turf; parking lot construction; utilities (electric and water); and basic site prep for all other park amenities.</p> |                               |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>   |                               |
| <b>PRIORITY</b>   |                               |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$150        | \$0            | \$0        | \$0        | \$0        | \$150                | \$0               | \$0            | \$150          |
| Land & ROW                  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 0            | 1,997          | 0          | 0          | 0          | 1,997                | 0                 | 0              | 1,997          |
| Equipment                   | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 7            | 0              | 0          | 0          | 0          | 7                    | 0                 | 0              | 7              |
| 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                 | 12           | 0              | 0          | 0          | 0          | 12                   | 0                 | 0              | 12             |
| <b>Total Outlay</b>         | <b>\$172</b> | <b>\$2,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,172</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,172</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                       | \$43         | \$500          | \$0        | \$0        | \$0        | \$543                | \$0               | \$0            | \$543          |
| Fund Balance Appropriation  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$43</b>  | <b>\$500</b>   | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$543</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$543</b>   |
| Federal                     | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                       | 129          | 1,500          | 0          | 0          | 0          | 1,629                | 0                 | 0              | 1,629          |
| Other:                      | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$172</b> | <b>\$2,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,172</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,172</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023        | FY 2024        | FY 2025        | Beyond FY 2025 |
|---------------------------|--------------|--------------|----------------|----------------|----------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 3.96           | 3.96           | 3.96           | 3.96           |
| Personnel Costs           | 0.0          | 0.0          | 221.1          | 229.9          | 239.1          | 248.7          |
| Operating                 | 0.0          | 0.0          | 56.3           | 57.4           | 58.6           | 60.3           |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$277.4</b> | <b>\$287.3</b> | <b>\$297.7</b> | <b>\$309.0</b> |
| Debt Service: Bonds       | 0.0          | 4.0          | 50.9           | 50.9           | 50.9           | 50.9           |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 26.1           | 52.2           | 52.2           | 52.2           |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$4.0</b> | <b>\$354.4</b> | <b>\$390.4</b> | <b>\$400.8</b> | <b>\$412.1</b> |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Waldorf, MD      |



# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                               |
|--|-------------------------------|
| <b>PROJECT NAME:</b>   | Requested By: RPT/<br>Capital |
| <b>Waldorf Park Development PH II</b>  | Project #:                    |
| <p>Development of this park is a priority to meet the active and passive outdoor recreational needs of one of the fastest growing areas in the county. Planned amenities include lighted football and soccer fields for games and practice, basketball and tennis courts, a large playground with adaptive (special needs) features, group picnic pavilions, nature and fitness trails and more.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> |                               |

| EXPENSE<br>BUDGET           | FY 2021    | FY 2022    | FY 2023        | FY 2024    | FY 2025    | 5-Year<br>Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>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          | 1,940          | 0          | 0          | 1,940                      | 0                    | 0                 | 1,940            |
| Equipment                   | 0          | 0          | 0              | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| Administration              | 0          | 0          | 0              | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| Administration - FAS        | 0          | 0          | 3              | 0          | 0          | 3                          | 0                    | 0                 | 3                |
| Inspection                  | 0          | 0          | 0              | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| Miscellaneous               | 0          | 0          | 0              | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| Contingency                 | 0          | 0          | 57             | 0          | 0          | 57                         | 0                    | 0                 | 57               |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$2,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,000</b>             | <b>\$0</b>           | <b>\$0</b>        | <b>\$2,000</b>   |

| FINANCING<br>SOURCES        | FY 2021    | FY 2022    | FY 2023        | FY 2024    | FY 2025    | 5-Year<br>Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
|-----------------------------|------------|------------|----------------|------------|------------|----------------------------|----------------------|-------------------|------------------|
| Bonds                       | \$0        | \$0        | \$502          | \$0        | \$0        | \$502                      | \$0                  | \$0               | \$502            |
| Fund Balance Appropriation  | 0          | 0          | 0              | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| Operating Transfer          | 0          | 0          | 0              | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$0</b> | <b>\$502</b>   | <b>\$0</b> | <b>\$0</b> | <b>\$502</b>               | <b>\$0</b>           | <b>\$0</b>        | <b>\$502</b>     |
| Federal                     | 0          | 0          | 0              | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| State                       | 0          | 0          | 1,498          | 0          | 0          | 1,498                      | 0                    | 0                 | 1,498            |
| Other:                      | 0          | 0          | 0              | 0          | 0          | 0                          | 0                    | 0                 | 0                |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$0</b> | <b>\$2,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,000</b>             | <b>\$0</b>           | <b>\$0</b>        | <b>\$2,000</b>   |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024       | FY 2025       | Beyond<br>FY 2025 |
|---------------------------|--------------|--------------|--------------|---------------|---------------|-------------------|
| 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               |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      |
| Debt Service: Bonds       | 0.0          | 0.0          | 0.0          | 47.1          | 47.1          | 47.1              |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0               |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$47.1</b> | <b>\$47.1</b> | <b>\$47.1</b>     |

|                                 |
|---------------------------------|
| <b>LOCATION:</b><br>Waldorf, MD |
|---------------------------------|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: PGM</b> |
| <b>Smallwood Drive Shared Use Paths Phase I</b>   | <b>Project #: 4126</b>   |
| <p>Drawing on recommendations from a consultant report on bicycle and pedestrian connectivity in Waldorf, this project (which will proceed in two phases) will extend the current 4 to 6-foot wide sidewalks on Smallwood Drive West and create 10-foot wide shared use paths for the entire length (2.7 miles) of Smallwood Drive West between Crain Highway/US 301 and Middletown Road. Phase I will include design and construction work between US 301 and McDaniel Road. The project would construct a 10-foot wide shared use path on the eastbound (south) side of Smallwood Drive West between US 301 and St. Nicholas Drive and extend the existing 4 to 6-foot wide sidewalk on the westbound (north) side of Smallwood Drive West between St. Nicholas Drive and Middletown Road to create a 10-foot wide shared use path. In addition, this project would extend the existing 6-foot wide sidewalk on the eastbound (south) side of Smallwood Drive West between Lancaster Circle and Deerwood Court to create a 10-foot wide shared use path. This project would expand the bicycle and pedestrian network west of US 301 and connect to the existing shared use paths on McDaniel Road and Middletown Road, increasing the connectivity of Waldorf's bicycle and pedestrian network and improving bicycle and pedestrian accessibility for residents. Staff plan to submit a grant application to either the Maryland Bikeways program, administered by MDOT, or the Transportation Alternatives Set-Aside Program to reduce the cost of the project to the County.</p> |                          |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p>   |                          |
| <b>PRIORITY</b>   |                          |

| EXPENSE<br>BUDGET           | FY 2021     | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year           |                      |                   |                  |
|-----------------------------|-------------|--------------|------------|------------|------------|------------------|----------------------|-------------------|------------------|
|                             |             |              |            |            |            | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
| Architectural & Engineering | \$24        | \$0          | \$0        | \$0        | \$0        | \$24             | \$0                  | \$0               | \$24             |
| Land & ROW                  | 0           | 0            | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| Construction                | 0           | 347          | 0          | 0          | 0          | 347              | 0                    | 0                 | 347              |
| Equipment                   | 0           | 0            | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| Administration              | 0           | 19           | 0          | 0          | 0          | 19               | 0                    | 0                 | 19               |
| Administration - FAS        | 3           | 3            | 0          | 0          | 0          | 6                | 0                    | 0                 | 6                |
| Inspection                  | 0           | 12           | 0          | 0          | 0          | 12               | 0                    | 0                 | 12               |
| Miscellaneous               | 0           | 7            | 0          | 0          | 0          | 7                | 0                    | 0                 | 7                |
| Contingency                 | 0           | 35           | 0          | 0          | 0          | 35               | 0                    | 0                 | 35               |
| <b>Total Outlay</b>         | <b>\$27</b> | <b>\$423</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b>     | <b>\$0</b>           | <b>\$0</b>        | <b>\$450</b>     |

| FINANCING<br>SOURCES        | FY 2021     | FY 2022      | FY 2023    | FY 2024    | FY 2025    |              |            |            |              |
|-----------------------------|-------------|--------------|------------|------------|------------|--------------|------------|------------|--------------|
| Bonds                       | \$27        | \$423        | \$0        | \$0        | \$0        | \$450        | \$0        | \$0        | \$450        |
| Fund Balance Appropriation  | 0           | 0            | 0          | 0          | 0          | 0            | 0          | 0          | 0            |
| Operating Transfer          | 0           | 0            | 0          | 0          | 0          | 0            | 0          | 0          | 0            |
| <b>Total County Funding</b> | <b>\$27</b> | <b>\$423</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b> |
| 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            |
| <b>Total Funding</b>        | <b>\$27</b> | <b>\$423</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023       | FY 2024       | FY 2025       | Beyond<br>FY 2025 |
|---------------------------|--------------|--------------|---------------|---------------|---------------|-------------------|
| 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               |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      |
| Debt Service: Bonds       | 0.0          | 2.5          | 42.2          | 42.2          | 42.2          | 42.2              |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0               |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$2.5</b> | <b>\$42.2</b> | <b>\$42.2</b> | <b>\$42.2</b> | <b>\$42.2</b>     |

**LOCATION:**  
Smallwood Drive, Waldorf, MD

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

*(\$ in thousands)*

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By:</b> PGM |
| <b>Smallwood Drive Shared Use Paths Phase II</b>  | <b>Project #:</b>        |
| <p>Drawing on recommendations from a consultant report on bicycle and pedestrian connectivity in Waldorf, this project (which will proceed in two phases) will extend the current 4 to 6-foot wide sidewalks on Smallwood Drive West and create 10-foot wide shared use paths for the entire length (2.7 miles) of Smallwood Drive West between Crain Highway/US 301 and Middletown Road. Phase II will include design and construction work between McDaniel Road and Middletown Road. The project would construct a 10-foot wide shared use path on the eastbound (south) side of Smallwood Drive West between US 301 and St. Nicholas Drive and extend the existing 4 to 6-foot wide sidewalk on the westbound (north) side of Smallwood Drive West between St. Nicholas Drive and Middletown Road to create a 10-foot wide shared use path. In addition, this project would extend the existing 6-foot wide sidewalk on the eastbound (south) side of Smallwood Drive West between Lancaster Circle and Deerwood Court to create a 10-foot wide shared use path. This project would expand the bicycle and pedestrian network west of US 301 and connect to the existing shared use paths on McDaniel Road and Middletown Road, increasing the connectivity of Waldorf's bicycle and pedestrian network and improving bicycle and pedestrian accessibility for residents. Staff plan to submit a grant application to either the Maryland Bikeways program, administered by MDOT, or the Transportation Alternatives Set-Aside Program to reduce the cost of the project to the County.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p> |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022     | FY 2023      | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|------------|-------------|--------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Architectural & Engineering | \$0        | \$24        | \$0          | \$0        | \$0        | \$24                 | \$0               | \$0            | \$24          |
| Land & ROW                  | 0          | 0           | 0            | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Construction                | 0          | 0           | 347          | 0          | 0          | 347                  | 0                 | 0              | 347           |
| Equipment                   | 0          | 0           | 0            | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Administration              | 0          | 0           | 19           | 0          | 0          | 19                   | 0                 | 0              | 19            |
| Administration - FAS        | 0          | 3           | 3            | 0          | 0          | 6                    | 0                 | 0              | 6             |
| Inspection                  | 0          | 0           | 12           | 0          | 0          | 12                   | 0                 | 0              | 12            |
| Miscellaneous               | 0          | 0           | 7            | 0          | 0          | 7                    | 0                 | 0              | 7             |
| Contingency                 | 0          | 0           | 35           | 0          | 0          | 35                   | 0                 | 0              | 35            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$27</b> | <b>\$423</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$450</b>  |

| FINANCING SOURCES           | FY 2021    | FY 2022     | FY 2023      | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|------------|-------------|--------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Bonds                       | \$0        | \$27        | \$423        | \$0        | \$0        | \$450                | \$0               | \$0            | \$450         |
| Fund Balance Appropriation  | 0          | 0           | 0            | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Operating Transfer          | 0          | 0           | 0            | 0          | 0          | 0                    | 0                 | 0              | 0             |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$27</b> | <b>\$423</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$450</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$27</b> | <b>\$423</b> | <b>\$0</b> | <b>\$0</b> | <b>\$450</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$450</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024       | FY 2025       | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|---------------|---------------|----------------|
| 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            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 0.0          | 2.5          | 42.2          | 42.2          | 42.2           |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$2.5</b> | <b>\$42.2</b> | <b>\$42.2</b> | <b>\$42.2</b>  |

**LOCATION:**  
Smallwood Drive, Waldorf, MD

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

*(\$ in thousands)*

|  |                          |
|--|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By:</b> RPT |
| <b>La Plata Farm Park Master Plan</b>  | <b>Project #:</b>        |
| <p>To develop a Master Plan for the design, engineering and planning of a 54-acre tract of currently owned land in La Plata, to be noted as "La Plata Farm Park". Development of this site will be a key factor in meeting some now non-available outdoor recreational needs of county residents. La Plata Farm Park's theme will incorporate the county's agricultural history along with mixed use recreational activities not currently available in our other parks.</p> <p>Charles County Parks feels the diversity and complexity involved in the development of this park justifies the need for a designed master plan in order to professionally and properly develop such a complex. This will also allow for phase work if need for budget concerns and avoiding the costly mistakes that may occur by trying to piecemeal such a project together.</p> <p>Based on past and present design planning and engineering work having and currently being performed in the park system the recommendations for the need master plan for La Plata Farm Park will be \$200,000.00.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> |                          |
| <b>PRIORITY</b>  |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year        | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|------------|--------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |            |              |            |            |            | Total '21-'25 |                   |                |               |
| Architectural & Engineering | \$0        | \$200        | \$0        | \$0        | \$0        | \$200         | \$0               | \$0            | \$200         |
| 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        | 0          | 0            | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Inspection                  | 0          | 0            | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Miscellaneous               | 0          | 0            | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Contingency                 | 0          | 0            | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$200</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$200</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$200</b>  |

| FINANCING SOURCES           | FY 2021    | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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          | 200          | 0          | 0          | 0          | 200                  | 0                 | 0              | 200           |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$200</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$200</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$200</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$200</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$200</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$200</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|----------------|
| 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            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   |

**LOCATION:**  
La Plata, MD

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                          |
|--|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By:</b> RPT |
| <b>La Plata Farm Park Development, Phase I</b>   | <b>Project #:</b>        |
| <p>Dog Park: Due to the increase demand for a La Plata based dog park it has been decided by the Charles County Parks Division to meet the publics' request. Charles County Parks will construct a dog park as Phase 1 of the soon to be developed mixed use "La Plata Farm Park". This amenity will include a 2.5 acre parcel, encompassed with chain link fencing. It will incorporate a mix of shaded and open areas with seating and tables for Park patrons and play equipment for animals. This will include the construction of widening an existing roadway and incorporating a 20-car parking area.</p> <p>Hiking Trail: As an added feature Charles County Parks will also construct a hiking trail through a variety of natural and user-friendly areas that will follow the basic boundaries of the property.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p><b>PRIORITY</b></p> |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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          | 96           | 0          | 0          | 0          | 96                   | 0                 | 0              | 96            |
| Equipment                   | 0          | 19           | 0          | 0          | 0          | 19                   | 0                 | 0              | 19            |
| Administration              | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Administration - FAS        | 0          | 3            | 0          | 0          | 0          | 3                    | 0                 | 0              | 3             |
| Inspection                  | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Miscellaneous               | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Contingency                 | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$118</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$118</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$118</b>  |

| FINANCING SOURCES          | FY 2021    | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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          | 32           | 0          | 0          | 0          | 32                   | 0                 | 0              | 32            |
| Total County Funding       | \$0        | \$32         | \$0        | \$0        | \$0        | \$32                 | \$0               | \$0            | \$32          |
| Federal                    | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| State                      | 0          | 86           | 0          | 0          | 0          | 86                   | 0                 | 0              | 86            |
| Other:                     | 0          | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| <b>Total Funding</b>       | <b>\$0</b> | <b>\$118</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$118</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$118</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|----------------|
| 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            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   |

|                  |
|------------------|
| <b>LOCATION:</b> |
| La Plata, MD     |

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                   |
|---|-------------------|
| <b>PROJECT NAME:</b>  | Requested By: RPT |
| <b>Mason Springs Kayak Launch</b>   | Project #: 4127   |
| <p>Charles County Parks is in the process of acquiring a 3 acre parcel along the Mattawoman Creek with 100% Program Open Space Funding. This purchase will provide a new opportunity for water access amenities for Charles County residents and visitors alike. Funding is requested to improve and upgrade the existing site to include: parking lot and entrance improvements, kayak launch and dock, shoreline fishing and picnic area, and a walking trail.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p> <p><b>PRIORITY</b></p> |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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                | 90           | 0          | 0          | 0          | 0          | 90                   | 0                 | 0              | 90            |
| Equipment                   | 27           | 0          | 0          | 0          | 0          | 27                   | 0                 | 0              | 27            |
| Administration              | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3                    | 0                 | 0              | 3             |
| Inspection                  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Miscellaneous               | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Contingency                 | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| <b>Total Outlay</b>         | <b>\$120</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$120</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$120</b>  |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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          | 120          | 0          | 0          | 0          | 0          | 120                  | 0                 | 0              | 120           |
| <b>Total County Funding</b> | <b>\$120</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$120</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$120</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$120</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$120</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$120</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|----------------|
| 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            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   |

**LOCATION:**  
Mason Springs

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By:</b> PGM |
| <b>Washington Avenue Shared Use Path / Sidewalk Feasibility Study</b> | <b>Project #:</b> 4128   |

Washington Avenue in La Plata is a critically important north-south route that connects downtown La Plata to the shopping centers north of downtown, the MTA Park and Ride, and the bicycle/pedestrian trail on St. Charles Parkway/Rosewick Road. Washington Avenue currently doesn't have sidewalk along its entire length but residents regularly walk along Washington Avenue for transportation and recreation purposes. Because Washington Avenue is a narrow roadway, ROW concerns have perennially deterred action on constructing sidewalk. This study would evaluate potential avenues for sidewalk/shared use path construction and provide County and Town staff with the requisite knowledge of how much a sidewalk/shared use path would cost to construct, how much ROW would need to be purchased, and where the most optimal location would be for such a facility.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)

| EXPENSE<br>BUDGET           | FY 2021     | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year           |                      |                   |                  |
|-----------------------------|-------------|------------|------------|------------|------------|------------------|----------------------|-------------------|------------------|
|                             |             |            |            |            |            | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
| Architectural & Engineering | \$60        | \$0        | \$0        | \$0        | \$0        | \$60             | \$0                  | \$0               | \$60             |
| 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           | 0          | 0          | 0          | 0          | 3                | 0                    | 0                 | 3                |
| Inspection                  | 0           | 0          | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| Miscellaneous               | 0           | 0          | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| Contingency                 | 0           | 0          | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| <b>Total Outlay</b>         | <b>\$63</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$63</b>      | <b>\$0</b>           | <b>\$0</b>        | <b>\$63</b>      |

| FINANCING<br>SOURCES        | FY 2021     | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year<br>Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>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          | 63          | 0          | 0          | 0          | 0          | 63                         | 0                    | 0                 | 63               |
| <b>Total County Funding</b> | <b>\$63</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$63</b>                | <b>\$0</b>           | <b>\$0</b>        | <b>\$63</b>      |
| 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                |
| <b>Total Funding</b>        | <b>\$63</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$63</b>                | <b>\$0</b>           | <b>\$0</b>        | <b>\$63</b>      |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. Beyond<br>thru FY20 FY 2025 |              |
|---------------------------|--------------|--------------|--------------|--------------|--------------|-------------------------------------|--------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00                                | 0.00         |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0                                 | 0.0          |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0                                 | 0.0          |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>                        | <b>\$0.0</b> |
| 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          |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>                        | <b>\$0.0</b> |

**LOCATION:**  
Washington Avenue

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ 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.

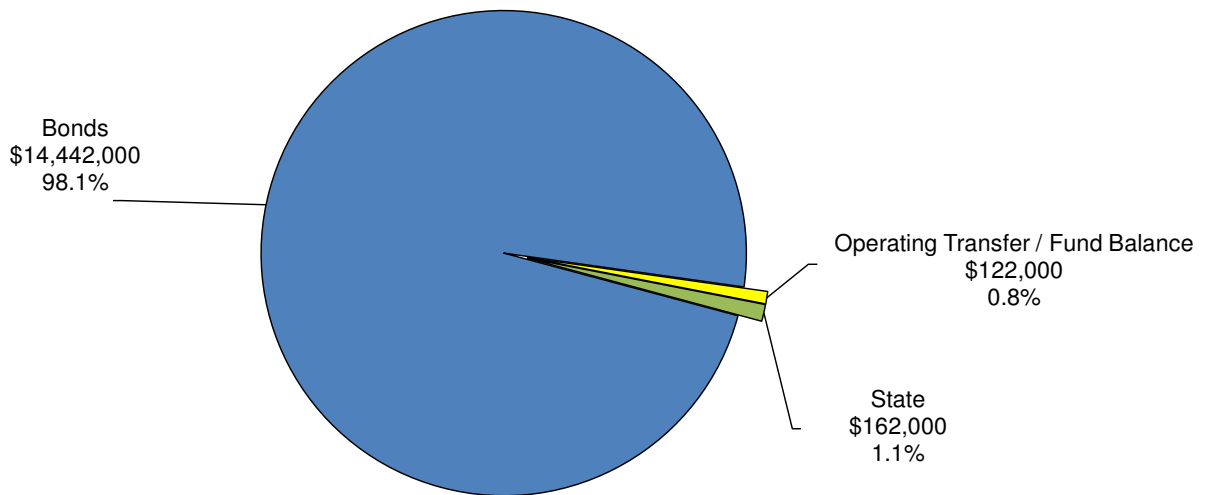
| EXPENSE BUDGET              | FY 2021         | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year          | Approp. thru FY20 | Beyond FY 2025  | Project Total   |
|-----------------------------|-----------------|----------------|----------------|----------------|----------------|-----------------|-------------------|-----------------|-----------------|
|                             |                 |                |                |                |                | Total '21-'25   |                   |                 |                 |
| Architectural & Engineering | \$259           | \$128          | \$140          | \$144          | \$398          | \$1,069         | \$2,986           | \$449           | \$4,504         |
| Land & ROW                  | 2,867           | 48             | 50             | 51             | 52             | 3,068           | 10,405            | 382             | 13,855          |
| Construction                | 10,252          | 8,387          | 4,710          | 4,710          | 4,710          | 32,769          | 19,544            | 9,951           | 62,264          |
| Equipment                   | 0               | 0              | 0              | 0              | 0              | 0               | 0                 | 0               | 0               |
| Administration              | 168             | 109            | 64             | 65             | 96             | 502             | 1,133             | 358             | 1,993           |
| Administration - FAS        | 35              | 21             | 18             | 19             | 23             | 116             | 43                | 34              | 193             |
| Inspection                  | 279             | 126            | 126            | 127            | 128            | 786             | 920               | 502             | 2,208           |
| Miscellaneous               | 182             | 13             | 15             | 15             | 20             | 245             | 571               | 582             | 1,398           |
| Contingency                 | 684             | 185            | 93             | 94             | 121            | 1,177           | 1,807             | 787             | 3,771           |
| <b>Total Outlay</b>         | <b>\$14,726</b> | <b>\$9,017</b> | <b>\$5,216</b> | <b>\$5,225</b> | <b>\$5,548</b> | <b>\$39,732</b> | <b>\$37,409</b>   | <b>\$13,045</b> | <b>\$90,186</b> |

| FINANCING SOURCES               | FY 2021         | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025  | Project Total   |
|---------------------------------|-----------------|----------------|----------------|----------------|----------------|----------------------|-------------------|-----------------|-----------------|
| Bonds                           | \$14,442        | \$8,855        | \$3,975        | \$3,983        | \$4,307        | \$35,562             | \$36,730          | \$12,195        | \$84,487        |
| Fund Balance Appropriation      | 0               | 0              | 0              | 0              | 0              | 0                    | 69                | 0               | 69              |
| Operating Transfer General Fund | 122             | 0              | 1,079          | 1,080          | 1,079          | 3,360                | 570               | 638             | 4,568           |
| <b>Total County Funding</b>     | <b>\$14,564</b> | <b>\$8,855</b> | <b>\$5,054</b> | <b>\$5,063</b> | <b>\$5,386</b> | <b>\$38,922</b>      | <b>\$37,369</b>   | <b>\$12,833</b> | <b>\$89,124</b> |
| Federal                         | 0               | 0              | 0              | 0              | 0              | 0                    | 40                | 0               | 40              |
| State                           | 162             | 162            | 162            | 162            | 162            | 810                  | 0                 | 212             | 1,022           |
| <b>Total Funding</b>            | <b>\$14,726</b> | <b>\$9,017</b> | <b>\$5,216</b> | <b>\$5,225</b> | <b>\$5,548</b> | <b>\$39,732</b>      | <b>\$37,409</b>   | <b>\$13,045</b> | <b>\$90,186</b> |

| Operating Budget Impact   | FY 2021          | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|
|                           |                  |                  |                  |                  |                  | 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              |
| <b>Total Operating</b>    | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>      | <b>\$0.0</b>     |
| Debt Service: Bonds       | 3,303.5          | 4,445.5          | 5,168.1          | 5,533.7          | 5,899.2          | 3,303.5           | 7,063.8          |
| Vehicle & Equipment Lease | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Impact</b>       | <b>\$3,303.5</b> | <b>\$4,445.5</b> | <b>\$5,168.1</b> | <b>\$5,533.7</b> | <b>\$5,899.2</b> | <b>\$3,303.5</b>  | <b>\$7,063.8</b> |

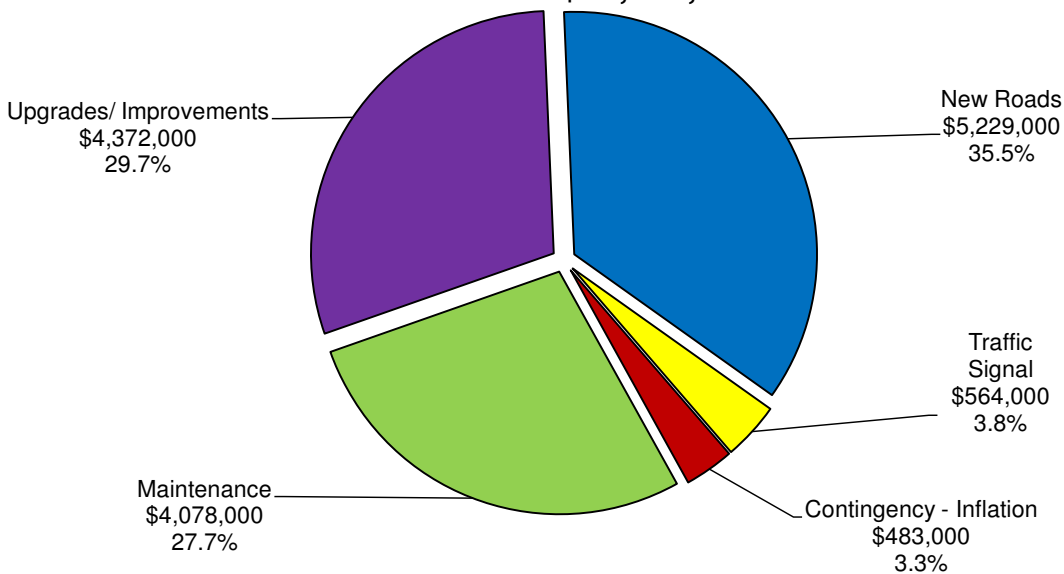


## FY21 Transportation Financing Sources Total \$14,726,000



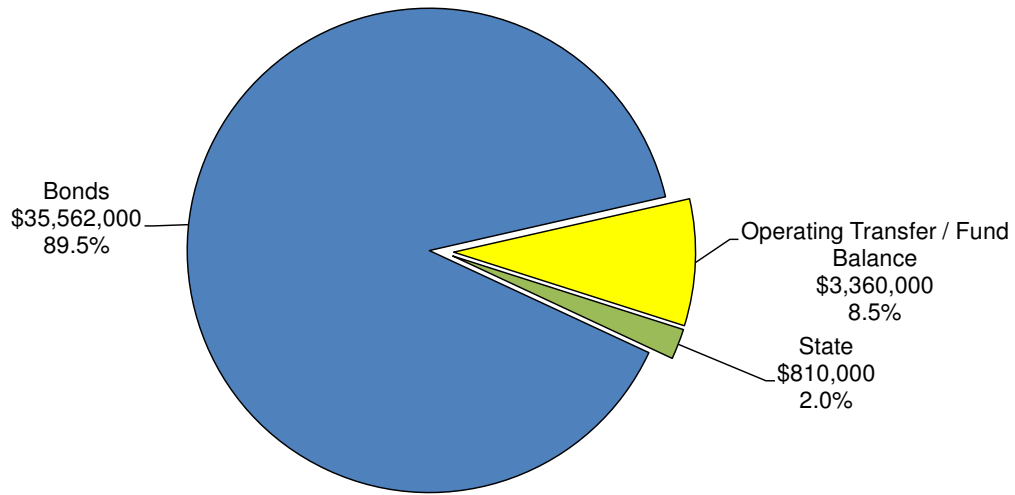
Bonds are the major source of financing for the transportation projects.

## FY21 Transportation by Project Type Total \$14,726,000



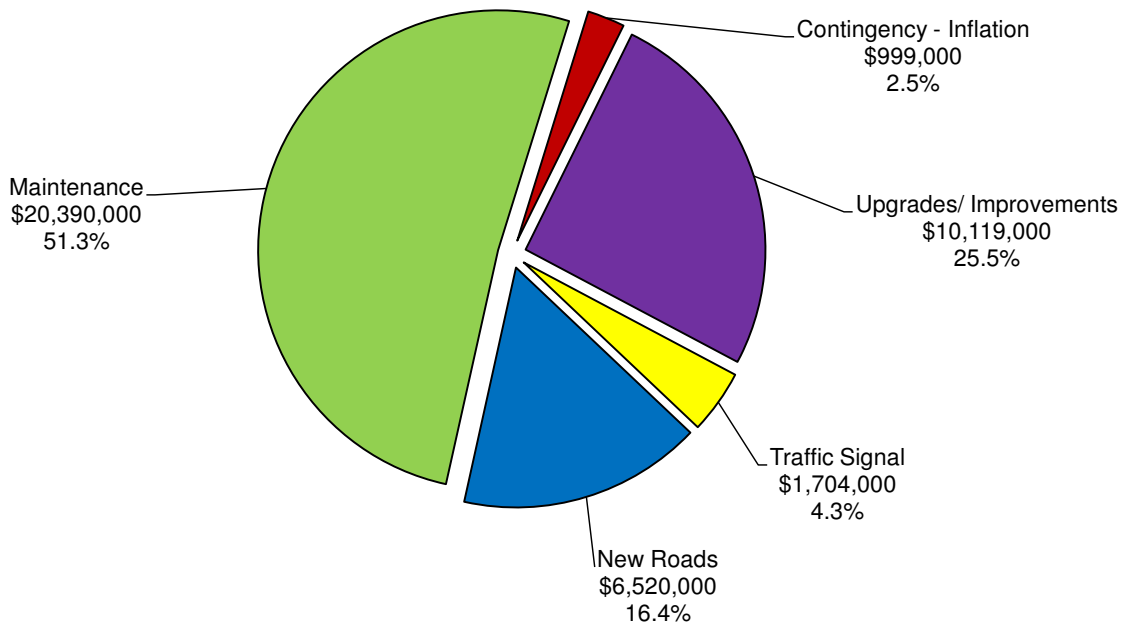
The Capital Budget for transportation/roads includes improving the existing road systems and expanding for the future. Included are funds to improve drainage, safety, sidewalks and traffic intersection(s). Upgrade/Improvements includes funding for drainage improvements throughout the County and safety improvements on Billingsley Road. Maintenance includes the Road Overlay Program which treats various roads throughout the county. New Roads includes funding for Western Parkway Phase III and Old Washington Road Reconstruction. The traffic signal includes funding traffic signals at various locations throughout the county in conjunction with the Maryland State Highway Administration.

**FY21-FY25 Transportation Financing Sources**  
**Total \$39,732,000**



The County's Debt Affordability Plan provides for sufficient funds to pay the annual debt service on the necessary General Obligation Bonds.

**FY21-FY25 Transportation by Project Type**  
**Total \$39,732,000**



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 and Turkey Hill Road Reconstruction.

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                                      |
|---|--------------------------------------|
| <b>PROJECT NAME:</b><br><b>Road Overlay Program</b>   | Requested By: DPW<br>Project #: 2261 |
| 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 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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                | 4,000          | 4,000          | 4,000          | 4,000          | 4,000          | 20,000               | 0                 | 3,500          | 23,500          |
| 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               |
| <b>Total Outlay</b>         | <b>\$4,078</b> | <b>\$4,078</b> | <b>\$4,078</b> | <b>\$4,078</b> | <b>\$4,078</b> | <b>\$20,390</b>      | <b>\$0</b>        | <b>\$3,578</b> | <b>\$23,968</b> |

| FINANCING SOURCES                 | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------------|-------------------|----------------|-----------------|
| Bonds (15 year)                   | \$3,916        | \$3,916        | \$3,562        | \$3,561        | \$3,562        | \$18,517             | \$0               | \$3,416        | \$21,933        |
| Fund Balance Appropriation        | 0              | 0              | 0              | 0              | 0              | 0                    | 0                 | 0              | 0               |
| Operating Transfer - General Fund | 0              | 0              | 354            | 355            | 354            | 1,063                | 0                 | 0              | 1,063           |
| <b>Total County Funding</b>       | <b>\$3,916</b> | <b>\$3,916</b> | <b>\$3,916</b> | <b>\$3,916</b> | <b>\$3,916</b> | <b>\$19,580</b>      | <b>\$0</b>        | <b>\$3,416</b> | <b>\$22,996</b> |
| 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               |
| <b>Total Funding</b>              | <b>\$4,078</b> | <b>\$4,078</b> | <b>\$4,078</b> | <b>\$4,078</b> | <b>\$4,078</b> | <b>\$20,390</b>      | <b>\$0</b>        | <b>\$3,578</b> | <b>\$23,968</b> |

| Operating Budget Impact   | FY 2021      | FY 2022        | FY 2023        | FY 2024          | FY 2025          | Beyond FY 2025   |
|---------------------------|--------------|----------------|----------------|------------------|------------------|------------------|
| 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              |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     |
| Debt Service: Bonds       | 0.0          | 366.1          | 733.4          | 1,068.7          | 1,403.9          | 2,060.7          |
| Vehicle & Equipment Lease | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0              |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$366.1</b> | <b>\$733.4</b> | <b>\$1,068.7</b> | <b>\$1,403.9</b> | <b>\$2,060.7</b> |

|   |
|---|
| <b>LOCATION:</b><br>Roads throughout Charles County |
|---|

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                          |
|--|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By:</b> DPW |
| <b>County Drainage Systems Improvement Program</b>   | <b>Project #:</b> 2161   |
| Provide drainage improvements at various locations that have been recorded as experiencing serious drainage problems:  |                          |
| <p>(1) Pinefield Drainage Phase 2 – Design and construct medium priority areas as described in USACE study. A/E and construction costs estimated at \$1.4 million.</p> <p>(2) Pinefield Drive Sinkhole Repairs – est. cost: \$140,000.</p> <p>(3) Marbella Drainage Pipe Upgrades – est. cost: \$261,000.</p> <p>(4) Spring Hill-Newton Road @ Glen Albin Road – Install drainage ditches, and culvert pipe crossings for run-off to minimize flooding.</p> <p>(5) Cobb Island - This older community has many inadequate pipes, ditches, etc. that need improvement. Estimated costs: \$25,000.</p> <p>(6) Miscellaneous storm drainage pipe replacement County wide on a case-by-case basis.</p> |                          |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)   |                          |
| <b>PRIORITY</b>  |                          |

| EXPENSE<br>BUDGET           | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year           |                      |                   |                  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|------------------|----------------------|-------------------|------------------|
|                             |              |              |              |              |              | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
| Architectural & Engineering | \$12         | \$17         | \$25         | \$25         | \$25         | \$104            | \$193                | \$12              | \$309            |
| Land & ROW                  | 0            | 0            | 0            | 0            | 0            | 0                | 47                   | 0                 | 47               |
| Construction                | 70           | 100          | 150          | 150          | 150          | 620              | 1,669                | 70                | 2,359            |
| Equipment                   | 0            | 0            | 0            | 0            | 0            | 0                | 0                    | 0                 | 0                |
| Administration              | 6            | 9            | 13           | 13           | 13           | 54               | 60                   | 6                 | 120              |
| Administration - FAS        | 3            | 3            | 3            | 3            | 3            | 15               | 0                    | 3                 | 18               |
| Inspection                  | 0            | 0            | 0            | 0            | 0            | 0                | 3                    | 0                 | 3                |
| Miscellaneous               | 2            | 3            | 5            | 5            | 5            | 20               | 29                   | 2                 | 51               |
| Contingency                 | 7            | 10           | 15           | 15           | 15           | 62               | 278                  | 7                 | 347              |
| <b>Total Outlay</b>         | <b>\$100</b> | <b>\$142</b> | <b>\$211</b> | <b>\$211</b> | <b>\$211</b> | <b>\$875</b>     | <b>\$2,279</b>       | <b>\$100</b>      | <b>\$3,254</b>   |

| FINANCING<br>SOURCES            |              |              |              |              |              |              |                |              |                |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|--------------|----------------|
| Bonds (20 year)                 | \$100        | \$142        | \$211        | \$211        | \$211        | \$875        | \$2,139        | \$100        | \$3,114        |
| Fund Balance Appropriation      | 0            | 0            | 0            | 0            | 0            | 0            | 0              | 0            | 0              |
| Operating Transfer General Fund | 0            | 0            | 0            | 0            | 0            | 0            | 100            | 0            | 100            |
| <b>Total County Funding</b>     | <b>\$100</b> | <b>\$142</b> | <b>\$211</b> | <b>\$211</b> | <b>\$211</b> | <b>\$875</b> | <b>\$2,239</b> | <b>\$100</b> | <b>\$3,214</b> |
| 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              |
| <b>Total Funding</b>            | <b>\$100</b> | <b>\$142</b> | <b>\$211</b> | <b>\$211</b> | <b>\$211</b> | <b>\$875</b> | <b>\$2,279</b> | <b>\$100</b> | <b>\$3,254</b> |

| Operating Budget Impact   | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                           |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel          | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                 | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds       | 192.4          | 200.1          | 211.1          | 227.6          | 244.0          | 192.4          | 268.3          |
| Vehicle & Equipment Lease | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>       | <b>\$192.4</b> | <b>\$200.1</b> | <b>\$211.1</b> | <b>\$227.6</b> | <b>\$244.0</b> | <b>\$192.4</b> | <b>\$268.3</b> |

**LOCATION:**  
Various Sites throughout County. (See description above.)

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |                   |
|--|-------------------|
| <b>PROJECT NAME:</b>   | Requested By: DPW |
| <b>Safety Improvement Program- Existing Roadways</b>   | Project #: 2177   |
| Design and construct various roadway safety improvements/upgrades as recommended by the Charles County Safety Committee: |                   |
| 1.) RRFB's - Various Locations based Traffic Safety Committee Priority List  |                   |
| 2.) Various Roadway Drainage Repairs County Wide   |                   |
| 3.) Berry Hills Rd. east of Marshall Hall Rd. (Roadside Ditches)   |                   |
| 4.) Ripley Rd. & Poorhouse Rd. (sight distance improvements)   |                   |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)                     |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$13         | \$13         | \$13         | \$13         | \$13         | \$65                 | \$120             | \$13           | \$198          |
| Land & ROW                  | 11           | 11           | 11           | 11           | 11           | 55                   | 67                | 11             | 133            |
| Construction                | 210          | 210          | 210          | 210          | 210          | 1,050                | 121               | 138            | 1,309          |
| Equipment                   | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Administration              | 16           | 16           | 16           | 16           | 16           | 80                   | 29                | 11             | 120            |
| Administration - FAS        | 3            | 3            | 3            | 3            | 3            | 15                   | 6                 | 3              | 24             |
| Inspection                  | 11           | 11           | 11           | 11           | 11           | 55                   | 69                | 10             | 134            |
| Miscellaneous               | 2            | 2            | 2            | 2            | 2            | 10                   | 13                | 1              | 24             |
| Contingency                 | 21           | 21           | 21           | 21           | 21           | 105                  | 58                | 13             | 176            |
| <b>Total Outlay</b>         | <b>\$287</b> | <b>\$287</b> | <b>\$287</b> | <b>\$287</b> | <b>\$287</b> | <b>\$1,435</b>       | <b>\$483</b>      | <b>\$200</b>   | <b>\$2,118</b> |

| FINANCING SOURCES               | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds (20 year)                 | \$287        | \$287        | \$0          | \$0          | \$0          | \$574                | \$342             | \$0            | \$916          |
| Fund Balance Appropriation      | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Operating Transfer General Fund | 0            | 0            | 287          | 287          | 287          | 861                  | 141               | 200            | 1,202          |
| <b>Total County Funding</b>     | <b>\$287</b> | <b>\$287</b> | <b>\$287</b> | <b>\$287</b> | <b>\$287</b> | <b>\$1,435</b>       | <b>\$483</b>      | <b>\$200</b>   | <b>\$2,118</b> |
| 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              |
| <b>Total Funding</b>            | <b>\$287</b> | <b>\$287</b> | <b>\$287</b> | <b>\$287</b> | <b>\$287</b> | <b>\$1,435</b>       | <b>\$483</b>      | <b>\$200</b>   | <b>\$2,118</b> |

| Operating Budget Impact   | FY 2021       | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|---------------|---------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                 | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 30.7          | 52.9          | 75.2          | 75.2          | 75.2          | 30.7              | 75.2           |
| Vehicle & Equipment Lease | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$30.7</b> | <b>\$52.9</b> | <b>\$75.2</b> | <b>\$75.2</b> | <b>\$75.2</b> | <b>\$30.7</b>     | <b>\$75.2</b>  |

|                                 |
|---------------------------------|
| <b>LOCATION:</b>                |
| Various Sites throughout County |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |  |
|--|--|
| <b>PROJECT NAME:</b><br><b>Traffic Signal Program</b>  | <b>Requested By:</b> DPW<br><b>Project #:</b> 2156 |
| <p>Install new traffic signal at various locations throughout the county in conjunction with the Maryland State Highway Administration.</p> <p>1) Western Prkwy @ St. Patrick's Dr. - Signal &amp; lane modifications<br/>                 2) St. Charles Prkwy @ St. Ignatius - Signal &amp; lane modifications<br/>                 3) Washington Rd. and Heritage Green Parkway<br/>                 4) Western Parkway and Holly Tree Lane</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p> |  |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$16         | \$16         | \$16         | \$16         | \$16         | \$80                 | \$4               | \$16           | \$100          |
| Land & ROW                  | 10           | 10           | 10           | 10           | 10           | 50                   | 56                | 10             | 116            |
| Construction                | 200          | 200          | 200          | 200          | 200          | 1,000                | 882               | 200            | 2,082          |
| Equipment                   | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Administration              | 13           | 13           | 13           | 13           | 13           | 65                   | 30                | 13             | 108            |
| Administration - FAS        | 3            | 3            | 3            | 3            | 3            | 15                   | 6                 | 3              | 24             |
| Inspection                  | 18           | 18           | 18           | 18           | 18           | 90                   | 70                | 18             | 178            |
| Miscellaneous               | 5            | 5            | 5            | 5            | 5            | 25                   | 5                 | 5              | 35             |
| Contingency                 | 20           | 20           | 20           | 20           | 20           | 100                  | 47                | 20             | 167            |
| <b>Total Outlay</b>         | <b>\$285</b> | <b>\$285</b> | <b>\$285</b> | <b>\$285</b> | <b>\$285</b> | <b>\$1,425</b>       | <b>\$1,099</b>    | <b>\$285</b>   | <b>\$2,809</b> |

| FINANCING SOURCES               | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds (20 year)                 | \$285        | \$285        | \$0          | \$0          | \$0          | \$570                | \$770             | \$0            | \$1,340        |
| Fund Balance Appropriation      | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Operating Transfer General Fund | 0            | 0            | 285          | 285          | 285          | 855                  | 329               | 285            | 1,469          |
| <b>Total County Funding</b>     | <b>\$285</b> | <b>\$285</b> | <b>\$285</b> | <b>\$285</b> | <b>\$285</b> | <b>\$1,425</b>       | <b>\$1,099</b>    | <b>\$285</b>   | <b>\$2,809</b> |
| 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              |
| <b>Total Funding</b>            | <b>\$285</b> | <b>\$285</b> | <b>\$285</b> | <b>\$285</b> | <b>\$285</b> | <b>\$1,425</b>       | <b>\$1,099</b>    | <b>\$285</b>   | <b>\$2,809</b> |

| Operating Budget Impact   | FY 2021       | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|---------------|---------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00          | 0.00          | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 69.2          | 91.2          | 113.4          | 113.4          | 113.4          | 69.2              | 113.4          |
| Vehicle & Equipment Lease | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$69.2</b> | <b>\$91.2</b> | <b>\$113.4</b> | <b>\$113.4</b> | <b>\$113.4</b> | <b>\$69.2</b>     | <b>\$113.4</b> |

|                                 |
|---------------------------------|
| <b>LOCATION:</b><br>County Wide |
|---------------------------------|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

*(\$ in thousands)*

|   |                                      |
|---|--------------------------------------|
| <b>PROJECT NAME:</b><br><b>Sidewalk Improvement Program</b>   | Requested By: DPW<br>Project #: 2262 |
| <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"> <li>Priority 1 – Missing concrete panel, lifted panel 2” or higher</li> <li>Priority 2 – Concrete panels lifted ½” to 2” high</li> <li>Priority 3 – Concrete panels with heavy cracking, delamination or spaulding</li> </ul> <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 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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             |
| <b>Total Outlay</b>         | <b>\$153</b> | <b>\$153</b> | <b>\$153</b> | <b>\$153</b> | <b>\$153</b> | <b>\$765</b>         | <b>\$0</b>        | <b>\$153</b>   | <b>\$918</b>  |

| FINANCING SOURCES               | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|---------------|
| Bonds (20 year)                 | \$153        | \$153        | \$0          | \$0          | \$0          | \$306                | \$0               | \$0            | \$306         |
| Fund Balance Appropriation      | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0             |
| Operating Transfer General Fund | 0            | 0            | 153          | 153          | 153          | 459                  | 0                 | 153            | 612           |
| <b>Total County Funding</b>     | <b>\$153</b> | <b>\$153</b> | <b>\$153</b> | <b>\$153</b> | <b>\$153</b> | <b>\$765</b>         | <b>\$0</b>        | <b>\$153</b>   | <b>\$918</b>  |
| 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             |
| <b>Total Funding</b>            | <b>\$153</b> | <b>\$153</b> | <b>\$153</b> | <b>\$153</b> | <b>\$153</b> | <b>\$765</b>         | <b>\$0</b>        | <b>\$153</b>   | <b>\$918</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Beyond FY 2025 |
|---------------------------|--------------|---------------|---------------|---------------|---------------|----------------|
| 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            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 11.8          | 23.7          | 23.7          | 23.7          | 23.7           |
| Vehicle & Equipment Lease | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$11.8</b> | <b>\$23.7</b> | <b>\$23.7</b> | <b>\$23.7</b> | <b>\$23.7</b>  |

**LOCATION:**  
To be determined.

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |  |
|---|--|
| <b>PROJECT NAME:</b><br><b>Billingsley Road Safety Improvements</b>   | <b>Requested By:</b> DPW<br><b>Project #:</b> 2178 |
| <p>A study report determined where safety improvements were most needed along the Billingsley Road corridor from Middletown Rd. to Maryland Route 210 has identified several areas for which some safety improvement measures were implemented while others are under further development. The recommended improvements included ongoing short term measures (tree removal, shoulder repair, and signage), medium range measures (shoulder installation and drainage), and long term solutions (realignment and intersection improvements). The short term and mid-range measures have been implemented and are on-going, while the long term improvements are under design (horizontal and vertical site distance improvements).</p> |  |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>   |  |
| <b>PRIORITY</b>   |  |

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|----------------|----------------|--------------|--------------|--------------|----------------------|-------------------|----------------|-----------------|
| Architectural & Engineering | \$75           | \$75           | \$75         | \$75         | \$75         | \$375                | \$430             | \$0            | \$805           |
| Land & ROW                  | 700            | 25             | 25           | 25           | 25           | 800                  | 208               | 0              | 1,008           |
| Construction                | 2,500          | 2,500          | 0            | 0            | 0            | 5,000                | 2,886             | 0              | 7,886           |
| Equipment                   | 0              | 0              | 0            | 0            | 0            | 0                    | 0                 | 0              | 0               |
| Administration              | 20             | 20             | 20           | 20           | 20           | 100                  | 132               | 0              | 232             |
| Administration - FAS        | 3              | 3              | 3            | 3            | 3            | 15                   | 12                | 0              | 27              |
| Inspection                  | 20             | 20             | 20           | 20           | 20           | 100                  | 131               | 0              | 231             |
| Miscellaneous               | 3              | 3              | 3            | 3            | 3            | 15                   | 21                | 0              | 36              |
| Contingency                 | 32             | 32             | 32           | 32           | 32           | 160                  | 202               | 0              | 362             |
| <b>Total Outlay</b>         | <b>\$3,353</b> | <b>\$2,678</b> | <b>\$178</b> | <b>\$178</b> | <b>\$178</b> | <b>\$6,565</b>       | <b>\$4,021</b>    | <b>\$0</b>     | <b>\$10,586</b> |

| FINANCING SOURCES           | FY 2021        | FY 2022        | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|----------------|----------------|--------------|--------------|--------------|----------------------|-------------------|----------------|-----------------|
| Bonds (20 year)             | \$3,353        | \$2,678        | \$178        | \$178        | \$178        | \$6,565              | \$3,952           | \$0            | \$10,517        |
| Fund Balance Appropriation  | 0              | 0              | 0            | 0            | 0            | 0                    | 69                | 0              | 69              |
| Operating Transfer          | 0              | 0              | 0            | 0            | 0            | 0                    | 0                 | 0              | 0               |
| <b>Total County Funding</b> | <b>\$3,353</b> | <b>\$2,678</b> | <b>\$178</b> | <b>\$178</b> | <b>\$178</b> | <b>\$6,565</b>       | <b>\$4,021</b>    | <b>\$0</b>     | <b>\$10,586</b> |
| 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               |
| <b>Total Funding</b>        | <b>\$3,353</b> | <b>\$2,678</b> | <b>\$178</b> | <b>\$178</b> | <b>\$178</b> | <b>\$6,565</b>       | <b>\$4,021</b>    | <b>\$0</b>     | <b>\$10,586</b> |

| Operating Budget Impact   | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 355.4          | 614.5          | 822.3          | 836.2          | 850.0          | 355.4             | 863.9          |
| Vehicle & Equipment Lease | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$355.4</b> | <b>\$614.5</b> | <b>\$822.3</b> | <b>\$836.2</b> | <b>\$850.0</b> | <b>\$355.4</b>    | <b>\$863.9</b> |

**LOCATION:**  
Waldorf, MD



# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                   |
|---|-------------------|
| <b>PROJECT NAME:</b>  | Requested By: DPW |
| <b>Old Washington Road Reconstruction</b>   | Project #: 2186   |
| <p>Reconstruction of portions of Old Washington Road is necessary to support increases in North-South traffic flow and overall traffic circulation. This route is a vital link to supporting commercial businesses in the Waldorf community. Old Washington Road is not only a North-South link, but will also support East-West connectivity between Western Parkway, US Route 301, and Post Office Road, via projects such as Holly Lane, Acton Lane. Estimated costs are subject to change after preliminary engineering is completed.</p> <p>Ex. ROW=30'; Prop. R/W=72-80'; Length=1.67mi.. Major Collector</p> |                   |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p><b>PRIORITY</b></p>  |                   |

| EXPENSE BUDGET              | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                 |
|-----------------------------|----------------|------------|------------|------------|------------|----------------|-------------------|----------------|-----------------|
|                             |                |            |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$0            | \$0        | \$0        | \$0        | \$0        | \$0            | \$540             | \$0            | \$540           |
| Land & ROW                  | 2,000          | 0          | 0          | 0          | 0          | 2,000          | 5,000             | 0              | 7,000           |
| Construction                | 1,495          | 0          | 0          | 0          | 0          | 1,495          | 2,965             | 0              | 4,460           |
| Equipment                   | 0              | 0          | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| Administration              | 37             | 0          | 0          | 0          | 0          | 37             | 135               | 0              | 172             |
| Administration - FAS        | 3              | 0          | 0          | 0          | 0          | 3              | 9                 | 0              | 12              |
| Inspection                  | 129            | 0          | 0          | 0          | 0          | 129            | 129               | 0              | 258             |
| Miscellaneous               | 67             | 0          | 0          | 0          | 0          | 67             | 191               | 0              | 258             |
| Contingency                 | 153            | 0          | 0          | 0          | 0          | 153            | 404               | 0              | 557             |
| <b>Total Outlay</b>         | <b>\$3,884</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,884</b> | <b>\$9,373</b>    | <b>\$0</b>     | <b>\$13,257</b> |

| FINANCING SOURCES           |  | FY 2021        |            | FY 2022    |            | FY 2023    |            | FY 2024    |            | FY 2025    |            | 5-Year Total '21-'25 |                | Approp. thru FY20 |                 | Beyond FY 2025 |  | Project Total |  |
|-----------------------------|--|----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------------------|----------------|-------------------|-----------------|----------------|--|---------------|--|
| Bonds (20 year)             |  | \$3,884        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$3,884              | \$9,373        | \$0               | \$13,257        |                |  |               |  |
| 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               |                |  |               |  |
| <b>Total County Funding</b> |  | <b>\$3,884</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,884</b>       | <b>\$9,373</b> | <b>\$0</b>        | <b>\$13,257</b> |                |  |               |  |
| Federal                     |  | 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               |                |  |               |  |
| Other:                      |  | 0              | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0                    | 0              | 0                 | 0               |                |  |               |  |
| <b>Total Funding</b>        |  | <b>\$3,884</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,884</b>       | <b>\$9,373</b> | <b>\$0</b>        | <b>\$13,257</b> |                |  |               |  |

| Operating Budget Impact   | FY 2021        | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp. thru FY20 |                  | Beyond FY 2025   |                  |
|---------------------------|----------------|------------------|------------------|------------------|------------------|-------------------|------------------|------------------|------------------|
|                           |                |                  |                  |                  |                  | 0.00              | 0.00             | 0.00             | 0.00             |
| No. of Personnel          | 0.00           | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 0.00             | 0.00             | 0.00             |
| Personnel Costs           | 0.0            | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              | 0.0              | 0.0              |
| Operating                 | 0.0            | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              | 0.0              | 0.0              |
| <b>Total Operating</b>    | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>      | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     |
| Debt Service: Bonds       | 843.0          | 1,143.1          | 1,143.1          | 1,143.1          | 1,143.1          | 843.0             | 1,143.1          | 1,143.1          | 1,143.1          |
| Vehicle & Equipment Lease | 0.0            | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              | 0.0              | 0.0              |
| <b>Total Impact</b>       | <b>\$843.0</b> | <b>\$1,143.1</b> | <b>\$1,143.1</b> | <b>\$1,143.1</b> | <b>\$1,143.1</b> | <b>\$843.0</b>    | <b>\$1,143.1</b> | <b>\$1,143.1</b> | <b>\$1,143.1</b> |

**LOCATION:**  
Waldorf, Md. Route 5 to Substation Road

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |                          |
|--|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By:</b> DPW |
| <b>Western Parkway Road Improvements Phase 3</b>   | <b>Project #:</b> 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>  |                          |
| <b>PRIORITY</b>  |                          |

| EXPENSE<br>BUDGET           | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year           |                      |                   |                  |
|-----------------------------|----------------|----------------|------------|------------|------------|------------------|----------------------|-------------------|------------------|
|                             |                |                |            |            |            | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>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                | 922            | 900            | 0          | 0          | 0          | 1,822            | 6,578                | 0                 | 8,400            |
| Equipment                   | 0              | 0              | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| Administration              | 45             | 45             | 0          | 0          | 0          | 90               | 369                  | 0                 | 459              |
| Administration - FAS        | 3              | 3              | 0          | 0          | 0          | 6                | 6                    | 0                 | 12               |
| Inspection                  | 0              | 0              | 0          | 0          | 0          | 0                | 350                  | 0                 | 350              |
| Miscellaneous               | 0              | 0              | 0          | 0          | 0          | 0                | 242                  | 0                 | 242              |
| Contingency                 | 375            | 90             | 0          | 0          | 0          | 465              | 375                  | 0                 | 840              |
| <b>Total Outlay</b>         | <b>\$1,345</b> | <b>\$1,038</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,383</b>   | <b>\$13,438</b>      | <b>\$0</b>        | <b>\$15,821</b>  |

| FINANCING<br>SOURCES        |  | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year           |                      |                   |                  |
|-----------------------------|--|----------------|----------------|------------|------------|------------|------------------|----------------------|-------------------|------------------|
|                             |  |                |                |            |            |            | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
| Bonds (20 year)             |  | \$1,345        | \$1,038        | \$0        | \$0        | \$0        | \$2,383          | \$13,438             | \$0               | \$15,821         |
| Fund Balance Appropriation  |  | 0              | 0              | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| Operating Transfer          |  | 0              | 0              | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| <b>Total County Funding</b> |  | <b>\$1,345</b> | <b>\$1,038</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,383</b>   | <b>\$13,438</b>      | <b>\$0</b>        | <b>\$15,821</b>  |
| 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                |
| <b>Total Funding</b>        |  | <b>\$1,345</b> | <b>\$1,038</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,383</b>   | <b>\$13,438</b>      | <b>\$0</b>        | <b>\$15,821</b>  |

| Operating Budget Impact   | FY 2021          | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp. Beyond   |                  |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                           |                  |                  |                  |                  |                  | thru FY20        | FY 2025          |
| No. of Personnel          | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Personnel Costs           | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              |
| Operating                 | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              |
| <b>Total Operating</b>    | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     |
| Debt Service: Bonds       | 1,208.6          | 1,312.5          | 1,392.7          | 1,392.7          | 1,392.7          | 1,208.6          | 1,392.7          |
| Vehicle & Equipment Lease | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              |
| <b>Total Impact</b>       | <b>\$1,208.6</b> | <b>\$1,312.5</b> | <b>\$1,392.7</b> | <b>\$1,392.7</b> | <b>\$1,392.7</b> | <b>\$1,208.6</b> | <b>\$1,392.7</b> |

**LOCATION:**  
Waldorf: Pierce Road north to US 301 near the Charles County and Prince George's County line

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |                   |
|--|-------------------|
| <b>PROJECT NAME:</b>   | Requested By: DPW |
| <b>St. Charles Parkway at Duncannon Rd./St. Andrews Dr. Traffic Signal</b>   | Project #: 2228   |
| <b>Safety Committee Recommendation</b>   |                   |
| Based on the results of a study performed under the direction of the Charles county Traffic Safety Committee (TSC), and a subsequent recommendation by TSC, design and construct a new traffic signal and associated intersection improvements at the St. Charles Parkway/Duncannon Drive intersection. Associated improvements include extended northbound/southbound left turn lanes, pedestrian crossings and associated appurtenances (handicap ramps, pavement stripping, etc. to meet the current ADA regulations) and stormwater management improvements. |                   |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)   |                   |
| <b>PRIORITY</b>  |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |                |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|----------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$100        | \$0        | \$0        | \$0        | \$0        | \$100         | \$140             | \$0            | \$240          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 20                | 0              | 20             |
| Construction                | 150          | 0          | 0          | 0          | 0          | 150           | 512               | 0              | 662            |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Administration              | 11           | 0          | 0          | 0          | 0          | 11            | 52                | 0              | 63             |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3             | 3                 | 0              | 6              |
| Inspection                  | 0            | 0          | 0          | 0          | 0          | 0             | 14                | 0              | 14             |
| Miscellaneous               | 0            | 0          | 0          | 0          | 0          | 0             | 7                 | 0              | 7              |
| Contingency                 | 15           | 0          | 0          | 0          | 0          | 15            | 55                | 0              | 70             |
| <b>Total Outlay</b>         | <b>\$279</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$279</b>  | <b>\$803</b>      | <b>\$0</b>     | <b>\$1,082</b> |

| FINANCING SOURCES           |  | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (20 year)             |  | \$279        | \$0        | \$0        | \$0        | \$0        | \$279                | \$803             | \$0            | \$1,082        |
| Fund Balance Appropriation  |  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          |  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> |  | <b>\$279</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$279</b>         | <b>\$803</b>      | <b>\$0</b>     | <b>\$1,082</b> |
| 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              |
| <b>Total Funding</b>        |  | <b>\$279</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$279</b>         | <b>\$803</b>      | <b>\$0</b>     | <b>\$1,082</b> |

| Operating Budget Impact   | FY 2021       | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. Beyond |               |
|---------------------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|
|                           |               |               |               |               |               | thru FY20      | FY 2025       |
| No. of Personnel          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00           | 0.00          |
| Personnel Costs           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| Operating                 | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| <b>Total Operating</b>    | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>  |
| Debt Service: Bonds       | 72.2          | 93.8          | 93.8          | 93.8          | 93.8          | 72.2           | 93.8          |
| Vehicle & Equipment Lease | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| <b>Total Impact</b>       | <b>\$72.2</b> | <b>\$93.8</b> | <b>\$93.8</b> | <b>\$93.8</b> | <b>\$93.8</b> | <b>\$72.2</b>  | <b>\$93.8</b> |

|                     |
|---------------------|
| <b>LOCATION:</b>    |
| St. Charles Parkway |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |  |
|--|--|
| <b>PROJECT NAME:</b><br><b>Mill Hill Road Upgrade</b>  | <b>Requested By:</b> DPW<br><b>Project #:</b> 2134 |
| <p>The upgrade of Mill Hill Road has been downsized to include two of the four lanes and Road Ordinance safety improvements from Davis Road to Devonfield Ave. The County has received complaints from the Board of Education and the residents/HOA of Avalon South due to safety concerns. This project will bring the aforementioned portion of Mill Hill Road up to County Road Ordinance standards. Work includes relocation of public utilities and installation of SWM faculties to meet the current stormwater regulations.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p> |  |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0          | \$0        | \$0        | \$0        | \$0        | \$0                  | \$386             | \$0            | \$386          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0                    | 328               | 0              | 328            |
| Construction                | 0            | 0          | 0          | 0          | 0          | 0                    | 2,647             | 0              | 2,647          |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 0            | 0          | 0          | 0          | 0          | 0                    | 206               | 0              | 206            |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3                    | 0                 | 0              | 3              |
| Inspection                  | 0            | 0          | 0          | 0          | 0          | 0                    | 60                | 0              | 60             |
| Miscellaneous               | 100          | 0          | 0          | 0          | 0          | 100                  | 51                | 0              | 151            |
| Contingency                 | 0            | 0          | 0          | 0          | 0          | 0                    | 288               | 0              | 288            |
| <b>Total Outlay</b>         | <b>\$103</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$103</b>         | <b>\$3,966</b>    | <b>\$0</b>     | <b>\$4,069</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (20 year)             | \$103        | \$0        | \$0        | \$0        | \$0        | \$103                | \$3,966           | \$0            | \$4,069        |
| Fund Balance Appropriation  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$103</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$103</b>         | <b>\$3,966</b>    | <b>\$0</b>     | <b>\$4,069</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$103</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$103</b>         | <b>\$3,966</b>    | <b>\$0</b>     | <b>\$4,069</b> |

| Operating Budget Impact   | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 356.7          | 364.7          | 364.7          | 364.7          | 364.7          | 356.7             | 364.7          |
| Vehicle & Equipment Lease | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$356.7</b> | <b>\$364.7</b> | <b>\$364.7</b> | <b>\$364.7</b> | <b>\$364.7</b> | <b>\$356.7</b>    | <b>\$364.7</b> |

**LOCATION:**  
Mill Hill Road

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |  |
|--|--|
| <b>PROJECT NAME:</b><br><b>Stavors Road Upgrades</b>   | <b>Requested By:</b> DPW<br><b>Project #:</b> 2151 |
| <p>Stavors Road is an open-section roadway that is very narrow and displays ponding conditions after experiencing heavy rainfall periods. The existing roadway has a history of over topping the crown of the roadway paving in the lowest areas during these events. The current condition of the road is considered inadequate to accommodate the amount of local traffic which is equal to 2,470 trips per day.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> |  |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        | Approp.        | Beyond     | Project        |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|----------------|------------|----------------|
|                             |              |            |            |            |            | Total '21-'25 | thru FY20      | FY 2025    | Total          |
| Architectural & Engineering | \$13         | \$0        | \$0        | \$0        | \$0        | \$13          | \$105          | \$0        | \$118          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 232            | 0          | 232            |
| Construction                | 191          | 0          | 0          | 0          | 0          | 191           | 1,284          | 0          | 1,475          |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0             | 0              | 0          | 0              |
| Administration              | 15           | 0          | 0          | 0          | 0          | 15            | 120            | 0          | 135            |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3             | 0              | 0          | 3              |
| Inspection                  | 10           | 0          | 0          | 0          | 0          | 10            | 95             | 0          | 105            |
| Miscellaneous               | 3            | 0          | 0          | 0          | 0          | 3             | 11             | 0          | 14             |
| Contingency                 | 19           | 0          | 0          | 0          | 0          | 19            | 100            | 0          | 119            |
| <b>Total Outlay</b>         | <b>\$254</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$254</b>  | <b>\$1,947</b> | <b>\$0</b> | <b>\$2,201</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (20 year)             | \$254        | \$0        | \$0        | \$0        | \$0        | \$254                | \$1,947           | \$0            | \$2,201        |
| Fund Balance Appropriation  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$254</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$254</b>         | <b>\$1,947</b>    | <b>\$0</b>     | <b>\$2,201</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$254</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$254</b>         | <b>\$1,947</b>    | <b>\$0</b>     | <b>\$2,201</b> |

| Operating Budget Impact   | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel          | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 175.1          | 194.7          | 194.7          | 194.7          | 194.7          | 175.1             | 194.7          |
| Vehicle & Equipment Lease | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$175.1</b> | <b>\$194.7</b> | <b>\$194.7</b> | <b>\$194.7</b> | <b>\$194.7</b> | <b>\$175.1</b>    | <b>\$194.7</b> |

**LOCATION:**  
Stavors Road

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                   |
|---|-------------------|
| <b>PROJECT NAME:</b>  | Requested By: PGM |
| <b>Turkey Hill Road Reconstruction</b>  | Project #:        |
| <i>Safety Committee Recommendation</i>  |                   |
| Design and reconstruct Turkey Hill Road to improve safety, drainage, and diver visibility from MD 227 to US 301, including re-alignment as necessary. Lane capacity, right-of-way needs and approximate alignment modifications will be determined during the feasibility study phase. The project will include the necessary improvements to the intersections with MD 227 and US 301, a flood analysis and requisite drainage improvements, stormwater management and land acquisition. |                   |
| Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)  |                   |
| <b>PRIORITY</b>   |                   |

| EXPENSE BUDGET              | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|------------|------------|------------|--------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$0        | \$0        | \$0        | \$200        | \$200                | \$0               | \$301          | \$501          |
| Land & ROW                  | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 270            | 270            |
| Construction                | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 3,518          | 3,518          |
| Equipment                   | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 0              | 0              |
| Administration              | 0          | 0          | 0          | 0          | 25           | 25                   | 0                 | 250            | 275            |
| Administration - FAS        | 0          | 0          | 0          | 0          | 3            | 3                    | 0                 | 12             | 15             |
| Inspection                  | 0          | 0          | 0          | 0          | 0            | 0                    | 0                 | 290            | 290            |
| Miscellaneous               | 0          | 0          | 0          | 0          | 5            | 5                    | 0                 | 574            | 579            |
| Contingency                 | 0          | 0          | 0          | 0          | 20           | 20                   | 0                 | 559            | 579            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$253</b> | <b>\$253</b>         | <b>\$0</b>        | <b>\$5,774</b> | <b>\$6,027</b> |

| FINANCING SOURCES          | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|----------------------------|------------|------------|------------|------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds                      | \$0        | \$0        | \$0        | \$0        | \$253        | \$253                | \$0               | \$5,774        | \$6,027        |
| 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        | \$253        | \$253                | \$0               | \$5,774        | \$6,027        |
| 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              |
| <b>Total Funding</b>       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$253</b> | <b>\$253</b>         | <b>\$0</b>        | <b>\$5,774</b> | <b>\$6,027</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 469.7          |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$469.7</b> |

**LOCATION:**  
Turkey Hill Road

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

*(\$ in thousands)*

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: PGM</b> |
| <b>Safety Upgrades to Middletown Road at Billingsley Road Traffic Signal</b>  | <b>Project #: 2263</b>   |
| <p>Middletown Road's intersection with the divided portion of Billingsley Road has a traffic signal that allows for permissive left turns from southbound Middletown onto eastbound Billingsley (i.e. drivers see a "green ball" and drivers wishing to make this movement must yield to oncoming traffic before turning left). This intersection was the location of a fatal crash in 2018. Following the fatal crash, the County's Traffic Safety Committee recommended that the County study the intersection to determine if a protected left turn is warranted for this movement. The study confirmed that this intersection would benefit from a protected left turn movement but there was not enough money in the FY19 budget to pay for the necessary improvements. This project will upgrade the signal such that it has a protected (i.e. green left turn arrow) left turning movement and also install a crosswalk and associated ADA-compliant curb ramps across Billingsley.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent. (Rating #2)</p> <p><b>PRIORITY</b></p> |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |               |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
| Architectural & Engineering | \$20         | \$0        | \$0        | \$0        | \$0        | \$20          | \$0               | \$0            | \$20          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Construction                | 80           | 0          | 0          | 0          | 0          | 80            | 0                 | 0              | 80            |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Administration              | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Administration - FAS        | 2            | 0          | 0          | 0          | 0          | 2             | 0                 | 0              | 2             |
| Inspection                  | 10           | 0          | 0          | 0          | 0          | 10            | 0                 | 0              | 10            |
| Miscellaneous               | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Contingency                 | 10           | 0          | 0          | 0          | 0          | 10            | 0                 | 0              | 10            |
| <b>Total Outlay</b>         | <b>\$122</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$122</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$122</b>  |

| FINANCING SOURCES           |              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |               |
|-----------------------------|--------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |              |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
| Bonds                       |              | \$0          | \$0        | \$0        | \$0        | \$0        | \$0           | \$0               | \$0            | \$0           |
| Fund Balance Appropriation  |              | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Operating Transfer          | General Fund | 122          | 0          | 0          | 0          | 0          | 122           | 0                 | 0              | 122           |
| <b>Total County Funding</b> |              | <b>\$122</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$122</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$122</b>  |
| 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             |
| <b>Total Funding</b>        |              | <b>\$122</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$122</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$122</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. Beyond |              |
|---------------------------|--------------|--------------|--------------|--------------|--------------|----------------|--------------|
|                           |              |              |              |              |              | thru FY20      | FY 2025      |
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00           | 0.00         |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 0.0          |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 0.0          |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b> |
| 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          |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b> |

**LOCATION:**  
Intersection of Billingsley Road and Middletown Road

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ 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.

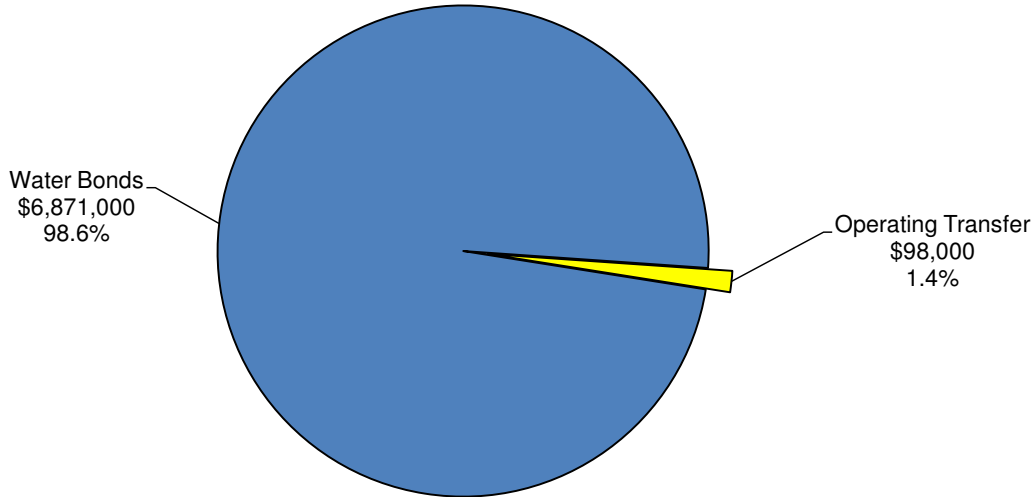
| EXPENSE BUDGET              | FY 2021        | FY 2022         | FY 2023         | FY 2024         | FY 2025         | 5-Year          |                   |                 |                  |
|-----------------------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|-----------------|------------------|
|                             |                |                 |                 |                 |                 | Total '21-'25   | Approp. thru FY20 | Beyond FY 2025  | Project Total    |
| Architectural & Engineering | \$804          | \$1,461         | \$1,259         | \$1,507         | \$1,520         | \$6,551         | \$5,816           | \$5,059         | \$17,426         |
| Land & ROW                  | 131            | 404             | 224             | 123             | 129             | 1,011           | 861               | 815             | 2,687            |
| Construction                | 4,592          | 15,746          | 16,447          | 15,187          | 11,202          | 63,173          | 20,529            | 51,501          | 135,203          |
| Equipment                   | 8              | 0               | 74              | 77              | 0               | 159             | 124               | 170             | 452              |
| Administration              | 690            | 1,154           | 1,197           | 825             | 736             | 4,601           | 1,434             | 3,641           | 9,675            |
| Administration - FAS        | 46             | 45              | 46              | 29              | 27              | 189             | 67                | 40              | 296              |
| Inspection                  | 279            | 744             | 1,043           | 853             | 654             | 3,572           | 1,202             | 2,687           | 7,461            |
| Miscellaneous               | 17             | 71              | 108             | 11              | 15              | 222             | 306               | 47              | 575              |
| Contingency                 | 404            | 1,732           | 1,384           | 1,186           | 836             | 5,542           | 2,368             | 5,156           | 13,066           |
| <b>Total Outlay</b>         | <b>\$6,969</b> | <b>\$21,357</b> | <b>\$21,781</b> | <b>\$19,798</b> | <b>\$15,119</b> | <b>\$85,024</b> | <b>\$32,708</b>   | <b>\$69,116</b> | <b>\$186,848</b> |

| FINANCING SOURCES          |                |                 |                 |                 |                 |                 |                 |                 |                  |
|----------------------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Bonds                      | \$6,871        | \$21,259        | \$21,621        | \$19,637        | \$15,021        | \$84,408        | \$31,860        | \$69,018        | \$185,286        |
| Fund Balance Appropriation | 0              | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0                |
| Operating Transfer         | 98             | 98              | 161             | 161             | 98              | 616             | 847             | 98              | 1,561            |
| Total County Funding       | 6,969          | 21,357          | 21,781          | 19,798          | 15,119          | 85,024          | 32,708          | 69,116          | 186,847          |
| Federal                    | 0              | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0                |
| State                      | 0              | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0                |
| Other:                     | 0              | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0                |
| <b>Total Funding</b>       | <b>\$6,969</b> | <b>\$21,357</b> | <b>\$21,781</b> | <b>\$19,798</b> | <b>\$15,119</b> | <b>\$85,024</b> | <b>\$32,708</b> | <b>\$69,116</b> | <b>\$186,848</b> |

| Operating Budget Impact            | FY 2021          | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp. Beyond   |                   |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
|                                    |                  |                  |                  |                  |                  | thru FY20        | FY 2025           |
| No. of Personnel                   | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              |
| Personnel Costs                    | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               |
| Operating                          | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | -386.1            |
| <b>Total Operating</b>             | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>-\$386.1</b>   |
| Debt Service: Bonds                | 2,868.0          | 3,509.3          | 5,473.4          | 7,281.6          | 8,930.3          | 2,868.0          | 12,599.3          |
| Vehicle & Equipment Lease          | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               |
| <b>Total Impact</b>                | <b>\$6,551.8</b> | <b>\$2,182.2</b> | <b>\$3,489.6</b> | <b>\$4,653.5</b> | <b>\$6,922.3</b> | <b>\$2,868.0</b> | <b>\$12,213.2</b> |
| <br>                               |                  |                  |                  |                  |                  |                  |                   |
| <b>Increase to Water User Fee:</b> | <b>56.8¢</b>     | <b>\$0.72</b>    | <b>\$0.99</b>    | <b>\$1.27</b>    | <b>\$1.69</b>    | <b>56.8¢</b>     | <b>\$2.07</b>     |

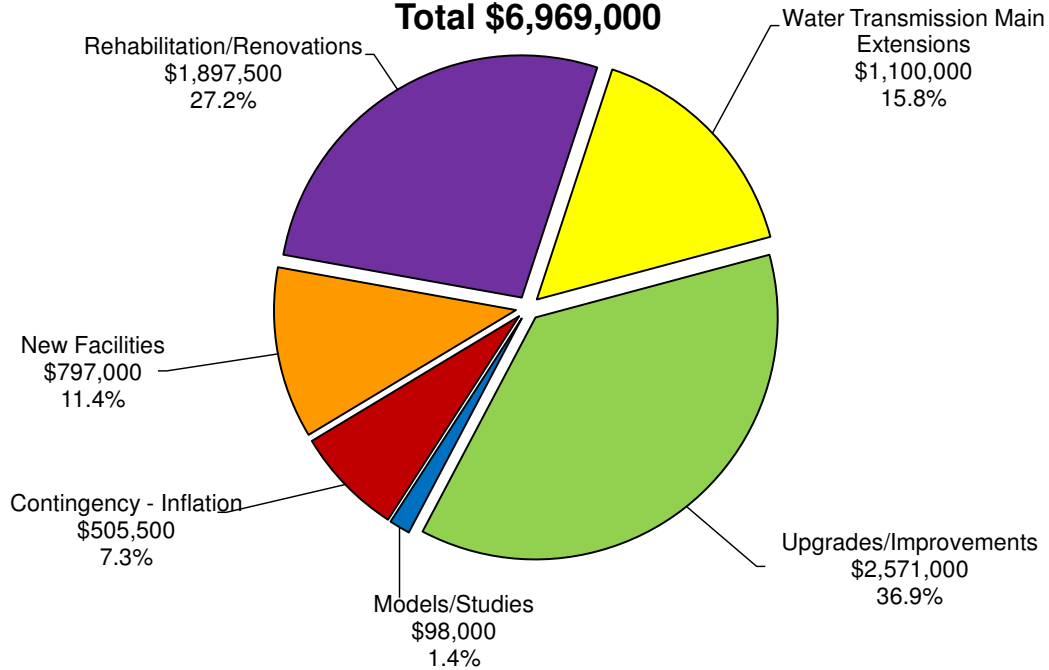


**FY21 Water Financing Sources**  
**Total \$6,969,000**



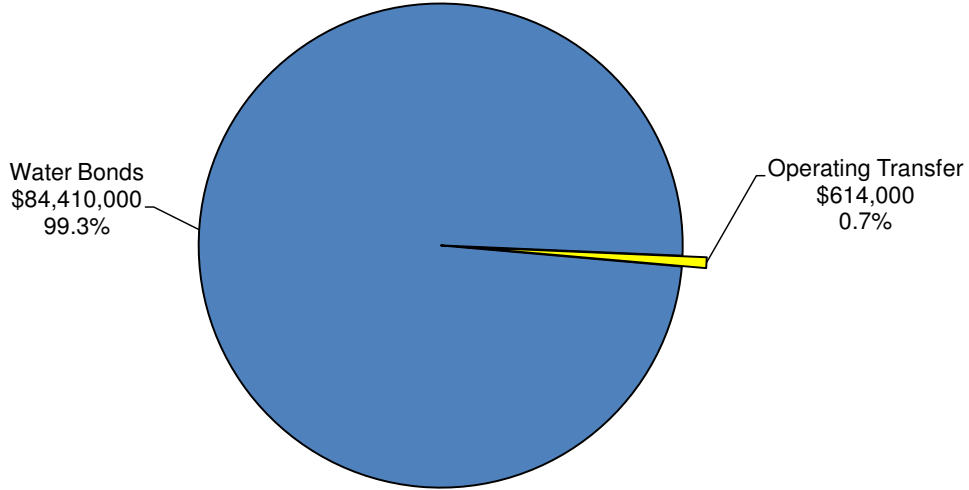
Bonds are the major source of financing for water projects.

**FY21 Water Projects by Type**  
**Total \$6,969,000**



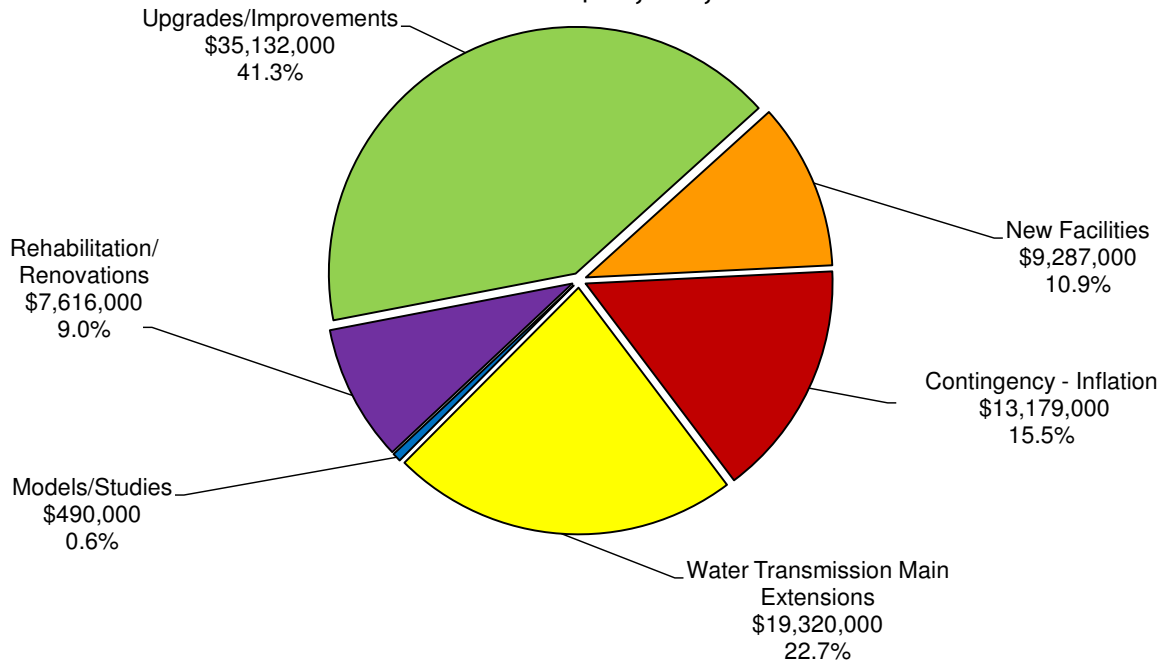
New Facilities include the Waldorf Well No. 17. Upgrades/Improvements include Clifton Water System Improvements, WSSC Waldorf Interconnection and Waldorf Fire House Water Tower Replacement. Rehabilitation/Renovations include Underground Infrastructure Repairs and Waldorf Tower No. 5 Rehabilitation. Water Transmission Main Extensions includes projects to interconnect various water systems together throughout the County.

**FY21-FY25 Water Financing Sources**  
**Total \$85,024,000**



Financing the debt service associated with bonds for water projects is recovered primarily from water customer connection and user fees.

**FY21-FY25 Water Projects by Type**  
**Total \$85,024,000**



New Facilities include the Waldorf Well No. 17, the Gleneagles 2MG Water Tower, the Bryans Road 2MG Water Tower, and the Hughesville Water Line. Water Transmission Main Extensions includes projects to interconnect various water systems together throughout the County.

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |                            |                          |
|--|----------------------------|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Water User</b> 100%     | <b>Requested By:</b> DPW |
| <b>Underground Infrastructure Repairs</b>  | <b>Water Connection</b> 0% | <b>Project #:</b> 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 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year         | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------|-------------------|----------------|----------------|
|                             |              |              |              |              |              | Total '21-'25  |                   |                |                |
| Architectural & Engineering | \$45         | \$45         | \$45         | \$45         | \$45         | \$225          | \$0               | \$45           | \$270          |
| 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              | 45           | 45           | 45           | 45           | 45           | 225            | 6                 | 45             | 276            |
| Administration - FAS        | 3            | 3            | 3            | 3            | 3            | 15             | 5                 | 3              | 23             |
| Inspection                  | 125          | 125          | 125          | 125          | 125          | 625            | 0                 | 125            | 750            |
| Miscellaneous               | 0            | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Contingency                 | 0            | 65           | 65           | 65           | 65           | 260            | 245               | 65             | 570            |
| <b>Total Outlay</b>         | <b>\$218</b> | <b>\$933</b> | <b>\$933</b> | <b>\$933</b> | <b>\$933</b> | <b>\$3,950</b> | <b>\$2,097</b>    | <b>\$933</b>   | <b>\$6,980</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)             | \$218        | \$933        | \$933        | \$933        | \$933        | \$3,950              | \$2,097           | \$933          | \$6,980        |
| Fund Balance Appropriation  | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0            | 0            | 0            | 0            | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$218</b> | <b>\$933</b> | <b>\$933</b> | <b>\$933</b> | <b>\$933</b> | <b>\$3,950</b>       | <b>\$2,097</b>    | <b>\$933</b>   | <b>\$6,980</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$218</b> | <b>\$933</b> | <b>\$933</b> | <b>\$933</b> | <b>\$933</b> | <b>\$3,950</b>       | <b>\$2,097</b>    | <b>\$933</b>   | <b>\$6,980</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 182.9          | 203.3          | 290.8          | 378.7          | 466.5          | 182.9             | 642.7          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$182.9</b> | <b>\$203.3</b> | <b>\$290.8</b> | <b>\$378.7</b> | <b>\$466.5</b> | <b>\$182.9</b>    | <b>\$642.7</b> |
| <b>Increase to Water User Fee:</b> | <b>7.8¢</b>    | <b>8.6¢</b>    | <b>12.1¢</b>   | <b>15.6¢</b>   | <b>19.0¢</b>   | <b>7.8¢</b>       | <b>25.9¢</b>   |

**LOCATION:**  
Development District

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |  |  |
|--|--|--|
| <b>PROJECT NAME:</b><br><b>Water Model Update</b>  | <b>Water User</b> 55%<br><b>Water Connection</b> 45% | <b>Requested By:</b> PGM<br><b>Project #:</b> 6090 |
| To update the current County Water Model by including newly installed water utilities and verifying the system stability and deficiencies. The County anticipates having to make changes to our traditional operations of our water system, due to concerns with water supply in certain geographic areas. |  |  |
| Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)   |  |  |

| EXPENSE BUDGET              | FY 2021     | FY 2022     | FY 2023     | FY 2024     | FY 2025     | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$27        | \$27        | \$27        | \$27        | \$27        | \$135                | \$405             | \$27           | \$567          |
| 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                  | 384               | 65             | 774            |
| Administration - FAS        | 3           | 3           | 3           | 3           | 3           | 15                   | 12                | 3              | 30             |
| 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                   | 45                | 3              | 63             |
| <b>Total Outlay</b>         | <b>\$98</b> | <b>\$98</b> | <b>\$98</b> | <b>\$98</b> | <b>\$98</b> | <b>\$490</b>         | <b>\$847</b>      | <b>\$98</b>    | <b>\$1,435</b> |

| FINANCING SOURCES           | FY 2021     | FY 2022     | FY 2023     | FY 2024     | FY 2025     | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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                  | 847               | 98             | 1,435          |
| <b>Total County Funding</b> | <b>\$98</b> | <b>\$98</b> | <b>\$98</b> | <b>\$98</b> | <b>\$98</b> | <b>\$490</b>         | <b>\$847</b>      | <b>\$98</b>    | <b>\$1,435</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$98</b> | <b>\$98</b> | <b>\$98</b> | <b>\$98</b> | <b>\$98</b> | <b>\$490</b>         | <b>\$847</b>      | <b>\$98</b>    | <b>\$1,435</b> |

| Operating Budget Impact            | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>2.3¢</b>       | <b>0.0¢</b>    |

**LOCATION:**  
County-wide

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

*(\$ in thousands)*

|   |                            |                          |
|---|----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Water User</b> 95%      | <b>Requested By:</b> DPW |
| <b>South County Water Transmission Main</b>   | <b>Water Connection</b> 5% | <b>Project #:</b> 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: Project is consistent with Comprehensive Plan. (Rating #1)</p> |                            |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022    | FY 2023    | FY 2024        | FY 2025        | 5-Year         |                   |                |                 |
|-----------------------------|------------|------------|------------|----------------|----------------|----------------|-------------------|----------------|-----------------|
|                             |            |            |            |                |                | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$0        | \$0        | \$0        | \$475          | \$224          | \$699          | \$885             | \$0            | \$1,584         |
| Land & ROW                  | 0          | 0          | 0          | 0              | 0              | 0              | 125               | 0              | 125             |
| Construction                | 0          | 0          | 0          | 4,745          | 2,240          | 6,985          | 1,325             | 0              | 8,310           |
| Equipment                   | 0          | 0          | 0          | 0              | 0              | 0              | 0                 | 0              | 0               |
| Administration              | 0          | 0          | 0          | 12             | 12             | 24             | 32                | 0              | 56              |
| Administration - FAS        | 0          | 0          | 0          | 3              | 3              | 6              | 15                | 0              | 21              |
| Inspection                  | 0          | 0          | 0          | 190            | 122            | 312            | 95                | 0              | 407             |
| Miscellaneous               | 0          | 0          | 0          | 0              | 0              | 0              | 0                 | 0              | 0               |
| Contingency                 | 0          | 0          | 0          | 475            | 224            | 699            | 133               | 0              | 832             |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,900</b> | <b>\$2,825</b> | <b>\$8,725</b> | <b>\$2,610</b>    | <b>\$0</b>     | <b>\$11,335</b> |

| FINANCING SOURCES           | FY 2021    | FY 2022    | FY 2023    | FY 2024        | FY 2025        | 5-Year         |                   |                |                 |
|-----------------------------|------------|------------|------------|----------------|----------------|----------------|-------------------|----------------|-----------------|
|                             |            |            |            |                |                | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Bonds (15 Year)             | \$0        | \$0        | \$0        | \$5,900        | \$2,825        | \$8,725        | \$2,610           | \$0            | \$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               |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,900</b> | <b>\$2,825</b> | <b>\$8,725</b> | <b>\$2,610</b>    | <b>\$0</b>     | <b>\$11,335</b> |
| 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               |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,900</b> | <b>\$2,825</b> | <b>\$8,725</b> | <b>\$2,610</b>    | <b>\$0</b>     | <b>\$11,335</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. & Beyond |                  |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|
|                                    |                |                |                |                |                | thru FY20        | FY 2025          |
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00             | 0.00             |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0              | 0.0              |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0              | (444.1)          |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>(\$444.1)</b> |
| Debt Service: Bonds                | 227.7          | 227.7          | 227.7          | 227.7          | 783.1          | 227.7            | 1,049.9          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0              | 0.0              |
| <b>Total Impact</b>                | <b>\$227.7</b> | <b>\$227.7</b> | <b>\$227.7</b> | <b>\$227.7</b> | <b>\$783.1</b> | <b>\$227.7</b>   | <b>\$605.8</b>   |
| <b>Increase to Water User Fee:</b> | <b>9.3¢</b>    | <b>9.1¢</b>    | <b>9.0¢</b>    | <b>8.9¢</b>    | <b>30.3¢</b>   | <b>9.3¢</b>      | <b>22.3¢</b>     |

**LOCATION:**  
Southern portion of the County

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                            |                          |
|---|----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Water User</b> 100%     | <b>Requested By:</b> DPW |
| <b>Satellite Water Facility Upgrades</b>  | <b>Water Connection</b> 0% | <b>Project #:</b> 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 &amp; #2, Newtown Village, Jude House Reverse Osmosis system, coating replacement at Chapel Pt. Woods standpipe, Jude House Well Replacement, installation of additional standpipe at Chapel Pt. Woods, improvements at St. Paul's Well, Oakwood Well, Spring Valley Well, Avon Crest, and Beantown Woodley Well, and abandonment of various well sites.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p> |                            |                          |

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023      | FY 2024      | FY 2025      | 5-Year         |                   |                |                |
|-----------------------------|----------------|----------------|--------------|--------------|--------------|----------------|-------------------|----------------|----------------|
|                             |                |                |              |              |              | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$125          | \$125          | \$125        | \$125        | \$125        | \$625          | \$555             | \$125          | \$1,305        |
| Land & ROW                  | 0              | 0              | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Construction                | 1,450          | 1,450          | 475          | 475          | 475          | 4,325          | 81                | 475            | 4,881          |
| Equipment                   | 0              | 0              | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Administration              | 45             | 45             | 45           | 45           | 45           | 225            | 49                | 45             | 319            |
| Administration - FAS        | 3              | 3              | 3            | 3            | 3            | 15             | 8                 | 3              | 26             |
| Inspection                  | 48             | 48             | 48           | 48           | 48           | 240            | 295               | 48             | 583            |
| Miscellaneous               | 0              | 0              | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Contingency                 | 145            | 145            | 48           | 48           | 48           | 434            | 283               | 48             | 765            |
| <b>Total Outlay</b>         | <b>\$1,816</b> | <b>\$1,816</b> | <b>\$744</b> | <b>\$744</b> | <b>\$744</b> | <b>\$5,864</b> | <b>\$1,271</b>    | <b>\$744</b>   | <b>\$7,879</b> |

| FINANCING SOURCES           |  | FY 2021        | FY 2022        | FY 2023      | FY 2024      | FY 2025      | 5-Year         |                   |                |                |
|-----------------------------|--|----------------|----------------|--------------|--------------|--------------|----------------|-------------------|----------------|----------------|
|                             |  |                |                |              |              |              | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Bonds (15 Year)             |  | \$1,816        | \$1,816        | \$744        | \$744        | \$744        | \$5,864        | \$1,271           | \$744          | \$7,879        |
| Fund Balance Appropriation  |  | 0              | 0              | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Operating Transfer          |  | 0              | 0              | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| <b>Total County Funding</b> |  | <b>\$1,816</b> | <b>\$1,816</b> | <b>\$744</b> | <b>\$744</b> | <b>\$744</b> | <b>\$5,864</b> | <b>\$1,271</b>    | <b>\$744</b>   | <b>\$7,879</b> |
| 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              |
| <b>Total Funding</b>        |  | <b>\$1,816</b> | <b>\$1,816</b> | <b>\$744</b> | <b>\$744</b> | <b>\$744</b> | <b>\$5,864</b> | <b>\$1,271</b>    | <b>\$744</b>   | <b>\$7,879</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                    |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 110.9          | 280.7          | 451.0          | 521.1          | 591.1          | 110.9          | 731.6          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$110.9</b> | <b>\$280.7</b> | <b>\$451.0</b> | <b>\$521.1</b> | <b>\$591.1</b> | <b>\$110.9</b> | <b>\$731.6</b> |
| <b>Increase to Water User Fee:</b> | <b>4.8¢</b>    | <b>11.9¢</b>   | <b>18.8¢</b>   | <b>21.5¢</b>   | <b>24.1¢</b>   | <b>4.8¢</b>    | <b>29.4¢</b>   |

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| <b>LOCATION:</b>                         |
| Various locations, see description above |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

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| <b>PROJECT NAME:</b><br><b>Gleneagles 2MG Water Tower</b>  | <b>Water User</b> 0%<br><b>Water Connection</b> 100% | <b>Requested By:</b> PGM<br><b>Project #:</b> 6109 |
| 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. |  |  |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)  |  |  |

| <b>EXPENSE BUDGET</b>       | <b>FY 2021</b> | <b>FY 2022</b> | <b>FY 2023</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>5-Year Total '21-'25</b> | <b>Approp. thru FY20</b> | <b>Beyond FY 2025</b> | <b>Project Total</b> |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|-----------------------------|--------------------------|-----------------------|----------------------|
| Architectural & Engineering | \$0            | \$0            | \$0            | \$0            | \$0            | \$0                         | \$500                    | \$0                   | \$500                |
| Land & ROW                  | 0              | 0              | 0              | 0              | 0              | 0                           | 150                      | 0                     | 150                  |
| Construction                | 0              | 1,666          | 0              | 0              | 0              | 1,666                       | 3,334                    | 0                     | 5,000                |
| Equipment                   | 0              | 0              | 0              | 0              | 0              | 0                           | 0                        | 0                     | 0                    |
| Administration              | 0              | 60             | 0              | 0              | 0              | 60                          | 173                      | 0                     | 233                  |
| Administration - FAS        | 0              | 3              | 0              | 0              | 0              | 3                           | 6                        | 0                     | 9                    |
| Inspection                  | 0              | 30             | 0              | 0              | 0              | 30                          | 60                       | 0                     | 90                   |
| Miscellaneous               | 0              | 0              | 0              | 0              | 0              | 0                           | 10                       | 0                     | 10                   |
| Contingency                 | 0              | 90             | 0              | 0              | 0              | 90                          | 180                      | 0                     | 270                  |
| <b>Total Outlay</b>         | <b>\$0</b>     | <b>\$1,849</b> | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>     | <b>\$1,849</b>              | <b>\$4,413</b>           | <b>\$0</b>            | <b>\$6,262</b>       |

| <b>FINANCING SOURCES</b>    | <b>FY 2021</b> | <b>FY 2022</b> | <b>FY 2023</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>5-Year Total '21-'25</b> | <b>Approp. thru FY20</b> | <b>Beyond FY 2025</b> | <b>Project Total</b> |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|-----------------------------|--------------------------|-----------------------|----------------------|
| Bonds (15 Year)             | \$0            | \$1,849        | \$0            | \$0            | \$0            | \$1,849                     | \$4,413                  | \$0                   | \$6,262              |
| Fund Balance Appropriation  | 0              | 0              | 0              | 0              | 0              | 0                           | 0                        | 0                     | 0                    |
| Operating Transfer          | 0              | 0              | 0              | 0              | 0              | 0                           | 0                        | 0                     | 0                    |
| <b>Total County Funding</b> | <b>\$0</b>     | <b>\$1,849</b> | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>     | <b>\$1,849</b>              | <b>\$4,413</b>           | <b>\$0</b>            | <b>\$6,262</b>       |
| 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                    |
| <b>Total Funding</b>        | <b>\$0</b>     | <b>\$1,849</b> | <b>\$0</b>     | <b>\$0</b>     | <b>\$0</b>     | <b>\$1,849</b>              | <b>\$4,413</b>           | <b>\$0</b>            | <b>\$6,262</b>       |

| <b>Operating Budget Impact</b>     | <b>FY 2021</b> | <b>FY 2022</b> | <b>FY 2023</b> | <b>FY 2024</b> | <b>FY 2025</b> | <b>Approp. thru FY20</b> | <b>Beyond FY 2025</b> |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|--------------------------|-----------------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00                     | 0.00                  |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0                      | 0.0                   |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0                      | 0.0                   |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>             | <b>\$0.0</b>          |
| Debt Service: Bonds                | 385.1          | 385.1          | 558.5          | 558.5          | 558.5          | 385.1                    | 558.5                 |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0                      | 0.0                   |
| <b>Total Impact</b>                | <b>\$385.1</b> | <b>\$385.1</b> | <b>\$558.5</b> | <b>\$558.5</b> | <b>\$558.5</b> | <b>\$385.1</b>           | <b>\$558.5</b>        |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>              | <b>0.0¢</b>           |

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| <b>LOCATION:</b><br>St. Charles, Rosewick Road (proposed location) |
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**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

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|---|--|--|
| <b>PROJECT NAME:</b><br><b>Bryans Road 2MG Water Tower</b>  | <b>Water User</b> 0%<br><b>Water Connection</b> 100% | <b>Requested By:</b> DPW<br><b>Project #:</b> 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 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         | Approp.        | Beyond     | Project        |
|-----------------------------|------------|----------------|------------|------------|------------|----------------|----------------|------------|----------------|
|                             |            |                |            |            |            | Total '21-'25  | thru FY20      | FY 2025    | 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          | 2,925          | 0          | 0          | 0          | 2,925          | 1,675          | 0          | 4,600          |
| Equipment                   | 0          | 0              | 0          | 0          | 0          | 0              | 0              | 0          | 0              |
| Administration              | 0          | 150            | 0          | 0          | 0          | 150            | 110            | 0          | 260            |
| Administration - FAS        | 0          | 3              | 0          | 0          | 0          | 3              | 6              | 0          | 9              |
| Inspection                  | 0          | 90             | 0          | 0          | 0          | 90             | 50             | 0          | 140            |
| Miscellaneous               | 0          | 31             | 0          | 0          | 0          | 31             | 17             | 0          | 48             |
| Contingency                 | 0          | 295            | 0          | 0          | 0          | 295            | 185            | 0          | 480            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$3,494</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,494</b> | <b>\$2,350</b> | <b>\$0</b> | <b>\$5,844</b> |

| FINANCING SOURCES          |  | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|----------------------------|--|------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)            |  | \$0        | \$3,494        | \$0        | \$0        | \$0        | \$3,494              | \$2,350           | \$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        | \$3,494        | \$0        | \$0        | \$0        | \$3,494              | \$2,350           | \$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              |
| <b>Total Funding</b>       |  | <b>\$0</b> | <b>\$3,494</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,494</b>       | <b>\$2,350</b>    | <b>\$0</b>     | <b>\$5,844</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp.        | Beyond         |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                    |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 205.1          | 205.1          | 532.8          | 532.8          | 532.8          | 205.1          | 532.8          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$205.1</b> | <b>\$205.1</b> | <b>\$532.8</b> | <b>\$532.8</b> | <b>\$532.8</b> | <b>\$205.1</b> | <b>\$532.8</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    |

**LOCATION:**  
Md. Route 224 at Bumpy Oak Road



**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

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|---|--|--|
| <b>PROJECT NAME:</b><br><b>Hughesville Water Line</b>   | <b>Water User</b> 0%<br><b>Water Connection</b> 100% | <b>Requested By:</b> PGM<br><b>Project #:</b> 6114 |
| Design and construct a water system to serve the Village of Hughesville, including approximately 9,000 linear feet of water mains and distribution lines, elevated storage facilities, and water supply wells. This includes design, permitting, land acquisition for these facilities, and construction. |  |  |
| Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)  |  |  |
| <b>PRIORITY</b>   |  |  |

| EXPENSE BUDGET              | FY 2021    | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year         | Approp.        | Beyond     | Project        |
|-----------------------------|------------|----------------|----------------|------------|------------|----------------|----------------|------------|----------------|
|                             |            |                |                |            |            | Total '21-'25  | thru FY20      | FY 2025    | Total          |
| Architectural & Engineering | \$0        | \$35           | \$35           | \$0        | \$0        | \$70           | \$330          | \$0        | \$400          |
| Land & ROW                  | 0          | 0              | 0              | 0          | 0          | 0              | 270            | 0          | 270            |
| Construction                | 0          | 815            | 815            | 0          | 0          | 1,630          | 1,700          | 0          | 3,330          |
| Equipment                   | 0          | 0              | 0              | 0          | 0          | 0              | 0              | 0          | 0              |
| Administration              | 0          | 64             | 64             | 0          | 0          | 128            | 155            | 0          | 283            |
| Administration - FAS        | 0          | 2              | 1              | 0          | 0          | 3              | 9              | 0          | 12             |
| Inspection                  | 0          | 21             | 22             | 0          | 0          | 43             | 43             | 0          | 86             |
| Miscellaneous               | 0          | 8              | 9              | 0          | 0          | 17             | 34             | 0          | 51             |
| Contingency                 | 0          | 85             | 85             | 0          | 0          | 170            | 193            | 0          | 363            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$1,030</b> | <b>\$1,031</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,061</b> | <b>\$2,734</b> | <b>\$0</b> | <b>\$4,795</b> |

| FINANCING SOURCES           |  | FY 2021    | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year         | Approp.        | Beyond     | Project        |
|-----------------------------|--|------------|----------------|----------------|------------|------------|----------------|----------------|------------|----------------|
|                             |  |            |                |                |            |            | Total '21-'25  | thru FY20      | FY 2025    | Total          |
| Bonds (15 Year)             |  | \$0        | \$1,030        | \$1,031        | \$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              |
| <b>Total County Funding</b> |  | <b>\$0</b> | <b>\$1,030</b> | <b>\$1,031</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,061</b> | <b>\$2,734</b> | <b>\$0</b> | <b>\$4,795</b> |
| 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              |
| <b>Total Funding</b>        |  | <b>\$0</b> | <b>\$1,030</b> | <b>\$1,031</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,061</b> | <b>\$2,734</b> | <b>\$0</b> | <b>\$4,795</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp.        | Beyond         |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                    |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 238.6          | 238.6          | 335.2          | 432.2          | 432.2          | 238.6          | 432.2          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$238.6</b> | <b>\$238.6</b> | <b>\$335.2</b> | <b>\$432.2</b> | <b>\$432.2</b> | <b>\$238.6</b> | <b>\$432.2</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    |

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| <b>LOCATION:</b><br>Leonardtwn Road, Hughesville |
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**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                             |                          |
|---|-----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Water User</b> 50%       | <b>Requested By:</b> DPW |
| <b>Clifton Water System Improvements</b>  | <b>Water Connection</b> 50% | <b>Project #:</b> 6069   |
| <p>The water system at Clifton requires improvements to solve pressure and capacity issues for not only the existing connections, but also to further support the building of the remaining 200 lots of record within the development. Additional storage will be needed and the existing piping system will have to be evaluated for sufficiency and reliability. A 250,000 gallon elevated storage tank will be installed along with the necessary tie-in piping and system interconnections.</p> |                             |                          |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>   |                             |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |                |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|----------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$0          | \$0        | \$0        | \$0        | \$0        | \$0           | \$505             | \$0            | \$505          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 82                | 0              | 82             |
| Construction                | 411          | 0          | 0          | 0          | 0          | 411           | 2,825             | 0              | 3,236          |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Administration              | 25           | 0          | 0          | 0          | 0          | 25            | 217               | 0              | 242            |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3             | 0                 | 0              | 3              |
| Inspection                  | 0            | 0          | 0          | 0          | 0          | 0             | 192               | 0              | 192            |
| Miscellaneous               | 4            | 0          | 0          | 0          | 0          | 4             | 28                | 0              | 32             |
| Contingency                 | 40           | 0          | 0          | 0          | 0          | 40            | 283               | 0              | 323            |
| <b>Total Outlay</b>         | <b>\$483</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$483</b>  | <b>\$4,132</b>    | <b>\$0</b>     | <b>\$4,615</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |                |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|----------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Bonds (15 Year)             | \$483        | \$0        | \$0        | \$0        | \$0        | \$483         | \$4,132           | \$0            | \$4,615        |
| Fund Balance Appropriation  | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$483</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$483</b>  | <b>\$4,132</b>    | <b>\$0</b>     | <b>\$4,615</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$483</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$483</b>  | <b>\$4,132</b>    | <b>\$0</b>     | <b>\$4,615</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                    |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 360.5          | 405.7          | 405.7          | 405.7          | 405.7          | 360.5          | 405.7          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$360.5</b> | <b>\$405.7</b> | <b>\$405.7</b> | <b>\$405.7</b> | <b>\$405.7</b> | <b>\$360.5</b> | <b>\$405.7</b> |
| <b>Increase to Water User Fee:</b> | <b>7.7¢</b>    | <b>8.6¢</b>    | <b>8.5¢</b>    | <b>8.4¢</b>    | <b>8.3¢</b>    | <b>7.7¢</b>    | <b>8.2¢</b>    |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Clifton          |

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|  |  |                                      |
|--|--|--------------------------------------|
| <b>PROJECT NAME:</b><br><b>Waldorf Well No. 17</b>   | Water User 0%<br>Water Connection 100% | Requested By: DPW<br>Project #: 6075 |
| Provide a new production well to the Waldorf Water System to improve the quality and quantity of the existing supply. The well production is estimated to be 500,000 gallons per day (350 gallons per minute) and will be drilled into and withdraw from the Patuxent Aquifer. |  |                                      |
| Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)   |  |                                      |
| <b>PRIORITY</b>  |  |                                      |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$34         | \$33         | \$0        | \$0        | \$0        | \$67                 | \$127             | \$0            | \$194          |
| Land & ROW                  | 10           | 10           | 0          | 0          | 0          | 20                   | 52                | 0              | 72             |
| Construction                | 656          | 657          | 0          | 0          | 0          | 1,313                | 1,274             | 0              | 2,587          |
| Equipment                   | 0            | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 42           | 42           | 0          | 0          | 0          | 84                   | 45                | 0              | 129            |
| Administration - FAS        | 2            | 1            | 0          | 0          | 0          | 3                    | 0                 | 0              | 3              |
| Inspection                  | 0            | 0            | 0          | 0          | 0          | 0                    | 127               | 0              | 127            |
| Miscellaneous               | 0            | 0            | 0          | 0          | 0          | 0                    | 41                | 0              | 41             |
| Contingency                 | 53           | 54           | 0          | 0          | 0          | 107                  | 152               | 0              | 259            |
| <b>Total Outlay</b>         | <b>\$797</b> | <b>\$797</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,594</b>       | <b>\$1,818</b>    | <b>\$0</b>     | <b>\$3,412</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)             | \$797        | \$797        | \$0        | \$0        | \$0        | \$1,594              | \$1,818           | \$0            | \$3,412        |
| Fund Balance Appropriation  | 0            | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$797</b> | <b>\$797</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,594</b>       | <b>\$1,818</b>    | <b>\$0</b>     | <b>\$3,412</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$797</b> | <b>\$797</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,594</b>       | <b>\$1,818</b>    | <b>\$0</b>     | <b>\$3,412</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 158.6          | 233.1          | 307.9          | 307.9          | 307.9          | 158.6             | 307.9          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$158.6</b> | <b>\$233.1</b> | <b>\$307.9</b> | <b>\$307.9</b> | <b>\$307.9</b> | <b>\$158.6</b>    | <b>\$307.9</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0c</b>    | <b>0.0c</b>    | <b>0.0c</b>    | <b>0.0c</b>    | <b>0.0c</b>    | <b>0.0c</b>       | <b>0.0c</b>    |

|                                 |
|---------------------------------|
| <b>LOCATION:</b><br>Waldorf, MD |
|---------------------------------|

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|   |                     |                   |
|---|---------------------|-------------------|
| <b>PROJECT NAME:</b>  | Water User 100%     | Requested By: DPW |
| <b>Waldorf Tower No. 5 Rehabilitation</b>   | Water Connection 0% | Project #: 6146   |
| Based on recommendations from a Spring 2019 conditional assessment, perform interior and exterior recoating and miscellaneous repairs to the 2 million gallon water tower known as Waldorf Tower No. 5 (McDaniel Road). |                     |                   |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)   |                     |                   |

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|----------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$100          | \$0            | \$0        | \$0        | \$0        | \$100                | \$0               | \$0            | \$100          |
| Land & ROW                  | 0              | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 1,250          | 1,000          | 0          | 0          | 0          | 2,250                | 0                 | 0              | 2,250          |
| Equipment                   | 0              | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 75             | 75             | 0          | 0          | 0          | 150                  | 0                 | 0              | 150            |
| Administration - FAS        | 3              | 3              | 0          | 0          | 0          | 6                    | 0                 | 0              | 6              |
| Inspection                  | 65             | 65             | 0          | 0          | 0          | 130                  | 0                 | 0              | 130            |
| Miscellaneous               | 10             | 10             | 0          | 0          | 0          | 20                   | 0                 | 0              | 20             |
| Contingency                 | 100            | 100            | 0          | 0          | 0          | 200                  | 0                 | 0              | 200            |
| <b>Total Outlay</b>         | <b>\$1,603</b> | <b>\$1,253</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,856</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,856</b> |

| FINANCING SOURCES           | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|----------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)             | \$1,603        | \$1,253        | \$0        | \$0        | \$0        | \$2,856              | \$0               | \$0            | \$2,856        |
| Fund Balance Appropriation  | 0              | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0              | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$1,603</b> | <b>\$1,253</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,856</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,856</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$1,603</b> | <b>\$1,253</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,856</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,856</b> |

| Operating Budget Impact            | FY 2021      | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 149.9          | 267.4          | 267.4          | 267.4          | 0.0               | 267.4          |
| Vehicle & Equipment Lease          | 0.0          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$149.9</b> | <b>\$267.4</b> | <b>\$267.4</b> | <b>\$267.4</b> | <b>\$0.0</b>      | <b>\$267.4</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>  | <b>6.3¢</b>    | <b>11.2¢</b>   | <b>11.0¢</b>   | <b>10.9¢</b>   | <b>0.0¢</b>       | <b>10.8¢</b>   |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Waldorf, MD      |

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|   |                     |                   |
|---|---------------------|-------------------|
| <b>PROJECT NAME:</b>  | Water User 100%     | Requested By: DPW |
| <b>Pinefield Water Tower Rehabilitation</b>   | Water Connection 0% | Project #: 6118   |
| <p>The 1 million gallon Pinefield Water Tower is in need of rehabilitation. This project will include a preliminary assessment inspection and report, evaluation, recoating, and miscellaneous repairs.</p> |                     |                   |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>  |                     |                   |

| EXPENSE<br>BUDGET           | FY 2021    | FY 2022    | FY 2023      | FY 2024    | FY 2025    | 5-Year           |                      |                   |                  |
|-----------------------------|------------|------------|--------------|------------|------------|------------------|----------------------|-------------------|------------------|
|                             |            |            |              |            |            | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>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          | 0          | 600          | 0          | 0          | 600              | 1,225                | 0                 | 1,825            |
| Equipment                   | 0          | 0          | 0            | 0          | 0          | 0                | 0                    | 0                 | 0                |
| Administration              | 0          | 0          | 25           | 0          | 0          | 25               | 125                  | 0                 | 150              |
| Administration - FAS        | 0          | 0          | 3            | 0          | 0          | 3                | 0                    | 0                 | 3                |
| Inspection                  | 0          | 0          | 20           | 0          | 0          | 20               | 80                   | 0                 | 100              |
| Miscellaneous               | 0          | 0          | 0            | 0          | 0          | 0                | 30                   | 0                 | 30               |
| Contingency                 | 0          | 0          | 85           | 0          | 0          | 85               | 125                  | 0                 | 210              |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$733</b> | <b>\$0</b> | <b>\$0</b> | <b>\$733</b>     | <b>\$1,655</b>       | <b>\$0</b>        | <b>\$2,388</b>   |

| FINANCING<br>SOURCES        |  | FY 2021    | FY 2022    | FY 2023      | FY 2024    | FY 2025    | 5-Year           |                      |                   |                  |
|-----------------------------|--|------------|------------|--------------|------------|------------|------------------|----------------------|-------------------|------------------|
|                             |  |            |            |              |            |            | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
| Bonds (15 Year)             |  | \$0        | \$0        | \$733        | \$0        | \$0        | \$733            | \$1,655              | \$0               | \$2,388          |
| Fund Balance Appropriation  |  | 0          | 0          | 0            | 0          | 0          | 0                | 0                    | 0                 | 0                |
| Operating Transfer          |  | 0          | 0          | 0            | 0          | 0          | 0                | 0                    | 0                 | 0                |
| <b>Total County Funding</b> |  | <b>\$0</b> | <b>\$0</b> | <b>\$733</b> | <b>\$0</b> | <b>\$0</b> | <b>\$733</b>     | <b>\$1,655</b>       | <b>\$0</b>        | <b>\$2,388</b>   |
| 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                |
| <b>Total Funding</b>        |  | <b>\$0</b> | <b>\$0</b> | <b>\$733</b> | <b>\$0</b> | <b>\$0</b> | <b>\$733</b>     | <b>\$1,655</b>       | <b>\$0</b>        | <b>\$2,388</b>   |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                    |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 144.4          | 144.4          | 144.4          | 213.4          | 213.4          | 144.4          | 213.4          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$144.4</b> | <b>\$144.4</b> | <b>\$144.4</b> | <b>\$213.4</b> | <b>\$213.4</b> | <b>\$144.4</b> | <b>\$213.4</b> |
| <b>Increase to Water User Fee:</b> | <b>6.2¢</b>    | <b>6.1¢</b>    | <b>6.0¢</b>    | <b>8.8¢</b>    | <b>8.7¢</b>    | <b>6.2¢</b>    | <b>8.6¢</b>    |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Pinefield        |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                              |                          |
|---|------------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Water User</b> 0%         | <b>Requested By:</b> PGM |
| <b>Bryans Village Waterline Interconnection</b>   | <b>Water Connection</b> 100% | <b>Project #:</b> 6147   |
| <p>The northern part of Bryans Road needs an additional water line for redundancy. The project includes the design and construction of an 8 inch water line interconnection between South Hampton Subdivision to connect Bryan's Village Subdivision (850'+/-) and Bryan's Village Subdivision to the Marshall Grove Subdivision (750'+/-).</p> |                              |                          |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>  |                              |                          |

| EXPENSE BUDGET              | FY 2021     | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year         |                   |                |                |
|-----------------------------|-------------|--------------|--------------|--------------|--------------|----------------|-------------------|----------------|----------------|
|                             |             |              |              |              |              | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$30        | \$50         | \$40         | \$20         | \$10         | \$150          | \$0               | \$0            | \$150          |
| Land & ROW                  | 0           | 40           | 40           | 0            | 0            | 80             | 0                 | 0              | 80             |
| Construction                | 0           | 0            | 600          | 600          | 300          | 1,500          | 0                 | 0              | 1,500          |
| Equipment                   | 0           | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Administration              | 35          | 35           | 20           | 20           | 19           | 129            | 0                 | 0              | 129            |
| Administration - FAS        | 3           | 3            | 3            | 3            | 3            | 15             | 0                 | 0              | 15             |
| Inspection                  | 0           | 0            | 25           | 50           | 10           | 85             | 0                 | 0              | 85             |
| Miscellaneous               | 0           | 0            | 6            | 4            | 7            | 17             | 0                 | 0              | 17             |
| Contingency                 | 0           | 0            | 22           | 86           | 57           | 165            | 0                 | 0              | 165            |
| <b>Total Outlay</b>         | <b>\$68</b> | <b>\$128</b> | <b>\$756</b> | <b>\$783</b> | <b>\$406</b> | <b>\$2,141</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,141</b> |

| FINANCING SOURCES           |  | FY 2021     | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year         |                   |                |                |
|-----------------------------|--|-------------|--------------|--------------|--------------|--------------|----------------|-------------------|----------------|----------------|
|                             |  |             |              |              |              |              | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Bonds (15 Year)             |  | \$68        | \$128        | \$756        | \$783        | \$406        | \$2,141        | \$0               | \$0            | \$2,141        |
| Fund Balance Appropriation  |  | 0           | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Operating Transfer          |  | 0           | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| <b>Total County Funding</b> |  | <b>\$68</b> | <b>\$128</b> | <b>\$756</b> | <b>\$783</b> | <b>\$406</b> | <b>\$2,141</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,141</b> |
| 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              |
| <b>Total Funding</b>        |  | <b>\$68</b> | <b>\$128</b> | <b>\$756</b> | <b>\$783</b> | <b>\$406</b> | <b>\$2,141</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,141</b> |

| Operating Budget Impact            | FY 2021      | FY 2022      | FY 2023       | FY 2024       | FY 2025        | Approp. Beyond |                |
|------------------------------------|--------------|--------------|---------------|---------------|----------------|----------------|----------------|
|                                    |              |              |               |               |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00         | 0.00         | 0.00          | 0.00          | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0          | 0.0          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 6.4          | 18.4          | 89.5          | 163.2          | 0.0            | 201.6          |
| Vehicle & Equipment Lease          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$6.4</b> | <b>\$18.4</b> | <b>\$89.5</b> | <b>\$163.2</b> | <b>\$0.0</b>   | <b>\$201.6</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Bryans Road      |

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|  |                       |                   |
|--|-----------------------|-------------------|
| <b>PROJECT NAME:</b>   | Water User 0%         | Requested By: PGM |
| <b>Mill Hill Waterline Extension</b>   | Water Connection 100% | Project #: 6148   |
| Design and construct an 8 inch DIP water main extension from Super PI to the existing 8 inch line 600' north of Devonfield Ave to interconnect neighborhoods and increase water system reliability. (630') |                       |                   |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)  |                       |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|--------------|--------------|------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Architectural & Engineering | \$16         | \$10         | \$0        | \$0        | \$0        | \$26                 | \$0               | \$0            | \$26          |
| Land & ROW                  | 20           | 0            | 0          | 0          | 0          | 20                   | 0                 | 0              | 20            |
| Construction                | 150          | 105          | 0          | 0          | 0          | 255                  | 0                 | 0              | 255           |
| Equipment                   | 0            | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Administration              | 13           | 13           | 0          | 0          | 0          | 26                   | 0                 | 0              | 26            |
| Administration - FAS        | 3            | 3            | 0          | 0          | 0          | 6                    | 0                 | 0              | 6             |
| Inspection                  | 7            | 6            | 0          | 0          | 0          | 13                   | 0                 | 0              | 13            |
| Miscellaneous               | 2            | 1            | 0          | 0          | 0          | 3                    | 0                 | 0              | 3             |
| Contingency                 | 0            | 28           | 0          | 0          | 0          | 28                   | 0                 | 0              | 28            |
| <b>Total Outlay</b>         | <b>\$211</b> | <b>\$166</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$377</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$377</b>  |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|--------------|--------------|------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Bonds (15 Year)             | \$211        | \$166        | \$0        | \$0        | \$0        | \$377                | \$0               | \$0            | \$377         |
| Fund Balance Appropriation  | 0            | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Operating Transfer          | 0            | 0            | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| <b>Total County Funding</b> | <b>\$211</b> | <b>\$166</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$377</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$377</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$211</b> | <b>\$166</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$377</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$377</b>  |

| Operating Budget Impact            | FY 2021      | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|---------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00          | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 19.7          | 35.3          | 35.3          | 35.3          | 0.0               | 35.3           |
| Vehicle & Equipment Lease          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$19.7</b> | <b>\$35.3</b> | <b>\$35.3</b> | <b>\$35.3</b> | <b>\$0.0</b>      | <b>\$35.3</b>  |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>       | <b>0.0¢</b>    |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Waldorf, MD      |

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|   |                       |                   |
|---|-----------------------|-------------------|
| <b>PROJECT NAME:</b>  | Water User 0%         | Requested By: PGM |
| <b>Strawberry Hills Waterline</b>   | Water Connection 100% | Project #: 6149   |
| <p>The Bryans Road water system needs redundancy for fire storage and adequate pressure. This project includes the design and construction of a new 16 inch DIP water main along Strawberry Hills Drive from Marshall Hall Rd to New Bryans Road Tower to be located on Parcel 0215 Grid 0012 map 0005. (2700').</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p> |                       |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$65         | \$43         | \$0          | \$0        | \$0        | \$108                | \$0               | \$0            | \$108          |
| Land & ROW                  | 50           | 50           | 0            | 0          | 0          | 100                  | 0                 | 0              | 100            |
| Construction                | 0            | 430          | 650          | 0          | 0          | 1,080                | 0                 | 0              | 1,080          |
| Equipment                   | 0            | 0            | 0            | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 35           | 35           | 30           | 0          | 0          | 100                  | 0                 | 0              | 100            |
| Administration - FAS        | 3            | 3            | 3            | 0          | 0          | 9                    | 0                 | 0              | 9              |
| Inspection                  | 0            | 20           | 34           | 0          | 0          | 54                   | 0                 | 0              | 54             |
| Miscellaneous               | 0            | 7            | 5            | 0          | 0          | 12                   | 0                 | 0              | 12             |
| Contingency                 | 0            | 50           | 69           | 0          | 0          | 119                  | 0                 | 0              | 119            |
| <b>Total Outlay</b>         | <b>\$153</b> | <b>\$638</b> | <b>\$791</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,582</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,582</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)             | \$153        | \$638        | \$791        | \$0        | \$0        | \$1,582              | \$0               | \$0            | \$1,582        |
| Fund Balance Appropriation  | 0            | 0            | 0            | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0            | 0            | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$153</b> | <b>\$638</b> | <b>\$791</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,582</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,582</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$153</b> | <b>\$638</b> | <b>\$791</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,582</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,582</b> |

| Operating Budget Impact            | FY 2021      | FY 2022       | FY 2023       | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|---------------|---------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00          | 0.00          | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 14.3          | 74.2          | 148.6          | 148.6          | 0.0               | 148.6          |
| Vehicle & Equipment Lease          | 0.0          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$14.3</b> | <b>\$74.2</b> | <b>\$148.6</b> | <b>\$148.6</b> | <b>\$0.0</b>      | <b>\$148.6</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>       | <b>0.0¢</b>    |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Bryans Road      |



**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |                              |                          |
|--|------------------------------|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Water User</b> 0%         | <b>Requested By:</b> PGM |
| <b>Marshall Hall Road Waterline Extension</b>  | <b>Water Connection</b> 100% | <b>Project #:</b> 6150   |
| In order to provide redundancy in the northern end of the Bryans Road water system a waterloop is needed along Marshall Hall Road. This includes the design and construction of a new 12" waterline from McCormick Dr. to the existing 12" line 300' south of Lantana Dr. (1800'). |                              |                          |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)  |                              |                          |

| EXPENSE BUDGET              | FY 2021     | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year        |                   |                |               |
|-----------------------------|-------------|--------------|--------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |             |              |              |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
| Architectural & Engineering | \$32        | \$15         | \$7          | \$0        | \$0        | \$54          | \$0               | \$0            | \$54          |
| Land & ROW                  | 20          | 0            | 0            | 0          | 0          | 20            | 0                 | 0              | 20            |
| Construction                | 0           | 400          | 140          | 0          | 0          | 540           | 0                 | 0              | 540           |
| Equipment                   | 0           | 0            | 0            | 0          | 0          | 0             | 0                 | 0              | 0             |
| Administration              | 19          | 15           | 15           | 0          | 0          | 49            | 0                 | 0              | 49            |
| Administration - FAS        | 3           | 3            | 3            | 0          | 0          | 9             | 0                 | 0              | 9             |
| Inspection                  | 0           | 20           | 7            | 0          | 0          | 27            | 0                 | 0              | 27            |
| Miscellaneous               | 0           | 1            | 5            | 0          | 0          | 6             | 0                 | 0              | 6             |
| Contingency                 | 0           | 16           | 43           | 0          | 0          | 59            | 0                 | 0              | 59            |
| <b>Total Outlay</b>         | <b>\$74</b> | <b>\$470</b> | <b>\$220</b> | <b>\$0</b> | <b>\$0</b> | <b>\$764</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$764</b>  |

| FINANCING SOURCES           |  | FY 2021     | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year        |                   |                |               |
|-----------------------------|--|-------------|--------------|--------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |  |             |              |              |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
| Bonds (15 Year)             |  | \$74        | \$470        | \$220        | \$0        | \$0        | \$764         | \$0               | \$0            | \$764         |
| Fund Balance Appropriation  |  | 0           | 0            | 0            | 0          | 0          | 0             | 0                 | 0              | 0             |
| Operating Transfer          |  | 0           | 0            | 0            | 0          | 0          | 0             | 0                 | 0              | 0             |
| <b>Total County Funding</b> |  | <b>\$74</b> | <b>\$470</b> | <b>\$220</b> | <b>\$0</b> | <b>\$0</b> | <b>\$764</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$764</b>  |
| 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             |
| <b>Total Funding</b>        |  | <b>\$74</b> | <b>\$470</b> | <b>\$220</b> | <b>\$0</b> | <b>\$0</b> | <b>\$764</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$764</b>  |

| Operating Budget Impact            | FY 2021      | FY 2022      | FY 2023       | FY 2024       | FY 2025       | Approp. Beyond |               |
|------------------------------------|--------------|--------------|---------------|---------------|---------------|----------------|---------------|
|                                    |              |              |               |               |               | thru FY20      | FY 2025       |
| No. of Personnel                   | 0.00         | 0.00         | 0.00          | 0.00          | 0.00          | 0.00           | 0.00          |
| Personnel Costs                    | 0.0          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| Operating                          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>  |
| Debt Service: Bonds                | 0.0          | 6.9          | 51.0          | 71.7          | 71.7          | 0.0            | 71.7          |
| Vehicle & Equipment Lease          | 0.0          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$6.9</b> | <b>\$51.0</b> | <b>\$71.7</b> | <b>\$71.7</b> | <b>\$0.0</b>   | <b>\$71.7</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>    | <b>0.0¢</b>   |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Marshall Hall    |

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|   |                                       |                   |  |
|---|---------------------------------------|-------------------|--|
| <b>PROJECT NAME:</b><br><b>Middletown Rd-Bensville Rd Waterline Interconnection</b>   | <b>Water User</b><br>Water Connection | <b>0%</b><br>100% | <b>Requested By:</b> PGM<br><b>Project #:</b> 6141 |
| <p>Several communities in the Bensville area are served by a single water distribution main and this loop will provide the necessary redundancy to the Brookwood, Linden Grove, Brentwood, Kingview, and Highgrove neighborhoods. This project includes the design and construction of a new 16" Water Main loop to the Bensville Area from Middletown Rd, along the Cross County Connector Right of way to Highgrove Drive. (16,500')</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p> |                                       |                   |  |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023        | FY 2024      | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|----------------|--------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0          | \$185          | \$30           | \$0          | \$0        | \$215                | \$335             | \$0            | \$550          |
| Land & ROW                  | 20           | 91             | 0              | 0            | 0          | 111                  | 0                 | 0              | 111            |
| Construction                | 0            | 1,000          | 1,000          | 500          | 0          | 2,500                | 3,005             | 0              | 5,505          |
| Equipment                   | 0            | 0              | 0              | 0            | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 95           | 100            | 150            | 120          | 0          | 465                  | 0                 | 0              | 465            |
| Administration - FAS        | 3            | 3              | 3              | 3            | 0          | 12                   | 0                 | 0              | 12             |
| Inspection                  | 0            | 100            | 100            | 17           | 0          | 217                  | 58                | 0              | 275            |
| Miscellaneous               | 0            | 0              | 0              | 0            | 0          | 0                    | 81                | 0              | 81             |
| Contingency                 | 0            | 160            | 55             | 0            | 0          | 215                  | 390               | 0              | 605            |
| <b>Total Outlay</b>         | <b>\$118</b> | <b>\$1,639</b> | <b>\$1,338</b> | <b>\$640</b> | <b>\$0</b> | <b>\$3,735</b>       | <b>\$3,868</b>    | <b>\$0</b>     | <b>\$7,603</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022        | FY 2023        | FY 2024      | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|----------------|--------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)             | \$118        | \$1,639        | \$1,338        | \$640        | \$0        | \$3,735              | \$3,868           | \$0            | \$7,603        |
| Fund Balance Appropriation  | 0            | 0              | 0              | 0            | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0              | 0              | 0            | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$118</b> | <b>\$1,639</b> | <b>\$1,338</b> | <b>\$640</b> | <b>\$0</b> | <b>\$3,735</b>       | <b>\$3,868</b>    | <b>\$0</b>     | <b>\$7,603</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$118</b> | <b>\$1,639</b> | <b>\$1,338</b> | <b>\$640</b> | <b>\$0</b> | <b>\$3,735</b>       | <b>\$3,868</b>    | <b>\$0</b>     | <b>\$7,603</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 337.5          | 348.6          | 502.3          | 628.2          | 688.5          | 337.5             | 688.5          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$337.5</b> | <b>\$348.6</b> | <b>\$502.3</b> | <b>\$628.2</b> | <b>\$688.5</b> | <b>\$337.5</b>    | <b>\$688.5</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>       | <b>0.0¢</b>    |

|                               |
|-------------------------------|
| <b>LOCATION:</b><br>Bensville |
|-------------------------------|

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|  |                      |                   |
|--|----------------------|-------------------|
| <b>PROJECT NAME:</b>   | Water User 25%       | Requested By: PGM |
| <b>WSSC Waldorf Interconnection</b>  | Water Connection 75% | Project #: 6121   |
| Substantial water infrastructure upgrades are necessary to prepare the Waldorf water system for an additional interconnection to the WSSC water system along US 301 to Brandywine. This would include the design and construction. |                      |                   |
| Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)   |                      |                   |
| <b>PRIORITY</b>  |                      |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025  | Project Total   |
|-----------------------------|--------------|--------------|----------------|----------------|----------------|----------------------|-------------------|-----------------|-----------------|
| Architectural & Engineering | \$100        | \$500        | \$500          | \$500          | \$500          | \$2,100              | \$450             | \$3,400         | \$5,950         |
| Land & ROW                  | 0            | 100          | 100            | 100            | 100            | 400                  | 0                 | 600             | 1,000           |
| Construction                | 0            | 0            | 6,000          | 5,000          | 5,000          | 16,000               | 0                 | 34,000          | 50,000          |
| Equipment                   | 0            | 0            | 0              | 0              | 0              | 0                    | 0                 | 0               | 0               |
| Administration              | 20           | 100          | 375            | 375            | 375            | 1,245                | 22                | 2,550           | 3,817           |
| Administration - FAS        | 3            | 3            | 3              | 3              | 3              | 15                   | 6                 | 18              | 39              |
| Inspection                  | 0            | 0            | 300            | 200            | 200            | 700                  | 0                 | 1,700           | 2,400           |
| Miscellaneous               | 0            | 5            | 5              | 5              | 5              | 20                   | 0                 | 34              | 54              |
| Contingency                 | 0            | 250          | 250            | 250            | 250            | 1,000                | 0                 | 3,400           | 4,400           |
| <b>Total Outlay</b>         | <b>\$123</b> | <b>\$958</b> | <b>\$7,533</b> | <b>\$6,433</b> | <b>\$6,433</b> | <b>\$21,480</b>      | <b>\$478</b>      | <b>\$45,702</b> | <b>\$67,660</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025  | Project Total   |
|-----------------------------|--------------|--------------|----------------|----------------|----------------|----------------------|-------------------|-----------------|-----------------|
| Bonds (30 Year)             | \$123        | \$958        | \$7,533        | \$6,433        | \$6,433        | \$21,480             | \$478             | \$45,702        | \$67,660        |
| Fund Balance Appropriation  | 0            | 0            | 0              | 0              | 0              | 0                    | 0                 | 0               | 0               |
| Operating Transfer          | 0            | 0            | 0              | 0              | 0              | 0                    | 0                 | 0               | 0               |
| <b>Total County Funding</b> | <b>\$123</b> | <b>\$958</b> | <b>\$7,533</b> | <b>\$6,433</b> | <b>\$6,433</b> | <b>\$21,480</b>      | <b>\$478</b>      | <b>\$45,702</b> | <b>\$67,660</b> |
| 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               |
| <b>Total Funding</b>        | <b>\$123</b> | <b>\$958</b> | <b>\$7,533</b> | <b>\$6,433</b> | <b>\$6,433</b> | <b>\$21,480</b>      | <b>\$478</b>      | <b>\$45,702</b> | <b>\$67,660</b> |

| Operating Budget Impact            | FY 2021       | FY 2022       | FY 2023       | FY 2024        | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|------------------------------------|---------------|---------------|---------------|----------------|------------------|-------------------|------------------|
| No. of Personnel                   | 0.00          | 0.00          | 0.00          | 0.00           | 0.00             | 0.00              | 0.00             |
| Personnel Costs                    | 0.0           | 0.0           | 0.0           | 0.0            | 0.0              | 0.0               | 0.0              |
| Operating                          | 0.0           | 0.0           | 0.0           | 0.0            | 0.0              | 0.0               | 0.0              |
| <b>Total Operating</b>             | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>      | <b>\$0.0</b>     |
| Debt Service: Bonds                | 27.9          | 35.9          | 99.0          | 597.9          | 1,023.9          | 27.9              | 4,496.1          |
| Vehicle & Equipment Lease          | 0.0           | 0.0           | 0.0           | 0.0            | 0.0              | 0.0               | 0.0              |
| <b>Total Impact</b>                | <b>\$27.9</b> | <b>\$35.9</b> | <b>\$99.0</b> | <b>\$597.9</b> | <b>\$1,023.9</b> | <b>\$27.9</b>     | <b>\$4,496.1</b> |
| <b>Increase to Water User Fee:</b> | <b>0.3¢</b>   | <b>0.4¢</b>   | <b>1.0¢</b>   | <b>6.2¢</b>    | <b>10.4¢</b>     | <b>0.3¢</b>       | <b>45.2¢</b>     |

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| <b>LOCATION:</b> |
| Waldorf          |

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|   |                      |                   |
|---|----------------------|-------------------|
| <b>PROJECT NAME:</b>  | Water User 55%       | Requested By: PGM |
| <b>Waldorf Fire House Water Tower Replacement</b>   | Water Connection 45% | Project #: 6151   |
| Waldorf Urban Redevelopment Center area development will require an additional tower for fire storage volume and pressure in the system. The project is for the design and construction based on a new 2MG water tower. |                      |                   |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)   |                      |                   |
| <b>PRIORITY</b>   |                      |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|----------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$90         | \$200          | \$200          | \$0        | \$0        | \$490                | \$0               | \$0            | \$490          |
| Land & ROW                  | 0            | 20             | 0              | 0          | 0          | 20                   | 0                 | 0              | 20             |
| Construction                | 0            | 2,500          | 2,000          | 0          | 0          | 4,500                | 0                 | 0              | 4,500          |
| Equipment                   | 0            | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 56           | 160            | 160            | 0          | 0          | 376                  | 0                 | 0              | 376            |
| Administration - FAS        | 3            | 3              | 3              | 0          | 0          | 9                    | 0                 | 0              | 9              |
| Inspection                  | 0            | 112            | 113            | 0          | 0          | 225                  | 0                 | 0              | 225            |
| Miscellaneous               | 0            | 0              | 50             | 0          | 0          | 50                   | 0                 | 0              | 50             |
| Contingency                 | 0            | 200            | 295            | 0          | 0          | 495                  | 0                 | 0              | 495            |
| <b>Total Outlay</b>         | <b>\$149</b> | <b>\$3,195</b> | <b>\$2,821</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,165</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$6,165</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|----------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)             | \$149        | \$3,195        | \$2,821        | \$0        | \$0        | \$6,165              | \$0               | \$0            | \$6,165        |
| Fund Balance Appropriation  | 0            | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$149</b> | <b>\$3,195</b> | <b>\$2,821</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,165</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$6,165</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$149</b> | <b>\$3,195</b> | <b>\$2,821</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,165</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$6,165</b> |

| Operating Budget Impact            | FY 2021      | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|---------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00          | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 13.9          | 313.6          | 579.2          | 579.2          | 0.0               | 579.2          |
| Vehicle & Equipment Lease          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$13.9</b> | <b>\$313.6</b> | <b>\$579.2</b> | <b>\$579.2</b> | <b>\$0.0</b>      | <b>\$579.2</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0c</b>  | <b>0.3c</b>   | <b>7.2c</b>    | <b>13.1c</b>   | <b>13.0c</b>   | <b>0.0c</b>       | <b>12.8c</b>   |

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|------------------|--|
| <b>LOCATION:</b> |  |
| Waldorf          |  |

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                      |                   |
|---|----------------------|-------------------|
| <b>PROJECT NAME:</b>  | Water User 55%       | Requested By: PGM |
| <b>Waldorf Urban Redevelopment Center Water</b>   | Water Connection 45% | Project #: 6152   |
| <b>Distribution</b>   |                      |                   |
| With the construction of a new tower on the Waldorf Fire House site, waterline extensions to the existing system will require upsizing and extension. Design and construction of 12" water lines from the tower to Leonardtown Rd (1300') and from the Tower to Crain Highway (650') to tie into the existing Waldorf System. |                      |                   |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)   |                      |                   |
| <b>PRIORITY</b>   |                      |                   |

| EXPENSE BUDGET              | FY 2021     | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|-------------|--------------|--------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$45        | \$35         | \$30         | \$0        | \$0        | \$110                | \$0               | \$0            | \$110          |
| Land & ROW                  | 0           | 50           | 50           | 0          | 0          | 100                  | 0                 | 0              | 100            |
| Construction                | 0           | 400          | 700          | 0          | 0          | 1,100                | 0                 | 0              | 1,100          |
| Equipment                   | 0           | 0            | 0            | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 40          | 30           | 31           | 0          | 0          | 101                  | 0                 | 0              | 101            |
| Administration - FAS        | 3           | 3            | 3            | 0          | 0          | 9                    | 0                 | 0              | 9              |
| Inspection                  | 0           | 25           | 30           | 0          | 0          | 55                   | 0                 | 0              | 55             |
| Miscellaneous               | 0           | 0            | 12           | 0          | 0          | 12                   | 0                 | 0              | 12             |
| Contingency                 | 0           | 0            | 121          | 0          | 0          | 121                  | 0                 | 0              | 121            |
| <b>Total Outlay</b>         | <b>\$88</b> | <b>\$543</b> | <b>\$977</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,608</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,608</b> |

| FINANCING SOURCES           | FY 2021     | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|-------------|--------------|--------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)             | \$88        | \$543        | \$977        | \$0        | \$0        | \$1,608              | \$0               | \$0            | \$1,608        |
| Fund Balance Appropriation  | 0           | 0            | 0            | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0           | 0            | 0            | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$88</b> | <b>\$543</b> | <b>\$977</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,608</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,608</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$88</b> | <b>\$543</b> | <b>\$977</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,608</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,608</b> |

| Operating Budget Impact            | FY 2021      | FY 2022      | FY 2023       | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|--------------|---------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00         | 0.00          | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 8.2          | 59.2          | 151.1          | 151.1          | 0.0               | 151.1          |
| Vehicle & Equipment Lease          | 0.0          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$8.2</b> | <b>\$59.2</b> | <b>\$151.1</b> | <b>\$151.1</b> | <b>\$0.0</b>      | <b>\$151.1</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>  | <b>0.2¢</b>  | <b>1.4¢</b>   | <b>3.4¢</b>    | <b>3.4¢</b>    | <b>0.0¢</b>       | <b>3.3¢</b>    |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Waldorf, MD      |

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|  |                             |                          |
|--|-----------------------------|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Water User</b> 50%       | <b>Requested By:</b> DPW |
| <b>Old Washington Road Watermain Extension</b>   | <b>Water Connection</b> 50% | <b>Project #:</b> 6041   |
| <p>As recommended in the Waldorf Urban Redevelopment Corridor Implementation Study, the waterline along Old Washington Road must be replaced to increase water distribution capacity, increase fire flow, and remove the existing aging infrastructure. This water line will extend from MD 5 Business to Substation Road, which will also allow greater distribution of the water from the Pinefield water tower.</p> |                             |                          |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>  |                             |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$30         | \$0        | \$0        | \$0        | \$0        | \$30                 | \$170             | \$0            | \$200          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0                    | 175               | 0              | 175            |
| Construction                | 300          | 0          | 0          | 0          | 0          | 300                  | 746               | 0              | 1,046          |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 25           | 0          | 0          | 0          | 0          | 25                   | 48                | 0              | 73             |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3                    | 0                 | 0              | 3              |
| Inspection                  | 0            | 0          | 0          | 0          | 0          | 0                    | 76                | 0              | 76             |
| Miscellaneous               | 0            | 0          | 0          | 0          | 0          | 0                    | 66                | 0              | 66             |
| Contingency                 | 30           | 0          | 0          | 0          | 0          | 30                   | 72                | 0              | 102            |
| <b>Total Outlay</b>         | <b>\$388</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$388</b>         | <b>\$1,352</b>    | <b>\$0</b>     | <b>\$1,740</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)             | \$388        | \$0        | \$0        | \$0        | \$0        | \$388                | \$1,352           | \$0            | \$1,740        |
| Fund Balance Appropriation  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$388</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$388</b>         | <b>\$1,352</b>    | <b>\$0</b>     | <b>\$1,740</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$388</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$388</b>         | <b>\$1,352</b>    | <b>\$0</b>     | <b>\$1,740</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 118.0          | 154.2          | 154.2          | 154.2          | 154.2          | 118.0             | 154.2          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$118.0</b> | <b>\$154.2</b> | <b>\$154.2</b> | <b>\$154.2</b> | <b>\$154.2</b> | <b>\$118.0</b>    | <b>\$154.2</b> |
| <b>Increase to Water User Fee:</b> | <b>2.5¢</b>    | <b>3.3¢</b>    | <b>3.2¢</b>    | <b>3.2¢</b>    | <b>3.1¢</b>    | <b>2.5¢</b>       | <b>3.1¢</b>    |

|                     |
|---------------------|
| <b>LOCATION:</b>    |
| Old Washington Road |

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                  |                   |
|--|------------------|-------------------|
| <b>PROJECT NAME:</b>                           | Water User 50.0% | Requested By: DPW |
| <b>Automation &amp; Technology Master Plan</b> | Water Connection | Project #: 6140   |
|  | Sewer User 50.0% |                   |
|  | Sewer Connection |                   |

This project is the result of an extensive study to determine the Information Technology needs of the Utilities Division in order to bring it into the 21st century. The project includes emphasis on Supervisor, Control, and Data Acquisition (SCADA), regulatory compliance, data management, work management, and performance management, among other issues. The ultimate goal of this project is for the Department of Public Works - Utilities to accomplish its functions even in periods of growth without adding field staff and to make more efficient use of the resources currently available.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

| EXPENSE BUDGET              | FY 2021    | FY 2022    | FY 2023        | FY 2024        | FY 2025    | 5-Year         |                   |                | Project Total  |
|-----------------------------|------------|------------|----------------|----------------|------------|----------------|-------------------|----------------|----------------|
|                             |            |            |                |                |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 |                |
| Architectural & Engineering | \$0        | \$0        | \$73           | \$73           | \$0        | \$146          | \$2,369           | \$0            | \$2,515        |
| Land & ROW                  | 0          | 0          | 0              | 0              | 0          | 0              | 0                 | 0              | 0              |
| Construction                | 0          | 0          | 725            | 725            | 0          | 1,450          | 2,998             | 0              | 4,448          |
| Equipment                   | 0          | 0          | 125            | 125            | 0          | 250            | 245               | 0              | 495            |
| Administration              | 0          | 0          | 15             | 15             | 0          | 30             | 138               | 0              | 168            |
| Administration - FAS        | 0          | 0          | 3              | 3              | 0          | 6              | 0                 | 0              | 6              |
| Inspection                  | 0          | 0          | 125            | 125            | 0          | 250            | 252               | 0              | 502            |
| Miscellaneous               | 0          | 0          | 0              | 0              | 0          | 0              | 0                 | 0              | 0              |
| Contingency                 | 0          | 0          | 73             | 73             | 0          | 146            | 164               | 0              | 310            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$1,139</b> | <b>\$1,139</b> | <b>\$0</b> | <b>\$2,278</b> | <b>\$6,166</b>    | <b>\$0</b>     | <b>\$8,444</b> |

| FINANCING SOURCES           |            | FY 2021    | FY 2022        | FY 2023        | FY 2024    | FY 2025        | 5-Year         |            |                |
|-----------------------------|------------|------------|----------------|----------------|------------|----------------|----------------|------------|----------------|
| Bonds (10 Year)             | \$0        | \$0        | \$1,014        | \$1,014        | \$0        | \$2,028        | \$6,166        | \$0        | \$8,194        |
| Fund Balance Appropriation  | 0          | 0          | 0              | 0              | 0          | 0              | 0              | 0          | 0              |
| Operating Transfer          | 0          | 0          | 125            | 125            | 0          | 250            | 0              | 0          | 250            |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,139</b> | <b>\$1,139</b> | <b>\$0</b> | <b>\$2,278</b> | <b>\$6,166</b> | <b>\$0</b> | <b>\$8,444</b> |
| Federal                     | 0          | 0          | 0              | 0              | 0          | 0              | 0              | 0          | 0              |
| State                       | 0          | 0          | 0              | 0              | 0          | 0              | 0              | 0          | 0              |
| Other: WSSC                 | 0          | 0          | 0              | 0              | 0          | 0              | 0              | 0          | 0              |
| Other:                      | 0          | 0          | 0              | 0              | 0          | 0              | 0              | 0          | 0              |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$0</b> | <b>\$1,139</b> | <b>\$1,139</b> | <b>\$0</b> | <b>\$2,278</b> | <b>\$6,166</b> | <b>\$0</b> | <b>\$8,444</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025          | Approp. Beyond |                  |
|------------------------------------|----------------|----------------|----------------|----------------|------------------|----------------|------------------|
|                                    |                |                |                |                |                  | thru FY20      | FY 2025          |
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00             | 0.00           | 0.00             |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0              | 0.0            | 0.0              |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0              | 0.0            | 0.0              |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>   | <b>\$0.0</b>     |
| Debt Service: Bonds                | 744.0          | 744.0          | 744.0          | 873.1          | 1,002.3          | 744.0          | 1,002.3          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0              | 0.0            | 0.0              |
| <b>Total Impact</b>                | <b>\$744.0</b> | <b>\$744.0</b> | <b>\$744.0</b> | <b>\$873.1</b> | <b>\$1,002.3</b> | <b>\$744.0</b> | <b>\$1,002.3</b> |
| <b>Increase to Water User Fee:</b> | <b>15.9¢</b>   | <b>15.7¢</b>   | <b>18.1¢</b>   | <b>18.0¢</b>   | <b>17.9¢</b>     | <b>15.9¢</b>   | <b>20.2¢</b>     |
| <b>Increase to Sewer User Fee:</b> | <b>16.3¢</b>   | <b>16.3¢</b>   | <b>19.1¢</b>   | <b>19.1¢</b>   | <b>19.2¢</b>     | <b>16.3¢</b>   | <b>21.9¢</b>     |
| <b>Combined Fee Increase:</b>      | <b>32.3¢</b>   | <b>32.1¢</b>   | <b>37.2¢</b>   | <b>37.1¢</b>   | <b>37.1¢</b>     | <b>32.3¢</b>   | <b>42.1¢</b>     |

**LOCATION:**  
County-wide

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                       |                   |
|---|-----------------------|-------------------|
| <b>PROJECT NAME:</b>  | Water User 50.0%      | Requested By: DPW |
| <b>Utilities Professional Development &amp; Training Center</b> | Water Connection 0.0% | Project #:        |
|   | Sewer User 50.0%      |                   |
|   | Sewer Connection 0.0% |                   |

This project will construct a building for training, meetings, SCADA/Instrumentation lab, and computer lab. This facility is needed to provide on-going training needed to stay abreast of leading industry technology, techniques, and methods that are currently being implemented.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

| EXPENSE BUDGET              | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025      | 5-Year        |                   |                |                |
|-----------------------------|------------|------------|------------|------------|--------------|---------------|-------------------|----------------|----------------|
|                             |            |            |            |            |              | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$0        | \$0        | \$0        | \$0        | \$125        | \$125         | \$0               | \$85           | \$210          |
| Land & ROW                  | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 0              | 0              |
| Construction                | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 875            | 875            |
| Equipment                   | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 125            | 125            |
| Administration              | 0          | 0          | 0          | 0          | 35           | 35            | 0                 | 35             | 70             |
| Administration - FAS        | 0          | 0          | 0          | 0          | 3            | 3             | 0                 | 3              | 6              |
| Inspection                  | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 125            | 125            |
| Miscellaneous               | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 0              | 0              |
| Contingency                 | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 88             | 88             |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$163</b> | <b>\$163</b>  | <b>\$0</b>        | <b>\$1,336</b> | <b>\$1,499</b> |

| FINANCING SOURCES          | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025      | 5-Year       |            |                |                |
|----------------------------|------------|------------|------------|------------|--------------|--------------|------------|----------------|----------------|
| Bonds (15 Year)            | \$0        | \$0        | \$0        | \$0        | \$163        | \$163        | \$0        | \$1,336        | \$1,499        |
| 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        | \$163        | \$163        | \$0        | \$1,336        | \$1,499        |
| 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              |
| <b>Total Funding</b>       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$163</b> | <b>\$163</b> | <b>\$0</b> | <b>\$1,336</b> | <b>\$1,499</b> |

| Operating Budget Impact            | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. Beyond |                |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------|
|                                    |              |              |              |              |              | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00           | 0.00           |
| Personnel Costs                    | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 0.0            |
| Operating                          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 50.7           |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$50.7</b>  |
| Debt Service: Bonds                | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 141.6          |
| Vehicle & Equipment Lease          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$192.3</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>    | <b>4.9¢</b>    |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>    | <b>5.3¢</b>    |
| <b>Combined Fee Increase:</b>      | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>    | <b>10.2¢</b>   |

**LOCATION:**  
Mattawoman Plant



**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                              |                          |
|---|------------------------------|--------------------------|
| <b>PROJECT NAME:</b>                                      | <b>Water User</b> 50.0%      | <b>Requested By:</b> DPW |
| <b>South Region Operations &amp; Maintenance Facility</b> | <b>Water Connection</b> 0.0% | <b>Project #:</b> 6145   |
|   | <b>Sewer User</b> 50.0%      |                          |
|   | <b>Sewer Connection</b> 0.0% |                          |

This project includes renovations to a currently unused portion of the Bel Alton School/Jude House facility for the South Region Operations and Maintenance staff that is closely located to the sites that they operate and maintain. The current location has inadequate parking, storage, meeting space, and work space for assigned personnel.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |               |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
| Architectural & Engineering | \$15         | \$0        | \$0        | \$0        | \$0        | \$15          | \$0               | \$0            | \$15          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Construction                | 75           | 0          | 0          | 0          | 0          | 75            | 0                 | 0              | 75            |
| Equipment                   | 15           | 0          | 0          | 0          | 0          | 15            | 0                 | 0              | 15            |
| Administration              | 12           | 0          | 0          | 0          | 0          | 12            | 0                 | 0              | 12            |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3             | 0                 | 0              | 3             |
| Inspection                  | 25           | 0          | 0          | 0          | 0          | 25            | 0                 | 0              | 25            |
| Miscellaneous               | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Contingency                 | 8            | 0          | 0          | 0          | 0          | 8             | 0                 | 0              | 8             |
| <b>Total Outlay</b>         | <b>\$153</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$153</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$153</b>  |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
| Bonds (15 Year)             | \$153        | \$0        | \$0        | \$0        | \$0        | \$153         | \$0               | \$0            | \$153         |
| Fund Balance Appropriation  | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Operating Transfer          | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| <b>Total County Funding</b> | <b>\$153</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$153</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$153</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$153</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$153</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$153</b>  |

| Operating Budget Impact            | FY 2021      | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp.      | Beyond        |
|------------------------------------|--------------|---------------|---------------|---------------|---------------|--------------|---------------|
|                                    |              |               |               |               |               | thru FY20    | FY 2025       |
| No. of Personnel                   | 0.00         | 0.00          | 0.00          | 0.00          | 0.00          | 0.00         | 0.00          |
| Personnel Costs                    | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0          | 0.0           |
| Operating                          | 0.0          | 0.0           | 0.0           | 33.9          | 64.0          | 0.0          | 30.0          |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$33.9</b> | <b>\$64.0</b> | <b>\$0.0</b> | <b>\$30.0</b> |
| Debt Service: Bonds                | 0.0          | 14.3          | 14.3          | 14.3          | 14.3          | 0.0          | 14.3          |
| Vehicle & Equipment Lease          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0          | 0.0           |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$14.3</b> | <b>\$14.3</b> | <b>\$48.2</b> | <b>\$78.3</b> | <b>\$0.0</b> | <b>\$44.3</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>  | <b>0.3¢</b>   | <b>0.3¢</b>   | <b>1.0¢</b>   | <b>1.6¢</b>   | <b>0.0¢</b>  | <b>1.5¢</b>   |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>0.3¢</b>   | <b>0.3¢</b>   | <b>1.1¢</b>   | <b>1.7¢</b>   | <b>0.0¢</b>  | <b>1.6¢</b>   |
| <b>Combined Fee Increase:</b>      | <b>0.0¢</b>  | <b>0.6¢</b>   | <b>0.6¢</b>   | <b>2.1¢</b>   | <b>3.3¢</b>   | <b>0.0¢</b>  | <b>3.1¢</b>   |

**LOCATION:**  
TBD

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                       |                   |
|--|-----------------------|-------------------|
| <b>PROJECT NAME:</b>                       | Water User 50.0%      | Requested By: DPW |
| <b>Utilities Waldorf Regional Facility</b> | Water Connection 0.0% | Project #:        |
|  | Sewer User 50.0%      |                   |
|  | Sewer Connection 0.0% |                   |

This project will construct a facility on County owned property for Utilities staff that serve the Waldorf area. Facility includes office space, parking area, and equipment storage/maintenance area. The Waldorf area has the largest water/sewer customer base in the County.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

| EXPENSE BUDGET              | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025      | 5-Year        |                   |                |                |
|-----------------------------|------------|------------|------------|------------|--------------|---------------|-------------------|----------------|----------------|
|                             |            |            |            |            |              | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$0        | \$0        | \$0        | \$0        | \$375        | \$375         | \$0               | \$175          | \$550          |
| Land & ROW                  | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 0              | 0              |
| Construction                | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 4,750          | 4,750          |
| Equipment                   | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 125            | 125            |
| Administration              | 0          | 0          | 0          | 0          | 35           | 35            | 0                 | 35             | 70             |
| Administration - FAS        | 0          | 0          | 0          | 0          | 3            | 3             | 0                 | 3              | 6              |
| Inspection                  | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 175            | 175            |
| Miscellaneous               | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 0              | 0              |
| Contingency                 | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 475            | 475            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$413</b> | <b>\$413</b>  | <b>\$0</b>        | <b>\$5,738</b> | <b>\$6,151</b> |

| FINANCING SOURCES           |  | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025      | 5-Year        |                   |                |                |
|-----------------------------|--|------------|------------|------------|------------|--------------|---------------|-------------------|----------------|----------------|
|                             |  |            |            |            |            |              | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Bonds (15 Year)             |  | \$0        | \$0        | \$0        | \$0        | \$413        | \$413         | \$0               | \$5,738        | \$6,151        |
| Fund Balance Appropriation  |  | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 0              | 0              |
| Operating Transfer          |  | 0          | 0          | 0          | 0          | 0            | 0             | 0                 | 0              | 0              |
| <b>Total County Funding</b> |  | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$413</b> | <b>\$413</b>  | <b>\$0</b>        | <b>\$5,738</b> | <b>\$6,151</b> |
| 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              |
| <b>Total Funding</b>        |  | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$413</b> | <b>\$413</b>  | <b>\$0</b>        | <b>\$5,738</b> | <b>\$6,151</b> |

| Operating Budget Impact            | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. Beyond |                |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------|
|                                    |              |              |              |              |              | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00           | 0.00           |
| Personnel Costs                    | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 0.0            |
| Operating                          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 35.3           |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$35.3</b>  |
| Debt Service: Bonds                | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 581.0          |
| Vehicle & Equipment Lease          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$616.3</b> |
| <b>Increase to Water User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>    | <b>13.1¢</b>   |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>    | <b>14.3¢</b>   |
| <b>Combined Fee Increase:</b>      | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>    | <b>27.4¢</b>   |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Waldorf, MD      |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEAR 2021**  
*(\$ in thousands)*

**SEWER SUMMARY**

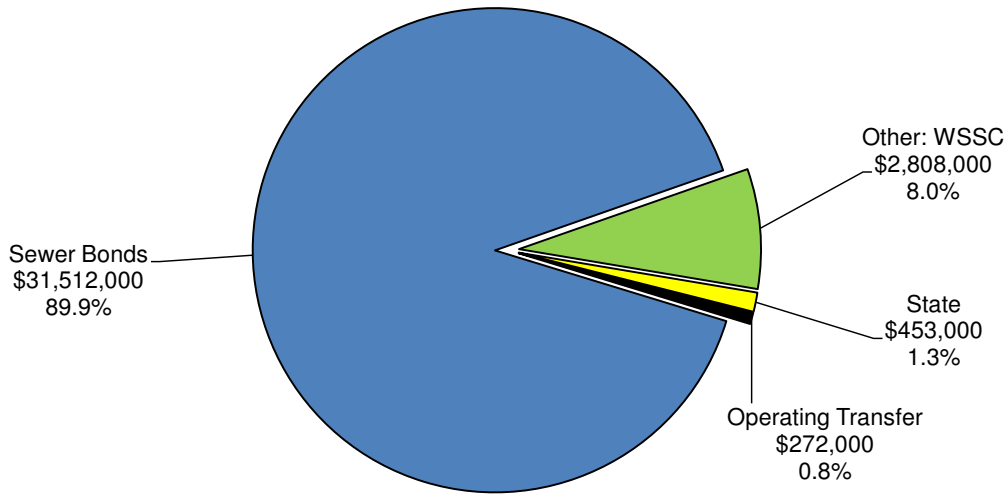
The County owns, operates, maintains, and constructs central sewer systems located throughout the county. These facilities consist of several small package treatment plants and a regional twenty million gallons per day plant. Similar to the water infrastructure, capital cost associated with additional 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 2021         | FY 2022         | FY 2023         | FY 2024        | FY 2025         | 5-Year           | Approp. thru FY20 | Beyond FY 2025  | Project Total    |
|-----------------------------|-----------------|-----------------|-----------------|----------------|-----------------|------------------|-------------------|-----------------|------------------|
|                             |                 |                 |                 |                |                 | Total '21-'25    |                   |                 |                  |
| Architectural & Engineering | \$4,118         | \$4,044         | \$1,895         | \$1,756        | \$1,996         | \$13,809         | \$12,507          | \$1,371         | \$27,688         |
| Land & ROW                  | \$189           | 56              | 59              | 65             | 65              | 434              | 1,486             | 68              | 1,988            |
| Construction                | \$26,706        | 53,196          | 34,410          | 6,653          | 12,315          | 133,280          | 55,464            | 8,433           | 197,178          |
| Equipment                   | \$24            | 0               | 74              | 77             | 0               | 175              | 1,337             | 170             | 1,681            |
| Administration              | \$819           | 932             | 518             | 196            | 231             | 2,697            | 1,625             | 230             | 4,551            |
| Administration - FAS        | \$68            | 60              | 41              | 25             | 25              | 223              | 122               | 18              | 363              |
| Inspection                  | \$1,200         | 2,007           | 1,088           | 439            | 549             | 5,283            | 4,044             | 405             | 9,731            |
| Miscellaneous               | \$47            | 42              | 32              | 22             | 22              | 165              | 77                | 23              | 265              |
| Contingency                 | \$1,874         | 5,214           | 3,387           | 425            | 991             | 11,891           | 4,625             | 592             | 17,108           |
| <b>Total Outlay</b>         | <b>\$35,045</b> | <b>\$65,551</b> | <b>\$41,504</b> | <b>\$9,658</b> | <b>\$16,196</b> | <b>\$167,954</b> | <b>\$81,287</b>   | <b>\$11,310</b> | <b>\$260,551</b> |

| FINANCING SOURCES           | FY 2021         | FY 2022         | FY 2023         | FY 2024        | FY 2025         | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025  | Project Total    |
|-----------------------------|-----------------|-----------------|-----------------|----------------|-----------------|----------------------|-------------------|-----------------|------------------|
|                             |                 |                 |                 |                |                 |                      |                   |                 |                  |
| Fund Balance Appropriation  | 0               | 0               | 0               | 0              | 0               | 0                    | 0                 | 0               | 0                |
| Operating Transfer          | 272             | 103             | 165             | 166            | 102             | 808                  | 1,054             | 103             | 1,966            |
| <b>Total County Funding</b> | <b>\$31,784</b> | <b>\$59,676</b> | <b>\$38,013</b> | <b>\$9,242</b> | <b>\$14,749</b> | <b>\$153,464</b>     | <b>\$74,273</b>   | <b>\$11,310</b> | <b>\$239,048</b> |
| Federal                     | 0               | 0               | 0               | 0              | 0               | 0                    | 0                 | 0               | 0                |
| State                       | 453             | 0               | 0               | 0              | 0               | 453                  | 300               | 0               | 753              |
| Other: WSSC                 | 2,808           | 5,875           | 3,491           | 416            | 1,446           | 14,037               | 6,714             | 0               | 20,750           |
| Other:                      | 0               | 0               | 0               | 0              | 0               | 0                    | 0                 | 0               | 0                |
| <b>Total Funding</b>        | <b>\$35,045</b> | <b>\$65,551</b> | <b>\$41,504</b> | <b>\$9,658</b> | <b>\$16,196</b> | <b>\$167,954</b>     | <b>\$81,287</b>   | <b>\$11,310</b> | <b>\$260,551</b> |

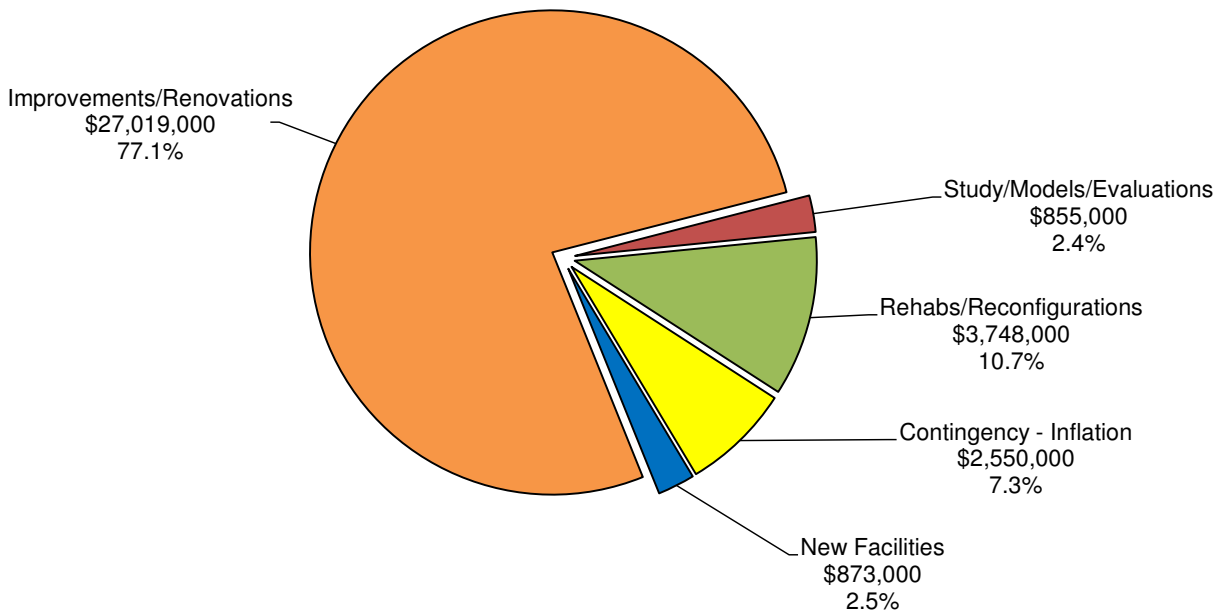
| Operating Budget Impact            | FY 2021          | FY 2022          | FY 2023           | FY 2024           | FY 2025           | Approp. thru FY20 | Beyond FY 2025    |
|------------------------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                    |                  |                  |                   |                   |                   | No. of Personnel  | 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               |                   |
| <b>Total Operating</b>             | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>      | <b>\$0.0</b>      | <b>\$0.0</b>      | <b>\$0.0</b>      | <b>\$58.0</b>     |
| Debt Service: Bonds                | 5,250.1          | 7,636.2          | 11,908.6          | 14,507.3          | 15,201.4          | 5,250.1           | 15,129.4          |
| Vehicle & Equipment Lease          | 0.0              | 0.0              | 0.0               | 0.0               | 0.0               | 0.0               | 0.0               |
| <b>Total Impact</b>                | <b>\$5,250.1</b> | <b>\$7,636.2</b> | <b>\$11,908.6</b> | <b>\$14,507.3</b> | <b>\$15,201.4</b> | <b>\$5,250.1</b>  | <b>\$15,187.4</b> |
| <b>Increase to Sewer User Fee:</b> | <b>\$1.65</b>    | <b>\$2.29</b>    | <b>\$3.41</b>     | <b>\$4.04</b>     | <b>\$4.26</b>     | <b>\$1.61</b>     | <b>\$4.29</b>     |

### FY21 Sewer Financing Sources Total \$35,045,000



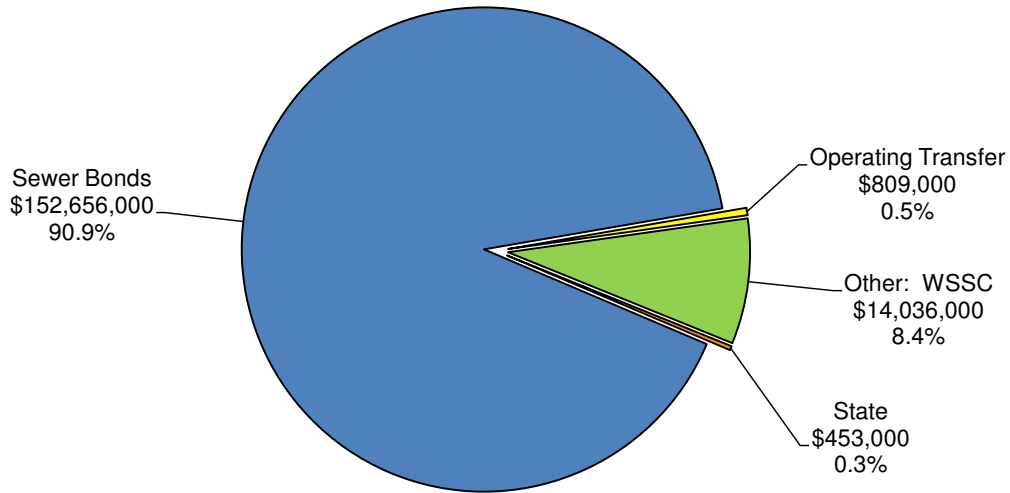
Financing the debt service associated with bonds for sewer projects is recovered primarily from sewer customer connection and user fees.

### FY21 Sewer by Project Type Total \$35,045,000

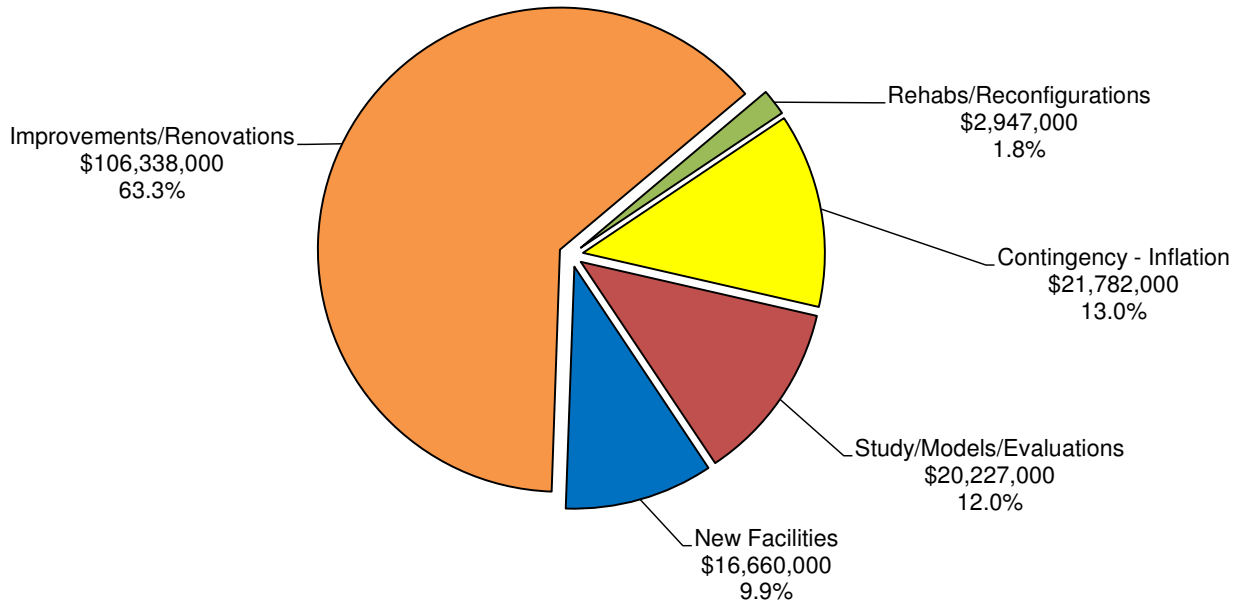


Improvements include funding for Satellite Wastewater Facility Upgrades, various upgrades to the Mattawoman Wastewater Treatment Plant, the Influent/Effluent Pump Station, Swan Point Wastewater Treatment Plant Electrical and Control System Improvements, Post Office Road Sewer Capacity Improvements, Piney Branch Inceptor Sewer Capacity Upgrades Phase II and the Cobb Island Septic Tank Effluent Pump (STEP) Station Rehabs.

**FY21-FY25 Sewer Financing Sources**  
**Total \$167,954,000**



**FY21-FY25 Sewer Projects by Type**  
**Total \$167,954,000**



Improvements includes various improvements at the Mattawoman Wastewater Treatment Plant and various other locations.

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |  |  |
|--|--|--|
| <b>PROJECT NAME:</b><br><b>MWWTP Electrical System Replacement</b>   | <b>Sewer User</b> 55%<br><b>Sewer Connection</b> 45% | <b>Requested By:</b> DPW<br><b>Project #:</b> 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 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                 |
|-----------------------------|----------------|----------------|------------|------------|------------|----------------|-------------------|----------------|-----------------|
|                             |                |                |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$55           | \$55           | \$0        | \$0        | \$0        | \$110          | \$1,046           | \$0            | \$1,156         |
| Land & ROW                  | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| Construction                | 2,025          | 2,025          | 0          | 0          | 0          | 4,050          | 3,925             | 0              | 7,975           |
| Equipment                   | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| Administration              | 12             | 12             | 0          | 0          | 0          | 24             | 90                | 0              | 114             |
| Administration - FAS        | 3              | 0              | 0          | 0          | 0          | 3              | 6                 | 0              | 9               |
| Inspection                  | 86             | 86             | 0          | 0          | 0          | 172            | 220               | 0              | 392             |
| Miscellaneous               | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| Contingency                 | 167            | 203            | 0          | 0          | 0          | 370            | 352               | 0              | 722             |
| <b>Total Outlay</b>         | <b>\$2,348</b> | <b>\$2,381</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,729</b> | <b>\$5,639</b>    | <b>\$0</b>     | <b>\$10,368</b> |

| FINANCING SOURCES          | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                |            |                 |
|----------------------------|----------------|----------------|------------|------------|------------|----------------|----------------|------------|-----------------|
| Bonds (15 Year)            | \$1,996        | \$2,024        | \$0        | \$0        | \$0        | \$4,020        | \$4,793        | \$0        | \$8,813         |
| 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       | \$1,996        | \$2,024        | \$0        | \$0        | \$0        | \$4,020        | \$4,793        | \$0        | \$8,813         |
| Federal                    | 0              | 0              | 0          | 0          | 0          | 0              | 0              | 0          | 0               |
| State                      | 0              | 0              | 0          | 0          | 0          | 0              | 0              | 0          | 0               |
| Other: WSSC @ 15%          | 352            | 357            | 0          | 0          | 0          | 709            | 846            | 0          | 1,555           |
| Other:                     | 0              | 0              | 0          | 0          | 0          | 0              | 0              | 0          | 0               |
| <b>Total Funding</b>       | <b>\$2,348</b> | <b>\$2,381</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,729</b> | <b>\$5,639</b> | <b>\$0</b> | <b>\$10,368</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 418.2          | 604.8          | 794.7          | 794.7          | 794.7          | 418.2             | 794.7          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$418.2</b> | <b>\$604.8</b> | <b>\$794.7</b> | <b>\$794.7</b> | <b>\$794.7</b> | <b>\$418.2</b>    | <b>\$794.7</b> |
| <b>Increase to Sewer User Fee:</b> | <b>10.1¢</b>   | <b>14.6¢</b>   | <b>19.2¢</b>   | <b>19.1¢</b>   | <b>19.1¢</b>   | <b>10.1¢</b>      | <b>19.1¢</b>   |

22824.495

437.1

19.15

|                                     |
|-------------------------------------|
| <b>LOCATION:</b><br>Mattawoman WWTP |
|-------------------------------------|

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                             |                          |
|---|-----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Sewer User</b> 55%       | <b>Requested By:</b> DPW |
| <b>MWWTP Flow Equalization</b>  | <b>Sewer Connection</b> 45% | <b>Project #:</b> 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 2021      | FY 2022         | FY 2023        | FY 2024        | FY 2025        | 5-Year          |                   |                |                 |
|-----------------------------|--------------|-----------------|----------------|----------------|----------------|-----------------|-------------------|----------------|-----------------|
|                             |              |                 |                |                |                | Total '21-'25   | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$475        | \$375           | \$275          | \$275          | \$275          | \$1,675         | \$1,465           | \$0            | \$3,140         |
| Land & ROW                  | 0            | 0               | 0              | 0              | 0              | 0               | 0                 | 0              | 0               |
| Construction                | 0            | 10,475          | 7,985          | 1,400          | 4,675          | 24,535          | 11,550            | 0              | 36,085          |
| Equipment                   | 0            | 0               | 0              | 0              | 0              | 0               | 0                 | 0              | 0               |
| Administration              | 12           | 12              | 12             | 12             | 12             | 60              | 111               | 0              | 171             |
| Administration - FAS        | 3            | 3               | 3              | 3              | 3              | 15              | 6                 | 0              | 21              |
| Inspection                  | 0            | 125             | 125            | 125            | 125            | 500             | 588               | 0              | 1,088           |
| Miscellaneous               | 0            | 0               | 0              | 0              | 0              | 0               | 0                 | 0              | 0               |
| Contingency                 | 0            | 1,048           | 799            | 140            | 468            | 2,455           | 1,156             | 0              | 3,611           |
| <b>Total Outlay</b>         | <b>\$490</b> | <b>\$12,038</b> | <b>\$9,199</b> | <b>\$1,955</b> | <b>\$5,558</b> | <b>\$29,240</b> | <b>\$14,876</b>   | <b>\$0</b>     | <b>\$44,116</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022         | FY 2023        | FY 2024        | FY 2025        |                 |                 |            |                 |
|-----------------------------|--------------|-----------------|----------------|----------------|----------------|-----------------|-----------------|------------|-----------------|
| Bonds (30 Year)             | \$416        | \$10,232        | \$7,819        | \$1,662        | \$4,724        | \$24,853        | \$12,645        | \$0        | \$37,498        |
| Fund Balance Appropriation  | 0            | 0               | 0              | 0              | 0              | 0               | 0               | 0          | 0               |
| Operating Transfer          | 0            | 0               | 0              | 0              | 0              | 0               | 0               | 0          | 0               |
| <b>Total County Funding</b> | <b>\$416</b> | <b>\$10,232</b> | <b>\$7,819</b> | <b>\$1,662</b> | <b>\$4,724</b> | <b>\$24,853</b> | <b>\$12,645</b> | <b>\$0</b> | <b>\$37,498</b> |
| Federal                     | 0            | 0               | 0              | 0              | 0              | 0               | 0               | 0          | 0               |
| State                       | 0            | 0               | 0              | 0              | 0              | 0               | 0               | 0          | 0               |
| Other: WSSC @ 15%           | 74           | 1,806           | 1,380          | 293            | 834            | 4,387           | 2,231           | 0          | 6,618           |
| Other:                      | 0            | 0               | 0              | 0              | 0              | 0               | 0               | 0          | 0               |
| <b>Total Funding</b>        | <b>\$490</b> | <b>\$12,038</b> | <b>\$9,199</b> | <b>\$1,955</b> | <b>\$5,558</b> | <b>\$29,240</b> | <b>\$14,876</b> | <b>\$0</b> | <b>\$44,116</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023          | FY 2024          | FY 2025          | Approp. Beyond<br>thru FY20 FY 2025 |                  |
|------------------------------------|----------------|----------------|------------------|------------------|------------------|-------------------------------------|------------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00             | 0.00             | 0.00             | 0.00                                | 0.00             |
| Personnel Costs                    | 0.0            | 0.0            | 0.0              | 0.0              | 0.0              | 0.0                                 | 0.0              |
| Operating                          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0              | 0.0                                 | 0.0              |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>                        | <b>\$0.0</b>     |
| Debt Service: Bonds                | 737.5          | 764.7          | 1,438.5          | 1,956.3          | 2,066.4          | 737.5                               | 2,381.0          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0              | 0.0                                 | 0.0              |
| <b>Total Impact</b>                | <b>\$737.5</b> | <b>\$764.7</b> | <b>\$1,438.5</b> | <b>\$1,956.3</b> | <b>\$2,066.4</b> | <b>\$737.5</b>                      | <b>\$2,381.0</b> |
| <b>Increase to Sewer User Fee:</b> | <b>17.8¢</b>   | <b>18.5¢</b>   | <b>34.7¢</b>     | <b>47.1¢</b>     | <b>49.8¢</b>     | <b>17.8¢</b>                        | <b>57.3¢</b>     |

**LOCATION:**  
Mattawoman WWTP

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                      |                   |
|---|----------------------|-------------------|
| <b>PROJECT NAME:</b>  | Sewer User 55%       | Requested By: DPW |
| <b>Mattawoman Infiltration and Inflow</b>   | Sewer Connection 45% | Project #: 7144   |
| <b>Phase II</b>   |                      |                   |
| <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>  |                      |                   |
| <b>PRIORITY</b>   |                      |                   |

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year          |                   |                |                 |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|-----------------|-------------------|----------------|-----------------|
|                             |                |                |                |                |                | Total '21-'25   | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$200          | \$600          | \$600          | \$600          | \$600          | \$2,600         | \$592             | \$600          | \$3,792         |
| Land & ROW                  | 100            | 50             | 50             | 50             | 50             | 300             | 200               | 50             | 550             |
| Construction                | 3,514          | 2,400          | 2,400          | 2,400          | 2,400          | 13,114          | 7,298             | 2,400          | 22,812          |
| Equipment                   | 0              | 0              | 0              | 0              | 0              | 0               | 0                 | 0              | 0               |
| Administration              | 15             | 15             | 15             | 15             | 15             | 75              | 30                | 15             | 120             |
| Administration - FAS        | 3              | 3              | 3              | 3              | 3              | 15              | 6                 | 3              | 24              |
| Inspection                  | 75             | 72             | 72             | 72             | 72             | 363             | 111               | 72             | 546             |
| Miscellaneous               | 17             | 17             | 17             | 17             | 17             | 85              | 34                | 17             | 136             |
| Contingency                 | 50             | 50             | 50             | 50             | 50             | 250             | 100               | 50             | 400             |
| <b>Total Outlay</b>         | <b>\$3,974</b> | <b>\$3,207</b> | <b>\$3,207</b> | <b>\$3,207</b> | <b>\$3,207</b> | <b>\$16,802</b> | <b>\$8,371</b>    | <b>\$3,207</b> | <b>\$28,380</b> |

| FINANCING SOURCES          | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Total '21-'25   | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|----------------------------|----------------|----------------|----------------|----------------|----------------|-----------------|-------------------|----------------|-----------------|
| Bonds (30 Year)            | \$3,974        | \$3,207        | \$3,207        | \$3,207        | \$3,207        | \$16,802        | \$8,371           | \$3,207        | \$28,380        |
| 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       | \$3,974        | \$3,207        | \$3,207        | \$3,207        | \$3,207        | \$16,802        | \$8,371           | \$3,207        | \$28,380        |
| Federal                    | 0              | 0              | 0              | 0              | 0              | 0               | 0                 | 0              | 0               |
| State                      | 0              | 0              | 0              | 0              | 0              | 0               | 0                 | 0              | 0               |
| Other: WSSC                | 0              | 0              | 0              | 0              | 0              | 0               | 0                 | 0              | 0               |
| Other:                     | 0              | 0              | 0              | 0              | 0              | 0               | 0                 | 0              | 0               |
| <b>Total Funding</b>       | <b>\$3,974</b> | <b>\$3,207</b> | <b>\$3,207</b> | <b>\$3,207</b> | <b>\$3,207</b> | <b>\$16,802</b> | <b>\$8,371</b>    | <b>\$3,207</b> | <b>\$28,380</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024          | FY 2025          | Approp. Beyond<br>thru FY20 FY 2025 |                  |
|------------------------------------|----------------|----------------|----------------|------------------|------------------|-------------------------------------|------------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00             | 0.00             | 0.00                                | 0.00             |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0              | 0.0              | 0.0                                 | 0.0              |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0              | 0.0              | 0.0                                 | 0.0              |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>                        | <b>\$0.0</b>     |
| Debt Service: Bonds                | 488.2          | 748.4          | 959.6          | 1,172.0          | 1,384.4          | 488.2                               | 1,811.6          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0              | 0.0              | 0.0                                 | 0.0              |
| <b>Total Impact</b>                | <b>\$488.2</b> | <b>\$748.4</b> | <b>\$959.6</b> | <b>\$1,172.0</b> | <b>\$1,384.4</b> | <b>\$488.2</b>                      | <b>\$1,811.6</b> |
| <b>Increase to Sewer User Fee:</b> | <b>11.8¢</b>   | <b>18.1¢</b>   | <b>23.2¢</b>   | <b>28.2¢</b>     | <b>33.4¢</b>     | <b>11.8¢</b>                        | <b>43.6¢</b>     |

|                               |
|-------------------------------|
| <b>LOCATION:</b>              |
| Mattawoman Sewer Service Area |



**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                             |                          |
|---|-----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Sewer User</b> 55%       | <b>Requested By:</b> DPW |
| <b>Mattawoman WWTP Automation</b>   | <b>Sewer Connection</b> 45% | <b>Project #:</b> 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 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|-----------------------------|----------------|----------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |                |                |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$125          | \$125          | \$0        | \$0        | \$0        | \$250          | \$960             | \$0            | \$1,210        |
| Land & ROW                  | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Construction                | 1,650          | 1,650          | 0          | 0          | 0          | 3,300          | 2,730             | 0              | 6,030          |
| Equipment                   | 0              | 0              | 0          | 0          | 0          | 0              | 1,214             | 0              | 1,214          |
| Administration              | 12             | 12             | 0          | 0          | 0          | 24             | 129               | 0              | 153            |
| Administration - FAS        | 3              | 3              | 0          | 0          | 0          | 6              | 9                 | 0              | 15             |
| Inspection                  | 75             | 75             | 0          | 0          | 0          | 150            | 243               | 0              | 393            |
| Miscellaneous               | 0              | 0              | 0          | 0          | 0          | 0              | 1                 | 0              | 1              |
| Contingency                 | 165            | 165            | 0          | 0          | 0          | 330            | 222               | 0              | 552            |
| <b>Total Outlay</b>         | <b>\$2,030</b> | <b>\$2,030</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,060</b> | <b>\$5,508</b>    | <b>\$0</b>     | <b>\$9,568</b> |

| FINANCING SOURCES          | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|----------------------------|----------------|----------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
| Bonds (15 Year)            | \$1,725        | \$1,725        | \$0        | \$0        | \$0        | \$3,450        | \$4,267           | \$0            | \$7,717        |
| Fund Balance Appropriation | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Operating Transfer         | 0              | 0              | 0          | 0          | 0          | 0              | 115               | 0              | 115            |
| Total County Funding       | \$1,725        | \$1,725        | \$0        | \$0        | \$0        | \$3,450        | \$4,383           | \$0            | \$7,833        |
| Federal                    | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| State                      | 0              | 0              | 0          | 0          | 0          | 0              | 300               | 0              | 300            |
| Other: WSSC @ 15%          | 305            | 305            | 0          | 0          | 0          | 610            | 825               | 0              | 1,435          |
| Other:                     | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| <b>Total Funding</b>       | <b>\$2,030</b> | <b>\$2,030</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,060</b> | <b>\$5,508</b>    | <b>\$0</b>     | <b>\$9,568</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 372.4          | 533.6          | 695.4          | 695.4          | 695.4          | 372.4             | 695.4          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$372.4</b> | <b>\$533.6</b> | <b>\$695.4</b> | <b>\$695.4</b> | <b>\$695.4</b> | <b>\$372.4</b>    | <b>\$695.4</b> |
| <b>Increase to Sewer User Fee:</b> | <b>9.0¢</b>    | <b>12.9¢</b>   | <b>16.8¢</b>   | <b>16.8¢</b>   | <b>16.8¢</b>   | <b>11.8¢</b>      | <b>16.7¢</b>   |

**LOCATION:**  
Mattawoman WWTP

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

*(\$ in thousands)*

|   |                            |                          |
|---|----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Sewer User</b> 100%     | <b>Requested By:</b> DPW |
| <b>Pump Station Rehabs and Replacements</b>   | <b>Sewer Connection</b> 0% | <b>Project #:</b> 7097   |
| <p>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. Forceman, Bar Harbor P.S., Bachelors Hope P.S., Cuckolds Creek P.S., Wisteria P.S., Bath House P.S., barscreen at P.S.3B, Brawners Estates PS, Laurel Branch PS# 3, Clifton PS #3, Clifton PS #2, Hill Road PS, Cobb Island PS, Eutaw Forest PS, Montgomery Lane PS, Pomonkey PS, Sound Wall at PS #3B, generator replacements at Rt. 5 PS, Hill Road PS, Swan Pt. Vac Station, Strawberry Hills PS, Bryans Rd PS, and Indian Head Manor PS, and abandonment of various pump station sites.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p> |                            |                          |

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023        | FY 2024      | FY 2025      | 5-Year         |                   |                |                 |
|-----------------------------|----------------|----------------|----------------|--------------|--------------|----------------|-------------------|----------------|-----------------|
|                             |                |                |                |              |              | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$375          | \$275          | \$175          | \$175        | \$175        | \$1,175        | \$564             | \$175          | \$1,914         |
| Land & ROW                  | 0              | 0              | 0              | 0            | 0            | 0              | 125               | 0              | 125             |
| Construction                | 2,780          | 1,825          | 775            | 625          | 625          | 6,630          | 2,856             | 625            | 10,111          |
| Equipment                   | 0              | 0              | 0              | 0            | 0            | 0              | 0                 | 0              | 0               |
| Administration              | 48             | 36             | 12             | 12           | 12           | 120            | 153               | 12             | 285             |
| Administration - FAS        | 3              | 3              | 3              | 3            | 3            | 15             | 0                 | 3              | 18              |
| Inspection                  | 187            | 104            | 63             | 45           | 45           | 444            | 637               | 45             | 1,126           |
| Miscellaneous               | 0              | 0              | 0              | 0            | 0            | 0              | 0                 | 0              | 0               |
| Contingency                 | 278            | 183            | 78             | 63           | 63           | 665            | 688               | 63             | 1,416           |
| <b>Total Outlay</b>         | <b>\$3,671</b> | <b>\$2,426</b> | <b>\$1,106</b> | <b>\$923</b> | <b>\$923</b> | <b>\$9,049</b> | <b>\$5,023</b>    | <b>\$923</b>   | <b>\$14,995</b> |

| FINANCING SOURCES          | FY 2021        | FY 2022        | FY 2023        | FY 2024      | FY 2025      | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|----------------------------|----------------|----------------|----------------|--------------|--------------|----------------|-------------------|----------------|-----------------|
| Bonds (15 Year)            | \$3,671        | \$2,426        | \$1,106        | \$923        | \$923        | \$9,049        | \$5,023           | \$923          | \$14,995        |
| 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       | \$3,671        | \$2,426        | \$1,106        | \$923        | \$923        | \$9,049        | \$5,023           | \$923          | \$14,995        |
| 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               |
| <b>Total Funding</b>       | <b>\$3,671</b> | <b>\$2,426</b> | <b>\$1,106</b> | <b>\$923</b> | <b>\$923</b> | <b>\$9,049</b> | <b>\$5,023</b>    | <b>\$923</b>   | <b>\$14,995</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023          | FY 2024          | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|------------------------------------|----------------|----------------|------------------|------------------|------------------|-------------------|------------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00             | 0.00             | 0.00             | 0.00              | 0.00             |
| Personnel Costs                    | 0.0            | 0.0            | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              |
| Operating                          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>      | <b>\$0.0</b>     |
| Debt Service: Bonds                | 438.3          | 781.5          | 1,009.0          | 1,113.2          | 1,200.0          | 438.3             | 1,374.4          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Impact</b>                | <b>\$438.3</b> | <b>\$781.5</b> | <b>\$1,009.0</b> | <b>\$1,113.2</b> | <b>\$1,200.0</b> | <b>\$438.3</b>    | <b>\$1,374.4</b> |
| <b>Increase to Sewer User Fee:</b> | <b>19.3¢</b>   | <b>34.3¢</b>   | <b>44.3¢</b>     | <b>48.8¢</b>     | <b>52.6¢</b>     | <b>19.3¢</b>      | <b>60.2¢</b>     |

**LOCATION:**  
Various pumping stations countywide

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                            |                          |
|---|----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Sewer User</b> 100%     | <b>Requested By:</b> DPW |
| <b>Satellite Wastewater Facility Upgrades</b>   | <b>Sewer Connection</b> 0% | <b>Project #:</b> 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. Remodel Lab at Bel Alton WWTP. Flow equalization tank at Bel Alton WWTP.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p> |                            |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year         |                   |                |                |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|----------------|-------------------|----------------|----------------|
|                             |              |              |              |              |              | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$75         | \$75         | \$75         | \$75         | \$75         | \$375          | \$735             | \$75           | \$1,185        |
| Land & ROW                  | 0            | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Construction                | 375          | 375          | 375          | 375          | 375          | 1,875          | 2,474             | 375            | 4,724          |
| Equipment                   | 0            | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Administration              | 45           | 45           | 45           | 45           | 45           | 225            | 53                | 45             | 323            |
| Administration - FAS        | 3            | 3            | 3            | 3            | 3            | 15             | 6                 | 3              | 24             |
| Inspection                  | 38           | 38           | 38           | 38           | 38           | 190            | 333               | 38             | 561            |
| Miscellaneous               | 0            | 0            | 0            | 0            | 0            | 0              | 0                 | 0              | 0              |
| Contingency                 | 38           | 38           | 38           | 38           | 38           | 190            | 303               | 38             | 531            |
| <b>Total Outlay</b>         | <b>\$574</b> | <b>\$574</b> | <b>\$574</b> | <b>\$574</b> | <b>\$574</b> | <b>\$2,870</b> | <b>\$3,905</b>    | <b>\$574</b>   | <b>\$7,349</b> |

| FINANCING SOURCES           |  | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year         |                |              |                |
|-----------------------------|--|--------------|--------------|--------------|--------------|--------------|----------------|----------------|--------------|----------------|
| Bonds (15 Year)             |  | \$574        | \$574        | \$574        | \$574        | \$574        | \$2,870        | \$3,905        | \$574        | \$7,349        |
| Fund Balance Appropriation  |  | 0            | 0            | 0            | 0            | 0            | 0              | 0              | 0            | 0              |
| Operating Transfer          |  | 0            | 0            | 0            | 0            | 0            | 0              | 0              | 0            | 0              |
| <b>Total County Funding</b> |  | <b>\$574</b> | <b>\$574</b> | <b>\$574</b> | <b>\$574</b> | <b>\$574</b> | <b>\$2,870</b> | <b>\$3,905</b> | <b>\$574</b> | <b>\$7,349</b> |
| 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              |
| <b>Total Funding</b>        |  | <b>\$574</b> | <b>\$574</b> | <b>\$574</b> | <b>\$574</b> | <b>\$574</b> | <b>\$2,870</b> | <b>\$3,905</b> | <b>\$574</b> | <b>\$7,349</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 340.7          | 394.4          | 448.2          | 502.3          | 556.3          | 340.7             | 664.7          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$340.7</b> | <b>\$394.4</b> | <b>\$448.2</b> | <b>\$502.3</b> | <b>\$556.3</b> | <b>\$340.7</b>    | <b>\$664.7</b> |
| <b>Increase to Sewer User Fee:</b> | <b>15.0¢</b>   | <b>17.3¢</b>   | <b>19.7¢</b>   | <b>22.0¢</b>   | <b>24.4¢</b>   | <b>15.0¢</b>      | <b>29.1¢</b>   |

|                               |
|-------------------------------|
| <b>LOCATION:</b>              |
| Various Sites-see description |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                             |                          |
|---|-----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Sewer User</b> 55%       | <b>Requested By:</b> DPW |
| <b>MWWTP Clarifier and Thickener Repairs</b>  | <b>Sewer Connection</b> 45% | <b>Project #:</b> 7093   |
| <p>Gravity Thickeners #1 &amp; #2, Secondary Clarifiers #5 &amp; #6, and Final Clarifiers #1 through #4 are aged and in need of rehabilitation. Work includes mechanical, electrical, and structural repairs/replacements. Project also includes addition of a fourth gravity thickener to meet increasing sludge thickening demands.</p> |                             |                          |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>  |                             |                          |

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year         |                   |                |                 |
|-----------------------------|----------------|----------------|----------------|------------|------------|----------------|-------------------|----------------|-----------------|
|                             |                |                |                |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$125          | \$125          | \$125          | \$0        | \$0        | \$375          | \$1,100           | \$0            | \$1,475         |
| Land & ROW                  | 0              | 0              | 0              | 0          | 0          | 0              | 0                 | 0              | 0               |
| Construction                | 2,750          | 2,750          | 2,750          | 0          | 0          | 8,250          | 4,695             | 0              | 12,945          |
| Equipment                   | 0              | 0              | 0              | 0          | 0          | 0              | 0                 | 0              | 0               |
| Administration              | 45             | 45             | 45             | 0          | 0          | 135            | 99                | 0              | 234             |
| Administration - FAS        | 3              | 3              | 3              | 0          | 0          | 9              | 9                 | 0              | 18              |
| Inspection                  | 125            | 125            | 125            | 0          | 0          | 375            | 432               | 0              | 807             |
| Miscellaneous               | 0              | 0              | 0              | 0          | 0          | 0              | 0                 | 0              | 0               |
| Contingency                 | 222            | 275            | 275            | 0          | 0          | 772            | 427               | 0              | 1,199           |
| <b>Total Outlay</b>         | <b>\$3,270</b> | <b>\$3,323</b> | <b>\$3,323</b> | <b>\$0</b> | <b>\$0</b> | <b>\$9,916</b> | <b>\$6,762</b>    | <b>\$0</b>     | <b>\$16,678</b> |

| FINANCING SOURCES          | FY 2021        | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year         |                |            |                 |
|----------------------------|----------------|----------------|----------------|------------|------------|----------------|----------------|------------|-----------------|
| Bonds (30 Year)            | \$2,779        | \$2,825        | \$2,825        | \$0        | \$0        | \$8,429        | \$5,748        | \$0        | \$14,177        |
| 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       | \$2,779        | \$2,825        | \$2,825        | \$0        | \$0        | \$8,429        | \$5,748        | \$0        | \$14,177        |
| Federal                    | 0              | 0              | 0              | 0          | 0          | 0              | 0              | 0          | 0               |
| State                      | 0              | 0              | 0              | 0          | 0          | 0              | 0              | 0          | 0               |
| Other: WSSC @ 15%          | 491            | 498            | 498            | 0          | 0          | 1,487          | 1,014          | 0          | 2,501           |
| Other:                     | 0              | 0              | 0              | 0          | 0          | 0              | 0              | 0          | 0               |
| <b>Total Funding</b>       | <b>\$3,270</b> | <b>\$3,323</b> | <b>\$3,323</b> | <b>\$0</b> | <b>\$0</b> | <b>\$9,916</b> | <b>\$6,762</b> | <b>\$0</b> | <b>\$16,678</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 335.2          | 517.2          | 703.2          | 890.3          | 890.3          | 335.2             | 890.3          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$335.2</b> | <b>\$517.2</b> | <b>\$703.2</b> | <b>\$890.3</b> | <b>\$890.3</b> | <b>\$335.2</b>    | <b>\$890.3</b> |
| <b>Increase to Sewer User Fee:</b> | <b>8.1¢</b>    | <b>12.5¢</b>   | <b>17.0¢</b>   | <b>21.5¢</b>   | <b>21.5¢</b>   | <b>8.1¢</b>       | <b>21.4¢</b>   |

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| <b>LOCATION:</b> |
| Mattawoman WWTP  |

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|   |                      |                   |
|---|----------------------|-------------------|
| <b>PROJECT NAME:</b>  | Sewer User 55%       | Requested By: DPW |
| <b>MWWTP Utility Water System Evaluation &amp; Improvement</b>  | 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 2021     | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |                |
|-----------------------------|-------------|--------------|------------|------------|------------|---------------|-------------------|----------------|----------------|
|                             |             |              |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$45        | \$57         | \$0        | \$0        | \$0        | \$102         | \$307             | \$0            | \$409          |
| Land & ROW                  | 0           | 0            | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Construction                | 0           | 565          | 0          | 0          | 0          | 565           | 1,915             | 0              | 2,480          |
| Equipment                   | 0           | 0            | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Administration              | 45          | 45           | 0          | 0          | 0          | 90            | 60                | 0              | 150            |
| Administration - FAS        | 3           | 3            | 0          | 0          | 0          | 6             | 6                 | 0              | 12             |
| Inspection                  | 0           | 57           | 0          | 0          | 0          | 57            | 190               | 0              | 247            |
| Miscellaneous               | 0           | 0            | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Contingency                 | 0           | 57           | 0          | 0          | 0          | 57            | 192               | 0              | 249            |
| <b>Total Outlay</b>         | <b>\$93</b> | <b>\$784</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$877</b>  | <b>\$2,670</b>    | <b>\$0</b>     | <b>\$3,547</b> |

| FINANCING SOURCES           |             |              |            |            |            |              |                |            |                |
|-----------------------------|-------------|--------------|------------|------------|------------|--------------|----------------|------------|----------------|
| Bonds (30 Year)             | \$79        | \$666        | \$0        | \$0        | \$0        | \$745        | \$2,268        | \$0        | \$3,013        |
| Fund Balance Appropriation  | 0           | 0            | 0          | 0          | 0          | 0            | 0              | 0          | 0              |
| Operating Transfer          | 0           | 0            | 0          | 0          | 0          | 0            | 0              | 0          | 0              |
| <b>Total County Funding</b> | <b>\$79</b> | <b>\$666</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$745</b> | <b>\$2,268</b> | <b>\$0</b> | <b>\$3,013</b> |
| Federal                     | 0           | 0            | 0          | 0          | 0          | 0            | 0              | 0          | 0              |
| State                       | 0           | 0            | 0          | 0          | 0          | 0            | 0              | 0          | 0              |
| Other: WSSC @ 15%           | 14          | 118          | 0          | 0          | 0          | 132          | 402            | 0          | 534            |
| Other:                      | 0           | 0            | 0          | 0          | 0          | 0            | 0              | 0          | 0              |
| <b>Total Funding</b>        | <b>\$93</b> | <b>\$784</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$877</b> | <b>\$2,670</b> | <b>\$0</b> | <b>\$3,547</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond<br>thru FY20 FY 2025 |                |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00                                | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0                                 | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0                                 | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>                        | <b>\$0.0</b>   |
| Debt Service: Bonds                | 132.3          | 137.4          | 181.3          | 181.3          | 181.3          | 132.3                               | 181.3          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0                                 | 0.0            |
| <b>Total Impact</b>                | <b>\$132.3</b> | <b>\$137.4</b> | <b>\$181.3</b> | <b>\$181.3</b> | <b>\$181.3</b> | <b>\$132.3</b>                      | <b>\$181.3</b> |
| <b>Increase to Sewer User Fee:</b> | <b>3.2¢</b>    | <b>3.3¢</b>    | <b>4.4¢</b>    | <b>4.4¢</b>    | <b>4.4¢</b>    | <b>3.2¢</b>                         | <b>4.4¢</b>    |

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|------------------|
| <b>LOCATION:</b> |
| Mattawoman WWTP  |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |  |  |
|--|--|--|
| <b>PROJECT NAME:</b><br><b>Sewer Model Update</b>  | <b>Sewer User</b> 55%<br><b>Sewer Connection</b> 45% | <b>Requested By:</b> PGM<br><b>Project #:</b> 7091 |
| <p>Update the current County Sewer Model by including newly installed sewer lines and verifying system stability and identify deficiencies. An interactive component to the County sewer model is needed to determine available service areas for both new and existing sewage pump stations. Funding also includes a Dynamic Sewer Model which will demonstrate extended peak flows in the system from storm events, and assisting the County staff in determining previously unforeseen operational issues or system failures.</p> |  |  |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>  |  |  |

| EXPENSE BUDGET              | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | 5-Year        |                   |                |                |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|---------------|-------------------|----------------|----------------|
|                             |              |              |              |              |              | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$30         | \$30         | \$30         | \$30         | \$30         | \$150         | \$476             | \$30           | \$656          |
| 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           | 394               | 66             | 790            |
| Administration - FAS        | 3            | 3            | 3            | 3            | 3            | 15            | 12                | 3              | 30             |
| Inspection                  | 0            | 0            | 0            | 0            | 0            | 0             | 0                 | 0              | 0              |
| Miscellaneous               | 0            | 0            | 0            | 0            | 0            | 0             | 3                 | 0              | 3              |
| Contingency                 | 4            | 4            | 4            | 4            | 4            | 20            | 54                | 4              | 78             |
| <b>Total Outlay</b>         | <b>\$103</b> | <b>\$103</b> | <b>\$103</b> | <b>\$103</b> | <b>\$103</b> | <b>\$515</b>  | <b>\$939</b>      | <b>\$103</b>   | <b>\$1,557</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|---------------|-------------------|----------------|----------------|
| Bonds (30 Year)             | \$0          | \$0          | \$0          | \$0          | \$0          | \$0           | \$0               | \$0            | \$0            |
| Fund Balance Appropriation  | 0            | 0            | 0            | 0            | 0            | 0             | 0                 | 0              | 0              |
| Operating Transfer          | 103          | 103          | 103          | 103          | 103          | 515           | 939               | 103            | 1,557          |
| <b>Total County Funding</b> | <b>\$103</b> | <b>\$103</b> | <b>\$103</b> | <b>\$103</b> | <b>\$103</b> | <b>\$515</b>  | <b>\$939</b>      | <b>\$103</b>   | <b>\$1,557</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$103</b> | <b>\$103</b> | <b>\$103</b> | <b>\$103</b> | <b>\$103</b> | <b>\$515</b>  | <b>\$939</b>      | <b>\$103</b>   | <b>\$1,557</b> |

| Operating Budget Impact            | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>2.5¢</b>       | <b>0.0¢</b>    |

**LOCATION:**  
County-wide

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                             |                          |
|---|-----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Sewer User</b> 23%       | <b>Requested By:</b> PGM |
| <b>Zekiah Pump Station Upgrade</b>  | <b>Sewer Connection</b> 77% | <b>Project #:</b> 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>   |                             |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|-----------------------------|------------|--------------|--------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |            |              |              |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | 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          | 0          | 0          | 1,000          | 1,000             | 0              | 2,000          |
| Equipment                   | 0          | 0            | 0            | 0          | 0          | 0              | 0                 | 0              | 0              |
| Administration              | 0          | 25           | 25           | 0          | 0          | 50             | 66                | 0              | 116            |
| Administration - FAS        | 0          | 3            | 3            | 0          | 0          | 6              | 3                 | 0              | 9              |
| Inspection                  | 0          | 15           | 15           | 0          | 0          | 30             | 36                | 0              | 66             |
| Miscellaneous               | 0          | 5            | 5            | 0          | 0          | 10             | 12                | 0              | 22             |
| Contingency                 | 0          | 50           | 50           | 0          | 0          | 100            | 100               | 0              | 200            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$598</b> | <b>\$598</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,196</b> | <b>\$1,417</b>    | <b>\$0</b>     | <b>\$2,613</b> |

| FINANCING SOURCES          | FY 2021    | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year         |                |            |                |
|----------------------------|------------|--------------|--------------|------------|------------|----------------|----------------|------------|----------------|
| Bonds (30 Year)            | \$0        | \$598        | \$598        | \$0        | \$0        | \$1,196        | \$1,417        | \$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        | \$0        | \$0        | \$1,196        | \$1,417        | \$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              |
| <b>Total Funding</b>       | <b>\$0</b> | <b>\$598</b> | <b>\$598</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,196</b> | <b>\$1,417</b> | <b>\$0</b> | <b>\$2,613</b> |

| Operating Budget Impact            | FY 2021       | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|------------------------------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|
|                                    |               |               |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00          | 0.00          | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 82.6          | 82.6          | 122.0          | 161.6          | 161.6          | 82.6           | 161.6          |
| Vehicle & Equipment Lease          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$82.6</b> | <b>\$82.6</b> | <b>\$122.0</b> | <b>\$161.6</b> | <b>\$161.6</b> | <b>\$82.6</b>  | <b>\$161.6</b> |
| <b>Increase to Sewer User Fee:</b> | <b>0.8¢</b>   | <b>0.8¢</b>   | <b>1.2¢</b>    | <b>1.6¢</b>    | <b>1.6¢</b>    | <b>0.8¢</b>    | <b>1.6¢</b>    |

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| <b>LOCATION:</b> |
| ADC MAP 10(H2)   |

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                      |                   |
|---|----------------------|-------------------|
| <b>PROJECT NAME:</b>  | Sewer User 23%       | Requested By: PGM |
| <b>Zekiah Pump Station Forcemain</b>  | 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>   |                      |                   |

| EXPENSE BUDGET              | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|-----------------------------|------------|----------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |            |                |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | 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          | 1,000          | 0          | 0          | 0          | 1,000          | 1,000             | 0              | 2,000          |
| Equipment                   | 0          | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Administration              | 0          | 50             | 0          | 0          | 0          | 50             | 94                | 0              | 144            |
| Administration - FAS        | 0          | 3              | 0          | 0          | 0          | 3              | 9                 | 0              | 12             |
| Inspection                  | 0          | 30             | 0          | 0          | 0          | 30             | 39                | 0              | 69             |
| Miscellaneous               | 0          | 10             | 0          | 0          | 0          | 10             | 12                | 0              | 22             |
| Contingency                 | 0          | 50             | 0          | 0          | 0          | 50             | 100               | 0              | 150            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$1,143</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,143</b> | <b>\$1,864</b>    | <b>\$0</b>     | <b>\$3,007</b> |

| FINANCING SOURCES           | FY 2021    | FY 2022        | FY 2023    | FY 2024    | FY 2025    | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|----------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
| Bonds (30 Year)             | \$0        | \$1,143        | \$0        | \$0        | \$0        | \$1,143        | \$1,864           | \$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              |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$1,143</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,143</b> | <b>\$1,864</b>    | <b>\$0</b>     | <b>\$3,007</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$1,143</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,143</b> | <b>\$1,864</b>    | <b>\$0</b>     | <b>\$3,007</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond<br>thru FY20 FY 2025 |                |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00                                | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0                                 | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0                                 | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>                        | <b>\$0.0</b>   |
| Debt Service: Bonds                | 108.7          | 108.7          | 184.0          | 184.0          | 184.0          | 108.7                               | 184.0          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0                                 | 0.0            |
| <b>Total Impact</b>                | <b>\$108.7</b> | <b>\$108.7</b> | <b>\$184.0</b> | <b>\$184.0</b> | <b>\$184.0</b> | <b>\$108.7</b>                      | <b>\$184.0</b> |
| <b>Increase to Sewer User Fee:</b> | <b>1.1¢</b>    | <b>1.1¢</b>    | <b>1.9¢</b>    | <b>1.9¢</b>    | <b>1.9¢</b>    | <b>1.1¢</b>                         | <b>1.9¢</b>    |

**LOCATION:**  
ADC MAP 10(H2)



**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |  |  |
|--|--|--|
| <b>PROJECT NAME:</b><br><b>Cliffton WWTP Improvements</b>  | <b>Sewer User</b> 100%<br><b>Sewer Connection</b> 0% | <b>Requested By:</b> DPW<br><b>Project #:</b> 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 2021     | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|-----------------------------|-------------|----------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |             |                |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$45        | \$125          | \$0        | \$0        | \$0        | \$170          | \$600             | \$0            | \$770          |
| Land & ROW                  | 0           | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Construction                | 0           | 1,650          | 0          | 0          | 0          | 1,650          | 3,900             | 0              | 5,550          |
| Equipment                   | 0           | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Administration              | 45          | 45             | 0          | 0          | 0          | 90             | 48                | 0              | 138            |
| Administration - FAS        | 3           | 3              | 0          | 0          | 0          | 6              | 12                | 0              | 18             |
| Inspection                  | 0           | 120            | 0          | 0          | 0          | 120            | 370               | 0              | 490            |
| Miscellaneous               | 0           | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Contingency                 | 0           | 165            | 0          | 0          | 0          | 165            | 391               | 0              | 556            |
| <b>Total Outlay</b>         | <b>\$93</b> | <b>\$2,108</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,201</b> | <b>\$5,321</b>    | <b>\$0</b>     | <b>\$7,522</b> |

| FINANCING SOURCES           |  | FY 2021     | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|-----------------------------|--|-------------|----------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |  |             |                |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Bonds (15 Year)             |  | \$93        | \$2,108        | \$0        | \$0        | \$0        | \$2,201        | \$5,321           | \$0            | \$7,522        |
| Fund Balance Appropriation  |  | 0           | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Operating Transfer          |  | 0           | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| <b>Total County Funding</b> |  | <b>\$93</b> | <b>\$2,108</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,201</b> | <b>\$5,321</b>    | <b>\$0</b>     | <b>\$7,522</b> |
| 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              |
| <b>Total Funding</b>        |  | <b>\$93</b> | <b>\$2,108</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,201</b> | <b>\$5,321</b>    | <b>\$0</b>     | <b>\$7,522</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                    |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 464.3          | 473.0          | 670.7          | 670.7          | 670.7          | 464.3          | 670.7          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$464.3</b> | <b>\$473.0</b> | <b>\$670.7</b> | <b>\$670.7</b> | <b>\$670.7</b> | <b>\$464.3</b> | <b>\$670.7</b> |
| <b>Increase to Sewer User Fee:</b> | <b>20.4¢</b>   | <b>20.8¢</b>   | <b>29.4¢</b>   | <b>29.4¢</b>   | <b>29.4¢</b>   | <b>20.4¢</b>   | <b>29.4¢</b>   |

|                                 |
|---------------------------------|
| <b>LOCATION:</b><br>Newburg, MD |
|---------------------------------|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |                             |                          |
|--|-----------------------------|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Sewer User</b> 55%       | <b>Requested By:</b> DPW |
| <b>MWWTP Primary Clarifiers #1-4 Demolition</b>  | <b>Sewer Connection</b> 45% | <b>Project #:</b>        |
| 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 2021    | FY 2022    | FY 2023    | FY 2024      | FY 2025        | 5-Year         |                   |                |                |
|-----------------------------|------------|------------|------------|--------------|----------------|----------------|-------------------|----------------|----------------|
|                             |            |            |            |              |                | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$0        | \$0        | \$0        | \$175        | \$145          | \$320          | \$0               | \$0            | \$320          |
| Land & ROW                  | 0          | 0          | 0          | 0            | 0              | 0              | 0                 | 0              | 0              |
| Construction                | 0          | 0          | 0          | 0            | 1,450          | 1,450          | 0                 | 0              | 1,450          |
| Equipment                   | 0          | 0          | 0          | 0            | 0              | 0              | 0                 | 0              | 0              |
| Administration              | 0          | 0          | 0          | 12           | 12             | 24             | 0                 | 0              | 24             |
| Administration - FAS        | 0          | 0          | 0          | 3            | 3              | 6              | 0                 | 0              | 6              |
| Inspection                  | 0          | 0          | 0          | 0            | 145            | 145            | 0                 | 0              | 145            |
| Miscellaneous               | 0          | 0          | 0          | 0            | 0              | 0              | 0                 | 0              | 0              |
| Contingency                 | 0          | 0          | 0          | 0            | 145            | 145            | 0                 | 0              | 145            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$190</b> | <b>\$1,900</b> | <b>\$2,090</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,090</b> |

| FINANCING SOURCES           |  | FY 2021    | FY 2022    | FY 2023    | FY 2024      | FY 2025        | 5-Year         |                   |                |                |
|-----------------------------|--|------------|------------|------------|--------------|----------------|----------------|-------------------|----------------|----------------|
|                             |  |            |            |            |              |                | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Bonds (30 Year)             |  | \$0        | \$0        | \$0        | \$161        | \$1,615        | \$1,776        | \$0               | \$0            | \$1,776        |
| Fund Balance Appropriation  |  | 0          | 0          | 0          | 0            | 0              | 0              | 0                 | 0              | 0              |
| Operating Transfer          |  | 0          | 0          | 0          | 0            | 0              | 0              | 0                 | 0              | 0              |
| <b>Total County Funding</b> |  | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$161</b> | <b>\$1,615</b> | <b>\$1,776</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,776</b> |
| Federal                     |  | 0          | 0          | 0          | 0            | 0              | 0              | 0                 | 0              | 0              |
| State                       |  | 0          | 0          | 0          | 0            | 0              | 0              | 0                 | 0              | 0              |
| Other: WSSC @ 15%           |  | 0          | 0          | 0          | 29           | 285            | 314            | 0                 | 0              | 314            |
| Other:                      |  | 0          | 0          | 0          | 0            | 0              | 0              | 0                 | 0              | 0              |
| <b>Total Funding</b>        |  | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$190</b> | <b>\$1,900</b> | <b>\$2,090</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$2,090</b> |

| Operating Budget Impact            | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025       | Approp. Beyond |                |
|------------------------------------|--------------|--------------|--------------|--------------|---------------|----------------|----------------|
|                                    |              |              |              |              |               | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00         | 0.00         | 0.00         | 0.00         | 0.00          | 0.00           | 0.00           |
| Personnel Costs                    | 0.0          | 0.0          | 0.0          | 0.0          | 0.0           | 0.0            | 0.0            |
| Operating                          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0           | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 0.0          | 0.0          | 0.0          | 10.7          | 0.0            | 118.2          |
| Vehicle & Equipment Lease          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0           | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$10.7</b> | <b>\$0.0</b>   | <b>\$118.2</b> |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.3¢</b>   | <b>0.0¢</b>    | <b>2.8¢</b>    |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Mattawoman WWTP  |

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                       |                   |
|--|-----------------------|-------------------|
| <b>PROJECT NAME:</b>                       | Sewer User 0%         | Requested By: PGM |
| <b>Hughesville Collection Sewer System</b> | Sewer Connection 100% | Project #: 7138   |

This project will design and construct a centralized sewer collection system for the Hughesville Village core, including approximately 12,700 linear feet of gravity sewer lines, a new wastewater treatment plant, and all associated infrastructure. The scope includes all aspects of engineering design, permitting, land acquisition, and construction for the central sewer collection and treatment system to serve the village consistent with the Hughesville Village Revitalization Plan and the Hughesville Water and Sewer Feasibility Study.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

**PRIORITY**

| EXPENSE BUDGET              | FY 2021    | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|-----------------------------|------------|----------------|----------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |            |                |                |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | 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          | 1,750          | 1,750          | 0          | 0          | 3,500          | 0                 | 0              | 3,500          |
| Equipment                   | 0          | 0              | 0              | 0          | 0          | 0              | 0                 | 0              | 0              |
| Administration              | 0          | 133            | 133            | 0          | 0          | 266            | 57                | 0              | 323            |
| Administration - FAS        | 0          | 3              | 3              | 0          | 0          | 6              | 3                 | 0              | 9              |
| Inspection                  | 0          | 73             | 73             | 0          | 0          | 146            | 0                 | 0              | 146            |
| Miscellaneous               | 0          | 5              | 5              | 0          | 0          | 10             | 15                | 0              | 25             |
| Contingency                 | 0          | 175            | 175            | 0          | 0          | 350            | 37                | 0              | 387            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$2,139</b> | <b>\$2,139</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,278</b> | <b>\$842</b>      | <b>\$0</b>     | <b>\$5,120</b> |

| FINANCING SOURCES           | FY 2021    | FY 2022        | FY 2023        | FY 2024    | FY 2025    | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|----------------|----------------|------------|------------|----------------|-------------------|----------------|----------------|
| Bonds (30 Year)             | \$0        | \$2,139        | \$2,139        | \$0        | \$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              |
| <b>Total County Funding</b> | <b>\$0</b> | <b>\$2,139</b> | <b>\$2,139</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,278</b> | <b>\$842</b>      | <b>\$0</b>     | <b>\$5,120</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$0</b> | <b>\$2,139</b> | <b>\$2,139</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,278</b> | <b>\$842</b>      | <b>\$0</b>     | <b>\$5,120</b> |

| Operating Budget Impact            | FY 2021       | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond<br>thru FY20 FY 2025 |                |
|------------------------------------|---------------|---------------|----------------|----------------|----------------|-------------------------------------|----------------|
| No. of Personnel                   | 0.00          | 0.00          | 0.00           | 0.00           | 0.00           | 0.00                                | 0.00           |
| Personnel Costs                    | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0                                 | 0.0            |
| Operating                          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0                                 | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>                        | <b>\$0.0</b>   |
| Debt Service: Bonds                | 49.1          | 49.1          | 190.0          | 331.6          | 331.6          | 49.1                                | 331.6          |
| Vehicle & Equipment Lease          | 0.0           | 0.0           | 0.0            | 0.0            | 0.0            | 0.0                                 | 0.0            |
| <b>Total Impact</b>                | <b>\$49.1</b> | <b>\$49.1</b> | <b>\$190.0</b> | <b>\$331.6</b> | <b>\$331.6</b> | <b>\$49.1</b>                       | <b>\$331.6</b> |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>                         | <b>0.0¢</b>    |

**LOCATION:**  
Hughesville

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                             |                          |
|---|-----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Sewer User</b> 55%       | <b>Requested By:</b> DPW |
| <b>MWWTP Septage Receiving Facility Improvements</b>  | <b>Sewer Connection</b> 45% | <b>Project #:</b> 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 2021      | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year         | Approp.      | Beyond     | Project        |
|-----------------------------|--------------|--------------|------------|------------|------------|----------------|--------------|------------|----------------|
|                             |              |              |            |            |            | Total '21-'25  | thru FY20    | FY 2025    | Total          |
| Architectural & Engineering | \$45         | \$45         | \$0        | \$0        | \$0        | \$90           | \$97         | \$0        | \$187          |
| Land & ROW                  | 0            | 0            | 0          | 0          | 0          | 0              | 0            | 0          | 0              |
| Construction                | 275          | 375          | 0          | 0          | 0          | 650            | 0            | 0          | 650            |
| Equipment                   | 0            | 0            | 0          | 0          | 0          | 0              | 0            | 0          | 0              |
| Administration              | 45           | 45           | 0          | 0          | 0          | 90             | 24           | 0          | 114            |
| Administration - FAS        | 3            | 3            | 0          | 0          | 0          | 6              | 6            | 0          | 12             |
| Inspection                  | 75           | 75           | 0          | 0          | 0          | 150            | 0            | 0          | 150            |
| Miscellaneous               | 0            | 0            | 0          | 0          | 0          | 0              | 0            | 0          | 0              |
| Contingency                 | 28           | 38           | 0          | 0          | 0          | 66             | 0            | 0          | 66             |
| <b>Total Outlay</b>         | <b>\$471</b> | <b>\$581</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,052</b> | <b>\$127</b> | <b>\$0</b> | <b>\$1,179</b> |

| FINANCING SOURCES          | FY 2021      | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|----------------------------|--------------|--------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (30 Year)            | \$471        | \$581        | \$0        | \$0        | \$0        | \$1,052              | \$127             | \$0            | \$1,179        |
| 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       | \$471        | \$581        | \$0        | \$0        | \$0        | \$1,052              | \$127             | \$0            | \$1,179        |
| 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              |
| <b>Total Funding</b>       | <b>\$471</b> | <b>\$581</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,052</b>       | <b>\$127</b>      | <b>\$0</b>     | <b>\$1,179</b> |

| Operating Budget Impact            | FY 2021      | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|---------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00          | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 7.4          | 38.2          | 76.5          | 76.5          | 76.5          | 7.4               | 76.5           |
| Vehicle & Equipment Lease          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$7.4</b> | <b>\$38.2</b> | <b>\$76.5</b> | <b>\$76.5</b> | <b>\$76.5</b> | <b>\$7.4</b>      | <b>\$76.5</b>  |
| <b>Increase to Sewer User Fee:</b> | <b>0.2c</b>  | <b>0.9c</b>   | <b>1.8c</b>   | <b>1.8c</b>   | <b>1.8c</b>   | <b>0.2c</b>       | <b>1.8c</b>    |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Mattawoman WWTP  |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |                            |                          |
|--|----------------------------|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Sewer User</b> 100%     | <b>Requested By:</b> DPW |
| <b>Post Office Road Sewer Capacity Improvements</b>  | <b>Sewer Connection</b> 0% | <b>Project #:</b> 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 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|----------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$125          | \$125          | \$0        | \$0        | \$0        | \$250                | \$305             | \$0            | \$555          |
| Land & ROW                  | 75             | 0              | 0          | 0          | 0          | 75                   | 75                | 0              | 150            |
| Construction                | 1,825          | 1,825          | 0          | 0          | 0          | 3,650                | 1,150             | 0              | 4,800          |
| Equipment                   | 0              | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 45             | 45             | 0          | 0          | 0          | 90                   | 36                | 0              | 126            |
| Administration - FAS        | 3              | 3              | 0          | 0          | 0          | 6                    | 9                 | 0              | 15             |
| Inspection                  | 75             | 75             | 0          | 0          | 0          | 150                  | 170               | 0              | 320            |
| Miscellaneous               | 0              | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Contingency                 | 183            | 183            | 0          | 0          | 0          | 366                  | 123               | 0              | 489            |
| <b>Total Outlay</b>         | <b>\$2,331</b> | <b>\$2,256</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,587</b>       | <b>\$1,868</b>    | <b>\$0</b>     | <b>\$6,455</b> |

| FINANCING SOURCES           | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|----------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)             | \$2,331        | \$2,256        | \$0        | \$0        | \$0        | \$4,587              | \$1,868           | \$0            | \$6,455        |
| Fund Balance Appropriation  | 0              | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0              | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$2,331</b> | <b>\$2,256</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,587</b>       | <b>\$1,868</b>    | <b>\$0</b>     | <b>\$6,455</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$2,331</b> | <b>\$2,256</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$4,587</b>       | <b>\$1,868</b>    | <b>\$0</b>     | <b>\$6,455</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 163.0          | 380.9          | 592.5          | 592.5          | 592.5          | 163.0             | 592.5          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$163.0</b> | <b>\$380.9</b> | <b>\$592.5</b> | <b>\$592.5</b> | <b>\$592.5</b> | <b>\$163.0</b>    | <b>\$592.5</b> |
| <b>Increase to Sewer User Fee:</b> | <b>7.2¢</b>    | <b>16.7¢</b>   | <b>26.0¢</b>   | <b>26.0¢</b>   | <b>26.0¢</b>   | <b>7.2¢</b>       | <b>25.9¢</b>   |

**LOCATION:**  
Waldorf, MD

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                             |                          |
|---|-----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Sewer User</b> 50%       | <b>Requested By:</b> PGM |
| <b>Sewer Pump Station Capacity Study</b>  | <b>Sewer Connection</b> 50% | <b>Project #:</b> 7162   |
| <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 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        | Approp.    | Beyond     | Project      |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|------------|------------|--------------|
|                             |              |            |            |            |            | Total '21-'25 | thru FY20  | FY 2025    | Total        |
| Architectural & Engineering | \$150        | \$0        | \$0        | \$0        | \$0        | \$150         | \$0        | \$0        | \$150        |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 0          | 0          | 0            |
| Construction                | 0            | 0          | 0          | 0          | 0          | 0             | 0          | 0          | 0            |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0             | 0          | 0          | 0            |
| Administration              | 11           | 0          | 0          | 0          | 0          | 11            | 0          | 0          | 11           |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3             | 0          | 0          | 3            |
| Inspection                  | 0            | 0          | 0          | 0          | 0          | 0             | 0          | 0          | 0            |
| Miscellaneous               | 2            | 0          | 0          | 0          | 0          | 2             | 0          | 0          | 2            |
| Contingency                 | 3            | 0          | 0          | 0          | 0          | 3             | 0          | 0          | 3            |
| <b>Total Outlay</b>         | <b>\$169</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$169</b>  | <b>\$0</b> | <b>\$0</b> | <b>\$169</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        | Approp.    | Beyond     | Project      |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|------------|------------|--------------|
|                             |              |            |            |            |            | Total '21-'25 | thru FY20  | FY 2025    | 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          | 169          | 0          | 0          | 0          | 0          | 169           | 0          | 0          | 169          |
| <b>Total County Funding</b> | <b>\$169</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$169</b>  | <b>\$0</b> | <b>\$0</b> | <b>\$169</b> |
| 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            |
| <b>Total Funding</b>        | <b>\$169</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$169</b>  | <b>\$0</b> | <b>\$0</b> | <b>\$169</b> |

| Operating Budget Impact            | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp.      | Beyond       |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                                    |              |              |              |              |              | thru FY20    | FY 2025      |
| No. of Personnel                   | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         |
| Personnel Costs                    | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          |
| Operating                          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> |
| 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          |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> |
| <b>Increase to Sewer User Fee:</b> | <b>3.7¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  | <b>0.0¢</b>  |

**LOCATION:**  
Countywide

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                              |                          |
|---|------------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Sewer User</b> 0%         | <b>Requested By:</b> DPW |
| <b>Piney Branch Interceptor Sewer Capacity Upgrades - Phase II</b>  | <b>Sewer Connection</b> 100% | <b>Project #:</b> 7163   |
| <p>Upgrades for Phases 1 and 2 of the Piney Branch Interceptor Sewer were designed concurrently. Construction of Phase 1 improvements was completed in 2013. This project will construct the remaining portion (Phase II) of the upgrades to the Piney Branch Interceptor from the end of Phase I at Middletown Road down to the Mattawoman Interceptor sewer.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p><b>PRIORITY</b></p> |                              |                          |

| EXPENSE BUDGET              | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                |
|-----------------------------|----------------|------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |                |            |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | 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                | 1,250          | 0          | 0          | 0          | 0          | 1,250          | 0                 | 0              | 1,250          |
| Equipment                   | 0              | 0          | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Administration              | 105            | 0          | 0          | 0          | 0          | 105            | 0                 | 0              | 105            |
| Administration - FAS        | 3              | 0          | 0          | 0          | 0          | 3              | 0                 | 0              | 3              |
| Inspection                  | 37             | 0          | 0          | 0          | 0          | 37             | 0                 | 0              | 37             |
| Miscellaneous               | 25             | 0          | 0          | 0          | 0          | 25             | 0                 | 0              | 25             |
| Contingency                 | 125            | 0          | 0          | 0          | 0          | 125            | 0                 | 0              | 125            |
| <b>Total Outlay</b>         | <b>\$1,545</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,545</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,545</b> |

| FINANCING SOURCES           | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year         |            |            |                |
|-----------------------------|----------------|------------|------------|------------|------------|----------------|------------|------------|----------------|
| Bonds (30 Year)             | \$1,545        | \$0        | \$0        | \$0        | \$0        | \$1,545        | \$0        | \$0        | \$1,545        |
| Fund Balance Appropriation  | 0              | 0          | 0          | 0          | 0          | 0              | 0          | 0          | 0              |
| Operating Transfer          | 0              | 0          | 0          | 0          | 0          | 0              | 0          | 0          | 0              |
| <b>Total County Funding</b> | <b>\$1,545</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,545</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,545</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$1,545</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,545</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,545</b> |

| Operating Budget Impact            | FY 2021      | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|------------------------------------|--------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                    |              |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00         | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 101.2          | 101.2          | 101.2          | 101.2          | 0.0            | 101.2          |
| Vehicle & Equipment Lease          | 0.0          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$101.2</b> | <b>\$101.2</b> | <b>\$101.2</b> | <b>\$101.2</b> | <b>\$0.0</b>   | <b>\$101.2</b> |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    | <b>0.0¢</b>    |

|                   |
|-------------------|
| <b>LOCATION:</b>  |
| ADC MAP 10(E4-D3) |

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                     |                   |
|---|---------------------|-------------------|
| <b>PROJECT NAME:</b>  | Sewer User 100%     | Requested By: DPW |
| <b>Cobb Island Septic Tank Effluent Pump</b>  | Sewer Connection 0% | Project #: 7143   |
| <b>(STEP) Station Rehabs</b>  |                     |                   |
| 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 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |                |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|----------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Architectural & Engineering | \$5          | \$0        | \$0        | \$0        | \$0        | \$5           | \$90              | \$0            | \$95           |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Construction                | 95           | 0          | 0          | 0          | 0          | 95            | 1,780             | 0              | 1,875          |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Administration              | 12           | 0          | 0          | 0          | 0          | 12            | 24                | 0              | 36             |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3             | 6                 | 0              | 9              |
| Inspection                  | 5            | 0          | 0          | 0          | 0          | 5             | 140               | 0              | 145            |
| Miscellaneous               | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Contingency                 | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| <b>Total Outlay</b>         | <b>\$120</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$120</b>  | <b>\$2,040</b>    | <b>\$0</b>     | <b>\$2,160</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |                |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|----------------|
|                             |              |            |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
| Bonds (15 Year)             | \$120        | \$0        | \$0        | \$0        | \$0        | \$120         | \$2,040           | \$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              |
| <b>Total County Funding</b> | <b>\$120</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$120</b>  | <b>\$2,040</b>    | <b>\$0</b>     | <b>\$2,160</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$120</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$120</b>  | <b>\$2,040</b>    | <b>\$0</b>     | <b>\$2,160</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                    |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 178.0          | 189.2          | 189.2          | 189.2          | 189.2          | 178.0          | 189.2          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$178.0</b> | <b>\$189.2</b> | <b>\$189.2</b> | <b>\$189.2</b> | <b>\$189.2</b> | <b>\$178.0</b> | <b>\$189.2</b> |
| <b>Increase to Sewer User Fee:</b> | <b>7.8¢</b>    | <b>8.3¢</b>    | <b>8.3¢</b>    | <b>8.3¢</b>    | <b>8.3¢</b>    | <b>7.8¢</b>    | <b>8.3¢</b>    |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Cobb Island      |



## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|  |                      |                   |
|--|----------------------|-------------------|
| <b>PROJECT NAME:</b>   | Sewer User 55%       | Requested By: DPW |
| <b>MWWTP Effluent Filters #7-#16</b>   | Sewer Connection 45% | Project #: 7164   |
| This project will add 10 additional effluent filters to increase hydraulic capacity and improve system efficiency and reliability. |                      |                   |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)                                |                      |                   |

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|----------------|----------------|----------------|------------|------------|----------------------|-------------------|----------------|-----------------|
| Architectural & Engineering | \$750          | \$925          | \$175          | \$0        | \$0        | \$1,850              | \$0               | \$0            | \$1,850         |
| Land & ROW                  | 0              | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Construction                | 2,750          | 6,125          | 6,125          | 0          | 0          | 15,000               | 0                 | 0              | 15,000          |
| Equipment                   | 0              | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Administration              | 45             | 45             | 45             | 0          | 0          | 135                  | 0                 | 0              | 135             |
| Administration - FAS        | 3              | 3              | 3              | 0          | 0          | 9                    | 0                 | 0              | 9               |
| Inspection                  | 0              | 175            | 175            | 0          | 0          | 350                  | 0                 | 0              | 350             |
| Miscellaneous               | 0              | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Contingency                 | 0              | 750            | 750            | 0          | 0          | 1,500                | 0                 | 0              | 1,500           |
| <b>Total Outlay</b>         | <b>\$3,548</b> | <b>\$8,023</b> | <b>\$7,273</b> | <b>\$0</b> | <b>\$0</b> | <b>\$18,844</b>      | <b>\$0</b>        | <b>\$0</b>     | <b>\$18,844</b> |

| FINANCING SOURCES           | FY 2021        | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|----------------|----------------|----------------|------------|------------|----------------------|-------------------|----------------|-----------------|
| Bonds (30 Year)             | \$3,016        | \$6,820        | \$6,182        | \$0        | \$0        | \$16,018             | \$0               | \$0            | \$16,018        |
| Fund Balance Appropriation  | 0              | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Operating Transfer          | 0              | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| <b>Total County Funding</b> | <b>\$3,016</b> | <b>\$6,820</b> | <b>\$6,182</b> | <b>\$0</b> | <b>\$0</b> | <b>\$16,018</b>      | <b>\$0</b>        | <b>\$0</b>     | <b>\$16,018</b> |
| Federal                     | 0              | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| State                       | 0              | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Other: WSSC @ 15%           | 532            | 1,203          | 1,091          | 0          | 0          | 2,826                | 0                 | 0              | 2,826           |
| Other:                      | 0              | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| <b>Total Funding</b>        | <b>\$3,548</b> | <b>\$8,023</b> | <b>\$7,273</b> | <b>\$0</b> | <b>\$0</b> | <b>\$18,844</b>      | <b>\$0</b>        | <b>\$0</b>     | <b>\$18,844</b> |

| Operating Budget Impact            | FY 2021      | FY 2022        | FY 2023        | FY 2024          | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|------------------------------------|--------------|----------------|----------------|------------------|------------------|-------------------|------------------|
| No. of Personnel                   | 0.00         | 0.00           | 0.00           | 0.00             | 0.00             | 0.00              | 0.00             |
| Personnel Costs                    | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               | 0.0              |
| Operating                          | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>      | <b>\$0.0</b>     |
| Debt Service: Bonds                | 0.0          | 197.5          | 646.6          | 1,056.0          | 1,056.0          | 0.0               | 1,056.0          |
| Vehicle & Equipment Lease          | 0.0          | 0.0            | 0.0            | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$197.5</b> | <b>\$646.6</b> | <b>\$1,056.0</b> | <b>\$1,056.0</b> | <b>\$0.0</b>      | <b>\$1,056.0</b> |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>4.8¢</b>    | <b>15.6¢</b>   | <b>25.4¢</b>     | <b>25.4¢</b>     | <b>0.0¢</b>       | <b>25.4¢</b>     |

|                  |
|------------------|
| <b>LOCATION:</b> |
| Mattawoman WWTP  |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |                                       |            |  |
|--|---------------------------------------|------------|--|
| <b>PROJECT NAME:</b><br><b>Southerland Septic Connection</b>   | <b>Sewer User</b><br>Sewer Connection | 0%<br>100% | <b>Requested By:</b> PGM<br><b>Project #:</b> 7151 |
| <p>This project is to design and build a sanitary sewer collection system for 21 existing homes with failing on site sewage disposal systems (septics) built between 1953 and 1982 and 14 vacant lots in Southerland Subdivision to the Mattawoman ENR Wastewater Treatment Plant. This project is to benefit health and safety and improve water quality.</p> |                                       |            |  |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> <p><b>PRIORITY</b></p>   |                                       |            |  |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|----------------|
|                             |              |            |            |            |            | Total '21-'25 |                   |                |                |
| Architectural & Engineering | \$0          | \$0        | \$0        | \$0        | \$0        | \$0           | \$96              | \$0            | \$96           |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 206               | 0              | 206            |
| Construction                | 772          | 0          | 0          | 0          | 0          | 772           | 193               | 0              | 965            |
| Equipment                   | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Administration              | 19           | 0          | 0          | 0          | 0          | 19            | 19                | 0              | 38             |
| Administration - FAS        | 5            | 0          | 0          | 0          | 0          | 5             | 5                 | 0              | 10             |
| Inspection                  | 77           | 0          | 0          | 0          | 0          | 77            | 19                | 0              | 96             |
| Miscellaneous               | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0              |
| Contingency                 | 0            | 0          | 0          | 0          | 0          | 0             | 48                | 0              | 48             |
| <b>Total Outlay</b>         | <b>\$873</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$873</b>  | <b>\$586</b>      | <b>\$0</b>     | <b>\$1,459</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (30 Year)             | \$453        | \$0        | \$0        | \$0        | \$0        | \$453                | \$586             | \$0            | \$1,039        |
| Fund Balance Appropriation  | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$453</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$453</b>         | <b>\$586</b>      | <b>\$0</b>     | <b>\$1,039</b> |
| Federal                     | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                       | 420          | 0          | 0          | 0          | 0          | 420                  | 0                 | 0              | 420            |
| Other: WSSC @ 15%           | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Other:                      | 0            | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$873</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$873</b>         | <b>\$586</b>      | <b>\$0</b>     | <b>\$1,459</b> |

| Operating Budget Impact            | FY 2021       | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. Beyond |               |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|
|                                    |               |               |               |               |               | thru FY20      | FY 2025       |
| No. of Personnel                   | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00           | 0.00          |
| Personnel Costs                    | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| Operating                          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| <b>Total Operating</b>             | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>  |
| Debt Service: Bonds                | 34.2          | 63.8          | 63.8          | 63.8          | 63.8          | 34.2           | 63.8          |
| Vehicle & Equipment Lease          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| <b>Total Impact</b>                | <b>\$34.2</b> | <b>\$63.8</b> | <b>\$63.8</b> | <b>\$63.8</b> | <b>\$63.8</b> | <b>\$34.2</b>  | <b>\$63.8</b> |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>   | <b>0.0¢</b>    | <b>0.0¢</b>   |

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|---|
| <b>LOCATION:</b><br>Frances, Jay and Bland Streets, off of Mill Hill Road in Waldorf, MD. |
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## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|  |                      |                   |
|--|----------------------|-------------------|
| <b>PROJECT NAME:</b>   | Sewer User 55%       | Requested By: DPW |
| <b>MWWTP Reclaimed Water Filtration Facility</b>   | Sewer Connection 45% | Project #: 7152   |
| <p>This project will construct a filtration facility to treat plant effluent to reclaimed water quality standards on a consistent basis, ensuring that we can meet the Development Agreement contractual obligations. An additional benefit is that this project will also allow us to treat reclaimed water to a level that allows wide-spread beneficial reuse, with the goal of reducing the use of potable water for irrigation and other needs, where the reclaimed water could come into contact with humans. Treating to reclaimed water standards also has the potential for a future revenue source. As this project develops, changes in treatment processes and technologies may be needed that may expand the scope of this project to address regulatory needs.</p> |                      |                   |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>   |                      |                   |

| EXPENSE BUDGET              | FY 2021    | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|------------|----------------|----------------|------------|------------|----------------------|-------------------|----------------|-----------------|
| Architectural & Engineering | \$0        | \$125          | \$125          | \$0        | \$0        | \$250                | \$1,125           | \$0            | \$1,375         |
| Land & ROW                  | 0          | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Construction                | 0          | 6,250          | 6,250          | 0          | 0          | 12,500               | 0                 | 0              | 12,500          |
| Equipment                   | 0          | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Administration              | 0          | 45             | 45             | 0          | 0          | 90                   | 15                | 0              | 105             |
| Administration - FAS        | 0          | 3              | 3              | 0          | 0          | 6                    | 3                 | 0              | 9               |
| Inspection                  | 0          | 175            | 175            | 0          | 0          | 350                  | 0                 | 0              | 350             |
| Miscellaneous               | 0          | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0               |
| Contingency                 | 0          | 625            | 625            | 0          | 0          | 1,250                | 0                 | 0              | 1,250           |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$7,223</b> | <b>\$7,223</b> | <b>\$0</b> | <b>\$0</b> | <b>\$14,446</b>      | <b>\$1,143</b>    | <b>\$0</b>     | <b>\$15,589</b> |

| FINANCING SOURCES          | FY 2021    | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|----------------------------|------------|----------------|----------------|------------|------------|----------------------|-------------------|----------------|-----------------|
| Bonds (30 Year)            | \$0        | \$7,223        | \$7,223        | \$0        | \$0        | \$14,446             | \$1,143           | \$0            | \$15,589        |
| 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        | \$7,223        | \$7,223        | \$0        | \$0        | \$14,446             | \$1,143           | \$0            | \$15,589        |
| 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               |
| <b>Total Funding</b>       | <b>\$0</b> | <b>\$7,223</b> | <b>\$7,223</b> | <b>\$0</b> | <b>\$0</b> | <b>\$14,446</b>      | <b>\$1,143</b>    | <b>\$0</b>     | <b>\$15,589</b> |

| Operating Budget Impact            | FY 2021       | FY 2022       | FY 2023        | FY 2024          | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|------------------------------------|---------------|---------------|----------------|------------------|------------------|-------------------|------------------|
| No. of Personnel                   | 0.00          | 0.00          | 0.00           | 0.00             | 0.00             | 0.00              | 0.00             |
| Personnel Costs                    | 0.0           | 0.0           | 0.0            | 0.0              | 0.0              | 0.0               | 0.0              |
| Operating                          | 0.0           | 0.0           | 0.0            | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Operating</b>             | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>      | <b>\$0.0</b>     |
| Debt Service: Bonds                | 66.7          | 66.7          | 542.3          | 1,020.7          | 1,020.7          | 66.7              | 1,020.7          |
| Vehicle & Equipment Lease          | 0.0           | 0.0           | 0.0            | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Impact</b>                | <b>\$66.7</b> | <b>\$66.7</b> | <b>\$542.3</b> | <b>\$1,020.7</b> | <b>\$1,020.7</b> | <b>\$66.7</b>     | <b>\$1,020.7</b> |
| <b>Increase to Sewer User Fee:</b> | <b>1.6¢</b>   | <b>1.6¢</b>   | <b>13.1¢</b>   | <b>24.6¢</b>     | <b>24.6¢</b>     | <b>1.6¢</b>       | <b>24.6¢</b>     |

**LOCATION:**  
MWWTP

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|  |                      |                   |
|--|----------------------|-------------------|
| <b>PROJECT NAME:</b>   | Sewer User 55%       | Requested By: DPW |
| <b>MWWTP Final Filter Disinfection System</b>  | Sewer Connection 45% | Project #: 7165   |
| <p>This project includes installation of chlorination and dechlorination systems at the existing effluent sand filters to assist in regular cleaning of the sand media that is needed to maintain system performance.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p> |                      |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$175        | \$75           | \$0        | \$0        | \$0        | \$250                | \$0               | \$0            | \$250          |
| Land & ROW                  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 375          | 750            | 0          | 0          | 0          | 1,125                | 0                 | 0              | 1,125          |
| Equipment                   | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 45           | 45             | 0          | 0          | 0          | 90                   | 0                 | 0              | 90             |
| Administration - FAS        | 3            | 3              | 0          | 0          | 0          | 6                    | 0                 | 0              | 6              |
| Inspection                  | 38           | 75             | 0          | 0          | 0          | 113                  | 0                 | 0              | 113            |
| Miscellaneous               | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Contingency                 | 38           | 75             | 0          | 0          | 0          | 113                  | 0                 | 0              | 113            |
| <b>Total Outlay</b>         | <b>\$674</b> | <b>\$1,023</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,697</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,697</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (30 Year)             | \$573        | \$870          | \$0        | \$0        | \$0        | \$1,443              | \$0               | \$0            | \$1,443        |
| Fund Balance Appropriation  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$573</b> | <b>\$870</b>   | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,443</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,443</b> |
| Federal                     | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                       | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Other: WSSC @ 15%           | 101          | 153            | 0          | 0          | 0          | 254                  | 0                 | 0              | 254            |
| Other:                      | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$674</b> | <b>\$1,023</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,697</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,697</b> |

| Operating Budget Impact            | FY 2021      | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|---------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00          | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 37.5          | 94.8          | 94.8          | 94.8          | 0.0               | 94.8           |
| Vehicle & Equipment Lease          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$37.5</b> | <b>\$94.8</b> | <b>\$94.8</b> | <b>\$94.8</b> | <b>\$0.0</b>      | <b>\$94.8</b>  |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>0.9¢</b>   | <b>2.3¢</b>   | <b>2.3¢</b>   | <b>2.3¢</b>   | <b>0.0¢</b>       | <b>2.3¢</b>    |

**LOCATION:**  
MWWTP

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

|  |                      |                   |
|--|----------------------|-------------------|
| <b>PROJECT NAME:</b>   | Sewer User 55%       | Requested By: DPW |
| <b>MWWTP Reclaimed Water Pump Station Improvements</b>   | Sewer Connection 45% | Project #: 7166   |
| <p>This project includes: replacement of drain valves in wetwell to facilitate cleaning and maintenance, replacement of the disinfection system, and additional discharge header connection for added system reliability.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p> |                      |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$275        | \$125          | \$0        | \$0        | \$0        | \$400                | \$0               | \$0            | \$400          |
| Land & ROW                  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 475          | 775            | 0          | 0          | 0          | 1,250                | 0                 | 0              | 1,250          |
| Equipment                   | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 45           | 45             | 0          | 0          | 0          | 90                   | 0                 | 0              | 90             |
| Administration - FAS        | 3            | 3              | 0          | 0          | 0          | 6                    | 0                 | 0              | 6              |
| Inspection                  | 28           | 78             | 0          | 0          | 0          | 106                  | 0                 | 0              | 106            |
| Miscellaneous               | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Contingency                 | 38           | 78             | 0          | 0          | 0          | 116                  | 0                 | 0              | 116            |
| <b>Total Outlay</b>         | <b>\$864</b> | <b>\$1,104</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,968</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,968</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (30 Year)             | \$864        | \$1,104        | \$0        | \$0        | \$0        | \$1,968              | \$0               | \$0            | \$1,968        |
| Fund Balance Appropriation  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$864</b> | <b>\$1,104</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,968</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,968</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$864</b> | <b>\$1,104</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,968</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,968</b> |

| Operating Budget Impact            | FY 2021      | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|---------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00          | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 56.6          | 129.3          | 129.3          | 129.3          | 0.0               | 129.3          |
| Vehicle & Equipment Lease          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$56.6</b> | <b>\$129.3</b> | <b>\$129.3</b> | <b>\$129.3</b> | <b>\$0.0</b>      | <b>\$129.3</b> |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>1.4¢</b>   | <b>3.1¢</b>    | <b>3.1¢</b>    | <b>3.1¢</b>    | <b>0.0¢</b>       | <b>3.1¢</b>    |

**LOCATION:**  
MWWTP

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                      |                   |
|---|----------------------|-------------------|
| <b>PROJECT NAME:</b>  | Sewer User 55%       | Requested By: DPW |
| <b>MWWTP Effluent PS Forcemain Surge Management System</b>  | Sewer Connection 45% | Project #: 7167   |
| <p>This project includes installation of a surge system to protect the forcemain piping and pumps from excessive surge pressures during normal operation in addition to power loss conditions.</p> <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p> |                      |                   |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$75         | \$85           | \$0        | \$0        | \$0        | \$160                | \$0               | \$0            | \$160          |
| Land & ROW                  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 250          | 850            | 0          | 0          | 0          | 1,100                | 0                 | 0              | 1,100          |
| Equipment                   | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 12           | 12             | 0          | 0          | 0          | 24                   | 0                 | 0              | 24             |
| Administration - FAS        | 3            | 3              | 0          | 0          | 0          | 6                    | 0                 | 0              | 6              |
| Inspection                  | 28           | 85             | 0          | 0          | 0          | 113                  | 0                 | 0              | 113            |
| Miscellaneous               | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Contingency                 | 38           | 85             | 0          | 0          | 0          | 123                  | 0                 | 0              | 123            |
| <b>Total Outlay</b>         | <b>\$406</b> | <b>\$1,120</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,526</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,526</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (30 Year)             | \$345        | \$952          | \$0        | \$0        | \$0        | \$1,297              | \$0               | \$0            | \$1,297        |
| Fund Balance Appropriation  | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$345</b> | <b>\$952</b>   | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,297</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,297</b> |
| Federal                     | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| State                       | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Other: WSSC @ 15%           | 61           | 168            | 0          | 0          | 0          | 229                  | 0                 | 0              | 229            |
| Other:                      | 0            | 0              | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total Funding</b>        | <b>\$406</b> | <b>\$1,120</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,526</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,526</b> |

| Operating Budget Impact            | FY 2021      | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|---------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00          | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 22.6          | 85.3          | 85.3          | 85.3          | 0.0               | 85.3           |
| Vehicle & Equipment Lease          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$22.6</b> | <b>\$85.3</b> | <b>\$85.3</b> | <b>\$85.3</b> | <b>\$0.0</b>      | <b>\$85.3</b>  |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>0.5¢</b>   | <b>2.1¢</b>   | <b>2.1¢</b>   | <b>2.1¢</b>   | <b>0.0¢</b>       | <b>2.1¢</b>    |

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| <b>LOCATION:</b> |
| MWWTP            |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |                             |                          |
|---|-----------------------------|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Sewer User</b> 55%       | <b>Requested By:</b> DPW |
| <b>MWWTP Belt Filter Press Replacement Phase II</b>   | <b>Sewer Connection</b> 45% | <b>Project #:</b> 7168   |
| <p>Belt Filter Presses #1 through #3 of the sludge process at MWWTP are aged and in need of replacement. Work includes replacement of all mechanical, electrical, and structural components. Additional work includes replacement of lime system that is aged and in need of replacement.</p> |                             |                          |
| <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p>   |                             |                          |

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                 |
|-----------------------------|----------------|----------------|------------|------------|------------|----------------|-------------------|----------------|-----------------|
|                             |                |                |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Architectural & Engineering | \$625          | \$250          | \$0        | \$0        | \$0        | \$875          | \$1,105           | \$0            | \$1,980         |
| Land & ROW                  | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| Construction                | 3,375          | 3,375          | 0          | 0          | 0          | 6,750          | 7,500             | 0              | 14,250          |
| Equipment                   | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| Administration              | 12             | 12             | 0          | 0          | 0          | 24             | 54                | 0              | 78              |
| Administration - FAS        | 3              | 3              | 0          | 0          | 0          | 6              | 6                 | 0              | 12              |
| Inspection                  | 125            | 125            | 0          | 0          | 0          | 250            | 390               | 0              | 640             |
| Miscellaneous               | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| Contingency                 | 338            | 338            | 0          | 0          | 0          | 676            | 250               | 0              | 926             |
| <b>Total Outlay</b>         | <b>\$4,478</b> | <b>\$4,103</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$8,581</b> | <b>\$9,305</b>    | <b>\$0</b>     | <b>\$17,886</b> |

| FINANCING SOURCES           |  | FY 2021        | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         |                   |                |                 |
|-----------------------------|--|----------------|----------------|------------|------------|------------|----------------|-------------------|----------------|-----------------|
|                             |  |                |                |            |            |            | Total '21-'25  | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
| Bonds (30 Year)             |  | \$3,806        | \$3,488        | \$0        | \$0        | \$0        | \$7,294        | \$7,909           | \$0            | \$15,203        |
| Fund Balance Appropriation  |  | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| Operating Transfer          |  | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| <b>Total County Funding</b> |  | <b>\$3,806</b> | <b>\$3,488</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$7,294</b> | <b>\$7,909</b>    | <b>\$0</b>     | <b>\$15,203</b> |
| Federal                     |  | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| State                       |  | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| Other: WSSC @ 15%           |  | 672            | 615            | 0          | 0          | 0          | 1,287          | 1,396             | 0              | 2,683           |
| Other:                      |  | 0              | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0               |
| <b>Total Funding</b>        |  | <b>\$4,478</b> | <b>\$4,103</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$8,581</b> | <b>\$9,305</b>    | <b>\$0</b>     | <b>\$17,886</b> |

| Operating Budget Impact            | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                    |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel                   | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs                    | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds                | 461.3          | 710.5          | 940.2          | 940.2          | 940.2          | 461.3          | 940.2          |
| Vehicle & Equipment Lease          | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>                | <b>\$461.3</b> | <b>\$710.5</b> | <b>\$940.2</b> | <b>\$940.2</b> | <b>\$940.2</b> | <b>\$461.3</b> | <b>\$940.2</b> |
| <b>Increase to Sewer User Fee:</b> | <b>11.1¢</b>   | <b>17.2¢</b>   | <b>22.7¢</b>   | <b>22.7¢</b>   | <b>22.7¢</b>   | <b>11.1¢</b>   | <b>22.6¢</b>   |

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| <b>LOCATION:</b> |
| MWWTP            |

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |  |  |
|---|--|--|
| <b>PROJECT NAME:</b><br><b>MWWTP Administration Building Renovations</b>  | <b>Sewer User</b> 55%<br><b>Sewer Connection</b> 45% | <b>Requested By:</b> DPW<br><b>Project #:</b> 7169 |
| Renovations to Buildings #1 and #9 at MWWTP to include, but not be limited to the following: interior/exterior painting, conference room improvements, HVAC improvements, carpet replacement, and office reconfiguration. |  |  |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)   |  |  |

| EXPENSE BUDGET              | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year        | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|--------------|------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |              |            |            |            |            | Total '21-'25 |                   |                |               |
| Architectural & Engineering | \$45         | \$0        | \$0        | \$0        | \$0        | \$45          | \$0               | \$0            | \$45          |
| Land & ROW                  | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Construction                | 175          | 0          | 0          | 0          | 0          | 175           | 0                 | 0              | 175           |
| Equipment                   | 15           | 0          | 0          | 0          | 0          | 15            | 0                 | 0              | 15            |
| Administration              | 12           | 0          | 0          | 0          | 0          | 12            | 0                 | 0              | 12            |
| Administration - FAS        | 3            | 0          | 0          | 0          | 0          | 3             | 0                 | 0              | 3             |
| Inspection                  | 25           | 0          | 0          | 0          | 0          | 25            | 0                 | 0              | 25            |
| Miscellaneous               | 0            | 0          | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Contingency                 | 18           | 0          | 0          | 0          | 0          | 18            | 0                 | 0              | 18            |
| <b>Total Outlay</b>         | <b>\$293</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$293</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$293</b>  |

| FINANCING SOURCES          | FY 2021      | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|----------------------------|--------------|------------|------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Bonds (30 Year)            | \$293        | \$0        | \$0        | \$0        | \$0        | \$293                | \$0               | \$0            | \$293         |
| 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       | \$293        | \$0        | \$0        | \$0        | \$0        | \$293                | \$0               | \$0            | \$293         |
| 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             |
| <b>Total Funding</b>       | <b>\$293</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$293</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$293</b>  |

| Operating Budget Impact            | FY 2021      | FY 2022       | FY 2023       | FY 2024       | FY 2025       | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------------|--------------|---------------|---------------|---------------|---------------|-------------------|----------------|
| No. of Personnel                   | 0.00         | 0.00          | 0.00          | 0.00          | 0.00          | 0.00              | 0.00           |
| Personnel Costs                    | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| Operating                          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Operating</b>             | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds                | 0.0          | 19.2          | 19.2          | 19.2          | 19.2          | 0.0               | 19.2           |
| Vehicle & Equipment Lease          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0           | 0.0               | 0.0            |
| <b>Total Impact</b>                | <b>\$0.0</b> | <b>\$19.2</b> | <b>\$19.2</b> | <b>\$19.2</b> | <b>\$19.2</b> | <b>\$0.0</b>      | <b>\$19.2</b>  |
| <b>Increase to Sewer User Fee:</b> | <b>0.0¢</b>  | <b>0.5¢</b>   | <b>0.5¢</b>   | <b>0.5¢</b>   | <b>0.5¢</b>   | <b>0.0¢</b>       | <b>0.5¢</b>    |

**LOCATION:**  
MWWTP



**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ 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.

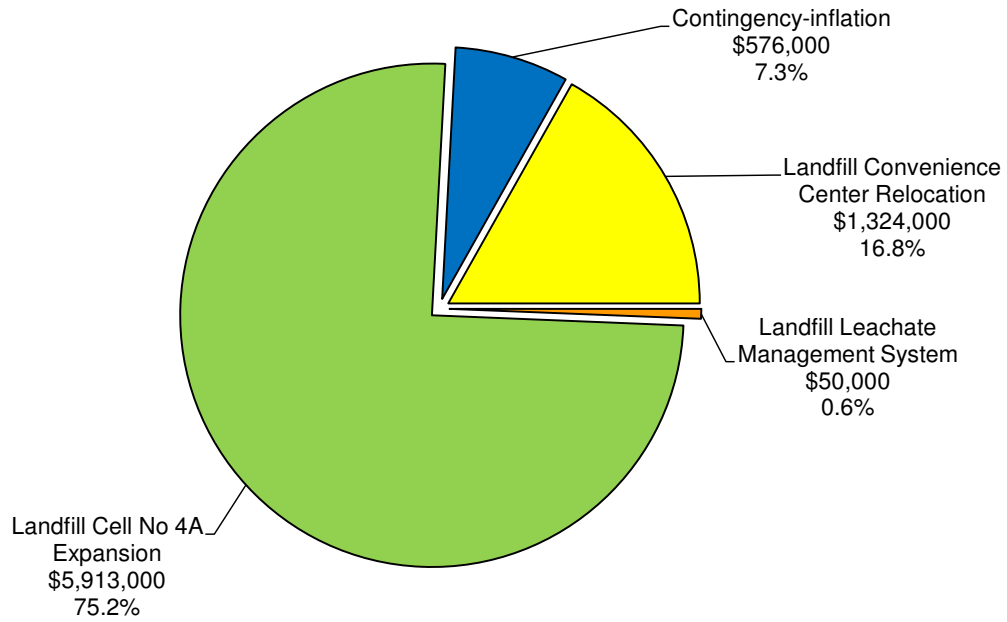
| EXPENSE<br>BUDGET           | FY 2021        | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year           |                      |                   |                  |
|-----------------------------|----------------|----------------|----------------|------------|------------|------------------|----------------------|-------------------|------------------|
|                             |                |                |                |            |            | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
| Architectural & Engineering | \$323          | \$0            | \$0            | \$0        | \$0        | \$323            | \$1,120              | \$0               | \$1,443          |
| Land & ROW                  | 0              | 0              | 0              | 0          | 0          | 0                | 20                   | 0                 | 20               |
| Construction                | 6,237          | 2,250          | 1,175          | 0          | 0          | 9,662            | 6,175                | 0                 | 15,837           |
| Equipment                   | 0              | 0              | 588            | 0          | 0          | 588              | 0                    | 0                 | 588              |
| Administration              | 390            | 223            | 88             | 0          | 0          | 701              | 278                  | 0                 | 979              |
| Administration - FAS        | 9              | 6              | 0              | 0          | 0          | 15               | 6                    | 0                 | 21               |
| Inspection                  | 194            | 112            | 59             | 0          | 0          | 365              | 301                  | 0                 | 666              |
| Miscellaneous               | 41             | 21             | 23             | 0          | 0          | 85               | 76                   | 0                 | 161              |
| Contingency                 | 669            | 112            | 118            | 0          | 0          | 899              | 648                  | 0                 | 1,547            |
| <b>Total Outlay</b>         | <b>\$7,863</b> | <b>\$2,724</b> | <b>\$2,051</b> | <b>\$0</b> | <b>\$0</b> | <b>\$12,638</b>  | <b>\$8,624</b>       | <b>\$0</b>        | <b>\$21,262</b>  |

| FINANCING<br>SOURCES       |                |                |                |            |            |                 |                |            |                 |
|----------------------------|----------------|----------------|----------------|------------|------------|-----------------|----------------|------------|-----------------|
| Bonds                      | \$54           | \$1,512        | \$0            | \$0        | \$0        | \$1,566         | \$5,446        | \$0        | \$7,012         |
| Capital Budget Reserve     | 7,809          | 1,212          | 2,051          | 0          | 0          | 11,072          | 3,178          | 0          | 14,250          |
| 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       | \$7,863        | \$2,724        | \$2,051        | \$0        | \$0        | \$12,638        | \$8,624        | \$0        | \$21,262        |
| 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               |
| <b>Total Funding</b>       | <b>\$7,863</b> | <b>\$2,724</b> | <b>\$2,051</b> | <b>\$0</b> | <b>\$0</b> | <b>\$12,638</b> | <b>\$8,624</b> | <b>\$0</b> | <b>\$21,262</b> |

| Operating Budget Impact   | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. Beyond |                |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                           |                |                |                |                |                | thru FY20      | FY 2025        |
| No. of Personnel          | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Personnel Costs           | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Operating                 | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total</b>              | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   |
| Debt Service: Bonds       | 475.2          | 480.3          | 622.1          | 622.1          | 622.1          | 475.2          | 622.1          |
| Vehicle & Equipment Lease | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| <b>Total Impact</b>       | <b>\$475.2</b> | <b>\$480.3</b> | <b>\$622.1</b> | <b>\$622.1</b> | <b>\$622.1</b> | <b>\$475.2</b> | <b>\$562.0</b> |

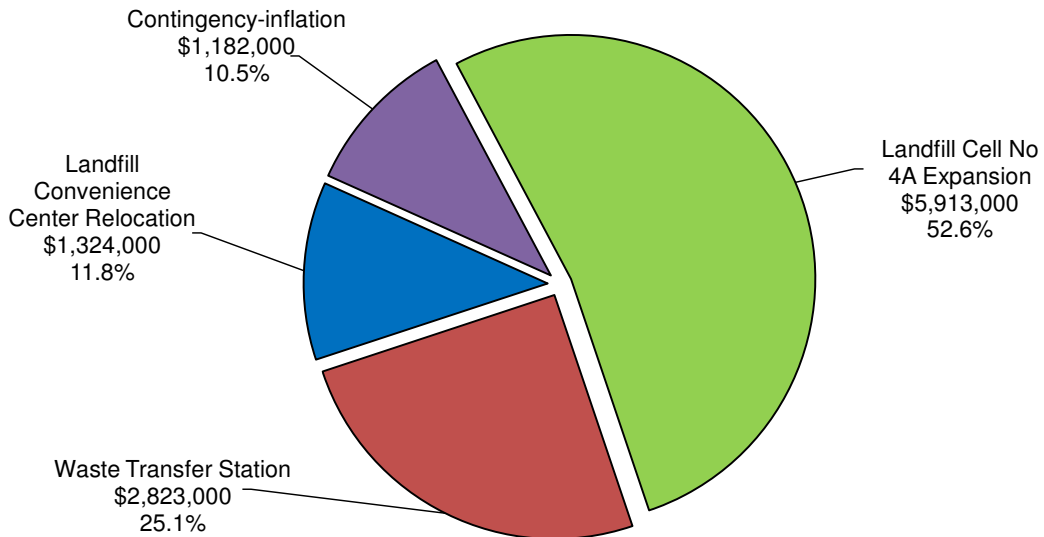
Increase to Annual Tipping fee:      \$6.41      \$6.48      \$8.39      \$0.00      \$0.00

**FY21 Landfill Fund by Project**  
**Total \$7,863,000**



The Landfill Scale House Expansion and the Landfill Storm Water Management Ponds are funded by Bonds. The Landfill Cell No. 4A Expansion, the Landfill Convenience Center Relocation, Landfill Transfer Station Property Acquisition and the Waste Transfer Station are funded by the Capital Budget Reserve. These revenues are paid for by the Landfill Tipping Fee. The FY2021 Fee is \$78 per ton.

**FY21-FY25 Landfill Fund by Project**  
**Total \$12,638,000**



# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: DPW</b> |
| <b>Waste Transfer Station</b>   | <b>Project #: 8093</b>   |
| Construct a waste transfer station to allow for disposal options outside of our jurisdiction. Additional disposal options are needed as the Charles County Landfill nears capacity. |                          |
| Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)  |                          |
| <b>PRIORITY</b>   |                          |

| EXPENSE BUDGET              | FY 2021    | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|------------|----------------|----------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$0        | \$0            | \$0            | \$0        | \$0        | \$0                  | \$300             | \$0            | \$300          |
| Land & ROW                  | 0          | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 0          | 1,000          | 1,000          | 0          | 0          | 2,000                | 0                 | 0              | 2,000          |
| Equipment                   | 0          | 0              | 500            | 0          | 0          | 500                  | 0                 | 0              | 500            |
| Administration              | 0          | 75             | 75             | 0          | 0          | 150                  | 0                 | 0              | 150            |
| Administration - FAS        | 0          | 3              | 0              | 0          | 0          | 3                    | 6                 | 0              | 9              |
| Inspection                  | 0          | 0              | 50             | 0          | 0          | 50                   | 0                 | 0              | 50             |
| Miscellaneous               | 0          | 0              | 20             | 0          | 0          | 20                   | 0                 | 0              | 20             |
| Contingency                 | 0          | 0              | 100            | 0          | 0          | 100                  | 30                | 0              | 130            |
| <b>Total Outlay</b>         | <b>\$0</b> | <b>\$1,078</b> | <b>\$1,745</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,823</b>       | <b>\$336</b>      | <b>\$0</b>     | <b>\$3,159</b> |

| FINANCING SOURCES      | FY 2021    | FY 2022        | FY 2023        | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|------------------------|------------|----------------|----------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                  | \$0        | \$0            | \$0            | \$0        | \$0        | \$0                  | \$0               | \$0            | \$0            |
| Capital Budget Reserve | 0          | 1,078          | 1,745          | 0          | 0          | 2,823                | 336               | 0              | 3,159          |
| Operating Transfer     | 0          | 0              | 0              | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Total County Funding   | \$0        | \$1,078        | \$1,745        | \$0        | \$0        | \$2,823              | \$336             | \$0            | \$3,159        |
| 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              |
| <b>Total Funding</b>   | <b>\$0</b> | <b>\$1,078</b> | <b>\$1,745</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,823</b>       | <b>\$336</b>      | <b>\$0</b>     | <b>\$3,159</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |

**LOCATION:**  
Charles County Landfill, Waldorf Maryland

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|  |                          |
|--|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By: DPW</b> |
| <b>Landfill Convenience Center Relocation</b>  | <b>Project #: 8123</b>   |
| <p>The relocation of the current citizen convenience center is required prior to the construction of Cell 4. The relocation will allow the site to maximize the airspace for cell 4 by piggybacking on the existing landfill</p> |                          |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>   |                          |

| EXPENSE<br>BUDGET           | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year           |                      |                   |                  |
|-----------------------------|----------------|------------|------------|------------|------------|------------------|----------------------|-------------------|------------------|
|                             |                |            |            |            |            | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
| Architectural & Engineering | \$80           | \$0        | \$0        | \$0        | \$0        | \$80             | \$0                  | \$0               | \$80             |
| Land & ROW                  | 0              | 0          | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| Construction                | 1,000          | 0          | 0          | 0          | 0          | 1,000            | 0                    | 0                 | 1,000            |
| Equipment                   | 0              | 0          | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| Administration              | 81             | 0          | 0          | 0          | 0          | 81               | 0                    | 0                 | 81               |
| Administration - FAS        | 3              | 0          | 0          | 0          | 0          | 3                | 0                    | 0                 | 3                |
| Inspection                  | 50             | 0          | 0          | 0          | 0          | 50               | 0                    | 0                 | 50               |
| Miscellaneous               | 10             | 0          | 0          | 0          | 0          | 10               | 0                    | 0                 | 10               |
| Contingency                 | 100            | 0          | 0          | 0          | 0          | 100              | 0                    | 0                 | 100              |
| <b>Total Outlay</b>         | <b>\$1,324</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,324</b>   | <b>\$0</b>           | <b>\$0</b>        | <b>\$1,324</b>   |

| FINANCING<br>SOURCES        | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | Total<br>'21-'25 | Approp.<br>thru FY20 | Beyond<br>FY 2025 | Project<br>Total |
|-----------------------------|----------------|------------|------------|------------|------------|------------------|----------------------|-------------------|------------------|
| Bonds                       | \$0            | \$0        | \$0        | \$0        | \$0        | \$0              | \$0                  | \$0               | \$0              |
| Capital Budget Reserve      | 1,324          | 0          | 0          | 0          | 0          | 1,324            | 0                    | 0                 | 1,324            |
| Operating Transfer          | 0              | 0          | 0          | 0          | 0          | 0                | 0                    | 0                 | 0                |
| <b>Total County Funding</b> | <b>\$1,324</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,324</b>   | <b>\$0</b>           | <b>\$0</b>        | <b>\$1,324</b>   |
| 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                |
| <b>Total Funding</b>        | <b>\$1,324</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,324</b>   | <b>\$0</b>           | <b>\$0</b>        | <b>\$1,324</b>   |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. Beyond<br>thru FY20 FY 2025 |              |
|---------------------------|--------------|--------------|--------------|--------------|--------------|-------------------------------------|--------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00                                | 0.00         |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0                                 | 0.0          |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0                                 | 0.0          |
| <b>Total</b>              | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>                        | <b>\$0.0</b> |
| 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          |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>                        | <b>\$0.0</b> |

|   |
|---|
| <b>LOCATION:</b><br>Charles County Landfill, Waldorf Maryland |
|---|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |  |
|---|--|
| <b>PROJECT NAME:</b><br><b>Landfill Cell #4A Expansion</b>  | <b>Requested By: DPW</b><br><b>Project #: 8092</b> |
| Design and construct landfill Cell #4A which will provide approximately 13 additional acres of capacity to the existing landfill facility. Construction to include a small leachate pump station and forcemain to direct leachate generated from the cell to the existing leachate management system. |  |
| Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)  |  |
| <b>PRIORITY</b>   |  |

| EXPENSE BUDGET              | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|----------------|------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Architectural & Engineering | \$170          | \$0        | \$0        | \$0        | \$0        | \$170                | \$360             | \$0            | \$530          |
| Land & ROW                  | 0              | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Construction                | 4,780          | 0          | 0          | 0          | 0          | 4,780                | 2,100             | 0              | 6,880          |
| Equipment                   | 0              | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Administration              | 279            | 0          | 0          | 0          | 0          | 279                  | 27                | 0              | 306            |
| Administration - FAS        | 6              | 0          | 0          | 0          | 0          | 6                    | 0                 | 0              | 6              |
| Inspection                  | 130            | 0          | 0          | 0          | 0          | 130                  | 100               | 0              | 230            |
| Miscellaneous               | 28             | 0          | 0          | 0          | 0          | 28                   | 45                | 0              | 73             |
| Contingency                 | 520            | 0          | 0          | 0          | 0          | 520                  | 210               | 0              | 730            |
| <b>Total Outlay</b>         | <b>\$5,913</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,913</b>       | <b>\$2,842</b>    | <b>\$0</b>     | <b>\$8,755</b> |

| FINANCING SOURCES      | FY 2021        | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|------------------------|----------------|------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                  | \$0            | \$0        | \$0        | \$0        | \$0        | \$0                  | \$0               | \$0            | \$0            |
| Capital Budget Reserve | 5,913          | 0          | 0          | 0          | 0          | 5,913                | 2,842             | 0              | 8,755          |
| Operating Transfer     | 0              | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Total County Funding   | \$5,913        | \$0        | \$0        | \$0        | \$0        | \$5,913              | \$2,842           | \$0            | \$8,755        |
| 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              |
| <b>Total Funding</b>   | <b>\$5,913</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,913</b>       | <b>\$2,842</b>    | <b>\$0</b>     | <b>\$8,755</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total</b>              | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |

|                  |
|------------------|
| <b>LOCATION:</b> |
|------------------|

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

|   |  |
|---|--|
| <b>PROJECT NAME:</b><br><b>Landfill Leachate Management System</b>  | <b>Requested By: DPW</b><br><b>Project #: 8041</b> |
| <p>Design and construct a leachate management system to handle the excess leachate volume generated with the development of Cells 2B/3B and proposed Cell #4A. The leachate system will consist of the construction of a secondary containment system around the existing leachate storage tanks, a leachate pretreatment facility, and a pump station and forcemain to pump the pretreated leachate to the sewer system in Billingsley Road.</p> |  |
| <p>Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)</p>  |  |

| EXPENSE BUDGET              | FY 2021     | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year         | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|-------------|----------------|------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |             |                |            |            |            | Total '21-'25  |                   |                |                |
| Architectural & Engineering | \$50        | \$0            | \$0        | \$0        | \$0        | \$50           | \$460             | \$0            | \$510          |
| Land & ROW                  | 0           | 0              | 0          | 0          | 0          | 0              | 20                | 0              | 20             |
| Construction                | 0           | 1,000          | 0          | 0          | 0          | 1,000          | 4,075             | 0              | 5,075          |
| Equipment                   | 0           | 0              | 0          | 0          | 0          | 0              | 0                 | 0              | 0              |
| Administration              | 0           | 124            | 0          | 0          | 0          | 124            | 251               | 0              | 375            |
| Administration - FAS        | 0           | 3              | 0          | 0          | 0          | 3              | 0                 | 0              | 3              |
| Inspection                  | 0           | 100            | 0          | 0          | 0          | 100            | 201               | 0              | 301            |
| Miscellaneous               | 0           | 19             | 0          | 0          | 0          | 19             | 31                | 0              | 50             |
| Contingency                 | 0           | 100            | 0          | 0          | 0          | 100            | 408               | 0              | 508            |
| <b>Total Outlay</b>         | <b>\$50</b> | <b>\$1,346</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,396</b> | <b>\$5,446</b>    | <b>\$0</b>     | <b>\$6,842</b> |

| FINANCING SOURCES      | FY 2021     | FY 2022        | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|------------------------|-------------|----------------|------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds                  | \$50        | \$1,346        | \$0        | \$0        | \$0        | \$1,396              | \$5,446           | \$0            | \$6,842        |
| 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   | \$50        | \$1,346        | \$0        | \$0        | \$0        | \$1,396              | \$5,446           | \$0            | \$6,842        |
| 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              |
| <b>Total Funding</b>   | <b>\$50</b> | <b>\$1,346</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,396</b>       | <b>\$5,446</b>    | <b>\$0</b>     | <b>\$6,842</b> |

| Operating Budget Impact         | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel                | 0.00           | 0.00           | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs                 | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                       | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>          | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds             | 475.2          | 478.3          | 562.0          | 562.0          | 562.0          | 475.2             | 562.0          |
| Vehicle & Equipment Lease       | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>             | <b>\$475.2</b> | <b>\$478.3</b> | <b>\$562.0</b> | <b>\$562.0</b> | <b>\$562.0</b> | <b>\$475.2</b>    | <b>\$562.0</b> |
| Increase to Annual Tipping fee: | \$6.41         | \$6.45         | \$7.58         | \$7.58         | \$7.58         | \$6.92            | \$7.58         |

|                              |
|------------------------------|
| <b>LOCATION:</b><br>Landfill |
|------------------------------|

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

#### WATERSHED PROTECTION & RESTORATION FUND SUMMARY

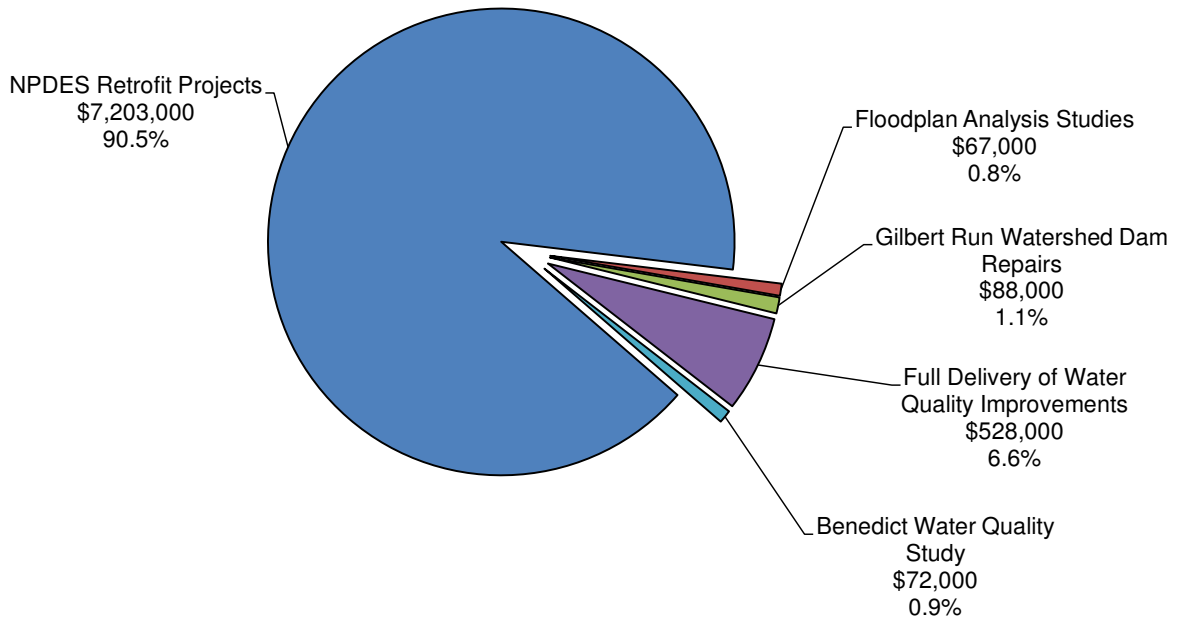
Charles County continues to design and construct stormwater facilities to manage the quantity and quality of stormwater runoff from untreated impervious surface. Cost associated with this program are part of the Watershed Protection and Restoration Enterprise Fund and paid for with the stormwater remediation fee.

| EXPENSE BUDGET              | FY 2021        | FY 2022         | FY 2023         | FY 2024         | FY 2025         | 5-Year          |                   |                |                  |
|-----------------------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|----------------|------------------|
|                             |                |                 |                 |                 |                 | Total '21-'25   | Approp. thru FY20 | Beyond FY 2025 | Project Total    |
| Architectural & Engineering | \$695          | \$718           | \$588           | \$616           | \$646           | \$3,263         | \$3,444           | \$679          | \$7,386          |
| Land & ROW                  | 500            | 562             | 588             | 616             | 646             | 2,912           | 5,277             | 679            | 8,868            |
| Construction                | 5,500          | 7,705           | 8,051           | 7,388           | 7,757           | 36,401          | 28,894            | 6,788          | 72,083           |
| Equipment                   | 5              | 0               | 0               | 0               | 0               | 5               | 15                | 0              | 20               |
| Administration              | 441            | 515             | 530             | 548             | 569             | 2,603           | 1,599             | 531            | 4,733            |
| Administration - FAS        | 12             | 9               | 8               | 8               | 8               | 45              | 12                | 4              | 61               |
| Inspection                  | 200            | 225             | 235             | 246             | 259             | 1,165           | 361               | 266            | 1,792            |
| Miscellaneous               | 102            | 113             | 117             | 122             | 127             | 581             | 732               | 136            | 1,449            |
| Contingency                 | 503            | 620             | 647             | 616             | 646             | 3,032           | 1,950             | 679            | 5,661            |
| <b>Total Outlay</b>         | <b>\$7,958</b> | <b>\$10,467</b> | <b>\$10,764</b> | <b>\$10,160</b> | <b>\$10,658</b> | <b>\$50,007</b> | <b>\$42,284</b>   | <b>\$9,762</b> | <b>\$102,053</b> |

| FINANCING SOURCES           |                |                 |                 |                 |                 |                 |                 |                |                  |
|-----------------------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|------------------|
| Bonds                       | \$7,742        | \$10,318        | \$10,687        | \$10,083        | \$10,581        | \$49,411        | \$41,959        | \$9,685        | \$101,055        |
| Fund Balance Appropriation  | 67             | 0               | 0               | 0               | 0               | 67              | 313             | 0              | 380              |
| Operating Transfer          | 149            | 149             | 77              | 77              | 77              | 529             | 12              | 77             | 618              |
| <b>Total County Funding</b> | <b>\$7,958</b> | <b>\$10,467</b> | <b>\$10,764</b> | <b>\$10,160</b> | <b>\$10,658</b> | <b>\$50,007</b> | <b>\$42,284</b> | <b>\$9,762</b> | <b>\$102,053</b> |
| 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                |
| <b>Total Funding</b>        | <b>\$7,958</b> | <b>\$10,467</b> | <b>\$10,764</b> | <b>\$10,160</b> | <b>\$10,658</b> | <b>\$50,007</b> | <b>\$42,284</b> | <b>\$9,762</b> | <b>\$102,053</b> |

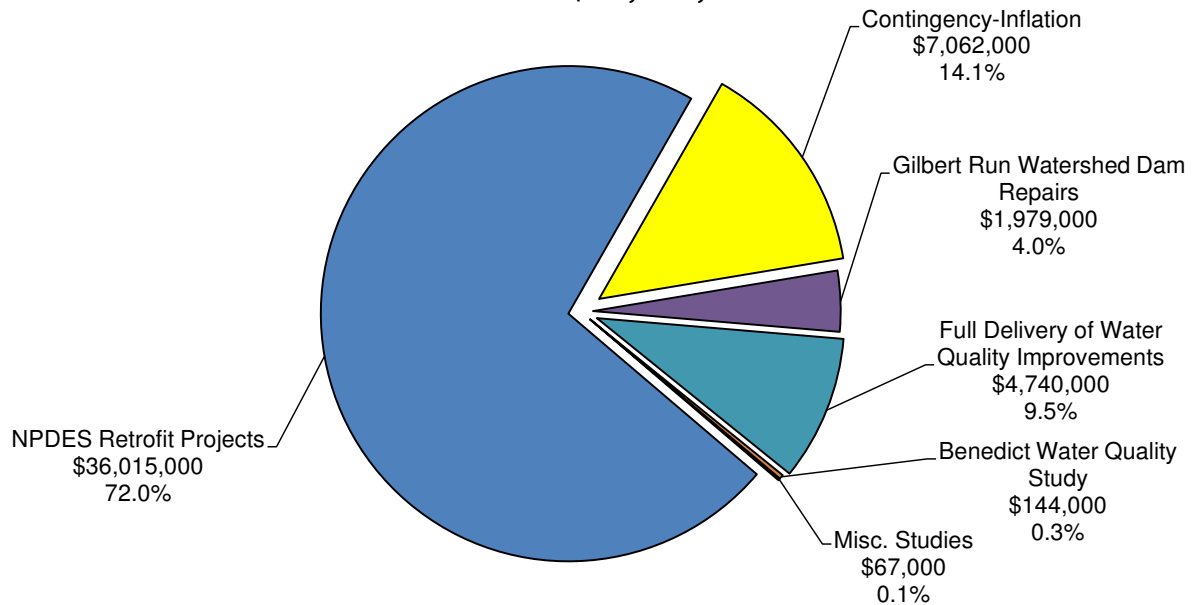
| Operating Budget Impact      | FY 2021          | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp. Beyond   |                  |
|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                              |                  |                  |                  |                  |                  | thru FY20        | FY 2025          |
| No. of Personnel             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Personnel Costs              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              |
| Operating                    | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              |
| <b>Total Operating</b>       | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     |
| Debt Service: Bonds          | 3,661.2          | 4,168.2          | 4,847.7          | 5,551.4          | 6,215.4          | 3,661.2          | 6,447.1          |
| Vehicle & Equipment Lease    | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              |
| <b>Total Impact</b>          | <b>\$3,661.2</b> | <b>\$4,168.2</b> | <b>\$4,847.7</b> | <b>\$5,551.4</b> | <b>\$6,215.4</b> | <b>\$3,661.2</b> | <b>\$6,447.1</b> |
| Increase to Annual WPRF fee: | \$72.68          | \$78.65          | \$89.16          | \$102.55         | \$114.81         | \$70.61          | \$119.09         |

## FY21 Watershed Protection and Restoration Fund by Project Total \$7,958,000



NPDES Retrofit Projects are funded by Bonds which are paid for with the Stormwater Remediation Fee. A \$92 fee is charged annually to each improved property within the County.

## FY21-FY25 Watershed Protection and Restoration Fund by Project Total \$50,007,000





# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |                          |
|--|--------------------------|
| <b>PROJECT NAME:</b>   | <b>Requested By:</b> DPW |
| <b>NPDES Retrofit Projects</b>   | <b>Project #:</b> 8019   |
| <p>This project is to implement the County's Municipal Stormwater Restoration Plans for achieving stormwater waste load allocations assigned to impaired waterways. The pace of project implementation is determined by the County's NPDES municipal stormwater permit requirement to restore a percentage of the County's impervious surface that has not already been restored to the maximum extent practicable.</p> <p>Projects are primarily identified by watershed assessments, then evaluated and ranked for implementation. Project types include new or upgraded stormwater management facilities, green stormwater infrastructure, regenerative stream conveyance, stream restoration, shoreline management, septic practices, tree planting and other restoration practices per Maryland's Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated Guidance for NPDES Stormwater Permits.</p> <p>Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)</p> |                          |
| <b>PRIORITY</b>  |                          |

| EXPENSE BUDGET              | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------------|-------------------|----------------|-----------------|
| Architectural & Engineering | \$500          | \$500          | \$500          | \$500          | \$500          | \$2,500              | \$3,194           | \$500          | \$6,194         |
| Land & ROW                  | 500            | 500            | 500            | 500            | 500            | 2,500                | 5,277             | 500            | 8,277           |
| Construction                | 5,000          | 5,000          | 5,000          | 5,000          | 5,000          | 25,000               | 28,894            | 5,000          | 58,894          |
| Equipment                   | 0              | 0              | 0              | 0              | 0              | 0                    | 0                 | 0              | 0               |
| Administration              | 400            | 400            | 400            | 400            | 400            | 2,000                | 1,571             | 400            | 3,971           |
| Administration - FAS        | 3              | 3              | 3              | 3              | 3              | 15                   | 0                 | 3              | 18              |
| Inspection                  | 200            | 200            | 200            | 200            | 200            | 1,000                | 361               | 200            | 1,561           |
| Miscellaneous               | 100            | 100            | 100            | 100            | 100            | 500                  | 728               | 100            | 1,328           |
| Contingency                 | 500            | 500            | 500            | 500            | 500            | 2,500                | 1,946             | 500            | 4,946           |
| <b>Total Outlay</b>         | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$36,015</b>      | <b>\$41,971</b>   | <b>\$7,203</b> | <b>\$85,189</b> |

| FINANCING SOURCES           | FY 2021        | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total   |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------------|-------------------|----------------|-----------------|
| Bonds (30 Year)             | \$7,126        | \$7,126        | \$7,126        | \$7,126        | \$7,126        | \$35,630             | \$41,959          | \$7,126        | \$84,715        |
| Fund Balance Appropriation  | 0              | 0              | 0              | 0              | 0              | 0                    | 0                 | 0              | 0               |
| Operating Transfer          | 77             | 77             | 77             | 77             | 77             | 385                  | 12                | 77             | 474             |
| <b>Total County Funding</b> | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$36,015</b>      | <b>\$41,971</b>   | <b>\$7,203</b> | <b>\$85,189</b> |
| 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               |
| <b>Total Funding</b>        | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$7,203</b> | <b>\$36,015</b>      | <b>\$41,971</b>   | <b>\$7,203</b> | <b>\$85,189</b> |

| Operating Budget Impact      | FY 2021          | FY 2022          | FY 2023          | FY 2024          | FY 2025          | Approp. thru FY20 | Beyond FY 2025   |
|------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|
| No. of Personnel             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00              | 0.00             |
| Personnel Costs              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              |
| Operating                    | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Operating</b>       | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>     | <b>\$0.0</b>      | <b>\$0.0</b>     |
| Debt Service: Bonds          | 3,661.2          | 4,127.9          | 4,597.1          | 5,066.4          | 5,535.6          | 3,661.2           | 6,004.9          |
| Vehicle & Equipment Lease    | 0.0              | 0.0              | 0.0              | 0.0              | 0.0              | 0.0               | 0.0              |
| <b>Total Impact</b>          | <b>\$3,661.2</b> | <b>\$4,127.9</b> | <b>\$4,597.1</b> | <b>\$5,066.4</b> | <b>\$5,535.6</b> | <b>\$3,661.2</b>  | <b>\$6,004.9</b> |
| Increase to Annual WPRF fee: | \$69.84          | \$77.89          | \$85.82          | \$93.59          | \$102.26         | \$70.61           | \$110.92         |

**LOCATION:**  
Charles County Development District- see description

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|  |  |
|--|--|
| <b>PROJECT NAME:</b><br><b>Floodplain Analysis Studies</b>   | <b>Requested By:</b> PGM<br><b>Project #:</b> 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 2021     | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|-------------|------------|------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Architectural & Engineering | \$50        | \$0        | \$0        | \$0        | \$0        | \$50                 | \$250             | \$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           | 0          | 0          | 0          | 0          | 5                    | 15                | 0              | 20            |
| Administration              | 7           | 0          | 0          | 0          | 0          | 7                    | 28                | 0              | 35            |
| Administration - FAS        | 3           | 0          | 0          | 0          | 0          | 3                    | 12                | 0              | 15            |
| Inspection                  | 0           | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| Miscellaneous               | 1           | 0          | 0          | 0          | 0          | 1                    | 4                 | 0              | 5             |
| Contingency                 | 1           | 0          | 0          | 0          | 0          | 1                    | 4                 | 0              | 5             |
| <b>Total Outlay</b>         | <b>\$67</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$67</b>          | <b>\$313</b>      | <b>\$0</b>     | <b>\$380</b>  |

| FINANCING SOURCES           | FY 2021     | FY 2022    | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|-------------|------------|------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Bonds                       | \$0         | \$0        | \$0        | \$0        | \$0        | \$0                  | \$0               | \$0            | \$0           |
| Fund Balance Appropriation  | 67          | 0          | 0          | 0          | 0          | 67                   | 313               | 0              | 380           |
| Operating Transfer          | 0           | 0          | 0          | 0          | 0          | 0                    | 0                 | 0              | 0             |
| <b>Total County Funding</b> | <b>\$67</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$67</b>          | <b>\$313</b>      | <b>\$0</b>     | <b>\$380</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$67</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$67</b>          | <b>\$313</b>      | <b>\$0</b>     | <b>\$380</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| No. of Personnel          | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |

|                              |        |        |        |        |        |        |        |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|
| Increase to Annual WPRF fee: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|

|                  |                           |
|------------------|---------------------------|
| <b>LOCATION:</b> | Throughout Charles County |
|------------------|---------------------------|

## APPROVED CAPITAL IMPROVEMENT PROGRAM

### FISCAL YEAR 2021

(\$ in thousands)

**PROJECT NAME:**

**Gilbert Run Watershed Dam Repairs**

Requested By: DPW

Project #: 8124

Maintenance and Operation Agreement between County Commissioners of Charles County and the Gilbert Run Watershed Association in 2002 transfers responsibility from the association to the county to operate and maintain the Gilbert Run Watershed Dams - Trinity, Jameson, and Wheatley Dams. Repairs to these dams are necessary per Maryland Department of Environment inspections and COMAR 26.17.04.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

| EXPENSE BUDGET              | FY 2021     | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year         | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|-------------|--------------|--------------|------------|------------|----------------|-------------------|----------------|----------------|
|                             |             |              |              |            |            | Total '21-'25  |                   |                |                |
| Architectural & Engineering | \$85        | \$85         | \$0          | \$0        | \$0        | \$170          | \$0               | \$0            | \$170          |
| Land & ROW                  | 0           | 0            | 0            | 0          | 0          | 0              | 0                 | 0              | 0              |
| Construction                | 0           | 850          | 850          | 0          | 0          | 1,700          | 0                 | 0              | 1,700          |
| Equipment                   | 0           | 0            | 0            | 0          | 0          | 0              | 0                 | 0              | 0              |
| Administration              | 3           | 3            | 3            | 0          | 0          | 9              | 0                 | 0              | 9              |
| Administration - FAS        | 0           | 0            | 0            | 0          | 0          | 0              | 0                 | 0              | 0              |
| Inspection                  | 0           | 0            | 0            | 0          | 0          | 0              | 0                 | 0              | 0              |
| Miscellaneous               | 0           | 0            | 0            | 0          | 0          | 0              | 0                 | 0              | 0              |
| Contingency                 | 0           | 50           | 50           | 0          | 0          | 100            | 0                 | 0              | 100            |
| <b>Total Outlay</b>         | <b>\$88</b> | <b>\$988</b> | <b>\$903</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,979</b> | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,979</b> |

| FINANCING SOURCES           | FY 2021     | FY 2022      | FY 2023      | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|-------------|--------------|--------------|------------|------------|----------------------|-------------------|----------------|----------------|
| Bonds (15 Year)             | \$88        | \$988        | \$903        | \$0        | \$0        | \$1,979              | \$0               | \$0            | \$1,979        |
| Fund Balance Appropriation  | 0           | 0            | 0            | 0          | 0          | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0           | 0            | 0            | 0          | 0          | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$88</b> | <b>\$988</b> | <b>\$903</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,979</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,979</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$88</b> | <b>\$988</b> | <b>\$903</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,979</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$1,979</b> |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023       | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|---------------------------|--------------|--------------|---------------|----------------|----------------|-------------------|----------------|
|                           |              |              |               |                |                |                   |                |
| No. of Personnel          | 0.00         | 0.00         | 0.00          | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs           | 0.0          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                 | 0.0          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds       | 0.0          | 5.8          | 70.8          | 130.3          | 130.3          | 0.0               | 130.3          |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 0.0           | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>       | <b>\$0.0</b> | <b>\$5.8</b> | <b>\$70.8</b> | <b>\$130.3</b> | <b>\$130.3</b> | <b>\$0.0</b>      | <b>\$130.3</b> |

Increase to Annual WPRF fee: \$0.00 \$0.11 \$1.32 \$2.41 \$2.41 \$0.00 \$2.41

**LOCATION:**

Gilbert Run

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

|   |                          |
|---|--------------------------|
| <b>PROJECT NAME:</b>  | <b>Requested By: PGM</b> |
| <b>Full Delivery of Water Quality Improvements</b>  | <b>Project #: 8125</b>   |
| Project for delivery of completed projects that restore untreated impervious surfaces by construction of water quality facilities, stream restoration, or alternative best management practices as required by the County's NPDES Municipal Separate Storm Sewer System (MS4) permit. |                          |
| Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)   |                          |
| <b>PRIORITY</b>   |                          |

| EXPENSE BUDGET              | FY 2021      | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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                | 500          | 1,000          | 1,000          | 1,000          | 1,000          | 4,500                | 0                 | 0              | 4,500          |
| Equipment                   | 0            | 0              | 0              | 0              | 0              | 0                    | 0                 | 0              | 0              |
| Administration              | 25           | 50             | 50             | 50             | 50             | 225                  | 0                 | 0              | 225            |
| Administration - FAS        | 3            | 3              | 3              | 3              | 3              | 15                   | 0                 | 0              | 15             |
| 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              |
| <b>Total Outlay</b>         | <b>\$528</b> | <b>\$1,053</b> | <b>\$1,053</b> | <b>\$1,053</b> | <b>\$1,053</b> | <b>\$4,740</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,740</b> |

| FINANCING SOURCES           | FY 2021      | FY 2022        | FY 2023        | FY 2024        | FY 2025        | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total  |
|-----------------------------|--------------|----------------|----------------|----------------|----------------|----------------------|-------------------|----------------|----------------|
| Bonds (30 Year)             | \$528        | \$1,053        | \$1,053        | \$1,053        | \$1,053        | \$4,740              | \$0               | \$0            | \$4,740        |
| Fund Balance Appropriation  | 0            | 0              | 0              | 0              | 0              | 0                    | 0                 | 0              | 0              |
| Operating Transfer          | 0            | 0              | 0              | 0              | 0              | 0                    | 0                 | 0              | 0              |
| <b>Total County Funding</b> | <b>\$528</b> | <b>\$1,053</b> | <b>\$1,053</b> | <b>\$1,053</b> | <b>\$1,053</b> | <b>\$4,740</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,740</b> |
| 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              |
| <b>Total Funding</b>        | <b>\$528</b> | <b>\$1,053</b> | <b>\$1,053</b> | <b>\$1,053</b> | <b>\$1,053</b> | <b>\$4,740</b>       | <b>\$0</b>        | <b>\$0</b>     | <b>\$4,740</b> |

| Operating Budget Impact      | FY 2021      | FY 2022       | FY 2023        | FY 2024        | FY 2025        | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------|--------------|---------------|----------------|----------------|----------------|-------------------|----------------|
| No. of Personnel             | 0.00         | 0.00          | 0.00           | 0.00           | 0.00           | 0.00              | 0.00           |
| Personnel Costs              | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| Operating                    | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Operating</b>       | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>   | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Debt Service: Bonds          | 0.0          | 34.6          | 103.9          | 173.3          | 242.6          | 0.0               | 311.9          |
| Vehicle & Equipment Lease    | 0.0          | 0.0           | 0.0            | 0.0            | 0.0            | 0.0               | 0.0            |
| <b>Total Impact</b>          | <b>\$0.0</b> | <b>\$34.6</b> | <b>\$103.9</b> | <b>\$173.3</b> | <b>\$242.6</b> | <b>\$0.0</b>      | <b>\$311.9</b> |
| Increase to Annual WPRF fee: | \$0.00       | \$0.65        | \$1.94         | \$3.20         | \$4.48         | \$0.00            | \$5.76         |

**LOCATION:**  
Various

# APPROVED CAPITAL IMPROVEMENT PROGRAM

## FISCAL YEAR 2021

(\$ in thousands)

**PROJECT NAME:**

**Benedict Water Quality Study**

**Requested By: PGM**

**Project #: 8126**

An analysis of the water quality along the Patuxent River shoreline and its nearby tributaries is necessary to determine if area septic systems are contributing to excess nutrients in the water body. This study is in conjunction with the cost/benefit analysis for the Benedict Sewer System project, with a focus on determining potential water quality improvements that the proposed sewer system may contribute.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

| EXPENSE BUDGET              | FY 2021     | FY 2022     | FY 2023    | FY 2024    | FY 2025    | 5-Year        | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|-----------------------------|-------------|-------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |             |             |            |            |            | Total '21-'25 |                   |                |               |
| Architectural & Engineering | \$60        | \$60        | \$0        | \$0        | \$0        | \$120         | \$0               | \$0            | \$120         |
| 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              | 6           | 6           | 0          | 0          | 0          | 12            | 0                 | 0              | 12            |
| Administration - FAS        | 3           | 3           | 0          | 0          | 0          | 6             | 0                 | 0              | 6             |
| Inspection                  | 0           | 0           | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Miscellaneous               | 1           | 1           | 0          | 0          | 0          | 2             | 0                 | 0              | 2             |
| Contingency                 | 2           | 2           | 0          | 0          | 0          | 4             | 0                 | 0              | 4             |
| <b>Total Outlay</b>         | <b>\$72</b> | <b>\$72</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$144</b>  | <b>\$0</b>        | <b>\$0</b>     | <b>\$144</b>  |

| FINANCING SOURCES           | FY 2021     | FY 2022     | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | 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          | 72          | 72          | 0          | 0          | 0          | 144                  | 0                 | 0              | 144           |
| <b>Total County Funding</b> | <b>\$72</b> | <b>\$72</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$144</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$144</b>  |
| 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             |
| <b>Total Funding</b>        | <b>\$72</b> | <b>\$72</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$144</b>         | <b>\$0</b>        | <b>\$0</b>     | <b>\$144</b>  |

| Operating Budget Impact      | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Approp. thru FY20 | Beyond FY 2025 |
|------------------------------|--------------|--------------|--------------|--------------|--------------|-------------------|----------------|
|                              |              |              |              |              |              |                   |                |
| No. of Personnel             | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         | 0.00              | 0.00           |
| Personnel Costs              | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| Operating                    | 0.0          | 0.0          | 0.0          | 0.0          | 0.0          | 0.0               | 0.0            |
| <b>Total Operating</b>       | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| 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            |
| <b>Total Impact</b>          | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>      | <b>\$0.0</b>   |
| Increase to Annual WPRF fee: | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00       | \$0.00            | \$0.00         |

**LOCATION:**

Benedict

**APPROVED CAPITAL IMPROVEMENT PROGRAM**

**FISCAL YEAR 2021**

(\$ in thousands)

**ENVIRONMENTAL SERVICE FUND SUMMARY**

**PROJECT NAME:**

**County Mulching Facility Relocation**

**Requested By: DPW**

**Project #: 8121**

The mulching operation is currently located on a County own parcel that is slated for future animal shelter and bus transit station. To ensure that the mulching operation continues without disruption, a new mulching facility at a different location is preferred. The new facility will include a structural base of soil liner, geogrid fabric, and a stone working surface. A feasibility study will be performed to assess the land needs, suitable location, and estimated construction costs.

| EXPENSE BUDGET              | FY 2021     | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year        |                   |                |               |
|-----------------------------|-------------|--------------|------------|------------|------------|---------------|-------------------|----------------|---------------|
|                             |             |              |            |            |            | Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
| Architectural & Engineering | \$54        | \$0          | \$0        | \$0        | \$0        | \$54          | \$24              | \$0            | \$78          |
| Land & ROW                  | 0           | 0            | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Construction                | 0           | 573          | 0          | 0          | 0          | 573           | 0                 | 0              | 573           |
| Equipment                   | 0           | 0            | 0          | 0          | 0          | 0             | 0                 | 0              | 0             |
| Administration              | 4           | 43           | 0          | 0          | 0          | 47            | 5                 | 0              | 52            |
| Administration - FAS        | 3           | 0            | 0          | 0          | 0          | 3             | 3                 | 0              | 6             |
| Inspection                  | 0           | 28           | 0          | 0          | 0          | 28            | 0                 | 0              | 28            |
| Miscellaneous               | 0           | 6            | 0          | 0          | 0          | 6             | 1                 | 0              | 7             |
| Contingency                 | 0           | 62           | 0          | 0          | 0          | 62            | 2                 | 0              | 64            |
| <b>Total Outlay</b>         | <b>\$61</b> | <b>\$712</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$773</b>  | <b>\$35</b>       | <b>\$0</b>     | <b>\$808</b>  |

| FINANCING SOURCES          | FY 2021     | FY 2022      | FY 2023    | FY 2024    | FY 2025    | 5-Year Total '21-'25 | Approp. thru FY20 | Beyond FY 2025 | Project Total |
|----------------------------|-------------|--------------|------------|------------|------------|----------------------|-------------------|----------------|---------------|
| Bonds                      | \$61        | \$712        | \$0        | \$0        | \$0        | \$773                | \$35              | \$0            | \$808         |
| 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       | \$61        | \$712        | \$0        | \$0        | \$0        | \$773                | \$35              | \$0            | \$808         |
| 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             |
| <b>Total Funding</b>       | <b>\$61</b> | <b>\$712</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$773</b>         | <b>\$35</b>       | <b>\$0</b>     | <b>\$808</b>  |

| Operating Budget Impact   | FY 2021      | FY 2022      | FY 2023       | FY 2024       | FY 2025       | Approp. Beyond |               |
|---------------------------|--------------|--------------|---------------|---------------|---------------|----------------|---------------|
|                           |              |              |               |               |               | thru FY20      | FY 2025       |
| No. of Personnel          | 0.00         | 0.00         | 0.00          | 0.00          | 0.00          | 0.00           | 0.00          |
| Personnel Costs           | 0.0          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| Operating                 | 0.0          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| <b>Total Operating</b>    | <b>\$0.0</b> | <b>\$0.0</b> | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>  | <b>\$0.0</b>   | <b>\$0.0</b>  |
| Debt Service: Bonds       | 3.1          | 8.4          | 67.7          | 67.7          | 67.7          | 3.1            | 67.7          |
| Vehicle & Equipment Lease | 0.0          | 0.0          | 0.0           | 0.0           | 0.0           | 0.0            | 0.0           |
| <b>Total Impact</b>       | <b>\$3.1</b> | <b>\$8.4</b> | <b>\$67.7</b> | <b>\$67.7</b> | <b>\$67.7</b> | <b>\$3.1</b>   | <b>\$67.7</b> |

|                             |        |        |        |        |        |        |        |
|-----------------------------|--------|--------|--------|--------|--------|--------|--------|
| Increase to Annual ESF fee: | \$0.05 | \$0.15 | \$1.16 | \$1.15 | \$1.15 | \$0.00 | \$1.14 |
|-----------------------------|--------|--------|--------|--------|--------|--------|--------|

# FISCAL YEAR 2019-FY2021 CAPITAL IMPROVEMENT PROGRAM

*(cost estimated in thousand of dollars)*

|  | <u>FY19<br/>AMENDED</u> | <u>FY20<br/>AMENDED</u> | <u>FY21<br/>APPROVED</u> |
|--|-------------------------|-------------------------|--------------------------|
| <b>GOVERNMENTAL PROJECTS</b>   |                         |                         |                          |
| <b><u>BOARD OF EDUCATION:</u></b>  |                         |                         |                          |
| <b><u>State Shared</u></b>   |                         |                         |                          |
| Billingsley Elementary School  | \$6,514                 | \$115                   | \$0                      |
| St. Charles High School  | 2                       | 0                       | 0                        |
| Matula Full Day K Additions/Renovations                                    | (96)                    | 0                       | 0                        |
| Jenifer E.S. Full Day Kindergarten Renovation                              | (34)                    | 0                       | 0                        |
| Eva Turner E.S. - Modernization/Addition                                   | 665                     | 11,632                  | 12,556                   |
| Benjamin Stoddert M.S. Modernization/Addition                              | 751                     | 28,506                  | 11,779                   |
| McDonough H.S. Renovation Study/Security Enhancements<br>& Performing Arts | 0                       | 501                     | 7,001                    |
| Berry E.S. Full Day K Addition   | (2)                     | (65)                    | 0                        |
| Craik E.S. Full Day K Addition   | (18)                    | 0                       | 0                        |
| John Hanson M.S. - Roof Replacement  | 1,277                   | 0                       | 0                        |
| Westlake H.S. Roof Replacement   | 393                     | 70                      | 600                      |
| Indian Head E.S. Boiler Replacement  | 129                     | 0                       | 0                        |
| Full Day Kindergarten Addition: J.P. Ryon E.S.                             | 400                     | 3,695                   | 0                        |
| Full Day Kindergarten Addition: Malcolm E.S.                               | 389                     | 3,390                   | 0                        |
| Full Day Kindergarten Addition: Walter J. Mitchell E.S.                    | 0                       | 100                     | 350                      |
| Smallwood M.S. Roof/Chiller/H&V/UV Replacement                             | 0                       | 0                       | 478                      |
| T.C. Martin Elementary School Study/Renovation/Addition                    | 0                       | 0                       | 2,326                    |
| Elementary School #23  | 0                       | 0                       | 2,400                    |
| Full Day Kindergarten Addition: J.C. Parks E.S.                            | 0                       | 0                       | 400                      |
| <b>Subtotal</b>  | <b>\$10,370</b>         | <b>\$47,944</b>         | <b>\$37,890</b>          |
| <b><u>Locally Funded, 100%</u></b>   |                         |                         |                          |
| Various Maintenance Projects   | \$400                   | \$400                   | \$0                      |
| Local Portable Classrooms - Various Schools                                | 200                     | 200                     | 0                        |
| Elementary Schools - Playground Replacement Program                        | 266                     | 291                     | 0                        |
| Site Improvements/Asphalt Replacement Program                              | 1,081                   | 0                       | 0                        |
| Thomas Stone H.S. - Parking Lot & Site Improvements                        | (22)                    | 0                       | 0                        |
| FY17 Elementary Schools - Playground                                       | 0                       | (25)                    | 0                        |
| FY18 E.S. Playground Replacement Program                                   | 0                       | (25)                    | 0                        |
| Elementary School - Site Acquisition                                       | 0                       | 0                       | 0                        |
| Matthew Henson M.S. Water Line   | 625                     | 0                       | 0                        |
| Middle School - Site Acquisition   | 4,001                   | 0                       | 0                        |
| Security Enhancements - Various Schools                                    | 2,926                   | 2,926                   | 0                        |
| FY19 E.S. Playground Replacement Program                                   | 0                       | (25)                    | 0                        |
| BOE: Various Maintenance Projects  | 0                       | 0                       | 600                      |
| Local Portable Classrooms - Various Schools                                | 0                       | 0                       | 200                      |
| Contingency - Inflation  | 46                      | 1,511                   | 2,046                    |
| <b>Subtotal</b>  | <b>\$9,523</b>          | <b>\$5,253</b>          | <b>\$2,846</b>           |
| <b>TOTAL BOARD OF EDUCATION</b>  | <b>\$19,893</b>         | <b>\$53,197</b>         | <b>\$40,736</b>          |

# FISCAL YEAR 2019-FY2021 CAPITAL IMPROVEMENT PROGRAM

*(cost estimated in thousand of dollars)*

|   | <b><u>FY19<br/>AMENDED</u></b> | <b><u>FY20<br/>AMENDED</u></b> | <b><u>FY21<br/>APPROVED</u></b> |
|---|--------------------------------|--------------------------------|---------------------------------|
| <b><u>COLLEGE OF SOUTHERN MARYLAND:</u></b>                         |                                |                                |                                 |
| <b><u>Inner Campus Program</u></b>                                  |                                |                                |                                 |
| Healthcare Training Facility  | \$13,851                       | \$16,802                       | \$1,418                         |
| Contingency - Inflation   | 147                            | (354)                          | 76                              |
| <b>TOTAL COLLEGE OF SOUTHERN MD</b>                                 | <b>\$13,998</b>                | <b>\$16,448</b>                | <b>\$1,494</b>                  |
| <b><u>GENERAL GOVERNMENT:</u></b>                                   |                                |                                |                                 |
| Agricultural Preservation Land Acquisition                          | \$503                          | \$0                            | \$0                             |
| Detention Center Intake Area  | 0                              | 4,796                          | 0                               |
| Rural Legacy Program  | 1,409                          | 0                              | 1,409                           |
| Various Maintenance Projects  | 418                            | 0                              | 429                             |
| Courthouse Renovation   | 79                             | 0                              | 0                               |
| Purchase of Developments Rights (PDR) Program                       | 578                            | 0                              | 0                               |
| Waldorf Senior and Recreational Center                              | 1,637                          | 72                             | 0                               |
| Lighting Retrofits  | 106                            | 53                             | 0                               |
| Generator Replacement Program                                       | 113                            | 113                            | 113                             |
| Health Department Roof Replacement                                  | 0                              | (15)                           | 0                               |
| Radio Communications Systems Upgrade                                | 2,433                          | 10,697                         | 5,575                           |
| Detention Center Pump Station Rehabilitations                       | 421                            | 0                              | 0                               |
| Replacement of County Financial Software Program                    | 616                            | 703                            | 0                               |
| FY16 Rural Legacy Program   | 0                              | (200)                          | 0                               |
| Sheriff's Office Improvements                                       | 0                              | 27                             | 0                               |
| Uninterrupted Power Supply Replacement Program                      | 58                             | 58                             | 0                               |
| Charles County Courthouse HVAC Improvements                         | 651                            | 651                            | 1,299                           |
| Detention Center Roof Replacement                                   | 0                              | 1,424                          | 0                               |
| Detention Center Annex Roof and Wall Improvements                   | 0                              | 527                            | 0                               |
| Detention Center and Detention Center Annex Improvements            | 0                              | (346)                          | 0                               |
| La Plata Library Relocation   | 2,691                          | 0                              | 0                               |
| Blue Crabs Stadium Seating Area Cover/Roofing<br>System Renovations | 578                            | 0                              | 0                               |
| Charles County Animal Shelter                                       | 7,103                          | 0                              | 2,261                           |
| Planning & Growth Management Renovations                            | (5)                            | 0                              | 0                               |
| FY19 Various Maintenance Projects                                   | 0                              | 12                             | 0                               |
| Countywide Building Re-Keying/Access Controls                       | 157                            | 157                            | 0                               |
| Courthouse Copula Rehabilitation                                    | 134                            | 0                              | 0                               |
| Vehicle Maintenance Shop HVAC System                                | 156                            | 0                              | 0                               |
| Charles County Welcome Signage                                      | 123                            | 138                            | 0                               |
| Blue Crabs Standard Main Video & Exterior Marquis                   | 298                            | 0                              | 0                               |
| Security Cameras Park & Ride  | 222                            | 0                              | 0                               |
| Waldorf Senior and Recreational Center Parking Lot                  | 300                            | 0                              | 0                               |
| FY19 Rural Legacy Program   | 0                              | 1,409                          | 0                               |
| FY20 Agricultural Preservation                                      | 0                              | 703                            | 0                               |
| FY20 Purchase of Development Rights                                 | 0                              | 653                            | 0                               |
| FY20 Various Maintenance Projects                                   | 0                              | 418                            | 0                               |
| Charles County VanGo Maintenance Facility                           | 0                              | 525                            | 525                             |
| Public Facilities Vehicle Wash Bay Roof Retrofit                    | 0                              | 65                             | 0                               |
| Capital Clubhouse Improvements                                      | 0                              | 312                            | 333                             |
| Elite Gymnastics and Recreation Center Improvements                 | 0                              | 151                            | 152                             |



# FISCAL YEAR 2019-FY2021 CAPITAL IMPROVEMENT PROGRAM

*(cost estimated in thousand of dollars)*

|  | <u>FY19<br/>AMENDED</u> | <u>FY20<br/>AMENDED</u> | <u>FY21<br/>APPROVED</u> |
|--|-------------------------|-------------------------|--------------------------|
| <b><u>GENERAL GOVERNMENT:</u></b>                                    |                         |                         |                          |
| Readiness and Environmental Protection Integration<br>(REPI) Program | 0                       | 460                     | 0                        |
| FY20 Courthouse Renovations  | 0                       | 79                      | 0                        |
| La Plata Library Chiller   | 0                       | 264                     | 0                        |
| FY21 Agricultural Preservation                                       | 0                       | 0                       | 503                      |
| FY21 Purchase of Developments Rights (PDR) Program                   | 0                       | 0                       | 653                      |
| Charles County Detention Center<br>Annex Office Space Renovations    | 0                       | 0                       | 952                      |
| Pinefield EMS Station  | 0                       | 0                       | 640                      |
| Old Courthouse Jury Waiting Area Renovations                         | 0                       | 0                       | 320                      |
| Government Building Roof Renovations                                 | 0                       | 0                       | 265                      |
| Government Building Heating Loop<br>Evaluations and Improvements     | 0                       | 0                       | 240                      |
| Detention Center Chiller Replacement                                 | 0                       | 0                       | 337                      |
| Contingency - Inflation  | (463)                   | 165                     | 193                      |
| <b>TOTAL GENERAL GOVERNMENT</b>                                      | <b>\$20,316</b>         | <b>\$24,071</b>         | <b>\$16,199</b>          |
| <b><u>PARKS:</u></b>   |                         |                         |                          |
| Various Pedestrian & Bicycle Facilities                              | \$80                    | (\$29)                  | \$0                      |
| Park Repair & Maintenance  | 250                     | 0                       | 325                      |
| Maxwell Hall House Improvements                                      | (47)                    | 0                       | 0                        |
| Automation & Technology Master Plan - Parks & Grounds                | (30)                    | 0                       | 0                        |
| Chapel Point Park  | 510                     | 0                       | 0                        |
| White Plains Park Field Lighting Replacement                         | 6                       | 0                       | 0                        |
| FY19/20 Various Pedestrian & Bicycle                                 | 0                       | 80                      | 80                       |
| White Plains Golf Course Clubhouse                                   | 150                     | 0                       | 0                        |
| Port Tobacco River Park Phase II                                     | 82                      | 0                       | 0                        |
| Laurel Springs Maintenance Building                                  | 50                      | 0                       | 0                        |
| Gilbert Run Park- Boardwalk Design                                   | 85                      | 0                       | 0                        |
| Gilbert Run Park- Playground Enhancements                            | 25                      | 0                       | 0                        |
| White Plains Park- Playground Rehabilitation                         | 100                     | 0                       | 0                        |
| FY20 Park Repairs & Maintenance                                      | 0                       | 250                     | 0                        |
| Popes Creek Waterfront Phase II                                      | 0                       | 59                      | 0                        |
| Gilbert Run Boardwalk Replacement                                    | 0                       | 240                     | 0                        |
| Playground Revitalization Program                                    | 0                       | (12)                    | 0                        |
| Hamilton Road Sidewalk Improvements                                  | 0                       | 575                     | 0                        |
| Valverde Drive Sidewalk  | 0                       | 29                      | 0                        |
| Gilbert Run Park Playground  | 0                       | 68                      | 0                        |
| Laurel Springs Park Playground Revitalization                        | 0                       | 46                      | 0                        |
| Ruth B. Swann Playground Revitalization                              | 0                       | 108                     | 0                        |
| Waldorf Park Development PHI   | 0                       | 0                       | 172                      |
| Mason Springs Kayak Launch   | 0                       | 0                       | 120                      |
| Washington Avenue Shared Use Path /<br>Sidewalk Feasibility Study    | 0                       | 0                       | 63                       |
| Bensville Park Playground Revitalization                             | 0                       | 90                      | 0                        |
| Smallwood Drive Shared Use Paths Phase I                             | 0                       | 0                       | 27                       |
| Contingency - Inflation  | 0                       | 2                       | 10                       |
| <b>TOTAL PARKS</b>   | <b>\$1,261</b>          | <b>\$1,506</b>          | <b>\$797</b>             |

# FISCAL YEAR 2019-FY2021 CAPITAL IMPROVEMENT PROGRAM

*(cost estimated in thousand of dollars)*

|  | <b><u>FY19<br/>AMENDED</u></b> | <b><u>FY20<br/>AMENDED</u></b> | <b><u>FY21<br/>APPROVED</u></b> |
|--|--------------------------------|--------------------------------|---------------------------------|
| <b><u>TRANSPORTATION:</u></b>  |                                |                                |                                 |
| Western Parkway Ph. I-III  | \$914                          | \$1,349                        | \$1,345                         |
| Traffic Signal Program   | 241                            | 283                            | 285                             |
| Road Overlay Program   | 3,178                          | 3,578                          | 0                               |
| Mill Hill Road Extended  | 0                              | 0                              | 103                             |
| Stavors Road Upgrade   | 1,025                          | 0                              | 254                             |
| Safety Improvement Program - Existing Roadways                                     | (46)                           | 64                             | 287                             |
| County Drainage Systems Improvements Program                                       | (706)                          | 690                            | 100                             |
| Smallwood/St. Patrick Dr Intersection/Traffic Improvements                         | 9                              | 0                              | 0                               |
| Pinefield Drainage Improvements  | 37                             | 5                              | 0                               |
| Billingsley Road Improvements  | 178                            | 178                            | 3,353                           |
| Middletown Road and Billingsley Road Roundabout                                    | 89                             | 4                              | 0                               |
| Old Washington Road Reconstruction   | 1,163                          | 3,000                          | 3,884                           |
| Washington Ave. - Various Intersection Improvements                                | 305                            | 305                            | 0                               |
| Blue Crabs Parking Lot   | 106                            | 0                              | 0                               |
| Sidewalk Improvement Program   | 153                            | 153                            | 0                               |
| Old McDaniel to Ocelot Street  | (1,379)                        | 0                              | 0                               |
| Poplar Hill Bridge Replacement   | 3,590                          | 0                              | 0                               |
| Radio Station Road/Route 488 Traffic Signal & Geometric Improvements               | (800)                          | 0                              | 0                               |
| St. Charles Parkway and Duncannon Road Traffic Warrant Analysis                    | 7                              | 750                            | 279                             |
| Michael Road Drainage Improvements   | (1)                            | 0                              | 0                               |
| Middletown Road Phase 3 - Feasibility Study  | 269                            | 0                              | 0                               |
| Stone Avenue Culvert Replacement and Road Restoration                              | 398                            | 14                             | 0                               |
| 2322 Pinefield Road Drainage Improvements  | 59                             | 0                              | 0                               |
| 2328 Pinefield Road Drainage Improvements  | 83                             | 0                              | 0                               |
| Smallwood Drive RRFB's   | 52                             | 0                              | 0                               |
| Install RRFB's at Various Locations  | 69                             | 0                              | 0                               |
| Pinefield Road Down Stream Drainage Improvements                                   | 83                             | 0                              | 0                               |
| Miscellaneous RRFB Sites   | 53                             | 0                              | 0                               |
| Carrington Stream Maintenance Various Locations                                    | 59                             | 5                              | 0                               |
| Lantana Drive Drainage Repairs   | 89                             | 0                              | 0                               |
| Warren Drive Roadside Ditch Repairs  | 17                             | 0                              | 0                               |
| Woodberry Drive Drainage Repairs   | 55                             | 0                              | 0                               |
| Billingsley Road/ Middletown Road Traffic Signal                                   | 10                             | 2                              | 0                               |
| Western Parkway and Holly Tree Lane Traffic Signal Preliminary Field Investigation | 27                             | 0                              | 0                               |
| Charter Oak, Rest Dr, Elizabeth Lane   | 0                              | 60                             | 0                               |
| McDaniel Road and Hallmark Lane RRFB   | 0                              | 11                             | 0                               |
| Tawny Drive & Trefoil Place Drainage   | 0                              | 47                             | 0                               |
| Trefoil Place & Thistle Road Drainage  | 0                              | 34                             | 0                               |
| Shearwater Dr & Kestrel Ct Drainage Repair   | 0                              | 29                             | 0                               |
| Country Lane Roadway Drainage Pipe Repairs   | 0                              | 50                             | 0                               |
| Pinefield Road Turnaround Repairs  | 0                              | 14                             | 0                               |
| Pinefield Road at Alfred Drive   | 0                              | 121                            | 0                               |
| Pinefield Road 2404 to 2418  | 0                              | 99                             | 0                               |
| Holly Tree Lane/Eden Woods Drive   | 0                              | 57                             | 0                               |

# FISCAL YEAR 2019-FY2021 CAPITAL IMPROVEMENT PROGRAM

*(cost estimated in thousand of dollars)*

|  | <b>FY19<br/>AMENDED</b> | <b>FY20<br/>AMENDED</b> | <b>FY21<br/>APPROVED</b> |
|--|-------------------------|-------------------------|--------------------------|
| <b>TRANSPORTATION:</b>   |                         |                         |                          |
| FY21 Road Overlay Program  | 0                       | 0                       | 4,078                    |
| Sidewalk Improvement Program   | 0                       | 0                       | 153                      |
| Safety Upgrades to Middletown Road at<br>Billingsley Road Traffic Signal | 0                       | 0                       | 122                      |
| Contingency - Inflation  | 342                     | 207                     | 483                      |
| <b>TOTAL TRANSPORTATION</b>  | <b>\$9,727</b>          | <b>\$11,109</b>         | <b>\$14,726</b>          |
| <hr/>  |                         |                         |                          |
| <b>TOTAL GOVERNMENTAL PROJECTS</b>                                       | <b>\$65,196</b>         | <b>\$106,331</b>        | <b>\$73,952</b>          |

## ENTERPRISE FUND PROJECTS

### WATER PROJECTS:

NOTE: (%) represents the percentage of the total project appropriation.

|  |       |       |       |
|--|-------|-------|-------|
| Old Washington Road Watermain Extension                              | \$0   | \$0   | \$388 |
| Water Model Update   | 98    | 106   | 98    |
| Waldorf Water Tower #6   | 0     | 1,515 | 0     |
| Cliffton Water System Improvements                                   | 0     | 1,444 | 483   |
| Waldorf Well #17   | 0     | 0     | 797   |
| Bryan's Road Well #7 (Chapman's Well)                                | 0     | 946   | 0     |
| Patuxent Aquifer Study   | 0     | (109) | 0     |
| Underground Infrastructure Repairs                                   | 0     | 0     | 218   |
| Various County Water Studies   | 0     | 135   | 0     |
| Satellite Water Facility Upgrades                                    | 284   | (350) | 1,816 |
| A Deep Well Control Valves At Various Sites                          | 0     | 37    | 0     |
| Gleneagles 2MG Water Tower   | 1,850 | 0     | 0     |
| Treasurer's Office Reconfiguration (50% Sewer)                       | (20)  | 0     | 0     |
| Water Source Feasibility Study                                       | 0     | (143) | 0     |
| Newtown Village Well   | 0     | 25    | 0     |
| Pinefield Water Tower Rehabilitation                                 | 0     | 997   | 0     |
| Settle Woods Water Tower Rehabilitation                              | 0     | 309   | 0     |
| St. Charles Well #16 Replacement                                     | 0     | 465   | 0     |
| WSSC Waldorf Interconnection   | 0     | 0     | 123   |
| St. Paul's Well Replacement  | 0     | 465   | 0     |
| Bryans Road 2MG Water Tower  | 0     | 2,000 | 0     |
| Waldorf Fire House Demolition  | 0     | 144   | 0     |
| Bensville Area Water Service Interloop Project                       | 0     | 707   | 0     |
| Chapel Point Reverse Osmosis Waste Water Storage<br>Tank Replacement | 0     | 354   | 0     |
| Cliffton Water & Sewer Site Fiber Opt                                | 0     | 170   | 0     |
| SharePoint Integration   | 0     | 41    | 0     |
| Fiber Optic Cable Installs at Various Sites                          | 0     | 167   | 0     |
| SCADA Upgrades   | 0     | 90    | 0     |
| Automation & Technology Master Plan II                               | 0     | (827) | 0     |
| Middletown Rd-Bensville Rd Waterline Interconnection                 | 0     | 0     | 118   |
| Mt. Carmel Woods Well SCADA Improvements                             | 0     | 39    | 0     |
| Patuxent Aquifer II  | 0     | 109   | 0     |
| Project Management Software Upgrades                                 | 0     | 283   | 0     |

# FISCAL YEAR 2019-FY2021 CAPITAL IMPROVEMENT PROGRAM

*(cost estimated in thousand of dollars)*

|   | <b>FY19<br/>AMENDED</b> | <b>FY20<br/>AMENDED</b> | <b>FY21<br/>APPROVED</b> |
|---|-------------------------|-------------------------|--------------------------|
| <b><u>WATER PROJECTS:</u></b>   |                         |                         |                          |
| NOTE: (%) represents the percentage of the total project appropriation. |                         |                         |                          |
| Waldorf Tower No. 5 Rehabilitation                                      | 0                       | 0                       | 1,603                    |
| Bryans Village Waterline Interconnection                                | 0                       | 0                       | 68                       |
| Mill Hill Waterline Extension   | 0                       | 0                       | 211                      |
| Strawberry Hills Waterline  | 0                       | 0                       | 153                      |
| Marshall Hall Road Waterline Extension                                  | 0                       | 0                       | 74                       |
| Waldorf Fire House Water Tower Replacement                              | 0                       | 0                       | 149                      |
| Waldorf Urban Redevelopment Center Water Distribution                   | 0                       | 0                       | 88                       |
| South Region Operations and Maintenance Facility (50%)                  | 0                       | 0                       | 77                       |
| Contingency - Inflation   | 108                     | (1,131)                 | 505                      |
| <b>TOTAL WATER</b>  | <b>\$2,320</b>          | <b>\$7,988</b>          | <b>\$6,969</b>           |

|   | <b>FY19<br/>AMENDED</b> | <b>FY20<br/>AMENDED</b> | <b>FY21<br/>APPROVED</b> |
|---|-------------------------|-------------------------|--------------------------|
| <b><u>SEWER PROJECTS:</u></b>   |                         |                         |                          |
| NOTE: (%) represents the percentage of the total project appropriation. |                         |                         |                          |
| Piney Branch Interceptor Capacity Upgrade                               | \$3,692                 | \$1,545                 | \$0                      |
| Influent/Effluent Pump Station Evaluation                               | 3,332                   | 0                       | 0                        |
| Mattawoman WWTP Final Filter Upgrade                                    | 1,311                   | 1,865                   | 0                        |
| Mattawoman Infiltration & Inflow Phase I                                | 3,341                   | (2,492)                 | 0                        |
| MWWTP Electrical System Replacement Study                               | 0                       | 0                       | 2,348                    |
| Mattawoman WWTP Automation  | 0                       | 663                     | 2,030                    |
| MWWTP Master Facility Plan  | 0                       | (272)                   | 0                        |
| Pump Station Rehabs and Replacements                                    | (1,412)                 | 4,077                   | 3,671                    |
| Sewer Model Update  | 158                     | 103                     | 103                      |
| Treasurer's Office Reconfiguration                                      | (20)                    | 0                       | 0                        |
| St. Mark Pump Station Rehabs & Replacements                             | 57                      | 0                       | 0                        |
| MWWTP Clarifier and Thickener Repairs                                   | 0                       | 1,610                   | 3,270                    |
| Mattawoman Flow Equalization  | 0                       | 0                       | 490                      |
| Satellite Wastewater Facility Upgrades                                  | 1,074                   | 1,125                   | 574                      |
| MWWTP Utility Water System Evaluation & Improvement                     | 0                       | 750                     | 93                       |
| Cliffton Pump Station #4  | 205                     | 0                       | 0                        |
| MD Route 5 Pump Station Forcemain                                       | 0                       | 226                     | 0                        |
| Zekiah Pump Station Upgrade   | 0                       | 598                     | 0                        |
| Zekiah Pump Station Forcemain   | 0                       | 598                     | 0                        |
| Zekiah Interceptor Sewer Interceptor                                    | 0                       | 799                     | 0                        |
| MWWTP Effluent PS Forcemain Improvements                                | (732)                   | 0                       | 0                        |
| Checkers Pump Station   | 0                       | 478                     | 0                        |
| Chemical System Improvements at Various Sites                           | 160                     | 0                       | 0                        |
| Pinefield Pump Station Forcemain Replacement                            | 1,265                   | 33                      | 0                        |
| Cliffton WWTP Improvements  | 0                       | 2,075                   | 93                       |
| Thomas Stone Pump Station   | 1                       | 20                      | 0                        |
| Route 925B Pump Station   | 0                       | 20                      | 0                        |
| MWWTP Septage Receiving Facility Improvements                           | 0                       | 0                       | 471                      |
| Swan PT WWTP Electrical & Control Systems Improvements                  | 218                     | 258                     | 0                        |
| Post Office Rd Sewer Capacity Improvements                              | 0                       | 1,250                   | 2,331                    |
| Sewer Easement Study & Acquisition                                      | 0                       | 140                     | 0                        |
| St. Charles Pump Station #5A Modifications                              | 270                     | 0                       | 0                        |
| Pump Station Generator Replacements                                     | 0                       | 19                      | 0                        |
| Cobb Island Bridge - Relocation of Sewer Main                           | 0                       | 203                     | 0                        |

# FISCAL YEAR 2019-FY2021 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

|   | <b>FY19<br/>AMENDED</b> | <b>FY20<br/>AMENDED</b> | <b>FY21<br/>APPROVED</b> |
|---|-------------------------|-------------------------|--------------------------|
| <b>SEWER PROJECTS:</b>  |                         |                         |                          |
| NOTE: (%) represents the percentage of the total project appropriation. |                         |                         |                          |
| Breeze Farm WWTP Sprayfield Improvements                                | 133                     | 0                       | 0                        |
| Cobb Island Septic Tank Effluent Pump (STEP) Station<br>Rehabs          | 600                     | 1,440                   | 120                      |
| Mattawoman Infiltration & Inflow Phase II                               | 0                       | 5,133                   | 3,974                    |
| Bachelors Hope Pump Station Improvements                                | 46                      | 7                       | 0                        |
| Wisteria Pump Station Improvements                                      | 43                      | 0                       | 0                        |
| MWWTP Master Facility Plan Phase II                                     | 0                       | 790                     | 0                        |
| Southerland Septic Connection   | 0                       | 586                     | 873                      |
| MWWTP Reclaimed Water Filtration Facility                               | 0                       | 1,143                   | 0                        |
| Cuckold Creek Pump Station Improvements                                 | 0                       | 51                      | 0                        |
| Hampshire Inspection and Rehabilitation                                 | 0                       | 55                      | 0                        |
| Bar Harbor PS Rehab   | 0                       | 41                      | 0                        |
| Bath House PD Rehab   | 0                       | 45                      | 0                        |
| MWWTP RWPS Pump-Around Connection                                       | 0                       | 375                     | 0                        |
| FY20 Mattawoman I&I Inspection & Rehab                                  | 0                       | 72                      | 0                        |
| Clifton Pump Station #3 Rehab   | 0                       | 283                     | 0                        |
| Sewer Pump Station Capacity Study                                       | 0                       | 0                       | 169                      |
| Piney Branch Interceptor Sewer Capacity Upgrades-Ph II                  | 0                       | 0                       | 1,545                    |
| MWWTP Effluent Filters #7-#16   | 0                       | 0                       | 3,548                    |
| MWWTP Final Filter Disinfection System                                  | 0                       | 0                       | 674                      |
| MWWTP Reclaimed Water Pump Station Improvements                         | 0                       | 0                       | 864                      |
| MWWTP Effluent PS Forcemain Surge Management System                     | 0                       | 0                       | 406                      |
| MWWTP Belt Filter Press Replacement Phase II                            | 0                       | 0                       | 4,478                    |
| MWWTP Administration Building Renovations                               | 0                       | 0                       | 293                      |
| Mattawoman I&I - Pinefield Area   | 0                       | 2,492                   | 0                        |
| South Region Operations and Maintenance Facility (50%)                  | 0                       | 0                       | 77                       |
| Contingency - Inflation   | 69                      | (548)                   | 2,551                    |
| <b>TOTAL SEWER</b>  | <b>\$13,811</b>         | <b>\$27,656</b>         | <b>\$35,045</b>          |
| <b>TOTAL WATER AND SEWER</b>  | <b>\$16,131</b>         | <b>\$35,644</b>         | <b>\$42,014</b>          |

## **WATERSHED PROTECTION AND RESTORATION FUND**

|  |         |         |         |
|--|---------|---------|---------|
| Various NPDES Retrofit Projects                  | \$6,169 | \$7,463 | \$7,203 |
| Acton/Hamilton NPDES Retrofit Project            | 86      | 11      | 0       |
| Pinefield Temi Drive NPDES Retrofits             | (78)    | 0       | 0       |
| NPDES - Charles County Plaza                     | 11      | 0       | 0       |
| Public Works Campus Stormwater Management Imprv. | 17      | 0       | 0       |
| NPDES - General Smallwood Middle School          | 396     | 27      | 0       |
| NPDES - Lackey High School                       | 3       | 0       | 0       |
| NPDES - TC Martin Elementary School              | (31)    | 0       | 0       |
| NPDES - JP Ryon Elementary School                | (37)    | 0       | 0       |
| NPDES - Piccowaxen M.S. / Dr. Higdon E.S.        | (27)    | 0       | 0       |
| NPDES - McDonough High School                    | (50)    | 0       | 0       |
| NPDES - Mattawoman M.S. / Berry E.S.             | (88)    | 0       | 0       |
| NPDES - Apple Creek Court                        | 719     | 2       | 0       |
| Floodplain Analysis Studies                      | 67      | 67      | 67      |
| Gilbert Run Watershed Dam Repairs                | 3       | 0       | 0       |

# FISCAL YEAR 2019-FY2021 CAPITAL IMPROVEMENT PROGRAM

*(cost estimated in thousand of dollars)*

|  | <b>FY19<br/>AMENDED</b> | <b>FY20<br/>AMENDED</b> | <b>FY21<br/>APPROVED</b> |
|--|-------------------------|-------------------------|--------------------------|
| <b><u>WATERSHED PROTECTION AND RESTORATION FUND</u></b>          |                         |                         |                          |
| NPDES - Roof Top Disconnects Inspection                          | (67)                    | 0                       | 0                        |
| NPDES - Clifton Shoreline Restoration                            | 1,273                   | 0                       | 0                        |
| NPDES - Benedict Shoreline Restoration                           | (107)                   | 0                       | 0                        |
| NPDES - Friendship Farm Park                                     | (0)                     | 0                       | 0                        |
| NPDES - GIS Mapping  | 0                       | 0                       | 0                        |
| NPDES - La Plata High School                                     | 683                     | 2                       | 0                        |
| NPDES - Hale Court   | (54)                    | 0                       | 0                        |
| NPDES - Adams Farm Lake  | (0)                     | 0                       | 0                        |
| NPDES - Huntington Lake  | (0)                     | 0                       | 0                        |
| NPDES - Wakefield Lake   | (0)                     | 0                       | 0                        |
| NPDES - Post Office Road Lake                                    | (0)                     | 0                       | 0                        |
| NPDES - Upper Zekiah Ponds                                       | (2)                     | 0                       | 0                        |
| NPDES - St. Charles Parkway Stream Restoration                   | 1                       | 615                     | 0                        |
| NPDES - Bridle Path Stream Restoration                           | 0                       | 20                      | 0                        |
| NPDES - Ruth Swann Stream Restoration                            | 2                       | 0                       | 0                        |
| NPDES - Thomas Higdon Stream Restoration                         | 0                       | 850                     | 0                        |
| NPDES - Marbella Subdivision                                     | 1                       | 3                       | 0                        |
| NPDES - Longmeade Outfall Protection                             | 2                       | 0                       | 0                        |
| NPDES - Bensville Park   | 959                     | 0                       | 0                        |
| Fee Study  | 283                     | 0                       | 0                        |
| NPDES - Ruth B. Swann Tributary Channel Stream Restoration       | 0                       | 3                       | 0                        |
| NPDES - Potomac Heights Shoreline Stabilization                  | 5                       | 1,402                   | 0                        |
| NPDES - South Hampton Stormwater Management Pond Retrofits       | 7                       | 21                      | 0                        |
| NPDES - Oak Ridge Park - Lower Western Branch Stream Restoration | 0                       | 3                       | 0                        |
| NPDES - Cedar Tree Pond Retrofit                                 | 0                       | 92                      | 0                        |
| NPDES - Wilton Court Pond Retrofit                               | 0                       | 1                       | 0                        |
| NPDES - Somers M.S. Pond Retrofit and Stream Restoration         | 0                       | 10                      | 0                        |
| Oak Ridge Park - Upper Eastern Branch Stream Restoration         | 184                     | 0                       | 0                        |
| Oak Ridge Park - Lower Eastern Branch Stream Restoration         | 170                     | 0                       | 0                        |
| NPDES- Best Buy Pond Retrofit                                    | 85                      | 240                     | 0                        |
| CSM Lot 5 Outfall Stream Restoration                             | 72                      | 0                       | 0                        |
| NPDES- White Plains Golf Course Pond Retrofit                    | 100                     | 4                       | 0                        |
| NPDES- Mitchell Outfall Repair and Stream Restoration            | 213                     | 19                      | 0                        |
| NPDES- Locust Grove Farm   | 282                     | 0                       | 0                        |
| NPDES- Port Tobacco (Upper) Stream Restoration                   | 206                     | 0                       | 0                        |
| NPDES- Port Tobacco (Lower) Stream Restoration                   | 201                     | 0                       | 0                        |
| NPDES- Ruth B. Swann North Tributary Stream Restoration          | 204                     | 0                       | 0                        |
| NPDES- White Oak Pond Retrofit                                   | 97                      | 0                       | 0                        |
| Westdale Drive Stream Improvements                               | 0                       | 162                     |                          |
| Gilbert Run Watershed Dam Repairs                                | 0                       | 0                       | 88                       |
| Full Delivery of Water Quality Improvements                      | 0                       | 0                       | 528                      |
| Benedict Water Quality Study                                     | 0                       | 0                       | 72                       |
| Contingency - Inflation  | 89                      | 0                       | 0                        |
| <b>TOTAL WATERSHED PROTECTION AND RESTORATION FUND</b>           | <b>\$12,044</b>         | <b>\$11,017</b>         | <b>\$7,958</b>           |

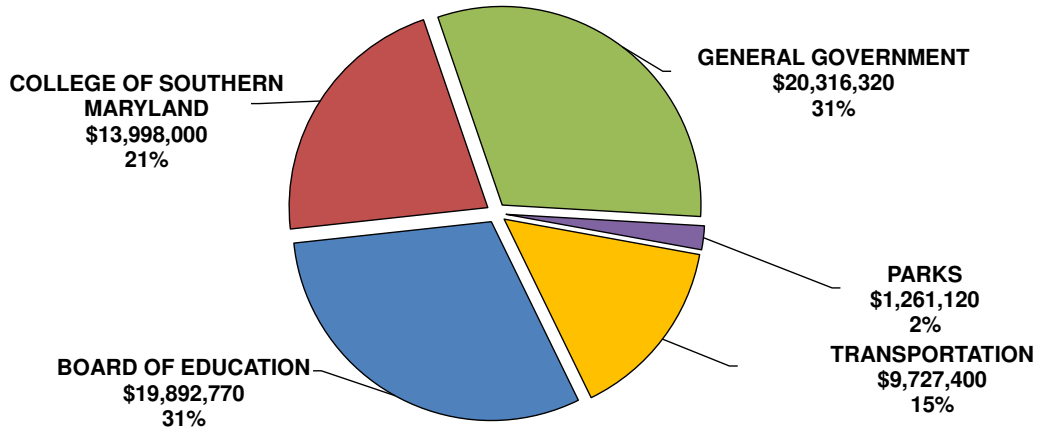
# FISCAL YEAR 2019-FY2021 CAPITAL IMPROVEMENT PROGRAM

*(cost estimated in thousand of dollars)*

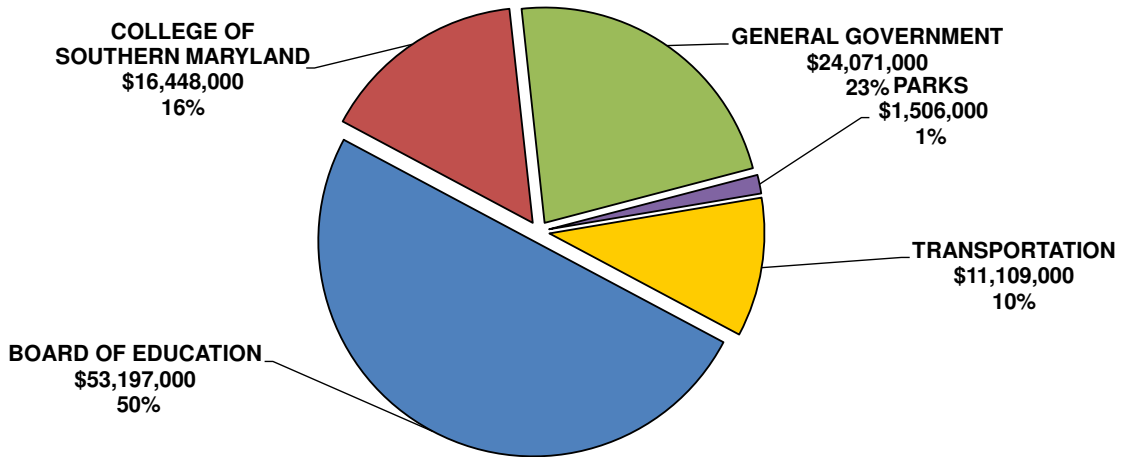
|  | <b><u>FY19<br/>AMENDED</u></b> | <b><u>FY20<br/>AMENDED</u></b> | <b><u>FY21<br/>APPROVED</u></b> |
|--|--------------------------------|--------------------------------|---------------------------------|
| <b><u>ENVIRONMENTAL SERVICE FUND:</u></b>      |                                |                                |                                 |
| County Mulching Facility Relocation            | \$0                            | \$35                           | \$57                            |
| Contingency - Inflation                        | 0                              | 1                              | 4                               |
| <b>TOTAL ENVIRONMENTAL SERVICE FUND</b>        | <b>\$0</b>                     | <b>\$36</b>                    | <b>\$61</b>                     |
| <b><u>LANDFILL:</u></b>                        |                                |                                |                                 |
| Landfill Leachate Management System            | \$959                          | \$0                            | \$50                            |
| Landfill Storm Water Management Ponds          | 0                              | 1,231                          | 0                               |
| Landfill Cell No. 4A Expansion                 | 1,288                          | 1,288                          | 5,913                           |
| Waste Transfer Station                         | 113                            | 0                              | 0                               |
| Landfill Scale House Expansion                 | 173                            | 342                            | 0                               |
| Landfill Transfer Station Property Acquisition | 0                              | 1,803                          | 0                               |
| Landfill Convenience Center Relocation         | 0                              | 0                              | 1,324                           |
| Contingency - Inflation                        | 75                             | 58                             | 576                             |
| <b>TOTAL LANDFILL</b>                          | <b>\$2,608</b>                 | <b>\$4,722</b>                 | <b>\$7,863</b>                  |
| <b>TOTAL ENTERPRISE FUND PROJECTS</b>          | <b>\$30,783</b>                | <b>\$51,419</b>                | <b>\$57,896</b>                 |

# GOVERNMENTAL PROJECTS

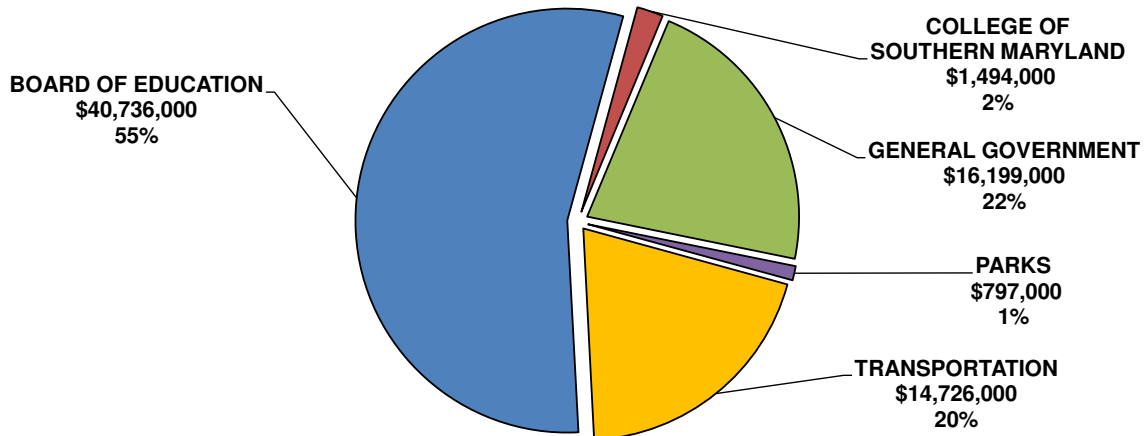
**FY19 AMENDED BUDGET = \$65,195,610**



**FY20 AMENDED BUDGET = \$106,331,000**



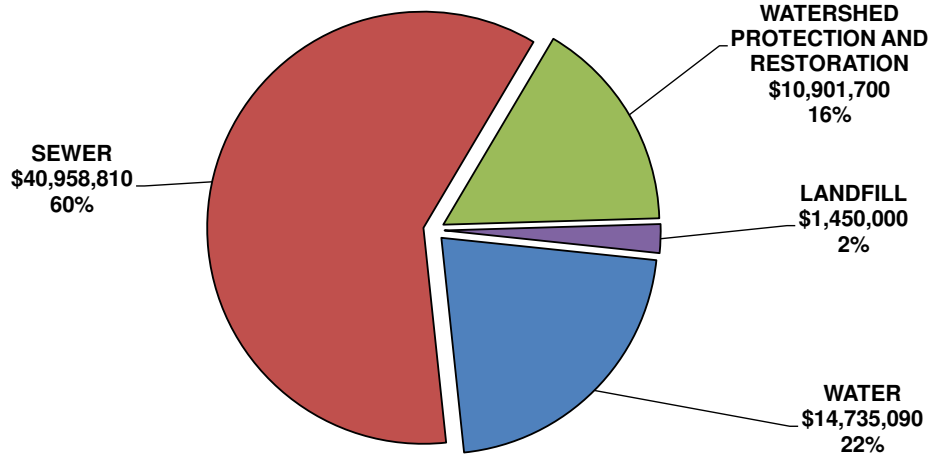
**FY21 APPROVED BUDGET = \$73,952,000**



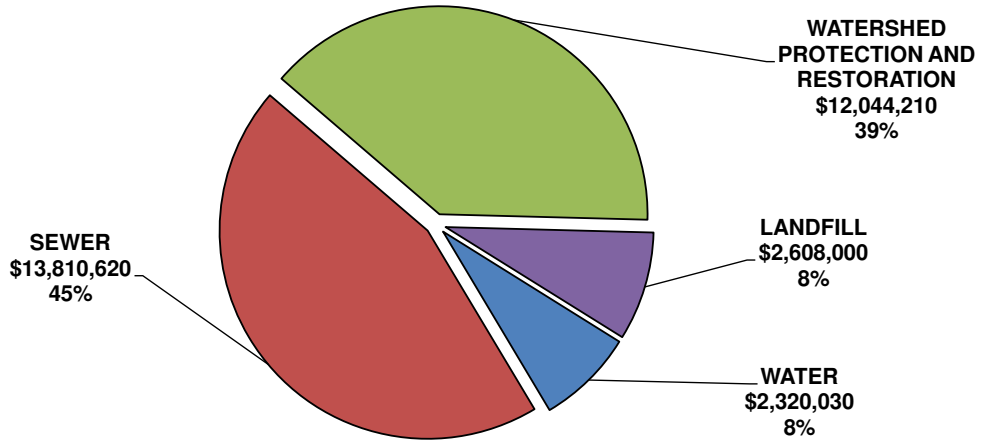


# ENTERPRISE PROJECTS

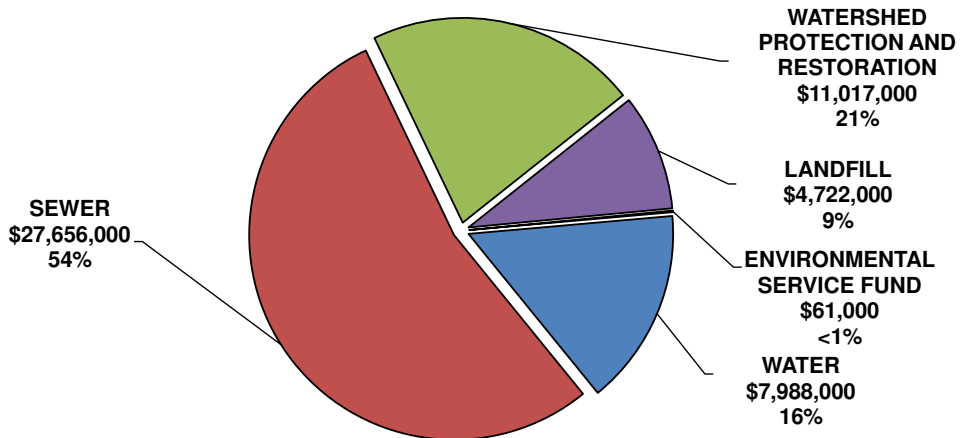
**FY19 AMENDED BUDGET = \$68,045,600**



**FY20 AMENDED BUDGET = \$30,782,860**



**FY21 APPROVED BUDGET = \$51,444,000**



## 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                                  | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Proposed | \$ Change<br>FY2020 | %<br>Chg.  |
|---|------------------|-------------------|-------------------|--------------------|---------------------|------------|
| Personal Services                                     | \$1,390,185      | \$1,524,000       | \$1,181,300       | \$1,181,300        | (\$342,700)         | -22.5%     |
| Fringe Benefits                                       | 405,422          | 459,800           | 339,900           | 339,900            | (119,900)           | -26.1%     |
| Operating Costs                                       | 23,737           | 53,800            | 51,100            | 51,100             | (2,700)             | -5.0%      |
| Operating Contingency                                 | 0                | 8,600             | 74,800            | 74,800             | 66,200              | 769.8%     |
| Transfers Out<br><i>(charged to capital projects)</i> | (1,783,707)      | (2,046,200)       | (1,647,100)       | (1,647,100)        | 399,100             | -19.5%     |
| <b>Total Expenditures</b>                             | <b>\$35,637</b>  | <b>\$0</b>        | <b>\$0</b>        | <b>\$0</b>         | <b>\$0</b>          | <b>N/A</b> |

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved salary increases and reflects a recent reorganization.
- **Operating Costs** decrease is due to one-time cost in Computer Allocation.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.

### 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:

| Title                                   | <u>FY17</u><br>FTE | <u>FY18</u><br>FTE | <u>FY19</u><br>FTE | <u>FY20</u><br>FTE | <u>FY21</u><br>FTE |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| Director of Public Works                | 0.3                | 0.3                | 0.3                | 0.3                | 0.3                |
| Deputy Dir. Public Works - Facilities   | 0.3                | 0.3                | 0.3                | 0.2                | 0.2                |
| Chief of Capital Services               | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Capital Services Program Manager        | 2.0                | 2.0                | 2.0                | 1.0                | 1.0                |
| Capital Services Senior Project Manager | 4.0                | 4.0                | 4.0                | 3.0                | 3.0                |
| Utilities Senior Project Manager        | 0.1                | 0.1                | 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                | 1.0                | 1.0                |
| Administrative Associate                | 1.0                | 1.0                | 1.0                | 1.0                | 1.0                |
| Office Associate I- III                 | 2.0                | 2.0                | 2.0                | 1.0                | 1.0                |
| Part Time                               | 0.2                | 0.2                | 0.2                | 0.2                | 0.2                |
| <b>Total Full Time Equivalent</b>       | <b>17.8</b>        | <b>17.8</b>        | <b>17.7</b>        | <b>13.7</b>        | <b>13.7</b>        |
| Allocated for County Attorney Support   | 0.8                | 0.8                | 0.8                | 0.8                | 0.8                |
| <b>Total</b>                            | <b>18.6</b>        | <b>18.6</b>        | <b>18.5</b>        | <b>14.5</b>        | <b>14.5</b>        |

## Capital Projects

**Department:** Department of Public Works 02.05.32  
**Division \ Program:** Capital Services Fund: Capital  
**Program Administrator:** John Stevens, Chief of Capital Services

### Objectives & Measurements:

|   | FY17<br>Actual | FY18<br>Actual | FY19<br>Actual | FY20<br>Projected | FY21<br>Estimated |
|---|----------------|----------------|----------------|-------------------|-------------------|
| <i>Objective: To provide infrastructure planning, design and construction for roadways, water and wastewater systems, facilities and environment, as adopted in the County Master Plan.</i> |                |                |                |                   |                   |
| # of active projects  | 96             | 165            | 184            | 133               | 159               |
| Projects per FTE  | 6.0            | 10.0           | 11.5           | 8.0               | 10                |
| \$'s expended for A&E   | \$2,907,928    | \$2,544,576    | \$4,068,426    | \$3,182,999       | \$3,625,713       |
| \$'s expended for ROW   | \$975,962      | \$498,018      | \$423,842      | \$883,168         | \$653,505         |
| \$'s expended for Construction  | \$8,458,020    | \$14,495,710   | \$20,617,351   | \$10,492,643      | \$15,554,997      |
| \$'s expended for Inspection  | \$613,681      | \$803,413      | \$868,131      | \$757,986         | \$813,059         |
| \$'s expended for Administration  | \$765,102      | \$613,927      | \$658,521      | \$647,649         | \$653,085         |
| \$'s expended for Other   | \$341,702      | \$372,131      | \$333,062      | \$465,150         | \$399,106         |
| \$'s expended on Change Orders (const.)   | \$301,715      | \$805,454      | \$1,794,886    | \$484,066         | \$1,139,476       |
| Change orders as % of construction costs  | 3.6%           | 5.6%           | 8.7%           | 4.6%              | 6.7%              |
| # of contracts administered   | 375            | 387            | 439            | 369               | 404               |

**Department:** Department of Public Works 30.25.32  
**Division \ Program:** Utilities Fund: Capital  
**Program Administrator:** Sam Walter, Utilities Program Manger

| Expenditure Category                                  | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Proposed | \$ Change<br>FY2019 | %<br>Chg. |
|---|------------------|-------------------|-------------------|--------------------|---------------------|-----------|
| Personal Services                                     | (\$18,515)       | \$207,100         | \$619,000         | \$619,000          | \$411,900           | 198.9%    |
| Fringe Benefits                                       | 39,208           | 62,600            | 183,200           | 183,200            | 120,600             | 192.7%    |
| Operating Costs                                       | 0                | 4,300             | 879,200           | 879,200            | 874,900             | 20346.5%  |
| Debt Service  | 6,298            | 6,300             | 10,700            | 10,700             | 4,400               | 69.8%     |
| Operating Contingency                                 | 0                | 0                 | 18,800            | 18,800             | 18,800              | NEW       |
| Transfers Out<br><i>(charged to capital projects)</i> | 0                | (280,300)         | (1,710,900)       | (1,710,900)        | (1,430,600)         | 510.4%    |
| <b>Total Expenditures</b>                             | \$26,991         | \$0               | \$0               | \$0                | \$0                 | N/A       |

### Changes and Useful Information:

- **Personal Services** includes positions that are being allocated based on time dedicated to the capital improvement projects. Funding increase includes funding for a new position and has been revised to reflect a re-organization that was approved in FY2019. The Project Manager II will aid in providing better project management.
- **Operating Costs** have been amended to include funding for Contract Project Management services. This is a continuation of funding that was approved recently by the Commissioners for FY2020. Also, includes impact of the new Project Manager position.
- **Debt Service** includes an increase to bank finance a vehicle for the new position.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.

### Positions:

| Title                                   | FY17<br>FTE | FY18<br>FTE | FY19<br>FTE | FY20<br>FTE | FY21<br>FTE |
|---|-------------|-------------|-------------|-------------|-------------|
| Allocated from the Water and Sewer Fund | 0.8         | 0.8         | 1.8         | 7.8         | 8.8         |
| <b>Total Full Time Equivalent</b>       | <b>0.8</b>  | <b>0.8</b>  | <b>1.8</b>  | <b>7.8</b>  | <b>8.8</b>  |

## Capital Projects

**Department:** Planning & Growth Management 02.07.19  
**Division \ Program:** Planning Fund: Capital  
**Program Administrator:** Jim Campbell, Planning Director

| Expenditure Category      | FY2019<br>Actual | FY2020<br>Adopted | FY2021<br>Request | FY2021<br>Proposed | \$ Change<br>FY2020 | %<br>Chg.  |
|---------------------------|------------------|-------------------|-------------------|--------------------|---------------------|------------|
| Personal Services         | \$0              | \$109,100         | \$24,200          | \$24,200           | (\$84,900)          | -77.8%     |
| Transfers Out             | 0                | (109,100)         | (24,200)          | (24,200)           | 84,900              | -77.8%     |
| <b>Total Expenditures</b> | <b>\$0</b>       | <b>\$0</b>        | <b>\$0</b>        | <b>\$0</b>         | <b>\$0</b>          | <b>N/A</b> |

### Changes and Useful Information:

- Staff is allocated based on the amount of time dedicated to the various capital improvement projects. The allocation was updated for FY2021 based on current duties.

### 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 administers the County's mapping services. 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, and public transportation facilities. Resource management includes the oversight and allocation of capacity for potable water supply, wastewater treatment capacities, oversight of the Watershed Improvement Plan, associated environmental enhancements, 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>FY17</u><br><u>FTE</u> | <u>FY18</u><br><u>FTE</u> | <u>FY19</u><br><u>FTE</u> | <u>FY20</u><br><u>FTE</u> | <u>FY21</u><br><u>FTE</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Allocated from the General Fund   | 1.40                      | 1.40                      | 1.40                      | 1.40                      | 0.35                      |
| <b>Total Full Time Equivalent</b> | <b>1.40</b>               | <b>1.40</b>               | <b>1.40</b>               | <b>1.40</b>               | <b>0.35</b>               |

# Financial Planning



# CHARLES COUNTY FIVE-YEAR PLAN

## The Connection between Operating & Capital Planning

The goal of a five-year financial plan is to measure future operating and capital costs, and to fund those costs in the most efficient and responsible manner possible. The County implements five-year financial forecast models for all major funds to aid with both operating and capital budget plans. Five-year plans are used for its General Fund, Water & Sewer Fund, Solid Waste Fund, Watershed Protection & Restoration Fund, and Environmental Service Fee Fund. Our financial models have the ability to adjust current and future revenues to fulfill the desired service level requirements. The outcome of compiling financial plans is to determine the amount of additional debt that the County can issue over a five-year period in order to make fiscally sound management decisions as it relates to future infrastructure.

## Trends and Assumptions for Estimates

Numerous assumptions are required in order to plan five years of revenues and expenditures. Financial forecasts can and will have many factors that affect the estimates. Two of the major factors are economic conditions and political policy. Few economists can accurately predict when the next major recession or the next recovery will occur, however, changes in the economy must be measured along with the growth in businesses and population of the community. Political policies and philosophies such as land use, smart growth, and "no new taxes," contribute significantly toward future estimates. The Comprehensive Plan is taken into consideration when developing assumptions for the five-year plans. The Comprehensive Plan is a long-range plan that guides policy, investment, program, and land use decisions within the County. A new Comprehensive Plan was adopted in July 2016.

Revenue forecasts are generally based on recent historical data mixed with any known facts that may affect future revenues. For example, if the prior year growth rate for new property was 7%, but a policy adopting a 5% tax cap increase were to take effect, historical information is less important. If future rate or fee changes are unknown, then it is assumed that they will remain at the current level. Revenue estimates are extremely important in our financial plans, as they tend to be the locomotive that pulls the Capital Improvement Program (CIP) and Operating Budget trains.

Expenditures are estimated by applying inflationary factors to base year budgets. Future salary and fringe estimates assume a merit increase of approximately 3%. Operating costs assume the current adopted budget is 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. Implementing the 2019-2021 Goals and Objectives was a priority when developing the FY2021 budget. Below are the budgetary impacts that were included in the FY2021 budget and implemented in the long-range financial plans that will support the 2019-2021 Goals and Objectives.

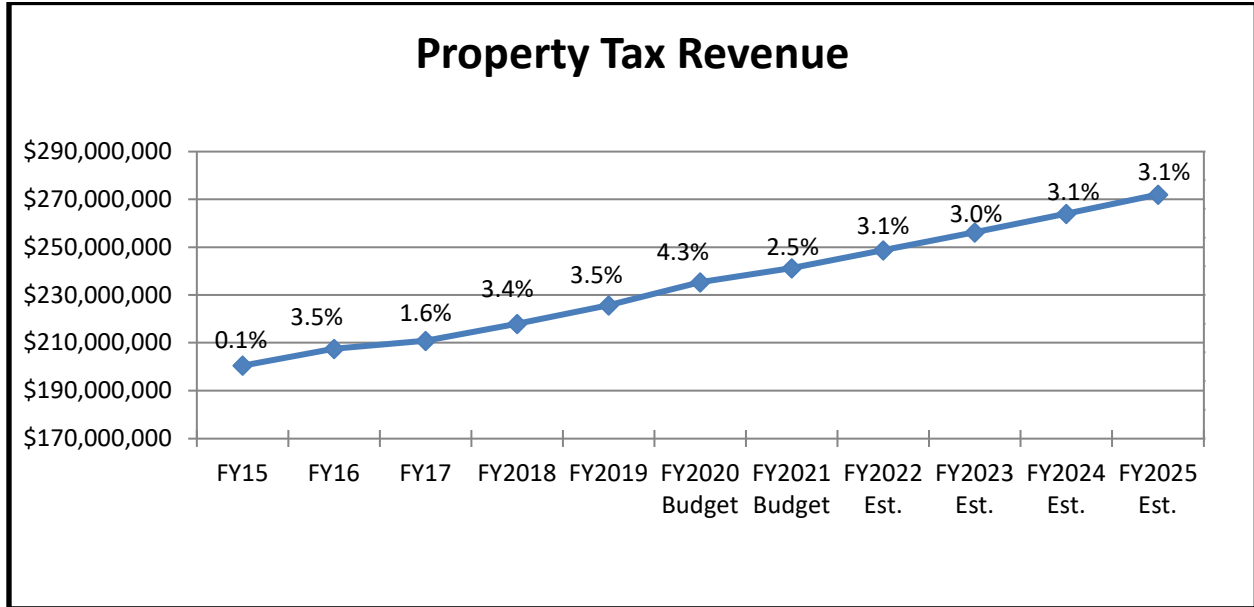
| Goal  | Budget Impact  |
|---|--|
| <b>Economic Development &amp; Supportive Services</b> | <ul style="list-style-type: none"> <li>• Economic Development’s FY2021 budget included funds to support international trade</li> <li>• The five-year capital improvement program includes funding to improve Water &amp; Sewer infrastructure, provides funding for development of new sidewalks, and funding for Western Parkway</li> <li>• Continual support of funding for the Broadband Manager position</li> <li>• The FY2021 budget provided additional funding to support the youth jobs program with the Tri-County Council</li> </ul>   |
| <b>Institutional Governance &amp; Policy</b>          | <ul style="list-style-type: none"> <li>• The Chief Equity Officer was approved during FY2020</li> <li>• The FY2021 budget continues support of the racial equity cohort with the Metropolitan Washington Council of Governments</li> <li>• Continuation of funding for the Charles County Government Citizens Academy program that is designed to help promote a better understanding of Charles County Government operations by allowing participants to hear from directors and staff members from all departments</li> <li>• New Security Analyst position to assist cyber security efforts</li> </ul>  |
| <b>Environment</b>                                    | <ul style="list-style-type: none"> <li>• The five-year capital improvement program funds conservation efforts and to meet MS4 Stormwater Permit requirements</li> <li>• Additional funding for the county’s Septic Pump-Out program</li> <li>• Public Works Utilities receives funding in the Water &amp; Sewer operating budget for flushing of the water system</li> <li>• Capital improvement program replaces the wastewater treatment plant at the College of Southern Maryland</li> </ul>  |
| <b>Education</b>                                      | <ul style="list-style-type: none"> <li>• The County’s FY2020 funding to the Board of Education exceeded Maintenance of Effort (MOE). The five-year plan assumes the County will fulfill its obligation to fund the entire cost of the teacher’s incentive grant in FY2022</li> <li>• The FY2021 budget provides additional funding to the Tri-County Council to support youth employment programs</li> <li>• The five-year capital improvement program funds the full cost to build the College of Southern Maryland’s Healthcare Facility, and funds major school renovations for Benjamin Stoddert Middle School, Eva Turner Elementary School, McDonough High School, and T.C. Martin Elementary School. Also provides funding towards a new Elementary School and funding to begin planning for a new Middle School</li> </ul> |
| <b>Quality of Life</b>                                | <ul style="list-style-type: none"> <li>• The Sheriff’s Office and Department of Emergency Services received funding for new positions to support their commitment to the community. Emergency Services received funding for a new EMS crew in Waldorf</li> <li>• The five-year capital improvement program funds the Waldorf Park program, the second phase of the Popes Creek Waterfront project, the first phase of the La Plata Farm Park, a kayak launch at Mason Springs, and shared use paths</li> <li>• The FY2021 budget funds the RecAssist scholarship to provide residents with recreation opportunities</li> </ul>   |



# GENERAL FUND FIVE-YEAR PLAN

## General Fund:

The major revenue source for the General Fund is **Property Tax** which accounts for 55% of the County's General Fund revenue. Tax revenues are derived from the assessed values provided by the Maryland Department of Assessments and Taxation. The County takes the current data from the tri-annual assessment and estimates a future growth rate. Growth in property tax revenue is expected to range from 2.5% to 3.1% in FY2021 to FY2025. For planning purposes, the property tax rate is assumed to stay constant in FY2022 to FY2025.



**Income tax** is the County's second largest revenue source. The FY2021 Adopted Budget is estimated to be 4% greater than the FY2020 Adopted Budget. The FY2022-FY2025 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 3.4% between FY2022 to FY2025.

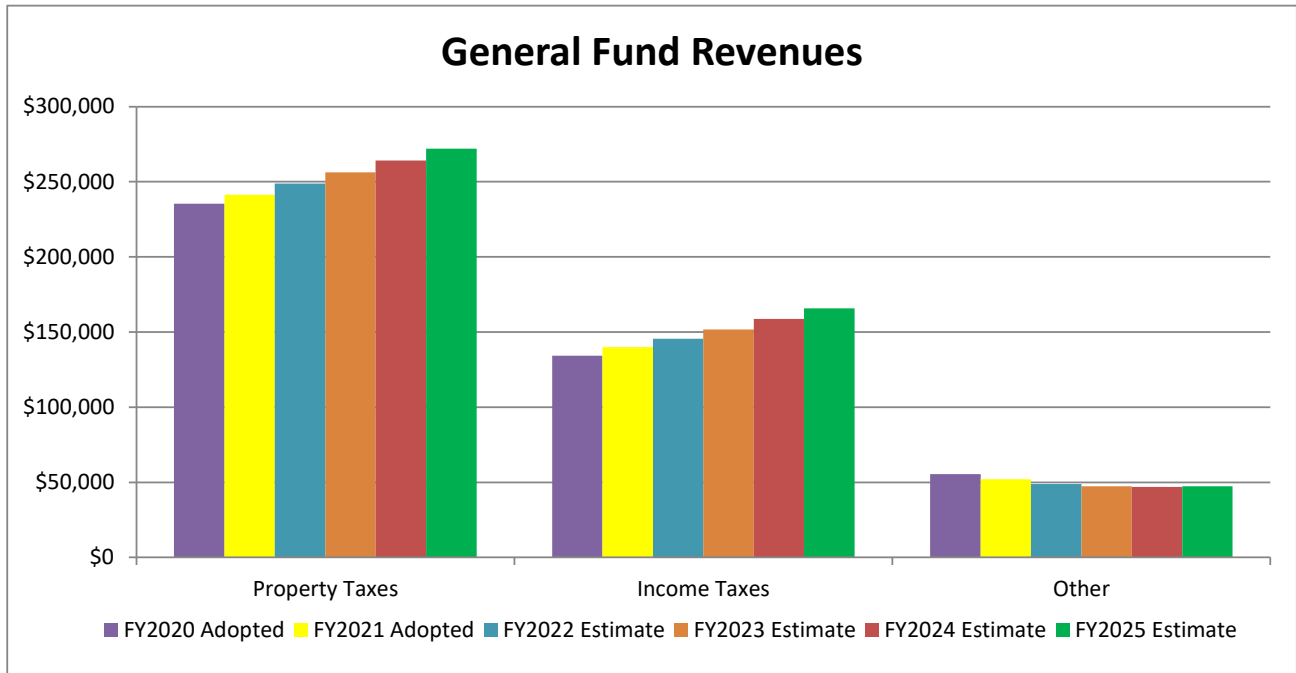
Total growth in **expenditures** is expected to range from 4.3% to 3.1% in the out years. Other exceptions to the principle of inflating the FY2021 adopted expenditure budgets are:

- **Board of Education:** In FY2022-FY2025 estimates assume that the County continues to fund the Maintenance of Effort and fulfills the County's obligation to fund the entire cost of the teacher's incentive grant in FY2022. The State is committed to provide the Board of Education \$2.8 million in FY2021 to support salary increases that was provided to them in the FY2020 budget. FY2024 and FY2025 includes the estimated impact to operate a new elementary school that is the beginning stages of design.
- **Debt Service:** The amount of operating revenues dedicated to debt service is currently 6.6%. FY2022-FY2025 estimates assume that debt service will begin to gradually increase to 7.5% of Operating Revenues. The maximum percentage of Operating Revenues to Bonded Debt allowed per the County's debt policy is 8.0%.
- **Operating Impacts:** The current Five-Year plan also takes into consideration the operating cost impacts of the Capital Improvement Program.
- **Other Post Employee Benefit (OPEB) Contribution:** Adheres to the strategic plan that calls for a \$1 million yearly contribution increase to the annual contribution.

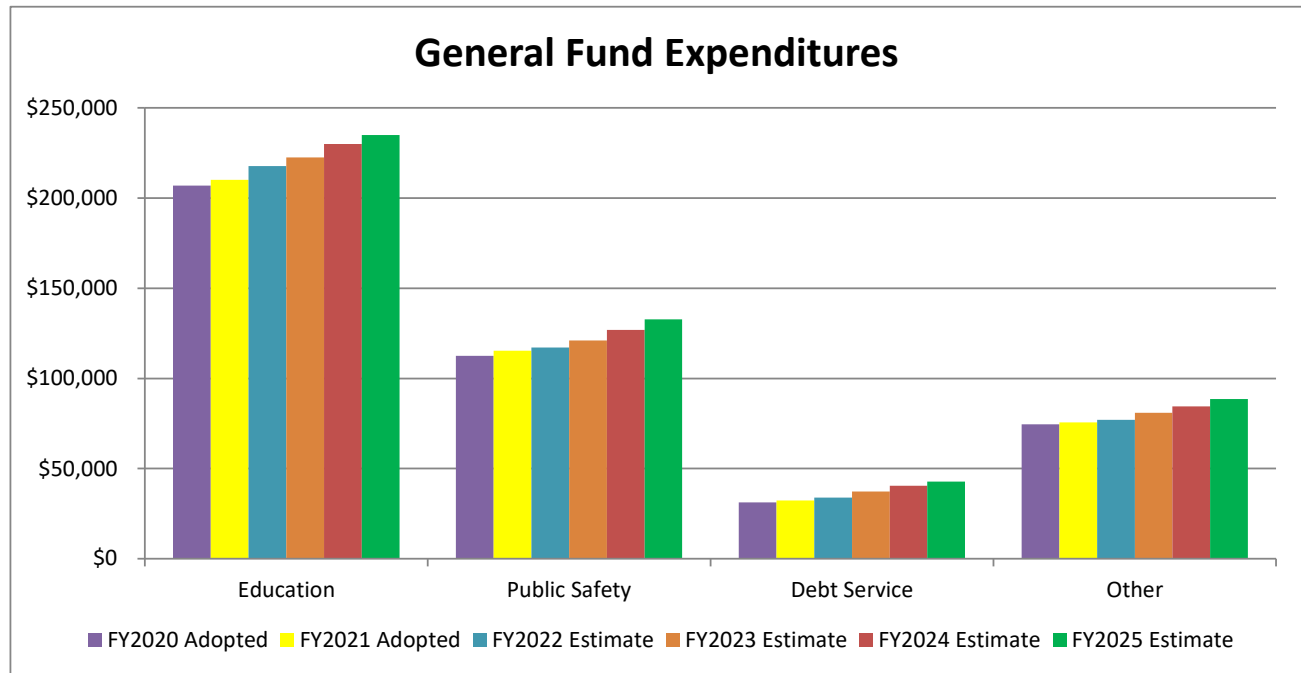
# GENERAL FUND FIVE-YEAR PLAN

| (\$ in thousands)                                    | FY2020<br>Budget | FY2021<br>Budget | FY2022<br>Estimate | FY2023<br>Estimate | FY2024<br>Estimate | FY2025<br>Estimate |
|--|------------------|------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Revenues</b>                                      |                  |                  |                    |                    |                    |                    |
| Property Taxes                                       | \$235,384        | \$241,288        | \$248,680          | \$256,194          | \$264,015          | \$272,068          |
| Income Taxes   | 134,337          | 140,000          | 145,600            | 151,788            | 158,618            | 165,756            |
| Recordation Tax                                      | 13,305           | 14,400           | 14,688             | 14,982             | 15,281             | 15,587             |
| Transfer Tax   | 5,920            | 6,405            | 6,533              | 6,664              | 6,797              | 6,933              |
| Other Local Taxes                                    | 4,217            | 4,060            | 4,141              | 4,224              | 4,309              | 4,395              |
| Service Charges                                      | 8,096            | 8,752            | 8,939              | 9,130              | 9,325              | 9,524              |
| Intergovernmental                                    | 2,157            | 2,168            | 1,688              | 1,722              | 1,757              | 1,792              |
| Licenses & Permits                                   | 1,084            | 1,098            | 1,120              | 1,142              | 1,165              | 1,188              |
| Fines & Forfeitures                                  | 3,541            | 3,478            | 3,547              | 3,618              | 3,690              | 3,764              |
| Rent/Miscellaneous                                   | 6,956            | 3,069            | 3,132              | 3,196              | 3,263              | 3,331              |
| <b>Operating Revenues</b>                            | <b>\$414,996</b> | <b>\$424,716</b> | <b>\$438,068</b>   | <b>\$452,660</b>   | <b>\$468,220</b>   | <b>\$484,338</b>   |
| <i>Total Revenues % increase over prior year</i>     |                  | <i>2.3%</i>      | <i>3.1%</i>        | <i>3.3%</i>        | <i>3.4%</i>        | <i>3.4%</i>        |
| <b>Expenditures</b>                                  |                  |                  |                    |                    |                    |                    |
| Education  | \$206,850        | \$210,081        | \$217,708          | \$222,529          | \$229,999          | \$234,926          |
| Public Safety  | 112,443          | 115,439          | 117,107            | 121,072            | 126,853            | 132,715            |
| Debt Service   | 31,220           | 32,359           | 34,006             | 37,336             | 40,483             | 42,867             |
| Public Works   | 15,765           | 15,329           | 15,662             | 16,384             | 16,801             | 17,442             |
| Fiscal & Administrative Services                     | 6,886            | 7,239            | 7,495              | 7,892              | 8,163              | 8,506              |
| Community Services                                   | 2,784            | 2,691            | 2,762              | 2,848              | 2,963              | 3,109              |
| Recreation, Parks and Tourism                        | 9,305            | 9,484            | 9,724              | 10,289             | 10,683             | 11,187             |
| Planning & Growth Management                         | 6,822            | 7,083            | 7,304              | 7,567              | 7,916              | 8,357              |
| General Government                                   | 22,285           | 23,249           | 24,489             | 26,215             | 28,130             | 30,257             |
| Health & Social Services                             | 4,645            | 4,701            | 4,701              | 4,745              | 4,790              | 4,836              |
| Conservation of Natural Resources                    | 705              | 719              | 695                | 712                | 736                | 766                |
| Economic Development                                 | 2,018            | 1,989            | 2,023              | 1,967              | 2,024              | 2,099              |
| Reserve for Contingency                              | 100              | 0                | 100                | 100                | 100                | 100                |
| <b>Total Expenditures</b>                            | <b>\$421,828</b> | <b>\$430,363</b> | <b>\$443,775</b>   | <b>\$459,655</b>   | <b>\$479,641</b>   | <b>\$497,166</b>   |
| <i>Total Expenditures % increase over prior year</i> |                  | <i>2.0%</i>      | <i>3.1%</i>        | <i>3.6%</i>        | <i>4.3%</i>        | <i>3.7%</i>        |
| <b>Operating Surplus/(Deficit)</b>                   | <b>(\$6,832)</b> | <b>(\$5,647)</b> | <b>(\$5,707)</b>   | <b>(\$6,995)</b>   | <b>(\$11,421)</b>  | <b>(\$12,827)</b>  |
| <b>Financing Sources / (Uses)</b>                    |                  |                  |                    |                    |                    |                    |
| Source: Fund Transfers In                            | 3,672            | 3,572            | 700                | 500                | 300                | 100                |
| Source: Fund Balance Appropriation                   | 6,430            | 5,153            | 4,360              | 2,285              | 1,132              | 757                |
| Use: Watershed Fund Subsidy                          | (550)            | (300)            | (300)              | (300)              | (300)              | (300)              |
| Use: Capital Projects                                | (2,720)          | (2,778)          | (1,755)            | (1,924)            | (1,837)            | (1,586)            |
| <b>Projected Surplus/(Deficit)</b>                   | <b>\$0</b>       | <b>\$0</b>       | <b>(\$2,703)</b>   | <b>(\$6,435)</b>   | <b>(\$12,126)</b>  | <b>(\$13,856)</b>  |

# GENERAL FUND FIVE-YEAR PLAN



Tax Revenue from Property and Income are the primary contributors now and in the foreseeable future.



The current budget can be broken down as approximately 49% Education, 26% Public Safety, 7% Debt Service, and the remaining 18% for all other functions.

# GENERAL FUND DEBT AFFORDABILITY

Debt Affordability represents the marginal amount of long term debt that can be added to current debt and still maintain a reasonable ratio of annual principal and interest expenditures to total operating revenue, exclusive of additional revenue sources. Per the County's Debt Policy, the five-year financial plan will help determine the amount of debt that can be issued while maintaining a debt service ratio to the operating revenues of less than 8%. The current tax structure is assumed in estimating future year revenues.

**New bond issue with a : 15 year term and interest rates of:**

4.00% 4.00% 4.00% 4.00% 4.00%

(\$ in thousands)

| <b>HOW MUCH CAN WE AFFORD?</b>                             | <b>FY2021</b> | <b>FY2022</b> | <b>FY2023</b> | <b>FY2024</b> | <b>FY2025</b> | <b>FY2026</b> | <b>FY21-FY25</b> |
|--|---------------|---------------|---------------|---------------|---------------|---------------|------------------|
| <b>Affordable Bond Issue</b>                               | \$28,057      | \$22,242      | \$32,743      | \$27,411      | \$36,971      |               | \$147,424        |
| <b>FY21-FY25 CIP</b>                                       | (41,540)      | (50,121)      | (34,897)      | (12,187)      | (8,640)       |               | (147,385)        |
| <b>Variance per Fiscal Year (Affordable vs. Requested)</b> | (\$13,483)    | (\$27,879)    | (\$2,154)     | \$15,224      | \$28,331      |               | \$39             |

## ADDITIONAL AFFORDABLE DEBT

**How we calculate the additional affordable debt:**

|  |                  |                  |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
| Total Operating Revenue Projection                                     | \$424,716        | \$438,068        | \$452,660        | \$468,220        | \$484,338        | \$503,195        |
| Less: Dedicated Revenues   | (4,520)          | (4,520)          | (4,520)          | (4,520)          | (4,520)          | (4,520)          |
| <b>Total Adjusted Operating Revenues</b>                               | <b>\$420,196</b> | <b>\$433,548</b> | <b>\$448,139</b> | <b>\$463,699</b> | <b>\$479,818</b> | <b>\$498,674</b> |
| Multiply the Adjusted Operating Revenue by<br>% of Debt Policy Target: | 6.6%             | 7.2%             | 7.3%             | 7.4%             | 7.5%             | 7.5%             |
| Subtotal   | \$27,533         | \$31,215         | \$32,714         | \$34,314         | \$35,986         | \$37,529         |
| Dedicated Stadium & Courthouse Rent                                    | 713              | 713              | 713              | 713              | 713              | 713              |
| <b>Total Available for Debt Service Payments</b>                       | <b>\$28,246</b>  | <b>\$31,929</b>  | <b>\$33,427</b>  | <b>\$35,027</b>  | <b>\$36,700</b>  | <b>\$38,242</b>  |

**Subtract: Existing Obligations and Future Planned Debt-**

|  |          |          |          |          |          |          |
|--|----------|----------|----------|----------|----------|----------|
| Existing Debt Service                                  | \$27,596 | \$26,859 | \$26,014 | \$23,008 | \$20,632 | \$17,560 |
| Approved debt not issued                               | 650      | 2,765    | 3,147    | 4,754    | 6,344    | 7,645    |
| FY22 Annual Debt Service from Debt Affordability Model |          |          | 2,305    | 2,305    | 2,305    | 2,305    |
| FY23 Annual Debt Service from Debt Affordability Model |          |          |          | 1,961    | 1,961    | 1,961    |
| FY24 Annual Debt Service from Debt Affordability Model |          |          |          |          | 3,000    | 3,000    |
| FY25 Annual Debt Service from Debt Affordability Model |          |          |          |          |          | 2,458    |

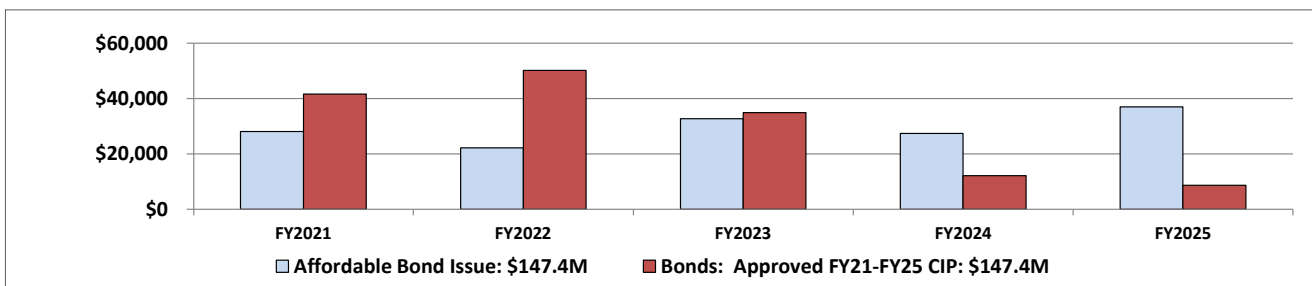
|   |                 |                 |                 |                 |                 |                 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Total Debt Service Payments</b>            | <b>\$28,246</b> | <b>\$29,624</b> | <b>\$31,466</b> | <b>\$32,027</b> | <b>\$34,241</b> | <b>\$34,929</b> |
| <b>Amount of Funds Available for New Debt</b> | <b>\$0</b>      | <b>\$2,305</b>  | <b>\$1,961</b>  | <b>\$3,000</b>  | <b>\$2,458</b>  | <b>\$3,313</b>  |

*The annual debt service, reported one line above, would fund a bond issue in the amount of:*

|                              |                 |                 |                 |                 |                 |                  |
|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| <b>Affordable Bond Issue</b> | <b>\$28,057</b> | <b>\$22,242</b> | <b>\$32,743</b> | <b>\$27,411</b> | <b>\$36,971</b> | <b>\$147,424</b> |
|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

(Note: Bond Issues are estimated based on the Amount of Funds Available for New Debt in the subsequent year.)

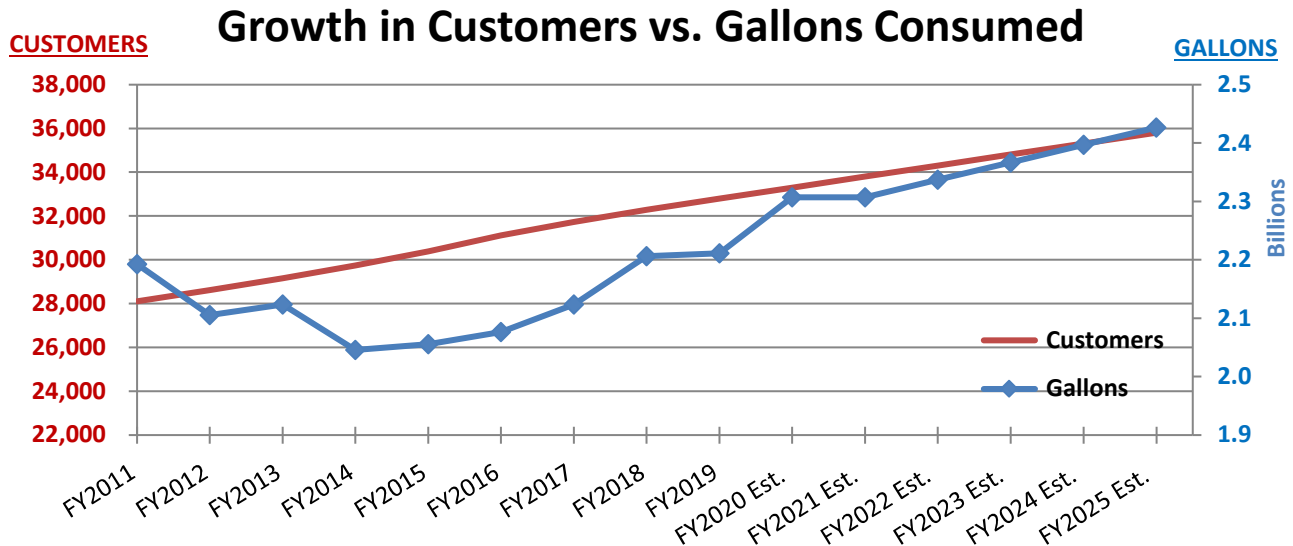
| <b>FY21-FY25 APPROVED CIP BOND FUNDING:</b> | <b>FY2021</b>   | <b>FY2022</b>   | <b>FY2023</b>   | <b>FY2024</b>   | <b>FY2025</b>  | <b>FY21-FY25</b> |
|---|-----------------|-----------------|-----------------|-----------------|----------------|------------------|
| Board of Education .....                    | \$14,735        | \$21,584        | \$14,635        | \$2,038         | \$2,132        | \$55,124         |
| College of Southern Maryland.....           | 376             | 1,038           | 942             | 0               | 0              | 2,356            |
| General Government.....                     | 11,827          | 17,335          | 13,830          | 5,658           | 2,121          | 50,771           |
| Parks.....                                  | 160             | 1,309           | 1,515           | 508             | 80             | 3,572            |
| Transportation.....                         | 14,442          | 8,855           | 3,975           | 3,983           | 4,307          | 35,562           |
| <b>Total Approved CIP Bond Funding</b>      | <b>\$41,540</b> | <b>\$50,121</b> | <b>\$34,897</b> | <b>\$12,187</b> | <b>\$8,640</b> | <b>\$147,385</b> |



# WATER & SEWER FUND FIVE-YEAR PLAN

## Water & Sewer Fund:

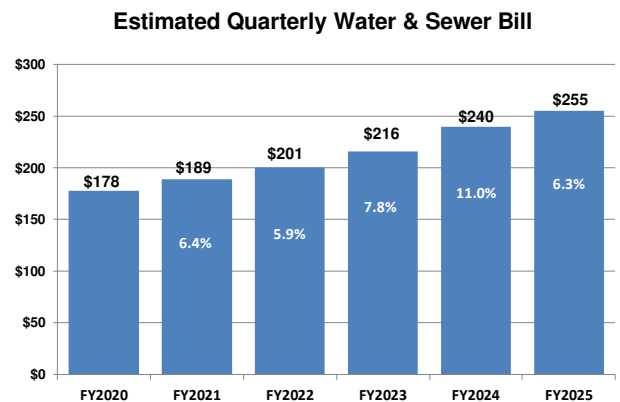
This fund is used to manage all water and sewer operations within the County. These efforts are supported primarily by user fees, connection fees, and front foot fees. The assumptions for revenue estimates are based on trend, population growth, weather conditions, and customer demand. The annual user fee revenue budget is based on an average flow per customer. The FY2021 budget was based on 140 gallons per day multiplied by the estimated number of customers. New customers are added to our existing base from historical data and estimated new construction. New residential customers that will be connecting to the water and sewer system are currently estimated to grow approximately 1.5% per year from FY2021 to FY2025. 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.

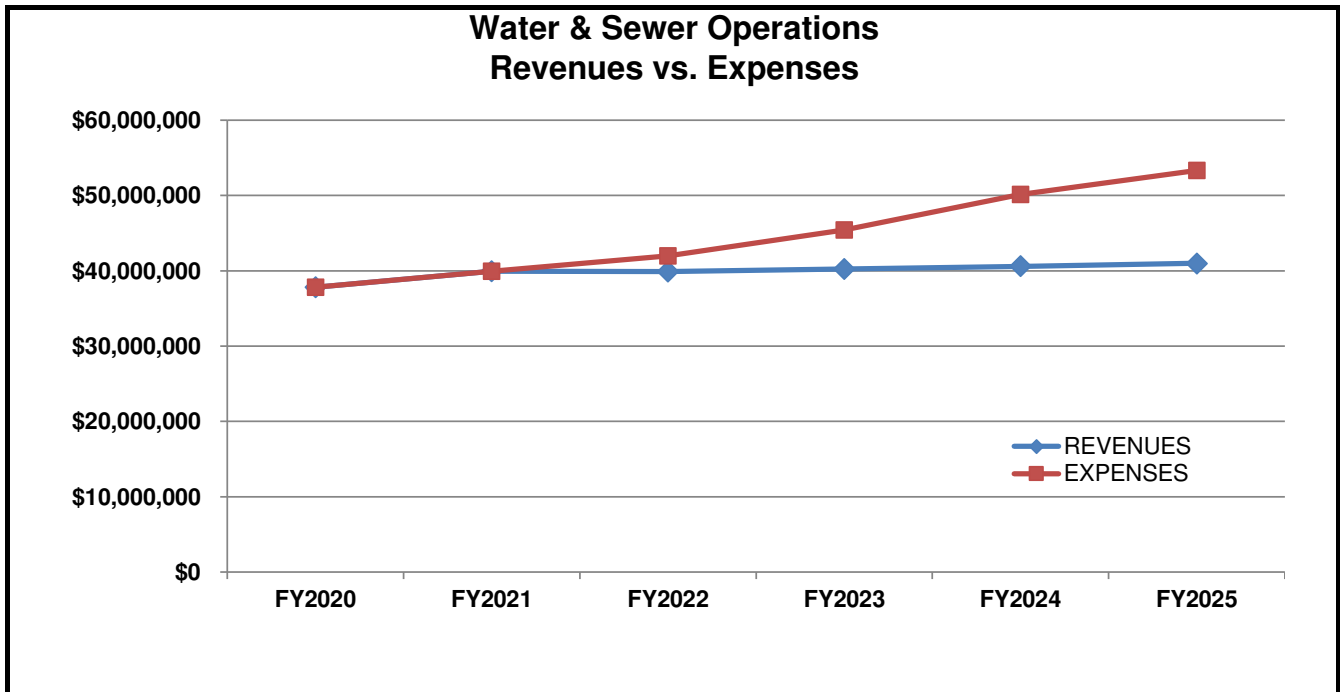
As for expenditures, in addition to inflating the baseline budget, operating expense estimates take into consideration the funding needs involving enterprise fund capital projects, the impact from customer growth, and future project operating costs. Future rate adjustments are calculated on a break-even basis and recommended to the Commissioners so current decisions regarding programs and infrastructures can be quantitatively measured for future fiscal impact.

The model to the right shows expenditures outpacing revenues. The average gallons per day are assumed to remain at 140 gallons. Fee increases will be needed in future years in order to fund the existing program and absorb the debt service and operating impact related to capital projects placed in service, such as a new well or treatment plant. Over the next four fiscal years, the combined average water and sewer bill increase is projected to range from 5.9% to 11.0%. 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

|                                       | FY2020<br>Budget | FY2021<br>Estimate | FY2022<br>Estimate | FY2023<br>Estimate | FY2024<br>Estimate | FY2025<br>Estimate |
|---------------------------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>WATER</b>                          |                  |                    |                    |                    |                    |                    |
| Revenues                              | \$13,505,500     | \$13,659,700       | \$13,716,400       | \$13,924,700       | \$14,133,300       | \$14,340,200       |
| Expenses                              | (13,505,500)     | (13,659,700)       | (14,288,500)       | (14,992,100)       | (16,265,100)       | (17,382,400)       |
| Income/(Loss)                         | \$0              | \$0                | (\$572,100)        | (\$1,067,400)      | (\$2,131,800)      | (\$3,042,200)      |
| <i>Estimated Annual Rate Increase</i> |                  | 0.9%               | 4.3%               | 3.6%               | 7.3%               | 5.6%               |
| <b>SEWER</b>                          |                  |                    |                    |                    |                    |                    |
| Revenues                              | \$24,312,400     | \$26,277,900       | \$26,167,800       | \$26,306,000       | \$26,470,000       | \$26,644,200       |
| Expenses                              | (24,312,400)     | (26,277,900)       | (27,699,800)       | (30,413,800)       | (33,870,400)       | (35,942,600)       |
| Net Income/(Loss)                     | \$0              | \$0                | (\$1,532,000)      | (\$4,107,800)      | (\$7,400,400)      | (\$9,298,400)      |
| <i>Estimated Annual Rate Increase</i> |                  | 10.0%              | 7.1%               | 11.2%              | 12.9%              | 6.5%               |



NOTE: Revenues assume FY2021 user fee rates; no increase is assumed in the future years. User fee rates are reviewed and set annually as part of the Budget Process.

# WATER & SEWER FUND FIVE-YEAR PLAN

## Capital Improvement Program Operating Impact

An operating impact is required on all CIP projects. The impact of the future operating impacts on the existing Water and Sewer rate is listed on each project page in the Capital Budget section. Listed below is a summary of all projects impacting the Water and Sewer user fee rates and the affect of each project on the existing rate.

The required rate adjustment is calculated by taking the Total Cost per Year and dividing it by the estimated amount of money that one cent generates.

|  |                 |                 |                 |                 |                 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
|  | <u>FY 2021</u>  | <u>FY 2022</u>  | <u>FY 2023</u>  | <u>FY 2024</u>  | <u>FY 2025</u>  |
| <b>Marginal Revenue generated from a one cent rate adjustment:</b> | <b>\$23,345</b> | <b>\$23,647</b> | <b>\$23,950</b> | <b>\$24,252</b> | <b>\$24,252</b> |

| PROJECT IMPACT ON<br>WATER USER FEE:           |                    |                    |                    |                    |                    |                    | Project Impact |                |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|----------------|
|  | Prior              | FY 2021            | FY 2022            | FY 2023            | FY 2024            | FY 2025            | on Rate        | on Qtrly. Bill |
| <b>DEBT SERVICE</b>                            |                    |                    |                    |                    |                    |                    |                |                |
| Automation & Technology Master Plan            | 372,000            | 372,000            | 372,000            | 372,000            | 436,600            | 501,100            | <b>20.4¢</b>   | <b>\$2.57</b>  |
| South Region Operations & Maintenance Facility | 0                  | 0                  | 7,200              | 7,200              | 7,200              | 7,200              | <b>0.3¢</b>    | <b>\$0.04</b>  |
| Underground Infrastructure Repairs             | 182,900            | 182,900            | 203,300            | 290,800            | 378,700            | 466,500            | <b>19.0¢</b>   | <b>\$2.39</b>  |
| South County Water Transmission Main           | 216,400            | 216,400            | 216,400            | 216,400            | 216,400            | 743,900            | <b>30.3¢</b>   | <b>\$3.82</b>  |
| Satellite Water Facility Upgrades              | 110,900            | 110,900            | 280,700            | 451,000            | 521,100            | 591,100            | <b>24.1¢</b>   | <b>\$3.03</b>  |
| Clifton Water System Improvements              | 180,300            | 180,300            | 202,800            | 202,800            | 202,800            | 202,800            | <b>8.3¢</b>    | <b>\$1.04</b>  |
| Waldorf Tower No. 5 Rehabilitation             | 0                  | 0                  | 149,900            | 267,400            | 267,400            | 267,400            | <b>10.9¢</b>   | <b>\$1.37</b>  |
| Pinefield Water Tower Rehabilitation           | 144,400            | 144,400            | 144,400            | 144,400            | 213,400            | 213,400            | <b>8.7¢</b>    | <b>\$1.10</b>  |
| WSSC Waldorf Interconnection                   | 7,000              | 7,000              | 9,000              | 24,800             | 149,500            | 256,000            | <b>10.4¢</b>   | <b>\$1.31</b>  |
| Waldorf Fire House Water Tower                 | 0                  | 0                  | 7,700              | 172,500            | 318,500            | 318,500            | <b>13.0¢</b>   | <b>\$1.63</b>  |
| Waldorf Urban Redevelopment Center             | 0                  | 0                  | 4,500              | 32,500             | 83,100             | 83,100             | <b>3.4¢</b>    | <b>\$0.43</b>  |
| Old Washington Road Watermain                  | 59,000             | 59,000             | 77,100             | 77,100             | 77,100             | 77,100             | <b>3.1¢</b>    | <b>\$0.40</b>  |
| Contingency Inflation                          | 0                  | 0                  | 34,600             | 107,300            | 216,300            | 416,200            | <b>16.9¢</b>   | <b>\$2.14</b>  |
| <b>Total Debt Service</b>                      | <b>\$1,272,900</b> | <b>\$1,272,900</b> | <b>\$1,709,600</b> | <b>\$2,366,200</b> | <b>\$3,088,100</b> | <b>\$4,144,300</b> |                |                |
| <b>OPERATING</b>                               |                    |                    |                    |                    |                    |                    |                |                |
| Water Model Update                             | 54,000             | 54,000             | 54,000             | 54,000             | 54,000             | 54,000             | <b>0.0¢</b>    | <b>\$0.00</b>  |
| <b>Total Operating Costs</b>                   | <b>\$54,000</b>    | <b>\$54,000</b>    | <b>\$54,000</b>    | <b>\$54,000</b>    | <b>\$54,000</b>    | <b>\$54,000</b>    |                |                |
| <b>Total Cost per Year:</b>                    | <b>\$1,326,900</b> | <b>\$0</b>         | <b>\$436,700</b>   | <b>\$656,600</b>   | <b>\$721,900</b>   | <b>\$1,056,200</b> | <b>\$1.68</b>  | <b>\$21.27</b> |
| <b>FY21-FY25 Cumulative Cost:</b>              |                    | <b>\$1,326,900</b> | <b>\$1,763,600</b> | <b>\$2,420,200</b> | <b>\$3,142,100</b> | <b>\$4,198,300</b> |                |                |

### Required CIP Water Rate Adjustment Per Year:

|                                       | Prior        | FY 2021     | FY 2022      | FY 2023      | FY 2024      | FY 2025      | Impact on Rate |
|---------------------------------------|--------------|-------------|--------------|--------------|--------------|--------------|----------------|
| Rate Adjustment per Year *            | <b>56.8¢</b> | <b>0.0¢</b> | <b>15.2¢</b> | <b>27.0¢</b> | <b>27.8¢</b> | <b>41.0¢</b> | <b>\$1.68</b>  |
| <i>Estimated % change due to CIP:</i> |              | <i>0.0%</i> | <i>26.7%</i> | <i>37.5%</i> | <i>28.0%</i> | <i>32.3%</i> |                |

\* Note: Rate Adjustment will vary due to tiered billing system for Residential Users.

# WATER & SEWER FUND FIVE-YEAR PLAN

## Capital Improvement Program Operating Impact

|   |                |                |                |                |                |
|---|----------------|----------------|----------------|----------------|----------------|
|   | <u>FY 2021</u> | <u>FY 2022</u> | <u>FY 2023</u> | <u>FY 2024</u> | <u>FY 2025</u> |
| Marginal Revenue generated from a one cent rate adjustment: | \$22,754       | \$22,772       | \$22,790       | \$22,807       | \$22,824       |

| PROJECT IMPACT ON SEWER USER FEE:                   |                    |                    |                    |                    |                    |                    | Project Impact |                |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|----------------|
|   | Prior              | FY 2021            | FY 2022            | FY 2023            | FY 2024            | FY 2025            | on Rate        | on Qtrly. Bill |
| <b>DEBT SERVICE</b>                                 |                    |                    |                    |                    |                    |                    |                |                |
| Automation & Technology Master Plan                 | 372,000            | 372,000            | 372,000            | 372,100            | 436,700            | 501,200            | 22.0¢          | \$2.77         |
| South Region Operations & Maintenance Facility      | 0                  | 0                  | 7,200              | 7,300              | 7,300              | 7,300              | 0.3¢           | \$0.04         |
| MWWTP Electrical System Replacement                 | 230,000            | 230,000            | 332,700            | 437,100            | 437,100            | 437,100            | 19.1¢          | \$2.41         |
| MWWTP Flow Equalization                             | 405,600            | 405,600            | 420,600            | 791,200            | 1,076,000          | 1,136,500          | 49.8¢          | \$6.27         |
| Mattawoman Infiltration and Inflow                  | 268,500            | 268,500            | 411,600            | 527,800            | 644,600            | 761,400            | 33.4¢          | \$4.20         |
| Mattawoman WWTP Automation                          | 204,800            | 204,800            | 293,500            | 382,500            | 382,500            | 382,500            | 16.8¢          | \$2.11         |
| Pump Station Rehabs and Replacements                | 438,300            | 438,300            | 781,500            | 1,009,000          | 1,113,200          | 1,200,000          | 52.6¢          | \$6.62         |
| Satellite Wastewater Facility Upgrades              | 340,700            | 340,700            | 394,400            | 448,200            | 502,300            | 556,300            | 24.4¢          | \$3.07         |
| MWWTP Clarifier and Thickener Repairs               | 184,400            | 184,400            | 284,500            | 386,800            | 489,700            | 489,700            | 21.5¢          | \$2.70         |
| MWWTP Utility Water System Evaluation & Improvement | 72,800             | 72,800             | 75,600             | 99,700             | 99,700             | 99,700             | 4.4¢           | \$0.55         |
| Zekiah Pump Station Upgrade                         | 19,000             | 19,000             | 19,000             | 28,100             | 37,200             | 37,200             | 1.6¢           | \$0.21         |
| Zekiah Pump Station Forcemain                       | 25,000             | 25,000             | 25,000             | 42,300             | 42,300             | 42,300             | 1.9¢           | \$0.23         |
| Clifton WWTP Improvements                           | 464,300            | 464,300            | 473,000            | 670,700            | 670,700            | 670,700            | 29.4¢          | \$3.70         |
| MWWTP Primary Clarifiers #1-4                       | 0                  | 0                  | 0                  | 0                  | 0                  | 5,900              | 0.3¢           | \$0.03         |
| MWWTP Septage Receiving Facility                    | 4,100              | 4,100              | 21,000             | 42,100             | 42,100             | 42,100             | 1.8¢           | \$0.23         |
| Post Office Road Sewer Capacity                     | 163,000            | 163,000            | 380,900            | 592,500            | 592,500            | 592,500            | 26.0¢          | \$3.27         |
| Cobb Island Septic Tank Effluent Pump               | 178,000            | 178,000            | 189,200            | 189,200            | 189,200            | 189,200            | 8.3¢           | \$1.04         |
| MWWTP Effluent Filters #7-#16                       | 0                  | 0                  | 108,600            | 355,600            | 580,800            | 580,800            | 25.4¢          | \$3.21         |
| MWWTP Reclaimed Water Filtration                    | 36,700             | 36,700             | 36,700             | 298,300            | 561,400            | 561,400            | 24.6¢          | \$3.10         |
| MWWTP Final Filter Disinfection System              | 0                  | 0                  | 20,600             | 52,100             | 52,100             | 52,100             | 2.3¢           | \$0.29         |
| MWWTP Reclaimed Water Pump Station                  | 0                  | 0                  | 31,100             | 71,100             | 71,100             | 71,100             | 3.1¢           | \$0.39         |
| MWWTP Effluent PS Forcemain Surge                   | 0                  | 0                  | 12,400             | 46,900             | 46,900             | 46,900             | 2.1¢           | \$0.26         |
| MWWTP Belt Filter Press Replacement                 | 253,700            | 253,700            | 390,800            | 517,100            | 517,100            | 517,100            | 22.7¢          | \$2.85         |
| MWWTP Administration Building                       | 0                  | 0                  | 10,600             | 10,600             | 10,600             | 10,600             | 0.5¢           | \$0.06         |
| Contingency Inflation                               | 0                  | 0                  | 116,100            | 401,400            | 618,200            | 729,700            | 32.0¢          | \$4.03         |
| <b>Total Debt Service</b>                           | <b>\$3,660,900</b> | <b>\$3,660,900</b> | <b>\$5,208,600</b> | <b>\$7,779,700</b> | <b>\$9,221,300</b> | <b>\$9,721,300</b> |                |                |
| <b>OPERATING</b>                                    |                    |                    |                    |                    |                    |                    |                |                |
| Sewer Model Update                                  | 56,700             | 56,700             | 56,700             | 56,700             | 56,700             | 56,700             | 0.0¢           | \$0.00         |
| Sewer Pump Station Capacity Study                   | 0                  | 84,500             | 0                  | 0                  | 0                  | 0                  | 0.0¢           | \$0.00         |
| <b>Total Operating Costs</b>                        | <b>\$56,700</b>    | <b>\$141,200</b>   | <b>\$56,700</b>    | <b>\$56,700</b>    | <b>\$56,700</b>    | <b>\$56,700</b>    |                |                |
| <b>Total Cost per Year:</b>                         | <b>\$3,717,600</b> | <b>\$84,500</b>    | <b>\$1,463,200</b> | <b>\$2,571,100</b> | <b>\$1,441,600</b> | <b>\$500,000</b>   | <b>\$4.26</b>  | <b>\$53.67</b> |
| <b>FY21-FY25 Cumulative Cost:</b>                   |                    | <b>\$3,802,100</b> | <b>\$5,265,300</b> | <b>\$7,836,400</b> | <b>\$9,278,000</b> | <b>\$9,778,000</b> |                |                |

### Required CIP Sewer Rate Adjustment Per Year:

|                                | Prior  | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | Impact on Rate |
|--------------------------------|--------|---------|---------|---------|---------|---------|----------------|
| Rate Adjustment per Year       | \$1.61 | \$0.04  | 0.64¢   | \$1.12  | \$0.63  | \$0.22  | \$4.26         |
| Estimated % change due to CIP: |        | 2.5%    | 38.8%   | 48.9%   | 18.5%   | 5.4%    |                |



# SOLID WASTE FUND FIVE-YEAR PLAN

## Solid Waste Fund (Landfill Operations):

The County charges a fee per ton to all users disposing solid waste (trash) into the publicly owned and operated 16-acre landfill. The user fee recovers the direct operating cost of waste disposal and provides a capital budget reserve for the construction of the next cell and for future closing costs of the current cell. The Landfill operation has been very unpredictable due to legislative changes that have allowed commercial trash companies to transport waste across State lines. Local trash haulers now have more choices. Changes in routes or price of gas impacts which Landfill they decide to utilize.

Multi-year planning has allowed us to foresee the funding levels needed for the operating costs and capital construction within the fund. Although unpredictable, the growth rate for trash tons is directly proportional to our population growth rate with the assumption more people create more solid waste. Included in the capital budget reserve are funds for future construction, closure of the landfill cells, and post closure costs for monitoring.

Our financial model allows for the fluctuating revenues caused by sharp increase/decrease in waste tons by adjusting the useful life of the landfill, thereby requiring more or less capital budget reserve. A new cell expansion was completed in 2015 and it is estimated that it will be full during FY2022. The FY2021-FY2025 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 67% 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 \$78. The FY2021-FY2025 billable tonnage received at the Landfill is estimated to range between 118,000 tons and 123,000 tons. Billable tons exclude tonnage related to items that charge a reduced fee such as tons resulting from the tag-a-bag program. The tag-a-bag program allows an individual to purchase a tag for each trash bag regardless of the weight and is currently set at \$2.25 per tag. It is anticipated that the growth rate in tonnage will equal the population growth of approximately one percent in the out years. A fee increase generally will be needed in this fund as expenses are 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.

|                         | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Adopted</b> | <b>FY2022<br/>Estimated</b> | <b>FY2023<br/>Estimated</b> | <b>FY2024<br/>Estimated</b> | <b>FY2025<br/>Estimated</b> |
|-------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Revenues</b>         |                           |                           |                             |                             |                             |                             |
| Operating Revenues      | \$8,339,500               | \$9,098,100               | \$9,044,200                 | \$9,091,300                 | \$9,180,100                 | \$9,268,800                 |
| Fund Balance Reserves   | 1,278,000                 | 1,134,000                 | 141,800                     | 114,000                     | 240,100                     | 208,300                     |
| <b>Total Revenues</b>   | <b>\$9,617,500</b>        | <b>\$10,232,100</b>       | <b>\$9,186,000</b>          | <b>\$9,205,300</b>          | <b>\$8,618,800</b>          | <b>\$9,477,100</b>          |
| <b>Expenses:</b>        |                           |                           |                             |                             |                             |                             |
| Operating Expenses      | 8,357,300                 | 8,998,900                 | 9,162,600                   | 9,309,200                   | 9,513,700                   | 9,729,000                   |
| Capital Outlay          | 1,073,000                 | 984,000                   | 141,800                     | 114,000                     | 240,100                     | 208,300                     |
| Debt Service            | 187,200                   | 249,200                   | 359,200                     | 811,400                     | 782,900                     | 729,900                     |
| <b>Total Expenses</b>   | <b>\$9,617,500</b>        | <b>\$10,232,100</b>       | <b>\$9,553,500</b>          | <b>\$10,234,600</b>         | <b>\$10,536,700</b>         | <b>\$10,667,200</b>         |
| <b>Surplus\Deficit:</b> | <b>\$0</b>                | <b>\$0</b>                | <b>(\$477,600)</b>          | <b>(\$1,029,300)</b>        | <b>(\$1,116,500)</b>        | <b>(\$1,190,100)</b>        |

|                                      |             |             |             |             |             |             |
|--------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Estimated Tipping Fee:</b>        | <b>\$75</b> | <b>\$78</b> | <b>\$79</b> | <b>\$84</b> | <b>\$84</b> | <b>\$85</b> |
| <i>Increase over FY2021 Adoption</i> |             |             | <b>\$1</b>  | <b>\$5</b>  | <b>\$0</b>  | <b>\$1</b>  |
| <i>% rate change</i>                 |             |             | 1.3%        | 6.3%        | 0%          | 1.2%        |

# WATERSHED PROTECTION & RESTORATION FUND FIVE-YEAR PLAN

## Watershed Protection & Restoration Fund:

The County's Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland restoration activities. The fund covers related planning, mapping, monitoring, inspections, enforcement, operations and maintenance, public education and outreach, grants to non-profits, administrative costs, and debt service payments to cover the cost of capital improvements. Revenues to the fund are generated primarily by the Stormwater Remediation Fee, which is charged annually to each improved property within the County and accounts for 85% of revenues. The Stormwater Remediation fee was increased to \$92 in FY2021. 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.

|                                       | <b>FY2020</b>      | <b>FY2021</b>      | <b>FY2022</b>      | <b>FY2023</b>        | <b>FY2024</b>        | <b>FY2025</b>        |
|---------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|----------------------|
|                                       | <b>Adopted</b>     | <b>Adopted</b>     | <b>Estimate</b>    | <b>Estimate</b>      | <b>Estimate</b>      | <b>Estimate</b>      |
| <b>Revenues</b>                       |                    |                    |                    |                      |                      |                      |
| Stormwater Remediation Fee            | \$4,044,800        | \$4,767,900        | \$4,782,900        | \$4,835,400          | \$4,887,800          | \$4,940,200          |
| General Fund Subsidy                  | 550,000            | 300,000            | 300,000            | 300,000              | 300,000              | 300,000              |
| Miscellaneous                         | 52,900             | 2,200              | 2,200              | 2,200                | 2,200                | 2,200                |
| Fund Balance                          | 117,000            | 509,000            | 72,000             | 0                    | 0                    | 0                    |
| <b>Total Revenues</b>                 | <b>\$4,764,700</b> | <b>\$5,579,100</b> | <b>\$5,157,100</b> | <b>\$5,137,600</b>   | <b>\$5,190,000</b>   | <b>\$5,242,400</b>   |
| <b>Expenses</b>                       |                    |                    |                    |                      |                      |                      |
| Salaries & Fringe                     | \$811,200          | \$983,600          | \$979,600          | \$1,029,200          | \$1,062,500          | \$1,096,800          |
| Operating                             | 1,941,200          | 1,941,200          | 1,918,100          | 2,006,800            | 2,020,400            | 2,034,000            |
| Contingency                           | 3,000              | 38,600             | 39,400             | 40,400               | 41,700               | 43,300               |
| Debt                                  | 1,942,300          | 2,191,000          | 2,856,200          | 3,635,000            | 4,455,900            | 5,259,800            |
| Capital Project Studies               | 67,000             | 216,000            | 149,000            | 77,000               | 77,000               | 77,000               |
| <b>Total Expenses</b>                 | <b>\$4,764,700</b> | <b>\$5,579,100</b> | <b>\$6,047,200</b> | <b>\$6,788,400</b>   | <b>\$7,657,500</b>   | <b>\$8,510,900</b>   |
| <b>Surplus / (Deficit)</b>            | <b>\$0</b>         | <b>\$0</b>         | <b>(\$890,100)</b> | <b>(\$1,650,800)</b> | <b>(\$2,467,500)</b> | <b>(\$3,268,500)</b> |
| <b>Stormwater Remediation Fee:</b>    | <b>\$78</b>        | <b>\$92</b>        |                    |                      |                      |                      |
| \$1 on fee generates approximately:   | \$51,080           | \$51,418           | \$51,988           | \$52,558             | \$53,128             | \$53,698             |
| <b>Estimated Fee:</b>                 |                    |                    | <b>\$110</b>       | <b>\$124</b>         | <b>\$139</b>         | <b>\$153</b>         |
| <i>Increase over FY 2021 adoption</i> |                    |                    | <b>\$18</b>        | <b>\$32</b>          | <b>\$47</b>          | <b>\$61</b>          |

A fee increase will be needed in this fund as expenses are anticipated to grow faster than the growth in customer base. Expenditure estimates are based on funding the existing program and includes additional debt service costs related to funding the National Pollutant Discharge Elimination System (NPDES) Retrofit capital projects.

# ENVIRONMENTAL SERVICE FEE FUND FIVE-YEAR PLAN

## Environmental Service Fee Fund:

The County's Environmental Service Fund is primarily to pay for recycling, litter control, hazardous waste, and other related environmental programs. The fund is supported entirely by fees and charges, the prominent being a \$124 fee for each improved property in the County. Improved property is land with one or more structures on it. The environmental service fee accounts for approximately 91% 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.

|                         | <b>FY2020<br/>Adopted</b> | <b>FY2021<br/>Adopted</b> | <b>FY2022<br/>Estimate</b> | <b>FY2023<br/>Estimate</b> | <b>FY2024<br/>Estimate</b> | <b>FY2025<br/>Estimate</b> |
|-------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>Revenues</b>         |                           |                           |                            |                            |                            |                            |
| Operating Revenues      | \$6,521,900               | \$6,797,500               | \$6,801,400                | \$6,873,300                | \$6,945,200                | \$7,017,100                |
| Fund Balance Reserves   | 498,000                   | 670,000                   | 53,900                     | 404,100                    | 16,400                     | 632,300                    |
| <b>Total Revenues</b>   | <b>\$7,019,900</b>        | <b>\$7,467,500</b>        | <b>\$6,855,300</b>         | <b>\$7,277,400</b>         | <b>\$6,961,600</b>         | <b>\$7,649,900</b>         |
| <b>Expenses:</b>        |                           |                           |                            |                            |                            |                            |
| Operating Expenses      | 6,217,100                 | 6,530,400                 | 6,713,900                  | 6,890,300                  | 7,172,300                  | 7,468,600                  |
| Capital Outlay          | 598,000                   | 770,000                   | 196,700                    | 549,800                    | 165,000                    | 783,900                    |
| Debt Service            | 204,800                   | 167,100                   | 132,700                    | 157,000                    | 147,500                    | 141,700                    |
| <b>Total Expenses</b>   | <b>\$7,019,900</b>        | <b>\$7,467,500</b>        | <b>\$7,043,300</b>         | <b>\$7,597,100</b>         | <b>\$7,484,800</b>         | <b>\$8,394,200</b>         |
| <b>Surplus\Deficit:</b> | <b>\$0</b>                | <b>\$0</b>                | <b>(\$188,000)</b>         | <b>(\$319,700)</b>         | <b>(\$523,200)</b>         | <b>(\$744,800)</b>         |

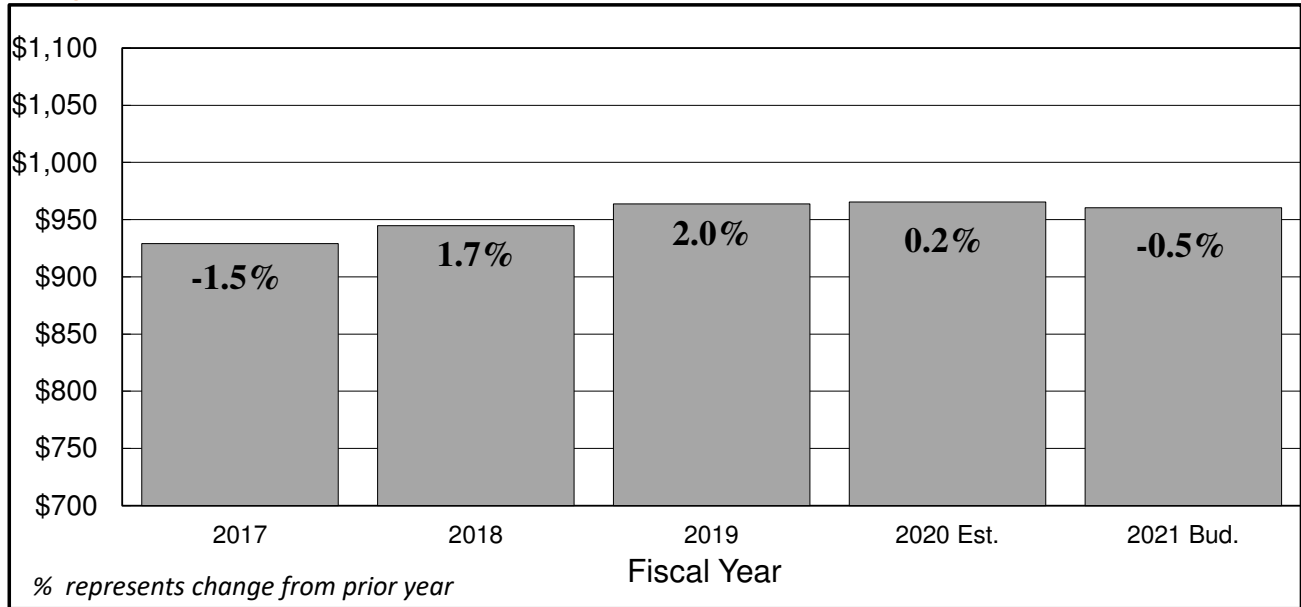
|                                      |              |              |              |              |              |              |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>Estimated Tipping Fee</b>         | <b>\$119</b> | <b>\$124</b> | <b>\$127</b> | <b>\$130</b> | <b>\$133</b> | <b>\$137</b> |
| <b>Increase over FY2021 Adoption</b> |              |              | <b>\$3</b>   | <b>\$6</b>   | <b>\$9</b>   | <b>\$13</b>  |
| <b>% rate change</b>                 |              |              | <b>2.8%</b>  | <b>1.8%</b>  | <b>2.8%</b>  | <b>2.9%</b>  |

Included in expenses is the County's anticipated cost to provide curbside collection for the residents. These costs are expected to grow faster than the growth in customer base. A fee increase will be needed to balance the fund and continue the program.

# Revenue Indicator

## Revenues Per Capita

### Comparison in Constant Dollars



**Warning Trend:** Decreasing net operating revenues per capita (constant dollars)

**Formula:**  $\frac{\text{Gross operating revenues}}{\text{Population}}$

| Fiscal Year:  | 2017          | 2018          | 2019          | 2020 Est.     | 2021 Bud.     |
|---|---------------|---------------|---------------|---------------|---------------|
| Gross operating revenues                                      | \$372,974,196 | \$390,809,271 | \$409,479,365 | \$418,668,100 | \$424,716,400 |
| Consumer price index  | 254.6         | 259.0         | 263.1         | 265.6         | 268.4         |
| Gross operating revenues (constant dollars)                   | \$146,515,190 | \$150,887,824 | \$155,624,864 | \$157,614,742 | \$158,214,388 |
| Current population  | 157,705       | 159,700       | 161,503       | 163,257       | 164,762       |
| <b>Gross operating revenues per capita (constant dollars)</b> | <b>\$929</b>  | <b>\$945</b>  | <b>\$964</b>  | <b>\$965</b>  | <b>\$960</b>  |

### Description

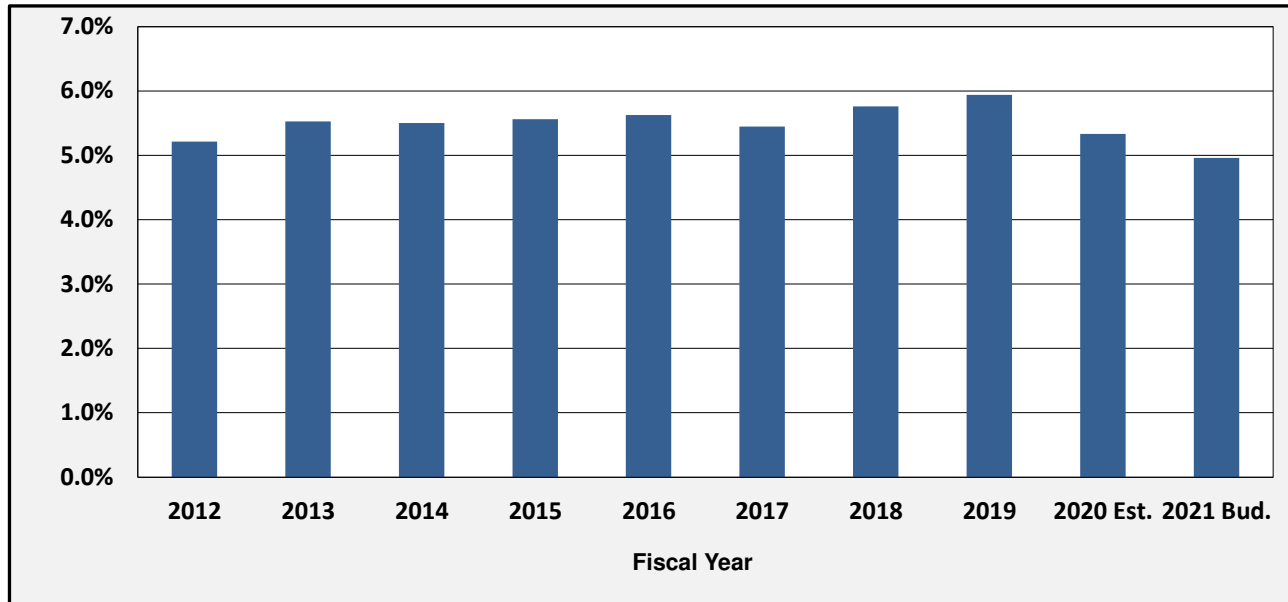
Examining per capita revenues shows changes in revenues relative to changes in population size and rate of inflation. As population increases, it might be expected that revenues and the need for services would increase proportionately, and therefore, that the level of per capita revenues would remain 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

Since FY2017 the Gross Operating revenues and the Current population has steadily increased. The Gross operating revenues per capita for the FY2021 budget is less than the FY2020 estimate due to the economic impact of the COVID-19 emergency pandemic.

# 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:   | 2017          | 2018          | 2019          | 2020 Est.     | 2021 Bud.     |
|--|---------------|---------------|---------------|---------------|---------------|
| Intergovernmental operating revenues*  | \$21,489,877  | \$23,885,566  | \$25,842,236  | \$23,586,259  | \$22,149,109  |
| Gross operating revenues (General/Special Revenue)                               | \$394,464,073 | \$414,694,837 | \$435,321,601 | \$442,254,359 | \$446,865,509 |
| <b>Intergovernmental operating revenues as percent of gross operating income</b> | <b>5.4%</b>   | <b>5.8%</b>   | <b>5.9%</b>   | <b>5.3%</b>   | <b>5.0%</b>   |

\* Intergovernmental operating revenue includes general fund revenue and special revenue funds received to support various grant programs.

### Description

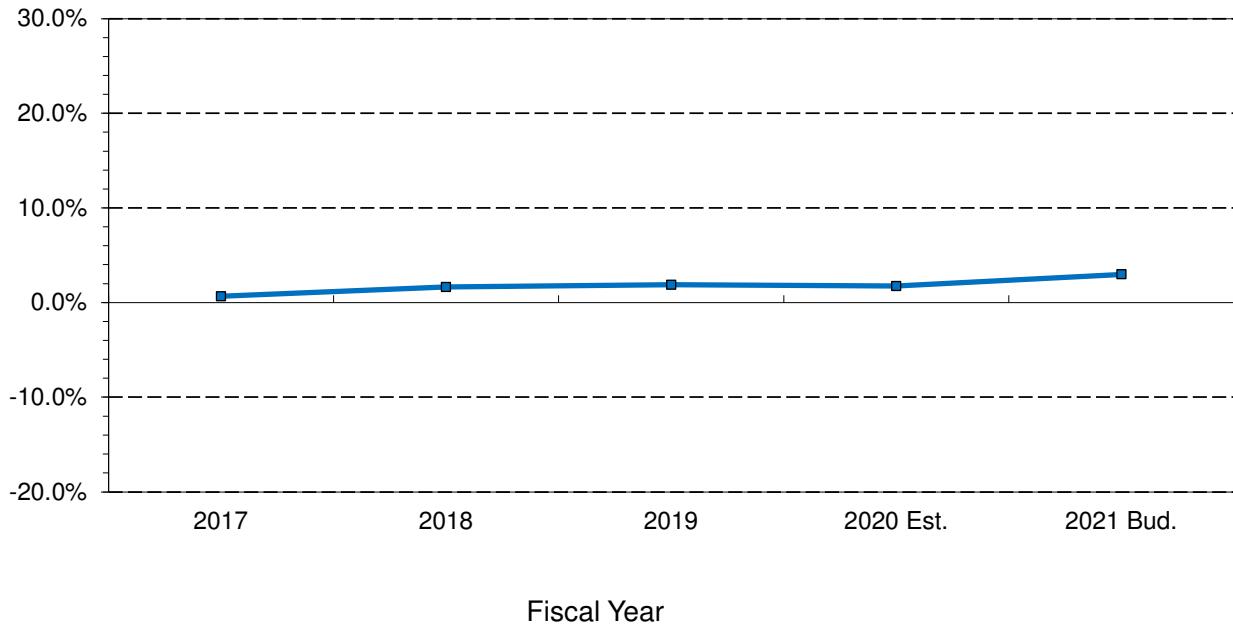
Intergovernmental revenues (revenues received from another governmental entity) are important because an over dependence on such revenues can be harmful to local jurisdictions and their ability to control revenue flows. The reduction of intergovernmental funds at the discretion of other governments leaves the local governments with the dilemma of cutting programs or funding them from general fund revenues.

### Comment

The intergovernmental operating revenues as a percent of gross operating income has ranged between 5-6%. The FY2021 budget will be amended during the year as funds are awarded.

# Revenue Indicator

## Property Tax Revenue Growth Rate In Constant Dollars



**Warning Trend:** Decline in property tax revenues (constant dollars).

**Formula:**  $\frac{\text{Property Tax Revenues}}{\text{constant dollars}}$

| Fiscal Year:                             | 2017          | 2018          | 2019          | 2020 Est.     | 2021 Bud.     |
|--|---------------|---------------|---------------|---------------|---------------|
| Property Tax Revenues                    | \$210,805,080 | \$218,014,785 | \$225,674,929 | \$231,822,300 | \$241,288,000 |
| Consumer price index                     | 254.6         | 259.0         | 263.1         | 265.6         | 268.4         |
| Property Tax Revenue in constant dollars | \$82,810,411  | \$84,173,480  | \$85,768,987  | \$87,273,456  | \$89,884,057  |
| Growth rate in constant dollars          | 0.7%          | 1.6%          | 1.9%          | 1.8%          | 3.0%          |

### Description

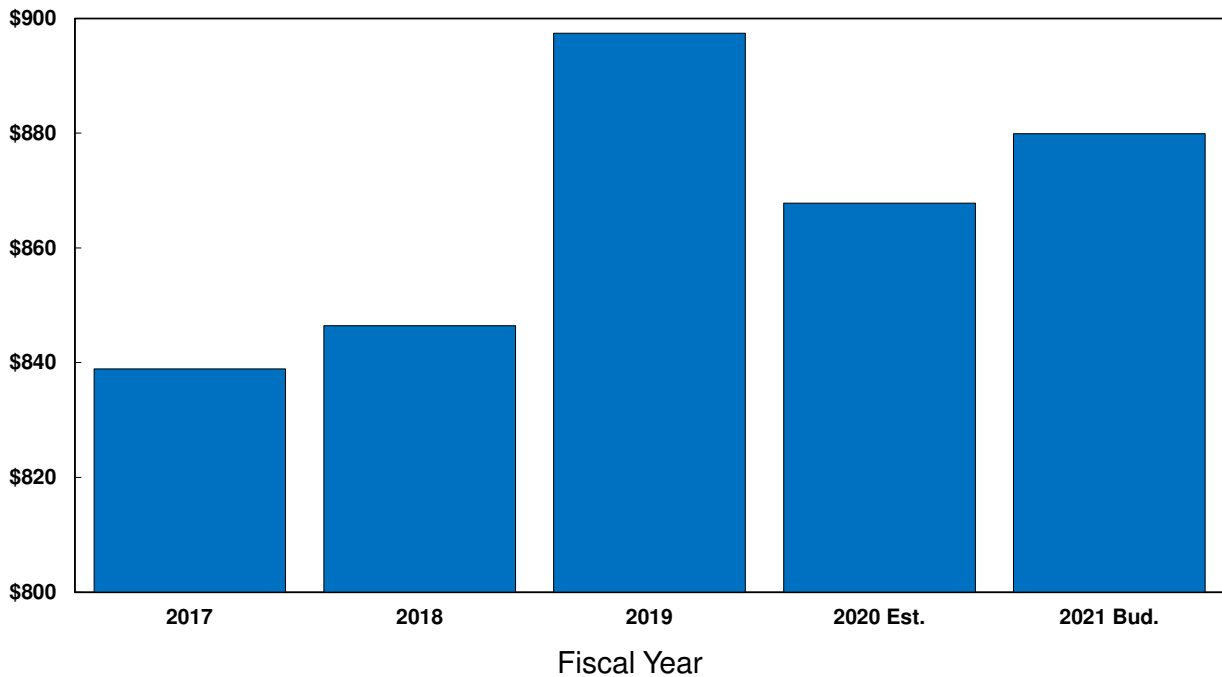
Property tax revenue should be considered separately from other revenue because it is the primary revenue source. A decline or diminished growth rate in property taxes may be a result of overall decline in property value, default in property tax payment, or inefficient assessment.

### Comment

Tax rates have remained constant since FY2017. The County is starting to see a growth in revenues due to increased assessments. The FY2020 estimate includes the economic impact of the COVID-19 emergency pandemic has had on business property taxes. The FY2021 budget assumes normal growth in assessments.

# Revenue Indicator

## Average Income Tax Per Household In Constant Dollars



### Warning Trend:

Decline in property tax revenues  
(constant dollars)

**Formula:**  $\frac{\text{Income Tax Revenues (constant dollars)}}{\text{Number of Households}}$

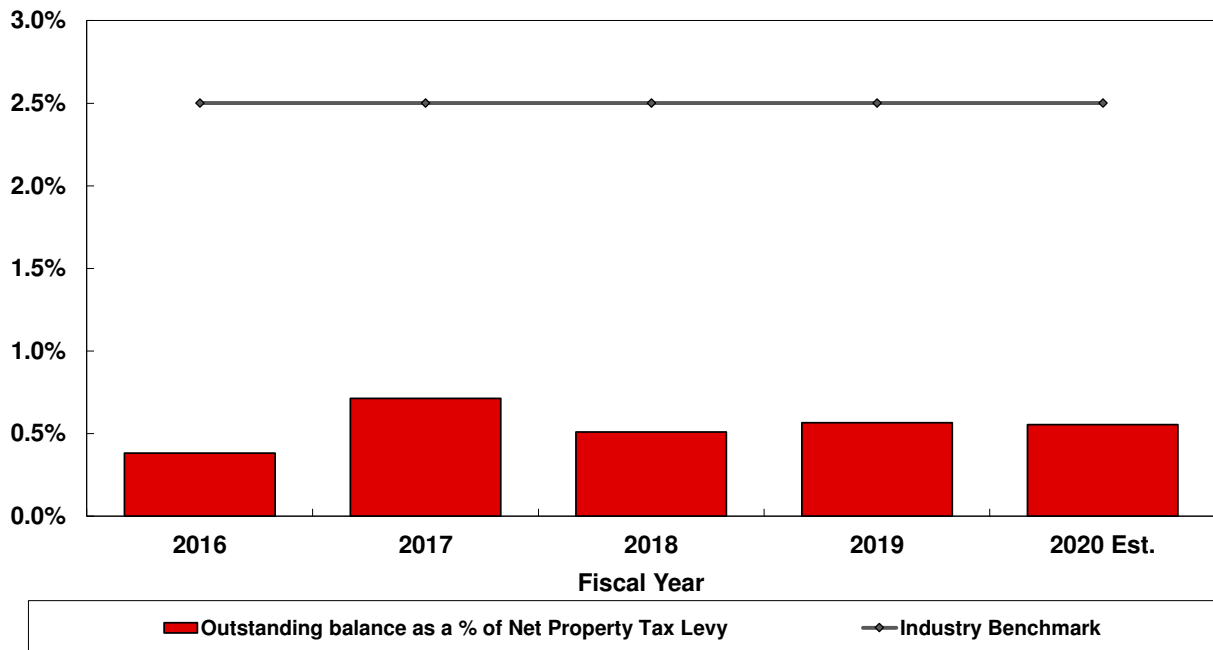
| Fiscal Year:   | 2017          | 2018          | 2019          | 2020 Est.     | 2021 Bud.     |
|--|---------------|---------------|---------------|---------------|---------------|
| Income Tax Revenues  | \$119,349,494 | \$124,654,098 | \$136,665,163 | \$135,265,900 | \$140,000,000 |
| Consumer price index   | 254.6         | 259.0         | 263.1         | 265.6         | 268.4         |
| Income Tax Revenue<br>(in constant dollars)                        | \$46,883,977  | \$48,127,787  | \$51,940,340  | \$50,923,154  | \$52,152,482  |
| Households   | 55,887        | 56,860        | 57,879        | 58,682        | 59,272        |
| <b>Avg. Income Tax per<br/>Household (in constant<br/>dollars)</b> | <b>\$839</b>  | <b>\$846</b>  | <b>\$897</b>  | <b>\$868</b>  | <b>\$880</b>  |

### Comment

Income tax revenue continues to increase compared to the average income tax per household. The FY2020 estimate includes the economic impact of COVID-19. The FY2021 budget assumes a 4% increase over the FY2020 adopted budget of \$134 million.

# Revenue Indicator

## Uncollected Property Tax



**Warning Trend:** Increasing amount of uncollected property tax as a percentage of net property tax levy

**Formula:**  $\frac{\text{Uncollected Property Tax}}{\text{Net Property Tax Levy}}$

| Fiscal Year:   | 2016          | 2017          | 2018          | 2019          | 2020 Est.     |
|--|---------------|---------------|---------------|---------------|---------------|
| Net Property Tax Levy                                      | \$207,718,985 | \$202,074,698 | \$208,859,514 | \$216,532,932 | \$224,009,919 |
| Current year tax levy outstanding at year end              | \$791,242     | \$1,441,512   | \$1,062,348   | \$1,223,232   | \$1,242,364   |
| <b>Outstanding balance as a % of Net Property Tax Levy</b> | <b>0.4%</b>   | <b>0.7%</b>   | <b>0.5%</b>   | <b>0.6%</b>   | <b>0.6%</b>   |

### 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

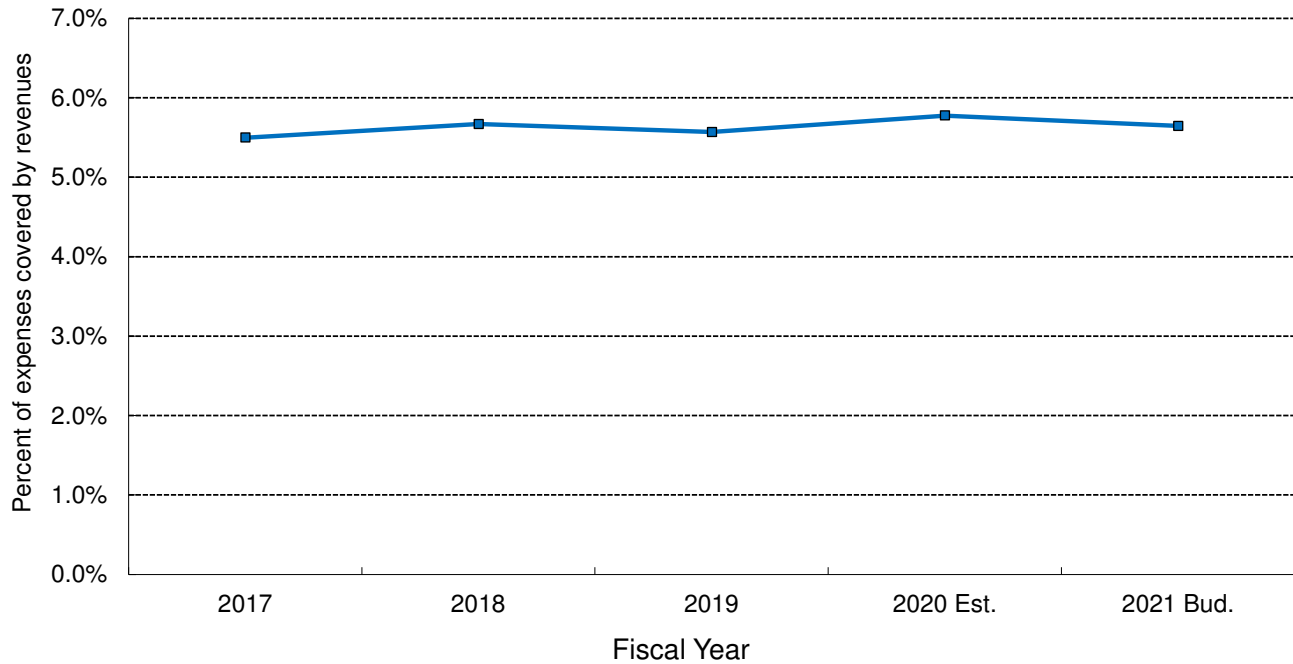
The County's ability to conduct tax sales and assess liens coupled with the ability of the majority of its citizens to pay for the tax levy are the most significant factors contributing to an excellent collection rate.

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:   | 2017          | 2018          | 2019          | 2020 Est.     | 2021 Bud.     |
|--|---------------|---------------|---------------|---------------|---------------|
| General Fund License & Permit/ Service Fee Revenue       | \$7,965,892   | \$8,577,524   | \$8,650,115   | \$9,239,400   | \$9,849,700   |
| General Fund Expense (excludes transfers & debt service) | \$144,847,248 | \$151,233,233 | \$155,331,735 | \$159,934,800 | \$174,433,200 |
| <b>Percent of expenses covered by revenues</b>           | <b>5.5%</b>   | <b>5.7%</b>   | <b>5.6%</b>   | <b>5.8%</b>   | <b>5.6%</b>   |

### Description

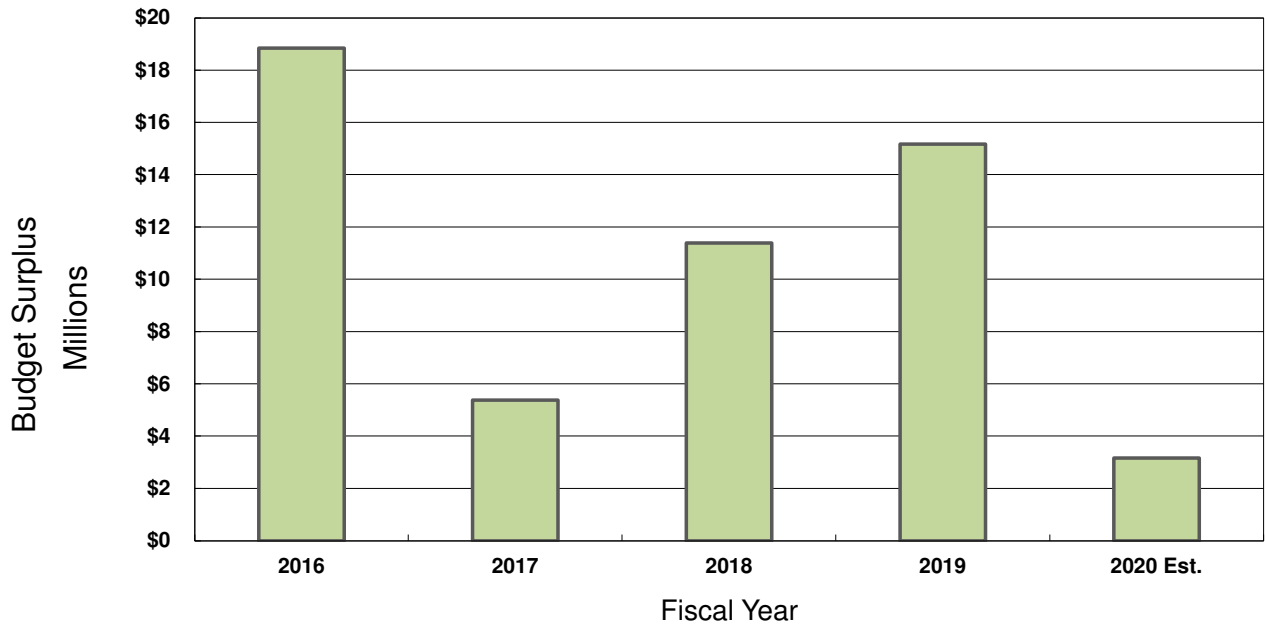
The term user charge coverage refers to whether fees and charges cover the entire cost of providing a service. This indicator focuses only on general fund programs and not on enterprise or special revenue fund services. As coverage declines, the burden on other revenues to support the services increases. 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 budget process in order to maintain a level funding source for associated programs. FY2020 estimate includes the economic impact of the COVID-19 emergency pandemic. Overall, the percent of expenses covered by revenues remains relatively

# 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:  | 2016                | 2017               | 2018                | 2019                | 2020 Est.          |
|---|---------------------|--------------------|---------------------|---------------------|--------------------|
| Actual Gross Operating Revenues                     | \$371,580,131       | \$372,974,196      | \$390,809,271       | \$409,479,365       | \$418,668,100      |
| Amended Budgeted Operating Revenues                 | \$352,743,090       | \$367,592,910      | \$379,429,650       | \$394,315,080       | \$415,508,900      |
| <b>Revenue (Shortfall)/Surplus</b>                  | <b>\$18,837,041</b> | <b>\$5,381,286</b> | <b>\$11,379,621</b> | <b>\$15,164,285</b> | <b>\$3,159,200</b> |
| Revenue Variance as a % of Gross Operating Revenues | 5.1%                | 1.4%               | 2.9%                | 3.7%                | 0.8%               |

### Description

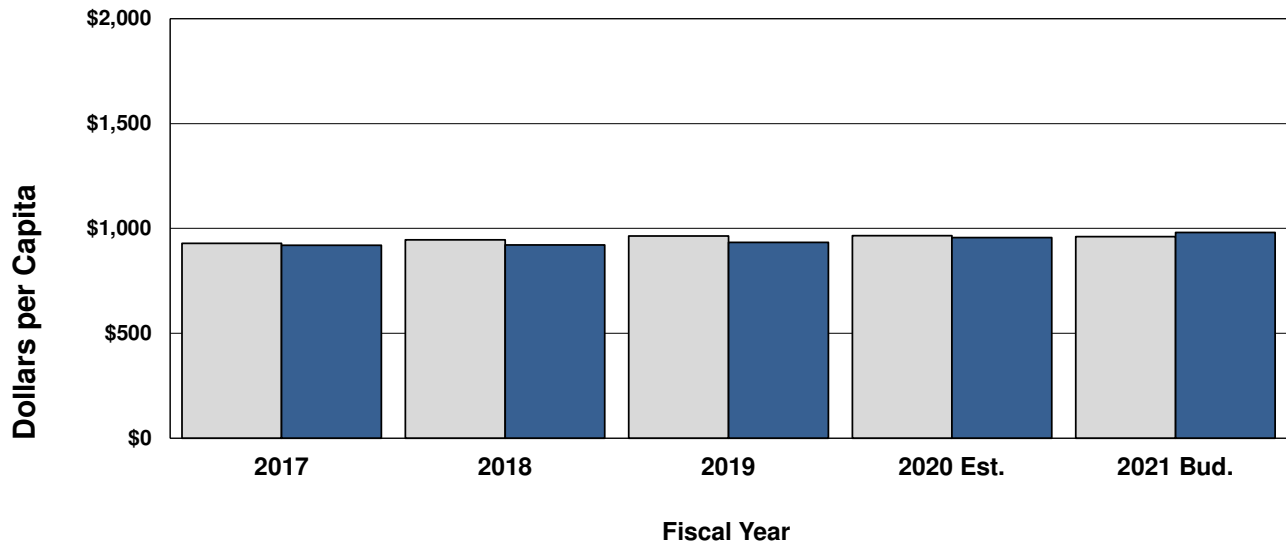
This indicator examines the differences between revenue estimates and revenues actually received during the fiscal year. Major discrepancies that continue year after year can indicate a declining economy, inefficient collection procedures, or inaccurate estimating techniques. If revenue shortfalls are increasing in frequency or size, a detailed analysis of each revenue should be made to pinpoint the source.

### Comment

Fiscal Year 2016, 2017, and 2018 ended the year greater than budget due primarily to Income Tax and Recordation Tax revenues exceeding expectations. Due to the volatility of these revenues, these budgets are set conservatively. Interest Income and Income Tax in Fiscal Year 2019 also performed better than estimated. Fiscal year 2020 is estimated to finish the year greater than budget primarily due to Recordation & Transfer Taxes exceeding expectations.

# 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:                                      | 2017           | 2018           | 2019           | 2020 Est.      | 2021 Bud.      |
|---|----------------|----------------|----------------|----------------|----------------|
| Net operating expenditures/transfers              | \$369,021,198  | \$381,044,482  | \$396,272,301  | \$414,848,700  | \$433,441,200  |
| Consumer price index                              | 254.6          | 259.0          | 263.1          | 265.6          | 268.4          |
| Expenditures (constant dollar)                    | \$144,962,337  | \$147,117,729  | \$150,605,448  | \$156,176,864  | \$161,464,531  |
| <b>Per capita expenditures (constant dollars)</b> | <b>\$919</b>   | <b>\$921</b>   | <b>\$933</b>   | <b>\$957</b>   | <b>\$980</b>   |
| <b>Gross operating revenues per capita</b>        | <b>\$929</b>   | <b>\$945</b>   | <b>\$964</b>   | <b>\$965</b>   | <b>\$960</b>   |
| Estimated population                              | 157,705        | 159,700        | 161,503        | 163,257        | 164,762        |
| Estimated households                              | 55,887         | 56,860         | 57,879         | 58,682         | 59,272         |
| <b>Household per capita expenditures</b>          | <b>\$2,594</b> | <b>\$2,587</b> | <b>\$2,602</b> | <b>\$2,661</b> | <b>\$2,724</b> |

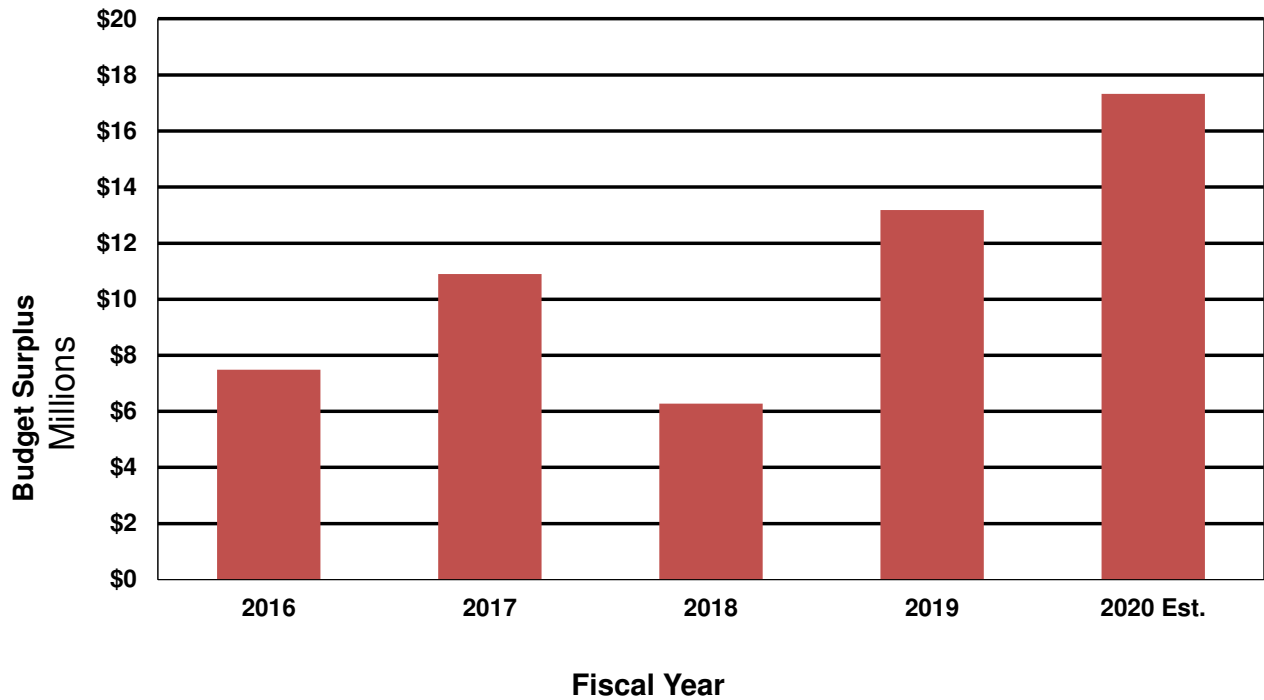
**Description** Changes in per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures can indicate that the cost of providing services is outstripping the community's ability to pay, especially, if spending is increasing faster than the 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 FY2021 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:                          | 2016          | 2017          | 2018          | 2019          | 2020 Est.     |
|---------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Actual Expenditures                   | \$362,287,306 | \$369,021,198 | \$381,044,482 | \$396,272,301 | \$414,848,700 |
| Amended Budgeted Expenditures         | \$369,775,930 | \$379,922,130 | \$387,320,850 | \$409,453,110 | \$432,173,310 |
| Budget Surplus/(Deficit)              | \$7,488,624   | \$10,900,932  | \$6,276,368   | \$13,180,809  | \$17,324,610  |
| Expenditure Variance as a % of Budget | 2.0%          | 2.9%          | 1.6%          | 3.2%          | 4.0%          |

### Description

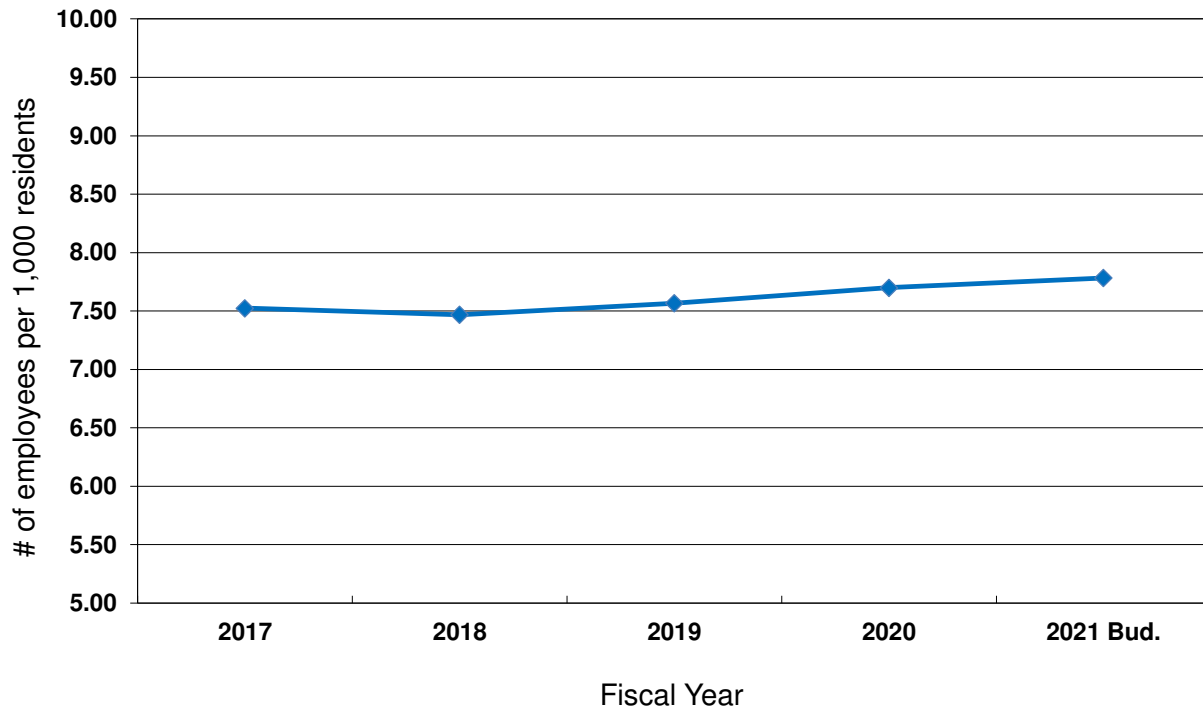
This indicator examines the differences between expenditure estimates and expenditures actually incurred during the fiscal year.

### Comment

Budget surpluses in FY2016 through estimated FY2020 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:                     | 2017    | 2018    | 2019    | 2020    | 2021 Bud. |
|----------------------------------|---------|---------|---------|---------|-----------|
| Number of Full Time Employees*   | 1,187   | 1,193   | 1,222   | 1,257   | 1,282     |
| Population                       | 157,705 | 159,700 | 161,503 | 163,257 | 164,762   |
| # of county employees per capita | 0.0075  | 0.0075  | 0.0076  | 0.0077  | 0.0078    |

\* excludes Enterprise funded positions which are self-supporting.

### Description

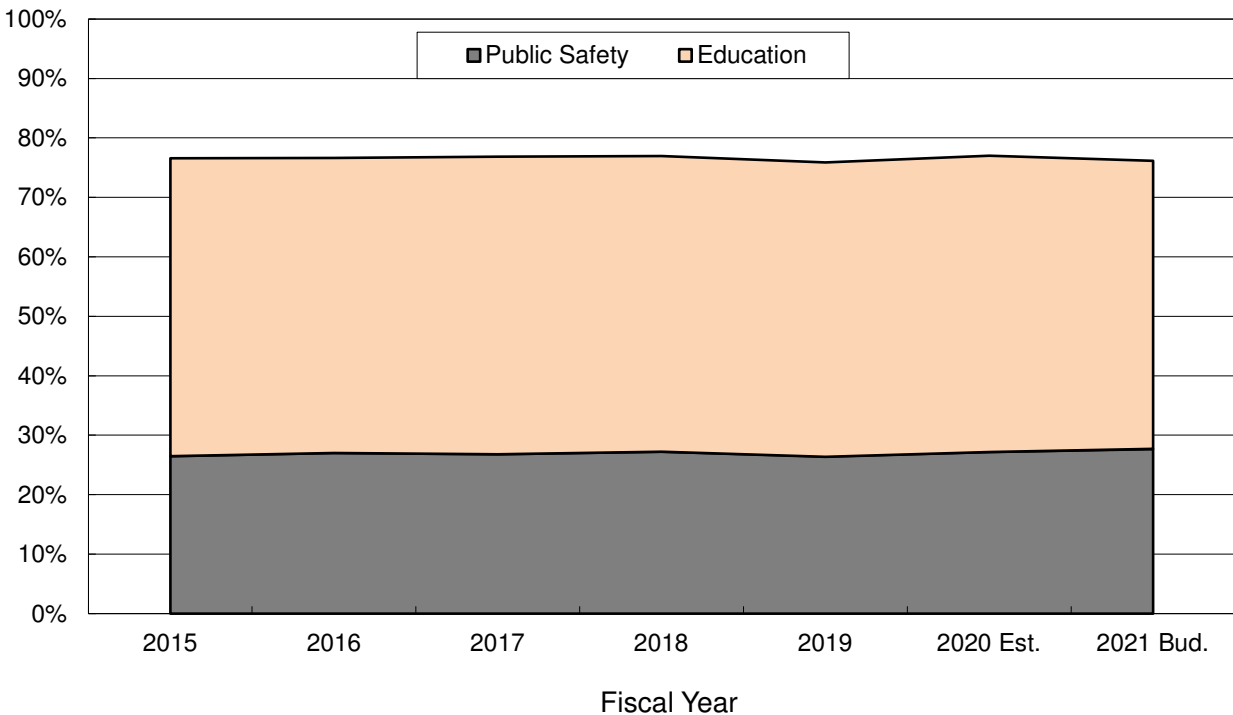
Personnel costs are a major portion of a local government's operating budget, therefore, tracking changes in the number of employees per capita is a good way to measure changes in expenditures. An increase in employees per capita might indicate that expenditures are rising faster than revenues, that the government is becoming more labor intensive, or that personnel productivity is declining.

### Comment

Staffing in key areas such as Public Safety and the State's Attorney's Office have seen increased staffing in recent years. The number of employees per capita has remained constant over the past five years.

# Expenditure Indicator

## Expenditures by Function



**Warning Trend:** Increasing operating expenditures for one function as a percentage of total net operating expenditures.

**Formula:**  $\frac{\text{Operating expenditures per function}}{\text{Total net operating expenditures}}$

| Fiscal Year          | 2017                 | 2018                 | 2019                 | 2020 Est.            | 2021 Bud.            |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Education</b>     | \$184,550,730        | \$189,553,345        | \$196,073,668        | \$206,809,700        | \$210,067,400        |
| % of Total Funds     | 50.0%                | 49.7%                | 49.5%                | 49.9%                | 48.5%                |
| <b>Public Safety</b> | \$98,956,356         | \$103,706,229        | \$104,662,689        | \$112,665,290        | \$119,994,500        |
| % of Total Funds     | 26.8%                | 27.2%                | 26.4%                | 27.2%                | 27.7%                |
| <b>Debt Service</b>  | \$27,520,895         | \$27,536,248         | \$29,956,800         | \$30,283,800         | \$31,529,800         |
| % of Total Funds     | 7.5%                 | 7.2%                 | 7.6%                 | 7.3%                 | 7.3%                 |
| <b>Remaining</b>     | \$57,993,216         | \$60,248,660         | \$65,579,144         | \$65,089,910         | \$71,849,500         |
| % of Total Funds     | 15.7%                | 15.8%                | 16.5%                | 15.7%                | 16.6%                |
| <b>Total Funds:</b>  | <b>\$369,021,198</b> | <b>\$381,044,482</b> | <b>\$396,272,301</b> | <b>\$414,848,700</b> | <b>\$433,441,200</b> |

### Description

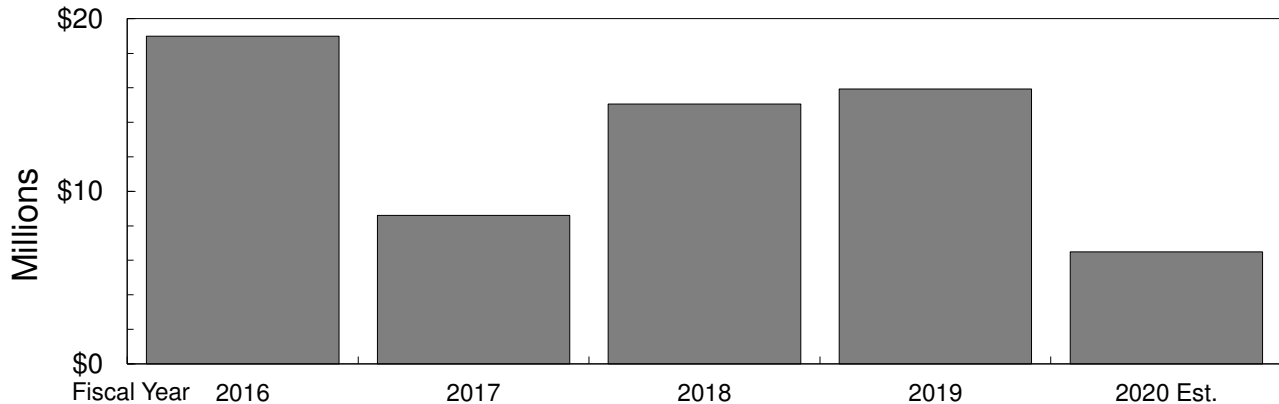
Expenditures by function represents the cost of government services by program. Often times it is also an indicator of the priority level of the government.

### 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:  | 2016          | 2017          | 2018          | 2019          | 2020 Est.     |
|---|---------------|---------------|---------------|---------------|---------------|
| General fund operating (deficits)/surplus                                   | \$19,000,809  | \$8,612,937   | \$15,058,381  | \$15,926,930  | \$6,497,400   |
| Gross operating revenues  | \$371,580,131 | \$372,974,196 | \$390,809,271 | \$409,479,365 | \$418,668,100 |
| <b>General Fund operating surplus/deficits as a % of operating revenues</b> | 5.1%          | 2.3%          | 3.9%          | 3.9%          | 1.6%          |

### Description

An operating deficit occurs when current expenditures exceed current revenues. This may not mean that the budget will be out of balance ("budget deficit"), because reserves ("fund balances") from prior years can be used to cover the difference. It does mean, however, that during the current year, the government is spending more than it is receiving. This may be caused by an emergency (such as a natural catastrophe) requiring a large immediate expenditure, or the spending pattern may be part of a policy to use accumulated surplus fund balances. An operating deficit in any one year may not be cause for concern, but frequent and increasing deficits can indicate that the current revenues are not supporting current expenditures and that serious problems may lie ahead.

Budgetary analysis does not always reveal operating deficits because they can be temporarily financed by short-term loans or by accounting transactions that, for example, inappropriately accrue future revenues or transfer surplus fund balances from other funds. An analyst looking for operating deficits should consider each fund separately, so that a surplus in one fund cannot hide a deficit in another. Analyzing funds separately also helps to pinpoint emerging problems.

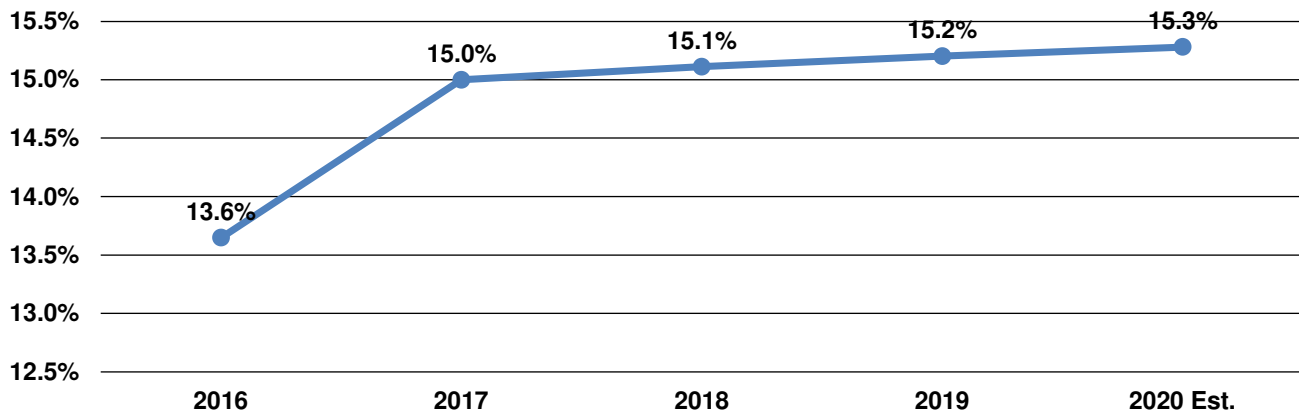
### Comment

The FY2016 surplus is due to conservative spending and income tax revenue exceeding expectations. The FY2017, FY2018, FY2019, and FY2020 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:   | 2016          | 2017          | 2018          | 2019          | 2020 Est.     |
|--|---------------|---------------|---------------|---------------|---------------|
| Total Fund Balance   | \$69,252,677  | \$77,865,616  | \$92,923,995  | \$108,850,925 | \$115,348,325 |
| Fund Balance Policy  | \$50,715,696  | \$55,946,129  | \$59,060,790  | \$62,249,370  | \$63,972,210  |
| Other Committed  | \$4,894,346   | \$7,250,573   | \$15,963,337  | \$30,293,624  | \$39,053,430  |
| Nonspendable/<br>Restricted/Assigned                                 | \$13,642,634  | \$9,896,757   | \$10,937,315  | \$1,930,966   | \$1,945,522   |
| Unassigned   | \$0           | \$4,772,156   | \$6,962,553   | \$7,860,161   | \$2,363,138   |
| Gross operating revenues *   | \$371,580,131 | \$372,974,196 | \$390,809,271 | \$409,479,365 | \$418,668,100 |
| <b>Fund Balance Policy as a % of General Fund Operating Revenues</b> | <b>13.6%</b>  | <b>15.0%</b>  | <b>15.1%</b>  | <b>15.2%</b>  | <b>15.3%</b>  |

### 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.

\* excludes extraordinary income from storm events

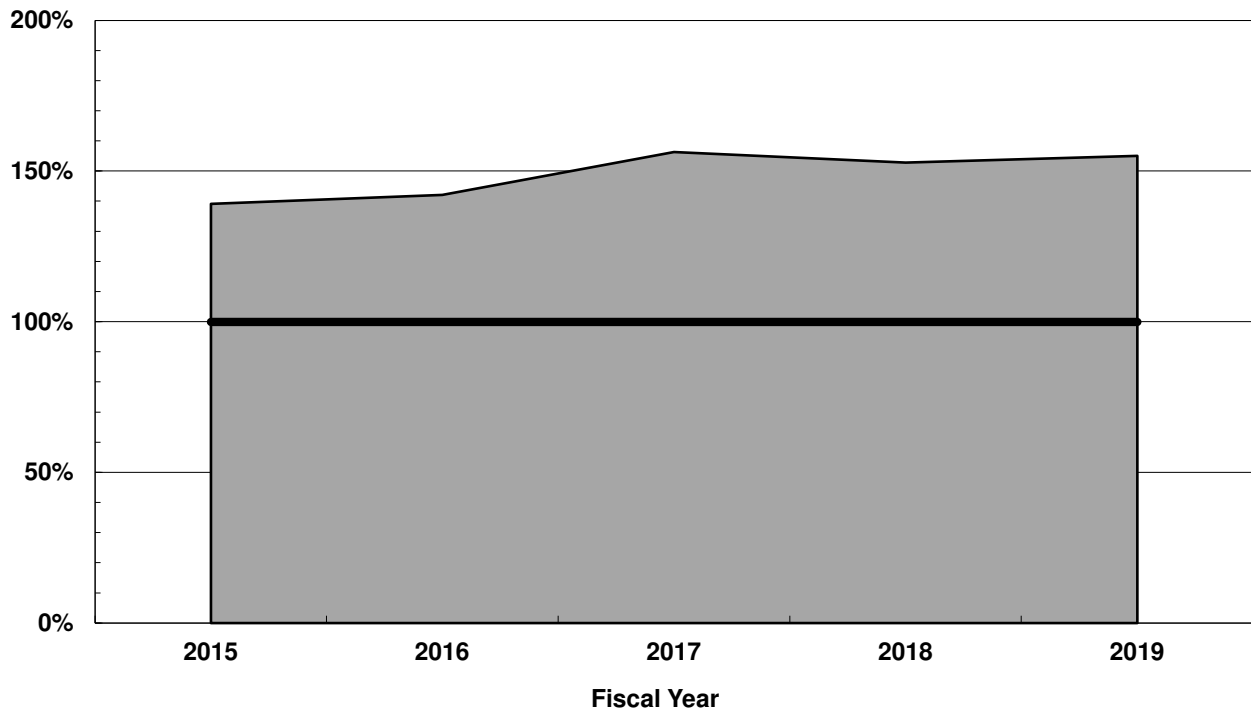
### Comments

As the operating revenues have increased so has the Fund Balance Policy reserve of 8% - 15%. The FY2020 Fund Balance Policy represents 15% of the FY2021 operating budget. The surplus in FY2017, FY2018, FY2019 and estimated surplus for FY2020 has resulted in an increase in the unassigned fund balance. The County's Fund Balance policy outlines the potential uses of the unassigned fund balance. Committed Fund Balance increased at the end of FY2020 to establish reserves for upcoming expenditures.



# 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:   | 2015          | 2016          | 2017          | 2018          | 2019          |
|--|---------------|---------------|---------------|---------------|---------------|
| Cash and Short Term Investments  | \$114,685,794 | \$161,040,860 | \$186,157,276 | \$234,705,251 | \$267,319,805 |
| Current Liabilities (excludes unearned revenues)                       | \$82,481,606  | \$113,339,152 | \$119,070,342 | \$153,595,709 | \$172,387,576 |
| Cash and Short-term Investments as a percentage of Current Liabilities | 139.0%        | 142.1%        | 156.3%        | 152.8%        | 155.1%        |

### Description

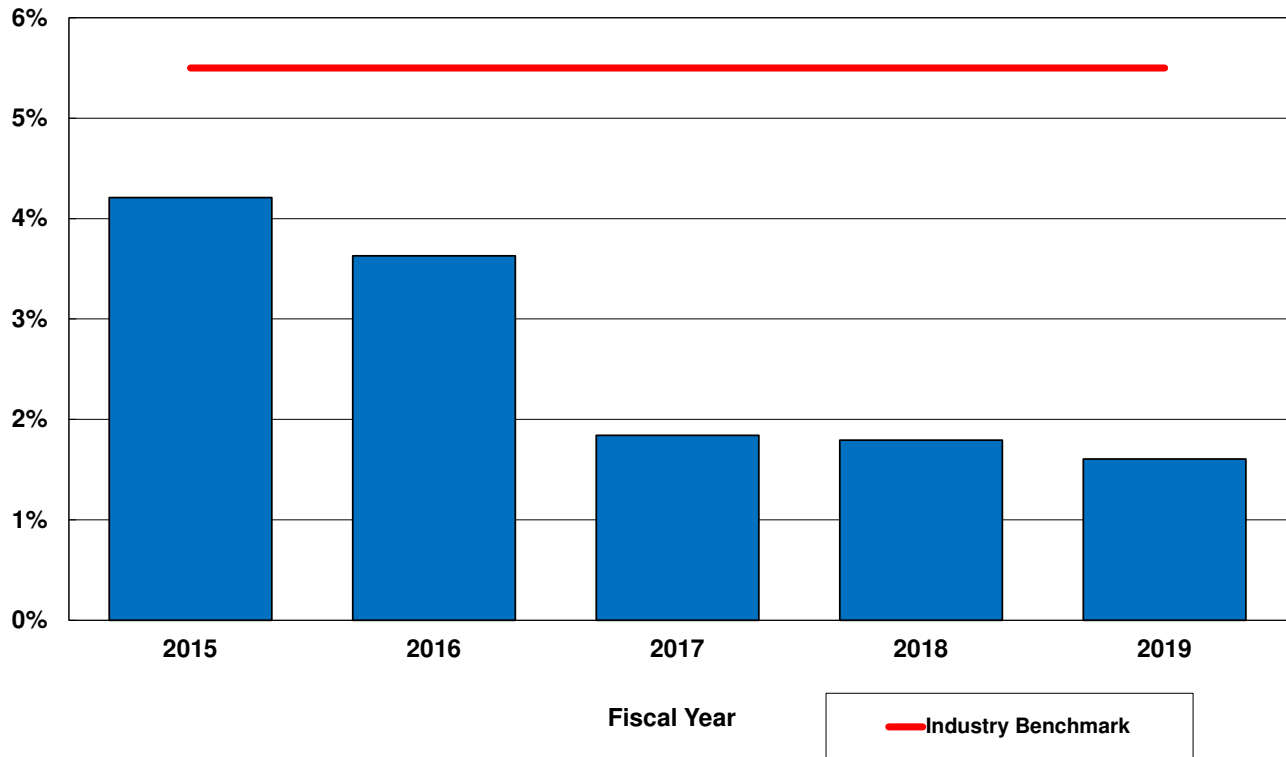
A good measure of a local government's short-term financial condition is its cash position. Cash position, which includes cash on hand and in the bank, as well as, other assets that can be easily converted to cash, determines a government's ability to pay its short-term obligations. Low or declining liquidity can indicate that a government has overextended itself in the long term.

### Comment

The County's Cash and Short-term Investments as a percentage of current liabilities continues to be above Industry Standards.

# Debt Indicator

## 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:                                     | 2015          | 2016          | 2017          | 2018          | 2019          |
|--|---------------|---------------|---------------|---------------|---------------|
| Current liabilities *                            | \$14,521,986  | \$13,487,322  | \$6,873,633   | \$7,013,770   | \$6,580,107   |
| Gross Operating Revenues                         | \$345,000,881 | \$371,580,131 | \$372,974,196 | \$390,809,271 | \$409,479,365 |
| Current liabilities as a % of operating revenues | 4.2%          | 3.6%          | 1.8%          | 1.8%          | 1.6%          |

\* excludes unearned revenues and amounts due other funds considered long term in nature.

### Description

Current liabilities are defined as the sum of all liabilities due at the end of the fiscal year, including short-term debt, all accounts payable, accrued liabilities, and other current liabilities. A major component of current liabilities may be short-term debt in the form of tax or bond anticipation notes.

Although short-term borrowing is an accepted way to deal with uneven cash flows, an increasing amount of short term debt outstanding at the end of successive years can indicate liquidity problems, deficit spending, or both.

### Credit Industry Benchmarks

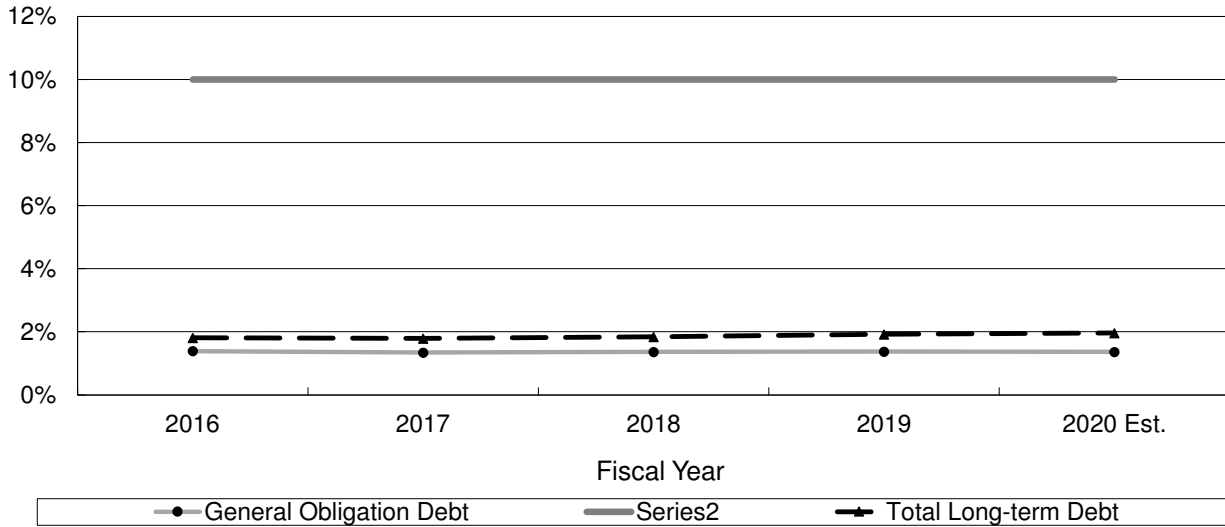
The credit industry considers the following situations negative factors: (1) Short-term debt outstanding at the end of the year exceeding 5 percent of operating revenues including tax anticipation notes (TAN's), but excluding bond anticipation notes (BAN's), and (2) a two-year trend of increasing short-term debt outstanding at the end of the fiscal year (including TANs).

### Comment

Current liabilities as a percentage of operating revenues have been fairly stable for Fiscal Year 2015 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:                                       | 2016             | 2017             | 2018             | 2019             | 2020 Est.        |
|--|------------------|------------------|------------------|------------------|------------------|
| General Obligation Long -Term Debt                 | \$234,230,211    | \$228,348,845    | \$239,776,741    | \$250,113,394    | \$256,033,025    |
| Total Long-term Debt                               | \$304,560,001    | \$303,985,000    | \$323,525,001    | \$348,270,001    | \$369,745,000    |
| Assessed Valuation                                 | \$16,834,846,294 | \$16,995,622,523 | \$17,552,163,533 | \$18,178,356,189 | \$18,855,805,975 |
| <b>Debt as a % of Assessed Valuation:</b>          |                  |                  |                  |                  |                  |
| General Obligation Debt                            | 1.4%             | 1.3%             | 1.4%             | 1.4%             | 1.4%             |
| Total Debt Outstanding                             | 1.8%             | 1.8%             | 1.8%             | 1.9%             | 2.0%             |
| <b>Increase/(decrease) from prior year:</b>        |                  |                  |                  |                  |                  |
| Ratio of General Obligation Debt to Assessed Value | -0.9%            | -3.4%            | 1.7%             | 0.7%             | -1.3%            |
| Ratio of Total Debt to Assessed Value              | -0.7%            | -1.1%            | 3.1%             | 3.9%             | 2.4%             |

### 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

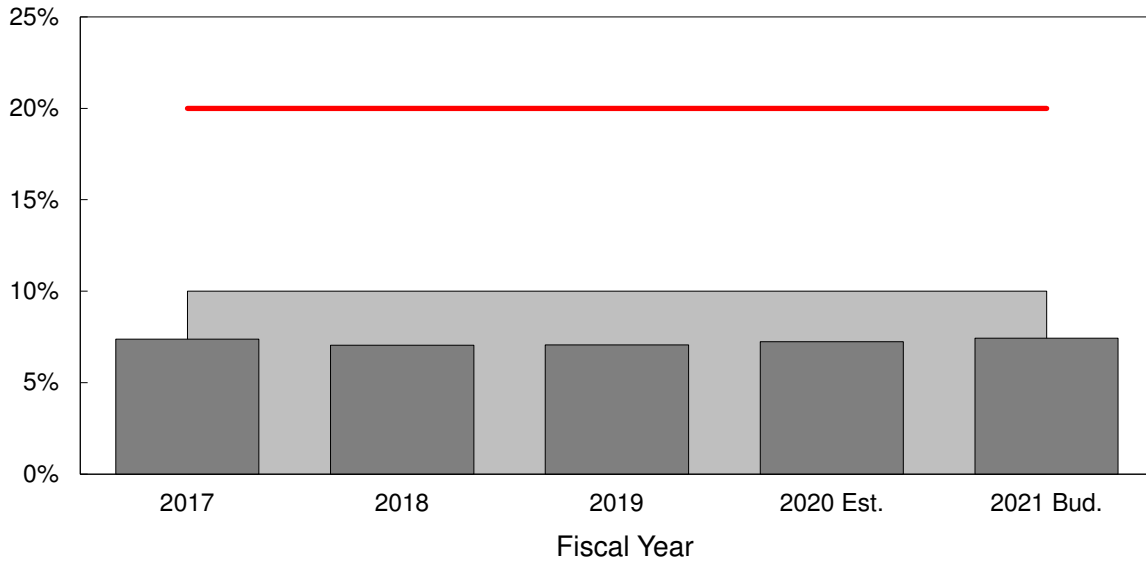
The County continues to be well below the industry benchmark for debt to assessed value ratios. The County's long range fiscal planning for capital project financing significantly contributes to the favorable debt ratios.

### 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:  | 2017          | 2018          | 2019          | 2020 Est.     | 2021 Bud.     |
|---|---------------|---------------|---------------|---------------|---------------|
| Debt Service  | \$27,520,895  | \$27,536,248  | \$28,880,098  | \$30,283,800  | \$31,529,800  |
| Operating Revenues  | \$372,974,196 | \$390,809,271 | \$409,479,365 | \$418,668,100 | \$424,716,400 |
| Net direct long-term debt service as a percentage of operating revenues | 7.4%          | 7.0%          | 7.1%          | 7.2%          | 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.

### Comment

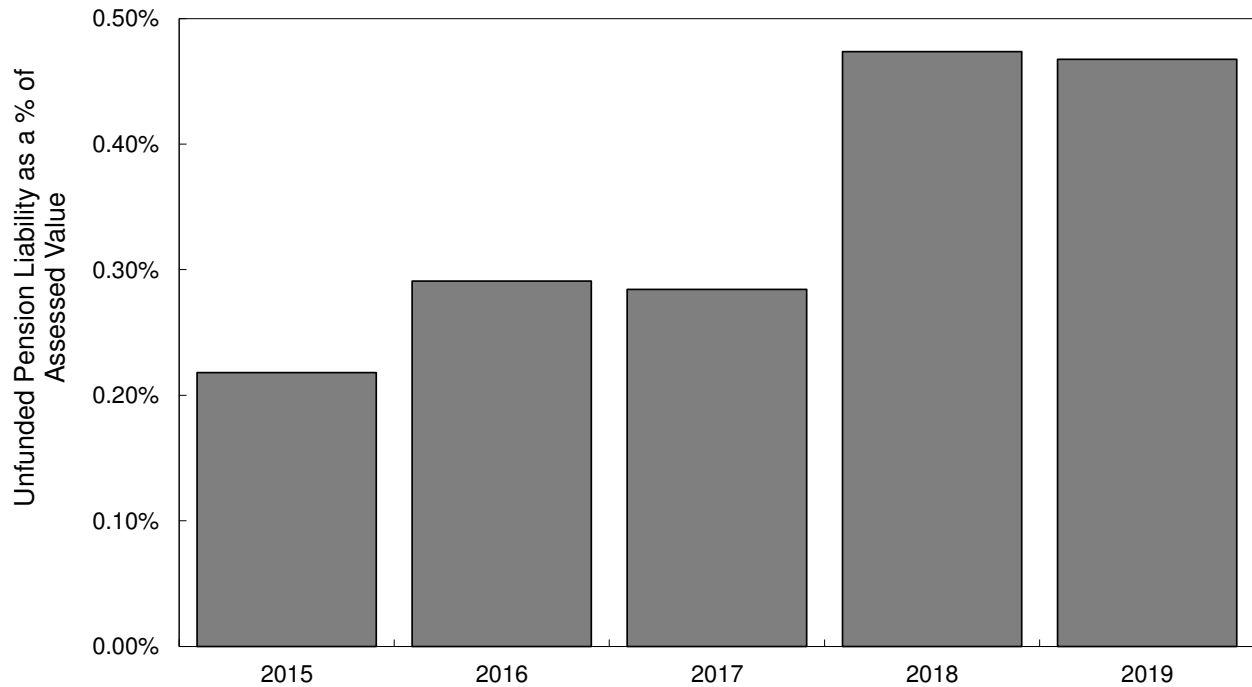
Debt service levels have been maintained through the years as a direct result of solid financial plans for both capital and operating budgets. The County's Debt Policy limits bonded debt service to 8% of operating revenues which provides a solid framework from which to make long-term financial decisions.

### Credit Industry Benchmarks

- Debt service exceeding 20% of operating revenues is considered a potential problem.
- Debt service of 10% is considered acceptable.

# Unfunded Liability Indicator

## Unfunded Pension Liability as a Percentage of Assessed Value



**Warning Trend:** Increasing unfunded pension liability as a % of assessed valuation.

**Formula:**  $\frac{\text{Unfunded Pension Liability}}{\text{Assessed Valuation}}$

| Fiscal Year:  | 2015             | 2016             | 2017             | 2018             | 2019             |
|---|------------------|------------------|------------------|------------------|------------------|
| Unfunded Pension Liability                          | \$36,101,506     | \$48,988,868     | \$48,317,065     | \$83,128,804     | \$85,010,356     |
| Assessed Valuation                                  | \$16,549,777,913 | \$16,834,846,294 | \$16,995,622,523 | \$17,552,163,533 | \$18,178,356,189 |
| Unfunded Pension Liability as a % of Assessed Value | 0.22%            | 0.29%            | 0.28%            | 0.47%            | 0.47%            |

### Description

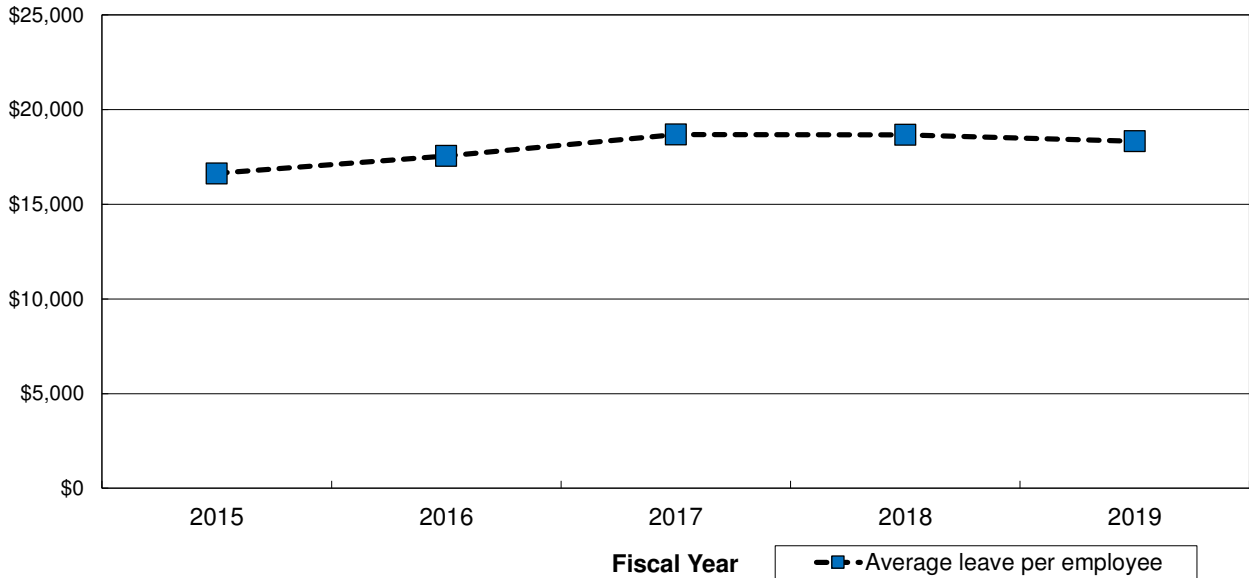
Growth in the unfunded liability for vested benefits places an increasing burden on the tax base. The significance of this burden in relation to the community's ability to pay can be measured by comparing the unfunded liability to changes in assessed valuation, as would be the case when property taxes are the primary revenue source.

### Comment:

The ratio of the unfunded pension liability to assessed property value increased in FY2018 to recognize scheduled salary increases for the sworn police officers. Per County code these employees are tied to the State Police Pay scale. This pay scale is scheduled to receive higher increases than normal and the pension liability was adjusted accordingly.

# Unfunded Liability Indicator

## Accumulated Employee Leave



**Warning Trend:** Increasing accumulated leave.

**Formula:** Accumulated Employee Leave.

| Fiscal Year:                | 2015         | 2016         | 2017         | 2018         | 2019         |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|
| Accumulated Employee Leave* | \$19,095,038 | \$20,275,363 | \$22,171,791 | \$22,259,496 | \$22,397,795 |
| % change over prior year    | 0.1%         | 6.2%         | 9.4%         | 0.4%         | 0.6%         |
| Full-time Employees         | 1,148        | 1,155        | 1,187        | 1,193        | 1,222        |
| Average leave per employee  | \$16,632     | \$17,553     | \$18,684     | \$18,664     | \$18,329     |

\* excludes employee sick leave which is not payable upon termination

### Description

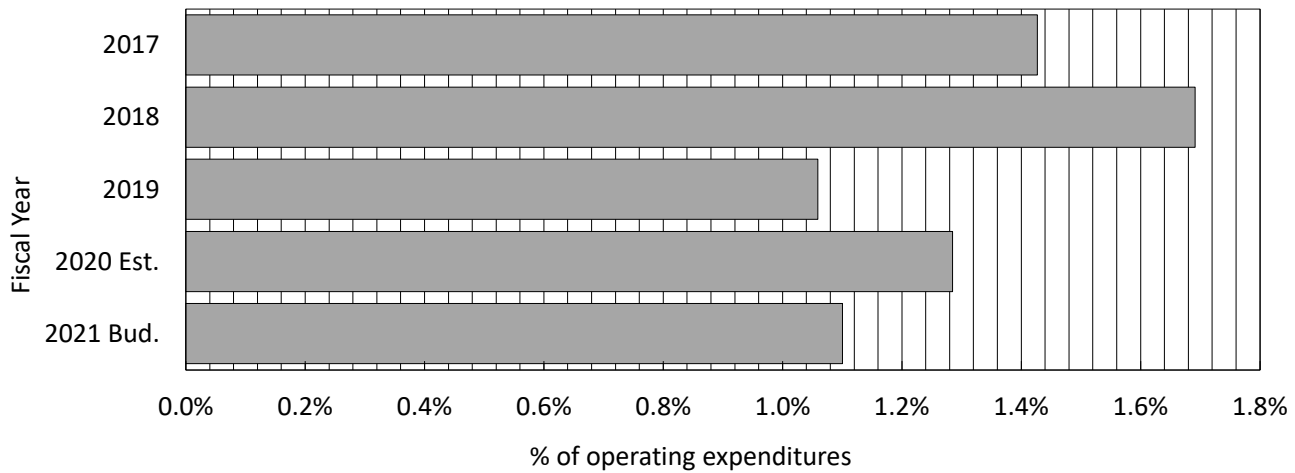
Local governments usually allow their employees to accumulate some portion of unused employee leave to be paid at termination or retirement. Although leave benefits initially represent only the opportunity cost of not having work performed, these benefits become a real cost when employees are actually 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:                                       | 2017          | 2018          | 2019          | 2020 Est.     | 2021 Bud.     |
|--|---------------|---------------|---------------|---------------|---------------|
| Capital outlay purchases                           | \$1,924,127   | \$2,507,868   | \$1,278,972   | \$2,488,000   | \$2,327,000   |
| Capital lease agreements to purchase equipment     | \$3,342,500   | \$3,936,600   | \$2,918,800   | \$2,843,000   | \$2,442,200   |
| Operating expenditures and transfers               | \$369,021,198 | \$381,044,482 | \$396,272,301 | \$414,848,700 | \$433,441,200 |
| Capital purchases as a % of operating expenditures | 1.4%          | 1.7%          | 1.1%          | 1.3%          | 1.1%          |

### 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.

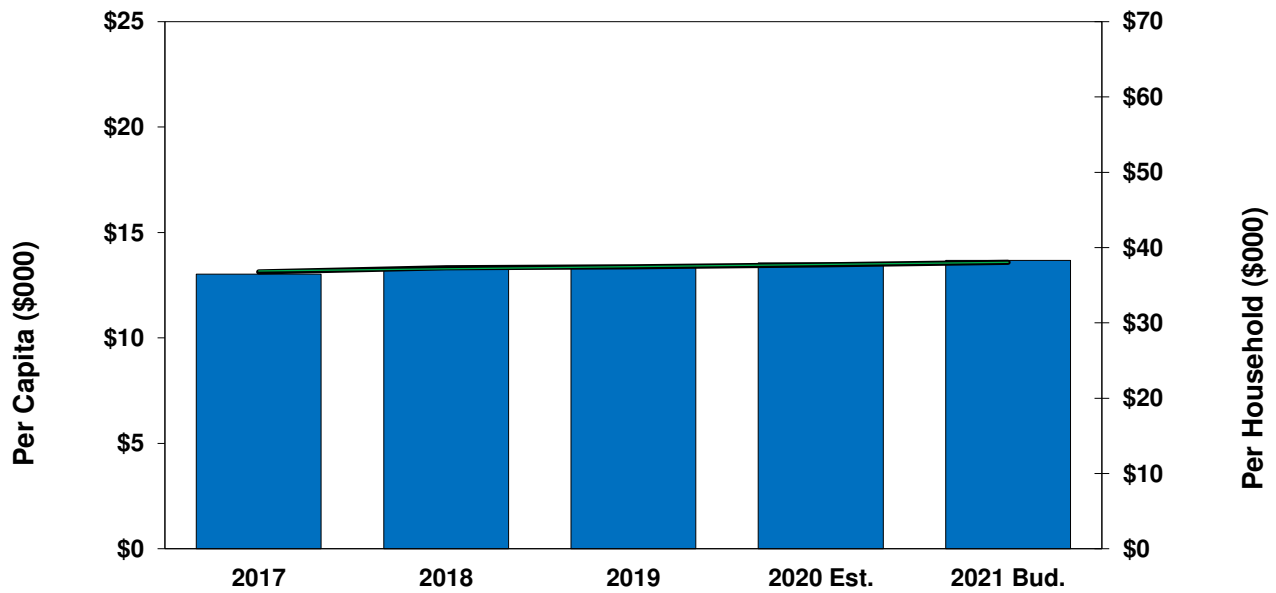
### Comment:

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 FY2017, FY2018 and FY2020 capital outlay purchases were primarily for Public Safety. FY2019 and FY2021 capital purchases were primarily 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:                                | 2017            | 2018            | 2019            | 2020 Est.       | 2021 Bud.       |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| Adjusted Gross Income                       | \$5,232,178,559 | \$5,499,844,721 | \$5,705,210,788 | \$5,876,367,100 | \$6,052,658,100 |
| Consumer Price Index                        | 2.546           | 2.590           | 2.631           | 2.656           | 2.684           |
| Adjusted Gross Income (in constant dollars) | \$2,055,353,010 | \$2,123,438,879 | \$2,168,296,454 | \$2,212,258,558 | \$2,254,722,438 |
| Population                                  | 157,705         | 159,700         | 161,503         | 163,257         | 164,762         |
| Income per Capita (in constant dollars)     | \$13,033        | \$13,296        | \$13,426        | \$13,551        | \$13,685        |
| Households                                  | 55,887          | 56,860          | 57,879          | 58,682          | 59,272          |
| Income per Household (in constant dollars)  | \$36,777        | \$37,345        | \$37,463        | \$37,699        | \$38,040        |

### 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

### Comment

Income per Capita continues to improve each year indicating that employers are giving their employees wage increases.



# Balance Sheet

|  | FY15<br>ACTUAL       | FY16<br>ACTUAL       | FY17<br>ACTUAL       | FY18<br>ACTUAL       | FY19<br>ACTUAL       |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Assets</b>                                    |                      |                      |                      |                      |                      |
| Cash   | 20,102,971           | 13,196,623           | 13,961,898           | 22,347,723           | 21,959,335           |
| Short-term Investments                           | 94,582,823           | 147,844,237          | 172,195,378          | 212,357,528          | 245,360,470          |
| <b>Total Liquid Assets</b>                       | <b>\$114,685,794</b> | <b>\$161,040,860</b> | <b>\$186,157,276</b> | <b>\$234,705,251</b> | <b>\$267,319,805</b> |
| Property Tax Receivable                          | 4,067,607            | 3,772,739            | 4,451,293            | 4,675,311            | 5,153,487            |
| Accounts & Notes Receivable                      | 23,799,900           | 28,662,135           | 27,031,692           | 35,372,616           | 45,039,381           |
| Inventory  | 1,598,914            | 1,846,380            | 1,826,336            | 1,808,585            | 1,709,175            |
| Other Assets                                     | 2,284,684            | 3,945,990            | 2,108,727            | 1,606,616            | 1,306,236            |
| <b>Total Other Assets</b>                        | <b>\$31,751,105</b>  | <b>\$38,227,244</b>  | <b>\$35,418,048</b>  | <b>\$43,463,128</b>  | <b>\$53,208,279</b>  |
| <b>Total Assets</b>                              | <b>\$146,436,899</b> | <b>\$199,268,104</b> | <b>\$221,575,324</b> | <b>\$278,168,380</b> | <b>\$320,528,084</b> |
| <b>Liabilities</b>                               |                      |                      |                      |                      |                      |
| Vouchers Payable                                 | 2,050,140            | 2,286,562            | 2,095,565            | 1,125,547            | 1,486,613            |
| Accrued Expenditures                             | 1,257,642            | 1,909,804            | 2,278,695            | 2,532,723            | 2,483,005            |
| Unearned Revenues                                | 128,079              | 80,519               | 132,352              | 121,289              | 112,324              |
| Due to other funds                               | 66,246,371           | 98,436,036           | 110,696,461          | 145,290,063          | 164,732,117          |
| Other Liabilities                                | 11,214,204           | 9,290,956            | 2,499,373            | 3,355,500            | 2,610,489            |
| Payable from restricted assets                   | 1,713,249            | 1,415,794            | 1,500,248            | 1,291,876            | 1,075,352            |
| <b>Total Liabilities</b>                         | <b>\$82,609,685</b>  | <b>\$113,419,671</b> | <b>\$119,202,694</b> | <b>\$153,716,998</b> | <b>\$172,499,900</b> |
| <b>Deferred Inflows of Resources<sup>1</sup></b> |                      |                      |                      |                      |                      |
| Unavailable Revenue                              | 13,575,346           | 16,595,757           | 24,507,016           | 31,527,386           | 39,177,258           |
| <b>Fund Equity</b>                               |                      |                      |                      |                      |                      |
| Nonspendable Fund Balance                        | 2,156,136            | 4,365,445            | 2,612,616            | 2,222,832            | 1,835,020            |
| Restricted Fund Balance                          | 5,301,900            | 5,256,573            | 1,571,097            | 2,077,132            | 96,114               |
| Committed Fund Balance                           | 38,288,776           | 55,610,042           | 63,196,702           | 75,024,127           | 92,542,994           |
| Assigned Fund Balance                            | 3,482,661            | 4,020,616            | 5,713,044            | 6,637,351            | 6,516,854            |
| Unassigned Fund Balance                          | 1,022,395            | 0                    | 4,772,156            | 6,962,553            | 7,859,944            |
| <b>Total Fund Balance</b>                        | <b>\$50,251,868</b>  | <b>\$69,252,677</b>  | <b>\$77,865,616</b>  | <b>\$92,923,995</b>  | <b>\$108,850,926</b> |
| <b>Total Liabilities &amp; Fund Equity</b>       | <b>\$146,436,899</b> | <b>\$199,268,104</b> | <b>\$221,575,326</b> | <b>\$278,168,379</b> | <b>\$320,528,084</b> |

<sup>1</sup> 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

|   | FY17<br>ACTUAL             | FY18<br>ACTUAL             | FY19<br>ACTUAL             | FY20<br>ESTIMATE           | FY21<br>BUDGET            |
|---|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| <b>Revenues</b>   |                            |                            |                            |                            |                           |
| Property Tax  | 210,805,080                | 218,014,785                | 225,674,929                | 231,822,300                | 241,288,000               |
| Income Tax  | 119,349,494                | 124,654,098                | 136,665,163                | 135,265,900                | 140,000,000               |
| Local Tax   | 25,036,209                 | 29,474,135                 | 24,916,505                 | 28,439,000                 | 22,655,000                |
| Licenses & Permits  | 1,080,074                  | 1,039,605                  | 1,057,741                  | 931,400                    | 1,097,900                 |
| Charges for Services  | 6,885,818                  | 7,537,920                  | 7,592,373                  | 8,308,000                  | 8,751,800                 |
| Interest  | 1,058,240                  | 2,421,930                  | 5,277,994                  | 4,524,500                  | 1,000,000                 |
| Miscellaneous   | 5,542,970                  | 4,355,404                  | 5,042,920                  | 5,362,500                  | 5,546,200                 |
| <b>Total Local Operating</b>                                    | <b>\$369,757,885</b>       | <b>\$387,497,875</b>       | <b>\$406,227,626</b>       | <b>\$414,653,600</b>       | <b>\$420,338,900</b>      |
| Highway User Tax  | 952,802                    | 973,650                    | 1,017,386                  | 1,868,700                  | 2,210,000                 |
| Intergovernmental   | 2,263,509                  | 2,337,746                  | 2,234,353                  | 2,145,800                  | 2,167,500                 |
| <b>Total Non-Local Operating</b>                                | <b>\$3,216,311</b>         | <b>\$3,311,396</b>         | <b>\$3,251,739</b>         | <b>\$4,014,500</b>         | <b>\$4,377,500</b>        |
| <b>Gross Operating Revenues</b>                                 | <b>\$372,974,196</b>       | <b>\$390,809,271</b>       | <b>\$409,479,365</b>       | <b>\$418,668,100</b>       | <b>\$424,716,400</b>      |
| <b>Expenditures</b>   |                            |                            |                            |                            |                           |
| Salaries & Wages  | 80,743,273                 | 82,897,239                 | 86,184,858                 | 90,468,400                 | 96,099,800                |
| Fringe Benefits   | 31,380,759                 | 34,584,884                 | 36,700,904                 | 38,589,700                 | 43,636,300                |
| Supplies  | 5,311,170                  | 5,888,788                  | 5,889,144                  | 5,449,200                  | 6,034,900                 |
| Other Services & Charges  | 21,224,164                 | 22,786,285                 | 23,281,486                 | 22,939,500                 | 26,335,200                |
| Capital Outlay  | 1,924,127                  | 2,507,868                  | 1,278,972                  | 2,488,000                  | 2,327,000                 |
| Other Capital   | 4,263,754                  | 2,568,169                  | 1,996,370                  | 0                          | 0                         |
| Debt Service  | 27,520,895                 | 27,536,248                 | 28,880,098                 | 30,283,800                 | 31,529,800                |
| Agency Funding  | 4,456,633                  | 4,412,051                  | 4,462,990                  | 4,492,100                  | 4,782,800                 |
| Education   | 184,550,730                | 189,553,345                | 196,073,668                | 206,809,700                | 210,067,400               |
| <b>Total Operating Expenditures</b>                             | <b>\$361,375,507</b>       | <b>\$372,734,878</b>       | <b>\$384,748,491</b>       | <b>\$401,520,400</b>       | <b>\$420,813,200</b>      |
| <b>Excess / (Deficiency)<br/>Revenues over<br/>Expenditures</b> | <b><u>\$11,598,689</u></b> | <b><u>\$18,074,393</u></b> | <b><u>\$24,730,874</u></b> | <b><u>\$17,147,700</u></b> | <b><u>\$3,903,200</u></b> |

# Income Statement - Cont'd

|  | FY17<br>Actual      | FY18<br>Actual      | FY19<br>Actual       | FY20<br>ESTIMATE     | FY21<br>BUDGET       |
|--|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>Other Financing Sources/(Uses)</b>                                  |                     |                     |                      |                      |                      |
| Operating Transfers In   | 1,317,439           | 1,356,992           | 2,719,866            | 2,678,000            | 3,571,800            |
| Bond Premium   | 0                   | 5,715,576           | 0                    | 0                    | 0                    |
| Refunded Debt Proceeds   | 0                   | 30,827,338          | 0                    | 0                    | 0                    |
| Payment to Refunded Debt Escrow  | 0                   | (36,542,914)        | 0                    | 0                    | 0                    |
| Capital Lease Proceeds   | 3,342,500           | 3,936,600           | 0                    | 0                    | 0                    |
| <b>TRANSFERS OUT:</b>  |                     |                     |                      |                      |                      |
| Capital Project Fund   | (1,719,250)         | (482,500)           | (4,304,100)          | (4,350,400)          | (2,778,000)          |
| Special Revenue Fund   | (3,926,486)         | (4,311,779)         | (4,376,968)          | (5,122,100)          | (5,959,300)          |
| Debt Service Fund  | 0                   | (1,463,412)         | 0                    | 0                    | 0                    |
| Trust & Agency Fund  | (1,257,689)         | (1,509,000)         | (1,759,014)          | (2,756,400)          | (3,013,800)          |
| Enterprise Fund  | (742,266)           | (542,914)           | (1,083,728)          | (1,099,400)          | (876,900)            |
| <b>Excess (Deficiency) Revenues over Expenditures &amp; Other Uses</b> | <b>\$8,612,937</b>  | <b>\$15,058,381</b> | <b>\$15,926,930</b>  | <b>\$6,497,400</b>   | <b>(\$5,153,000)</b> |
| <b>Fund Balance</b>  |                     |                     |                      |                      |                      |
| Beginning Balance  | 69,252,677          | 77,865,614          | 92,923,995           | 108,850,925          | 115,348,325          |
| <b>Ending Balance</b>  | <b>\$77,865,614</b> | <b>\$92,923,995</b> | <b>\$108,850,925</b> | <b>\$115,348,325</b> | <b>\$110,195,325</b> |

| <b>FY21 Budget gain/loss consists of:</b> |                      |
|---|----------------------|
| Contingency                               | \$0                  |
| Fund Balance Appropriation                | (5,153,000)          |
|   | <u>(\$5,153,000)</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 FY2020, 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       |
|----------------------|-------------------|-------------|
| <b>Rating Symbol</b> |                   |             |
| <b>Aaa</b>           | <b>AAA</b>        | <b>AAA</b>  |
| <b>Aa1</b>           | <b>AA+</b>        | <b>AA+</b>  |
| <b>Aa2</b>           | <b>AA</b>         | <b>AA</b>   |
| <b>Aa3</b>           | <b>AA-</b>        | <b>AA-</b>  |
| <b>A1</b>            | <b>A+</b>         | <b>A+</b>   |
| <b>A2</b>            | <b>A</b>          | <b>A</b>    |
| <b>A3</b>            | <b>A-</b>         | <b>A-</b>   |
| <b>Baa1</b>          | <b>BBB+</b>       | <b>BBB+</b> |
| <b>Baa2</b>          | <b>BBB</b>        | <b>BBB</b>  |
| <b>Baa3</b>          | <b>BBB-</b>       | <b>BBB-</b> |
| <b>Ba1</b>           | <b>BB+</b>        | <b>BB+</b>  |
| <b>Ba2</b>           | <b>BB</b>         | <b>BB</b>   |
| <b>Ba3</b>           | <b>BB-</b>        | <b>BB-</b>  |
| <b>B1</b>            | <b>B+</b>         | <b>B+</b>   |
| <b>B2</b>            | <b>B</b>          | <b>B</b>    |
| <b>B3</b>            | <b>B-</b>         | <b>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 \$226,368,100 in authority for future issues generally designated as follows:

|                             |                      |
|-----------------------------|----------------------|
| Public Facilities           | \$218,130,100        |
| Detention Center Facilities | 3,180,000            |
| Landfill Facilities         | 5,058,000            |
| <b>Total</b>                | <b>\$226,368,100</b> |



# 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.

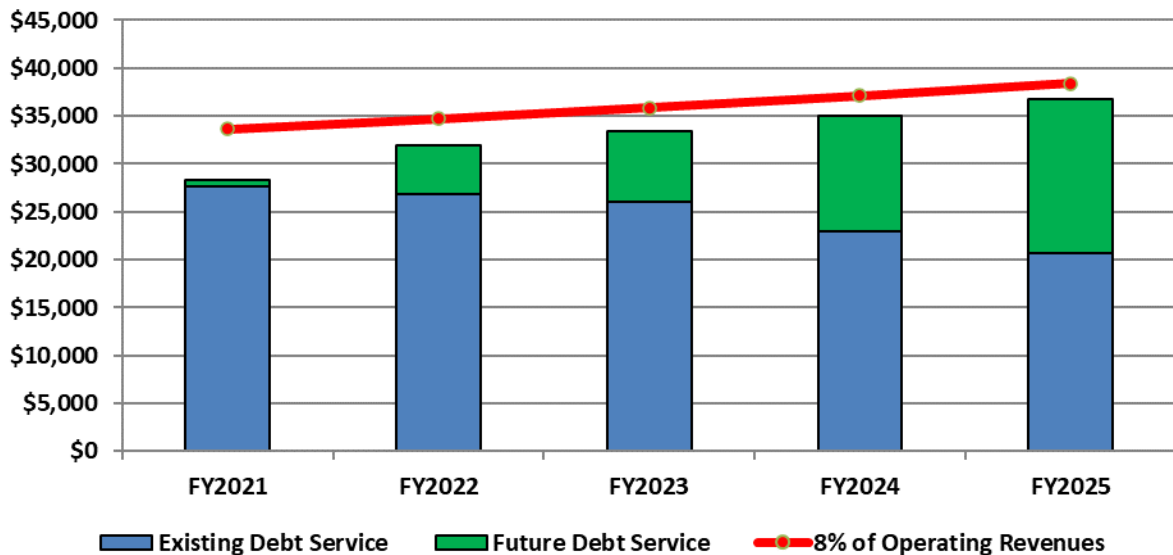
The principal amount of outstanding bonds relating to such improvements in any special taxing district cannot exceed 10% of the total value of the property assessed by County taxation purposes. The respective special taxing districts are as follows:

|                                      | Market Value*           | Outstanding Principal Amount** | % of Market Value |
|--------------------------------------|-------------------------|--------------------------------|-------------------|
| Waldorf Special Taxing District      | \$8,111,500,063         | \$34,586,815                   | 0.45%             |
| Mattawoman Special Taxing District   | 4,514,371,347           | 48,351,344                     | 1.08%             |
| Special Taxing District Number Three | 6,658,443,080           | 12,523,800                     | 0.19%             |
| <b>Total</b>                         | <b>\$19,284,314,480</b> | <b>\$95,461,959</b>            | <b>0.51%</b>      |

\*As of July 1, 2020      \*\*As of June 30, 2020.

## Impact on Future Operations

By planning and managing for long-term debt, the County can determine how much of the annual operating budget will be dedicated for the cost of borrowing and how much of this burden will be carried in the future. To put this in perspective, a homeowner would review their ability to repay a loan prior to a major purchase or improvement. The decision to focus on maintaining financial stability and strength results in a more predictable impact on future operations. Sound financial planning and policies through the use of five-year estimates and debt limitations, provide the County with a managed control approach to the issuance of long-term debt. As existing debt service payments decrease and operating revenues increase, the County is able to determine the additional funds available to make debt service payments and size the future bond issues accordingly. Per the County's Debt Policy, payments will not exceed 8% of General Fund operating revenues. The County's ability to absorb new debt is shown below:



# DEBT SERVICE

The following table shows the rapidity of all bonded debt repayment by the County:

## SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS

| <u>Fiscal</u><br><u>Year</u> | ----- <b>Total Bond</b> -----<br><b>Debt Service</b> ----- |                     |                                       | <b>Bonds</b><br><b>Outstanding</b> | <b>%</b><br><b>Outstanding</b> |
|------------------------------|--|---------------------|---------------------------------------|------------------------------------|--------------------------------|
|                              | <u>Principal</u>   | <u>Interest</u>     | <u>Principal +</u><br><u>Interest</u> |                                    |                                |
| 2022                         | \$37,055,000   | \$13,265,559        | \$50,320,559                          | \$294,885,000                      | 88.8%                          |
| 2023                         | 36,495,000   | 11,494,109          | 47,989,109                            | 258,390,000                        | 77.8%                          |
| 2024                         | 32,025,000   | 9,781,499           | 41,806,499                            | 226,365,000                        | 68.2%                          |
| 2025                         | 30,085,000   | 8,319,406           | 38,404,406                            | 196,280,000                        | 59.1%                          |
| 2026                         | 25,435,000   | 7,106,123           | 32,541,123                            | 170,845,000                        | 51.5%                          |
| 2027                         | 25,915,000   | 5,942,899           | 31,857,899                            | 144,930,000                        | 43.7%                          |
| 2028                         | 23,805,000   | 4,756,735           | 28,561,735                            | 121,125,000                        | 36.5%                          |
| 2029                         | 20,195,000   | 3,934,431           | 24,129,431                            | 100,930,000                        | 30.4%                          |
| 2030                         | 14,815,000   | 3,249,713           | 18,064,713                            | 86,115,000                         | 25.9%                          |
| 2031                         | 13,085,000   | 2,711,939           | 15,796,939                            | 73,030,000                         | 22.0%                          |
| 2032                         | 11,315,000   | 2,239,421           | 13,554,421                            | 61,715,000                         | 18.6%                          |
| 2033                         | 9,650,000  | 1,857,636           | 11,507,636                            | 52,065,000                         | 15.7%                          |
| 2034                         | 7,870,000  | 1,564,925           | 9,434,925                             | 44,195,000                         | 13.3%                          |
| 2035                         | 5,455,000  | 1,354,006           | 6,809,006                             | 38,740,000                         | 11.7%                          |
| 2036                         | 2,680,000  | 1,227,666           | 3,907,666                             | 36,060,000                         | 10.9%                          |
| 2037                         | 2,775,000  | 1,141,522           | 3,916,522                             | 33,285,000                         | 10.0%                          |
| 2038                         | 2,790,000  | 1,052,872           | 3,842,872                             | 30,495,000                         | 9.2%                           |
| 2039                         | 2,740,000  | 964,116             | 3,704,116                             | 27,755,000                         | 8.4%                           |
| 2040                         | 2,765,000  | 875,141             | 3,640,141                             | 24,990,000                         | 7.5%                           |
| 2041                         | 2,780,000  | 784,691             | 3,564,691                             | 22,210,000                         | 6.7%                           |
| 2042                         | 2,885,000  | 691,256             | 3,576,256                             | 19,325,000                         | 5.8%                           |
| 2043                         | 2,990,000  | 593,572             | 3,583,572                             | 16,335,000                         | 4.9%                           |
| 2044                         | 3,095,000  | 491,219             | 3,586,219                             | 13,240,000                         | 4.0%                           |
| 2045                         | 3,000,000  | 388,134             | 3,388,134                             | 10,240,000                         | 3.1%                           |
| 2046                         | 2,685,000  | 292,031             | 2,977,031                             | 7,555,000                          | 2.3%                           |
| 2047                         | 2,560,000  | 203,688             | 2,763,688                             | 4,995,000                          | 1.5%                           |
| 2048                         | 2,240,000  | 123,475             | 2,363,475                             | 2,755,000                          | 0.8%                           |
| 2049                         | 1,785,000  | 56,500              | 1,841,500                             | 970,000                            | 0.3%                           |
| 2050                         | 970,000  | 13,338              | 983,338                               | 0                                  | 0.0%                           |
|                              | <b>\$331,940,000</b>                                       | <b>\$86,477,620</b> | <b>\$418,417,620</b>                  |                                    |                                |

## 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 2020 Bond Issue is unknown at this time and is not included in this schedule. An estimate of the FY2021 Capital Lease is included.

### FY2021 Schedule of Debt Outstanding

|  | SERIES<br>MATURES | INTEREST<br>RATE | FY-21<br>PRINCIPAL | FY-21<br>INTEREST  | FY-21<br>TOTAL     | PRINCIPAL<br>OUTSTANDING |
|--|-------------------|------------------|--------------------|--------------------|--------------------|--------------------------|
| <b>GENERAL FUND</b>                    |                   |                  |                    |                    |                    |                          |
| 2011 Public Improvement Bond           | 2028              | 2.000-5.000      | 203,137            | 31,344             | 234,481            | 659,238                  |
| 2012 Public Improvement Bond           | 2027              | 2.000-5.000      | 144,901            | 12,631             | 157,532            | 152,774                  |
| 2012 PIB refunding                     | 2022              | 5.00             | 565,299            | 28,265             | 593,564            | 0                        |
| 2013 PIB refunding                     | 2023              | 2.000-4.000      | 1,112,699          | 137,722            | 1,250,421          | 2,330,319                |
| 2013 Public Improvement Bond           | 2029              | 3.000-5.000      | 153,931            | 11,917             | 165,848            | 501,131                  |
| 2014 Public Improvement Bond           | 2030              | 3.000-5.000      | 132,126            | 58,701             | 190,827            | 1,457,184                |
| 2015 PIB refunding                     | 2029              | 2.000-4.000      | 151,795            | 54,133             | 205,928            | 1,424,410                |
| 2015 Public Improvement Bond           | 2031              | 3.000-5.000      | 311,487            | 156,152            | 467,639            | 4,078,214                |
| 2016 Public Improvement Bond           | 2027              | 3.000-5.000      | 355,074            | 228,517            | 583,591            | 5,249,237                |
| 2017 Public Improvement Bond           | 2028              | 3.000-5.000      | 186,146            | 122,191            | 308,337            | 3,042,368                |
| 2017 Public Improvement Bond           | 2048              | 2.250-5.000      | 19,500             | 32,430             | 51,930             | 943,500                  |
| 2017 PIB refunding                     | 2044              | 2.000-5.300      | 85,339             | 170,728            | 256,067            | 3,312,313                |
| 2018 Public Improvement Bond           | 2034              | 3.375-5.000      | 517,759            | 438,497            | 956,256            | 9,489,828                |
| 2019 Public Improvement Bond           | 2035              | 2.500-5.000      | 508,750            | 489,517            | 998,267            | 10,491,250               |
| <b>Subtotal Board of Education</b>     |                   |                  | <b>\$4,447,943</b> | <b>\$1,972,745</b> | <b>\$6,420,688</b> | <b>\$43,131,766</b>      |
| 2011 Public Improvement Bond           | 2028              | 2.000-5.000      | 68,809             | 10,617             | 79,426             | 223,306                  |
| 2012 Public Improvement Bond           | 2027              | 2.000-5.000      | 245,903            | 21,436             | 267,339            | 259,264                  |
| 2012 PIB refunding                     | 2022              | 5.00             | 321,180            | 16,059             | 337,239            | 0                        |
| 2013 PIB refunding                     | 2023              | 2.000-4.000      | 43,265             | 4,704              | 47,969             | 74,346                   |
| 2013 Public Improvement Bond           | 2029              | 3.000-5.000      | 17,503             | 1,355              | 18,858             | 56,983                   |
| 2014 Public Improvement Bond           | 2030              | 3.000-5.000      | 190,983            | 84,851             | 275,834            | 2,106,293                |
| 2015 Public Improvement Bond           | 2031              | 3.000-5.000      | 113,268            | 56,782             | 170,050            | 1,482,988                |
| 2016 Public Improvement Bond           | 2032              | 2.250-5.000      | 10,778             | 6,936              | 17,714             | 159,333                  |
| 2017 Public Improvement Bond           | 2033              | 2.250-5.000      | 5,208              | 3,419              | 8,627              | 85,125                   |
| 2017 PIB refunding                     | 2044              | 2.000-5.300      | 115,956            | 122,548            | 238,504            | 2,420,023                |
| 2018 Public Improvement Bond           | 2034              | 3.375-5.000      | 49,310             | 41,762             | 91,072             | 903,793                  |
| 2019 Public Improvement bond           | 2035              | 2.500-5.000      | 46,250             | 44,502             | 90,752             | 953,750                  |
| <b>Subtotal College of Southern MD</b> |                   |                  | <b>\$1,228,413</b> | <b>\$414,971</b>   | <b>\$1,643,384</b> | <b>\$8,725,204</b>       |
| 2013 Public Improvement Bond           | 2029              | 3.000-5.000      | 8,690              | 673                | 9,363              | 28,290                   |
| 2014 Public Improvement Bond           | 2030              | 3.000-5.000      | 39,578             | 17,584             | 57,162             | 436,493                  |
| 2015 PIB refunding                     | 2029              | 2.000-4.000      | 324,988            | 115,898            | 440,886            | 3,049,622                |
| 2015 Public Improvement Bond           | 2031              | 3.000-5.000      | 21,804             | 10,931             | 32,735             | 285,475                  |
| 2017 Public Improvement Bond           | 2033              | 2.250-5.000      | 49,271             | 32,343             | 81,614             | 805,283                  |
| 2017 PIB refunding                     | 2044              | 2.000-5.300      | 14,710             | 6,717              | 21,427             | 122,408                  |
| 2018 Public Improvement Bond           | 2034              | 3.375-5.000      | 49,557             | 41,970             | 91,527             | 908,312                  |
| 2019 Public Improvement bond           | 2035              | 2.500-5.000      | 321,345            | 309,196            | 630,541            | 6,626,655                |
| <b>Subtotal Public Safety</b>          |                   |                  | <b>\$829,943</b>   | <b>\$535,312</b>   | <b>\$1,365,255</b> | <b>\$12,262,538</b>      |

## FY2021 Schedule of Debt Outstanding

|   | SERIES<br>MATURES | INTEREST<br>RATE | FY-21<br>PRINCIPAL  | FY-21<br>INTEREST  | FY-21<br>TOTAL      | PRINCIPAL<br>OUTSTANDING |
|---|-------------------|------------------|---------------------|--------------------|---------------------|--------------------------|
| 2011 Public Improvement Bond                | 2028              | 2.000-5.000      | 342,850             | 52,902             | 395,752             | 1,112,646                |
| 2012 Public Improvement Bond                | 2027              | 2.000-5.000      | 237,651             | 20,717             | 258,368             | 250,564                  |
| 2012 PIB refunding                          | 2022              | 5.00             | 136,735             | 6,837              | 143,572             | 0                        |
| 2013 PIB refunding                          | 2023              | 2.000-4.000      | 756,689             | 68,959             | 825,648             | 967,294                  |
| 2013 Public Improvement Bond                | 2029              | 3.000-5.000      | 175,717             | 13,603             | 189,320             | 572,057                  |
| 2014 Public Improvement Bond                | 2030              | 3.000-5.000      | 140,895             | 62,597             | 203,492             | 1,553,888                |
| 2015 Taxable refunding                      | 2023              | 3.000-4.000      | 649,213             | 81,239             | 730,452             | 1,381,758                |
| 2015 PIB refunding                          | 2029              | 2.000-4.000      | 835,345             | 297,902            | 1,133,247           | 7,838,708                |
| 2015 Public Improvement Bond                | 2031              | 3.000-5.000      | 158,179             | 79,297             | 237,476             | 2,070,991                |
| 2015 Taxable Bond                           | 2031              | 3.000-3.450      | 165,613             | 62,912             | 228,525             | 1,927,906                |
| 2016 Public Improvement Bond                | 2027              | 3.000-5.000      | 7,713               | 2,938              | 10,651              | 54,905                   |
| 2016 Public Improvement Bond                | 2032              | 2.250-5.000      | 167,918             | 108,068            | 275,986             | 2,482,413                |
| 2017 Public Improvement Bond                | 2028              | 3.000-5.000      | 6,457               | 2,939              | 9,396               | 55,556                   |
| 2017 Public Improvement Bond                | 2033              | 2.250-5.000      | 245,104             | 160,892            | 405,996             | 4,005,983                |
| 2017 PIB refunding                          | 2044              | 2.000-5.300      | 423,851             | 326,934            | 750,785             | 6,269,382                |
| 2018 Public Improvement Bond                | 2034              | 3.375-5.000      | 226,828             | 192,104            | 418,932             | 4,157,448                |
| 2019 Public Improvement Bond                | 2035              | 2.500-5.000      | 173,530             | 166,970            | 340,500             | 3,578,470                |
| <b>Subtotal General Government</b>          |                   |                  | <b>\$4,850,288</b>  | <b>\$1,707,810</b> | <b>\$6,558,098</b>  | <b>\$38,279,969</b>      |
| 2011 Public Improvement Bond                | 2028              | 2.000-5.000      | 426,319             | 65,781             | 492,100             | 1,383,526                |
| 2011 PIB refunding                          | 2029              | 3.000-5.000      | 1,699,647           | 237,798            | 1,937,445           | 6,065,453                |
| 2012 Public Improvement Bond                | 2027              | 2.000-5.000      | 348,554             | 30,384             | 378,938             | 367,494                  |
| 2012 PIB refunding                          | 2022              | 5.00             | 922,605             | 46,130             | 968,735             | 0                        |
| 2013 PIB refunding                          | 2023              | 2.000-4.000      | 1,494,487           | 121,916            | 1,616,403           | 1,553,410                |
| 2013 Public Improvement Bond                | 2029              | 3.000-5.000      | 407,607             | 31,556             | 439,163             | 1,326,987                |
| 2014 Public Improvement Bond                | 2030              | 3.000-5.000      | 283,171             | 125,808            | 408,979             | 3,123,010                |
| 2015 PIB refunding                          | 2029              | 2.000-4.000      | 200,548             | 71,520             | 272,068             | 1,881,903                |
| 2015 Public Improvement Bond                | 2031              | 3.000-5.000      | 395,078             | 198,057            | 593,135             | 5,172,659                |
| 2015 Public Improvement Bond                | 2026              | 3.000-5.000      | 2,317               | 615                | 2,932               | 13,448                   |
| 2016 Public Improvement Bond                | 2027              | 3.000-5.000      | 918                 | 350                | 1,268               | 6,536                    |
| 2016 Public Improvement Bond                | 2032              | 2.250-5.000      | 226,603             | 145,836            | 372,439             | 3,349,983                |
| 2016 Public Improvement Bond                | 2037              | 2.250-5.000      | 35,000              | 34,756             | 69,756              | 865,000                  |
| 2017 Public Improvement Bond                | 2033              | 2.250-5.000      | 395,833             | 259,835            | 655,668             | 6,469,500                |
| 2017 Public Improvement Bond                | 2038              | 2.250-5.000      | 70,000              | 65,603             | 135,603             | 1,795,000                |
| 2017 PIB refunding                          | 2044              | 2.000-5.300      | 404,128             | 899,974            | 1,304,102           | 17,634,475               |
| 2018 Public Improvement Bond                | 2034              | 3.375-5.000      | 266,029             | 225,303            | 491,332             | 4,875,964                |
| 2018 Public Improvement Bond                | 2039              | 3.375-5.000      | 35,000              | 40,219             | 75,219              | 935,000                  |
| 2019 Public Improvement Bond                | 2035              | 2.500-5.000      | 231,250             | 222,509            | 453,759             | 4,768,750                |
| 2019 Public Improvement Bond                | 2040              | 2.500-5.000      | 30,000              | 38,344             | 68,344              | 970,000                  |
| <b>Subtotal Roads</b>                       |                   |                  | <b>\$7,875,094</b>  | <b>\$2,862,294</b> | <b>\$10,737,388</b> | <b>\$62,558,098</b>      |
| <b>TOTAL GENERAL FUND BONDS</b>             |                   |                  | <b>\$19,231,681</b> | <b>\$7,493,132</b> | <b>\$26,724,813</b> | <b>\$164,957,575</b>     |
| 2016 Capital Lease                          | 2021              | 2.244            | 720,565             | 5,167              | 725,732             | 0                        |
| 2017 Capital Lease                          | 2022              | 1.193            | 680,435             | 10,187             | 690,622             | 343,264                  |
| 2018 Capital Lease                          | 2023              | 1.781            | 784,320             | 31,922             | 816,242             | 1,202,872                |
| 2019 Capital Lease                          | 2024              | 2.880            | 574,985             | 56,098             | 631,083             | 1,511,646                |
| 2020 Capital Lease                          | 2025              | 1.949            | 552,091             | 47,421             | 599,512             | 2,018,852                |
| 2021 Capital Lease                          | 2026              | 2.000            | 233,431             | 24,422             | 257,853             | 2,184,347                |
| 2021 Energy Conservation Lease              | 2034              | 1.915            | 0                   | 0                  | 0                   | 5,382,795                |
| <b>TOTAL GENERAL FUND OTHER OBLIGATIONS</b> |                   |                  | <b>\$3,545,827</b>  | <b>\$175,217</b>   | <b>\$3,721,044</b>  | <b>\$12,643,776</b>      |
| <b>TOTAL GENERAL FUND DEBT</b>              |                   |                  | <b>\$22,777,508</b> | <b>\$7,668,349</b> | <b>\$30,445,857</b> | <b>\$177,601,351</b>     |

## FY2021 Schedule of Debt Outstanding

|  | SERIES<br>MATURES | INTEREST<br>RATE | FY-21<br>PRINCIPAL  | FY-21<br>INTEREST  | FY-21<br>TOTAL      | PRINCIPAL<br>OUTSTANDING |
|--|-------------------|------------------|---------------------|--------------------|---------------------|--------------------------|
| <b>DEBT SERVICE FUND</b>                                       |                   |                  |                     |                    |                     |                          |
| 2011 Excise Tax Bond   | 2023              | 2.000-5.300      | 1,655,000           | 155,550            | 1,810,550           | 3,510,000                |
| 2013 Excise Tax Bond   | 2024              | 3.000-5.000      | 523,810             | 98,214             | 622,024             | 1,702,381                |
| 2014 Excise Tax Bond   | 2025              | 4.000-5.000      | 1,395,000           | 343,126            | 1,738,126           | 6,165,000                |
| 2015 Excise Tax Bond   | 2026              | 3.000-5.000      | 482,759             | 128,103            | 610,862             | 2,801,724                |
| 2016 Excise Tax Bond   | 2027              | 3.000-5.000      | 435,310             | 165,827            | 601,137             | 3,098,890                |
| 2017 Excise Tax Bond   | 2028              | 3.000-5.000      | 1,738,543           | 791,436            | 2,529,979           | 14,959,445               |
| 2018 Excise Tax Bond   | 2029              | 5.000-5.000      | 1,265,000           | 630,775            | 1,895,775           | 12,535,000               |
| 2019 Excise Tax Bond   | 2030              | 5.000-5.000      | 475,000             | 288,125            | 763,125             | 5,525,000                |
| <b>Subtotal Excise Tax</b>                                     |                   |                  | <b>\$7,970,422</b>  | <b>\$2,601,156</b> | <b>\$10,571,578</b> | <b>\$50,297,440</b>      |
| 2012 PIB refunding   | 2022              | 5.00             | 34,077              | 1,704              | 35,781              | 0                        |
| <b>Subtotal Nursing Homes</b>                                  |                   |                  | <b>\$34,077</b>     | <b>\$1,704</b>     | <b>\$35,781</b>     | <b>\$0</b>               |
| 2011 Taxable Bond  | 2028              | 2.000-4.500      | 255,000             | 96,274             | 351,274             | 2,155,000                |
| 2012 Taxable Bond  | 2027              | 2.000-3.250      | 270,000             | 63,063             | 333,063             | 1,805,000                |
| 2012 PIB refunding   | 2022              | 2.000-5.000      | 1,200,000           | 74,250             | 1,274,250           | 285,000                  |
| 2013 Taxable Bond  | 2029              | 3.000-4.000      | 235,000             | 75,403             | 310,403             | 2,100,000                |
| 2015 Taxable refunding   | 2023              | 3.000-4.000      | 251,250             | 31,440             | 282,690             | 534,750                  |
| 2015 Non-taxable refunding                                     | 2024              | 2.000-4.000      | 160,000             | 24,200             | 184,200             | 525,000                  |
| 2015 Taxable   | 2031              | 3.000-3.450      | 29,387              | 11,163             | 40,550              | 342,094                  |
| 2015 Public Improvement Bond                                   | 2031              | 3.000-5.000      | 68,923              | 34,552             | 103,475             | 902,397                  |
| <b>Subtotal U.S. Home Corporation</b>                          |                   |                  | <b>\$2,469,560</b>  | <b>\$410,345</b>   | <b>\$2,879,905</b>  | <b>\$8,649,241</b>       |
| 2015 Taxable refunding   | 2023              | 3.000-4.000      | 774,537             | 96,921             | 871,458             | 1,648,492                |
| <b>Subtotal Southern MD Sports &amp; Entertainment Complex</b> |                   |                  | <b>\$774,537</b>    | <b>\$96,921</b>    | <b>\$871,458</b>    | <b>\$1,648,492</b>       |
| <b>TOTAL DEBT SERVICE FUND DEBT</b>                            |                   |                  | <b>\$11,248,596</b> | <b>\$3,110,126</b> | <b>\$14,358,722</b> | <b>\$60,595,173</b>      |
| <b>SPECIAL REVENUE FUND</b>                                    |                   |                  |                     |                    |                     |                          |
| 2018 Capital Lease   | 2023              | 1.781            | 9,763               | 397                | 10,160              | 14,973                   |
| 2020 Capital Lease   | 2025              | 1.949            | 7,574               | 651                | 8,225               | 27,694                   |
| <b>TOTAL SPECIAL REVENUE FUND</b>                              |                   |                  | <b>\$17,337</b>     | <b>\$1,048</b>     | <b>\$18,385</b>     | <b>\$42,667</b>          |
| <b>INSPECTION &amp; REVIEW</b>                                 |                   |                  |                     |                    |                     |                          |
| 2019 Capital Lease   | 2024              | 2.880            | 14,381              | 1,403              | 15,784              | 37,807                   |
| 2020 Capital Lease   | 2025              | 1.949            | 35,440              | 3,044              | 38,484              | 129,596                  |
| <b>TOTAL INSPECTION &amp; REVIEW DEBT</b>                      |                   |                  | <b>\$49,821</b>     | <b>\$4,447</b>     | <b>\$54,268</b>     | <b>\$167,403</b>         |

## FY2021 Schedule of Debt Outstanding

|   | SERIES<br>MATURES | INTEREST<br>RATE | FY-21<br>PRINCIPAL | FY-21<br>INTEREST | FY-21<br>TOTAL | PRINCIPAL<br>OUTSTANDING |
|---|-------------------|------------------|--------------------|-------------------|----------------|--------------------------|
| <b>SOLID WASTE FUND</b>                                 |                   |                  |                    |                   |                |                          |
| 2014 Public Improvement Bond                            | 2030              | 3.000-5.000      | 24,024             | 10,673            | 34,697         | 264,943                  |
| 2015 Public Improvement Bond                            | 2031              | 3.000-5.000      | 5,663              | 2,839             | 8,502          | 74,149                   |
| 2016 Public Improvement Bond                            | 2032              | 2.250-5.000      | 5,335              | 3,433             | 8,768          | 78,870                   |
| 2018 Public Improvement Bond                            | 2034              | 3.375-5.000      | 19,724             | 16,706            | 36,430         | 361,517                  |
| 2019 Public Improvement Bond                            | 2035              | 2.500-5.000      | 13,875             | 13,350            | 27,225         | 286,125                  |
| <b>TOTAL SOLID WASTE BONDS</b>                          |                   |                  | \$68,621           | \$47,001          | \$115,622      | \$1,065,604              |
| 2018 Capital Lease                                      | 2023              | 1.781            | 20,273             | 825               | 21,098         | 31,091                   |
| 2019 Capital Lease                                      | 2024              | 2.880            | 32,504             | 3,171             | 35,675         | 85,453                   |
| 2020 Capital Lease                                      | 2025              | 1.949            | 25,245             | 2,168             | 27,413         | 92,315                   |
| 2021 Capital Lease                                      | 2026              | 2.000            | 18,639             | 1,950             | 20,589         | 176,361                  |
| <b>TOTAL SOLID WASTE OTHER OBLIGATIONS</b>              |                   |                  | \$96,661           | \$8,114           | \$104,775      | \$385,220                |
| <b>TOTAL SOLID WASTE FUND DEBT</b>                      |                   |                  | \$165,282          | \$55,115          | \$220,397      | \$1,450,824              |
| <b>ENVIRONMENTAL SERVICE</b>                            |                   |                  |                    |                   |                |                          |
| 2015 PIB refunding                                      | 2029              | 2.000-4.000      | 3,326              | 1,186             | 4,512          | 31,208                   |
| 2016 Public Improvement Bond                            | 2032              | 2.250-5.000      | 4,096              | 2,636             | 6,732          | 60,547                   |
| <b>TOTAL ENVIRONMENTAL SERVICE BONDS</b>                |                   |                  | \$7,422            | \$3,822           | \$11,244       | \$91,755                 |
| 2016 Capital Lease                                      | 2021              | 2.244            | 45,427             | 326               | 45,753         | 0                        |
| 2017 Capital Lease                                      | 2022              | 1.193            | 50,384             | 754               | 51,138         | 25,417                   |
| 2018 Capital Lease                                      | 2023              | 1.781            | 18,155             | 739               | 18,894         | 27,843                   |
| 2020 Capital Lease                                      | 2025              | 1.949            | 10,681             | 917               | 11,598         | 39,056                   |
| 2021 Capital Lease                                      | 2026              | 2.000            | 25,330             | 2,650             | 27,980         | 239,670                  |
| <b>TOTAL ENVIRONMENTAL SERVICE OTHER OBLIGATION</b>     |                   |                  | \$149,977          | \$5,386           | \$155,363      | \$331,986                |
| <b>TOTAL ENVIRONMENTAL SERVICE DEBT</b>                 |                   |                  | \$157,399          | \$9,208           | \$166,607      | \$423,741                |
| <b>WATERSHED PROTECTION AND RESTORATION FUND (WPRF)</b> |                   |                  |                    |                   |                |                          |
| 2011 Public Improvement Bond                            | 2028              | 2.000-5.000      | 83,768             | 12,925            | 96,693         | 271,851                  |
| 2012 Public Improvement Bond                            | 2027              | 2.000-5.000      | 46,210             | 4,028             | 50,238         | 48,721                   |
| 2012 PIB refunding                                      | 2022              | 5.00             | 8,519              | 426               | 8,945          | 0                        |
| 2013 PIB refunding                                      | 2023              | 2.000-4.000      | 114,443            | 10,729            | 125,172        | 153,770                  |
| 2013 Public Improvement Bond                            | 2044              | 3.000-5.000      | 34,459             | 52,126            | 86,585         | 112,568                  |
| 2014 Public Improvement Bond                            | 2045              | 3.000-5.000      | 67,105             | 93,128            | 160,233        | 2,625,000                |
| 2015 PIB refunding                                      | 2029              | 2.000-4.000      | 25,663             | 9,152             | 34,815         | 240,814                  |
| 2015 Public Improvement Bond                            | 2046              | 3.000-5.000      | 42,105             | 63,539            | 105,644        | 1,810,526                |
| 2016 Public Improvement Bond                            | 2047              | 2.250-5.000      | 93,515             | 170,335           | 263,850        | 4,482,287                |
| 2016 Public Improvement Bond                            | 2032              | 2.250-5.000      | 2,317              | 1,491             | 3,808          | 34,257                   |
| 2017 Public Improvement Bond                            | 2033              | 2.250-5.000      | 1,823              | 1,197             | 3,020          | 29,794                   |
| 2017 Public Improvement Bond                            | 2048              | 2.250-5.000      | 92,917             | 154,529           | 247,446        | 4,495,778                |
| 2017 PIB refunding                                      | 2044              | 2.000-5.300      | 35,858             | 64,311            | 100,169        | 2,295,311                |
| 2018 Public Improvement Bond                            | 2039              | 3.375-5.000      | 86,667             | 199,971           | 286,638        | 4,830,000                |
| 2019 Public Improvement Bond                            | 2050              | 3.375-5.000      | 104,211            | 200,276           | 304,487        | 5,895,788                |
| <b>TOTAL WPRF BONDS</b>                                 |                   |                  | \$839,580          | \$1,038,163       | \$1,877,743    | \$27,326,465             |
| 2017 Capital Lease                                      | 2022              | 1.193            | 3,257              | 49                | 3,306          | 1,643                    |
| 2020 Capital Lease                                      | 2025              | 1.949            | 14,176             | 1,218             | 15,394         | 51,838                   |
| <b>TOTAL WPRF OTHER OBLIGATIONS</b>                     |                   |                  | \$17,433           | \$1,267           | \$18,700       | \$53,481                 |
| <b>TOTAL WPRF DEBT</b>                                  |                   |                  | \$857,013          | \$1,039,430       | \$1,896,443    | \$27,379,946             |

## FY2021 Schedule of Debt Outstanding

|  | SERIES<br>MATURES | INTEREST<br>RATE | FY-21<br>PRINCIPAL  | FY-21<br>INTEREST   | FY-21<br>TOTAL      | PRINCIPAL<br>OUTSTANDING |
|--|-------------------|------------------|---------------------|---------------------|---------------------|--------------------------|
| <b><u>WATER &amp; SEWER</u></b>                  |                   |                  |                     |                     |                     |                          |
| 2011 Public Improvement Bond                     | 2023              | 2.000-5.000      | 140,000             | 13,250              | 153,250             | 300,000                  |
| 2011 Public Improvement Bond                     | 2028              | 2.000-5.000      | 10,471              | 1,616               | 12,087              | 33,981                   |
| 2012 Public Improvement Bond                     | 2027              | 2.000-5.000      | 264,056             | 23,019              | 287,075             | 278,404                  |
| 2012 Public Improvement Bond                     | 2022              | 2.000-5.000      | 340,000             | 35,000              | 375,000             | 360,000                  |
| 2012 Public Improvement Bond                     | 2032              | 2.000-5.000      | 337,726             | 54,535              | 392,261             | 352,779                  |
| 2012 PIB refunding                               | 2022              | 5.00             | 301,585             | 15,079              | 316,664             | 0                        |
| 2013 PIB refunding                               | 2023              | 2.000-4.000      | 1,278,415           | 135,971             | 1,414,386           | 2,120,861                |
| 2013 Public Improvement Bond                     | 2029              | 3.000-5.000      | 136,552             | 10,571              | 147,123             | 444,552                  |
| 2013 Public Improvement Bond                     | 2024              | 3.000-5.000      | 136,190             | 25,536              | 161,726             | 442,619                  |
| 2013 Public Improvement Bond                     | 2044              | 3.000-5.000      | 40,541              | 61,324              | 101,865             | 132,432                  |
| 2014 Public Improvement Bond                     | 2030              | 3.000-5.000      | 234,224             | 104,062             | 338,286             | 2,583,190                |
| 2014 Public Improvement Bond                     | 2045              | 3.000-5.000      | 102,895             | 142,797             | 245,692             | 4,025,000                |
| 2015 PIB refunding                               | 2029              | 2.000-4.000      | 308,333             | 109,958             | 418,291             | 2,893,333                |
| 2015 Public Improvement Bond                     | 2026              | 3.000-5.000      | 74,924              | 19,882              | 94,806              | 434,828                  |
| 2015 Public Improvement Bond                     | 2046              | 3.000-5.000      | 37,895              | 57,186              | 95,081              | 1,629,474                |
| 2015 Public Improvement Bond                     | 2031              | 3.000-5.000      | 165,598             | 83,016              | 248,614             | 2,168,127                |
| 2016 Public Improvement Bond                     | 2027              | 3.000-5.000      | 61,059              | 23,260              | 84,319              | 434,668                  |
| 2016 Public Improvement Bond                     | 2047              | 2.250-5.000      | 51,485              | 93,778              | 145,263             | 2,467,713                |
| 2016 Public Improvement Bond                     | 2032              | 2.250-5.000      | 197,880             | 127,351             | 325,231             | 2,925,360                |
| 2017 Public Improvement Bond                     | 2033              | 2.250-5.000      | 366,615             | 240,655             | 607,270             | 5,991,949                |
| 2017 Public Improvement Bond                     | 2048              | 2.250-5.000      | 82,583              | 137,341             | 219,924             | 3,995,723                |
| 2017 PIB refunding                               | 2044              | 2.000-5.300      | 855,158             | 538,806             | 1,393,964           | 12,126,086               |
| 2018 Public Improvement Bond                     | 2034              | 3.375-5.000      | 300,793             | 254,745             | 555,538             | 5,513,138                |
| 2018 Public Improvement Bond                     | 2039              | 3.375-5.000      | 173,333             | 399,941             | 573,274             | 9,660,000                |
| 2019 Public Improvement Bond                     | 2035              | 2.500-5.000      | 185,000             | 178,006             | 363,006             | 3,815,000                |
| 2019 Public Improvement Bond                     | 2050              | 3.375-5.000      | 225,789             | 433,931             | 659,720             | 12,774,211               |
| <b>TOTAL WATER &amp; SEWER BONDS</b>             |                   |                  | <b>\$6,409,100</b>  | <b>\$3,320,616</b>  | <b>\$9,729,716</b>  | <b>\$77,903,428</b>      |
| Revolving Loan (BNR)                             | 2026              | 1.200            | 777,275             | 57,670              | 834,945             | 4,028,539                |
| 2007 Meter Replacement Lease                     | 2022              | 4.140            | 556,708             | 39,362              | 596,070             | 530,812                  |
| 2016 Capital Lease                               | 2021              | 2.244            | 106,643             | 765                 | 107,408             | 0                        |
| 2017 Capital Lease                               | 2022              | 1.193            | 75,565              | 1,131               | 76,696              | 38,121                   |
| 2018 Capital Lease                               | 2023              | 1.781            | 106,063             | 4,317               | 110,380             | 162,664                  |
| 2019 Capital Lease                               | 2024              | 2.880            | 83,525              | 8,149               | 91,674              | 219,589                  |
| 2020 Capital Lease                               | 2025              | 1.949            | 111,214             | 9,553               | 120,767             | 406,682                  |
| 2021 Capital Lease                               | 2026              | 2.000            | 266,464             | 27,878              | 294,342             | 2,521,336                |
| <b>TOTAL WATER &amp; SEWER OTHER OBLIGATIONS</b> |                   |                  | <b>\$2,083,457</b>  | <b>\$148,825</b>    | <b>\$2,232,282</b>  | <b>\$7,907,743</b>       |
| <b>TOTAL WATER &amp; SEWER DEBT</b>              |                   |                  | <b>\$8,492,557</b>  | <b>\$3,469,441</b>  | <b>\$11,961,998</b> | <b>\$85,811,171</b>      |
| <b><u>TOTAL ALL FUNDS</u></b>                    |                   |                  |                     |                     |                     |                          |
| TOTAL BONDS - EXISTING                           |                   |                  | \$37,805,000        | \$15,012,860        | \$52,817,860        | \$331,940,000            |
| TOTAL OTHER OBLIGATIONS                          |                   |                  | 5,960,513           | 344,304             | 6,304,817           | 21,532,276               |
| <b>TOTAL DEBT SERVICE OBLIGATIONS</b>            |                   |                  | <b>\$43,765,513</b> | <b>\$15,357,164</b> | <b>\$59,122,677</b> | <b>\$353,472,276</b>     |

NOTE: The size of pending 2020 Bond Issue is unknown at this time and is not included in this schedule. The FY2021 Lease is estimated and included in this schedule.

# Debt Ratios

The table below shows trends for the County for the eight most recent fiscal years ended 2019, in various debt and property value ratios, and an estimate for the fiscal year ending June 30, 2020 and 2021.

| <b>Fiscal Year</b> | <b>Population <sup>(1)</sup></b> | <b>Assessed Value <sup>(2)</sup></b> | <b>Assessed Value per capita</b> | <b>Net Direct Debt</b>     | <b>Net Direct Debt to Assessed Value</b> | <b>Net Direct Debt Per Capita</b> |
|--------------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------|--|-----------------------------------|
| 2012               | 149,130                          | 17,662,354,499                       | 118,436                          | 174,534,173                | 0.99                                     | 1,170.35                          |
| 2013               | 151,148                          | 16,855,700,814                       | 111,518                          | 161,280,264                | 0.96                                     | 1,067.04                          |
| 2014               | 152,865                          | 16,441,435,644                       | 107,555                          | 163,927,570                | 1.00                                     | 1,072.37                          |
| 2015               | 154,749                          | 16,549,777,913                       | 106,946                          | 168,741,576                | 1.02                                     | 1,090.42                          |
| 2016               | 156,118                          | 16,834,846,294                       | 107,834                          | 178,797,598                | 1.06                                     | 1,145.27                          |
| 2017               | 157,705                          | 16,995,622,523                       | 107,768                          | 181,704,069                | 1.07                                     | 1,152.18                          |
| 2018               | 159,700                          | 17,552,163,533                       | 109,907                          | 181,804,880                | 1.04                                     | 1,138.42                          |
| 2019               | 161,503                          | 18,178,356,189                       | 112,557                          | 186,221,182                | 1.02                                     | 1,153.05                          |
| 2020 Est.          | 163,257                          | 18,855,805,975 <sup>(3)</sup>        | 115,498                          | 195,036,582                | 1.03                                     | 1,194.66                          |
| 2021 Est.          | 164,762                          | 19,602,944,988 <sup>(3)</sup>        | 118,977                          | 177,664,054 <sup>(4)</sup> | 0.91                                     | 1,078.31                          |

(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 2020 Bond Issue. Bond size has yet to be determined.

## General Fund Bonded Debt Service Expenditures as a percentage of General Fund Revenues:

| <b>Fiscal Year</b> | <b>General Fund Total Debt Service <sup>(1)</sup></b> | <b>General Fund G.O. Bond Debt Service</b> | <b>Total Operating Revenue</b> | <b>Bonded Debt as % of Revenue</b> |
|--------------------|---|--|--------------------------------|------------------------------------|
| 2011 .....         | 23,426,121  | 21,664,085                                 | 298,392,949                    | 7.3%                               |
| 2012 .....         | 20,146,822  | 18,724,785                                 | 309,271,654                    | 6.1%                               |
| 2013 .....         | 19,635,938  | 18,160,040                                 | 315,334,053                    | 5.8%                               |
| 2014.....          | 20,137,526  | 19,043,259                                 | 327,670,516                    | 5.8%                               |
| 2015.....          | 21,308,243  | 19,554,114                                 | 345,000,881                    | 5.7%                               |
| 2016.....          | 24,244,424  | 19,985,731                                 | 371,580,131                    | 5.4%                               |
| 2017.....          | 27,520,895  | 23,626,024                                 | 372,974,196                    | 6.3%                               |
| 2018 .....         | 27,536,248  | 23,170,357                                 | 390,809,271                    | 5.9%                               |
| 2019.....          | 28,880,098  | 24,246,722                                 | 409,479,365                    | 5.9%                               |
| 2020 Budget.....   | 30,493,500  | 26,045,800                                 | 414,995,800                    | 6.3%                               |
| 2021 Budget.....   | 31,529,800  | 27,675,500                                 | 424,716,400                    | 6.5%                               |

(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.

**CARES ACT:** Passed in March 2020 by lawmakers. It is \$2 trillion stimulus bill to blunt the impact of an economic downturn set in motion by the global coronavirus pandemic.

**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.

**COVID-19:** a mild to severe respiratory illness that is caused by a coronavirus, is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus.

## 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.

**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.

# GLOSSARY

**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.

**PROPRIETARY FUNDS:** The focus of proprietary fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows.

# GLOSSARY

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             | CCSO:  | Charles County Sheriff's Office                  |
| ACL:  | Administration for Community Living     | CCVFA: | Charles County Volunteer Fireman's Association   |
| ACO:  | Animal Control Office                   | CDBG:  | Community Development Block Grant                |
| ADA:  | American with Disabilities Act          | CDL:   | Commercial Drivers License                       |
| ADR:  | Alternative Dispute Resolution          | CFC:   | Community First Choice                           |
| AEU:  | Automated Enforcement Unit              | CIP:   | Capital Improvement Program                      |
| ALS:  | Advanced Life Support                   | CMOM:  | Capacity, Management, Operation, and Maintenance |
| APFO: | Adequate Public Facilities Ordinance    | CNS:   | Citizen Notification System                      |
| APF:  | Adequate Public Facilities              | COG:   | Council of Governments                           |
| ARRA: | Adoptable/Rescuable/Reclaimable Animals | COLA:  | Cost of living adjustment                        |
| ASP:  | Aging Schools Program                   | COMAR: | Code of Maryland Regulations                     |

## **B**

|       |   |           |   |
|-------|---|-----------|---|
| BJAG: | Byrne Memorial Justice Assistance Grants  | COPS:     | Community Oriented Police Services                |
| BLS:  | Basic Life Support                        | COVID-19: | Coronavirus Disease 2019                          |
| BOCA: | Building Official and Code Administrators | CPI:      | Consumer Price Index                              |
| BOE:  | Board of Education                        | CPV:      | Competitive Power Venture                         |
| BNR:  | Bio-Nutrient Removal                      | CS:       | Community Services                                |
| BRAC: | Base Realignment and Closure              | C-SAFE:   | Collaborative Supervision and Focused Enforcement |

## **C**

|          |   |          |   |
|----------|---|----------|---|
| CAD:     | Computer-aided Design   | CSM:     | College of Southern Maryland                    |
| CAFR:    | Comprehensive Annual Financial Report                             | CTE:     | Career Technology Education                     |
| CARES:   | Coronavirus Aid, Relief, and Economic Security                    | CY:      | Calendar Year                                   |
| CCACCYF: | Charles County Advocacy Council for Children, Youth, and Families | <b>D</b> |   |
| CCAEMS:  | Charles County Association of Emergency Medical Services          | D.A.R.E. | Drug Abuse Resistance Education                 |
| CCG:     | Charles County Government   | DHCD:    | Department of Housing and Community Development |
| CCGTV:   | Charles County Government Television                              | DHR:     | Department of Human Resources                   |
| CCPL:    | Charles County Public Library                                     | DNR:     | Department of Natural Resources                 |
| CCPS:    | Charles County Public Schools                                     | DoD:     | Department of Defense                           |
|          |   | DOT:     | Department of Transportation                    |



# ACRONYMS/ABBREVIATIONS

|          |   |          |  |
|----------|---|----------|--|
| DPW:     | Department of Public Works                            | GASB:    | Governmental Accounting Standards Board                        |
| DRRA:    | Developer's Rights and Responsibilities               | GFOA:    | Government Finance Officers Association                        |
| DSS:     | Department of Social Services                         | GIS:     | Geographic Information System                                  |
| <b>E</b> |   | GO:      | General Obligation   |
| EAP:     | Employee Assistance Program                           | GOCCP:   | Governor's Office of Crime Control & Prevention<br>In Maryland |
| EDD:     | Economic Development Department                       | GPS:     | Global Positioning System                                      |
| EEO:     | Equal Employment Opportunity                          | <b>H</b> |  |
| EF:      | Enterprise Fund                                       | H & CD:  | Housing and Community Development                              |
| EMS:     | Emergency Medical Services                            | HAZMAT:  | Hazardous Materials  |
| EMT:     | Emergency Medical Technician                          | HCV:     | Housing Choice Voucher Program                                 |
| ENSB:    | Emergency Number System Board                         | HOA:     | Homeowners Association   |
| EOC:     | Emergency Operations Center                           | HOADRБ:  | Homeowners Association Dispute Review Board                    |
| E.S.:    | Elementary School (in reference to schools)           | HR:      | Human Resources  |
| ES:      | Emergency Services<br>(in reference to public safety) | H.S.:    | High School  |
| <b>F</b> |   | HUD:     | U.S. Department of Housing and<br>Urban Development            |
| FARU:    | False Alarm Reduction Unit                            | HVAC:    | Heating, Ventilating, and Air Conditioning                     |
| FB:      | Fund Balance  | <b>I</b> |  |
| FAS:     | Fiscal and Administrative Services                    | IAC:     | Interagency Committee on School Construction                   |
| FEMA:    | Federal Emergency Management Agency                   | ICC:     | International Code Council                                     |
| FFY:     | Federal Fiscal Year                                   | ICMA:    | International City/County Management Association               |
| FMLA:    | Family Medical Leave Act                              | IH:      | Indian Head  |
| FRC:     | Family Recovery Court                                 | IT:      | Information Technology   |
| FSSP:    | Family Support Services Program                       | IVR:     | Interactive Voice Response                                     |
| FTA:     | Federal Transit Administration                        | <b>J</b> |  |
| FTE:     | Full Time Equivalent                                  | JDC:     | Juvenile Drug Court  |
| FY:      | Fiscal Year   | JLUS:    | Joint Land Use Study   |
| <b>G</b> |   | <b>L</b> |  |
| GAAP:    | Generally Accepted Accounting Practices               | LEED:    | Leadership in Energy and Environmental<br>Design               |

# ACRONYMS/ABBREVIATIONS

LMB: Local Management Board

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

Matt.: Mattawoman

MBE: Minority Business Enterprise

MD: Maryland

MDE: Maryland Department of the Environment

MDOT: Maryland Department of Transportation

MGD: Millions of Gallons per Day

MGS: Maryland Geological Survey

MIEMSS: Maryland Institute for Emergency Medical Services

MICU: Mobile Intensive Care Unit

MIPPA: Medicare Improvements for Patients and Providers Act

MIS: Management Information Systems

MOU: Memorandum of Understanding

MOSCAD: Motorola Supervisory Control and Data Acquisition

MOSHA: Maryland Occupational Safety and Health Agency

MPCTC: Maryland Police and Correctional Training Commission

MRA: Mental Retardation Association

MSP: Maryland State Police

M.S.: Middle School

MTA: Mass Transit Authority

MWWTP: Mattawoman Wastewater Treatment Plant

**N**

NACo: National Association of Counties

NEPA: National Environmental Protection Act

NPDES: National Pollutant Discharge Elimination System

NPW: Non-Potable Water

NSF: Naval Support Facility

NSWC: Naval Surface Warfare Center

NWS: New World System

**O**

OAA: Older Americans' Act

OPEB: Other Post-Employment Benefits

OSHA: Occupational Safety and Health Administration

**P**

PC: Personal Computer

PDR: Purchase of Development Rights

PEHP: Public Employee Health Plan

P.G.: Prince George's County

PGM: Planning and Growth Management

PIB: Public Improvement Bonds

PILOT: Payment in lieu of taxes

P.O.: Purchase Order

POS: Program Open Space

PS: Pump Station

PSA: Public Service Announcement

PUD: Planned Urban Development

PW: Public Works

**R**

RAP: Rental Assistance Program

RC&D: Resource Conservation and Development

RFP: Requisition for Purchase

# ACRONYMS/ABBREVIATIONS

|          |   |          |   |
|----------|---|----------|---|
| ROW:     | Right of Way  | TCC:     | Tri-County Council                        |
| RPT:     | Recreation, Parks, & Tourism                        | TCCSM:   | Tri-County Council for Southern Maryland  |
| RPTP:    | Rural Public Transportation Program                 | TCYSB:   | Tri-County Youth Services Bureau          |
| RTU:     | Rooftop Units                                       | TDR:     | Transferrable Development Rights          |
| <b>S</b> |   | TIF:     | Tax Incremental Financing                 |
| SAO:     | State's Attorney's Office                           | TOD:     | Transit Oriented Development              |
| SC+:     | Senior Center Plus                                  | <b>U</b> |   |
| SCADA:   | Supervisor, Control, and Data Acquisition           | UCR:     | Uniform Crime Report                      |
| SDAT:    | State Department of Assessments and Taxation        | U&O:     | Use and Occupancy                         |
| SDARB:   | Site Design & Architecture Review Board             | UM:      | University of Maryland                    |
| SELP:    | Settlement Expense Loan Program                     | UPS:     | Uninterrupted Power Supply                |
| SFD:     | Single Family Dwelling                              | U.S.     | United States                             |
| SF:      | Square Foot   | USACE:   | United States Army Corps of Engineers     |
| SHIP:    | State Health Insurance Program                      | UV:      | Ultraviolet                               |
| SHSP:    | State Homeland Security Program                     | <b>V</b> |   |
| SLBE:    | Small Local Business Enterprise Program             | VICS:    | Volunteers in Community Service           |
| SMECO:   | Southern Maryland Electric Cooperative              | VFD:     | Volunteer Fire Department                 |
| SMCJA:   | Southern Maryland Criminal Justice Academy          | <b>W</b> |   |
| SOP:     | Standard Operating Procedure                        | W&S:     | Water & Sewer                             |
| SR:      | Special Revenue                                     | WCD:     | Watershed Conservation District           |
| SRF:     | Special Revenue Fund                                | WIP:     | Watershed Implementation Program          |
| SSTAP:   | Statewide Special Transportation Assistance Program | WPRF:    | Watershed Protection and Restoration Fund |
| SUV:     | Sports Utility Vehicle                              | WRAC:    | Water Resource Advisory Committee         |
| SWM:     | Solid Waste Management                              | WSSC:    | Washington Suburban Sanitation Commission |
| SWOT:    | Strengths, Weaknesses, Opportunities, and Threats   | WUDS:    | Waldorf Urban Design Study                |
| SYTEP:   | Summer Youth Employment and Training Program        | WURC:    | Waldorf Urban Revitalization Corridor     |
| <b>I</b> |   | WWTP:    | Wastewater Treatment Plant                |
| TCAS:    | Tri-County Animal Shelter                           | <b>Y</b> |   |
|          |   | YTD:     | Year to Date                              |



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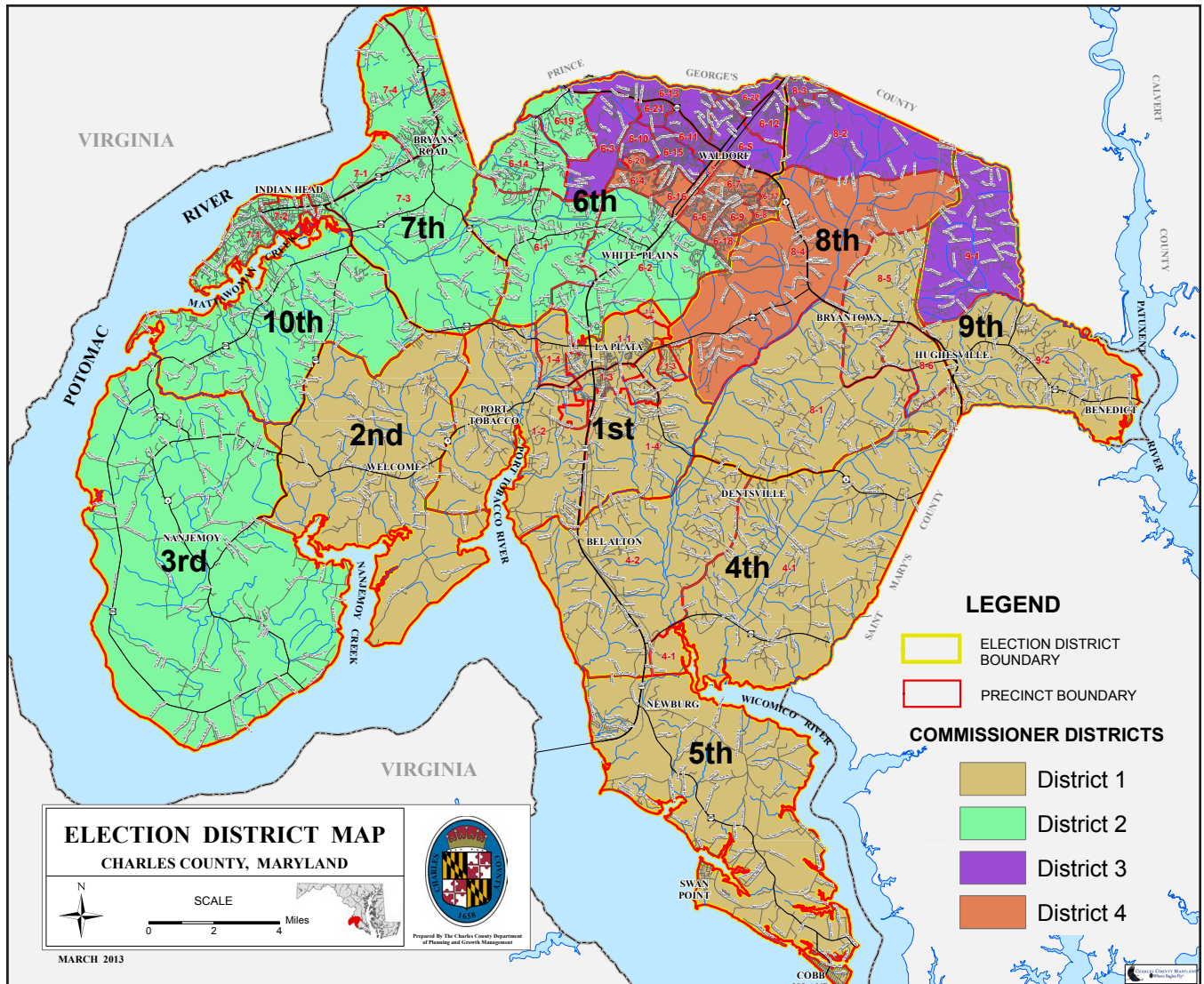
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# Charles County, Maryland Commissioner Resident Districts



The President of the County Commissioners, who must declare his or her candidacy at the time of filing, is elected county-wide and may reside anywhere within the county. The four Commissioner members also run county-wide but one must reside within each of the four Commissioner districts.

# Charles County Government

**Mark Belton**  
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, 2019**

*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, 2019**. 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.