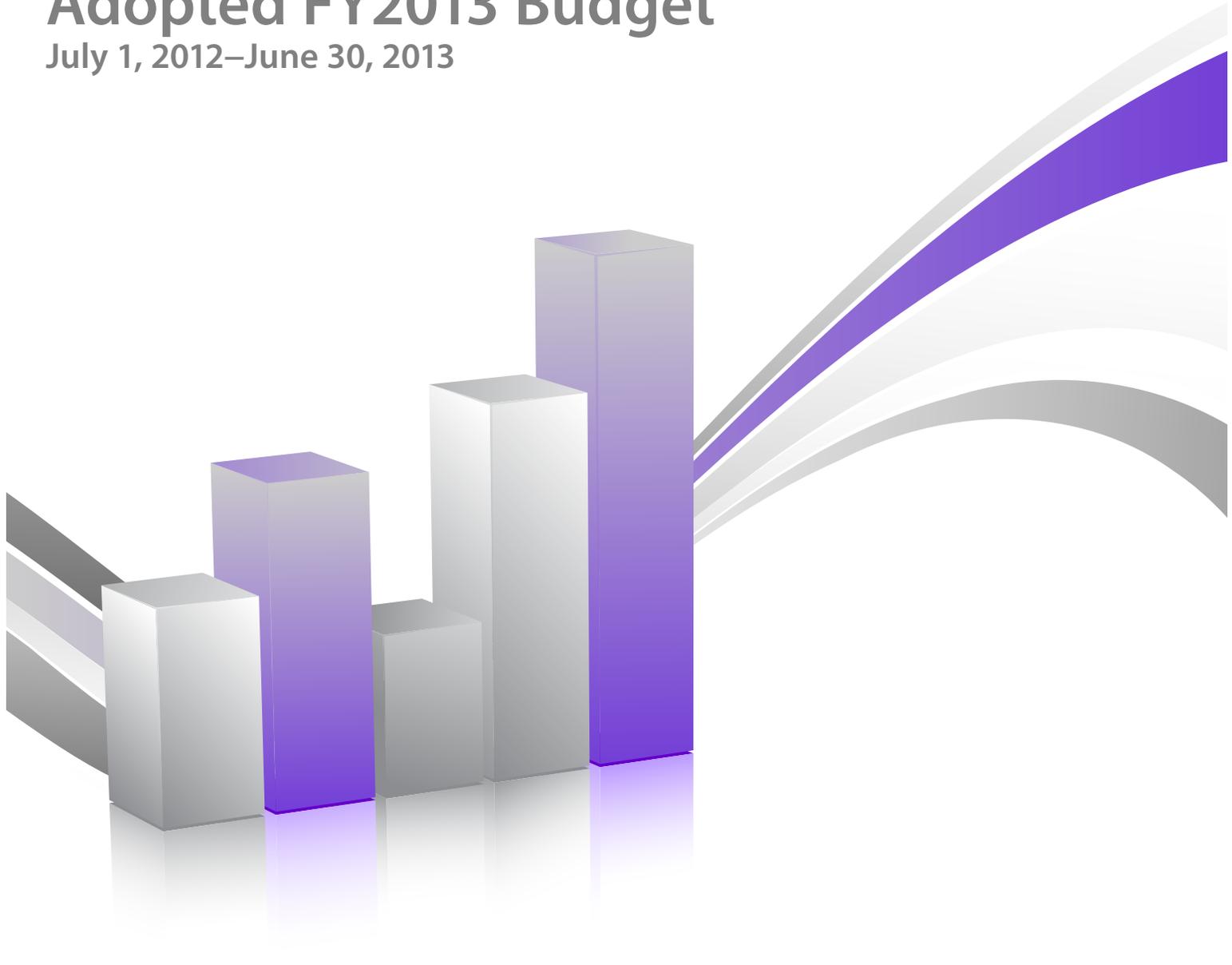


Charles County, Maryland

BUDGET BOOK

Adopted FY2013 Budget
July 1, 2012–June 30, 2013



Charles County Commissioners



Candice Quinn Kelly
President

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 presiding officer of the Board at meetings and hearings. The President may reside anywhere in the county. The other four Commissioners must each reside in a Commissioner District.

Board Responsibilities

The Charles County Commissioners are responsible for:

- Generating revenues to fund the county's capital and operating budgets, as well as other county departments and agencies
- Providing for the public health, safety, and welfare of Charles County residents and visitors
- Adopting and updating the Charles County Comprehensive Plan, Land Use Plan, and Zoning Ordinance
- Overseeing the development process
- Establishing, promulgating, and enforcing County rules, regulations, ordinances, policies, and procedures
- Appointing boards, commissions, and task forces
- Fulfilling the mission of Charles County Government



Reuben B. Collins, II
Vice President



Ken Robinson
District 1

Regular Board Meetings

Meetings of the Charles County Board of Commissioners are scheduled each week and held in the Charles County Government Building. Meetings are aired on the Charles County Government website, www.CharlesCountyMD.gov, as well as on CCG-TV, Charles County's local government cable television station broadcast on Comcast channel 95 and Verizon channel 10.



Debra M. Davis, Esq.
District 2

Advisory Committees, Boards & Commissions

The Charles County Commissioners appoint more than 65 commissions, boards, committees, and task forces, which advise them on topics ranging from land use and development to housing. Through this system, civic-minded citizens can get involved in county government. The county, in turn, benefits from the knowledge, experience, and advice of its own citizens. Vacancy announcements appear in the local media, on www.CharlesCountyMD.gov, and on CCG-TV.



Bobby Rucci
District 4



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 FY13-FY17 **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 of the project. Also included is a comparison to last year's approved program, 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, and Solid Waste 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 Commissioners

Candice Quinn Kelly, *President*
Reuben B. Collins, II, Esq., *Vice President*
Ken Robinson
Debra M. Davis, Esq.
Bobby Rucci

Roy E. Hancock
Acting County Administrator

September 11, 2012

Dear Charles County Citizens:

We are pleased to present the Charles County Government Fiscal Year 2013 Adopted Budget. Each year, the budget process is used to determine how much money will be available and where those resources should be allocated. The budget for all funds combined equals \$492 million, an increase of 11% compared to FY2012. The adopted budget for Fiscal Year 2013 provides \$15 million more in funding for education and public safety, two of our higher priorities. We continue to keep pace with replacing and improving our infrastructure, reflective of the \$32 million more for capital projects and representing a 75% increase over FY2012. Included in those improvements is funding for stormwater management, landfill expansion, and a new high school. One of our highest priorities, Public Education, increased 6% and will be receiving \$8 million more to meet teacher pension funding requirements due to a shift in responsibility from State to Local Governments and to provide salary increases for teachers and other school personnel. The Fiscal Year 2013 budget provides funding to operate a new library in Waldorf, creates a plan for a "Tourist Destination" to attract visitors, provides for a 21% increase to the State's Attorney staffing level, supports pay increases that have been frozen for three years for many Sheriff deputies and other government personnel, adds a speed camera program in and around school areas for enhanced child safety, and provides additional emergency medical technicians for improved medical coverage.

In keeping with our Mission Statement to provide our citizens the highest quality of services, in an open environment tempered with fiscal responsibility, we present our operating and capital budgets for the year beginning July 1, 2012 and ending June 30, 2013.

Budget Highlights

General Fund Operations:

Our largest operating budget is the General Fund. The FY2013 General Fund Operating Budget was adopted at \$325,073,900, an increase of 6% compared to the Original Adopted FY2012 Budget. A rebound in our second largest revenue source, Income Tax, helped to offset the effects of lower property assessments, however, the improved income tax revenue was not sufficient to fund the demands on the operating budget, therefore, a property tax rate increase of five cents was approved. The County property tax rate was adopted at \$1.057 per \$100 of assessed value and \$0.064 per \$100 of assessed value for the Fire & Rescue Tax, for a total local property tax rate of \$1.121. The local portion of the State income tax rate remains at 2.9% of the State liability for the 12th consecutive year.

Property Taxes will provide us with \$3 million more in tax revenue over the prior fiscal year. This revenue source is expected to generate a total of \$193 million, nearly 61% of our total General Fund operating revenues. Our second largest revenue, **Income Tax**, is 11% greater than the FY2012 Adopted Budget. Revenues from income taxes are estimated to increase by \$9 million and equal \$98 million, representing approximately 31% of the operating revenues.

Consistent with our stated priorities, approximately 77% of the General Fund budget is appropriated for Education, Public Safety, Economic Development, and Comprehensive Planning.

The **Board of Education** (BOE) will receive \$154 million, \$8 million more than FY2012. Board of Education funding exceeded the State mandated Maintenance-of-Effort requirement for minimum local funding by \$4.4 million. The Board of Education has begun construction of a new \$74.3 million high school located in the eastern section of the County to relieve the overcrowded student population. Our new \$11 million public library located in Waldorf will open in the Fall of 2012.

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The **Sheriff's Office** and related functions will receive a total funding of \$69 million, a 7% increase compared to FY2012. Our steady and consistent funding in the police force clearly has helped in our fight against crime and provides for a safer community. The \$4.4 million increase will fund pay increases, as well as, fully fund the annual recommended contribution for the pension fund.

Due to our emphasis on public safety, FY2013 will see the first increase in many years to the **State's Attorney** budget for six (6) additional positions including three Assistant State's Attorney positions to help with the work load. We believe this support is essential if we are to prosper and continue to enhance our quality of life standards.

Capital Project Budget:

Our Capital Budget is based on a five-year program that provides for multi-year project development and to ensure that projects can be afforded within our means while meeting our stated goal of enhancing our infrastructure. Although these project budgets are adopted on an annual basis, there is significant long range planning that takes place before approval. The FY2013 - FY2017 Capital Improvement Program (CIP) provides for \$293 million in funding from a combination of sources so that the infrastructure for schools, roads, parks, water & sewer, and public buildings can be constructed. Public School projects total \$64 million, and accounts for approximately 22% of the \$293 million. Sewer projects rank 2nd at \$56 million and are followed by Transportation/Road projects at \$54 million. Approval for the College of Southern Maryland projects equaled \$40 million. Environmental projects, including stormwater management projects, are planned to receive \$24 million over the next five years and another \$55 million is planned for various other projects.

The capital investment in education is clearly evident with \$104 million of State and County money appropriated for public schools and college facilities. The new high school is under construction and will alleviate current over-crowded conditions, as well as provide additional capacity for the new development that is already occurring within the County. The College of Southern Maryland (CSM) is scheduled to renovate and add to their business and continuing education buildings at an investment of \$16 million in combined State and County funds. A Center for Regional Program facility and a Healthcare Training facility have been added since last year.

We continue to exercise sound fiscal judgment by adhering to our policy of spending within our debt affordability limit and prioritizing the many requests for capital projects. The County was rewarded for its fiscal discipline during FY2012 with a re-affirmation of its current AAA bond rating from Fitch, our Aa1 rating from Moody's, and a AA rating from Standard & Poor's. Bond ratings directly affect the interest rate received on borrowed funds in support of our capital improvement program.

Enterprise Fund Operations:

County government provides many other services in addition to public safety and education. Many of these services and facilities are funded by a customer user fee, such as water and/or sewer, landfill, recycling, stormwater management, building inspection, and recreational programs. Because these operations have been structured to function like a business, they are budgeted as an enterprise fund. A comprehensive annual budget review to ensure the various fees and charges are adequate to support these operations results in a lower tax burden on our property owners. Various program fee increases will be made to offset the cost of inflation for services provided.

Our largest Enterprise Fund, Water & Sewer, has an operating budget of nearly \$25 million. The budget remained relatively flat with a slight increase of 1.8% and a user fee rate increase of 5%. The County user fee rate 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 water and sewer services.

The second largest enterprise fund is the Landfill with an operating budget of \$5 million. The operating budget will see a decrease of 9% primarily due to an anticipated decrease in waste tons received at the Landfill; however, the resulting decrease in revenues is offset by lower operating costs and required reserves for future expansion. The tipping fee rate remains constant at \$70 dollars per ton. The Environmental Service Fee (ESF) Fund was approved for \$4 million. The rate of \$75 per improved property tax account was adjusted \$1 dollar to pay for additional home units for curbside recycling. The ESF Fund will provide funding so that the County can address storm water management problems and continue to manage its recycling programs.

OTHER GOALS

Economic development continues to advance in Charles County. Charles County's unemployment rate was 6.5% in June 2012, the fifth lowest in the state of Maryland. The Census Bureau's 2006-2010 American Community Survey 5 Year Estimate shows that of the county's 74,475 employed civilian residents, 41% were in management, professional and related occupations – up from 36% IN 2000. The 2006-2010 survey also shows Charles County's median household income at \$88,484, the 15th highest in the nation among all counties and the 5th highest in the state of Maryland. Average weekly wages in Charles County have increased from \$717 in Calendar Year 2007 to \$781 in Calendar Year 2011. Twenty-seven percent of the County's residential workforce has a bachelor's or post-graduate degree in 2009, an increase from 20% in 2000. The Commercial vacancy rate for the 1st quarter of 2012 was 7.4% for the County, the 2nd lowest rate in the Washington region. Recently, Waldorf was named in the Money Magazine by CNN as the 20th best place to live in the Country.

Following the creation of a transitional economic development office in March 2011, the County Commissioners approved the creation of a full service County Economic Development Office, effective July 1, 2012, and hired a permanent Director to lead the Agency. Recognizing the importance of investing in economic development for the County's future; funding and staffing the new agency was approved as recommended in a comprehensive report prepared by the outgoing Interim Director.

The County's economic development program is focused on creating a business infrastructure of office and technology parks for new and expanding companies, promoting clean and renewable energy projects and aggressively assisting local firms in their ability to grow and prosper. Due to the County's economic development partnership with CPV Maryland, that firm's St. Charles 725 megawatt electric generating station was the only project in the State that received an award for new generation by the Maryland Public Service Commission. A \$20 million dollar SMECO solar facility in Hughesville was facilitated by the County's Economic Development Department. What is believed to be the largest ash beneficiation facility in the United States (a \$50 million investment) was recently completed by GENON to assure the beneficial reuse of fly ash from the Morgantown Power Plant and eliminate fly ash waste.

A variety of promising new initiatives have been identified by the Economic Development Department and will be introduced during FY2013, including an economic gardening / high impact program for businesses with significant growth potential. We adopted a Small Local Business Enterprise Program in early 2012, which when implemented, will leverage County purchasing power to the benefit of small, local businesses. The Economic Development Department co-sponsored with the Small Business Development Center a State MBE certification forum, which attracted 40 participants in late June 2012.

The County continues to improve its outreach effort and connect with its regional and state partners such as the Greater Washington Board of Trade, Maryland Economic Development Association, and State Department of Business and Economic Development to assure Charles County is considered in any significant economic development opportunities and initiatives. The County became a full member of the Metropolitan Washington Council of Governments (COG) in early 2012, and is actively engaged in a priority COG board initiative to explore ways that this regional entity can strengthen the economic competitiveness of the region in light of potential Federal Defense and domestic budget reductions.

Work continues on developing a new **Comprehensive Plan** and the Planning Commission has made various land use policy decisions which will go into a recommended plan for the County Commissioners to consider in the near future. Senate Bill 236, the Sustainable Growth and Agricultural Conservation Act of 2012, is being worked on. This includes the development of "Tier" maps which will limit the use of septic systems in rural areas to further protect water quality of the County.

The Waldorf Urban Design Study work continues. An infrastructure cost analysis, for this study area, is nearing completion along with a proposal to move forward on a Phase I development plan. A recommendation, on a potential redevelopment management entity, will also be included in the report to be issued by the end of 2012.

Although the development of transit is still several years away, work continues at the planning stages with reviews of potential private sector projects and grant applications for funding future necessary studies to bring it to fruition.

We continue to pursue protection of rural lands, in the County, by utilizing County and State funds for the acquisition of agricultural land conservation easements and Rural Legacy easements in the Zekiah Watershed.

The Department of Planning & Growth Management continues to work on the Commissioners' "Top 3" waterfront planning areas including completion of a revitalization master plan for the Village of Benedict. The Port Tobacco historic village has been undergoing extensive study and a final report and recommendation is anticipated before the year's end. The third waterfront planning area is Aqualand.

This past year saw completion of a joint land use study between the County and the Blossom Point military research facility as well as a Pedestrian and Bicycle Master Plan. Both were major planning initiatives. We will now begin the process of implementation of the plan's recommendations.

Environmental awareness continues to be a priority for us. The County is nearing completion of work related to an Energy Efficiency and Conservation Block Grant (EECBG). We completed a Geothermal Systems study and are currently drafting new energy efficient codes after an extensive review of existing regulations. The new Comprehensive Plan will also include an "Energy Conservation Element" to allow us to measure and track energy conservation on a county-wide basis.

Conclusion

As your elected leaders, we 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 seven major areas will enable the County to prosper and thrive. We are proud of our efforts which reinforce that Charles County continues to be a great place to live and work.

We particularly appreciate the hard work and dedication of all our County employees. Without their effort and the pride they take in their work we could not reach the goals that have been set. Most of all, we thank you, our citizens for your interest, support and understanding. With citizens and the government working together, there will be no limit as to what we can achieve in our community.

Very truly,

COUNTY COMMISSIONERS OF
CHARLES COUNTY, MARYLAND



Candice Quinn Kelly, *President*



Reuben B. Collins, II, Esq., *Vice President*



Debra M. Davis, Esq.



Ken Robinson



Bobby Rucci

COMMISSIONERS GOALS AND OBJECTIVES

Calendar Year 2012

Mission Statement

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement

Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

Values

(unranked)

Citizen Involvement (outreach)/Customer Focus/Transparency
Employee Involvement
Smart Growth/Environmental Responsibility/Quality of Life
Continuous Improvement with innovative and data-driven decisions
Fiscal Responsibility
Positive Image/Quality of Life
Highest Ethical Standards

Commissioners Commitment

The Charles County Board of Commissioners is committed to the mission statement, vision statement, values, as well as the goals and objectives for the fiscal year, as written in this document. Each Commissioner will respect, respond and endeavor to achieve each item to the best of their ability and judgment. The Commissioners will actively participate in their success which includes monitoring the progress of the goals and objectives on a regular basis.

COMMISSIONERS GOALS AND OBJECTIVES

Goal #1: Improve Economic Development & Tourism

Improve economic development to achieve a balance in commercial/industrial/residential growth as measured by the assessable tax base, per capita income and average County wages (as measured against the metropolitan area) and other appropriate benchmarks through close coordination with the Economic Development Executive Board through innovative business retention, expansion and location policies; promoting a favorable regulatory climate for business; and maintaining a thriving business climate and high quality of life where citizens can live, work, and prosper in Charles County.

Objectives:

- 1.) **Aggressively pursue attracting defense, research & development, government-related and non-government related agencies and contractors.** (Economic Development)

Status: Ads featuring the County were placed in the two top site location publications--Site Selection Magazine and Business Facilities Magazine. based on the audiences (44,000 and 70,000 respectively) of their readerships and the focus (Maryland, in part) of the particular issues. A "leaderboard" ad on the Business Facilities web site has also been placed beginning in August for 6 months. Email blasts of the Economic Development web site link to the Business Facilities subscriber base has been arranged once the new Economic Development web page is operational.

A Co-Star site search feature has been incorporated into Economic Development web page, allowing site and building searches by web page users based on specific criteria they enter. County business park layouts, photos and conceptual drawings (in rotating form) are now featured prominently on the Economic Development web page, along with additional details on each site.

A lead generation RFP is now in preparation, which will focus on the industry sectors specified in the objective as well as other selected targeted industries.

A complete revamping and addition of the new web site content for full marketability is 80% complete.

Department helped land Hamilton Pacific Chamberlain, a substantial federal government construction contractor, in County HUB Zone. Economic Development provided information about the county prior to its locating there. Information provided were tax rates compared to Prince George's County; W&S rates comparison; HubZone and certification information; additional information on space & workforce training. In May 2012, assisted firm with identifying agencies to help in recruiting prospective hires and mentioned their opening and that they need employees in Department's June e-news.

- 2.) **Explore partnerships with developers and other entities who present viable plans for re-development.** (Economic Development)

Status: The Economic Development Department has been engaged in promoting redevelopment of Hughesville Village in its Opportunity Zones with Hughesville Station and SMECO.

The Economic Development Department is actively engaged in discussions and scoping of redevelopment in the Waldorf Urban Design Area as to financing mechanisms for viable projects as well as shaping of a re-development agency.

Discussions with potential developers on the Waldorf Gateway Transit Oriented Development (TOD) were held and deemed initially to be not within the parameters of an acceptable business model. New discussions directly with the financing entity are in process of being arranged.

A potential partnership for Port Charles was evaluated and discussed; current feasibility and nature of County role in such a partnership remain to be determined.

The Department has supported the efforts of numerous commercial brokers and property owners in attraction and development endeavors by providing assistance and information/data regarding the County's economic profile, viability and assets.

COMMISSIONERS GOALS AND OBJECTIVES

- 3.) **Gain an understanding regarding ways to align zoning with community vision(s) and re-development opportunities. Begin with an overview of the process. Begin dialogue with citizens about avoiding “islands of development” and determining why developers favor “leap-frog” development. Provide staff with the tools and empower them to work creatively to incentivize builders to develop/re-develop properties in line with community vision and work through challenges.** (Economic Development)

Status: This objective was transferred to Planning and Growth Management.

- 4.) **Promote and market all business parks; evaluate sites for future transit- oriented development/high capacity transit or commuter stop.** (Economic Development)

Status: All major business parks are now featured on the Economic Development web page.

Based on groundwork laid with Maryland Department of Transportation, the State has prepared and submitted a \$2 million grant application for the Alternatives Analysis Phase of the formal light rail transit planning process on County's behalf to the Federal Transit Administration.

The Commissioners and Department of Economic Development lobbyist G.S.Proctor and Associates succeeded in having Prince George's County place \$200,000 in its CIP toward the Light Rail Transit study.

- 5.) **Promote economic development within the Development District in Bryans Road, Indian Head and the Route 210 corridor consistent with the 2012 Comprehensive Plan.** (Economic Development)

Status: The 2012 Comprehensive Plan has not yet been adopted. However, the Economic Development Department recently assisted the Planning Office in writing a 2012 Comprehensive Plan economic development element.

An Enterprise Zone Feasibility Study for the Town of Indian Head was recently completed by a consultant hired by the Department of Economic Development. The Town of Indian Head could not qualify.

The Department provided Indian Head with existing County renovation/rehabilitation tax credit legislation applicable to incorporated municipalities. The Town has since adopted complementary legislation required in order to qualify for the County credit.

The Indian Head Technology Park is now prominently featured on the Economic Development web page.

Maryland Airport inches closer to being fully functional; Economic Development met with the owner to ascertain his objectives regarding the facility and how the County might assist in marketing the facility.

The Department participated in the Urban Land Institute (ULI) workshop on the White Plains to Indian Head Rail Trail and furnished beforehand considerable Charles County economic and demographic data requested by the ULI team.

A Consulting team for the commuter ferry study was selected by Northern Virginia Regional Commission; contract execution in August; stakeholders meeting mid-September; study completion date August 2013.

- 6.) **Support Naval Surface Warfare Center (NSWC) and its' mission and identify actions we can take to show this support. Implement steps or a work plan for the County to Support NSWC.** (Economic Development)

Status: The Economic Development Department is working with base representatives to identify small businesses that are contracting with the base in order to reach out to these companies and provide support from our office. A Small Business Opportunities Fair and Conference is tentatively scheduled for January of 2013; the Economic Development Department will work with officials to support, participate, and ensure opportunity for participation for existing County businesses. The Department recently undertook an internal economic assessment of the base and potential Base Realignment and Closure (BRAC).

The Interim Director met with more than a dozen individuals knowledgeable about the base and its activities over the course of Spring 2012 to assess the BRAC.

COMMISSIONERS GOALS AND OBJECTIVES

- 7.) **Explore the viability of the Aqualand, Port Tobacco and Benedict waterfront to prioritize for preservation and protection, public access, and/or development opportunities.** (Planning and Growth Management)

Status:

Benedict -

Planning and Growth Management (PGM) completed the Benedict Waterfront Revitalization Plan. Staff is currently working on a joint county/federal grant funded project to develop an entryway into the Village to help commemorate the anniversary of the War of 1812 and the associated activity which occurred in Benedict in 1814.

Representatives from the Economic Development Department (EDD) and the Planning & Growth Management Department met with two businessmen from Benedict to explore a possible state enterprise zone feasibility study. Such an initiative is under consideration.

EDD has identified U.S. Department of Agriculture (USDA) grant and loan programs that might be applicable to infrastructure improvements in Benedict.

EDD and PGM worked together to facilitate connections and introductions of a kayak rental company with the owner of a waterfront restaurant in Benedict for the purpose of creating a partnership for kayak rentals at Benedict. Nothing is finalized.

Port Tobacco-

PGM is nearing completion of a Port Tobacco Village plan to partially recreate the historic "town square" area. The project includes an analysis of the historic Staff Hall residence and potential re-use options for it and other facilities in the future. It is estimated that this plan will be adopted by the end of 2012.

Aqualand-

Aqualand has been targeted (along with other potential sites in the southern county) for future study as a part of the updated Comprehensive Plan which is still under review.

- 8.) **Identify ways to support and retain agriculture in Charles County to include emphasis on Agro-Tourism.** (Tourism)

Status: Promote So. Maryland So Good display, Southern Maryland Trails, Farmers Market, Equine Guide, and Buy Local at the Crain Memorial Welcome Center and Charles County Government Building Visitor Display.

Added segment of Farmers Markets in Charles County Tourism Commercial Airs on CCGTV, Comcast Channel 95, Verizon Channel 10, YouTube and The Regency Furniture Stadium Home Game PSA (Public Service Announcement) Program.

- 9.) **Continue to support the County's Minority Business Enterprise (MBE) Program.** (Fiscal and Administrative Services)

Status: The Economic Development Department has purchased a Dun and Bradstreet (Hoover's) data base which can be used to alert County minority businesses to County bids and solicitations. How it might be used in Purchasing applications was reviewed with Purchasing. Purchasing has included funding for one Hoover's account for their use in FY13.

The Chief of Purchasing conducted a survey to estimate the cost to have a disparity study conducted in Charles County. Estimated cost is \$300K to \$400K.

The Chief of Purchasing realigned the Purchasing budget to provide funding for Minority Business Enterprise (MBE) efforts in FY13.

The Chief of Purchasing attended local MBE events. Most recently, the MBE certification & application workshop presented by Charles County Government Department of Economic Development and Maryland Department of Transportation.

Purchasing has continued to coordinate outreach efforts with the publisher of the MBE & Consumer Resource Directory. Coordinated for 1/2 page ad in FY13.

COMMISSIONERS GOALS AND OBJECTIVES

The Chief of Purchasing met with the Director of the Southern Region, Maryland Small Business Development Center, and also several times with the Department of Economic Development, regarding partnering and joint efforts.

From June 2011 until present, the Chief of Purchasing worked closely and frequently with the Acting Director of Economic Development and the Director of Fiscal and Administrative Services to develop the Small Local Business Enterprise Program (SLBE), create Charles County Government legislation, and plan implementation. The SLBE will assist MBEs in Charles County.

From April to present, the Chief of Purchasing conducted recruitment of a Purchasing Programs Outreach Administrator that will oversee the MBE & SLBE Programs. Person hired will start work on July 16, 2012.

- 10.) **Implement the Small Local Business legislation and explore models to incentivize business development within the County, including any/all opportunities to “buy/hire local”. Coordinate and streamline small business resources by assessing and inventorying resources available for small and minority businesses in the County to gain an understanding of how those resources connect to those in need of resources and to identify what gaps exist.** (Fiscal and Administrative Services)

Status: The Economic Development Department co-sponsored, along with the Small Business Development Center, a State MBE Certification Workshop at the College of Southern Maryland on June 28. State MDOT (the MBE certifying agency for the State) representatives conducted the training, attended by 32 businesses and individuals. The Department and MDOT plan to hold another certification workshop in Charles County in late September.

The Economic Development Department completed a Small and Minority Business Resource Matrix highlighting those agencies offering small and specific MBE support services.

The Economic Development Department revamped its site visit program this past Spring to reach more companies and target firms with growth potential in target industries and assure it better identifies gaps in resources. Initial focus was on "2d stage" minority and women owned firms. 37 businesses have been visited; with next focus on smaller MBE firms (fewer than 10 employees) while additional 2d stage visits also continue. Information from 2d stage firms will be used for possible participation in an economic gardening pilot program and follow-up services that need to be provided or developed.

From June 2011 until present, the Chief of Purchasing worked closely and frequently with Director of Economic Development and Director of Fiscal and Administrative Services to develop the Small Local Business Enterprise Program (SLBE), creates CCG legislation, and plan implementation. The SLBE will assist MBEs in Charles County.

The Chief of Purchasing met with the Director of the Southern Region, Maryland Small Business Development Center, and also several times with the CCG Department of Economic Development, regarding partnering and joint efforts.

From April to present, the Chief of Purchasing conducted recruitment of a Purchasing Programs Outreach Administrator that will oversee the MBE & SLBE Programs. Person hired will start work on July 16.

The Chief of Purchasing constructed appropriate workspace and obtained resources to support the Outreach Administrator.

The Chief of Purchasing developed timeline and goals/tasks for the Outreach Administrator to implement SLBE Program. Implementation will consist of several phases: Administrator familiarization with SLBE/MBE/CCG Procurement/State of MD programs. Creation of policies & procedures to implement SLBE provisions. Concurrent development of marketing/outreach and training materials for CCG staff and local eligible businesses. Concurrent registration of businesses and training of CCG staff. Implementation of SLBE provisions for procurement under \$25K. Implementation of SLBE for formal procurement (Over \$25K).

COMMISSIONERS GOALS AND OBJECTIVES

11.) Continue to expand the County's cultural arts presence to promote arts in the County. (Tourism)

Status: Mattawoman Creek Art Center Commercial, Celebrate Charles A Taste of Charles County Commercial, Chautauqua Maryland and the War of 1812 Commercial, all aired on CCGTV, Comcast Channel 95, Verizon Channel 10, YouTube and The Regency Furniture Stadium Home Game PSA Program.

Mattawoman Creek Art Center and Centerville Band of Piscataway Indians Charles County Update Show completed by CCGTV staff.

Pennsylvania Bus Tour completed a segment of the Religious Freedom National Scenic Byway visiting Thomas Stone National Historic Site and viewing the CCAA (Charles County Arts Alliance) art gallery.

Organized and attended meeting with FNX World Indigenous Television Broadcast Network to discuss marketing opportunities in 2014.

Print Advertisements - Chautauqua Maryland and the War of 1812, Taste of Charles County, Charles County Destination Guide, and Sunset Concert Series & Farmers Market.

Promoted and photographed the Artsfest 2012 and Native American Festival and Pow Wow to promote future events.

Promote cultural arts events Charles County e-calendar, at the Crain Memorial Welcome Center and Charles County Government Visitor Display.

12.) Act upon information received from Planning Process Audit. (Planning and Growth Management)

Status: Department is currently reviewing processes and developing work flows to be incorporated in new/revised Standard Operating Procedures.

13.) Work with local business-oriented organizations, educational state, federal partners to develop and support our workforce. (Economic Development)

Status: A meeting is set for July 17th with College of Southern Maryland's (CSM) workforce development officials and a business development manager from Maryland Department of Business and Economic Development to discuss training programs related to energy projects as well as overview of CSMs 2 year programs and workforce development opportunities.

The Business Development Manager for Retention and Expansion attended a recent workshop at the Jacob France Institute at the University of Baltimore to learn about available workforce data in order to better identify trends and needs.

The Department coordinated with local Workforce Investment Board staff on promoting the recent job fair at Regency Furniture Stadium among local businesses.

The Department hosted a relationship building skybox event in June at Regency Furniture Stadium for the WIB and staff.

The Department has worked aggressively over last three months with the College of Southern Maryland toward a Hughesville campus site for its Center for Trades and Energy Training Expansion and Allied Health Building.

14.) Express our commitment to a public relations campaign for the County by exploring its feasibility and working within the budget. (Tourism)

Status: Reviewed four Charles County destination marketing campaigns presented by students from the George Washington University Hospitality program. Celebrate Charles premiered in print, e-news, CCGTV Commercials, YouTube and Facebook as a Marketing Slogan for hosted Charles County Commissioners Tourism events.

COMMISSIONERS GOALS AND OBJECTIVES

Goal #2: Enhance Infrastructure

Enhance the County's infrastructure through funding an aggressive, yet affordable, Capital Improvement Program (CIP) for those functions which are a government responsibility; increase the carrying capacity of the CIP through maintaining levies on new growth and constructing projects in-house where feasible; and facilitate wholly, or partially/privately constructed and financed infrastructure, whenever advantageous.

Objectives:

- 1.) **Consider long-term stormwater management maintenance options and, in interim, work with communities for solutions where specific stormwater issues arise.** (Planning & Growth Management)

Status: House Bill HB987, was passed by the General Assembly establishing a requirement for Watershed Protection & Restoration Program which included a stormwater management fee. Staff is working on a plan to implement this Program.

Strawberry Hills Drainage Improvement - Design has been completed and awaiting approval and permitting from the Maryland Department of the Environment (MDE).

Dogwood Drive Drainage Improvements - Construction contract awarded on May 31, 2012 to perform retrofits to the failing drainage structures. Contractor began work on June 20, 2012 and is scheduled to complete work by July 20, 2012.

Carrington Drainage Improvements - Design underway for storm drain and channel restoration. Design is currently 70% complete and scheduled to be completed by August 15, 2012.

Pinefield Drainage Improvements - Design contract awarded on May 14, 2012. Design is currently 30% complete. Final designs are expected in November 2012.

- 2.) **Maintain/increase property values through neighborhood revitalization by clearly defining the roles and responsibilities of neighborhood associations and the County government in the County's urban communities. Exploring the feasibility of establishing a special taxing or assessment district in urban communities to provide services such as: trash collection, litter control, hiker/biker paths, sidewalks, stormwater management, street cleaning and street lights.** (Planning & Growth Management)

Status: Planning & Growth Management staff submitted the Property Standards Task Force report which was prioritized by the County Commissioners at their July 10, 2012 session.

- 3.) **Continue to improve and expand transportation infrastructure by creating a comprehensive transportation system for Charles County to include a reliable and efficient commuter bus system, locally operated transit service, local connector roads, and high capacity transit linking Waldorf and Washington, D.C. Secure federal planning funds for required studies. Evaluate local transportation needs with special attention to the rural areas of the County.** (Planning and Growth Management & Community Services)

Status: PGM staff provided oral testimony to the Maryland State Highway Administration's Public Hearing on the MD 5 (Branch Avenue) Improvement Study which would provide various highway/expressway improvements from I-95/I-495 to MD 373/MD 381 (T.B. in Brandywine). Staff commented that the highway project should preserve the right-of-way for the future high-capacity transit alignment to ensure its viability as supported by both Prince George's and Charles Counties.

Community Services' staff is working with Prince Georges County transportation planners to create a link between VanGO and The Bus that would establish regional travel opportunities.

A feasibility study has started to examine the possibility of Charles County constructing a transit operations and maintenance facility that would reduce hourly contract costs to operate VanGO.

Mill Hill Road Extension - Firm selected to complete design.

Van-Go US 301 Park and Ride -Bids delayed awaiting Maryland Transit Authority (MTA) approval which is anticipated by mid July 2012.

Western Parkway, Phase 2 - Construction plans for Phase 2 is 100% complete. Right-of-Way staff revising language of easement agreements.

Western Parkway, Phase 3 - MDE/U.S. Corps of Engineers permit pending.

COMMISSIONERS GOALS AND OBJECTIVES

- 4.) **Develop a strategic plan to identify and evaluate alternative sources of water; promote use of reclaimed water; raise awareness of water value to public; promote water conservation; evaluate how proposed – growth, development and aquifer trends will affect water resources.** (Planning & Growth Management)

Status: PGM staff formally established the preferred test well sites (4) for the Patuxent Aquifer Study with the Maryland Geological Survey, which is the State agency completing the study for the County.

- 5.) **Establish State and Federal funding priorities to meet deadlines for Congressional grants; look at earmarks of other sources of funding from this year for guide; complete and submit applications.** (County Administrator)

Status: Federal earmarks are not currently being considered by Congress. State and Federal grants are being pursued as they become available.

- 6.) **Review the recommendations of the Communications Commission presented to the Commissioners in March, 2012 and formulate an action plan regarding the availability for equal access to communication services including broadband, FIOS, cell phone, T1, etc. Explore the internet solution found by the Mayaone Reserve in Accokeek, Maryland.** (Fiscal & Administrative Services)

Status: The Communications Committee met with AT&T to discuss 4G coverage. The Committee received test devices from AT&T to research level of coverage throughout the County. In addition, IT is overseeing One Maryland Broadband project in Charles County.

- 7.) **Develop a plan to inventory all known private roads. Assess challenges presented by inferior private roads in the County; determine options for upgrading these roads.** (Planning and Growth Management)

Status: Staff are reviewing the Road Inventory maps to identify private roads within Charles County. The Road Petition process will also be reviewed.

- 8.) **Explore county signage for entranceways.** (Public Works)

Status: Currently reviewing existing signs/designs and evaluating alternatives to establish price ranges for a variety of potential designs modifications.

Goal #3: Efficiency of Government Operations & Services

Improve the effectiveness and efficiency of government through utilization of productivity enhancing technology, equipment and incentives; maintain a well-trained, highly motivated, fairly compensated, diverse workforce in a safe and orderly environment. The County values fiscal responsibility, the highest ethical standards and excellent standards in conducting County business.

Objectives:

- 1.) **Through better utilization of the recruitment process and tools, increase diversity at all levels of County Government.** (Human Resources)

Status: During May and June 2012, 596 applicants applied for 15 positions: Nearly 79% of applicants provided demographic information and 32% were women and 40% were minorities.

- 2.) **Acquire a facility to be used for providing multiple public services i.e.: family homeless shelter, senior programs, youth facility, etc; obtain Federal and/or State Grants to fund; obtain an Option to Purchase; seek citizen input.** (Community Services)

Status: Community Services, Planning and Growth Management, and Public Works staff conducted an initial walk through site visit at a potential facility. Community Services is awaiting initial assessment information from Public Works.

COMMISSIONERS GOALS AND OBJECTIVES

- 3.) **Consolidate information regarding youth services and contemplate a comprehensive youth policy, including the exploration of the “Harlem Children’s Zone” and comparable programs. Establish a comprehensive youth policy with recommendations for youth programs.** (Community Services).

Status: As part of the Transit Maintenance Facility Feasibility Study, consideration is being given to constructing a multipurpose facility that may also house a youth activity center. Partnership formed with Tri County Council for Southern Maryland in relation to the Summer Youth Jobs Employment Program. Local Management Board to conduct a Needs Assessment in the Fall. The Recreation Division has established a free summer teen drop in program for six weeks at Stoddert Community Center. Four community centers and camps are open sites for the Charles County Summer Meal Program which provides free meals to the youth of Charles County. Exploration and brainstorming for additional teen programs and community events beginning in the Fall 2012 at our Community and Recreation Centers.

- 4.) **Evaluate County operations for potential overlap and/or potential consolidation amongst County agencies (i.e. procurement, information technology)** (County Commissioners)

Status: Pending arrival of new County Administrator

- 5.) **Evaluate current departmental technology to improve efficiency.** (Fiscal & Administrative Services)

Status: The Redesigned website was implemented on May 29, 2012; website is user content driven; currently working to convert www.charlescountyparks.com and go-vango.com to new technology.

July 1, 2012 implemented Banner license application for Planning and Growth Management allowing businesses to apply and pay for banner licenses online. Working on project to provide County employees with tablets; purchased mobile device management solution. Migrating County servers from Novell to MS servers with anticipated completion of October 2012. Public Information Act Request tracking system implemented. Merging Facilities Asset Management into system utilized by Utilities.

- 6.) **Solicit citizen input regarding charter form of government.** (County Attorney’s Office)

Status: Recommendation has been made to the Board of Commissioners on appointment of a citizens’ committee to study. University of Maryland expert made presentation to the Board of Commissioners.

- 7.) **Encourage dialogue and input regarding human resources issues throughout the County to include wellness issues.** (Community Services)

Status: Transportation staff has worked with Department of Social Services to assist in the promotion of the new farmers market in Waldorf. This new market accepts WIC (food stamps). Community Service staff serve on the Partnership for a Healthier Charles County. The Recreation Division is hosting a Youth Triathlon on July 28, 2012 at North Point High School.

- 8.) **Create more strength as a region through Tri-County Council for Southern Maryland, Metropolitan Washington Council of Governments (COG), neighboring jurisdictions, incorporated towns, and other existing organizations.** (County Commissioners)

Status: June, 2012 - Tri-County Council briefing to County Commissioner’s (3rd quarter report), September briefing/public hearing on Regional Broadband Plan. COG will be briefing Commissioners in September, 2012.

- 9.) **Establish a policy and/or philosophy that the County will adhere to timelines adopted by the state or other regulatory agencies. Remain engaged with staff in monitoring state or other regulatory agency timelines and regulations and legislation as related to risks and/or benefits.** (County Commissioners)

Status: In development.

- 10.) **Through the Department of Human Resource (DHR) Employee Committee and with feedback from the Annual Employee Satisfaction survey, continue to explore low-cost or no-cost employee incentives and initiatives for employees.** (Human Resources)

COMMISSIONERS GOALS AND OBJECTIVES

Status: The DHR Employee Committee reviewed the results of the Employee Satisfaction Survey and presented the results to the Commissioners on May 17, 2012. The Committee recommended that the Commissioners consider reinstating the merit system for employees effective in Fiscal Year 2013. The recommendation was approved by the Commissioners during the budget process on June 26, 2012.

The Committee recommended that Chapter 17 of the Personnel Policy & Procedures Manual be revised to allow exempt employees to carry forward a maximum of sixty (60) hours of unused compensatory leave from June 30 to July 1 of each fiscal year. If an employee has unused compensatory time above 60 hours, but below 100 hours, it will be converted to sick leave (a maximum of 40 hours). Any compensatory time over 100 hours will be lost. The recommendation was approved by the Commissioners on July 10, 2012.

The Committee will discuss the following topics during future meetings:

- continued analysis of the results of the 2012 Employee Satisfaction Survey,
- evaluation of the Performance Appraisal System, review of the County's nepotism policy,
- administrative leave for Years of Service Awards and the Leave Donation program.

- 11.) Establish an anti-poverty comprehensive plan to respond to the needs of our most needy citizens in a timely manner. Gain an understanding of the resource allocation and services provided. Continue work on the Rural Housing Improvement Initiative with the County Intervention Team to reduce number of homes in Charles County without indoor plumbing, provide comprehensive support for our families, and work cooperatively with our partners.** (Community Services)

Status: Anti-Poverty funding approved for FY13. Details of program and funding expenditures to be determined by September 2012.

Housing Replacement loan approved and settlement completed. The easement is being documented July 2012 to allow for construction to begin.

Deed case sent to County Attorney's Office June 2012 for assistance/potential indoor plumbing.

- 12.) Explore the viability of "clouding" via comprehensive staff presentation on risks/rewards/potential cost savings.** (Fiscal and Administrative Services)

Status: IT staff is researching.

- 13.) Explore the feasibility of creating an Inspector General's Office to serve as a watchdog to detect and prevent fraud, waste, and abuse in County government operations. Purpose ways to increase the legal, fiscal, and ethical accountability of County government department and county-funded agencies. Review efficiency and effectiveness of programs and operations of county government and independent county-funding agencies.** (County Attorney's Office)

Status: The County Attorney's office is in the process of gathering information.

- 14.) Explore opportunities to provide additional transparency and efficiencies within the Commissioners' Office on the Commissioner level.** (County Commissioners)

Status: Resolution 2012-18 and 2012-21 adopted.

- 15.) Establish Ethics Commission Rules and Procedures. Explore possibility of Ethics Commission subpoena power.** (County Attorney's Office)

Status: County Attorney is drafting rules and procedures. There is legislation pending to explore Ethics Commission subpoena power.

- 16.) Support and encourage efforts to grow a diverse workplace for all departments funded by Charles County Government.** (County Commissioners)

Status: On-going.

COMMISSIONERS GOALS AND OBJECTIVES

Goal #4: Comprehensive Planning

Achieve a prosperous, aesthetically pleasing County, with safe and healthy communities and a balanced economic base, where our heritage, rural character and legacy are also respected and protected through citizen involvement in the planning process, relevant land use plans and policies and conformance to smart growth principles to assure a high quality of life.

Objectives:

- 1.) **Establish a Community Revitalization Initiative to improve property values and quality of life to include increasing the accountability of and strengthening the County's Nuisance Ordinance/Nuisance Abatement Board, Homeowner's Association Dispute Resolution process, establishment of oversight by the County Attorney's Office for review of homeowner's association structure, funding, inspection and enforcement of development bonds, development of an inventory of homeowner's associations (voluntary & involuntary) and a rental registration program, and acquiring/reviewing a list of abandoned properties and foreclosed homes to establish standards of oversight.** (County Attorney's Office)

Status: Awaiting an opinion from the Attorney General's office.

- 2.) **Implement recommendation of the Property Standards Task Force as presented to the Commissioners in March 2012.** (Planning and Growth Management)

Status: The Property Standards Task Force recommendations were prioritized at their July 10, 2012 open session. Staff will implement a plan of action to address those recommendations.

- 3.) **Commit to the delivery of affordable and/or workforce housing stock based on the independent study results on the housing stock, densities, minimum size of homes, height, etc.** (Community Services)

Status: Housing Stock Study proposal presented to the Housing Authority Board

- 4.) **Commit to the ongoing support of the Comprehensive Planning Process by staying engaged with the Planning Division of the Department of Planning and Growth Management and the Planning Commission.** (County Commissioners)

Status: Commissioners conducted joint meetings with the Planning Commission regarding the elements of the Comprehensive Plan.

- 5.) **Conduct a joint meeting with the Board of County Commissioners and the Planning Commission.** (County Commissioners)

Status: Joint meetings conducted with Planning Commission regarding 2012 Comprehensive Plan.

- 6.) **Work with the Board of Education to understand redistricting, school overcrowding, etc. in our local school system so that we can make informed decisions.** (County Commissioners)

Status: July 24, 2012 Letter to Chairman Wise re: BOE's participation in joint study committee.

COMMISSIONERS GOALS AND OBJECTIVES

Goal #5: Support the Achievement of Education Benchmarks

Through a mutually cooperative and supportive relationship between the Board of Education and County Commissioners, provide the financial resources and public facilities, and establish benchmarks for academic achievement, within a safe, orderly, and healthy environment for all students and personnel.

Objectives:

- 1.) **Work with the Board of Education to research/identify innovative methods of funding public education.** (County Commissioners/Board of Education/Fiscal & Administrative Services)

Status: Adopted the FY13 operating and capital budget by increasing the tax rate to fund teachers' pension and a one-step pay increase. Worked with BOE staff to identify capital project savings to transfer to the new high school project in order to fund the construction contract. On-going.

- 2.) **Prioritize funding of new high school (operation and otherwise).** (County Commissioners/Board of Education)

Status: The opening costs of the new St. Charles High School has received a high priority from the County and we have done several things to assist with the planning and opening of St. Charles High School. First, we have reserved \$2,332,800 in the Capital Project Fund for one-time start up costs and second we incorporated \$8.2 million in FY15 and \$9.3 million in FY16 into our Financial Plan Model. Specific funds to open and fund all reoccurring costs have not been identified.

- 3.) **Conduct a strategic planning session with Board of Education prior to the end of the Fiscal Year 2012.** (County Commissioners)

Status: July 31, 2012 - Commissioners authorized Clerk to coordinate date/location.

- 4.) **Continue to work with the Charles County Board of Education to meet stated standard of pay in accordance with established policy criteria.** (County Commissioners/ Board of Education)

Status: The FY13 Operating Budget for the Board of Education was approved which included a one-step increase for school personnel.

Goal #6: Maintain a High Level of Public Safety

Maintain a high level of public safety and health in the County, as evidenced by crime rates, response times, and security measures to thwart or combat terrorism and bio-terrorism, by providing the financial resources, emergency planning and support for law enforcement, fire/EMS, and public health functions, respectively.

Objectives:

- 1.) **Conduct a strategic planning session with Volunteer/career EMS and fire services within Fiscal Year 2012.** (County Commissioners/Emergency Services)

Status: July 31, 2012 - Commissioners authorized Clerk to coordinate date/location.

- 2.) **Conduct a strategic planning session with Charles County Sheriff's Office within Fiscal Year 2012.** (County Commissioners/County Administrator)

Status: July 31, 2012 - Commissioners authorized Clerk to coordinate date/location.

- 3.) **Remain vigilant to community health issues, including those of epidemic proportions.** (Emergency Services)

Status: Department of Emergency Service staff members participate in regularly scheduled and ad hoc planning and preparedness meetings with Charles County Health Department personnel designated Civista Medical Center staff regarding public health and safety issues.

COMMISSIONERS GOALS AND OBJECTIVES

4.) **Encourage input and dialogue regarding public safety related agencies.** (Emergency Services)

Status: Commissioner Rucci, the County Administrator, Director of Emergency Services and Department of Emergency Services Chiefs meet monthly with volunteer leadership to maintain open communications and to work through administrative and operational matters impacting the delivery of emergency services.

5.) **Continue to work with the Charles County Sheriff's Office to meet stated standard of pay in accordance with established State policy criteria.** (County Commissioners/Sheriff's Office)

Status: April/May: Commissioners conducted work sessions on legislation related to Sheriff's pay (Code Sections 124/210). Fully funded CCSO's Fiscal Year 2013 budget request.

Goal #7: Environment and Energy Awareness

The County values a Smart Growth approach to our community development needs. We recognize that it is imperative to respect and preserve natural resources in every decision made. We must be ever mindful of the environment and protect its beauty.

Objectives:

1.) **Lead conservation efforts throughout Charles County.** (County Commissioners)

Status: On-going

2.) **Establish Green Building code standards/guidelines.** (Planning and Growth Management)

Status:

July 10, 2012- The 2012 Building Codes, including 2012 Energy Conservation Code, to be introduced to the County Commissioners for a public hearing to be scheduled. This will provide approval for staff to update the Charles County Construction Codes by legislation this fiscal year.

July 17, 2012- The Energy Efficiency Conservation Block Grant (EECBG) Green Codes report and recommendations to be presented to the County Commissioners for their consent and development of a plan of action to implement those recommendations.

The State of Maryland Department of Housing and Community Development (DHCD) is reviewing the International Code Council (ICC) Green Construction Code for application within the State of Maryland at the option of local jurisdictions.

3.) **Review inventory/progress of public/private energy efficiency projects (Energy Efficiency Block Grant briefing).** (County Administrator)

Status: Regular progress meetings are held on the 2nd Wednesday of each month until project completion. The grant must be complete by December 2012. Activities 1B, 6A, 6C and 13A are complete. Other activities are on schedule.

Approved May 1, 2012
Status Update: May/June 2012

COMMISSIONERS GOALS AND OBJECTIVES

Linking Overall County Goals to Departments

Each Department plays a role in reaching the Goals of the County Commissioners. Departmental Goals are listed on the individual budget pages. The table below depicts the Departments involvement in helping to attaining the seven goals of the Commissioners.

DEPARTMENT/AGENCY	COMMISSIONER GOALS						
	Improve Economic Development & Tourism	Enhance Infrastructure	Efficiency of Government Operations & Services	Comprehensive Planning	Support Achievement of Education Benchmarks	Maintain a High Level of Public Safety	Environmental and Energy Awareness
Board of Education					X		X
Community Services		X	X	X			X
County Administrator	X	X	X	X	X	X	X
County Attorney			X	X			X
County Commissioners	X	X	X	X	X	X	X
Economic Development	X						X
Emergency Services						X	X
Fiscal & Administrative Services	X	X	X		X		X
Human Resources			X				X
Planning & Growth Management	X	X		X			X
Public Works		X					X
Sheriff's Operations						X	X

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 expenditure over a fiscal year. In other words, a government's 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 analyzed.
4. Annually, a five-year Capital Improvement Program will be developed, analyzing all anticipated capital expenditures 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 March 2009.

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, and obligations that a federal agency or instrumentality has issued in accordance with an act of the United States Congress.
 - b. Contractually, the County's Pension Trust investment managers are restricted to investments that are recommended to and approved by the board of County Commissioners within the established asset allocation policy.

FINANCIAL POLICIES

DEBT POLICIES:

The annotated Code of Maryland, Article 95, Section 22F(d) requires that each local government unit shall adopt by resolution, motion, or ordinance a local debt policy. The County Commissioners adopted the following Debt Policy on September 22, 2009.

AUTHORITY TO ISSUE DEBT:

1. The County may only issue general obligation and revenue bonds under authority conferred by the Maryland General Assembly. As a Code Home Rule county, the County may also authorize the issuance of general obligation and revenue bonds by a public local law enacted by the County Commissioners. There are no statutory limits on the amount of general obligation or revenue bonds that may be authorized by the County Commissioners. The County may refund any of its outstanding general obligation or revenue bonds under the authority of Chapter 825 of the Laws of Maryland of 1977, now codified as Section 24 of Article 31 of the Annotated Code of Maryland (1997 Replacement Volume). No referendum is required.
2. The County may issue economic development revenue bonds under State law which provides that such bonds shall not constitute indebtedness or charge against the general credit or taxing power of the County. In addition, the County may participate in State loans for school and highway construction, which is secured solely by the County's portion of certain State-shared revenues.
3. Pursuant to Section 14.05 of Article 66B of the Annotated Code of Maryland, the County may issue bonds necessary to finance the cost incurred to construct new capacity for public school facilities within Charles County. The debt service on these bonds is paid for by a special tax assessment (excise tax) on new home starts after June 30, 2003, payable over a 10-year period.
4. The County is authorized to issue general obligation bonds to finance water systems, sewerage systems, solid waste disposal systems and solid waste acceptance systems in the Waldorf Special Taxing District One, the Mattawoman Special Taxing District Number 2 and Special Taxing District Number Three. The three special taxing districts are authorized to levy charges, assessments and taxes to pay the debt service on bonds previously issued by the respective districts and bonds issued by the County after their creation in 1976. The County expects to pay debt service on its water and sewerage debt from special assessments, connection fees, charges for the upkeep of water and or sewer, and sewer service charges pertaining to the respective systems for which the indebtedness was incurred. If required at any time to pay debt service on water and sewerage debt incurred to finance water and sewer facilities in a particular special taxing district, the County is authorized to levy a tax on the assessable property in the special taxing district. If for any reason any such levy should prove inadequate, the County is authorized to levy a tax on the assessable property throughout the County in order to raise the required funds to pay such debt service. The principal amount of outstanding bonds relating to such improvements in any special taxing district cannot exceed 10% of the total value of the property assessed by County taxation purposes.

DEBT ISSUE GUIDELINES:

The County will use the following guidelines when issuing debt:

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

FINANCIAL POLICIES

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

DEBT CAPACITY:

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

1. The five-year financial plan will help determine the amount of debt that can be issued while maintaining an eight percent debt service ratio to the General Fund operating 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 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. An annual 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 Solid Waste (Landfill & Recycling), Water & Sewer, Recreation, and Developer Inspection & Review.
4. Grant funding will be considered to leverage County funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will mainly be budgeted in Special Revenue funds. The programs will be adjusted to reflect the level of funding available.

FUND BALANCE POLICY:

The County Commissioners adopted the following policy on March 9, 2010 in order to manage the County's financial resources by establishing a fund balance policy for its General Fund operation. This policy will ensure the County maintains a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unexpected one-time expenditures. The policy will be reviewed on an annual basis during the budget process.

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

FINANCIAL POLICIES

SURPLUS:

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

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

SHORTFALL:

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

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

EXPENDITURE POLICIES:

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

FINANCIAL POLICIES

8. The Personnel Policy and Procedure Manual was last revised on July 10, 2012. This manual addresses employee compensations as follows:
 - Grade and Salary Structure: It will be the duty of the Director of Human Resources to maintain a system of salary administration which is fair and equitable, and that the director will, from time to time, provide for periodic salary surveys and recommend changes to the County's system through the County Administrator. An external and internal equity study will be performed, at a minimum, once every seven (7) years.
 - Entrance Rates: The entrance pay rates will normally be the base rate of the salary range prescribed for the grade. Whenever possible, new employees with Charles County Government will begin employment at the base salary within the position grade. Occasionally, in order to recruit the best and most qualified talent, it may be necessary to approve a starting salary above the base salary. Starting salaries above the base salary will be based on qualifications, salary history, and availability of candidates.
 - Employees may advance within their salary range annually until they reach the maximum of their grade if job performance as rated on the performance appraisal is 1.70 or better. Annual salary increases will be equivalent to 3% of the midpoint of the employee's assigned grade. Portions of an annual salary increase that exceed the maximum amount in a salary grade will be paid as a longevity award. An employee whose job performance is rated 1.69 or lower will not be eligible to receive a within grade salary increase during that fiscal year.
 - Employees whose salaries have reached, or exceed, the maximum of the grade (redlined salaries) are eligible to receive longevity awards and cost of living adjustments only. Consideration for a longevity award will occur at the first anniversary the employee is not eligible for an annual salary increase and yearly on their anniversary date, and will be awarded to those employees whose performance rating is not less than 1.70. Longevity awards of 3% of the midpoint of the employee's assigned grade will be paid in a lump sum amount. It is not added to the employee's salary.
9. Policies and Procedures for the operation of the Purchasing Office were adopted on June 10, 1999 and revised October 17, 2005. These policies cover purchasing and procurement, competitive bidding, disposition of surplus property, and law enforcement supplies & equipment.

CAPITAL MANAGEMENT POLICIES:

1. The Capital Improvement Program provides for the development and improvement to the County's infrastructure for the ensuing fiscal year and four years thereafter. The first year of the plan establishes a budget for the new fiscal year. The remaining four years serve as a guide for use in determining probable future debt issuance needs and operating cost impacts.
2. Proposed projects will be submitted on an annual basis for review with the County Commissioners. Project submissions will include a section containing future operating impacts that, if approved, will be factored into the County's Five Year Plans.
3. The Capital Budget is adopted at the project level. Capital improvement expenditures are accounted for in the Capital Projects Fund and are funded by a variety of sources.
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.
5. Authority to transfer budget amounts within the Capital Project fund are established under the "Budget Policies and Delegated Authorities".

FINANCIAL POLICIES

BUDGET POLICIES:

1. The County Commissioners adopted the *Budget Policies and Delegated Authorities* on April 3, 1995 and these policies were last revised on September 1, 2009. 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 approval by vote 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 on the ensuing Administrative Report. Grant applications and awards have already been through an authorization process involving the President of the County Commissioners prior to budget amendments.
 3. Budget Amendments resulting from documented reimbursements such as insurance claims, third party payments, etc. is delegated to the President of the County Commissioners.
 4. Budget Amendments resulting from deferred revenue, reserved fund balance, and/or carryover grant budgets are delegated to the Director of Fiscal & Administrative Services due to the continuation of a previously approved budget.
 5. All other budget amendments must be approved by the Board of County Commissioners.
2. Regular updates to income statement reports are prepared for all major operations comparing year-to-date activity and year-end estimates with budget and prior year actual results. This review alerts the Board of County Commissioners to any financial problems that may require action, or operating surpluses that could be reinvested for program improvements.

ACCOUNTING POLICIES:

POSITION CONTROL PROCEDURES

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

1. To ensure that only authorized positions are advertised and hired.
2. To ensure that the Budget Office is notified of all authorizations for new position and the source of funds for those positions.

FINANCIAL POLICIES

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

ASSET ACCOUNTING AND CONTROL PROCEDURES

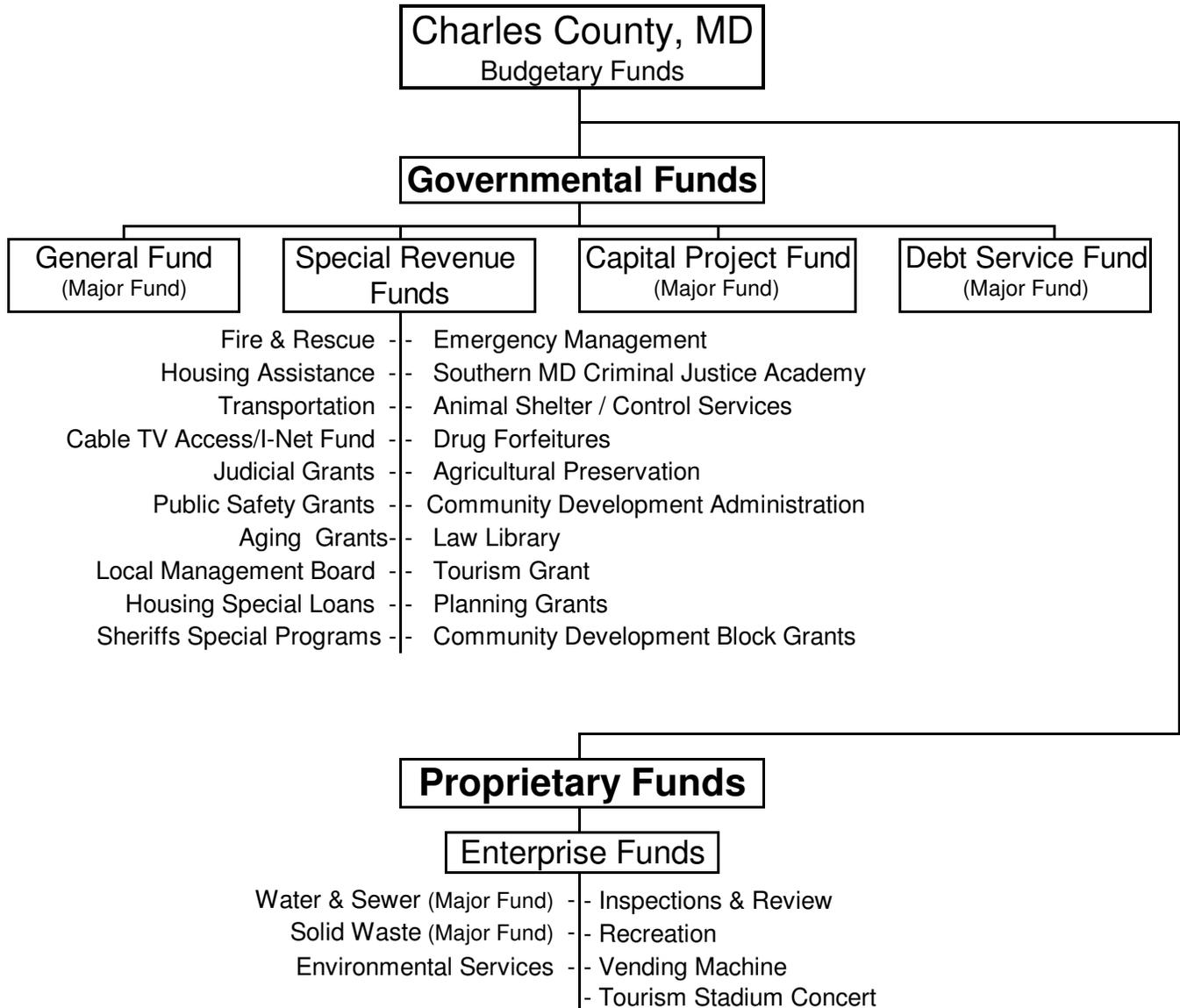
The County Commissioners adopted this policy on March 29, 2011. Assets are differentiated between Capital Assets (greater than \$5,000) and Controlled Assets (less than \$5,000). Capital Assets included all assets with an expected useful life of one year or more and with an original cost of greater than \$5,000 per unit. These items shall be recorded in the accounting records and in the Capital Asset Records when they are acquired and/or put into service. Controlled Assets include assets with an expected life of one year or more and with an original cost of less than \$5,000 per unit. These assets should include, at a minimum, those assets with an original cost of between \$1,000 and \$4,999 per unit, but may also include assets that fall below the \$1,000 if the department head deems it advantageous to track these lower per unit cost assets for internal control purposes. The objectives of these asset accounting and control procedures include the following:

1. To define and maintain proper accounting controls over capital assets acquired by the County.
2. To assign responsibility for the safekeeping of capital assets to the appropriate managers.
3. To establish standard procedures for the recognition in the accounting and capital asset program of acquisitions, disposals, and transfers of capital assets.
4. To ensure that all information needed for insurance or warranty purposes is obtained and maintained on a current basis.
5. To ensure that proper approvals are obtained and established procedures are followed for transfers or disposals of capital assets.
6. To ensure compliance with accounting and reporting requirements as established by generally accepted governmental accounting standards.

FINANCIAL REPORTING POLICIES:

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

FUND STRUCTURE



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

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

DESCRIPTION OF EACH FUND

GOVERNMENTAL FUNDS:

General Fund

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

Major revenue sources consist of property, income, recordation, and various user fees. These revenues account for much of the total revenue. Expenditures for public schools, public safety, debt service, public works, community services, 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 and a minor league baseball stadium. Revenues from the County's Excise Tax finance the debt service for bond issues sold for school construction.

Special Revenue Funds

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

PROPRIETARY FUNDS:

Enterprise Funds

Enterprise Funds are established to segregate a program or service from the General Fund because of its self-supporting nature. These funds operate on the basis that the costs of providing goods or services to the general public are financed or recovered primarily from fees charged to the consumers of the program. The Water and Sewer fund and the Solid Waste Fund are considered major funds. The County provides water and sewer service to over 29,000 customers and is anticipated to accept over 70,000 tons per year at the Landfill. Other Enterprise Funds include: Environmental Services, Inspection and Review, Recreation, Tourism Stadium Concerts, and Vending Machines.

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

DESCRIPTION OF EACH FUND

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

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

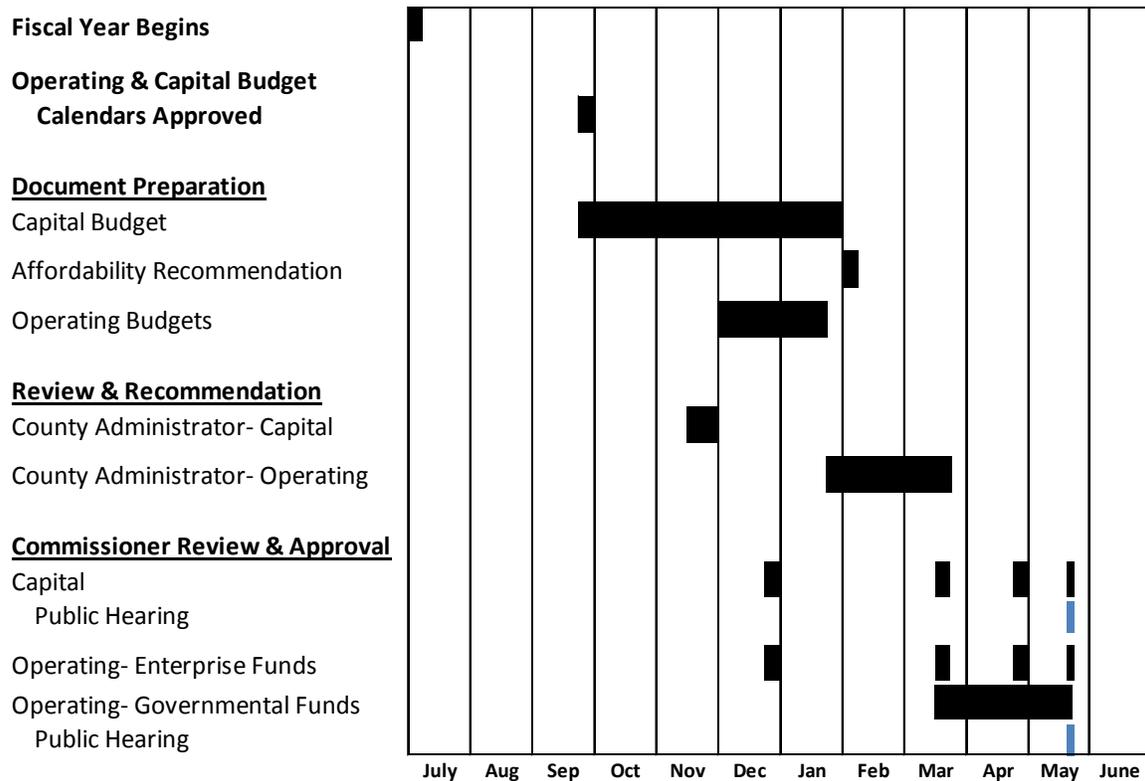
The following schedule summarizes the differences:

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	N/A	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 timeliness 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 September 1, 2009.

Development, Review, and Adoption

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

The requests are reviewed by senior management and Department heads are given an opportunity at this time to prioritize their projects and fit projects with the highest needs within the County's affordable debt limits. The CIP was presented to the Board of County Commissioners beginning in February with a review of which projects were affordable and unaffordable based on this prioritization. The CIP was approved by the Commissioners in June after a public hearing was held.

THE BUDGET PROCESS

The operating budget process for the General Fund and Enterprise Funds begin in the Fall with a senior management presentation to the commissioners involving cost of living, consumer prices, and other significant variables that may affect the upcoming fiscal year. General guidelines are provided to the Department of Fiscal and Administrative Services - Budget Division involving commissioner priorities, from both a fiscal and political policy. Departments and agencies are then informed of the guidelines and revenue outlook for the coming year. For Fiscal Year 2013, the guideline was to keep budgets near the Fiscal Year 2012 budget level. With this information a comprehensive program review and request is developed during the Fall and early Winter. The Budget Division makes expenditure recommendations for most of the departments in the Fall. Department budget requests are then added and 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. Shortly before a public hearing, and continuing thereafter, commissioner review of all budgets is conducted and final adoption is typically completed in May.

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

The Fiscal Year 2013 budget process was once again impacted by the State of Maryland budget. The County awaited the results of a Special Session in mid-May in order to have the information needed to proceed with the County budget. The largest impact to the County was the transfer of the employer's normal share of the pension costs for public school board employees from the State to the school boards over a four-year period, at increments of 50-65-85-100%, with the counties' required maintenance of effort (MOE) amount increasing each year by the additional pension costs during the phase-in period. Increased pension costs will be partially offset by new county revenues and local aid to counties and school boards beginning in fiscal 2013 and 2014, and federal fund reimbursement relief to school boards beginning in fiscal 2015. The net impact to the County in Fiscal Year 2013 is estimated at \$1,272,000.

The Fiscal Year 2013 budget process was purposely delayed a month with final review and adoption occurring in June. The delay allowed time for the results of the State Special Session before finalizing the budget and allowing the Board of Education time to finalize their budget based on State funding. The real property tax rate was adopted at a tax rate of \$1.121 per one hundred dollars of assessed value. The tax rate increase allowed the County to adopt a balanced budget that included operating costs to open a new library, funding for economic development, tourism, and anti-poverty initiatives, increased staffing at the State's Attorney's office, and salary increases.

Operating & Capital Budget Interaction

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

FISCAL YEAR 2013

CAPITAL IMPROVEMENT PROGRAM CALENDAR

CHARLES COUNTY, MD

(Adopted September 27, 2011)

<u>Time Line</u>	<u>Action</u>
September 23, 2011	Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
October 7, 2011	CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 14, 2011	CIP requests are sent to the Department of Planning & Growth Management / Resource and Infrastructure Management Division for preparation for the Planning Commission review.
October 21, 2011	Operating impact forms are returned from the Department of Public Works to the Department of Fiscal & Administrative Services / Budget Division.
November 7, 2011	Project requests are forwarded to the Planning Commission for review
November 7-18, 2011	CIP review with County Administrator.
November 15, 2011	Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission.
November 18, 2011	Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. (Letter due to IAC on November 28 th)
November 22, 2011	Preliminary Planning Commission comments returned to the Department of Fiscal & Administrative Services / Budget Division.
December 6, 2011	General Fund Five-Year Financial Plan and CIP review session with the Commissioners.
December 13, 2011	General Fund CIP review session with the Commissioners.
March 13, 2012	Enterprise Funds Five-Year Financial Plan and CIP review session with the Commissioners.
April 18, 2012	Public Hearing on CIP.
April 24, 2012	Recap and final review of the FY 2013-2017 CIP (if needed).
May 1, 2012	Formal Adoption.

FISCAL YEAR 2013
OPERATING BUDGET CALENDAR
CHARLES COUNTY, MD
(Adopted September 27, 2011)

<u>Time Line</u>	<u>Action</u>
October 11, 2011	Performance Measurements file sent to departments.
October 28, 2011	All Performance Measurements updates are due to the Department of Fiscal and Administrative Services / Budget Division.
November 7, 2011	Elected Officials/Agencies receive Operating Budget Request Forms. County Departments are provided either budget forms or on-line access to the budget software for their FY2013 operating requests.
December 2, 2011	County Department and Elected Officials requested budgets returned to Fiscal and Administrative Services / Budget Division.
December 30, 2011	Outside Agencies grant applications returned to Fiscal and Administrative Services / Budget Division.
February 29, 2012	Board of Education and CSM Operating Budget Requests due.
March 13, 2012	Budget Work Session- Enterprise Funds (Operating and Capital)
March 20, 2012	Budget Work Session - General Fund.
March 27, 2012	Budget Work Session - General Fund and Fees & Charges Review.
April 18, 2012	Public Hearing - Constant Yield Tax Rate and Operating Budgets.
April 24, 2012	Budget Work Session – Budget Recap (if needed).
May 1, 2012	General Fund Tax Rates & Budget Adoption. Budget Adoption of All Other Funds.
May - July	FY2013 Approved Budget Book prepared.

FISCAL YEAR 2013 ADOPTED BUDGET

Summary by Fund

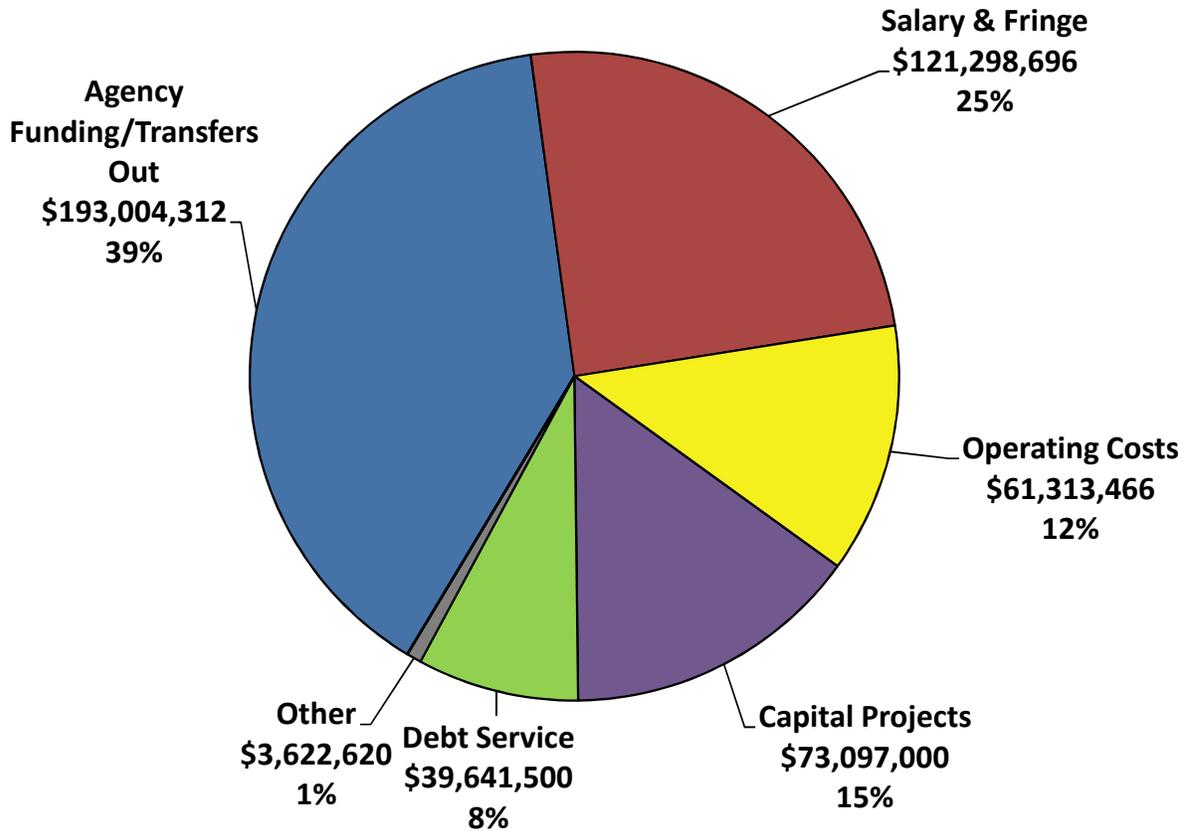
DESCRIPTION	FY2013			APPROPRIATION TOTAL	FY2012	% Chg.
	OPERATING REVENUE	OTHER SOURCES	FUND BALANCE		APPROPRIATION TOTAL	
<u>GOVERNMENTAL FUNDS:</u>						
General Fund	\$317,998,000	\$2,079,200	\$4,996,700 ^{1&2}	\$325,073,900	\$307,623,600	5.7%
Capital Project Fund						
General Government	\$46,342,000	\$1,100,000		\$47,442,000	\$22,520,000	110.7%
Water & Sewer	10,808,000		3,000 ¹	10,811,000	17,078,000	-36.7%
Environmental Services	5,824,000			5,824,000	1,536,000	279.2%
Solid Waste- Landfill	0		9,020,000 ¹	9,020,000	575,000	1468.7%
Total Capital Projects	\$62,974,000	\$1,100,000	\$9,023,000	\$73,097,000	\$41,709,000	75.3%
Debt Service Fund	\$13,299,800	\$2,685,800	\$139,200 ²	\$16,124,800	\$15,836,900	1.8%
Special Revenue Funds						
Fire & Rescue	\$11,750,852	\$42,834		\$11,793,686	\$12,477,865	-5.5%
Housing Assistance	10,494,420		551,390 ²	11,045,810	10,366,408	6.6%
Transportation	4,212,154	2,437,725	184,166 ²	6,834,045	6,403,284	6.7%
Cable TV Access/I-Net Fund	2,432,700			2,432,700	2,092,900	16.2%
Judicial Grants	1,086,677	378,946		1,465,623	1,432,357	2.3%
Public Safety Grants	570,720	299,759		870,479	907,600	-4.1%
Aging Grants	822,353			822,353	791,934	3.8%
Local Management Board	731,858		35,588 ²	767,446	1,187,164	-35.4%
Housing - Special Loans	400,000			400,000	400,000	0.0%
Sheriffs Special Programs	250,900		135,000 ²	385,900	275,800	39.9%
Emergency Management	187,330	80,534		267,864	183,080	46.3%
Southern MD Criminal Justice Academy	88,000	44,000		132,000	127,100	3.9%
Animal Shelter / Control Services	108,700			108,700	109,300	-0.5%
Drug Forfeitures	98,800			98,800	140,000	-29.4%
Agricultural Preservation	30,000	60,200		90,200	90,700	-0.6%
Community Development Administration	88,000			88,000	67,440	30.5%
Law Library	68,400	3,000		71,400	71,400	0.0%
Tourism Grant	40,588			40,588	129,841	-68.7%
Planning Grants	10,000			10,000	10,000	0.0%
Total Special Revenue	\$33,472,452	\$3,346,998	\$906,144	\$37,725,594	\$37,264,173	1.2%
<u>PROPRIETARY FUNDS:</u>						
Enterprise Funds						
Water & Sewer	\$24,914,100			\$24,914,100	\$24,483,600	1.8%
Solid Waste- Landfill	5,239,500			5,239,500	5,794,600	-9.6%
Environmental Services	3,932,800		442,900 ^{1&2}	4,375,700	3,950,500	10.8%
Inspections & Review	2,704,700			2,704,700	3,045,900	-11.2%
Recreation	2,510,800		34,300 ²	2,545,100	2,625,900	-3.1%
Vending Machine	104,000			104,000	87,000	19.5%
Tourism Stadium Concert	73,200			73,200	0	new
Total Enterprise Fund	\$39,479,100	\$0	\$477,200	\$39,956,300	\$39,987,500	-0.1%
Total All Funds	\$467,223,352	\$9,211,998	\$15,542,244	\$491,977,594	\$442,421,173	11.2%

Footnotes:

1. Represents use of Fund Balance for Capital Projects and other programs.
2. The fund balance appropriation represents plans to utilize surplus funds.

FISCAL YEAR 2013 APPROVED EXPENDITURES BY ACCOUNT CLASSIFICATION

TOTAL = \$491,977,594



	<u>FY2011</u> <u>ADOPTED</u>	<u>%</u> <u>total</u>	<u>FY2012</u> <u>ADOPTED</u>	<u>%</u> <u>total</u>	<u>FY2013</u> <u>ADOPTED</u>	<u>%</u> <u>total</u>
Agency Funding/Transfers Out	\$183,377,294	41.7%	\$184,217,332	41.6%	\$193,004,312	39.2%
Salary & Fringe	113,129,916	25.7%	115,528,620	26.1%	121,298,696	24.7%
Operating Costs	54,396,212	12.4%	58,165,521	13.1%	61,313,466	12.5%
Capital Projects	44,423,000	10.1%	41,709,000	9.4%	73,097,000	14.9%
Debt Service	43,137,300	9.8%	39,866,500	9.0%	39,641,500	8.1%
Capital Outlay/Maintenance	465,200	0.1%	2,200,300	0.5%	2,763,020	0.6%
Operating Contingency	507,000	0.1%	605,400	0.1%	179,200	0.0%
Equipment Reserve	128,500	0.0%	128,500	0.0%	680,400	0.1%
TOTAL ALL FUNDS	\$439,564,422		\$442,421,173		\$491,977,594	

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 2011 and estimates for Fiscal Year 2012 and Fiscal Year 2013. Fiscal Year 2012 estimates are based on unaudited figures. Fiscal Year 2013 represents the approved budget for the General Fund, Other Governmental Funds, and an estimate is provided for the Debt Service Fund. For the Enterprise Funds, Fiscal Year 2013 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 2013 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.

Changes in Fund Balance/Net Assets:

General Fund: The Fiscal Year 2011 budget approved the use \$8.5 million in fund balance. Due to conservative spending, expenditures ended the year under budget and fund balance only declined by \$801 thousand. At the end of Fiscal Year 2012 fund balance is estimated to increase \$5.1 million. The use of \$5.1 million of fund balance was approved for Fiscal Year 2012; however cost savings and revenues exceeding budget prevented the need for the appropriated amount. The primary revenue exceeding budget was Income Tax by \$7.9 million. Per the County's Fund Balance policy, the fund balance shall not be less than 8% and not more than 15% of the total budgeted operating revenues. Fund balance remains within the stated limits including the Fiscal Year 2013 use of fund balance in the amount of \$5 million. Fiscal Year 2013 fund balance has been appropriated for:

- \$2.7 million is being used as a subsidy for the Excise Tax debt service payments. Funds were set aside to cover the gap between Excise Tax Revenue and associated debt service and will be used over the next two years.
- \$856 thousand will be used to fund a portion of the Capital Improvement Program. A revenue windfall in Fiscal Year 2006 was set aside and the use limited to funding the Capital Improvement Program.
- \$76 thousand is being used for the Housing Authority. This portion of fund balance was originally generated from the sale of surplus property and set aside for use by the Housing Authority.
- \$666 thousand will be used towards debt service payments on the FY2011 Bond Issue. A bond premium of this amount was received in FY2011 and the use is legally restricted.
- \$713 thousand is being used for various one time costs.

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. A surplus of \$18.9 million occurred in Fiscal Year 2011 and it is anticipated that the fund balance will increase by an additional \$21.1 million in Fiscal Year 2012. Fund balance is anticipated to decline by \$29.3 million in Fiscal Year 2013 as projects progress.

Debt Service Fund: Operating gains and losses will be incurred due to the timing of debt payments and related note repayment schedules. Due to a delay in the start of a new development, excise tax revenues were not received in FY2012 from a developer as anticipated causing a loss for that year. It is anticipated that these funds will be received in Fiscal Year 2013.

Other Governmental Funds: Fiscal Year 2011 ended the year with a \$1.2 million increase in fund balance; an increase of 18% due mainly to surplus funds from Cable operations. The fund balance is estimated to decrease by \$1.3 million in Fiscal Year 2012 due the Housing Assistance program utilizing prior year surpluses. A decrease of \$900 thousand is anticipated in Fiscal Year 2013 as prior year surpluses are drawn down in Housing Assistance, Transportation, and Sheriff's Special programs. Overall fund balance is estimated to remain in excess of \$5 million at the end of Fiscal Year 2013. Fund Balance will be allocated in future years according to program requirements or formal designations.

Water and Sewer Fund: Net assets for the Water and Sewer Fund decreased by \$2.7 million in Fiscal Year 2011; a decrease of 2.6%. Fiscal Year 2012 is estimated to decline by \$400 thousand and Fiscal Year 2013 is estimated to increase by \$950 thousand. These amounts are relatively insignificant to a fund equity that remains approximately \$100 million.

Solid Waste Fund: Net assets for the Solid Waste Fund have increased by \$1.4 million in Fiscal Year 2011; an increase of 7.0%. Fiscal Year 2012 is estimated to increase by \$1.1 million and \$1.8 million in Fiscal Year 2013. Fund equity will continue to grow as a saving reserve for post-closure costs continues to accumulate.

Other Enterprise Funds: A \$200 thousand gain in Fiscal Year 2011 increased fund balance by 17%. The gain was caused by surpluses in the Recreation Fund and the Environmental Service Fund. Use of prior year surpluses is expected to occur in Fiscal Year 2012 for the Inspection and Review Fund which collects funds in advance of incurring the costs. Use of fund balance is anticipated in the Environmental Service Fund in Fiscal Year 2013 for cost associated with the stormwater management program. An overall net fund balance decline of 11% is expected in Fiscal Year 2013 and fund balance is expected to remain in excess of \$1 million.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	GOVERNMENTAL FUNDS					
	General Fund			Capital Projects Fund		
	FY2011 Actual	FY2012 Estimated	FY2013 Approved	FY2011 Actual	FY2012 Estimated	FY2013 Estimated
Revenues						
Property Taxes	\$181,735	\$183,893	\$193,462	\$0	\$0	\$0
Income Taxes	92,050	97,180	98,113	0	0	0
Other Local Taxes	11,072	10,321	12,350	0	0	0
State Shared Taxes	631	474	854	0	0	0
Licenses & Permits	892	912	926	0	0	0
Federal Grants	208	1,368	164	1,554	2,119	1,307
State Grants	1,229	1,260	1,069	2,266	1,213	38,780
Local Governments	426	473	488	0	0	144
Service Charges	6,222	5,851	6,498	1,091	11,711	6,655
Fines & Forfeitures	1,094	1,131	1,562	0	0	0
Interest	239	149	400	0	0	0
Rent Revenues	1,276	1,204	1,336	0	0	0
Miscellaneous	1,320	5,010	775	175	1,419	1,749
Total Revenues	\$298,393	\$309,224	\$317,998	\$5,086	\$16,462	\$48,635
Expenditures						
General Government	\$11,210	\$11,868	\$13,472	\$8,265	\$7,489	\$52,383
Fiscal & Administrative Services	4,394	5,408	5,528	0	0	0
Public Works - Facilities	16,650	15,551	17,069	1,708	760	6,443
Public Works - Utilities	0	0	0	0	0	0
Community Services	3,311	3,328	3,711	967	339	0
Planning & Growth Mgmt.	2,375	2,330	2,418	176	142	641
Public Safety	72,204	77,340	80,867	3,682	2,377	2,052
Health & Social Services	4,173	4,188	4,109	236	97	228
Conservation of Ntrl. Res.	561	586	597	19	971	3,499
Economic Development	358	994	1,293	13	167	0
Education Appropriations	156,620	156,939	166,910	8,907	7,393	40,915
Other	334	422	1,860	0	0	0
Debt Service	23,984	20,843	20,223	0	0	0
Total Expenditures	\$296,175	\$299,795	\$318,056	\$23,972	\$19,736	\$106,160
Operating Gain/(Loss)	\$2,218	\$9,429	(\$58)	(\$18,885)	(\$3,274)	(\$57,525)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	2,705	3,089	1,729	36,900	18,800	27,134
Transfers In	1,260	1,457	350	1,263	5,609	1,100
Transfers Out	(6,983)	(8,899)	(7,018)	(329)	0	0
Net Change in Fund Balance	(\$801)	\$5,076	(\$4,997)	\$18,949	\$21,135	(\$29,291)
Fund Balance- Beginning of Year	41,185	40,384	45,460	19,603	38,552	59,687
Fund Balance - End of Year	\$40,384	\$45,460	\$40,464	\$38,552	\$59,687	\$30,396

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	GOVERNMENTAL FUNDS					
	Debt Service Fund			Other Governmental Funds		
	FY2011 Actual	FY2012 Estimated	FY2013 Estimated	FY2011 Actual	FY2012 Estimated	FY2013 Approved
Revenues						
Property Taxes	\$1,326	\$1,268	\$4,340	\$12,205	\$12,391	11,522
Income Taxes	0	0	0	0	0	0
Other Local Taxes	6,804	5,784	6,552	0	0	0
State Shared Taxes	0	0	0	0	0	0
Licenses & Permits	0	0	0	0	0	0
Federal Grants	0	0	0	16,015	13,522	13,929
State Grants	0	0	0	2,237	2,388	1,981
Local Governments	0	0	0	80	82	88
Service Charges	0	0	0	4,828	5,401	5,280
Fines & Forfeitures	0	0	0	369	386	353
Interest Income	1,889	1,915	2,216	14	7	15
Rent Revenues	0	0	0	0	0	0
Miscellaneous	3,426	3,547	3,459	396	305	305
Total Revenues	\$13,445	\$12,514	\$16,567	\$36,144	\$34,480	\$33,472
Expenditures						
General Government	\$0	\$0	\$0	\$938	\$2,217	2,154
Fiscal & Administrative Services	0	0	0	0	0	0
Public Works - Facilities	0	0	0	0	239	0
Public Works - Utilities	0	0	0	0	0	0
Community Services	0	0	0	18,741	19,075	19,190
Planning & Growth Mgmt.	0	0	0	143	194	10
Public Safety	0	0	0	15,375	14,528	13,657
Health & Social Services	0	0	0	2,404	1,115	2,233
Conservation of Ntrl. Res.	0	0	0	100	609	90
Economic Development	0	0	0	133	114	41
Education Appropriations	0	0	0	0	73	0
Other	0	0	0	0	0	0
Debt Service	15,528	15,818	16,125	17	0	0
Total Expenditures	\$15,528	\$15,818	\$16,125	\$37,850	\$38,163	\$37,376
Operating Gain/(Loss)	(\$2,083)	(\$3,305)	\$442	(\$1,706)	(\$3,683)	(\$3,903)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	(27)	0	0	0	0
Transfers In	2,154	0	2,825	3,196	3,130	3,347
Transfers Out	0	0	0	(331)	(700)	(350)
Net Change in Fund Balance	\$70	(\$3,332)	\$3,267	\$1,159	(\$1,253)	(\$906)
Fund Balance- Beginning of Year	139	210	(3,123)	6,573	7,732	6,479
Fund Balance - End of Year	\$210	(\$3,123)	\$145	\$7,732	\$6,479	\$5,572

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS

All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	ENTERPRISE FUNDS					
	Water and Sewer Fund			Solid Waste Fund		
	FY2011 Actual	FY2012 Estimated	FY2013 Estimated	FY2011 Actual	FY2012 Estimated	FY2013 Estimated
Revenues						
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes	0	0	0	0	0	0
Other Local Taxes	0	0	0	0	0	0
State Shared Taxes	0	0	0	0	0	0
Licenses & Permits	52	53	54	2	3	3
Federal Grants	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Local Governments	945	785	861	0	0	0
Service Charges	25,482	26,356	27,884	5,448	6,253	5,234
Fines & Forfeitures	478	472	490	0	0	0
Interest Income	37	37	37	27	16	18
Rent Revenues	245	248	285	0	0	0
Miscellaneous	438	248	631	7	3	2
Total Revenues	\$27,676	\$28,199	\$30,242	\$5,484	\$6,274	\$5,258
Expenditures						
General Government	\$1,201	\$1,125	\$88	\$192	\$180	\$23
Fiscal & Administrative Services	491	516	560	0	0	0
Public Works - Facilities	0	0	0	3,318	4,491	3,391
Public Works - Utilities	25,569	24,084	27,154	0	0	0
Community Services	0	0	0	0	0	0
Planning & Growth Mgmt.	671	738	663	0	0	0
Public Safety	0	0	0	0	0	0
Health & Social Services	0	0	0	0	0	0
Conservation of Ntrl. Res.	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	2,477	2,119	2,731	5	3	1
Total Expenditures	\$30,410	\$28,581	\$31,196	\$3,515	\$4,674	\$3,415
Operating Gain/(Loss)	(\$2,733)	(\$383)	(\$954)	\$1,968	\$1,601	\$1,843
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	0	0	0	0	0	0
Transfers Out	0	0	0	(600)	(600)	0
Change in Net Assets	(\$2,733)	(\$383)	(\$954)	\$1,369	\$1,001	\$1,843
Net Assets-						
Beginning of Year	103,605	100,872	100,489	19,513	20,882	21,883
Net Assets- End of Year	\$100,872	\$100,489	\$99,535	\$20,882	\$21,883	\$23,725

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS

All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	ENTERPRISE FUNDS					
	Other Enterprise Funds			Total Enterprise Funds		
	FY2011 Actual	FY2012 Estimated	FY2013 Estimated	FY2011 Actual	FY2012 Estimated	FY2013 Estimated
Revenues						
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes	0	0	0	0	0	0
Other Local Taxes	0	0	0	0	0	0
State Shared Taxes	0	0	0	0	0	0
Licenses & Permits	5	5	5	58	61	62
Federal Grants	5	4	5	5	4	5
State Grants	20	20	20	20	20	20
Local Governments	0	0	0	945	785	861
Service Charges	9,365	9,590	9,700	40,296	42,199	42,818
Fines & Forfeitures	0	0	0	478	472	490
Interest Income	13	11	11	77	64	66
Rent Revenues	591	643	652	836	891	937
Miscellaneous	77	88	134	522	339	767
Total Revenues	\$10,076.07	\$10,361	\$10,526	\$43,236	\$44,833	\$46,026
Expenditures						
General Government	\$308	\$287	\$118	\$1,701	\$1,591	\$229
Fiscal & Administrative Services	0	0	0	491	516	560
Public Works - Facilities	3,841	4,077	4,136	7,159	8,568	7,527
Public Works - Utilities	0	0	0	25,569	24,084	27,154
Community Services	2,782	3,052	3,090	2,782	3,052	3,090
Planning & Growth Mgmt.	3,178	3,264	3,471	3,849	4,002	4,134
Public Safety	94	126	90	94	126	90
Health & Social Services	0	0	0	0	0	0
Conservation of Ntrl. Res.	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	45	158	185	2,527	2,280	2,917
Total Expenditures	\$10,248	\$10,964	\$11,090	\$44,173	\$44,219	\$45,701
Operating Gain/(Loss)	(\$172)	(\$604)	(\$564)	(\$937)	\$614	\$325
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	389	404	418	389	404	418
Transfers Out	0	0	0	(600)	(600)	0
Change in Net Assets	\$217	(\$199)	(\$145)	(\$1,148)	\$419	\$743
Net Assets-						
Beginning of Year	1,287	1,503	1,304	124,404	123,256	123,675
Net Assets- End of Year	\$1,503	\$1,304	\$1,158	\$123,256	\$123,675	\$124,418

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

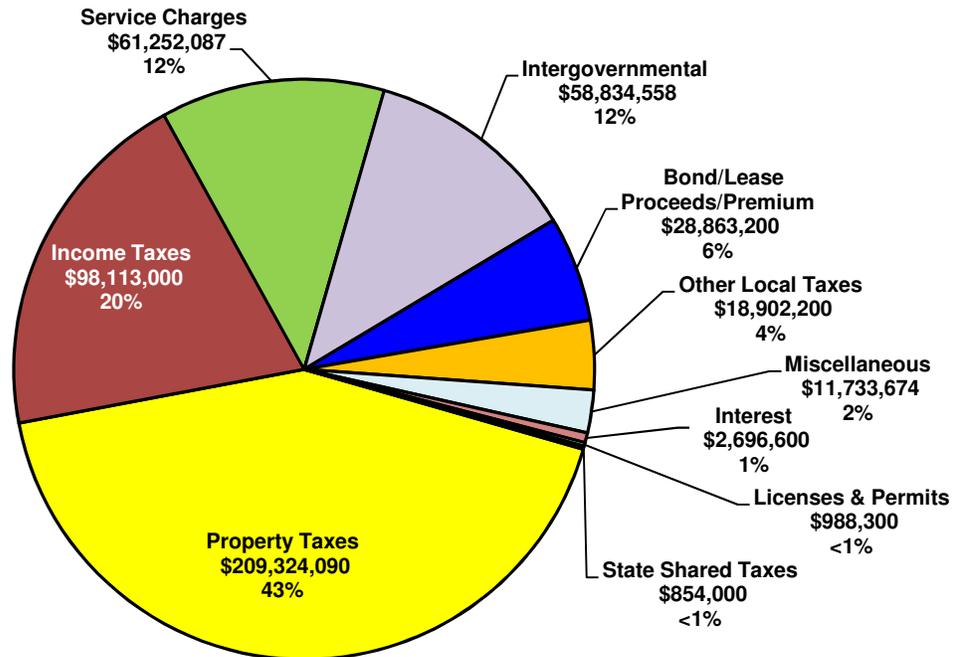
All Governmental Fund Types and Proprietary Funds Three-Year Comparisons

(amounts expressed in thousands)

	Total Governmental Funds			TOTAL ALL FUNDS		
	FY2011 Actual	FY2012 Estimated	FY2013 Estimated	FY2011 Actual	FY2012 Estimated	FY2013 Estimated
Revenues						
Property Taxes	\$195,266	\$197,551	\$209,324	\$195,266	\$197,551	\$209,324
Income Taxes	92,050	97,180	98,113	92,050	97,180	98,113
Other Local Taxes	17,876	16,105	18,902	17,876	16,105	18,902
State Shared Taxes	631	474	854	631	474	854
Licenses & Permits	892	912	926	951	972	988
Federal Grants	17,778	17,008	15,400	17,783	17,012	15,406
State Grants	5,733	4,862	41,830	5,752	4,882	41,849
Local Governments	506	554	720	1,450	1,339	1,580
Service Charges	12,141	22,963	18,434	52,436	65,162	61,252
Fines & Forfeitures	1,463	1,516	1,915	1,941	1,988	2,405
Interest	2,142	2,071	2,631	2,218	2,135	2,697
Rent Revenues	1,276	1,204	1,336	2,111	2,095	2,273
Miscellaneous	5,317	10,280	6,288	5,839	10,619	7,055
Total Revenues	\$353,068	\$372,681	\$416,673	\$396,304	\$417,514	\$462,699
Expenditures						
General Government	\$20,413	\$21,574	\$68,009	\$22,114	\$23,165	\$68,237
Fiscal & Administrative Services	4,394	5,408	5,528	4,885	5,923	6,088
Public Works - Facilities	18,358	16,550	23,511	25,517	25,118	31,039
Public Works - Utilities	0	0	0	25,569	24,084	27,154
Community Services	23,019	22,742	22,901	25,801	25,794	25,990
Planning & Growth Mgmt.	2,694	2,666	3,068	6,543	6,668	7,203
Public Safety	91,261	94,245	96,576	91,355	94,371	96,666
Health & Social Services	6,813	5,400	6,570	6,813	5,400	6,570
Conservation of Ntrl. Res.	680	2,166	4,186	680	2,166	4,186
Economic Development	505	1,275	1,334	505	1,275	1,334
Education Appropriations	165,526	164,405	207,825	165,526	164,405	207,825
Other	334	422	1,860	334	422	1,860
Debt Service	39,529	36,661	36,348	42,056	38,941	39,266
Total Expenditures	\$373,525	\$373,513	\$477,717	\$417,698	\$417,732	\$523,417
Operating Gain/(Loss)	(\$20,457)	(\$832)	(\$61,044)	(\$21,394)	(\$218)	(\$60,719)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	39,605	21,862	28,863	39,605	21,862	28,863
Transfers In	7,873	10,195	7,622	8,262	10,599	8,040
Transfers Out	(7,643)	(9,599)	(7,368)	(8,243)	(10,199)	(7,368)
Net Change	\$19,377	\$21,626	(\$31,926)	\$18,229	\$22,044	(\$31,183)
Fund Balance- Beginning of Year	67,500	86,878	108,503			
Fund Balance - End of Year	\$86,878	\$108,503	\$76,577			

FY13 Total Estimated Revenues by Account Classification

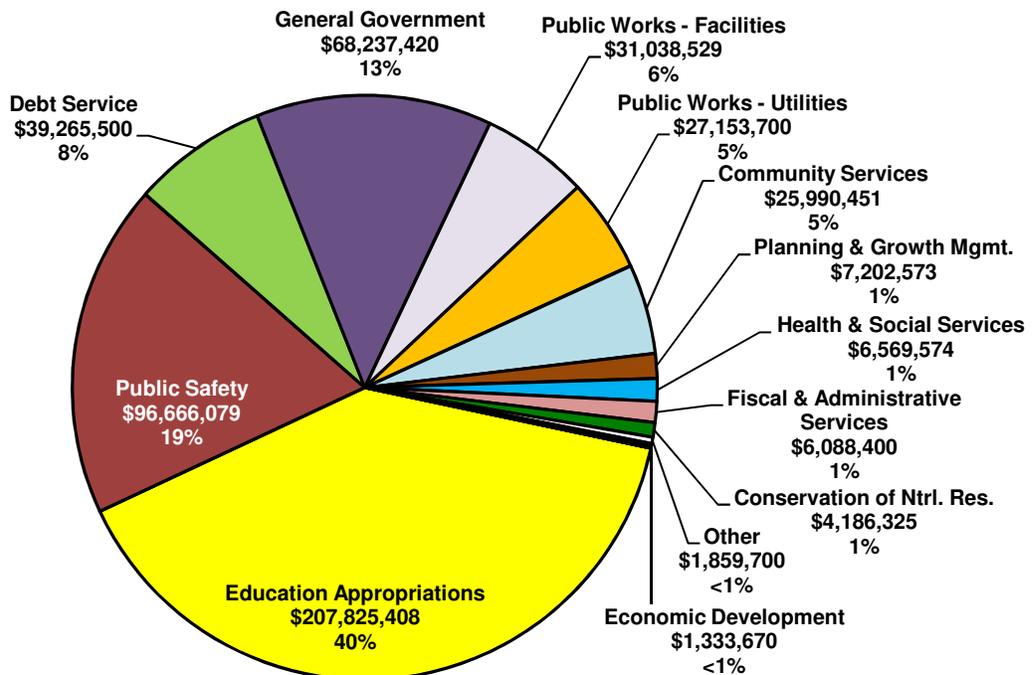
Total = \$491,561,709



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

FY13 Total Estimated Expenses by Function

Total = \$523,417,329



General, Economic, and Statistical Information

Charles County, Maryland

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



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

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

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

Population: (1990 Census): 101,154; (2000 Census): 120,546; (2010 Census): 146,551

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

Mailing address is: County Commissioners of Charles County
P.O. Box 2150
La Plata, MD 20646

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

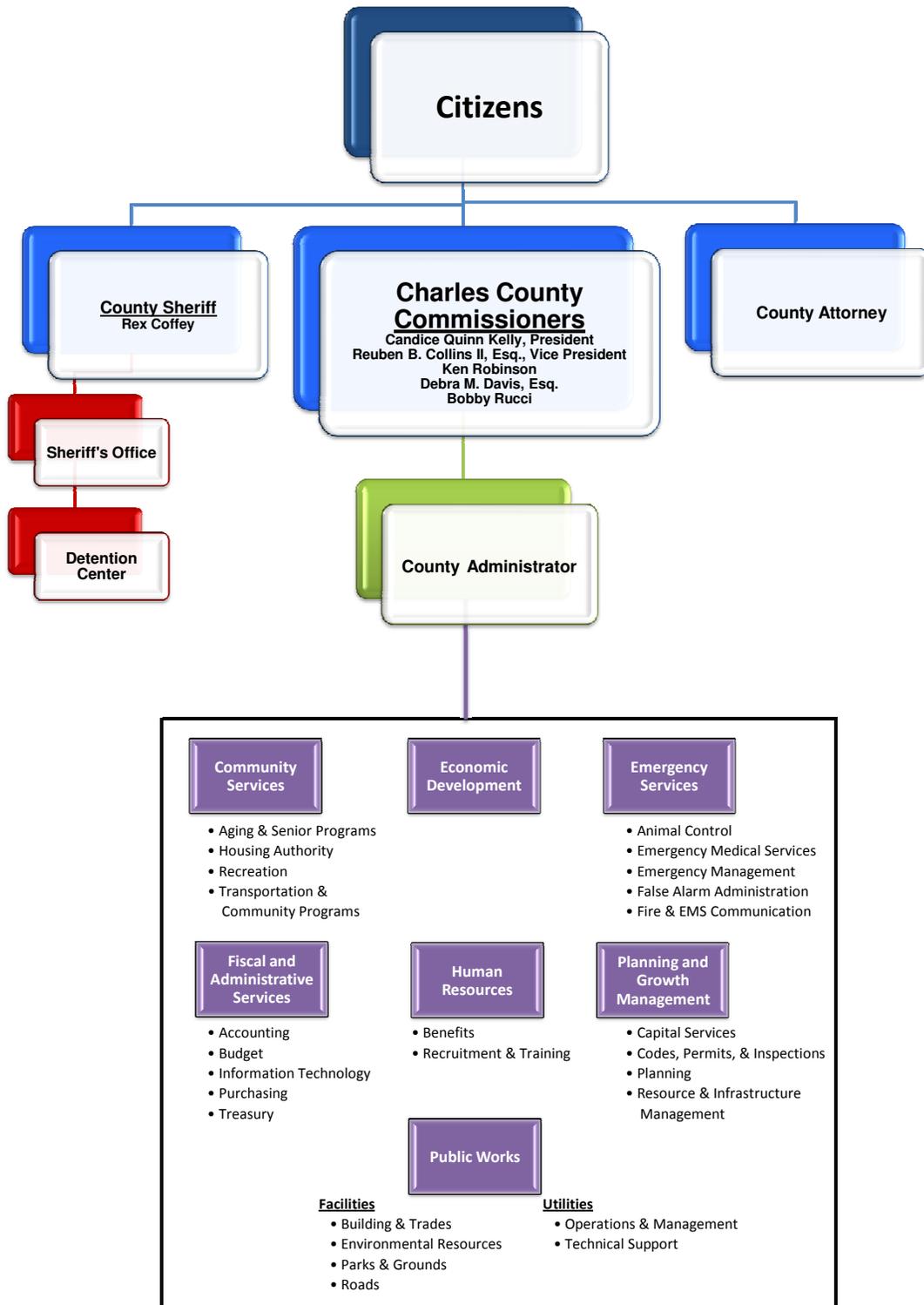
The County's central telephone numbers are:

Local Line	(301) 645-0550	Toll Free	1-877-807-8790
Metropolitan Line	(301) 870-3000	Fax Number	(301) 645-0560
Maryland Relay Service TDD			1-800-735-2258

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

E-Services: To meet the demands of today's busy schedules, Charles County Government is proud to provide our residents numerous online electronic services. Residents are now able to pay Real Estate Taxes, Red Light Citations, Parking Violations, False Alarm Fees/Fines, and Water & Sewer Bills online. Charles County Government's online e-services also include viewing the status of a permit, making a property tax inquiry, viewing your water & sewer utility billing account information, registering for recreation programs, completing a Public Event Application, and requesting recycling bins.

Charles County Government Organizational Chart



Other agencies which receive county funding:

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

Charles County, Maryland

Just 15 miles south of the Washington Capital Beltway, Charles County is the gateway to Southern Maryland. It is one of five Maryland counties which are part of the Washington DC-MD-VA-WV metropolitan area. The northern part of the County is the “development district” where commercial, residential and business growth is focused, allowing the remainder of the County to retain its pastoral character. Waldorf, White Plains, and the planned community of St. Charles are located here. Incorporated towns include La Plata, the County seat, and Indian Head, home of the Naval Surface Warfare Center.

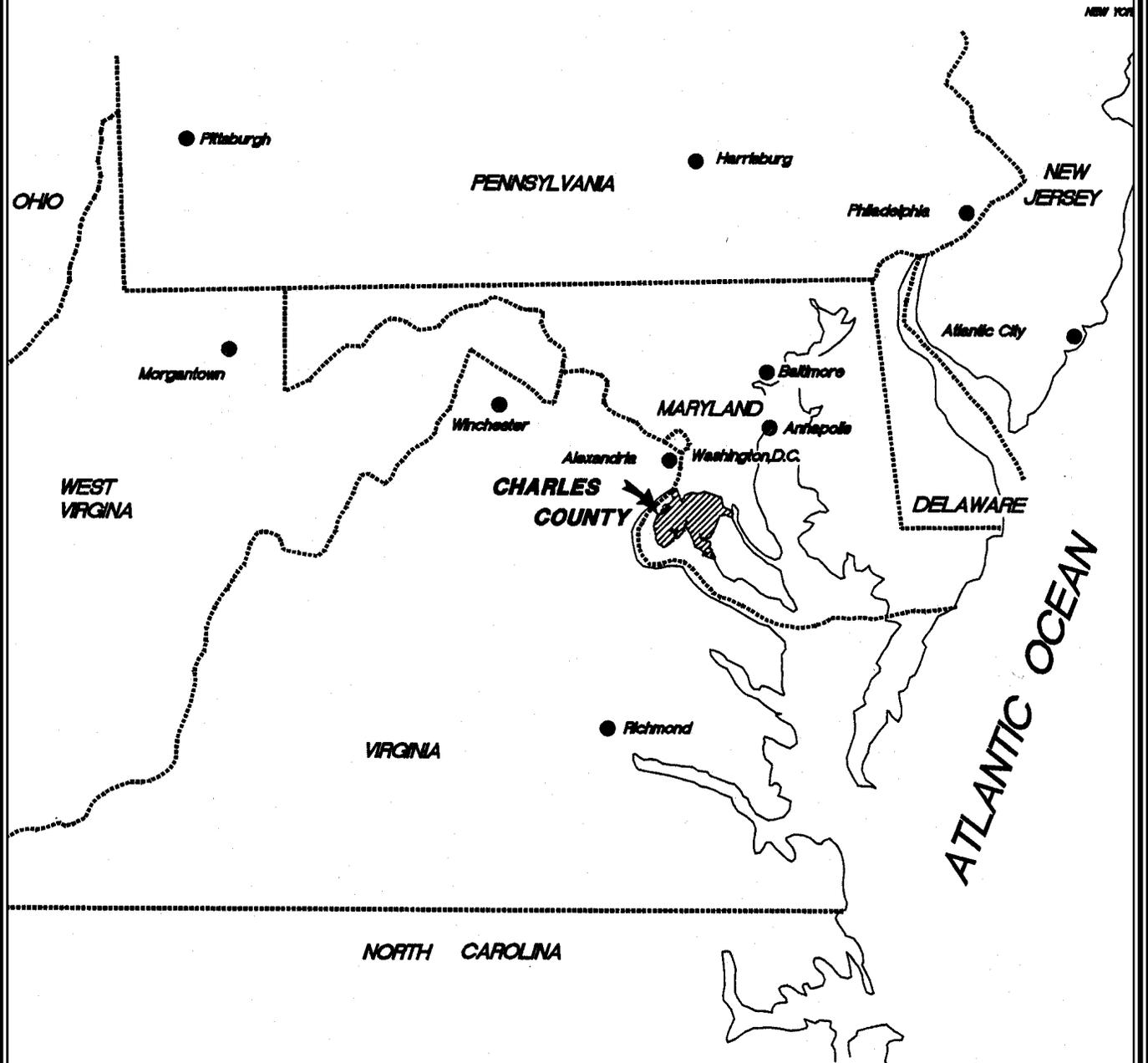


Location	
<u>Driving distance from Waldorf</u> <i>(in miles)</i>	
Atlanta, GA	609
Baltimore, MD	56
Boston, MA	452
Chicago, IL	710
New York, NY	241
Philadelphia, PA	152
Pittsburgh, PA	247
Richmond, VA	91
Washington, DC	25

Climate and Geography	
Yearly Precipitation (inches)	44.0
Yearly Snowfall (inches)	17.2
Summer Temperature (°F)	73.9
Winter Temperature (°F)	37.6
Duration of Freeze-Free Period	187 days
Land Area (square miles)	460
Water Area (square miles)	40
Shoreline (miles)	305
Elevation (feet)	sea level to 235

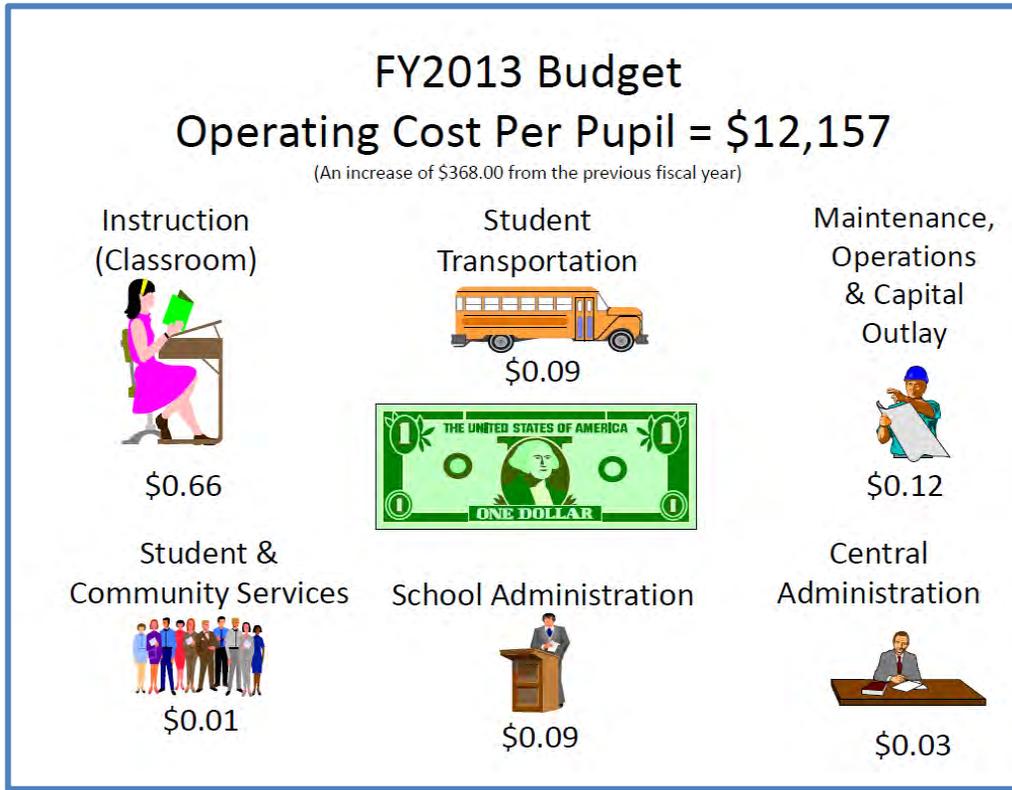
Source: National Oceanic and Atmospheric Administration and MD State Office of Climatology (30-year averages); MD Geological Survey

CHARLES COUNTY LOCATION MAP



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

PUBLIC SCHOOLS



The Charles County Public School System is composed of 39 schools & centers:

- 21 Elementary Schools
- 6 High Schools
- 8 Middle Schools
- 4 Centers/Programs

The Charles County Public School System owns more than 3,065,414 square feet of buildings. (This does not include footage for trailers.) The new St. Charles High School will open in August 2014.

Student Enrollment Full-time Equivalent FY2004 - FY2013

Fiscal Year	FTE	Change	Percent
FY04	24,451	992	4.2%
FY05	25,012	562	2.3%
FY06	25,479	467	1.9%
FY07	25,797	318	1.2%
FY08	25,843	46	0.2%
FY09	25,861	17	0.1%
FY10	25,897	36	0.1%
FY11	25,955	58	0.2%
FY12	25,870	(85)	-0.3%
FY13 Est.	25,962	93	0.4%

COUNTY & STATE PARKS

Bensville Park- Waldorf

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

Bryantown Soccer Complex- Bryantown



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

Cedarville State Park - Waldorf

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

Chapel Point State Park - Port Tobacco

This scenic 600-acre park offers a small sandy launch area for small boats, canoes and kayaks.

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 hiking along three miles of trails. A county-owned boat ramp offers easy access to the Potomac River and is open year round, from dawn to dusk, to the public. Fishing from the pier and shoreline is permitted.

Gilbert Run Park - Dentsville

Within this scenic wooded parkland are hiking and nature trails, picnic areas (grills and tables), picnic pavilions, playground areas, and fishing piers. The main attraction is a 60 acre fresh water lake which affords fishing, pedal boating, row boating, and canoeing. Fishermen are able to catch bass, bluegill, trout and catfish. A boat ramp is also provided for convenience (electric motors only). Park visitors can also enjoy the Nature Center which features a 150 gallon aquarium and a variety of natural specimens. Also available to the public are fishing supplies, and concessions. 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 exciting new 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 IHRT is not just an amenity for our local residents; it also will be one of the County's most powerful tourism revenue venues.



Laurel Springs Regional Park - La Plata

Laurel Springs Park is located on Radio Station Road in La Plata. This facility offers a multitude of areas for residents to pursue their leisure interest. Developed facilities include an ADA accessible special needs playground (largest in the region), two 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. Athletic fields are available for official league use by permit only. A field is also available for community pick-up play. Fitness enthusiasts will enjoy a 3 mile running/walking trail which loops through the wooded perimeter of the park. (This trail is open year round.)

Mallows Bay Park – Riverside on the Potomac River

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 and parking. In addition to shoreline fishing areas, the park offers trails and wildlife viewing opportunities.

COUNTY & STATE PARKS

Marshall Hall Boat Launching Facility

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

Maxwell Hall Park - Hughesville

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

Myrtle Grove Wildlife Management Area - La Plata

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

Oak Ridge Park - Hughesville



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

Pisgah Park

This park serves the western portion of Charles County. Sports fields in this 200+ acre park include: two youth baseball, one regulation baseball, four soccer, a softball, and a football field. Seven of these fields will be lighted for evening play. Additional amenities will include a restroom building, playground, and picnic facilities.

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.

Ruth B. Swann Memorial Park - Bryans Road

This western area park borders Pomomkey Creek and the Potomac River. Combinations of both active and passive recreational activities are available from large open areas for soccer and baseball to picnicking and bird watching. Located at this park is a lighted baseball/little league field and football/soccer field that are available to organized leagues during the playing seasons by permit only. Picnic areas and a playground are available on a first come, first served, basis. Hikers can take advantage of the 2.4 mile foot trail which passes through mature woodland on its way to the shoreline of the Potomac River.

Smallwood State Park - Marbury

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

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.

COUNTY & STATE PARKS

Turkey Hill Park- La Plata

Facilities include: four soccer fields, a football field, two picnic pavilions, one volleyball court, a multi-purpose area for informal recreation activities, and a dog park. This park is situated on property which is leased from the State Highway Administrated.

White Plains Regional Park

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, a dog park, and several small picnic pavilions available on a first come, first served, basis. Athletic fields (for official league use-by permit only) include three soccer fields, one lighted softball field, one lighted baseball field, one lighted Little League field and one lighted football field. Also a field is available for community pick-up play. Open to the public from 8:00 A.M. (9:00 A.M. in winter months) until dusk. During some athletic events, the park remains open later into the evening.



White Plains Skatepark

A 15,000 square foot concrete-based skate park featuring various sized bowls, transitions, and a challenging street course.



White Plains & Turkey Hill Dog Parks

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

GOLF COURSES

Swan Point Country Club-

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-

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.

RECREATION

Capital Clubhouse- Southern Maryland's ultimate recreational and sports complex, 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, two 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 **eight 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: recreational programs, summer camps, benefit intake, Sheriff's Office Station, and facility rental. The Department of Community Services located in **Port Tobacco** has a full size gymnasium available for basketball, volleyball, and community use.

RECREATION

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

Elite Gymnastics and Recreation Center- a state-of-the-art facility administered by the Charles County Department of Community Services and 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. Elite is equipped with an AAI Vault Table, AAI Springboard, AAI Elite 884 Bars, AAI Spring Beam, Palmer Spring Floor and various other practice and instructional equipment. 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 operates five public swimming pools. Year round aquatics programs are offered at **two indoor pools at Lackey and North Point High Schools**. Seasonal **outdoor facilities are located at La Plata, McDonough, and Thomas Stone High Schools**. Aquatics programs such as water safety, water aerobics, swim lessons, competitive swim leagues and general 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 offers a full range of family friendly features and attractions, including a large catered picnic area overlooking the field and a fantastic amusement area for kids of all ages. The ballpark serves as a multipurpose facility by accommodating football, soccer, lacrosse and other sporting events, as well as concerts, expos, and other entertainment events. Regency Furniture Stadium features approximately 4,200 reserved seats and lawn seating to watch the action from the grass berms around the outfield. All seats are very close to the action.



Senior Centers- The County operates **four senior centers**, which serve as community focal points where older persons come together in an atmosphere of wellness to promote independence and improve their quality of life. Senior centers address the needs of an ever-increasing older population, providing a wide array of services and activities.

ATTRACTIONS

Our Past Preserved....

La Plata Train Station- This historic building recalls the railroad's impact on Charles County during the growth boom of the late 1800's.

Port Tobacco Courthouse- Settled in 1634, Port Tobacco was once Maryland's second largest seaport and was listed on early World Maps. This settlement was originally the site of the Indian Village of Potopaco. Port Tobacco was the first county seat, but after the river began silting up and after a shift of occupations from tobacco farming to other trades and industry people moved to the town of La Plata where the new railroad was being built. The county seat was eventually moved to La Plata.



The first Charles County Courthouse was completed in 1729, and a second one in 1819. In 1892, the Courthouse burned. The present building is a reconstruction of the third structure. During tours, costumed docents tell the story of Port Tobacco, from 1620 to present day.

Port Tobacco One-Room School- The school is the original structure built in 1876 by the towns people with funds from the county. It was in use as a school until 1953, serving the population of Port Tobacco. The school normally enrolled students from grades one through seven. During the 1990's, the school was restored by the Charles County Retired Teachers= Association, and is furnished with items from the early time period.

Thomas Stone National Historic Site- Thomas Stone was a well-respected lawyer and politician throughout Maryland. He was one of four Maryland signers of the Declaration of Independence and contributed in the creation of the United States while serving as both a Continental Congressman and as a framer of the Articles of Confederation.



Stone and his wife, Margaret Brown, were from two of the most influential families in Charles County and in Maryland. They built their country home, Haberdeventure, in the early 1770's. This site reflects a Southern Maryland tobacco plantation with a unique five-part colonial mansion. The site also contains 19th Century farm buildings. Haberdeventure was in the Stone family until 1936. After a 1977 fire nearly destroyed the mansion, it became a National Park Service property. Restoration work began in 1992 and was finished in 1997.

African-American Heritage Society- The museum contains various artifacts that were used during the time of slavery. It depicts the life and history of African-Americans who lived in Charles County and the contributions of African-American citizens of Southern Maryland from 1658 to present.

American Indian Cultural Center / Piscataway Indian Museum- This museum shows the life of the Native American before European contact. Its focus is on Maryland's indigenous people; it also includes information about other areas. There is a full-scale replica of a long house, as well as other items that represent life in the area—tools, weapons, and the arts. The center educates visitors on the art and culture of the Native American Indian and hosts an annual Pow-Wow.

Dr. Samuel A. Mudd House- The Dr. Samuel A. Mudd House Museum was the home of Dr. Samuel A. Mudd, the country doctor who set the broken leg of John Wilkes Booth. Booth fractured his leg as he leaped from the presidential box at Ford's Theater after shooting President Lincoln on Good Friday, April 14, 1865. Booth and David Herold arrived at Dr. Mudd's home at 4 a.m. on April 15. Dr. Mudd, not knowing the real identities of his visitors nor that President Lincoln had been assassinated, examined Booth's leg, had a splint made for Booth, and had both him and Herold retire to an upstairs bedroom. Booth and Herold left by 2 p.m. that same afternoon.

Dr. Mudd was tried and convicted by a Military Court for setting Booth's leg and harboring him for a few hours. He was sent to Fort Jefferson Prison, Florida for life. He was pardoned and released by President Andrew Johnson on February 8, 1869 for his service of caring for the sick during an outbreak of yellow fever at the island prison. Dr. Mudd died January 10, 1883, at the age of 49.

Today, the house is open to the public and tours are provided by costumed docents. The house is a two-story, two-part early Victorian frame farmhouse. The central structure was built around 1754. It is furnished with original and family pieces from the time period.

ATTRACTIONS



Smallwood Retreat House -The Smallwood Retreat House was built around 1760 and was the home of General William Smallwood until his death in 1792. The house was reconstructed and opened to the public in 1958, under the direction of the Smallwood Foundation, Inc. General Smallwood was heavily involved in the American Revolution and achieved the highest rank of Major General at the battle of Camden, South Carolina. After the war, he was appointed Governor of Maryland and served three one-year terms in this office.

Friendship House- Friendship House is one of Charles County's oldest houses. This building was built around 1680 by Colonel William Dent in a hall and parlor manner, an architectural style that originated in medieval England. It is a typical small tidewater house and has many features of an English yeoman structure with brick nogging interior. This house may have been one of many that Colonel Dent used to supervise his vast holdings.

In 1968, Friendship House almost disappeared. The owner of the house had decided to burn it, but rather than see such a special building be destroyed, the Historical Society of Charles County dismantled it, piece by piece, methodically numbering everything so it could be re-erected later. It was stored for seven years before a proper site was located for reconstruction. Finally in the Spring of 1976, Friendship House was rebuilt on the campus of the Charles County Community College.

Historic Churches-

Roman Catholic

Mount Carmel Monastery, (La Plata, 1790)
St. Ignatius Church (Chapel Point, 1641)
St. Mary's Church (Newport, 1674)
St. Peter's Church (Waldorf, 1700)
St. Joseph's Church (Pomfret, 1763)
Baptist- Nanjemoy Baptist Church (Nanjemoy, 1791)

Episcopal Churches

Christ Church, Ironsides (Durham Parish, 1692)
Christ Church, Wayside (William & Mary Parish, 1692)
Christ Church, La Plata (Port Tobacco Parish, 1692)
Trinity Church, Newport (Trinity Parish, 1744)
Quaker- Patuxent Friends Cemetery (1871)

Illustrations by: Joseph Troy

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 two galleries for visual artists in public spaces around Charles County. The Galleries are all located in La Plata at the: Government Building and Civista Hospital. The CCAA also sponsors the annual River Artsfest which is the largest outdoor arts festival in Charles County. River Artsfest celebrates ALL the arts and ALL the talented visual, performing and literary artists in our Southern Maryland region.

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 84 seat intimate setting and 450 square foot stage, the Black Box Theatre provides a professional venue for performance artists of all types.

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

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

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

ECONOMIC AND STATISTICAL INFORMATION

Charles County, Maryland Assessed and Estimated Market Value of All Property Classes

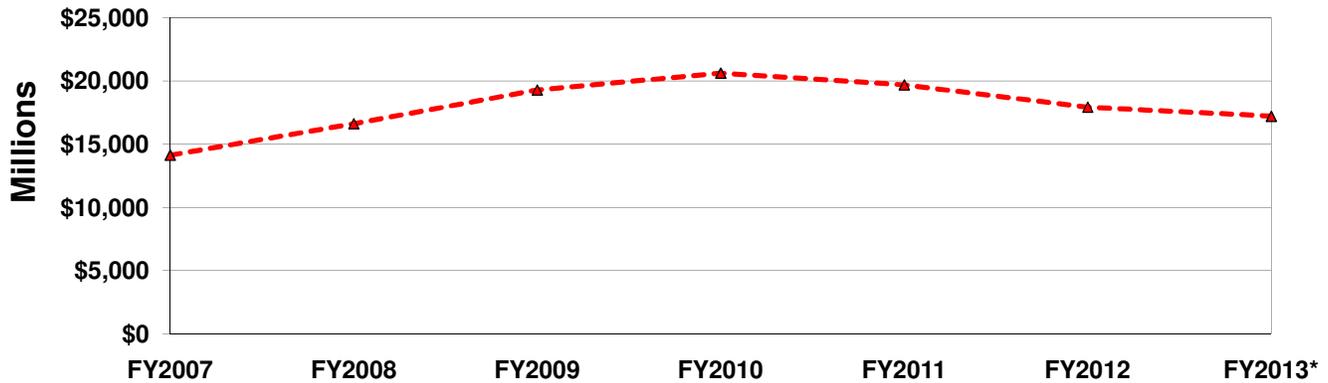
(amounts expressed in thousands)

Fiscal Year Ended June 30th	Real Property		Business Personal Property	Railroads & Public Utilities	Ordinary Business Corporations	Total Assessed Value	Total Market Value
	Full Year	Partial Yr.					
2007	\$12,264,927	\$323,759	\$7,464	\$202,471	\$672,024	\$13,470,645	\$14,134,107
2008	\$14,947,505	\$233,313	\$7,285	\$187,147	\$661,521	\$16,036,772	\$16,624,860
2009	\$17,572,237	\$185,558	\$5,641	\$195,176	\$808,399	\$18,767,010	\$19,272,897
2010	\$18,848,560	\$161,648	\$5,233	\$205,120	\$802,290	\$20,022,851	\$20,612,660
2011	\$17,816,916	\$99,738	\$7,901	\$262,617	\$785,848	\$18,973,019	\$19,681,322
2012	\$16,566,497	\$138,408	\$8,284	\$255,918	\$693,248	\$17,662,354	\$17,918,272
2013*	\$15,795,110	\$195,000	\$7,980	\$270,902	\$667,679	\$16,936,671	\$17,207,573

Source: Maryland State Department of Assessments & Taxation.

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

Estimated Market Value



Ten Leading Tax Payers

(For period ending June 30, 2012)

<u>Taxpayer</u>	<u>Property Tax Billed ¹</u>	<u>Property Assessment</u>
GenOn Energy, Inc. (formerly Mirant Mid-Atlantic, LLC.)*	\$13,882,332	\$645,063,790
Southern Maryland Electric Coop Inc.....	2,216,218	88,427,670
Dominion Cove Point LNG, LP.....	1,549,702	61,761,680
Charles Mall Company LTD Partnership.....	1,499,033	149,529,500
Verizon Maryland INC.....	1,420,036	56,659,790
API Town Center South LLC.....	694,439	69,270,767
Washington Gas Light Company.....	671,124	26,778,030
Madison Waldorf LLC.....	467,410	46,624,400
Potomac Electric Power Company.....	460,078	18,357,240
SVF Waldorf LLC.....	404,894	40,388,433

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

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

* Estimated personal property assessment based on Fiscal Year 2011 assessment.

ECONOMIC AND STATISTICAL INFORMATION

County-Wide Property Tax Rates Per \$100 Assessed Value									
Fiscal Years	<u>Real Property</u>					<u>Business Property</u>			
	General County (Including Education)	Fire and Rescue Tax	State	Total	General County (Including Education)	Fire and Rescue Tax	State*	Total	
2009	\$0.962	\$0.064	\$0.112	\$1.138	\$2.4050	\$0.16	\$0.28	\$2.845	
2010	0.962	0.064	0.112	1.138	2.4050	0.16	0.28	2.845	
2011	0.962	0.064	0.112	1.138	2.4050	0.16	0.28	2.845	
2012	1.0025	0.064	0.112	1.1785	2.50625	0.16	0.28	2.94625	
2013	1.0570	0.064	0.112	1.2330	2.64250	0.16	0.28	3.08250	

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

How are your Property Taxes calculated?



Assessed property value	\$250,000 ^a
Divided by \$100 increments	\$100 ^b
Multiplied by the combined tax rate	\$1.233 ^c
Total property taxes due	\$3,083

a) All property is physically inspected once every three years and any increase in full cash value arising from such inspections is phased in over the ensuing three taxable years in equal annual installments. A tax cap is set by the County Commissioners annually and can range from 0% to 10% of the prior year liability. The current year tax cap is 7%. Conversely, any decrease in full cash value is recognized in full in the first year and the tax bill remains flat until the next reassessment.

b) Property taxes are calculated per \$100 of assessed value.

c) Combined tax rate is broken down into \$1.121 County (includes \$0.064 Volunteer Fire & EMS) and \$0.112 State.

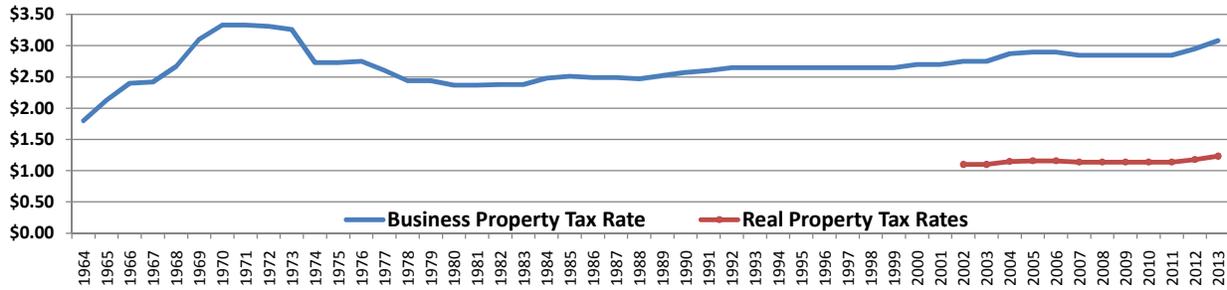
<u>County Tax Levies</u>			
(net of additions and abatements)			
Fiscal Years	County (Including Education)	Fire and Rescue Tax	State
2007	\$140,772,121	\$9,365,300	\$13,934,918
2008	165,599,544	11,017,019	16,885,433
2009	194,249,210	12,923,024	19,822,354
2010	206,470,878	13,736,111	21,223,149
2011	197,305,606	13,065,673	19,995,819
2012*	194,084,225	12,178,023	18,895,405

Source: Audited financial statements of the County for the fiscal years 2007-2011

*Unaudited as provided by the Department of Fiscal Services and 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		
1964	0.00	1.65	0.15	\$1.80					N/A	\$2,406,723
1965	0.10	1.85	0.18	\$2.13					N/A	\$2,603,404
1966	0.10	2.15	0.15	\$2.40					N/A	\$3,265,257
1967	0.10	2.15	0.17	\$2.42					50%	\$4,161,236
1968	0.10	2.40	0.17	\$2.67					50%	\$5,551,983
1969	0.10	2.80	0.20	\$3.10					50%	\$6,851,980
1970	0.10	3.05	0.18	\$3.33					50%	\$7,909,728
1971	0.10	3.05	0.18	\$3.33					50%	\$9,022,620
1972	0.10	3.00	0.21	\$3.31					50%	\$12,253,480
1973	0.10	2.95	0.21	\$3.26					50%	\$14,413,586
1974	0.10	2.42	0.21	\$2.73					50%	\$16,331,993
1975	0.10	2.42	0.21	\$2.73					50%	\$19,005,734
1976	0.10	2.42	0.23	\$2.75					50%	\$24,450,701
1977	0.10	2.27	0.23	\$2.60					50%	\$23,208,952
1978	0.10	2.14	0.20	\$2.44					50%	\$25,587,735
1979	0.10	2.14	0.20	\$2.44					45%	\$26,990,058
1980	0.10	2.07	0.20	\$2.37					40%	\$32,206,942
1981	0.10	2.07	0.20	\$2.37					45%	\$31,719,728
1982	0.10	2.07	0.21	\$2.38					50%	\$35,059,911
1983	0.10	2.07	0.21	\$2.38					50%	\$38,650,500
1984	0.10	2.17	0.21	\$2.48					50%	\$43,316,062
1985	0.15	2.15	0.21	\$2.51					50%	\$49,649,070
1986	0.15	2.13	0.21	\$2.49					50%	\$54,866,100
1987	0.15	2.13	0.21	\$2.49					45%	\$64,574,398
1988	0.15	2.11	0.21	\$2.47					45%	\$69,756,088
1989	0.15	2.16	0.21	\$2.52					50%	\$82,880,250
1990	0.15	2.21	0.21	\$2.57					50%	\$95,942,900
1991	0.16	2.23	0.21	\$2.60					50%	\$92,789,500
1992	0.16	2.28	0.21	\$2.65					50%	\$96,175,850
1993	0.16	2.28	0.21	\$2.65					50%	\$94,202,500
1994	0.16	2.28	0.21	\$2.65					50%	\$101,000,000
1995	0.16	2.28	0.21	\$2.65					50%	\$111,468,000
1996	0.16	2.28	0.21	\$2.65					50%	\$115,787,000
1997	0.16	2.28	0.21	\$2.65					50%	\$121,319,200
1998	0.16	2.28	0.21	\$2.65					50%	\$129,179,500
1999	0.16	2.28	0.21	\$2.65					2.52% **	\$137,248,500
2000	0.16	2.33	0.21	\$2.70					2.81%	\$152,185,700
2001	0.16	2.33	0.21	\$2.70					2.85%	\$161,893,300
2002	0.16	2.38	0.21	\$2.75	0.064	0.952	0.084	\$1.10	2.90%	\$171,108,600
2003	0.16	2.38	0.21	\$2.75	0.064	0.952	0.084	\$1.10	2.90%	\$190,253,600
2004	0.16	2.38	0.33	\$2.87	0.064	0.952	0.132	\$1.148	2.90%	\$197,452,600
2005	0.16	2.405	0.33	\$2.895	0.064	0.962	0.132	\$1.158	2.90%	\$213,559,200
2006	0.16	2.405	0.33	\$2.895	0.064	0.962	0.132	\$1.158	2.90%	\$243,388,300
2007	0.16	2.405	0.28	\$2.845	0.064	0.962	0.112	\$1.138	2.90%	\$273,508,600
2008	0.16	2.405	0.28	\$2.845	0.064	0.962	0.112	\$1.138	2.90%	\$302,328,000
2009	0.16	2.405	0.28	\$2.845	0.064	0.962	0.112	\$1.138	2.90%	\$312,519,000
2010	0.16	2.405	0.28	\$2.845	0.064	0.962	0.112	\$1.138	2.90%	\$311,168,600
2011	0.16	2.405	0.28	\$2.845	0.064	0.962	0.112	\$1.138	2.90%	\$305,018,610
2012	0.16	2.50625	0.28	\$2.94625	0.064	1.0025	0.112	\$1.1785	2.90%	\$307,623,600
2013	0.16	2.64250	0.28	\$3.0825	0.064	1.0570	0.112	\$1.233	2.90%	\$325,073,900

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.)

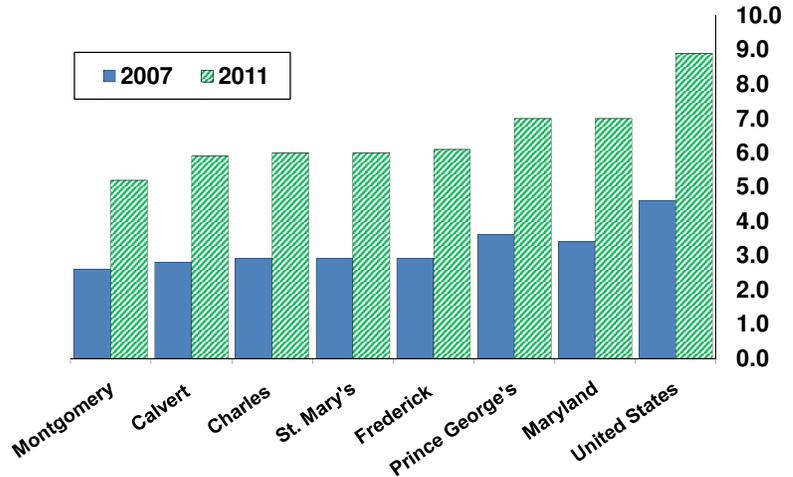
* Income Tax rates are shown as calendar years.

** 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.

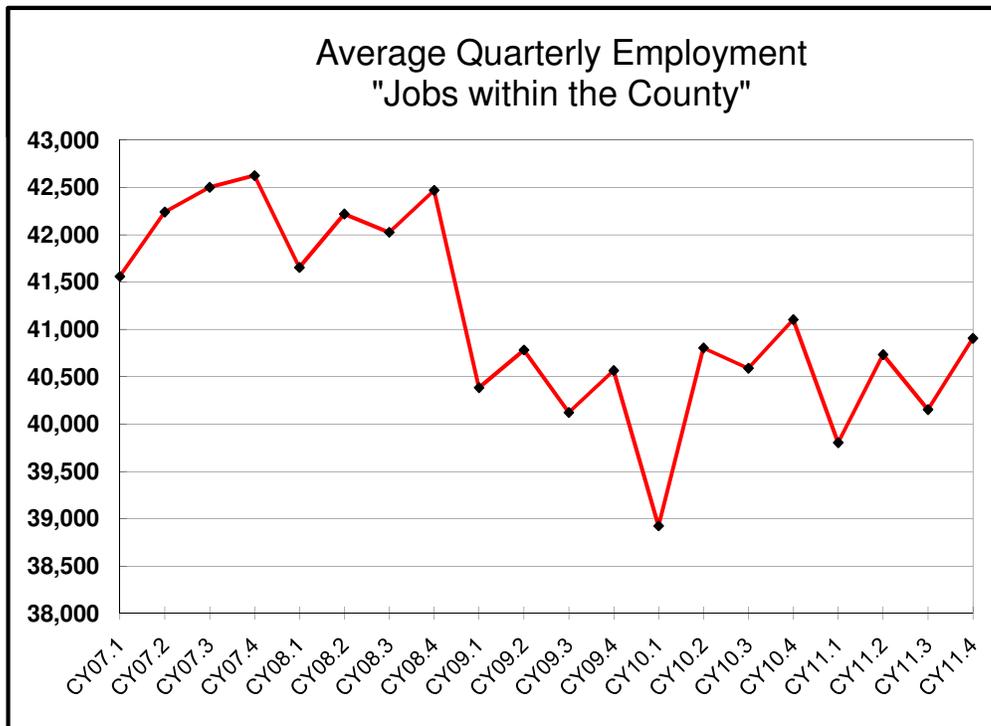
ECONOMIC AND STATISTICAL INFORMATION

Average Annual Unemployment Rate

<u>Calendar Year:</u>	<u>2007</u>	<u>2011</u>
Montgomery County	2.6	5.2
Calvert County	2.8	5.9
Charles County	2.9	6.0
St. Mary's County	2.9	6.0
Frederick County	2.9	6.1
Prince George's County	3.6	7.0
State of Maryland	3.4	7.0
United States	4.6	8.9



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



The quarterly employment for the fourth quarter of Calendar Year 2010 is at the highest point since the fourth quarter of Calendar Year 2007 and has leveled off in Calendar Year 2011.

Source: Maryland Department of Labor, Licensing, & Regulation and the Bureau of Labor Statistics
 Estimates are revised to the 2011 benchmark from the Current Population Survey. Published April 2012

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.....	3,462	McDonald's.....	396
Naval Department of Defense at Indian Head.....	2,950	Southern MD Electrical Coop.....	379
Charles County Government.....	1,571	Southern Maryland Oil/Wills Group.....	377
Civista Medical Center.....	805	Genesis Health Care.....	320
College of Southern Maryland.....	725	Lowes.....	300
Wal-Mart/Sam's Club.....	674	OSI Restaurant Partners.....	300
Facchina Corporation.....	600	Darden Restaurants.....	284
Safeway.....	500	Charles County Nursing & Rehab. Center.....	250
Target.....	400	Macy's	250

Source: Economic Development Office as of March 2012.

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.....	\$32.25	\$33.25	Industrial Truck & Tractor Operators...	\$13.75	\$16.75
Aerospace Engineers.....	51.75	55.00	Machinists.....	24.50	21.75
Bookkeeping/Accounting Clerks.....	17.75	19.50	Network Administrators.....	37.00	39.25
Computer Systems Analyst.....	40.75	39.75	Packers and packagers, hand.....	9.00	10.25
Customer Service Representatives.....	12.00	16.50	Retail Salesperson.....	10.25	10.25
Electrical Engineers.....	47.50	43.25	Secretaries.....	17.75	17.75
Electrical & Electronic Eng. Techs.....	41.00	31.00	Shipping/Receiving Clerks.....	12.75	14.50
Freight, Stock, & Material Movers, hand.....	9.75	12.00	Team Assemblers.....	11.50	13.50

Source: Maryland Department of Labor, Licensing and Regulation, Office of Labor Market Analysis and Information; last updated April 2012. Wages were adjusted for inflationary pressure through December 2011. 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 2010 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.....	1,387	2.6%	1.9%
\$10,000 under \$20,000.....	6,331	11.7%	2.1
\$20,000 under \$30,000.....	5,855	10.8%	1.9
\$30,000 under \$40,000.....	5,161	9.5%	2.0
\$40,000 under \$50,000.....	4,618	8.5%	2.2
\$50,000 under \$100,000.....	16,796	31.0%	2.8
\$100,000 and over.....	14,026	25.9%	2.9
Taxable Returns.....	54,174	100.0%	2.4%
Non-Taxable.....	11,215		2.0
Total- All Returns.....	<u>65,389</u>		<u>2.4%</u>

Source: Office of the Maryland Comptroller of the Treasurer

ECONOMIC AND STATISTICAL INFORMATION

Income

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

<u>Jurisdiction</u>	<u>Median Household Income</u>	<u>State Ranking</u>	<u>Per Capita Income</u>	<u>State Ranking</u>
Anne Arundel.....	\$83,456	5	\$38,660	3
Calvert.....	90,838	3	36,323	5
Charles.....	88,825	4	35,780	7
Frederick.....	81,686	6	35,172	8
Howard.....	103,273	1	45,294	2
Montgomery.....	93,373	2	47,310	1
Prince George's.....	71,260	11	31,215	14
St. Mary's.....	80,053	9	34,000	9
State of Maryland.....	70,647		34,849	

Source: 2006-2010 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.....	2,788	3.0%	4.7%	6.2%
9th to 12th grade, no diploma.....	5,514	5.9%	7.4%	8.5%
High school graduate (includes equivalency).....	28,258	30.1%	26.3%	28.4%
Some college, no degree.....	26,102	27.8%	19.8%	21.3%
Associate's degree.....	6,854	7.3%	6.2%	7.6%
Bachelor's degree.....	14,912	15.9%	19.7%	17.6%
Graduate or professional degree.....	9,351	10.0%	15.9%	10.4%
Population 25 years and over.....	93,779			
Percent high school graduate or higher.....		91.1%	87.9%	85.3%
Percent bachelor's degree or higher.....		25.9%	35.6%	28.0%

Source: 2008-2010 American Community Survey 3-Year Estimates

Charles County Sales and Use Tax Collections

As indicated in the following table Charles County's had an increase of 7.8% for FY11, while the entire State increased by 3.5%. Charles County represents 2.6% 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>2011</u>	<u>2010</u>
	<u>2011</u>	<u>2010</u>	<u>Change</u>	<u>% of Total</u>	<u>% of Total</u>
General Merchandise.....	\$26,782	\$25,624	4.5%	26.7%	27.4%
Food and Beverage.....	22,397	21,728	3.1%	22.3%	23.3%
Building and Contractors.....	15,520	15,592	-0.5%	15.5%	16.7%
Utilities and Transportation.....	8,543	6,529	30.8%	8.5%	7.0%
Automotive.....	7,645	7,589	0.7%	7.6%	8.1%
Miscellaneous.....	6,993	4,915	42.3%	7.0%	5.3%
Furniture, Fixtures, & Appliances.....	5,947	6,013	-1.1%	5.9%	6.4%
Apparel.....	5,306	4,139	28.2%	5.3%	4.4%
Hardware, Machinery & Equipment...	1,094	1,294	-15.4%	1.1%	1.4%
Total	\$100,227	\$93,422	7.3%	100.0%	100.0%
Assessment Collections	519	75	592.2%		
Grand Total	\$100,746	\$93,497	7.8%		

Source: Retail Sales Tax Division of the Office of the Maryland Comptroller of the Treasury

ECONOMIC AND STATISTICAL INFORMATION

Population and Age Distribution

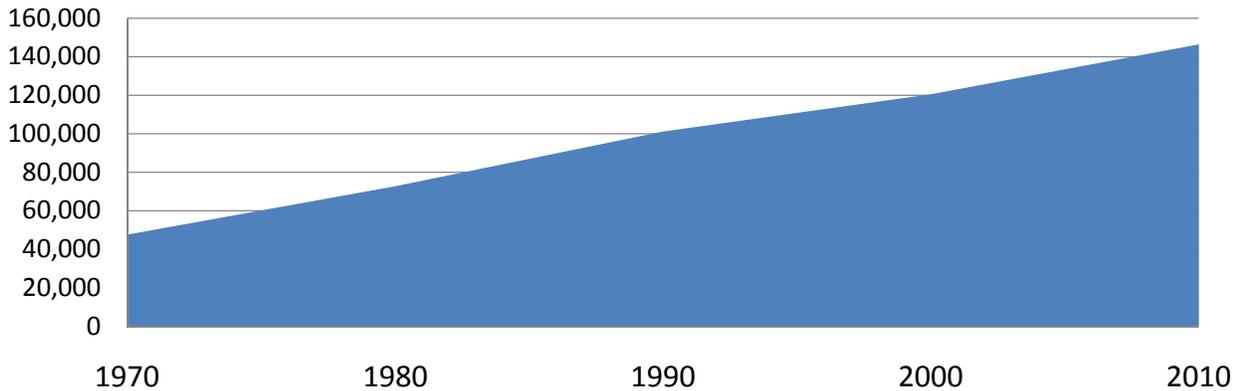
<u>Age</u>	<u>1970</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2011</u> ⁽¹⁾
Under 5	5,674	5,975	8,769	8,628	9,780	9,573
5-9	6,537	6,721	8,631	9,891	10,241	10,379
10-14	5,928	8,273	7,853	10,376	11,587	11,834
15-19	4,283	7,908	7,731	8,971	11,661	11,746
20-24	3,033	5,588	7,761	6,118	8,851	8,807
25-34	7,193	12,506	19,351	17,401	17,309	17,420
35-44	5,402	10,853	16,820	22,749	24,498	23,549
45-54	4,283	6,308	11,346	17,062	24,000	25,151
55-64	2,846	4,614	6,389	10,525	14,974	16,133
65-74	1,633	2,674	4,145	5,460	8,245	8,680
<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>5,370</u>
All Ages	47,578	72,751	101,154	120,546	146,551	148,642
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 2010 data for occupied housing units, with new Charles County U & O permit data added to 2010 number.

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

Charles County Population 40 Years



Race	
White.....	49.4%
Black or African American alone.....	40.3%
Hispanic or Latino (of any race).....	4.3%
Asian.....	2.9%
Other.....	3.1%

Gender	
Women.....	51.6%
Men.....	48.4%

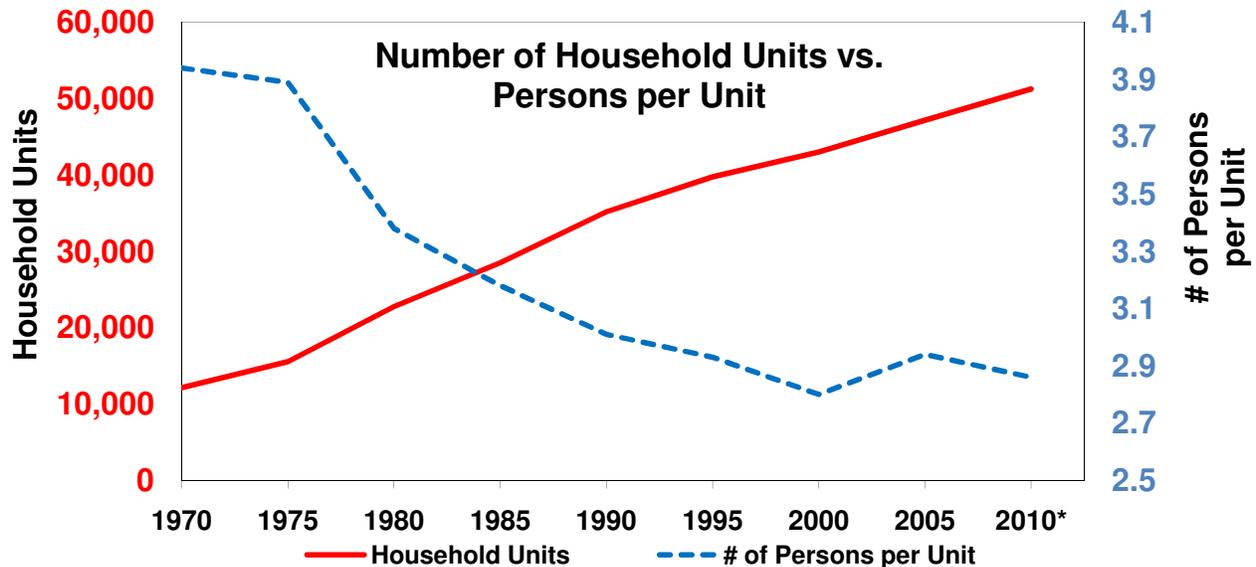
Source: U.S. Census Bureau, 2008-2010 American Community Survey 3-year estimates

ECONOMIC AND STATISTICAL INFORMATION

Persons Per Residential Household

The total housing units for Charles County is estimated at 51,953. Per the 2010 Census the occupancy rate for Charles County is 93.2%. The number of persons per unit was on a decline from 1970 to 1995 and has leveled off to the current 2.83 persons per unit.

<u>Calendar Year Ending</u>	<u>Number of Occupied Housing Units</u>	<u>Number of Persons Per Unit</u>
1970	12,098	3.94
1975	15,519	3.89
1980	22,721	3.38
1985	28,498	3.18
1990	35,168	3.01
1995	39,736	2.93
2000	43,002	2.80
2005	47,161	2.94
2010*	51,214	2.86
2011	51,953	2.83



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

* U.S. Census Bureau, Census 2000; count as of 04/01/10

Type of Housing Units

	<u>% of Total</u>		<u>% of Total</u>
1 unit- detached.....	71.4%	5 to 9 units.....	2.1%
1 unit- attached.....	16.9%	10 to 19 units.....	1.7%
2 units.....	0.9%	20 or more units.....	2.8%
3 or 4 units.....	2.1%	Mobile home or other	2.1%

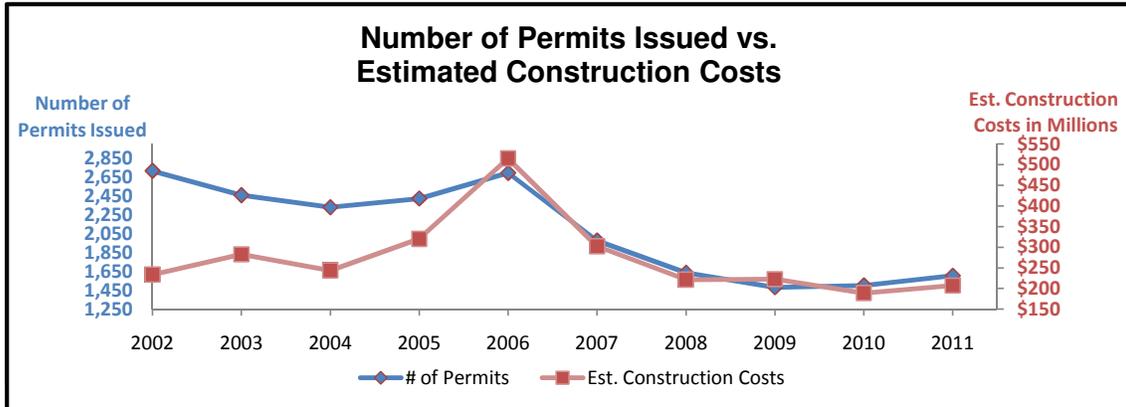
Source: U.S. Census Bureau, 2008-2010 American Community Survey 3-year estimates.

ECONOMIC AND STATISTICAL INFORMATION

As set forth in the Ten-Year Building Permit Summary, the value of building permits issued annually has generally increased each year from 2001 to 2006. As a result of the current housing and economic slow down, permits have declined from 2006 to 2009, leveled off in 2010, and have begun to increase in 2011.

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
2002	1,260	25	1,234	197	2,716	\$233,834,030
2003	946	29	1,295	188	2,458	282,769,370
2004	807	37	1,283	203	2,330	243,840,425
2005	783	29	1,402	209	2,423	320,473,399
2006	1,043	32	1,381	237	2,693	515,266,408
2007	581	22	1,103	271	1,977	302,263,342
2008	397	41	930	268	1,636	221,314,567
2009	524	14	723	221	1,482	222,629,345
2010	520	15	761	206	1,502	189,021,394
2011	576	18	751	259	1,604	207,318,445



As shown below, the County experienced a dramatic rise in the estimated average cost per single family dwelling unit between 2002 and 2006. A housing market slump has resulted in fewer number of new units and a slightly lower average cost per unit. In 2011, the average price increased 7.5%.

Single Family Dwelling (SFD)				
Year	Estimated Residential Construction Costs	No. of New SFD Units	Avg. Cost of New SFD Unit	% Chg.
2002	\$173,280,577	1,113	\$155,688	13.5%
2003	142,739,547	826	172,808	11.0%
2004	159,923,707	807	198,171	14.7%
2005	171,982,185	773	222,487	12.3%
2006	221,421,651	901	245,751	10.5%
2007	124,848,057	489	255,313	3.9%
2008	94,786,848	377	251,424	-1.5%
2009	87,588,186	363	241,290	-4.0%
2010	117,998,807	497	237,422	-1.6%
2011	110,281,837	432	255,282	7.5%

Source: County Department of Planning & Growth Management, Permits and Inspections 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. A six-year, \$180 million road improvement plan is near completion, which will create alternate routes and easy traffic flow through the county's population centers.

Rail: CSX Transportation

Truck: 51 local and long-distance trucking establishments are located in Southern Maryland.

Air: Charles County's Development District is about 45 minutes from Washington's Reagan National Airport, and about an hour from both Dulles Airport and Baltimore/Washington International Thurgood Marshall Airports. General aviation services are available within the County at the Maryland Regional Airport which is currently undergoing a \$15 million FAA/State expansion adding a 3,000 ft paved runway.

Water: Service by the Port of Baltimore. Channel depth of the Potomac River is sufficient to support shipping direct to Charles County.

Utilities

Electricity: Southern Maryland Electric Coop. Inc. Customers of investor-owned utilities and major cooperatives may choose their electric supplier. The County is home to the GenOn power generation plant with a capacity of 1.5 megawatts.

Gas: Washington Gas serves the northern area of the County.

Sewer: In Pinefield, the greater Waldorf area, St. Charles, White Plains, Bryans Road, and the Bensville area, the County owns and operates a series of collector sewers and pumping facilities. The sewage from these areas all flow to the County's Mattawoman Wastewater Treatment Plant. The County also owns and operates five other sewage collection systems and wastewater treatment facilities.

Water: The greater Waldorf area, St. Charles, Pinefield, & White Plains area communities obtain water from a public water system comprised of 17 deep wells. Indian Head & La Plata have municipal water systems. There are 18 other individual community water systems owned and operated by the County and approximately 60 community water systems owned and/or operated by private utility companies or neighborhood associations. For areas not served by a community water system, individual wells are used for water supply.

Telecommunication: A number of carriers provide wireless, hardline, and broadband service to the region.

Business/Industrial Property

St. Charles - Considered one of the best master-planned communities in the country and only 11 miles from the Capital Beltway, with more than 500 acres of available industrial and commercial property in parcels from one to 100+ acres in three employment parks.

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

Indian Head Science and Technology Park - 5 minutes from Indian Head Naval Base and 20 minutes from the Capital Beltway. This new park will accommodate 1.3 million sf of R&D, office, and industrial space on 250+ acres. Anti-Terrorism/Force Protection site criteria compliance available. Future home of the University of Maryland's Energetics Technology Center.

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>
Land- cost per acre:				Rental Rates- per square foot:			
Industrial	\$21,000	\$200,000	\$110,500	Warehouse/Industrial	\$4.50	\$10.00	\$6.00
Office	\$109,000	\$600,000	\$250,000	Flex/R&D/Technology	\$10.00	\$16.50	\$12.00
				Class A Office	\$13.00	\$30.00	\$21.00

Operational Budgets

Understanding an Operating Division/Program Budget Form

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

1. This section refers to the general area under which a Department or Agency is listed in the FY2013 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 **FY2011**. For further explanation on what is included in the individual Character of Expenditures, please refer to the Glossary section of the book.
9. The **Adopted FY2012 Budget** is listed in this column.
10. The **FY2013 County Administrator's Proposed Budget** is listed as presented to the County Commissioners before the budget was balanced. For Special Revenue Funds, the FY2012 Amended Budget is reported due to frequent late changes to grant awards and budgets.
11. The **FY2013 Adopted Budget** is listed in this column.
12. The amount of change expressed in dollars comparing the FY2012 Adopted Budget and the FY2013 Adopted Budget.
13. The Percentage Change (%) column represents the monetary change from FY2012 Adopted Budget to FY2013 Adopted Budget expressed as a percentage.
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 FY09 through FY13.
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 FY09 to FY11 are included, as well as a projection for FY12, and an estimate for FY13.

1.

Department: 2.
Division\Program: 4.
Program Administrator: 6.
Address: 7.
www.charlescountymd.gov

Account: 3.
Fund: 5.

Phone Number:
Hours:

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services						
Fringe Benefits	8.	9.	10.	11.	12.	13.
Operating Costs						
Transfers Out						
Capital Outlay						
Total Expenditures						
Revenues 14.						

Changes and Useful Information: 15.

- .
- .
- .

Description: 16.

Positions: 17.

<u>Title</u>	<u>FY09</u> <u>FTE</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>
Total Full Time Equivalent	0.0	0.0	0.0	0.0	0.0
Allocated to Other Funds:					
Net Cost to General Fund	0.0	0.0	0.0	0.0	0.0

Objectives & Measurements:

<u>FY09</u> <u>Actual</u>	<u>FY10</u> <u>Actual</u>	<u>FY11</u> <u>Actual</u>	<u>FY12</u> <u>Projected</u>	<u>FY13</u> <u>Estimated</u>
------------------------------	------------------------------	------------------------------	---------------------------------	---------------------------------

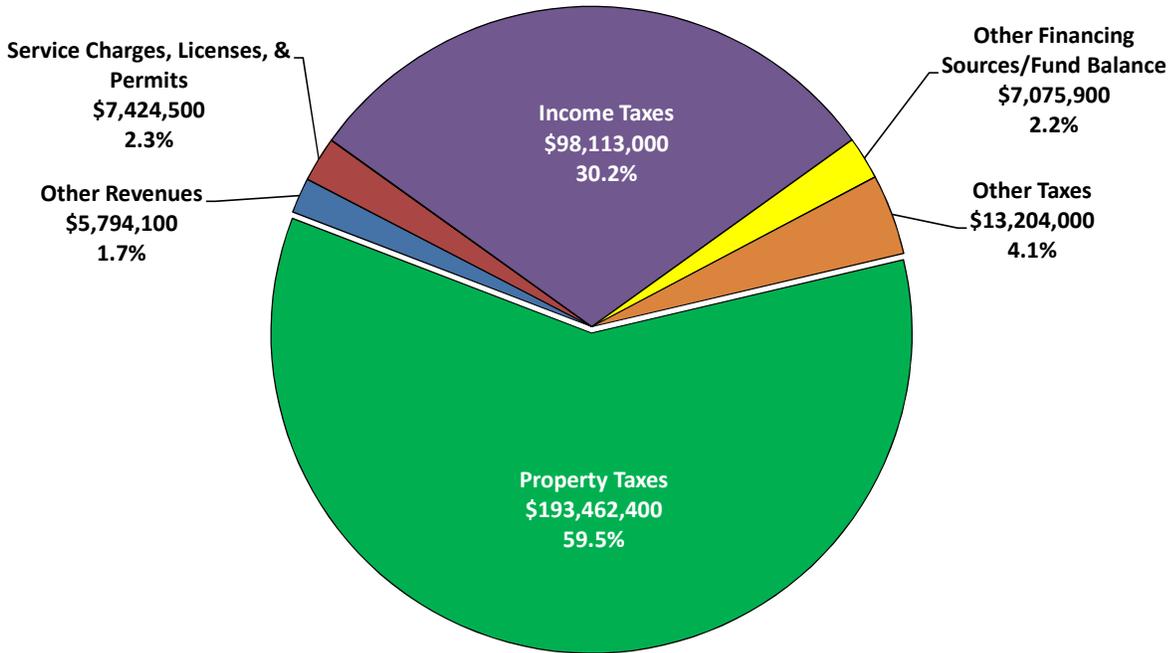
18.

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:

FY13 General Fund Revenues/Financing Sources TOTAL BUDGET = \$325,073,900



REVENUE BREAKDOWN

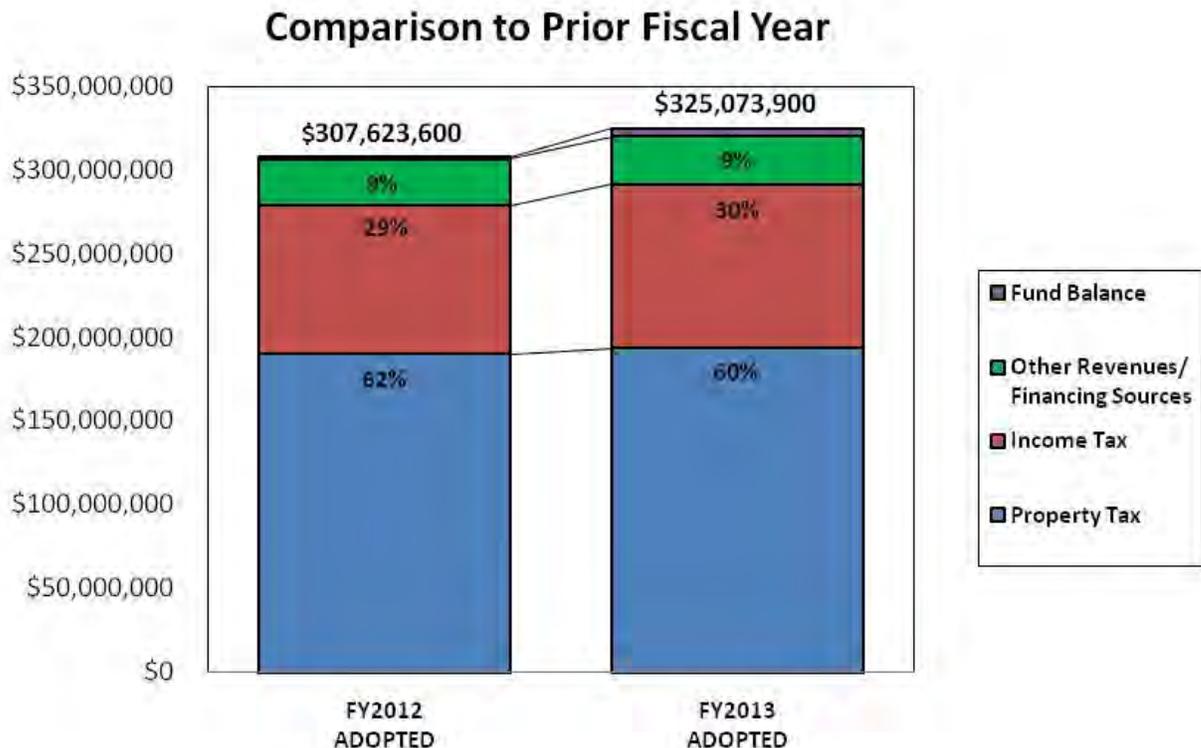
PROPERTY TAXES	59.5%	\$193,462,400	INCOME TAX	30.2%	\$98,113,000
Real & Personal		195,033,600			
Penalties, Interest & Fees		650,000	SERVICE CHARGES, LICENSES, & PERMITS	2.3%	\$7,424,500
Tax Credits		(2,221,200)	Federal Inmate Contract	1,380,000	
OTHER LOCAL TAXES	3.8%	\$12,350,000	EMS Billing Fee	1,256,300	
Recordation Tax		10,500,000	911 Fees	1,000,000	
Hotel/Motel Tax		1,000,000	Licenses & Permits	926,400	
Admission Tax		850,000	Indirect Cost Allocation	804,100	
HIGHWAY USER TAX	0.3%	\$854,000	Remaining	2,057,700	
OTHER FINANCING SOURCES	0.6%	\$2,079,200	INTEREST INCOME	0.1%	\$400,000
Special Revenue: Cable Fund		350,000			
Capital Lease Agreement		1,729,200	ALL OTHER REVENUES	1.7%	\$5,394,100
FUND BALANCE APPROPRIATION	1.5%	\$4,996,700	Rent Revenue	1,336,200	
Excise Tax Subsidy		2,685,800	Fines & Forfeitures	1,562,100	
CIP Appropriation		856,000	State Grants	1,069,300	
Miscellaneous		712,900	Other Intergovernmental	651,500	
Bond Premium		666,000	Miscellaneous	775,000	
Housing Authority Board		76,000			

GENERAL FUND-Revenue Descriptions

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

Fund balance appropriations are made infrequently and 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 ratio of Fund Balance to Operating Revenues is currently within this range.

The FY2013 Budget was adopted at \$325.1 million compared to the FY2012 Budget of \$307.6 million. The overall budget increase of \$17.4 million is due primarily to increased Property Tax of \$3.2 million, Income Tax of \$9.4 million, and Fund Balance of \$3.3 million. Although the assessed values of property have declined, the real property tax rate excluding fire and rescue was increased 5.4% to \$1.057 per one hundred dollars of assessed value generating increased revenues. Income Tax revenues were budgeted conservatively for the FY2012 Budget. Adjusting to actual receipts and accounting for changes at the State level increased the County's Income Tax forecast for FY2013. Additional use of Fund Balance in FY2013 is for items previously reserved, primarily subsidizing the excise tax debt service payments associated with new school construction.



NOTE: Percentages (%) noted in graph represent the percent of Total Operating Revenues and Financing Uses. Fund Balance was less than 1% of the Adopted Budget in FY2012 and is less than 2% for the FY2013 Adopted Budget.

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 will generate approximately \$167 million for FY2013.



The FY2013 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 FY2013 is estimated to be flat in comparison to FY2012. The decline in property value was offset by minimal growth in new residential and commercial construction and an increase in the real property tax rate. **The tax rate was increased from \$1.0025 to \$1.057 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 FY2013 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 \$25 million to \$102 million. **The estimated quarterly additions for Fiscal Year 2013 are \$65 million per quarter.**

	FY2008 Actual	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Estimate
3/4 Year	\$102.3	\$64.0	\$50.5	\$34.7	\$46.1	\$65.0
1/2 Year	\$70.0	\$75.0	\$69.5	\$39.7	\$43.5	\$65.0
1/4 Year	\$61.8	\$46.9	\$43.4	\$25.6	\$49.1	\$65.0

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.

FY2013 revenues are estimated by the Charles County Department of Fiscal and Administrative Services using historical trends. FY2011 included an increase for Dominion Cove Point, LNG, which completed a pipeline expansion. With the exception of this tax payer, the total assessable base for this grouping has remained relatively flat in recent years. **The tax rate was increased from \$2.50625 to \$2.6425 per \$100 of assessed value.**

	FY2008 Actual	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2013 Budget
Assessment	\$187,147,270	\$195,176,080	\$205,119,670	\$262,616,650	\$263,367,767	\$270,902,000

BUSINESS PERSONAL PROPERTY

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

FY2013 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2012 assessments. FY12 Budget estimates were not achieved and the FY2013 budget was adopted in line with actual. **The tax rate was increased from \$2.50625 to \$2.6425 per \$100 of assessed value.**

	FY2008 Actual	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2013 Budget
Assessment	\$7,285,360	\$5,640,570	\$5,233,180	\$7,900,630	\$10,395,000	\$7,908,000

ORDINARY BUSINESS CORPORATION

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

FY2013 revenues are estimated by the Charles County Department of Fiscal and Administrative Services using historical trends and certain assumptions. The County's largest taxpayer, GenOn Energy Inc., represents 67% of the total ordinary business tax assessable base and is estimated to remain at the same amount as the most recent assessment. The remaining 33% tax base was adjusted downward based on FY2012 actuals. **The tax rate was increased from \$2.50625 to \$2.6425 per \$100 of assessed value.**

	FY2008 Actual	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Budget	FY2013 Budget
Assessment	\$661,521,380	\$808,399,180	\$802,289,680	\$785,847,980	\$774,481,000	\$667,679,000

PROPERTY TAX CREDITS

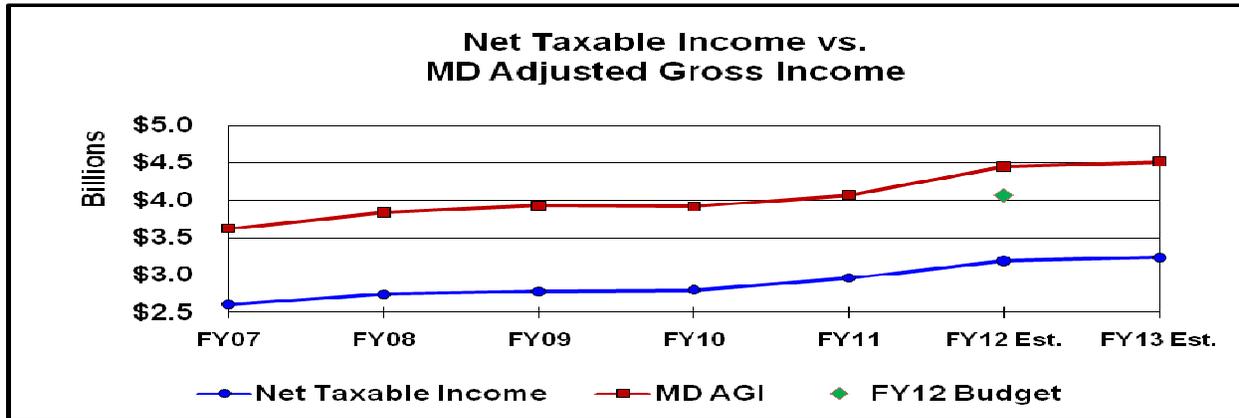
Tax credits are provided to taxpayers based on certain criteria. The largest tax credit relates to the "Homestead Tax Credit". Owner-occupied taxpayers become eligible for this credit whenever their property assessment exceeds a limit as established by the county government. These tax limits can be set by the local government in a range of 0% to 10%, with the maximum limit of 10% as regulated by State legislation. As a result, in no one year could a homeowner's property tax bill exceed 10%. In an effort to help alleviate citizen's tax burden, **Charles County Homestead Tax Credit remains at the 7% limit.** This limit is estimated to yield approximately \$400 thousand in credits to Charles County homeowners.

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.

GENERAL FUND-Revenue Descriptions

INCOME TAX

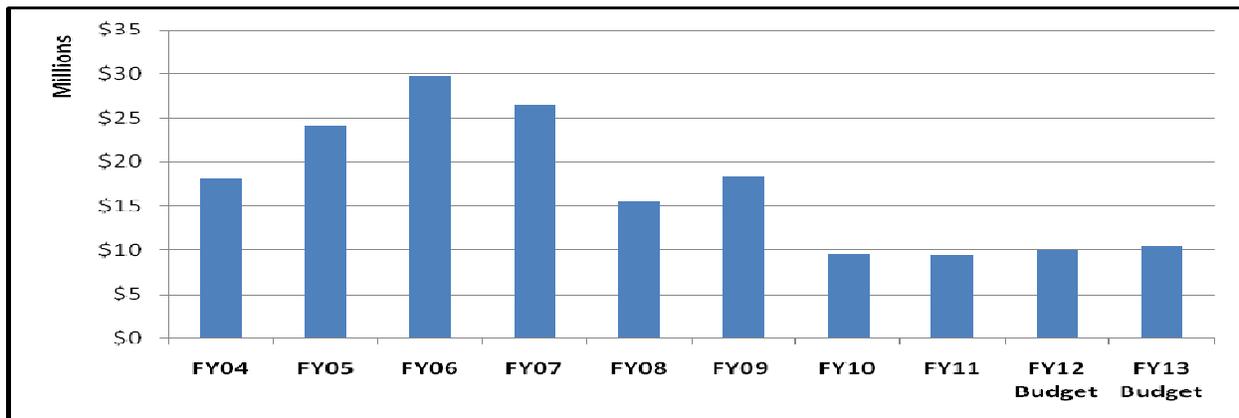
Income tax revenue is generated from the local tax liability of residential income tax returns. The local rate of 2.90% of an individual's Maryland taxable income is established by the Board of County Commissioners and is legally limited to 3.20% of the state tax liability. Income tax revenue is the second largest revenue generator, representing 30% of the General Fund revenues. Income tax revenues for FY2013 are estimated to be 10.6% greater than the FY2012 adopted budget and include additional revenue due to the increasing State income tax rates, establishment of new individual income tax brackets, and the reduction and elimination of the personal exemption for certain taxpayers.



OTHER LOCAL TAXES

RECORDATION TAX

Recordation tax is established by the local governing body with prior approval from the state legislature. Tax revenue is generated from the recording of real property transfers and mortgages upon property settlement. **A rate of \$5.00 per \$500 value remains the same for FY2013.** 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. Recordation tax revenue is estimated to increase from \$10 million in FY2012 to \$10.5 million in FY2013 due to the State allowing recordation tax to be charged on indemnity mortgages.



GENERAL FUND-Revenue Descriptions

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 from historical trends and adjusted for new operations and are expected to decline by 7% compared to the FY2012 Adopted budget as the County has seen a slight decline in revenues generated from this source.

HOTEL/MOTEL TAX

The hotel/motel occupancy tax was enacted September 1, 1988, and is calculated at 5% of the room rate for occupants boarding less than 120 days. The budget for FY2013 is expected to remain relatively flat compared to FY2012.

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 recent years, the State enacted reductions in the amount of funds distributed to the counties. This revenue source had generated over \$9 million in revenues and was estimated to generate \$480,000 in FY2012. The State is expected to increase the allocation to the counties in FY2013 and Charles County is expected to receive \$854,000. 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.

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 State enacted a funding reduction in FY2010 which is expected to continue in FY2013. The State is expected to increase this amount beginning in FY2014.

SERVICE CHARGES

FEDERAL AID FOR INMATE OPERATING

Fourteen years ago the Sheriff's Office entered into a contractual agreement with the federal government to pay the County a minimum of 90% of the total inmate beds reserved for federal inmates on a per diem basis. A decrease of 8% for FY2013 is directly related to a decrease in the daily inmate population.

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. Revenues are expected to increase from the FY2012 adopted budget of \$1.0 million to \$1.3 million in FY2013. The increase is estimated based on current collections and the hiring of (2) additional Paramedics to cover an existing volunteer station which will allow the County to bill for additional activity. EMS billing is covered by Medicare, Medicaid, and commercial insurance policies.

GENERAL FUND-Revenue Descriptions

LOCAL 911 FEES

The County has the authority to establish and charge a fee for the specific purpose of funding 911 emergency telephone operations. State legislation allows for a maximum rate of 75 cents per phone line. Revenues are estimated based on historical growth patterns for the number of phone lines times the current rate of 75 cents. The budget is estimated at \$1.0 million for FY2013.

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.

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. Mainly due to low interest earnings, the County did not reach the FY2012 budget. FY2013 is estimated to be \$400 thousand which is 20% lower than the FY2012 budget.

MISCELLANEOUS

Miscellaneous revenues include income sources such as fines and forfeitures, office space rent from County owned buildings, sale of surplus property and equipment, non-recurring sources, workers' compensation reimbursements, and revenue from the Southern Maryland Stadium and Entertainment Complex that is not associated with admission/amusement tax. 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. For Fiscal Year 2013, Fines & Forfeitures are expected to increase by 21% primarily due to the county instituting a new Speed Camera program.

FUND BALANCE

The use of \$5 million in Fund Balance is approved for FY2013. These funds were formally reserved for various purposes such as: \$2.7 million to subsidize Excise Tax debt service for bonds related to new school construction, \$856 thousand to fund projects in the FY2013 Capital Improvement Program, \$666 thousand from a bond premium received from the 2011 bond issue, \$713 thousand to utilize funds set aside for one time purchases, and use of \$76 thousand in funds generated from the sale of surplus property for the Housing Authority.

GENERAL FUND OPERATING BUDGET

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	\$ Change from FY2012	% Chg.
REVENUES						
Operating Revenues						
Property Taxes	\$181,734,630	\$190,213,000	\$183,155,700	\$193,462,400	\$3,249,400	1.7%
Income Tax	92,049,627	88,744,000	98,113,000	98,113,000	9,369,000	10.6%
Recordation Tax	9,446,893	10,000,000	10,500,000	10,500,000	500,000	5.0%
Other Local Taxes	1,624,719	1,908,100	1,850,000	1,850,000	(58,100)	-3.0%
Highway User Tax	631,126	480,000	854,000	854,000	374,000	77.9%
Interest Income	238,602	500,000	400,000	400,000	(100,000)	-20.0%
Services Charges	6,221,978	6,288,100	6,368,600	6,498,100	210,000	3.3%
Intergovernmental	1,863,269	1,718,300	1,720,800	1,720,800	2,500	0.1%
Licenses & Permits	892,291	923,800	926,400	926,400	2,600	0.3%
Fines & Forfeitures	1,093,910	1,291,800	1,562,100	1,562,100	270,300	20.9%
Rent/Miscellaneous	2,595,903	1,998,600	2,111,200	2,111,200	112,600	5.6%
Total Operating Revenues	\$298,392,949	\$304,065,700	\$307,561,800	\$317,998,000	\$13,932,300	4.6%
Other Financing Sources						
Transfer from CIP Fund	328,800	0	0	0	0	N/A
Transfer from Special Revenue Fund	331,100	700,000	350,000	350,000	(350,000)	-50.0%
Transfer from Enterprise Funds	599,800	599,800	0	0	(599,800)	-100.0%
Bond Premium	3,214,979	0	0	0	0	N/A
Bond Refunding	17,985,000	0	0	0	0	N/A
Capital Lease Agreement	0	1,129,500	1,729,200	1,729,200	599,700	53.1%
Reserved Fund Balance	0	1,128,600	4,996,700	4,996,700	3,868,100	342.7%
Total Other Financing Sources	\$22,459,679	\$3,557,900	\$7,075,900	\$7,075,900	\$3,518,000	98.9%
TOTAL REVENUES & OTHER FINANCING SOURCES	\$320,852,628	\$307,623,600	\$314,637,700	\$325,073,900	\$17,450,300	5.7%
EXPENDITURES						
Board of Education	\$145,296,600	\$145,620,700	\$149,557,200	\$153,957,200	\$8,336,500	5.7%
Sheriff & Detention Center	61,631,069	64,611,100	69,004,800	69,004,800	4,393,700	6.8%
Debt Service	42,867,916	20,987,000	20,223,400	20,223,400	(763,600)	-3.6%
Other Education	11,322,982	11,348,900	12,952,900	12,952,900	1,604,000	14.1%
Other General Government	7,730,633	6,673,500	7,206,000	7,206,000	532,500	8.0%
State's Attorney		2,246,800	2,451,700	2,746,800	500,000	22.3%
Health Agencies	3,125,159	3,117,300	3,092,900	3,092,900	(24,400)	-0.8%
Economic Development Agencies	404,613	384,870	312,370	312,370	(72,500)	-18.8%
Social Service Agencies	1,048,179	1,036,630	1,015,830	1,015,830	(20,800)	-2.0%
Conservation of Natural Resources	560,986	609,600	597,400	597,400	(12,200)	-2.0%
Contingency	0	25,000	130,500	130,500	105,500	422.0%
County Administered						
Public Works	16,650,347	16,932,500	17,068,700	17,068,700	136,200	0.8%
Emergency Services	11,109,095	11,531,500	12,069,300	12,243,400	711,900	6.2%
Community Services	5,554,780	5,886,300	6,148,400	6,148,400	262,100	4.5%
Fiscal & Administrative Services	4,394,193	5,553,900	5,528,000	5,528,400	(25,500)	-0.5%
Planning & Growth Management	2,449,888	2,427,000	2,447,800	2,477,800	50,800	2.1%
Economic Development	83,907	654,800	980,300	980,300	325,500	49.7%
County Administered General Govt.	3,654,019	3,741,900	3,871,800	3,871,800	129,900	3.5%
Total County Administered	\$43,896,228	\$46,727,900	\$48,114,300	\$48,318,800	\$1,590,900	3.4%
Total Expenditures	\$317,884,366	\$303,389,300	\$314,659,300	\$319,558,900	\$16,169,600	5.3%
Other Financing Uses						
Capital Project Transfer	1,280,829	3,104,800	1,100,000	1,100,000	(2,004,800)	-64.6%
Excise Tax Debt Service Subsidy	2,153,972	0	2,685,800	2,685,800	2,685,800	N/A
Capital Lease Agreement	334,334	1,129,500	1,729,200	1,729,200	599,700	53.1%
Total Other Financing Uses	\$3,769,135	\$4,234,300	\$5,515,000	\$5,515,000	\$1,280,700	30.2%
TOTAL EXPENDITURES & OTHER FINANCING USES:	\$321,653,500	\$307,623,600	\$320,174,300	\$325,073,900	\$17,450,300	5.7%
SURPLUS/(DEFICIT)	(\$800,872)	\$0	(\$5,536,600)	\$0	\$0	

GENERAL FUND OPERATING BUDGET

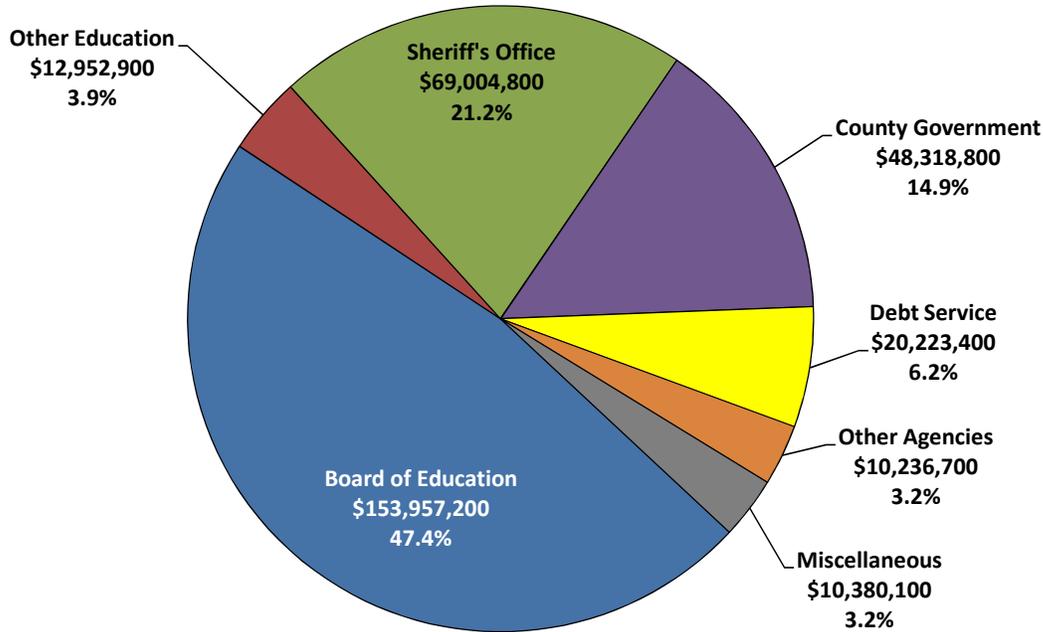
	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	\$ Change from FY2012	% Chg.
REVENUE DETAIL BY ACCOUNT CLASSIFICATION						
<u>PROPERTY TAXES:</u>						
Real Property - Full Year	\$171,087,176	\$166,986,000	\$158,206,000	\$166,954,300	(\$31,700)	0.0%
Real Property - Half Year	183,447	300,800	325,800	343,500	42,700	14.2%
Real Property-Quarter Year	65,534	150,400	162,900	171,800	21,400	14.2%
Real Property-Three-Quarter Year	258,837	451,000	489,000	515,000	64,000	14.2%
Bus. Personal Property	265,239	260,500	198,000	210,900	(49,600)	-19.0%
Railroads & Public Utilities	6,233,496	6,601,000	6,576,000	7,159,000	558,000	8.5%
Ordinary Business Corp.	15,924,276	19,410,400	16,733,700	17,643,400	(1,767,000)	-9.1%
Payment in Lieu of Tax	0	0	2,000,000	2,000,000	2,000,000	N/A
Penalties & Interest	633,190	650,000	650,000	650,000	0	0.0%
Half Year Tax Billing	32,004	35,000	35,700	35,700	700	2.0%
Subtotal	\$194,683,199	\$194,845,100	\$185,377,100	\$195,683,600	\$838,500	0.4%
Homestead Tax Credit	(11,314,533)	(3,012,200)	(436,500)	(436,500)	2,575,700	-85.5%
Low Income Tax Credit	(356,713)	(355,900)	(609,000)	(609,000)	(253,100)	71.1%
Ag. Preservation Tax Credit	(139,121)	(146,700)	(153,000)	(152,800)	(6,100)	4.2%
Tax Differ.- La Plata	(1,020,052)	(1,030,000)	(933,100)	(933,100)	96,900	-9.4%
Tax Differ.- Indian Head	(108,410)	(79,200)	(79,700)	(79,700)	(500)	0.6%
Tornado Business Tax Credit	(297)	0	0	0	0	N/A
Natural Disaster Tax Credit	(1,975)	(2,100)	(2,100)	(2,100)	0	0.0%
Surviving Spouse Tax Credit	(7,467)	(6,000)	(8,000)	(8,000)	(2,000)	33.3%
Subtotal	(\$12,948,569)	(\$4,632,100)	(\$2,221,400)	(\$2,221,200)	\$2,410,900	-52.0%
Total Property Taxes	\$181,734,630	\$190,213,000	\$183,155,700	\$193,462,400	\$3,249,400	1.7%
<u>OTHER LOCAL TAXES:</u>						
Income Tax	\$92,049,627	\$88,744,000	\$98,113,000	\$98,113,000	\$9,369,000	10.6%
Recordation Tax	9,446,893	10,000,000	10,500,000	10,500,000	500,000	5.0%
Admission and Amusement	671,499	911,000	850,000	850,000	(61,000)	-6.7%
Hotel/Motel Room Tax	953,219	997,100	1,000,000	1,000,000	2,900	0.3%
Total Other Local Taxes	\$103,121,239	\$100,652,100	\$110,463,000	\$110,463,000	\$9,810,900	9.7%
<u>HIGHWAY USER TAX</u>	\$631,126	\$480,000	\$854,000	\$854,000	\$374,000	77.9%
<u>LICENSES & PERMITS</u>						
Trader License	\$214,078	\$231,600	\$232,900	\$232,900	\$1,300	0.6%
Alcoholic License	162,470	174,500	173,700	173,700	(800)	-0.5%
Park Permits	99,272	109,200	111,800	111,800	2,600	2.4%
Building Permits	99,983	97,400	100,700	100,700	3,300	3.4%
Electrical Exams	95,321	77,400	77,400	77,400	0	0.0%
Trailer Permits	46,005	47,900	47,900	47,900	0	0.0%
Electrical Permits	40,740	44,000	43,200	43,200	(800)	-1.8%
Civil Marriage Licenses	30,930	32,000	32,000	32,000	0	0.0%
Other	103,493	109,800	106,800	106,800	(3,000)	-2.7%
Total Licenses & Permits	\$892,291	\$923,800	\$926,400	\$926,400	\$2,600	0.3%
<u>INTERGOVERNMENTAL:</u>						
Federal	\$208,255	\$158,000	\$164,000	\$164,000	\$6,000	3.8%
State						
Aid for Police Protection	\$752,332	\$752,500	\$752,500	\$752,500	\$0	0.0%
State Aid For Inmate Operating	230,715	163,000	145,000	145,000	(18,000)	-11.0%
Jury Fee Reimbursement	94,470	82,000	0	82,000	0	0.0%
Other	151,626	75,600	171,800	89,800	14,200	18.8%
Subtotal	\$1,229,143	\$1,073,100	\$1,069,300	\$1,069,300	(\$3,800)	-0.4%
Local Governments						
Animal Shelter- St. Mary's	\$255,523	\$292,300	\$292,500	\$292,500	\$200	0.1%
Animal Shelter- Calvert	170,348	194,900	195,000	195,000	100	0.1%
Subtotal	\$425,871	\$487,200	\$487,500	\$487,500	\$300	0.1%
Total Intergovernmental	\$1,863,269	\$1,718,300	\$1,720,800	\$1,720,800	\$2,500	0.1%

GENERAL FUND OPERATING BUDGET

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	\$ Change <u>from FY2012</u>	% <u>Chg.</u>
REVENUE DETAIL BY ACCOUNT CLASSIFICATION						
<u>SERVICES CHARGES:</u>						
Federal Aid For Inmate Operating	\$1,384,395	\$1,500,000	\$1,380,000	\$1,380,000	(\$120,000)	-8.0%
Em. Medical Svcs. Billing Fee	1,070,019	1,033,000	1,157,000	1,256,300	223,300	21.6%
Local 911 Aid	1,010,400	1,020,600	1,000,000	1,000,000	(20,600)	-2.0%
Indirect Cost Allocation	742,133	753,700	804,100	804,100	50,400	6.7%
Park Fees	246,948	307,200	291,100	291,100	(16,100)	-5.2%
Custodial Fee	235,000	233,300	250,300	250,600	17,300	7.4%
False Alarm Registrations	215,343	227,700	219,100	224,900	(2,800)	-1.2%
Sheriff Fees	252,234	218,000	218,000	218,000	0	0.0%
Sheriff Pay Phone Commissions	195,404	110,000	190,000	190,000	80,000	72.7%
Room & Board Detention Center	188,001	150,000	150,000	150,000	0	0.0%
Other	682,102	734,600	709,000	733,100	(1,500)	-0.2%
Total Service Charges	\$6,221,978	\$6,288,100	\$6,368,600	\$6,498,100	\$210,000	3.3%
<u>INTEREST</u>	\$238,602	\$500,000	\$400,000	\$400,000	(\$100,000)	-20.0%
<u>FINES & FORFEITURES</u>						
Red Light Camera Fines	\$754,278	\$910,000	\$919,400	\$919,400	\$9,400	1.0%
Speed Camera Fines	0	0	0	257,300	257,300	N/A
False Alarm Fines	249,549	220,000	250,000	250,000	30,000	13.6%
Other	90,083	161,800	392,700	135,400	(26,400)	-16.3%
Total Fines & Forfeitures	\$1,093,910	\$1,291,800	\$1,562,100	\$1,562,100	\$270,300	20.9%
<u>RENT</u>	\$1,275,637	\$1,411,300	\$1,336,200	\$1,336,200	(\$75,100)	-5.3%
<u>MISCELLANEOUS:</u>						
Sale of Fixed Assets	\$97,502	\$150,000	\$250,000	\$250,000	\$100,000	66.7%
Stadium/Other Revenue	160,446	150,000	150,000	150,000	0	0.0%
Miscellaneous Revenue	1,062,318	287,300	375,000	375,000	87,700	30.5%
Total Miscellaneous	\$1,320,266	\$587,300	\$775,000	\$775,000	\$187,700	32.0%
TOTAL OPERATING REVENUES	\$298,392,949	\$304,065,700	\$307,561,800	\$317,998,000	\$13,932,300	4.6%
Financing Sources						
Transfer from CIP Fund	328,800	0	0	0	0	N/A
Transfer from Special Revenue Fund	331,100	700,000	350,000	350,000	(350,000)	-50.0%
Transfer from Landfill Enterprise Fund	599,800	599,800	0	0	(599,800)	N/A
Bond Premium	3,214,979	0	0	0	0	N/A
Bond Refunding	17,985,000	0	0	0	0	N/A
Capital Lease Agreement	0	1,129,500	1,729,200	1,729,200	599,700	53.1%
Subtotal: Other Financing Uses	\$22,459,679	\$2,429,300	\$2,079,200	\$2,079,200	(\$350,100)	-14.4%
Reserved Fund Balance						
Housing Authority	0	255,600	76,000	76,000	(179,600)	-70.3%
CIP Appropriation	0	771,000	856,000	856,000	85,000	11.0%
Excise Tax Debt Subsidy	0	0	2,685,800	2,685,800	2,685,800	N/A
Bond Premium	0	0	666,000	666,000	666,000	N/A
Reserve for Priorities	0	102,000	712,900	712,900	610,900	598.9%
Subtotal: Fund Balance	\$0	\$1,128,600	\$4,996,700	\$4,996,700	\$3,868,100	342.7%
TOTAL FINANCING SOURCES	\$22,459,679	\$3,557,900	\$7,075,900	\$7,075,900	\$3,518,000	98.9%
TOTAL REVENUES & OTHER FINANCING SOURCES	\$320,852,628	\$307,623,600	\$314,637,700	\$325,073,900	\$17,100,200	5.7%

GENERAL FUND

FY13 General Fund Appropriations TOTAL BUDGET = \$325,073,900



EXPENDITURE BREAKDOWN

EDUCATION	51.3%	\$166,910,100	SHERIFF'S OFFICE	21.2%	\$69,004,800
Board of Education	\$153,957,200		Sheriff	\$51,390,000	
College of Southern Maryland	9,115,200		Corrections	16,364,600	
Library	3,790,000		Automated Enforcement Unit (AEU)	1,213,400	
Other Education	47,700		Finger Printing Services	36,800	
COUNTY GOVERNMENT	14.9%	\$48,318,800	DEBT SERVICE	6.2%	\$20,223,400
Public Works	\$17,068,700		OTHER AGENCIES	3.2%	\$10,236,700
Emergency Services	12,243,400		Health Department	2,326,600	
Community Services	6,148,400		State's Attorney	2,746,800	
Fiscal & Administrative Services	5,528,400		Circuit Court	1,221,400	
Planning & Growth Management	2,477,800		Election Board	991,500	
Administrative Services	1,752,500		Other Health Agencies	766,300	
Economic Development Dept.	980,300		Other Social Service Agencies	704,830	
County Attorney	887,900		Conservation of Natural Resources	597,400	
Human Resources	719,700		Economic Development	312,370	
County Commissioners	511,700		Department of Social Services	311,000	
MISCELLANEOUS	3.2%	\$10,380,100	Liquor Board	211,500	
Capital Project Transfer	1,100,000		Orphan's Court	47,000	
Retiree Fringe/OPEB Contribution	2,239,800				
Central Services	1,484,000				
Capital Lease Agreement	1,729,200				
SDAT Cost Share	1,010,800				
Contingency	130,500				
Excise Tax Subsidy	2,685,800				

GENERAL FUND OPERATING BUDGET

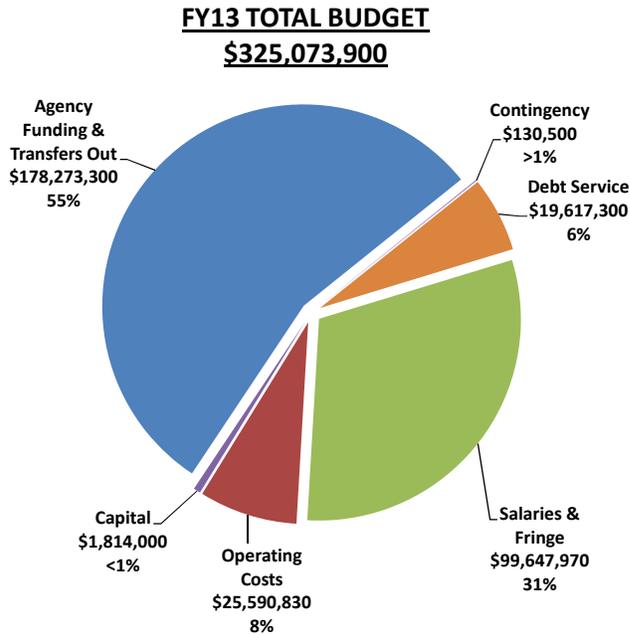
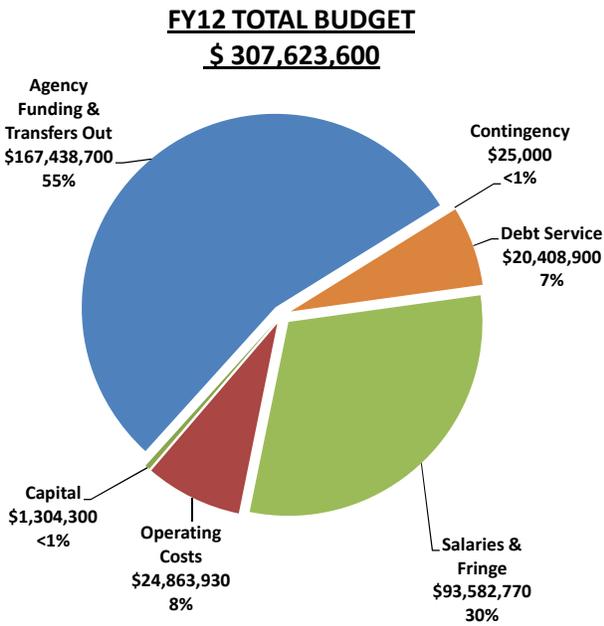
	<u>FY2011</u> <u>Actual</u>	<u>FY2012</u> <u>Adopted</u>	<u>FY2013</u> <u>Proposed</u>	<u>FY2013</u> <u>Adopted</u>	<u>\$ Change</u> <u>from FY2012</u>	<u>%</u> <u>Chg.</u>
EXPENDITURES BY DIVISION						
<u>EDUCATION</u>						
Board of Education	\$145,296,600	\$145,620,700	\$149,557,200	\$153,957,200	\$8,336,500	5.7%
College of Southern Maryland	9,115,200	9,115,200	9,115,200	9,115,200	0	0.0%
Library	2,175,382	2,186,600	3,790,000	3,790,000	1,603,400	73.3%
Other	32,400	47,100	47,700	47,700	600	1.3%
Total Education	\$156,619,582	\$156,969,600	\$162,510,100	\$166,910,100	\$9,940,500	6.3%
<u>PUBLIC SAFETY</u>						
Sheriff	\$45,205,339	\$47,324,000	\$51,390,000	\$51,390,000	\$4,066,000	8.6%
Corrections	15,774,096	16,247,800	16,364,600	16,364,600	116,800	0.7%
Automated Enforcement Unit (AEU)	648,656	1,002,500	1,213,400	1,213,400	210,900	21.0%
Fingerprinting Service	2,979	36,800	36,800	36,800	0	0.0%
Subtotal: Sheriff's Office	\$61,631,069	\$64,611,100	\$69,004,800	\$69,004,800	\$4,393,700	6.8%
Emergency Services Administration	315,106	306,300	306,000	306,000	(300)	-0.1%
False Alarm Reduction Unit	139,870	166,100	166,400	166,400	300	0.2%
Animal Control	554,529	565,200	626,400	626,400	61,200	10.8%
Animal Shelter	709,262	785,100	789,900	789,900	4,800	0.6%
Fire/EMS Communications	2,678,827	2,891,200	2,939,400	2,939,400	48,200	1.7%
Career Emergency Medical Services	6,587,673	6,641,800	6,954,900	7,129,000	487,200	7.3%
Tactical Response Team	101,987	127,300	237,300	237,300	110,000	86.4%
Emergency Management	21,842	48,500	49,000	49,000	500	1.0%
Subtotal: Emergency Services	\$11,109,095	\$11,531,500	\$12,069,300	\$12,243,400	\$711,900	6.2%
Total Public Safety	\$72,740,164	\$76,142,600	\$81,074,100	\$81,248,200	\$5,105,600	6.7%
<u>DEBT SERVICE</u>						
Principal	\$16,482,523	\$13,963,900	\$12,968,700	\$12,953,600	(\$1,010,300)	-7.2%
Interest	6,943,598	6,445,000	6,660,800	6,663,700	218,700	3.4%
Miscellaneous	946,508	578,100	593,900	606,100	28,000	4.8%
Total Debt Service	\$42,867,916	\$20,987,000	\$20,223,400	\$20,223,400	(\$763,600)	-3.6%
<u>GENERAL GOVERNMENT</u>						
Central Services	\$587,138	\$1,338,100	\$1,484,000	\$1,484,000	\$145,900	10.9%
OPEB Contribution	250,000	250,000	500,000	500,000	250,000	100.0%
SDAT Cost Share	0	1,010,000	1,010,800	1,010,800	800	0.1%
Election Board	1,010,575	961,000	991,500	991,500	30,500	3.2%
Liquor Board	203,062	205,700	211,500	211,500	5,800	2.8%
Orphan's Court	46,633	46,500	47,000	47,000	500	1.1%
Circuit Court	1,137,936	1,204,500	1,221,400	1,221,400	16,900	1.4%
State's Attorney	2,078,602	2,246,800	2,451,700	2,746,800	500,000	22.3%
Retiree Fringe	1,466,799	1,657,700	1,739,800	1,739,800	82,100	5.0%
Subtotal: Other General Govt.	\$7,730,633	\$8,920,300	\$9,657,700	\$9,952,800	\$1,032,500	11.6%
County Commissioners	\$392,966	\$444,000	\$511,700	\$511,700	\$67,700	15.2%
Administrative Services	1,383,072	1,765,400	1,752,500	1,752,500	(12,900)	-0.7%
County Attorney	1,281,988	891,500	887,900	887,900	(3,600)	-0.4%
Human Resources	595,993	641,000	719,700	719,700	78,700	12.3%
Subtotal: County Administered General Government	\$3,654,019	\$3,741,900	\$3,871,800	\$3,871,800	\$129,900	3.5%
Total General Government	\$11,384,652	\$12,662,200	\$13,529,500	\$13,824,600	\$1,162,400	9.2%
<u>FISCAL & ADMINISTRATIVE SERVICES</u>						
Administration	\$275,540	\$278,300	\$278,000	\$278,000	(\$300)	-0.1%
Budget	454,722	432,600	432,200	432,200	(400)	-0.1%
Information Technology	2,290,216	2,402,800	2,341,000	2,341,400	(61,400)	-2.6%
Purchasing	373,336	400,300	407,100	407,100	6,800	1.7%
Treasury	0	1,034,500	1,080,800	1,080,800	46,300	4.5%
Accounting	1,000,379	1,005,400	988,900	988,900	(16,500)	-1.6%
Total Fiscal & Admin. Services	\$4,394,193	\$5,553,900	\$5,528,000	\$5,528,400	(\$25,500)	-0.5%

GENERAL FUND OPERATING BUDGET

	<u>FY2011</u> <u>Actual</u>	<u>FY2012</u> <u>Adopted</u>	<u>FY2013</u> <u>Proposed</u>	<u>FY2013</u> <u>Adopted</u>	<u>\$ Change</u> <u>from FY2012</u>	<u>%</u> <u>Chg.</u>
EXPENDITURES BY DIVISION						
<u>PUBLIC WORKS</u>						
Administration	\$793,575	\$764,000	\$715,200	\$715,200	(\$48,800)	-6.4%
Building & Trades	6,393,840	6,858,800	6,945,700	6,945,700	86,900	1.3%
Parks & Grounds	3,555,189	3,678,800	3,743,500	3,743,500	64,700	1.8%
Vehicle Maintenance	798,912	805,100	869,000	869,000	63,900	7.9%
Roads	5,108,832	4,825,800	4,795,300	4,795,300	(30,500)	-0.6%
Total Public Works	\$16,650,347	\$16,932,500	\$17,068,700	\$17,068,700	\$136,200	0.8%
<u>COMMUNITY SERVICES</u>						
Administration	\$274,141	\$348,900	\$333,700	\$333,700	(\$15,200)	-4.4%
Transportation	2,243,480	2,160,300	2,437,700	2,437,700	277,400	12.8%
Aging Services	1,270,716	1,348,200	1,358,700	1,358,700	10,500	0.8%
Recreation	1,408,536	1,467,100	1,452,100	1,452,100	(15,000)	-1.0%
Housing Authority	357,907	561,800	566,200	566,200	4,400	0.8%
Total Community Services	\$5,554,780	\$5,886,300	\$6,148,400	\$6,148,400	\$262,100	4.5%
<u>PLANNING & GROWTH MANAGEMENT</u>						
Administration	\$309,691	\$269,300	\$263,000	\$263,000	(\$6,300)	-2.3%
Planning	1,397,732	1,393,900	1,369,200	1,369,200	(24,700)	-1.8%
Inspections & Enforcement	317,903	320,500	320,500	320,500	0	0.0%
Codes & Permits	282,938	295,500	329,900	359,900	64,400	21.8%
Resource & Infrastructure Mgmt.	141,623	147,800	165,200	165,200	17,400	11.8%
Total Planning & Growth Mgmt.	\$2,449,888	\$2,427,000	\$2,447,800	\$2,477,800	\$50,800	2.1%
<u>HEALTH SERVICES</u>						
Health Department	\$2,326,639	\$2,326,600	\$2,326,600	\$2,326,600	\$0	0.0%
Other Health Services	507,483	495,900	470,600	470,600	(25,300)	-5.1%
Water & Sewer Services	208,900	194,800	180,700	180,700	(14,100)	-7.2%
Mosquito Control	82,137	100,000	115,000	115,000	15,000	15.0%
Total Health	\$3,125,159	\$3,117,300	\$3,092,900	\$3,092,900	(\$24,400)	-0.8%
<u>SOCIAL SERVICES</u>						
Department of Social Services	\$307,337	\$311,100	\$311,000	\$311,000	(\$100)	0.0%
Other Social Services	740,842	725,530	704,830	704,830	(20,700)	-2.9%
Total Social Services	\$1,048,179	\$1,036,630	\$1,015,830	\$1,015,830	(\$20,800)	-2.0%
<u>ECONOMIC DEVELOPMENT</u>						
Economic Development Department	\$83,907	\$654,800	\$980,300	\$980,300	\$325,500	49.7%
Welcome Center	46,543	75,000	0	0	(75,000)	-100.0%
Other Economic Development Services	358,070	309,870	312,370	312,370	2,500	0.8%
Total Economic Development	\$488,520	\$1,039,670	\$1,292,670	\$1,292,670	\$253,000	24.3%
<u>CONSERVATION OF NATURAL RESOURCES</u>						
University of MD Extension	\$193,373	\$228,300	\$216,600	\$216,600	(\$11,700)	-5.1%
Soil Conservation	342,410	348,800	348,300	348,300	(500)	-0.1%
Weed Control	14,893	15,100	15,100	15,100	0	0.0%
So. MD Resource Conservation	8,150	8,200	8,400	8,400	200	2.4%
Gypsy Moth	2,160	9,200	9,000	9,000	(200)	-2.2%
Total Conservation of Nat. Resources	\$560,986	\$609,600	\$597,400	\$597,400	(\$12,200)	-2.0%
<u>CONTINGENCY</u>						
	\$0	\$25,000	\$130,500	\$130,500	\$105,500	422.0%
TOTAL EXPENDITURES	\$317,884,366	\$303,389,300	\$314,659,300	\$319,558,900	\$16,169,600	5.3%

GENERAL FUND OPERATING BUDGET

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	\$ Change from FY2012	% Chg.
EXPENDITURES BY DIVISION						
<u>FINANCING USES:</u>						
Transfer to Capital Project Fund	\$1,280,829	\$3,104,800	\$1,100,000	\$1,100,000	(\$2,004,800)	-64.6%
Excise Tax Debt Service Subsidy	2,153,972	0	2,685,800	2,685,800	2,685,800	N/A
Capital Lease Agreement	334,334	1,129,500	1,729,200	1,729,200	599,700	53.1%
TOTAL FINANCING USES	\$3,769,135	\$4,234,300	\$5,515,000	\$5,515,000	\$1,280,700	30.2%
TOTAL EXPENDITURES & OTHER FINANCING USES:	\$321,653,500	\$307,623,600	\$320,174,300	\$325,073,900	\$17,450,300	5.7%
SURPLUS/(DEFICIT)	(\$800,872)	\$0	(\$5,536,600)	\$0	\$0	

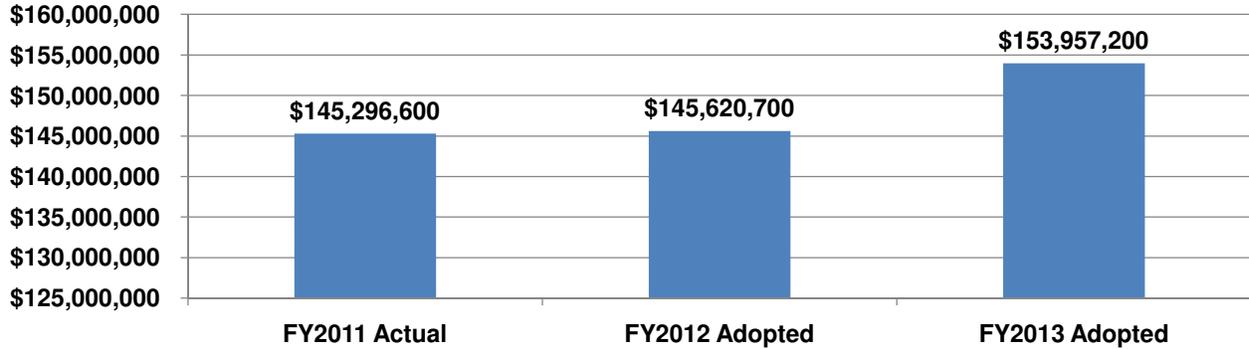


- Agency Funding & Transfers Out represents the County's direct payment to agencies (for example the Board of Education, College of Southern Maryland, Library Board), support to the Enterprise funds, local matches for grants, transfers for Other Post Employment Benefits (OPEB), and transfers to the Capital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

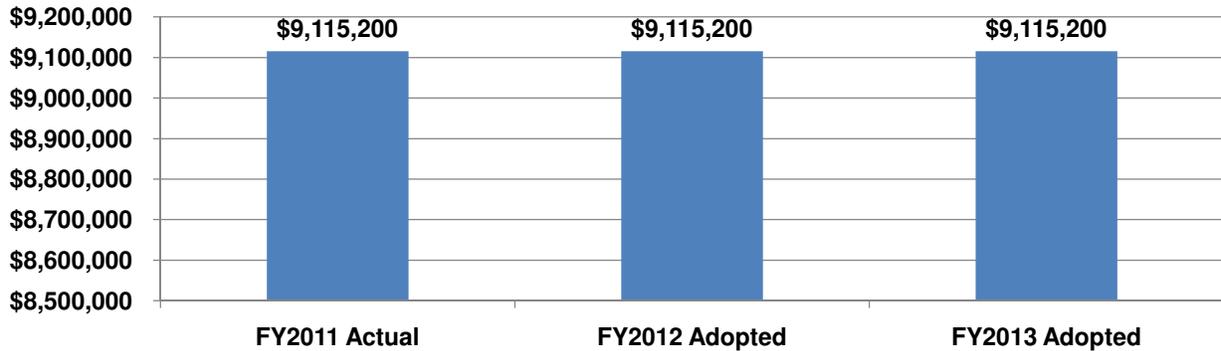
Education Summary

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Fringe Benefits	\$145,630	\$166,000	\$288,300	\$288,300	\$122,300	73.7%
Operating Costs	130,252	134,700	241,800	241,800	107,100	79.5%
Agency Funding	156,343,700	156,668,900	161,980,000	166,380,000	9,711,100	6.2%
Total Expenditures	\$156,619,582	\$156,969,600	\$162,510,100	\$166,910,100	\$9,940,500	6.3%
Total Expenditures as % of Budget:	48.7%	51.0%	50.8%	52.1%		

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

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Agency Funding	145,296,600	145,620,700	149,557,200	153,957,200	8,336,500	5.7%
Total Expenditures	\$145,296,600	\$145,620,700	\$149,557,200	\$153,957,200	\$8,336,500	5.7%

Changes and Useful Information:

- Budget number reflects County funding only.
- FY2013 approved funding includes \$3,936,500 due to the State shift of Teacher's pension and \$4,400,000 to fund one step increase.
- BOE budget request excluding teacher's pension was \$154,420,700. This included an \$8.8 million increase to cover the cost of a two step salary scale increase.
- BOE total FY2013 budget including State, Federal, and Local revenues equals \$315.6 million excluding Food Service and Restricted funds; a 3.5% increase over FY2012.

Description:

Charles County Public Schools is one of the fastest growing in the metropolitan area. 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 most 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. Based on school age population projections, the County Board of Education foresees the need for several new schools at each level over the next 10 years.

Positions:*

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Administration	83.0	79.0	85.0	80.0	82.0
Mid-Level Administration	279.2	265.6	261.5	263.5	267.5
Instructional	1,986.0	1,983.7	1,975.6	1,955.8	1,926.1
Special education	462.1	457.0	459.7	462.0	467.0
Student Personnel Services	42.0	43.0	44.0	43.0	44.0
Student Transportation Services	9.5	9.5	9.5	10.4	11.0
Operation of Plant	216.7	228.3	229.8	238.3	237.3
Maintenance of Plant	54.5	55.0	56.0	57.6	57.0
Community Services	0.5	0.5	0.5	0.6	0.0
Capital Outlay	4.0	4.0	4.0	4.0	4.0
Total Full Time Equivalent	3,137.5	3,125.6	3,125.5	3,115.2	3,095.9

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

* The positions listed are not County Government employees.

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.

Education

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

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Agency Funding	9,115,200	9,115,200	9,115,200	9,115,200	0	0.0%
Total Expenditures	\$9,115,200	\$9,115,200	\$9,115,200	\$9,115,200	\$0	0.0%

Changes and Useful Information:

- Budget number listed above reflects County funding only.
- Level funding was approved. CSM requested \$9,384,900; a 3% increase over FY2012.
- CSM total budget including State and Tuition equals \$35.2 million for the Charles County Campuses.
- Tuition increased \$4 to \$111 per credit hour for in-county students.
- Student enrollment is projected to increase 5%.
- Additional funding of \$100,300 for operating and maintaining a public television studio is provided through a special revenue fund and is not part of the budget shown above.

Description:

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

CSM makes learning possible for everyone through varied programs and flexible learning opportunities. With over 68 associate's degrees, 38 credit certificates, 33 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>FY09</u> <u>FTE</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>
Full-time permanent faculty	119.0	123.0	126.0	126.0	124.0
Part-time permanent faculty	11.0	10.0	10.0	10.0	11.0
Part-time adjunct faculty	387.0	439.0	426.0	430.0	422.0
Full-time permanent staff	317.0	337.0	332.0	336.0	339.0
Part-time permanent staff	39.0	40.0	42.0	42.0	37.0
Temporary & Student Workers	217.0	254.0	247.0	250.0	307.0
Total Full Time Equivalent	1,090.0	1,203.0	1,183.0	1,194.0	1,240.0

* 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. Bradley Gottfried, President	

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
Enrollment					
Number of Enrolled Credit Students	11,036	11,685	12,035	12,722	12,500
Total Number of Credit-Free Course Registrations	12,568	12,673	13,872	15,333	14,000
Number of Students Transferring	698	686	783	2103**	750
Percent of County Population Served	60.0%	59.0%	59.0%	59.0%	59.0%
In-County Tuition and Fees Per Credit	120.5	123.0	129.0	132.0	135.0
Quality					
Number of Graduates	774	861	808	980	850
Student Evaluation of Credit Instruction (1= Needs Much Improvement, and 5= Exceptional)	4.5	4.6	4.5	4.5	4.6
Four-Year Transfer/Graduation Rate	62.0%	54.0%	56.0%	52.0%	57.0%
Student Satisfaction w/ Transfer Preparation (1 = Very Poor, and 5 = Very Good)	4.1	4.1	4.1	***	4.1
Workforce Training					
Student Satisfaction with Job Preparation (1 = Very Poor, and 5 = Very Good)	4.1	4.1	4.1	4.1	4.1
Employer Satisfaction with Graduates	n/a	n/a	n/a	n/a	n/a
Employment Rate of Graduates	80%	80%	80%	***	80%

***Previously Number of Students Transferring were reported by MHEC Undergraduate Transfer Reports. MHEC Undergraduate Transfer Report listed students who transferred only to Maryland State institutions. Beginning in FY2012, The number of students transferring is retrieved from the National Student Clearinghouse (NSC). NSC collects enrollment verification on students and allows colleges to track students as they move from one institution to another. NSC provides transfer information for all colleges (in-state, out-of-state, and private institutions). For example, 2,108 CSM students from fall 2010 and spring 2011 transferred to another institution in 2011-2012.*

****Student Satisfaction w/Transfer Preparation and Job Preparation, and Employment Rate of Graduates data is collected from the Graduate Follow-up Survey which is conducted once every three years. The information for FY09, FY10, and FY11 are identical as they are from the same survey results. The information for FY12 will not be available until later this year (Nov. 2012).*

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

Administrative Offices located at the La Plata Branch Mailing Address: 2 Garrett Avenue, La Plata, Maryland 20646 301.934.9001 301.870.3520 www.ccplonline.org			Business Hours : Monday-Thursday: 9:00 AM-8:00 PM Friday: 1:00 PM-5:00 PM Saturday: 9:00 AM-5:00 PM			
Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Fringe Benefits	\$145,630	\$166,000	\$288,300	\$288,300	\$122,300	73.7%
Operating Costs	130,252	121,100	228,200	228,200	107,100	88.4%
Agency Funding	1,899,500	1,899,500	3,273,500	3,273,500	1,374,000	72.3%
Total Expenditures	\$2,175,382	\$2,186,600	\$3,790,000	\$3,790,000	\$1,603,400	73.3%
Capital Lease budget in Debt Service	33,592	3,472	16,436	16,436	12,964	373.4%
Total County Support	\$2,208,974	\$2,190,072	\$3,806,436	\$3,806,436	\$1,616,364	73.8%

Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
- The Library's total FY2013 budget including State and other revenue equals \$5.3 million.
- FY2013 includes the opening of a new branch in Waldorf.
- Fringe Benefits increase is associated with additional staff due to new branch opening. Library employees are part of the County's Health & Dental plan.
- Operating Cost represent utilities that the County pays directly on the Library's behalf.
- Capital Lease budget for FY2013 includes a new lease for Envisionware which is the public access portion to computers and print access, and also tied into public copy machines.

Education

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

Description:

Our mission is to acquire and make available information, books, and other library materials that most closely match the needs of our service community, the residents of Charles County. We are continuing to place emphasis on materials and use of these materials, especially as we mix traditional books with electronic databases. The public library also offers programs that encourage families to use libraries - as evidenced by our increase in registered borrowers.

Vision Statement - As a leader in the community, the Charles County Public Library sets the standard of responsive service for all. Our professional staff's people-first approach to meeting diverse information needs features the finest traditional and innovative technologies and techniques. Our community turns to us as its premiere source of information for life.

<u>Positions:*</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<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	0.0	0.0	0.0	0.0	1.0
Human Resources Manager	0.0	0.0	0.0	0.0	1.0
Programming Coordinator	0.0	0.0	0.0	0.0	1.0
Information Technology Manager	0.0	0.0	0.0	0.0	1.0
Young Adult Librarian	0.0	0.0	0.0	0.0	1.0
Young Adult Associate	0.0	0.0	0.0	0.0	1.0
Information Technology Librarian	1.0	1.0	1.0	1.0	1.0
Tech. Services Super./Reference Librarian	1.0	1.0	1.0	1.0	1.0
Bookkeeper/Payroll	1.0	1.0	1.0	1.0	1.0
Computer Technician	0.4	0.4	0.4	0.4	0.4
Custodial Worker II	0.4	0.4	0.4	0.4	0.4
Public Services Librarian	9.2	9.2	9.2	9.2	2.0
Public Services Associate	0.0	0.0	0.0	0.0	14.5
Public Services Assistant	2.6	2.6	2.6	2.6	3.3
Outreach Supervisor	0.0	0.0	0.0	0.0	1.0
Outreach Librarian	1.6	1.6	1.6	1.6	1.2
Technical Services Assistant	0.4	0.4	0.4	0.4	0.4
Library Branch Manger	3.0	3.0	3.0	3.0	4.0
Asst. Branch Manger & Reference Super.	1.0	1.0	1.0	1.0	1.0
Reference Supervisor	2.0	2.0	2.0	2.0	3.0
Circulation Supervisor	3.0	3.0	3.0	3.0	4.0
Reference Librarian	1.0	1.0	1.0	1.0	1.0
Reference Librarian/MLS	1.0	1.0	1.0	1.0	1.0
Children's Librarian	3.0	3.0	3.0	3.0	4.0
Children's Associate	0.0	0.0	0.0	0.0	1.0
Children's Assistant	1.0	1.0	1.0	1.0	0.0
Circulation Asst.	2.1	2.1	2.1	2.1	9.0
Interlibrary Loan/Marina	1.3	1.3	1.3	1.3	1.3
Pages (Part Time Positions)	3.2	3.2	3.2	3.2	3.7
Total Full Time Equivalent	40.2	40.2	40.2	40.2	66.2

* The positions listed are not County Government employees.

Goals & Objectives

Strategic Goal 1: CCPL has exemplary leadership and management strategies that result in superior library services to our customers.

Strategic Goal 2: CCPL employs policies and procedures that lead and empower employees to deliver effective and high-quality library service.

Strategic Goal 3: CCPL is well-served by its consortia agreements

Education

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

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
Circulation	795,883	676,746	642,436	700,000	725,000
Registered Borrowers (Customers)	73,586	75,612	73,166	75,000	80,000
- as % of County Population	52%	53%	50%	50%	53%
Customer Count	352,156	496,761	485,594	500,000	550,000
Total Reference Questions	17,234	15,286	26,122	27,000	28,000
<i>Customers are being trained to use on-line resources remotely</i>					
Program Attendance		15,586	26,579	30,000	35,000
Total Service Hours	10,604	10,028	10,028	10,604	10,604

Department: Education 01.34 Division\Program: Other Education Fund: General						
Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Operating Costs	0	13,600	13,600	13,600	0	0.0%
Agency Funding	32,400	33,500	34,100	34,100	600	1.8%
Total Expenditures	\$32,400	\$47,100	\$47,700	\$47,700	\$600	1.3%

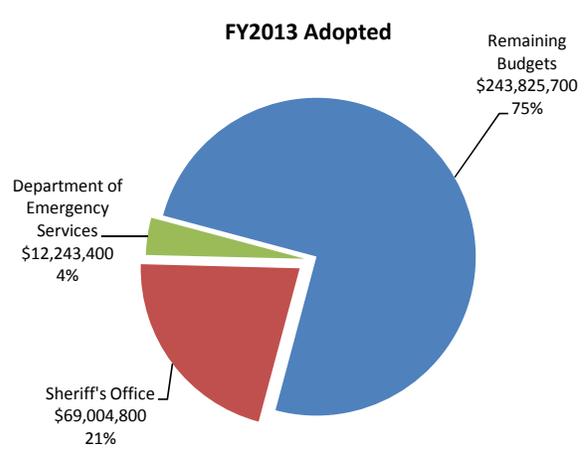
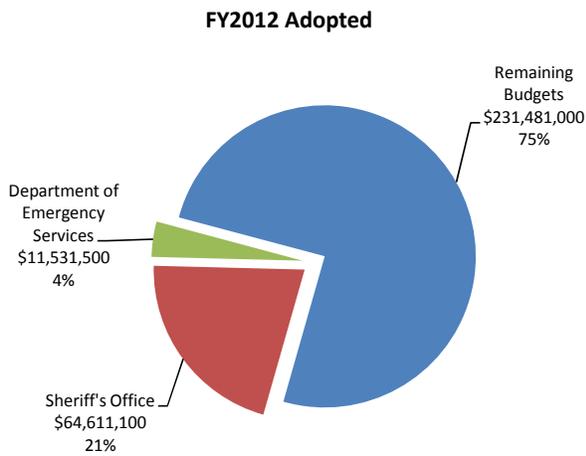
Changes and Useful Information:

- 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.

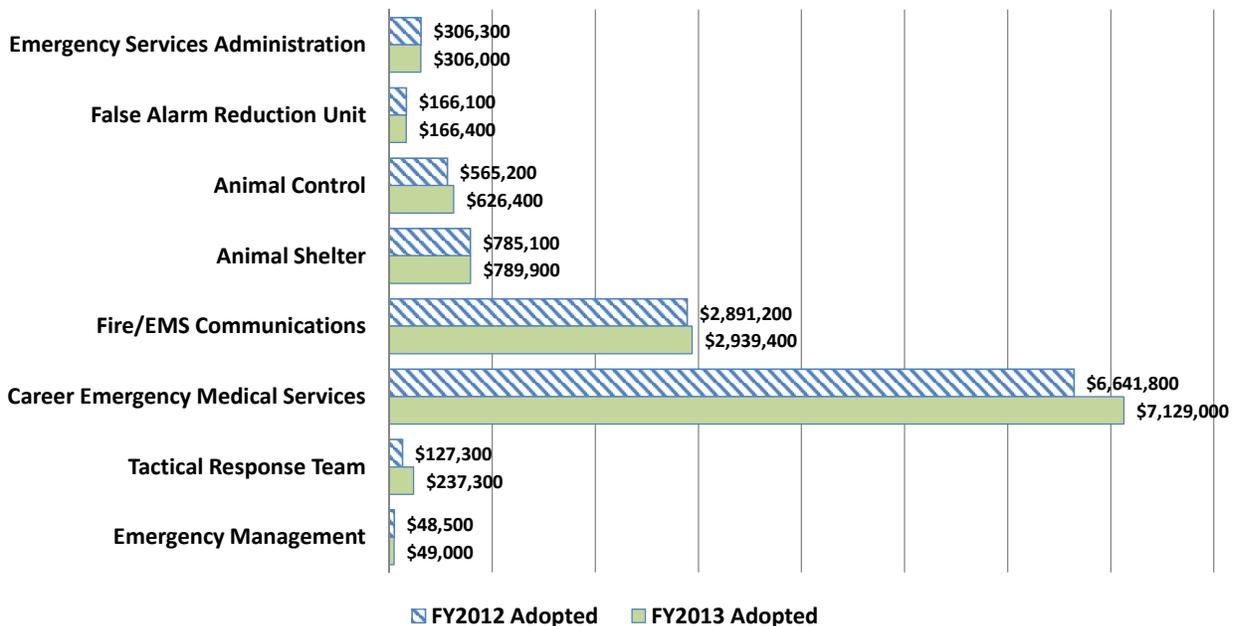
Description:	FY2011 Actual	FY2012 Adopted	FY2013 Adopted
Scholarships	0	13,600	13,600
<u>Agency Funding- Economic Development/Tourism Grants Advisory Panels</u>			
Southern MD Higher Education	25,000	25,000	22,500
<u>Agency Funding - Grants Advisory Panel</u>			
Literacy Council	7,400	8,500	11,600
Total Other Education	\$32,400	\$47,100	\$47,700

Public Safety Summary

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$45,435,049	\$46,099,070	\$48,874,370	\$49,003,770	\$2,904,700	6.3%
Fringe Benefits	17,156,159	18,631,600	20,817,800	20,851,500	2,219,900	11.9%
Operating Costs	9,552,025	11,016,730	10,976,430	10,987,430	(29,300)	-0.3%
Agency Funding	8,069	24,000	24,000	24,000	0	0.0%
Transfers Out	534,643	371,200	381,500	381,500	10,300	2.8%
Capital Outlay	54,219	0	0	0	0	N/A
Budget Cuts	0	0	0	0	0	N/A
Total Expenditures	\$72,740,164	\$76,142,600	\$81,074,100	\$81,248,200	\$5,105,600	6.7%
Revenues	\$9,111,043	\$9,185,600	\$9,440,500	\$9,543,500	\$357,900	3.9%
Total Expenditures as % of Budget:	22.6%	24.8%	25.3%	25.4%		



Department of Emergency Services



Public Safety - Sheriff's Office Summary

Sheriff Rex W. Coffey

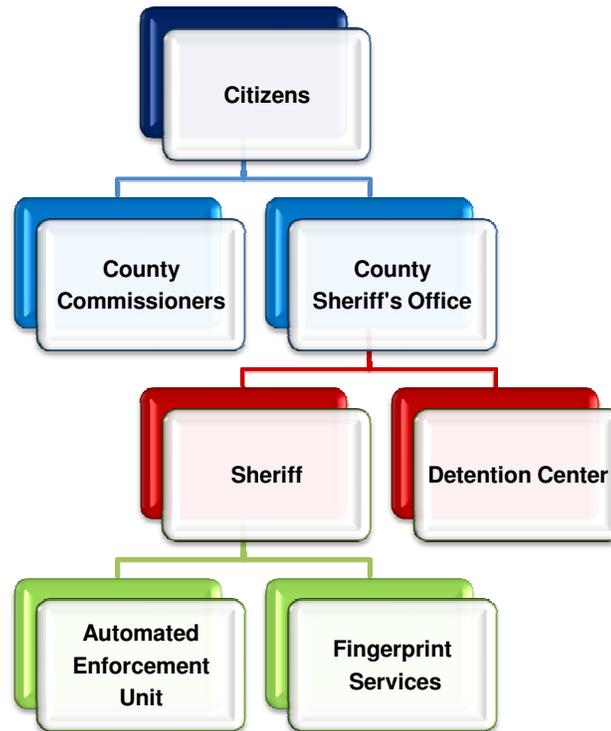
Non-Emergency 301-932-2222

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

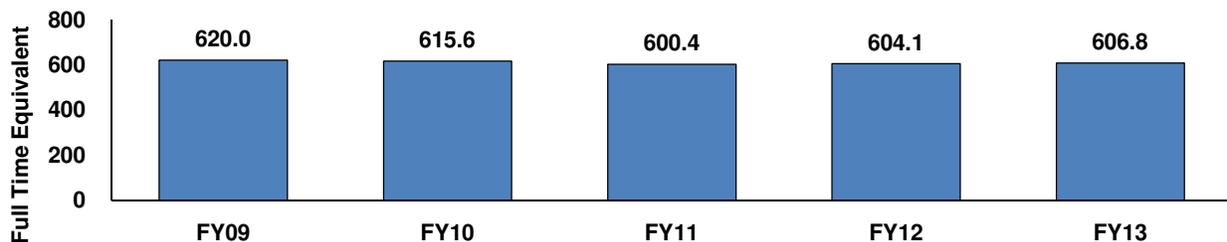
Physical Address: 6915 Crain Highway, La Plata, MD 20646

www.ccsso.us

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$38,209,264	\$38,771,970	\$41,311,270	\$41,311,270	\$2,539,300	6.5%
Fringe Benefits	15,182,656	16,573,600	18,755,400	18,755,400	2,181,800	13.2%
Operating Costs	7,731,210	8,908,830	8,571,130	8,571,130	(337,700)	-3.8%
Agency Funding	8,069	24,000	24,000	24,000	0	0.0%
Transfers Out	447,891	332,700	343,000	343,000	10,300	3.1%
Capital Outlay	51,979	0	0	0	0	N/A
Total Expenditures	\$61,631,069	\$64,611,100	\$69,004,800	\$69,004,800	\$4,393,700	6.8%
Revenues	\$3,976,154	\$3,939,500	\$4,149,200	\$4,149,200	\$209,700	5.3%
Total Expenditures as % of Budget:	19.2%	21.0%	21.6%	21.6%		



Staffing History



Positions by Program:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Sheriff	461.2	461.8	447.6	446.3	447.0
Corrections	156.1	151.1	150.1	155.1	155.1
Automated Enforcement Unit (AEU)	2.6	2.6	2.6	2.6	4.6
Fingerprinting Services	0.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	620.0	615.6	600.4	604.1	606.8

Public Safety

Department: Sheriff's Office 01.24.24
Division\Program: Sheriff www.ccsso.us Fund: General
Program Administrator: Rex W. Coffey, Sheriff

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$28,556,443	\$29,209,470	\$31,536,270	\$31,536,270	\$2,326,800	8.0%
Fringe Benefits	12,224,484	13,422,400	15,439,300	15,439,300	2,016,900	15.0%
Operating Costs	3,917,637	4,337,730	4,049,730	4,049,730	(288,000)	-6.6%
Agency Funding	6,905	21,700	21,700	21,700	0	0.0%
Transfers Out	447,891	332,700	343,000	343,000	10,300	3.1%
Capital Outlay	51,979	0	0	0	0	N/A
Total Expenditures	\$45,205,339	\$47,324,000	\$51,390,000	\$51,390,000	\$4,066,000	8.6%
Revenues	\$1,384,148	\$1,154,700	\$1,225,700	\$1,225,700	\$71,000	6.1%

Changes and Useful Information:

- Personal Services includes a 3 step increase for Sworn Officers and funding for the Domestic Violence Coordinator position which the grant ends on 09/30/12.
- Fringe Benefits have been adjusted to cover the 3 step increase for Sworn Officers and for increased cost of pension program.
- The cost of the (17) School Resource Officers equals \$1.3 million in salaries and \$681,000 estimated fringe.
- Operating costs have been adjusted as agreed to by the Sheriff and County Commissioners to assist in reinstating the salary step for Sworn Officers from past years.
- Transfer Out represents the Local Match for grants which is expected to increase \$6,300 and Charles County's share of the Southern Maryland Criminal Justice Academy which is increasing by \$4,000.
- Revenue increase is due to an increase in pay phone commissions.
- The Sheriff's largest revenue source is State Aid for Police Protection which is expected to remain at \$752,500.

Description:

The Charles County Sheriff's Office, a full-service law enforcement agency, is committed to protecting the lives and property of the citizens of Charles County. The Sheriff's Office carries out this mission through the preservation of peace and order, enforcement of all laws and ordinances, confining of prisoners, and thorough crime prevention efforts. The Sheriff's Office is a progressive law enforcement agency committed to protecting and serving more than 146,000 citizens. The Sheriff's Office is the major law enforcement agency in the County. The Agency serves as the County Police Department as well as performing the traditional Sheriff's services

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

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

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

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Sworn Officer					
Sheriff	1.0	1.0	1.0	1.0	1.0
Lt. Colonel	0.0	0.0	0.0	1.0	1.0
Major	2.0	2.0	2.0	2.0	2.0
Captains	8.0	8.0	8.0	8.0	8.0
Lieutenant	21.0	21.0	21.0	21.0	21.0
Sergeant	42.0	42.0	42.0	42.0	42.0
Corporal	70.0	70.0	70.0	70.0	70.0
PFC, Patrolman I & II	148.0	148.0	148.0	147.0	147.0
Total Sworn Officers	292.0	292.0	292.0	292.0	292.0
Liquor board Allocated	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
COPS grant	(0.2)	0.0	0.0	0.0	0.0
Child Support	(4.0)	(4.0)	(4.0)	(4.0)	(4.0)
Total Other Funding	(5.2)	(5.0)	(5.0)	(5.0)	(5.0)
Total Officers funded by General Fund	286.8	287.0	287.0	287.0	287.0

Public Safety

Department: Sheriff's Office
Division\Program: Sheriff
Program Administrator: Rex W. Coffey, Sheriff

01.24.24
 Fund: General

Positions:	FY09	FY10	FY11	FY12	FY13
Title	FTE	FTE	FTE	FTE	FTE
<u>Office of the Sheriff</u>					
General Counsel	0.0	0.0	0.0	1.0	1.0
Special Assistant/County Attorney	1.0	1.0	1.0	0.0	0.0
Law Clerk	0.0	0.0	0.0	1.0	1.0
Legal Specialist	1.0	1.0	1.0	0.0	0.0
Executive Office Administrator	1.0	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Executive Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Project Specialist	1.0	1.0	0.0	0.0	0.0
Part-time	0.6	0.6	0.6	0.6	0.6
	6.6	6.6	5.6	5.6	5.6
<u>Patrol Division</u>					
Administrative Secretary	1.0	1.0	0.0	0.0	0.0
Administrative Coordinator	0.0	0.0	1.0	1.0	1.0
Part Time	0.6	0.6	0.0	0.0	0.0
	1.6	1.6	1.0	1.0	1.0
<u>Executive Services Division</u>					
Deputy Director, Planning & Accreditation	1.0	1.0	1.0	1.0	1.0
Press Secretary	1.0	1.0	1.0	1.0	1.0
Media Relations Officer	1.0	1.0	1.0	1.0	1.0
Civilian Planner I - II	1.0	1.0	2.0	2.0	2.0
Accreditation Coordinator	1.0	1.0	0.0	0.0	0.0
Technical Assistant	1.0	1.0	0.0	0.0	0.0
Part Time	6.7	6.7	4.7	4.1	4.1
	12.7	12.7	9.7	9.1	9.1
<u>Administrative Services</u>					
Director, Administrative Services	1.0	1.0	1.0	0.0	0.0
Deputy Director, Financial Services	1.0	1.0	1.0	1.0	1.0
Accounting Manager	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
Grant Coordinator	1.0	1.0	1.0	1.0	1.0
Accounting Clerk	0.9	0.0	0.0	0.0	0.0
Accounting Associate	0.0	0.9	0.9	0.9	0.9
Office Associate	0.9	0.0	0.0	0.0	0.0
Accounting Technician - Red Light Program	1.0	0.0	0.0	0.0	0.0
Office Associate - Red Light Program	0.0	1.0	1.0	1.0	1.0
Deputy Director, Human Resources	1.0	1.0	1.0	1.0	1.0
Human Resource Coordinator	1.0	0.0	0.0	0.0	0.0
Human Resources Administrator	0.0	1.0	1.0	1.0	1.0
Human Resources Assistant	1.0	1.0	1.0	1.0	1.0
Human Resources Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Pre-Employment Assistant	0.9	0.0	0.0	0.0	0.0
Background Supervisor	0.0	0.9	0.9	0.9	0.9
Part Time	4.5	4.5	3.6	3.6	3.6
Grant/Program Funded Positions	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
	17.0	16.2	15.3	14.3	14.3
<u>Information Services Division - Communications</u>					
Communications Supervisor	5.0	5.0	5.0	5.0	5.0
Police Comm. Officer I & II	15.0	15.0	15.0	15.0	15.0
Telephone Report Writers	1.0	1.0	1.0	0.0	0.0
	21.0	21.0	21.0	20.0	20.0

Public Safety

Department: Sheriff's Office 01.24.24
Division\Program: Sheriff Fund: General
Program Administrator: Rex W. Coffey, Sheriff

Positions:	FY09	FY10	FY11	FY12	FY13
Title	FTE	FTE	FTE	FTE	FTE
<u>Informational Services Division - Station Clerks</u>					
Station Clerk Supervisor	4.0	4.0	4.0	4.0	4.0
Station Clerk I - III	18.0	18.0	18.0	18.0	18.0
Station Clerk II	1.0	1.0	0.0	0.0	0.0
	23.0	23.0	22.0	22.0	22.0
<u>Informational Services Division - Records Management</u>					
Records Supervisor	1.0	1.0	0.0	1.0	1.0
Manager, Police Records	0.0	0.0	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
Receptionist I - II	1.0	1.0	0.0	0.0	0.0
	11.6	11.6	10.6	11.6	11.6
<u>Informational Services Division - Management Information System</u>					
Deputy Director, MIS	1.0	1.0	1.0	1.0	1.0
Application Support Supervisor	1.0	1.0	1.0	1.0	0.0
CAD/RMS Manager	0.0	0.0	0.0	0.0	1.0
PC Operations Administrator	1.0	1.0	1.0	1.0	0.0
PC Operations Manager	0.0	0.0	0.0	0.0	1.0
Systems Operations Administrator	1.0	1.0	1.0	1.0	0.0
Systems Operations Manager	0.0	0.0	0.0	0.0	1.0
Database Administrator	1.0	1.0	1.0	1.0	1.0
Applications Specialist I - II	2.0	2.0	2.0	2.0	2.0
PC Operations Specialist I - II	2.0	2.0	2.0	2.0	2.0
Network Specialist II	1.0	1.0	1.0	1.0	1.0
MIS Support Specialist	1.0	1.0	1.0	1.0	1.0
Part Time	1.0	1.0	0.6	0.6	0.6
	12.0	12.0	11.6	11.6	11.6
<u>Criminal Investigation Division</u>					
CID- Administrative Coordinator	1.0	0.0	0.0	0.0	0.0
CID - Administrator	0.0	1.0	1.0	1.0	1.0
Secretary III	1.0	0.0	0.0	0.0	0.0
Administrative Coordinator	0.0	1.0	1.0	1.0	1.0
Technical Assistant	1.0	1.0	1.0	1.0	1.0
Fingerprint Specialist	2.0	2.0	2.0	2.0	2.0
Forensic Science Technician I -III	3.0	3.0	3.0	3.0	3.0
Crime Analyst	2.0	2.0	2.0	2.0	2.0
Search Analyst	1.0	1.0	0.0	0.0	0.0
Victim Services Coordinator	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist (Grant)	0.0	0.7	1.0	1.0	0.6
Part Time	2.5	2.5	1.2	1.2	1.2
Grant Funded Positions	0.0	0.0	(1.0)	(1.0)	(0.6)
	14.5	15.2	12.2	12.2	12.2
<u>Training Division</u>					
Training Coordinator - Academy	1.0	1.0	1.0	1.0	1.0
Training Specialist	1.0	1.0	1.0	1.0	1.0
Chief Firearm Instructor	0.9	0.9	0.9	0.9	0.9
Part Time - Firearm's Instructor	1.8	1.8	1.8	1.8	1.8
	4.7	4.7	4.7	4.7	4.7

Public Safety

Department: Sheriff's Office
Division\Program: Sheriff
Program Administrator: Rex W. Coffey, Sheriff

01.24.24
 Fund: General

Positions:	FY09	FY10	FY11	FY12	FY13
Title	FTE	FTE	FTE	FTE	FTE
<u>Special Operations Division</u>					
Community Organizer	1.0	1.0	1.0	1.0	1.0
Secretary II	1.0	1.0	1.0	1.0	1.0
Teen Court Coordinator	1.0	1.0	1.0	1.0	1.0
CSAFE Coordination Clerk	1.0	1.0	0.0	0.0	0.0
Explosive Ordnance Disposal Tech.	1.0	0.0	0.0	0.0	0.0
Red Light Specialist III - Red Light	1.0	1.0	1.0	1.0	0.0
AEU Supervisor - Civilian	0.0	0.0	0.0	0.0	1.0
AEU Office Specialist	0.0	0.0	0.0	0.0	2.0
Community Traffic Safety Coordinator.	0.9	0.9	0.9	0.2	0.0
Technical Assistant (PT) - Red Light	0.6	0.6	0.6	0.6	0.6
Part Time	0.0	0.6	0.0	0.0	0.0
Grant Funded Positions	(1.9)	(0.9)	(0.9)	(0.2)	0.0
Other Funding Source	(1.6)	(1.6)	(1.6)	(1.6)	(3.6)
	4.0	4.6	3.0	3.0	3.0
<u>Special Services Division - Court Security</u>					
Transport Officer	5.0	5.0	5.0	5.0	5.0
Court Holding Officer (CO)	3.0	3.0	3.0	3.0	3.0
Court Security Officer (CO)	2.0	2.0	2.0	2.0	2.0
Court Security Deputy	5.4	5.4	5.4	5.4	5.4
Court Security Unit Coordinator	1.0	1.0	1.0	1.0	1.0
Part Time	4.2	4.2	4.2	4.2	4.2
	20.6	20.6	20.6	20.6	20.6
<u>Special Services Division - Judicial Services</u>					
Warrant Specialist I & II	3.0	3.0	3.0	3.0	3.0
Civil Specialist I-II	2.0	2.0	2.0	2.0	2.0
Domestic Violence Specialist I - III	1.0	1.0	2.0	2.0	2.0
Civil Process Server	4.0	4.0	4.0	4.0	4.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Domestic Violence Specialist II	1.0	1.0	0.0	0.0	0.0
Domestic Violence Coordinator (Grant)	0.0	0.0	0.0	0.7	0.3
Domestic Violence Coordinator	0.0	0.0	0.0	0.0	0.7
VICS Coordinator	0.0	0.0	1.0	1.0	1.0
VICS Specialist	0.0	0.0	2.0	2.0	2.0
Part Time	1.8	1.8	1.8	3.0	3.0
Part-time (VICS)	0.0	0.0	0.6	0.6	0.6
Grant Funded Positions	(2.0)	(2.0)	(2.0)	(3.9)	(3.5)
Other Funding Source (VICS)	0.0	0.0	(3.6)	(3.6)	(3.6)
	12.8	12.8	12.8	12.8	13.5
<u>Special Services Division - Property Management</u>					
Quartermaster	1.0	1.0	1.0	1.0	1.0
Assistant Quartermaster	1.0	1.0	0.0	0.0	0.0
Quartermaster Specialist (I-II-III)	2.0	2.0	2.0	2.0	2.0
Administrative Associate (I-II-III)	1.0	0.0	0.0	0.0	0.0
Fleet Technician Specialist	0.0	1.0	1.0	1.0	1.0
Fleet Manager	1.0	1.0	1.0	1.0	1.0
Fleet Technician	0.0	0.0	0.0	0.9	0.9
Purchasing Agent	1.0	1.0	1.0	1.0	1.0
Property Custodian	1.0	1.0	1.0	1.0	1.0
Firearms Specialist I - II	1.0	1.0	1.0	1.0	1.0
Part Time	3.2	3.2	2.4	1.8	1.8
	12.2	12.2	10.4	10.7	10.7

Public Safety

Department: Sheriff's Office 01.24.24
Division\Program: Sheriff Fund: General
Program Administrator: Rex W. Coffey, Sheriff

Positions:	FY09	FY10	FY11	FY12	FY13
Title	FTE	FTE	FTE	FTE	FTE
SWORN PERSONNEL:					
General Funded	286.8	287.0	287.0	287.0	287.0
Grant/Other Funding	5.2	5.0	5.0	5.0	5.0
Total Sworn Personnel:	292.0	292.0	292.0	292.0	292.0
CLASSIFIED PERSONNEL:					
General Funded	174.4	174.8	160.6	159.3	160.0
Grant/Other Funding	6.5	5.5	10.1	11.4	12.4
Total Classified Personnel:	180.9	180.3	170.7	170.7	172.4
TOTAL PERSONNEL					
Full -time	444.7	443.5	439.8	439.8	441.5
Part-time	28.2	28.8	22.9	22.9	22.9
Total:	472.9	472.3	462.7	462.7	464.4

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

Goals & Objectives:

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.

Patrol Division

2012/2013 Goal: Maintain service levels in the face of increased need for service

Objectives: 1. Hired and train new Patrol Officers utilizing the COPS grant.

Status: *On Going*

Special Operations Division

2012/2013 Goal: Complement the strength of the Community Oriented Policing Unit.

Objectives: 1. Identify new neighborhoods to be incorporated into the COP program.
 2. Restructure assigned neighborhoods to provide equal coverage among all members of the COPS unit.

Status: *On Going*

Criminal Investigations Division- Investigations Section

2012/2013 Goal: Reduce investigative personnel time spent in dealing with sex offenders' registry.

Objectives: 1. Add one new civilian to maintain and inventory the active sex offenders' files. Position is pending on grant approval.

Status:

On hold due to budget funding. Currently looking for funding through grant announcements.

Information Services Division- Management Information Section

2011/2012 Goal: Provide necessary support of the critical systems necessary to fulfill daily operation of MDT services and Network systems without diminishing support required by "non-critical" systems.

Objectives: 1. Develop an updated plan for maintenance and continuous support of the systems.
 2. Hire additional manpower to aid in the operation of MIS.
 3. Deploy new personnel and institute support plan.

Status: *Completed*

2012/2013 Goal: Provide better end user products and services to the IT user population of the Agency by opening up better dialogs for problems, desired enhancements and new products.

Objectives: 1. Designate User Groups such as Patrol, CID, Administrative Services, etc.
 2. Schedule and hold User Group Meetings on a quarterly basis.
 3. Implement improvements and provide feedback to users.

Status: *We have begun to meet with the users groups and the provided input has produced saving in workload and time through new automation of processing or improvements of existing automation.*

Public Safety

Department:	Sheriff's Office	01.24.24
Division\Program:	Sheriff	Fund: General
Program Administrator:	Rex W. Coffey, Sheriff	

Information Services Division- Management Information Section

2012/2013 Goal: Provide users the tools and information needed to enhance their abilities to use IT products currently being used by the Agency.

- Objectives:
1. Determine those systems in which users have deficiencies.
 2. Identify personnel who can best provide instruction on identified systems.
 3. Develop standardized lesson plans for necessary instruction.
 4. Schedule and hold in-service courses open to all Agency personnel on rotating basis.

Status: *The analysis of deficiencies is ongoing, but with the advent of a lot of changes to processing though software changes, the determination of needs has been difficult. Full assessment will not be possible until the changes have been put in place.*

2012/2013 Goal: Ensure Agency maintains disaster recovery abilities in the event of manmade or natural disasters as well as crippling cyber attacks on our systems and data.

- Objectives:
1. Identify critical systems, at risk hardware and critical data.
 2. Develop a plan for preventing loss of systems and data and for protecting hardware.
 3. Identify needed software and hardware upgrades.
 4. Create procurement request and accomplish processing.
 5. Purchase necessary devices and software.
 6. Make enhancements operational.

Status: *Much of this goal has been hampered by budget constraints and has been on the radar for multiple years. We are currently in the process of procuring devices and software systems that will enable many aspects of this goal to be realized. These purchases will result in better protection and detection for situations involving network security and hardware stability.*

Executive Services Division- Planning & Accreditation

2011/2012/2013 Goal: Work towards an all electronic CALEA maintenance and on-site review.

- Objectives:
1. Maintain files, attend conferences and training, update policies and gather information for the files.

Status: *On Going*

Office of Professional Responsibility

2011/2012/2013 Goal: To maintain openness and transparency when conducting critical incident investigations.

- Objective:
1. To provide training to all sworn and correctional officers on the critical incident response by the Agency.

Status: *On Going*

Measurements	CY07 Actual	CY08 Actual	CY09 Actual	CY10 Actual	CY11 Unofficial
<u>Uniform Crime Report</u>					
Murder	4	10	7	2	3
Rape	33	26	35	35	30
Robbery	198	187	185	171	175
Aggravated Assault	611	571	474	505	361
Breaking & Entering	756	753	598	707	769
Larceny	3,049	3,171	2,862	2,715	2,749
Motor Vehicle Theft	438	387	272	290	280
Total	5,089	5,105	4,433	4,425	4,367
- Police Calls for Service	174,306	187,000	207,842	216,701	230,390
Population	139,164	140,169	140,764	146,551	147,086
- Police Call for Service Per Capita	1.3	1.3	1.5	1.5	1.6
# of Sworn Officers	279	286	291	291	291
- Police Calls for Service per Officer	625	654	714	745	792

NOTES:

CY07-10 data is from "Crime in Maryland," annual report prepared by the Maryland State Police, actual UCR data is countywide.

CY11 = unofficial County-wide total as of December 31, 2011; CY11 population from U.S. Census Bureau, 2010 Census update

Public Safety

Department: Sheriff's Office 01.24.37
Division\Program: Corrections Fund: General
Program Administrator: Rex W. Coffey, Sheriff

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$9,563,418	\$9,458,900	\$9,601,000	\$9,601,000	\$142,100	1.5%
Fringe Benefits	2,932,675	3,122,600	3,266,400	3,266,400	143,800	4.6%
Operating Costs	3,276,838	3,664,000	3,494,900	3,494,900	(169,100)	-4.6%
Agency Funding	1,164	2,300	2,300	2,300	0	0.0%
Total Expenditures	\$15,774,096	\$16,247,800	\$16,364,600	\$16,364,600	\$116,800	0.7%
Revenues	\$1,837,729	\$1,838,000	\$1,710,000	\$1,710,000	(\$128,000)	-7.0%

Changes and Useful Information:

- Fringe Benefits have been adjusted for increased cost of pension program.
- Operating costs have been adjusted as agreed to by the Sheriff and County Commissioners to assist in reinstating the salary step for Sheriff's Sworn Officers from past years.
- Revenues associated with this program are from Federal Inmate Operating, State Aid for Transportation, State Aid for Inmate Operating, and Room & Board Reimbursement.
 - FY13 Federal Inmate Operating has been adjusted to reflect recent declines.

Description:

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

Positions:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>
<u>Correctional Officers</u>					
Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Captain	3.0	3.0	3.0	3.0	3.0
Lieutenant	9.0	9.0	9.0	9.0	9.0
Sergeant	22.0	17.0	17.0	17.0	17.0
Corporal	21.0	21.0	21.0	21.0	21.0
Corr. Officer - First Class, II & I	86.0	86.0	86.0	91.0	91.0
Total Correctional Officers	143.0	138.0	138.0	143.0	143.0

Civilians

Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Secretary III	1.0	1.0	0.0	0.0	0.0
Receptionist II	1.0	1.0	1.0	1.0	1.0
Inmate Records Specialist	1.0	1.0	0.0	0.0	0.0
Inmate Accounting Specialist II	0.0	0.0	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
VICS Coordinator	1.0	1.0	0.0	0.0	0.0
VICS Specialist	2.0	2.0	0.0	0.0	0.0
Part-time (VICS)	0.6	0.6	0.0	0.0	0.0
Part Time	2.6	2.6	2.6	2.6	2.6
Total Civilians	17.2	17.2	12.6	12.6	12.6
Total Full Time Equivalent	160.2	155.2	150.6	155.6	155.6
Allocated to VICS Program*	(4.1)	(4.1)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	156.1	151.1	150.1	155.1	155.1

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

Public Safety

Department:	Sheriff's Office	01.24.37
Division\Program:	Corrections	Fund: General
Program Administrator:	Rex W. Coffey, Sheriff	

Goals & Objectives:

Mission Statement

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

The facility will operate based on the following principles:

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

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

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

2011/2012/2013 Goal: To provide a safe working environment for staff, officers, visitors, volunteers and inmates. Eliminate breaches of security in the daily operation of the detention center and annex.

- Objective:
1. Replace current intercom system.
 2. Have a more secure facility
 3. Enable officers to do their job more efficiently

Status: *On Going*

2011/2012/2013 Goal: Alleviate storage issues and congestion to the secure entrance and open avenues for future development. To eliminate all deliveries, except food, from coming into the secure portion of the jail. To relocate food to general storage in compliance with Health General Article 21-207, 208 and 209.

- Objectives:
1. Purchase a 60x80 pole building.
 2. Open loading dock for food deliveries only, area stay secure.
 3. Empty general storage of all surplus storage for future use.
 4. Direct entrance to the kitchen as indicated by law.
 5. Increase much needed storage space in the detention center; planning for future growth.

Status: *On Going*

2011/2012/2013 Goal: Provide a safe and secure holding environment for inmates. Comply with sight and sound laws for holding juveniles. Provide security personnel to handle attorney visits for inmates. Provide transport for inmates to and from detention facilities.

- Objectives:
1. Increase Security and Transport staff for new District Court Building.
 2. Hire ten correctional officers to fulfill the needs of additional judiciary and additional transportation.

Status: *On Going*

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
Average Daily Population	403	433	460	506	557
Prisoners Transported	11,281	11,300	12,354	13,589	14,948
# of Prisoner Transports	2,775	2,925	3,496	3,846	4,230
Transport Miles	80,110	87,380	80,467	88,514	97,365
Inmates Processed	3,955	3,655	3,946	4,341	4,775
Work Release Inmates	609	656	598	658	724
Volunteers in Community Service	4,824	6,599	2,273	0	0
Total Drug Screening	1,404	1,360	1,298	1,428	1,571
Emergency Response Team Responses	1,078	1,423	1,435	1,578	1,736
Bookings	12,088	11,814	12,164	13,380	14,718

Public Safety

Department: Sheriff's Office 01.84.85
Division\Program: Automated Enforcement Unit (AEU) Fund: General
Program Administrator: Rex W. Coffey, Sheriff

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$89,403	\$103,600	\$174,000	\$174,000	\$70,400	68.0%
Fringe Benefits	25,496	28,600	49,700	49,700	21,100	73.8%
Operating Costs	533,757	870,300	989,700	989,700	119,400	13.7%
Total Expenditures	\$648,656	\$1,002,500	\$1,213,400	\$1,213,400	\$210,900	21.0%
Revenues	\$754,278	\$910,000	\$1,176,700	\$1,176,700	\$266,700	29.3%

Changes and Useful Information:

- The Automatic Enforcement Unit is to be established and will consist of both the Red light Camera and Speed Camera programs.
 - Speed Camera program budget is \$257,300 with offsetting revenues.
- Operating costs have been adjusted as agreed to by the Sheriff and County Commissioners to assist in reinstating the salary step for Sheriff's Sworn Officers from past years.
- Upgrade of the civilian Red Light Specialist to the AEU Supervisor.

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. Funds from this program are used to cover the cost of. Currently there are 14 camera locations and the program provides (2) full time civilian technician and a part time technician. The red-light camera program began with the installation of four camera locations in October, 2001. During fiscal year 2005 the camera file system changed from wet file to laser (digital). Additionally, two camera locations were added in February, 2005 and eight additional locations were added in February 2006. No additional locations are currently scheduled.

Speed Camera

The speed camera program is being implemented in an effort to reduce speeders in school zones and Children safety is a high priority in Charles County. The Sheriff's Office believes the cameras have the potential to be effective in reducing the number of speeders. A \$40 civil citation is issued to the speed camera violator. Funds from this program are used to cover the cost of the current program. The program provides for (2) AEU Office Specialists. Initially portable cameras will be used and additional cameras will be added at a later date. The speed camera program follows the same basic guidelines as the Red Light Camera program.

Positions:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>
AEU Supervisor - Civilian	0.0	0.0	0.0	0.0	1.0
Technical Assistant	2.0	0.0	0.0	0.0	0.0
Red Light Specialist III -	0.0	1.0	1.0	1.0	0.0
AEU Office Specialist	0.0	0.0	0.0	0.0	2.0
Accounting Technician	0.0	1.0	0.0	0.0	0.0
Office Associate	0.0	0.0	1.0	1.0	1.0
Part Time - Red Light Technician	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	2.6	2.6	2.6	2.6	4.6

Objectives & Measurements:

	<u>FY09 Actual</u>	<u>FY10 Actual</u>	<u>FY11 Actual</u>	<u>FY12 Projected</u>	<u>FY13 Estimated</u>
Number of Red Light Citations Issued:	13,773	13,385	10,065	10,100	10,000
Number of Speed Camera Citations Issued:	0	0	0	0	1,100

Public Safety

Department: Sheriff's Office
Division\Program: Fingerprinting Services
Program Administrator: Rex W. Coffey, Sheriff

01.24.99
 Fund: General

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Operating Costs	\$2,979	\$36,800	\$36,800	\$36,800	\$0	0.0%
Total Expenditures	\$2,979	\$36,800	\$36,800	\$36,800	\$0	0.0%
Revenues	\$0	\$36,800	\$36,800	\$36,800	\$0	0.0%

Changes and Useful Information:

- On April 15, 2012 the FBI no longer accepted paper fingerprint cards, as a result of this change - submissions of fingerprint are being done electronically, and sent to the State of Maryland and the FBI.

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 of the type of fingerprint check the cost from the State, along with the agency's cost can vary from \$20.00 to \$50.00

Objectives & Measurements:

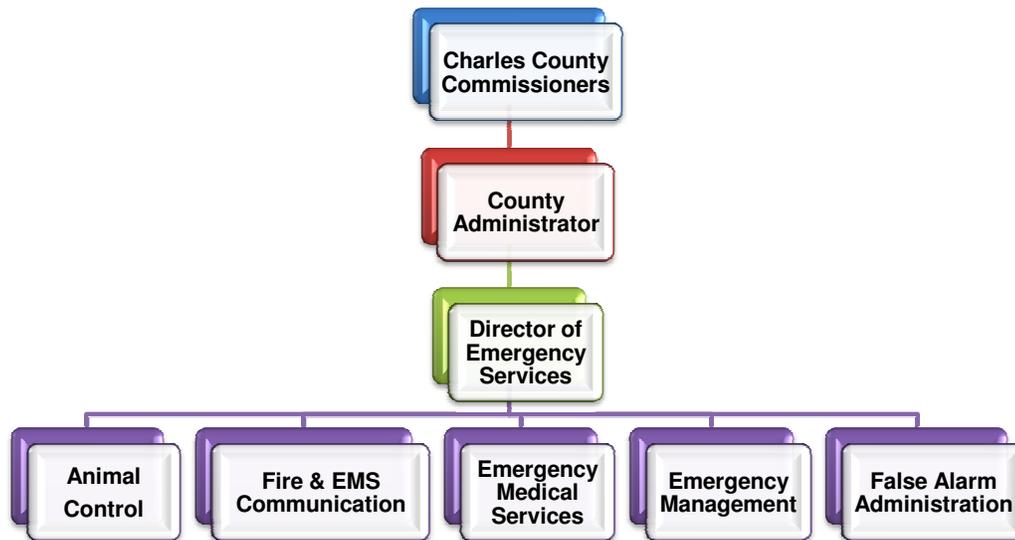
	FY11 Actual	FY12 Projected	FY13 Estimated
Number of Fingerprint cards processed:	1,856	1,900	2,000

Public Safety - Emergency Services Summary

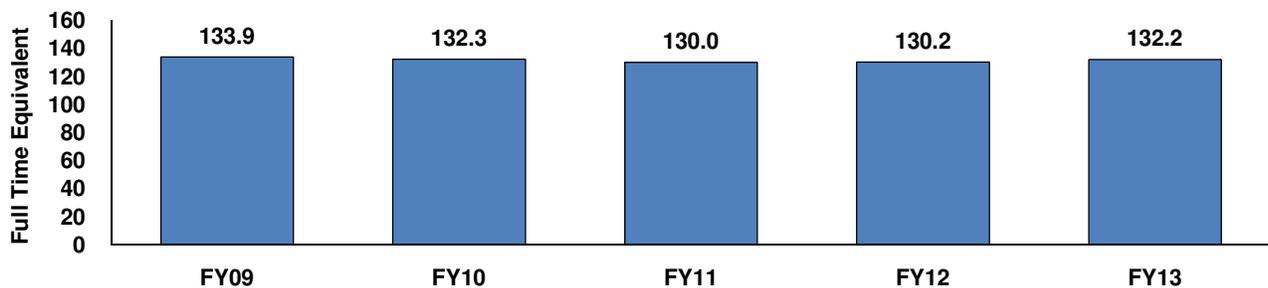
William Stephens, Director of Emergency Services
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical Address: 10425 Audie Ln., La Plata, MD 20646
www.charlescountymd.gov/es/welcome

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$7,225,784	\$7,327,100	\$7,563,100	\$7,692,500	\$365,400	5.0%
Fringe Benefits	1,973,504	2,058,000	2,062,400	2,096,100	38,100	1.9%
Operating Costs	1,820,815	2,107,900	2,405,300	2,416,300	308,400	14.6%
Transfers Out	86,752	38,500	38,500	38,500	0	0.0%
Capital Outlay	2,240	0	0	0	0	N/A
Total Expenditures	\$11,109,095	\$11,531,500	\$12,069,300	\$12,243,400	\$711,900	6.2%
Revenues	\$5,134,889	\$5,246,100	\$5,291,300	\$5,394,300	\$148,200	2.8%
Total Expenditures as % of Budget:	3.5%	3.7%	3.8%	3.8%		



Staffing History



Positions by Program:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Administration	4.0	3.4	2.9	2.9	2.9
False Alarm Reduction Unit (FARU)	3.0	2.0	2.0	2.0	2.0
Animal Control	7.0	7.0	6.0	6.0	6.0
Animal Shelter	14.2	14.2	13.0	13.2	13.2
Fire/EMS Communications	24.7	24.7	24.7	24.7	24.7
Career Emergency Medical Services	79.1	79.1	79.1	79.1	81.1
Tactical Response Team (TRT)	1.9	1.9	1.7	1.7	1.7
Emergency Management	0.0	0.0	0.6	0.6	0.6
Total Full Time Equivalent	133.9	132.3	130.0	130.2	132.2

Public Safety

Department: Emergency Services
Division\Program: Administration
Program Administrator: William Stephens, Director of Emergency Services
www.charlescountymd.gov/es/welcome

01.26.06
 Fund: General

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$190,897	\$195,000	\$197,300	\$197,300	\$2,300	1.2%
Fringe Benefits	60,805	61,600	58,700	58,700	(2,900)	-4.7%
Operating Costs	9,635	11,500	11,800	11,800	300	2.6%
Transfers Out	53,769	38,200	38,200	38,200	0	0.0%
Total Expenditures	\$315,106	\$306,300	\$306,000	\$306,000	(\$300)	-0.1%
Revenues	\$244,840	\$240,000	\$254,600	\$254,600	\$14,600	6.1%

Changes and Useful Information:

- The increase in Operating costs provides additional funding for vehicle fuel to estimated actual.

Description:

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

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

Positions:

<u>Title</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>	<u>FY13 FTE</u>
Director of Emergency Services	1.0	1.0	1.0	1.0	1.0
Chief of Emergency Management	1.0	1.0	0.0	0.0	0.0
Emergency Services Specialist	1.0	1.0	0.0	0.0	0.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Part Time	1.3	1.3	1.3	1.3	1.3
Total Full Time Equivalent	5.3	5.3	3.3	3.3	3.3
Allocated to Special Revenue	(1.2)	(1.8)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	4.0	3.4	2.9	2.9	2.9

Public Safety

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$82,072	\$96,900	\$101,600	\$101,600	\$4,700	4.9%
Fringe Benefits	26,669	31,300	30,100	30,100	(1,200)	-3.8%
Operating Costs	28,889	37,900	34,700	34,700	(3,200)	-8.4%
Capital Outlay	2,240	0	0	0	0	N/A
Total Expenditures	\$139,870	\$166,100	\$166,400	\$166,400	\$300	0.2%
Revenues	\$486,492	\$475,700	\$497,400	\$497,400	\$21,700	4.6%

Changes and Useful Information:

- Decrease in Postage and Printing due to the upgrade of the Cry Wolf software program which will be purchased through the FY 2013 Capital Lease. This upgrade will allow the County to bill customers via email as opposed to receiving a bill through the mail and will allow customers to register, pay, renew and update their information online.

Description:

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

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

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

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

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
False Alarm Reduction Unit Administrator	1.0	1.0	1.0	1.0	1.0
Alarm Services Coordinator	1.0	1.0	0.0	0.0	0.0
Office Associate III	1.0	0.0	1.0	1.0	1.0
Total Full Time Equivalent	3.0	2.0	2.0	2.0	2.0

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<u>Objective #1: To maximize public awareness of false alarm issues and their impact on our local emergency response personnel (Police, Fire and Emergency Medical Services).</u>					
Ratio of False Alarms	0.51	0.49	0.46	0.46	0.46

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/es/animalcontrol/animal-control

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg.
	Actual	Adopted	Proposed	Adopted		
Personal Services	\$368,393	\$369,700	\$374,400	\$374,400	\$4,700	1.3%
Fringe Benefits	131,484	132,800	129,700	129,700	(3,100)	-2.3%
Operating Costs	54,652	62,700	122,300	122,300	59,600	95.1%
Total Expenditures	\$554,529	\$565,200	\$626,400	\$626,400	\$61,200	10.8%
Revenues	\$18,008	\$21,700	\$20,800	\$20,800	(\$900)	-4.1%

Changes and Useful Information:

- The 95.1% increase in Operating Costs is due to the following reasons:
 - Injured Pet Program. A \$30,100 increase is needed for the Humane Society of Charles County to provide injured animal care. They have been providing this program for +/- 20 years but have either had a separate stand alone budget or (last 4 years) been funded through the County's grant program.
 - Satellite Sheltering. A \$29,500 increase is needed to fully fund the Humane Society's satellite sheltering program. In past years, \$7,500 was funded from this budget and the additional cost was funded through the County's grant program.
 - In total, the Humane Society will receive \$67,100 in FY 2013.

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
- Provide 24 hour emergency services for the rescue of injured animals and public safety situations, 365 days a year.
- Issue citations for violations of animal regulations, prepare and file applications for charging document with the District Court Commissioner, serve and respond to Court and Animal Matters Board meetings and summonses.
- Chemically tranquilize and impound animals posing a threat to public safety that cannot be captured by more conventional means.
- Conduct inspections of and issue licenses to all Commercial Animal Establishments in Charles County.
- Perform vehicular and foot patrols in the performance of these duties.
- Conduct periodic Rabies Vaccination clinics to assist in controlling the spread of Rabies through the domestic pet population.

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
Chief of Animal Control Services	1.0	1.0	1.0	1.0	1.0
Animal Control Officer	5.0	5.0	4.0	4.0	4.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	7.0	7.0	6.0	6.0	6.0

Public Safety

Department: Emergency Services

01.26.28

Division\Program: Animal Shelter

Fund: General

Program Administrator: Kim Stephens, Animal Shelter Supervisor

www.charlescountymd.gov/es/animalshelter/tri-county-animal-shelter

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg.
	Actual	Adopted	Proposed	Adopted		
Personal Services	\$428,661	\$442,300	\$451,100	\$451,100	\$8,800	2.0%
Fringe Benefits	128,397	143,700	140,300	140,300	(3,400)	-2.4%
Operating Costs	152,204	199,100	198,500	198,500	(600)	-0.3%
Total Expenditures	\$709,262	\$785,100	\$789,900	\$789,900	\$4,800	0.6%
Revenues	\$452,564	\$520,500	\$518,100	\$518,100	(\$2,400)	-0.5%

Changes and Useful Information:

- Operating Cost savings due to a renegotiated alarm system contract that saved the County \$600 in annual fees.

Description:

The Tri-County Animal Shelter (TCAS) serves the 254,000 plus citizens of Charles, Calvert and St. Mary's Counties. These three counties consist of 1,134 square miles. Over 12,000 animals were received by the Tri-County Animal Shelter in 2011. The Tri-County Animal Shelter receives stray and unwanted animals. The Shelter then attempts to ascertain the identity of the owner of these animals and may release the animals to them after payment of the mandated fees. If the animal is unwanted or unredeemed in accordance with State, County and Shelter regulations, it may then be placed for adoption/rescue. The Tri-County Animal Shelter may euthanize unredeemed, unwanted or diseased animals. The Tri-County Animal Shelter also acts as the Tri-County region's rabies quarantine center. The Shelter holds animals under the guidelines of the Health Departments and if deemed a necessity will euthanize suspected carriers of rabies for testing at State labs.

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

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
Animal Shelter Supervisor	1.0	1.0	1.0	1.0	1.0
Asst. Animal Shelter Supervisor	1.0	0.0	0.0	0.0	0.0
Animal Shelter Attendant II	0.0	1.0	1.0	1.0	1.0
Animal Shelter Attendant	4.0	4.0	3.0	3.0	3.0
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	2.0	2.0	1.0	1.0	1.0
Animal Shelter Van Driver	0.7	0.7	0.7	0.7	0.7
Part-time Positions	2.2	2.2	3.0	3.2	3.2
Total Full Time Equivalent	14.9	14.9	13.7	13.9	13.9
Allocated to Special Revenue	(0.7)	(0.7)	(0.7)	(0.7)	(0.7)
Net Cost to General Fund	14.2	14.2	13.0	13.2	13.2

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Objective: Data on the origination of where the animals are coming from allows the shelter to target certain areas as needing increased efforts in the field of educational visits to the classrooms.

# of Animals Processed	11,150	10,300	9,995	10,000	10,200
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Public Safety

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,342,196	\$1,354,400	\$1,387,200	\$1,387,200	\$32,800	2.4%
Fringe Benefits	362,557	392,000	411,900	411,900	19,900	5.1%
Operating Costs	957,269	1,144,500	1,140,000	1,140,000	(4,500)	-0.4%
Transfers Out	16,805	300	300	300	0	0.0%
Total Expenditures	\$2,678,827	\$2,891,200	\$2,939,400	\$2,939,400	\$48,200	1.7%
Revenues	\$1,017,657	\$1,045,600	\$1,025,000	\$1,025,000	(\$20,600)	-2.0%

Changes and Useful Information:

- The personal services increase is due to the increase in shift differential pay in order to maintain equivalent pay for equivalent work between Fire/EMS Dispatchers and Sheriff's Office Dispatchers.
- The Operating Costs budget declined slightly by disconnecting circuits from an old radio system. This action reduced the telephone budget by 20%. This reduction was offset by providing funding to install a power receptacle and switching device at the 911 center so a large portable generator can be brought to the site to power the building if the building generator fails.

Description:

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

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

Other programs include Enhanced 911, Reverse 911, Computer Aided Dispatch, Automatic Fire/Intrusion Alarm monitoring, Emergency Medical Dispatch/Pre-Arrival Instructions, Severe Weather Alerting, Public Education, Road Name Approvals, management & operation of Public Safety/Service Radio System & associated infrastructure and administrative support to Fire/EMS associations.

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

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Fire/EMS Communications	1.0	1.0	1.0	1.0	1.0
Asst. Chief of Fire/EMS Communications	1.0	1.0	1.0	1.0	1.0
Communications Supervisor	5.0	5.0	5.0	5.0	5.0
Dispatcher I & II	15.0	15.0	15.0	15.0	15.0
Database Specialist (GIS)	1.0	1.0	1.0	1.0	1.0
Database Specialist (CAD)	1.0	1.0	1.0	1.0	1.0
Part Time Position	0.7	0.7	0.7	0.7	0.7
Total Full Time Equivalent	24.7	24.7	24.7	24.7	24.7

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: Through management of the 911 Fire/EMS Communications Division, coordinate and provide 24-hour-a-day emergency Fire and Emergency Medical Services (EMS) response, manage emergency communications systems, administer and deliver 911 services, 911 Addressing, Public Safety GIS services, EOC support, QA/QI, maintain staff / Center proficiency by continues training and certification to national standards, promotion of public awareness regarding proper use of 911 services.</i>					
Number of 911 Calls Received	67,965	69,768	69,141	69,500	69,750

Public Safety

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$4,768,820	\$4,806,700	\$4,972,800	\$5,102,200	\$295,500	6.1%
Fringe Benefits	1,230,640	1,265,800	1,260,500	1,294,200	28,400	2.2%
Operating Costs	572,035	569,300	721,600	732,600	163,300	28.7%
Transfers Out	16,178	0	0	0	0	N/A
Total Expenditures	\$6,587,673	\$6,641,800	\$6,954,900	\$7,129,000	\$487,200	7.3%
Revenues	\$2,915,328	\$2,942,600	\$2,975,400	\$3,078,400	\$135,800	4.6%

Changes and Useful Information:

- The 6.1% increase in Personal Services is due to the following reasons:
 - Funding for two new Paramedic positions to be station at the Charles County Mobile Intensive Care Unit (CCMICU) to cover peak daytime service hours.
 - Increase in Part Time, Overtime and Holiday Pay to recent trends.
- The 28.7% Operating Costs increase is due to the following reasons:
 - To replace old Uniforms that no longer provide the level of protection needed.
 - To upgrade four current LifePak's 15 which will include temperature monitoring capabilities to meet the Hypothermic Therapy protocols.
 - Vehicle Fuel increase to estimated actual.

Description:

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

EMS 3 - Waldorf	EMS 8 - Tenth District (Marbury)
EMS 12 - Westlake/Waldorf	EMS 14 - Newburg
EMS 51 - La Plata	EMS 2- Hughesville
EMS 11- Bryan's Road	Charles County Mobile Intensive Care Unit (new for FY 2013)
CCSO District III - EMS Supervisor in Chase Vehicle	
EMS 16 - La Plata - EMS Supervisor in Chase Vehicle	

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Emergency Medical Services	1.0	1.0	1.0	1.0	1.0
Asst. Chief of Emergency Medical Services	1.0	1.0	1.0	1.0	1.0
EMS Captain	2.0	2.0	2.0	2.0	2.0
Paramedic Supervisor/Lieutenant	8.0	8.0	8.0	8.0	8.0
Paramedics	36.0	36.0	36.0	36.0	38.0
Emergency Medical Tech.	28.0	28.0	28.0	28.0	28.0
Part Time Help	3.1	3.1	3.1	3.1	3.1
Total Full Time Equivalent	79.1	79.1	79.1	79.1	81.1

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: To provide Advanced Life Support Emergency Medical Services to all residents of the county within nine (9) minutes or less 90% of the time and Basic Life Support Emergency Medical Services within ten (10) minutes of less 80% of the time.</i>					
Total Number of Responses	12,480	11,032	11,008	12,000	12,000

Public Safety

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$50,750	\$50,500	\$66,000	\$66,000	\$15,500	30.7%
Fringe Benefits	9,143	5,200	6,900	6,900	1,700	32.7%
Operating Costs	42,095	71,600	164,400	164,400	92,800	129.6%
Total Expenditures	\$101,987	\$127,300	\$237,300	\$237,300	\$110,000	86.4%

Changes and Useful Information:

- The increase in Personal Services and Fringe Benefits is to fund overtime for training. Previously funding for training overtime was paid for by the Homeland Security Grant Program. Training is needed to maintain the Tactical Response Team program and to keep the current credentials of the members.
- The 129.6% Operating Costs increase is to upgrade 38 self-contained breathing apparatus to the National Fire Protection Association 2007 Chemical, Biological, Radiological, Nuclear Explosives (CBRNE) standards.

Description:

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

Funding is used for operations, training, equipment maintenance, upkeep and replacement, and the acquisition of special detection/mitigation technology.

Positions:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>
Part Time	1.9	1.9	1.7	1.7	1.7
Total Full Time Equivalent	1.9	1.9	1.7	1.7	1.7

Public Safety

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	(\$6,004)	\$11,600	\$12,700	\$12,700	\$1,100	9.5%
Fringe Benefits	23,809	25,600	24,300	24,300	(1,300)	-5.1%
Operating Costs	4,037	11,300	12,000	12,000	700	6.2%
Total Expenditures	\$21,842	\$48,500	\$49,000	\$49,000	\$500	1.0%

Changes and Useful Information:

- The printing budget was increased for public outreach on disaster preparedness.

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 basis emergency operations plan which provides a framework for the coordination of emergency response activities across a broad spectrum of disciplines and agencies.

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

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Emergency Management	0.0	0.0	1.0	1.0	1.0
Emergency Services Specialist	0.0	0.0	1.0	1.0	1.0
Total Full Time Equivalent	0.0	0.0	2.0	2.0	2.0
Grant Allocated	0.0	0.0	(1.4)	(1.4)	(1.4)
Net Cost to General Fund	0.0	0.0	0.6	0.6	0.6

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
Number of Emergency Response Events	7	4	24	18	24

Debt

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Operating Costs	\$2,188,033	\$174,000	\$175,500	\$187,700	\$13,700	7.9%
Debt Service	40,291,121	20,408,900	19,629,500	19,617,300	(791,600)	-3.9%
Transfers Out	388,762	404,100	418,400	418,400	14,300	3.5%
Total Expenditures	\$42,867,916	\$20,987,000	\$20,223,400	\$20,223,400	(\$763,600)	-3.6%
Revenues	\$19,396,030	\$1,517,600	\$1,575,900	\$1,575,900	\$58,300	3.8%

Changes and Useful Information:

- Expenses declined due to the retirement of old debt.
- FY2011 Actuals include a Bond Refunding which increased Debt Service by \$16.9 million and Operating Costs by \$1.6 million. Offsetting revenues are reflected above.
- Revenues includes the use of Fund Balance from the 2011 Bond Premium.

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:

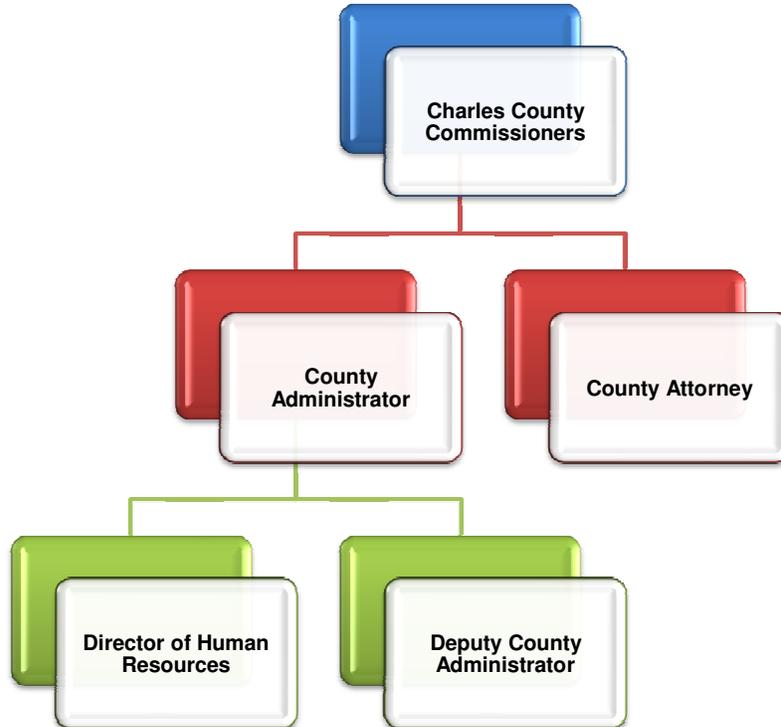
	FY2011 Actual	FY2012 Adopted	FY2013 Adopted	\$ Change from FY2012	% Chg.
Bonds					
Board Of Education	\$4,502,594	\$4,354,000	\$3,690,000	(\$664,000)	-15.3%
College of Southern Maryland	1,180,917	1,201,800	1,246,500	44,700	3.7%
General Government	4,513,430	4,467,760	4,588,300	120,540	2.7%
Public Safety	2,402,286	2,421,400	2,231,700	(189,700)	-7.8%
Transportation	8,483,144	5,999,540	6,431,100	431,560	7.2%
FHA Loan	10,948	10,900	10,900	0	0.0%
Pisgah Closure	570,767	570,800	0	(570,800)	N/A
Bond Principal & Interest	\$21,664,085	\$19,026,200	\$18,198,500	(\$827,700)	-4.4%
Bond Refunding	\$16,865,000	\$0	\$0	\$0	N/A
Leases					
Public Works - Facilities	\$514,677	\$385,900	\$392,500	\$6,600	1.7%
Emergency Services	341,956	289,000	401,600	112,600	39.0%
Fiscal & Administrative Services	151,160	137,600	134,300	(3,300)	-2.4%
Community Services	18,409	16,400	11,000	(5,400)	-32.9%
General Government	23,479	26,100	17,500	(8,600)	-33.0%
Planning & Growth Management	1,952	0	0	0	N/A
Sheriff	686,378	515,500	421,900	(93,600)	-18.2%
Library	18,288	3,500	16,300	12,800	365.7%
Other Agencies	5,737	8,700	23,700	15,000	172.4%
Capital Lease Principal & Interest	\$1,762,036	\$1,382,700	\$1,418,800	\$36,100	2.6%
Transfer to Enterprise Fund	\$388,762	\$404,100	\$418,400	\$14,300	3.5%
Operating Costs	\$2,188,033	\$174,000	\$187,700	\$13,700	7.9%
Total	<u>\$42,867,916</u>	<u>\$20,987,000</u>	<u>\$20,223,400</u>	<u>(\$763,600)</u>	-3.6%

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Estimated
<i>Objective: To maintain or improve the County's bond rating. The higher the rating, the lower the interest rate will be on County issued bonds; which translates into less revenue needed to meet the costs.</i>					
Standard & Poor's	AA	AA	AA	AA	AA
Moody's Investors Service	Aa2	Aa2	Aa1	Aa1	Aa1
Fitch Investors Service	AA+	AA+	AAA	AAA	AAA

General Government Summary

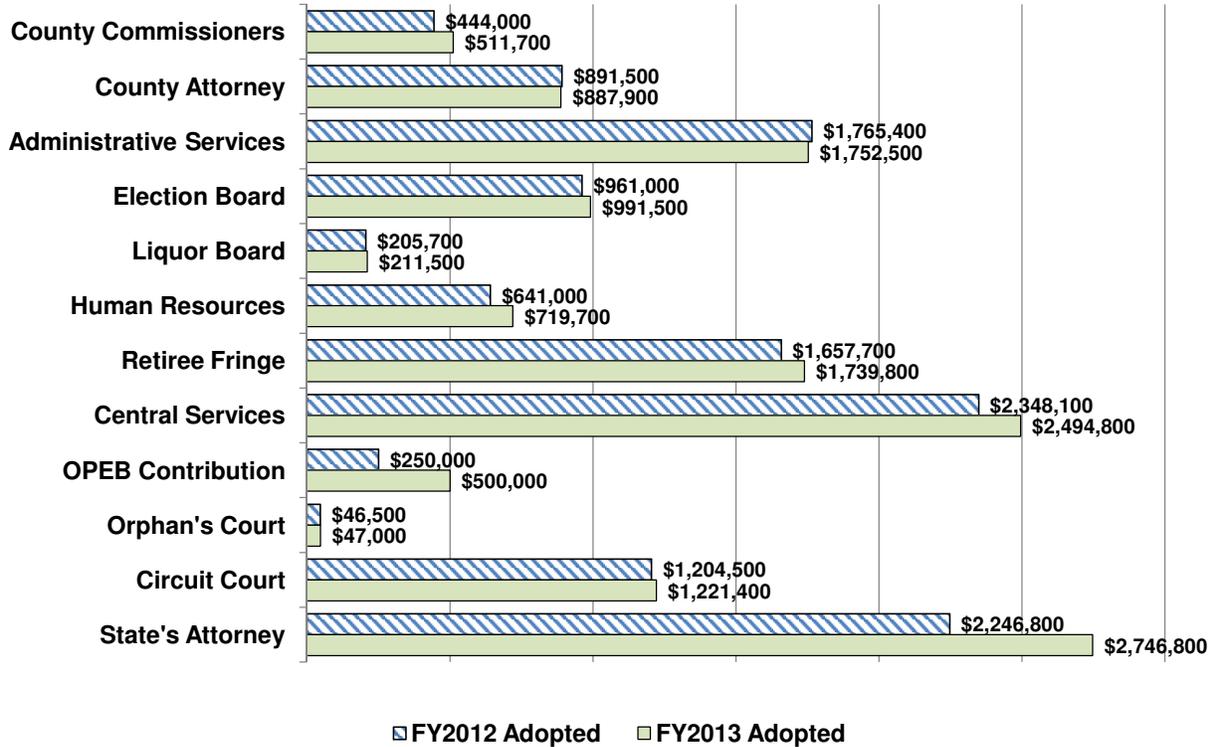
Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$5,719,987	\$4,865,100	\$5,204,800	\$5,414,400	\$549,300	11.3%
Fringe Benefits	2,365,883	3,128,200	3,189,200	3,241,300	113,100	3.6%
Operating Costs	2,759,227	4,030,900	4,237,400	4,270,800	239,900	6.0%
Transfers Out	276,441	336,900	353,000	353,000	16,100	4.8%
Agency Funding	256,112	266,300	510,300	510,300	244,000	91.6%
Capital Outlay	7,002	34,800	34,800	34,800	0	0.0%
Total Expenditures	\$11,384,652	\$12,662,200	\$13,529,500	\$13,824,600	\$1,162,400	9.2%
Total Expenditures as % of Budget:	3.5%	4.1%	4.2%	4.3%		
Revenues	\$746,644	\$596,500	\$698,100	\$698,100	\$101,600	17.0%



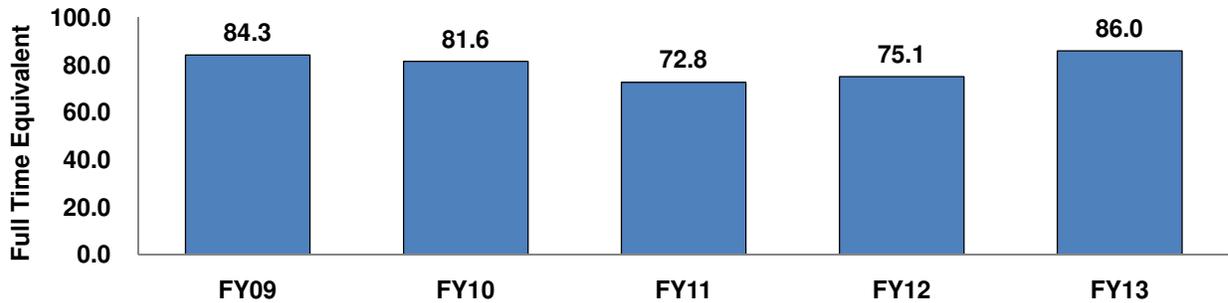
General Government Agencies which receive County funding:

SDAT Cost Share	Orphan's Court
Election Board	Circuit Court
Liquor Board	State's Attorney

General Government Expenditure and Staff History



Staffing History



Positions by Program:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
County Commissioners	7.0	7.0	5.0	5.0	5.0
County Attorney	8.1	8.1	7.1	7.1	8.0
Administrative Services	20.0	18.1	15.2	15.6	19.8
Liquor Board	1.9	1.9	1.9	1.9	1.9
Human Resources	8.9	8.2	7.0	7.0	8.0
Circuit Court	15.6	15.6	14.9	15.9	14.2
State's Attorney	22.8	22.7	21.7	22.7	29.2
Total Full Time Equivalent	84.3	81.6	72.8	75.1	86.0

General Government

Department: Board of County Commissioners 01.01
Division\Program: Board of County Commissioners Fund: General
Program Administrator: Candice Quinn Kelly, Reuben Collins; Ken Robinson, Debra Davis, Bobby Rucci
www.charlescountymd.gov/commissioners/welcome

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$228,431	\$251,000	\$251,000	\$251,000	\$0	0.0%
Fringe Benefits	88,076	100,000	88,600	88,600	(11,400)	-11.4%
Operating Costs	76,458	93,000	172,100	172,100	79,100	85.1%
Total Expenditures	\$392,966	\$444,000	\$511,700	\$511,700	\$67,700	15.2%

Changes and Useful Information:

- Increase in Operating cost is to allow for the FY2013 membership in the Metropolitan Washington Council of Governments.

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>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 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
Legislative Assistants	2.0	2.0	0.0	0.0	0.0
Total Full Time Equivalent	7.0	7.0	5.0	5.0	5.0

General Government

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$856,585	\$607,500	\$619,300	\$619,300	\$11,800	1.9%
Fringe Benefits	185,446	195,100	167,600	167,600	(27,500)	-14.1%
Operating Costs	239,956	88,900	101,000	101,000	12,100	13.6%
Total Expenditures	\$1,281,988	\$891,500	\$887,900	\$887,900	(\$3,600)	-0.4%

Changes and Useful Information:

- Included in Personal Services are funds to fund a part-time Office Associate Position which the Office of County Attorney currently does not have. With the addition of legal files software, an Office Associate to answer phones, log-in mail, and scan/file documents is an essential position.
- An increase in Operating cost is to improve office efficiency by allowing for additional subscriptions for the Law Library.
- Also included in Operating cost are funds to allow additional employees to attend the MACo Summer/Winter conferences, as well as funds for the International Municipal Lawyers Association (IMLA) Annual Membership Annual Conference.

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, Sheriff and all County agencies, boards and commissions. Significant areas of practice include: Land Use, Planning & Zoning, Law Enforcement, Public Safety & Corrections, Procurement & Contracts, Civil litigation, Appellate Research, Writing & Advocacy, Drafting Legal Opinions, Legislation, Ordinances, Resolutions & Rules of Procedure, Administrative Law, Ethics, Public Information & Open Meetings, Health Care, Housing & Social Services Programs, Public Utilities, Water & Sewer Infrastructure, Financing, Construction & Operation, Transportation, Property Acquisition & highway planning and construction, Real Estate, Collections & Public Finance, Environmental Law & Constitutional Law.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
County Attorney	1.0	1.0	1.0	1.0	1.0
Deputy County Attorney	1.0	1.0	1.0	1.0	1.0
Assistant County Attorney I-II	2.6	2.6	2.6	2.6	2.6
Legal Office Administrator	0.5	0.5	0.5	0.5	0.5
Paralegal Supervisor	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 II	1.0	1.0	0.0	0.0	0.0
Part Time	0.0	0.0	0.0	0.0	0.6
Total Full Time Equivalent	9.1	9.1	8.1	8.1	8.8
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(1.0)	(0.8)
Net Cost to General Fund	8.1	8.1	7.1	7.1	8.0

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
Documents/matters received for legal	3,450	3,500	4,203	4,500	4,500
Litigation/enforcement actions/complaints	1,428	1,400	1,331	1,583	1,580
Permits Issued	562	560	425	448	440

General Government

Department: Administrative Services 01.03.13
Division\Program: Commissioner Office Administration Fund: General
Program Administrator: Board of County Commissioners/County Administrator
www.charlescountymd.gov/commissioners/clo/citizens-liaison-office
www.charlescountymd.gov/coadmin/clerk/clerk-commissioners

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$316,867	\$351,900	\$345,500	\$345,500	(\$6,400)	-1.8%
Fringe Benefits	98,010	103,800	91,100	91,100	(12,700)	-12.2%
Operating Costs	9,952	13,100	16,100	16,100	3,000	22.9%
Total Expenditures	\$424,829	\$468,800	\$452,700	\$452,700	(\$16,100)	-3.4%

Changes and Useful Information:

- Operating cost increase for miscellaneous meeting expenses.

Description:

The Commissioner Office Administration provides administrative support to the Commissioners.

Positions:

	FY09	FY10	FY11	FY12	FY13
Title	FTE	FTE	FTE	FTE	FTE
Chief of Staff	1.0	1.0	0.5	0.0	0.0
Citizens' Liaison	0.0	0.0	0.0	1.0	1.0
Clerk to the Commissioners*	1.0	1.0	1.0	1.0	1.0
Exec. Asst. to the Commissioner President	0.0	0.0	0.0	1.0	1.0
Commissioner Specialist - Scheduler*	0.0	0.0	0.0	1.0	1.0
Commissioner Specialist*	3.0	3.0	3.0	1.0	1.0
Office Associate III*	1.0	1.0	1.0	1.0	1.0
Part Time Help	0.4	0.4	0.0	0.6	0.6
Total Full Time Equivalent	6.4	6.4	5.5	6.6	6.6

*Reports to the County Administrator.

Department: Administrative Services 01.03.150
Division\Program: Internal Audit Fund: General
Program Administrator: N/A

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$138,120	\$0	\$0	\$0	\$0	N/A
Fringe Benefits	45,144	0	0	0	0	N/A
Operating Costs	1,036	143,900	0	0	(143,900)	-100.0%
Total Expenditures	\$184,301	\$143,900	\$0	\$0	(\$143,900)	-100.0%

Changes and Useful Information:

- Reclassified to the Central Services Division budget within the General Fund in FY2013.

Description:

The internal audit function transitioned to a third-party contractual service beginning with FY2012. This arrangement will continue in FY2013.

Positions:

	FY09	FY10	FY11	FY12	FY13
Title	FTE	FTE	FTE	FTE	FTE
Internal Auditor	1.0	1.0	1.0	0.0	0.0
Assistant Internal Auditor	1.0	1.0	1.0	0.0	0.0
Total Full Time Equivalent	2.0	2.0	2.0	0.0	0.0
Allocated to Capital Projects	(0.4)	(0.2)	(0.2)	0.0	0.0
Net Cost to General Fund	1.6	1.8	1.8	0.0	0.0

General Government

Department: Administrative Services 01.03.06
Division\Program: Administration Fund: General
Program Administrator: Roy Hancock, Acting County Administrator
www.charlescountymd.gov/coadmin/welcome

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$361,805	\$381,000	\$391,600	\$391,600	\$10,600	2.8%
Fringe Benefits	90,757	105,800	98,700	98,700	(7,100)	-6.7%
Operating Costs	21,667	8,000	8,000	8,000	0	0.0%
Total Expenditures	\$474,229	\$494,800	\$498,300	\$498,300	\$3,500	0.7%

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 or by the County Administrator.

Positions:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
County Administrator	1.0	1.0	1.0	1.0	1.0
Deputy County Administrator	1.0	1.0	1.0	1.0	1.0
Executive Assistant to the Co. Admin.	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	3.0	3.0	3.0	3.0	3.0

Department: Administrative Services 01.03.90
Division\Program: Security Fund: General
Program Administrator: John McConnell, Security Building Officer

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$98,464	\$107,700	\$108,400	\$108,400	\$700	0.6%
Fringe Benefits	17,006	18,100	17,200	17,200	(900)	-5.0%
Operating Costs	4,913	8,400	4,400	4,400	(4,000)	-47.6%
Total Expenditures	\$120,383	\$134,200	\$130,000	\$130,000	(\$4,200)	-3.1%

Changes and Useful Information:

- Decrease in Equipment due to one-time FY2012 costs, however, funds remain in FY2013 for the replacement of cameras and door swipes that may be needed.

Description:

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

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

Positions:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Security Building Officer	0.0	1.0	1.0	1.0	1.0
Part-Time	0.0	1.9	1.9	1.9	1.9
Total Full Time Equivalent	0.0	2.9	2.9	2.9	2.9

General Government

Department: Administrative Services

01.03.141

Division\Program: Media

Fund: General

Program Administrator: Roy Hancock, Acting County Administrator

www.charlescountymd.gov/coadmin/pio/public-information-office

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$445	\$0	\$0	\$0	\$0	N/A
Fringe Benefits	933	0	0	0	0	N/A
Operating Costs	16,564	31,400	11,900	11,900	(19,500)	-62.1%
Total Expenditures	\$17,943	\$31,400	\$11,900	\$11,900	(\$19,500)	-62.1%

Changes and Useful Information:

- Decrease in Operating cost is due to the fact that the publication of the Senior Centers Offerings and Opportunities (SCOOP) is now a Community Service Department budget item and due to a reduction in equipment repairs.

Description:

The Media Office facilitates the communication of information to internal and external customers with the goal of improving citizen perception, bolstering public understanding, support, and confidence, and encouraging citizen participation. The Office maintains and promotes the Charles County Government brand by consistently and effectively implementing strategic marketing communications initiatives and providing creative services.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Communications	0.0	1.0	0.0	0.0	0.0
Press Secretary	1.0	0.0	0.0	0.0	0.0
Public Information Officer	0.0	2.0	2.0	1.0	1.0
Writer/Producer	1.0	1.0	1.0	1.0	1.0
Media Specialist	0.0	0.0	1.0	1.0	1.0
Public Information Specialist	0.0	0.0	0.0	1.0	1.0
Media Relations Officer	1.0	0.0	0.0	0.0	0.0
Videographer	1.0	1.0	0.0	0.0	0.0
Video Production Specialist	2.0	2.0	1.0	1.0	1.0
Media Relations Assistant	1.0	0.0	0.0	0.0	0.0
Part Time Help	2.7	5.3	0.5	0.5	0.8
Total Full Time Equivalent	9.7	12.3	5.5	5.5	5.8
Allocated to Special Revenue Fund	(7.7)	(11.3)	(5.5)	(5.5)	(5.8)
Net Cost to General Fund	2.0	1.0	0.0	0.0	0.0

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: To inform the media/press/public, within 5 days, of important and relevant County Government events.</i>					
# of press releases	360	275	266	360	500
% revised	1%	1%	1%	1%	1%

General Government

Department: Administrative Services

01.03.69

Division\Program: Tourism

Fund: General

Program Administrator: Catherine Carroll, Tourism Marketing Coordinator

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$0	\$97,100	\$194,300	\$194,300	\$97,200	100.1%
Fringe Benefits	1,355	26,300	49,200	49,200	22,900	87.1%
Operating Costs	38,396	217,700	265,200	265,200	47,500	21.8%
Total Expenditures	\$39,751	\$341,100	\$508,700	\$508,700	\$167,600	49.1%

Changes and Useful Information:

- Increase in Personal Services and Fringe Benefits is due to the following reasons:
 - The State of Maryland is no longer sharing in the cost of the Welcome Center. Funding to cover the Part-Time positions was previously in a Special Revenue Fund.
 - New Sales Specialist Position to handle work load increase. This position will pursue group opportunities, focus on small meeting conferences and sports tournaments.
- Increase in Operating Cost is due to the following reasons:
 - Increase in advertising funds to create a plan for a "tourist destination" in Charles County to attract visitors and a long-range Capital Investment Program for museums, parks and historic sites. Will also allow for increase in printing in various advertising sources.
 - To provide funding for the interpretive signage program and for product development.
 - To provide for additional event sponsorships.
 - To allow for various supplies, furniture and equipment for the new Sales Specialist Position and the Charles County Museum.

Description:

The goal of the office of Tourism is to stimulate and promote the coordinated, efficient and beneficial development of travel and tourism in Charles County, so the County can derive the economic, social and cultural benefits of travel and tourism to the fullest extent possible.

Positions:

<u>Title</u>	<u>FY09</u> <u>FTE</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>
Chief of Economic Development:					
Tourism and Event Services	1.0	1.0	0.0	0.0	0.0
Tourism Marketing Coordinator	0.0	0.0	1.0	1.0	1.0
Promotions Specialist	0.0	0.0	0.0	1.0	1.0
Sales Specialist	0.0	0.0	0.0	0.0	1.0
Tourism Marketing Specialist	1.0	1.0	0.0	0.0	0.0
Special Events Specialist	1.0	0.0	0.0	0.0	0.0
Part Time	0.0	0.0	3.2	3.2	3.2
Total Full Time Equivalent	3.0	2.0	4.2	5.2	6.2
Allocated to Special Revenue Fund	0.0	0.0	(3.2)	(3.2)	0.0
Net Cost to General Fund	3.0	2.0	1.0	2.0	6.2

General Government

Department: Administrative Services
Division\Program: Safety
Program Administrator: Joane Gulvas, Safety Officer
www.charlescountymd.gov/coadmin/safety/safety-office

01.03.52
 Fund: General

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$71,866	\$70,600	\$72,100	\$72,100	\$1,500	2.1%
Fringe Benefits	17,936	18,600	17,300	17,300	(1,300)	-7.0%
Operating Costs	31,835	62,000	61,500	61,500	(500)	-0.8%
Total Expenditures	\$121,637	\$151,200	\$150,900	\$150,900	(\$300)	-0.2%

Description:

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

Positions:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Safety Officer	1.0	1.0	1.0	1.0	1.0
Security Officer	1.0	0.0	0.0	0.0	0.0
Part-Time	1.9	0.0	0.0	0.0	0.0
Total Full Time Equivalent	3.9	1.0	1.0	1.0	1.0

Objectives & Measurements:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i><u>OBJECTIVE: To minimize the number of work related accidents/incidents by thoroughly conducting investigations of accidents, inspection of facilities, and providing safety training to the County work force.</u></i>					
# of safety inspections (facility related)	55	52	38	30	35
<i>DRUG & ALCOHOL TESTING:</i>					
# of Commercial Driver License Drivers	91	84	n/a	75	87
DOT requirement alcohol testing	10%	10%	10%	10%	10%
% actual alcohol testing	37%	30%	n/a	25%	20%
# of alcohol tests	34	25	21	19	20
# of tests failing the standard	0	1	0	0	0
DOT requirement drug test	50%	50%	50%	50%	50%
% actual drug testing	52%	50%	n/a	45%	50%
# of drug testing	47	42	22	34	44
# of tests failing the standard	0	1	1	0	0
<i>WORK RELATED INJURIES (Calendar Year)</i>					
# of work related injuries	69	66	93	50	75
# of work related injuries investigated	69	66	93	20	75
Average cost per work related injury claim	\$3,082	\$2,368	\$2,700	\$3,000	\$3,000
# of work days lost to related injuries*	206	235	270	100	100
Avg. # of work days lost per work related injury	3.00	3.56	2.90	2.50	2.50
% of work days lost	0.08%	2.70%	0.34%	0.10%	0.10%

*This figure includes Weekends & Holidays in accordance with the OSHA 300 Log Regulations which went into effect on January 1, 2002.

General Government

Department: Election Board 01.12
Division\Program: Election Board Fund: General
Program Administrator: Tracy Dickerson, Election Director
 Mailing Address: P.O. Box 2150, La Plata, MD 20646 301-934-8972 301-870-3167
 Physical Address: 201 East Charles Street, La Plata, MD 20646 800-222-VOTE
www.charlescountymd.gov/boe/welcome 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change	%
	Actual	Adopted	Proposed	Adopted	from FY2012	Chg.
Personal Services	\$212,754	\$157,900	\$171,300	\$171,300	\$13,400	8.5%
Fringe Benefits	6,826	12,900	13,900	13,900	1,000	7.8%
Operating Costs	783,993	778,200	794,300	794,300	16,100	2.1%
Capital Outlay	7,002	12,000	12,000	12,000	0	0.0%
Total Expenditures	\$1,010,575	\$961,000	\$991,500	\$991,500	\$30,500	3.2%

Changes and Useful Information:

- Personal Services and Fringe Benefits increase is for the 75 more judges requested for the Fall General Election.
- Operating Cost increase includes the County's estimated cost for the Election Board full time positions. These positions are State funded employees who are reimbursed by the County.
- Capital Outlay budget is for ten additional Pollbooks (State mandate).

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, consistent with Article 33 of the Annotated Code of Maryland, with reference to registration of voters and the conduct of elections. Supervisory authority rests with the State Board of Elections. Operating costs include the salaries for (6) State employees that are reimbursed by the County.

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
*Director	1.0	1.0	1.0	1.0	1.0
*Deputy Director	1.0	1.0	1.0	1.0	1.0
*IT specialist	0.0	0.0	0.0	1.0	1.0
*Election Supervisor	3.0	3.0	3.0	3.0	3.0
Part-time positions	1.9	1.7	2.4	2.1	2.1
Total Full Time Equivalent	6.9	6.7	7.4	8.1	8.1

*State Employees who are reimbursed by the County.

Objectives & Measurements:

	'08 Primary Election	'08 General Election	'10 Primary Election	'10 General Election
Total Registered Voters	77,185	87,731	89,282	89,989
% Democratic	50.1%	55.1%	56.4%	56.9%
% Republican	33.5%	29.1%	27.4%	27.6%
% Other	0.1%	0.6%	0.6%	0.6%
% Declines	16.4%	14.9%	15.1%	14.5%
Total Voting Percentage	48.9%	80.0%	23.3%	46.2%
Democratic- Voting Percentage	57.4%	46.5%	26.4%	48.3%
Republicans- Voting Percentage	35.2%	22.9%	27.4%	50.1%
Other- Voting Percentage	0.0%	0.6%	0.0%	0.3%
Declines- Voting Percentage	0.0%	10.2%	0.8%	4.7%

General Government

Department: Elected Treasurer's Office 01.13
Division\Program: Elected Treasurer's Office Fund: General

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$615,217	\$0	\$0	\$0	\$0	N/A
Fringe Benefits	202,836	0	0	0	0	N/A
Operating Costs	131,836	0	0	0	0	N/A
Total Expenditures	\$949,889	\$0	\$0	\$0	\$0	N/A
Revenues	\$149,987	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- During FY 2011 the Treasury Division was placed under the Department of Fiscal & Administrative Services. Prior to this transfer, this component was considered independent under the direct supervision of the Elected County Treasurer.

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

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$144,313	\$145,800	\$153,300	\$153,300	\$7,500	5.1%
Fringe Benefits	56,717	57,400	54,400	54,400	(3,000)	-5.2%
Operating Costs	2,031	2,500	3,800	3,800	1,300	52.0%
Total Expenditures	\$203,062	\$205,700	\$211,500	\$211,500	\$5,800	2.8%
Revenues	\$183,395	\$198,400	\$197,600	\$197,600	(\$800)	-0.4%

Changes and Useful Information:

- Increase in operating costs to allow up to five board members, two Charles County Sheriff Officers and two staff to attend the Maryland Alcohol Licensing Association (MALA) Annual Conference.
- The Liquor Board program is nearly 100% funded by liquor licenses, both new and annual renewals; and through the enforcement of violations resulting in fines.

Description:

The Board consists of five members appointed by the County Commissioners who are granted with the authority to grant, fine, suspend, and/or revoke retail alcoholic beverage licenses in Charles County. In addition to actual Board members, staff includes Counsel to the Board, enforcement officers (who are also sworn officers of the Office of the Sheriff), and an administrative clerk. Among its duties, the Board conducts public hearings to consider and act on new and transfer applications for alcoholic beverage licenses, applications for special and/or temporary licenses, requests for special exceptions, investigations pertaining to the enforcement of Article 2B of the Annotated Code of Maryland and the Rules and Regulations of the Board of License Commissioners for Charles County, Maryland. In 1989, the law provided for one license for every 1,350 per election district for any license with an off-sale provision.

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
Assistant County Attorney I - II	0.4	0.4	0.4	0.4	0.4
Legal Office Administrator	0.5	0.5	0.5	0.5	0.5
Sheriff Deputy Officer	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	1.9	1.9	1.9	1.9	1.9

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Objective: The Board of Licensed Commissioners (Liquor Board) for Charles County, Maryland, is charged with enforcement Article 2B of the Annotated Code of Maryland and the Charles Board of Licensed Commissioners Rules and Regulations of Charles County. These laws/rules govern the sale, consumption, regulation and enforcement of alcoholic beverage laws of the State and Charles County.

Number of Licenses Issued	183	185	181	183	184
Application/Transfer Fees	\$170,885	\$167,835	\$162,470	\$165,000	\$173,700
Fines Collected	\$22,925	\$17,425	\$20,925	\$10,000	\$23,900

General Government

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$428,396	\$428,700	\$483,900	\$483,900	\$55,200	12.9%
Fringe Benefits	131,021	134,100	149,100	149,100	15,000	11.2%
Operating Costs	36,575	78,200	86,700	86,700	8,500	10.9%
Total Expenditures	\$595,993	\$641,000	\$719,700	\$719,700	\$78,700	12.3%
Revenues	\$5,451	\$7,200	\$84,700	\$84,700	\$77,500	1076.4%

Changes and Useful Information:

- Included in Personal Services and Fringe Benefits are funds for a new Human Resource Coordinator position.
- Increase in Operating costs is due to the following reasons:
 - To provide additional funds for recruitment of new employees.
 - To provide additional funds for credit card processing. It is anticipated that there will be more participants utilizing the Flexible Spending Accounts with the increase in recruitment.
 - To provide additional funds for Core Training to meet the demands of internal customers.

Description:

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

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 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 Manager	1.0	0.0	0.0	0.0	0.0
Benefits Coordinator	1.0	1.0	1.0	1.0	1.0
Recruitment Administrator	1.0	1.0	1.0	1.0	1.0
Human Resources Coordinator	0.0	0.0	0.0	0.0	1.0
Human Resources Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Part-time positions	1.9	3.2	2.0	2.0	2.0
Total Full Time Equivalent	8.9	8.2	7.0	7.0	8.0

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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ADMINISTRATION/RECRUITMENT:

Objective: Measures employment and recruitment activity.

% Timely completion of appraisals	N/A	86%	91%	100%	100%
# of formal staff grievances	N/A	0	2	0	0
% of FT positions filled	N/A	95%	94%	94%	100%
diversity of management applicants	N/A	N/A	42%/32%	50%/ 45%	50%/50%
% women/%minority					
# of applications for all positions	3,194	835	3,117	3,200	3,500
Average # of applications per job	64	64	120	83	90
Annual turnover ratio	8.00	8.00	5.00	7.00	6.00

*Percentages reflect last two months of FY11.

General Government

Department: Human Resources 01.17
Division\Program: Administration Fund: General
Program Administrator: Stephen Brayman, Director of Human Resources

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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BENEFITS:

OBJECTIVE: To accurately determine participation in County benefit program and to assist in future staffing needs & budget planning.

# of employees in medical & vision prescription plans *	1,334	1,321	1,304	1,369	1,437
% of total	80.8%	80.3%	80.3%	80.3%	80.3%
# of employees in dental plans*	1,456	1,448	1,437	1,509	1,584
% of total	88.2%	88.0%	88.5%	88.5%	88.5%
<i>*The figures listed above include the County, Circuit Court, State's Attorney, Sheriff's Office, Soil Conservation, Retirees and Library.</i>					
# of employees serviced for fringe benefits per Benefits FTE	1,650 917	1,645 914	1,624 902	1,701 945	1,796 998

TRAINING:

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

# of employee training hours	N/A	N/A	7,177	10,272	10,000
# of training classes offered (Core/IT)	0	140/14*	121/12*	69/37	65/25

**Includes webinars.*

OBJECTIVE: The Training Division oversees the development of youth and volunteers in the community through intern and summer employment programs.

# of volunteers/interns	0	4	15	29	35
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Department: Central Services 01.23.50
Division\Program: Other Benefits Fund: General
Program Administrator: Stephen Brayman, Director of Human Resources

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Retiree Health Benefits	1,452,394	1,627,700	1,709,800	1,709,800	82,100	5.0%
Operating Costs	14,405	30,000	30,000	30,000	0	0.0%
Total Expenditures	\$1,466,799	\$1,657,700	\$1,739,800	\$1,739,800	\$82,100	5.0%

Changes and Useful Information:

- Fringe Benefits increase due to the increase in the number of participants as well as the cost of health benefits for employees' assigned to the General Fund.

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.

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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# of retirees processed	24	29	52	18	12
# retirees on retiree health insurance	228	261	286	297	309
Cost of Retiree Health Benefits (all funds)	\$1,168,230	\$1,350,335	\$1,567,057	\$1,802,115	\$1,846,400
% increase from prior year	8.1%	15.5%	16%	15%	15%

General Government

Department: Central Services 01.23
Division\Program: Central Services Fund: General
Program Administrator: Deborah E. Hudson, Director of Fiscal & Administrative Services

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$56,211	\$0	\$0	\$0	\$0	N/A
Fringe Benefits	(595,004)	94,700	94,700	94,700	0	0.0%
Operating Costs	1,119,819	1,204,300	1,356,200	1,356,200	151,900	12.6%
Operating Costs - SDAT	0	1,010,000	1,010,800	1,010,800	800	0.1%
Agency Funding - OPEB	250,000	250,000	500,000	500,000	250,000	100.0%
Agency Funding - Trust	6,112	16,300	10,300	10,300	(6,000)	-36.8%
Capital Outlay	0	22,800	22,800	22,800	0	0.0%
Total Expenditures	\$837,138	\$2,598,100	\$2,994,800	\$2,994,800	\$396,700	15.3%
Revenues	\$158,348	\$159,000	\$162,000	\$162,000	\$3,000	1.9%

Changes and Useful Information:

- Fringe Benefits represents a centralized budget for self-insured unemployment claims and as a final accounting for actual results from paid premiums versus medical expenses. After adoption, the centralized budget is then transferred to the departments that incur unemployment claims.
- Operating Costs include:
 - Reclassification of the internal audit function to Central Services.
 - Adjustments based on insurance claims and premiums for FY2013.
- 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.
- Capital Outlay budget is for various security upgrades such as upgrade of door locking systems, security upgrades of facilities, and replacement of worn/non-functioning security equipment.
- Revenues are related to the Early Retiree Reinsurance Program and the Nuisance Abatement program which will partially offset expenditures incurred.

Description:

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

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

Positions:

There is no direct staff allocated to this budget.

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i><u>OBJECTIVE: To purchase insurance coverage at the lowest possible premiums while minimizing Charles County's liability exposure and protecting County assets/property.</u></i>					
<u>Average cost of insurance coverage:</u>					
per vehicle for vehicle damage	\$308	\$342	\$383	\$350	\$400
per vehicle for vehicle liability	\$325	\$312	\$262	\$250	\$270
<u>Average cost of property coverage:</u>					
per \$1M worth of County assets	\$1,626	\$1,498	\$931	\$1,000	\$1,200
# of property damage claims	3	3	1	2	2
% of claims paid to premiums	5%	2%	0%	15%	15%

General Government

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$30,116	\$30,000	\$30,000	\$30,000	\$0	0.0%
Fringe Benefits	9,533	9,600	9,600	9,600	0	0.0%
Operating Costs	6,985	6,900	7,400	7,400	500	7.2%
Total Expenditures	\$46,633	\$46,500	\$47,000	\$47,000	\$500	1.1%

Changes and Useful Information:

- Increase in Operating Costs to allow funds to continue outfitting the court with additional items such as bookcases, tables, etc.

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 Orphans' 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 Orphans' 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 Orphans' Court System was embedded in our Constitution of 1776.

Maryland has maintained the "legal purity" of the Orphans' 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:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 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	274	290	378	365	410
# of petitions granted	759	1,256	972	930	1,400

General Government

Department: Circuit Court 01.09
Division\Program: Circuit Court, Grand Jury, and Law Library Fund: General
Program Administrator: Honorable Amy J. Bragunier, County Administrative Judge
 Mailing Address: P.O. Box 970, La Plata, MD 20646 301-932-3202 301-870-2659
 Physical Address: 200 Charles Street, La Plata, MD 20646 8:30 a.m.-4:30 p.m. M-F
www.courts.state.md.us/clerks/charles

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$727,703	\$752,400	\$757,400	\$757,400	\$5,000	0.7%
Fringe Benefits	183,677	193,800	187,100	187,100	(6,700)	-3.5%
Operating Costs	149,699	175,000	177,500	177,500	2,500	1.4%
Transfers Out	76,856	83,300	99,400	99,400	16,100	19.3%
Total Expenditures	\$1,137,936	\$1,204,500	\$1,221,400	\$1,221,400	\$16,900	1.4%
Revenues	\$190,063	\$164,800	\$184,800	\$184,800	\$20,000	12.1%

Changes and Useful Information:

- Circuit Court reduced their part time budget to fund a new full time position, Differentiated Case Manager.
- Increase in Operating Costs is to purchase a telephone and office supplies for new position and to set up an employee education budget (\$2,000) for the Alternative Dispute Resolution (ADR) Committee.
- Transfers Out increase is to account for a new Part Time position and for the increase in rent expense since they moved to a new location. This increase is offset by the increase in revenues.

Description:

Circuit Court: The Circuit Court is a trial court of general jurisdiction which handles major civil cases and serious criminal matters; also exercises appellate jurisdiction over the District Court, Orphans Court, and certain administrative agencies. The Circuit Court has full common law and equity powers and 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 be an integral part of the court system.

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

Law Library: \$3,000 of the transfer out line is reserved as a Local subsidy for the Law Library. The Law Library is funded primarily with attorney fees, fines and bond forfeitures. The Law Library is one of the County's Special Revenue funds.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
County Court Administrator	1.0	1.0	1.0	1.0	1.0
Family Services Director	1.0	1.0	1.0	1.0	1.0
Differentiated Case Manager	0.0	0.0	0.0	0.0	1.0
Assignment Director	1.0	1.0	1.0	1.0	1.0
Law Librarian	1.0	1.0	1.0	1.0	1.0
Drug Court Coordinator	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator	1.0	1.0	0.0	0.0	0.0
Administrative Associate	2.0	2.0	2.0	2.0	2.0
Judicial Secretary	4.0	4.0	4.0	4.0	4.0
Case Manager	1.0	1.0	1.0	1.0	1.0
Family Resource Specialist	0.0	0.0	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	3.0	4.0	4.0
Courtroom Clerk	1.0	1.0	1.0	1.0	1.0
Domestic Relations Clerk	1.0	1.0	1.0	1.0	1.0
Part-Time positions	2.6	2.6	2.9	2.9	0.7
Total Full Time Equivalent	22.6	22.6	21.9	22.9	21.7
Allocated to Grants	(7.0)	(7.0)	(7.0)	(7.0)	(7.5)
Net Cost to General Fund	15.6	15.6	14.9	15.9	14.2

General Government

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

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg.
	Actual	Adopted	Proposed	Adopted		
Personal Services	\$1,432,692	\$1,483,500	\$1,626,700	\$1,836,300	\$352,800	23.8%
Fringe Benefits	373,219	430,300	440,900	493,000	62,700	14.6%
Operating Costs	73,106	79,400	130,500	163,900	84,500	106.4%
Transfers Out	199,585	253,600	253,600	253,600	0	0.0%
Total Expenditures	\$2,078,602	\$2,246,800	\$2,451,700	\$2,746,800	\$500,000	22.3%
Revenues	\$59,400	\$67,100	\$69,000	\$69,000	\$1,900	2.8%

Changes and Useful Information:

- Personal Services and Fringe Benefits increase is to fund six new positions for FY 2013 and to provide additional part time funding.
- The Operating Costs increase of 106.4% represents additional funding for Office Supplies, Public Notices, Job Ads, Dues & Subscriptions, Training, Mileage, Legal Fees, Equipment Repairs, Miscellaneous. Contract Services was increased for Lasefiche scanning of legal documents.

Description:

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

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

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

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

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
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	9.7	9.7	9.7	9.7	12.7
Law Clerk	1.0	1.0	1.0	1.0	1.0
Victim/Witness Liaison	3.0	3.0	3.0	3.0	3.0
Police Witness/Coordinator	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator	0.0	0.0	0.0	1.0	1.0
Investigator	0.0	0.0	0.0	0.0	1.0
Administrative Secretary	1.0	1.0	1.0	1.0	1.0
Secretary	12.8	12.8	11.8	11.8	13.8
Computer Technician	0.8	0.8	0.8	0.8	0.8
Part-time positions	0.0	0.0	0.0	0.0	0.6
Total Full Time Equivalent	31.3	31.3	30.3	31.3	37.8
Allocated to Grants	(8.5)	(8.6)	(8.6)	(8.6)	(8.6)
Net Cost to General Fund	22.8	22.7	21.7	22.7	29.2

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

Goals:

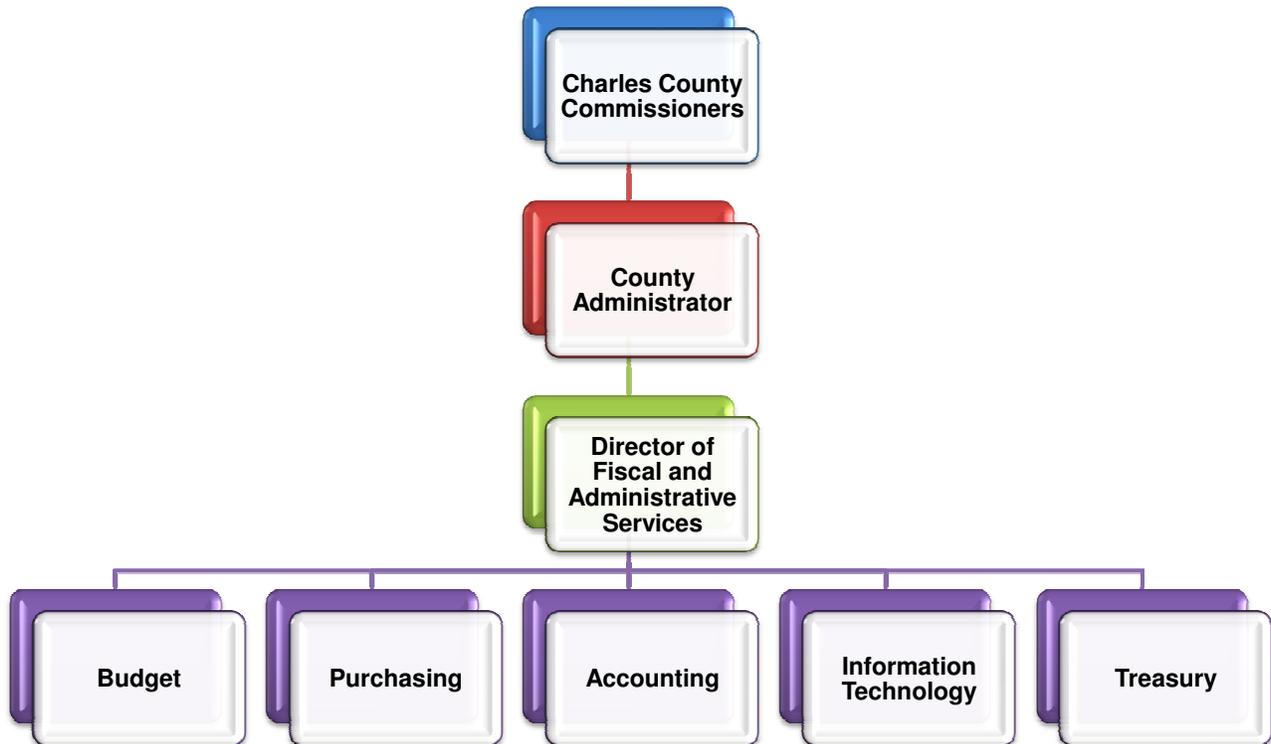
The State's Attorney's Office (SAO) is responsible for the enforcement of State criminal laws within the geographical borders of the County.

Fiscal & Administrative Services Summary

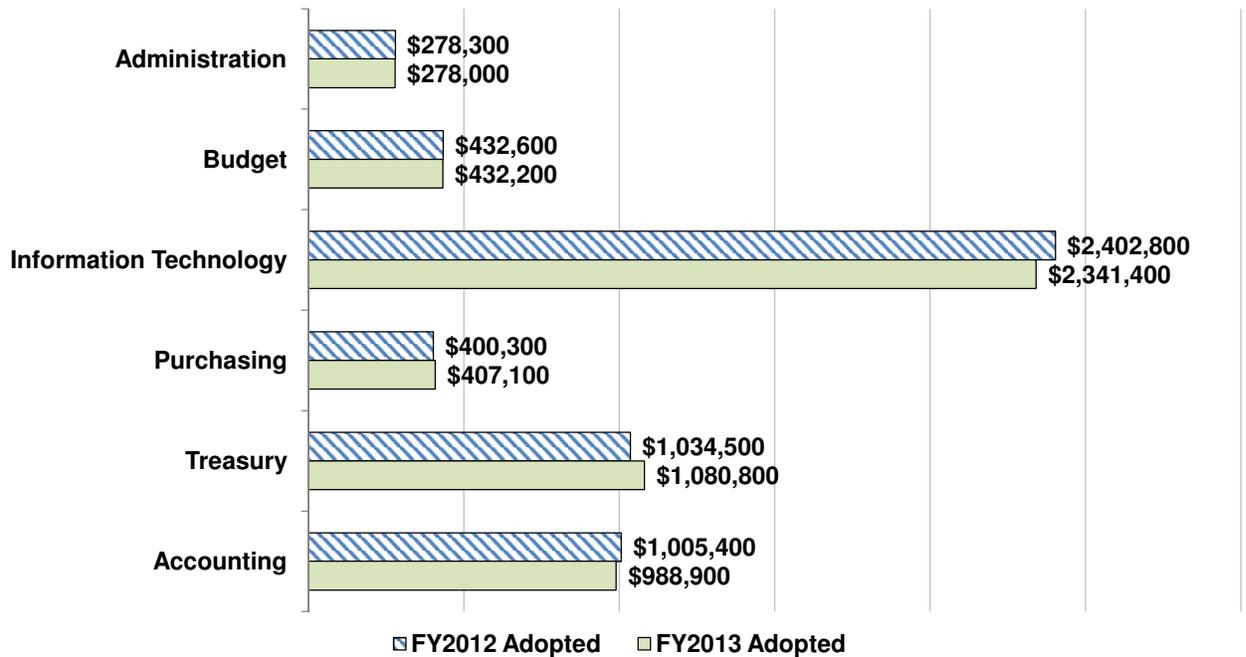
Deborah Hudson, Director of Fiscal & Administrative Services
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical Address: 200 Baltimore St., La Plata, MD 20646
<http://www.charlescountymd.gov/fas/welcome>

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

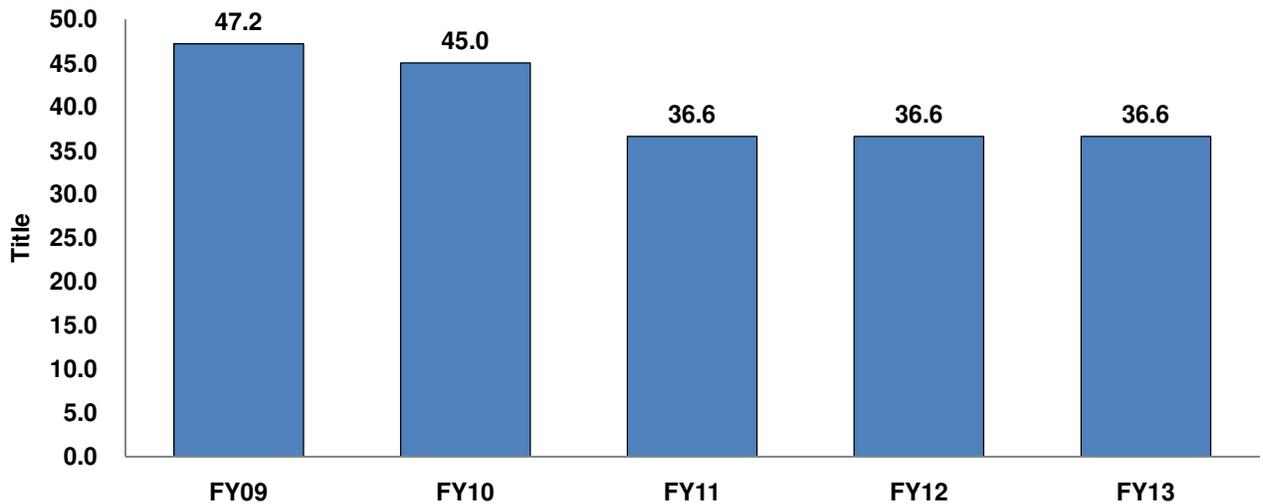
Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$2,613,081	\$3,302,200	\$3,255,100	\$3,255,100	(\$47,100)	-1.4%
Fringe Benefits	840,425	1,122,600	1,085,300	1,085,300	(37,300)	-3.3%
Operating Costs	940,687	1,129,100	1,187,600	1,188,000	58,900	5.2%
Total Expenditures	\$4,394,193	\$5,553,900	\$5,528,000	\$5,528,400	(\$25,500)	-0.5%
Revenues	\$135,830	\$329,500	\$260,700	\$260,700	(\$68,800)	-20.9%
Total Expenditures as % of Budget:	1.4%	1.8%	1.7%	1.7%		



Fiscal & Administrative Services Expenditure and Staff History



Staffing History



Positions by Program:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Administration	3.8	3.8	2.0	2.0	2.0
Budget	4.0	4.0	4.0	4.0	4.0
Information Technology	21.6	19.5	14.8	14.8	14.8
Purchasing	6.0	6.0	5.0	5.0	5.0
Accounting	11.8	11.8	10.8	10.8	10.8
Treasury	15.0	15.0	14.0	14.0	14.0
Subtotal	47.2	45.0	36.6	36.6	36.6
Total Full Time Equivalent	47.2	45.0	36.6	36.6	36.6

Fiscal & Administrative Services

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$201,111	\$195,500	\$199,300	\$199,300	\$3,800	1.9%
Fringe Benefits	71,166	73,400	69,300	69,300	(4,100)	-5.6%
Operating Costs	3,264	9,400	9,400	9,400	0	0.0%
Total Expenditures	\$275,540	\$278,300	\$278,000	\$278,000	(\$300)	-0.1%
Revenues	\$11,797	\$15,000	\$15,000	\$15,000	\$0	0.0%

Description:

The Administrative Division of Fiscal & Administrative Services supervises the Accounting, Budget, Information Technology, Purchasing and Treasury Divisions of County Government. Serves as a committee member in the administration and management of various pension 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. Maintains professional relationships with the County's Bond Rating Agencies, Financial Advisors, Banking Institutions, and Bond Counsel. Serves as Financial Advisor to the Board of County Commissioners and County Administrator.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Director of Fiscal & Administrative Services	1.0	1.0	1.0	1.0	1.0
Management Analyst	1.0	1.0	0.0	0.0	0.0
Fiscal Service Specialist	1.0	1.0	1.0	1.0	1.0
Office Associate II	0.8	0.8	0.0	0.0	0.0
Total Full Time Equivalent	3.8	3.8	2.0	2.0	2.0

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
# Meetings Scheduled	578	623	766	750	750
# Letters/Memorandums Typed	817	860	920	950	950
# Mail received/mailed	3,644	3,962	3,260	3,200	3,200

Objective: To oversee, review and make recommendations on the various retirement plans for employees of the County.

# of Pension Plans Administered	4	4	4	4	4
Market Value of Pension Plans	\$173,031,236	\$204,604,787	\$254,969,774	\$284,250,500	\$297,786,200

Objective: To secure adequate financing for the purchase of equipment and as provided by the Capital Improvement Program for infrastructure such as buildings, roads, and parks.

Value of Capital Lease Agreement	\$2,943,700	\$1,102,600	\$0	\$1,531,700	\$2,502,400
Value of Bond Issue	\$38,000,000	\$36,145,000	\$57,785,000	\$55,240,000	\$50,000,000

Fiscal & Administrative Services

Department: Fiscal & Administrative Services

01.04.04

Division\Program: Budget

Fund: General

Program Administrator: David Eicholtz, Chief of Budget

www.charlescountymd.gov/fas/budget/budget

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$337,562	\$306,500	\$313,400	\$313,400	\$6,900	2.3%
Fringe Benefits	115,263	121,500	114,200	114,200	(7,300)	-6.0%
Operating Costs	1,897	4,600	4,600	4,600	0	0.0%
Total Expenditures	\$454,722	\$432,600	\$432,200	\$432,200	(\$400)	-0.1%
Revenues	\$124,033	\$148,700	\$121,600	\$121,600	(\$27,100)	-18.2%

Changes and Useful Information:

- Revenues are associated with the indirect cost reimbursement for work associated with grants.

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) monitor all budgets throughout the year,
- (9) prepare quarterly capital project financial status reports,
- (10) provide general financial support to departments and the general public,
- (11) administer budget position control system, and
- (12) coordinate and administer grant financial information including review of grant applications, preparing quarterly and annual financial reports, coordinating preparation of annual cost Allocated plan, and compilation of federal grant information for completion of the A-133 single audit.

Positions:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 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 III	1.0	1.0	1.0	1.0	1.0
Budget Analyst II	1.0	1.0	1.0	1.0	1.0
Grants Analyst	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	5.0	5.0	5.0	5.0	5.0
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	4.0	4.0	4.0	4.0	4.0

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.04
Division\Program: Budget Fund: General
Program Administrator: David Eicholtz, Chief of Budget

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Objective: The ability to estimate revenues and expenditures is advantageous to the County, as it allows for fiscal decisions to be made with confidence. Revenue and Expenditure estimates prepared in December are compared to the year-end actual results to measure the accuracy of the Division's estimates.

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

General Fund Revenue	98.3%	98.8%	98.5%	98.4%	98.4%
General Fund Expense	98.3%	99.8%	99.3%	99.0%	99.0%
W&S Revenue	93.1%	96.0%	97.8%	96.2%	96.2%
W&S Expense	96.1%	92.8%	94.9%	95.3%	95.3%
Landfill Revenue	98.8%	96.9%	99.1%	99.0%	99.0%
Landfill Expense	99.2%	99.6%	98.5%	98.8%	98.8%
Park Revenue	97.6%	99.0%	96.0%	96.6%	96.6%
Park Expense	97.6%	95.6%	95.7%	96.3%	96.3%
ESF Revenue	96.7%	98.6%	95.8%	96.1%	96.1%
ESF Expense	98.9%	93.7%	94.7%	96.1%	96.1%

FY12 Projected is based on a three year average of actual results.

FY13 Estimated assumes we maintain our historical average ability to estimate revenues and expenditures.

Objective: 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.

# of Budget Transfer Requests	562	508	468	470	500
-Avg. # of days from request to approval					
Department Head Level	2.4	5.7	3.5	3.5	3.5
Senior Management Level	6.1	11.4	13.0	13.0	13.0
# of budget line items to maintain	13,155	13,219	13,424	13,600	13,700

Objective: The County has an adopted policy providing guidelines for adding staff to the payroll. All requests for new positions, or to replace existing staff due to turnover, is processed through the Budget Division.

# of personnel requisitions processed	77	53	59	79	79
-Avg. # of days from request to Budget approval	3.3	3.9	3.6	3.6	3.6

Fiscal & Administrative Services

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,098,424	\$1,133,300	\$1,070,100	\$1,070,100	(\$63,200)	-5.6%
Fringe Benefits	343,743	368,000	360,500	360,500	(7,500)	-2.0%
Operating Costs	848,049	901,500	910,400	910,800	9,300	1.0%
Total Expenditures	\$2,290,216	\$2,402,800	\$2,341,000	\$2,341,400	(\$61,400)	-2.6%

Changes and Useful Information:

- Personal Services decrease reflects the impact of the Water & Sewer Fund paying for two positions.
- The Operating Cost increase is for the State's Attorney's Office new software which requires Information Technology support, to purchase scanners for the County Attorney's Office and Public Works, to purchase a computer and telephone for Tourism's new position and to purchase email licenses for Emergency Medical Service's new positions.

Description:

The Charles County Government's DFAS Information Technology (IT) is divided into three sub-divisions: Operations; Applications; and Network. The IT areas of responsibility include telecommunications and information technology related hardware/software acquisitions, implementation, operation, maintenance and support.

Positions:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 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
IT Operations Manager	1.0	1.0	0.0	0.0	0.0
Technical Support Manager	1.0	1.0	0.0	0.0	0.0
Systems Analyst II	3.0	3.0	3.0	3.0	4.0
Network Specialist III	3.0	3.0	3.0	3.0	4.0
Webmaster	1.0	1.0	1.0	1.0	1.0
Systems Analyst I	1.7	1.7	1.0	1.0	1.0
Systems Analyst I/CAD Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist II	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist Supervisor	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist II	2.0	2.0	2.0	2.0	2.0
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Applications Customer Support Rep.	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	1.0	1.0	1.0	1.0	1.0
Part-time positions	2.0	2.0	0.0	0.0	0.5
Total Full Time Equivalent	23.6	23.6	19.0	19.0	21.5
Allocated to Cable TV / I-Net Fund	(2.0)	(4.2)	(4.2)	(4.2)	(4.6)
Allocated to W&S Enterprise Fund	0.0	0.0	0.0	0.0	(2.0)
Net Cost to General Fund	21.6	19.5	14.8	14.8	14.8

Fiscal & Administrative Services

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

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i><u>Objective: Provide technical support and assistance with computer related requests.</u></i>					
# of work requests completed	2,136	2,065	1,782	2,000	2,100
# of help desk calls completed	3,823	4,449	4,751	5,100	5,400
# of users supported	669	525	554	575	600
<i><u>Objective: Operate, maintain and enhance the information technology network infrastructure.</u></i>					
# of PCs/laptops supported	724	748	758	780	800
# of network servers supported	75	80	88	90	92
<i><u>Objective: Provide and maintain an informative and current Charles County Government website.</u></i>					
Average website hits per month	2,344,782	3,048,388	3,153,785	3,200,000	3,300,000
Average unique visitors per month	34,502	34,613	37,136	38,000	39,000
<i><u>Objective: Provide telephone and voice mail service for selected county departments and agencies.</u></i>					
# of buildings supported	30	29	31	31	31
# of I/P telephones supported	396	450	469	600	600
# of non I/P telephones supported	285	285	250	100	100
# of cell phones/smart phones supported	232	181	162	130	130

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.14
Division\Program: Purchasing Fund: General
Program Administrator: Frederick Shroyer, Chief of Purchasing
www.charlescountymd.gov/fas/purchasing/purchasing

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$282,282	\$298,400	\$288,000	\$288,000	(\$10,400)	-3.5%
Fringe Benefits	87,603	95,400	103,200	103,200	7,800	8.2%
Operating Costs	3,451	6,500	15,900	15,900	9,400	144.6%
Total Expenditures	\$373,336	\$400,300	\$407,100	\$407,100	\$6,800	1.7%

Changes and Useful Information:

- The Operating budget increase is to support the new Small/Local Business Enterprise & Minority Business Enterprise program that has been established by the County Commissioners.
- New for FY 2013, Personal Services costs of \$72,500 will be allocated to the Capital Projects Budget in support of Purchasing efforts in contract bids and awards. This Capital Project subsidy will minimize the impact of the new Small/Local Business Enterprise & Minority Business Enterprise programs, including the addition of a new position.

Description:

Purchasing is responsible for conducting formal procurement of commodities, equipment, services, and construction, and oversight of non-formal procurement conducted by departments over which the County Commissioners exercise expenditure control. Other responsibilities include disposal of surplus property, oversight of the Minority Business Enterprise (MBE) Program, inclusion of prevailing wage requirements in solicitations for construction projects over \$500,000, and assisting with the processing of incoming/outgoing mail for all user agencies.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
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	0.0	0.0	0.0	0.0
Purchasing Programs Outreach Admin.	0.0	0.0	0.0	0.0	1.0
Procurement Specialist	1.0	2.0	2.0	2.0	2.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Purchasing Mail Clerk	1.0	1.0	0.0	0.0	0.0
Total Full Time Equivalent	6.0	6.0	5.0	5.0	6.0
Allocated to Capital Projects	0.0	0.0	0.0	0.0	(1.0)
Net Cost to General Fund	6.0	6.0	5.0	5.0	5.0

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
Objective: <i>To provide accurate and efficient processing of purchase orders.</i>					
Total Purchase Orders processed	2,226	767	859	900	900
Total Purchase Order value	\$19,631,115	\$14,041,179	\$15,298,134	\$19,000,000	\$16,500,000
Average PO amount (PO value/# of POs)	\$8,819	\$18,306	\$17,809	\$21,111	\$18,333

Objective: *To monitor the number of significant individual activities Purchasing conducts from year to year and the percentage of those activities which were targets of protests or which resulted other types of report-worthy problems. These activities include, but are not limited to: Formal procurement (ITB, RFP, RFQ), joint & cooperative procurement, intergovernmental agreements, and disposal of property via CCG 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.*

Number of formal solicitations of all types	57	54	49	60	55
Number of bid protests/letters of interest	2	1	2	3	3
Cost avoidance (Avg. bid minus low bid)	\$1,687,663	\$3,441,658	\$1,736,440	\$1,800,000	\$1,800,000

Objective: *To measure the percentage of Minority Business Enterprise (MBE) participation in Charles County contracts.*

MBE Participation	20.0%	25.9%	17.1%	14.0%	18.0%
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Fiscal & Administrative Services

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

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg.
	Actual	Adopted	Proposed	Adopted		
Personal Services	\$693,702	\$684,400	\$695,700	\$695,700	\$11,300	1.7%
Fringe Benefits	222,650	232,500	218,900	218,900	(13,600)	-5.8%
Operating Costs	84,026	88,500	74,300	74,300	(14,200)	-16.0%
Total Expenditures	\$1,000,379	\$1,005,400	\$988,900	\$988,900	(\$16,500)	-1.6%

Changes and Useful Information:

- Operating Costs decrease is due to re-bidding the annual audit service and receiving favorable bids.

Description:

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

Checks are prepared by the Treasury. 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 and controlled 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 FY11 by the Government Finance Officers, Association of the United States and Canada.

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
Chief of Accounting	1.0	1.0	1.0	1.0	1.0
Payroll Manager	1.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0
Payroll Accountant	1.0	1.0	1.0	1.0	1.0
Risk Management Accountant	1.0	1.0	1.0	1.0	1.0
Asset Accountant	1.0	1.0	1.0	1.0	1.0
Billing Manager	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	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	4.8	4.8	4.8	4.8	4.8
Accounting Technician	3.0	3.0	2.0	2.0	2.0
Total Full Time Equivalent	18.8	18.8	17.8	17.8	17.8
Allocated to W&S Fund	(7.1)	(7.1)	(7.1)	(7.1)	(7.1)
Net Cost to General Fund	11.8	11.8	10.8	10.8	10.8

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.70
Division\Program: Accounting Fund: General
Program Administrator: William DeAtley, Chief of Accounting

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objectives: 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</i>					
# invoices/request for payments processed	46,075	42,542	43,357	42,840	45,000
- average days to process	7	7	7	7	7
- % timely payments	85%	85%	85%	86%	86%
<i>Objective: Process all 1099's required by law by the due date.</i>					
# of 1099's issued (calendar)	691	741	702	746	750
<i>Objective: Process transactions and maintain accurate records of capital assets owned by the County.</i>					
# of fixed assets maintained	2,892	3,243	3,041	3,113	3,300

Department: Fiscal & Administrative Services 01.04.22
Division\Program: Treasury Fund: General
Program Administrator: Eric Jackson, Chief of Treasury

www.charlescountymd.gov/fas/treasury/treasury

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$0	\$684,100	\$688,600	\$688,600	\$4,500	0.7%
Fringe Benefits	0	231,800	219,200	219,200	(12,600)	-5.4%
Operating Costs	0	118,600	173,000	173,000	54,400	45.9%
Total Expenditures	\$0	\$1,034,500	\$1,080,800	\$1,080,800	\$46,300	4.5%
Revenues	\$0	\$165,800	\$124,100	\$124,100	(\$41,700)	-25.2%

Changes and Useful Information:

- During FY 2011 the Treasury Division was placed under the direction of the Fiscal & Administrative Services Director. Prior to this transfer, this function of County Government operated independently under the supervision of a publicly elected Treasurer.
- Operating Costs changes:
 - Contract Personnel, the account used to hire a collection agency to collect delinquent property taxes was adjusted to reflect current trends. Some collection efforts take several years to collect.
 - Credit Card Processing was increased to reflect current activity.
- Revenue decline is a result of a court ruling to cease the practice of charging additional administrative fees related to the Red Light Camera program.

Description:

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

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

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. The Treasury Division started collecting recordation taxes in FY02.

Fiscal & Administrative Services

Department:	Fiscal & Administrative Services	01.04.22
Division\Program:	Treasury	Fund: General
Program Administrator:	Eric Jackson, Chief of Treasury	

Positions:	FY09	FY10	FY11	FY12	FY13
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Treasurer	1.0	1.0	1.0	0.0	0.0
Chief of Treasury	0.0	0.0	0.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
Senior Tax Specialist	1.0	1.0	1.0	1.0	1.0
Tax Specialist	3.0	3.0	3.0	3.0	3.0
Deed Specialist	2.0	2.0	2.0	2.0	2.0
Revenue Specialist	6.0	6.0	6.0	6.0	6.0
Office Associate II	1.0	1.0	0.0	0.0	0.0
Total Full Time Equivalent	15.0	15.0	14.0	14.0	14.0

Objectives & Measurements:	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated

Revenue Specialists: Objective: To process cash receipt transactions in a timely, efficient, accurate and professional manner.

Total number of Transactions	274,409	277,647	279,801	282,000	284,000
- # of tax transactions	92,345	93,421	94,251	95,000	96,000
- # of utility transactions	117,375	119,725	123,507	125,000	127,000
- # of other transactions	64,689	64,501	62,043	62,000	62,000
- \$ amount of transactions (\$000)	\$293,000	\$313,000	\$314,000	\$316,000	\$318,000
per FTE	55,810	54,435	57,091	57,455	57,818

Deed Specialists: Objective: To process recordation tax collections and deed verifications in a timely manner.

Recordation Tax instruments*(Deeds and Deeds of Trust)	7,239	6,606	7,164	7,000	7,100
Number of deed verifications	3,136	3,555	3,538	3,500	3,600
- per FTE	1,568	1,778	3,370	2,333	2,400
- avg. time per deed in minutes	5	5	5	7	6

Tax Specialists: Objective: To accurately maintain County tax property accounts.

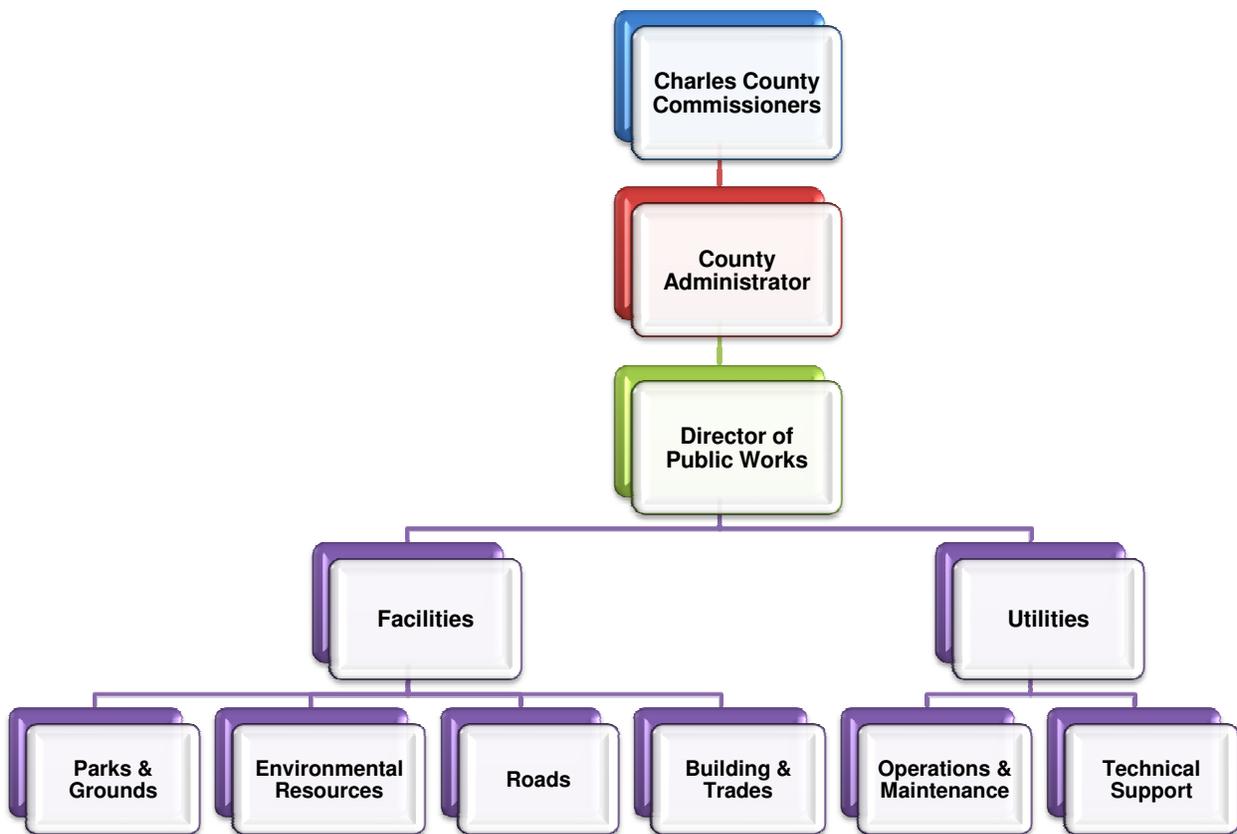
# of tax accounts maintained	64,840	65,150	65,446	65,000	66,000
- per FTE	16,210	16,288	16,362	16,250	16,500
- average time per account in minutes	10	10	10	10	10
Number of address changes	3,216	2,349	2,575	2,600	2,700

Public Works Summary

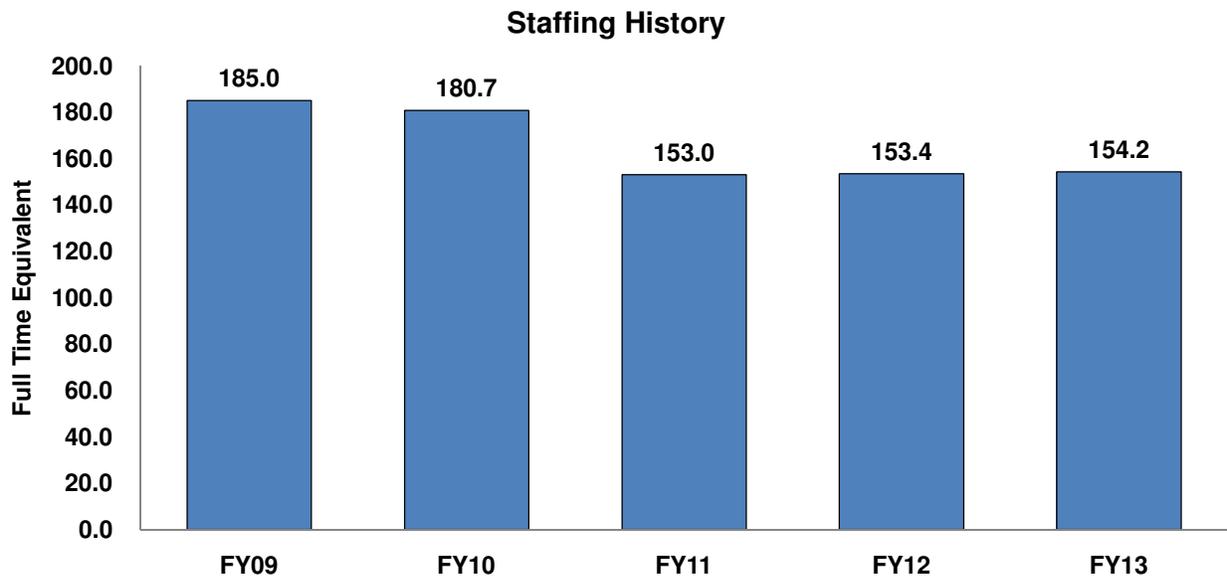
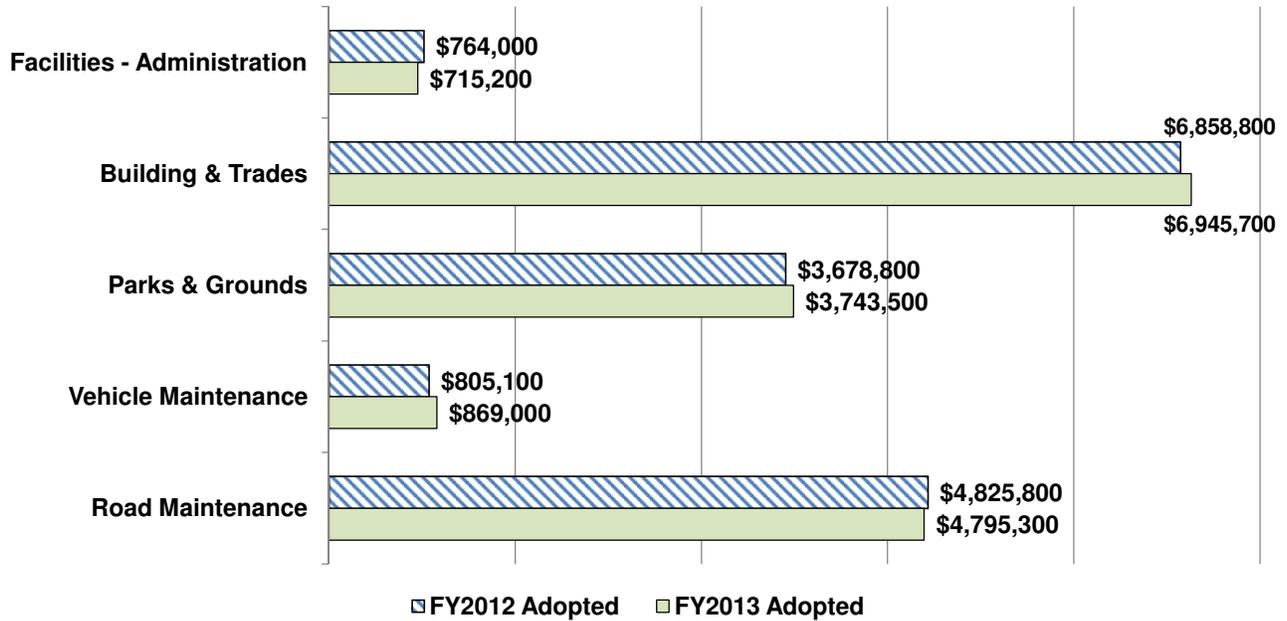
William A. Shreve, Director of Public Works
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646
 Physical Address: 10430 Audie Ln., La Plata, MD 20646
www.charlescountymd.gov/pw/welcome

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$7,535,578	\$7,423,100	\$7,540,000	\$7,540,000	\$116,900	1.6%
Fringe Benefits	2,584,232	2,571,600	2,488,900	2,488,900	(82,700)	-3.2%
Operating Costs	6,491,707	6,897,800	6,989,800	6,989,800	92,000	1.3%
Capital Outlay / Maintenance	38,830	40,000	50,000	50,000	10,000	25.0%
Total Expenditures	\$16,650,347	\$16,932,500	\$17,068,700	\$17,068,700	\$136,200	0.8%
Revenues	\$849,074	\$951,300	\$951,500	\$951,500	\$200	0.0%
Total Expenditures as % of Budget:	5.2%	5.5%	5.3%	5.3%		



Public Works Expenditure and Staff History



Positions by Program:	FY09	FY10	FY11	FY12	FY13
Facilities - Administration	14.4	13.9	10.4	9.8	8.8
Building & Trades	61.4	60.9	49.2	49.7	50.7
Parks & Grounds	53.8	51.6	45.1	46.1	46.8
Vehicle Maintenance	8.6	8.6	8.6	8.6	8.6
Road Maintenance	46.7	45.7	39.7	39.2	39.3
Total Full Time Equivalent	185.0	180.7	153.0	153.4	154.2

Public Works

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$551,152	\$524,300	\$488,600	\$488,600	(\$35,700)	-6.8%
Fringe Benefits	215,864	208,800	190,800	190,800	(18,000)	-8.6%
Operating Costs	26,558	30,900	35,800	35,800	4,900	15.9%
Total Expenditures	\$793,575	\$764,000	\$715,200	\$715,200	(\$48,800)	-6.4%
Revenues	\$9,150	\$10,100	\$9,200	\$9,200	(\$900)	-8.9%

Changes and Useful Information:

- The Personal Services and Fringe Benefits decrease is due to the FY 2012 mid-year transfer of a position to the Roads Division.
- Operating Costs increase is to upgrade the County's Computerized Fleet Analysis (CFA) software program. The upgrade will include the latest CFA software version, with additional modules (Shop Floor, E-Service, Customized Reports, Electronic Data Exchange, and Bar-coding).

Description:

The Department of Public Works provides front line service to the citizens of Charles County through the park system, road system, solid waste services, environmental and recycling programs, and sports programs, as well as providing construction, renovation, and maintenance of County and other governmental agency facilities.

The Administration Division manages and coordinates all DPW/Facilities' operations, including personnel management of over 200 full time employees and 200 part time employees, as well as fiscal management of over \$25,000,000 in operating budgets and approximately \$30,000,000 in 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	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Director of Public Works	1.0	1.0	1.0	1.0	1.0
Asst. Director of Public Works - Facilities	1.0	1.0	1.0	1.0	1.0
Project Cost Estimator	1.0	1.0	0.0	0.0	0.0
Purchasing / Stores Coordinator	1.0	1.0	0.0	0.0	0.0
Financial Support Manager	0.0	0.0	0.0	1.0	1.0
Inventory Control Coordinator	1.0	1.0	1.0	1.0	1.0
Public Facilities Specialist	1.0	1.0	1.0	1.0	1.0
Personnel Administrator	1.0	1.0	0.0	0.0	0.0
Management Support Specialist	0.0	0.0	0.0	1.0	1.0
Administrative Associate	3.0	3.0	3.0	2.0	2.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Office Associate I	1.0	1.0	1.0	1.0	0.0
Supply Clerk I	2.0	2.0	2.0	2.0	2.0
Part-time	0.6	0.6	0.0	0.0	0.0
Total Full Time Equivalent	14.6	14.6	11.0	12.0	11.0
Allocated to W&S Enterprise Fund	0.0	0.0	(0.5)	(1.0)	(1.0)
Allocated to Solid Waste Enterprise Fund	(0.3)	(0.3)	(0.1)	(0.8)	(0.8)
Allocated to Environmental Svc. Fee Fund	0.0	0.0	0.0	(0.4)	(0.4)
Allocated to Capital Projects	0.0	(0.5)	0.0	0.0	0.0
Net Cost to General Fund	14.4	13.9	10.4	9.8	8.8

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: Amount of requisitions received internally (DPF) and from Purchasing.</i>					
Requisitions Processed	675	653	682	690	690
<i>Objective: Amount of citizen issues that are resolved via telephone, in person or in writing.</i>					
Number of constituent issues	540	624	575	600	600
<i>Objective: Number of transactions of items obtained through Inventory Control.</i>					
# of inventory transactions	49,101	55,259	85,000	90,000	90,000
-transactions per FTE	24,551	27,630	42,500	45,000	45,000

Public Works

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$2,395,375	\$2,404,300	\$2,513,900	\$2,513,900	\$109,600	4.6%
Fringe Benefits	851,013	858,900	848,300	848,300	(10,600)	-1.2%
Operating Costs	3,147,451	3,595,600	3,583,500	3,583,500	(12,100)	-0.3%
Total Expenditures	\$6,393,840	\$6,858,800	\$6,945,700	\$6,945,700	\$86,900	1.3%
Revenues	\$467,349	\$508,300	\$522,400	\$522,400	\$14,100	2.8%

Changes and Useful Information:

- The Personal Services increase is due to the FY 2012 mid year transfer of a position from the Roads Division.
- Operating Cost savings due to a renegotiated alarm system contract, saving the County \$12,100 in annual fees.

Description:

Buildings & Trades Division is responsible for the efficient operation and maintenance of 160 County facilities, covering over one million 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 a significant amount of capital improvement projects, including new construction and renovation of existing facilities.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Building & Trades	1.0	1.0	1.0	1.0	1.0
Operations Manager	2.0	2.0	0.0	0.0	1.0
CIP Construction Project Manager	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Superintendent	3.0	3.0	3.0	3.0	3.0
Construction Superintendent	1.0	1.0	1.0	1.0	1.0
Construction Supervisor	1.0	1.0	1.0	1.0	1.0
HVAC Supervisor	1.0	1.0	1.0	1.0	1.0
Custodial Superintendent	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician III	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician III	3.0	3.0	2.0	2.0	2.0
Custodial Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician II	3.0	3.0	3.0	3.0	3.0
Facilities Maintenance Technician II	16.7	16.7	10.0	10.0	10.0
Electrician I	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	2.0	2.0	2.0	2.0	2.0
Custodial Worker II	3.0	3.0	3.0	3.0	3.0
Custodial Worker I	15.7	15.7	14.7	14.7	14.7
Part-time Positions	4.0	4.0	3.0	3.0	3.0
Total Full Time Equivalent	64.4	64.4	52.7	52.7	53.7
Allocated to W&S Enterprise Fund	(3.0)	(3.0)	(3.0)	(3.0)	(3.0)
Allocated to Capital Projects	0.0	(0.5)	(0.5)	0.0	0.0
Net Cost to General Fund	61.4	60.9	49.2	49.7	50.7

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: To ensure a safe, satisfactory and comfortable work environment</i>					
Square Footage Maintained	941,235	1,001,235	1,004,000	1,034,170	1,034,170
Per FTE	26,145	34,525	35,857	36,935	36,935
<i>Objective: To ensure all facilities are maintained to a safe and comfortable standard.</i>					
# of Work orders Received (all)	4,775	4,480	5,962	6,000	6,500
Avg. Days till completion	21	23	27	28	28
work orders per FTE	145	172	229	231	250
<i>Objective: To ensure proper and safe operation of all systems with minimal down time.</i>					
Preventive Maintenance performed	430	480	488	500	500
work orders per FTE	48	53	54	56	56

Public Works

Department: Public Works
Division\Program: Parks & Grounds
Program Administrator: Thomas Roland, Chief of Parks & Grounds
www.charlescountymd.gov/pw/parks/parks-and-grounds

01.05.41
 Fund: General

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,980,086	\$2,016,500	\$2,074,200	\$2,074,200	\$57,700	2.9%
Fringe Benefits	657,615	632,600	618,700	618,700	(13,900)	-2.2%
Operating Costs	917,487	1,029,700	1,050,600	1,050,600	20,900	2.0%
Transfers Out	0	0	0	0	0	N/A
Total Expenditures	\$3,555,189	\$3,678,800	\$3,743,500	\$3,743,500	\$64,700	1.8%
Revenues	\$372,574	\$432,900	\$419,900	\$419,900	(\$13,000)	-3.0%

Changes and Useful Information:

- Personal Services increase due to elimination of salary allocation to Capital Projects.
- The 2.0% Operating Cost budget increase is due to the following:
 - vehicle fuel increase of 18%;
 - increase in Electricity based on estimated actual and to include additional funding for new electric gate system at Mallows Bay and for year round use of a building at Bensville;
 - to install additional portable toilets at the Indian Head Rail Trail, Ruth B. Swann and Stethem Parks;
 - to rent an additional trailer at White Plains park;
 - to replace several soccer goals in a poor conditions at Charlie Wright, Bensville & Bryantown Parks;
 - to purchase two chlorine analyzers and chart recorders at White Plains Park and Stethem Park to eliminate the daily service need for Utilities Division staff;
 - and to replace trailers at White Plains and Oakridge Parks.
- 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 30 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 and tennis courts.

Most of the County's outdoor sports programs are organized and directed by the Parks and Grounds Division. Leagues are offered year-round for both youth and adult sports enthusiasts.

In addition to maintenance and operation of our 3,600 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.

Public Works

Department: Public Works 01.05.41
Division\Program: Parks & Grounds Fund: General
Program Administrator: Thomas Roland, Chief of Parks & Grounds

Positions:	FY09	FY10	FY11	FY12	FY13
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
Grounds Operation Manager	1.0	1.0	1.0	1.0	1.0
Parks & Grounds Superintendent	1.0	1.0	1.0	1.0	1.0
Golf Course Manager	1.0	1.0	1.0	1.0	1.0
Park Manager	5.0	5.0	5.0	5.0	5.0
Sports Program Coordinator	2.0	2.0	2.0	2.0	2.0
Golf Course Equipment Supervisor	1.0	1.0	1.0	1.0	1.0
Park Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Assistant Park Manager	7.0	7.0	7.0	7.0	7.0
Equipment Operator III	6.0	6.0	5.0	5.0	5.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Chemical Applications Operator	1.0	0.0	0.0	0.0	0.0
Grounds Maintenance Worker II	2.0	2.0	2.0	2.0	2.0
Grounds Maintenance Worker I	6.0	6.0	4.0	4.0	4.0
Administrative Associate	2.0	2.0	0.0	0.0	0.0
Part Time Positions	25.2	25.2	22.8	23.5	23.5
Total Full Time Equivalent	65.2	64.2	56.8	57.5	57.5
Allocated to Golf Course Enterprise Fund	(11.3)	(11.3)	(11.0)	(10.7)	(10.7)
Allocated to Capital Projects	0.0	(0.8)	(0.8)	(0.8)	0.0
Allocated to Cable TV / I-Net Fund	0.0	(0.5)	0.0	0.0	0.0
Net Cost to General Fund	53.8	51.6	45.1	46.1	46.8

Objectives & Measurements:	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated

Objective: To effectively meet the outdoor recreation / active sports needs of county

Number of Leagues maintained	59	68	73	75	77
per FTE	20	23	24	25	26
Number of Participants	15,400	17,100	17,518	18,000	18,200
per FTE	5,133	5,700	5,839	6,000	6,067
Number of Associations	42	42	41	42	43
per FTE	14	14	14	14	14
Number of Scheduled Games	7,680	7,721	8,139	8,300	8,400
per FTE	2,560	2,574	2,713	2,767	2,800
Average Games per Athletic Field	91	83	81	81	82

Objective: To provide a high level of grounds maintenance to all government buildings to ensure a safe and aesthetically pleasing product.

Building site acres maintained	780	785	790	793	793
# of employees	13	10	10	10	10
per FTE	60	79	79	79	79

Public Works

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$483,576	\$475,300	\$484,600	\$484,600	\$9,300	2.0%
Fringe Benefits	171,556	179,800	169,600	169,600	(10,200)	-5.7%
Operating Costs	143,780	150,000	214,800	214,800	64,800	43.2%
Total Expenditures	\$798,912	\$805,100	\$869,000	\$869,000	\$63,900	7.9%

Changes and Useful Information:

- Funding was provided to purchase one hundred Global Positioning System (GPS) units for County vehicles, as well as, funding for monitoring costs.
- The equipment budget includes replacing a wire feed welder, a 25 Ton Air Jack and a tool box.
- The Division will share in the cost to upgrade the Computerized Fleet Analysis (CFA) software program upgrade. The upgrade will include the latest CFA software version, with additional modules (Shop Floor, E-Service, Customized Reports, Electronic Data Exchange, and Bar-coding).
- Vehicle fuel was decreased to account for the operating cost per vehicle mile on vehicles driven by the Commissioners.

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:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Environmental Resources	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Lead Mechanic	1.0	1.0	1.0	1.0	1.0
Auto Body Mechanic	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Technician III	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician II	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician I	1.8	1.8	1.8	1.8	1.8
Golf / Equipment Mechanic Assistant	1.0	1.0	1.0	1.0	1.0
Part Time Positions	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	13.4	13.4	13.4	13.4	13.4
Allocated to W&S Enterprise Fund	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Allocated to Solid Waste Enterprise Fund	(1.8)	(1.8)	(1.8)	(1.8)	(1.8)
Allocated to Golf Course Enterprise Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	8.6	8.6	8.6	8.6	8.6

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: To complete all work orders promptly to ensure minimum downtime.</i>					
Work orders	5,743	5,667	5,572	5,700	5,700
per FTE	718	708	697	713	713
<i>Objective: To perform preventative maintenance every 7,500 miles on all tagged vehicles in order to ensure the safe operation of these vehicles.</i>					
Preventive maintenance completed	1,406	1,335	1,457	1,460	1,460
per FTE	176	167	182	183	183
# of vehicles maintained	916	890	898	900	900
per FTE	115	111	112	113	113

Public Works

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

01.05.53
 Fund: General

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$2,125,388	\$2,002,700	\$1,978,700	\$1,978,700	(\$24,000)	-1.2%
Fringe Benefits	688,183	691,500	661,500	661,500	(30,000)	-4.3%
Operating Costs	2,256,431	2,091,600	2,105,100	2,105,100	13,500	0.6%
Capital Maintenance	38,830	40,000	50,000	50,000	10,000	25.0%
Total Expenditures	\$5,108,832	\$4,825,800	\$4,795,300	\$4,795,300	(\$30,500)	-0.6%

Changes and Useful Information:

- Personal Services and Fringe Benefits reduction due to turnover, net change of position transfers and decrease in salary allocation to Capital Projects.
- Vehicle Fuel was increased to reflect the increase in gas prices.
- Capital Maintenance represents the Sidewalk Repair Program. The increase in funding is for high priority repairs. Lower priority repairs are represented in the Capital Improvement Program.

Description:

The Roads Division performs repair and maintenance for over 2,800 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	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Roads	1.0	1.0	1.0	1.0	1.0
Roads Operations Manager	1.0	1.0	1.0	1.0	0.0
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/Construction Supervisor	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	6.0	6.0	5.0	5.0	5.0
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	0.0	0.0	1.0
Litter Control Supervisor	1.0	0.0	0.0	0.0	0.0
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	16.0	16.0	12.0	12.0	12.0
Part Time Positions	5.7	5.7	5.7	5.7	5.7
Total Full Time Equivalent	46.7	45.7	39.7	39.7	39.7
Allocated to Capital Projects	0.0	0.0	0.0	(0.5)	(0.4)
Net Cost to General Fund	46.7	45.7	39.7	39.2	39.3

Objectives & Measurements:

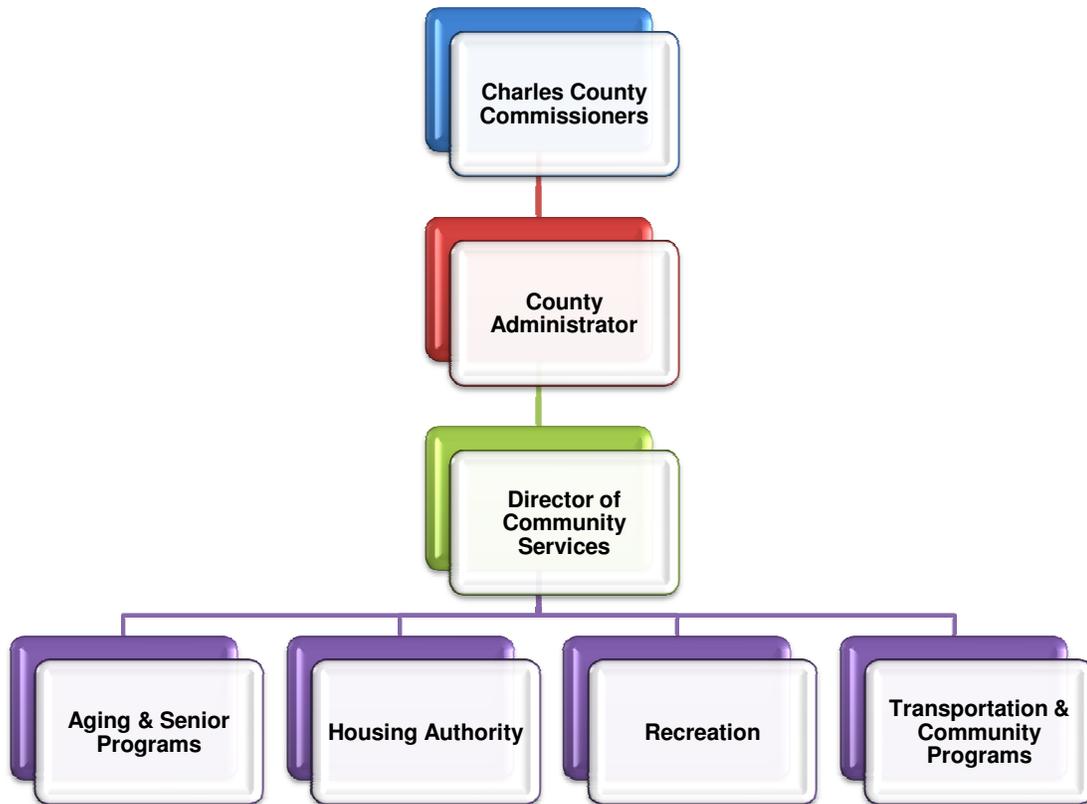
	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: To assure safe & smooth surfaced roads, cost per mile depends on width of roadway.</i>					
Miles resurfaced	69.5	65	65	65	63
Cost per Mile:					
Asphalt	\$151,000	\$155,000	\$228,000	\$158,000	\$225,000
Slurry	\$26,000	\$29,000	\$32,500	\$33,000	\$34,000
Modified Seal	\$15,400	\$17,000	\$16,000	\$17,000	\$17,000
Crack Seal	\$3,000	\$3,400	\$3,000	\$3,500	\$3,200
% of Miles Resurfaced	2.78%	2.30%	2.25%	2.30%	2.25%
<i>Objective: To provide maximum road maintenance with minimum number of staff.</i>					
# of lane miles maintained	2,642	2,730	2,730	2,800	2,735
- # of employees	42	36	36	36	36
- per FTE	62.9	75.8	75.8	77.8	76.0
<i>Objective: To repair all reported potholes within 24 hrs.</i>					
Number of Pothole Reports	136	195	216	200	200

Community Services Summary

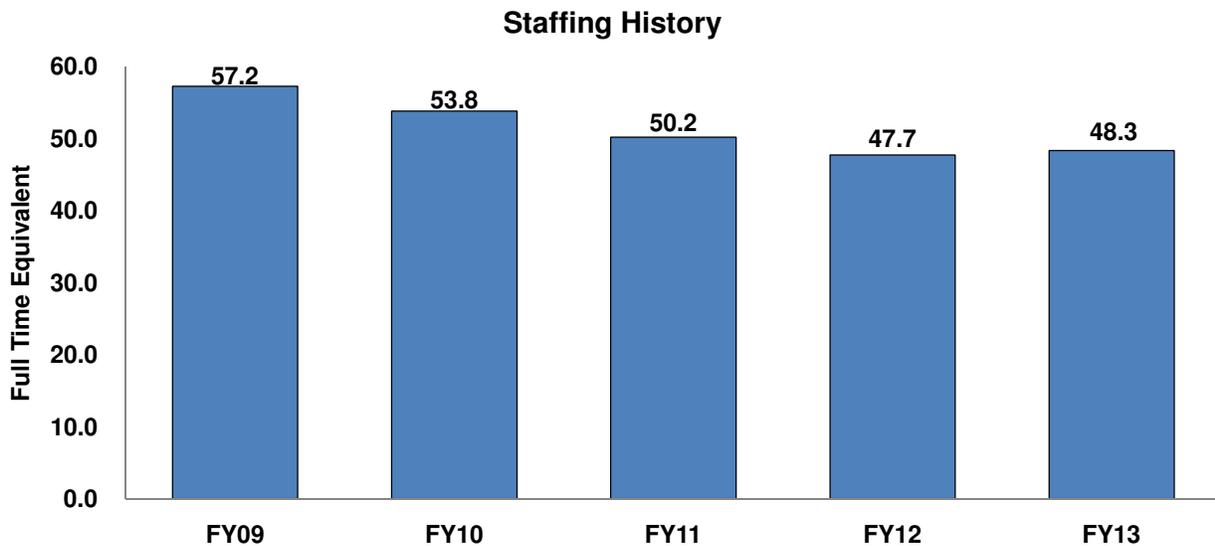
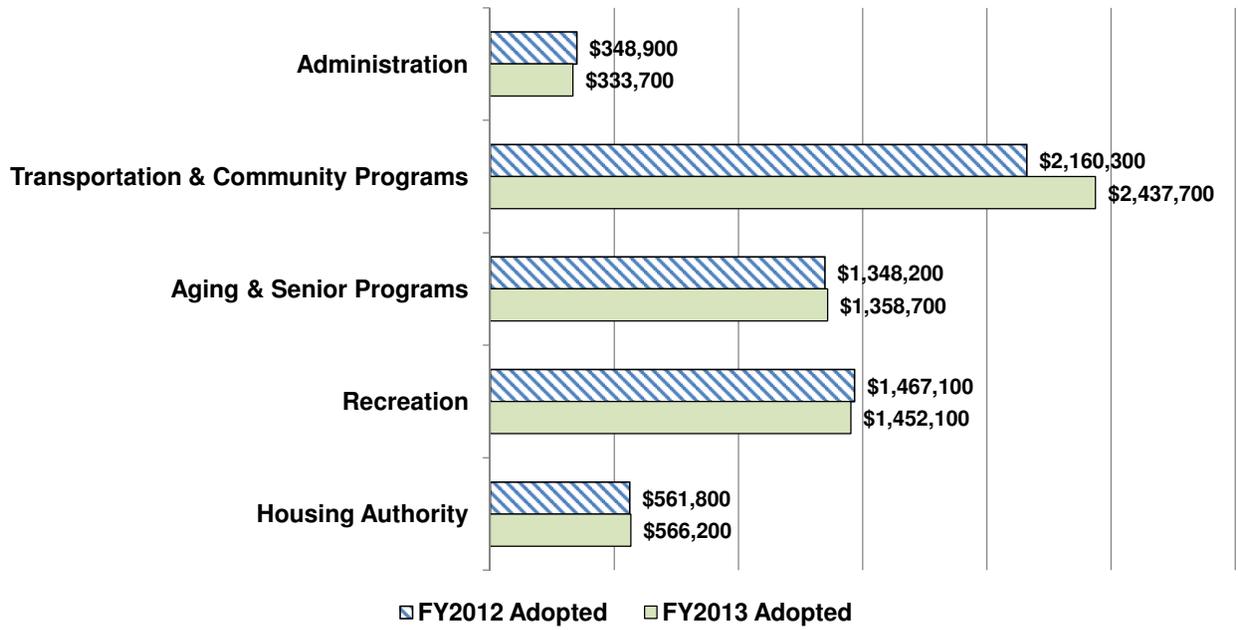
Eileen Minnick, Director of Community Services
 Mailing Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
 Physical Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
www.charlescountymd.gov/cs

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$2,235,785	\$2,409,300	\$2,437,400	\$2,437,400	\$28,100	1.2%
Fringe Benefits	719,265	795,900	735,600	735,600	(60,300)	-7.6%
Operating Costs	356,251	420,800	537,700	537,700	116,900	27.8%
Transfers Out	2,243,480	2,160,300	2,437,700	2,437,700	277,400	12.8%
Capital Outlay	0	100,000	0	0	(100,000)	-100.0%
Total Expenditures	\$5,554,780	\$5,886,300	\$6,148,400	\$6,148,400	\$262,100	4.5%
Revenues	\$7,450	\$6,800	\$7,600	\$7,600	\$800	11.8%
Total Expenditures as % of Budget:	1.7%	1.9%	1.9%	1.9%		



Community Services Expenditure and Staff History



Positions by Program:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Administration	4.6	4.6	3.8	4.0	4.0
Transportation & Comm. Programs	0.0	0.0	0.0	0.0	0.0
Aging & Senior Programs	19.6	17.5	16.5	13.9	14.6
Recreation	28.9	27.4	26.6	26.6	26.4
Housing Authority	4.1	4.3	3.4	3.2	3.2
Total Full Time Equivalent	57.2	53.8	50.2	47.7	48.3

Community Services

Department: Community Services

01.06.06

Division\Program: Administration

Fund: General

Program Administrator: Eileen Minnick, Director of Community Services

www.charlescountymd.gov/cs

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$197,468	\$250,100	\$246,600	\$246,600	(\$3,500)	-1.4%
Fringe Benefits	61,536	78,700	67,000	67,000	(11,700)	-14.9%
Operating Costs	15,136	20,100	20,100	20,100	0	0.0%
Total Expenditures	\$274,141	\$348,900	\$333,700	\$333,700	(\$15,200)	-4.4%

Changes and Useful Information:

- Personal services decrease due to turnover.
- Fringe benefits decrease due to turnover and pension contribution reduction.

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 six 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.

Positions:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>
Director of Community Services	0.8	0.8	0.4	0.8	0.8
Assistant to Director	1.0	1.0	1.0	1.0	1.0
Media Specialist	0.6	0.6	0.0	0.0	0.0
Program Specialist (Recreation)	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.8	0.8	0.8	0.8	0.8
Office Associate I	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	5.2	5.2	4.2	4.6	4.6
Allocated to Housing Assistance Fund	(0.6)	(0.6)	(0.5)	(0.6)	(0.6)
Net Cost to General Fund	4.6	4.6	3.8	4.0	4.0

Community Services

Department: Community Services 01.06.110
Division\Program: Transportation & Community Programs \ Transportation Fund: General
Program Administrator: Jeffry Barnett, Chief of Transportation & Community Programs
www.charlescountymd.gov/cs/transportation/transportation-and-community-programs

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Transfers Out	2,243,480	2,160,300	2,437,700	2,437,700	277,400	12.8%
Total Expenditures	\$2,243,480	\$2,160,300	\$2,437,700	\$2,437,700	\$277,400	12.8%

Changes and Useful Information:

- Transfer Out represents the County's share of transportation grants. Fuel escalator costs have significantly increased operating contract costs and are assumed to remain constant for FY13. Additionally, cost increase assumptions are based on most recently available Transportation Consumer Price Index Summary of 3.0%.
- All other costs will remain constant.

Description:

The Transportation Program 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.

Transportation 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. Community Services renewed the 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 DCS has developed partnerships with Department of Social Services to ensure transit services in support of welfare reform initiatives.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Transp. & Community Programs	1.0	1.0	1.0	1.0	1.0
Transportation Development Admin.	1.0	1.0	1.0	1.0	1.0
Transportation Services Supervisor	1.0	1.0	1.0	0.0	0.0
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	5.0	5.0	5.0	4.0	4.0
Allocated to Transportation Fund	(5.0)	(5.0)	(5.0)	(4.0)	(4.0)
Net Cost to General Fund	0.0	0.0	0.0	0.0	0.0

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: Refine routes and services in order to effectively implement VanGO transit.</i>					
Number of staff	5	5	4	4	4
Budget	\$3,696,654	\$4,079,549	\$4,202,435	\$4,200,000	\$4,368,000
Number of Routes	13	14	14	15	15
- per FTE	3.0	2.8	3.5	3.8	3.0
- average cost per route	\$284,358	\$291,396	\$300,174	\$300,000	\$291,200
Total Service Miles	1,037,999	999,941	1,103,191	1,015,000	1,015,000
- per FTE	207,600	199,988	275,798	253,750	203,000
- average cost per mile	\$3.56	\$4.08	\$3.81	\$4.14	\$4.30
Total Hours of Operation	61,770	56,712	58,179	55,000	60,668
- per FTE	12,354	11,342	14,545	13,750	12,134
- average cost per hour	\$59.85	\$71.93	\$72.23	\$76.36	\$72.00
Total Public Transit Ridership	574,548	562,440	697,812	600,000	720,000
- per FTE	114,910	112,488	174,453	150,000	144,000
- average cost per passenger	\$6.43	\$7.25	\$6.02	\$7.00	\$6.07
Passengers per Mile	0.61	0.54	0.61	0.61	0.71

Objective: To seek additional revenue for all programs.

# of grants administered	8	10	8	9	8
- total value of outside funding	\$3,205,603	\$6,531,406	\$3,677,410	\$3,440,527	\$2,989,905

Note: FY10 Actual reflects one-time ARRA Capital Funding - See Special Revenue Funds

Objective: "90% on time" departure for fixed routes

% on time within 5 minute window	95%	98%	98%	98%	97%
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Community Services

Department: Community Services

01.06.21

Division\Program: Aging & Senior Programs

Fund: General

Program Administrator: Dina Barclay, Chief of Aging & Senior Programs

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

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg.
	Actual	Adopted	Proposed	Adopted		
Personal Services	\$824,685	\$864,400	\$884,300	\$884,300	\$19,900	2.3%
Fringe Benefits	313,036	333,000	314,900	314,900	(18,100)	-5.4%
Operating Costs	132,995	150,800	159,500	159,500	8,700	5.8%
Total Expenditures	\$1,270,716	\$1,348,200	\$1,358,700	\$1,358,700	\$10,500	0.8%

Changes and Useful Information:

- Personal services increase due to increased Part Time Personnel.
- Fringe benefits decrease due to turnover and pension contribution reduction.
- Operating Costs are expected to increase 6% as a result of re-assigning the Senior Center Offerings and Opportunities (SCOOP) publication from the County Administrator Media Division to the Community Services Aging Division. An operating cost decrease can be found in the Media Division.

Description:

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

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

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

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

Community Services

Department:	Community Services	01.06.21
Division\Program:	Aging & Senior Programs	Fund: General
Program Administrator:	Dina Barclay, Chief of Aging & Senior Programs	

<u>Positions:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Community Services	0.2	0.2	0.1	0.2	0.2
Chief of Aging & Senior Programs	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 Services Administrator	1.0	0.0	0.0	0.0	0.0
Senior Centers Supervisor	1.0	1.0	0.0	0.0	0.0
Senior Info. & Assistant Coordinator	1.0	1.0	1.0	1.0	1.0
Home and Community Based Srvc Mgr	0.0	0.0	0.0	1.0	1.0
Long Term Care Coordinator	2.0	2.0	2.0	1.0	1.0
Nutritionist	1.0	1.0	1.0	1.0	1.0
Care Coordinator	1.0	1.0	1.0	0.0	0.0
Home & Community Based Srvc Coord.	0.0	0.0	0.0	1.0	1.0
Program Manager	1.0	1.0	0.0	0.0	0.0
Senior Center Coordinator	1.7	1.7	1.7	1.7	1.7
Long Term Care Program Specialist	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	1.0	1.0	1.0	1.0	1.0
Program Specialist (Aging)	0.9	0.9	0.9	1.0	1.0
Physical Fitness Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.2	0.2	0.2	0.2	0.2
Media Specialist	0.4	0.4	0.0	0.0	0.0
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	11.2	11.0	12.8	11.1	11.8
Total Full Time Equivalent	30.7	29.5	28.7	27.2	27.9
Allocated to Recreation Fund	(3.6)	(4.1)	(4.1)	(4.1)	(3.6)
Allocated to Grants	(7.4)	(7.9)	(8.1)	(9.2)	(9.7)
Net Cost to General Fund	19.6	17.5	16.5	13.9	14.6

<u>Objectives & Measurements:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i><u>Objective: To increase participation in Maryland Access Point (MAP)</u></i>					
# of persons who accessed MAP for long term care support services & benefits coordination	n/a	n/a	n/a	* n/a	1000
<i>* first year funding for MAP was FY12, for program development only. Service delivery to begin FY13</i>					

Division Report Card Indicators

# of registered seniors served (unduplicated)	3,726	3,781	3,800
Total Units of Service	245,549	247,646	250,500

Community Services

Department: Community Services
Division\Program: Recreation
Program Administrator: Sam Drury, Chief of Recreation
www.charlescountymd.gov/cs/recreation/recreation

01.06.40
 Fund: General

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,065,937	\$1,093,300	\$1,101,500	\$1,101,500	\$8,200	0.8%
Fringe Benefits	289,891	312,600	290,200	290,200	(22,400)	-7.2%
Operating Costs	52,708	61,200	60,400	60,400	(800)	-1.3%
Total Expenditures	\$1,408,536	\$1,467,100	\$1,452,100	\$1,452,100	(\$15,000)	-1.0%

Changes and Useful Information:

- Fringe benefits decrease due to turnover and pension contribution reduction.

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, indoor sports programs, aquatics programs, part-time/seasonal employment, and programs and offerings at the Elite Gymnastics & Recreation Center.

The division also oversees the operation of eight school-based Community Centers, the Port Tobacco gymnasium, two year-round school-based Indoor Community Pools and three seasonal outdoor public pools.

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

Positions:

<u>Title</u>	<u>FY09</u> <u>FTE</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</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
Recreation Program Supervisor	1.0	1.0	1.0	1.0	1.0
Recreation Center Coordinator	1.0	1.0	1.0	1.0	1.0
Aquatics Supervisor	1.0	1.0	1.0	1.0	1.0
Community Center Supervisor	1.0	1.0	1.0	1.0	1.0
Special Projects Coordinator	1.0	1.0	1.0	1.0	1.0
Pool Manager	2.0	2.0	2.0	2.0	2.0
Multi-Center Coordinator	3.0	4.0	4.0	4.0	4.0
Community Center Coordinator	3.0	1.0	0.0	0.0	0.0
Program Specialist (Recreation)	2.0	2.0	2.0	2.0	2.0
Assistant Aquatics Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	43.7	43.2	39.0	39.0	38.8
Total Full Time Equivalent	61.5	60.0	54.8	54.8	54.6
Allocated to Recreation Fund	(32.6)	(32.6)	(28.2)	(28.2)	(28.2)
Net Cost to General Fund	28.9	27.4	26.6	26.6	26.4

Objectives & Measurements:

	<u>FY09</u> <u>Actual</u>	<u>FY10</u> <u>Actual</u>	<u>FY11</u> <u>Actual</u>	<u>FY12</u> <u>Projected</u>	<u>FY13</u> <u>Estimated</u>
<i>Objective: Implementation of well rounded recreational programs for all ages. Monitor and adjust programs as needed to suite the needs of the Community.</i>					

Centers:

Total # of Preteen & Teen Drop-in Programs	961	988	972	1,178	1,000
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Sports:

Total # of indoor sports league participants	3,578	3,258	3,408	3,700	3,700
Total # of scheduled youth indoor games			862	882	900

Community Services

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

01.06.58
 Fund: General

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$147,694	\$201,500	\$205,000	\$205,000	\$3,500	1.7%
Fringe Benefits	54,802	71,600	63,500	63,500	(8,100)	-11.3%
Operating Costs	155,411	188,700	297,700	297,700	109,000	57.8%
Capital Outlay	0	100,000	0	0	(100,000)	-100.0%
Total Expenditures	\$357,907	\$561,800	\$566,200	\$566,200	\$4,400	0.8%
Revenues	\$7,450	\$6,800	\$7,600	\$7,600	\$800	11.8%

Changes and Useful Information:

- Fringe savings due to decrease in pension costs.
- The 57.8% increase in Operating Costs is due to the following reasons:
 - Anti-Poverty Program funding of \$104,200. Program's mission to design and implement a comprehensive therapeutic support program to attack the vestiges of poverty in rural areas. To use the program as a pilot for rural poverty throughout the State of Maryland for addressing Health, Housing, Education, Employment, and Transportation.
 - Increase for support to Robert J. Fuller House. Homeless Shelter expenses continue to rise and additional monies are needed in order to support the Robert J. Fuller House. The costs of food, heating fuel, electricity, and transportation are significant for a residential facility serving 21 men. Although the Fuller House is fortunate to receive regular food donations from local grocery stores, such donations do not usually include fresh food, fruits, vegetables and meats.
- No Capital Outlay is planned for FY2013.

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.

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

The Charles County Housing Authority Board is a seven-member advisory board that supports the Charles County Commissioners' housing goals and objectives.

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
- Senior Home Repair 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 inspectors prepare work write-ups and oversee home improvements.

The loans are expensed through a Special Revenue Fund.

Community Services

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

Positions:	FY09	FY10	FY11	FY12	FY13
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Housing Authority	1.0	1.0	1.0	1.0	1.0
Development Services Supervisor	1.0	1.0	1.0	1.0	1.0
Community Development Administrator	0.0	1.0	0.0	0.0	0.0
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
Housing Program Specialist	2.0	2.0	2.0	2.0	2.0
Fiscal Specialist	1.0	1.0	0.0	1.0	1.0
Housing Inspector	2.0	2.0	2.0	2.0	2.0
Occupancy Specialist	4.0	4.0	4.0	4.0	4.0
Administrative Associate	0.0	0.0	1.0	1.0	1.0
Housing Program Assistant	1.0	1.0	0.0	0.0	0.0
Part Time Positions	0.2	0.2	1.3	0.6	0.6
Total Full Time Equivalent	14.2	15.2	14.3	14.6	14.6
Allocated to Housing Assistance Fund	(10.1)	(10.9)	(10.9)	(10.9)	(10.9)
Allocated to Transportation Fund	(0.0)	(0.0)	(0.0)	(0.2)	(0.2)
Allocated to Human Services Fund	(0.0)	(0.0)	(0.0)	(0.3)	(0.3)
Net Cost to General Fund	4.1	4.3	3.4	3.2	3.2

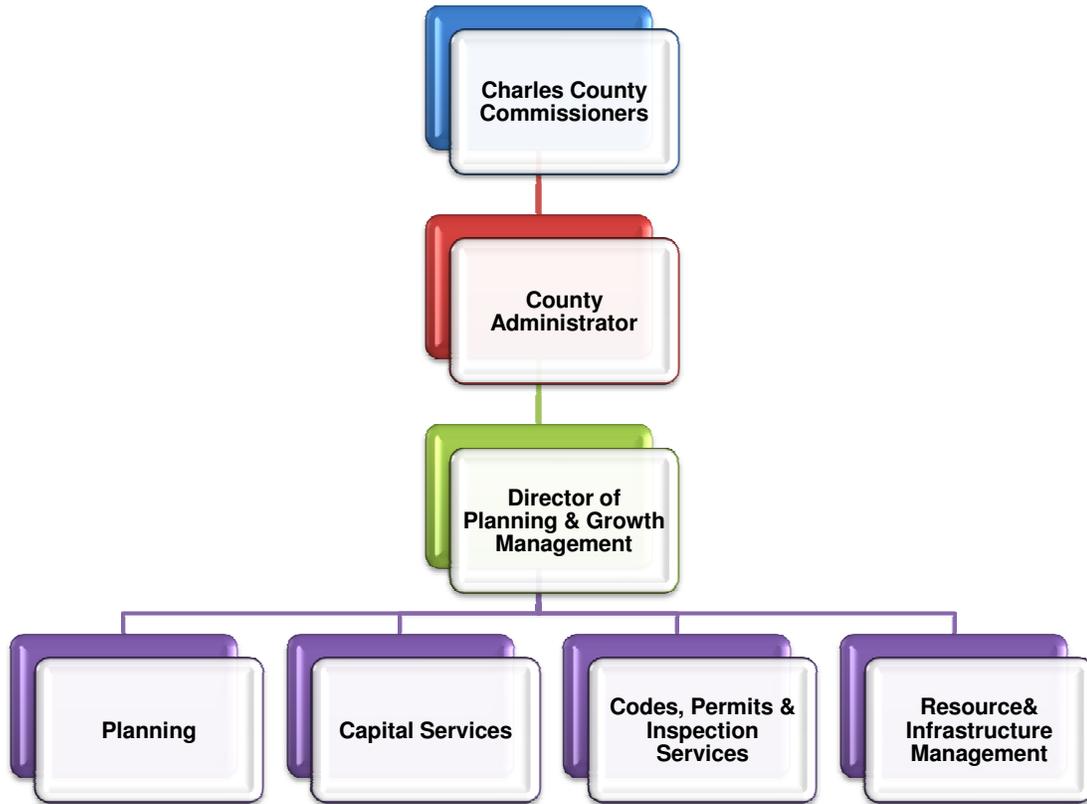
Objectives & Measurements:	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: Assist low and moderate-income families in attaining decent, safe, and sanitary housing by meeting the following Section 8 measurements:</i>					
Units of Assistance	760	723	828	844	870
Number of Occupancy Specialists	4	4	4	4.5	4.5
- units per FTE Counselors	190	181	207	188	193
- avg. # of re-examinations/family	3	3	3	3	3
- total per FTE per year	570	542	621	564	580
Number of Inspectors	3	2	2	2	2
- units per FTE Inspectors	253	362	414	422	435
- average number of inspections/unit	2	2	2	2	2
- total per FTE per year	507	723	828	844	870
Number HCV recertifications completed			800	816	850
Number SLP applications received			10	10	20

Planning & Growth Management Summary

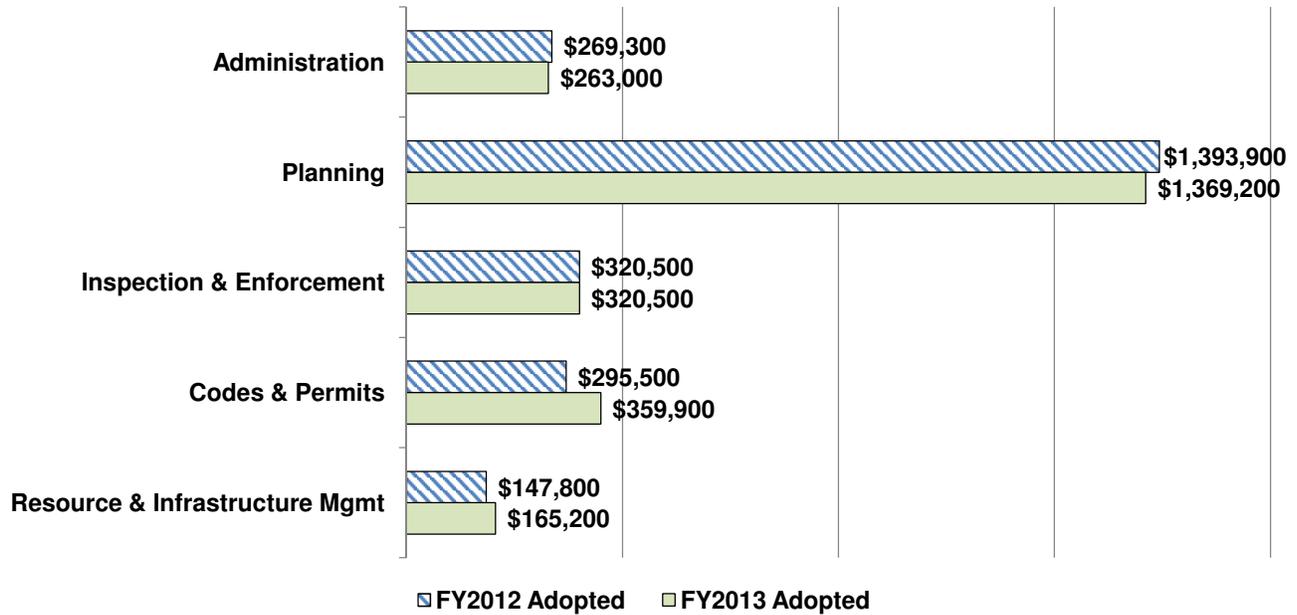
Peter Aluotto, Director of Planning & Growth Management
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical Address: 200 Baltimore St., La Plata, MD 20646
www.charlescountymd.gov/pgm/welcome

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

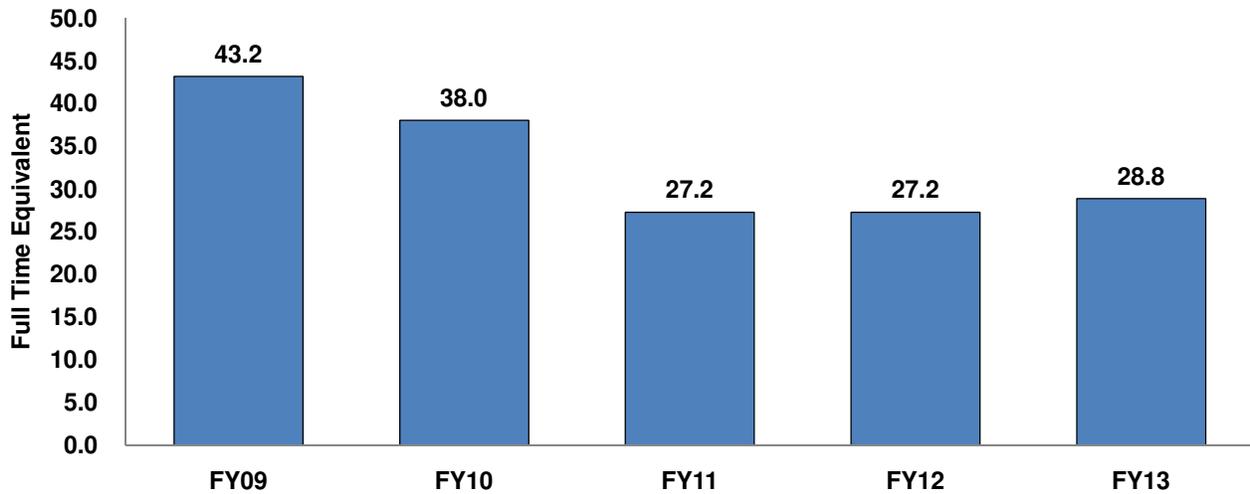
Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,754,293	\$1,749,300	\$1,796,200	\$1,817,700	\$68,400	3.9%
Fringe Benefits	559,380	568,000	544,200	551,700	(16,300)	-2.9%
Operating Costs	61,643	49,000	47,200	48,200	(800)	-1.6%
Transfers Out	74,572	60,700	60,200	60,200	(500)	-0.8%
Total Expenditures	\$2,449,888	\$2,427,000	\$2,447,800	\$2,477,800	\$50,800	2.1%
Revenues	\$556,499	\$593,500	\$582,400	\$612,600	\$19,100	3.2%
Total Expenditures as % of Budget:	0.8%	0.8%	0.8%	0.8%		



Planning & Growth Management Expenditure and Staff History



Staffing History



Positions by Program:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Administration	4.2	4.1	2.6	2.6	2.6
Planning	28.8	17.4	15.9	15.9	15.6
Inspection & Enforcement	6.2	7.2	3.5	3.5	3.5
Codes & Permits	3.9	6.3	3.8	3.8	5.5
Resource & Infrastructure Mgmt	0.0	3.1	1.5	1.5	1.7
Total Full Time Equivalent	43.2	38.0	27.2	27.2	28.8

Planning & Growth Management

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$213,262	\$198,700	\$198,000	\$198,000	(\$700)	-0.4%
Fringe Benefits	67,695	66,200	60,000	60,000	(6,200)	-9.4%
Operating Costs	28,734	4,400	5,000	5,000	600	13.6%
Total Expenditures	\$309,691	\$269,300	\$263,000	\$263,000	(\$6,300)	-2.3%

Description:

The mission of the Department of Planning and Growth Management 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: bonds and developer agreements; budget administration; customer relations; department's coordination with Citizens Liaison Office; 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; petition process administration; short and long range planning, approval of record plats and utility permits. Patapsco water supply; water conservation program; water & sewage plan; technical support; WSSC water interconnection negotiations; allocation; consent orders; pretreatment program; sludge management program; Mattawoman failing septic areas; new facilities feasibility; Inflow & Infiltration program; and the Pisgah residential well installations.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Director of PGM	1.0	1.0	1.0	1.0	1.0
Assistant Director of PGM	0.0	1.0	0.0	0.0	0.0
Water Resource Manager	1.0	0.0	0.0	0.0	0.0
Property Acquisition Officer	0.0	1.0	1.0	1.0	1.0
Administration Manager	1.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Office Associate III	1.0	1.0	0.0	0.0	0.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Development & Bond Specialist	1.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	7.0	7.0	5.0	5.0	5.0
Allocated to Inspection & Review Fund	(1.5)	(1.0)	0.0	0.0	0.0
Allocated to Capital Projects	(0.2)	(0.2)	(1.1)	(1.1)	(1.1)
Allocated to W&S Fund	(1.1)	(1.8)	(1.4)	(1.4)	(1.4)
Net Cost to General Fund	4.2	4.1	2.6	2.6	2.6

Planning & Growth Management

Department: Planning and Growth Management 01.07.06
Division\Program: Administration Fund: General
Program Administrator: Peter Aluotto, Director of Planning and Growth Management

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Bond Activity

Objective: to assure if developers default on their projects that the County has funds necessary to complete the project in accordance with County local ordinances and regulations.

Number of Activity	207	219	172	230	170
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Developer Agreements

Objective: to assure that Developer Agreements are processed in a timely manner and along with the County Attorney's Office, represent the legal contract between the County and the Developer to make certain improvements in accordance with the County Ordinance and Regulations.

Developer Agreements Completed	27	16	15	35	20
Property Acquisition Req. (other than PGM)	48	85	97	95	95

Department: Planning and Growth Management 01.07.19
Division\Program: Planning Fund: General
Program Administrator: Steven Ball, Planning Director
www.charlescountymd.gov/pgm/planning/planning

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$984,028	\$986,400	\$983,200	\$983,200	(\$3,200)	-0.3%
Fringe Benefits	317,956	322,700	302,100	302,100	(20,600)	-6.4%
Operating Costs	21,176	24,100	23,700	23,700	(400)	-1.7%
Transfers Out	74,572	60,700	60,200	60,200	(500)	-0.8%
Total Expenditures	\$1,397,732	\$1,393,900	\$1,369,200	\$1,369,200	(\$24,700)	-1.8%
Revenues	\$187,967	\$188,000	\$194,300	\$224,500	\$36,500	19.4%

Changes and Useful Information:

- Personal Services and Fringe Benefits are decreasing due to a change in allocation.
- Transfers out is the local match for the Agricultural Preservation Program.

Description:

The services provided by the Planning Division include: compiling information on population, growth & demographic characteristics' of the county; handling long-term comprehensive planning, agricultural preservation; historic preservation; reviewing land use plans with county in regard to environmental features; processing municipal annexation petitions; conducting Clearing House Reviews; supplying staff support to Charles County Planning Commission; reviewing and enforcing critical area regulations; reviewing environmental resource protection, stream valley management and reforestation plans; supplying staff support for the Board of Zoning Appeals for Special Exception and Variance applications; reviewing of final subdivision plats and site plans, and coordination with State and county agencies; supplying staff support for the newly created Historic Preservation Commission.

Planning & Growth Management

Department: Planning and Growth Management

01.07.19

Division\Program: Planning

Fund: General

Program Administrator: Steven Ball, Planning Director

Positions:	FY09	FY10	FY11	FY12	FY13
Title	FTE	FTE	FTE	FTE	FTE
Planning Director	1.0	1.0	1.0	1.0	1.0
Planning Manager	1.0	0.0	0.0	0.0	0.0
Planner IV	4.0	3.0	3.0	3.0	3.0
Planner I-III	12.0	9.0	8.0	8.0	8.0
Zoning Administrator	1.0	0.0	0.0	0.0	0.0
Forest Conservation Inspector	1.0	0.0	0.0	0.0	0.0
Cartographer	1.0	0.0	0.0	0.0	0.0
Zoning Technician	3.0	0.0	0.0	0.0	0.0
Planning Technician	2.0	2.0	2.0	2.0	2.0
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Office Associate III	2.0	2.0	2.0	2.0	2.0
Office Associate II	1.0	0.0	0.0	0.0	0.0
Part-time Positions (Planning Commission)	1.7	1.7	1.7	1.7	1.7
Total Full Time Equivalent	31.7	19.7	17.7	17.7	17.7
Allocation to W&S fund	(0.9)	0.0	0.0	0.0	0.0
Allocated to Inspection & Review Fund	(0.3)	(0.2)	(0.2)	(0.2)	(0.2)
Allocation to Ag. Preservation Fund	(1.0)	(1.0)	(0.8)	(0.8)	(0.8)
Allocation to Rural Legacy Program	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)
Allocation to Environment Service Fee	0.0	(0.5)	(0.5)	(0.5)	(0.8)
Allocation to Grant Funds	(0.3)	(0.3)	(0.1)	(0.1)	(0.1)
Net Cost to General Fund	28.8	17.4	15.9	15.9	15.6

Objectives & Measurements:

	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated
<i><u>Objective: to review in a timely manner any proposal to subdivide property & have those projects comply with the Comprehensive Plan, Zoning Ordinance, & Subdivision Regulations, as adopted by the County Commissioners & permanently create new parcels.</u></i>					
Final Subdivision Lots-# of lots recorded	444	237	423	350	400
<i><u>Objective: to effectively implement the local Forest Conservation Review program in compliance with State Legislation as it relates to preservation of significant forest resources.</u></i>					
Number of Plans Submitted	26	22	17	20	20
per FTE	13	22	17	20	20
Number of Plans Approved	31	27	10	15	15
per FTE	15	27	10	15	15
<i><u>Objective: to process in a timely and professional manner all special exception requests, as permitted by the Zoning Ordinance, for a hearing before the Board of Appeals.</u></i>					
Preparation of Staff Report	29	16	5	10	8
Number of Hearings	25	19	16	18	18

Planning & Growth Management

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

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg.
	Actual	Adopted	Proposed	Adopted		
Personal Services	\$235,250	\$233,200	\$238,300	\$238,300	\$5,100	2.2%
Fringe Benefits	77,204	77,800	73,500	73,500	(4,300)	-5.5%
Operating Costs	5,449	9,500	8,700	8,700	(800)	-8.4%
Total Expenditures	\$317,903	\$320,500	\$320,500	\$320,500	\$0	0.0%
Revenues	\$269,444	\$326,600	\$309,200	\$309,200	(\$17,400)	-5.3%

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 Board, and investigating various citizens' complaints.

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
Chief of Codes, Permits & Insp. Services	1.0	1.0	1.0	1.0	1.0
Inspection & Enforcement Manager	0.0	1.0	1.0	1.0	1.0
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Zoning Administrator	0.0	1.0	0.0	0.0	0.0
Permits Processing Supervisor	1.0	0.0	0.0	0.0	0.0
Building Code Official	1.0	1.0	1.0	1.0	1.0
Code Inspection & Enforcement Officer	1.0	1.0	1.0	1.0	1.0
Construction Inspector Supervisor	2.0	2.0	2.0	2.0	2.0
Construction Inspectors	2.0	3.0	2.0	2.0	2.0
Forest Conservation Inspector	0.0	1.0	0.0	0.0	0.0
Zoning Technician	0.0	3.0	2.0	2.0	2.0
Project Administrative Specialist	1.0	1.0	1.0	1.0	1.0
Permit Technician	1.0	0.0	0.0	0.0	0.0
Permits Specialist	3.0	0.0	0.0	0.0	0.0
Office Associate III	2.0	1.0	1.0	1.0	1.0
Part-time Positions	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	16.1	17.1	13.1	13.1	13.1
Allocated to Inspection & Review Fund	(8.9)	(10.0)	(9.6)	(9.6)	(9.6)
Allocated to W&S Fund	(1.0)	0.0	0.0	0.0	0.0
Net Cost to General Fund	6.2	7.2	3.5	3.5	3.5

Planning & Growth Management

Department: Planning and Growth Management 01.07.31
Division\Program: Codes, Permits & Inspection Services\Inspections & Enforcement Fund: General
Program Administrator: Frank Ward, Chief of Codes, Permits, and Inspection Services

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Objective: to assure the use of property in the County is in compliance with Zoning Ordinance as adopted by the County Commissioners.

# of total inspections	8,724	6,933	5,127	7,500	5,500
per FTE	2,908	2,311	2,564	3,750	2,750
# of new violation inspections	5,824	4,827	3,153	5,500	3,000
# of violations brought into compliance	3,033	2,106	2,152	3,000	2,000

Infrastructure Inspections: Permit Inspections

Note: (Inspections & Permit Review accomplished in the Inspection Fund)

Objective: to process in a timely manner all submittals to assure compliance with the Road, Grading & Sediment Erosion Control, Stormwater Management & Storm Drainage, Floodplain, Water and Sewer Ordinances; Standard Specifications for Construction and Standard Detail Manuals.

# of active projects inspected -					
Roads	217	215	180	220	200
Water	202	212	166	200	190
Sewer	201	222	171	220	200
Stormdrain/Stormwater Mgt.	296	313	275	300	300
Grading	299	348	304	320	320
SEC	299	328	304	320	310
Equivalent FTE per Fiscal Year	13.5	11.0	8	9.5	8.0
# of projects inspected per FTE	112.1	148.9	175.0	166.3	190.0
Dedications	68	70	72	70	75

*Note: Projected FY12 & Estimated FY13 are inflated by 65 projects to reflect the 2008 & older projects we are cleaning up.

Planning & Growth Management

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$218,308	\$225,300	\$255,000	\$276,500	\$51,200	22.7%
Fringe Benefits	61,050	65,100	70,000	77,500	12,400	19.0%
Operating Costs	3,580	5,100	4,900	5,900	800	15.7%
Total Expenditures	\$282,938	\$295,500	\$329,900	\$359,900	\$64,400	21.8%
Revenues	\$95,321	\$77,400	\$77,400	\$77,400	\$0	0.0%

Changes and Useful Information:

- Increase in Personal Services and Fringe Benefits is due to a reallocation of personnel and approval of the Ombudsman position.

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: 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:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>
Assistant Director of PGM	1.0	0.0	0.0	0.0	0.0
Engineer I - IV	8.0	5.0	5.0	5.0	5.0
Property Acquisition Officer	1.0	0.0	0.0	0.0	0.0
Permits Processing Supervisor	0.0	1.0	1.0	1.0	1.0
ROW Agent	2.0	2.0	1.0	1.0	1.0
Development & Bond Specialist	0.0	1.0	1.0	1.0	1.0
Water/WW Permit Technician	0.0	1.0	1.0	1.0	1.0
Ombudsman	0.0	0.0	0.0	0.0	1.0
Administrative Associate	2.0	2.0	1.0	1.0	1.0
Permit Technician	0.0	2.0	0.0	0.0	0.0
Permit Specialist	0.0	2.0	2.0	2.0	2.0
Office Associate I-III	4.0	4.0	4.0	4.0	4.0
Total Full Time Equivalent	18.0	20.0	16.0	16.0	17.0
Allocated to Inspection & Review Fund	(10.5)	(10.6)	(9.2)	(9.2)	(8.5)
Allocated to W&S Fund	(3.6)	(3.2)	(3.1)	(3.1)	(3.1)
Net Cost to General Fund	3.9	6.3	3.8	3.8	5.5

Planning & Growth Management

Department: Planning and Growth Management 01.07.61
Division\Program: Codes, Permits & Inspection Services\Codes & Permits Fund: General
Program Administrator: Frank Ward, Chief of Codes, Permits, and Inspection Services

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Objective: to review and process residential building permits in a fourteen day time period and to review and process new commercial periods in a thirty day time period.

# of new residential living units received	470	536	705	600	620
- per FTE (1.5)	147	357	470	400	413
- % processed within 14days	97	98	100	98	100
- # of same day permits processed	532	457	565	600	580
- # electrical permits issued	1,805	2,128	2,032	2,500	2,100
- Avg. time in minutes to get served	9	22	19	27	17
- Applications received @ permit center	5,049	4,392	5,485	5,500	5,600
- per FTE(1.5)	1,578	2,928	3,657	3,667	3,733
- # of misc. permits	873	761	902	900	875
- per FTE(1.5)	273	507	601	600	583
# New Commercial permits received	21	19	14	30	20
# of miscellaneous commercial permits	396	367	389	425	450
- Permits issued per FTE	124	245	269	283	313
# of use & occupancy permits PERM	1,259	1,521	1,407	1,900	1,500
# of use & occupancy permits TEMP	252	284	224	295	250
Electrical Board					
	<i>* issued on a two year cycle - reciprocal licenses issued during the year.</i>				
Master Electrician Licenses *	1,350	1,289	756	1,325	800
Journeyman Electrical Licenses *	1,511	1,803	856	1,830	900

Planning & Growth Management

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$103,445	\$105,700	\$121,700	\$121,700	\$16,000	15.1%
Fringe Benefits	35,475	36,200	38,600	38,600	2,400	6.6%
Operating Costs	2,703	5,900	4,900	4,900	(1,000)	-16.9%
Total Expenditures	\$141,623	\$147,800	\$165,200	\$165,200	\$17,400	11.8%
Revenues	\$3,767	\$1,500	\$1,500	\$1,500	\$0	0.0%

Changes and Useful Information:

- Increase in Personal Services and Fringe Benefits is due to a reallocation of personnel.

Description:

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

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

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief Resource & Infrastructure Mgmt.	0.0	1.0	1.0	1.0	1.0
Resource Manager	0.0	1.0	1.0	1.0	1.0
Resource Analyst - GIS	0.0	1.0	1.0	1.0	1.0
Planner I-III	0.0	2.0	2.0	2.0	2.0
Cartographer	0.0	1.0	0.0	0.0	0.0
Admin. Associate	0.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	0.0	7.0	6.0	6.0	6.0
Allocated to Inspection & Review Fund	0.0	0.0	(0.2)	(0.2)	0.0
Allocated to W&S Fund	0.0	(3.3)	(2.8)	(2.8)	(2.8)
Allocated to Capital Projects	0.0	(0.6)	(1.5)	(1.5)	(1.5)
Net Cost to General Fund	0.0	3.1	1.5	1.5	1.7

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: to assure that the use and development of property only take place with adequate public facilities in place.</i>					
Full Studies	8	10	15	15	15
Other Submittals (site plan & prelim)	86	87	59	80	100
<i>Objective: to assure that a subsequent subdivision or site development plans will comply with zoning ordinance section 257F through a preliminary traffic analysis.</i>					
Preliminary Adequate Public Facilities Applications	19	17	15	25	25

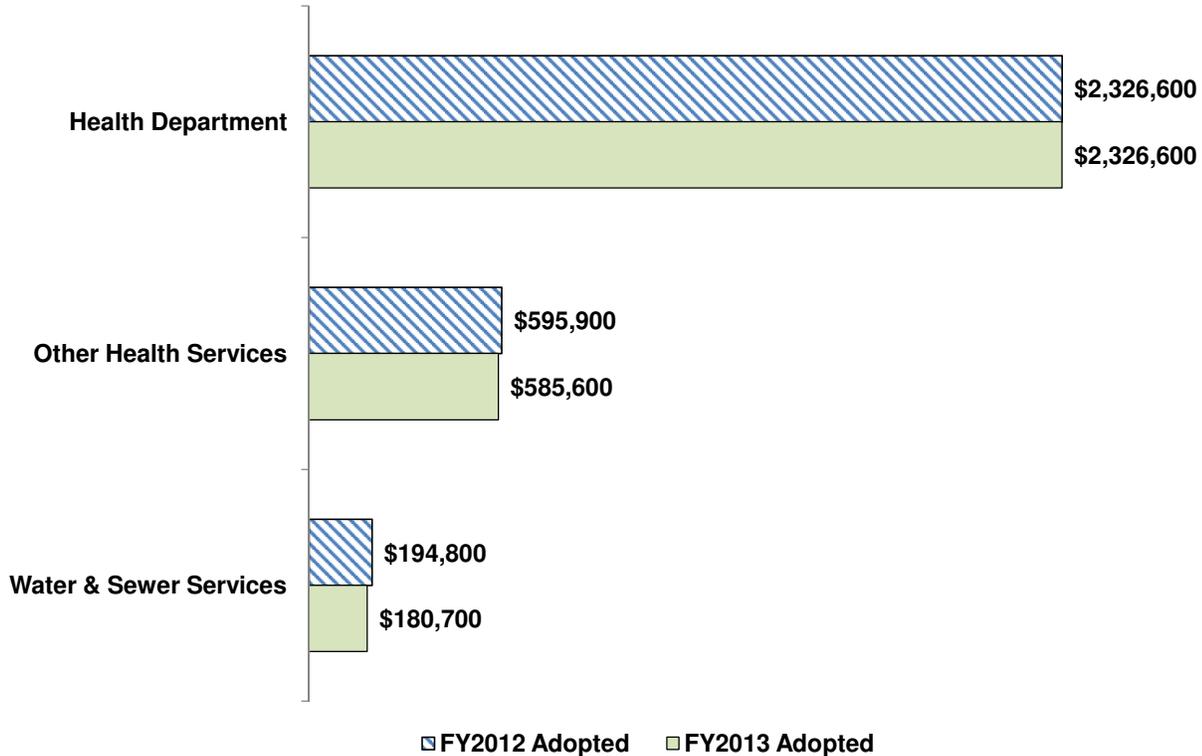
Development Rights and Responsibilities Agreements (DRRA)

Objective: to provide an additional technique for land development and adequate public facilities mitigation with the Comprehensive Plan as authorized by the Annotated Code of Maryland. The main purpose is to enhance development innovation and quality while ensuring protection of the public interest, health, safety and welfare.

# of Reviews	1	1	5	7	7
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Health Summary

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$51,618	\$51,600	\$51,600	\$51,600	\$0	0.0%
Fringe Benefits	4,021	4,000	4,000	4,000	0	0.0%
Operating Costs	394,162	363,400	364,600	364,600	1,200	0.3%
Agency Funding	2,675,358	2,698,300	2,672,700	2,672,700	(25,600)	-0.9%
Total Expenditures	\$3,125,159	\$3,117,300	\$3,092,900	\$3,092,900	(\$24,400)	-0.8%
Revenues	\$52,458	\$68,600	\$83,700	\$83,700	\$15,100	22.0%
Total Expenditures as % of Budget:	1.0%	1.0%	1.0%	1.0%		



Health

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$51,618	\$51,600	\$51,600	\$51,600	\$0	0.0%
Fringe Benefits	4,021	4,000	4,000	4,000	0	0.0%
Operating Costs	185,262	168,600	183,900	183,900	15,300	9.1%
Agency Funding (Health Dept)	2,271,000	2,271,000	2,271,000	2,271,000	0	0.0%
Agency Funding (MRA)	120,421	120,400	120,400	120,400	0	0.0%
Total Expenditures	\$2,632,322	\$2,615,600	\$2,630,900	\$2,630,900	\$15,300	0.6%
Revenues	\$10,321	\$8,600	\$8,700	\$8,700	\$100	1.2%

Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
- The Health Department is a State Agency. The total FY2013 budget including State and other revenue equals \$6.3 million.
- The County pays for the electricity and utilities of the Health Department.
- Operating costs related to utilities, electricity, and vehicle insurance/fuel. Vehicle costs are paid by the County and reimbursed by the Health Department.
- Agency Funding for (MRA) is for the Mental Retardation Association.

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.

Health

Department:	Health	01.35
Division\Program:	Department of Health	Fund: General
Program Administrator:	Faye Reed, Acting Health Officer	

Positions:

There is no direct County staff associated with this budget.

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: 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	1,444	1,406	1,581	1,500	1,500
# of clients STD Clinic	1,493	1,291	873	1,285	1,200
# of HIV Testing & Counseling recipients	1,290	1,063	1,180	1,258	1,200
# of Breast and Cervical Cancer screening recipients	165	122	179	151	155
# of Colonoscopy service recipients	105	31	39	60	49
# of Prostate Cancer Screening service recipients	132	113	110	123	130
# Adult Dental Clinical service recipients	946	247	528	597	600
# Child Dental Clinical service recipients	6,327	1,687	2,658	2,692	3,000
# Child Abuse & Neglect Forensic Exam Clinic service recipients	50	22	17	31	20
# TB testing service recipients	468	454	646	473	500
# of Adult Immunization recipients	1,058	1,322	986	1,111	1,100
# of children immunization recipients	348	342	192	388	400
# of annual Flu vaccination recipients (adults & children)	4,609	7,815	5,974	6,154	6,000
# of post-exposure Rabies vaccine recipients	11	49	53	31	30
# of Mental Health service recipients	1,488	1,425	1,396	1,430	1,430
# of Mental Health visits	23,544	24,294	23,276	23,828	23,828
# of Substance Abuse service recipients	2,289	2,115	1,962	2,181	2,181
# of Substance Abuse visits	24,966	23,986	20,580	25,025	25,025
# of school based Substance Abuse Prevention Program recipients	2,091	2,360	3,453	2,261	2,261
# of smoking cessation visits	1,072	974	987	927	927
# of food service facility inspections	1,253	793*	587	600	600
# of animal rabies vaccine	1,648	1,650	1,324	1,700	1,700
# of animal bite investigations	1,835	700	1,011	700	700
# of perk tests applications/completed	400	315	350	230	230
# of well construction permits application/processed	230	225	230	278	278
# of water samples collected	1,400	960	1,444	1,450	1,450
* EH workforce reductions		** Health Educator Position eliminated			

Objective: To provide and promote age appropriate, condition specific case management and care coordination services to the citizens of Charles County.

# of pregnant mothers receiving case management	260	644	406	421	300
# of children receiving case management	77	54	59	85	70
# of clients assisted through care coordination services	234	177	183	188	200
# of communicable disease outbreak investigations and follow-up	12	6	5	9	10
# of calls attended for communicable disease follow-up/care coordination	5,574	5,287	5,358	5,259	5,000
# of clients receiving HIV/AIDS case management	197	202	214	181	200

Health

Department: Health 01.35
Division\Program: Department of Health Fund: General
Program Administrator: Faye Reed, Acting Health Officer

Objectives & Measurements:	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: To provide and promote public health support services to the citizens of Charles County.</i>					
# of MD Children's Health Insurance recipients (Medicaid) applications processed	4,267	4,072	3,366	4,743	4,500
# of Medicaid family expansion recipients	1,818	2,271	2,447	2,045	2,250
# of WIC service recipients	6,296	6,200	6,450	6,176	6,450
# of children seen in Health Rooms by School Nurse	194,702	167,404	168,909	179,039	170,000
# of seniors/ AERS services recipients	498	531	495	488	510
# of Personal Care Provider recipients	99	73	70	87	75
# of Disabilities Services recipients	895	904	843	873	869
# of infants and toddler services	447	518	1,425	420	648
Birth/Death Certificates	8,792	8,421	8,744	8,220	8,220

Department: Health 01.35
Division\Program: Other Fund: General

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Operating Costs	208,900	194,800	180,700	180,700	(14,100)	-7.2%
Agency Funding	283,937	306,900	281,300	281,300	(25,600)	-8.3%
Total Expenditures	\$492,837	\$501,700	\$462,000	\$462,000	(\$39,700)	-7.9%
Revenues	\$42,137	\$60,000	\$75,000	\$75,000	\$15,000	25.0%

Changes and Useful Information:

- Operating Costs represents a subsidy to the Water & Sewer Fund for services rendered at Charles County's Parks, Community Centers, Libraries, and Sheriff Operated Facilities.
 - FY2013 decrease reflects a reduction to fund the chlorine analyzer kit in Facilities. This will eliminate the need for Water & Sewer personnel to check on sites that are funded by the General Fund.
- Revenues represent Neighborhood participation in Mosquito Control program and have been increased to cover the anticipated expenses.

Description:

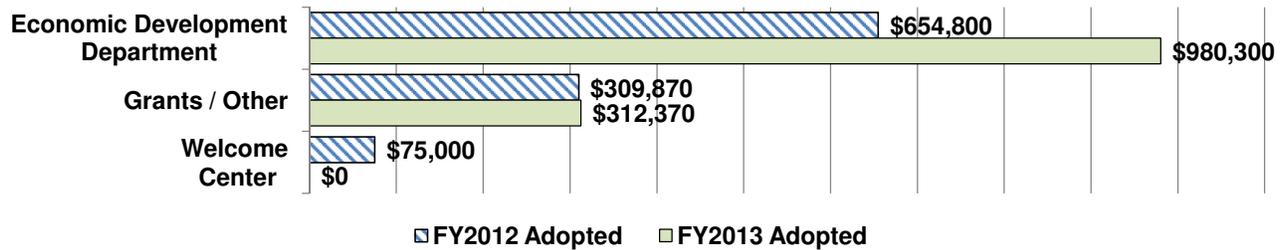
	FY2011 Actual	FY2012 Adopted	FY2013 Proposed
<u>Agency Funding</u>			
Mosquito Control	\$82,137	\$100,000	\$115,000
<u>Agency Funding - Grants Advisory Panel</u>			
Spring Dell Center, Inc.	\$116,800	\$116,800	\$100,000
Melwood	50,000	50,000	50,000
MD Foundation of Quality Healthcare	13,800	13,800	13,800
Health Partners Inc.	21,200	21,200	0
Alzheimer's Assoc. National Capital Area	0	0	2,500
National Alliance on Mental Illness	0	5,100	0
	\$201,800	\$206,900	\$166,300
TOTAL AGENCY FUNDING	\$283,937	\$306,900	\$281,300

Economic Development Summary

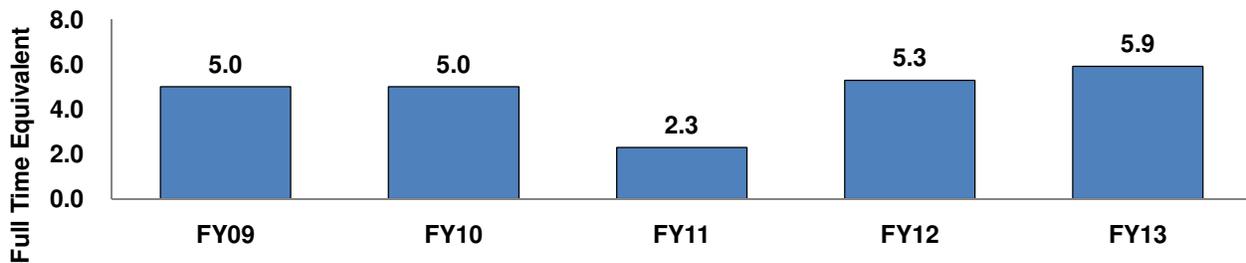
Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$72,122	\$298,200	\$420,100	\$420,100	\$121,900	40.9%
Fringe Benefits	6,316	34,900	99,500	99,500	64,600	185.1%
Operating Costs	48,739	405,700	544,700	544,700	139,000	34.3%
Agency Funding	314,800	225,870	228,370	228,370	2,500	1.1%
Transfers Out	46,543	75,000	0	0	(75,000)	-100.0%
Total Expenditures	\$488,520	\$1,039,670	\$1,292,670	\$1,292,670	\$253,000	24.3%
Revenues	\$21,623	\$18,500	\$32,200	\$32,200	\$13,700	74.1%
Total Expenditures as % of Budget:	0.2%	0.3%	0.4%	0.4%		



Economic Development Expenditure and Staff History



Staffing History



Positions by Program:

	FY09	FY10	FY11	FY12	FY13
Economic Development Department	5.0	5.0	2.3	5.3	5.9
Total Full Time Equivalent	5.0	5.0	2.3	5.3	5.9

Economic Development

Department: Economic Development 01.38.126
Division\Program: Economic Development Department Fund: General
Program Administrator: Kwasi Holman, Director of Economic Development
 Mailing Address: P.O. Box 2150, La Plata, MD 20646 301-885-1340
 Physical Address: 3670 Leonardtown Rd., Suite 106, Waldorf, MD 20601 8:00 a.m.-4:30 p.m. M-F
www.charlescountymd.gov/ed/welcome
www.meetcharlescounty.com

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$72,122	\$298,200	\$420,100	\$420,100	\$121,900	40.9%
Fringe Benefits	6,316	34,900	99,500	99,500	64,600	185.1%
Operating Costs	5,469	321,700	460,700	460,700	139,000	43.2%
Total Expenditures	\$83,907	\$654,800	\$980,300	\$980,300	\$325,500	49.7%
Revenues	\$13,671	\$15,000	\$25,000	\$25,000	\$10,000	66.7%

Changes and Useful Information:

- Increase in Personal Services and Fringe Benefits reflects the full year impact of full time positions and delayed hire for the Economic Research & Statistics Specialist position.
- Operating cost increase of 43.2% is due to:
 - An increase in Contract Services to cover contracts for Lead Generation and Prospect Qualification, Economic gardening/niche consulting, specialized marketing, web content updates and 2d potential enterprise zone application, and production of exhibit for trade shows.
 - Space to house Economic Development Department.
 - Marketing travel which assumes face to face meetings and presentations with 12 out of state firms generated by a contracted lead and prospect qualification firm.
 - Hosting special events, sponsorships, chamber events, roundtables/seminars for local business, Navy Yard travel, Economic Development tour, broker tours, and etc.
 - For various subscriptions, conferences, training courses and book renewals.
 - Allow the County to exhibit at one trade show.

Economic Development Goals & Objectives:

- Make continued progress toward achieving County Commissioner adopted objectives.
- Develop targeted "economic gardening" or similar "high impact" pilot program for select businesses with high growth potential.
- Small local business enterprises and enhanced Minority Business Enterprise/Women's Business Enterprise outreach program implementation.
- Complete interim and new Economic Development website layout and features.
- Enhance attractions/recruitment marketing materials.

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Director of Economic Development	1.0	1.0	1.0	1.0	1.0
Business Development Chief	1.0	1.0	0.0	0.0	0.0
Business Development Managers	0.0	0.0	0.0	2.0	2.0
Chief of Client Services	1.0	1.0	0.0	0.0	0.0
Economic Research & Statistics Specialist	0.0	0.0	0.0	1.0	1.0
Office Associate III	1.0	1.0	0.0	0.0	0.0
Economic Development Specialist	1.0	1.0	0.0	0.0	0.0
Part Time	0.0	0.0	1.3	1.3	1.9
Total Full Time Equivalent	5.0	5.0	2.3	5.3	5.9

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
County unemployment rate	6.2	6.6	6.0	6.0	5.7
Average annual employment in County	42,113	40,485	40,390	40,421	41,000
Average weekly wages	740	769	764	781	806
Sq ft, non retail space	6,397,165	6,415,165	6,469,165	6,516,174	6,538,000
Sq ft, retail space	8,306,612	8,366,988	8,376,136	8,407,125	8,467,000

Economic Development

Department: Economic Development

01.39

Division\Program: Other

Fund: General

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Operating Costs	\$43,270	\$84,000	\$84,000	\$84,000	\$0	0.0%
Transfers Out	46,543	75,000	0	0	(75,000)	-100.0%
Agency Funding	314,800	225,870	228,370	228,370	2,500	1.1%
Total Expenditures	\$404,613	\$384,870	\$312,370	\$312,370	(\$72,500)	-18.8%
Revenues	\$7,952	\$3,500	\$7,200	\$7,200	\$3,700	105.7%

Changes and Useful Information:

- Operating Costs represents contract services for Economic Development related activities.
- Transfers Out represents funding to operate the Charles County Welcome Center. This funding is now allocated under Tourism.
- Revenues includes collections from the Economic Development Loan Program.
- The Economic Development/Tourism Grants Advisory Panel reviews applications from not-for-profit agencies and makes recommendations of funding levels. Level funding was provided for the Panel in FY2013. Grant awards are listed as part of agency funding based on the function of the organization. The Grants panel awards are part of Economic Development, Social Services, and Other Education.

Description:

	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Approved
<u>Agency Funding- Economic Development/Tourism Grants Advisory Panels</u>				
Tri-County Council	\$94,200	\$94,200	\$94,200	\$94,200
Indian Head Defense Alliance	197,900	100,000	100,000	100,000
Small Business Development Comm.	22,700	26,670	29,170	29,170
Veteran's Memorial	0	5,000	5,000	5,000
Total	\$314,800	\$225,870	\$228,370	\$228,370

Social Services Summary

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	(\$3,763)	\$0	\$0	\$0	\$0	N/A
Operating Costs	10,000	10,000	10,000	10,000	0	0.0%
Agency Funding	1,041,942	1,026,630	1,005,830	1,005,830	(20,800)	-2.0%
Total Expenditures	\$1,048,179	\$1,036,630	\$1,015,830	\$1,015,830	(\$20,800)	-2.0%
Revenues	\$12,621	\$8,000	\$8,000	\$8,000	\$0	0.0%
Total Expenditures as % of Budget:	0.3%	0.3%	0.3%	0.3%		

Changes and Useful Information:

- Revenue is associated with a Pass-Thru grant for Tri-County Community Action.
- FY2013 funding has been reduced by \$58,200 which is the FY2012 Human Society funding which is now part of the Animal Control budget.
- The Grants Advisory Panel reviews applications from not-for-profit agencies and makes recommendations of funding levels. Level funding was provided for the Grants Advisory Panel in FY2013. Grant awards are listed as part of agency funding based on the function of the organization. The Grants panel awards are part of Social Services, Other Education, and Other Health.

Description:

	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted
Agency Funding				
Department of Social Services	\$307,337	\$311,100	\$311,000	\$311,000
Camp Merrick	9,421	0	0	0
Tri-County Pass thru	12,621	8,000	8,000	8,000
	<u>\$329,379</u>	<u>\$319,100</u>	<u>\$319,000</u>	<u>\$319,000</u>

Agency Funding - Tourism Grants Advisory Panel

Mattawoman Creek Art Center	\$12,500	\$13,000	\$13,000	\$13,000
Arts Alliance	10,700	11,000	11,000	11,000
Chesapeake Bay Floating Theatre, Inc.	4,800	8,930	8,930	8,930

Agency Funding - Grants Advisory Panel

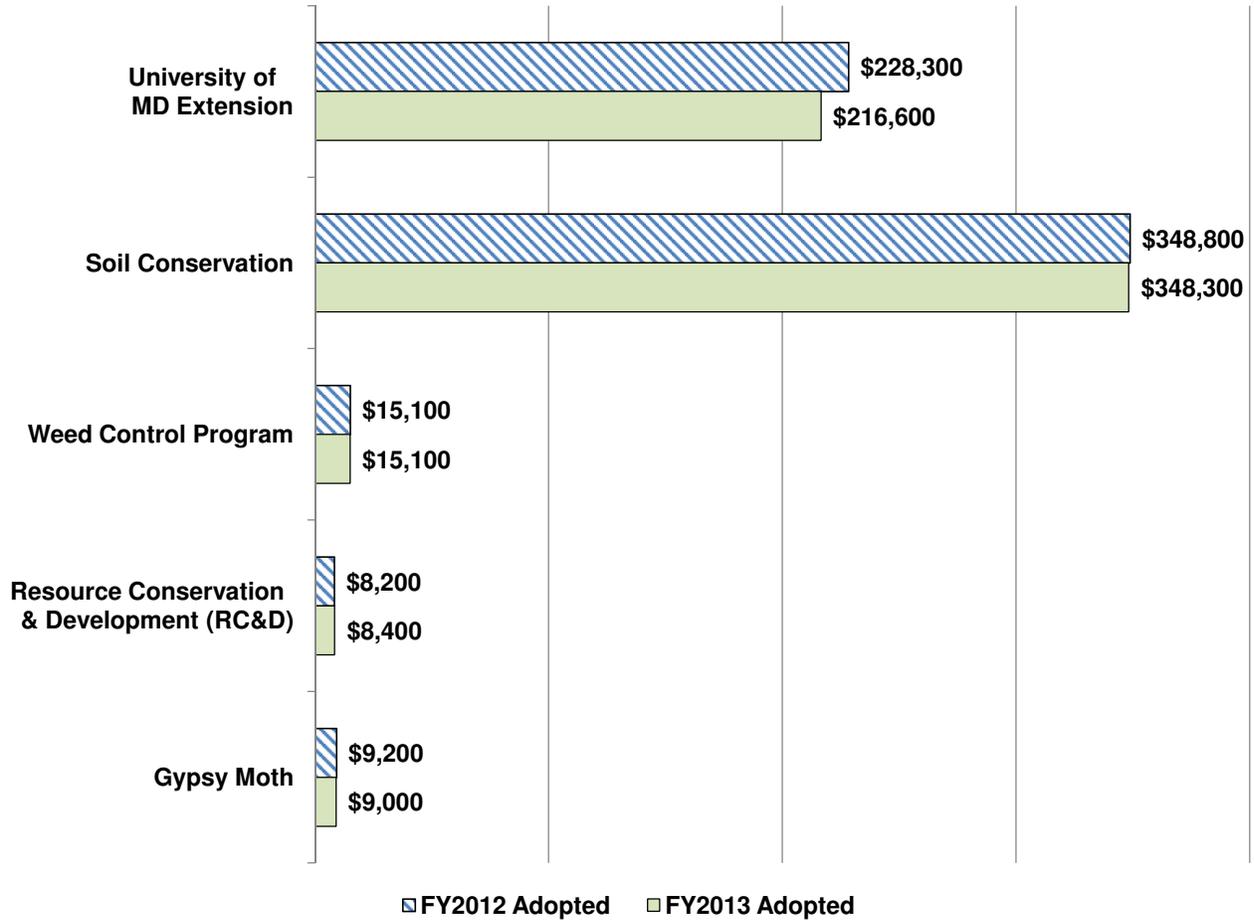
American Red Cross	\$19,600	\$0	\$0	\$0
Arc of Southern MD	0	5,000	5,000	5,000
Assoc. Catholic Charities	70,000	70,000	73,100	73,100
Big Brothers Big Sisters of So. MD, Inc.	7,500	0	15,000	15,000
Center for Abused Persons	116,600	116,600	100,000	100,000
Center for Children	62,500	70,000	70,000	70,000
Children's Aid Society	75,000	78,500	78,500	78,500
Christmas in April	15,000	15,000	18,100	18,100
Handicapped & Retarded Citizens, Inc..	15,000	15,000	0	0
Hospice of Charles County	12,500	0	18,500	18,500
Humane Society	49,500	58,200	<i>transferred to Animal Control</i>	
Jude House	21,500	21,500	0	0
Point of Change Jail & Street Ministry, Inc.	0	0	30,000	30,000
Lifestyles- Safe Nights program	59,000	67,700	67,700	67,700
Lion's Club- Camp Merrick	0	0	50,000	50,000
So. MD Center for Family Advocacy	5,000	5,000	0	0
Promise Resource Center	10,000	10,000	0	0
Tri-County Community Action	26,600	26,600	4,000	4,000
Tri-County Youth Services	110,000	110,000	100,000	100,000
United Way Directory	5,500	5,500	5,500	5,500
Western Charles Co. Community Assoc.	0	0	18,500	18,500
TOTAL AGENCY FUNDING	\$1,038,179	\$1,026,630	\$1,005,830	\$1,005,830

Operating- Grants Advisory Panel

Co-op Ministry of Aging	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL SOCIAL SERVICES	\$1,048,179	\$1,036,630	\$1,015,830	\$1,015,830

Conservation of Natural Resources Summary

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$252,665	\$257,700	\$263,400	\$263,400	\$5,700	2.2%
Fringe Benefits	105,203	104,400	98,400	98,400	(6,000)	-5.7%
Operating Costs	194,458	231,800	220,100	220,100	(11,700)	-5.0%
Agency Funding	8,660	15,700	15,500	15,500	(200)	-1.3%
Total Expenditures	\$560,986	\$609,600	\$597,400	\$597,400	(\$12,200)	-2.0%
Revenues	\$83,817	\$80,400	\$85,500	\$85,500	\$5,100	6.3%
Total Expenditures as % of Budget:	0.2%	0.2%	0.2%	0.2%		



Conservation of Natural Resources

Department: University of MD Extension 01.49
Division\Program: University of MD Extension Fund: General
Program Administrator: Karol Dyson, 4-H Youth Development, County Extension Director
 Address: 9375 Chesapeake Street #119, La Plata, MD 20646 301-934-5403 301-753-8195
www.charles.umd.edu 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Operating Costs	\$193,373	\$228,300	\$216,600	\$216,600	(\$11,700)	-5.1%
Total Expenditures	\$193,373	\$228,300	\$216,600	\$216,600	(\$11,700)	-5.1%

Changes and Useful Information:

- Operating Costs declined due to renegotiating a new rental agreement for office space.

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:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
4-H and Youth Development					
<i><u>Objective: To enable youth to reach their full potential as individuals and through programs that ensure positive youth development through high quality curriculum, delivery systems that meet community youth needs.</u></i>					
# of Youth Enrolled in 4-H	1,025	766	699	800	800
Per FTE	682	383	280	400	400
# of Youth Reached in School	2,250	3,061	2,472	3,100	3,100
Per FTE	1,500	1,530	989	1,550	1,550
<i><u>Objective: To increase the abilities of Extension volunteers to successfully carry out Extension programs.</u></i>					
# of Adult Volunteers Enrolled	195	217	215	250	250
Per FTE	133	109	86	125	125
# of Volunteers Hours Given	n/a	33,640	34,250	35,000	35,000
Per FTE	n/a	16,820	13,700	17,500	17,500
Family and Consumer Sciences					
<i><u>Objective: To improve consumer's knowledge and practice of safe food handling.</u></i>					
# of Participants Receiving	678	680	375	450	450
Per FTE	339	680	187	450	450
<i><u>Objective: To develop and accept individual, parental, home, financial, and/or community responsibility through work, family and community involvement.</u></i>					
# of Participants Receiving	230	0	0	400	500
Per FTE	115	0	0	200	250
Agriculture and Natural Resources:					
<i><u>Objective: To promote the adoption of management practices for agricultural production that improves profitability, increase production efficiencies, and enhance natural resources.</u></i>					
# of Adults and Youth	764	594	687	500	500
Per FTE	382	287	343	250	250
# of Farmers Recertified As	62	122	48	100	100
Per FTE	31	61	24	100	100
# of Acres of Nutrient	12,686	16,062	15,212	15,000	15,000
Per FTE	12,686	16,062	15,212	15,000	15,000
# of Volunteer Hours Given	3,497	2,877	2,977	2,000	2,000
Per FTE	1,748	1,438	1,988	2,000	2,000

Conservation of Natural Resources

Department: Conservation Of Natural Resources 01.57
Division\Program: Soil Conservation Fund: General
Program Administrator: Luis Dieguez, District Manager
 Mailing Address: 101 Catalpa Drive, Suite 106-C, La Plata, MD 20646 301-934-9588 Ext. 3
 Physical Address: Southern MD Trade Center
www.charlesscd.com

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$234,639	\$241,800	\$247,100	\$247,100	\$5,300	2.2%
Fringe Benefits	101,871	101,100	95,300	95,300	(5,800)	-5.7%
Agency Funding	5,900	5,900	5,900	5,900	0	0.0%
Total Expenditures	\$342,410	\$348,800	\$348,300	\$348,300	(\$500)	-0.1%
Revenues	\$71,033	\$65,700	\$71,000	\$71,000	\$5,300	8.1%

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:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
District Manager	1.0	1.0	1.0	1.0	1.0
Administrative Specialist	1.0	1.0	1.0	1.0	1.0
Planning Tech.	2.0	2.0	2.0	2.0	2.0
Secretary	0.9	0.9	0.9	0.9	0.9
Part Time	0.6	0.6	0.1	0.1	0.1
Total Full Time Equivalent	5.6	5.6	5.0	5.0	5.0
Grant/District Funding	(1.6)	(1.6)	(1.6)	(1.6)	(1.6)
Net Cost to General Fund	3.9	3.9	3.4	3.4	3.4

Department: Weed Control 01.22
Division\Program: Weed Control Program Fund: General
Program Administrator: Mark J. Smith, Weed Control Specialist

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$12,607	\$10,400	\$10,400	\$10,400	\$0	0.0%
Fringe Benefits	1,200	1,200	1,200	1,200	0	0.0%
Operating Costs	1,086	3,500	3,500	3,500	0	0.0%
Total Expenditures	\$14,893	\$15,100	\$15,100	\$15,100	\$0	0.0%
Revenues	\$12,784	\$14,700	\$14,500	\$14,500	(\$200)	-1.4%

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:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Part Time funding	0.3	0.3	0.3	0.3	0.3
Total Full Time Equivalent	0.3	0.3	0.3	0.3	0.3

Conservation of Natural Resources

Department: Conservation of Natural Resources 01.36
Division\Program: Resource Conservation & Development (RC&D) Fund: General
Program Administrator: Ronald Black, RC&D Coordinator
 Address: 26737 Radio Station Way, Suite D, Leonardtown, MD 20650 (301) 475-8427 ext 6
www.somdrccd.org

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$5,419	\$5,500	\$5,900	\$5,900	\$400	7.3%
Fringe Benefits	2,131	2,100	1,900	1,900	(200)	-9.5%
Agency Funding	600	600	600	600	0	0.0%
Total Expenditures	\$8,150	\$8,200	\$8,400	\$8,400	\$200	2.4%

Description:

Southern Maryland Resource Conservation and Development (RC&D), Inc. is a private nonprofit corporation. Southern Maryland RC&D carries out community development and conservation projects in 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>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Office Associate	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	1.0	1.0	1.0	1.0	1.0
Other Counties/Agency Funding	(0.8)	(0.8)	(0.8)	(0.8)	(0.9)
Net Cost to General Fund	0.2	0.2	0.2	0.2	0.1

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Agency Funding	\$2,160	\$9,200	\$9,000	\$9,000	(\$200)	-2.2%
Total Expenditures	\$2,160	\$9,200	\$9,000	\$9,000	(\$200)	-2.2%

Description:

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

Other

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Transfers Out	\$1,262,820	\$3,104,800	\$1,100,000	\$1,100,000	(\$2,004,800)	-64.6%
Capital Outlay	18,009	0	0	0	0	N/A
Total Expenditures	\$1,280,829	\$3,104,800	\$1,100,000	\$1,100,000	(\$2,004,800)	-64.6%

Changes and Useful Information:

- Transfers Out represents funding for PayGo projects. Funds are transferred to the Capital Project Fund.
- Capital Outlay represents miscellaneous project costs that are not part of the Capital Project Fund.

Description:

Represents the PayGo amount for the Capital Project Fund. PayGo is defined as using current operating revenue to pay for a capital project, typically one that is either small in value or has a short useful life. PayGo funds are also used to supplement Bond funding by using one-time revenues or fund balance to help pay for projects. See the Capital Project Tab for complete project listing and descriptions of each project.

<u>Projects:</u>	<u>FY2011 Actual</u>	<u>FY2012 Adopted</u>	<u>FY2013 Adopted</u>
<u>BOARD OF EDUCATION</u>			
Maintenance Projects	481,000	362,000	182,000
St. Charles High School		2,332,800	
<u>TRANSPORTATION</u>			
Miscellaneous Road Projects/Studies	59,000	159,000	152,000
Light Rail Transit Initiative			270,000
<u>GENERAL GOVERNMENT</u>			
Various Government Facility repairs/improvements	316,820		83,000
Various Planning Studies/Waldorf Urban Design	156,000		161,000
<u>PARKS</u>			
Park Repair & Maintenance Projects	250,000	250,000	252,000
Central County Acquisition		1,000	
	<u>\$1,262,820</u>	<u>\$3,104,800</u>	<u>\$1,100,000</u>

Other

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Operating Contingency	\$0	\$25,000	\$130,500	\$130,500	\$105,500	422.0%
Total Expenditures	\$0	\$25,000	\$130,500	\$130,500	\$105,500	422.0%

Description:

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

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Transfer: Excise Tax Subsidy	\$2,153,972	\$0	\$2,685,800	\$2,685,800	\$2,685,800	N/A
Capital Lease Purchase	334,334	1,129,500	1,729,200	1,729,200	599,700	53.1%
Total Expenditures	\$2,488,306	\$1,129,500	\$4,415,000	\$4,415,000	\$3,285,500	290.9%
Revenues / Fund Balance	\$0	\$1,129,500	\$4,415,000	\$4,415,000	\$3,285,500	290.9%

Changes and Useful Information:

- A subsidy for the Debt Service Fund associated with school construction (excise tax) debt was not budgeted for FY2012. Fund balance has been assigned to cover this subsidy in FY2013.
- Revenue/Fund Balance includes Capital Lease Proceeds which offset the Capital Lease Purchase (actual may vary due to timing of purchases) and assigned fund balance for the Excise Tax Subsidy.

Description:

Transfer represents a transfer from the General Fund to the Debt Service Fund in support of Excise Tax bond payments when needed.

The budgeted Capital Lease Purchase represents the asset value of the Capital Lease Agreement.

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 solid waste tons at the public landfill would increase both revenues and expenditures and necessitate a budget amendment increasing the revenue and expenditure budgets.

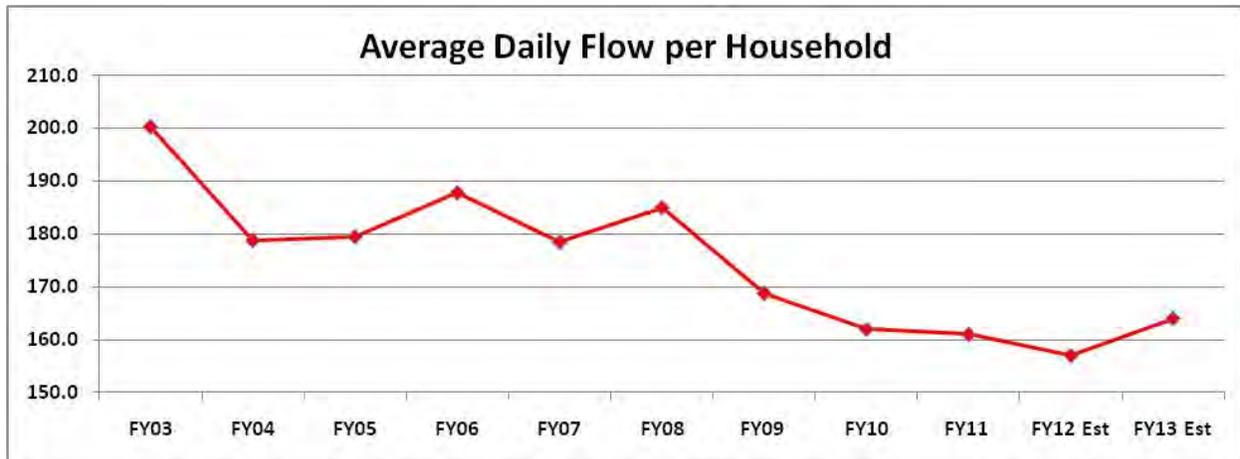
Enterprise Fund Revenues

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. The average flow being treated is approximately 12 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.



Based on a consultant recommendation in FY11, the County implemented a tiered rate structure for Single Family Residential Units to assist in promoting water conservation. For FY13, water user fees will increase by 6% for single family customers and 4.9% for multi-family/commercial customers. Both groups will see a 4.1% increase for sewer user fees in FY13.

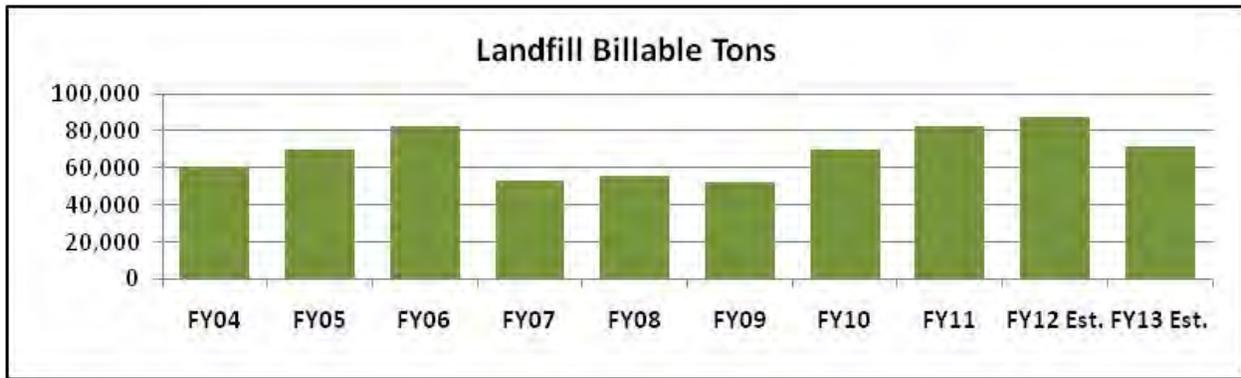
The total FY13 budget is 1.8% greater than the FY12 budget. Due to a decrease in water consumption, the estimated average gallons per day was decreased from 174 gallons to 164 gallons. On the expenditure side, operating costs were adjusted to cover the cost of new energy efficient retrofit fixtures, a bio-solids feasibility study, and an increase in debt service costs due to related capital projects. Based on an average daily consumption of 164 gallons, a consumer could expect to pay approximately \$140 per quarter. The County remains in the lower half of surrounding jurisdictions in rate comparisons.

ENTERPRISE FUNDS

Solid Waste (Landfill)

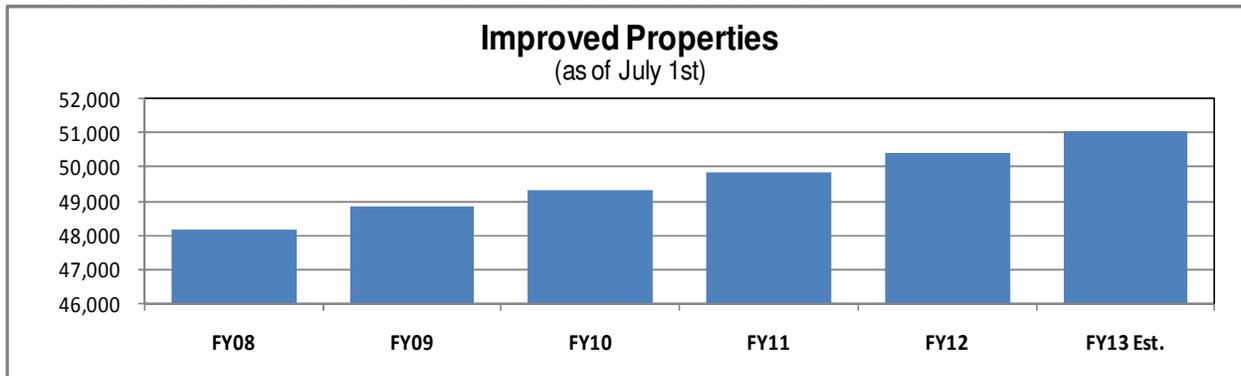
An enterprise fund was established for landfill operations in the early 1990's. A tipping fee per ton for commercial and residential refuse was increased from \$65 to \$75 per ton in FY07. For FY08, the fee was reduced to \$70 and will remain at this rate for FY13. This fee is the primary revenue source for the Landfill operation comprising over 99% 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. That single decision allows us to react to waste volume instead of depending on it to pay for debt. In recent years, the economic recession curtailed consumer spending which decreased tonnage. Charles County entered into an agreement with a local jurisdiction to accept their refuse which has increased our tonnage from FY10 to FY12. FY13 tons are estimated based on the FY12 year end estimate and taking into account the end of this agreement in the first quarter of the fiscal year. The landfill is located on a 16 acre site and is estimated to be 42% filled at the end of FY12. 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 a \$75 environmental service fee for each improved property within the County. The environmental service fee accounts for 93% 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 established information for a total revenue estimate.



The towns of Indian Head and La Plata have their own recycling program and pay a reduced ESF fee. The rate is currently \$29 which covers Hazardous Material disposal, stormwater management, litter control, & other programs. Revenue is also generated from the sale of recyclable material, which is subject to marketplace pricing.

ENTERPRISE FUNDS

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 reviews, architectural reviews, and reviews of Developer Rights and Responsibility (DRRA) applications. 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.

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 supports 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 18-hole White Plains Golf Course. Funding for the Golf Course is generated primarily by golf course green fees and golf cart rentals. 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. Operations excluding the Capital Clubhouse were down 3.1% compared to FY12.

Vending Machine Fund

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

Tourism & Concert

In Calendar Year 2013, the Charles County Government Office of Tourism will research with the Regency Furniture Stadium the feasibility of creating a sustainable Premier Stadium Concert Series with a minimum of three concerts per year at the Regency Furniture Stadium.

ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	FY2011 <u>Actual</u>	FY2012 <u>Budget</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	<u>\$ Change</u> from FY2012	<u>%</u> <u>Chg.</u>
Water & Sewer						
Revenue						
Service Charges	\$21,266,017	\$22,752,700	\$22,184,500	\$23,110,500	\$357,800	1.6%
Local Government	944,566	891,000	860,500	860,500	(30,500)	-3.4%
Fines & Forfeitures	477,076	450,000	490,400	490,400	40,400	9.0%
Rent Revenues	244,840	220,000	285,400	285,400	65,400	29.7%
Licenses & Permits	66,904	67,700	67,700	67,700	0	0.0%
Miscellaneous	49,384	94,100	94,100	94,100	0	0.0%
Operating Revenues	\$23,048,787	\$24,475,500	\$23,982,600	\$24,908,600	\$433,100	1.8%
Transfers from General Fund	5,019	8,100	5,500	5,500	(2,600)	-32.1%
Total	\$23,053,807	\$24,483,600	\$23,988,100	\$24,914,100	\$430,500	1.8%
Expense						
Personal Services	\$6,898,912	\$7,550,700	\$7,588,000	\$7,658,500	\$107,800	1.4%
Fringe Benefits	2,413,473	2,742,400	2,739,300	2,650,500	(91,900)	-3.4%
Operating Costs	9,341,551	10,764,700	11,213,100	11,213,100	448,400	4.2%
Debt Service	3,079,277	3,007,700	3,243,000	3,243,000	235,300	7.8%
Operating Contingency	0	380,100	0	18,300	(361,800)	-95.2%
Capital Outlay	14,985	0	4,400	4,400	4,400	N/A
Capital Projects	43,564	38,000	126,300	126,300	88,300	232.4%
Total	\$21,791,762	\$24,483,600	\$24,914,100	\$24,914,100	\$430,500	1.8%
Variance	\$1,262,045	\$0	(\$926,000)	\$0		

Solid Waste

	FY2011 <u>Actual</u>	FY2012 <u>Budget</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	<u>\$ Change</u> from FY2012	<u>%</u> <u>Chg.</u>
Revenue						
Service Charges	\$5,448,497	\$5,189,400	\$5,234,100	\$5,234,100	\$44,700	0.9%
Licenses & Permits	1,481	3,000	3,000	3,000	0	0.0%
Miscellaneous	7,314	2,400	2,400	2,400	0	0.0%
Operating Revenues	\$5,457,292	\$5,194,800	\$5,239,500	\$5,239,500	\$44,700	0.9%
Fund Balance Appropriation	0	599,800	0	0	(599,800)	N/A
Total	\$5,457,292	\$5,794,600	\$5,239,500	\$5,239,500	(\$555,100)	-9.6%
Expense						
Personal Services	\$1,318,784	\$1,433,400	\$1,433,400	\$1,447,800	\$14,400	1.0%
Fringe Benefits	462,681	530,400	500,800	486,400	(44,000)	-8.3%
Operating Costs	706,200	742,100	835,400	835,400	93,300	12.6%
Debt Service	32,209	30,700	30,700	30,700	0	0.0%
Operating Contingency	0	8,200	8,300	8,300	100	1.2%
Transfer to General Fund	599,800	599,800	0	0	(599,800)	N/A
Capital Budget Reserve	2,226,500	1,800,000	1,854,000	1,854,000	54,000	3.0%
Capital Outlay	0	650,000	25,000	25,000	(625,000)	-96.2%
Equipment Reserve	0	0	551,900	551,900	551,900	N/A
Total	\$5,346,174	\$5,794,600	\$5,239,500	\$5,239,500	(\$555,100)	-9.6%
Variance	\$111,118	\$0	\$0	\$0		

Footnotes:

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

ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	FY2011 <u>Actual</u>	FY2012 <u>Budget</u>	FY2013 <u>Proposed</u>	FY2013 <u>Adopted</u>	<u>\$ Change from FY2012</u>	<u>% Chg.</u>
Environmental Services						
Revenue						
Service Charges	\$3,858,445	\$3,769,100	\$3,867,600	\$3,919,100	\$150,000	4.0%
Interest Income	15,480	13,700	13,700	13,700	0	0.0%
Operating Revenues	\$3,873,925	\$3,782,800	\$3,881,300	\$3,932,800	\$150,000	4.0%
Fund Balance Appropriation	0	167,700	442,900	442,900	275,200	164.1%
Total	\$3,873,925	\$3,950,500	\$4,324,200	\$4,375,700	\$425,200	10.8%
Expense						
Personal Services	\$795,038	\$921,500	\$1,024,200	\$1,034,000	\$112,500	12.2%
Fringe Benefits	249,609	274,300	312,100	302,300	28,000	10.2%
Operating Costs	1,917,915	2,046,000	2,475,500	2,475,500	429,500	21.0%
Debt Service	291,991	345,500	407,900	407,900	62,400	18.1%
Operating Contingency	0	122,200	0	0	(122,200)	N/A
Capital Outlay	0	120,000	35,000	35,000	(85,000)	-70.8%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total	\$3,375,554	\$3,950,500	\$4,375,700	\$4,375,700	\$425,200	10.8%
Variance	\$498,371	\$0	(\$51,500)	\$0		

Inspections and Review

Revenue						
Service Charges	\$2,554,054	\$3,045,900	\$2,734,700	\$2,704,700	(\$341,200)	-11.2%
Total	\$2,554,054	\$3,045,900	\$2,734,700	\$2,704,700	(\$341,200)	-11.2%
Expense						
Personal Services	\$1,191,625	\$1,211,700	\$1,046,400	\$1,058,700	(\$153,000)	-12.6%
Fringe Benefits	387,439	415,000	372,000	359,400	(55,600)	-13.4%
Operating Costs	1,328,111	1,337,600	1,272,300	1,242,300	(95,300)	-7.1%
Debt Service	53,391	47,200	44,000	44,000	(3,200)	-6.8%
Operating Contingency	0	34,400	0	300	(34,100)	-99.1%
Depreciation Expense	53,978	0	0	0	0	N/A
Total	\$3,014,544	\$3,045,900	\$2,734,700	\$2,704,700	(\$341,200)	-11.2%
Variance	(\$460,490)	\$0	\$0	\$0		

Footnotes:

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ENTERPRISE FUND OPERATING BUDGETS⁽¹⁾

	<u>FY2011 Actual</u>	<u>FY2012 Budget</u>	<u>FY2013 Proposed</u>	<u>FY2013 Adopted</u>	<u>\$ Change from FY2012</u>	<u>% Chg.</u>
Recreation						
Revenue						
Service Charges	\$2,198,047	\$2,382,400	\$2,374,300	\$2,374,300	(\$8,100)	-0.3%
Licenses & Permits	5,000	5,000	5,000	5,000	0	0.0%
Rent Revenue	46,878	75,000	61,000	61,000	(14,000)	-18.7%
Miscellaneous	45,041	53,300	43,800	43,800	(9,500)	-17.8%
State Grants	19,772	19,500	19,500	19,500	0	0.0%
Federal Grants	4,775	5,200	5,200	5,200	0	0.0%
Interest Income	2,776	1,500	2,000	2,000	500	33.3%
Operating Revenues	\$2,322,289	\$2,541,900	\$2,510,800	\$2,510,800	(\$31,100)	-1.2%
Fund Balance Appropriation	0	84,000	34,300	34,300	(49,700)	-59.2%
Total	\$2,322,289	\$2,625,900	\$2,545,100	\$2,545,100	(\$80,800)	-3.1%
Expense						
Personal Services	\$1,159,208	\$1,309,300	\$1,274,300	\$1,280,700	(\$28,600)	-2.2%
Fringe Benefits	231,446	263,700	253,800	249,500	(14,200)	-5.4%
Operating Costs	788,854	820,300	811,800	811,800	(8,500)	-1.0%
Debt Service	193,416	189,600	173,800	173,800	(15,800)	-8.3%
Operating Contingency	0	35,500	23,900	21,800	(13,700)	-38.6%
Equipment Reserve	7,500	7,500	7,500	7,500	0	0.0%
Total	\$2,380,424	\$2,625,900	\$2,545,100	\$2,545,100	(\$80,800)	-3.1%
Variance	(\$58,135)	\$0	\$0	\$0		
Vending Machine						
Service Charges	\$152,373	\$87,000	\$104,000	\$104,000	\$17,000	19.5%
Operating Costs	\$105,366	\$87,000	\$104,000	\$104,000	\$17,000	19.5%
Variance	\$47,007	\$0	\$0	\$0		
Tourism Stadium Concert						
Miscellaneous	\$0	\$0	\$73,200	\$73,200	\$73,200	N/A
Operating Costs	\$0	\$0	\$73,200	\$73,200	\$73,200	N/A
Variance	\$0	\$0	\$0	\$0		
Total Enterprise Funds						
Total Revenues	\$37,413,740	\$39,987,500	\$39,008,800	\$39,956,300	(\$31,200)	-0.1%
Total Expenses	\$36,013,824	\$39,987,500	\$39,986,300	\$39,956,300	(\$31,200)	-0.1%
Variance	\$1,399,916	\$0	(\$977,500)	\$0		

Footnotes:

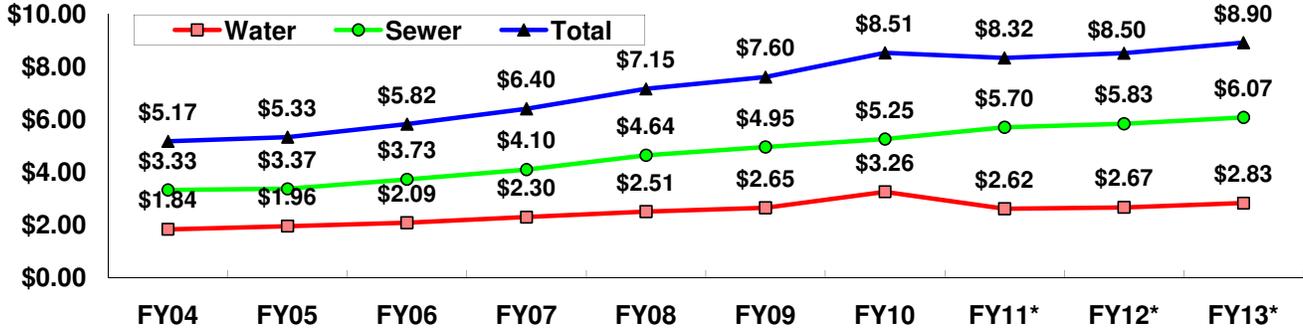
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Water and Sewer Fund

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

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

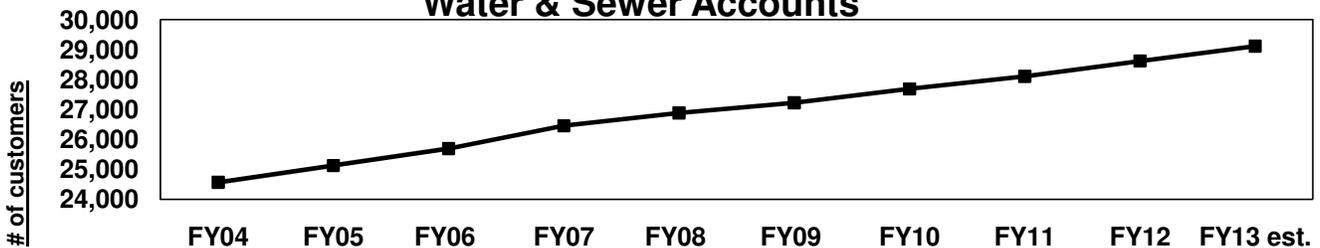
Residential User Fee Rate History



*The user fee rate structure was adjusted for FY 11 to a tiered method. This resulted in a rate decrease for the average residential customer who consumes less than 18,000 gallons per quarter. Customers consuming more than 18,000 gallons per quarter will be charged a higher rate on the excess usage. The tiered method approach will continue in FY2013. **See additional rates below:**

Water User Fee Rate		FY2013 Rates:
Single Family Residential: 0 - 18,000 gallons.....		\$2.83 per 1,000 gallons
Single Family Residential: 18,001 - 24,000 gallons.....		\$5.66 per 1,000 gallons
Single Family Residential: Over 24,000 gallons.....		\$8.49 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....		\$3.62 per 1,000 gallons
Sewer User Fee Rate		
Single Family Residential: Billing capped at 24,000 gallons.....		\$6.07 per 1,000 gallons
Multi-Family/Commercial: based on metered usage.....		\$6.07 per 1,000 gallons
Customer Account Fee		
Customer Account Charge.....		\$8.88 flat fee
Sewer "Only" Non-Metered Customer Account Charge.....		\$4.00 flat fee
Late Payment Penalty.....		10% of current bill plus
Other Fees		3% of arrear bills
Water Leak Test.....		\$43
Water Meter Test - 5/8" Meters to 8" Meters.....		\$121 to \$314
Reconnect/Disconnect of Water Service (weekdays).....		\$44
Reconnect/Disconnect Water Service (evenings/weekends/holidays).....		\$94

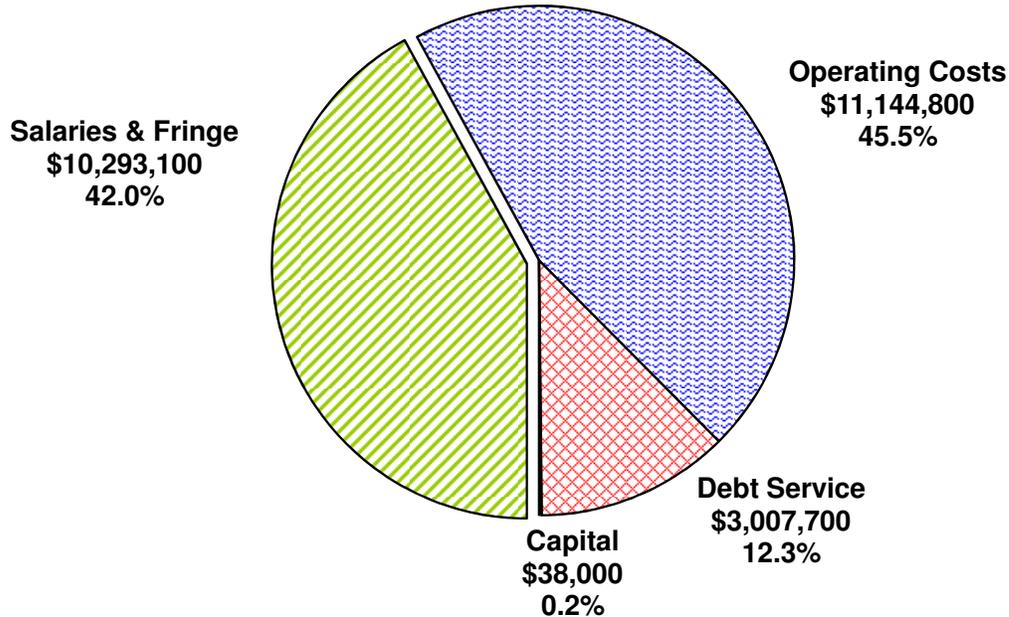
Water & Sewer Accounts



The number of accounts has steadily increased each year which is reflective of the County's constant population growth.

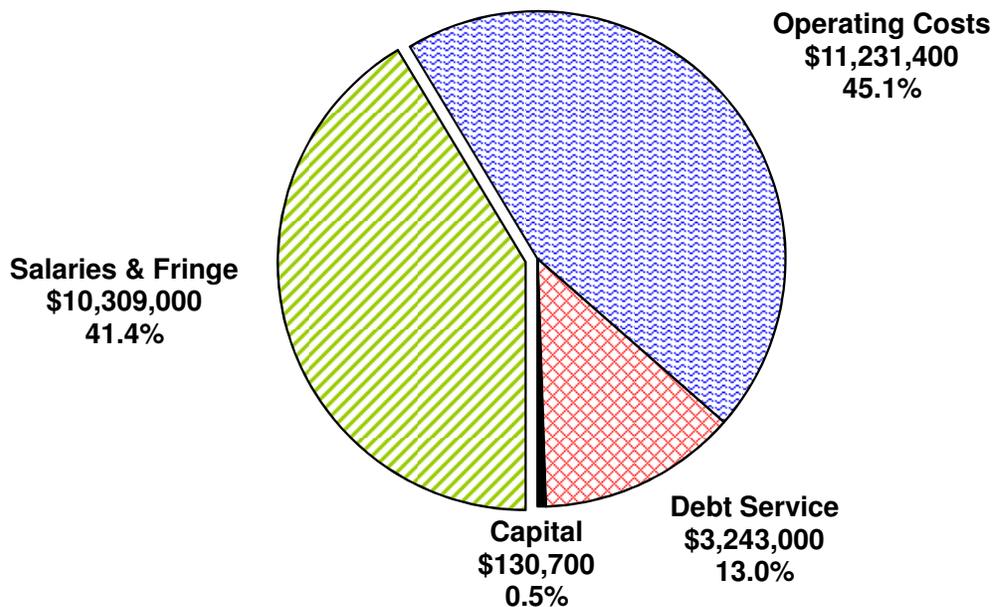
FY2012 Operating Expenses by Account Classification

Total: \$24,483,600



FY2013 Operating Expenses by Account Classification

Total: \$24,914,100



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 & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$2,211,649	\$2,376,700	\$2,426,800	\$2,444,700	\$68,000	2.9%
Fringe Benefits	768,562	891,700	909,100	881,600	(10,100)	-1.1%
Operating Costs	1,471,677	2,049,800	2,051,700	2,051,700	1,900	0.1%
Operating Contingency	0	128,900	0	9,600	(119,300)	-92.6%
Debt Service	1,667,530	1,598,100	1,717,800	1,717,800	119,700	7.5%
Capital Projects	32,657	20,400	107,000	107,000	86,600	424.5%
Total Expenditures	\$6,152,075	\$7,065,600	\$7,212,400	\$7,212,400	\$146,800	2.1%

Changes and Useful Information:

- Operating Costs includes additional funding to continue sewer main cleaning to reduce sewer stoppages. The Department was able to absorb this increase by reducing chemicals and the property & liability insurance budgets to current trends.
- Increase in Debt Service to fund the 2012 bond issue.
- Capital Projects budget increase is for the Biosolids Feasibility 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 telephone system providing for around the clock responses as needed.

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

Positions:

	<u>FY 2009</u> <u>FTE</u>	<u>FY 2010</u> <u>FTE</u>	<u>FY 2011</u> <u>FTE</u>	<u>FY 2012</u> <u>FTE</u>	<u>FY 2013</u> <u>FTE</u>
Total Full Time Equivalent	44.4	44.4	42.5	43.4	43.7

Public Works - Utilities positions are split between Satellite Sewer Operations, Mattawoman Treatment Plant, and Water Operations. The FTE listed on this page represents an allocation to the Satellite Sewer Systems. A full listing of Public Works - Utilities positions is located on page 190.

Objectives & Measurements:

	<u>FY09</u> <u>Actual</u>	<u>FY10</u> <u>Actual</u>	<u>FY11</u> <u>Actual</u>	<u>FY12</u> <u>Projected</u>	<u>FY13</u> <u>Estimated</u>
<i>Objective: To comply with permit conditions.</i>					
Gallons treated per day at satellite plants	178,627	347,966	313,126	388,400	390,000
Efficiency rate for Treatment Plants (Compliance) calendar year	99.62%	99.77%	87.88%	97.35%	99.00%

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,642,173	\$1,957,500	\$1,873,900	\$1,895,100	(\$62,400)	-3.2%
Fringe Benefits	596,763	679,200	644,900	623,700	(55,500)	-8.2%
Operating Costs	4,127,597	4,592,400	4,888,800	4,888,800	296,400	6.5%
Operating Contingency	0	113,100	0	0	(113,100)	N/A
Debt Service	48,142	30,200	32,900	32,900	2,700	8.9%
Capital Outlay	14,985	0	0	0	0	N/A
Total Expenditures	\$6,429,661	\$7,372,400	\$7,440,500	\$7,440,500	\$68,100	0.9%
WSSC Contribution	\$944,566	\$891,000	\$860,500	\$860,500	(\$30,500)	-3.4%

Changes and Useful Information:

- Decrease in Personal Services and Fringe Benefits is due to turnover and from reclassifying personnel costs to other operations based on assigned duties.
- Operating Costs increase is due to the following:
 - Increase in Sludge Disposal costs.
 - Replace and repair old infrastructure at Treatment Plant.
 - Digester cleaning, this is the first cleaning since the 2006 plant upgrade.
 - Energy Efficiency Retrofits to replace inefficient fixtures and bulbs at the Treatment Plant.

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, as well as, sludge from other sources throughout the County. A sludge contract with a private vendor provides for a proactive approach to sludge management that benefits not only the user community and the agricultural community, but the environment as a whole since we are able to conserve landfill space and assist in the Chesapeake Bay restoration effort.

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

Positions:

	<u>FY 2009</u> FTE	<u>FY 2010</u> FTE	<u>FY 2011</u> FTE	<u>FY 2012</u> FTE	<u>FY 2013</u> FTE
Total Full Time Equivalent	41.2	39.2	36.9	35.1	34.2

Public Works - Utilities positions are split between Satellite Sewer Operations, Mattawoman Treatment Plant, and Water Operations. The FTE listed on this page represents an allocation to the Mattawoman Treatment Plant. A full listing of Public Works - Utilities positions is located on page 190.

Objectives & Measurements:

	<u>FY09</u> Actual	<u>FY10</u> Actual	<u>FY11</u> Actual	<u>FY12</u> Projected	<u>FY13</u> Estimated
<i>Objective: To enhance efficiency by holding operating costs to a minimum while maintaining equipment in peak condition in order to provide the best possible service for our customers.</i>					
-kW hours per million gallons treated (l)	3,351	3,085	2,949	2,500	2,500
Efficiency rate (compliance)	100.00%	99.91%	97.62%	95.24%	99.00%

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,959,211	\$2,098,800	\$2,149,600	\$2,165,300	\$66,500	3.2%
Fringe Benefits	699,706	788,100	792,000	767,600	(20,500)	-2.6%
Operating Costs	3,435,349	3,817,000	4,050,300	4,050,300	233,300	6.1%
Operating Contingency	0	138,100	0	8,700	(129,400)	-93.7%
Debt Service	1,201,919	1,207,400	1,241,700	1,241,700	34,300	2.8%
Capital Projects	10,907	17,600	19,300	19,300	1,700	9.7%
Total Expenditures	\$7,307,092	\$8,067,000	\$8,252,900	\$8,252,900	\$185,900	2.3%

Changes and Useful Information:

- Personal Services increase includes reclassifying personnel costs based on assigned duties.
- Operating Costs increase is due to the following:
 - Department now pays for all road repairs needed because of utility work. In the past, these costs were covered by the Roads Division.
 - Increase in Chemicals to current trends.
 - Supervisory Control and Data Acquisition (SCADA) contract services. SCADA provides alarms that will alert staff to any anomalies in equipment or processes.
- Increase in Debt Service to fund the 2012 bond issue.
- Capital Projects budget is for the Water Model Update.

Description:

The Water Division of the Department of Public Works - Utilities provides water service to more than 28,000 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.

<u>Positions:</u>	<u>FY 2009</u> <u>FTE</u>	<u>FY 2010</u> <u>FTE</u>	<u>FY 2011</u> <u>FTE</u>	<u>FY 2012</u> <u>FTE</u>	<u>FY 2013</u> <u>FTE</u>
Total Full Time Equivalent	35.3	35.3	36.4	36.8	37.5

Public Works - Utilities positions are split between Satellite Sewer Operations, Mattawoman Treatment Plant, and Water Operations. The FTE listed on this page represents an allocation to the Water Operations. A full listing of Public Works - Utilities positions is located on page 190.

<u>Objectives & Measurements:</u>	<u>FY09</u> <u>Actual</u>	<u>FY10</u> <u>Actual</u>	<u>FY11</u> <u>Actual</u>	<u>FY12</u> <u>Projected</u>	<u>FY13</u> <u>Estimated</u>
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Objective: To enhance efficiency by holding operating costs to a minimum while maintaining equipment in peak condition in order to provide the best possible service for our customers. We are also striving to minimize our use of groundwater in the development district to allow our aquifers to replenish and restore water levels.

Total gallons pumped per day	6,134,087	5,640,450	5,964,252	6,266,400	6,300,000
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WSSC gallons pumped per day	n/a	1,059,195	1,107,501	*minimal	700,000
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NOTE: Charles County negotiated an agreement with Washington Suburban Sanitary Commission to purchase water as needed in an effort to minimize water drawn from our aquifers beginning in FY10.

*Numerous metering issues delayed use.

Water & Sewer

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

Positions:	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Title	FTE	FTE	FTE	FTE	FTE
Director of Public Works	1.0	1.0	0.5	0.5	0.5
Assistant Director of Public Works - Utilities	1.0	1.0	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
Engineer I - III	1.8	2.8	2.8	2.8	2.8
Technical Support Operations Superintendent	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	0.0	3.0	3.0	3.0	3.0
Laboratory Supervisor	1.0	1.0	1.0	1.0	1.0
Water Operations Superintendent	1.0	0.0	0.0	0.0	0.0
Wastewater Operations Superintendent II	1.0	0.0	0.0	0.0	0.0
Line Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Assistant Superintendent	1.0	0.0	0.0	0.0	0.0
Systems Analyst	0.0	0.0	0.0	1.0	1.0
Network Specialist III	0.0	0.0	0.0	1.0	1.0
Meter Superintendent	0.5	0.5	0.0	0.0	0.0
Wastewater Operations Supervisor II	6.0	6.0	6.0	5.0	5.0
Assistant Project Manager	1.0	1.0	1.0	1.0	1.0
Financial Support Manager	0.0	1.0	1.0	0.5	0.5
Line Maintenance Supervisor	4.0	4.0	3.0	3.0	3.0
Equipment Maintenance Supervisor	4.0	3.0	3.0	3.0	3.0
Pretreatment Specialist	1.0	1.0	1.0	1.0	1.0
Water Operations Supervisor	3.0	3.0	3.0	3.0	3.0
Wastewater Operations Supervisor I	3.0	2.0	2.0	2.0	2.0
Cross Connection Control Specialist	1.0	1.0	1.0	1.0	1.0
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Electrician III	4.0	4.0	4.0	4.0	4.0
Fleet Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Equipment Maintenance Technician II	4.0	4.0	3.0	3.0	3.0
Laboratory Technician I - II	3.0	3.0	3.0	3.0	3.0
Facilities Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Fleet Maintenance Technician II	1.0	1.0	1.0	1.0	1.0
Wastewater Operator / Trainee	24.0	23.0	23.0	22.0	22.0
Utilities Locator	3.0	3.0	3.0	3.0	3.0
Equipment Operator III - IV	7.0	7.0	8.0	8.0	8.0
Administrative Associate	3.0	3.0	3.0	3.0	3.0
Painter	1.0	1.0	1.0	1.0	1.0
Electrician I - II	4.0	4.0	5.0	5.0	5.0
Water Operator	8.0	8.0	8.0	8.0	8.0
Meter Technician	3.0	3.0	1.0	1.0	1.0
Equipment Maintenance Technician I	7.0	6.0	6.0	6.0	6.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
Line Maintenance Worker	7.0	7.0	7.0	7.0	7.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Part Time I	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	120.9	118.9	115.8	115.3	115.3

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

Water	35.3	35.3	36.4	36.8	37.5
Sewer	44.4	44.4	42.5	43.4	43.7
Mattawoman	41.2	39.2	36.9	35.1	34.2
Total Full Time Equivalent	120.9	118.9	115.8	115.3	115.3

Water & Sewer

Department: Planning and Growth Management **Account:** 30.07.06
Division \ Program: Water & Sewer Administration **Fund:** Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management
www.charlescountymd.gov/pgm/welcome

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$103,664	\$97,800	\$95,500	\$96,100	(\$1,700)	-1.7%
Fringe Benefits	34,060	33,300	32,500	31,200	(2,100)	-6.3%
Operating Costs	1,179	2,000	1,900	1,900	(100)	-5.0%
Total Expenditures	\$138,903	\$133,100	\$129,900	\$129,200	(\$3,900)	-2.9%
Revenues	\$12,923	\$7,000	\$7,000	\$7,000	\$0	0.0%

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: bonds and developer agreements; budget administration; customer relations; department's coordination with Citizens Liaison Office; 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; petition process 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:

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Planning & Growth Mgmt	0.2	0.2	0.3	0.3	0.3
Asst Dir of Planning & Growth Mgmt	0.0	0.4	0.0	0.0	0.0
Chief of Resource & Infrastructure Mgmt	0.1	0.0	0.0	0.0	0.0
Administration Manager	0.5	0.5	0.3	0.3	0.3
Property Acquisition Officer	0.0	0.3	0.3	0.3	0.3
Planner I - III	0.8	0.0	0.0	0.0	0.0
Water/Wastewater Permit Technician	1.0	0.0	0.0	0.0	0.0
Administrative Associate	0.2	0.2	0.3	0.3	0.3
Permits Specialist	1.0	0.0	0.0	0.0	0.0
Office Associate II	0.2	0.2	0.3	0.3	0.3
Total Full Time Equivalent	4.0	1.8	1.4	1.4	1.4

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Utility Permits

Objective: to assure that fees are collected and that line sizing, length, type and meter size are in accordance with the Water and Sewer ordinance.

Utility Permits Applications	513	494	551	520	520
Utility Permits Issued	451	471	504	500	500

Deferred Payment Agreements.

Objective: to allow residential and commercial under order of the Health Department to connect to the County Water and Sewer Systems and pay on a yearly basis, either four years, nine years or fourteen years.

# of Deferred Payment Plans	0	0	0	0	0
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Property Acquisition Requests

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

Property Acquisition Requests (not PGM)	48	85	97	95	95
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Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$179,674	\$186,800	\$216,200	\$219,600	\$32,800	17.6%
Fringe Benefits	60,374	64,800	77,200	74,300	9,500	14.7%
Operating Costs	7,030	3,000	3,200	3,200	200	6.7%
Total Expenditures	\$247,078	\$254,600	\$296,600	\$297,100	\$42,500	16.7%

Changes and Useful Information:

- Personal Services and Fringe Benefits budgets were adjusted to match staff's current workload.

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

Positions:

	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Asst Dir of Planning & Growth Mgmt	0.4	0.0	0.0	0.0	0.0
Engineer I / II / III / IV	1.2	0.4	0.8	0.8	1.1
Property Acquisition Officer	0.5	0.0	0.0	0.0	0.0
Right-of-Way Agent I	0.5	0.5	0.3	0.3	0.3
Water/Wastewater Permit Technician	0.0	0.8	0.8	0.8	0.8
Administrative Associate	0.5	0.5	0.0	0.0	0.0
Permits Specialist	0.0	0.5	0.8	0.8	0.8
Office Associate II	0.5	0.5	0.5	0.5	0.5
Office Associate I	0.0	0.0	0.0	0.0	0.3
Total Full Time Equivalent	3.6	3.2	3.1	3.1	3.6

Objectives & Measurements:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
Infrastructure Review					
<i>Objective: to process in a timely manner all submittals to assure compliance with the Road, Grading & Sediment Erosion Control, Stormwater Management & Storm Drainage, Floodplain, Water and Sewer Ordinances; Standard Specifications for Construction and Standard Detail Manuals.</i>					
# of active projects reviewed:					
Water	202	212	166	200	190
Sewer	201	222	171	220	200
Equivalent FTE per Fiscal Year	111.9	137.8	112.0	140.0	130.0

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$160,218	\$186,300	\$175,700	\$178,000	(\$8,300)	-4.5%
Fringe Benefits	46,951	59,300	56,600	54,500	(4,800)	-8.1%
Operating Costs	2,336	4,900	4,200	4,200	(700)	-14.3%
Total Expenditures	\$209,506	\$250,500	\$236,500	\$236,700	(\$13,800)	-5.5%

Changes and Useful Information:

- Personal Services was adjusted due to turnover.
- Operating Costs were reduced to match current activity.

Description:

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

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

Positions:

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Title	FTE	FTE	FTE	FTE	FTE
Chief of Resource & Infrastructure Mgmt	0.0	0.5	0.7	0.7	0.7
Resource Manager	0.0	1.0	1.0	0.5	0.5
Resource Analyst - GIS	0.0	0.4	0.4	0.4	0.4
Planner I - III	0.0	0.4	0.4	0.4	0.4
Cartographer	0.0	0.5	0.0	0.0	0.0
Administrative Associate	0.0	0.5	0.3	0.3	0.3
Total Full Time Equivalent	0.0	3.3	2.8	2.3	2.3

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
<i>Objective: to provide for the orderly expansion of community and multi-use water supply and sewerage systems in a manner consistent with the applicable county comprehensive plans.</i>					
Approved Allocations	34	28	31	31	31

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$303,086	\$335,100	\$338,600	\$343,600	\$8,500	2.5%
Fringe Benefits	101,136	118,900	119,600	114,600	(4,300)	-3.6%
Operating Costs	86,861	89,400	101,800	101,800	12,400	13.9%
Debt Service	0	0	800	800	800	NEW
Total Expenditures	\$491,083	\$543,400	\$560,800	\$560,800	\$17,400	3.2%
Total Revenues	\$487,769	\$543,400	\$560,800	\$560,800	\$17,400	3.2%

Changes and Useful Information:

- Operating Costs were due to the following:
 - To provide software funding for the potential of online billing.
 - Increase in Office Supplies to match current trends.
- The Debt Service budget is to replace a printer that is not functioning properly and not capable for Billing Capacity.

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	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Chief of Accounting	0.3	0.3	0.3	0.3	0.3
Billing Manager	1.0	1.0	1.0	1.0	1.0
Senior Utilities Billing Specialist	1.0	1.0	1.0	1.0	1.0
Utilities Billing Specialist	4.8	4.8	4.8	4.8	4.8
Total Full Time Equivalent	7.1	7.1	7.1	7.1	7.1

Objectives & Measurements:

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
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Objective: To process invoices for water/sewer services provided each quarter and follow-up with collection efforts as needed to ensure revenue recovery.

# of invoices per year	115,540	118,329	120,893	121,578	123,401
# of regular invoices	111,397	113,858	116,883	117,546	119,309
# of finals	4,143	4,471	4,010	4,032	4,092
# of delinquent invoices per year	31,655	33,380	34,259	36,249	37,020
- % of total billed	28%	28%	29%	30%	30%

Objective: To follow up on past due accounts/ improve collection efforts.

# of final notice letters	831	1,809	2,683	2,425	2,461
# of liens	510	662	633	546	667
# of liens released	492	408	718	507	673

Water & Sewer

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$339,236	\$311,700	\$311,700	\$316,100	\$4,400	1.4%
Fringe Benefits	105,921	107,100	107,400	103,000	(4,100)	-3.8%
Operating Costs	209,522	206,200	111,200	111,200	(95,000)	-46.1%
Debt Service	161,686	172,000	249,800	249,800	77,800	45.2%
Capital Outlay	0	0	4,400	4,400	4,400	NEW
Total Expenditures	\$816,365	\$797,000	\$784,500	\$784,500	(\$12,500)	-1.6%
Total Revenues	\$795,834	\$797,000	\$784,500	\$784,500	(\$12,500)	-1.6%

Changes and Useful Information:

- Reasons for Operating Costs reduction:
 - Meter replacement costs will be financed and paid out by a capital lease.
 - Vehicle Fuel, vehicle repairs & general supplies budgets were adjusted to current spending trends.
- Reasons for Debt Service increase:
 - To fund existing capital lease requirements.
 - To finance the meter replacement costs.
 - To replace meter reading handheld radios.
- Capital Outlay request is to purchase meter reading software for the new meter reading handhelds.

Description:

The Meter Division is responsible for installing, repairing, and reading meters for water and sewer billing purposes. Approximately 1,000 meters are installed or replaced annually. Meter readings are transferred from hand-held units to a data base that is used by the Billing Division to invoice customers based on consumption. Prompt, accurate readings and customer service are top priorities for the Division.

Positions:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Asst Director of Public Works - Utilities	0.00	0.00	0.10	0.10	0.10
Meter Superintendent	0.50	0.50	1.00	1.00	1.00
Meter Technicians	3.00	3.00	5.00	5.00	5.00
Total Full Time Equivalent	3.50	3.50	6.10	6.10	6.10

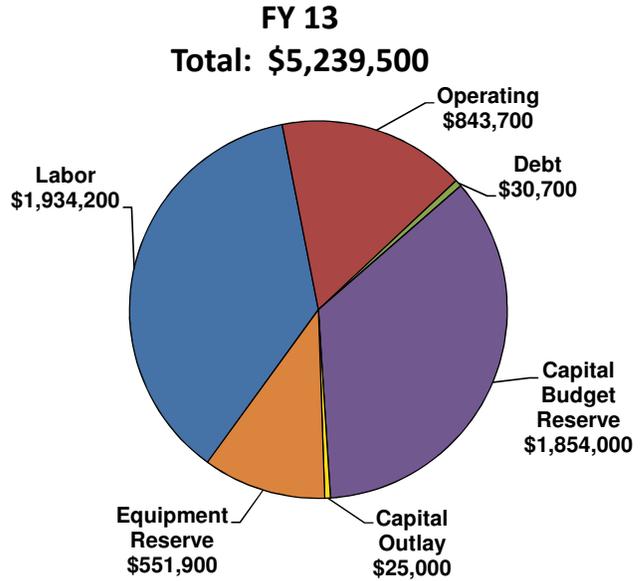
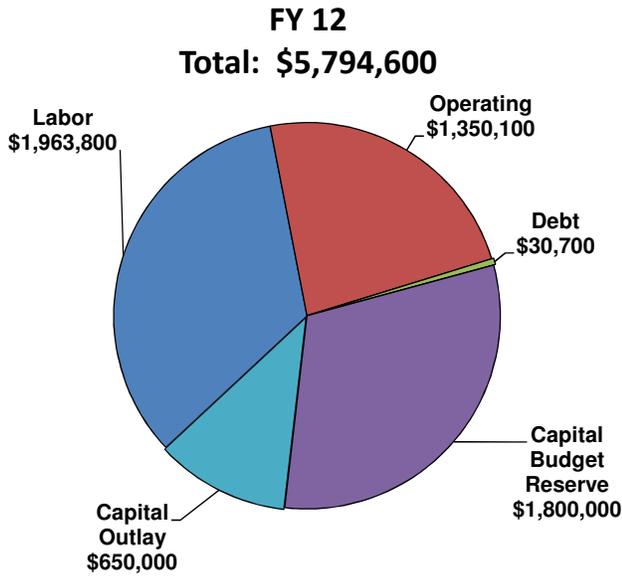
Objectives & Measurements:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i>Objective: To have a system inventory of meters less than 15 years old and to insure the accuracy and timeliness of readings.</i>					
# of meters installed					
- # of meters replaced	531	490	1,274	980	2,200
- # of new installations	347	474	446	510	525

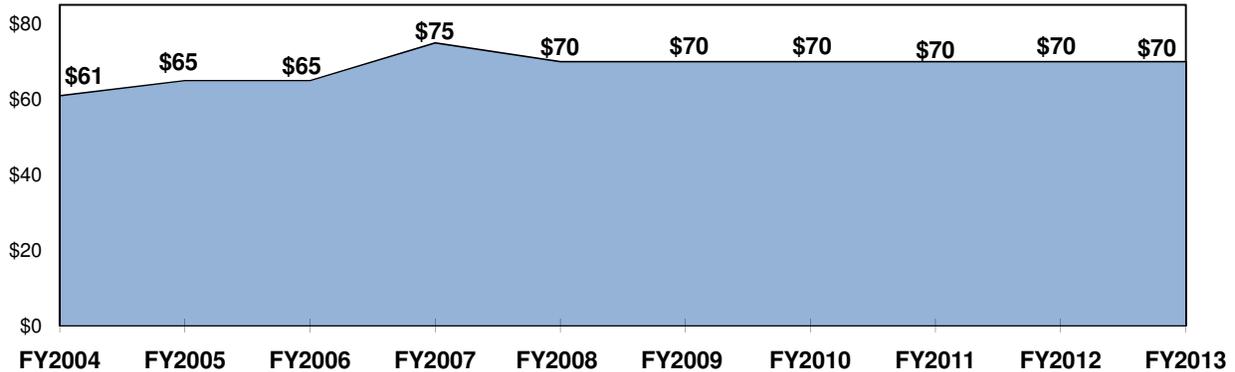
Solid Waste Fund

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

301-932-9038
 Scalehouse & Landfill 7:00 a.m.-5:00 p.m. M-SA;
 Recycling Center 7:00 a.m.-7:00 p.m. M-SA



Solid Waste Tipping Fee



Solid Waste Fees:

Solid Waste Tipping Fee		\$70.00 per ton
Flat Rate Tipping Fee:	Cars	\$5.00 per vehicle
	Pick-up Trucks	\$15.00 per truck
Tag-a-Bag		\$1.25 per bag
Shredder Residual for Commercial Generators		\$15.00 per ton
Fill Dirt for Commercial Generators		\$15.00 per ton
Contaminated Soil for Commercial Generators		\$70.00 per ton

Solid Waste

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,318,784	\$1,433,400	\$1,433,400	\$1,447,800	\$14,400	1.0%
Fringe Benefits	462,681	530,400	500,800	486,400	(44,000)	-8.3%
Operating Costs	706,200	742,100	835,400	835,400	93,300	12.6%
Debt Service	32,209	30,700	30,700	30,700	0	0.0%
Operating Contingency	0	8,200	8,300	8,300	100	1.2%
Transfer to General Fund	599,800	599,800	0	0	(599,800)	-100.0%
Capital Budget Reserve	2,226,500	1,800,000	1,854,000	1,854,000	54,000	3.0%
Capital Outlay	0	650,000	25,000	25,000	(625,000)	-96.2%
Equipment Reserve	0	0	551,900	551,900	551,900	NEW
Total Expenditures	\$5,346,174	\$5,794,600	\$5,239,500	\$5,239,500	(\$555,100)	-9.6%

Changes and Useful Information:

- The Operating Costs increase is mostly due to the increase in the indirect cost allocation to recover services provided by the General Fund and due to the increase in vehicle fuel costs to match current trends.
- The FY 2011 & FY 2012 Transfer to the General Fund was for the debt service to close the prior landfill site at Pisgah. This transfer is no longer needed as this debt obligation has been paid in full.
- Capital Budget Reserve increase was needed for the future development of the remaining space at the Landfill.
- The FY 2013 Capital Outlay budget is to replace the Scalehouse's carpet and furniture.
- The Equipment Reserve budget is to replace future equipment.

Description:

The Charles County Sanitary Landfill is a modern composite lined landfill opened in July 1994. Located on Billingsley Road East, it features a citizen's recycling-disposal center, a vehicle/equipment maintenance facility, and leachate collection center. The Landfill was designed to accommodate 800 lbs. of refuse per cubic yard, with a 12 year, 8 month life. Due to the higher goal of a compaction rate of at least 1,200 lbs. per cubic yard, and the use of alternative daily cover material, the landfill is currently estimated to last until 2031.

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
Director of Public Works	0.3	0.3	0.1	0.1	0.1
Assistant Dir of Public Works - Facilities	0.0	0.0	0.0	0.2	0.2
Chief of Environmental Resources	0.8	0.8	0.8	0.8	0.8
Financial Support Manager	0.0	0.0	0.0	0.1	0.1
Landfill Superintendent	1.0	1.0	1.0	1.0	1.0
Scalemaster	1.0	1.0	1.0	1.0	1.0
Landfill Operations Supervisor	1.0	1.0	1.0	1.0	1.0
Landfill Equipment Technician	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician II	1.0	1.0	1.0	1.0	1.0
Management Support Specialist	0.0	0.0	0.0	0.2	0.2
Administrative Associate	1.0	1.0	1.0	1.2	1.2
Assistant Weigh Clerk	1.0	1.0	1.0	1.0	1.0
Equipment Operator II - IV	8.0	7.0	7.0	7.0	7.0
Weigh Clerk	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
Solid Waste Worker	8.0	6.5	6.5	6.5	6.5
Part Time Positions	4.6	4.8	4.8	4.8	4.8
Total Full Time Equivalent	32.6	30.4	30.2	30.9	30.9

Objectives & Measurements:

	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: To monitor revenues to determine the life expectancy of the Landfill.</i>					
Total Tons	54,420	74,581	85,762	89,474	77,351
Number of Patrons	100,626	99,549	100,714	101,000	101,500
<i>Objective: To maintain high compaction density and to continue the utilization of alternative daily cover material.</i>					
Compaction Rate (lbs per cubic yard)	1,200	1,200	1,240	1,200	1,200
Gallons of Leachate (rainfall impacts)	4,690,600	6,340,000	3,551,000	5,000,000	6,000,000

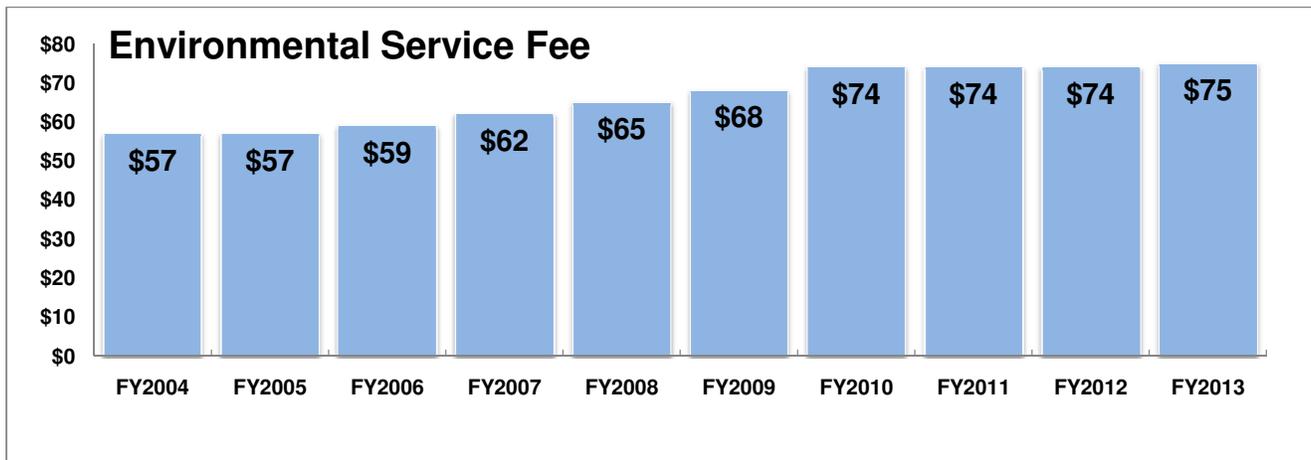
Environmental Service Fund

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

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

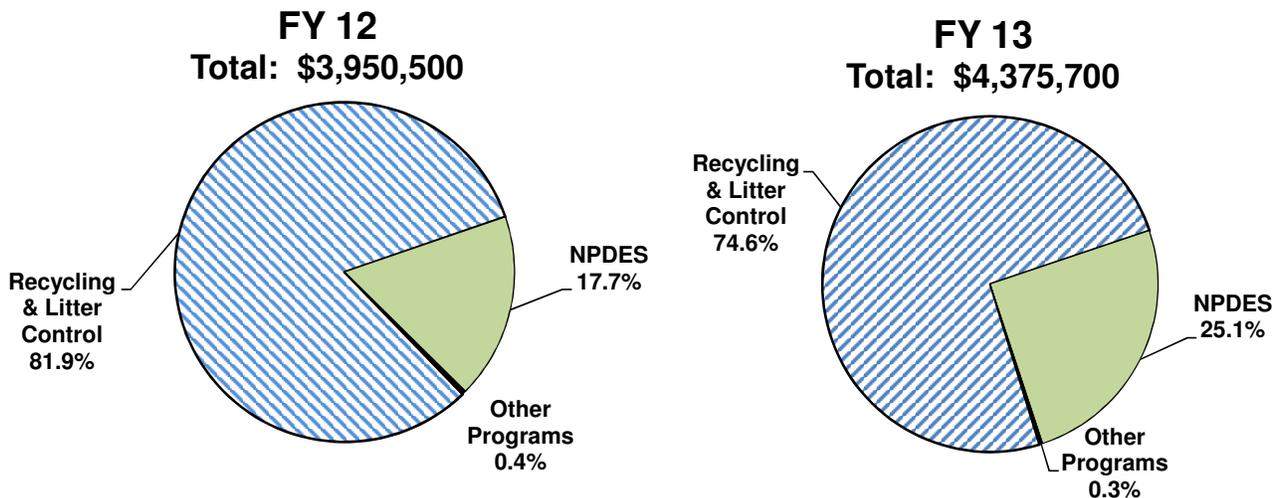
Peter Aluotto, Director of Planning & Growth Management
 Mailing Address: P.O. Box 2150, La Plata, MD 20646
 Physical Address: 200 Baltimore St., La Plata, MD 20646
www.charlescountymd.gov/pgm/planning/planning

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



NOTE: The Environmental Service Fee (ESF) is charged annually to each improved property within the County. This revenue is used to support programs such as: Recycling, Litter Control, National Pollutant Discharge Elimination System Permit (NPDES)/Stormwater Management, and other environmental programs.

For FY06, The County raised the ESF fee to cover the cost of an additional Litter Crew. The FY07 to FY10 fee increases were needed to cover increase costs in recycling curbside collection, vehicle fuel, and the cost to process recyclable material. For FY13, the County raised the fee by \$1 to \$75 per improved property tax account to expand Recycling's curbside recycling collection program to include 2,000 additional homes. The towns of Indian Head and La Plata have their own recycling program and pay a reduced FY13 ESF fee of \$29.



The majority of the Environmental Service Fund is for Recycling and Litter Control efforts. The NPDES/Stormwater program continues to increase as a percentage of the entire ESF fund as the NPDES retrofit program expands.

Environmental Services

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

www.charlescountymd.gov/pw/recycling/recycling

www.charlescountymd.gov/pw/litter/litter-control

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$755,463	\$836,000	\$834,200	\$840,400	\$4,400	0.5%
Fringe Benefits	239,733	248,900	251,800	245,600	(3,300)	-1.3%
Operating Costs	1,750,732	1,846,500	1,953,900	1,953,900	107,400	5.8%
Debt Service	74,124	64,700	66,600	66,600	1,900	2.9%
Capital Outlay	0	120,000	35,000	35,000	(85,000)	-70.8%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total Expenditures	\$2,941,053	\$3,237,100	\$3,262,500	\$3,262,500	\$25,400	0.8%

Changes and Useful Information:

- Reasons for the Operating Costs increase of 5.8%:
 - The curbside collection funding was increased for the CPI adjustment of 1% and for a 2,000 home expansion.
 - Vehicle Fuel funding was increased to keep pace with current trends.
- Debt Service adjustment is based on current debt service schedules.
- The FY 2013 Capital Outlay budget is to replace four roll off/receiver boxes and a variable message board with solar charge. The message board is needed to aid the litter control program and to provide a safer work site for litter control crews.

Description:

The Recycling Division provides comprehensive recycling services to the residents of Charles County and has achieved a 39% recycling rate and a 5% source reduction credit equaling a total waste diversion rate of 44%. By the end of FY13 over 35,000 households will be served by curbside collection of recyclable materials with the remaining residents being served by four permanent recycling centers located at Gilbert Run Park in Dentsville, Breeze Farm in Cobb Island, the Landfill in Waldorf, and the old Landfill at Pisgah. There is also an unmanned recycling center located in Benedict at the Benedict Volunteer Fire Department.

The Division markets and transports most of the materials collected. The Recycling Division also administers: a composting facility, the Household Hazardous Waste Program, Litter Control, and the Potomac River Clean-up. The Household Hazardous Waste Program, held at the Department of Public Works - La Plata office, allows residents to properly dispose of poisons, gas, paint, and chemicals. The Litter Control Program assists in keeping County roads litter free and also helps in cleaning up illegal dump sites.

Positions:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>
Director of Public Works	0.0	0.0	0.0	0.1	0.1
Asst. Dir. of Public Works - Facilities	0.0	0.0	0.0	0.1	0.1
Financial Support Manager	0.0	0.0	0.0	0.1	0.1
Recycling/Litter Control Superintendent	1.0	1.0	1.0	1.0	1.0
Recycling Manager	1.0	1.0	1.0	1.0	1.0
Recycling Supervisor	1.0	1.0	1.0	1.0	1.0
Management Support Specialist	0.0	0.0	0.0	0.1	0.1
Equipment Operator IV	2.0	2.0	2.0	2.0	2.0
Litter Control Supervisor	2.0	3.0	3.0	3.0	3.0
Administrative Associate	0.0	0.0	0.0	0.1	0.1
Solid Waste Worker	4.0	2.5	2.5	2.5	2.5
Part Time Positions	13.5	13.5	13.5	13.5	13.5
Total Full Time Equivalent	24.5	24.0	24.0	24.4	24.4

Environmental Services

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

<u>Objectives & Measurements:</u>	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated
Curbside Collection					
<i>Objective: continue expansion of the curbside collection program into the growth areas.</i>					
Curbside collection tons	3,130	3,100	3,200	3,200	3,300
# of homes	32,223	32,367	32,775	33,581	35,612
% of homes in program	66.0%	66.0%	66.0%	66.0%	66.0%
tons per home	25	25	25	25	25
# of complaints	134	351	485	400	400
# of bins distributed	2,322	2,949	2,910	2,950	2,950
Recycling Centers					
Number of Patrons:					
Total Patrons	168,423	178,353	181,097	181,600	183,250
Composting Facility					
<i>Objective: To recycle all yard waste in order to keep it out of Landfill's waste stream.</i>					
Yard Waste Tonnage	13,706	11,567	10,674	11,100	12,230
Number of Patrons	21,150	17,761	18,763	19,000	19,300
Household hazardous waste (tons)	40	44	45	45	45
Mulch given away (tons)	8,230	8,250	8,300	8,350	8,400
Compost utilized (tons)	830	829	825	850	850
Used Oil Collected (gallons)	42,481	48,257	48,075	48,500	48,500

Department: Planning and Growth Management 35.07
Division \ Program: Various Environmental Programs Fund: Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change	%
	Actual	Adopted	Proposed	Adopted	from FY2012	Chg.
Personal Services	\$39,575	\$85,500	\$190,000	\$193,600	\$108,100	126.4%
Fringe Benefits	9,876	25,400	60,300	56,700	31,300	123.2%
Operating Costs	167,183	199,500	521,600	521,600	322,100	161.5%
Operating Contingency	0	122,200	0	0	(122,200)	-100.0%
Debt Service	217,867	280,800	341,300	341,300	60,500	21.5%
Total Expenditures	\$434,501	\$713,400	\$1,113,200	\$1,113,200	\$399,800	56.0%

Changes and Useful Information:

- Personal Services and Fringe Benefits budgets were adjusted to match staff's current workload on Stormwater Management Programs.
- Operating Costs reflect increases associated with the MS4 Permit for the following items:
 - Consultant cost increase of \$20,200 and Mapping Services of \$166,900
 - \$10,000 to modify local ordinances to eliminate impediments to, and promote implementation of Environmental Site Design (ESD)
 - \$75,000 for maintenance implementation plan for reducing, quantifying, and tracking litter and other stormwater pollutants, such as herbicides, pesticides, fertilizers, and deicers, from County roads and grounds. The plan will include and evaluate elements such as an educational component, street sweeping, inlet cleaning, employee training, integrated pest management, herbicide, pesticide and fertilizer applications, and quantifying and tracking stormwater pollutant reductions from these elements.
 - \$100,000 for the first year of the Watershed Implementation Program (WIP).
- The increase in Debt Service is to cover the interest payment on the 2012 Bond Issue of \$700,000 to fund NPDES projects.

Environmental Services

Department: Planning and Growth Management 35.07
Division \ Program: Various Environmental Programs Fund: Enterprise
Program Administrator: Peter Aluotto, Director of Planning & Growth Management

Description:

National Pollutant Discharge Elimination System Permit (NPDES)

www.charlescountymd.gov/pgm/planning/npdes-municipal-separate-storm-sewer-system-permit

Charles County has received its NPDES for its Municipal Separate Storm Sewer System. 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 work products include:

- Initiation of a long-term monitoring program in the Development District will continue with the next permit application. The County completed work with the Smithsonian Environmental Research Center on the monitoring program, which focused on the Mattawoman Creek watershed, measured nutrient loads, and tested for certain heavy metals.
- Development of an Illicit Discharge Detection and Enforcement Program for the County's storm sewer system. It is illegal for individuals or businesses to discharge certain substances into the storm sewers, and the County is responsible for finding and enforcing violations. The County relies heavily on a public education element to prevent illicit discharges, and has also incorporated penalties for serious and repeat violations.
- Updating the mapping of the County's storm sewer system in the County's Geographic Information System. The County also continues to update and digitize storm water facilities in the development district since 1991. A contractor is performing this duty.

Forest Conservation www.charlescountymd.gov/pgm/planning/forest-conservation

The Forest Conservation Ordinance states that Charles County must establish a Forest Conservation Fund. If a person subject to this ordinance demonstrates that requirements for reforestation or afforestation cannot be reasonably accomplished, the person shall contribute money, at a rate of 30 cents per square foot of the area required planting, into the fund. Money contributed may remain in the account for a period of 10 years.

Funds can be used for costs directly related to reforestation or afforestation, including site identification, acquisition, and preparation. Money not used within 10 years is returned to applicant.

Critical Area www.charlescountymd.gov/commissioners/boards/critical-area-commission

Applicants who cannot comply with the offsetting requirements of the Critical Area Ordinance must pay into a fee-in-lieu program. Any fees-in-lieu collected shall be placed in an account that will assure use of such fees only for projects within the Critical Area for the benefit of wildlife habitat, water quality improvement, or environmental education. Fees shall be assessed at \$1.20 per square foot for any requirements that cannot be implemented on-site.

Pisgah Wells

Under the Pisgah Well Program the County assists residents in drilling a new well within a half mile radius of the Pisgah landfill.

<u>Positions:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Resource Manager	0.0	0.0	0.0	0.5	0.5
Planner III	0.0	0.5	0.5	0.5	0.8
Engineer I - IV	0.0	0.0	0.0	0.0	1.0
Office Associate I	0.0	0.0	0.0	0.0	0.3
Total Full Time Equivalent	0.0	0.5	0.5	1.0	2.5

Inspection and Review Fund

Peter Aluotto, Director of Planning & Growth Management

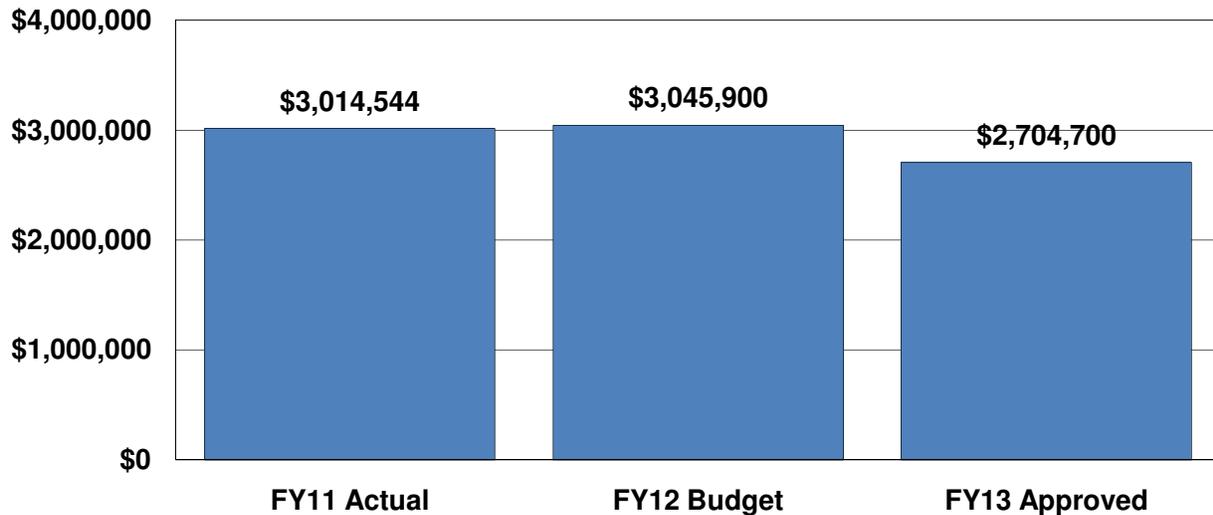
301-645-0627 301-870-3935

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

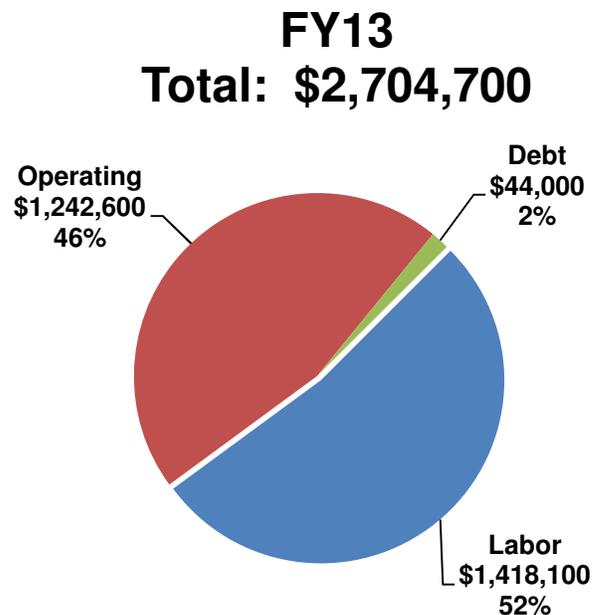
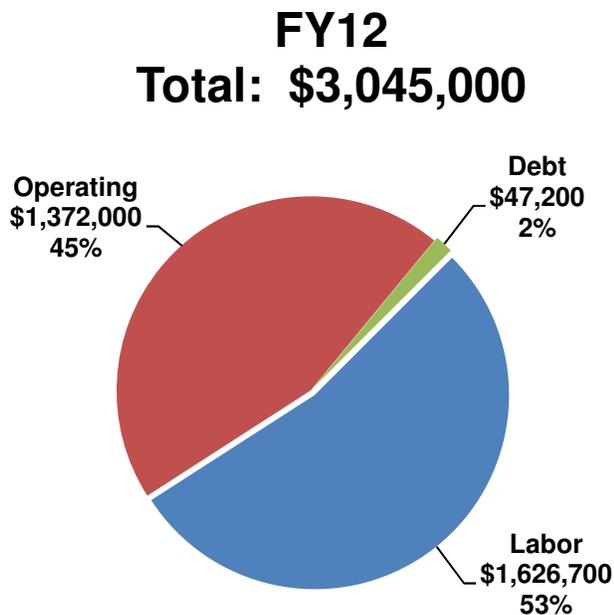
8:00 a.m.-4:30 p.m. M-F

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

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



The FY13 Budget has been decreased due to a decline in activity in the Building Industry.



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.

Inspections & Review

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

Expenditure Category	FY2011 Actual	FY2012 Budget	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Personal Services	\$1,012,947	\$1,031,500	\$866,200	\$876,600	(\$154,900)	-15.0%
Fringe Benefits	332,163	357,100	313,000	302,300	(54,800)	-15.3%
Operating Costs	981,195	980,900	965,400	960,400	(20,500)	-2.1%
Debt Service	49,681	43,300	40,000	40,000	(3,300)	-7.6%
Operating Contingency	0	0	0	300	300	N/A
Depreciation Expense	51,139	0	0	0	0	N/A
Total Baseline	\$2,427,125	\$2,412,800	\$2,184,600	\$2,179,600	(\$233,200)	-9.7%
Revenues	\$2,098,565	\$2,412,800	\$2,303,300	\$2,298,300	(\$114,500)	-4.7%
Surplus/(Deficit)	(\$328,560)	\$0	\$118,700	\$118,700	\$118,700	N/A

Changes and Useful Information:

- Personal Services and Fringe Benefits decrease due to a reorganization to reallocate personnel based on assigned job duties.
- A reduction in Contract Services is reflected in Operating cost. This loss will be made up by Codes, Permits, and Inspection Services staff.

Description:

The major goals of the Inspection and Enforcement Division is to enforce all the provisions of zoning ordinance and the ICC Building Code and act on any question relative to the mode or manner of construction and materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, and maintenance of all buildings and structures built throughout Charles County except in the Towns of La Plata and Indian Head, which have their own inspection to receive applications, review the submittal, issue permits for the erection and alteration of buildings and structures and inspect the construction to ensure a high quality of construction and safe construction practices.

Inspection & Enforcement also administers, inspects, & enforces the Zoning regulations & Forest Conservation of Charles County. This includes the Homeowners Association Dispute Resolution Board, the Nuisance Board, and investigating various citizen's complaints. Furthermore, Inspections & Enforcement provides inspection services for all subdivisions, building permits, capital improvements, for grading qualitative/quantitative storm water management, road, storm drainage, & water/sewer construction to insure compliance with County ordinance standards.

Inspections & Review

Department: Planning and Growth Management **Account:** 07.07.31
Division\Program: Codes, Permits & Inspection Svcs\Inspections & Enforcement **Fund:** Enterprise
Program Administrator: Frank Ward, Chief of Codes, Permits & Inspection Services

<u>Positions:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Asst Dir of Planning & Growth Mgmt	0.2	0.2	0.0	0.0	0.0
Chief of Codes, Permits, Inspections	0.0	0.4	0.5	0.5	0.5
Inspection & Enforce Manager	0.0	0.5	0.8	0.8	0.8
Engineer IV	0.2	0.2	0.2	0.2	0.2
Engineer I-III	3.7	2.1	1.9	1.9	0.6
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Planner III	0.0	0.0	0.2	0.2	0.0
Permits Processing Supervisor	0.0	0.1	0.4	0.4	0.4
Construction Inspection Supervisor	2.0	2.0	2.0	2.0	2.0
Building Code Official	1.0	1.0	1.0	1.0	1.0
Code Inspection & Enforcement Officer	1.0	1.0	1.0	1.0	1.0
Right-of-Way Agent I-II	1.0	1.0	0.5	0.5	0.5
Construction Inspectors	3.0	3.0	2.0	2.0	2.0
Dev & Bond Specialist	0.7	0.7	0.5	0.5	0.5
Project Administrative Specialist	0.5	0.5	0.5	0.5	0.5
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Permits Specialist	0.0	0.0	0.5	0.5	0.5
Office Associate III	0.8	1.3	0.9	0.9	0.5
Office Associate II	1.0	1.0	1.0	1.0	1.0
Office Associate I	1.0	1.0	1.0	1.0	0.3
Part Time	0.2	0.2	0.2	0.2	0.2
Total Full Time	18.3	18.1	17.0	17.0	14.4

<u>Objectives & Measurements:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

Permits

Objective: privatized contract, for inspections complying with various local, state and federal laws.

Total all inspections	14,311	14,563	17,590	19,000	18,000
# of building inspections	8,023	8,014	9,145	10,000	9,300
# of plumbing inspections (PGM & WS)	3,294	3,415	3,723	4,400	3,800
# of electrical inspections	2,994	3,134	3,863	4,600	3,900
Request for assistance code enforcement/interpretation					
Initiated	1,119	958	670	1,150	750
Completed	836	680	708	750	725
Outstanding	800	928	890	700	650

Infrastructure Permit Inspections (accomplished in the Inspection Fund)

Objective: to process in a timely manner all submittals to assure compliance with the Road, Grading and Sediment Control, Stormwater Management & Storm Drainage, Floodplain, Water and Sewer Ordinances; Standard Specifications for Construction and Standard Detail Manuals.

of active projects inspected -

Roads	217	215	180	220	200
Water	202	212	166	200	190
Sewer	201	222	171	220	200
Stormdrain/Stormwater Mgt.	296	313	275	300	300
Grading	299	348	304	320	320
Sediment and Erosion Control	299	328	304	320	310
Dedications	68	70	72	70	75

*Note: Projected FY12 & Estimated FY13 are inflated by 65 projects to reflect the 2008 & older projects we are bringing into compliance.

Inspections & Review

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

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg
	Actual	Budget	Proposed	Adopted		
Personal Services	\$163,165	\$164,400	\$164,400	\$166,300	\$1,900	1.2%
Fringe Benefits	55,276	57,900	59,000	57,100	(800)	-1.4%
Operating Costs	317,356	339,000	289,200	264,200	(74,800)	-22.1%
Debt Service	2,026	2,100	2,100	2,100	0	0.0%
Operating Contingency	0	34,400	0	0	(34,400)	N/A
Depreciation Expense	1,553	0	0	0	0	N/A
Total Expenditures	\$539,376	\$597,800	\$514,700	\$489,700	(\$108,100)	-18.1%
Revenues	\$420,082	\$597,800	\$396,000	\$371,000	(\$226,800)	-37.9%
Surplus/(Deficit)	(\$119,294)	\$0	(\$118,700)	(\$118,700)	(\$118,700)	N/A

Changes and Useful Information:

- Based on current trends, Contract Services for Development Review is decreasing.

Description:

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

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

Positions:

Title	FY09	FY10	FY11	FY12	FY13
	FTE	FTE	FTE	FTE	FTE
Chief of Codes, Permits, Inspections	0.0	0.1	0.1	0.1	0.1
Engineer I - III	0.0	1.5	1.8	1.8	1.8
Permits Processing Supervisor	0.0	0.1	0.1	0.1	0.1
Permits Specialist	0.0	0.1	0.0	0.0	0.0
Office Associate III	0.4	0.2	0.1	0.1	0.1
Total Full Time	0.4	2.0	2.1	2.1	2.1

Objectives & Measurements:

	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated

Infrastructure- *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.*

Development Services Applications	281	154	142	155	150
DS permit revisions issued	48	20	24	26	30

Building Permit Plan Review- *Objective: privatized contract, for plan review complying with various local, state and federal laws.*

Building permit plan review residential	1,334	1,286	1,473	1,325	1,500
Building permit plan review commercial	267	246	257	275	275

Inspections & Review

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

Expenditure Category	FY2011 Actual	FY2012 Budget	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Personal Services	\$15,513	\$15,800	\$15,800	\$15,800	\$0	0.0%
Debt Service	907	1,000	1,000	1,000	0	0.0%
Depreciation Expense	680	0	0	0	0	N/A
Total Expenditures	\$17,100	\$16,800	\$16,800	\$16,800	\$0	0.0%
Total Revenues	\$16,406	\$16,800	\$16,800	\$16,800	\$0	0.0%
Surplus/(Deficit)	(\$694)	\$0	\$0	\$0	\$0	N/A

Description:

Planning and Architectural Review:

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

Positions:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>
Planner I - III	0.0	0.0	0.2	0.2	0.2
Total Full Time	0.0	0.0	0.2	0.2	0.2

Objectives & Measurements:

	<u>FY09 Actual</u>	<u>FY10 Actual</u>	<u>FY11 Actual</u>	<u>FY12 Projected</u>	<u>FY13 Estimated</u>
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Planning and Architectural Review:

Objective: to effectively implement the Architectural and Site Design Guidelines and Standards.

# of Site Plans Submitted	22	30	32	30	30
# of Design Codes Submitted	3	5	4	5	5
# of Building Permits Reviewed	200	170	222	225	225
# of Architectural Plans Reviewed	23	27	31	30	30

Inspections & Review

Department: Planning and Growth Management Account: 07.07.91.155
Division\Program: Resource and Infrastructure Management Fund: Enterprise
Program Administrator: Jason Groth, Chief of Resource and Infrastructure Management
www.charlescountymd.gov/pgm/rim/resource-and-infrastructure-management-rim

Expenditure Category	FY2011	FY2012	FY2013	FY2013	\$ Change from FY2012	% Chg
	Actual	Budget	Proposed	Adopted		
Operating Costs	29,560	17,700	17,700	17,700	0	0.0%
Debt Service	777	800	900	900	100	12.5%
Depreciation Expense	606	0	0	0	0	N/A
Total Expenditures	\$30,943	\$18,500	\$18,600	\$18,600	\$100	0.5%
Total Revenues	\$19,001	\$18,500	\$18,600	\$18,600	\$100	0.5%
Surplus/(Deficit)	(\$11,942)	\$0	\$0	\$0	\$0	N/A

Description

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

Specific responsibilities include development review and coordination through the County's Adequate Public Facilities Ordinance, development and maintenance of the County's Geographic Information Systems (GIS) to internal and external customers, mapping and modeling of County infrastructure systems for planning and analysis, capacity management of the County's water and wastewater infrastructure through an allocation system, and coordination with Federal, State, and local infrastructure management agencies

Development Rights and Responsibilities Agreement (DRRA)

A DRRA is a voluntary agreement or proffer submitted by a landowner or developer to more clearly establish and formalize the requirements that must be satisfied for the development of land in Charles County.

A DRRA may specify the manner through which a requirement of the Code of Charles County will be satisfied, but it cannot be used to circumvent, nullify, contradict, or otherwise relieve an applicant from compliance with a requirement of the Code of Charles County or any other applicable requirement of State or Federal law.

As it applies to the Board of Education, a DRRA can be used to proffer a payment to offset or mitigate the State's share of the cost for school construction to serve the proposed development. Through this proffer of payment, the County can forward-fund the entire construction cost for a school that has been added to the County's Capital Improvement Program.

Positions:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Planner I	0.3	0.0	0.0	0.0	0.0
Total Full Time	0.3	0.0	0.0	0.0	0.0

Objectives & Measurements:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

Development Rights and Responsibilities Agreements (DRRA)

Objective: to provide an additional technique for land development and adequate public facilities mitigation w/the Comprehensive Plan as authorized by the Annotated Code of MD. The main purpose is to enhance development flexibility, innovation and quality while ensuring protection of the public interest, health, safety & welfare.

# of Reviews	1	1	5	7	7
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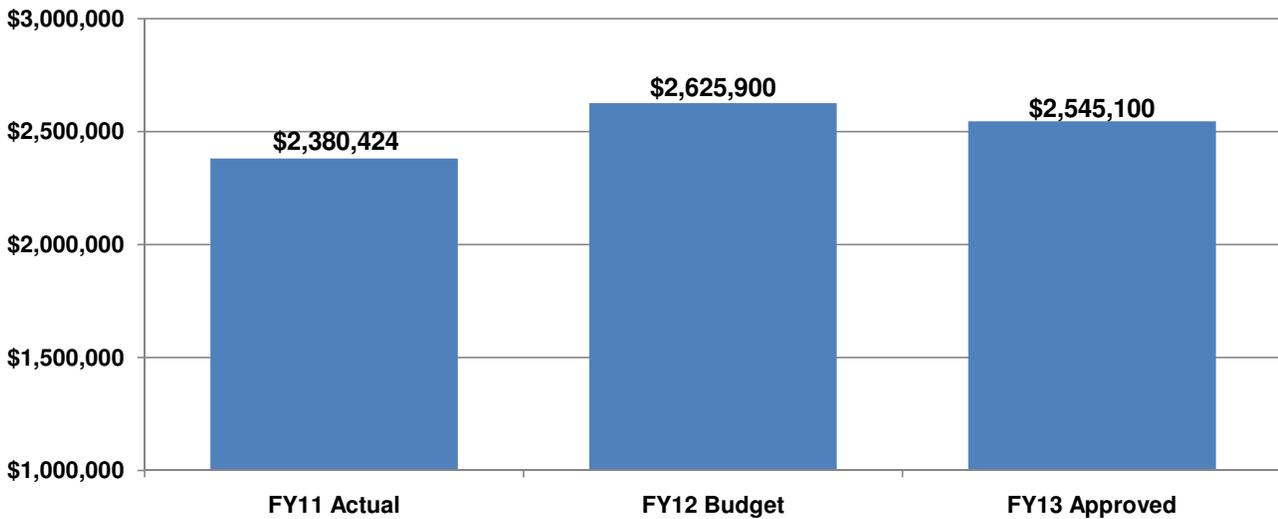
Recreation Fund

Eileen Minnick, Director of Community Services
 Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
www.charlescountymd.gov/cs/recreation/recreation

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

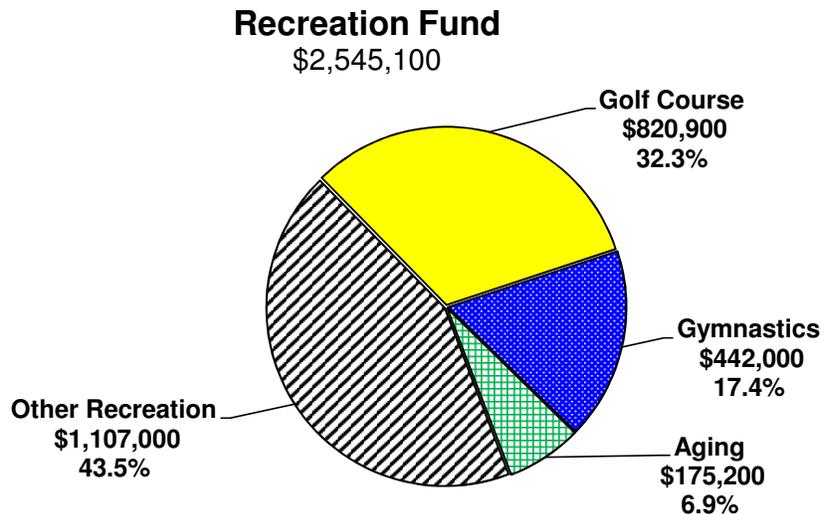
William A. Shreve, Director of Public Works
 Address: 1015 St. Charles Pkwy., White Plains, MD 20695
www.charlescountymd.gov/pw/wpgc/white-plains-golf-course

White Plains Golf Course
 301-645-1300 301-843-2947
 April–Oct: Mon–Fri • 7am–Dusk | Sat–Sun • 6am–Dusk
 Nov–March: Mon–Sun • 8am–Dusk



PROGRAM HIGHLIGHTS:

- The number of sports program participants for FY13 is estimated to be 3,700 participants.
- The number of scheduled indoor games for FY13 is estimated to be 900.
- The number of golf rounds for FY13 is estimated to be 30,500.



Recreation

Department:	Community Services	Account:	24.06.40
Division/Program:	Recreation	Fund:	Enterprise
Program Administrator:	Sam Drury, Chief of Recreation		
	www.charlescountyparks.com		

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$667,209	\$747,600	\$755,700	\$758,600	\$11,000	1.5%
Fringe Benefits	101,171	116,400	113,800	113,000	(3,400)	-2.9%
Operating Costs	426,703	478,800	467,100	467,100	(11,700)	-2.4%
Debt Service	148,843	150,500	143,400	143,400	(7,100)	-4.7%
Operating Contingency	0	35,500	5,200	3,100	(32,400)	-91.3%
Depreciation Expense	7,500	7,500	7,500	7,500	0	0.0%
Total Expenditures	\$1,351,426	\$1,536,300	\$1,492,700	\$1,492,700	(\$43,600)	-2.8%
Revenues	\$1,420,276	\$1,620,300	\$1,527,000	\$1,527,000	(\$93,300)	-5.8%

Changes and Useful Information:

- Personal Services increase is for part-time costs associated with class related programs.
- Operating cost decrease due to a decrease in contract services that is estimated for FY2013.
- Debt Service is an adjustment to actual based on amortization schedules of existing debt.

Description

The Recreation Division offers a variety of structured and non-structured sports leagues and activities for persons age five to adult. All programs are self-supporting, with youth leagues being supplemented by the County for officials and part-time facility supervision.

- Sports programs include: Youth Basketball, Youth Indoor Soccer, Adult Volleyball, and Adult Basketball League.
- Trips and tours are offered through the Parks and Recreation Guide for registrants to have the opportunity to participate in variety of experiences.
- Three Outdoor Pools are operated seasonally at high school locations: La Plata, McDonough and Thomas Stone in addition to the year round Indoor Pool at Lackey High School and North Point High School.
- Camp CO-OP is an exciting day camp for special education students between the ages of 3 & 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 starting in late April until the beginning of September 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. In addition pre-competitive and competitive teams are offered under the guidance of the USA Gymnastics Jr. Olympic Program.
- Community Centers are facilities that offer a variety of programs, services, activities and recreational opportunities to persons of all ages. More than merely a building, community centers are focal points in each geographic area of Charles County and generate a sense of community through interaction and programming. In addition to traditional recreation programs, the Centers offer less structured programs geared toward developing community cohesion and providing supportive services. Community Centers programs include: Class programs, Open programs, Playgrounds, and Special Events.
 - An ever-changing, wide variety of classes for all ages from two to adult are offered. The classes are categorized into dance, music, crafts, cooperative agencies, tiny tot, physical activities skills development, art, workshops, and special events.
 - Open programs are noncompetitive activities, such as basketball and volleyball, that emphasize fun and participation.
 - Additional programs include holiday dances and special events.

Positions:

<u>Title</u>	<u>FY09 FTE</u>	<u>FY10 FTE</u>	<u>FY11 FTE</u>	<u>FY12 FTE</u>	<u>FY13 FTE</u>
Recreation Program Supervisor	1.0	1.0	1.0	1.0	1.0
Recreations Center Coordinator	1.0	1.0	1.0	1.0	1.0
Center Coordinator	0.0	0.5	0.0	0.0	0.0
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Assistant Aquatics Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	28.8	28.3	25.4	25.2	25.5
Total Full Time Equivalent	32.6	32.6	28.2	28.0	28.3

Recreation

Department:	Community Services	Account:	24.06.40
Division\Program:	Recreation	Fund:	Enterprise
Program Administrator:	Eileen Minnick, Director		

Objectives & Measurements:

See General Fund- Community Services: Recreation (pg.#151) for a listing of all Objectives & Measurements regardless of funding source.

Department:	Public Works - Facilities	Account:	24.05
Division\Program:	Parks - Golf Course	Fund:	Enterprise
Program Administrator:	Tom Roland, Chief of Parks		

www.charlescountyparks.com/wpgc

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$440,539	\$444,800	\$444,800	\$448,300	\$3,500	0.8%
Fringe Benefits	128,106	137,800	132,400	128,900	(8,900)	-6.5%
Operating Costs	235,906	235,300	247,600	247,600	12,300	5.2%
Debt Service	44,573	39,100	30,400	30,400	(8,700)	-22.3%
Total Expenditures	\$849,124	\$857,000	\$855,200	\$855,200	(\$1,800)	-0.2%
Revenues	\$722,992	\$773,000	\$820,900	\$820,900	\$47,900	6.2%

Changes and Useful Information:

- Fringe Benefits decrease is based on estimated cost for Pension and Health & Dental.
- Based on actuals, Vehicle Fuel is increasing by \$7,000 and General Supplies is increasing by \$5,100.
- Decrease in Debt Service due to the FY2007 lease ending.

Description

White Plains Golf course is a regionally acclaimed 18 hole golf facility. A tree-lined, well maintained, Bermuda grass fairways offers a challenging experience for all levels of golf play. The golf course is rated 3 stars by Golf Digest. Slope is rated between 108 and 125, and par is 70.

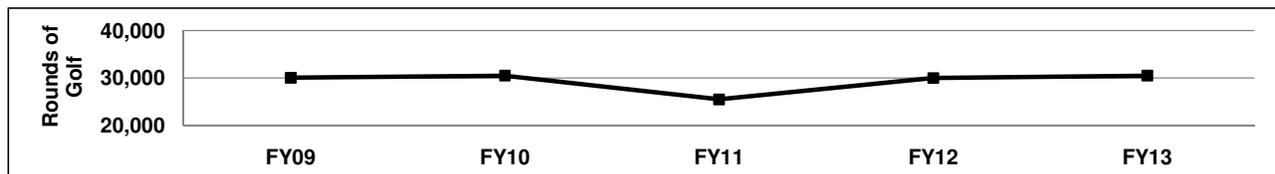
It is considered a well-maintained, challenging course. Concessions, pro shop, putting green, driving range, and cart rentals are available.

Positions:

<u>Title</u>	<u>FY09</u> FTE	<u>FY10</u> FTE	<u>FY11</u> FTE	<u>FY12</u> FTE	<u>FY13</u> FTE
Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Golf Course Manager	1.0	1.0	1.0	1.0	1.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Golf Course Equipment Supervisor	1.0	1.0	1.0	1.0	1.0
Golf Equipment Mechanic Assistant	0.0	0.0	1.0	1.0	1.0
Fleet Maintenance Technician I	1.0	1.0	0.0	0.0	0.0
Part Time Positions	7.3	7.3	7.0	6.7	6.7
Total Full Time Equivalent	12.3	12.3	12.0	11.7	11.7

Objectives & Measurements

	<u>FY09</u> Actual	<u>FY10</u> Actual	<u>FY11</u> Actual	<u>FY12</u> Projected	<u>FY13</u> Estimated
<i>Objective: Promote golf play and provide quality, reasonably priced golf experience.</i>					
Number of Rounds of Golf	30,059	30,490	25,500	30,000	30,500



Number of Season Passes	198	177	131	150	160
Number of Tournaments/Outings	20	20	17	20	23

Recreation

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Personal Services	\$846	\$12,700	\$12,900	\$12,900	\$200	1.6%
Fringe Benefits	94	1,400	1,400	1,400	0	0.0%
Operating Costs	5,150	13,400	11,700	11,700	(1,700)	-12.7%
Total Expenditures	\$6,090	\$27,500	\$26,000	\$26,000	(\$1,500)	-5.5%
Revenues	\$6,167	\$27,500	\$22,000	\$22,000	(\$5,500)	-20.0%

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 adult, special community events, teen club, special community events and a health clinic are among the programs offered. All programs and classes are self-supporting.

Positions:

	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Part Time Positions	0.3	0.3	0.3	0.3	0.3
Total Full Time Equivalent	0.3	0.3	0.3	0.3	0.3

Objectives & Measurements:

See General Fund- Community Services: Community Centers (pg.# 150) for a listing of all Objectives & Measurements regardless of funding source.

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Personal Services	\$50,614	\$90,900	\$60,900	\$60,900	(\$30,000)	-33.0%
Fringe Benefits	2,075	6,600	6,200	6,200	(400)	-6.1%
Operating Costs	120,912	91,200	85,400	85,400	(5,800)	-6.4%
Operating Contingency	0	0	18,700	18,700	18,700	N/A
Total Expenditures	\$173,601	\$188,700	\$171,200	\$171,200	(\$17,500)	-9.3%
Revenues	\$172,854	\$188,700	\$175,200	\$175,200	(\$13,500)	-7.2%

Changes and Useful Information:

- A Salary Adjustment is not anticipated for FY2013 causing a decrease in Personal Services.

Description:

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

Positions:

	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Allocation from General Fund	0.0	0.5	0.5	0.5	0.0
Part Time Positions	3.2	3.2	3.2	3.2	3.2
Total Full Time Equivalent	3.2	3.7	3.7	3.7	3.2

Objectives & Measurements:

See General Fund- Community Services: Community Centers (pg.# 150) for a listing of all Objectives & Measurements regardless of funding source.

Recreation

Department: County Administrator **Account:** 24.03.13
Division\Program: Tourism **Fund:** Enterprise
Program Administrator: Catherine Carroll, Tourism Marketing Coordinator
www.charlescountymd.gov/coadmin/tourism/tourism-office

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Personal Services	\$0	\$13,300	\$0	\$0	(\$13,300)	N/A
Fringe Benefits	0	1,500	0	0	(1,500)	N/A
Operating Costs	183	1,600	0	0	(1,600)	N/A
Total Expenditures	\$183	\$16,400	\$0	\$0	(\$16,400)	N/A
Revenues	\$0	\$16,400	\$0	\$0	(\$16,400)	N/A

Description:

This enterprise fund was established to account for self-supporting Special Events.

Positions:

	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Part Time Positions	0.4	0.4	0.4	0.4	0.0
Total Full Time Equivalent	0.4	0.4	0.4	0.4	0.0

Objective:

Our mission is to promote programs and events, to increase leisure and business visitation to the county, while preserving our community.

Tourism Stadium Concert

Department: Administrative Services **Account:** 28
Division\Program: Tourism **Fund:** Enterprise
Program Administrator: Catherine Carroll, Tourism Marketing Coordinator
www.charlescountymd.gov/coadmin/tourism/tourism-office

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Operating Costs	0	0	73,200	73,200	73,200	NEW
Total Expenditures	\$0	\$0	\$73,200	\$73,200	\$73,200	NEW
Revenues	\$0	\$0	\$73,200	\$73,200	\$73,200	NEW

Description:

In Calendar Year 2013, the Charles County Government Office of Tourism will research with the Regency Furniture Stadium the feasibility of creating a sustainable Premier Stadium Concert Series with a minimum of three concerts per year at the Regency Furniture Stadium.

Vending Machines

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg
Operating Costs	105,366	87,000	104,000	104,000	17,000	19.5%
Total Expenditures	\$105,366	\$87,000	\$104,000	\$104,000	\$17,000	19.5%
Revenues	\$152,373	\$87,000	\$104,000	\$104,000	\$17,000	19.5%

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 (508) grant. The tax is levied and collected by the County and distributed to the various volunteer fire stations and rescue squads as directed by the Board of Fire and Rescue. A property tax rate is levied as follows: \$0.04 for fire, \$0.02 for emergency medical services, and \$.004 for pension benefits for all Real Property assessments and \$0.10, \$0.05 and \$.01, respectively for all business related assessments. Operating revenue generated from taxes is estimated using the same assumptions as the general fund property taxes (see General Fund property tax section), with the primary information provided by the Maryland Department of Assessments and Taxation. Grant funds are subject to the annual renewal by the State of Maryland and are used for training and equipment.

Agricultural Preservation

An **agricultural transfer tax** is assessed on land that has a change of use from agricultural to residential or commercial. This money is tracked separately and used for future land preservation purposes. An operating revenue estimate is based on minimum changes in land use and amended during the year should a large land acquisition be acquired for preservation. Operating costs primarily represent the purchase of land; budgets are amended once a purchase is approved.

FEDERAL OR STATE GRANT RELATED FUNDS

The following programs have budgets that are derived from specific federal and/or state grant awards and are often matched with local funding; therefore, budget totals reflect the anticipated grant award. Amended operating budgets reflect actual grant awards and renewals. Revenues supporting these programs are fairly predictable because they follow the scope defined within the federal & state grants.

**Housing Assistance Programs,
Local Management Board,
Transportation Programs,
Child Support/Judicial Programs,
Public Safety Programs,
Aging Programs,**

**Emergency Management Programs,
Tourism Programs,
Community Development Block Grant Projects,
Community Development Administration Projects,
Planning Programs and Studies.**

Community Services administers the largest single grant awarded to the County, the Housing Choice Voucher Program. This grant, provided by the U.S. Department of Housing and Urban Development (HUD), is for rental unit subsidy for low income residents.

The Maryland Department of Housing and Community Development provides State funding to the County for a Rental Assistance Program commonly referred to as RAP. The goal of RAP is to provide fixed monthly rental allowance payments for 12 months to approximately five low-income households that have critical and emergency housing needs with the ultimate goal of moving those individuals or families into self-sufficiency. Funding is provided to support five households per year. The County's Community Services Department also administers the Emergency Solutions Grant Program (formerly the Emergency Shelter Grant Program). This grant is awarded to local agencies as subrecipients such as New Revival Center of Renewal and Catholic Charities of the Archdiocese of Washington, Inc., d.b.a. Angel's Watch Shelter.

Local Management Board (LMB) programs are funded from both the Federal and State level. The LMB 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 LMB.

SPECIAL REVENUE FUNDS

The County manages a series of **public transportation** systems designed for the general public, senior citizens, people with physical or mental disabilities, and medical assistance. Operating revenues are primarily supported with federal and state grants with matching funds from the County. These programs also generate a fair share of program revenue from fees paid for by their ridership and advertising.

Federal and state grants are received for specific new or rehabilitation projects from the **Community Development Block Grant Program** for such things as community centers and public improvement systems. These grants are typically awarded on a project by project basis and generally considered capital grant projects.

Child Support programs are operated through a combined effort from the State's Attorney's Office 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 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.

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 for much needed programs.

Various **aging grants** support senior housing assistance, health programs, guardianship, referral services, Medicaid Waiver, and meal programs for the elderly. The major revenues supporting these programs are established with Federal and State grant awards, matched with County funding and are supported with limited program revenue.

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, training of county personnel in response to acts of terrorism and maritime security, and funding to offset labor costs for an emergency planner.

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

State grant funding provides funding in support of local government efforts in the **Tourism** industry.

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

Southern MD Criminal Justice Academy
Animal Shelter / Control
Law Library

The **Cable TV / I-Net Fund** is a cooperative effort between County government, the public school system, and the local college. 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.

Sheriff Special Programs include Volunteers in Community Service (VICS) which accounts for individuals receiving a court ordered service. These individuals are referred to the VICS program from the court system as part of their rehabilitation process. The source of revenue for this program is from court fines as determined by the ruling judge and is based on recent historical trends.

SPECIAL REVENUE FUNDS

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.

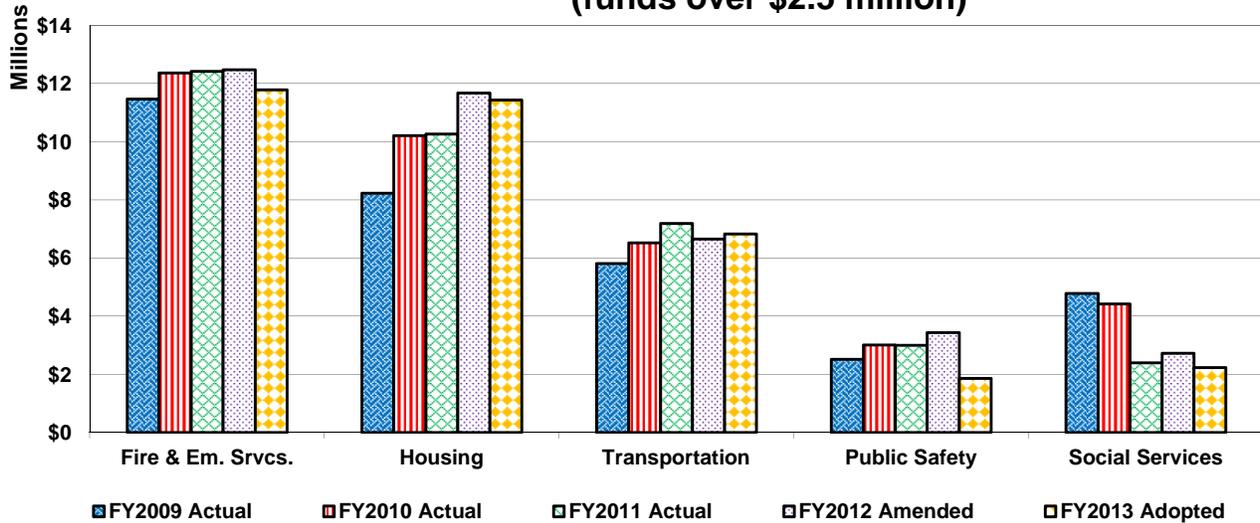
The **Southern Maryland Criminal Justice Academy** is funded equally by Charles, Calvert, and St. Mary's counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

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.

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.

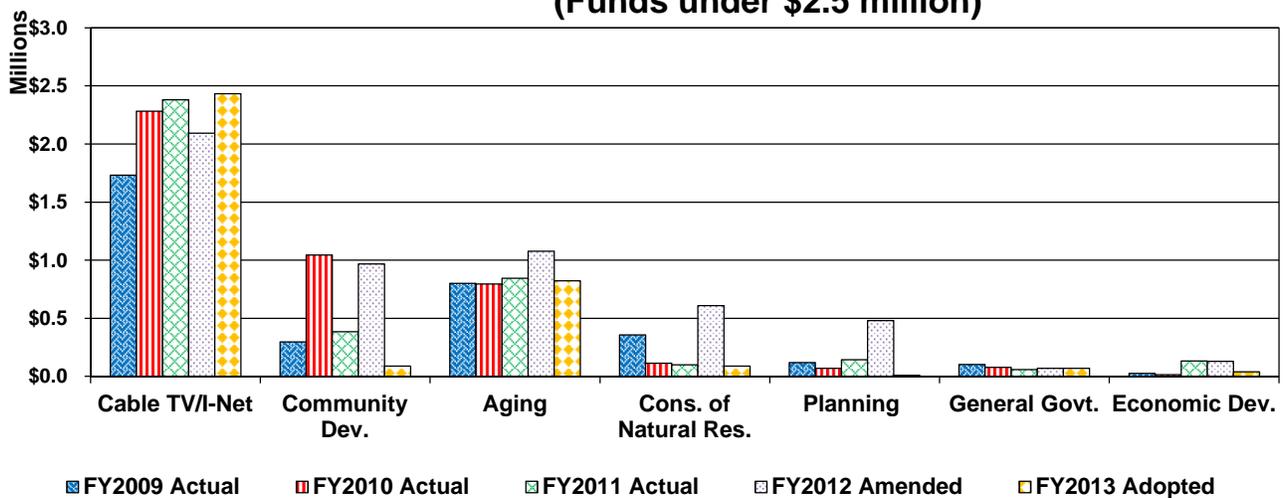
The **Law Library** generates revenues through appearance fees and other court fines. The basis for predicting these dedicated revenues is primarily from historical trends, however, trends in crime and population will affect the performance of these revenues and is often difficult to predict.

Special Revenue Funds by Account Function (funds over \$2.5 million)



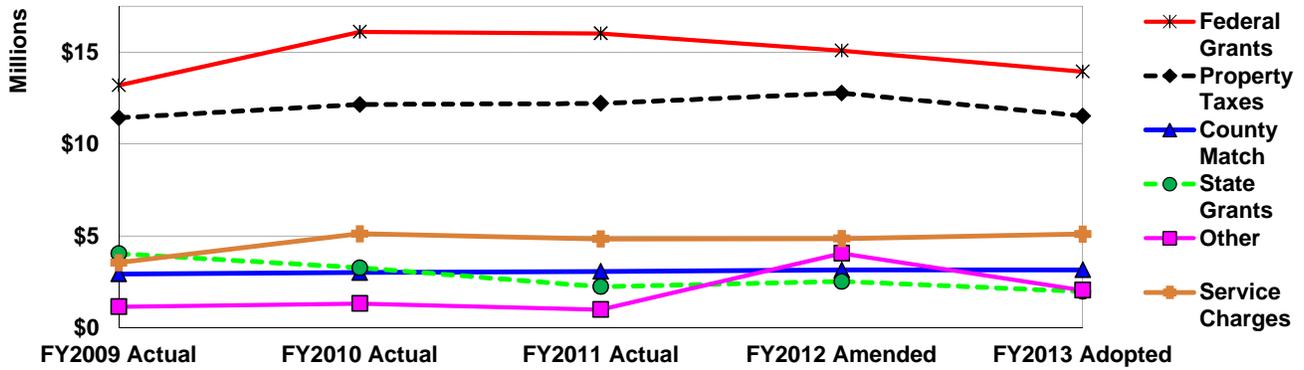
- Volunteer Fire and Emergency Medical Services continues to be the largest Special Revenue function. This program is funded primarily by Property Tax Revenue and will increase or decrease based on Property Tax values.
- Housing program budgets consistently increased between FY2009 and FY2012. A conservative estimate is being used for FY2013.
- Transportation revenues decreased in FY2012 because of the one-time award of American Recovery and Reinvestment Act funds for capital items in FY2011. The increase in FY2013 is due to requested capital grants for replacement of two unreliable vehicles and replacement of aged specialized vehicles that will exceed 6 years and 200,000 miles.
- Reduction in Sheriff's grants is due to grants which are one time in nature.
- Social Services include Local Management Board and Child Support/Judicial grants. The decrease in Social Services starting in FY2011 is due to the Core Service Agency move to the Health Department and the economic downturn resulting in budget cuts from the State for Local Management Board grants.

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



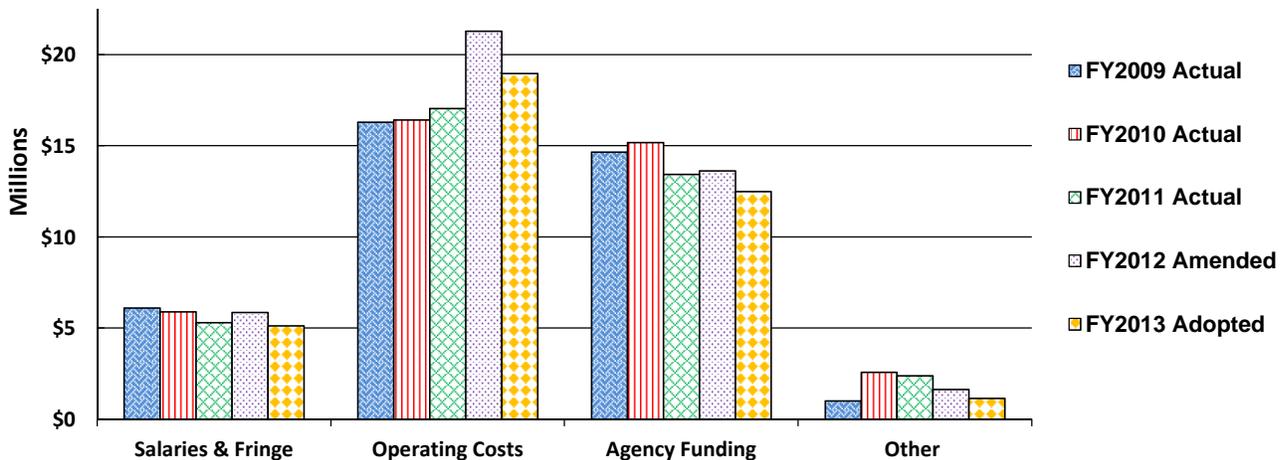
- The Cable TV/I-net fund continues to grow as collections from Franchise Fees are on an increase.
- Variations in Community Development are caused by grants which are typically one time in nature.
- The spikes in FY2009 and FY2012 for Conservation of Natural Resources is to account for land purchases made through the Agricultural Preservation Program.
- The spike in the Planning grants for FY2012 is due to the Energy Efficiency Development Block Grant.

Special Revenue Funds by Revenue Source



- Federal grants rose in FY2010 due to increased grant funding for Public Safety and Emergency Services, a Homeless Prevention & Rapid Rehousing Program (HPRP), and the Energy Efficiency Development Block Grant. The decline in FY2013 is due to the Grants being budgeted in full for FY2012, but may be multiple year in nature. Carryover balances are established after the fiscal year ends. The FY2013 funds may increase due to mid-year grant awards and carryover balances.
- Property Tax Revenue is reflective of flat or decreasing property assessments.
- County Match is anticipated to remain flat for FY2013.
- State grant funding remains flat for FY2013 as a result of the current economic conditions.
- Service Charges consists mainly of revenues from the Cable TV/I-Net fund and Housing Assistance Portable Vouchers paid through Reciprocal Agreements with other Housing Authorities.
- The spike in Other Revenue in FY2012 is attributed to the use of fund balance for the Transportation Program match and the Housing Choice Voucher Programs for rents.

Special Revenue Funds by Expense Classification



- Operating Cost and Agency Funding consistently make up the bulk of the Special Revenue expense.
- The three largest grant programs pay out the majority of the funds as operating costs. These programs are Housing Assistance, Transportation, and Child Support/Judicial Program Grants.
- The second largest category is Agency Funding which primarily distributes the collected funds to the various volunteer fire stations and rescue squads. The Local Management Board also distributes funds to vendors as Agency Funding.

SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<u>PROPERTY TAX RELATED FUNDS:</u>						
Fire & Rescue						
Revenues						
Property Taxes	\$12,175,261	\$12,219,400	\$12,219,400	\$11,491,500	(\$727,900)	-6.0%
State Grants	243,464	243,465	243,465	244,352	887	0.4%
Interest Income	13,685	15,000	15,000	15,000	0	0.0%
Total Operating Revenues	12,432,409	12,477,865	12,477,865	11,750,852	(727,013)	-5.8%
Transfers	0	0	0	42,834	42,834	N/A
Total Revenues	\$12,432,409	\$12,477,865	\$12,477,865	\$11,793,686	(\$684,179)	-5.5%
Expenses						
Operating Costs	5,817	7,300	7,300	7,300	0	0.0%
Agency Funding	12,433,219	12,470,565	12,470,565	11,786,386	(684,179)	-5.5%
Total	\$12,439,039	\$12,477,865	\$12,477,865	\$11,793,686	(\$684,179)	-5.5%
Variance	(\$6,630)	\$0	\$0	\$0		
Beginning Fund Balance	84,164					
Ending Fund Balance	<u>\$77,534</u>					

Agricultural Preservation

Revenues						
Property Taxes	\$30,000	\$30,000	\$547,810	\$30,000	(\$517,810)	-94.5%
Total Operating Revenues	\$30,000	\$30,000	\$547,810	\$30,000	(\$517,810)	-94.5%
Transfers	69,822	60,700	60,700	60,200	(500)	-0.8%
Total Revenues	\$99,822	\$90,700	\$608,510	\$90,200	(\$518,310)	-85.2%
Expenses						
Personal Services	\$69,572	\$59,100	\$59,100	\$60,500	\$1,400	2.4%
Fringe Benefits	26,064	27,400	27,400	25,500	(1,900)	-6.9%
Operating Costs	4,186	4,200	522,010	4,200	(517,810)	-99.2%
Total	\$99,822	\$90,700	\$608,510	\$90,200	(\$518,310)	-85.2%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Housing Assistance						
Revenues						
Federal Grants	\$8,989,766	\$8,932,284	\$7,766,182	\$9,127,900	\$1,361,718	17.5%
Service Charges	1,125,267	1,174,800	1,423,640	1,356,400	(67,240)	-4.7%
Interest Income	492	500	103	120	17	16.5%
Miscellaneous	26,493	28,000	11,380	10,000	(1,380)	-12.1%
Total Operating Revenues	\$10,142,017	\$10,135,584	\$9,201,305	\$10,494,420	\$1,293,115	14.1%
Fund Balance Appropriation	0	230,824	2,082,871	551,390	(1,531,481)	-73.5%
Total Revenues	\$10,142,017	\$10,366,408	\$11,284,176	\$11,045,810	(\$238,366)	-2.1%
Expenses						
Personal Services	\$630,450	\$709,500	\$665,000	\$670,450	\$5,450	0.8%
Fringe Benefits	219,850	253,900	237,590	221,000	(16,590)	-7.0%
Operating Costs	8,679,116	9,403,008	10,381,586	10,154,360	(227,226)	-2.2%
Total	\$9,529,416	\$10,366,408	\$11,284,176	\$11,045,810	(\$238,366)	-2.1%
Variance	\$612,602	\$0	\$0	\$0		
Beginning Fund Balance	2,685,235					
Ending Fund Balance	<u>\$3,297,837</u>					

Transportation Programs

Revenues						
Federal Grants	\$3,458,483	\$2,289,728	\$2,325,766	\$2,655,828	\$330,062	14.2%
State Grants	452,694	413,934	389,434	459,698	70,264	18.0%
Service Charges	853,052	866,128	866,128	881,628	15,500	1.8%
Miscellaneous	184,729	205,000	206,520	215,000	8,480	4.1%
Total Operating Revenues	\$4,948,958	\$3,774,790	\$3,787,848	\$4,212,154	\$424,306	11.2%
County Match	2,243,480	2,160,300	2,135,800	2,437,725	301,925	14.1%
Fund Balance Appropriation	0	468,194	733,293	184,166	(549,127)	-74.9%
Total Revenues	\$7,192,438	\$6,403,284	\$6,656,941	\$6,834,045	\$177,104	2.7%
Expenses						
Personal Services	\$329,606	\$336,300	\$336,300	\$341,700	\$5,400	1.6%
Fringe Benefits	116,471	122,900	122,900	117,100	(5,800)	-4.7%
Operating Costs	5,482,644	5,834,084	6,148,504	5,624,925	(523,579)	-8.5%
Capital Outlay	1,438,131	110,000	49,237	750,320	701,083	1423.9%
Total	\$7,366,852	\$6,403,284	\$6,656,941	\$6,834,045	\$177,104	2.7%
Variance	(\$174,414)	\$0	\$0	\$0		
Beginning Fund Balance	913,703					
Ending Fund Balance	<u>\$739,289</u>					

SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Local Management Board						
Revenues						
Federal Grants	\$354,178	\$348,722	\$0	\$0	\$0	N/A
State Grants	665,537	661,834	1,010,556	653,826	(356,730)	-35.3%
Service Charge	214,224	176,608	176,608	78,032	(98,576)	-55.8%
Miscellaneous	49,977	0	0	0	0	N/A
Total Operating Revenues	\$1,283,917	\$1,187,164	\$1,187,164	\$731,858	(\$455,306)	-38.4%
Transfer In	10,670	0	0	0	0	N/A
Fund Balance Appropriation	0	0	0	35,588	35,588	N/A
Total Revenues	\$1,294,587	\$1,187,164	\$1,187,164	\$767,446	(\$419,718)	-35.4%
Expenses						
Personal Services	\$138,574	\$109,338	\$98,995	\$94,080	(\$4,915)	-5.0%
Fringe Benefits	32,410	23,619	24,242	22,561	(1,681)	-6.9%
Operating Costs	9,168	9,200	16,200	40,360	24,160	149.1%
Operating Contingency	0	36,740	36,740	5,119	(31,621)	-86.1%
Transfer Out	10,670	0	0	0	0	N/A
Agency Funding	1,011,790	1,008,267	1,010,987	605,326	(405,661)	-40.1%
Total	\$1,202,612	\$1,187,164	\$1,187,164	\$767,446	(\$419,718)	-35.4%
Variance	\$91,975	\$0	\$0	\$0		
Beginning Fund Balance	149,902					
Ending Fund Balance	<u>\$241,877</u>					

Child Support/Judicial Grants

Revenues						
Federal Grants	\$521,196	\$757,772	\$815,729	\$795,055	(\$20,674)	-2.5%
State Grants	293,414	303,781	342,784	291,622	(51,162)	-14.9%
Interest Income	3	0	0	0	0	N/A
Miscellaneous	7,521	0	808	0	(808)	-100.0%
Total Operating Revenues	\$822,134	\$1,061,553	\$1,159,321	\$1,086,677	(\$72,644)	-6.3%
Transfers In	8,042	5,000	5,000	0	(5,000)	-100.0%
County Match	273,441	365,804	375,175	378,946	3,771	1.0%
Total Revenues	\$1,103,617	\$1,432,357	\$1,539,496	\$1,465,623	(\$73,873)	-4.8%
Expenses						
Personal Services	\$613,325	\$721,076	\$721,076	\$735,600	\$14,524	2.0%
Fringe Benefits	202,007	339,200	339,200	328,700	(10,500)	-3.1%
Operating Costs	288,285	372,081	477,745	401,323	(76,422)	-16.0%
Capital Outlay	0	0	1,475	0	(1,475)	-100.0%
Total	\$1,103,617	\$1,432,357	\$1,539,496	\$1,465,623	(\$73,873)	-4.8%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Public Safety Grants						
Revenues						
Federal Grants	\$883,273	\$608,777	\$882,516	\$570,720	(\$311,796)	-35.3%
State Grants	82,434	0	78,612	0	(78,612)	-100.0%
Miscellaneous	635	0	2,000	0	(2,000)	-100.0%
Total Operating Revenues	\$966,342	\$608,777	\$963,128	\$570,720	(\$392,408)	-40.7%
Transfers In	\$0	\$0	\$1,374	\$0	(1,374)	-100.0%
County Match	399,444	298,823	463,323	299,759	(163,564)	-35.3%
Total Revenues	\$1,365,787	\$907,600	\$1,427,825	\$870,479	(\$557,346)	-39.0%
Expenses						
Personal Services	\$774,955	\$532,200	\$829,318	\$524,600	(\$304,718)	-36.7%
Fringe Benefits	274,270	227,000	307,524	214,300	(93,224)	-30.3%
Operating Costs	169,022	101,400	179,349	88,579	(90,770)	-50.6%
Capital Outlay	147,541	47,000	111,634	43,000	(68,634)	-61.5%
Total	\$1,365,787	\$907,600	\$1,427,825	\$870,479	(\$557,346)	-39.0%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					
Aging Grants						
Revenues						
Federal Grants	\$520,348	\$472,371	\$740,194	\$532,347	(\$207,847)	-28.1%
State Grants	270,438	274,983	284,546	240,426	(44,120)	-15.5%
Miscellaneous	54,060	44,580	52,580	49,580	(3,000)	-5.7%
Total Revenues	\$844,846	\$791,934	\$1,077,320	\$822,353	(\$254,967)	-23.7%
Expenses						
Personal Services	\$380,460	\$369,848	\$490,634	\$420,327	(\$70,307)	-14.3%
Fringe Benefits	34,947	36,539	47,404	34,662	(12,742)	-26.9%
Operating Costs	424,811	385,547	539,282	367,364	(171,918)	-31.9%
Total	\$840,218	\$791,934	\$1,077,320	\$822,353	(\$254,967)	-23.7%
Variance	\$4,628	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$4,628</u>					

SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Emergency Management Grants						
Revenues						
Federal Grants	\$803,908	\$142,680	\$1,137,933	\$184,630	(\$953,303)	-83.8%
State Grants	81,807	0	25,165	0	(25,165)	-100.0%
Miscellaneous	26,477	2,700	2,700	2,700	0	0.0%
Local Government	0	0	1,539	0	(1,539)	-100.0%
Total Operating Revenues	\$912,192	\$145,380	\$1,167,337	\$187,330	(\$980,007)	-84.0%
Transfers In	0	0	0	42,834	42,834	N/A
County Match	97,189	37,700	97,904	37,700	(60,204)	-61.5%
Total Revenues	\$1,009,381	\$183,080	\$1,265,241	\$267,864	(\$997,377)	-78.8%
Expenses						
Personal Services	\$203,783	\$149,402	\$230,033	\$150,059	(\$79,974)	-34.8%
Fringe Benefits	32,220	30,978	33,028	29,437	(3,591)	-10.9%
Operating Costs	371,798	2,700	300,409	88,368	(212,041)	-70.6%
Capital Outlay	401,580	0	701,771	0	(701,771)	-100.0%
Total	\$1,009,381	\$183,080	\$1,265,241	\$267,864	(\$997,377)	-78.8%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Community Development Administration

Revenues						
Federal Grants	\$268,078	\$27,440	\$429,866	\$48,000	(\$381,866)	-88.8%
State Grants	47,318	40,000	74,450	40,000	(34,450)	-46.3%
Interest	11	0	1	0	(1)	-100.0%
Total Operating Revenues	\$315,407	\$67,440	\$504,317	\$88,000	(\$416,317)	-82.6%
Total Revenues	\$315,407	\$67,440	\$504,317	\$88,000	(\$416,317)	-82.6%
Expenses						
Personal Services	\$4,011	\$3,750	\$9,234	\$3,750	(\$5,484)	-59.4%
Operating Costs	311,396	63,690	495,083	84,250	(410,833)	-83.0%
Total	\$315,407	\$67,440	\$504,317	\$88,000	(\$416,317)	-82.6%
Variance	\$0	\$0	\$0	\$0	\$0	
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
GRANT RELATED FUNDS:						
Community Development Block Grants						
Revenues						
Federal Grants	\$69,965	\$0	\$465,000	\$0	(\$465,000)	-100.0%
Total Operating Revenues	\$69,965	0	465,000	0	(465,000)	-100.0%
County Match	0	0	0	0	0	N/A
Total Revenues	\$69,965	\$0	\$465,000	\$0	(\$465,000)	-100.0%
Expenses						
Personal Services	\$11,184	\$0	\$15,000	\$0	(15,000)	-100.0%
Operating Costs	58,781	0	375,000	0	(375,000)	-100.0%
Agency Funding	0	0	75,000	0	(75,000)	-100.0%
Total	\$69,965	\$0	\$465,000	\$0	(\$465,000)	-100.0%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	156,808					
Ending Fund Balance	<u>\$156,808</u>					

Planning Grants

Revenues						
Federal Grants	\$124,223	\$0	\$460,344	\$0	(\$460,344)	-100.0%
State Grants	13,750	10,000	16,000	10,000	(6,000)	-37.5%
Miscellaneous	100	0	0	0	0	N/A
Total Operating Revenues	\$138,073	\$10,000	\$476,344	\$10,000	(\$466,344)	-97.9%
Fund Balance Appropriation	0	0	4,750	0	(4,750)	-100.0%
County Match	4,750	0	0	0	0	N/A
Total Revenues	\$142,823	\$10,000	\$481,094	\$10,000	(\$471,094)	-97.9%
Expenses						
Personal Services	\$8,216	\$6,430	\$23,645	\$6,430	(\$17,215)	-72.8%
Fringe Benefits	1,784	3,570	3,570	3,570	0	0.0%
Operating Costs	127,475	0	440,594	0	(440,594)	-100.0%
Capital Outlay	5,290	0	13,285	0	(13,285)	-100.0%
Total	\$142,765	\$10,000	\$481,094	\$10,000	(\$471,094)	-97.9%
Variance	\$58	\$0	\$0	\$0		
Beginning Fund Balance	4,692					
Ending Fund Balance	<u>\$4,750</u>					

SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<u>GRANT RELATED FUNDS:</u>						
Tourism Grant						
Revenues						
State Grants	\$86,600	\$89,841	\$55,670	\$40,588	(\$15,082)	-27.1%
Miscellaneous	216	0	0	0	0	N/A
Total Operating Revenues	\$86,816	\$89,841	\$55,670	\$40,588	(\$15,082)	-27.1%
Fund Balance Appropriation	0	0	0	0	0	N/A
County Match	46,543	50,000	75,000	0	(75,000)	-100.0%
Total Revenues	\$133,359	\$139,841	\$130,670	\$40,588	(\$90,082)	-68.9%
Expenses:						
Personal Services	\$82,299	\$81,800	\$73,000	\$0	(\$73,000)	-100.0%
Fringe Benefits	5,541	8,700	7,500	0	(7,500)	-100.0%
Operating Costs	45,519	48,741	49,270	40,588	(8,682)	-17.6%
Capital Outlay	0	600	900	0	(900)	-100.0%
Total	\$133,359	\$139,841	\$130,670	\$40,588	(\$90,082)	-68.9%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SERVICE CHARGE RELATED FUNDS:

Cable TV/I-Net Fund

Revenues						
Service Charges	\$2,379,379	\$2,092,900	\$2,092,900	\$2,432,700	\$339,800	16.2%
Miscellaneous	2,420	0	0	0	0	N/A
Total Revenues	\$2,381,799	\$2,092,900	\$2,092,900	\$2,432,700	\$339,800	16.2%
Expenses						
Personal Services	\$633,334	\$666,200	\$666,200	\$673,300	\$7,100	1.1%
Fringe Benefits	198,706	216,500	216,500	202,200	(14,300)	-6.6%
Operating Costs	105,543	185,600	205,600	231,600	26,000	12.6%
Agency Funding	0	75,000	75,000	100,300	25,300	33.7%
Debt Service	17,031	0	0	0	0	N/A
Operating Contingency	0	249,600	229,600	875,300	645,700	281.2%
Transfer Out	331,100	700,000	700,000	350,000	(350,000)	-50.0%
Total	\$1,285,713	\$2,092,900	\$2,092,900	\$2,432,700	\$339,800	16.2%
Variance	\$1,096,086	\$0	\$0	\$0		
Beginning Fund Balance	1,222,416					
Ending Fund Balance	<u>\$2,318,502</u>					

SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Housing Special Loans						
Revenue Service Charges	\$131,326	\$400,000	\$400,000	\$400,000	\$0	0.0%
Expense Operating Costs	\$618,527	\$400,000	\$400,000	\$400,000	\$0	0.0%
Variance	(\$487,201)	\$0	\$0	\$0	\$0	
Beginning Fund Balance	453,075					
Ending Fund Balance	<u>(\$34,126)</u>					

Sheriff's Special Programs

Revenues						
Fines & Forfeitures	\$268,968	\$259,700	\$259,700	\$235,900	(\$23,800)	-9.2%
Miscellaneous	14,625	16,100	16,100	15,000	(1,100)	-6.8%
Total Operating Revenues	\$283,593	\$275,800	\$275,800	\$250,900	(\$24,900)	-9.0%
Fund Balance Appropriation	0	0	0	135,000	135,000	N/A
Total Revenues	\$283,593	\$275,800	\$275,800	\$385,900	\$110,100	39.9%
Expenses						
Personal Services	\$162,351	\$177,000	\$177,000	\$159,500	(\$17,500)	-9.9%
Fringe Benefits	51,611	60,800	60,800	53,200	(7,600)	-12.5%
Operating Costs	29,436	38,000	38,000	173,200	135,200	355.8%
Total	\$243,398	\$275,800	\$275,800	\$385,900	\$110,100	39.9%
Variance	\$40,194	\$0	\$0	\$0		
Beginning Fund Balance	374,688					
Ending Fund Balance	<u>\$414,882</u>					

Drug Forfeitures

Revenues						
Federal Grants	\$21,646	\$55,700	\$55,700	\$14,700	(\$41,000)	-73.6%
Fines & Forfeitures	75,813	84,000	84,000	84,000	0	0.0%
Interest	130	300	300	100	(200)	-66.7%
Total Operating Revenues	\$97,589	\$140,000	\$140,000	\$98,800	(\$41,200)	-29.4%
Fund Balance Appropriation	0	0	81,100	0	(81,100)	-100.0%
Total Revenues	\$97,589	\$140,000	\$221,100	\$98,800	(\$122,300)	-55.3%
Expenses						
Personal Services	\$30,000	\$0	\$0	\$0	\$0	N/A
Operating Costs	30,410	84,000	163,550	98,800	(64,750)	-39.6%
Transfer Out	8,042	5,000	6,250	0	(6,250)	-100.0%
Capital Outlay	29,347	51,000	51,300	0	(51,300)	-100.0%
Total	\$97,799	\$140,000	\$221,100	\$98,800	(\$122,300)	-55.3%
Variance	(\$210)	\$0	\$0	\$0		
Beginning Fund Balance	337,617					
Ending Fund Balance	<u>\$337,407</u>					

SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Southern Maryland Criminal Justice Academy						
Revenues						
Local Government	\$80,000	\$80,000	\$80,000	\$88,000	\$8,000	10.0%
Service Charge	16,277	7,100	7,100	0	(7,100)	-100.0%
Miscellaneous	35	0	0	0	0	N/A
Total Operating Revenues	\$96,312	\$87,100	\$87,100	\$88,000	\$900	1.0%
Transfers In	40,000	40,000	40,000	44,000	4,000	10.0%
Total Revenues	\$136,312	\$127,100	\$127,100	\$132,000	\$4,900	3.9%
Expenses						
Operating Costs	\$115,214	\$127,100	\$127,100	\$132,000	\$4,900	3.9%
Total	\$115,214	\$127,100	\$127,100	\$132,000	\$4,900	3.9%
Variance	\$21,099	\$0	\$0	\$0		
Beginning Fund Balance	62,816					
Ending Fund Balance	<u>\$83,915</u>					

Animal Shelter\ Control

Revenues						
Service Charges	\$77,971	\$98,300	\$98,300	\$97,700	(\$600)	-0.6%
Miscellaneous	26,697	11,000	20,800	11,000	(9,800)	-47.1%
Total Revenues	\$104,667	\$109,300	\$119,100	\$108,700	(\$10,400)	-8.7%
Expenses						
Personal Services	\$23,934	\$24,200	\$24,200	\$24,800	\$600	2.5%
Fringe Benefits	5,817	6,200	6,200	5,600	(600)	-9.7%
Operating Costs	99,222	78,900	88,700	78,300	(10,400)	-11.7%
Total	\$128,973	\$109,300	\$119,100	\$108,700	(\$10,400)	-8.7%
Variance	(\$24,306)	\$0	\$0	\$0		
Beginning Fund Balance	76,252					
Ending Fund Balance	<u>\$51,946</u>					

SPECIAL REVENUE FUNDS

	FY2011 <u>Actual</u>	FY2012 <u>Adopted</u>	FY2012 <u>Amended</u>	FY2013 <u>Adopted</u>	\$ Change from FY12 <u>Amended</u>	% <u>Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Law Library						
Revenues						
Service Charges	\$30,070	34,000	34,000	34,000	0	0.0%
Fines & Forfeitures	24,063	33,000	33,000	33,000	0	0.0%
Miscellaneous	1,537	1,400	1,400	1,400	0	0.0%
Total Operating Revenues	\$55,670	\$68,400	\$68,400	\$68,400	\$0	0.0%
Transfers In	3,000	3,000	3,000	3,000	0	0.0%
Total Revenues	\$58,670	\$71,400	\$71,400	\$71,400	\$0	0.0%
Expense: Operating Costs	\$73,105	\$71,400	\$71,400	\$71,400	\$0	0.0%
Total	\$73,105	\$71,400	\$71,400	\$71,400	\$0	0.0%
Variance	(\$14,435)	\$0	\$0	\$0		
Beginning Fund Balance	51,384					
Ending Fund Balance	<u>\$36,949</u>					

TOTAL SPECIAL REVENUE FUNDS

Total Revenues	\$39,340,414	\$37,274,173	\$42,413,019	\$37,725,594	(\$4,612,425)	-11.1%
Total Expenses	\$38,180,969	\$37,274,173	\$42,413,019	\$37,725,594	(\$4,597,343)	-11.1%
Variance	\$1,159,446	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
Beginning Fund Balance	6,572,752					
Total Ending Fund Balance	<u>\$7,732,198</u>					

Cable TV/I-Net

Department:	Cable TV/I-Net	Account:	48 Fund
Division\Program:	Administrative Services	Fund:	Special Rev.
Program Administrator:	Deborah Hudson, Director of Fiscal & Admin. Services Roy Hancock, Acting County Administrator	Source:	Srv. Charge

www.charlescountymd.gov/coadmin/ccgtv/ccgtv

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$633,334	\$666,200	\$666,200	\$673,300	\$7,100	1.1%
Fringe Benefits	198,706	216,500	216,500	202,200	(14,300)	-6.6%
Operating Costs	105,543	185,600	205,600	231,600	46,000	24.8%
Agency Funding	0	75,000	75,000	100,300	25,300	33.7%
Debt Service	17,031	0	0	0	0	N/A
Operating Contingency	0	249,600	229,600	875,300	625,700	250.7%
Transfers Out	331,100	700,000	700,000	350,000	(350,000)	-50.0%
Total Expenditures	\$1,285,713	\$2,092,900	\$2,092,900	\$2,432,700	\$339,800	16.2%
Revenues	\$2,381,799	\$2,092,900	\$2,092,900	\$2,432,700	\$339,800	16.2%

Changes and Useful Information:

- Included are part time funds to provide limited help to assist with computer upgrades, replacements and to supplement help desk support.
- Operating Cost increase includes funds to cover the estimated cost of Constant Contract Subscriptions, funds for training and funds for speakers and wall mounts, a professional mixer, wireless microphones and equipment.
- Agency Funding represents funds provided to the College of Southern Maryland for public TV broadcasts.

Description:

This is an internal wide area communications network linking over 80 county government, educational & public facilities. 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.

Responsible for the maintenance and operation of the I-Net.

CHANNEL 95 SUPPORT SERVICES

VIDEO PRODUCTION

- Provide installation/maintenance support for Commissioner Room HD Video
- Provide installation/maintenance support for Commissioner Room HF Audio system.
- Provide installation/maintenance support for Nonlinear Real-Time Video editing
- 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
- Provide installation/maintenance/production support for Web Media File production of Commissioner's meetings.

VIDEO CAPTIONING

- Create MP3 file for each Commissioner meeting.
- Coordinate Transcription Process.
- Convert Captioned Video for Web Media Format.
- Render Captioned Video for broadcast.
- Archive/Catalog Video Files.

Cable TV/I-Net

Department:	County Administrator	Account:	48 Fund
Division\Program:	Charles County Government TV (CCG95)	Fund:	Special Rev.
Program Administrator:	Roy Hancock, Acting County Administrator	Source:	Srv. Charge

<u>Positions:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Communications	0.0	1.0	0.0	0.0	0.0
Press Secretary	0.3	0.0	0.0	0.0	0.0
Public Information Officer	0.0	2.0	2.0	1.0	1.0
Writer/Producer	1.0	1.0	1.0	1.0	1.0
Video Production Specialist	2.0	2.0	1.0	1.0	1.0
Media Specialist	0.0	0.0	1.0	1.0	1.0
Videographer	1.0	1.0	0.0	0.0	0.0
Media Relations Assistant	0.7	0.0	0.0	0.0	0.0
Public Information Specialist	0.0	0.0	0.0	1.0	1.0
Video Production Specialist (Contract)	1.0	1.0	1.0	0.0	0.0
Salary Allocation from General Fund	0.0	0.5	0.0	0.0	0.0
Part Time Help	2.7	5.3	0.5	0.5	1.3
Chief Information Officer	0.0	0.0	0.5	0.5	0.5
Network Manager	0.0	0.0	0.3	0.3	0.3
Network Spec. III	1.0	1.0	1.8	1.8	1.8
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	0.0	0.0	0.5	0.5	0.5
Total Full Time Equivalent	10.7	15.8	10.6	9.6	10.5

Objectives & Measurements:

<u>Objectives & Measurements:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
<i><u>Objective: To design, procure, configure, manage, and troubleshoot configuration of County Network Video Systems.</u></i>					
<u># of Live Broadcasts</u>	N/A	110	113	115	115
- Liquor Board	N/A	12	11	11	11
- Planning Commission	N/A	24	20	20	20
- Cable Advisory Commission	N/A	2	1	0	2
- Board of Appeals	N/A	24	18	18	18
- Board of Fire & Rescue	N/A	11	11	12	11
<u># of In-house Produced</u>	N/A	125	129	150	150
- Charles County Sheriff's Office Safety Beat	N/A	15	10	10	10
- County Commissioners Profiles	N/A	55	N/A	N/A	N/A
- CCSO National Nights Out	N/A	0	1	1	1
- Public Service Announcements (PSA's)	N/A	48	55	60	65
- Lackey Pool Promo & VanGO Promo	N/A	2	2	2	2
- Permits Seminars	N/A	2	3	5	5
<i><u>Tapes are aired daily every week of the year</u></i>					
Community Bulletin Board runs 24/7, which is updated three times a week					
# of requests for copies of broadcasts	N/A	150	250	250	250
# of off-site Events Taped for Broadcast	N/A	50	55	60	60

General Government

Department: Circuit Court Account: 33.09.10
Division\Program: Law Library Fund: Special Rev.
Program Administrator: Honorable Amy J. Bragunier Source: Svc. Charge
www.charlescountylawlibrary.com

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Operating Costs	\$73,105	\$71,400	\$71,400	\$71,400	0	0.0%
Total Expenditures	\$73,105	\$71,400	\$71,400	\$71,400	\$0	0.0%

Description:

Pursuant to the provisions of Section 7-204(j) of the Courts and Judicial Proceedings Article of the Code of Maryland, certain fees collected by the Clerk of the Circuit Court shall be placed in a special account to be known as the Charles County Law Library Fund. This Fund shall be used only for the general use of the Circuit Court Law Library for the acquisition of books and other publications, library equipment, and for other necessary expenses, as determined by the County Administrative Judge.

In addition, Sections 7-507(b) and 507(c)(4) of the Courts and Judicial Proceedings Article of the Code of Maryland provide that a portion of the fines imposed by and recognizance's forfeited to a circuit court shall be used to augment the court law library.

Public Safety

Department: Animal Control Services Account: 21 Fund
Division/Program: Animal Shelter/Animal Control Donations & Adoption Fund: Special Rev.
 Medical Services
Program Administrator: Edward Tucker, Chief Animal Control Services Source: Svc. Charge
www.charlescountymd.gov/es/animalcontrol/animal-control

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$23,934	\$24,200	\$24,200	\$24,800	\$600	2.5%
Fringe Benefits	5,817	6,200	6,200	5,600	(600)	-9.7%
Operating Costs	99,222	78,900	88,700	78,300	(10,400)	-11.7%
Total Expenditures	\$128,973	\$109,300	\$119,100	\$108,700	(\$10,400)	-8.7%

Changes and Useful Information:

- The Snyder Foundation grant which is not budgeted until awarded and is anticipated to be \$5,000. Any unspent balance from prior fiscal year is carried over via a budget amendment.

Description:

The Tri-County Animal Shelter receives in excess of 11,000 animals per year from Charles, Calvert, and St. Mary's Counties. Every dog and cat that is adopted from the shelter is spayed or neutered by one of the sixteen participating veterinarians helping the community in this 100% percent effective spay/neuter program in which the adopted animals are taken directly to the veterinarian by shelter staff.

All citizens adopting an animal pay a flat fee of \$85 per cat and \$100 per dog. This fee to the shelter includes the cost of spay/neuter surgery, a rabies shot, a first distemper vaccine, microchip, and physical exam by a veterinarian, puppies and kittens are wormed for roundworms, heartworm screening for dogs, and feline leukemia/FIV screening for cats.

This fund also covers the cost of the van and the driver that takes the animals to the veterinarian. Since October of 1999 the shelter has a program where reclaimed animals from the shelter can be microchipped for identification purposes at a greatly reduced fee.

Snyder Foundation Grant

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

Public Safety

Department: Animal Control Services Account: 21 Fund
Division/Program: Animal Shelter/Animal Control Donations & Adoption Fund: Special Rev.
 Medical Services
Program Administrator: Edward Tucker, Chief Animal Control Services Source: Srvc. Charge

Positions:	FY09	FY10	FY11	FY12	FY13
Title	FTE	FTE	FTE	FTE	FTE
Animal Shelter Van Driver	0.7	0.7	0.7	0.7	0.7
Total Full Time Equivalent	0.7	0.7	0.7	0.7	0.7

Objectives & Measurements:	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated
<i>Objective: Tracking of activities allows management to access the effectiveness of the spay/neuter adoption program</i>					
# of animals adopted	919	957	1081	951	1,000
-% of total received (ARRA's)	10.7%	12.0%	13.6%	11.7%	12.0%

Department: Sheriff's Office Account: 12 Fund
Division/Program: Public Safety Grants Fund: Special Rev.
Program Administrator: Rex W. Coffey, Sheriff Source: Grant
www.ccsso.us

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$774,955	\$532,200	\$829,318	\$524,600	(\$304,718)	-36.7%
Fringe Benefits	274,270	227,000	307,524	214,300	(93,224)	-30.3%
Operating Costs	169,022	101,400	179,349	88,579	(90,770)	-50.6%
Capital Outlay	147,541	47,000	111,634	43,000	(68,634)	-61.5%
Total Expenditures	\$1,365,787	\$907,600	\$1,427,825	\$870,479	(\$557,346)	-39.0%

Changes and Useful Information:

- The FY2013 budget is for the Child Support Program, the Byrne Justice Assistance Grant (BJAG) Local Solicitation - CCSO Equipment Upgrade and Drug Court Support Program, and the American Recovery and Reinvestment Act (ARRA) Byrne Justice Assistance Grant for an Intelligence Specialist. All other grants are budgeted upon award or carried over as appropriate.

Description:

In a cooperative effort, the Sheriff and the County Commissioners are constantly vigilant in their search for State and Federally funded programs. These programs, when funded, enhance the law enforcement effort at a much reduced cost to the citizens of Charles County.

Auto Theft

Maryland Vehicle Theft Prevention – Receive partial funding for two Officers to curtail the rising crimes of auto theft and car jacking.

Child Support and Child Support Incentives

The Charles County Sheriff's Office (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 State's Attorney's Office, Social Services, and Child Support Enforcement Administration, the Courts, and the Department of Human Resources.

Federal incentive payment funding is used to supplement, improve the effectiveness or efficiency, of the Child Support Enforcement Program. The County submits a plan for IV-D or non IV-D activities. Incentives funds are multi-year in nature and budgeted as carryover funds and/or upon award.

Public Safety

Department:	Sheriff's Office	Account:	12 Fund
Division\Program:	Public Safety Grants	Fund:	Special Rev.
Program Administrator:	Rex W. Coffey, Sheriff	Source:	Grant

Domestic Violence Data Entry

This grant provides overtime funds for data entry to meet the court's mandate of entering protective orders into the MILES/NCIC database within a 24 hour period as well as the service of orders.

Tobacco Initiative

The Charles County Department of Health (CCDH) awards the Sheriff's office Cigarette Restitution Funds for tobacco use prevention and education. The goal of this collaborative agreement is to reduce the impact of youth tobacco use in Charles County. Together with CCDH, CCSO will conduct Tobacco Diversion Panels, educate tobacco merchants on your access law, and educate youth about tobacco through community events.

Comprehensive Traffic Safety Program

This transportation safety program is a Maryland Department of Transportation grant to support aggressive driving prevention, bicycle safety, impaired driving prevention, inattentive driving prevention, motorcycle safety, occupant protection, older driver safety, pedestrian safety, and young driver safety.

School Bus Safety Enforcement Program

The CCSO Overtime Patrols program targets drivers who fail to stop for school buses that are loading or unloading students while displaying flashing red lights. The program supports proactive measures by focusing on school bus driver's routes and targeting violators of any Maryland motor vehicle laws for school bus safety zones as well as reckless traffic violations. The second component of the grant is to inform the public of school bus safety laws through a public information campaign which would be implemented for 6 weeks at a local movie theater. Program funds provide officer overtime for enforcement efforts and contracted services for the campaign.

Sex Offender and Compliance Enforcement In Maryland (SOCEM)

The CCSO's Monitoring Support Program tracks the compliance of local sex offenders who are required to register/re-register with the Maryland Sex Offender Registry. This program will continue strict enforcement of sex offenders in the area by focusing on registering offenders, performing compliance checks and ensuring employees are knowledgeable on offenders in order to make rapid location of violators possible. Grant funds provide overtime for officers performing compliance checks and the Warrant/Fugitive Squad to locate violators, a civilian CID-technical Assistant processing re-registrations and attending sex offender related meetings, as well as travel associated with training.

Washington Baltimore High Intensity Drug Trafficking Areas (HIDTA)

The Anti-Drug Abuse Act of 1988 and The Office of National Drug Control Policy (ONDCP) Reauthorization Act of 1998 authorized the Director of ONDCP to designate areas within the United States which exhibit serious drug trafficking problems and harmfully impact other areas of the country as High Intensity Drug Trafficking Areas.

The HIDTA Program provides additional federal resources to those areas to help eliminate or reduce drug trafficking and its harmful consequences. Law enforcement organizations within HIDTA assess drug trafficking problems and design specific initiatives to reduce or eliminate the production, manufacture, transportation, distribution and chronic use of illegal drugs and money laundering. This program ended 12/31/10.

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

Enhancing Training Capabilities & Serving Extraditions

The purpose of this grant is to purchase a portable Firearms Training Simulator (FATS). FATS is a simulated training system used to provide judgmental use of force, tactical and marksmanship training. Grant funds will also compensate for costs associated with serving extraditions such as airfare, lodging and per diem.

Public Safety

Department:	Sheriff's Office	Account:	12 Fund
Division\Program:	Public Safety Grants	Fund:	Special Rev.
Program Administrator:	Rex W. Coffey, Sheriff	Source:	Grant

CCSO Equipment Upgrade and Drug Court Support Program

This grant will be utilized for the following:

1. Equip the Crime Lab with a generator in order to keep systems running and DNA cold during emergencies.
2. Equip the Traffic Operations Section with a Tag Reader in order to make more arrests.
3. Provide support to the Charles County Juvenile Drug Court Program to cover one quarter of the Drug Court Coordinator's Position's salary and benefits. State funds that currently cover this are being reduced and this grant would make up for it. The costs associated with the salary and benefits will be used for three months of the grant from July 1 – September 30, 2012.

Law Enforcement Training(LETS) Grants

In FY12, the CCSO received several Law Enforcement Training Grants for the following training events:

- International Association for Identification Forensics Training Seminar
- Homicide and Crime Scene Management Conference
- Governor's Criminal Justice Training Conference
- Global Youth Training Conference
- Child First Training Seminar

American Recovery and Reinvestment Act (ARRA) – Domestic Violence Coordinator Program

The purpose of this grant is to hire a full-time Domestic Violence Specialist to provide assistance to victims of domestic violence in Charles County, not through counseling, but by providing information and assistance to the general public with inquiries pertaining to domestic violence matters. The employee will act as a liaison between the court and investigative and counseling service providers and will inform the court of the status of court ordered treatment and/or services.

American Recovery and Reinvestment Act (ARRA) - Reducing Open Warrants Initiative

This warrant overtime support program provides officer overtime for the purpose of extraditions, instant response, and warrant service for VPI cases and violent offender cases. The program supports the service of warrants for violent crimes and service of any warrant issued to violent offenders under the supervision of the Department of Parole and Probation. Grant funds provided overtime for officers serving warrants. This multi-year grant closed out in FY2012 as of September 30, 2011.

American Recovery and Reinvestment Act (ARRA) – Intelligence Specialist

The purpose of this grant is to hire a full-time Intelligence Specialist for a four year period with the aim to break the Spanish language and cultural barrier as well as to combat crime in our community. The Intelligence Specialist is fluent in Spanish and works in a full time capacity. This is a multi-year grant with a grant period of 03/01/09-02/28/13.

Badges for Baseball Grant - Cal Ripken Sr. Foundation

The purpose of this grant is to provide a positive program taught by Law Enforcement officers to at-risk youth in order to help them make better choices and have a better relationship with law enforcement. This grant will contribute to the goals of the County to provide a safe place for it's citizens to live and services to the youth who are at risk of making poor choices which cause them to end up on the wrong side of the criminal justice system. Grant funds will be used for teaching aids to add the Healthy Choices/Healthy Children and baseball fundamentals to the CCSO Summer Youth Achievement Program. It will also provide fun activities to enhance the program. The initial award was for 04/01/11-11/30/11. The CCSO applied for an additional year and are awaiting award.

Local Solicitation - Installation of Recording Capabilities in Interrogation Rooms

Funds awarded under the BJAG Local Solicitation are for the installation of Recording Capabilities in Interrogation Rooms at the Sheriff's office. This equipment will be used to accurately record suspect statements, confessions, and demeanor for submission in the courtroom during trial especially for cases involving serious felonies. This multi-year grant ended 09/30/11.

Public Safety

Department:	Sheriff's Office	Account: 12 Fund
Division\Program:	Public Safety Grants	Fund: Special Rev.
Program Administrator:	Rex W. Coffey, Sheriff	Source: Grant

Local Solicitation - Video Conferencing Equipment & Drug Court

The purpose of this grant was for the purchase of video conferencing equipment for the Detention Center to provide defendants with an initial appearance via video conferencing between the Detention Center and the District Court. The second function of the grant was in support of the Juvenile Drug Court Program. Grant funds were utilized for drug testing equipment, pay for drug testing with the CC Dept. of Health, and pay officer overtime for home visits, random curfew checks, and community service projects and incentives. This multi-year grant closed out in FY2012 as of September 30, 2011.

Enforcing Underage Drinking Laws Program

The Charles County Sheriff's Office's Underage Drinking Enforcement Initiative targets the enforcement of underage drinking laws in Maryland. The program supports special operations involving plain clothed and undercover officers working in alcohol retail establishments, party complaint follow-ups, and an annual event co-hosted by the CCSO. The annual event provides an alcohol and tobacco free night for high school graduates. The program also supports educational programs for parents as well as middle school students and a PSA campaign. Program funds provide for officers overtime, contractual services, and educational materials.

Chaney Foundation Grant

Grant funds will be used to cover supplies and annual Awards Banquet costs for Teen Court.

Juvenile Accountability Block Grants - Juvenile Drug Court and Teen Court Programs

Funding has been provided for the enhancement of the Charles County Juvenile Drug Court by supplying drug testing supplies and contracted services. The grant also provides for transportation services for Teen Court clients to educational field trips.

Maryland State Bar Association (MSBA) Teen Court

The Maryland Bar Foundations awarded the agency \$1,000 for the Teen Court Coordinator to attend trainings throughout the year.

License Plate Readers Program (LPRE)

This grant was awarded from the Governor's Office of Crime Control and Prevention (GOCCP) to the Maryland State Police who acted as the central procurement agency in order to purchase License Plate Readers for approved agencies throughout the state. The CCSO was selected to receive one LPR unit with a cost of \$17,000.

<u>Positions:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Sworn Officers	5.2	6.0	4.0	4.0	4.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Community Traffic Safety Coordinator	0.9	0.9	0.9	0.2	0.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist	0.0	1.0	1.0	1.0	1.0
Part Time Positions	0.0	0.0	1.2	1.2	1.2
Total Full Time Equivalent	8.0	9.9	9.1	8.5	8.2

<u>Objectives & Measurements:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>

Child Support Grant

Serve summonses/show cause/subpoenas and execute writs/warrants/body attachments relative to enforcement of child support program.

# of summonses/show cause/subpoenas	1,078	1,309	1,579	1,416	1,466
# of writs/warrant/body attachment to be executed	390	425	523	442	452

Public Safety

Department: Emergency Services Account: 49 Fund
Division\Program: Emergency Management Fund: Special Rev.
Program Administrator: Michelle Lilly, Chief of Emergency Management Source: Grant
www.charlescountymd.gov/es/em/emergency-management

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$203,783	\$149,402	\$230,033	\$150,059	(\$79,974)	-34.8%
Fringe Benefits	32,220	30,978	33,028	29,437	(3,591)	-10.9%
Operating Costs	371,798	2,700	300,409	88,368	(212,041)	-70.6%
Capital Outlay	401,580	0	701,771	0	(701,771)	-100.0%
Total Expenditures	\$1,009,381	\$183,080	\$1,265,241	\$267,864	(\$997,377)	-78.8%

Changes and Useful Information:

- The balance of Federal grants which have an ending date after 06/30/12 will be carried over to FY2013.

Description:

Homeland Security Grant Programs (HSGP)

This special fund provides for planning, equipment, training, exercise, and management & administrative funding to emergency prevention, preparedness, and response. The Office of Domestic Preparedness (ODP) HSGP integrates the State Homeland Security Program (SHSP), the Urban Areas Security Initiative (UASI), the Metropolitan Medical Response System (MMRS), and the Citizen Corps Program (CCP).

These programs further provide the opportunity to enhance regional preparedness efforts. State and local government are encouraged to employ regional approaches to planning and preparedness and to adopt regional response structures whenever appropriate to meet the needs identified through the assessments and in the State's Strategy.

For FY 2013 grant awards, the HSGP are being consolidated into a single grant that has been re-named National Preparedness Grant Program (NPGP). This does not include the Emergency Management Performance Grant which will continue as funded through FY 2013. The FY 2013 NPGP will:

- Focus on the development and sustainment of the core capabilities identified in the National Preparedness Goal.
- Utilize the capability estimation process employed by applicants and verified by Department of Homeland Security (DHS) to determine capability and resource deficiencies to inform the competitive process.
- Build a robust national preparedness capacity based on cross-jurisdictional and readily deployable state and local assets.

State Homeland Security Program (SHSP)

SHSP is a core homeland security assistance program that provides funds to build capabilities at the State and local levels through planning, equipment, training, and exercise activities and to implement the goals and objectives included in Homeland Security Strategies. SHSP funding also supports the four mission areas of homeland security - prevent, protect, respond, and recover - and addresses all the National Priorities and the 37 Target Capabilities, as they relate to terrorism.

The allowable scope of SHSP activities include catastrophic events, provided that these activities also build capabilities that relate to terrorism. As part of the SHSP, funding is provided to pay for an Emergency Planner Position. Law Enforcement Terrorism Prevention Program (LETPP) as part of the SHSP is a required 34% for FFY 2011 and 28% of FFY 2010.

Citizen Corps Program (CCP)

Corps Program funds will be used to support Citizen Corps Councils with efforts to engage citizens in all-hazards prevention, protection, response, and recovery. The CCP provides the resources necessary for States and local communities such as Charles County to:

- 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council;
- 2) develop and implement a plan or amend existing plans to achieve widespread citizen preparedness & participation;
- 3) conduct public education and outreach;
- 4) ensure clear emergency communications with the public;
- 5) develop training programs for the public;
- 6) facilitate citizen participation in exercises;
- 7) implement volunteer programs and activities to support emergency responders;
- 8) involve citizens in surge capacity roles and responsibilities; and
- 9) conduct evaluations of programs and activities.

Public Safety

Department:	Emergency Services	Account:	49 Fund
Division\Program:	Emergency Management	Fund:	Special Rev.
Program Administrator:	Michelle Lilly, Chief of Emergency Management	Source:	Grant

FFY2009 Interoperable Emergency Communications Grant Program

Funds were awarded to Charles County for the Tri-County Region to reimburse Calvert, Charles, and St. Mary's Counties for overtime costs and other expenses related to the interoperable communications drill held on March 23rd 2011. The grant also funded equipment under the guidance of the Southern Maryland Interoperable Executive Committee (SMIEC).

Port Security Grant Program (PSGP)

The purpose of the PSGP is to create a sustainable, risk-based effort to protect critical port infrastructure from terrorism, particularly attacks using explosives and non-conventional threats that could cause major disruption to commerce. The county has received several Port Security Grants as follows:

FFY2007 PSGP - Charles County Sheriff's Office has expanded operations to include Maritime Security Initiatives and this grant will promote Maritime Security on the waterways that surround Charles County. This grant funding was used to purchase a Fast Response Watercraft Vessel (FRWV) and standardized maritime tactical equipment and support training. The MD Natural Resources Police is the lead agency on this joint application. In FY12, the County received an additional \$7,500 in funding to purchase a navigation system and another \$4,500 to add a light bar, winch/power lift, ropes, tow straps, bumper guards, and life preservers to a Parker brand boat, DES Boat#16B.

FFY2009 PSGP - Funds from this grant provide for the purchase of a Tactical Emergency Medical Services SUV to support Maryland Tactical Operations Group (MTOG) operations and Charles County Sheriff's Office EST Operations. Through this grant CCG will also purchase a Maritime Tow Vehicle to support the FY2007 PSGP award for a FRWV.

FFY2010 PSGP - Project 1 of this grant, is for the purchase of a light duty rescue vehicle, mobile radio, two portable radios, and a mobile data terminal. Project 2 is for the purchase of a Maritime Tactical Response Vessel, training, and overtime and backfill for associated training events.

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.

Interagency Hazardous Materials Public Sector Training and Planning Grants

Funding has been awarded to send the Tactical Response Team members to training in Baltimore, MD for the International Hazardous Materials Response Team conference sponsored by the International Association of Fire Chiefs. The conference will provide multiple trainings to include the "Save Your Own" course that will train and practice "officer down" and "rapid intervention crew" exercise skills.

FY2008 Legislative Pre-Disaster Mitigation Grant Program

This grant is for contract services to update the Charles County Hazard Mitigation Plan, 2005. Without a plan update Charles County would not be eligible for pre and post-disaster grant funds after 2010. The plan update will include the latest information based on events and land development within the last five years. The plan update will also include other new requirements from the new local planning guidance such as repetitive loss structures information; continue compliance with National Flood Insurance Program (NFIP), and methods to conduct annual plan reviews. As part of the scope of work, the contractor will develop a detailed risk/vulnerability study for CIVISTA hospital and all repetitive flood zone areas in Charles County.

Southern MD Hospital – LifeNet

Funding provided for telemetry capabilities to all of the Lifepaks in the County through the purchase of 31 modems. The County has 26 in service and an additional 5 that can be used as spares if and when one is out of service. Funding has also been provided for a Wireless data plan for a 5-year period through FY2015.

Public Safety

Department:	Emergency Services	Account: 49 Fund
Division\Program:	Emergency Management	Fund: Special Rev.
Program Administrator:	Michelle Lilly, Chief of Emergency Management	Source: Grant

Community Right-To-Know (CRTK) Fund Grant Program

In 2001, the Maryland General Assembly enacted Title 7, Subtitle 6 of the Maryland Environment Article requiring the Maryland Department of the Environment to establish a Community Right-To-Know Fund (CRTK) to help cover costs to the State and local governments of fulfilling the duties and responsibilities of the Federal Emergency Planning and Community Right to Know Act. These funds are dispersed to the Local Emergency Planning Committees (LEPC) in the state.

Funds currently support part time personnel to perform facility site surveys in reference to Sara Title II reporting on threshold quantities of hazardous materials at businesses in Charles County and to purchase equipment.

Maryland Institute for Emergency Medical Services Systems (MIEMSS) 50/50 Matching Grant

This grant funding purchased one monophasic LP-15 defibrillator to replace an LP-12 which had been in service for 10 years. The objective of the grant is to provide essential life support equipment for field operations. This equipment will be used to provide the standard early defibrillation interventions to cardiac arrest patients as recommended by the American Heart Association.

State and Community Highway Safety Grant Program

These Federal pass through funds were utilized to establish a CAD interface for Charles County's computer aided dispatch to MIEMSS' electronic Maryland EMS patient care record and data collection system, eMEDS. It will result in providing greater understanding of contributing factors and develop improved strategies in our battle against motor vehicle related incidents. The County contracted with the State's vendor Image Trend, Inc. to develop an interface that exports the data from our CAD to the eMEDS system.

<u>Positions:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Emergency Management	1.0	1.0	1.0	1.0	1.0
Allocation from General Fund	0.2	0.8	0.8	0.8	0.8
Total Full Time Equivalent	1.2	1.8	1.8	1.8	1.8

Department:	Volunteer Fire Protection & Emergency Medical Services	Account: 26 Fund
Division\Program:	Charles Co. Volunteer Fireman's Association (CCVFA) & Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)	Fund: Spec. Rev Source: Prop. Tax
Program Administrator:	Thomas Edwards, CCVFA President / Vernon Monday, CCAEMS President	

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Fringe Benefits	\$3	\$0	\$0	\$0	\$0	N/A
Operating Costs	5,817	7,300	7,300	7,300	0	0.0%
Agency Funding	12,433,219	12,470,565	12,470,565	11,786,386	(684,179)	-5.5%
Total Expenditures	\$12,439,039	\$12,477,865	\$12,477,865	\$11,793,686	(\$684,179)	-5.5%

Changes and Useful Information:

- Decrease is due to reduced property tax revenue resulting in reduced agency funding.

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.

Public Safety

Department: Volunteer Fire Protection & Emergency Medical Services Account: 26 Fund
Division\Program: Charles County Volunteer Fireman's Association (CCVFA) & Fund: Spec. Rev
 Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS) Source: Prop. Tax
Program Administrator: Thomas Edwards, CCVFA President / Vernon Monday, CCAEMS President

The funding Source for the expenditure budgets listed are from a County wide fire and rescue property tax and a State of Maryland (508) 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 (EMS) 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).

The annual budgets are development within the Executive Committees of each Association. A seven member body, the Board of Fire & Rescue, Commissioners has final tax and grant appropriation authority over both Associations.

Positions:

There are nearly 2,500 volunteers within the fire and emergency medical services system. Most of these have accumulated Length of Service Award Program Points, with the average volunteer having approximately six years of service.

Department: State's Attorney Office\Sheriff\Commissioners Account: 22 Fund
Division\Program: Drug Forfeitures Fund: Special Rev.
Program Administrator: State's Attorney Office\Sheriff\Commissioners Source: Svc. Charge

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$30,000	\$0	\$0	\$0	\$0	N/A
Operating Costs	30,410	84,000	163,550	98,800	(64,750)	-39.6%
Transfers Out	8,042	5,000	6,250	0	(6,250)	-100.0%
Capital Outlay	29,347	51,000	51,300	0	(51,300)	-100.0%
Total Expenditures	\$97,799	\$140,000	\$221,100	\$98,800	(\$122,300)	-55.3%

Changes and Useful Information:

- No capital or equipment purchases anticipated for the Sheriff's Office drug forfeitures accounts.
- No matching funds to be provided by State Attorney's Office drug forfeitures in FY2013.

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 Program

The primary purpose of the federal asset forfeiture program is law enforcement: To deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instrumentalities of crime.

Shared funding is given to supporting law enforcement operations to result in further seizures and forfeitures, which includes additional training and equipment and part-time salaries, limited to one year, to carry out the operations. Funds must be expended within two years or returned.

Local and State Asset Forfeiture Program

Per County Commissioners of Charles County, Maryland Resolution No. 98-18, appropriation of funds is split at 30% State Attorney's Office, 20% County Commissioners Office, and 50% Sheriff's Office. Monies can only be spent as outlined in the Code of Charles County, Chapter 164 - Drug Enforcement and Education Special Reserve Fund to finance costs associated with the administration of drug enforcement and education by the Sheriff of Charles County, the State Attorney of Charles County and related agencies. Funds appropriated to the Sheriff of Charles County is for the purpose of drug and crime prevention, education and enforcement programs, investigations and narcotics-related equipment.

Public Safety

Department: Sheriff's Office Account: 18 Fund
Division\Program: Sheriff's Special Programs Fund: Special Rev.
Program Administrator: Rex W. Coffey, Sheriff www.ccsso.us Source: Srvc. Charge

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$162,351	\$177,000	\$177,000	\$159,500	(\$17,500)	-9.9%
Fringe Benefits	51,611	60,800	60,800	53,200	(7,600)	-12.5%
Operating Costs	29,436	38,000	38,000	173,200	135,200	355.8%
Total Expenditures	\$243,398	\$275,800	\$275,800	\$385,900	\$110,100	39.9%

Changes and Useful Information:

- The decrease in personal services and fringe benefits is due to a change in personnel.
- The increase in operating costs is for urinalysis testing.

Description:

Volunteers in Community Service (VICS)

VICS is a court ordered alternative to incarceration in which individuals perform court-ordered community services in lieu of fines, points, or incarceration. Currently, VICS has over 100 participating agencies. These participating agencies consist of State, County, Federal jurisdictions as well as nonprofit organizations.

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.

Personnel Summary:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
VICS Supervisor	1.0	1.0	1.0	1.0	1.0
VICS Specialist	2.0	2.0	2.0	2.0	2.0
Correctional Officer	0.4	0.4	0.4	0.4	0.4
Part-time positions	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	4.1	4.1	4.1	4.1	4.1

Department: Sheriff's Office Account: 44 Fund
Division\Program: Southern Maryland Criminal Justice Academy Fund: Special Rev.
Program Administrator: Rex W. Coffey, Sheriff www.ccsso.us Source: Reimburse

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Operating Costs	\$115,214	\$127,100	\$127,100	\$132,000	\$4,900	3.9%
Total Expenditures	\$115,214	\$127,100	\$127,100	\$132,000	\$4,900	3.9%

Changes and Useful Information:

- Increase in operating costs for utilities.

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 Academy provides entry-level, in-service and specialized training for employees from each of the Southern Maryland Sheriff's offices. In 2011, the Academy provided 288 hours of in-service training to 363 police officers of which 115 are from Charles County. The Academy also provided 1,820 hours of entry-level training to 70 new police and corrections officers, of which 26 are from Charles County.

The Academy scored 100 percent on a biennial audit conducted by the Maryland Police and Correctional Training Commission (MPCTC) in September 2011; this is the sixth consecutive perfect score the Academy has earned from the MPCTC.

Community Services

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$144,794	\$136,737	\$261,125	\$240,530	(\$20,595)	-7.9%
Fringe Benefits	1,679	850	13,072	17,152	4,080	31.2%
Operating Costs	286,237	244,528	373,863	255,965	(117,898)	-31.5%
Total Expenditures	\$432,709	\$382,115	\$648,060	\$513,647	(\$134,413)	-20.7%

Changes and Useful Information:

- The balance of Federal grants with a fiscal year end date of 09/30/12 or later will be carried over to FY2013.

Description:

Federal funds are provided as part of the Older Americans' Act (OAA), under the US Department of Health and Human Services, Administration of Aging. All OAA programs stipulate that persons who are eligible for services must be at least age 60+ and participants may not be means tested, and services cannot be denied based upon eligible participant's capability or willingness to contribute to the cost of these programs.

Title III, Part B - Grants for Supportive Services and Senior Centers

Under Title III, Part B, a state-determined minimum percentage of funds are provided for three designated priority areas: in-home care, legal assistance and access services.

In-home and supportive services are available to frail and disabled persons aged 60 or older, who reside within Charles County. Services include such things as personal care, respite, homemaker, chore, and limited benefits that fill identified gaps in community-based care while clients wait for long-term benefits. All services are coordinated across agencies to ensure that there is no duplication of effort, and to make the best use of limited funds.

Senior Legal Assistance provides legal advice, counseling, and representation to senior citizens under an annual contract with the Legal Aid Bureau (LAB). LAB personnel devote an average of 12 hours/month to the provision of specific legal services described in the contractual agreement. These hours include at least four community education events during the contract year.

Legal services under Title III are limited to settling the following types of claims: Public Benefit Access, Housing, Consumer Protection, Advocacy for institutionalized persons, and Health Care Advanced Directives.

The Area Agency on Aging (AAA) may also assist seniors with obtaining low-cost or free legal services not covered under its contract with LAB by coordinating services through the State's Senior Legal Hotline and local attorneys.

Access Services include the full scope of services in areas such as 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 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.

Community Services

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

Title III, Part D - Health Promotion and Disease Prevention

Health Promotion and Disease Prevention services are provided through a contract with the Charles County Department of Health's Visit the Nurse program, and many community partners who provide in-kind services for seniors. Physical Fitness activities provided at Senior Centers, as well as Health Screening, Mental Health Screening, Medication Management programs, and Wellness Education seminars are key components of this successful program. A specified percentage of funds must be designated to support medication management activities in accordance with State policy.

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.

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 long term care facilities (nursing homes and assisted living), to maintain their legal rights, ensure quality of care, and uphold the highest levels of personal dignity.

The Ombudsman mediates concerns when possible, and forwards regulatory deficiencies to the appropriate State agencies and law enforcement units, as needed. Ombudsmen also encourage the formation of active, resident councils and family councils within long term care facilities. Elder Abuse Prevention programs are jointly funded by the State Ombudsman Initiative grant.

Money Follows the Person (MFP) Rebalancing Demonstration

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

Affordable Care Act – Aging and Disability Resource Center: Maryland Access Point (MAP)

MAP is a method of service delivery that enables adults with chronic medical conditions and permanent disabilities to access information and assistance and receive options counseling and benefits coordination through a single point of entry. This expansion grant will be utilized to achieve specific goals in the MDoA 5-Year Strategic Plan for MAP. Funds support training and certification fees for AIRS Certification of 4 personnel, SMCIL personnel to conduct regularly scheduled on-site services at designated locations, the purchase of computer hardware and handicapped accessible furniture for up to 3 self-serve benefit screening kiosks, the creation of a professional TV/Internet ad and air time charges to run the ad as well as print media materials. The County also received grant funds to support a designated position titled "Home and Community Based Service Manager" to serve as the Charles County MAP Coordinator.

Centers for Medicare and Medicaid Services Programs (CMS): Senior 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.

Community Services

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

<u>Personnel Summary:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Aging & Senior Programs	0.0	0.0	0.1	0.1	0.1
Home & Comm. Based Services Mgr	0.0	0.0	0.0	1.0	1.0
Centers Administrator	0.0	0.0	0.2	0.2	0.2
Sr. Info. & Assist. Coordinator	0.0	0.0	0.0	0.0	0.3
Media Specialist	0.2	0.2	0.0	0.0	0.0
Senior Center Coordinator	0.6	0.6	0.0	0.0	0.0
Long Term Care Coordinator	0.3	0.3	0.4	0.4	0.4
Nutritionist	0.0	0.0	0.3	0.3	0.3
Program Specialist	0.4	0.4	0.0	0.3	0.3
Part-time positions	1.8	1.8	2.3	2.3	3.1
Total Full Time Equivalent	3.3	3.3	3.2	4.5	5.6

Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs (pg.# 150) for listing of all Objectives & Measurements regardless of funding source.

Department:	Community Services	Account: 43 fund
Division/Program:	Aging Services: State Grants	Fund: Spec. Rev.
Program Administrator:	Dina Barclay, Chief of Aging & Senior Programs	Source: Grant
	www.charlescountymd.gov/cs/aging/aging-and-senior-programs	

<u>Expenditure Category</u>	<u>FY2011 Actual</u>	<u>FY2012 Adopted</u>	<u>FY2012 Amended</u>	<u>FY2013 Adopted</u>	<u>\$ Change FY2012 Amended</u>	<u>% Chg.</u>
Personal Services	\$235,666	\$233,111	\$229,509	\$179,797	(\$49,712)	-21.7%
Fringe Benefits	33,269	35,689	34,332	17,510	(16,822)	-49.0%
Operating Costs	138,574	141,019	165,419	111,399	(54,020)	-32.7%
Total Expenditures	\$407,509	\$409,819	\$429,260	\$308,706	(\$120,554)	-28.1%

Changes and Useful Information:

- Reduction in Senior Care Program. Turnover in Medicaid Waiver program. No anticipated award for Medicare Improvements for Patients and Providers Act (MIPPA) Program and Senior Medicare Patrol (SMP) Program at time of budget cycle.

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.

Community Services

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

Centers for Medicare and Medicaid Services Programs (CMS)

Medicare Improvements for Patients and Providers Act (MIPPA) Program/Affordable Care Act - As outlined in the Affordable Care Act, MIPPA enables existing "SHIP" personnel to continue and expand their services to adults who have lost Medicare benefits and restore their entitlements when possible. It also provides funds to conduct educational forums for Medicare beneficiaries, as well as the provision of outreach services and benefits access to underserved areas. The purpose of MIPPA is to assure enrollment and re-enrollment for Medicare benefits to identified customers in target areas, and to assure that beneficiaries are aware of expanded Federal Medicare benefits under the Affordable Care Act. The initial multi-year grant had a grant period of 06/01/09 to 05/31/11. A second award has been received with a grant period of 10/1/10-09/30/12.

Senior Medicare Patrol (SMP) - Maryland SMP is an anti-health care fraud project administered by the Maryland Department of Aging through the U.S. Department of Health and Human Services and the Administration on Aging. The mission of Maryland SMP is to prevent the escalation of health care costs at the national level by developing programs that enlist senior volunteers under the direction of paid personnel to teach Medicare and Medicaid beneficiaries how to recognize and report health care fraud, waste, abuse, or error.

Charles County Department of Community Services, Aging and Senior Programs Division utilize these funds for existing I&A and SHIP staff to expand awareness about the Senior Medicare Patrol project to older adults residing in rural and geographically isolated areas and to under-served populations within Charles County. Do not anticipate funding in FY2013.

Senior Assisted Living Group Home Subsidy (SALGS)

The SALGS provides a fixed-rate monthly home fee for eligible persons who reside in small, group-home style assisted living facilities. The subsidy program is also utilized to offset the room and board costs of care for indigent persons who are enrolled in the Medicaid Waiver for Older Adults. Due to significant reductions to this program at the State level, subsidies available to residents in Charles County are extremely limited.

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.

All Senior Care clients receive a comprehensive, in-home assessment completed by a registered nurse from 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.

Guardianship

In lieu of a suitable private guardian of person, the Chief of Aging & Senior Programs, may serve as the court-appointed Public Guardian for persons ages 65 and older who have been declared by Courts to be legally incompetent to make their own decisions. Designated long-term care staff members serve as case managers and authorized legal representatives to the Public Guardian and may be required to determine appropriate living arrangements, oversee the provision of services or consent to medical treatment for wards under their care. In accordance with the Maryland Estates & Trusts laws, Public Guardianship shall be a last resort. Therefore, the Area Agency on Aging (AAA) shall utilize a portion of its grant funds to engage in activities aimed at avoiding Public Guardianship, as possible.

Community Services

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

State Ombudsman

As part of the Maryland Ombudsman Initiative, this program is partially State funded as determined 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 utilizes trained volunteers and representatives from family and resident councils within each facility to increase the presence of the resident advocate. Cases involving allegations of resident abuse, neglect, or exploitation are investigated jointly with local law enforcement agencies and reported to appropriate State licensing authorities, as outlined in COMAR. Ombudsman services are Federally mandated under the Older Americans' Act (OAA).

Senior Nutrition

In accordance with statewide nutrition programs for the elderly, the County administers a variety of quality nutrition services to senior residents of the County. Programs include: Congregate Meals, Home Delivered Meals, Nutrition Education, Nutritional Risk Assessment, Individualized Nutrition Consultation, and the provision of shelf-stable meals for use in emergency/increment 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.

Senior Center Operating Funds

These funds were awarded competitively to Area Agencies on Aging (AAA) for the purpose of enhancing services in Senior Centers throughout the state. This funding resulted in two licensed Master Trainers for the Matter of Balance (MOB) Program. The Master Trainers are able to train lay leaders and coaches to continue offering the program. MOB is designed to reduce fear of falling and increase activity levels among older adults who manifest this concern. The program utilizes a variety of activities to address physical, social and cognitive factors affecting fear of falling and to learn fall prevention strategies.

Medicaid Waiver for Older Adults

The purpose of the Medicaid Waiver for Older Adults is to enable individuals who are aged 50 and over who require long-term care services to remain in a community setting even though their advanced age or disability would 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.

Personnel Summary:

<u>Title</u>	<u>FY09</u> <u>FTE</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>
Sr. Info. & Assist. Coordinator	0.3	0.4	0.3	0.2	0.0
Long Term Care Coordinator	1.4	1.4	1.8	0.2	0.2
Home & Community Based Srvcs Coord Care Coordinator	0.0	0.0	0.0	1.0	1.0
Senior Center Coordinator	1.0	1.0	1.0	0.0	0.0
Long Term Care Program Specialist	0.1	0.1	0.0	0.0	0.0
Program Specialist	0.0	0.0	0.0	0.7	0.7
Part-time positions	0.7	0.6	0.6	0.1	0.0
	0.6	0.7	0.9	2.5	2.2
Total Full Time Equivalent	4.1	4.1	4.6	4.7	4.1

Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs (pg.# 150) for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services Account: 6 Fund
Division/Program: Transportation Fund: Spec. Rev.
Program Administrator: Jeffrey Barnett, Chief of Transportation & Community Program Source: Grant
www.charlescountymd.gov/cs/vango/vango

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$329,606	\$336,300	\$336,300	\$341,700	\$5,400	1.6%
Fringe Benefits	116,471	122,900	122,900	117,100	(5,800)	-4.7%
Operating Costs	5,482,644	5,834,084	6,148,504	5,624,925	(523,579)	-8.5%
Capital Outlay	1,438,131	110,000	49,237	750,320	701,083	1423.9%
Total Expenditures	\$7,366,852	\$6,403,284	\$6,656,941	\$6,834,045	\$177,104	2.7%

Changes and Useful Information:

- Fringe benefits decrease due to pension contribution reduction.
- Operating outlay reduction relative to reclassification of preventative maintenance to capital outlay for FY2013.
- Capital outlay is for replacement of two unreliable vehicles due to design flaws resulting in significant and unacceptable out of services status and replacement of aged specialized vehicles that will exceed 6 years and

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 13 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 Community Services (DCS) has entered into a cooperative agreement to provide transportation services to DSS clients receiving job training and education classes as well as transportation to other services related to gaining or maintaining employment. DSS purchases VanGO fare booklets for distribution to clients, who can then access a combination (based on specific client needs) of VanGO public transportation and specialized/demand-response transportation services.

Medical Assistance Transportation

The DCS has administered the Medical Assistance Transportation Grant and services for Charles County Health Department for several years. In FY98, DCS became the subrecipient for Medical Assistance grant funds and not only administers the grant, but consolidated service with other VanGO efforts. In recent years the arrangement has become a contract for services that includes transportation to medical appointments via fixed route and/or door to door demand response service and brokerage of all non emergency ambulance and aerial transports for eligible Medical Assistance recipients.

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 two (2) dialysis centers in Charles County and to the SC+ location.

Transportation - VanGO Capital Grant

The purpose of this grant is to provide funds for the undertaking of public transportation capital improvement/acquisition projects. For FY2012, capital grant funds were awarded for bus stop signs, a maintenance facility feasibility study and preventive maintenance. For FY2013, the capital grant budget is for replacement of two unreliable vehicles and replacement of aged specialized vehicles.

Community Services

Department:	Community Services	Account: 6 Fund
Division/Program:	Transportation	Fund: Spec. Rev.
Program Administrator:	Jeffry Barnett, Chief of Transportation & Community Program	Source: Grant

American Recovery and Reinvestment Act (ARRA) - VanGO Capital Grant

The purpose of this grant is to provide funds for the undertaking of public transportation capital improvement/acquisition projects. Funding will provide a portable lift, purchase/install passenger amenities, electronic fare boxes, preventative maintenance, and seven 30' replacement buses. This is a multiyear grant with a grant period of 04/01/09 to 06/30/12.

Personnel Summary:

<u>Title</u>	<u>FY09</u> <u>FTE</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>
Chief of Transp. & Comm. Programs	1.0	1.0	1.0	0.9	0.9
Trans. Developer Administrator	1.0	1.0	1.0	1.0	1.0
Transportation Services Supervisor	1.0	1.0	1.0	0.0	0.0
Fiscal Specialist	0.0	0.0	0.0	0.2	0.2
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	5.0	5.0	5.0	4.1	4.1

Objectives & Measurements:

See General Fund - Community Services: Transportation and Community Programs (pg.# 149) for listing of all Objectives & Measurements regardless of funding source.

Department:	Community Services	Account: 13 Fund
Division/Program:	Housing & Community Development: Community Development Block Grant (CDBG)	Fund: Spec. Rev.
Program Administrator:	Rita Wood, Chief of Housing Authority	Source: Grant

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

<u>Expenditure Category</u>	<u>FY2011</u> <u>Actual</u>	<u>FY2012</u> <u>Adopted</u>	<u>FY2012</u> <u>Amended</u>	<u>FY2013</u> <u>Adopted</u>	<u>\$ Change</u> <u>FY2012</u> <u>Amended</u>	<u>%</u> <u>Chg.</u>
Personal Services	\$11,184	\$0	\$15,000	\$0	(\$15,000)	-100.0%
Operating Costs	58,781	0	375,000	0	(375,000)	-100.0%
Agency Funding	0	0	75,000	0	(75,000)	-100.0%
Total Expenditures	\$69,965	\$0	\$465,000	\$0	(\$465,000)	-100.0%

Changes and Useful Information:

- At the end of each fiscal year, the balance of Capital Grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds.

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.

Foreclosure Counseling

Southern Maryland Tri-County Community Action Committee, Inc. (SMTCCAC), as the subrecipient, used \$75,000 of these CDBG funds for counseling of families threatened with foreclosure. Activities include: foreclosure prevention assistance, mediation assistance, post mitigation and foreclosure counseling, credit repair, financial literacy, and outreach to distressed and vulnerable home owners. The County utilized \$15,000 for project administration. This grant ended 02/29/2012.

Downpayment Assistance Waldorf, Charles County, 20602

This grant will fund down payment assistance to an estimated 25 low and moderate income home buyers to purchase foreclosed and vacant homes in the Waldorf Zip Code area of 20602. The assistance is estimated at \$15,000 per house and will be secured by a lien. This grant ends 06/30/13.

Community Services

Department: Community Services Account: 14 Fund
Division/Program: Housing Authority: Housing Assistance Fund: Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority Source: Grant
www.charlescountymd.gov/cs/housing/housing-choice-voucher-program

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$630,450	\$709,500	\$665,000	\$670,450	\$5,450	0.8%
Fringe Benefits	219,850	253,900	237,590	221,000	(16,590)	-7.0%
Operating Costs	8,679,116	9,403,008	10,381,586	10,154,360	(227,226)	-2.2%
Total Expenditures	\$9,529,416	\$10,366,408	\$11,284,176	\$11,045,810	(\$238,366)	-2.1%

Changes and Useful Information:

- Fringe benefits decrease due to vacant position and pension contribution reduction.
- The County administers 860 Housing Choice Vouchers which accounts for increased operating costs.

Description:

Housing Choice Vouchers

HUD's Housing Choice Voucher 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. The minimum total tenant payment is 10% of the gross monthly income. 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.

Personnel Summary:

<u>Title</u>	<u>FY09</u> <u>FTE</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>
Director of Community Service	0.3	0.3	0.1	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 Insp. Supervisor	1.0	1.0	1.0	1.0	1.0
Home Ownership Coordinator	0.0	0.0	0.0	0.0	0.0
Housing Inspector	2.0	2.0	2.0	2.0	2.0
Occupancy Specialist	4.0	4.0	4.0	4.0	4.0
Administrative Associate	0.3	0.3	1.3	1.3	1.3
Housing Program Specialist	0.2	1.0	1.0	1.0	1.0
Housing Program Assistant	1.0	1.0	0.0	0.0	0.0
Total Full Time Equivalent	10.7	11.5	11.4	11.5	11.5

Objectives & Measurements:

See General Fund - Community Services: Housing Authority (pg.# 153) 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: Srv. Charge
www.charlescountymd.gov/cs/housing/special-loans

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Operating Costs	\$618,527	\$400,000	\$400,000	\$400,000	0	0.0%
Total Expenditures	\$618,527	\$400,000	\$400,000	\$400,000	\$0	0.0%

Changes and Useful Information:

- The Housing Special Loan fund had a deficit fund balance at the end of FY2011. This balance and any subsequent surplus or deficit balances are the temporary result of the loan administration process as it crosses over to the subsequent fiscal year.

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: Housing Authority (pg.# 153) for listing of all Objectives & Measurements regardless of funding source.

Department: Community Services Account: 19 Fund
Division\Program: Housing & Community Development: Community Fund: Spec. Rev.
 Development Administration Source: Grant
Program Administrator: Rita Wood, Chief of Housing Authority

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$4,011	\$3,750	\$9,234	\$3,750	(\$5,484)	-59.4%
Operating Costs	311,396	63,690	495,083	84,250	(410,833)	-83.0%
Total Expenditures	\$315,407	\$67,440	\$504,317	\$88,000	(\$416,317)	-82.6%

Changes and Useful Information:

- At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds.

Description:

Rental Allowance Program - provides fixed monthly rental allowance payments for 12 months to approximately five low-income households currently residing in a County homeless shelter.

Emergency Solutions Grant, Formerly the Emergency Shelter Grant, (ESG) Program

The ESG program provides funding for emergency and transitional homeless shelters that supply supportive services to their clients. Charles County applies for funding on behalf of local sub recipients and administers the grants when received. In FY2011, the local recipients were New Revival Center of Renewal and Catholic Charities of the Archdiocese of Washington, Inc., d.b.a. Angel's Watch Shelter.

American Recovery and Reinvestment Act (ARRA) – Homeless Prevention & Rapid Rehousing Program

The purpose of this grant was to provide homeless prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are currently homeless. A portion of the funding was distributed to non-profit organizations, New Revival Center of Renewal, Inc., Tri-County Community Action Committee, Inc., and Lifestyles of MD Foundation, to provide assistance to the homeless of Charles County. The Charles County Housing Authority retained the remainder of the funds to be used for housing relocation and stabilization in partnership with Charles County Public Schools. This multi-year grant was fully expensed in FY2012.

Economic Development Initiative (EDI) – Indoor Plumbing

The EDI grant will assist Charles County households without indoor plumbing and/or potable water. The project will provide funding for the planning, design, and installation/rehabilitation of subject homes so that citizens can have these basic amenities. This is a multi-year grant ending 09/30/2017. Unspent funds will be carried over to FY2013.

Social Services

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

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$613,325	\$721,076	\$721,076	\$735,600	\$14,524	2.0%
Fringe Benefits	202,007	339,200	339,200	328,700	(10,500)	-3.1%
Operating Costs	288,285	372,081	477,745	401,323	(76,422)	-16.0%
Capital Outlay	0	0	1,475	0	(1,475)	-100.0%
Total Expenditures	\$1,103,617	\$1,432,357	\$1,539,496	\$1,465,623	(\$73,873)	-4.8%

Changes and Useful Information:

- Increase in Personal Services due to a new Part-Time position for Circuit Court's Child Support Program.
- Fringe benefits decrease due to pension contribution reduction.
- Reduction in operating costs is due to one time grants awarded in FY2012 that are not budgeted in FY2013.

Description:

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

Special Masters are appointed by the Judges of the Circuit Court for Charles County pursuant to Maryland Rule 2-541. Operating pursuant to a cooperative agreement with the MD Department of Human Resources Child Support Enforcement Administration, the Masters conduct court hearings in Title IV-D cases pertaining to establishing paternity and child support orders, as well as, the modification and enforcement of child and medical support obligations filed by the Charles County Department of Social Services (DSS).

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

In addition, pursuant to the cooperative agreement, the SAO presents cases before the Master for Domestic Relations for civil enforcement of payments under the support orders. Federal incentive payment funding is used to supplement and improve the effectiveness or efficiency of the Child Support Enforcement Program. The County submits a plan for IV-D or non IV-D activities. Incentives funds are multi-year in nature and budgeted as carryover funds and/or upon award.

Family Support Services Program (FSSP) - Circuit Court

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

The goal of the FSSP within the Circuit Court for Charles County is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the program works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation.

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

Social Services

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

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

The main goal of the Child Dependency Mediation Program is to assist children in finding a permanent solution to their home situation within twelve months. Other goals include shared ownership and development of case plans, reduction of the time from removal to permanency, reduction in the number of court hearings, and increased satisfaction of all disputing parties.

Drug Court Discretionary Grant Program - Family Recovery Court (FRC)

Planning for the Charles County Family Recovery Court (FRC) began in March 2008 with a meeting of County stakeholders and representatives from the Maryland Judiciary's Office of Problem-Solving Courts. Parents with substance abuse issues who are under the jurisdiction of the court through a Child In Need of Assistance (CINA) case, Termination of Parental Rights (TPR) case, or domestic relations custody 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.

The program was awarded a federal grant through the Department of Justice, Office of Juvenile Justice and Delinquency Prevention, in October 2010. This grant provides for a full-time Family Resource Specialist, staff training, family treatment providers, parenting classes, educational and vocational instruction, transportation, child care, and law enforcement officer overtime. This multi-year grant is for the period of 10/01/10-09/30/13. Implementation of the program took place on January 7, 2011. Court sessions are scheduled bimonthly for a total of twenty-four sessions held in each calendar year.

Juvenile Drug Court (JDC) - Circuit Court

The Juvenile Drug Court (JDC) is a post-adjudication program offering alternative sentencing for youth involved with the juvenile justice system who are identified with alcohol and/or other drug use. It is a unique, community-based approach that builds strong community partnerships, promotes accountability of the youth, develops life skills, and enhances the capacity of the partner-providers to assist in the rehabilitation of substance-abusing youth. The program is designed to promote youth and family wellness, sobriety, and community safety while providing a more effective use of public resources. A healthier and safer lifestyle for youths and their families is the overall program objective. In 2012, the Charles County Juvenile Drug Court celebrated its sixth year of operation. Since its inception, forty-three juveniles have successfully completed and graduated from the program.

The JDC is primarily funded by a grant from the Maryland Judiciary, Office of Problem-Solving Courts. Grant funds are designated for a full-time Drug Court Coordinator who oversees both the Juvenile Drug and Family Recovery Courts. The JDC expands from a daily census of 15 clients to a maximum daily census of 25 clients. In FY2013, this grant will continue to support the same program elements.

The JDC program provides intensive judicial intervention and supervision of juveniles and families involved in substance abuse (a level of intervention not generally available through the traditional juvenile court process). The program has four individualized phases. Depending on the progress of each youth, graduation from the program could take 10 to 20 months.

Social Services

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

Edward Byrne Memorial Justice Assistance Grant (JAG) Program/Grants to States and Territories - Juvenile Drug Court

This federal ARRA grant passed through the Governor's Office of Crime Control and Prevention (GOCCP) was awarded to the Circuit Court for Charles County for the enhancement of the Charles County JDC Program. Grant funds provide for overtime for local law enforcement for home visits and contractual transportation services. This grant ended on 12/31/10.

Juvenile Accountability Block Grants - Juvenile Drug Court (JDC)

Charles County received two separate Juvenile Accountability Block Grants for the enhancement of the JDC. Both grants had a funding period of January - August 2010. One grant provided transportation services to transport clients to treatment. The second grant provided for overtime hours for the Charles County Sheriff's Office to perform community supervision of drug court events.

State Court Improvement Program - Foster Care Court Improvement Project - Parents of Child In Need of Assistance Support Group

This grant funds a much needed support group for parents who have lost access to their child(ren) in a Child in Need of Assistance (CINA) case. The court believes that by providing intensive support services to parents, it will lead to an earlier achievement of reunification and assist in the permanency of their children. The Parents of the CINA Support Group is intended to decrease the negativity associated with a child's removal, focus on positive changes needed, motivate parents to work effectively with the Department of Social Services and other professionals, and assist parents to meet the requirements of court orders and service agreements.

Criminal and Juvenile Justice and Mental Health Collaboration Program (CJMMHC)

Charles County is a sub-recipient of this U.S. Department of Justice CJMMHC grant awarded to St. Mary's County. The Charles County Sheriff's Office will perform the following community supervision activities for JDC participants: home checks, supervision for group events, and feedback regarding observations and encounters to the Drug Court Coordinator. Grant funds will pay for officer overtime and officers will participate in crisis intervention training provided by the grant. This is a multi-year grant for the period of 10/01/10-09/20/12.

FY2012 Conflict Resolution Grants - Permanency Planning Mediation Training

Grant funds were utilized to expand the Permanency Planning Mediation Program by providing an intensive 40-hour training that resulted in current court-approved mediators expanding their skill base and an increased roster of mediators qualified to mediate Child in Need of Assistance (CINA) and Termination of Parental Rights (TPR) cases. Training was contracted out to a qualified organization and covered the course preparation time, actual facilitation of the course, and the associated travel time.

<u>Personnel Summary:</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
STATE'S ATTORNEY OFFICE					
Assistant State's Attorney	1.7	1.8	1.8	1.8	1.8
Administrative Secretary	1.0	1.0	1.0	1.0	1.0
Secretary	5.0	5.0	5.0	5.0	5.0
Computer Technician	0.8	0.8	0.8	0.8	0.8
Total State's Attorney	8.5	8.6	8.6	8.6	8.6
CIRCUIT COURT					
Drug Court Coordinator	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator	1.0	1.0	0.0	0.0	0.0
Family Support Services Coordinator	1.0	1.0	1.0	1.0	1.0
Family Resource Specialist	0.0	0.0	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
Domestic Relations Clerk	2.0	2.0	2.0	2.0	2.0
Part Time	0.0	0.0	0.0	0.0	0.5
Total Circuit Court	7.0	7.0	7.0	7.0	7.5
Total Full time Equivalent	15.5	15.6	15.6	15.6	16.1

Social Services

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

<u>Objectives & Measurements:</u>	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Estimated
Child Support					
State's Attorney's Office					
<i>Objective: Establishment and enforcement of paternity and support orders.</i>					
# of children / paternity will be established	299	352	457	290	313
# of cases in which support obligations will be established	433	519	594	470	495
# of cases in which child support and medical support obligations will be enforced	1,864	2,525	2,206	1,950	2,110
# of cases in which child support and medical support obligations will be modified	384	677	744	333	345
Master's Office					
<i>Objective: Establishment and enforcement of paternity and support orders.</i>					
# of hearing to be held to establish paternity	297	352	370	319	323
# of hearings to be held to establish child and medical support obligations	439	518	454	452	470
# of hearings to be held to enforce child and medical support obligations	1,959	2,528	1,785	1,866	1,933
# of hearings to be held to modify child support orders	401	680	572	350	376

Department:	Community Services	Account: 46.06
Division\Program:	Local Management Board	Fund: Special Rev.
Program Administrator:	Jeffry Barnett, Chief of Transportation & Community Program	Source: Grant
	www.charlescountymd.gov/cs/transportation/local-management-board	

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$138,574	\$109,338	\$98,995	\$94,080	(\$4,915)	-5.0%
Fringe Benefits	32,410	23,619	24,242	22,561	(1,681)	-6.9%
Operating Costs	9,168	9,200	16,200	40,360	24,160	149.1%
Operating Contingency	0	36,740	36,740	5,119	(31,621)	-86.1%
Transfers Out	10,670	0	0	0	0	N/A
Agency Funding	1,011,790	1,008,267	1,010,987	605,326	(405,661)	-40.1%
Total Expenditures	\$1,202,612	\$1,187,164	\$1,187,164	\$767,446	(\$419,718)	-35.4%

Changes and Useful Information:

- At time of budget cycle, do not anticipate renewal of Promoting Safe & Stable Families Healthy Families and Temporary Assistance for Needy Families Programs resulting in reduction in agency funding and corresponding transfer from personnel services to program administration.

Description:

The Local Management Board (LMB) plans, manages, and evaluates services to families and children. The LMB 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 LMB does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the LMB 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.

Social Services

Department:	Community Services	Account:	46.06
Division\Program:	Local Management Board	Fund:	Special Rev.
Program Administrator:	Jeffry Barnett, Chief of Transportation & Community Program	Source:	Grant

Positions:	FY09	FY10	FY11	FY12	FY13
Title	FTE	FTE	FTE	FTE	FTE
Chief of Transp. & Comm. Programs	0.0	0.0	0.0	0.1	0.1
Core Services Agency Manager	1.0	1.0	0.0	0.0	0.0
Local Management Board Coordinator	1.0	1.0	1.0	1.0	1.0
Program Evaluation Specialist	0.8	0.8	0.0	0.0	0.0
Human Services Specialist I	2.8	2.8	1.0	0.0	0.0
Fiscal Specialist	0.8	0.8	0.0	0.3	0.3
Administrative Associate	1.0	1.0	0.0	0.0	0.0
Office Associate II	1.0	1.0	0.0	0.0	0.0
Part Time	0.4	0.4	0.6	0.8	0.8
Total Full Time Equivalent	8.8	8.8	2.6	2.1	2.1

Objectives & Measurements:	FY09	FY10	FY11	FY12	FY13
	Actual	Actual	Actual	Projected	Estimated

Objective: In accordance with the Charles County LMB Strategic Plan, continually monitor progress in implementing developed programs. Note: FY08 and FY09 actuals include Core Service Agency.

Grant/funding applications submitted	15	5	4	4	2
Grant/funding applications approved	15	5	4	4	2
Vendor contracts executed	21	10	8	7	6
Program improvement plans reviewed	7	0	*NA	2	2

**No programs required an improvement plan*

Planning and Growth Management

Department:	Planning and Growth Management	Account:	23.07.19
Division\Program:	Agricultural Preservation	Fund:	Special Rev.
Program Administrator:	Charles Rice, Environmental Review Program Manager	Source:	Prop. Tax

www.charlescountymd.gov/pgm/planning/planning

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$69,572	\$59,100	\$59,100	\$60,500	\$1,400	2.4%
Fringe Benefits	26,064	27,400	27,400	25,500	(1,900)	-6.9%
Operating Costs	4,186	4,200	522,010	4,200	(517,810)	-99.2%
Total Expenditures	\$99,822	\$90,700	\$608,510	\$90,200	(\$518,310)	-85.2%

Changes and Useful Information:

- Fringe benefits decrease due to pension contribution reduction.
- Land purchase in FY2012.

Description:

The Maryland Agricultural Land Preservation Foundation (MALPF) was established by the Maryland General Assembly in 1977 and is part of the Maryland Department of Agriculture. The Foundation works with local governments to purchase agricultural preservation easements that forever restrict development on prime farmland and woodland.

Funds to purchase easements are derived from an agricultural transfer tax paid when agricultural land is sold for nonagricultural use. Additional funds are provided by local governments and are used to leverage funding from the State. Funding for this Program helps to preserve the agriculture economy, rural character and other associated natural resources, which is a major goal of Charles County's Comprehensive Plan.

Positions:	FY09	FY10	FY11	FY12	FY13
Title	FTE	FTE	FTE	FTE	FTE
Agricultural Planner IV	1.0	1.0	1.0	0.8	0.8
Total Full Time Equivalent	1.0	1.0	1.0	0.8	0.8

Planning and Growth Management

Department: Planning and Growth Management Accounts: 4 Fund
Division\Program: Planning Grants Fund: Special Rev.
Program Administrator: Steven Ball, Planning Director Source: Grant
www.charlescountymd.gov/pgm/planning/planning

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$8,216	\$6,430	\$23,645	\$6,430	(\$17,215)	-72.8%
Fringe Benefits	1,784	3,570	3,570	3,570	0	0.0%
Operating Costs	127,475	0	440,594	0	(440,594)	-100.0%
Capital Outlay	5,290	0	13,285	0	(13,285)	-100.0%
Total Expenditures	\$142,765	\$10,000	\$481,094	\$10,000	(\$471,094)	-97.9%

Changes and Useful Information:

- The Energy Efficiency Development Block Grant is a multi-year grant and unspent grant funds will be carried over at FY2012 year end.

Description:

Charles County Critical Area Program www.charlescountymd.gov/pgm/planning/chesapeake-bay-critical-area-program

This State mandated program is partially funded by the Chesapeake Bay Critical Area Commission. The law governing the Program requires that development projects within 1,000 feet of the tidal influence of the Chesapeake Bay meet standards designed to mitigate adverse effects on water quality, fish, plant and wildlife habitat. The County reviews development projects located in the Critical Area to ensure compliance with the program. Staff also reviews, updates, and incorporates new legislation into the zoning ordinance, subdivision regulations, and Comprehensive Plan. This may include enforcement of local Critical Area regulations by performing site visits, responding to complaints, issuing citations, "Stop Work" orders, and following up on mitigation and remediation efforts. The County also uses these funds to educate the public and provide general assistance to property owners.

Maryland Heritage Areas Authority (MHAA) Project Grant

The purpose of this grant is to develop interpretive materials for visitors to the historic community of Benedict in preparation for the visitation anticipated by the upcoming War of 1812 200th anniversary commemorative activities. The grant funds the design and printing of a historical walking tour brochure of Benedict. Five thousand to 10,000 copies of the brochure will be printed for distribution and the brochure will be made available on-line at the County's tourism website. MHAA funds were also be used to hire a consultant to develop an interpretive plan for the County owned National Register listed property of Maxwell Hall.

Energy Efficiency and Conservation Block Grants (EECBG)

The purpose of the EECBG is planning for local government and community energy efficiencies to meet the Nation's long term goals for energy independence and leadership on climate change. Grant work is being managed by the Department of Planning and Growth Management and the Department of Public Facilities. Charles County has the following 7 projects that it is undertaking as part of this multi-year grant program:

- Energy Element in 2012 Comprehensive Plan
- Targeted Education & Promotional Programs
- Community Geothermal Initiative - Feasibility & Standards
- Transportation Project - Codes & Standards Review
- Codes & Standards Review
- Energy Distribution Projects - Feasibility & Planning
- Energy Efficiency Retrofits - Feasibility & Planning

Positions:

Title	FY09 FTE	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE
Planners Hours	0.3	0.3	0.1	0.1	0.1
Total Full Time Equivalent	0.3	0.3	0.1	0.1	0.1

Economic Development

Department:	Administrative Services	Account: 39 Fund
Division\Program:	Tourism	Fund: Special Rev.
Program Administrator:	Catherine Carroll, Tourism Marketing Coordinator	Source: Grant
	www.charlescountymd.gov/coadmin/tourism/tourism-office	

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2012 Amended	FY2013 Adopted	\$ Change FY2012 Amended	% Chg.
Personal Services	\$82,299	\$81,800	\$73,000	\$0	(\$73,000)	-100.0%
Fringe Benefits	5,541	8,700	7,500	0	(7,500)	-100.0%
Operating Costs	45,519	48,741	49,270	40,588	(8,682)	-17.6%
Operating Contingency	0	600	900	0	(900)	-100.0%
Total Expenditures	\$133,359	\$139,841	\$130,670	\$40,588	(\$90,082)	-68.9%

Changes and Useful Information:

- Reduction is due to the Welcome Center budget was moved to the General Fund for FY2013 forward.

Description:

MD Office of Tourism Development - County Cooperative Grants Program

The purpose of this grant is to develop and promote the State's tourism and travel industries and encourage, assist, and coordinate the tourism activities of local and regional promotional organizations. Money is spent on tourism advertising, written and graphic materials, cooperative and matching promotional programs, and other tourism and developmental and promotional activities. The grant amount is determined based upon the County's prior year allowable expenditures, prior year Comptroller-determined tourism tax revenues generated in their jurisdiction and on prior year growth of Comptroller-determined tourism tax revenues over same tax revenues collected two years prior. (These revenues reflect both the tax codes determined by the Comptroller and the formula utilized by the Comptroller.) Grant funds may only be used in the manner set forth in the County's FY2012 Destination Marketing Organization Grant Marketing Plan. Grant funds of \$1,200 shall be spent in support of tourism economic impact study.

Welcome Center

The State of Maryland provided local governments the opportunity to operate State-owned Welcome Centers that were located within their jurisdictions in lieu of closing them down due to State budget cuts. In FY2011, the County opted to keep the Welcome Center open and entered into a Memorandum of Understanding which outlined the areas of responsibilities, as well as, a 50/50 cost share between the State and County for the related operating costs. This cost share ended in the first quarter of FY2012 and starting in FY2013 is fully funded by the County and is now part of the General Fund.

Positions:

<u>Title</u>	<u>FY09</u> <u>FTE</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>
Part Time	0.0	0.0	3.2	3.2	0.0
Total Full Time Equivalent	0.0	0.0	3.2	3.2	0.0

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, road construction bonds, new school construction bonds, and construction for the Southern Maryland Stadium and Entertainment Complex. Long-term note receivables provide the County with a funding source for the nursing home, hospital, 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. Additionally, the County issued taxable bonds on behalf of a local developer for road and utility lines construction and for a local business owner for construction on the Southern Maryland Stadium and Entertainment Complex. The County's Excise Tax, Capital Project Fund, and General Fund finance the debt service for bond issues sold for school construction.

	FY11 Actual	FY12 Budget	FY13 Budget	\$ Change from FY12	% Change
<i>CIVISTA Medical Center</i>					
Revenues: Interest Income	\$335,455	\$285,400	\$249,200	(\$36,200)	-12.7%
Miscellaneous	911,779	827,700	854,000	26,300	3.2%
Total Revenues	\$1,247,234	\$1,113,100	\$1,103,200	(\$9,900)	-0.9%
Expenses: Debt Service	\$1,120,411	\$1,113,100	\$1,103,200	(\$9,900)	-0.9%
Variance	\$126,822	\$0	\$0	\$0	
<i>Nursing Home</i>					
Revenues:					
Fund Balance Appropriation	0	139,600	139,200	(400)	-0.3%
Total Revenues	\$0	\$139,600	\$139,200	(\$400)	-0.3%
Expenses: Debt Service	\$85,270	\$139,600	\$139,200	(\$400)	-0.3%
Variance	(\$85,270)	\$0	\$0	\$0	
<i>Southern Maryland Stadium & Entertainment Complex</i>					
Revenues: Interest Income	\$277,453	\$396,300	\$371,200	(\$25,100)	-6.3%
Miscellaneous	616,547	501,700	520,200	18,500	3.7%
Total Revenues	\$894,000	\$898,000	\$891,400	(\$6,600)	-0.7%
Expenses: Debt Service	\$906,086	\$898,000	\$891,400	(\$6,600)	-0.7%
Variance	(\$12,086)	\$0	\$0	\$0	

Debt Service Fund

	FY11 Actual	FY12 Budget	FY13 Budget	\$ Change from FY12	% Change
<i>School Construction Excise Tax</i>					
Revenues: Interest Income	\$1,326,024	\$1,416,400	\$1,444,600	\$28,200	2.0%
Miscellaneous	6,803,892	8,713,000	6,552,200	(2,160,800)	-24.8%
Total Operating Revenue	\$8,129,916	\$10,129,400	\$7,996,800	(\$2,132,600)	-21.1%
Fund Balance Appropriation	0	297,400	0	(297,400)	N/A
General Fund Transfer	2,153,972	0	2,685,800	2,685,800	N/A
Total Revenues	\$10,283,888	\$10,426,800	\$10,682,600	\$255,800	2.5%
Expenses: Debt Service	\$10,237,512	\$10,194,400	\$10,682,600	\$488,200	4.8%
Contingency	0	232,400	0	(232,400)	N/A
Total Expenses	\$10,237,512	\$10,426,800	\$10,682,600	\$255,800	2.5%
Variance	\$46,377	\$0	\$0	\$0	

College of Southern Maryland (Children Learning Center)

Revenues: Interest Income	\$25,419	\$31,300	\$15,600	(\$15,700)	-50.2%
Miscellaneous	61,372	62,200	65,300	3,100	5.0%
Total Revenues	\$86,791	\$93,500	\$80,900	(\$12,600)	-13.5%
Expenses: Debt Service	\$93,398	\$93,500	\$80,900	(\$12,600)	-13.5%
Variance	(\$6,607)	\$0	\$0	\$0	

The St. Charles Companies

Revenues: Interest Income	\$1,250,344	\$1,258,100	\$1,068,700	(\$189,400)	-15.1%
Miscellaneous	1,834,229	1,907,800	2,158,800	251,000	13.2%
Total Revenues	\$3,084,573	\$3,165,900	\$3,227,500	\$61,600	1.9%
Expenses: Debt Service	\$3,085,512	\$3,165,900	\$3,227,500	\$61,600	1.9%
Variance	(\$939)	\$0	\$0	\$0	

Miscellaneous

Revenues: Interest Income	\$388	\$0	\$0	\$0	N/A
Miscellaneous	1,788	0	0	0	N/A
Total Revenues	\$2,176	\$0	\$0	\$0	N/A
Expenses: Debt Service	\$0	\$0	\$0	\$0	N/A
Variance	\$2,176	\$0	\$0	\$0	

TOTAL DEBT SERVICE FUND

Total Revenues	\$15,598,662	\$15,836,900	\$16,124,800	\$287,900	1.8%
Total Expenses	\$15,528,189	\$15,836,900	\$16,124,800	\$287,900	1.8%
Variance	\$70,473	\$0	\$0	\$0	

Personnel

PERSONNEL/SERVICE LEVEL CHANGES

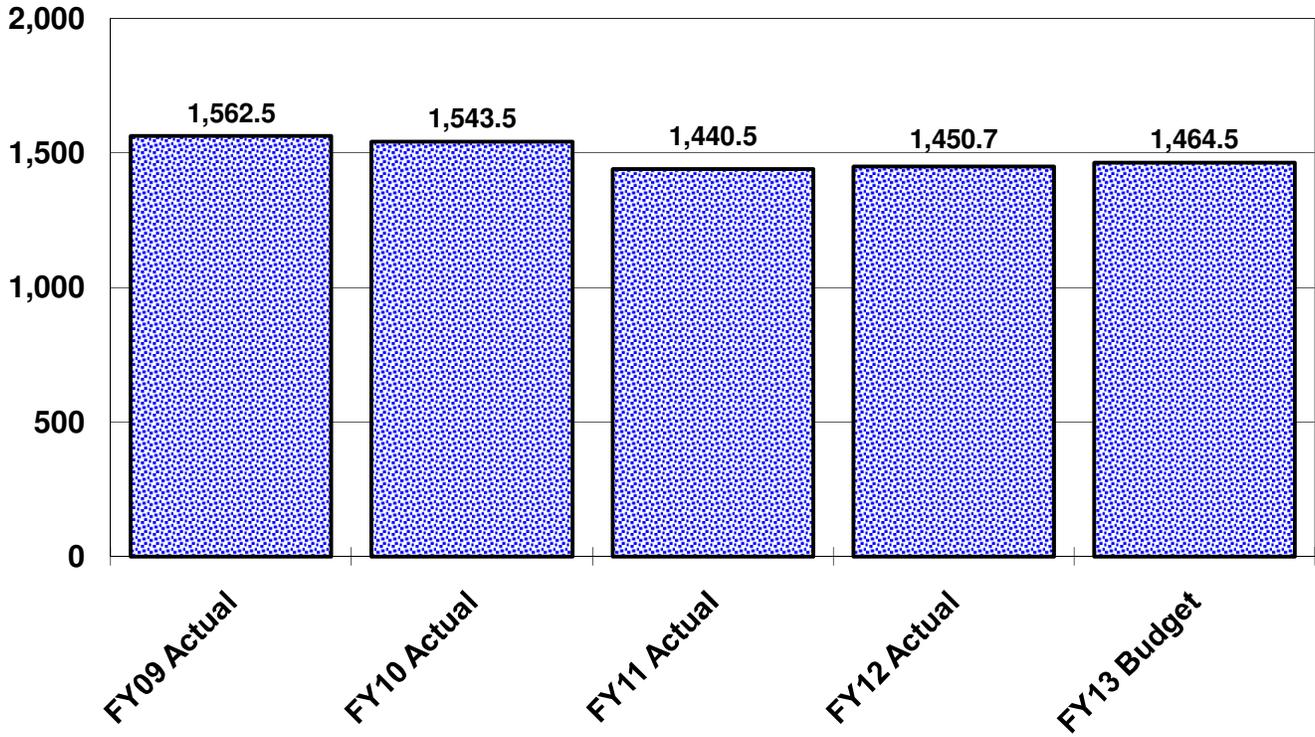
The following graph presents the Personnel history for Charles County Government from Fiscal Year 2009 through Fiscal Year 2013. A detail personnel listing by Department/Division follows. The personnel list is based on the number of full time and part time positions. Positions working less than Full 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 follows or previously has 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, and Public Works. 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.

The Fiscal Year 2013 authorized strength for all departments is 1,464.5. Compared to the prior fiscal year the authorized strength increased by a net Full Time Equivalency of 13.8. Between Fiscal Year 2009 and Fiscal Year 2011, the authorized strength decreased by a net Full Time Equivalency of 122 positions due to budget constraints. The reduction in staffing was achieved through a combined effort of privatizing services, early retirement incentive offers, reorganization & automation, attrition through vacancies, and layoffs. Starting in Fiscal Year 2012, the authorized strength began to increase in order to improve service levels in targeted areas of County Government. The authorized strength has risen by 24 Full Time Equivalent positions since the end of Fiscal Year 2011.

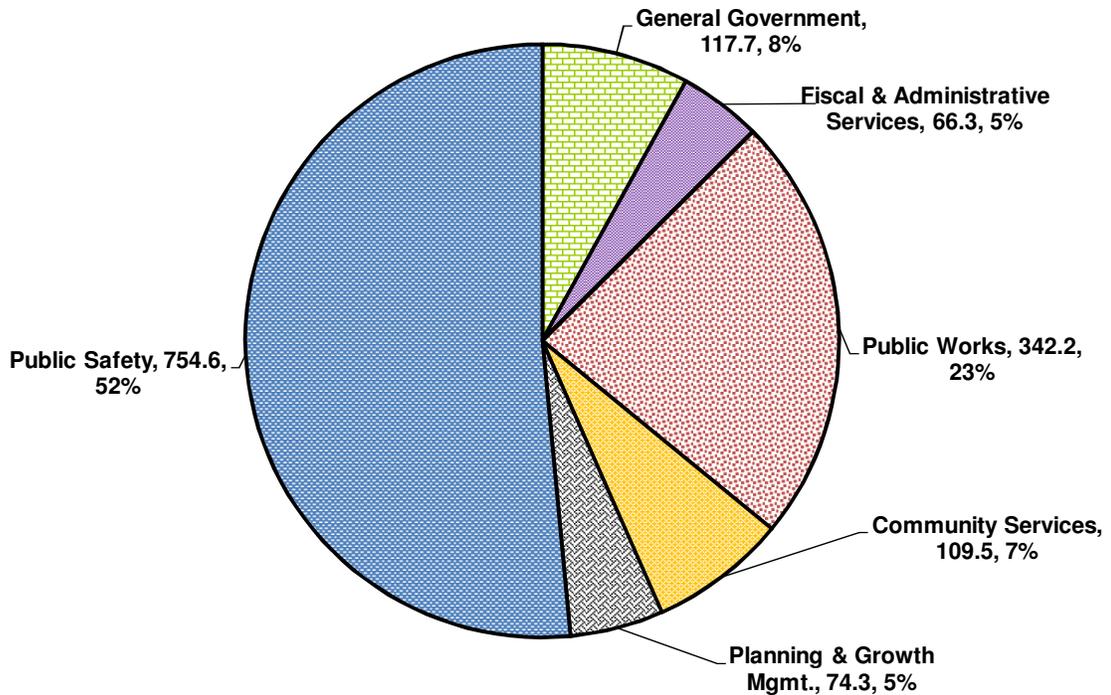
For the Fiscal Year 2013 budget, the County Commissioners provided funding for the State's Attorney's Office to hire three attorneys, two support staff positions and one investigator position. Additional part time funding was provided to the agency. These new positions will assist the agency in handling additional work load experienced by staff and will increase the agency's staffing to a more comparable level to other local State's Attorney's Offices. The Sheriff's Office received funding for two new positions to operate their new Speed Camera program. This program, in an effort to improve child safety, is being implemented to reduce speeders in school zones. Circuit Court added a Differentiated Case Manager position to develop, implement, and analyze all aspects of calendar and case flow management for the agency. This position will promote the timely disposition of cases in accordance with the established time standards set by the agency. Circuit Court was able to reduce their part time budget to fund this new position. Additionally for Fiscal Year 2013, the Department of Emergency Services received funding for two additional paramedic positions. These two positions will be staffed at the Charles County Mobile Intensive Care Unit to ensure 24/7 emergency medical coverage. This station serves the Waldorf/White Plains region.

Other new full time positions for Fiscal Year 2013 includes a Sales Specialist position for Tourism, a Human Resource Coordinator position for Human Resources and an Ombudsman position for Planning & Growth Management. The Sales Specialist position for Tourism will focus on attracting new visitors to Charles County by pursuing group opportunities such as small meeting conferences and sports tournaments. The Human Resource Coordinator position for Human Resources will support the Department's increased workload, specifically in the Recruitment and Benefits divisions. Added support in these areas will allow the Assistant Director to focus more on personnel management issues. The Ombudsman position for Planning & Growth Management will establish a first point of contact position for applicants applying, or interested in applying for a commercial permit. This person will also ensure permits are processed, reviewed, and issued in a timely manner. Additionally, this position will provide inspection coordination as well as development plan liaison and complaint response.

TOTAL PERSONNEL



FY13 PERSONNEL BY FUNCTION



CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY09 YEAR END	FY10 YEAR END	FY11 YEAR END	FY12 YEAR END	FY13 APPROVED
TOTAL PERSONNEL					
Total Full Time Personnel	1,396.9	1,373.7	1,286.5	1,297.5	1,310.2
Total Part Time Personnel	165.6	169.8	154.0	153.2	154.3
TOTAL PERSONNEL	1,562.5	1,543.5	1,440.5	1,450.7	1,464.5

COUNTY DEPARTMENTS

COMMUNITY SERVICES

Administration	4.6	4.6	3.8	4.0	4.0
Aging and Senior Programs	32.7	31.5	29.7	28.2	28.9
Housing Authority	15.8	15.8	14.8	14.7	14.7
Human Services Partnership	9.8	8.8	0.0	0.0	0.0
Recreation	61.5	60.0	54.8	54.8	54.6
Transportation & Community Programs	5.0	5.0	7.6	7.2	7.2
	129.4	125.7	110.6	108.9	109.5

COUNTY ADMINISTRATOR'S OFFICE

County Administrator	3.0	3.0	3.0	3.0	3.0
Security	1.0	2.9	2.9	2.9	2.9
Safety	2.9	1.0	1.0	1.0	1.0
Media	9.7	12.3	5.5	5.5	5.8
Tourism	0.0	0.0	4.2	5.2	6.2
	16.6	19.3	16.6	17.6	19.0

COUNTY COMMISSIONER'S OFFICE

County Commissioners	7.0	7.0	5.0	5.0	5.0
Commissioner Office Administration	6.4	6.4	5.5	6.6	6.6
Internal Audit	2.0	2.0	2.0	0.0	0.0
County Attorney's Office	10.0	10.0	9.0	9.0	9.6
	25.4	25.4	21.5	20.6	21.3

ECONOMIC DEVELOPMENT

Business Development	5.0	5.0	2.3	5.3	5.9
Tourism	3.4	2.4	0.0	0.0	0.0
	8.4	7.4	2.3	5.3	5.9

EMERGENCY SERVICES

Administration	5.3	5.3	3.3	3.3	3.3
Animal Shelter	14.9	14.9	13.7	13.9	13.9
Animal Control	7.0	7.0	6.0	6.0	6.0
Fire/EMS Communications	24.7	24.7	24.7	24.7	24.7
Emergency Management	0.0	0.0	2.0	2.0	2.0
Emergency Medical Services	79.1	79.1	79.1	79.1	81.1
False Alarm	3.0	2.0	2.0	2.0	2.0
Tactical Response Team	1.9	1.9	1.7	1.7	1.7
	135.9	134.9	132.5	132.7	134.7

CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY09 YEAR END	FY10 YEAR END	FY11 YEAR END	FY12 YEAR END	FY13 APPROVED
FISCAL & ADMINISTRATIVE SERVICES					
Administration	3.8	3.8	2.0	2.0	2.0
Accounting/Payroll	11.8	11.8	10.8	10.8	10.8
Budget and Financial Planning	5.0	5.0	5.0	5.0	5.0
Information Technology	23.6	23.6	19.0	21.0	21.5
Purchasing	6.0	6.0	5.0	6.0	6.0
Treasury	15.0	15.0	14.0	14.0	14.0
Water & Sewer Billing	7.1	7.1	7.1	7.1	7.1
	72.2	72.2	62.8	65.8	66.3
HUMAN RESOURCES					
	8.9	8.2	7.0	7.0	8.0
PLANNING & GROWTH MANAGEMENT					
Administration	7.3	7.0	5.0	5.0	5.0
Codes, Permits & Inspections	35.7	36.4	29.3	29.3	30.3
Capital Projects	19.7	16.3	15.3	15.3	15.3
Resource & Infrastructure Management	0.0	7.0	6.0	6.0	6.0
Planning	31.7	19.7	17.7	17.7	17.7
	94.4	86.4	73.3	73.3	74.3
PUBLIC WORKS					
<u>Facilities:</u>					
Administration	14.4	14.4	10.5	11.0	11.0
Building & Trades	64.4	64.4	53.7	54.7	54.7
Landfill Operations	32.6	30.4	30.2	30.2	30.2
Parks & Grounds	65.2	64.2	56.8	57.5	57.5
Roads	46.7	45.7	39.7	39.7	39.7
Recycling Operations	24.6	24.1	24.1	24.1	24.1
Vehicle & Equipment Maintenance	11.6	11.6	11.6	11.6	11.6
	259.5	254.7	226.6	228.8	228.8
<u>Utilities</u>					
Water	33.9	33.9	35.0	34.4	35.0
Sewer	43.1	43.1	40.5	40.5	41.1
Mattawoman	38.9	36.9	35.3	32.4	31.2
Meter Technician	3.5	3.5	6.1	6.1	6.1
	119.4	117.4	116.9	113.4	113.4
Public Works Grand Total	378.8	372.1	343.5	342.2	342.2
Total Full Time Personnel	739.0	717.0	644.5	648.5	653.5
Total Part Time Personnel	131.0	134.5	125.5	124.8	127.4
TOTAL COUNTY DEPARTMENTS	870.0	851.5	770.0	773.3	781.0

CHARLES COUNTY GOVERNMENT PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY09 YEAR END	FY10 YEAR END	FY11 YEAR END	FY12 YEAR END	FY13 APPROVED
OUTSIDE AGENCIES					
CIRCUIT COURT	22.6	22.6	21.9	22.9	21.7
STATE'S ATTORNEY OFFICE	31.3	31.3	30.3	31.3	36.9
SHERIFF					
<u>Sheriff's Office:</u>					
Sheriff	1.0	1.0	1.0	1.0	1.0
Uniformed Officers	291.0	291.0	291.0	291.0	291.0
Office of the Sheriff	6.6	6.6	5.6	5.6	5.6
Executive Services Division	12.7	12.7	9.7	9.7	9.7
Administrative Services Division	18.0	17.2	16.3	15.3	15.3
Criminal Investigations Division	14.5	15.2	13.2	13.2	12.8
Communications	21.0	21.0	21.0	20.0	20.0
Station Clerks	23.0	23.0	22.0	22.0	22.0
Records Management	11.6	11.6	10.6	11.6	11.6
Management Information System	12.0	12.0	11.6	11.6	11.6
Patrol Division	1.6	1.6	1.0	1.0	1.0
Special Operations Division	7.5	7.1	5.5	4.8	6.6
Court Security	20.6	20.6	20.6	20.6	20.6
Judicial Services	14.8	14.8	18.4	19.1	19.4
Property Management	12.2	12.2	10.4	11.3	11.3
Training Division	4.7	4.7	4.7	4.7	4.7
	472.9	472.3	462.8	462.7	464.4
<u>Detention Center</u>					
Administration	2.0	2.0	2.0	2.0	2.0
Correctional Officers	141.0	141.0	136.0	141.0	141.0
Classified Personnel	13.6	13.6	12.6	12.6	12.6
Volunteers in Community Service (VICS)	3.6	3.6	0.0	0.0	0.0
	160.2	160.2	150.6	155.6	155.6
Sheriff Grand Total	633.1	632.5	613.3	618.2	619.9
SOIL CONSERVATION	5.6	5.6	5.0	5.0	5.0
Total Full Time Personnel	657.9	656.7	642.1	649.0	656.7
Total Part Time Personnel	34.6	35.2	28.5	28.5	26.8
TOTAL OUTSIDE AGENCIES	692.5	691.9	670.5	677.4	683.5

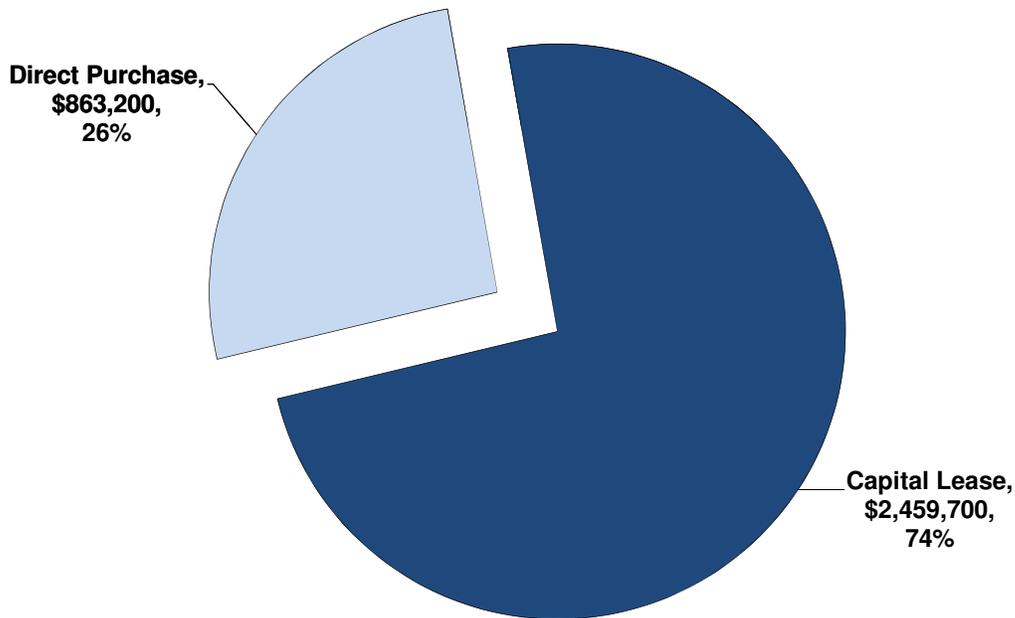
Vehicles & Equipment

FY2013 VEHICLE AND EQUIPMENT LISTING

	Asset Value of Request	Direct Purchase	Asset Value of Leased Items	Annual Lease
Total General Fund	\$1,764,000	\$34,800	\$1,729,200	\$363,400
Total Transportation Fund	750,400	750,400	0	0
Total Sheriff's Grants	43,000	43,000	0	0
Total Water & Sewer Operations	705,500	0	705,500	151,700
Total Environmental Services Operations Fund	60,000	35,000	25,000	5,300
Total All Funds	\$3,322,900	\$863,200	\$2,459,700	\$520,400

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.



FY2013 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
General Fund				
Public Works - Facilities				
Building & Trades 01.05.33.0500.000				
Muffin Monster	Replace muffin monster at the Detention Center to reduce clogging of sewer lines.	10,000		2,100
Total Building and Trades		10,000	0	2,100
Bensville Park 01.05.41.119.0500.000				
Turfcut Mower	Replace P&G-12, over 10 years old with over 1,675 hours and is in poor condition.	18,500		3,900
Pisgah Park 01.05.41.180.0500.000				
LG EB Trailer	Replace 1973 Hudson Trailer that is in poor condition and has safety concerns.	5,600		1,200
Parks and Grounds 01.05.41.41.0500.000				
1 Ton Truck with snow equipment	(P-25) Replace 1996 1 Ton Truck with 88,300 miles with high repair costs.	32,500		6,800
1 Ton Truck with snow equipment	(P-26) Replace 1996 1 Ton Truck with 87,900 miles with high repair costs.	32,500		6,800
White Plains Park 01.05.41.72.0500.000				
1/2 Ton Pick Up Truck	Replace 1993 Ford Ranger 4x2, with over 173,000 miles with a Propane Vehicle (additional \$10,000).	28,000		5,900
Total Parks		117,100	0	24,600
Vehicle Maintenance 01.05.44.0500.000				
Vehicle Lift	Replace 20+ year old lift.	13,000		2,700
Small Equipment Lift	Enhance productivity and safety.	7,800		1,600
Total Vehicle Maintenance		20,800	0	4,300
Roads 01.05.53.0500.000				
6 wheel dump truck with snow equipment	(R-4) 1996 Int. dump with 175,000 miles.	115,000		24,200
6 wheel dump truck with snow equipment	(R-15) 1993 Int. dump with 190,000 miles.	115,000		24,200
6 wheel dump truck with snow equipment	(R-13) 1993 Int. dump with 140,000 miles.	115,000		24,200
6 wheel dump truck with snow equipment	(R-23) 1994 Mack dump with 116,000 miles. High maintenance cost on vehicle.	115,000		24,200
Skid Loader with bucket	(R-45) 1995 GEHL with 5,300 hours.	53,000		11,100
Crew Cab pick up (4x4) truck with snow plow	(R-21) 1999 Ford with 170,000 miles.	45,000		9,500
Crew Cab pick up (4x4) truck with snow plow	(R-22) 1999 Ford with 172,000 miles.	45,000		9,500
Crew Cab Utility body (4x4) truck with snow plow	(R-19) 2002 GM Crew Cab with 184,000 miles.	45,000		9,500

FY2013 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
Roads				
Skid Loader with bucket	(R-47) 1996 GEHL Skid Loader with 5,000 hours.	53,000		11,100
Mini Excavator (Split with the Environmental Services Fund, Total Cost=\$50,000)	Clean pipes and ditches that a backhoe is too large to access. Will increase efficiency of crews with less manual labor.	25,000		5,300
Total Roads		726,000	0	152,800
Total Public Works - Facilities		873,900	0	183,800
State Attorney's Office 01.08.0500.000				
Office automation		79,200		16,600
Total State Attorney's Office		79,200	0	16,600
Circuit Court 01.09.05.0500.000				
Digital Recording System	The requisition for the former District Court Courtroom 2 did not include several components and licenses.	17,500		3,700
Total Circuit Court		17,500	0	3,700
Election Board 01.12.0500.000				
Pollbook acquisitions		12,000	12,000	
Total Election Board		12,000	12,000	0
Central Services 01.23.0500.000				
Security Upgrades	To upgrade door locking systems, security upgrades of facilities, and replacement of worn or non functioning security equipment.	22,800	22,800	
Total Central Services		22,800	22,800	0
Sheriff's Office 01.24.24.0500.000				
Upgrade to ICOP systems in Police Cruisers (45)		67,500		14,200
IP Trucking Solutions for the VIOP phones		60,000		12,600
Total Sheriff's Office		127,500	0	26,800
Detention Center 01.24.37.0500.000				
Convection Oven Double Deck	Replacement.	12,000		2,500
Electric Food Cutter	Replacement.	5,300		1,100
Tilting Skillet	Replacement.	10,700		2,200
Electric Kettle	Replacement.	12,600		2,600
Toaster	Replacement.	1,900		400
Portable Radios (10)	Replacement.	27,200		5,700
Total Detention Center		69,700	0	14,500
Total Sheriff's Office		197,200	0	41,300

FY2013 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
<u>Emergency Services</u>				
False Alarm Reduction 01.26.151.0500.000				
Cry Wolf Upgrade to .Net Version and Web Pages	Allows emailing of invoices and allows alarm user/alarm businesses to register, pay, renew, and update their accounts online.	7,900		1,700
Total False Alarm Reduction		7,900	0	1,700
911 Communications 01.26.29.01.0500.000				
Audio Recorder Interface	To fund the purchase and installation of electronic equipment that is used to establish an interface between the 911 phone systems, our radio system, and our audio recorder.	30,000		6,300
Total Communications		30,000	0	6,300
Tactical Response Team 01.26.86.0500.000				
ATV / UTV	ES08/2002/needs transmission rebuilt.	18,000		3,800
Total Tactical Response Team		18,000	0	3,800
Career EMS 01.26.97.0500.000				
SUV	ES24 Duty 16A / 2007 / 200,000 miles.	100,000		21,000
Ford Police Interceptors	ES07 / 2002 / 160,292 miles.	47,500		10,000
Ford Police Interceptors	ES05 / 2002 / 106,084 miles.	47,500		10,000
(5) Life Pak's 15	Replace LifePak 12's - these are the last of the monophasic. (Monophasic monitors are no longer acceptable for service under current MD State Medical Protocols.)	171,000		35,900
Total Career EMS		366,000	0	76,900
Total Emergency Services		421,900	0	88,700
<u>Library</u> 01.47.0500.000				
Envisionware	Public access portion to computers, print access, and also tied into public copy machines.	139,500		29,300
Total Library		139,500	0	29,300
General Fund Total		\$1,764,000	\$34,800	\$363,400
Total Cost of Items to Be Leased		\$1,729,200		

FY2013 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
<u>Transportation Grants Fund</u>				
<u>Community Services</u>				
Transportation (Capital)- Fixed Route Vehicles				
	06.06.110.139.0500.011			
* Fixed Route Vehicles (2) (County Share \$10,552)	Replacement of two unreliable units due to design flaws resulting in significant and unacceptable out of service status. CS66, 2009, 53,948 miles & CS67, 2009, 50,967 miles.	380,900	380,900	
Transportation (Capital)- Specialized Vehicles				
	06.06.110.139.0500.012			
* Specialized Vehicles (7) (County share is \$36,953)	Replacement of the following 2007 vehicles, will exceed 6 years and 200,000 miles next year: CS40, CS41, CS42, CS43, CS44, CS45, CS47	369,500	369,500	
Total Transportation Fund		\$750,400	\$750,400	\$0
<i>*contingent on grant funds</i>				

Public Safety Grants Fund

Sheriff's Office

Child Support Grant	12.24.11.31.0500.000			
* Replacement vehicles (2)		43,000	43,000	
Total Public Safety Grants Fund		\$43,000	\$43,000	\$0
<i>*contingent on grant funds</i>				

Water and Sewer Operation Fund

Fiscal and Administrative Services

Billing	30.04.60.145.0500.000			
Printer	Current printer is not functioning properly and not capable for billing capacity.	7,500		1,600
Total Fiscal Services Water & Sewer		7,500	0	1,600

Public Works - Utilities

Meter Replacements	To replace old meters.	300,000		66,300
Meter Reading Handhelds	For new handhelds & associated software.	28,000	0	5,900
Discrete Nutrients Analyzer (Lab)	Need 2nd due to additional testing requirements. One for Nitrogen; other for Phosphorous. Use simultaneously to reduce staff time; eliminate cleaning time to prevent cross contamination; backup in case of failure.	75,000		15,900
GPS Handheld Unit for Locaters	Old unit traded in for FY12 purchase for Line Maintenance.	9,000		1,900

FY2013 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
Public Works - Utilities				
Trailer-mounted Excavating Vactor	For digging around electric/communication lines; meets new Miss Utility mandate. Eliminates need for hand digging & Vaccon use (so it can be reserved for line cleaning).	146,000		30,700
Compact pickup	U135; 2004 pickup with over 218k miles.	18,000		3,800
Locater van with shelving & tablet docking mount	U119; 2002 van with over 186k miles.	22,500		4,700
One ton 4WD truck with snow equipment	U110; 2000 pickup with over 148k miles.	53,000		11,100
Portable generator, 105kW	Emergency use. Currently have only one. This will enhance customer service by continuing to provide services even during power outages such as outages that occur with severe weather events.	41,000		8,600
Rag Roll-Off	Corroding; leaks when transported.	5,500		1,200
Total Public Works - Utilities Water & Sewer		698,000	0	150,100
Total Water & Sewer Fund		\$705,500	\$0	\$151,700
Total Cost of Items to be Leased		\$705,500		

Environmental Services Program Fund

Public Works - Facilities

Recycling		35.05.03.0500.000		
** 20 Yard Roll Off Container	Replace existing roll off containers that have exceeded their useful life and are no longer safe.	4,500	4,500	
** 20 Yard Roll Off Container		4,500	4,500	
** 40 Yard Roll Off Container		6,000	6,000	
** 40 Yard Roll Off Container		6,000	6,000	
Litter Control		35.05.03.20.0500.000		
** Variable Message Board with solar charge	Aid in litter control program and to provide a safer work site for litter control crews.	14,000	14,000	
Stormwater Management		35.07.19.94.0500.000		
Mini Excavator (Split with the General Fund, Total Cost=\$50,000)	Needed for storm water maintenance. Clean pipes and ditches that a backhoe is too large to access. Will increase efficiency of crews with less manual labor. Aging subdivisions are requiring increased drainage maintenance.	25,000		5,300
Total Environmental Srv. Fund		\$60,000	\$35,000	\$5,300
Total Cost of Items to be Leased		\$25,000		

**Items to be purchased from Equipment Reserve

TOTAL ALL FUNDS	\$3,322,900	\$863,200	\$520,400
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Capital Improvement Program

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, 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, 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.

Enterprise Fund projects include Sewer, Water, 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 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.

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. Infrastructure such as schools, roads, wastewater treatment plants, water supplies, and parks may impose a fee when development is underway. Charles County has adopted fees for water & sewer facilities, and road improvements.

CAPITAL IMPROVEMENT PROGRAM

The County Commissioners, by virtue of Article 66B - Land Use, Section 14.05(f), by 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 similar trust funds, and would be similar to a personal savings account. The FY2013 budget was appropriated using \$856 thousand of fund balance from the General Fund to fund projects that are inappropriate for long-term debt issuance and to utilize funds previously set aside to fund capital projects.

Trends and Assumptions for Estimates

On an annual basis the County develops five-year operating and capital budgets to measure the costs associated with required financing. To determine the amount of long-term debt, each project is reviewed for estimated useful life, dollar amount, and other revenue sources. Other revenue sources are subtracted from the project cost leaving the net cost to be financed with long-term debt. General fund revenues are estimated over a five-year period to determine the amount of revenue to be dedicated to fund additional long-term debt without creating an undue burden on the fund. Per the County's Debt Policy, the General Fund debt service will not exceed 8% of the operating budget. New water and sewer connection fees are estimated from a combination of historical trends and planning estimates and are applied to the debt service needed to construct central water and sewer systems. Historical trends in solid waste trash tons at the County-owned landfill are reviewed and trends are developed to project future revenue available for future landfill construction.

These revenues 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.

The amount of excise tax bonds to be issued in order to fund new school construction is dependent upon the amount of revenues that are expected from the excise tax levy. The excise tax levied for school construction is based on the number of new home starts within the County. The tax is adopted annually and the rate is as follows:

Dwelling Type	FY13 Excise Tax
Single Family Detached	\$12,828
Townhouse	\$12,166
Multi-Family	\$9,257

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 and Public Works. 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.

CAPITAL IMPROVEMENT PROGRAM

Deferred Capital Improvement Projects

The following is a list of projects that were deferred, removed, or the scope of the project was altered substantially from the prior approved FY12-FY16 Capital Improvement Program in order to stay within the County's debt affordability limitation. These projects may be requested for reconsideration during next year's CIP review.

College of Southern Maryland

Fine Arts Building Renovation & Addition

Transportation

Cross County Connector Ph. VII

Environmental Services

La Plata Subwatershed Restoration

Water and Sewer

Miscellaneous Watermain Improvements

Cliffton Water System Improvements

Cross County Connector Ph. VI-VII Water

Transmission Main Extension

Waldorf Water Tower #7

Zekiah Pump Station Upgrade

Due to budget constraints all projects were scrutinized and many projects were delayed while still remaining part of the adopted FY13-FY17 Capital Improvement Program. A comparison to the FY12-FY16 Capital Improvement Program is provided on the bottom of each project page which highlights the changes in the timing and amount of funds for the project.

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.

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. The current FY13-FY17 CIP would result in the need to add an additional \$729.9 thousand to the General Fund budget for operating cost related to the various building and parks by the end of FY17. Water and Sewer CIP impacts are estimated to result in operating increases totaling \$110.6 thousand.

A new High School is scheduled to open in FY15. The cumulative impact of the new High School opening is expected to be \$9.7 million by FY17 for 74.5 estimated additional staff and operating costs. These figures will fluctuate as the number of staff transfers from existing schools is determined and will be updated each year during the CIP process. The College of Southern Maryland has a building addition currently underway that is programmed to open in FY14 and two new buildings to be located on a Regional Campus are scheduled to open in FY15 and FY16. The cumulative impact of these college projects is expected to be \$629 thousand for 6.0 estimated additional staff and operating costs. This estimate is net of savings from building rent. The associated operating costs are shared between the State, County, and College of Southern Maryland. The County is estimated to pay \$167.1 thousand towards the impact of the new buildings.

CUMULATIVE CIP OPERATING IMPACTS

FY2013-FY2017 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017		PERSONNEL
GOVERNMENTAL OPERATIONS							
BOARD OF EDUCATION							
St. Charles High School							
No. of Personnel	0.00	0.00	57.50	74.50	74.50		
Personnel Costs	\$0.0	\$0.0	\$5,489.0	\$6,454.0	\$6,776.7	Administrative Staff	4.00
Operating	0.0	0.0	2,709.0	2,820.0	2,904.6	Support Staff	14.00
Start-Up Cost	0.0	0.0	696.2	590.0	0.0	Teachers	23.00
Total Operating	\$0.0	\$0.0	\$8,894.2	\$9,864.0	\$9,681.3	Special Education	21.50
						Other	12.00
Total Board of Education	\$0.0	\$0.0	\$8,894.2	\$9,864.0	\$9,681.3		
COLLEGE OF SOUTHERN MARYLAND							
Business and Career Education Buildings Addition							
No. of Personnel	0.00	2.00	2.00	2.00	2.00	Facilities & Grounds	
Personnel Costs	\$0.0	\$92.7	\$97.3	\$102.2	\$107.3	Technicians	2.00
Operating	0.0	215.5	222.0	228.7	235.6		
Start-Up Cost	0.0	0.0	0.0	0.0	0.0		
Total Operating	\$0.0	\$308.2	\$319.3	\$330.9	\$342.9		
Center for Trades and Energy Training Building							
No. of Personnel	0.00	0.00	2.00	2.00	2.00	Facilities & Grounds	
Personnel Costs	\$0.0	\$0.0	\$94.5	\$99.2	\$104.2	Technicians	2.00
Operating	0.0	0.0	183.9	189.4	195.1		
Operating (Rental Savings)	0.0	0.0	(278.0)	(286.3)	(294.9)		
Start-Up Cost	0.0	0.0	12.0	0.0	0.0		
Total Operating	\$0.0	\$0.0	\$12.4	\$2.3	\$4.4		
Healthcare Training Facility							
No. of Personnel	0.00	0.00	0.00	2.00	2.00	Facilities & Grounds	
Personnel Costs	\$0.0	\$0.0	\$0.0	\$96.4	\$101.2	Technicians	2.00
Operating	0.0	0.0	0.0	175.0	180.3		
Start-Up Cost	0.0	0.0	0.0	250.0	0.0		
Total Operating	\$0.0	\$0.0	\$0.0	\$521.4	\$281.5		
Total College of So. MD	\$0.0	\$308.2	\$331.7	\$854.6	\$628.8		
less: other funding	0.0	(226.3)	(243.6)	(627.6)	(461.7)		
Estimated County Cost	\$0.0	\$81.9	\$88.1	\$227.0	\$167.1		
COUNTY GOVERNMENTAL OPERATIONS							
Multi-Generational Center							
No. of Personnel	0.00	0.00	0.00	0.00	7.52	Facility Maint. Tech II	1.00
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$354.8	Custodial Wkr. I	0.50
Operating	0.0	0.0	0.0	0.0	263.4	Senior Center Coordinator	0.07
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$618.2	Office Associate	1.00
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	2.5	Fitness Coordinator	1.00
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$620.7	I&A Program Specialist	1.00
						PT Program Assistants	1.92
						PT Fitness Instructors	1.03
Detention Center Intake Area							
No. of Personnel	0.00	0.00	0.00	0.62	0.62	Part Time	0.62
Personnel Costs	\$0.0	\$0.0	\$0.0	\$16.1	\$16.9		
Operating	0.0	0.0	0.0	43.6	44.9		
Total Operating	\$0.0	\$0.0	\$0.0	\$59.7	\$61.8		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0		
Total Impact	\$0.0	\$0.0	\$0.0	\$59.7	\$61.8		
Lighting Retrofit							
No. of Personnel	0.00	0.00	0.00	0.00	0.00		
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0		
Operating	0.0	0.0	0.0	0.0	(11.3)		
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	(\$11.3)		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0		
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	(\$11.3)		

CUMULATIVE CIP OPERATING IMPACTS

FY2013-FY2017 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

FY 2013 FY 2014 FY 2015 FY 2016 FY 2017

PERSONNEL

GOVERNMENTAL OPERATIONS

Sheriff's Office Improvements

No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Operating	0.0	23.9	24.6	25.3	26.1
Total Operating	\$0.0	\$23.9	\$24.6	\$25.3	\$26.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$23.9	\$24.6	\$25.3	\$26.1

Animal Shelter Improvements

No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Operating	0.0	5.3	5.5	5.7	5.9
Total Operating	\$0.0	\$5.3	\$5.5	\$5.7	\$5.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$5.3	\$5.5	\$5.7	\$5.9

Milton Somers Football Stadium Improvements

No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Operating	0.0	0.0	0.0	0.0	1.4
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$1.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$1.4

Oak Ridge Development Phase II

No. of Personnel	0.00	0.00	0.00	0.00	0.15
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$4.0
Operating	0.0	0.0	0.0	0.0	11.1
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$15.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$15.1

Part Time II 0.15

Sprayground

No. of Personnel	0.00	0.00	0.00	0.00	0.21
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$4.8
Operating	0.0	0.0	0.0	0.0	5.4
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$10.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$10.2

Part Time 0.21

Total Governmental Operation:	\$0.0	\$29.2	\$30.1	\$90.7	\$729.9
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TOTAL GOVERNMENTAL IMPACT

No. of Personnel					
Board of Education	0.00	0.00	57.50	74.50	74.50
College of Southern Maryland	0.00	2.00	4.00	6.00	6.00
Governmental Operations	0.00	0.00	0.00	0.62	8.49
Total Personnel	0.00	2.00	61.50	81.12	88.99

Board of Education	0.0	0.0	8,894.2	9,864.0	9,681.3
College of Southern Maryland	0.0	81.9	88.1	227.0	167.1
Governmental Operations	0.0	29.2	30.1	90.7	729.9
Total Impact	\$0.0	\$111.1	\$9,012.4	\$10,181.7	\$10,578.3

CUMULATIVE CIP OPERATING IMPACTS

FY2013-FY2017 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)

FY 2013 FY 2014 FY 2015 FY 2016 FY 2017

WATER & SEWER

Benedict Central Sewer System

No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Operating	0.0	0.0	0.0	18.2	38.0
Total Operating	\$0.0	\$0.0	\$0.0	\$18.2	\$38.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$18.2	\$38.0

Hughesville Package Treatment Plant

No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Operating	0.0	27.0	64.8	68.6	72.6
Total Operating	\$0.0	\$27.0	\$64.8	\$68.6	\$72.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$27.0	\$64.8	\$68.6	\$72.6

TOTAL WATER & SEWER IMPACT

No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Operating	0.0	27.0	64.8	86.8	110.6
Total Operating	\$0.0	\$27.0	\$64.8	\$86.8	\$110.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$27.0	\$64.8	\$86.8	\$110.6

CAPITAL IMPROVEMENT PROGRAM

Comprehensive Plan

Preserving open spaces. Enhancing transportation. These concepts and others drive the vision for the Comprehensive Plan, a long range plan that guides policy, investment, program, and land use decisions within the County. The Comprehensive Plan update process is being finalized during Fiscal Year 2013, and public input is essential to producing an enhanced Plan that reflects community consensus and identifies ways to maintain Charles County as an ideal place to live, work, shop, and recreate.

Under state law (Article 66B), the County must review its Comprehensive Plan every six years. The County's first Comprehensive Plan was adopted in 1974 and the latest update (the "current" Comprehensive Plan) was completed in 2006. The 2012 Comprehensive Plan will be the framework for land use, growth management, rural/agricultural policies, economic development, water resources, natural environmental resources, community facilities, and energy efficiency decisions through approximately 2040.

The 2012 Plan is being developed through a scenario (options) approach, which differs from prior Comprehensive Plans. This process provides numerous opportunities for the public to learn about and provide input into the Plan.

Completed Meetings and Other Tasks include:

- **Kick-off Meeting** (March 29, 2011, 7:00 p.m.). This meeting provided an introduction to the Comprehensive Plan and the planning process, as well as opportunities to discuss major issues that the Plan will address.
- **Land Use Marketplace Forum** (April 28, 2011, 1:00 p.m.). The goal of this forum was to understand the driving forces behind real estate and development in Charles County. It included presentations by local and national experts, and a moderated expert panel discussion on market and land use issues.
- **Regional Visioning Work Sessions** (May/June 2011). This group of four similarly-structured, regionally-specific meetings gave the public the opportunity to identify and refine Comprehensive Plan visions, goals, and issues, and to begin to develop land use scenarios (options) for the 2012 Comprehensive Plan.
- **Regional Design Charettes** (July/August 2011). Following up on the Visioning Sessions, the Design Charettes focused on refining scenarios, including land use concept maps and major policies.
- **Open House** (October 19, 2011). The scenarios developed through the Regional Visioning Sessions and Design Charettes were refined, evaluated, and presented at the Open House. Participants were invited to give additional comments and input, and to select elements of the candidate scenarios that best achieve their visions for the County through 2040.
- **Public Meeting** (December 15, 2011). A presentation summarized the Merged Scenario--the result of public input and staff/consultant recommendations to date. Members of the public were invited to comment on the merged scenario.
- **Survey**. More than 700 interested participants filled out an online Comprehensive Plan Survey. This non-scientific survey provided input on issues and opportunities that the Comprehensive Plan should consider.
- **Stakeholder Interviews**. The County and its consultant conducted interviews with approximately 70 stakeholders representing diverse interests in Charles County. Interviews were based on responses to the survey, but provided more detailed and nuanced feedback.

The Merged Scenario packet and map, which were the basis for the December 15th Public Meeting, are currently available for review.

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. Expense Budget: lists the Approved FY2013 and tentatively approved FY2014-FY2017 expenditure budgets by category.
6. Prior Appropriation thru FY12 lists the amounts approved for this project to date.
7. Beyond FY 2017 lists the future cost for the project that is outside the five-year planning model.
8. 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 FY17).
9. Financing Sources: lists the Approved FY2013 and tentatively approved FY2014-FY2017 revenue budgets by account classification; a subtotal of County Funding is provided.
10. 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.
11. Number of Personnel that will be required to staff the new facility or park.
12. The incremental impact in dollars for Personnel, Operating, and Start-up costs for schools, when appropriate.
13. The amount of future debt service payments associated with the Bond funding of the project.
14. 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.
15. The Approved FY12-FY16 Capital Improvement Program figures are provided and compared to the new FY13-FY17 Capital Improvement Program.
16. 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.
17. The Location section provides information as to where in the County the project is going to occur.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:		Requested By:
1.	2.	3.
		Project #:
		4.

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total 13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering									
Land & ROW									
Construction									
Equipment									
Administration			5.				6.	7.	8.
Inspection									
Miscellaneous									
Contingency									
Total Outlay									

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total 13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds									
Fund Balance Appropriation									
Operating Transfer									
Total County Funding									
Federal			9.				6.	7.	8.
State									
Other:									
Total Funding									

Operating Budget Impact	10.
No. of Personnel	
Personnel Costs	11.
Operating Start-Up Cost	12.
Total Operating	13.
Debt Service: Bonds	
Vehicle & Equipment Lease	14.
Total Impact	

APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM 15.

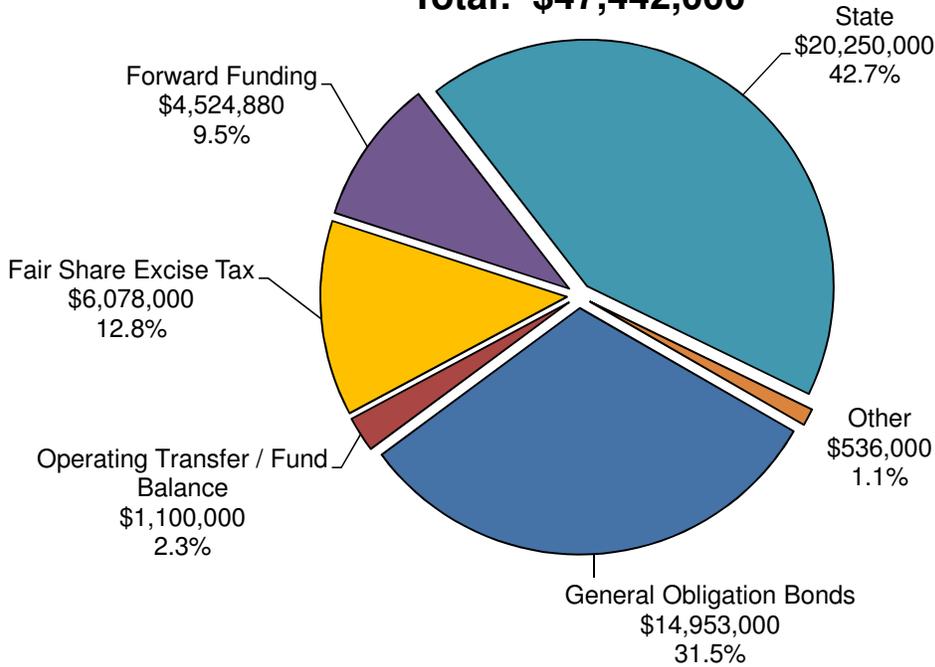
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0
% change	%	%	%	%	%

PLANNING COMMISSION COMMENTS 16.

LOCATION: 17.

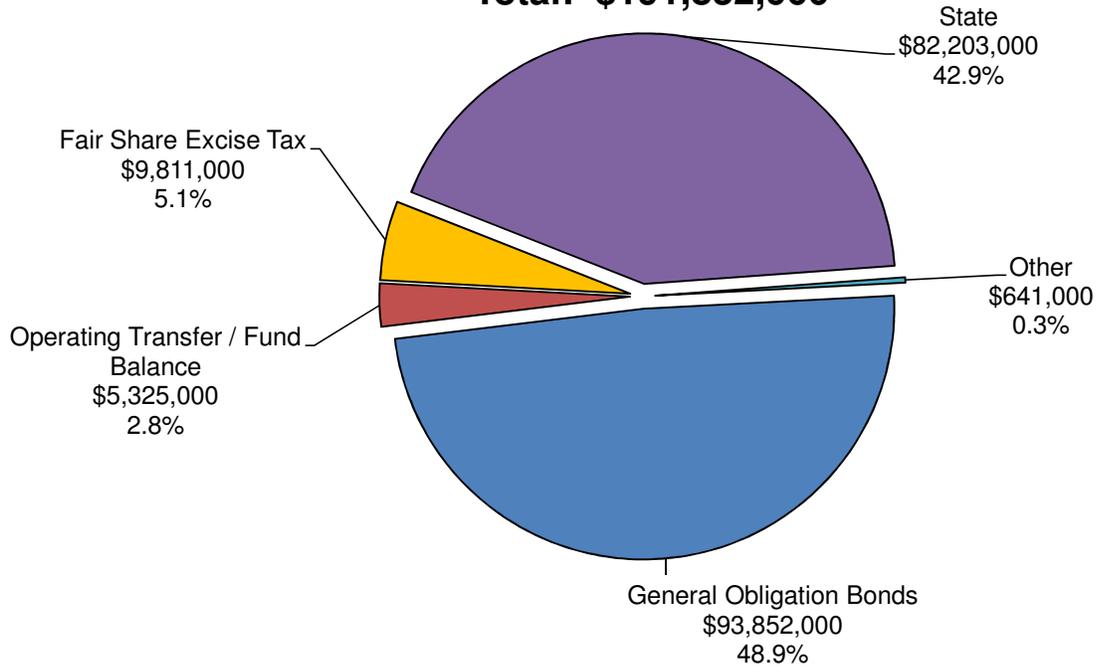
FY13 Governmental Projects by Funding Source

Total: \$47,442,000



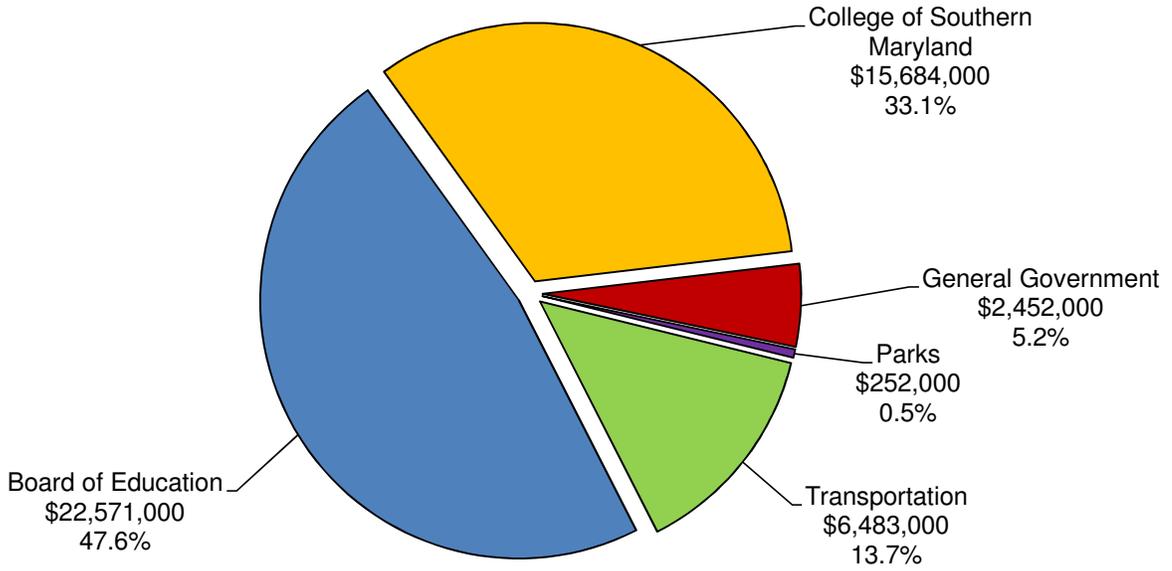
FY13-FY17 Governmental Projects by Funding Source

Total: \$191,832,000

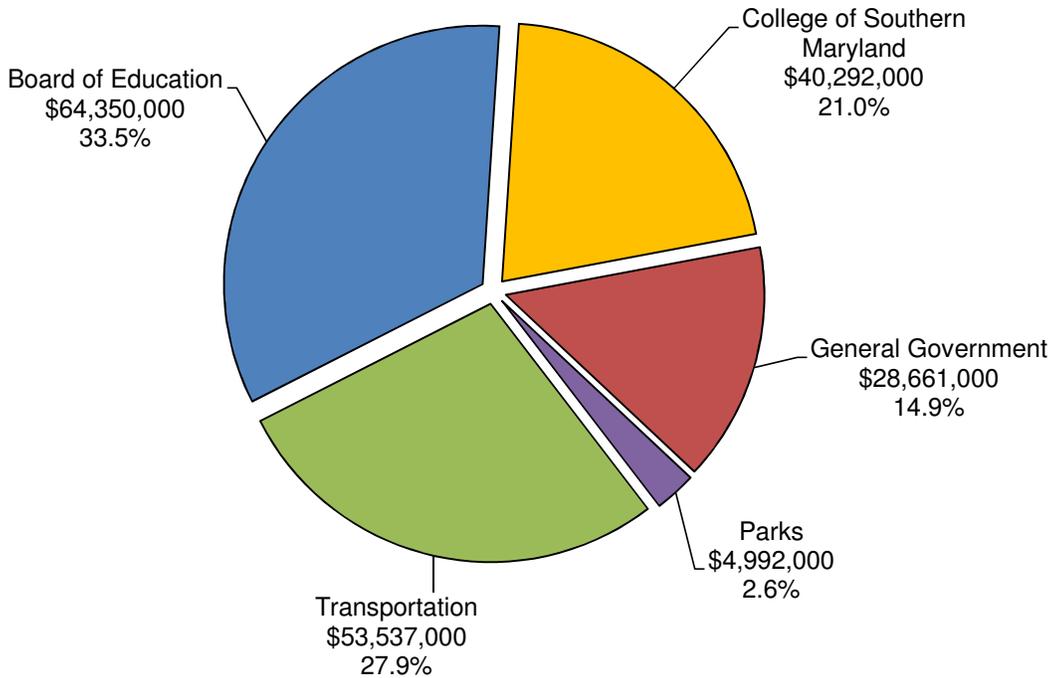


The majority of the County's financing for infrastructure is done by issuing long-term debt in the form of bonds. After utilizing grant funds and other funding sources the County must decide whether to bond or transfer funds from the General Fund to pay for General Government projects. The County typically bonds projects that are large and will last more than 15 years and uses operating transfers from the general fund for smaller projects. Legislation enacted in FY03 allows the County to assess a school construction excise tax. The new tax replaced the school impact system fee and recovers the debt service associated with 10 year bonds that will be issued by the County specifically for the construction associated with additional capacity. Due to cashflow issues, the County has to forward fund the State's share of the St. Charles High School in FY2013 and FY2014 but will receive reimbursement in FY2015 to FY2016.

FY13 Governmental Projects by Type
Total: \$47,442,000



FY13-FY17 Governmental Projects by Type
Total: \$191,932,000



- The majority of the funding for the Board of Education represents the construction of a new High School which is scheduled to open in FY15.
- College of Southern Maryland projects are contingent on State funding which funds 75% of the costs.

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2013 APPROVED CAPITAL PROJECT BUDGET
FY2013-FY2017 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total 13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Governmental Projects									
CAPITAL COSTS									
Board of Education	\$22,571	\$20,747	\$9,580	\$3,400	\$8,052	\$64,350	\$38,946	\$3,311	\$106,607
College of Southern Maryland.....	15,684	8,910	3,146	10,619	1,933	40,292	9,468	10,406	60,166
General Government.....	2,452	6,117	6,637	8,227	5,228	28,661	1,463	3,012	33,136
Parks.....	252	1,841	383	1,728	788	4,992	51	527	5,570
Transportation.....	6,483	11,052	12,744	11,780	11,478	53,537	3,036	15,300	71,873
Total Governmental	\$47,442	\$48,667	\$32,490	\$35,754	\$27,479	\$191,832	\$52,964	\$32,556	\$277,352
FINANCE SOURCES									
General Obligation Bonds.....	\$14,953	\$17,020	\$22,679	\$21,280	\$17,920	\$93,852	\$16,274	\$20,103	\$130,229
Fair Share Excise Tax Bonds.....	6,078	24	309	3,400	0	9,811	15,311	0	25,122
General Fund-Fund Balance Appropriation.....	856	705	270	270	270	2,371	108	0	2,479
General Fund Operating Transfer.....	244	591	635	724	760	2,954	462	90	3,506
Total County Funding	\$22,131	\$18,340	\$23,893	\$25,674	\$18,950	\$108,988	\$32,155	\$20,193	\$161,336
Federal.....	192	0	104	0	0	296	0	0	296
State.....	20,250	20,307	14,394	18,723	8,529	82,203	19,743	12,363	114,309
Other: Forward funding State Share.....	4,525	10,020	(5,901)	(8,643)	0	0	1,000	0	1,000
Other.....	344	0	0	0	0	344	66	0	410
Total Governmental	\$47,442	\$48,667	\$32,490	\$35,754	\$27,479	\$191,832	\$52,964	\$32,556	\$277,352
Enterprise Fund Projects									
CAPITAL COSTS									
Water.....	\$3,570	\$2,866	\$1,902	\$1,592	\$1,450	\$11,379	\$2,922	\$6,532	\$20,832
Sewer.....	7,241	16,741	18,638	5,989	7,250	55,859	25,301	7,650	88,811
Solid Waste.....	9,020	0	867	0	0	9,887	563	0	10,450
Environmental Services.....	5,824	5,735	4,047	4,287	4,502	24,395	7,262	9,867	41,524
Total Enterprise Funds	\$25,655	\$25,342	\$25,454	\$11,867	\$13,202	\$101,520	\$36,048	\$24,049	\$161,616
FINANCE SOURCES									
Water Bonds.....	\$3,363	\$2,652	\$1,763	\$1,444	\$1,407	\$10,629	\$2,846	\$6,499	\$19,975
Sewer Bonds.....	6,733	14,011	16,242	4,624	5,818	47,428	19,586	6,046	73,061
Solid Waste Fund Bonds.....	0	0	867	0	0	867	0	0	867
Environmental Service Bonds.....	5,824	5,735	4,047	4,287	4,502	24,395	7,262	9,867	41,524
Enterprise Fund Operating Transfers.....	252	297	183	194	92	1,018	105	33	1,156
Water Fund Balance Appropriation.....	3	3	0	0	0	6	0	0	6
Sewer Fund Balance Appropriation.....	0	238	0	0	0	238	0	0	238
Solid Waste Capital Reserve.....	9,020	0	0	0	0	9,020	563	0	9,583
Total County Funding	\$25,195	\$22,936	\$23,102	\$10,549	\$11,819	\$93,601	\$30,361	\$22,445	\$146,409
State.....	77	80	0	0	0	157	475	0	632
Federal.....	0	0	0	0	0	0	728	0	728
Other: WSSC.....	383	2,326	2,352	1,318	1,383	7,762	2,584	1,604	11,949
Other.....	0	0	0	0	0	0	1,899	0	1,899
Total Enterprise Funds	\$25,655	\$25,342	\$25,454	\$11,867	\$13,202	\$101,520	\$36,047	\$24,049	\$161,617
Total All Projects	\$73,097	\$74,009	\$57,944	\$47,621	\$40,681	\$293,352	\$89,011	\$56,605	\$438,969

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2013 APPROVED CAPITAL PROJECT BUDGET
FY2013-FY2017 CAPITAL IMPROVEMENT PROGRAM

<i>(\$ in thousands)</i>	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Prior Approp. thru FY12	Beyond FY 2017	Project Total
<u>GOVERNMENTAL PROJECTS</u>									
<u>BOARD OF EDUCATION</u>									
BOE: Various Maintenance Projects	\$182	\$46	\$0	\$0	\$0	\$228	\$0	\$0	\$228
St. Charles High School	18,751	18,220	3,700	0	0	40,671	33,699	0	74,370
Jenifer E.S. Roof/RTU/Boiler Replacement	365	0	0	0	0	365	3,935	0	4,300
Mitchell E.S.: AHU/Boiler/Chiller/H&V /Cooling Tower	3,130	0	0	0	0	3,130	138	0	3,268
Full-Day Kindergarten Addition: Wade E.S.	0	0	0	1,495	2,209	3,704	493	0	4,197
Full-Day Kindergarten Addition: Matula E.S.	0	0	0	1,387	1,994	3,381	497	0	3,878
Dr. Gustavus Brown E.S. RTU/Boiler Replacement	0	1,666	1,599	0	0	3,265	184	0	3,449
F.B. Gwynn Center Roof/Boiler Replacement	0	243	2,635	0	0	2,878	0	0	2,878
Benjamin Stoddert M.S. RTU/Boiler Replacement	0	0	335	0	1,908	2,243	0	2,157	4,400
Local Portable Classrooms - Various Schools	0	388	388	0	388	1,164	0	388	1,552
Total without inflation	\$22,428	\$20,563	\$8,657	\$2,882	\$6,499	\$61,029	\$38,946	\$2,545	\$102,520
Contingency- Inflation	143	184	923	518	1,553	3,321		766	4,087
Total Board of Education	\$22,571	\$20,747	\$9,580	\$3,400	\$8,052	\$64,350	\$38,946	\$3,311	\$106,607
<u>COLLEGE OF SOUTHERN MARYLAND</u>									
BU & CE Buildings Renovation/Addition	\$15,242	\$751	\$0	\$0	\$0	\$15,993	\$9,468	\$0	\$25,461
Center for Trades and Energy Training Building	0	7,575	2,000	0	0	9,575	0	0	9,575
Healthcare Training Facility	0	0	800	9,000	1,000	10,800	0	0	10,800
Upgrade Telecom, PBX, Safety & Security Systems	0	0	0	0	560	560	0	8,000	8,560
Total without inflation	\$15,242	\$8,326	\$2,800	\$9,000	\$1,560	\$36,928	\$9,468	\$8,000	\$54,396
Contingency- Inflation	442	584	346	1,619	373	3,364		2,406	5,770
Total College Southern Maryland	\$15,684	\$8,910	\$3,146	\$10,619	\$1,933	\$40,292	\$9,468	\$10,406	\$60,166
<u>GENERAL GOVERNMENT</u>									
Various Planning and Growth Management Studies	\$161	\$161	\$161	\$161	\$161	\$805	\$0	\$90	\$895
Agricultural Preservation	0	303	303	303	303	1,212	0	302	1,514
Rural Legacy Program	0	1,508	1,508	1,508	1,508	6,032	0	1,507	7,539
Port Tobacco Historic District Revitalization	0	132	104	104	0	340	217	0	557
Various Maintenance Projects	201	367	367	367	367	1,669	0	417	2,086
Automation & Technology Master Plan- Facilities	0	328	608	0	0	936	380	0	1,316
Courthouse Renovation	101	101	101	101	101	505	100	0	605
Multi-Generational Center	0	550	1,486	2,799	1,487	6,322	0	0	6,322
Detention Center Intake Area	166	806	806	0	0	1,778	660	0	2,438
Hughesville Streetscape	329	279	0	0	0	608	0	0	608
Purchase of Developments Rights (PDR) Program	100	100	500	500	500	1,700	0	0	1,700
Zoning Update (2012 Comprehensive Plan)	0	319	0	0	0	319	0	0	319
Community Services HVAC Improvements	438	0	0	0	0	438	0	0	438
Lighting Retrofit	0	106	106	106	106	424	0	0	424
Sheriff's Office Improvements	0	354	0	478	0	832	0	0	832
P.D. Brown Improvements	0	0	0	201	0	201	0	0	201
Nanjemoy Community Center Roof Replacement	69	0	0	0	0	69	0	0	69
Detention Center Ceiling Replacement	91	0	0	0	0	91	0	0	91
Animal Shelter Improvements	224	0	0	0	0	224	106	0	330
Countywide Building Re-Keying	0	0	0	157	0	157	0	0	157
Parking Lot Improvements	233	0	0	333	0	566	0	0	566
Robert J. Fuller Transitional Home Improvements	0	0	0	95	0	95	0	0	95
Engineering Plan Digitization	83	53	53	33	33	255	0	0	255
Message Board	200	0	0	0	0	200	0	0	200
Siren's for Developmental District	0	360	0	0	0	360	0	0	360
Total without inflation	\$2,396	\$5,827	\$6,103	\$7,246	\$4,566	\$26,138	\$1,463	\$2,316	\$29,917
Contingency- Inflation	56	290	534	981	662	2,523		696	3,219
Total General Government	\$2,452	\$6,117	\$6,637	\$8,227	\$5,228	\$28,661	\$1,463	\$3,012	\$33,136

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2013 APPROVED CAPITAL PROJECT BUDGET
FY2013-FY2017 CAPITAL IMPROVEMENT PROGRAM**

<i>(\$ in thousands)</i>	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Prior Approp. thru FY12	Beyond FY 2017	Project Total
<u>PARKS</u>									
Various Pedestrian & Bicycle Facilities	\$0	\$80	\$80	\$0	\$80	\$240	\$51	\$78	\$369
Park Repair & Maintenance Projects	252	252	252	318	318	1,392	0	316	1,708
Waterfront Acquisition	0	1,503	0	0	0	1,503	0	0	1,503
Milton Somers Football Stadium Improvements	0	0	0	163	0	163	0	0	163
Tennis Court Improvements	0	0	0	138	0	138	0	0	138
Oak Ridge Development Phase II	0	0	0	403	0	403	0	0	403
Sprayground	0	0	0	403	0	403	0	0	403
Gilbert Run/Oak Ridge Connection Trail	0	0	0	28	228	256	0	0	256
Total without inflation	\$252	\$1,835	\$332	\$1,453	\$626	\$4,498	\$51	\$394	\$4,943
Contingency- Inflation	0	6	51	275	162	494		133	627
Total Parks	\$252	\$1,841	\$383	\$1,728	\$788	\$4,992	\$51	\$527	\$5,570
<u>TRANSPORTATION</u>									
Waldorf Subarea Plan Implementation Studies	\$91	\$91	\$91	\$91	\$91	\$455	\$0	\$90	\$545
Bryans Road Subarea Plan Implementation	61	61	0	0	0	122	59	0	181
County Drainage Systems Improvement Program	1,343	938	924	942	188	4,335	794	185	5,314
Traffic Signal Program	202	202	202	202	202	1,010	239	269	1,518
Safety Improvement Program- Existing Roadways	220	66	287	285	285	1,143	0	283	1,426
Smallwood/St. Patrick Dr. Inter. & Traffic Improv.	0	588	0	0	0	588	88	0	676
Old Washington Road Reconstruction	0	0	372	1,022	1,074	2,468	0	5,596	8,064
Radio Station Road Upgrade	145	3,173	0	0	0	3,318	1,002	2,413	6,733
Billingsley Road Improvements	153	0	4,001	4,001	4,001	12,156	0	0	12,156
Middletown Road and Billingsley Road Roundabout	603	487	487	0	0	1,577	0	0	1,577
Bridge Replacement Program	0	0	262	0	0	262	153	0	415
Mill Hill Road Upgrade	0	1,253	1,253	0	0	2,506	701	0	3,207
Light Rail Transit Initiative	270	270	270	270	270	1,350	0	0	1,350
Sidewalk Improvement Program	153	153	153	153	153	765	0	0	765
Road Overlay Program	3,078	3,078	3,078	3,078	3,078	15,390	0	3,001	18,391
Total without inflation	\$6,319	\$10,360	\$11,380	\$10,044	\$9,342	\$47,445	\$3,036	\$11,837	\$62,318
Contingency- Inflation	164	692	1,364	1,736	2,136	6,092		3,463	9,555
Total Transportation	\$6,483	\$11,052	\$12,744	\$11,780	\$11,478	\$53,537	\$3,036	\$15,300	\$71,873
Total Governmental	\$47,442	\$48,667	\$32,490	\$35,754	\$27,479	\$191,832	\$52,964	\$32,556	\$277,352

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2013 APPROVED CAPITAL PROJECT BUDGET
FY2013-FY2017 CAPITAL IMPROVEMENT PROGRAM

(\$ in thousands)	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Prior Approp. thru FY12	Beyond FY 2017	Project Total
FINANCING SOURCES:									
GOVERNMENTAL OPERATIONS:									
<u>BOARD OF EDUCATION</u>									
Bonds	\$3,586	\$2,457	\$5,571	\$0	\$2,845	\$14,459	\$10,148	\$1,154	\$25,761
Fund Balance Appropriation	182	46	0	0	0	228	0	0	228
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	6,078	24	309	3,400	0	9,811	15,311	0	25,122
Total County Funding	9,846	2,527	5,880	3,400	2,845	24,498	25,459	1,154	51,111
Federal	0	0	0	0	0	0	0	0	0
State	8,200	8,200	9,601	8,643	5,207	39,851	12,488	2,157	54,496
Other: Forward Funding State Share	4,525	10,020	(5,901)	(8,643)	0	0	0	0	0
Other: St. Charles Communities	0	0	0	0	0	0	1,000	0	1,000
Total Funding	\$22,571	\$20,747	\$9,580	\$3,400	\$8,052	\$64,350	\$38,946	\$3,311	\$106,607
<u>COLLEGE OF SOUTHERN MARYLAND</u>									
Bonds	\$3,920	\$2,228	\$787	\$2,655	\$483	\$10,073	\$2,366	\$2,598	\$15,037
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	3,920	2,228	787	2,655	483	10,073	2,366	2,598	15,037
Federal	0	0	0	0	0	0	0	0	0
State	11,764	6,682	2,359	7,964	1,450	30,219	7,102	7,808	45,129
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	\$15,684	\$8,910	\$3,146	\$10,619	\$1,933	\$40,292	\$9,468	\$10,406	\$60,166
<u>GENERAL GOVERNMENT</u>									
Bonds	\$1,648	\$4,044	\$4,124	\$6,398	\$3,487	\$19,701	\$1,289	\$824	\$21,814
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	244	573	241	229	241	1,528	0	0	1,528
Total County Funding	1,892	4,617	4,365	6,627	3,728	21,229	1,289	824	23,342
Federal	192	0	0	0	0	192	0	0	192
State	24	1,500	2,272	1,600	1,500	6,896	108	2,188	9,192
Other: St. Mary's & Calvert Counties	144	0	0	0	0	144	66	0	210
Other: GenOn	200	0	0	0	0	200	0	0	200
Total Funding	\$2,452	\$6,117	\$6,637	\$8,227	\$5,228	\$28,661	\$1,463	\$3,012	\$33,136
<u>PARKS</u>									
Bonds	\$0	\$86	\$92	\$987	\$172	\$1,337	\$51	\$527	\$1,915
Fund Balance Appropriation	252	237	0	0	0	489	0	0	489
Operating Transfer	0	18	291	387	406	1,102	0	0	1,102
Total County Funding	252	341	383	1,374	578	2,928	51	527	3,506
Federal	0	0	0	0	0	0	0	0	0
State	0	1,500	0	354	210	2,064	0	0	2,064
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	\$252	\$1,841	\$383	\$1,728	\$788	\$4,992	\$51	\$527	\$5,570
<u>TRANSPORTATION</u>									
Bonds	\$5,799	\$8,205	\$12,105	\$11,240	\$10,933	\$48,282	\$2,421	\$14,999	\$65,702
Fund Balance Appropriation	422	422	270	270	270	1,654	108	0	1,762
Operating Transfer	0	0	103	108	113	324	462	90	876
Total County Funding	6,221	8,627	12,478	11,618	11,316	50,260	2,991	15,089	68,340
Federal	0	0	104	0	0	104	0	0	104
State	262	2,425	162	162	162	3,173	45	211	3,429
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	\$6,483	\$11,052	\$12,744	\$11,780	\$11,478	\$53,537	\$3,036	\$15,300	\$71,873
Total Governmental	\$47,442	\$48,667	\$32,490	\$35,754	\$27,479	\$191,832	\$52,964	\$32,556	\$277,352
TOTAL GOVERNMENTAL BONDS	\$14,953	\$17,020	\$22,679	\$21,280	\$17,920	\$93,852	\$16,274	\$20,103	\$130,229
TOTAL PAYGO	\$244	\$591	\$635	\$724	\$760	\$2,954	\$462	\$90	\$3,506

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2013 APPROVED CAPITAL PROJECT BUDGET
FY2013-FY2017 CAPITAL IMPROVEMENT PROGRAM**

(\$ in thousands)	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year	Prior		Project
						Total	Approp.	Beyond	Project
						'13-'17	thru FY12	FY 2017	Total
ENTERPRISE FUND OPERATIONS									
WATER & SEWER									
Automation & Technology Master Plan	1,701	1,506	1,506	1,506	1,331	7,550	0	713	8,263
MWWTP Lab Renovation	36	0	135	0	0	171	21	0	192
Swan Point Water Tower Rehabilitation	561	0	0	0	0	561	116	0	677
Well Site Automation	197	198	133	0	0	528	0	0	528
Cliffton Water System Improvements	27	1,194	0	0	0	1,221	939	0	2,160
Satellite Water Facility Upgrades	537	0	0	0	0	537	0	0	537
Underground Infrastructure Repairs	328	328	328	458	458	1,900	253	4,570	6,723
Smallwood Drive East Water Tower Rehab.	750	0	0	0	0	750	0	0	750
Benedict Replacement Well	0	0	286	0	0	286	0	0	286
Water Model Update	34	34	34	34	34	170	0	33	203
Patuxent Aquifer Study	78	78	0	0	0	156	1,515	0	1,671
Various County Water Studies	89	89	89	89	0	356	87	0	443
Mt. Carmel Woods / College of Southern Maryland Pump Station & Forcemains	2,513	0	0	0	0	2,513	4,097	0	6,610
Influent/Effluent Pump Station	33	2,427	1,216	0	0	3,676	3,856	0	7,532
MWWTP Electrical System Replacement	218	1,415	3,129	0	0	4,762	449	0	5,211
MWWTP Flow Equalization	369	2,136	2,136	0	0	4,641	0	0	4,641
Mattawoman Infiltration and Inflow	37	2,737	2,437	2,937	2,937	11,085	5,675	3,245	20,005
Mattawoman WWTP Automation	819	998	998	0	0	2,815	1,727	0	4,542
Grit System Reconfiguration at MWWTP	49	0	0	0	0	49	1,427	0	1,476
MWWTP Underground Concrete Rehab	318	0	0	0	0	318	0	0	318
Pump Station Rehabs and Replacements	670	1,211	730	906	906	4,423	0	905	5,328
Satellite Wastewater Facility Upgrades	218	333	428	298	298	1,575	0	0	1,575
MWWTP Clarifier and Thickener Repairs	345	345	0	0	0	690	153	0	843
Cobb Island/Swan Point Interconnection	0	294	1,384	0	0	1,678	0	0	1,678
MWWTP Utility Water System Evaluation & Improvement	0	62	198	0	0	260	49	0	309
MWWTP Biosolids Feasibility Study	100	135	0	0	0	235	0	0	235
Sewer Model Update	39	39	39	39	39	195	73	38	306
Cliffton Pump Station #4	0	0	0	92	577	669	0	0	669
White Plains Failing Septic Sewer Improvements	440	0	0	0	0	440	1,376	0	1,816
Mattawoman WWTP Berm Relocation	0	0	0	0	372	372	589	1,280	2,241
U. Port Tobacco River Watershed Swr Conn. Study	0	223	0	0	0	223	0	0	223
Benedict Central Sewer System	0	1,684	3,061	0	0	4,745	5,125	0	9,870
Hughesville Package Treatment Plant	0	835	0	0	0	835	695	0	1,530
Total without inflation	\$10,506	\$18,301	\$18,267	\$6,359	\$6,952	\$60,385	\$28,222	\$10,784	\$99,391
Contingency-inflation	305	1,305	2,273	1,221	1,748	6,852	0	3,398	10,251
Total Water & Sewer	\$10,811	\$19,606	\$20,540	\$7,580	\$8,700	\$67,237	\$28,222	\$14,182	\$109,642
Water	3,570	2,866	1,902	1,592	1,450	11,379	2,921	6,532	20,832
Sewer	7,241	16,741	18,638	5,989	7,250	55,859	25,301	7,650	88,811
Total Water & Sewer	\$10,811	\$19,607	\$20,540	\$7,580	\$8,700	\$67,237	\$28,222	\$14,182	\$109,642
SOLID WASTE FUND									
Cell #3B & 2B Expansion	\$8,747	\$0	\$0	\$0	\$0	\$8,747	\$563	\$0	\$9,310
Automation & Technology Master Plan - Landfill	0	0	772	0	0	772	0	0	772
Total without inflation	\$8,747	\$0	\$772	\$0	\$0	\$9,519	\$563	\$0	\$10,082
Contingency-inflation	273	0	95	0	0	368	0	0	368
Total Solid Waste	\$9,020	\$0	\$867	\$0	\$0	\$9,887	\$563	\$0	\$10,450
ENVIRONMENTAL SERVICE FUND									
NPDES Retrofit Projects	\$5,657	\$4,994	\$3,061	\$3,061	\$3,061	\$19,834	\$7,262	\$7,512	\$34,608
Hoghole Run Living Shoreline	0	112	199	199	199	709	0	0	709
Jennie Run Subwatershed Restoration	0	249	338	338	338	1,263	0	0	1,263
Total without inflation	\$5,657	\$5,355	\$3,598	\$3,598	\$3,598	\$21,806	\$7,262	\$7,512	\$36,580
Contingency-inflation	167	380	449	689	904	2,589	0	2,355	4,944
Total Environmental Service Fund	\$5,824	\$5,735	\$4,047	\$4,287	\$4,502	\$24,395	\$7,262	\$9,867	\$41,524
TOTAL ENTERPRISE FUNDS	\$25,655	\$25,342	\$25,454	\$11,867	\$13,202	\$101,520	\$36,047	\$24,049	\$161,616
TOTAL ALL PROJECTS	\$73,097	\$74,009	\$57,944	\$47,621	\$40,681	\$293,352	\$89,011	\$56,605	\$438,968

**CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2013 APPROVED CAPITAL PROJECT BUDGET
FY2013-FY2017 CAPITAL IMPROVEMENT PROGRAM**

(\$ in thousands)	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Prior Approp. thru FY12	Beyond FY 2017	Project Total
FINANCING SOURCES									
ENTERPRISE FUND OPERATIONS:									
WATER AND SEWER FUND									
Water Projects									
Bonds	\$3,363	\$2,652	\$1,763	\$1,444	\$1,407	\$10,629	\$2,846	\$6,499	\$19,975
Fund Balance Appropriation	3	3	0	0	0	6	0	0	6
Operating Transfer	127	131	139	147	43	587	0	33	620
Total County Funding	3,493	2,786	1,902	1,591	1,450	11,222	\$2,846	\$6,532	\$20,601
Federal	0	0	0	0	0	0	0	0	0
State	77	80	0	0	0	157	75	0	232
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$3,570	\$2,866	\$1,902	\$1,591	\$1,450	\$11,379	\$2,921	\$6,532	\$20,832
Sewer Projects									
Bonds	\$6,733	\$14,011	\$16,242	\$4,624	\$5,818	\$47,428	\$19,586	\$6,046	\$73,061
Fund Balance Appropriation	0	238	0	0	0	238	0	0	238
Operating Transfer	125	166	44	47	49	431	105	0	536
Operating	\$6,858	\$14,415	\$16,286	\$4,671	\$5,867	\$48,097	\$19,691	\$6,046	\$73,835
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	400	0	400
Other: WSSC	383	2,326	2,352	1,318	1,383	7,762	2,584	1,604	11,949
Other:	0	0	0	0	0	0	1,899	0	1,899
Total Funding	\$7,241	\$16,741	\$18,638	\$5,989	\$7,250	\$55,859	\$25,302	\$7,650	\$88,811
SOLID WASTE FUND									
Bonds	\$0	\$0	\$867	\$0	\$0	\$867	\$0	\$0	\$867
Capital Budget Reserve	9,020	0	0	0	0	9,020	563	0	9,583
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	\$9,020	\$0	\$867	\$0	\$0	\$9,887	\$563	\$0	\$10,450
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$9,020	\$0	\$867	\$0	\$0	\$9,887	\$563	\$0	\$10,450
ENVIRONMENTAL SERVICE FUND									
Bonds	\$5,824	\$5,735	\$4,047	\$4,287	\$4,502	\$24,395	\$7,262	\$9,867	\$41,524
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$5,824	\$5,735	\$4,047	\$4,287	\$4,502	\$24,395	\$7,262	\$9,867	\$41,524
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$5,824	\$5,735	\$4,047	\$4,287	\$4,502	\$24,395	\$7,262	\$9,867	\$41,524
TOTAL ENTERPRISE FUNDS	\$25,655	\$25,342	\$25,454	\$11,867	\$13,202	\$101,520	\$36,047	\$24,049	\$161,616
TOTAL ALL PROJECTS	\$73,097	\$74,009	\$57,944	\$47,621	\$40,681	\$293,352	\$89,011	\$56,605	\$438,968

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ 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 managed by the Board of Education Project Managers. Maintenance projects are 100% the responsibility of local governments.

For Fiscal Year 2013, the State of Maryland will fund Charles County construction cost at a 72% share, with the other 28% of the construction, as well as, 100% design, equipment, and miscellaneous costs funded by the County. The State share percentage will be decreasing to 67% in Fiscal Year 2014, and 63% in Fiscal Year 2015.

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$156	\$362	\$427	\$0	\$57	\$1,002	\$7,114	\$60	\$8,176
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	19,737	19,887	5,938	2,857	7,549	55,968	28,519	3,170	87,657
Equipment	1,894	399	2,845	491	40	5,669	100	42	5,811
Administration	4	5	4	10	2	25	205	1	231
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	1,357	0	1,357
Contingency	780	94	366	42	404	1,686	1,651	38	3,375
Total Outlay	\$22,571	\$20,747	\$9,580	\$3,400	\$8,052	\$64,350	\$38,946	\$3,311	\$106,607

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$3,586	\$2,457	\$5,571	\$0	\$2,845	\$14,459	\$10,148	\$1,154	\$25,761
Fund Balance Appropriation	182	46	0	0	0	228	0	0	228
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	6,078	24	309	3,400	0	9,811	15,311	0	25,122
Total County Funding	\$9,846	\$2,527	\$5,880	\$3,400	\$2,845	\$24,498	\$25,459	\$1,154	\$51,111
Federal	0	0	0	0	0	0	0	0	0
State	8,200	8,200	9,601	8,643	5,207	39,851	12,488	2,157	54,496
Other: Forward Funding State Share	4,525	10,020	(5,901)	(8,643)	0	0	0	0	0
Other: St. Charles Communities	0	0	0	0	0	0	1,000	0	1,000
Total Funding	\$22,571	\$20,747	\$9,580	\$3,400	\$8,052	\$64,350	\$38,946	\$3,311	\$106,607

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	57.50	17.00	0.00	74.50	0.00	0.00	74.50
Personnel Costs	0.0	0.0	5,489.0	965.0	0.0	6,454.0	0.0	0.0	6,454.0
Operating	0.0	0.0	2,709.0	111.0	0.0	2,820.0	0.0	0.0	2,820.0
Start-Up Cost	0.0	0.0	696.2	590.0	0.0	1,286.2	2,332.8	0.0	3,619.0
Total Operating	\$0.0	\$0.0	\$8,894.2	\$1,666.0	\$0.0	\$10,560.2	\$2,332.8	\$0.0	\$12,893.0
Debt Service: Bonds	0.0	314.3	206.6	445.8	0.0	966.8	912.7	241.4	2,120.9
Debt Service: Excise Tax Bonds	0.0	443.4	0.0	0.0	212.1	655.5	1,126.6	0.0	1,782.1
Total Impact	\$0.0	\$757.8	\$9,100.8	\$2,111.8	\$212.1	\$12,182.5	\$4,372.1	\$241.4	\$16,796.0

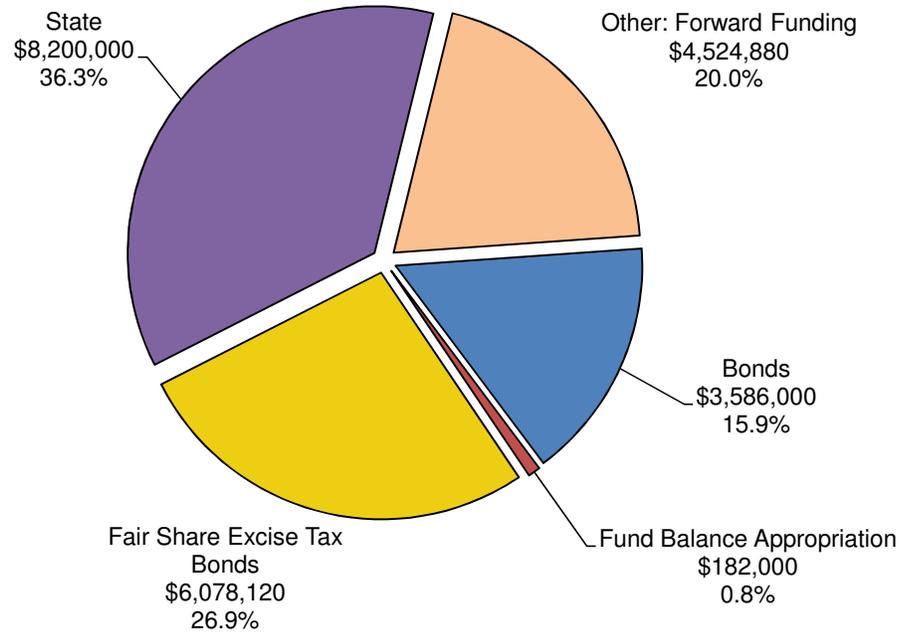
VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$24,399	\$20,704	\$8,944	\$2,792	\$56,839
Increase/(Decrease)	(\$1,828)	\$43	\$636	\$608	(\$541)
% change	-7.5%	0.2%	7.1%	21.8%	-1.0%

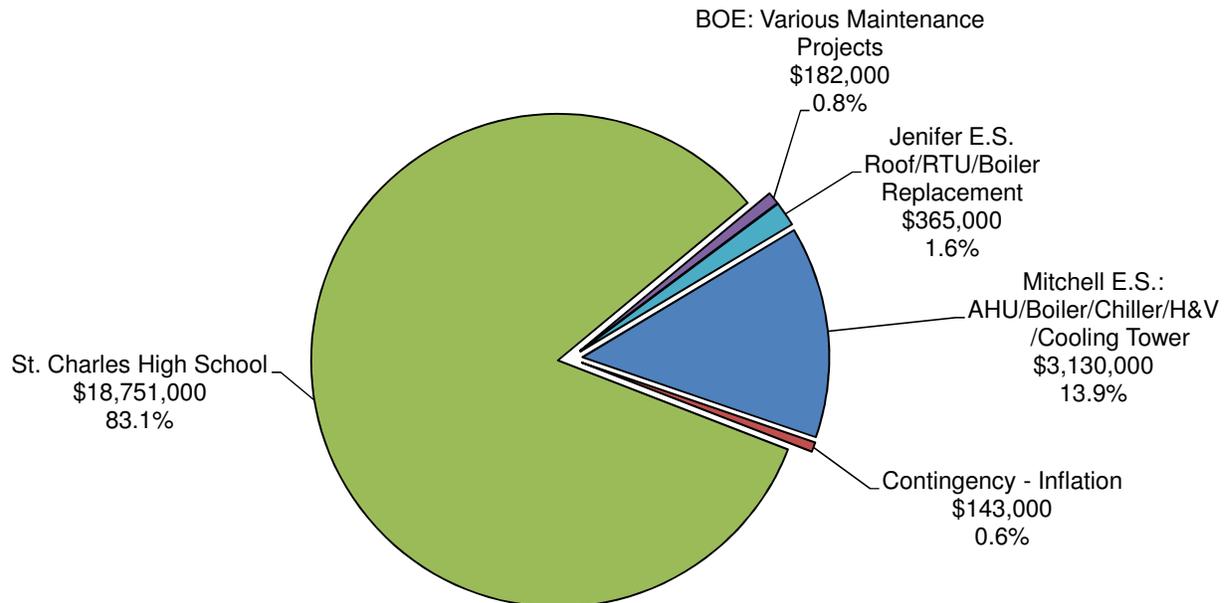
Projects with Future Operating Impacts:

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	'13-'17	Beyond FY 2017	FTE
New High School	0.0	0.0	8,894.2	1,666.0	0.0	10,560.2	0.0	74.50
Total	\$0.0	\$0.0	\$8,894.2	\$1,666.0	\$0.0	\$10,560.2	\$0.0	74.50

FY13 Board of Education Financing Sources

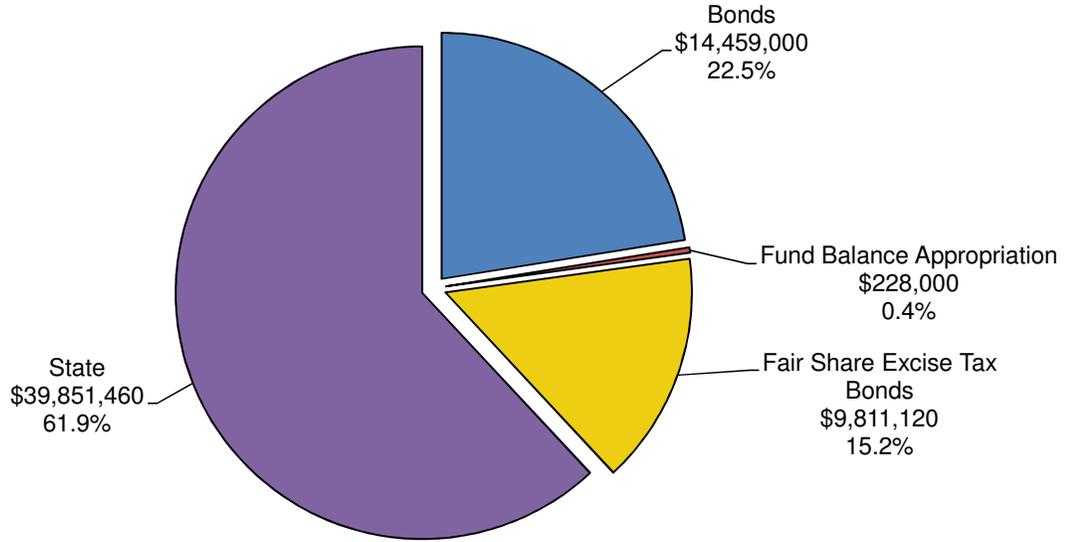


FY13 Board of Education by Project

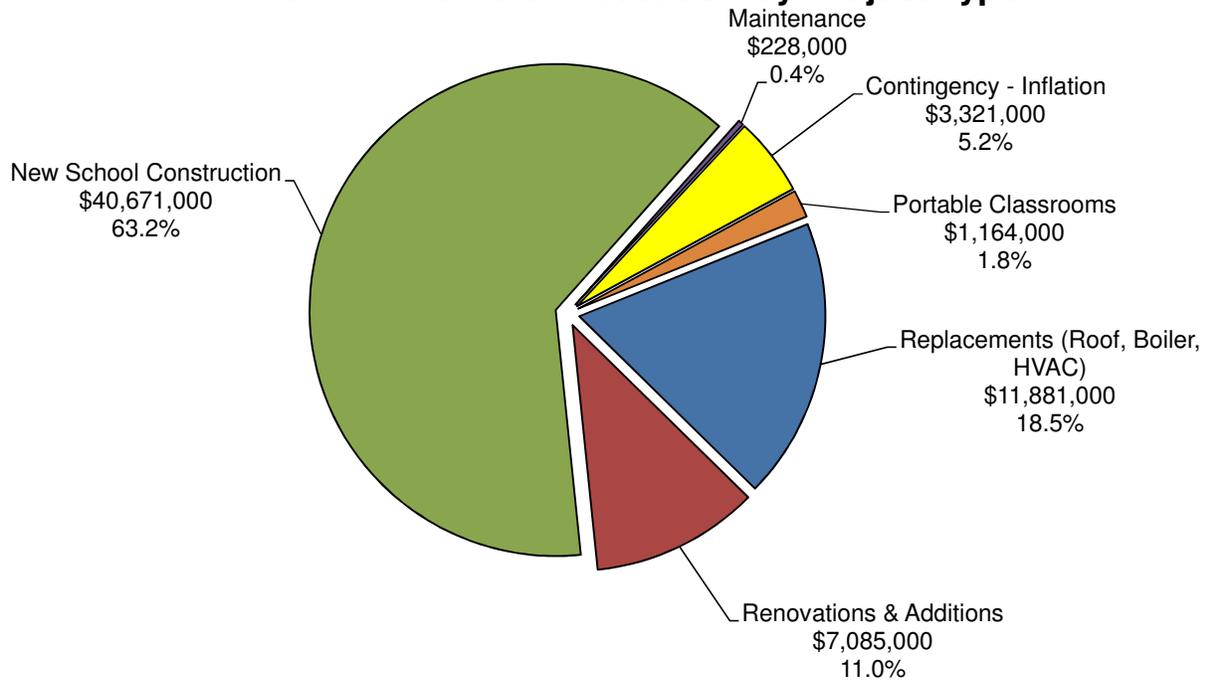


For FY13 the majority of funds provided are for the construction of the St. Charles High School.

FY13-FY17 Board of Education Financing Sources



FY13-FY17 Board of Education by Project Type



Funding for new school construction provides for the St. Charles High School. Funds provided for renovations and additions is to accommodate full-day kindergarten at various schools throughout the county.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
BOE: Various Maintenance Projects	New Capacity	Project #: 5126
<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>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$16	\$4	\$0	\$0	\$0	\$20	\$0	\$0	\$20
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	165	41	0	0	0	206	0	0	206
Equipment	0	0	0	0	0	0	0	0	0
Administration	1	1	0	0	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$182	\$46	\$0	\$0	\$0	\$228	\$0	\$0	\$228

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	182	46	0	0	0	228	0	0	228
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	\$182	\$46	\$0	\$0	\$0	\$228	\$0	\$0	\$228
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$182	\$46	\$0	\$0	\$0	\$228	\$0	\$0	\$228

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$182	\$46	\$0	\$0	\$228
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0
% change	0.0%	0.0%	n/a	n/a	0.0%

LOCATION:
Various schools throughout the county.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Existing Capacity	Requested By: BOE
St. Charles High School	New Capacity 100%	Project #: 5098
<p>The need is for additional capacity at the high school level. Enrollment projections show a continuing increase in the number of high school students. It is anticipated that a new high school with a rated capacity of 1,600 students will be needed east of Route 301 in Waldorf by August 2014. This school will help relieve overcrowding conditions at Thomas Stone and La Plata High Schools. The new school will include a domed facility with digital projection technology to serve all schools in the county. Funding for the digital dome/classroom equipment will be sought from private contributions, foundation support or Congressional grants, etc.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$5,588	\$0	\$5,588
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	16,378	17,878	1,200	0	0	35,456	25,137	0	60,593
Equipment	1,841	341	2,500	0	0	4,682	100	0	4,782
Administration	1	1	0	0	0	2	165	0	167
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	1,177	0	1,177
Contingency	531	0	0	0	0	531	1,532	0	2,063
Total Outlay	\$18,751	\$18,220	\$3,700	\$0	\$0	\$40,671	\$33,699	\$0	\$74,370

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$6,201	\$0	\$6,201
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	6,026	0	0	0	0	6,026	15,311	0	21,337
Total County Funding	6,026	0	0	0	0	\$6,026	\$21,511	\$0	\$27,538
Federal	0	0	0	0	0	0	0	0	0
State	8,200	8,200	9,601	8,643	0	34,644	11,188	0	45,832
Other: Forward Funding State Share	4,525	10,020	(5,901)	(8,643)	0	0	0	0	0
Other: St. Charles Communities	0	0	0	0	0	0	1,000	0	1,000
Total Funding	\$18,751	\$18,220	\$3,700	\$0	\$0	\$40,671	\$33,699	\$0	\$74,370

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	57.50	17.00	0.00	74.50	0.00	0.00	74.50
Personnel Costs	0.0	0.0	5,489.0	965.0	0.0	6,454.0	0.0	0.0	6,454.0
Operating	0.0	0.0	2,709.0	111.0	0.0	2,820.0	0.0	0.0	2,820.0
Start-Up Cost	0.0	0.0	696.2	590.0	0.0	1,286.2	2,332.8	0.0	3,619.0
Total Operating	\$0.0	\$0.0	\$8,894.2	\$1,666.0	\$0.0	\$10,560.2	\$2,332.8	\$0.0	\$12,893.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	557.7	0.0	557.7
Debt Service: Excise Tax Bonds	0.0	443.4	0.0	0.0	0.0	443.4	1,126.6	0.0	1,570.0
Total Impact	\$0.0	\$443.4	\$8,894.2	\$1,666.0	\$0.0	\$11,003.6	\$4,017.1	\$0.0	\$15,020.7

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$18,751	\$18,220	\$3,700	\$0	\$40,671
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0
% change	0.0%	0.0%	0.0%	n/a	0.0%

LOCATION:
Eastern St. Charles area of the County, at the intersection of Piney Church Road and Billingsley Road.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Jenifer E.S. Roof/RTU/Boiler	Existing Capacity 100% New Capacity	Requested By: BOE Project #: 5119
<p>The need is for a systemic renovation at Jenifer Elementary School, which opened in 1987 in the rapidly developing Berry Road corridor in Waldorf. The roof is a combination of shingled and built-up roofing areas. The nine rooftop units, all the classroom VAV's, and the two boilers and pump systems are over 20 years old. These units have outlived their expected usefulness and no longer maintain a suitable environment within the school, and are rusting which allows for water to penetrate the school. We will combine these replacements, which will provide a higher quality workmanship and increased roof integrity. A full investigation by our consultants will be performed prior to the design to address any unseen problems.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$394	\$0	\$394
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	364	0	0	0	0	364	3,382	0	3,746
Equipment	0	0	0	0	0	0	0	0	0
Administration	1	0	0	0	0	1	40	0	41
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	119	0	119
Total Outlay	\$365	\$0	\$0	\$0	\$0	\$365	\$3,935	\$0	\$4,300

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$365	\$0	\$0	\$0	\$0	\$365	\$2,635	\$0	\$3,000
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	\$365	\$0	\$0	\$0	\$0	\$365	\$2,635	\$0	\$3,000
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	1,300	0	1,300
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$365	\$0	\$0	\$0	\$0	\$365	\$3,935	\$0	\$4,300

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	32.8	0.0	0.0	0.0	32.8	237.0	0.0	269.8
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$32.8	\$0.0	\$0.0	\$0.0	\$32.8	\$237.0	\$0.0	\$269.8

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$364	\$0	\$0	\$0	\$364
Increase/(Decrease)	\$1	\$0	\$0	\$0	\$1
% change	0.3%	n/a	n/a	n/a	0.3%

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Mitchell E.S: AHU/Boiler/Chiller/H&V/Cooling Tower Replacement	New Capacity	Project #: 5117
<p>The need is for a systemic renovation at Mitchell Elementary School, which opened in 1965 and is located in the Town of La Plata. The two boiler and pump systems are over 40 years old and have outlived their expected usefulness. The six air handlers, three heating & ventilation units, and the cooling tower are over 40 years old and have outlived their expected usefulness. The 20-year old chiller uses an outdated and environmentally unfriendly refrigerant. New units are proposed for overall efficiency of the heating and cooling systems and to reduce operating costs. Charles County Public Schools contracted a consultant and began design of replacement mechanical systems and associated electrical and plumbing work. Their work showed the need to increase the budget. Local funding to initiate planning was approved in FY 2010.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$136	\$0	\$0	\$0	\$0	\$136	\$138	\$0	\$274
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,750	0	0	0	0	2,750	0	0	2,750
Equipment	0	0	0	0	0	0	0	0	0
Administration	1	0	0	0	0	1	0	0	1
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	243	0	0	0	0	243	0	0	243
Total Outlay	\$3,130	\$0	\$0	\$0	\$0	\$3,130	\$138	\$0	\$3,268

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$3,130	\$0	\$0	\$0	\$0	\$3,130	\$138	\$0	\$3,268
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	\$3,130	\$0	\$0	\$0	\$0	\$3,130	\$138	\$0	\$3,268
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$3,130	\$0	\$0	\$0	\$0	\$3,130	\$138	\$0	\$3,268

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	281.5	0.0	0.0	0.0	281.5	12.4	0.0	293.9
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$281.5	\$0.0	\$0.0	\$0.0	\$281.5	\$12.4	\$0.0	\$293.9

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$3,130	\$0	\$0	\$0	\$3,130
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0
% change	0.0%	n/a	n/a	n/a	0.0%

LOCATION:
Walter J. Mitchell Elementary School, La Plata

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Full-Day Kindergarten Addition: Wade E.S.	New Capacity	Project #: 5120
<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 was added in 2002. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms.</p> <p>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.</p> <p>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 approved in FY2009. Construction funding is requested in FY2016 and FY2017.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$400
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	1,274	2,209	3,483	0	0	3,483
Equipment	0	0	0	198	0	198	0	0	198
Administration	0	0	0	4	0	4	0	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	93	0	93
Contingency	0	0	0	19	0	19	0	0	19
Total Outlay	\$0	\$0	\$0	\$1,495	\$2,209	\$3,704	\$493	\$0	\$4,197

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$493	\$0	\$493
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	1,495	0	1,495	0	0	1,495
Total County Funding	\$0	\$0	\$0	\$1,495	\$0	\$1,495	\$493	\$0	\$1,988
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	2,209	2,209	0	0	2,209
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$1,495	\$2,209	\$3,704	\$493	\$0	\$4,197

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
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
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	44.3	0.0	44.3
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	110.0	110.0	0.0	0.0	110.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$110.0	\$110.0	\$44.3	\$0.0	\$154.3

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$1,107	\$1,107
Increase/(Decrease)	\$0	\$0	\$0	\$388	\$388
% change	n/a	n/a	n/a	35.0%	35.0%

LOCATION:
Wade Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Full-Day Kindergarten Addition: Matula E.S.	New Capacity	Project #: 5121
<p>There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Mary H. Matula Elementary School in La Plata. This school opened in 1992 with two kindergarten classrooms and one pre-kindergarten classroom. Additional spaces were appropriated for kindergarten over the years by displacing higher grades to portable classrooms. Matula currently houses five kindergarten classes and one pre-kindergarten class.</p> <p>An addition is proposed to contain five kindergarten classrooms. 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.</p> <p>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. The remaining kindergarten classroom will be converted for use as a regular classroom. Planning was approved in FY2009. Construction funding is requested in FY2016 and FY2017.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$410	\$0	\$410
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	1,148	1,994	3,142	0	0	3,142
Equipment	0	0	0	218	0	218	0	0	218
Administration	0	0	0	4	0	4	0	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	87	0	87
Contingency	0	0	0	17	0	17	0	0	17
Total Outlay	\$0	\$0	\$0	\$1,387	\$1,994	\$3,381	\$497	\$0	\$3,878

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$497	\$0	\$497
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	1,387	0	1,387	0	0	1,387
Total County Funding	\$0	\$0	\$0	\$1,387	\$0	\$1,387	\$497	\$0	\$1,884
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	1,994	1,994	0	0	1,994
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$1,387	\$1,994	\$3,381	\$497	\$0	\$3,878

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	44.7	0.0	44.7
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	102.1	102.1	0.0	0.0	102.1
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$102.1	\$102.1	\$44.7	\$0.0	\$146.8

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$1,210	\$1,210
Increase/(Decrease)	\$0	\$0	\$0	\$177	\$177
% change	n/a	n/a	n/a	14.6%	14.6%

LOCATION:
Matula Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
Dr. Gustavus Brown E.S. RTU/Boiler Replacement	New Capacity	Project #: 5122
<p>The need is for a systemic renovation at Dr. Gustavus Brown Elementary School, which opened in 1974 and is located in Smallwood Village in St. Charles. The seven rooftop units, two boilers and pump systems are original equipment from when the building was constructed in the early 1970's and are approaching the end of their useful life. Installation of new units is proposed to increase overall efficiency of the heating system and reduce operating costs. The acoustical drop ceiling will be replaced throughout the school. Charles County Public Schools recently commissioned a team of consultants to provide a budget and scope analysis for mechanical, electrical, and plumbing. Their evaluation of the project and scope of work showed the need to increase the budget. Local funding to initiate planning was approved in FY 2011.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$47	\$0	\$0	\$0	\$47	\$184	\$0	\$231
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,559	1,517	0	0	3,076	0	0	3,076
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	1	1	0	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	59	81	0	0	140	0	0	140
Total Outlay	\$0	\$1,666	\$1,599	\$0	\$0	\$3,265	\$184	\$0	\$3,449

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$1,666	\$1,599	\$0	\$0	\$3,265	\$184	\$0	\$3,449
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	\$1,666	\$1,599	\$0	\$0	\$3,265	\$184	\$0	\$3,449
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$1,666	\$1,599	\$0	\$0	\$3,265	\$184	\$0	\$3,449

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	149.8	143.8	0.0	293.7	16.5	0.0	310.2
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$149.8	\$143.8	\$0.0	\$293.7	\$16.5	\$0.0	\$310.2

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$1,241	\$1,624	\$0	\$0	\$2,865
Increase/(Decrease)	(\$1,241)	\$42	\$1,599	\$0	\$400
% change	-100.0%	2.6%	new	n/a	14.0%

LOCATION:
Dr. Gustavus Brown Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Existing Capacity 100%	Requested By: BOE
F.B. Gwynn Center Roof/Boiler Replacement	New Capacity	Project #:
<p>The need is for a systemic renovation at the F. B. Gwynn Educational Center. The Gwynn Center serves students with special needs, early childhood, and other educational programs and is located in the town of La Plata. The two boiler and pump systems are over 30 years old and have outlived their expected usefulness. Several sections in the boilers are warped and constantly leaking. We are currently maintaining the status quo, but the boilers are on the verge of failure. Installation of new units is proposed to increase overall efficiency of the heating system and reduce operating costs. The building was re-roofed in 1991 and the roof will have outlived its life expectancy. 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. Charles County Public Schools recently commissioned a team of consultants to provide a budget and scope analysis for mechanical, electrical, and plumbing. Their evaluation of the project and scope of work showed the need to increase the budget. Local funding to initiate planning will be requested in FY 2014.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$242	\$0	\$0	\$0	\$242	\$0	\$0	\$242
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	2,419	0	0	2,419	0	0	2,419
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	1	1	0	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	215	0	0	215	0	0	215
Total Outlay	\$0	\$243	\$2,635	\$0	\$0	\$2,878	\$0	\$0	\$2,878

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$243	\$2,635	\$0	\$0	\$2,878	\$0	\$0	\$2,878
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	\$243	\$2,635	\$0	\$0	\$2,878	\$0	\$0	\$2,878
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$243	\$2,635	\$0	\$0	\$2,878	\$0	\$0	\$2,878

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	21.9	237.0	0.0	258.9	0.0	0.0	258.9
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$21.9	\$237.0	\$0.0	\$258.9	\$0.0	\$0.0	\$258.9

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$243	\$2,635	\$0	\$2,878
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0
% change	n/a	0.0%	0.0%	n/a	0.0%

LOCATION:
F.B. Gwynn Educational Center

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Benjamin Stoddert M.S. RTU/Boiler Replacement	Existing Capacity 100% New Capacity	Requested By: BOE Project #:
<p>The need is for a systemic renovation at Stoddert Middle School, which opened in 1977 and is located in Smallwood Village in the St. Charles subdivision. The two boilers and pumps, 11 RTU's, and two AHU's are original equipment from when the building was constructed in the mid 1970's and are approaching the end of their useful life. Installation of new units is proposed to increase overall efficiency of the heating system and reduce operating costs. Charles County Public Schools recently commissioned a team of consultants to provide a budget and scope analysis for mechanical, electrical, and plumbing. Their evaluation of the project and scope of work showed the need to increase the budget. Local funding to initiate planning will be requested in FY 2015. State funding will be requested in FY2018.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$334	\$0	\$0	\$334	\$0	\$0	\$334
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	1,610	1,610	0	2,157	3,767
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	1	0	1	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	297	297	0	0	297
Total Outlay	\$0	\$0	\$335	\$0	\$1,908	\$2,243	\$0	\$2,157	\$4,400

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$335	\$0	\$1,908	\$2,243	\$0	\$0	\$2,243
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	\$335	\$0	\$1,908	\$2,243	\$0	\$0	\$2,243
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	2,157	2,157
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$335	\$0	\$1,908	\$2,243	\$0	\$2,157	\$4,400

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	30.1	0.0	30.1	0.0	171.6	201.7
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$30.1	\$0.0	\$30.1	\$0.0	\$171.6	\$201.7

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$335	\$1,227	\$0	\$1,562
Increase/(Decrease)	\$0	(\$335)	(\$892)	\$0	(\$1,227)
% change	n/a	-100.0%	-72.7%	n/a	-78.6%

LOCATION:
Benjamin Stoddert Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Local Portable Classrooms - Various Schools	Existing Capacity 100% New Capacity	Requested By: BOE Project #:
<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.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$46	\$46	\$0	\$46	\$138	\$0	\$46	\$184
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	280	280	0	280	840	0	280	1,120
Equipment	0	32	32	0	32	96	0	32	128
Administration	0	1	1	0	1	3	0	1	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	29	29	0	29	87	0	29	116
Total Outlay	\$0	\$388	\$388	\$0	\$388	\$1,164	\$0	\$388	\$1,552

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$388	\$388	\$0	\$388	\$1,164	\$0	\$388	\$1,552
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	\$388	\$388	\$0	\$388	\$1,164	\$0	\$388	\$1,552
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$388	\$388	\$0	\$388	\$1,164	\$0	\$388	\$1,552

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	34.9	34.9	0.0	69.8	0.0	69.8	139.6
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$34.9	\$34.9	\$0.0	\$69.8	\$0.0	\$69.8	\$139.6

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$388	\$0	\$388	\$0	\$776
Increase/(Decrease)	(\$388)	\$388	\$0	\$0	\$0
% change	-100.0%	new	0.0%	n/a	0.0%

LOCATION:
Various schools

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ 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 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$428	\$899	\$0	\$694	\$2,021	\$1,628	\$0	\$3,649
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	14,625	7,678	0	10,619	0	32,922	6,624	10,406	49,952
Equipment	0	803	2,247	0	1,239	4,289	750	0	5,039
Administration	1	1	0	0	0	2	0	0	2
Inspection	315	0	0	0	0	315	142	0	457
Miscellaneous	25	0	0	0	0	25	0	0	25
Contingency	718	0	0	0	0	718	324	0	1,042
Total Outlay	\$15,684	\$8,910	\$3,146	\$10,619	\$1,933	\$40,292	\$9,468	\$10,406	\$60,166
								\$0	\$0

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$3,920	\$2,228	\$787	\$2,655	\$483	\$10,073	\$2,366	\$2,598	\$15,037
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	\$3,920	\$2,228	\$787	\$2,655	\$483	\$10,073	\$2,366	\$2,598	\$15,037
Federal	0	0	0	0	0	0	0	0	0
State	11,764	6,682	2,359	7,964	1,450	30,219	7,102	7,808	45,129
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$15,684	\$8,910	\$3,146	\$10,619	\$1,933	\$40,292	\$9,468	\$10,406	\$60,166

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	2.00	2.00	2.00	0.00	6.00	0.00	0.00	6.00
Personnel Costs	0.0	92.7	94.5	96.4	0.0	283.6	0.0	0.0	283.6
Operating	0.0	215.5	(94.1)	175.0	0.0	296.4	0.0	0.0	296.4
Start-Up Cost	0.0	0.0	12.0	250.0	0.0	262.0	0.0	0.0	262.0
Total Operating	\$0.0	\$308.2	\$12.4	\$521.4	\$0.0	\$842.0	\$0.0	\$0.0	\$842.0
Debt Service: Bonds	0.0	342.7	187.3	63.0	202.4	795.3	212.8	215.0	1,223.0
Total Impact	\$0.0	\$650.9	\$199.7	\$584.4	\$202.4	\$1,637.3	\$212.8	\$215.0	\$2,065.0

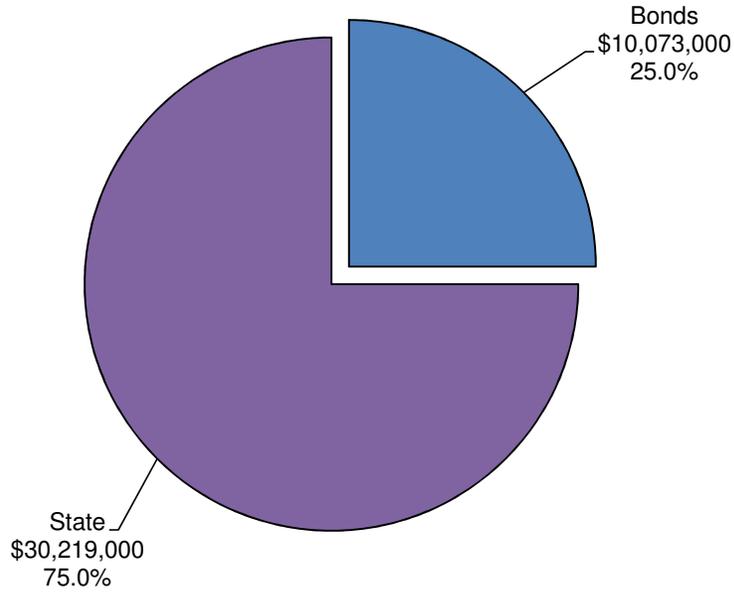
VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$8,007	\$8,327	\$1,991	\$14,291	\$32,616
Increase/(Decrease)	\$7,677	\$583	\$1,155	(\$3,672)	\$5,743
% change	95.9%	7.0%	58.0%	-25.7%	17.6%

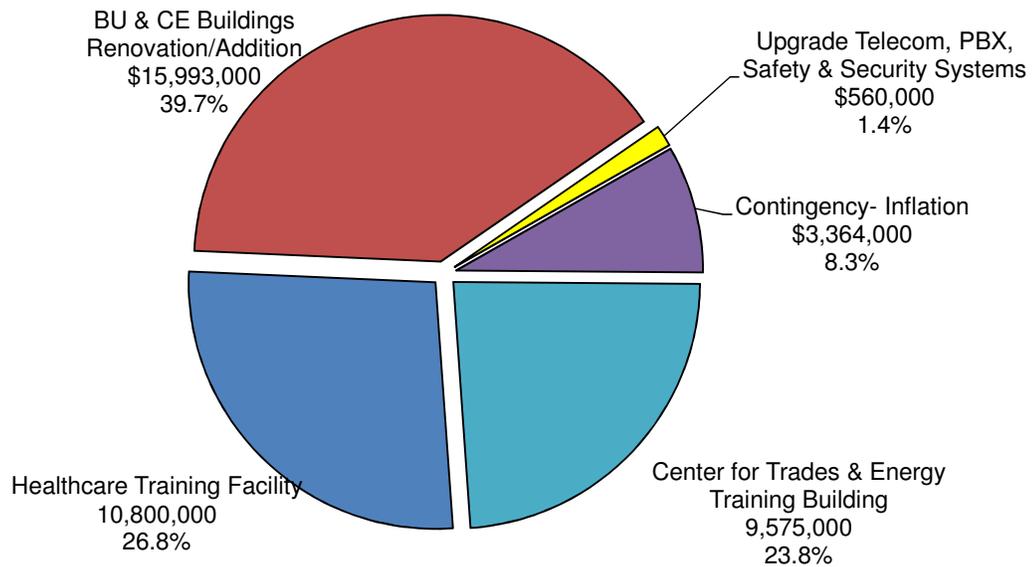
Projects with Future Operating Impacts:

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	'13-'17	Beyond FY 2017	FTE
BU & CE Bldgs Reno/Addtns	0.0	308.2	0.0	0.0	0.0	308.2	0.0	2.00
Center for Trades & Energy Bldg	0.0	0.0	12.4	0.0	0.0	12.4	0.0	2.00
Healthcare Training Facility	0.0	0.0	0.0	521.4	0.0	521.4	0.0	2.00
Total	0.0	308.2	12.4	521.4	0.0	842.0	0.0	6.00

FY13-FY17 College of Southern Maryland Financing Sources



FY13-FY17 College of Southern Maryland by Project



For FY13, the CIP funds renovations at the Business and Career Education Buildings.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: CSM
BU & CE Buildings Renovation/Addition	Project #: 1021
<i>(Business and Career Education Buildings)</i>	
<p>These are two separate academic buildings that are 32 years old and lack the enhancements required by modern teaching facilities. Both buildings will be expanded and a second story will be added. The buildings will be designed as one effort, but the construction will be in separate years. Renovating and expanding existing structures is essential due to lack of campus acreage.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$1,628	\$0	\$1,628
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	14,213	0	0	0	0	14,213	6,624	0	20,837
Equipment	0	750	0	0	0	750	750	0	1,500
Administration	1	1	0	0	0	2	0	0	2
Inspection	306	0	0	0	0	306	142	0	448
Miscellaneous	24	0	0	0	0	24	0	0	24
Contingency	698	0	0	0	0	698	324	0	1,022
Total Outlay	\$15,242	\$751	\$0	\$0	\$0	\$15,993	\$9,468	\$0	\$25,461

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$3,810	\$188	\$0	\$0	\$0	\$3,998	\$2,366	\$0	\$6,364
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$3,810	\$188	\$0	\$0	\$0	\$3,998	\$2,366	\$0	\$6,364
Federal	0	0	0	0	0	0	0	0	0
State	11,432	563	0	0	0	11,995	7,102	0	19,097
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$15,242	\$751	\$0	\$0	\$0	\$15,993	\$9,468	\$0	\$25,461

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	2.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00
Personnel Costs	0.0	92.7	0.0	0.0	0.0	92.7	0.0	0.0	92.7
Operating	0.0	215.5	0.0	0.0	0.0	215.5	0.0	0.0	215.5
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$308.2	\$0.0	\$0.0	\$0.0	\$308.2	\$0.0	\$0.0	\$308.2
Debt Service: Bonds	0.0	342.7	16.9	0.0	0.0	359.6	212.8	0.0	572.4
Total Impact	\$0.0	\$650.9	\$16.9	\$0.0	\$0.0	\$667.8	\$212.8	\$0.0	\$880.6

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$7,621	\$7,621	\$750	\$0	\$15,992
Increase/(Decrease)	\$7,621	(\$6,870)	(\$750)	\$0	\$1
% change	100.0%	-90.1%	-100.0%	n/a	0.0%

LOCATION:
Business & Career Education Buildings

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: CSM
Center for Trades and Energy Training Building	Project #:
<p>The purpose of this project is to establish a centrally located off-campus center to provide training facilities too costly to locate at each campus but essential to providing students a direct path into gainful employment in fields of high demand. The college is negotiating acquisition a parcel of land in Hughesville. The proposed project will require site development including 150 parking spaces and the construction of the Center for Trades & Energy Training Building.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$400	\$0	\$0	\$0	\$400	\$0	\$0	\$400
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	7,175	0	0	0	7,175	0	0	7,175
Equipment	0	0	2,000	0	0	2,000	0	0	2,000
Administration	0	0	0	0	0	0	0	0	0
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$7,575	\$2,000	\$0	\$0	\$9,575	\$0	\$0	\$9,575

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$1,894	\$500	\$0	\$0	\$2,394	\$0	\$0	\$2,394
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$1,894	\$500	\$0	\$0	\$2,394	\$0	\$0	\$2,394
Federal	0	0	0	0	0	0	0	0	0
State	0	5,681	1,500	0	0	7,181	0	0	7,181
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$7,575	\$2,000	\$0	\$0	\$9,575	\$0	\$0	\$9,575

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	2.00	0.00	0.00	2.00	0.00	0.00	2.00
Personnel Costs	0.0	0.0	94.5	0.0	0.0	94.5	0.0	0.0	94.5
Operating	0.0	0.0	183.9	0.0	0.0	183.9	0.0	0.0	183.9
Operating (Rental Savings)	0.0	0.0	(278.0)	0.0	0.0	(278.0)	0.0	0.0	(278.0)
Start-Up Cost	0.0	0.0	12.0	0.0	0.0	12.0	0.0	0.0	12.0
Total Operating	\$0.0	\$0.0	\$12.4	\$0.0	\$0.0	\$12.4	\$0.0	\$0.0	\$12.4
Debt Service: Bonds	0.0	0.0	170.3	45.0	0.0	215.3	0.0	0.0	215.3
Total Impact	\$0.0	\$0.0	\$182.7	\$45.0	\$0.0	\$227.7	\$0.0	\$0.0	\$227.7

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$7,575	\$2,000	\$0	\$9,575
% change	n/a	new	new	n/a	new

LOCATION:
Proposed Hughesville

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Healthcare Training Facility	Requested By: CSM Project #:
<p>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.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$800	\$0	\$0	\$800	\$0	\$0	\$800
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	9,000	0	9,000	0	0	9,000
Equipment	0	0	0	0	1,000	1,000	0	0	1,000
Administration	0	0	0	0	0	0	0	0	0
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$0	\$800	\$9,000	\$1,000	\$10,800	\$0	\$0	\$10,800

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$200	\$2,250	\$250	\$2,700	\$0	\$0	\$2,700
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	\$200	\$2,250	\$250	\$2,700	\$0	\$0	\$2,700
Federal	0	0	0	0	0	0	0	0	0
State	0	0	600	6,750	750	8,100	0	0	8,100
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$800	\$9,000	\$1,000	\$10,800	\$0	\$0	\$10,800

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	0.00	2.00	0.00	2.00	0.00	0.00	2.00
Personnel Costs	0.0	0.0	0.0	96.4	0.0	96.4	0.0	0.0	96.4
Operating	0.0	0.0	0.0	175.0	0.0	175.0	0.0	0.0	175.0
Start-Up Cost	0.0	0.0	0.0	250.0	0.0	250.0	0.0	0.0	250.0
Total Operating	\$0.0	\$0.0	\$0.0	\$521.4	\$0.0	\$521.4	\$0.0	\$0.0	\$521.4
Debt Service: Bonds	0.0	0.0	0.0	18.0	202.4	220.4	0.0	22.5	242.8
Total Impact	\$0.0	\$0.0	\$0.0	\$539.4	\$202.4	\$741.8	\$0.0	\$22.5	\$764.2

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$800	\$9,000	\$9,800
% change	n/a	n/a	new	new	new

LOCATION:
Regional Campus

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: CSM
Upgrade Telecom, PBX, Safety & Security Systems	Project #:
<p>The College's current communications infrastructure is inadequate to meet the safety and communications needs of students, faculty, staff, and the public. Instruction and operating needs dictate that the college upgrade its' data and telecommunications systems to allow the college to acquire and take advantage of the efficiency of the latest technologically advanced equipment.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$560	\$560	\$0	\$0	\$560
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	8,000	8,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$0	\$0	\$0	\$560	\$560	\$0	\$8,000	\$8,560

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$140	\$140	\$0	\$2,000	\$2,140
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	\$140	\$140	\$0	\$2,000	\$2,140
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	420	420	0	6,000	6,420
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$0	\$560	\$560	\$0	\$8,000	\$8,560

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	192.5	192.5
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$192.5	\$192.5

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0
% change	n/a	n/a	n/a	n/a	new

LOCATION:
All Campuses

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ 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 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$458	\$1,119	\$478	\$271	\$223	\$2,549	\$240	\$104	\$2,893
Land & ROW	109	1,928	2,362	2,390	2,419	9,208	100	2,341	11,649
Construction	1,412	1,620	2,729	4,653	2,087	12,501	881	488	13,870
Equipment	282	893	457	263	142	2,037	165	0	2,202
Administration	48	98	97	96	72	411	12	17	440
Inspection	21	89	163	206	128	607	8	54	669
Miscellaneous	21	77	56	43	32	229	5	8	242
Contingency	101	293	295	305	125	1,119	52	0	1,171
Total Outlay	\$2,452	\$6,117	\$6,637	\$8,227	\$5,228	\$28,661	\$1,463	\$3,012	\$33,136

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$1,648	\$4,044	\$4,124	\$6,398	\$3,487	\$19,701	\$1,289	\$824	\$21,814
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	244	573	241	229	241	1,528	0	0	1,528
Total County Funding	\$1,892	\$4,617	\$4,365	\$6,627	\$3,728	\$21,229	\$1,289	\$824	\$23,342
Federal	192	0	0	0	0	192	0	0	192
State	24	1,500	2,272	1,600	1,500	6,896	108	2,188	9,192
Other:	344	0	0	0	0	344	66	0	410
Total Funding	\$2,452	\$6,117	\$6,637	\$8,227	\$5,228	\$28,661	\$1,463	\$3,012	\$33,136

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	0.00	0.62	7.52	8.13	0.00	0.00	8.13
Personnel Costs	0.0	0.0	0.0	16.1	354.8	370.9	0.0	0.0	370.9
Operating	0.0	29.2	0.0	43.6	252.1	324.9	0.0	(159.3)	165.6
Total Operating	\$0.0	\$29.2	\$0.0	\$59.7	\$606.9	\$695.8	\$0.0	(\$159.3)	\$536.5
Debt Service: Bonds	0.0	144.2	341.2	326.0	490.4	1,301.8	115.9	315.4	1,733.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	2.5	2.5	0.0	2.5	5.0
Total Impact	\$0.0	\$173.4	\$341.2	\$385.7	\$1,097.3	\$1,997.6	\$115.9	\$156.1	\$2,269.7

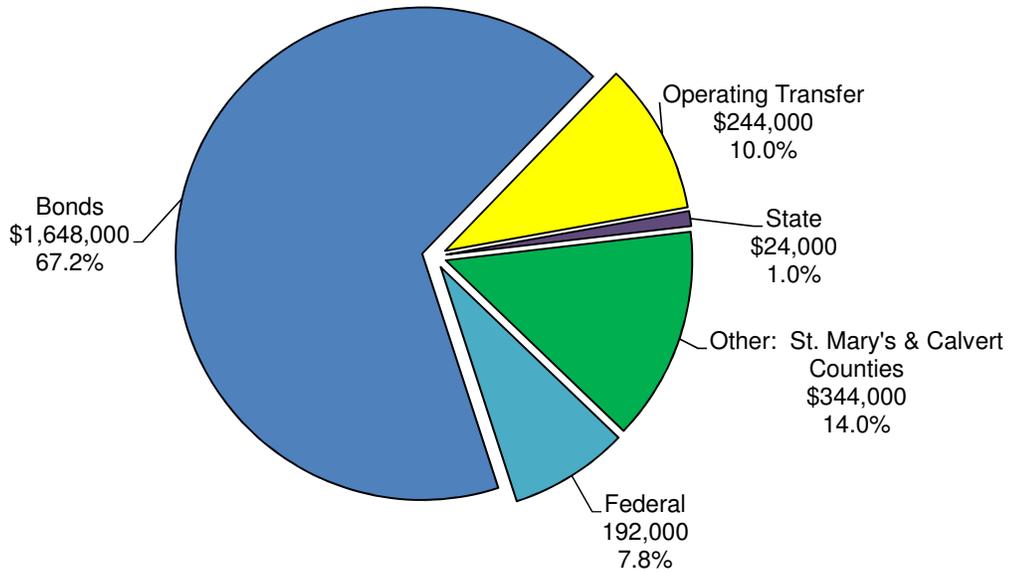
VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$2,310	\$2,834	\$3,058	\$2,390	\$10,221
Increase/(Decrease)	\$142	\$3,283	\$3,579	\$5,837	\$12,841
% change	6.1%	115.8%	117.0%	244.2%	125.6%

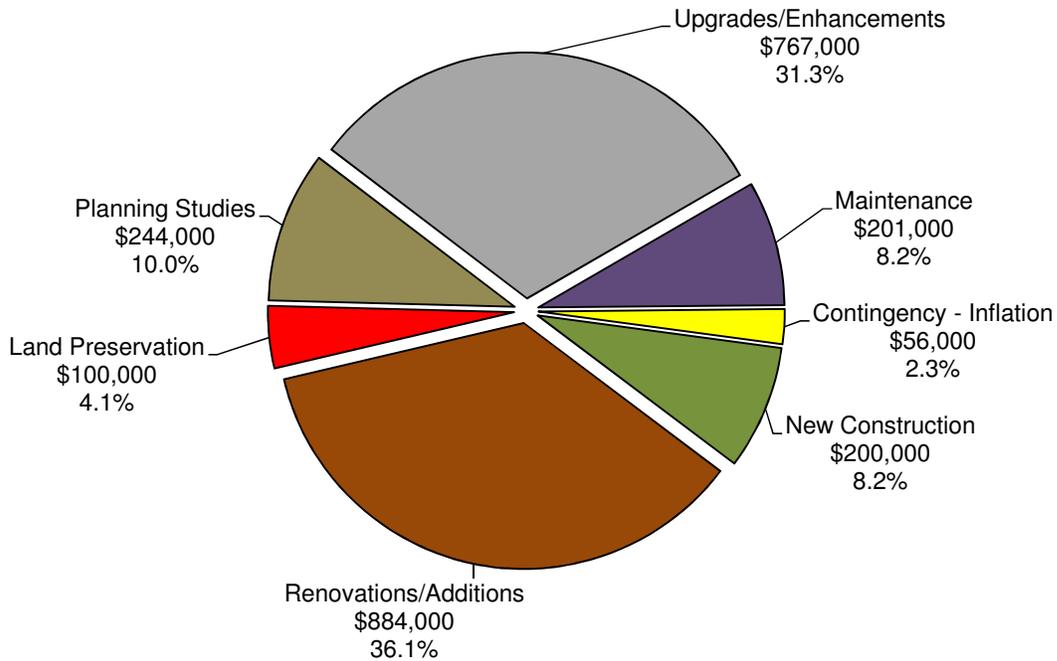
Projects with Future Operating Impacts:

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	'13-'17	Beyond FY17	FTE
Multi-Generational Center	0.0	0.0	0.0	0.0	618.2	618.2	(159.3)	7.52
Detention Center Intake Area	0.0	0.0	0.0	59.7	0.0	59.7	0.0	0.62
Lighting Retrofit	0.0	0.0	0.0	0.0	(11.3)	(11.3)	0.0	0.00
Sheriff's Office Improvements	0.0	23.9	0.0	0.0	0.0	23.9	0.0	0.00
Animal Shelter Improvements	0.0	5.3	0.0	0.0	0.0	5.3	0.0	0.00
Total	0.0	29.2	0.0	59.7	606.9	695.8	(159.3)	8.1

FY13 General Government Financing Sources

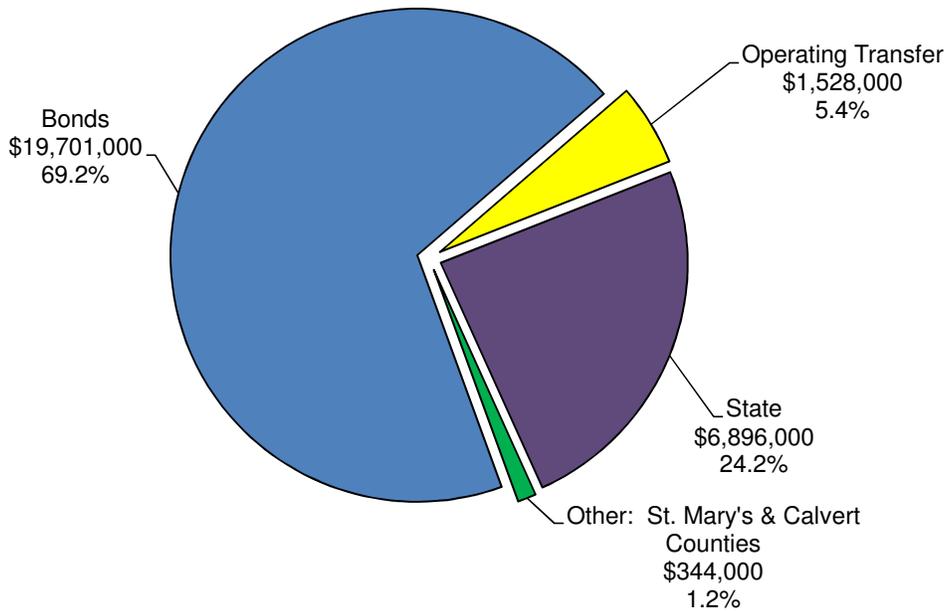


FY13 General Government by Project Type

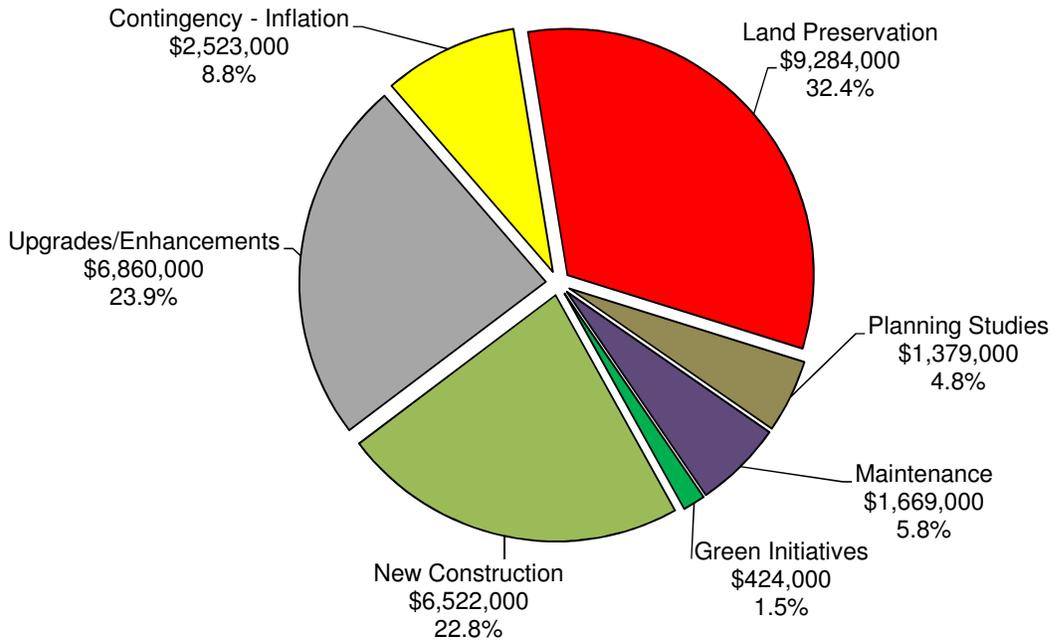


Included in Renovations/Additions are funds to renovate the Animal Shelter, to replace the Nanjemoy Community Center roof and the Detention Center ceiling as well as to renovate the Courthouse and to add an addition to the Detention Center.

FY13-FY17 General Government Financing Sources



FY13-FY17 General Government by Project Type



Included in Land Preservation are funds to allow the County to acquire land as part of its Rural Legacy Program and Agricultural Preservation Program. Both of these projects are aimed at protecting the County's rural areas and natural resources.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Various Planning and Growth Management Studies	Project #: 3179
1) Comprehensive Plan Update 2) Waterfront Development Concept Implementation Plan 3) MGS Groundwater Monitoring Program 4) Scynro Traffic Intersection Model 5) Cultural Resource Survey 6) Fee Structure Study	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$150	\$150	\$150	\$150	\$150	\$750	\$0	\$80	\$830
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	6	6	6	30	0	5	35
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	5	5	5	5	5	25	0	5	30
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$161	\$161	\$161	\$161	\$161	\$805	\$0	\$90	\$895

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90	\$90
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	161	161	161	161	161	805	0	0	805
Total County Funding	\$161	\$161	\$161	\$161	\$161	\$805	\$0	\$90	\$895
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$161	\$161	\$161	\$161	\$161	\$805	\$0	\$90	\$895

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.1	8.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$8.1	\$8.1

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$84	\$84	\$84	\$84	\$336
Increase/(Decrease)	\$77	\$77	\$77	\$77	\$308
% change	91.7%	91.7%	91.7%	91.7%	91.7%

LOCATION:
 N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Agricultural Preservation	Requested By: PGM Project #:
<p>The Agricultural Land Preservation Program utilizes a combination of County, State, and Federal funds to purchase easements on productive agricultural land. The County will seek \$450K from the State and therefore must commit \$300K as the program offers matching funds of \$1.50 for every \$1 of County funds.</p> <p>The proposed funding will help the County maintain a viable Easement Purchase Program, but will likely not be enough to leverage the full match (\$666,000). Additionally, the funding will support the goals set forth in the Land Preservation, Parks & Recreation Plan, specifically the goal to protect 50% of the County's land base.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	300	300	300	300	1,200	0	300	1,500
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	3	3	3	3	12	0	2	14
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$303	\$303	\$303	\$303	\$1,212	\$0	\$302	\$1,514

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$303	\$303	\$303	\$303	\$1,212	\$0	\$121	\$1,333
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	\$303	\$303	\$303	\$303	\$1,212	\$0	\$121	\$1,333
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	181	181
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$303	\$303	\$303	\$303	\$1,212	\$0	\$302	\$1,514
<i>State will match \$1.50 for every \$1 of County funds:</i>	<i>\$0</i>	<i>\$450</i>	<i>\$450</i>	<i>\$450</i>	<i>\$450</i>	<i>\$1,800</i>			

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	27.3	27.3	27.3	81.8	0.0	38.1	119.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$27.3	\$27.3	\$27.3	\$81.8	\$0.0	\$38.1	\$119.9

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$300	\$300	\$300	\$300	\$1,200
Increase/(Decrease)	(\$300)	\$3	\$3	\$3	(\$291)
% change	-100.0%	1.0%	1.0%	1.0%	-24.3%

Note: The State contribution is not recorded on the County's Financial Statements.

LOCATION: To Be Determined

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Rural Legacy Program	Requested By: PGM Project #:
<p>The Rural Legacy Program utilizes State grant funds and County allocated funds to purchase conservation easements within the Zekiah Watershed Rural Legacy Area. This funding will allow the County to pay for appraisals & title abstracts as part of the land acquisition process. The funding will also support the County's grant applications for Rural Legacy funding, demonstrating some local contribution to the acquisition process.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	1,500	1,500	1,500	1,500	6,000	0	1,500	7,500
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	5	5	5	5	20	0	4	24
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	3	3	3	3	12	0	3	15
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$1,508	\$1,508	\$1,508	\$1,508	\$6,032	\$0	\$1,507	\$7,539

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$8	\$8	\$8	\$8	\$32	\$0	\$7	\$39
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	\$8	\$8	\$8	\$8	\$32	\$0	\$7	\$39
Federal	0	0	0	0	0	0	0	0	0
State	0	1,500	1,500	1,500	1,500	6,000	0	1,500	7,500
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$1,508	\$1,508	\$1,508	\$1,508	\$6,032	\$0	\$1,507	\$7,539

Operating Budget Impact									
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
Total Operating	\$0.0								
Debt Service: Bonds	0.0	0.0	0.7	0.7	0.7	2.2	0.0	1.3	3.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.7	\$0.7	\$0.7	\$2.2	\$0.0	\$1.3	\$3.5

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$1,506	\$1,506	\$1,506	\$1,506	\$6,024
Increase/(Decrease)	(\$1,506)	\$2	\$2	\$2	(\$1,500)
% change	-100.0%	0.1%	0.1%	0.1%	-24.9%

LOCATION:
To Be Determined

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Port Tobacco Historic District Revitalization	Project #: 3157
<p>Acquisition, site development and interpretation in the Port Tobacco Historic District. This project is identified in the Southern Maryland Heritage Area Tourism Management Plan, the Scenic Byways Corridor Management Plan adopted by the County Commissioners October 2008, Waterfront Development Study.</p> <p>The project is dependent upon securing State Funding.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$20	\$0	\$20
Land & ROW	0	0	0	0	0	0	100	0	100
Construction	0	100	75	75	0	250	60	0	310
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	6	6	6	0	18	9	0	27
Inspection	0	10	10	10	0	30	8	0	38
Miscellaneous	0	6	5	5	0	16	5	0	21
Contingency	0	10	8	8	0	26	15	0	41
Total Outlay	\$0	\$132	\$104	\$104	\$0	\$340	\$217	\$0	\$557

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$132	\$40	\$104	\$0	\$276	\$109	\$0	\$385
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	\$132	\$40	\$104	\$0	\$276	\$109	\$0	\$385
Federal	0	0	0	0	0	0	0	0	0
State	0	0	64	0	0	64	108	0	172
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$132	\$104	\$104	\$0	\$340	\$217	\$0	\$557

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	11.9	3.6	9.4	24.8	9.8	0.0	34.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$11.9	\$3.6	\$9.4	\$24.8	\$9.8	\$0.0	\$34.6

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$130	\$0	\$0	\$130
Increase/(Decrease)	\$0	\$2	\$104	\$104	\$210
% change	n/a	1.5%	new	new	161.5%

LOCATION:
Port Tobacco, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Various Maintenance Projects	Project #: 3180
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.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	178	324	324	324	324	1,474	0	375	1,849
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	3	3	3	15	0	2	17
Inspection	20	40	40	40	40	180	0	40	220
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$201	\$367	\$367	\$367	\$367	\$1,669	\$0	\$417	\$2,086

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$201	\$367	\$367	\$367	\$367	\$1,669	\$0	\$417	\$2,086
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	\$201	\$367	\$367	\$367	\$367	\$1,669	\$0	\$417	\$2,086
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$201	\$367	\$367	\$367	\$367	\$1,669	\$0	\$417	\$2,086

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	18.1	33.0	33.0	33.0	117.1	0.0	70.5	187.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$18.1	\$33.0	\$33.0	\$33.0	\$117.1	\$0.0	\$70.5	\$187.6

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$396	\$401	\$401	\$401	\$1,599
Increase/(Decrease)	(\$195)	(\$34)	(\$34)	(\$34)	(\$297)
% change	-49.2%	-8.5%	-8.5%	-8.5%	-18.6%

LOCATION:
 N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Automation & Technology Master Plan- Facilities	Requested By: DPW Project #: 3177
<p>This project request is the result of a study by Westin Engineering to determine the Information Technology needs of the Department of Public Works. The project will include emphasis on asset management, data management, work management, and performance management. The ultimate goal of this project is to allow the department to accomplish its functions even in periods of growth without adding field staff and to make more efficient use of the resources currently available. The project has been broken down into phases by division and functions, as follows: Phase I – Facilities Maintenance, Phase II – Roads, Phase III – Parks, Phase IV – Landfill which will be funded through the Solid Waste Fund.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$170	\$225	\$0	\$0	\$395	\$220	\$0	\$615
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	125	325	0	0	450	125	0	575
Administration	0	3	3	0	0	6	1	0	7
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	30	55	0	0	85	34	0	119
Total Outlay	\$0	\$328	\$608	\$0	\$0	\$936	\$380	\$0	\$1,316

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$328	\$608	\$0	\$0	\$936	\$380	\$0	\$1,316
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	\$328	\$608	\$0	\$0	\$936	\$380	\$0	\$1,316
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$328	\$608	\$0	\$0	\$936	\$380	\$0	\$1,316

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	29.5	54.7	0.0	84.2	34.2	0.0	118.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$29.5	\$54.7	\$0.0	\$84.2	\$34.2	\$0.0	\$118.4

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$326	\$606	\$0	\$932
Increase/(Decrease)	\$0	\$2	\$2	\$0	\$4
% change	n/a	0.6%	0.3%	n/a	0.4%

LOCATION:
Department of Public Works- Facilities Building, Radio Station Road, La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:
Courthouse Renovation

Requested By: DPW
Project #: 3165

Renovations will be performed to enable the Circuit Court to use this space after District Court relocates to the new building. This project will provide enhanced courtrooms, ADA upgrade compliances, upgrading mechanical and electrical systems and renovating space to accommodate the needs of the Circuit Court. The project will utilize "swing space" for occupants during renovations and will allow for ten phases of construction.

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year	Approp. thru FY12	Beyond FY 2017	Project Total
						Total '13-'17			
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	98	98	98	98	98	490	100	0	590
Equipment	0	0	0	0	0	0	0	0	0
Administration	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
Total Outlay	\$101	\$101	\$101	\$101	\$101	\$505	\$100	\$0	\$605

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$101	\$101	\$101	\$101	\$101	\$505	\$100	\$0	\$605
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	\$101	\$101	\$101	\$101	\$101	\$505	\$100	\$0	\$605
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$101	\$101	\$101	\$101	\$101	\$505	\$100	\$0	\$605

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	9.1	9.1	9.1	9.1	36.3	9.0	9.1	54.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$9.1	\$9.1	\$9.1	\$9.1	\$36.3	\$9.0	\$9.1	\$54.4

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$101	\$101	\$101	\$101	\$404
% change	<i>new</i>	<i>new</i>	<i>new</i>	<i>new</i>	<i>new</i>

LOCATION:

Charles County Courthouse; La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Multi-Generational Center	Project #:
Construct a 20,000 s.f. Multi-Generational Center in the Waldorf Area. The center would be designed with commercial grade kitchen facilities, a reception area, a fitness area, a multipurpose room, computer lab, art/music rooms, and all areas of the building must meet full universal design/ADA accessibility.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$375	\$0	\$0	\$0	\$375	\$0	\$0	\$375
Land & ROW	0	20	0	0	0	20	0	0	20
Construction	0	0	1,250	2,500	1,250	5,000	0	0	5,000
Equipment	0	0	0	0	32	32	0	0	32
Administration	0	12	31	31	31	105	0	0	105
Inspection	0	0	62	125	63	250	0	0	250
Miscellaneous	0	18	18	18	18	72	0	0	72
Contingency	0	125	125	125	93	468	0	0	468
Total Outlay	\$0	\$550	\$1,486	\$2,799	\$1,487	\$6,322	\$0	\$0	\$6,322

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$550	\$786	\$2,699	\$1,487	\$5,522	\$0	\$0	\$5,522
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	\$550	\$786	\$2,699	\$1,487	\$5,522	\$0	\$0	\$5,522
Federal	0	0	0	0	0	0	0	0	0
State	0	0	700	100	0	800	0	0	800
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$550	\$1,486	\$2,799	\$1,487	\$6,322	\$0	\$0	\$6,322

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	0.00	0.00	7.52	7.52	0.00	0.00	7.52
Personnel Costs	0.0	0.0	0.0	0.0	354.8	354.8	0.0	0.0	354.8
Operating	0.0	0.0	0.0	0.0	263.4	263.4	0.0	(159.3)	104.1
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$618.2	\$618.2	\$0.0	(\$159.3)	\$458.9
Debt Service: Bonds	0.0	0.0	49.5	70.7	242.8	362.9	0.0	133.7	496.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	2.5	2.5	0.0	2.5	5.0
Total Impact	\$0.0	\$0.0	\$49.5	\$70.7	\$861.0	\$981.1	\$0.0	(\$25.6)	\$955.6

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$550	\$1,486	\$2,799	\$4,835
% change	n/a	new	new	new	new

LOCATION:
Waldorf Area

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Detention Center Intake Area	Project #: 3136
<p>The project objective is to construct a modular addition to the existing Detention Center to facilitate the relocation of the current Intake processing area in one centralized location, provide additional intake process program activities, and comply with operational requirements of Federal Law 782.D1196 regarding inmate strip search operations. The Detention Center Intake Area is planned to be an approximate 4,900 sq. ft. addition to the existing Detention Center to serve as a centralized inmate intake and booking area whose functions will include: Sally Port, Gun Lockers, Metal Detector, and Pat Down Area; Breath Test Area; Fingerprint and Photograph Area; Holding Cells with toilets; ADA Compliance Cell; Medical Area; Commissioner's Room; Correctional Officers Work Area; Deputies Work Area; Open Bench Area; Strip Search Room; Shower and Storage Area; Staff Bathroom; and Mechanical Room.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$147	\$0	\$0	\$0	\$0	\$147	\$0	\$0	\$147
Land & ROW	6	0	0	0	0	6	0	0	6
Construction	0	668	668	0	0	1,336	659	0	1,995
Equipment	0	0	0	0	0	0	0	0	0
Administration	7	21	21	0	0	49	1	0	50
Inspection	0	33	33	0	0	66	0	0	66
Miscellaneous	6	17	17	0	0	40	0	0	40
Contingency	0	67	67	0	0	134	0	0	134
Total Outlay	\$166	\$806	\$806	\$0	\$0	\$1,778	\$660	\$0	\$2,438

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$166	\$806	\$806	\$0	\$0	\$1,778	\$660	\$0	\$2,438
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	\$166	\$806	\$806	\$0	\$0	\$1,778	\$660	\$0	\$2,438
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$166	\$806	\$806	\$0	\$0	\$1,778	\$660	\$0	\$2,438

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	0.00	0.62	0.00	0.62	0.00	0.00	0.62
Personnel Costs	0.0	0.0	0.0	16.1	0.0	16.1	0.0	0.0	16.1
Operating	0.0	0.0	0.0	43.6	0.0	43.6	0.0	0.0	43.6
Operatin	\$0.0	\$0.0	\$0.0	\$59.7	\$0.0	\$59.7	\$0.0	\$0.0	\$59.7
Debt Service: Bonds	0.0	14.9	72.5	72.5	0.0	159.9	59.4	0.0	219.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$14.9	\$72.5	\$132.2	\$0.0	\$219.6	\$59.4	\$0.0	\$279.0

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$166	\$806	\$806	\$0	\$1,778
% change	<i>new</i>	<i>new</i>	<i>new</i>	<i>n/a</i>	<i>new</i>

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Hughesville Streetscape	Requested By: PGM Project #: 3181
Provide streetscape design and construction within the Core Business District. This project implements the 2006 Hughesville Village Revitalization Plan and will be coordinated with the Hughesville Water & Sewer project. <i>State funding will be sought for a portion of the project cost.</i>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	250	250	0	0	0	500	0	0	500
Equipment	0	0	0	0	0	0	0	0	0
Administration	10	10	0	0	0	20	0	0	20
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	5	5	0	0	0	10	0	0	10
Contingency	14	14	0	0	0	28	0	0	28
Total Outlay	\$329	\$279	\$0	\$0	\$0	\$608	\$0	\$0	\$608

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$329	\$279	\$0	\$0	\$0	\$608	\$0	\$0	\$608
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$329	\$279	\$0	\$0	\$0	\$608	\$0	\$0	\$608
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$329	\$279	\$0	\$0	\$0	\$608	\$0	\$0	\$608

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	29.6	25.1	0.0	0.0	54.7	0.0	0.0	54.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$29.6	\$25.1	\$0.0	\$0.0	\$54.7	\$0.0	\$0.0	\$54.7

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$329	\$279	\$0	\$0	\$608
% change	new	new	n/a	n/a	new

LOCATION:
Hughesville, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Purchase of Developments Rights (PDR) Program	Project #: 3182
<p>This Program would allow for the purchase of Transferrable Development Rights (TDR) and would create some stability to the County's TDR market. The creation of such a 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 draft Priority Preservation Area Element of the Comprehensive Plan.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	100	100	500	500	500	1,700	0	0	1,700
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
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$100	\$100	\$500	\$500	\$500	\$1,700	\$0	\$0	\$1,700

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$100	\$100	\$500	\$500	\$500	\$1,700	\$0	\$0	\$1,700
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$100	\$100	\$500	\$500	\$500	\$1,700	\$0	\$0	\$1,700
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$100	\$100	\$500	\$500	\$500	\$1,700	\$0	\$0	\$1,700

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	9.0	9.0	45.0	45.0	107.9	0.0	45.0	152.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$9.0	\$9.0	\$45.0	\$45.0	\$107.9	\$0.0	\$45.0	\$152.9

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$100	\$100	\$500	\$500	\$1,200
% change	new	new	new	new	new

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Zoning Update (2012 Comprehensive Plan)	Project #:
<p>The State of Maryland requires the county to update the County's zoning in order to implement our Comprehensive Plan. This project will consist of two major parts: a.) Comprehensive Zoning Map amendments for the entire county in order to have zoning maps consistent with the adopted land use map changes of the updated Comprehensive Plan; b.) Zoning Text Amendments to implement new regulations, standards and provisions of zoning and create new zoning districts for the (1) Priority Preservation Areas; (2) Rural Villages Mixed Use Zoning; (3) Stream Valley Zoning; (4) Transfer of Development Rights/Purchase of Development Rights (TDR/PDR) standards, criteria; (5) Mt. Vernon Viewshed protection and development review criteria; (6) Establish vested rights criteria for previously approved and new projects.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$300	\$0	\$0	\$0	\$300	\$0	\$0	\$300
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	10	0	0	0	10	0	0	10
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	9	0	0	0	9	0	0	9
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$319	\$0	\$0	\$0	\$319	\$0	\$0	\$319

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	319	0	0	0	319	0	0	319
Total County Funding	\$0	\$319	\$0	\$0	\$0	\$319	\$0	\$0	\$319
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$319	\$0	\$0	\$0	\$319	\$0	\$0	\$319

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$319	\$0	\$0	\$319
% change	n/a	new	n/a	n/a	new

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Community Services HVAC Improvements	Project #: 3183
Retrofit the HVAC system installation of variable frequency drives (VFD), dampers and controls to correct the humidity and comfort level within this facility.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$25	\$0	\$0	\$0	\$0	\$25	\$0	\$0	\$25
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	295	0	0	0	0	295	0	0	295
Equipment	80	0	0	0	0	80	0	0	80
Administration	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	30	0	0	0	0	30	0	0	30
Total Outlay	\$438	\$0	\$0	\$0	\$0	\$438	\$0	\$0	\$438

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$438	\$0	\$0	\$0	\$0	\$438	\$0	\$0	\$438
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	\$438	\$0	\$0	\$0	\$0	\$438	\$0	\$0	\$438
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$438	\$0	\$0	\$0	\$0	\$438	\$0	\$0	\$438

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	39.4	0.0	0.0	0.0	39.4	0.0	0.0	39.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$39.4	\$0.0	\$0.0	\$0.0	\$39.4	\$0.0	\$0.0	\$39.4

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$438	\$0	\$0	\$0	\$438
% change	new	n/a	n/a	n/a	new

LOCATION:
 Port Tobacco, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Lighting Retrofit	Requested By: DPW Project #:
This project includes replacing T12 light fixtures throughout County owned facilities to T8 lighting fixtures, which are more energy efficient. T12 lighting fixtures will be phased out of production starting July 2012 per SMECO.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	13	13	13	13	52	0	0	52
Equipment	0	82	82	82	82	328	0	0	328
Administration	0	3	3	3	3	12	0	0	12
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	8	8	8	8	32	0	0	32
Total Outlay	\$0	\$106	\$106	\$106	\$106	\$424	\$0	\$0	\$424

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$106	\$106	\$106	\$106	\$424	\$0	\$0	\$424
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	\$106	\$106	\$106	\$106	\$424	\$0	\$0	\$424
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$106	\$106	\$106	\$106	\$424	\$0	\$0	\$424

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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	(11.3)	(11.3)	0.0	0.0	(11.3)
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	(\$11.3)	(\$11.3)	\$0.0	\$0.0	(\$11.3)
Debt Service: Bonds	0.0	0.0	9.5	9.5	9.5	28.6	0.0	9.5	38.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$9.5	\$9.5	(\$1.8)	\$17.3	\$0.0	\$9.5	\$26.8

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$106	\$106	\$106	\$318
% change	n/a	new	new	new	new

LOCATION: Various County Facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Sheriff's Office Improvements	Requested By: DPW Project #:
Upgrade existing infrastructure to include the following: District III Generator - \$353K, Sheriff's Headquarters Renovation - \$40K, Sheriff's Headquarters High Density Filing Room - \$245K, Sheriff's Cold Storage Annex Fire System - \$60K.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$50	\$0	\$50	\$0	\$0	\$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	348	0	348	0	0	348
Equipment	0	327	0	23	0	350	0	0	350
Administration	0	3	0	3	0	6	0	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	5	0	5	0	10	0	0	10
Contingency	0	19	0	49	0	68	0	0	68
Total Outlay	\$0	\$354	\$0	\$478	\$0	\$832	\$0	\$0	\$832

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$354	\$0	\$478	\$0	\$832	\$0	\$0	\$832
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	\$354	\$0	\$478	\$0	\$832	\$0	\$0	\$832
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$354	\$0	\$478	\$0	\$832	\$0	\$0	\$832

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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	23.9	0.0	0.0	0.0	23.9	0.0	0.0	23.9
Total Operating	\$0.0	\$23.9	\$0.0	\$0.0	\$0.0	\$23.9	\$0.0	\$0.0	\$23.9
Debt Service: Bonds	0.0	0.0	31.8	0.0	43.0	74.8	0.0	0.0	74.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$23.9	\$31.8	\$0.0	\$43.0	\$98.7	\$0.0	\$0.0	\$98.7

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$354	\$0	\$478	\$832
% change	n/a	new	n/a	new	new

LOCATION:
 Sheriff's Department facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: P.D. Brown Improvements	Requested By: DPW Project #:
This project includes a roof replacement on the original building and replacement of rooftop HVAC units, which have reached their life expectancy and are high maintenance.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	180	0	180	0	0	180
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	3	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	18	0	18	0	0	18
Total Outlay	\$0	\$0	\$0	\$201	\$0	\$201	\$0	\$0	\$201

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$201	\$0	\$201	\$0	\$0	\$201
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	\$201	\$0	\$201	\$0	\$0	\$201
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$201	\$0	\$201	\$0	\$0	\$201

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	18.1	18.1	0.0	0.0	18.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$18.1	\$18.1	\$0.0	\$0.0	\$18.1

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$201	\$201
% change	n/a	n/a	n/a	new	new

LOCATION:
P.D. Brown Library, Waldorf

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Nanjemoy Community Center Roof Replacement	Project #: 3184
Roof replacement for Nanjemoy Community Center, current roof is 17 years old and now at the end of its life cycle and is showing signs of wear and leaks are developing.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	60	0	0	0	0	60	0	0	60
Equipment	0	0	0	0	0	0	0	0	0
Administration	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	6	0	0	0	0	6	0	0	6
Total Outlay	\$69	\$0	\$0	\$0	\$0	\$69	\$0	\$0	\$69

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$69	\$0	\$0	\$0	\$0	\$69	\$0	\$0	\$69
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	\$69	\$0	\$0	\$0	\$0	\$69	\$0	\$0	\$69
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$69	\$0	\$0	\$0	\$0	\$69	\$0	\$0	\$69

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	6.2	0.0	0.0	0.0	6.2	0.0	0.0	6.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$6.2	\$0.0	\$0.0	\$0.0	\$6.2	\$0.0	\$0.0	\$6.2

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$69	\$0	\$0	\$0	\$69
% change	new	n/a	n/a	n/a	new

LOCATION:
Nanjemoy Community Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Detention Center Ceiling Replacement	Requested By: DPW Project #: 3185
Replace ceiling tiles in the Detention Center hallways and command center areas, as well as painting due to wear and tear of this facility.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	80	0	0	0	0	80	0	0	80
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	8	0	0	0	0	8	0	0	8
Total Outlay	\$91	\$0	\$0	\$0	\$0	\$91	\$0	\$0	\$91

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$91	\$0	\$0	\$0	\$0	\$91	\$0	\$0	\$91
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	\$91	\$0	\$0	\$0	\$0	\$91	\$0	\$0	\$91
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$91	\$0	\$0	\$0	\$0	\$91	\$0	\$0	\$91

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	8.2	0.0	0.0	0.0	8.2	0.0	0.0	8.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$8.2	\$0.0	\$0.0	\$0.0	\$8.2	\$0.0	\$0.0	\$8.2

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$91	\$0	\$0	\$0	\$91
% change	new	n/a	n/a	n/a	new

LOCATION: La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Animal Shelter Improvements	Requested By: DPW Project #: 3148
<p>This project includes replacing the boiler - \$80k, repairing one wing of the existing hydronic heating system and concrete floor replacement - \$74K, repair and replace the doors within the facility - \$40k and replace one HVAC unit in the treatment room - \$7k. Prior appropriations include funds to repair and replace fencing, flooring, walk-in freezer replacement, underground storage tank replacement, and other interior/exterior improvements.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	201	0	0	0	0	201	62	0	263
Equipment	0	0	0	0	0	0	40	0	40
Administration	3	0	0	0	0	3	1	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	20	0	0	0	0	20	3	0	23
Total Outlay	\$224	\$0	\$0	\$0	\$0	\$224	\$106	\$0	\$330

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$84	\$0	\$0	\$0	\$0	\$84	\$40	\$0	\$124
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	\$84	\$0	\$0	\$0	\$0	\$84	\$40	\$0	\$124
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: St. Mary's & Calvert	140	0	0	0	0	140	66	0	206
Total Funding	\$224	\$0	\$0	\$0	\$0	\$224	\$106	\$0	\$330

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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	5.3	0.0	0.0	0.0	5.3	0.0	0.0	5.3
Total Operating	\$0.0	\$5.3	\$0.0	\$0.0	\$0.0	\$5.3	\$0.0	\$0.0	\$5.3
Debt Service: Bonds	0.0	7.6	0.0	0.0	0.0	7.6	3.6	0.0	11.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$12.9	\$0.0	\$0.0	\$0.0	\$12.9	\$3.6	\$0.0	\$16.5

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$224	\$0	\$0	\$0	\$224
% change	new	n/a	n/a	n/a	new

LOCATION:

Animal Shelter, Hughesville

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Countywide Building Re-Keying	Requested By: DPW Project #:
Convert all County buildings to a new (Best) key system with interchangeable cores, to include installation of magnetic door releases and card readers. This will enhance the overall consistency and security of all County facilities.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	40	0	40	0	0	40
Equipment	0	0	0	100	0	100	0	0	100
Administration	0	0	0	3	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	14	0	14	0	0	14
Total Outlay	\$0	\$0	\$0	\$157	\$0	\$157	\$0	\$0	\$157

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$157	\$0	\$157	\$0	\$0	\$157
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$0	\$0	\$157	\$0	\$157	\$0	\$0	\$157
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$157	\$0	\$157	\$0	\$0	\$157

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	14.1	14.1	0.0	0.0	14.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$14.1	\$14.1	\$0.0	\$0.0	\$14.1

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$157	\$157
% change	n/a	n/a	n/a	new	new

LOCATION:
Various County Buildings

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Parking Lot Improvements	Project #: 3186
<p>This project includes parking lot improvements to governmental facilities, to include, paving, patching, striping and miscellaneous parking lot repairs. FY13 includes the Route 301 Park & Ride paving, as well as fencing and bike racks. FY16 includes work to be completed at Public Works, Facilities and the Government Building parking lots.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	210	0	0	300	0	510	0	0	510
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	0	0	3	0	6	0	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	20	0	0	30	0	50	0	0	50
Total Outlay	\$233	\$0	\$0	\$333	\$0	\$566	\$0	\$0	\$566

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$24	\$0	\$0	\$333	\$0	\$357	\$0	\$0	\$357
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	\$24	\$0	\$0	\$333	\$0	\$357	\$0	\$0	\$357
Federal 80%	186	0	0	0	0	186	0	0	186
State 10%	23	0	0	0	0	23	0	0	23
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$233	\$0	\$0	\$333	\$0	\$566	\$0	\$0	\$566

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	2.2	0.0	0.0	30.0	32.1	0.0	0.0	32.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$2.2	\$0.0	\$0.0	\$30.0	\$32.1	\$0.0	\$0.0	\$32.1

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$233	\$0	\$0	\$333	\$566
% change	new	n/a	n/a	new	new

LOCATION:
 Various Locations

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Robert J. Fuller Transitional Home Improvements	Project #:
Capital maintenance services due to cyclical maintenance and replacements to include the following: Parking lot resealing and striping - \$30K, Kitchen cabinetry replacement - \$18K, Kitchen appliance replacement - \$18K, and exterior painting - \$18K.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	66	0	66	0	0	66
Equipment	0	0	0	18	0	18	0	0	18
Administration	0	0	0	3	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	8	0	8	0	0	8
Total Outlay	\$0	\$0	\$0	\$95	\$0	\$95	\$0	\$0	\$95

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$95	\$0	\$95	\$0	\$0	\$95
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	\$95	\$0	\$95	\$0	\$0	\$95
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$95	\$0	\$95	\$0	\$0	\$95

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	8.5	8.5	0.0	0.0	8.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$8.5	\$8.5	\$0.0	\$0.0	\$8.5

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$95	\$95
% change	n/a	n/a	n/a	new	new

LOCATION:
 Robert J. Fuller Transitional Home, Waldorf

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Engineering Plan Digitization	Requested By: DPW Project #: 3187
Update and digitize existing engineering plans for buildings. This is to be phased in and ongoing to maintain records.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$80	\$50	\$50	\$30	\$30	\$240	\$0	\$0	\$240
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	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
Total Outlay	\$83	\$53	\$53	\$33	\$33	\$255	\$0	\$0	\$255

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	83	53	53	33	33	255	0	0	255
Total County Funding	\$83	\$53	\$53	\$33	\$33	\$255	\$0	\$0	\$255
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$83	\$53	\$53	\$33	\$33	\$255	\$0	\$0	\$255

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$83	\$53	\$53	\$33	\$222
% change	new	new	new	new	new

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Message Board	Requested By: DES Project #: 3178
Pedestal signs, including the mounting post, and access system. This proposed sign would be installed on Rt. 301.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	200	0	0	0	0	200	0	0	200
Administration	0	0	0	0	0	0	0	0	0
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$200	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$200

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: GenOn	200	0	0	0	0	200	0	0	200
Total Funding	\$200	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$200

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$200	\$0	\$0	\$0	\$200
% change	new	n/a	n/a	n/a	new

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2013
(\$ in thousands)

PROJECT NAME: Siren's for Developmental District	Requested By: DES Project #:
Add and install (12) Outdoor Warning Sirens to the Developmental District of Waldorf. Approximate cost is \$30,000 per site including installation. These sirens will warn residents that are outdoors of impending National Weather Service issued Tornado Warnings.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	60	0	0	0	60	0	0	60
Equipment	0	300	0	0	0	300	0	0	300
Administration	0	0	0	0	0	0	0	0	0
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$360	\$0	\$0	\$0	\$360	\$0	\$0	\$360

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$360	\$0	\$0	\$0	\$360	\$0	\$0	\$360
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	\$360	\$0	\$0	\$0	\$360	\$0	\$0	\$360
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$360	\$0	\$0	\$0	\$360	\$0	\$0	\$360

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	32.4	0.0	0.0	32.4	0.0	0.0	32.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$32.4	\$0.0	\$0.0	\$32.4	\$0.0	\$0.0	\$32.4

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$360	\$0	\$0	\$360
% change	n/a	new	n/a	n/a	new

LOCATION:
Waldorf

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PARKS SUMMARY

The County owns and operates a variety of recreational facilities 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 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$5	\$6	\$29	\$6	\$46	\$10	\$7	\$63
Land & ROW	0	1,500	0	0	0	1,500	0	0	1,500
Construction	0	57	60	1,273	345	1,735	20	69	1,824
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	13	10	24	16	66	7	7	80
Inspection	0	5	6	0	6	17	0	7	24
Miscellaneous	249	255	294	383	408	1,589	9	429	2,027
Contingency	0	6	7	19	7	39	5	8	52
Total Outlay	\$252	\$1,841	\$383	\$1,728	\$788	\$4,992	\$51	\$527	\$5,570
								\$0	\$0

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$86	\$92	\$987	\$172	\$1,337	\$51	\$527	\$1,915
Fund Balance Appropriation	252	237	0	0	0	489	0	0	489
Operating Transfer	0	18	291	387	406	1,102	0	0	1,102
Total County Funding	\$252	\$341	\$383	\$1,374	\$578	\$2,928	\$51	\$527	\$3,506
Federal	0	0	0	0	0	0	0	0	0
State	0	1,500	0	354	210	2,064	0	0	2,064
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$252	\$1,841	\$383	\$1,728	\$788	\$4,992	\$51	\$527	\$5,570

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	0.00	0.00	0.36	0.36	0.00	0.06	0.42
Personnel Costs	0.0	0.0	0.0	0.0	8.8	8.8	0.0	1.3	10.1
Operating	0.0	0.0	0.0	0.0	17.9	17.9	0.0	4.2	22.1
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$26.7	\$26.7	\$0.0	\$5.5	\$32.2
Debt Service: Bonds	0.0	0.0	7.2	7.2	75.1	89.5	4.5	47.9	142.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.7	1.7
Total Impact	\$0.0	\$0.0	\$7.2	\$7.2	\$101.8	\$116.2	\$4.5	\$53.4	\$174.2

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$250	\$1,922	\$380	\$384	\$2,936
Increase/(Decrease)	\$2	(\$81)	\$3	\$1,344	\$1,268
% change	0.8%	-4.2%	0.8%	350.0%	43.2%

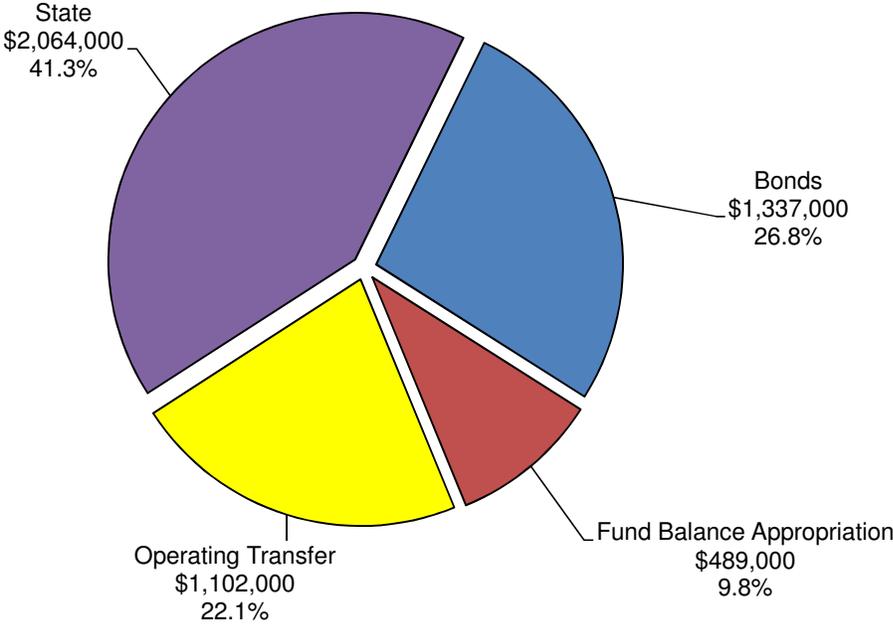
Projects with Future Operating Impacts:

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	'13-'17	Beyond FY17	FTE
Milton Somers Football Stadium	0.0	0.0	0.0	0.0	1.4	1.4	0.0	0.00
Oak Ridge Development Ph II	0.0	0.0	0.0	0.0	15.1	15.1	0.0	0.15
Sprayground	0.0	0.0	0.0	0.0	10.2	10.2	0.0	0.21
Gilbert Run/Oak Ridge Trail	0.0	0.0	0.0	0.0	0.0	0.0	5.5	0.06
Total	0.0	0.0	0.0	0.0	26.7	26.7	5.5	0.42

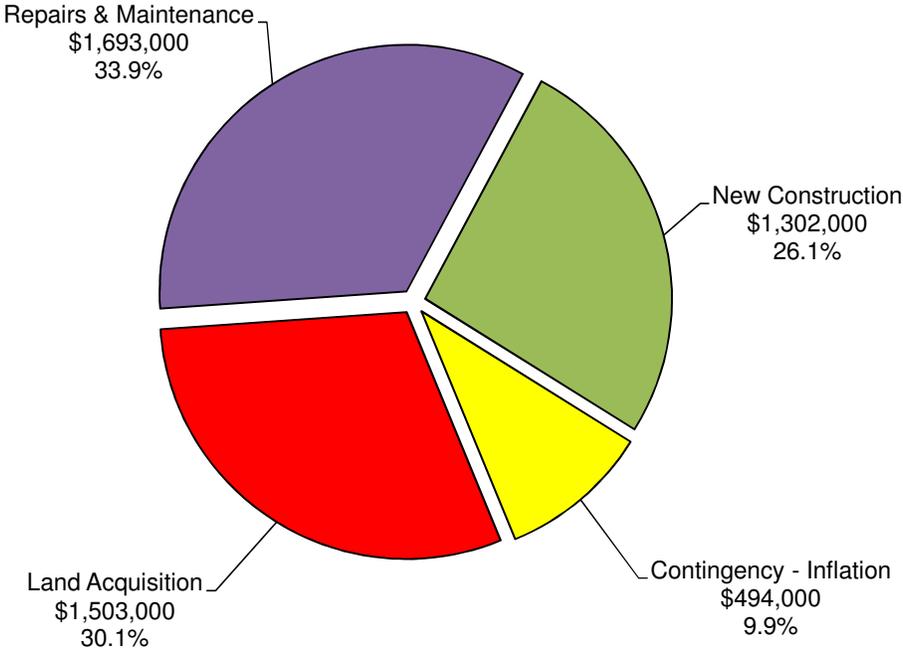
STATE-PROGRAM OPEN SPACE: (\$ in '000's)

PROJECT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	'13-'17
Waterfront Acquisition	0	1,500	0	0	0	1,500
Sprayground	0	0	0	300	0	300
Gilbert Run/Oak Ridge Trail	0	0	0	0	169	169
Contingency	0	0	0	54	41	95
Total	\$0	\$1,500	\$0	\$354	\$210	\$2,064

FY13-FY17 Parks Financing Sources



FY13-FY17 Parks by Project Type



New construction includes funds for the Various Pedestrian and Bicycle Facilities. Acquiring waterfront property continues to be a major priority.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Various Pedestrian & Bicycle Facilities	Project #:

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. Old Washington Road from Rte. 5 to Substation Road.
3. Route 210 from Route 227 to Ruth B. Swann Drive.
4. Route 227 from Billingsley Rd. to Route 210 northward to trail tie-in.
5. Chapel Point Road from Causeway Dr. to Commerce Street.
6. From intersection of Route 227 and Route 210 northward on Route 210 approximately 300 ft and westward on Route 227 to Matthews Road.
7. Route 227 from Food Lion entrance eastward to Matthews Road and northward on Matthews Road to auxiliary road eastward to Route 210.
8. Route 227 westward to Matthews Road southward to Shopping Center Entrance.
9. BUS 5 from Burnt Store Road to Bypass - North & South.
10. BUS 5 from 231 to Bypass - South.

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$5	\$5	\$0	\$5	\$15	\$10	\$5	\$30
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	53	53	0	53	159	20	53	232
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	6	6	0	6	18	7	4	29
Inspection	0	5	5	0	5	15	0	5	20
Miscellaneous	0	5	5	0	5	15	9	5	29
Contingency	0	6	6	0	6	18	5	6	29
Total Outlay	\$0	\$80	\$80	\$0	\$80	\$240	\$51	\$78	\$369

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$80	\$80	\$0	\$80	\$240	\$51	\$78	\$369
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$80	\$80	\$0	\$80	\$240	\$51	\$78	\$369
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$80	\$80	\$0	\$80	\$240	\$51	\$78	\$369

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	7.2	7.2	0.0	14.4	4.5	14.2	33.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$7.2	\$7.2	\$0.0	\$14.4	\$4.5	\$14.2	\$33.1

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$156	\$78	\$0	\$234
Increase/(Decrease)	\$0	(\$76)	\$2	\$0	(\$74)
% change	n/a	-48.7%	2.6%	n/a	-31.6%

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Park Repair & Maintenance Projects	Project #: 4081
<p>Ongoing renovation and improvement of community athletic fields and tennis facilities used exclusively by the public and the purchase of bleachers, benches, picnic tables and infield mix on a Countywide basis. Other capital maintenance projects include such work as the repair and replacement of fences, backstops, restroom facilities, 20+ year-old playground equipment and field lighting equipment that has deteriorated and become a safety concern.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	3	3	3	3	3	15	0	1	16
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	249	249	249	315	315	1,377	0	315	1,692
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$252	\$252	\$252	\$318	\$318	\$1,392	\$0	\$316	\$1,708

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$316	\$316
Fund Balance Appropriation	252	237	0	0	0	489	0	0	489
Operating Transfer	0	15	252	318	318	903	0	0	903
Total County Funding	\$252	\$252	\$252	\$318	\$318	\$1,392	\$0	\$316	\$1,708
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$252	\$252	\$252	\$318	\$318	\$1,392	\$0	\$316	\$1,708

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.4	28.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$28.4	\$28.4

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$250	\$250	\$250	\$316	\$1,066
Increase/(Decrease)	\$2	\$2	\$2	\$2	\$8
% change	0.8%	0.8%	0.8%	0.6%	0.8%

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Waterfront Acquisition	Project #:
Acquisition of Potomac River (or tributary) to preserve open space, give citizens access to waterfront & to protect sensitive environmental areas. Project is also specific to meet the Commissioners Goals and Objectives.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	1,500	0	0	0	1,500	0	0	1,500
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	3	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$1,503	\$0	\$0	\$0	\$1,503	\$0	\$0	\$1,503

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	3	0	0	0	3	0	0	3
Total County Funding	\$0	\$3	\$0	\$0	\$0	\$3	\$0	\$0	\$3
Federal	0	0	0	0	0	0	0	0	0
State	0	1,500	0	0	0	1,500	0	0	1,500
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$1,503	\$0	\$0	\$0	\$1,503	\$0	\$0	\$1,503

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$1,501	\$0	\$0	\$1,501
Increase/(Decrease)	\$0	\$2	\$0	\$0	\$2
% change	n/a	0.1%	n/a	n/a	0.1%

LOCATION:
To be determined

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Milton Somers Football Stadium Improvements	Project #:
<p>The County needs another game site football field to be lighted. Increased participation has created a demand for night play on our fields. Without additional sport lighting, the County will have to immediately limit participation. Project includes demolition of existing facility grandstands, which are roped off in sections and acquire new bleachers for safety issues.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	144	0	144	0	0	144
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	3	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	16	0	16	0	0	16
Total Outlay	\$0	\$0	\$0	\$163	\$0	\$163	\$0	\$0	\$163

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$163	\$0	\$163	\$0	\$0	\$163
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	\$163	\$0	\$163	\$0	\$0	\$163
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$163	\$0	\$163	\$0	\$0	\$163

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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	1.4	1.4	0.0	0.0	1.4
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$1.4	\$1.4	\$0.0	\$0.0	\$1.4
Debt Service: Bonds	0.0	0.0	0.0	0.0	14.7	14.7	0.0	0.0	14.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$16.1	\$16.1	\$0.0	\$0.0	\$16.1

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$163	\$163
% change	n/a	n/a	n/a	new	new

LOCATION:

Milton Somers Middle School, La Plata

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Tennis Court Improvements	Project #:
Renovations and major repairs to tennis courts, to include, crack fill, resealant, and to resurface six tennis courts.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	135	0	135	0	0	135
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	3	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$0	\$0	\$138	\$0	\$138	\$0	\$0	\$138

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$138	\$0	\$138	\$0	\$0	\$138
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	\$138	\$0	\$138	\$0	\$0	\$138
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$138	\$0	\$138	\$0	\$0	\$138

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	12.4	12.4	0.0	0.0	12.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$12.4	\$12.4	\$0.0	\$0.0	\$12.4

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$138	\$138
% change	n/a	n/a	n/a	new	new

LOCATION: White Plains Park

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Oak Ridge Development Phase II	Requested By: DPW Project #:
Phase II Development of Oak Ridge Park will include additional athletic playing fields to meet active recreation demands of the Hughesville, Bryantown and Dentsville communities. Athletic field lights to be included on at least two fields.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	400	0	400	0	0	400
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	3	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$0	\$0	\$403	\$0	\$403	\$0	\$0	\$403

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$403	\$0	\$403	\$0	\$0	\$403
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	\$403	\$0	\$403	\$0	\$0	\$403
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$403	\$0	\$403	\$0	\$0	\$403

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	0.00	0.00	0.15	0.15	0.00	0.00	0.15
Personnel Costs	0.0	0.0	0.0	0.0	4.0	4.0	0.0	0.0	4.0
Operating	0.0	0.0	0.0	0.0	11.1	11.1	0.0	0.0	11.1
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$15.1	\$15.1	\$0.0	\$0.0	\$15.1
Debt Service: Bonds	0.0	0.0	0.0	0.0	36.2	36.2	0.0	0.0	36.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$51.3	\$51.3	\$0.0	\$0.0	\$51.3

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$403	\$403
% change	n/a	n/a	n/a	new	new

LOCATION: Bryantown, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Sprayground	Requested By: DPW Project #:
Sprayground to be designed with fountains, water commons, and dancing water fountains. Popular seasonal park amenity. Location to be determined.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	400	0	400	0	0	400
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	3	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$0	\$0	\$403	\$0	\$403	\$0	\$0	\$403

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$103	\$0	\$103	\$0	\$0	\$103
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	\$103	\$0	\$103	\$0	\$0	\$103
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	300	0	300	0	0	300
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$403	\$0	\$403	\$0	\$0	\$403

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	0.00	0.00	0.21	0.21	0.00	0.00	0.21
Personnel Costs	0.0	0.0	0.0	0.0	4.8	4.8	0.0	0.0	4.8
Operating	0.0	0.0	0.0	0.0	5.4	5.4	0.0	0.0	5.4
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$10.2	\$10.2	\$0.0	\$0.0	\$10.2
Debt Service: Bonds	0.0	0.0	0.0	0.0	9.3	9.3	0.0	0.0	9.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$19.5	\$19.5	\$0.0	\$0.0	\$19.5

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$403	\$403
% change	n/a	n/a	n/a	new	new

LOCATION:
To Be Determined

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Gilbert Run/Oak Ridge Connection Trail	Requested By: DPW Project #:
Development of a hiking/equestrian trail to connect Oak Ridge Park with Gilbert Run Park. A stone dust surface trail to follow a 50' ROW through several residential communities. Approximately 1.5 miles in length, this trail would expand hiking/horseback riding opportunities and serve adjacent communities as an off-road access to several County parks.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$25	\$0	\$25	\$0	\$0	\$25
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	225	225	0	0	225
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	3	3	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
Total Outlay	\$0	\$0	\$0	\$28	\$228	\$256	\$0	\$0	\$256

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$28	\$59	\$87	\$0	\$0	\$87
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	\$28	\$59	\$87	\$0	\$0	\$87
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	169	169	0	0	169
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$28	\$228	\$256	\$0	\$0	\$256

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.06	0.06
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	1.3
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.2	4.2
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$5.5	\$5.5
Debt Service: Bonds	0.0	0.0	0.0	0.0	2.5	2.5	0.0	5.3	7.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.7	1.7
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$2.5	\$2.5	\$0.0	\$10.8	\$13.3

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$28	\$28
% change	n/a	n/a	n/a	new	new

LOCATION: Gilbert Run/Oak Ridge Parks

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

TRANSPORTATION SUMMARY

The County is responsible for new and existing local road infrastructure. The Roads Division maintains approximately 1,800 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. Road projects are designed in accordance with the overall planning concept and are managed by Charles County Government.

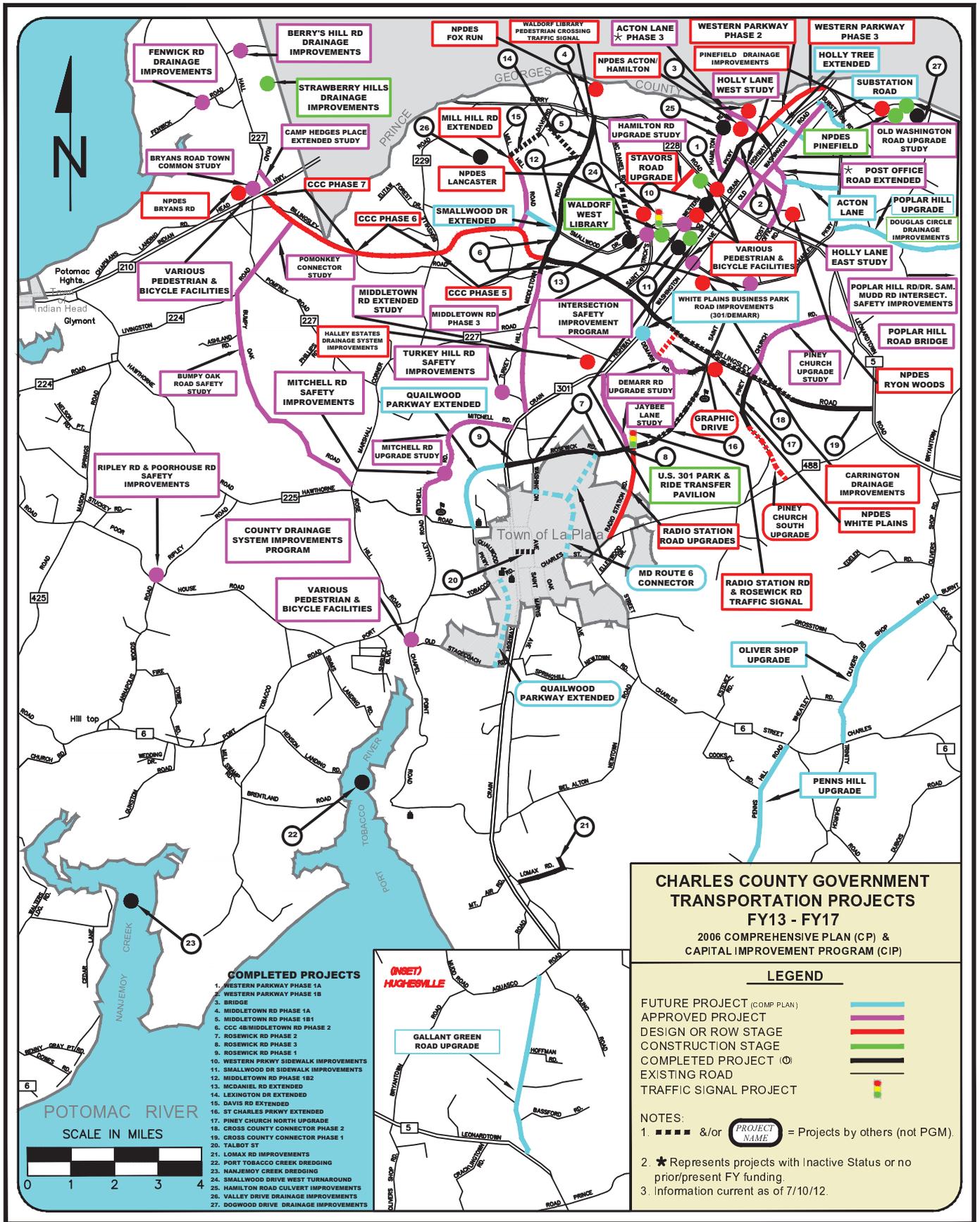
EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$910	\$521	\$1,069	\$610	\$633	\$3,743	\$1,045	\$167	\$4,955
Land & ROW	115	1,850	149	1,337	153	3,604	694	34	4,332
Construction	5,108	7,836	10,544	9,119	9,950	42,557	605	13,341	56,503
Equipment	0	0	0	0	0	0	0	0	0
Administration	83	133	190	125	147	678	257	197	1,132
Inspection	116	190	252	213	204	975	97	391	1,463
Miscellaneous	60	95	128	165	99	547	112	382	1,041
Contingency	91	427	412	211	292	1,433	226	788	2,447
Total Outlay	\$6,483	\$11,052	\$12,744	\$11,780	\$11,478	\$53,537	\$3,036	\$15,300	\$71,873

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$5,799	\$8,205	\$12,105	\$11,240	\$10,933	\$48,282	\$2,421	\$14,999	\$65,702
Fund Balance Appropriation	422	422	270	270	270	1,654	108	0	1,762
Operating Transfer	0	0	103	108	113	324	462	90	876
Total County Funding	\$6,221	\$8,627	\$12,478	\$11,618	\$11,316	\$50,260	\$2,991	\$15,089	\$68,340
Federal	0	0	104	0	0	104	0	0	104
State	262	2,425	162	162	162	3,173	45	211	3,429
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$6,483	\$11,052	\$12,744	\$11,780	\$11,478	\$53,537	\$3,036	\$15,300	\$71,873

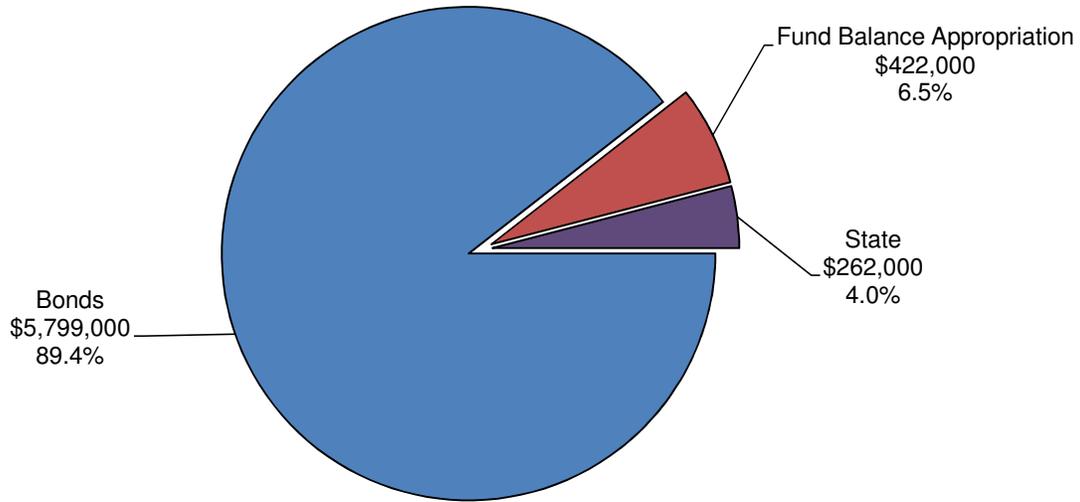
Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	507.1	689.0	967.1	856.3	3,019.6	217.8	1,835.2	5,072.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$507.1	\$689.0	\$967.1	\$856.3	\$3,019.6	\$217.8	\$1,835.2	\$5,072.5

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$4,914	\$8,523	\$7,556	\$6,700	\$27,693
Increase/(Decrease)	\$1,569	\$2,529	\$5,188	\$5,081	\$14,367
% change	31.9%	29.7%	68.7%	75.8%	51.9%

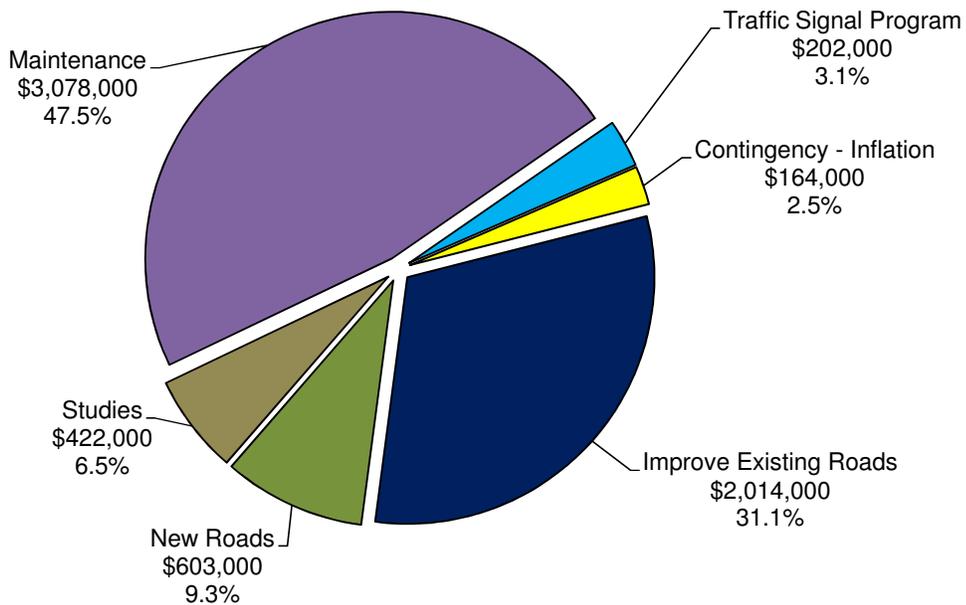


FY13 Transportation Financing Sources



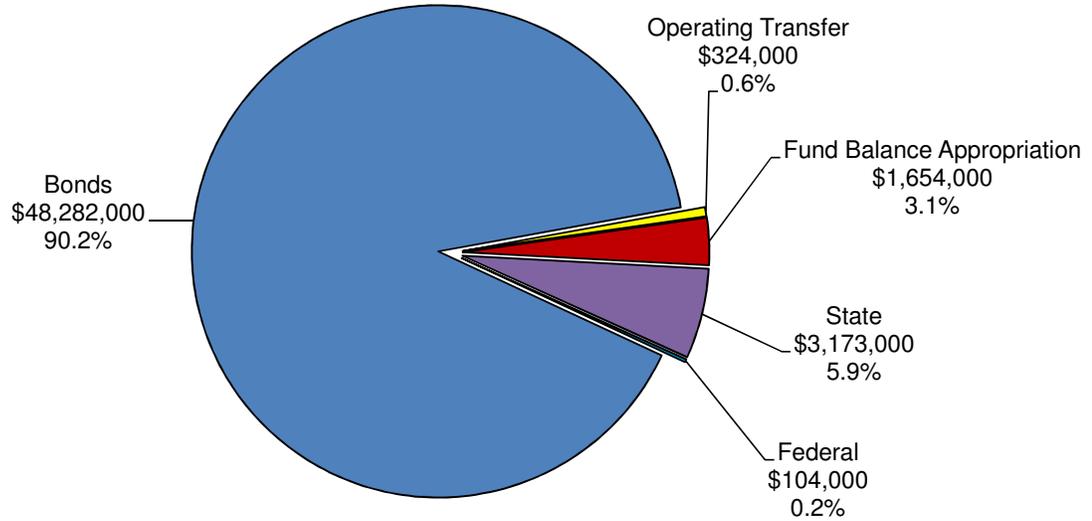
Bonds are the major source of financing for the transportation projects.

FY13 Transportation by Project



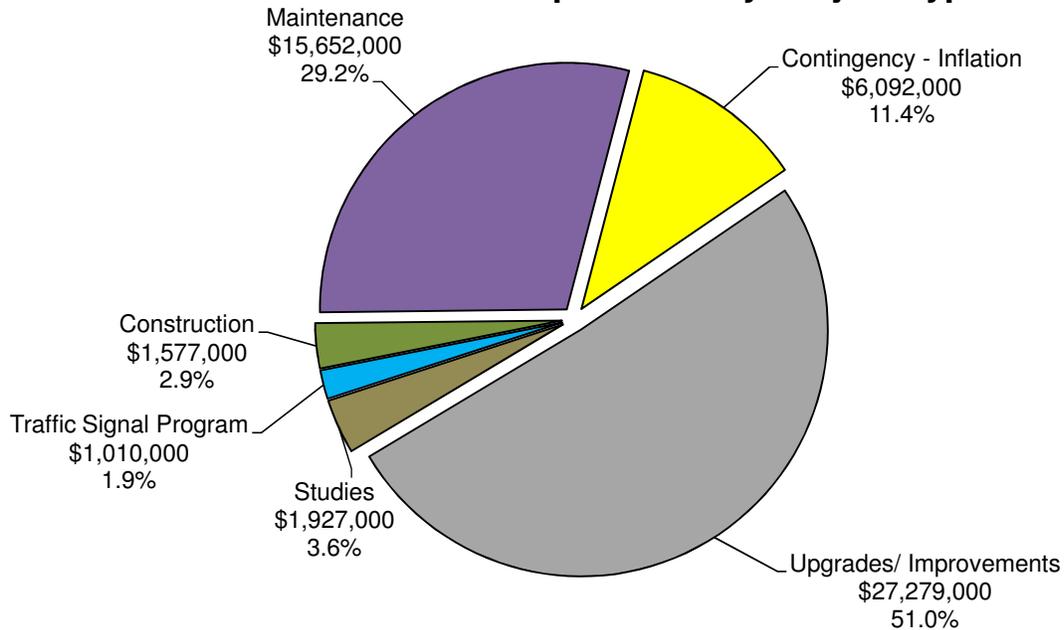
The Capital Budget for transportation/roads includes improving the existing road system and expanding for the future. A road overlay process to maintain existing roads uses the majority of the budget for FY2013.

FY13-FY17 Transportation Financing Sources



The County's Debt Affordability Plan provides for sufficient funds to pay the annual debt service on the necessary General Obligation Bonds.

FY13-FY17 Transportation by Project Type



The majority of the Transportation program is for upgrades and improvements to the roads.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM		
Waldorf Subarea Plan Implementation Studies	Project #: 2176		
<p>Perform various feasibility studies to define right-of-way and construction costs, and provide alternatives analysis to implement elements of the Waldorf Subarea Plan.</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> 1) Jaybee Lane - (MD. Rte. 301 to Rosewick Road) 2) Piney Church Rd. Upgrade - (Cross Co. Conn. to MD. Rte. 5) 3) Old Wash. Rd. Upgrade - (MD. Business 5 to Substation Rd.) 4) Holly Lane East & West - (Post Office Rd. Ext. to Western Pkwy.) 5) Middletown Rd. Upgrade South- (Cross Co. Conn. to MD. Rte. 227) </td> <td style="width: 50%; border: none;"> 6) Middletown Rd. Ext. South - (Md. Rte. 227 to Md. Rte. 301) 7) Demarr Rd. Upgrade - (CSX Railroad to St. Charles Pkwy.) 8) Hamilton Rd. Upgrade - (Western Pkwy. to Acton Lane) 9) Bumpy Oak Rd. Comprehensive Safety Improvements Feasibility Study 10) Mitchell Rd. Upgrades Feasibility Study 11) Marshall Corner Rd. Upgrades Feasibility Study (Md. Rte 229 to N. of Md. Rte. 227). </td> </tr> </table>		1) Jaybee Lane - (MD. Rte. 301 to Rosewick Road) 2) Piney Church Rd. Upgrade - (Cross Co. Conn. to MD. Rte. 5) 3) Old Wash. Rd. Upgrade - (MD. Business 5 to Substation Rd.) 4) Holly Lane East & West - (Post Office Rd. Ext. to Western Pkwy.) 5) Middletown Rd. Upgrade South- (Cross Co. Conn. to MD. Rte. 227)	6) Middletown Rd. Ext. South - (Md. Rte. 227 to Md. Rte. 301) 7) Demarr Rd. Upgrade - (CSX Railroad to St. Charles Pkwy.) 8) Hamilton Rd. Upgrade - (Western Pkwy. to Acton Lane) 9) Bumpy Oak Rd. Comprehensive Safety Improvements Feasibility Study 10) Mitchell Rd. Upgrades Feasibility Study 11) Marshall Corner Rd. Upgrades Feasibility Study (Md. Rte 229 to N. of Md. Rte. 227).
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EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$77	\$77	\$77	\$77	\$77	\$385	\$0	\$77	\$462
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	6	6	6	30	0	5	35
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	8	8	8	8	8	40	0	8	48
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$91	\$91	\$91	\$91	\$91	\$455	\$0	\$90	\$545

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	91	91	0	0	0	182	0	0	182
Operating Transfer	0	0	91	91	91	273	0	90	363
Total County Funding	\$91	\$91	\$91	\$91	\$91	\$455	\$0	\$90	\$545
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$91	\$91	\$91	\$91	\$91	\$455	\$0	\$90	\$545

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$89	\$89	\$89	\$89	\$356
Increase/(Decrease)	\$2	\$2	\$2	\$2	\$8
% change	2.2%	2.2%	2.2%	2.2%	2.2%

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Bryans Road Subarea Plan Implementation	Project #: 2171
<p>Perform feasibility studies to define Right-of-Way and construction costs, and to provide an alternatives analysis to implement elements of the Bryans Rd. Subarea Plan. Results of the studies will be used to determine future roadway upgrade projects.</p> <p>1) Bryans Road Town Common - (Matthews Road & MD. Rte. 227) 2) Camp Hedges Place Extended to Marshall Hall Road 3) Pomonkey to Cross Co. Connector - (MD. Rte. 227 to Cross County Connector)</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$51	\$51	\$0	\$0	\$0	\$102	\$51	\$0	\$153
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	5	5	0	0	0	10	3	0	13
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	5	5	0	0	0	10	5	0	15
Total Outlay	\$61	\$61	\$0	\$0	\$0	\$122	\$59	\$0	\$181

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$59	\$0	\$59
Fund Balance Appropriation	61	61	0	0	0	122	0	0	122
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$61	\$61	\$0	\$0	\$0	\$122	\$59	\$0	\$181
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	\$61	\$61	\$0	\$0	\$0	\$122	\$59	\$0	\$181

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	5.3	0.0	5.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$5.3	\$0.0	\$5.3

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$59	\$59	\$0	\$0	\$118
Increase/(Decrease)	\$2	\$2	\$0	\$0	\$4
% change	3.4%	3.4%	n/a	n/a	3.4%

LOCATION:
Bryans Road, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM
County Drainage Systems Improvement Program	Project #: 2161
<p>Provide drainage improvements at various locations that have been recorded as experiencing serious drainage problems: A follow up study is being conducted by the US Army Corp. of Engineers (USACE) for which the County contributed \$104K that represented 40% of the cost for the study on Pinefield, Halley Estates, Strawberry Hills, and Acton Village Phase 2.</p> <p>(1) Carrington - According to a supplemental drainage study (October 2007) performed by PGM Staff, the accumulation of trash and debris coupled with fallen trees has contributed to poor drainage in open and closed section stormwater conveyance systems serving over 250 of mix use acres that includes the Carrington neighborhood. Estimated remediation costs: \$435,000</p> <p>(2) Halley Estates - Flooding occurs during rain events. Repair costs are estimated at \$316,000.</p> <p>(3) Pinefield Subdivision - Flooding routinely occurs in streets during rain events. A study was performed identifying major problems in the Pinefield community and several problem areas were noted. The County's SWM Engineer suggests that a final study be done to determine the exact improvements required. Engineering and construction cost for the needed improvements were estimated at \$1.4 million in 1990. A final study as suggested was performed by the US Army Corp of Engineers through its 510 Program revealed that more extensive repairs were needed than what was originally envisioned. Revised estimate provided in the USACE study shows construction at \$2,879,500.</p> <p>(4) Valley Drive Storm Drain Replacement - The deteriorating corrugated metal stormwater drainage piping has caused sink holes to develop and needs to be replaced with HDPE piping. The estimated construction cost is \$59,800.</p> <p>(5) Pinefield Drive Sink Hole Repairs - Estimated costs: \$140,000.</p> <p>(6) Acton Village/Coventry Manor Drainage Improvements - Serious flooding and erosion is occurring in the rear of some townhomes that receives runoff from Acton Lane. Estimated remediation costs: \$25,000.</p> <p>(7) Cobb Island - This older community has many inadequate pipes, ditches, etc. that need improvement. Estimated costs: \$25,000</p> <p>(8) Douglas Circle. Estimated costs: \$40,000</p> <p>(9) Norwood Subdivision Failing Storm Drain - Estimated costs: \$25,000</p> <p>(10) Chapel Point Woods Drainage Improvements - Improvements to drainage issues in the front of private properties west side of Twinberry Drive. Discharge exceeds capacity of driveway culverts causing yard flooding. Estimated Costs: \$10,000 A/E and \$100,000 Construction</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$72	\$72	\$72	\$10	\$15	\$241	\$167	\$15	\$423
Land & ROW	10	10	10	10	0	40	35	0	75
Construction	1,161	770	770	770	170	3,641	396	170	4,207
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	17	14	7	3	53	30	0	83
Inspection	14	15	13	16	0	58	43	0	101
Miscellaneous	11	11	5	89	0	116	25	0	141
Contingency	63	43	40	40	0	186	99	0	285
Total Outlay	\$1,343	\$938	\$924	\$942	\$188	\$4,335	\$794	\$185	\$5,314

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$1,343	\$938	\$924	\$942	\$188	\$4,335	\$794	\$185	\$5,314
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	\$1,343	\$938	\$924	\$942	\$188	\$4,335	\$794	\$185	\$5,314
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,343	\$938	\$924	\$942	\$188	\$4,335	\$794	\$185	\$5,314

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	120.8	84.4	83.1	84.7	373.0	71.4	33.5	478.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$120.8	\$84.4	\$83.1	\$84.7	\$373.0	\$71.4	\$33.5	\$478.0

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$1,341	\$936	\$922	\$940	\$4,139
Increase/(Decrease)	\$2	\$2	\$2	\$2	\$8
% change	0.1%	0.2%	0.2%	0.2%	0.2%

LOCATION:
 Various Sites throughout County. (See description above.)

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Traffic Signal Program	Requested By: PGM Project #: 2156
<p>Various locations throughout the county. In conjunction with the Maryland State Highway Administration.</p> <ul style="list-style-type: none"> - St. Patricks Drive and Lancaster Circles (3-Way) - Radio Station Road and Route 488 (3-Way) - Rosewick & Radio Station Road (3-Way) - Washington Rd. and Heritage Green Parkway 	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$13	\$13	\$13	\$13	\$13	\$65	\$20	\$18	\$103
Land & ROW	8	8	8	8	8	40	18	11	69
Construction	151	151	151	151	151	755	152	204	1,111
Equipment	0	0	0	0	0	0	0	0	0
Administration	9	9	9	9	9	45	13	8	66
Inspection	12	12	12	12	12	60	27	16	103
Miscellaneous	1	1	1	1	1	5	1	1	7
Contingency	8	8	8	8	8	40	8	11	59
Total Outlay	\$202	\$202	\$202	\$202	\$202	\$1,010	\$239	\$269	\$1,518

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$202	\$202	\$202	\$202	\$202	\$1,010	\$186	\$269	\$1,465
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	53	0	53
Total County Funding	\$202	\$202	\$202	\$202	\$202	\$1,010	\$239	\$269	\$1,518
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	\$202	\$202	\$202	\$202	\$202	\$1,010	\$239	\$269	\$1,518

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	18.2	18.2	18.2	18.2	72.7	16.7	42.4	131.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$18.2	\$18.2	\$18.2	\$18.2	\$72.7	\$16.7	\$42.4	\$131.7

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$200	\$200	\$200	\$200	\$800
Increase/(Decrease)	\$2	\$2	\$2	\$2	\$8
% change	1.0%	1.0%	1.0%	1.0%	1.0%

LOCATION: County Wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:

Safety Improvement Program- Existing Roadways

Requested By: PGM

Project #: 2177

Design and construct various roadway safety improvements/upgrades as recommended by the Charles County Safety Committee:

- | | |
|--|--|
| <p>1) Western Prkwy @ St. Patrick's Dr. - Signal & lane modifications</p> <p>2) St. Charles Prkwy @ St. Ignatius - Signal & lane modifications</p> <p>3) Lomax Rd. Upgrade - (Joe Court to eastern terminus)</p> <p>4) Ripley Rd. & Poorhouse Rd. - Sight distance improvements</p> <p>5) Poplar Hill Rd./Dr. Sam. Mudd Rd. Intersect. Safety Improvements</p> <p>6) Fenwick Rd. northeast of Bluejay Way- Drainage improvements</p> | <p>7) Berry's Hill Rd. east of Marshall Hall Rd. - Drainage improvements</p> <p>8) Turkey Hill Rd. eliminate 90 degree bend</p> <p>9) Mitchell Rd. @ College of Southern Maryland - Sight distance improvements</p> <p>10) Washington Road - Culvert Repair</p> <p>11) Road Safety Prioritization Study - Obtain Traffic Safety consultant to develop a systematic safety inventory of County roads from available methodologies such as United States Road Assessment Program. The inventory would be used to identify and prioritize several cost-effective safety measures which can be implemented to reduce crash rates on Charles County Roads.</p> <p>12) Old Sycamore Road- Drainage improvements.</p> |
|--|--|

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$28	\$30	\$18	\$18	\$18	\$112	\$0	\$18	\$130
Land & ROW	20	0	15	15	15	65	0	15	80
Construction	133	25	184	184	184	710	0	184	894
Equipment	0	0	0	0	0	0	0	0	0
Administration	8	3	11	11	11	44	0	9	53
Inspection	13	3	19	18	18	71	0	18	89
Miscellaneous	5	2	19	18	18	62	0	18	80
Contingency	13	3	21	21	21	79	0	21	100
Total Outlay	\$220	\$66	\$287	\$285	\$285	\$1,143	\$0	\$283	\$1,426

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$220	\$66	\$287	\$285	\$285	\$1,143	\$0	\$283	\$1,426
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	\$220	\$66	\$287	\$285	\$285	\$1,143	\$0	\$283	\$1,426
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$220	\$66	\$287	\$285	\$285	\$1,143	\$0	\$283	\$1,426

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	19.8	5.9	25.8	25.6	77.2	0.0	51.1	128.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$19.8	\$5.9	\$25.8	\$25.6	\$77.2	\$0.0	\$51.1	\$128.3

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$285	\$283	\$283	\$851
Increase/(Decrease)	\$220	(\$219)	\$4	\$2	\$7
% change	new	-76.8%	1.4%	0.7%	0.8%

LOCATION:

Various Sites throughout County

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Smallwood/St. Patrick's Dr. Intersection & Traffic Improvements	Project #: 2162
Design and construct traffic improvements for the intersection of Smallwood Dr. and St. Patrick's Dr. to include signal modifications and an extended left turn lane on south bound St. Patrick's Dr. to turn onto east bound Smallwood Drive. This project will also provide a deceleration lane on east bound Smallwood Dr. for right turns onto north bound St. Patrick's Dr. and turn around lanes on Smallwood Dr. at the new McDaniel Rd.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$75	\$0	\$75
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	452	0	0	0	452	0	0	452
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	25	0	0	0	25	5	0	30
Inspection	0	45	0	0	0	45	0	0	45
Miscellaneous	0	23	0	0	0	23	8	0	31
Contingency	0	43	0	0	0	43	0	0	43
Total Outlay	\$0	\$588	\$0	\$0	\$0	\$588	\$88	\$0	\$676

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$588	\$0	\$0	\$0	\$588	\$88	\$0	\$676
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	\$588	\$0	\$0	\$0	\$588	\$88	\$0	\$676
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$588	\$0	\$0	\$0	\$588	\$88	\$0	\$676

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	52.9	0.0	0.0	52.9	7.9	0.0	60.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$52.9	\$0.0	\$0.0	\$52.9	\$7.9	\$0.0	\$60.8

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	TOTAL
Approved FY12-FY16 CIP	\$0	\$586	\$0	\$586
Increase/(Decrease)	\$0	\$2	\$0	\$2
% change	n/a	0.3%	n/a	0.3%

LOCATION:

Waldorf, Intersections of Smallwood & St. Patrick's Drives, and Smallwood Dr. & McDaniel Rd.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Old Washington Road Reconstruction	Project #:
<p>As part of the implementation of the Waldorf Urban Design Study, reconstruction of portions of Old Washington Road is necessary to support increase in north-south traffic flow and overall traffic circulation.</p> <p>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 Rte. 301, and Post Office Road, via projects such as Holly Lane, Acton Lane.</p> <p>Estimated costs are subject to change after preliminary engineering is completed. Ex. ROW=30', Prop.R/W=72-80'; Length=1.67mi.. Major Collector</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$360	\$0	\$0	\$360	\$0	\$0	\$360
Land & ROW	0	0	0	1,000	0	1,000	0	0	1,000
Construction	0	0	0	0	907	907	0	4,553	5,460
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	7	12	29	48	0	120	168
Inspection	0	0	0	0	0	0	0	258	258
Miscellaneous	0	0	5	10	41	56	0	205	261
Contingency	0	0	0	0	97	97	0	460	557
Total Outlay	\$0	\$0	\$372	\$1,022	\$1,074	\$2,468	\$0	\$5,596	\$8,064

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$372	\$1,022	\$1,074	\$2,468	\$0	\$5,596	\$8,064
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	\$372	\$1,022	\$1,074	\$2,468	\$0	\$5,596	\$8,064
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$372	\$1,022	\$1,074	\$2,468	\$0	\$5,596	\$8,064

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	33.5	91.9	125.4	0.0	599.9	725.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$33.5	\$91.9	\$125.4	\$0.0	\$599.9	\$725.3

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$370	\$1,020	\$1,072	\$2,462
Increase/(Decrease)	\$0	(\$370)	(\$648)	(\$50)	(\$1,068)
% change	n/a	-100.0%	-63.5%	-4.6%	-43.4%

LOCATION:
 Waldorf, Md. Route 5 to Substation Road

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Radio Station Road Upgrade	Project #: 2149
Upgrades to the intersection of Radio Station Rd. and Route 488 are warranted based on a traffic analysis performed in conjunction with the upgrades to Radio Station Rd. When completed, the upgrades to the intersection will improve traffic conditions during morning and afternoon peak traffic conditions. The Maryland State Highway Administration (MDSHA) is responsible for the cost of two thirds (66.7%) of the improvements.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$133	\$0	\$0	\$0	\$0	\$133	\$219	\$0	\$352
Land & ROW	0	1,710	0	0	0	1,710	556	0	2,266
Construction	0	1,330	0	0	0	1,330	0	2,145	3,475
Equipment	0	0	0	0	0	0	0	0	0
Administration	5	0	0	0	0	5	74	4	83
Inspection	0	0	0	0	0	0	27	0	27
Miscellaneous	7	0	0	0	0	7	50	150	207
Contingency	0	133	0	0	0	133	76	114	323
Total Outlay	\$145	\$3,173	\$0	\$0	\$0	\$3,318	\$1,002	\$2,413	\$6,733

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$48	\$1,058	\$0	\$0	\$0	\$1,106	\$1,002	\$2,413	\$4,521
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	\$48	\$1,058	\$0	\$0	\$0	\$1,106	\$1,002	\$2,413	\$4,521
Federal	0	0	0	0	0	0	0	0	0
State	97	2,115	0	0	0	2,212	0	0	2,212
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$145	\$3,173	\$0	\$0	\$0	\$3,318	\$1,002	\$2,413	\$6,733

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	4.3	95.2	0.0	0.0	99.5	90.1	217.0	406.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$4.3	\$95.2	\$0.0	\$0.0	\$99.5	\$90.1	\$217.0	\$406.6

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$2,298	\$111	\$0	\$2,409
Increase/(Decrease)	\$145	\$875	(\$111)	\$0	\$909
% change	new	38.1%	-100.0%	n/a	37.7%

LOCATION:
Radio Station Road from Rte 488 to Rosewick/St. Charles Parkway.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Billingsley Road Improvements	Project #: 2178
Conduct a preliminary study to determine where safety improvements are warranted along the Billingsley Road corridor from Middletown Rd. to Md. Route 210. This project will also review all previous traffic scenarios for viable options as an alternative route for Billingsley Rd. traffic.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$140	\$0	\$170	\$170	\$170	\$650	\$0	\$0	\$650
Land & ROW	0	0	100	100	100	300	0	0	300
Construction	0	0	3,500	3,500	3,500	10,500	0	0	10,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	6	0	51	51	51	159	0	0	159
Inspection	0	0	60	60	60	180	0	0	180
Miscellaneous	7	0	10	10	10	37	0	0	37
Contingency	0	0	110	110	110	330	0	0	330
Total Outlay	\$153	\$0	\$4,001	\$4,001	\$4,001	\$12,156	\$0	\$0	\$12,156

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$153	\$0	\$4,001	\$4,001	\$4,001	\$12,156	\$0	\$0	\$12,156
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	\$153	\$0	\$4,001	\$4,001	\$4,001	\$12,156	\$0	\$0	\$12,156
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$153	\$0	\$4,001	\$4,001	\$4,001	\$12,156	\$0	\$0	\$12,156

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	13.8	0.0	359.9	359.9	733.5	0.0	359.9	1,093.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$13.8	\$0.0	\$359.9	\$359.9	\$733.5	\$0.0	\$359.9	\$1,093.3

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$153	\$0	\$4,001	\$4,001	\$8,155
% change	new	n/a	new	new	new

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Middletown Road and Billingsley Road Roundabout	Project #: 2179
Traffic backups exists during peak vehicular volume times at the existing stop signed controlled intersection at Billingsley Road and Middletown Road. This project will allow traffic to flow more freely through a two-lane roundabout.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$112	\$0	\$0	\$0	\$0	\$112	\$0	\$0	\$112
Land & ROW	74	0	0	0	0	74	0	0	74
Construction	374	374	374	0	0	1,122	0	0	1,122
Equipment	0	0	0	0	0	0	0	0	0
Administration	24	18	18	0	0	60	0	0	60
Inspection	0	28	28	0	0	56	0	0	56
Miscellaneous	19	11	11	0	0	41	0	0	41
Contingency	0	56	56	0	0	112	0	0	112
Total Outlay	\$603	\$487	\$487	\$0	\$0	\$1,577	\$0	\$0	\$1,577

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$603	\$487	\$487	\$0	\$0	\$1,577	\$0	\$0	\$1,577
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	\$603	\$487	\$487	\$0	\$0	\$1,577	\$0	\$0	\$1,577
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$603	\$487	\$487	\$0	\$0	\$1,577	\$0	\$0	\$1,577

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	54.2	43.8	43.8	0.0	141.8	0.0	0.0	141.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$54.2	\$43.8	\$43.8	\$0.0	\$141.8	\$0.0	\$0.0	\$141.8

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$603	\$487	\$487	\$0	\$1,577
% change	new	new	new	n/a	new

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Bridge Replacement Program	Requested By: PGM Project #: 2143
Replace deteriorating bridges within the County. Bridges are inspected on a bi-annual basis. Bridge may be eligible for Federal Bridge funding. Currently, Trinity Church Road Bridge & Poplar Hill Road Bridge over the Zekiah Swamp have low ratings and may soon be deficient. Approval is contingent upon securing State and/or Federal funds.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$96	\$0	\$96
Land & ROW	0	0	0	0	0	0	35	0	35
Construction	0	0	191	0	0	191	0	0	191
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	10	0	0	10	4	0	14
Inspection	0	0	19	0	0	19	0	0	19
Miscellaneous	0	0	19	0	0	19	9	0	28
Contingency	0	0	23	0	0	23	9	0	32
Total Outlay	\$0	\$0	\$262	\$0	\$0	\$262	\$153	\$0	\$415

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$158	\$0	\$0	\$158	\$0	\$0	\$158
Fund Balance Appropriation	0	0	0	0	0	0	108	0	108
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$0	\$158	\$0	\$0	\$158	\$108	\$0	\$266
Federal	0	0	104	0	0	104	0	0	104
State	0	0	0	0	0	0	45	0	45
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$262	\$0	\$0	\$262	\$153	\$0	\$415

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	14.2	0.0	14.2	0.0	0.0	14.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$14.2	\$0.0	\$14.2	\$0.0	\$0.0	\$14.2

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$262	\$0	\$262
% change	n/a	n/a	new	n/a	new

PROJECT IS CONTINGENT UPON SECURING FEDERAL FUNDS.

LOCATION: Poplar Hill Road just West of Doctor Samuel Mudd Road.
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Mill Hill Road Upgrade	Requested By: PGM Project #: 2134
<p>Due to the uncertainty of the Cross County Connector, the upgrade of Mill Hill Rd. has been has been downsized to include safety improvements from the North Point Campus to Devonfield Avenue. The existing road is too narrow to comfortably facilitate large vehicle travel and does not meet the current Charles County Road Ordinance standards. This project will bring the aforementioned portion of Mill Hill Rd. up to County Road Ordinance standards.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$418	\$0	\$418
Land & ROW	0	0	0	0	0	0	50	0	50
Construction	0	1,080	1,080	0	0	2,160	58	0	2,218
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	33	33	0	0	66	128	0	194
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	32	32	0	0	64	19	0	83
Contingency	0	108	108	0	0	216	29	0	245
Total Outlay	\$0	\$1,253	\$1,253	\$0	\$0	\$2,506	\$701	\$0	\$3,207

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$1,253	\$1,253	\$0	\$0	\$2,506	\$292	\$0	\$2,798
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	409	0	409
Total County Funding	\$0	\$1,253	\$1,253	\$0	\$0	\$2,506	\$701	\$0	\$3,207
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$1,253	\$1,253	\$0	\$0	\$2,506	\$701	\$0	\$3,207

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	112.7	112.7	0.0	225.4	26.3	0.0	251.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$112.7	\$112.7	\$0.0	\$225.4	\$26.3	\$0.0	\$251.7

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$1,253	\$1,253	\$0	\$2,506
% change	n/a	new	new	n/a	new

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Light Rail Transit Initiative	Requested By: PGM Project #: 2180 PRIORITY:
<p>Funding is needed to start the formal planning phase (beginning with "Alternatives Analysis") of the Federal Transit Administration's project development process, in cooperation with Prince George's County and the Maryland Department of Transportation (MDOT). The draft Consolidated Transportation Program (CTP) that was presented by the Commissioners to MDOT Secretary Staley on October 19, 2011 which identified local funding in the amount of \$1.35 million (5%), to be combined with State funding in the amount of \$4.05 million (15%) and federal funding in the amount of \$21.6 million (80%), to complete the 5-7 year planning process at a total estimated cost of \$27 million. This funding would be used by the State (in combination with state and federal funding) to hire a nationally recognized transit consulting firm to begin the formal transit planning process. The purpose of designating local funds in the draft CTP was to demonstrate local commitment to the project and leverage State support for inclusion of this priority in the State's new CTP for 2012-2017.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$270	\$270	\$270	\$270	\$270	\$1,350	\$0	\$0	\$1,350
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
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$270	\$270	\$270	\$270	\$270	\$1,350	\$0	\$0	\$1,350

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	270	270	270	270	270	1,350	0	0	1,350
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$270	\$270	\$270	\$270	\$270	\$1,350	\$0	\$0	\$1,350
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$270	\$270	\$270	\$270	\$270	\$1,350	\$0	\$0	\$1,350

Operating Budget Impact									
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
Operating	\$0.0								
Debt Service: Bonds	0.0	0.0	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	0.0	0.0
Total Impact	\$0.0								

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$270	\$270	\$270	\$270	\$1,080
% change	<i>new</i>	<i>new</i>	<i>new</i>	<i>new</i>	<i>new</i>

LOCATION:

Rail Line to be located adjacent/parallel to the west side Popes Creek Railroad Line in Waldorf from the Charles County Line to DeMarr Road in White Plains

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Sidewalk Improvement Program	Requested By: DPW Project #: 2181
<p>This project includes residential sidewalk repairs in the development district to include panel replacement, repair damaged concrete, safety risks and tripping hazards. Staff performs sidewalk inspections county-wide and prioritizes repairs based on safety risks that may be posed to the public. The condition rating guidelines that are followed rate sidewalks in the following prioritization:</p> <ul style="list-style-type: none"> Priority 1 – Missing concrete panel, lifted panel 2" or higher Priority 2 – Concrete panels lifted ½" to 2" high Priority 3 – Concrete panels with heavy cracking, delamination or spaulding <p>Maintenance for Hiker-Biker Paths and all sidewalks within subdivisions which are located within the County right-of-way, both of which were designed and constructed in accordance with the 1995 Road Ordinance or more recent revision, shall be the responsibility of Charles County.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	0	750
Equipment	0	0	0	0	0	0	0	0	0
Administration	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
Total Outlay	\$153	\$153	\$153	\$153	\$153	\$765	\$0	\$0	\$765

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$153	\$153	\$153	\$153	\$153	\$765	\$0	\$0	\$765
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	\$153	\$153	\$153	\$153	\$153	\$765	\$0	\$0	\$765
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$153	\$153	\$153	\$153	\$153	\$765	\$0	\$0	\$765

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	13.8	13.8	13.8	13.8	55.0	0.0	13.8	68.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$13.8	\$13.8	\$13.8	\$13.8	\$55.0	\$0.0	\$13.8	\$68.8

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$153	\$153	\$153	\$153	\$612
% change	<i>new</i>	<i>new</i>	<i>new</i>	<i>new</i>	<i>new</i>

LOCATION:					
Ashford Oaks	Priority 2	High Grove	Priority 2 & 3	Rolling Meadows	Priority 2
Bannister	Priority 2 & 3	Hunt Club Estates	Priority 2	Sentry Woods	Priority 2 & 3
Berry Valley	Priority 2 & 3	Huntington	Priority 2 & 3	Sheffield	Priority 2 & 3
Brawner Estates	Priority 2 & 3	Jennifer Woods	Priority 2 & 3	Somerset	Priority 2 & 3
Carrington	Priority 2 & 3	Kingsview	Priority 2	South Hampton	Priority 2 & 3
Charles Crossing	Priority 2 & 3	Lancaster	Priority 2 & 3	Springhaven	Priority 2
Constitution Hills	Priority 2	Millbrook	Priority 2	Stavors Acres	Priority 2
Dorchester	Priority 2 & 3	Montrose Farms	Priority 2	Strawberry Hills	Priority 2 & 3
Fox Run	Priority 2	N. Indian Head Estates	Priority 2	Streamview	Priority 2 & 3
Hamilton Estates	Priority 2 & 3	Oxford Oaks	Priority 2	Wakefield	Priority 2 & 3
Hampshire	Priority 2 & 3	Pinefield	Priority 2 & 3	Wexford Village	Priority 2 & 3

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: DPW
Road Overlay Program	Project #: 2182
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.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	3,000	3,000	3,000	3,000	3,000	15,000	0	3,000	18,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	3	3	3	15	0	1	16
Inspection	75	75	75	75	75	375	0	0	375
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$3,078	\$3,078	\$3,078	\$3,078	\$3,078	\$15,390	\$0	\$3,001	\$18,391

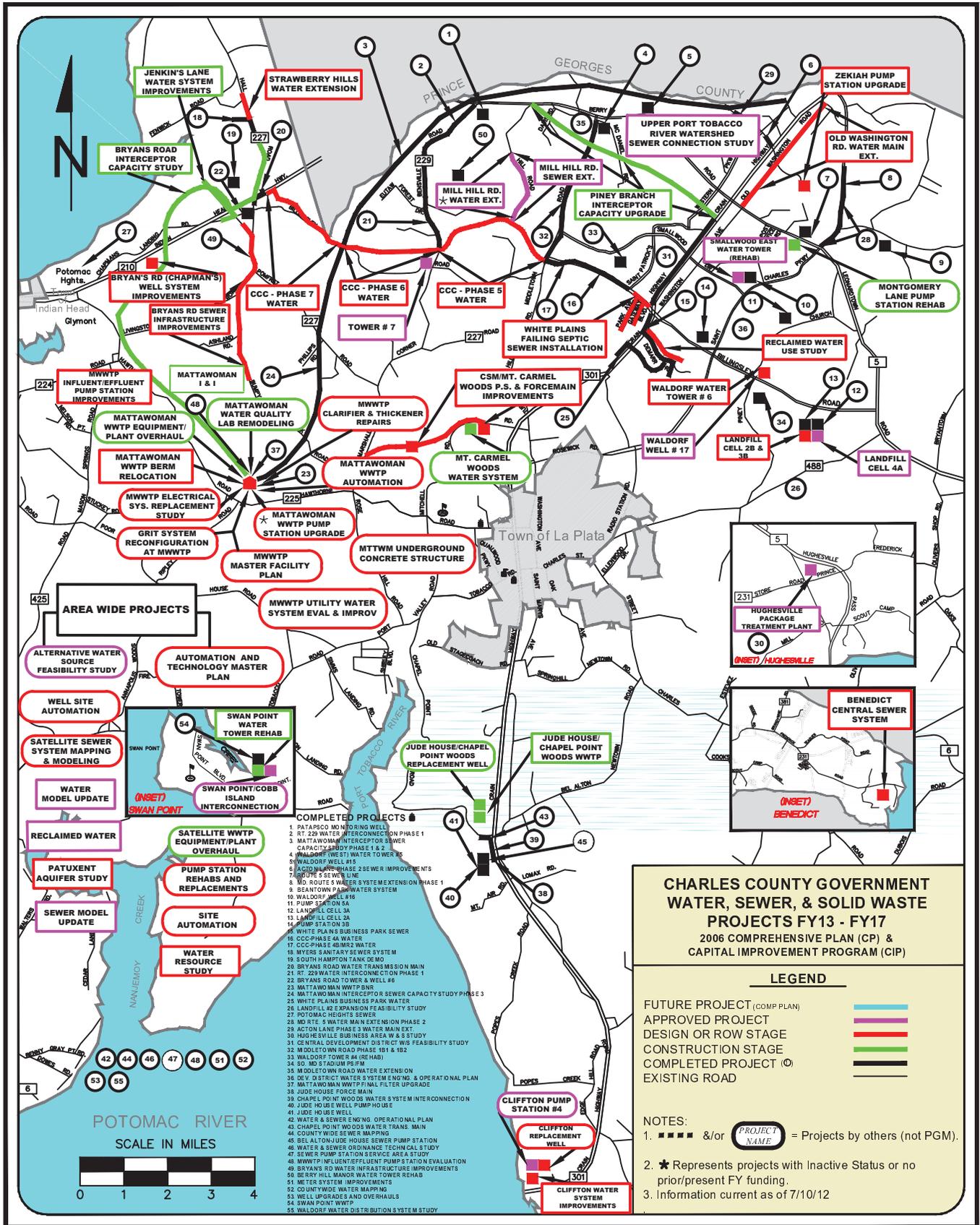
FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$2,916	\$2,916	\$2,916	\$2,916	\$2,916	\$14,580	\$0	\$2,839	\$17,419
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$2,916	\$2,916	\$2,916	\$2,916	\$2,916	\$14,580	\$0	\$2,839	\$17,419
Federal	0	0	0	0	0	0	0	0	0
State	162	162	162	162	162	810	0	162	972
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$3,078	\$3,078	\$3,078	\$3,078	\$3,078	\$15,390	\$0	\$3,001	\$18,391

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	262.3	262.3	262.3	262.3	1,049.1	0.0	517.6	1,566.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$262.3	\$262.3	\$262.3	\$262.3	\$1,049.1	\$0.0	\$517.6	\$1,566.7

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$3,001	\$3,001	\$3,001	\$1,501	\$10,504
Increase/(Decrease)	\$77	\$77	\$77	\$1,577	\$1,808
% change	2.6%	2.6%	2.6%	105.1%	17.2%

LOCATION:
Roads throughout Charles County



APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ 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 assessments per household.

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$625	\$588	\$420	\$446	\$375	\$2,454	\$730	\$495	\$3,679
Land & ROW	0	0	0	0	0	0	182	0	182
Construction	2,404	1,904	1,233	908	954	7,401	1,629	5,061	14,091
Equipment	90	94	99	104	0	386	0	0	386
Administration	188	129	104	83	74	577	70	503	1,149
Inspection	174	145	39	42	44	444	72	469	985
Miscellaneous	25	4	5	5	0	39	74	0	113
Contingency	65	3	3	4	4	79	164	4	247
Total Outlay	\$3,570	\$2,866	\$1,902	\$1,591	\$1,450	\$11,379	\$2,921	\$6,532	\$20,832

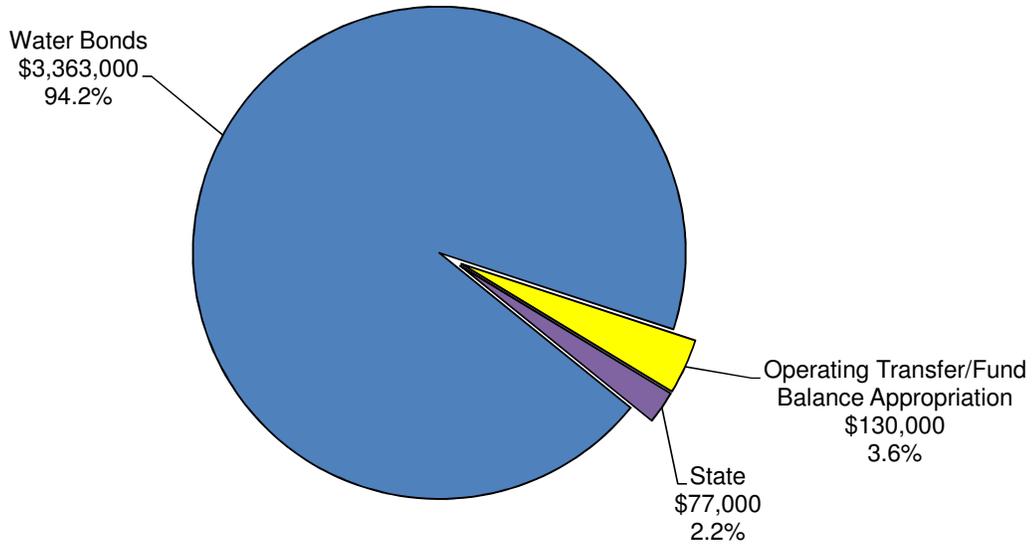
FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$3,363	\$2,652	\$1,763	\$1,444	\$1,407	\$10,629	\$2,846	\$6,499	\$19,974
Fund Balance Appropriation	3	3	0	0	0	6	0	0	6
Operating Transfer	127	131	139	147	43	587	0	33	620
Total County Funding	3,493	2,786	1,902	1,591	1,450	11,222	2,846	6,532	20,600
Federal	0	0	0	0	0	0	0	0	0
State	77	80	0	0	0	157	75	0	232
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$3,570	\$2,866	\$1,902	\$1,591	\$1,450	\$11,379	\$2,921	\$6,532	\$20,832

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	331.7	265.4	186.8	159.8	943.7	255.9	629.0	1,828.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$331.7	\$265.4	\$186.8	\$159.8	\$943.7	\$255.9	\$629.0	\$1,828.6
Increase to Water User Fee:	0.0c	12.5c	7.1c	5.9c	4.6c	30.0c	3.5c	22.9c	56.4c

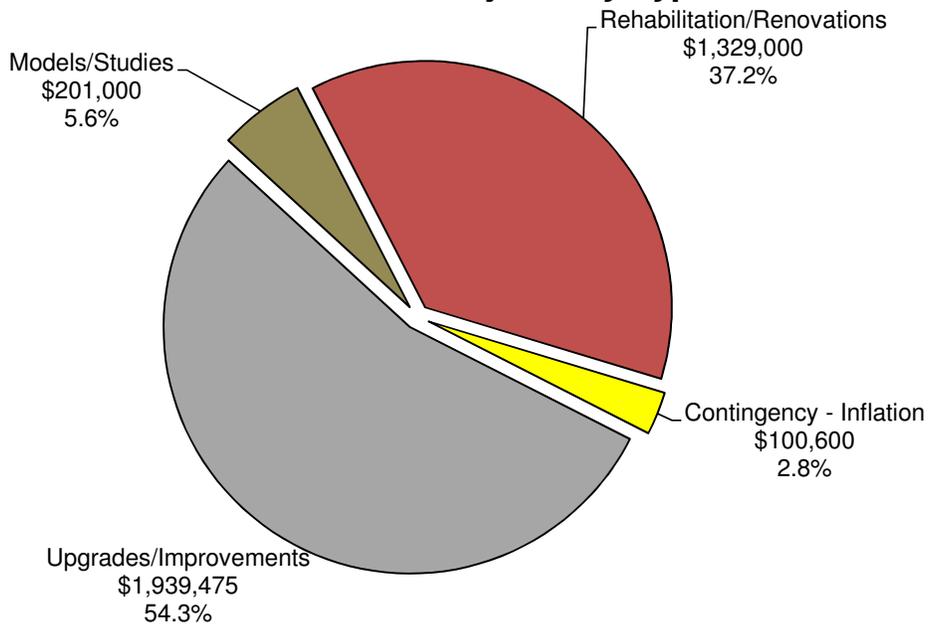
VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$4,029	\$3,754	\$2,266	\$7,207	\$17,256
Increase/(Decrease)	(\$459)	(\$888)	(\$364)	(\$5,616)	(\$7,327)
% change	-11.4%	-23.7%	-16.1%	-77.9%	-42.5%

FY13 Water Financing

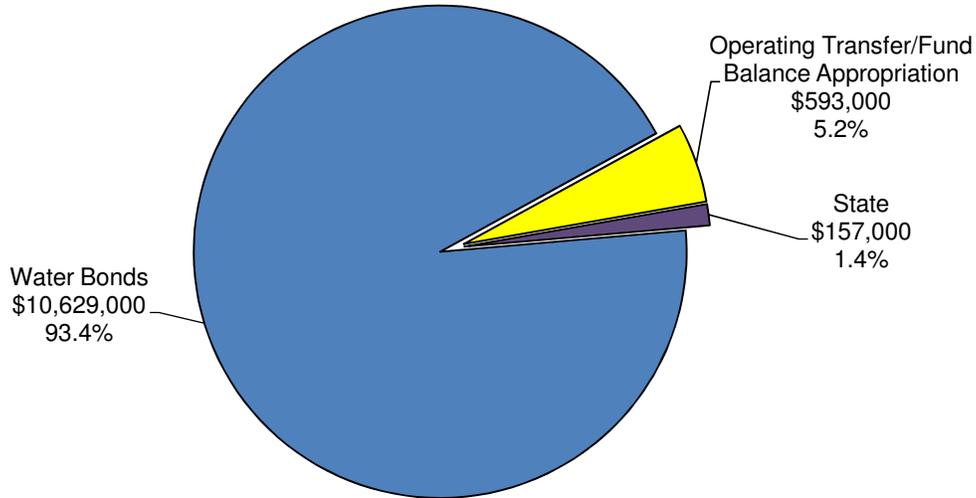


FY13 Water Projects by Type



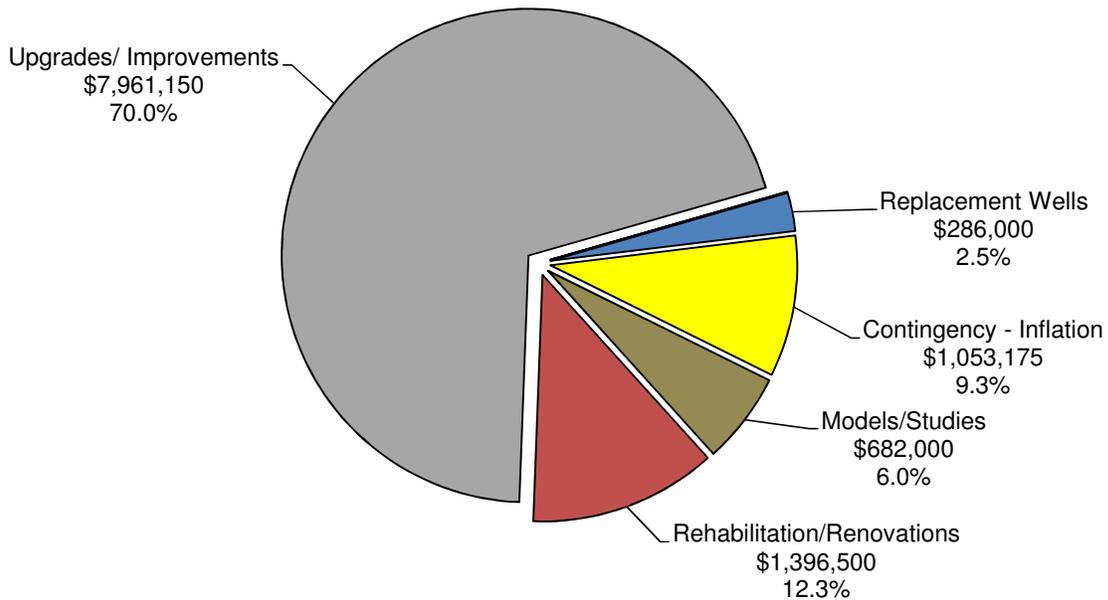
Included in upgrades/improvements are improvements to the Clifton Water System, Well Site Automations and the creation of a Automation and Technology Master Plan.

FY13-FY17 Water Financing Sources



Financing the debt service associated with bonds for water projects is recovered primarily from water customer connection and user fees.

FY13-FY17 Water Projects by Type



Included in upgrades/improvements are improvements to Clifton Water System, Underground Infrastructures, as well as the creation of a Automation and Technology Master Plan.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Swan Point Water Tower Rehabilitation	Water User Water Connection	100% 0%	Requested By: PGM Project #: 6083
To rehabilitate the Swan Point Water Tower due to the age and the condition.			

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$90	\$0	\$90
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	490	0	0	0	0	490	0	0	490
Equipment	0	0	0	0	0	0	0	0	0
Administration	26	0	0	0	0	26	6	0	32
Inspection	45	0	0	0	0	45	0	0	45
Miscellaneous	0	0	0	0	0	0	10	0	10
Contingency	0	0	0	0	0	0	10	0	10
Total Outlay	\$561	\$0	\$0	\$0	\$0	\$561	\$116	\$0	\$677

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$561	\$0	\$0	\$0	\$0	\$561	\$116	\$0	\$677
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	\$561	\$0	\$0	\$0	\$0	\$561	\$116	\$0	\$677
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$561	\$0	\$0	\$0	\$0	\$561	\$116	\$0	\$677

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	50.5	0.0	0.0	0.0	50.5	10.4	0.0	60.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$50.5	\$0.0	\$0.0	\$0.0	\$50.5	\$10.4	\$0.0	\$60.9

Increase to Water User Fee:	0.0¢	2.2¢	0.0¢	0.0¢	0.0¢	2.2¢	0.5¢	0.0¢	2.7¢
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VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$490	\$645	\$0	\$0	\$1,135
Increase/(Decrease)	\$71	(\$645)	\$0	\$0	(\$574)
% change	14.5%	-100.0%	n/a	n/a	-50.6%

LOCATION: Swan Point Subdivision, Issue, MD.
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Well Site Automation	Water User 100%	Requested By: DPW
	Water Connection 0%	Project #: 6092
<p>Work includes installation of control equipment to automate the following well sites: White Oak, John Hansen, St. Charles, Smallwood West, Mattawoman-Beantown, Towne Plaza, Billingsley 1 & 2, Westwood Drive 1 & 2, Cleveland Park 1 & 2, Piney Church, Pinefield, and Bensville 1 & 2 wells. Work also includes installation of equipment to monitor aquifer levels at the well sites listed above including St. Anne's, Clifton #2, Swan Point (2 wells), Bel Alton (2 wells), Mt. Carmel Woods (2 wells), Mariellen (2 wells), Ellenwood (2 wells), Jude House (2 wells), Benedict (2 wells), Strawberry Hills, Hunter's Brooke (2 wells), Beantown Woodley, Oakwood, Spring Valley, Brookwood, and Newtown Village.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$15	\$15	\$10	\$0	\$0	\$40	\$0	\$0	\$40
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	150	150	100	0	0	400	0	0	400
Equipment	0	0	0	0	0	0	0	0	0
Administration	17	18	13	0	0	48	0	0	48
Inspection	15	15	10	0	0	40	0	0	40
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$197	\$198	\$133	\$0	\$0	\$528	\$0	\$0	\$528

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$197	\$198	\$133	\$0	\$0	\$528	\$0	\$0	\$528
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	\$197	\$198	\$133	\$0	\$0	\$528	\$0	\$0	\$528
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$197	\$198	\$133	\$0	\$0	\$528	\$0	\$0	\$528

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	17.7	17.8	12.0	0.0	47.5	0.0	0.0	47.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$17.7	\$17.8	\$12.0	\$0.0	\$47.5	\$0.0	\$0.0	\$47.5

Increase to Water User Fee:	0.0¢	0.8¢	0.8¢	0.5¢	0.0¢	2.1¢	0.0¢	0.0¢	2.1¢
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VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$179	\$179	\$179	\$0	\$537
Increase/(Decrease)	\$18	\$19	(\$46)	\$0	(\$9)
% change	10.1%	10.6%	-25.7%	n/a	-1.7%

LOCATION:
See sites listed in description

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Cliffton Water System Improvements	Water User Water Connection	50% 50%	Requested By: DPW Project #: 6069
The water system at Cliffton requires improvements to solve pressure and capacity issues for not only the existing connections, but to also further support the building of the remaining 200 lots of record within the development. Additional storage will be needed and the existing piping system will have to be evaluated for sufficiency and reliability. A 250,000 gal elevated storage tank will be installed along with the necessary tie-in piping and system interconnections.			

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	0	95	0	0	0	\$95	\$416	\$0	\$511
Land & ROW	0	0	0	0	0	0	82	0	82
Construction	0	966	0	0	0	966	309	0	1,275
Equipment	0	0	0	0	0	0	0	0	0
Administration	27	38	0	0	0	65	21	0	86
Inspection	0	95	0	0	0	95	72	0	167
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	39	0	39
Total Outlay	\$27	\$1,194	\$0	\$0	\$0	\$1,221	\$939	\$0	\$2,160

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$27	\$1,194	\$0	\$0	\$0	\$1,221	\$939	\$0	\$2,160
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$27	\$1,194	\$0	\$0	\$0	\$1,221	\$939	\$0	\$2,160
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$27	\$1,194	\$0	\$0	\$0	\$1,221	\$939	\$0	\$2,160

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	2.4	107.4	0.0	0.0	109.8	84.5	0.0	194.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$2.4	\$107.4	\$0.0	\$0.0	\$109.8	\$84.5	\$0.0	\$194.3
Increase to Water User Fee:	0.0¢	0.1¢	2.3¢	0.0¢	0.0¢	2.4¢	1.9¢	0.0¢	4.3¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$1,092	\$0	\$0	\$0	\$1,092
Increase/(Decrease)	(\$1,065)	\$1,194	\$0	\$0	\$129
% change	-97.5%	new	n/a	n/a	11.8%

LOCATION:
Cliffton, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Satellite Water Facility Upgrades	Water User 100% Water Connection 0%	Requested By: DPW Project #: 6093
To provide necessary upgrades to various satellite water facilities. Install generator with automatic transfer switch for power distribution system reliability at the following sites: Swan Point, Bel Alton, Newtown Village, Mariellen, Ellenwood, and St. Anne's.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$45	\$0	\$0	\$0	\$0	\$45	\$0	\$0	\$45
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	420	0	0	0	0	420	0	0	420
Equipment	0	0	0	0	0	0	0	0	0
Administration	27	0	0	0	0	27	0	0	27
Inspection	45	0	0	0	0	45	0	0	45
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$537	\$0	\$0	\$0	\$0	\$537	\$0	\$0	\$537

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$537	\$0	\$0	\$0	\$0	\$537	\$0	\$0	\$537
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	\$537	\$0	\$0	\$0	\$0	\$537	\$0	\$0	\$537
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$537	\$0	\$0	\$0	\$0	\$537	\$0	\$0	\$537

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	48.3	0.0	0.0	0.0	48.3	0.0	0.0	48.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$48.3	\$0.0	\$0.0	\$0.0	\$48.3	\$0.0	\$0.0	\$48.3
Increase to Water User Fee:	0.0¢	2.1¢	0.0¢	0.0¢	0.0¢	2.1¢	0.0¢	0.0¢	2.1¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$537	\$0	\$0	\$0	\$537
% change	new	n/a	n/a	n/a	new

LOCATION: Various Sites

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Underground Infrastructure Repairs	Water User Water Connection	100% 0%	Requested By: DPW Project #: 6089
Excavate and replace corroded steel service saddles in Pinefield area 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.			

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$25	\$25	\$25	\$35	\$35	\$145	\$0	\$350	\$495
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	250	250	250	350	350	1,450	250	3,500	5,200
Equipment	0	0	0	0	0	0	0	0	0
Administration	28	28	28	38	38	160	3	370	533
Inspection	25	25	25	35	35	145	0	350	495
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$328	\$328	\$328	\$458	\$458	\$1,900	\$253	\$4,570	\$6,723

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$328	\$328	\$328	\$458	\$458	\$1,900	\$253	\$4,570	\$6,723
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$328	\$328	\$328	\$458	\$458	\$1,900	\$253	\$4,570	\$6,723
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$328	\$328	\$328	\$458	\$458	\$1,900	\$253	\$4,570	\$6,723

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	29.5	29.5	29.5	41.2	129.7	22.8	452.2	604.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$29.5	\$29.5	\$29.5	\$41.2	\$129.7	\$22.8	\$452.2	\$604.7
Increase to Water User Fee:	0.0¢	1.3¢	1.3¢	1.2¢	1.7¢	5.5¢	1.0¢	18.4¢	24.9¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$253	\$0	\$0	\$0	\$253
Increase/(Decrease)	\$75	\$328	\$328	\$458	\$1,189
% change	29.6%	new	new	new	470.0%

LOCATION:
Development District

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Smallwood Drive East Water Tower Rehab.	Water User Water Connection	100% 0%	Requested By: PGM Project #: 6095
The last rehab performed on this water tower was during 1997-98. To ensure the useful life of the structure and to maintain the aesthetic quality of the water tower, 5-year rehab intervals are recommended. This project will involve cleaning and recoating the exterior of the water tower.			

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$8	\$0	\$0	\$0	\$0	\$8	\$0	\$0	\$8
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	600	0	0	0	0	600	0	0	600
Equipment	0	0	0	0	0	0	0	0	0
Administration	22	0	0	0	0	22	0	0	22
Inspection	40	0	0	0	0	40	0	0	40
Miscellaneous	20	0	0	0	0	20	0	0	20
Contingency	60	0	0	0	0	60	0	0	60
Total Outlay	\$750	\$0	\$0	\$0	\$0	\$750	\$0	\$0	\$750

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$750	\$0	\$0	\$0	\$0	\$750	\$0	\$0	\$750
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$750	\$0	\$0	\$0	\$0	\$750	\$0	\$0	\$750
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$750	\$0	\$0	\$0	\$0	\$750	\$0	\$0	\$750

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	67.5	0.0	0.0	0.0	67.5	0.0	0.0	67.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$67.5	\$0.0	\$0.0	\$0.0	\$67.5	\$0.0	\$0.0	\$67.5
Increase to Water User Fee:	0.0¢	3.0¢	0.0¢	0.0¢	0.0¢	3.0¢	0.0¢	0.0¢	3.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$748	\$0	\$0	\$0	\$748
Increase/(Decrease)	\$2	\$0	\$0	\$0	\$2
% change	0.3%	n/a	n/a	n/a	0.3%

LOCATION:
Waldorf, Smallwood Drive

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Benedict Replacement Well	Water User Water Connection	100% 0%	Requested By: DPW Project #:
Arsenic levels at Benedict well have prompted a request for the drilling of a new well.			

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	275	0	0	275	0	0	275
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	11	0	0	11	0	0	11
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$0	\$286	\$0	\$0	\$286	\$0	\$0	\$286

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$286	\$0	\$0	\$286	\$0	\$0	\$286
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	\$286	\$0	\$0	\$286	\$0	\$0	\$286
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$286	\$0	\$0	\$286	\$0	\$0	\$286

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	25.7	0.0	25.7	0.0	0.0	25.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$25.7	\$0.0	\$25.7	\$0.0	\$0.0	\$25.7

Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	1.1¢	0.0¢	1.1¢	0.0¢	0.0¢	1.1¢
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VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$277	\$0	\$277
Increase/(Decrease)	\$0	\$0	\$9	\$0	\$9
% change	n/a	n/a	3.2%	n/a	3.2%

LOCATION: Benedict, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Water Model Update	Water User 55%	Requested By: PGM
	Water Connection 45%	Project #: 6090
To update the current County Water Model by including newly installed water utilities and verifying the system stability and deficiencies. The County anticipates having to make changes to our traditional operations of our water system, due to concerns with water supply in certain geographic areas.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$27	\$27	\$27	\$27	\$27	\$135	\$0	\$27	\$162
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	4	4	4	4	4	20	0	3	23
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	0	3	18
Total Outlay	\$34	\$34	\$34	\$34	\$34	\$170	\$0	\$33	\$203

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	34	34	34	34	34	170	0	33	203
Total County Funding	\$34	\$34	\$34	\$34	\$34	\$170	\$0	\$33	\$203
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$34	\$34	\$34	\$34	\$34	\$170	\$0	\$33	\$203

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$32	\$32	\$32	\$32	\$128
Increase/(Decrease)	\$2	\$2	\$2	\$2	\$8
% change	6.3%	6.3%	6.3%	6.3%	6.3%

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Patuxent Aquifer Study	Water User Water Connection	0% 100%	Requested By: PGM Project #: 6085
<p>Based on the findings of the Maryland Geological Survey studies from 2004 and 2005, the County is investigating the water production capability from the Patuxent Aquifer within various areas of the Development District. This project includes drilling four (4) new groundwater observation wells and associated infrastructure to investigate the usability of the Patuxent aquifer as a future water source, as well as determining the water quality for consumption. This project may include the acquisition of land for the subject well sites and/or infrastructure. The Maryland Geological Survey will provide the consulting services for project management, well installation, pump tests, water quality analysis, aquifer modeling, and production of a final report.</p>			

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$75	\$75	\$0	\$0	\$0	\$150	\$149	\$0	\$299
Land & ROW	0	0	0	0	0	0	100	0	100
Construction	0	0	0	0	0	0	1,060	0	1,060
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	0	0	0	6	31	0	37
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	60	0	60
Contingency	0	0	0	0	0	0	115	0	115
Total Outlay	\$78	\$78	\$0	\$0	\$0	\$156	\$1,515	\$0	\$1,671

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$1,440	\$0	\$1,440
Fund Balance Appropriation	3	3	0	0	0	6	0	0	6
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$3	\$3	\$0	\$0	\$0	\$6	\$1,440	\$0	\$1,446
Federal	0	0	0	0	0	0	0	0	0
State	75	75	0	0	0	150	75	0	225
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$78	\$78	\$0	\$0	\$0	\$156	\$1,515	\$0	\$1,671

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0						
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	129.5	0.0	129.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$129.5	\$0.0	\$129.5

Increase to Water User Fee: 0.0¢ 0.0¢ 0.0¢ 0.0¢ 0.0¢ 0.0¢ 0.0¢ 0.0¢ 0.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$75	\$75	\$0	\$0	\$150
Increase/(Decrease)	\$3	\$3	\$0	\$0	\$6
% change	4.0%	4.0%	n/a	n/a	4.0%

LOCATION:
Development District

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Various County Water Studies	Water User Water Connection	0% 100%	Requested By: PGM Project #: 6091
<p>Surface Water Treatment Plant Study (New) - Consistent with the recommendations of the 2006 Water Resources Advisory Committee Report to the Charles County Commissioners, an evaluation of feasibility is needed to determine the infrastructure needs, potential natural environmental and socio-economic impacts, and cost implications of a surface water treatment facility in Charles County. The feasibility study will determine the cost versus benefit of a surface water treatment system and associated water distribution logistics over other currently used water sources. The Study will also take into account the potential for multiple users/multiple jurisdictions as a regional water supply.</p> <p>Aquifer Storage Recovery Feasibility Study (New)- Consistent with the recommendations of the 2006 Water Resources Advisory Committee Report to the Charles County Commissioners, an evaluation is needed to determine the feasibility of implementing an Aquifer Storage Recovery System (ASR). The Study will include an evaluation of the infrastructure needs, potential natural environmental and socio-economic impacts, and cost implications of the ASR System. The Study will also evaluate the necessary Federal, State and Local regulatory obstacles and associated changes to permit an ASR system in Charles County.</p>			

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$75	\$75	\$75	\$75	\$0	\$300	\$75	\$0	\$375
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	10	10	10	10	0	40	8	0	48
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	4	4	4	4	0	16	4	0	20
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$89	\$89	\$89	\$89	\$0	\$356	\$87	\$0	\$443

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$87	\$0	\$87
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	89	89	89	89	0	356	0	0	356
Total County Funding	\$89	\$89	\$89	\$89	\$0	\$356	\$87	\$0	\$443
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$89	\$89	\$89	\$89	\$0	\$356	\$87	\$0	\$443

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	7.8	0.0	7.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$7.8	\$0.0	\$7.8
Increase to Water User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$87	\$87	\$87	\$87	\$348
Increase/(Decrease)	\$2	\$2	\$2	\$2	\$8
% change	2.3%	2.3%	2.3%	2.3%	2.3%

LOCATION: County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Automation & Technology Master Plan	Water User 27.5% Water Connection 22.5% Sewer User 27.5% Sewer Connection 22.5%	Requested By: DPW Project #: 6096
This project request is the result of an extensive study in FY08 and FY09 by Westin Engineering to determine the Information Technology needs of the Utilities Division in order to bring it into the 21st century. The project will include 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 Utilities to accomplish its functions even in periods of growth without adding field staff and to make more efficient use of the resources currently available. Additional facility control, instrumentation, and communication improvements have been determined necessary through further evaluation and design of the SCADA system than originally scoped resulting in an overall project increase.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$675	\$475	\$475	\$475	\$475	\$2,575	\$0	\$0	\$2,575
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	824	824	824	824	824	4,120	0	708	4,828
Equipment	175	175	175	175	0	700	0	0	700
Administration	27	32	32	32	32	155	0	5	160
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$1,701	\$1,506	\$1,506	\$1,506	\$1,331	\$7,550	\$0	\$713	\$8,263

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds (10 Year)	\$1,692	\$1,498	\$1,499	\$1,506	\$1,331	\$7,526	\$0	\$713	\$8,239
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	\$1,692	\$1,498	\$1,499	\$1,506	\$1,331	\$7,526	\$0	\$713	\$8,239
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 1.4%-1.9%	9	8	7	0	0	24	0	0	24
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$1,701	\$1,506	\$1,506	\$1,506	\$1,331	\$7,550	\$0	\$713	\$8,263

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	208.6	184.7	184.8	185.7	763.8	0.0	272.7	1,036.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$208.6	\$184.7	\$184.8	\$185.7	\$763.8	\$0.0	\$272.7	\$1,036.5
Increase to Water User Fee:	0.0¢	2.5¢	2.2¢	2.2¢	2.1¢	9.0¢	0.0¢	3.0¢	12.0¢
Increase to Sewer User Fee:	0.0¢	2.7¢	2.4¢	2.3¢	2.3¢	9.7¢	0.0¢	3.3¢	13.0¢
Combined Fee Increase:	0.0¢	5.3¢	4.6¢	4.5¢	4.4¢	18.7¢	0.0¢	6.3¢	25.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$1,499	\$1,504	\$1,504	\$1,504	\$6,011
Increase/(Decrease)	\$202	\$2	\$2	\$2	\$208
% change	13.5%	0.1%	0.1%	0.1%	3.5%

LOCATION:

County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: MWWTP Lab Renovation	Water User 50.0% Water Connection 0.0% Sewer User 50.0% Sewer Connection 0.0%	Requested By: DPW Project #: 6087
Renovation of the lab to expand space to accommodate testing equipment and increase safety within the working environment.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	30	0	120	0	0	150	20	0	170
Equipment	0	0	0	0	0	0	0	0	0
Administration	6	0	15	0	0	21	1	0	22
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$36	\$0	\$135	\$0	\$0	\$171	\$21	\$0	\$192

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$33	\$0	\$125	\$0	\$0	\$158	\$18	\$0	\$176
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	\$33	\$0	\$125	\$0	\$0	\$158	\$18	\$0	\$176
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	3	0	10	0	0	13	3	0	16
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$36	\$0	\$135	\$0	\$0	\$171	\$21	\$0	\$192

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	3.0	0.0	11.2	0.0	14.2	1.6	11.2	27.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$3.0	\$0.0	\$11.2	\$0.0	\$14.2	\$1.6	\$11.2	\$27.1
Increase to Water User Fee:	0.0¢	0.1¢	0.0¢	0.2¢	0.0¢	0.3¢	0.0¢	0.2¢	0.6¢
Increase to Sewer User Fee:	0.0¢	0.1¢	0.0¢	0.3¢	0.0¢	0.3¢	0.0¢	0.2¢	0.6¢
Combined Fee Increase:	0.0¢	0.1¢	0.0¢	0.5¢	0.0¢	0.6¢	0.1¢	0.5¢	1.2¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$32	\$0	\$121	\$0	\$153
Increase/(Decrease)	\$4	\$0	\$14	\$0	\$18
% change	12.5%	n/a	11.6%	n/a	11.8%

LOCATION:
MWWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ 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 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$1,916	\$2,436	\$1,570	\$1,056	\$1,003	\$7,981	\$5,386	\$1,003	\$14,370
Land & ROW	43	0	13	0	0	56	940	0	996
Construction	4,314	12,426	13,845	4,363	5,615	40,561	13,970	5,948	60,479
Equipment	90	94	1,813	104	0	2,100	1,858	0	3,958
Administration	317	389	293	125	166	1,289	508	155	1,952
Inspection	292	937	1,101	337	410	3,077	1,204	360	4,641
Miscellaneous	22	223	0	0	22	267	533	34	834
Contingency	248	237	4	5	35	529	902	150	1,581
Total Outlay	\$7,241	\$16,741	\$18,638	\$5,989	\$7,250	\$55,859	\$25,301	\$7,650	\$88,811

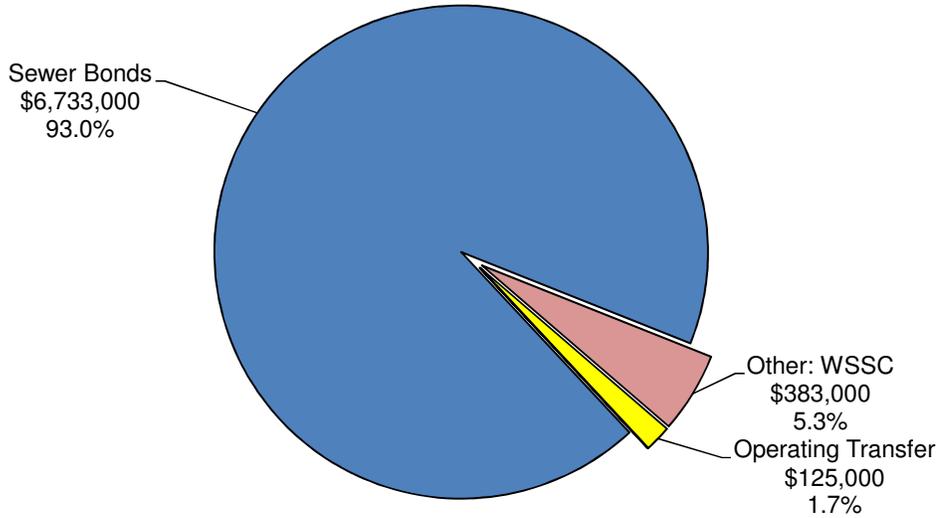
FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$6,733	\$14,011	\$16,242	\$4,624	\$5,818	\$47,428	\$19,586	\$6,046	\$73,061
Fund Balance Appropriation	0	238	0	0	0	238	0	0	238
Operating Transfer	125	166	44	47	49	431	105	0	536
Total County Funding	\$6,858	\$14,415	\$16,286	\$4,671	\$5,867	\$48,097	\$19,691	\$6,046	\$73,834
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	400	0	400
Other: WSSC	383	2,326	2,352	1,318	1,383	7,762	2,584	1,604	11,949
Other:	0	0	0	0	0	0	1,899	0	1,899
Total Funding	\$7,241	\$16,741	\$18,638	\$5,989	\$7,250	\$55,859	\$25,301	\$7,650	\$88,811

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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	27.0	36.3	18.2	18.7	100.2	0.0	36.4	136.6
Total Operating	\$0.0	\$27.0	\$36.3	\$18.2	\$18.7	\$100.2	\$0.0	\$36.4	\$136.6
Debt Service: Bonds	0.0	634.2	1,286.5	1,488.6	445.8	3,855.2	1,761.7	1,750.9	7,367.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$661.2	\$1,322.8	\$1,506.8	\$464.5	\$3,955.4	\$1,761.7	\$1,787.3	\$7,504.4
Increase to Sewer User Fee:	4.1¢	25.4¢	25.7¢	32.6¢	14.9¢	\$1.03	42.6¢	37.8¢	\$1.83

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

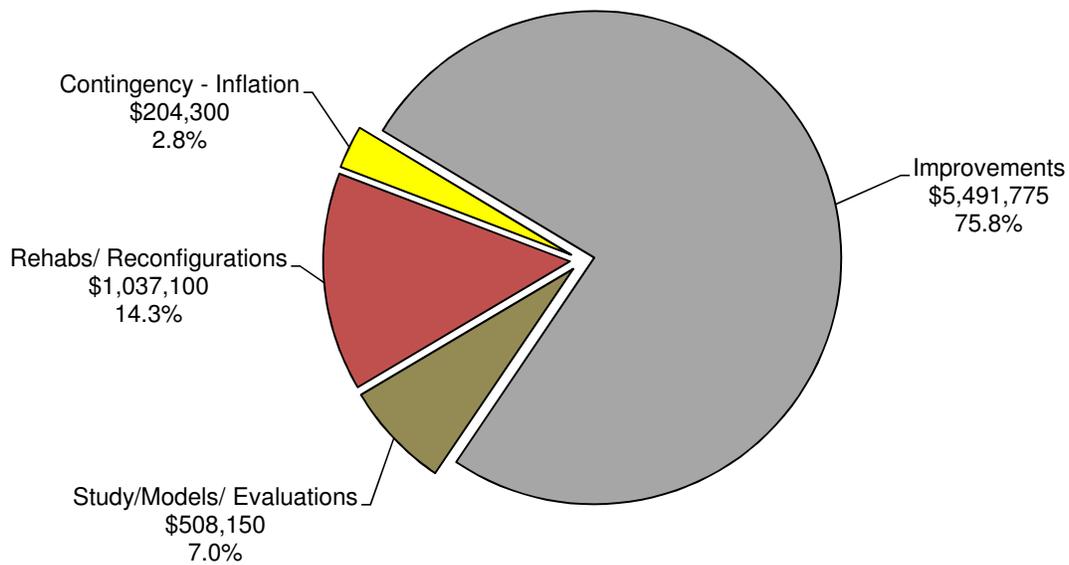
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$12,242	\$12,019	\$12,207	\$5,273	\$41,741
Increase/(Decrease)	(\$5,001)	\$4,722	\$6,431	\$716	\$6,868
% change	-40.9%	39.3%	52.7%	13.6%	16.5%

FY13 Sewer Financing Sources



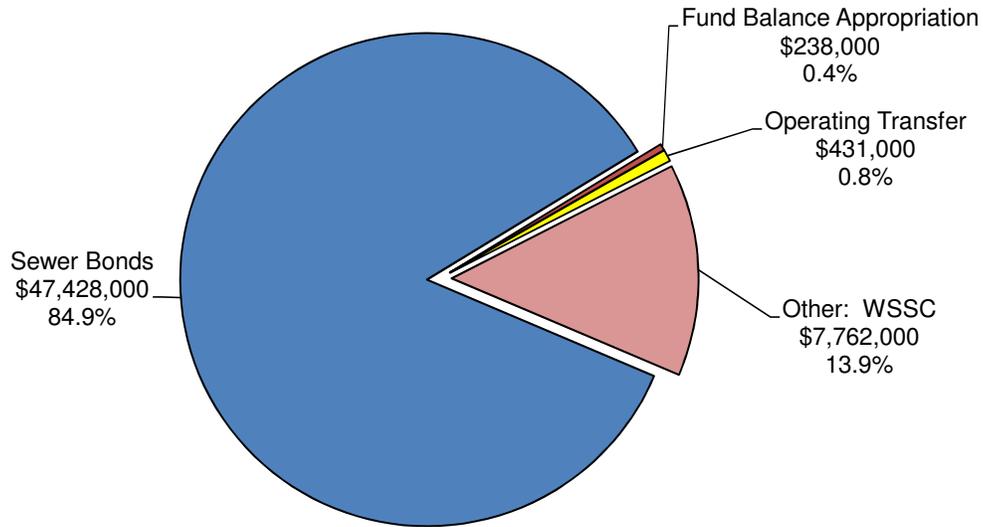
Financing the debt service associated with bonds for sewer projects is recovered primarily from sewer customer connection and user fees.

FY13 Sewer by Project Type

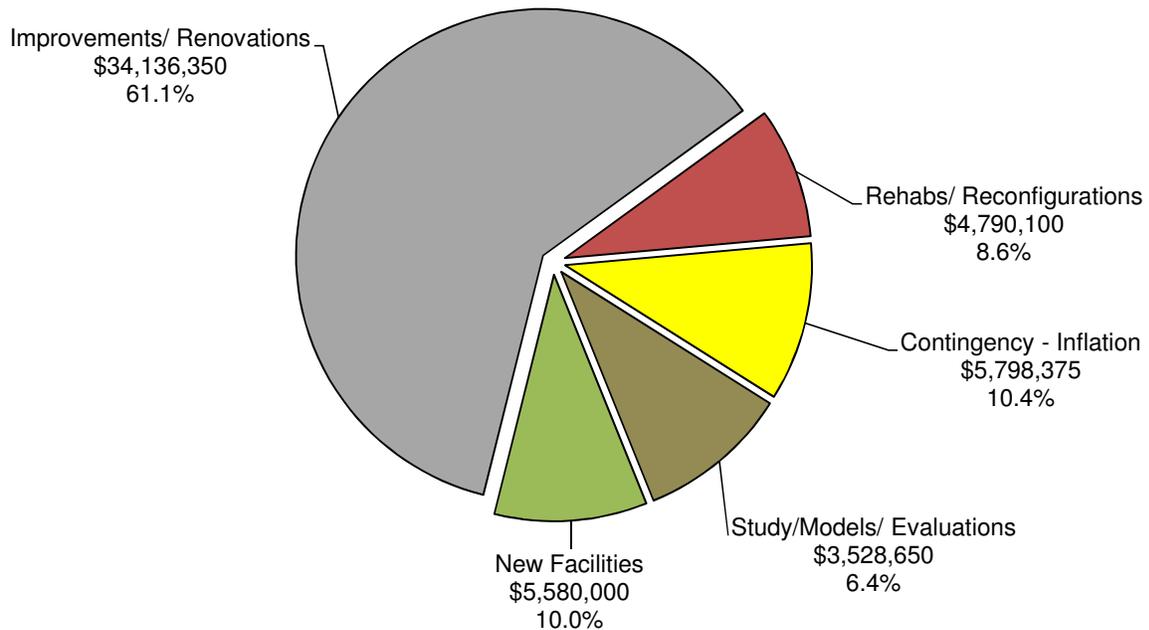


Improvements include funding for Influent and Effluent Pump Stations, Mt. Carmel Woods/College of Southern MD Pump Station and Force Mains, Mattawoman Automation, Mattawoman Infiltration and Inflow, Mattawoman Lab, Mattawoman Utility Water System, Mattawoman Berm, White Plains Sewer, and the creation of an Automation and Technology Master Plan.

FY13-FY17 Sewer Financing Sources



FY13-FY17 Sewer by Project Type



FY13 Improvements includes various improvements at the Mattawoman WWTP and various other locations.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: PGM
Mt. Carmel Woods / College of Southern Maryland Pump Station & Force mains	Sewer Connection 0%	Project #: 7058
<p>To meet the requirements of the revised Discharge Permit, this project will construct a pumping station at Mt. Carmel Woods to convey the current flows at the existing WWTP to a proposed pump station at CSM via a 4" force main. The CSM existing flows (240,000 gpd) along with the Mt. Carmel flow (121,000 gpd) will then be pumped to the Mattawoman Interceptor via a proposed 8" DIP force main. The existing WWTP at both locations will be abandoned due to the proposed pump stations.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$50	\$0	\$0	\$0	\$0	\$50	\$185	\$0	\$235
Land & ROW	0	0	0	0	0	0	21	0	21
Construction	2,065	0	0	0	0	2,065	3,150	0	5,215
Equipment	0	0	0	0	0	0	0	0	0
Administration	65	0	0	0	0	65	105	0	170
Inspection	105	0	0	0	0	105	286	0	391
Miscellaneous	21	0	0	0	0	21	39	0	60
Contingency	207	0	0	0	0	207	311	0	518
Total Outlay	\$2,513	\$0	\$0	\$0	\$0	\$2,513	\$4,097	\$0	\$6,610

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$2,513	\$0	\$0	\$0	\$0	\$2,513	\$4,065	\$0	\$6,578
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	32	0	32
Total County Funding	\$2,513	\$0	\$0	\$0	\$0	\$2,513	\$4,097	\$0	\$6,610
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$2,513	\$0	\$0	\$0	\$0	\$2,513	\$4,097	\$0	\$6,610

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	226.0	0.0	0.0	0.0	226.0	365.6	0.0	591.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$226.0	\$0.0	\$0.0	\$0.0	\$226.0	\$365.6	\$0.0	\$591.6

Increase to Sewer User Fee:	0.0¢	10.7¢	0.0¢	0.0¢	0.0¢	10.7¢	19.6¢	0.0¢	30.4¢
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VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$2,511	\$0	\$0	\$0	\$2,511
Increase/(Decrease)	\$2	\$0	\$0	\$0	\$2
% change	0.1%	n/a	n/a	n/a	0.1%

LOCATION:	Mt. Carmel Woods / College of Southern MD
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Influent/Effluent Pump Station	Sewer User 55%	Requested By: PGM
	Sewer Connection 45%	Project #: 7063
<p>A thorough evaluation of Mattawoman WWTP Influent/Effluent pump stations, & the Influent Wet Well is necessary to upgrade, overhaul & replace outdated, inadequate, &/or unsafe/inefficient processes. Problems with the main pumping station include hydraulic, control, capacity, & safety. The pumps are aging and obtaining parts has become a serious problem, as well as the isolation and control valves. The location of the wet wells makes access for cleaning extremely difficult, time-consuming, and expensive. This study will present alternatives that will provide better access for cleaning/inspection, for providing code required ventilation, and possibly a self-cleaning configuration. Project will provide recommendations, prepare design documents, and implement the repairs or replacement. Project also includes replacement of barscreen #1. Existing funding is needed for immediate repairs/replacements of existing equipment.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$100	\$40	\$0	\$0	\$140	\$819	\$0	\$959
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	2,163	1,082	0	0	3,245	2,190	0	5,435
Equipment	0	0	0	0	0	0	644	0	644
Administration	33	39	24	0	0	96	43	0	139
Inspection	0	125	70	0	0	195	155	0	350
Miscellaneous	0	0	0	0	0	0	5	0	5
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$33	\$2,427	\$1,216	\$0	\$0	\$3,676	\$3,856	\$0	\$7,532

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$28	\$2,063	\$1,034	\$0	\$0	\$3,125	\$2,660	\$0	\$5,785
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	\$28	\$2,063	\$1,034	\$0	\$0	\$3,125	\$2,660	\$0	\$5,785
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	5	364	182	0	0	551	468	0	1,019
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$33	\$2,427	\$1,216	\$0	\$0	\$3,676	\$3,856	\$0	\$7,532

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	2.5	185.5	93.0	0.0	281.1	239.2	93.0	613.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$2.5	\$185.5	\$93.0	\$0.0	\$281.1	\$239.2	\$93.0	\$613.3

Increase to Sewer User Fee:	0.0¢	0.1¢	4.7¢	2.3¢	0.0¢	7.1¢	6.5¢	2.2¢	15.9¢
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VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$3,607	\$0	\$0	\$0	\$3,607
Increase/(Decrease)	(\$3,574)	\$2,427	\$1,216	\$0	\$69
% change	-99.1%	new	new	n/a	1.9%

LOCATION: Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: MWWTP Electrical System Replacement	Sewer User 55%	Requested By: DPW
	Sewer Connection 45%	Project #: 7078
To perform a study to determine the replacement needs of the existing electrical system and to implement the required upgrades to include but not limited to wiring, control panels, relays, and other affiliated equipment. The existing electrical system is beyond its life expectancy (over 30 years) and a phased plan needs to be developed to replace this equipment in a programmed manner.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$200	\$235	\$125	\$0	\$0	\$560	\$406	\$0	\$966
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,050	1,200	0	0	2,250	0	0	2,250
Equipment	0	0	1,525	0	0	1,525	0	0	1,525
Administration	18	25	29	0	0	72	11	0	83
Inspection	0	105	250	0	0	355	0	0	355
Miscellaneous	0	0	0	0	0	0	15	0	15
Contingency	0	0	0	0	0	0	17	0	17
Total Outlay	\$218	\$1,415	\$3,129	\$0	\$0	\$4,762	\$449	\$0	\$5,211

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$185	\$1,203	\$2,660	\$0	\$0	\$4,048	\$382	\$0	\$4,430
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	\$185	\$1,203	\$2,660	\$0	\$0	\$4,048	\$382	\$0	\$4,430
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	33	212	469	0	0	714	67	0	781
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$218	\$1,415	\$3,129	\$0	\$0	\$4,762	\$449	\$0	\$5,211

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	16.6	108.2	239.2	0.0	364.1	34.4	239.2	637.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$16.6	\$108.2	\$239.2	\$0.0	\$364.1	\$34.4	\$239.2	\$637.7

Increase to Sewer User Fee:	0.0¢	0.4¢	2.8¢	6.0¢	0.0¢	9.2¢	0.9¢	5.7¢	15.9¢
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VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$206	\$1,100	\$1,283	\$0	\$2,589
Increase/(Decrease)	\$12	\$315	\$1,846	\$0	\$2,173
% change	5.8%	28.6%	143.9%	n/a	83.9%

LOCATION: Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: MWWTP Flow Equalization	Sewer User 55%	Requested By: DPW
	Sewer Connection 45%	Project #: 7095
Feasibility, evaluation, and design of flow equalization/storage system at MWWTP to buffer peak flows and prevent sanitary sewer overflows and unauthorized discharges.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$350	\$175	\$175	\$0	\$0	\$700	\$0	\$0	\$700
Land & ROW	0	0	0	0	0	0	0	0	0
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	19	36	36	0	0	91	0	0	91
Inspection	0	175	175	0	0	350	0	0	350
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$369	\$2,136	\$2,136	\$0	\$0	\$4,641	\$0	\$0	\$4,641

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$314	\$1,816	\$1,816	\$0	\$0	\$3,946	\$0	\$0	\$3,946
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	\$314	\$1,816	\$1,816	\$0	\$0	\$3,946	\$0	\$0	\$3,946
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	55	320	320	0	0	695	0	0	695
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$369	\$2,136	\$2,136	\$0	\$0	\$4,641	\$0	\$0	\$4,641

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	28.2	163.3	163.3	0.0	354.9	0.0	163.3	518.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$28.2	\$163.3	\$163.3	\$0.0	\$354.9	\$0.0	\$163.3	\$518.2

Increase to Sewer User Fee: 0.0¢ 0.7¢ 4.2¢ 4.1¢ 0.0¢ 9.0¢ 0.0¢ 3.9¢ 12.9¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$369	\$2,136	\$2,136	\$0	\$4,641
% change	new	new	new	n/a	new

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: PGM
Mattawoman Infiltration and Inflow	Sewer Connection 45%	Project #: 7074
<p>Operating experience has shown that during wet weather, influent to the Mattawoman plant can exceed 3.5 times the average flow. This is an excessive ratio for a service area as large as the MSSA, and indicates that significant infiltration and inflow (I/I) exists in the sewer system. High I/I may have detrimental effects 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. The current regulatory environment is such that all municipalities are being scrutinized and fined for SSOs. All SSOs must be reported and those organizations with high numbers of SSO are subject to regulatory scrutiny. 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. Additional I/I repairs have been determined necessary through further evaluation and investigation of the existing sanitary sewer system than originally scoped resulting in an overall project increase. 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 is estimated to span eight years.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$400	\$400	\$400	\$400	\$1,600	\$2,704	\$600	\$4,904
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	2,100	1,800	2,300	2,300	8,500	2,675	2,400	13,575
Equipment	0	0	0	0	0	0	0	0	0
Administration	37	37	37	37	37	185	71	45	301
Inspection	0	200	200	200	200	800	225	200	1,225
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$37	\$2,737	\$2,437	\$2,937	\$2,937	\$11,085	\$5,675	\$3,245	\$20,005

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$23	\$1,707	\$1,519	\$1,831	\$1,831	\$6,911	\$4,133	\$2,023	\$13,067
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	\$23	\$1,707	\$1,519	\$1,831	\$1,831	\$6,911	\$4,133	\$2,023	\$13,067
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 37.65%	14	1,030	918	1,106	1,106	4,174	1,542	1,222	6,938
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$37	\$2,737	\$2,437	\$2,937	\$2,937	\$11,085	\$5,675	\$3,245	\$20,005

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	2.1	153.5	136.6	164.7	456.9	371.7	318.6	1,147.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$2.1	\$153.5	\$136.6	\$164.7	\$456.9	\$371.7	\$318.6	\$1,147.2
Increase to Sewer User Fee:	0.0¢	0.1¢	3.9¢	3.4¢	4.0¢	11.4¢	10.1¢	7.7¢	29.2¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$3,085	\$3,085	\$3,085	\$3,085	\$12,340
Increase/(Decrease)	(\$3,048)	(\$348)	(\$648)	(\$148)	(\$4,192)
% change	-98.8%	-11.3%	-21.0%	-4.8%	-34.0%

LOCATION:
Mattawoman Sewer Service Area

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Mattawoman WWTP Automation	Sewer User 55%	Requested By: DPW
	Sewer Connection 45%	Project #: 7083
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.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$525	\$225	\$225	\$0	\$0	\$975	\$0	\$0	\$975
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	275	750	750	0	0	1,775	450	0	2,225
Equipment	0	0	0	0	0	0	1,214	0	1,214
Administration	19	23	23	0	0	65	16	0	81
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	1	0	1
Contingency	0	0	0	0	0	0	46	0	46
Total Outlay	\$819	\$998	\$998	\$0	\$0	\$2,815	\$1,727	\$0	\$4,542

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$696	\$848	\$848	\$0	\$0	\$2,392	\$1,468	\$0	\$3,860
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$696	\$848	\$848	\$0	\$0	\$2,392	\$1,468	\$0	\$3,860
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	123	150	150	0	0	423	259	0	682
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$819	\$998	\$998	\$0	\$0	\$2,815	\$1,727	\$0	\$4,542

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	62.6	76.3	76.3	0.0	215.1	132.0	76.3	423.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$62.6	\$76.3	\$76.3	\$0.0	\$215.1	\$132.0	\$76.3	\$423.4

Increase to Sewer User Fee:	0.0¢	1.6¢	2.0¢	1.9¢	0.0¢	5.5¢	3.6¢	1.8¢	10.9¢
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VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$285	\$460	\$460	\$460	\$1,665
Increase/(Decrease)	\$534	\$538	\$538	(\$460)	\$1,150
% change	187.4%	117.0%	117.0%	-100.0%	69.1%

LOCATION: Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
Grit System Reconfiguration at MWWTP	Sewer Connection 45%	Project #: 7061
<p>To meet current peak capacity at MWWTP and to improve system hydraulics, the existing grit removal system needs to be upgraded with an additional 20 MGD unit. Recent evaluation and design of the grit system improvements has identified an increase in the construction cost.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$40	\$0	\$0	\$0	\$0	\$40	\$70	\$0	\$110
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	1,205	0	1,205
Equipment	0	0	0	0	0	0	0	0	0
Administration	9	0	0	0	0	9	31	0	40
Inspection	0	0	0	0	0	0	121	0	121
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$49	\$0	\$0	\$0	\$0	\$49	\$1,427	\$0	\$1,476

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$42	\$0	\$0	\$0	\$0	\$42	\$1,213	\$0	\$1,255
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	\$42	\$0	\$0	\$0	\$0	\$42	\$1,213	\$0	\$1,255
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	7	0	0	0	0	7	214	0	221
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$49	\$0	\$0	\$0	\$0	\$49	\$1,427	\$0	\$1,476

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	3.8	0.0	0.0	0.0	3.8	109.1	0.0	112.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$3.8	\$0.0	\$0.0	\$0.0	\$3.8	\$109.1	\$0.0	\$112.9

Increase to Sewer User Fee: 0.0¢ 0.1¢ 0.0¢ 0.0¢ 0.0¢ 0.1¢ 3.0¢ 0.0¢ 3.1¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$49	\$0	\$0	\$0	\$49
% change	new	n/a	n/a	n/a	new

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: MWWTP Underground Concrete Rehab	Sewer User 55%	Requested By: DPW
	Sewer Connection 45%	Project #: 7096
To complete structural and drainage improvements as outlined in 2011 GHD study.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	275	0	0	0	0	275	0	0	275
Equipment	0	0	0	0	0	0	0	0	0
Administration	13	0	0	0	0	13	0	0	13
Inspection	15	0	0	0	0	15	0	0	15
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$318	\$0	\$0	\$0	\$0	\$318	\$0	\$0	\$318

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$270	\$0	\$0	\$0	\$0	\$270	\$0	\$0	\$270
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	\$270	\$0	\$0	\$0	\$0	\$270	\$0	\$0	\$270
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	48	0	0	0	0	48	0	0	48
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$318	\$0	\$0	\$0	\$0	\$318	\$0	\$0	\$318

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	24.3	0.0	0.0	0.0	24.3	0.0	0.0	24.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$24.3	\$0.0	\$0.0	\$0.0	\$24.3	\$0.0	\$0.0	\$24.3

Increase to Sewer User Fee:	0.0¢	0.6¢	0.0¢	0.0¢	0.0¢	0.6¢	0.0¢	0.0¢	0.6¢
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VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$318	\$0	\$0	\$0	\$318
% change	new	n/a	n/a	n/a	new

LOCATION: Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Sewer User 100%	Requested By: DPW
Pump Station Rehabs and Replacements	Sewer Connection 0%	Project #: 7097

The wet wells at St. Marks and Wakefield pump stations are "telescoped-down" which makes them difficult and expensive to maintain. Reconfiguration will provide the ability to communicate with staff when entrance into the wet well is necessary and improve the performance and capacity of the pumps, while reducing the amount of confined space entry and manual labor.

The St. Mark's wastewater pumping station Variable Frequency Drives (VFD's) and Bubbler System are aging and in need of evaluation for replacement. The VFD parts are no longer readily available, making them increasingly difficult and expensive to repair. The drives experience a lot of run time and are nearing their equipment life expectancy. Additionally, the bubbler system is not functioning properly and is difficult to troubleshoot and calibrate.

The Strawberry Hills pumping station was constructed in the early 1980s and is in need of equipment overhaul & replacement.

Theodore Green Blvd. P.S. Improvements rehab needed due to age of pump station in order to address efficient operation of facility. Checkers PS relocation and replacement is needed to address SHA ROW conflicts. Improvements at Thomas Stone Pumping Station, Indian Head Manor Pumping Station, and Ryon Woods Pumping Station are needed due to age of station and to address operation efficiency.

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$150	\$145	\$125	\$134	\$134	\$688	\$0	\$134	\$822
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	375	975	525	675	675	3,225	0	675	3,900
Equipment	0	0	0	0	0	0	0	0	0
Administration	25	36	27	29	29	146	0	28	174
Inspection	120	55	53	68	68	364	0	68	432
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$670	\$1,211	\$730	\$906	\$906	\$4,423	\$0	\$905	\$5,328

FINANCING SOURCES									
Bonds	\$670	\$1,211	\$730	\$906	\$906	\$4,423	\$0	\$905	\$5,328
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$670	\$1,211	\$730	\$906	\$906	\$4,423	\$0	\$905	\$5,328
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$670	\$1,211	\$730	\$906	\$906	\$4,423	\$0	\$905	\$5,328

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	60.3	108.9	65.7	81.5	316.3	0.0	147.1	463.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$60.3	\$108.9	\$65.7	\$81.5	\$316.3	\$0.0	\$147.1	\$463.4
Increase to Sewer User Fee:	0.0¢	2.9¢	5.1¢	3.0¢	3.6¢	14.6¢	0.0¢	6.4¢	21.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$129	\$1,041	\$0	\$0	\$1,170
Increase/(Decrease)	\$541	\$170	\$730	\$906	\$2,347
% change	419.4%	16.3%	new	new	200.6%

LOCATION:
Various pumping stations countywide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Satellite Wastewater Facility Upgrades	Sewer User 100% Sewer Connection 0%	Requested By: DPW Project #: 7098
<p>To provide necessary upgrades to various satellite pumping station and treatment plant facilities. 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 PS, 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 building at Bel Alton WWTP that will aid in maintaining process temperatures for improved system performance.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$60	\$60	\$30	\$0	\$0	\$150	\$0	\$0	\$150
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	150	250	375	275	275	1,325	0	0	1,325
Equipment	0	0	0	0	0	0	0	0	0
Administration	8	8	8	8	8	40	0	0	40
Inspection	0	15	15	15	15	60	0	0	60
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$218	\$333	\$428	\$298	\$298	\$1,575	\$0	\$0	\$1,575

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
Bonds	\$218	\$333	\$428	\$298	\$298	\$1,575	\$0	\$0	\$1,575
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$218	\$333	\$428	\$298	\$298	\$1,575	\$0	\$0	\$1,575
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$218	\$333	\$428	\$298	\$298	\$1,575	\$0	\$0	\$1,575

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	19.6	30.0	38.5	26.8	114.9	0.0	38.5	153.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$19.6	\$30.0	\$38.5	\$26.8	\$114.9	\$0.0	\$38.5	\$153.3
Increase to Sewer User Fee:	0.0¢	0.9¢	1.4¢	1.8¢	1.2¢	5.3¢	0.0¢	1.7¢	7.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$218	\$333	\$428	\$298	\$1,277
% change	new	new	new	new	new

LOCATION: Various Sites-see description

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Sewer User 55%	Requested By: DPW
MWWTP Clarifier and Thickener Repairs	Sewer Connection 45%	Project #: 7093
Gravity Thickeners #1 & #2 and Final Clarifiers #1 through #4 are aged and in need of rehabilitation. Work includes replacement of mechanical equipment and re-grouting of floors.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$15	\$15	\$0	\$0	\$0	\$30	\$0	\$0	\$30
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	300	300	0	0	0	600	150	0	750
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	15	0	0	0	30	3	0	33
Inspection	15	15	0	0	0	30	0	0	30
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$345	\$345	\$0	\$0	\$0	\$690	\$153	\$0	\$843

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$293	\$293	\$0	\$0	\$0	\$586	\$130	\$0	\$716
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	\$293	\$0	\$0	\$0	\$586	\$130	\$0	\$716
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	52	52	0	0	0	104	23	0	127
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$345	\$345	\$0	\$0	\$0	\$690	\$153	\$0	\$843

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	26.4	26.4	0.0	0.0	52.7	11.7	0.0	64.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$26.4	\$26.4	\$0.0	\$0.0	\$52.7	\$11.7	\$0.0	\$64.4
Increase to Sewer User Fee:	0.0¢	0.7¢	0.7¢	0.0¢	0.0¢	1.4¢	0.3¢	0.0¢	1.7¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$305	\$305	\$0	\$0	\$610
Increase/(Decrease)	\$40	\$40	\$0	\$0	\$80
% change	13.1%	13.1%	n/a	n/a	13.1%

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Cobb Island/Swan Point Interconnection	Sewer User 50% Sewer Connection 50%	Requested By: DPW Project #:
<p>To provide operational flexibility in diverting flows between the Cobb Island and Swan Point treatment systems. This project will also provide sewer system improvements that will address failing septic systems within the service area.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$275	\$0	\$0	\$0	\$275	\$0	\$0	\$275
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	1,250	0	0	1,250	0	0	1,250
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	19	24	0	0	43	0	0	43
Inspection	0	0	110	0	0	110	0	0	110
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$294	\$1,384	\$0	\$0	\$1,678	\$0	\$0	\$1,678

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$294	\$1,384	\$0	\$0	\$1,678	\$0	\$0	\$1,678
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	\$294	\$1,384	\$0	\$0	\$1,678	\$0	\$0	\$1,678
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$294	\$1,384	\$0	\$0	\$1,678	\$0	\$0	\$1,678

Operating Budget Impact									
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	26.4	124.5	0.0	150.9	0.0	124.5	275.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$26.4	\$124.5	\$0.0	\$150.9	\$0.0	\$124.5	\$275.4
Increase to Sewer User Fee:	0.0¢	0.0¢	0.6¢	2.8¢	0.0¢	3.5¢	0.0¢	2.7¢	6.2¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$279	\$1,382	\$0	\$0	\$1,661
Increase/(Decrease)	(\$279)	(\$1,088)	\$1,384	\$0	\$17
% change	-100.0%	-78.7%	new	n/a	1.0%

LOCATION: Cobb Island, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: MWWTP Utility Water System Evaluation & Improvement	Sewer User 55% Sewer Connection 45%	Requested By: DPW Project #: 7073
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.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$55	\$10	\$0	\$0	\$65	\$30	\$0	\$95
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	160	0	0	160	0	0	160
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	7	13	0	0	20	5	0	25
Inspection	0	0	15	0	0	15	0	0	15
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	14	0	14
Total Outlay	\$0	\$62	\$198	\$0	\$0	\$260	\$49	\$0	\$309

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$53	\$168	\$0	\$0	\$221	\$42	\$0	\$263
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	\$53	\$168	\$0	\$0	\$221	\$42	\$0	\$263
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	9	30	0	0	39	7	0	46
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$62	\$198	\$0	\$0	\$260	\$49	\$0	\$309

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	4.8	15.1	0.0	19.9	3.8	15.1	38.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$4.8	\$15.1	\$0.0	\$19.9	\$3.8	\$15.1	\$38.8
Increase to Sewer User Fee:	0.0¢	0.0¢	0.1¢	0.4¢	0.0¢	0.5¢	0.1¢	0.4¢	1.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$163	\$0	\$163
Increase/(Decrease)	\$0	\$62	\$35	\$0	\$97
% change	n/a	new	21.5%	n/a	59.5%

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: MWWTP Biosolids Feasibility Study	Sewer User 100% Sewer Connection 0%	Requested By: DPW Project #: 7099
<p>To determine the feasibility of going to a Class 'A' biosolids processing facility. The feasibility study would also investigate the use of anaerobic digestion to reduce sludge volume and produce methane gas for beneficial use.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$93	\$125	\$0	\$0	\$0	\$218	\$0	\$0	\$218
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	7	10	0	0	0	17	0	0	17
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$100	\$135	\$0	\$0	\$0	\$235	\$0	\$0	\$235

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	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	85	115	0	0	0	200	0	0	200
Total County Funding	\$85	\$115	\$0	\$0	\$0	\$200	\$0	\$0	\$200
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	15	20	0	0	0	35	0	0	35
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$100	\$135	\$0	\$0	\$0	\$235	\$0	\$0	\$235

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Increase to Sewer User Fee:	4.1¢	1.4¢	-5.4¢	0.0¢	0.0¢	0.2¢	0.0¢	0.0¢	0.2¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$100	\$135	\$0	\$0	\$235
% change	new	new	n/a	n/a	new

LOCATION: Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Sewer Model Update	Sewer User 55% Sewer Connection 45%	Requested By: PGM Project #: 7091
Update the current County Sewer Model by including newly installed sewer utilities and verifying system stability and identify deficiencies.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$30	\$30	\$30	\$30	\$30	\$150	\$60	\$30	\$240
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	5	5	5	5	5	25	5	4	34
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	4	4	4	4	4	20	8	4	32
Total Outlay	\$39	\$39	\$39	\$39	\$39	\$195	\$73	\$38	\$306

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38	\$38
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	39	39	39	39	39	195	73	0	268
Total County Funding	\$39	\$39	\$39	\$39	\$39	\$195	\$73	\$38	\$306
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$39	\$39	\$39	\$39	\$39	\$195	\$73	\$38	\$306

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
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
Total Operating	\$0.0								
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.4	3.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$3.4	\$3.4						
Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	2.0¢	0.0¢	2.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$37	\$37	\$37	\$37	\$148
Increase/(Decrease)	\$2	\$2	\$2	\$2	\$8
% change	5.4%	5.4%	5.4%	5.4%	5.4%

LOCATION: County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Clifton Pump Station #4	Sewer User 100% Sewer Connection 0%	Requested By: DPW Project #:
<p>Clifton PS #4 was constructed in the early 1970's and is in need of equipment overhaul and replacement. All pumps, associated pipes, valves, controls, and MCC's will be replaced, and electrical and ventilation issues addressed. Influent flow diversion will be required; a pump-around connection will be installed. The need for a generator will be evaluated. The wet well will be evaluated and may need repair/refurbishment. Submersible pumps will be installed in the wet well and a building constructed above ground for the valves and controls.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$85	\$0	\$85	\$0	\$0	\$85
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	515	515	0	0	515
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	7	17	24	0	0	24
Inspection	0	0	0	0	45	45	0	0	45
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	\$0	\$0	\$0	\$92	\$577	\$669	\$0	\$0	\$669

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$92	\$577	\$669	\$0	\$0	\$669
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	\$92	\$577	\$669	\$0	\$0	\$669
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$92	\$577	\$669	\$0	\$0	\$669

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Total Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	0.0	8.3	8.3	0.0	0.0	8.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$8.3	\$8.3	\$0.0	\$0.0	\$8.3

Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢	0.0¢	0.4¢	0.4¢	0.0¢	0.0¢	0.4¢
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VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$88	\$572	\$0	\$660
Increase/(Decrease)	\$0	(\$88)	(\$572)	\$92	(\$568)
% change	n/a	-100.0%	-100.0%	new	-86.1%

LOCATION: Clifton Pump Station
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APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Sewer User 0%	Requested By: PGM
White Plains Failing Septic Sewer Improvements	Sewer Connection 100%	Project #: 7080
<p>The residences along Gateway Blvd. and Park Ave., commonly known as the Waldorf Manor Subdivision, located off Billingsley Road are experiencing failing septic. This project will construct a public sewer collection system that will replace the existing failing private septic systems for the single-family homes along Park Avenue and Gateway Boulevard in Waldorf, Maryland. Preliminary design efforts has determined that improvements to the existing Southwinds pumping stations as well as upgrading the proposed Dorchester outfall is warranted due to the additional flows from the Waldorf Manor subdivision. This project will also require upgrading the existing 6" forcemain from the pumping station to an 8" forcemain that will dump into the existing gravity sewer along St. Patrick's Drive that separates and flow to the Dorchester Outfall and the Lancaster Outfall. Both of these sewers are currently undersized and experiencing periods of surcharging and will require upgrades as well.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$0	\$150
Land & ROW	42	0	0	0	0	42	40	0	82
Construction	325	0	0	0	0	325	875	0	1,200
Equipment	0	0	0	0	0	0	0	0	0
Administration	13	0	0	0	0	13	40	0	53
Inspection	30	0	0	0	0	30	94	0	124
Miscellaneous	0	0	0	0	0	0	64	0	64
Contingency	30	0	0	0	0	30	113	0	143
Total Outlay	\$440	\$0	\$0	\$0	\$0	\$440	\$1,376	\$0	\$1,816

FINANCING SOURCES		FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		5-Year			
												Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds		\$440	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$440	\$1,376	\$0	\$1,816
Fund Balance Appropriation		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Transfer		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total County Funding		\$440	\$0	\$440	\$1,376	\$0	\$1,816								
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: WSSC @ 15%		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
Total Funding		\$440	\$0	\$440	\$1,376	\$0	\$1,816								

Operating Budget Impact		FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		5-Year			
												Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel		0.00	0.00	0.00	0.00	0.00	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	0.0	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	0.0	0.0	0.0	0.0	0.0
Total Operating		\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds		0.0	39.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	39.6	123.8	0.0	163.3
Vehicle & Equipment Lease		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact		\$0.0	\$39.6	\$0.0	\$39.6	\$123.8	\$0.0	\$163.3							
Increase to Sewer User Fee:		0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢	0.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$438	\$0	\$0	\$0	\$438
Increase/(Decrease)	\$2	\$0	\$0	\$0	\$2
% change	0.5%	n/a	n/a	n/a	0.5%

LOCATION:
 Located along the Piney Branch stream, West of MD. Rte. 301 & South side of MD Rte. 228.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Mattawoman WWTP Berm Relocation	Sewer User Sewer Connection	0% 100%	Requested By: PGM Project #: 7094
Design and relocation of the existing WWTP perimeter berm to the edge of the property to facilitate future expansion. This will include MDE permitting and wetland mitigation.			

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$309	\$0	\$309
Land & ROW	0	0	0	0	0	0	206	0	206
Construction	0	0	0	0	313	313	31	1,100	1,444
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	18	18	12	36	66
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	17	17	0	34	51
Contingency	0	0	0	0	24	24	31	110	165
Total Outlay	\$0	\$0	\$0	\$0	\$372	\$372	\$589	\$1,280	\$2,241

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
Bonds	\$0	\$0	\$0	\$0	\$372	\$372	\$589	\$1,280	\$2,241
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	\$372	\$372	\$589	\$1,280	\$2,241
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$0	\$0	\$372	\$372	\$589	\$1,280	\$2,241

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
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
Total Operating	\$0.0	\$0.0	\$0.0						
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	53.0	115.1	168.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$53.0	\$115.1	\$168.1
Increase to Sewer User Fee:	0.0¢	0.0¢	0.0¢						

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0
% change	n/a	n/a	n/a	n/a	new

LOCATION: Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Sewer User 0%	Requested By: PGM
Upper Port Tobacco River Watershed Sewer Connection Study	Sewer Connection 100%	Project #:
<p>This study is part of a solution to address the Port Tobacco River Total Maximum Daily Load (TMDL) for nutrients as approved by EPA in 1999, and to implement the Port Tobacco River Watershed Restoration Action Strategy goal of reducing risk to human health and safety when coming in contact with streams in this portion of the Port Tobacco River Watershed, as adopted by the Charles County Commissioners to be effective July 31, 2007. The upper Port Tobacco River watershed encompasses several neighborhoods built prior to more stringent percolation test regulations instituted in 1990 by the Charles County Dept. of Health. Due to inadequate percolation tests done prior to 1990, these neighborhoods have failing septic on high water tables and poor soils. This study would investigate providing sewer service to these neighborhoods for public health reasons in conjunction with the current upgrade of sewer at CSM and Mt. Carmel Woods.</p>		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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	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	20	0	0	0	20	0	0	20
Total Outlay	\$0	\$223	\$0	\$0	\$0	\$223	\$0	\$0	\$223

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance Appropriation	0	223	0	0	0	223	0	0	223
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$223	\$0	\$0	\$0	\$223	\$0	\$0	\$223
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$223	\$0	\$0	\$0	\$223	\$0	\$0	\$223

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
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
Total Operating	\$0.0								
Debt Service: Bonds	0.0	0.0	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	0.0	0.0
Total Impact	\$0.0								
Increase to Sewer User Fee:	0.0¢								

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$220	\$0	\$0	\$220
Increase/(Decrease)	\$0	\$3	\$0	\$0	\$3
% change	n/a	1.4%	n/a	n/a	1.4%

LOCATION:
Port Tobacco, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Benedict Central Sewer System	Sewer User Sewer Connection	0% 100%	Requested By: PGM Project #: 7043
Provide a central sewer collection, treatment and disposal system to serve 243 lots. Lots to be served via a low pressure effluent collection system with 100,000 gpd lagoon & spray irrigation field treatment system. Includes: Low pressure force main & effluent pumps/holding tanks and 100,000 gpd treatment system.			

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$453	\$0	\$453
Land & ROW	0	0	12	0	0	12	223	0	235
Construction	0	1,210	2,956	0	0	4,166	3,234	0	7,400
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	50	3	0	0	53	151	0	204
Inspection	0	121	90	0	0	211	323	0	534
Miscellaneous	0	170	0	0	0	170	379	0	549
Contingency	0	133	0	0	0	133	362	0	495
Total Outlay	\$0	\$1,684	\$3,061	\$0	\$0	\$4,745	\$5,125	\$0	\$9,870

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds / Revolving Loan	\$0	\$1,684	\$3,061	\$0	\$0	\$4,745	\$2,826	\$0	\$7,571
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$1,684	\$3,061	\$0	\$0	\$4,745	\$2,826	\$0	\$7,571
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	400	0	400
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other: Water Quality Loan	0	0	0	0	0	0	1,899	0	1,899
Total Funding	\$0	\$1,684	\$3,061	\$0	\$0	\$4,745	\$5,125	\$0	\$9,870

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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	18.2	18.7	36.9	0.0	36.4	73.3
Total Operating	\$0.0	\$0.0	\$0.0	\$18.2	\$18.7	\$36.9	\$0.0	\$36.4	\$73.3
Debt Service: Bonds	0.0	0.0	151.5	275.3	0.0	426.8	254.2	275.3	956.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$151.5	\$293.5	\$18.7	\$463.7	\$254.2	\$311.7	\$1,029.6

Increase to Sewer User Fee: **0.0¢** **0.0¢** **0.0¢** **0.8¢** **0.8¢** **1.7¢** **0.0¢** **1.6¢** **3.3¢**

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$1,682	\$3,058	\$0	\$4,740
Increase/(Decrease)	\$0	\$2	\$3	\$0	\$5
% change	n/a	0.1%	0.1%	n/a	0.1%

LOCATION:
Benedict in eastern Charles County.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Hughesville Package Treatment Plant	Sewer User 0% Sewer Connection 100%	Requested By: PGM Project #: 7088
Design, construction, and land acquisition for a central sewer collection and treatment system to serve the village of Hughesville consistent with the Hughesville Village Revitalization Plan completed in 2008. The Hughesville Water and Sewer Feasibility Study was completed in December 2010.		

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$200
Land & ROW	0	0	0	0	0	0	450	0	450
Construction	0	650	0	0	0	650	0	0	650
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	22	0	0	0	22	15	0	37
Inspection	0	65	0	0	0	65	0	0	65
Miscellaneous	0	33	0	0	0	33	30	0	63
Contingency	0	65	0	0	0	65	0	0	65
Total Outlay	\$0	\$835	\$0	\$0	\$0	\$835	\$695	\$0	\$1,530

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$835	\$0	\$0	\$0	\$835	\$695	\$0	\$1,530
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$835	\$0	\$0	\$0	\$835	\$695	\$0	\$1,530
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$835	\$0	\$0	\$0	\$835	\$695	\$0	\$1,530

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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	27.0	36.3	0.0	0.0	63.3	0.0	0.0	63.3
Total Operating	\$0.0	\$27.0	\$36.3	\$0.0	\$0.0	\$63.3	\$0.0	\$0.0	\$63.3
Debt Service: Bonds	0.0	0.0	75.1	0.0	0.0	75.1	62.5	0.0	137.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$27.0	\$111.4	\$0.0	\$0.0	\$138.4	\$62.5	\$0.0	\$200.9
Increase to Sewer User Fee:	0.0¢	1.3¢	1.7¢	0.0¢	0.0¢	3.0¢	0.0¢	0.0¢	3.0¢

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL					
	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$833	\$0	\$0	\$833
Increase/(Decrease)	\$0	\$2	\$0	\$0	\$2
% change	n/a	0.2%	n/a	n/a	0.2%

LOCATION: Hughesville, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

SOLID WASTE 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 user fee revenue and dedicates the reserves for the next landfill cell. The current facility is composed of four cells over a 114 acre site.

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$337	\$0	\$0	\$337	\$450	\$0	\$787
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	6,689	0	0	0	0	6,689	0	0	6,689
Equipment	0	0	449	0	0	449	0	0	449
Administration	207	0	2	0	0	209	18	0	227
Inspection	669	0	0	0	0	669	0	0	669
Miscellaneous	683	0	0	0	0	683	45	0	728
Contingency	772	0	79	0	0	851	50	0	901
Total Outlay	\$9,020	\$0	\$867	\$0	\$0	\$9,887	\$563	\$0	\$10,450

FINANCING SOURCES		FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
							Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$867	\$0	\$0	\$867	\$0	\$0	\$867	
Capital Budget Reserve	9,020	0	0	0	0	9,020	563	0	9,583	
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	\$9,020	\$0	\$867	\$0	\$0	\$9,887	\$563	\$0	\$10,450	
Federal	0	0	0	0	0	0	0	0	0	
State	0	0	0	0	0	0	0	0	0	
Other:	0	0	0	0	0	0	0	0	0	
Total Funding	\$9,020	\$0	\$867	\$0	\$0	\$9,887	\$563	\$0	\$10,450	

Operating Budget Impact		FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
							Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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	
Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	
Debt Service: Bonds	0.0	0.0	0.0	106.9	0.0	106.9	0.0	69.4	176.3	
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total Impact	\$0.0	\$0.0	\$0.0	\$106.9	\$0.0	\$106.9	\$0.0	\$69.4	\$176.3	

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$9,215	\$0	\$884	\$0	\$10,099
Increase/(Decrease)	(\$195)	\$0	(\$17)	\$0	(\$212)
% change	-2.1%	n/a	-1.9%	n/a	-2.1%

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Cell #3B & 2B Expansion	Requested By: PGM Project #: 8029
For the expansion of the landfill to include Cell 2B & 3B which will provide an additional 16 acres to the existing landfill facility in order to be ready when capacity becomes limited in the existing cell. Based on current tonnage the next cell will be needed by July 2013.	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$450	\$0	\$450
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	6,500	0	0	0	0	6,500	0	0	6,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	197	0	0	0	0	197	18	0	215
Inspection	650	0	0	0	0	650	0	0	650
Miscellaneous	650	0	0	0	0	650	45	0	695
Contingency	750	0	0	0	0	750	50	0	800
Total Outlay	\$8,747	\$0	\$0	\$0	\$0	\$8,747	\$563	\$0	\$9,310

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Budget Reserve	8,747	0	0	0	0	8,747	563	0	9,310
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$8,747	\$0	\$0	\$0	\$0	\$8,747	\$563	\$0	\$9,310
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$8,747	\$0	\$0	\$0	\$0	\$8,747	\$563	\$0	\$9,310

Operating Budget Impact									
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
Operating	\$0.0								
Debt Service: Bonds	0.0	0.0	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	0.0	0.0
Total Impact	\$0.0								

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$8,746	\$0	\$0	\$0	\$8,746
Increase/(Decrease)	\$1	\$0	\$0	\$0	\$1
% change	0.0%	n/a	n/a	n/a	0.0%

LOCATION:
Charles County Development District.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Automation & Technology Master Plan - Landfill	Requested By: DPW Project #:
<p>This project request is the result of a study by Westin Engineering to determine the Information Technology needs of the Department of Public Works in order to bring it into the 21st century. The project will include emphasis on asset management, data management, work management, and performance management. The ultimate goal of this project is to allow the department to accomplish its functions even in periods of growth without adding field staff and to make more efficient use of the resources currently available. The project has been broken down into phases by division and functions, this project represent Phase IV – Landfill only.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$0	\$300	\$0	\$0	\$300	\$0	\$0	\$300
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	400	0	0	400	0	0	400
Administration	0	0	2	0	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	70	0	0	70	0	0	70
Total Outlay	\$0	\$0	\$772	\$0	\$0	\$772	\$0	\$0	\$772

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds (10 Year)	\$0	\$0	\$772	\$0	\$0	\$772	\$0	\$0	\$772
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$0	\$0	\$772	\$0	\$0	\$772	\$0	\$0	\$772
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$0	\$772	\$0	\$0	\$772	\$0	\$0	\$772

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	0.0	95.2	0.0	95.2	0.0	69.4	164.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$0.0	\$95.2	\$0.0	\$95.2	\$0.0	\$69.4	\$164.6

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$0	\$771	\$0	\$771
Increase/(Decrease)	\$0	\$0	\$1	\$0	\$1
% change	n/a	n/a	0.1%	n/a	0.1%

LOCATION:
Charles County Landfill

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

ENVIRONMENTAL SERVICE FUND SUMMARY

Recycling and environmental projects are accounted for in the Environmental Service Fund. Funding for these projects comes from an environmental service fee which is charged on the annual tax bill of each improved property within the County.

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year	Approp. thru FY12	Beyond FY 2017	Project Total
						Total '13-'17			
Architectural & Engineering	\$216	\$508	\$146	\$155	\$163	\$1,188	\$87	\$525	\$1,800
Land & ROW	1,080	1,164	655	694	729	4,322	2,059	1,970	8,351
Construction	3,860	3,373	2,702	2,864	3,007	15,806	4,465	6,555	26,826
Equipment	0	0	0	0	0	0	0	0	0
Administration	122	161	132	137	144	696	66	107	869
Inspection	134	139	146	155	163	737	74	80	891
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	412	390	266	282	296	1,646	511	630	2,787
Total Outlay	\$5,824	\$5,735	\$4,047	\$4,287	\$4,502	\$24,395	\$7,262	\$9,867	\$41,524

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$5,824	\$5,735	\$4,047	\$4,287	\$4,502	\$24,395	\$7,262	\$9,867	\$41,524
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$5,824	\$5,735	\$4,047	\$4,287	\$4,502	\$24,395	\$7,262	\$9,867	\$41,524
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$5,824	\$5,735	\$4,047	\$4,287	\$4,502	\$24,395	\$7,262	\$9,867	\$41,524

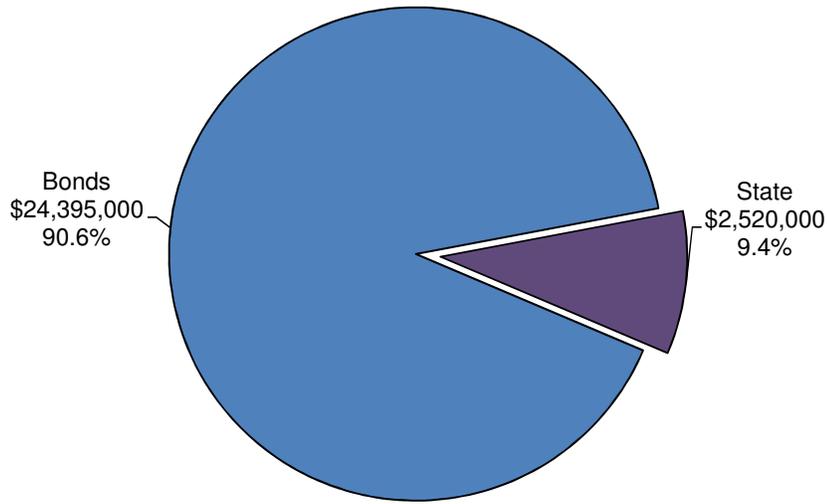
Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	523.8	515.8	364.0	385.6	1,789.2	653.1	999.2	3,441.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$523.8	\$515.8	\$364.0	\$385.6	\$1,789.2	\$653.1	\$999.2	\$3,441.6

Increase to Annual ESF fee: \$0.00 FY 2013, \$10.00 FY 2014, \$9.65 FY 2015, \$6.68 FY 2016, \$6.95 FY 2017, \$33.28 5-Year Total, \$12.84 Approp. thru FY12, \$18.34 Beyond FY 2017, \$64.46 Project Total

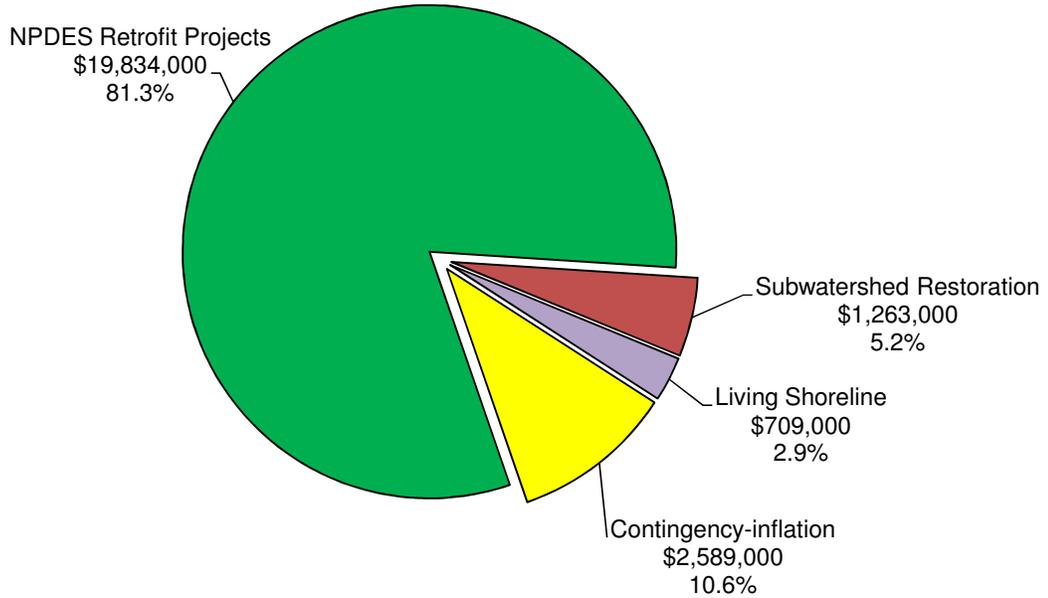
VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$6,736	\$7,585	\$4,128	\$4,128	\$22,577
Increase/(Decrease)	(\$912)	(\$1,850)	(\$81)	\$159	(\$2,684)
% change	-13.5%	-24.4%	-2.0%	3.9%	-11.9%

FY13-FY17 Environment Service Fund Financing Sources



FY13-FY17 Environmental Service Fund by Project



The County will continue to seek grant opportunities to aid in funding of Environmental Service projects.

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM
NPDES Retrofit Projects	Project #: 8019
<p>The project is based on the 2004, 2007 and 2011 Watershed Restoration Studies which are part of the County's 2002 NPDES municipal stormwater permit. The 2002 permit requires restoration of 10% of untreated impervious surface in the Development District. These studies identified projects to meet the restoration requirement.</p> <p>Project study areas include: Carrington, Pinefield, Bryan's Road, Acton-Hamilton, Marbella Delight, Fox Run, Lancaster, West Lake Village, Ryon Woods, White Plains, St. Charles, Wakefield, Bannister, Hunt Club Estates, Northwood, Jenifer Elementary School, Berry Road North, Briarwood, Leonardtown Road, Pinefield Center, Potomac Branch Library, and Waldorf Commercial Corridor. Potomac Heights is an additional area of restoration identified separately.</p> <p>The Carrington project is complete. Pinefield, Bryan's Road, Acton-Hamilton, Bannister, Fox Run, Lancaster, Northwood, Ryon Woods, and White Plains are in design.</p> <p>Restoration of untreated impervious surface can be done by constructing water quality facilities, stream restoration, programmatic enhancements, and/or through educational outreach. Program requirements are expected to increase to 20% and will be determined when the permit is reissued to the County.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$210	\$210	\$130	\$130	\$130	\$810	\$87	\$400	\$1,297
Land & ROW	1,050	1,050	583	583	583	3,849	2,059	1,500	7,408
Construction	3,751	3,152	1,944	1,944	1,944	12,735	4,465	4,992	22,192
Equipment	0	0	0	0	0	0	0	0	0
Administration	116	116	74	74	74	454	66	80	600
Inspection	130	130	130	130	130	650	74	60	784
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	400	336	200	200	200	1,336	511	480	2,327
Total Outlay	\$5,657	\$4,994	\$3,061	\$3,061	\$3,061	\$19,834	\$7,262	\$7,512	\$34,608

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$5,657	\$4,994	\$3,061	\$3,061	\$3,061	\$19,834	\$7,262	\$7,512	\$34,608
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	\$5,657	\$4,994	\$3,061	\$3,061	\$3,061	\$19,834	\$7,262	\$7,512	\$34,608
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$5,657	\$4,994	\$3,061	\$3,061	\$3,061	\$19,834	\$7,262	\$7,512	\$34,608

Operating Budget Impact									
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
Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	508.8	449.2	275.3	275.3	1,508.6	653.1	950.9	3,112.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$508.8	\$449.2	\$275.3	\$275.3	\$1,508.6	\$653.1	\$950.9	\$3,112.7

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$5,656	\$4,993	\$3,060	\$3,060	\$16,769
Increase/(Decrease)	\$1	\$1	\$1	\$1	\$4
% change	0.0%	0.0%	0.0%	0.0%	0.0%

LOCATION:
Charles County Development District- see description

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME: Hoghole Run Living Shoreline	Requested By: PGM Project #:
<p>The Port Tobacco River Watershed Restoration Action Strategy, as adopted for implementation by the County Commissioners in July 2007, recommends a living shoreline demonstration project (MI-17) be completed in the vicinity of Hoghole Run Watershed to engage citizens in learning skills that will enable them to duplicate the concepts on their property. Widespread use of natural shorelines will help restore water and habitat quality in the River. Citizen and volunteer outreach and training will be supported by the Department of Natural Resources Chesapeake and Coastal Program. The project is estimated at 300 linear feet in a medium energy river environment.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$75	\$0	\$0	\$0	\$75	\$0	\$0	\$75
Land & ROW	0	18	0	0	0	18	0	0	18
Construction	0	0	180	180	180	540	0	0	540
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	10	10	10	10	40	0	0	40
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	9	9	9	9	36	0	0	36
Total Outlay	\$0	\$112	\$199	\$199	\$199	\$709	\$0	\$0	\$709

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$112	\$199	\$199	\$199	\$709	\$0	\$0	\$709
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	\$112	\$199	\$199	\$199	\$709	\$0	\$0	\$709
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$112	\$199	\$199	\$199	\$709	\$0	\$0	\$709

Operating Budget Impact	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	10.1	17.9	17.9	45.9	0.0	17.9	63.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$10.1	\$17.9	\$17.9	\$45.9	\$0.0	\$17.9	\$63.8

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$111	\$198	\$198	\$507
Increase/(Decrease)	\$0	\$1	\$1	\$1	\$3
% change	n/a	0.9%	0.5%	0.5%	0.6%

LOCATION:
North Port Tobacco River

APPROVED CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2013

(\$ in thousands)

PROJECT NAME:	Requested By: PGM
Jennie Run Subwatershed Restoration	Project #:
<p>This project is to improve water quality in several locations of the Jennie Run Subwatershed as part of the solution to achieve the Port Tobacco River Total Maximum Daily Load (TMDL) for nutrients approved by EPA in 1999, and to implement the Port Tobacco River Watershed Restoration Action Strategy. The nine projects identified are in the categories of stream restoration, stormwater outfall repair, stormwater retrofits, buffer enhancements and water quality education. Concentrating several projects in a small watershed is expected to show the greatest improvement to water quality.</p>	

EXPENSE BUDGET	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Architectural & Engineering	\$0	\$190	\$0	\$0	\$0	\$190	\$0	\$0	\$190
Land & ROW	0	20	0	0	0	20	0	0	20
Construction	0	0	281	281	281	843	0	0	843
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	20	29	29	29	107	0	0	107
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	19	28	28	28	103	0	0	103
Total Outlay	\$0	\$249	\$338	\$338	\$338	\$1,263	\$0	\$0	\$1,263

FINANCING SOURCES	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
Bonds	\$0	\$249	\$338	\$338	\$338	\$1,263	\$0	\$0	\$1,263
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	\$249	\$338	\$338	\$338	\$1,263	\$0	\$0	\$1,263
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	\$0	\$249	\$338	\$338	\$338	\$1,263	\$0	\$0	\$1,263

Operating Budget Impact									
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	5-Year			
						Total '13-'17	Approp. thru FY12	Beyond FY 2017	Project Total
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
Operating	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Debt Service: Bonds	0.0	0.0	22.4	30.4	30.4	83.2	0.0	30.4	113.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	\$0.0	\$0.0	\$22.4	\$30.4	\$30.4	\$83.2	\$0.0	\$30.4	\$113.6

VARIANCE TO APPROVED PER FY12-FY16 CAPITAL IMPROVEMENT PROGRAM:

	FY 2013	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY12-FY16 CIP	\$0	\$248	\$337	\$337	\$922
Increase/(Decrease)	\$0	\$1	\$1	\$1	\$3
% change	n/a	0.4%	0.3%	0.3%	0.3%

LOCATION:

The restoration projects are concentrated in the Jennie Run Subwatershed of the Port Tobacco River Watershed.

FISCAL YEAR 2011-FY2013 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	<u>FY11 AMENDED</u>	<u>FY12 AMENDED</u>	<u>FY13 APPROVED</u>
GOVERNMENTAL PROJECTS			
<u>BOARD OF EDUCATION:</u>			
<u>State Shared</u>			
St. Charles High School	\$17,082	\$12,185	\$18,751
Turner Full Day K Additions/Renovations	1,646	0	0
Indian Head Full Day K Additions/Renovations	1,508	0	0
Middleton Full Day K Additions/Renovations	1,713	470	0
Future Full Day K Additions/Renovations	(20)	0	0
Rooftop Unit/Boiler Replacement at Hanson Middle School	(170)	0	0
Jenifer E.S. Roof/RTU/Boiler Replacement	1,418	2,517	365
Wade Full Day K Additions/Renovations	493	0	0
Matula Full Day K Additions/Renovations	497	0	0
Dr. Gustavus Brown E.S. RTU/Boiler Replacement	184	0	0
Subtotal	\$24,352	\$15,172	\$19,116
<u>Locally Funded, 100%</u>			
Boiler & Chiller Replacement at Mitchell Elementary School	\$0	\$0	\$3,130
Various Maintenance Projects	481	362	182
Bi-Directional Antenna - Mattawoman Middle School	75	0	0
Bi-Directional Antenna - Berry Elementary School	75	0	0
Contingency	0	0	143
Subtotal	\$631	\$362	\$3,455
TOTAL BOARD OF EDUCATION	\$24,983	\$15,534	\$22,571
 <u>COLLEGE OF SOUTHERN MARYLAND:</u>			
<u>Inner Campus Program</u>			
Business & Cont. Ed. Buildings Renovation/Addition	\$750	\$0	\$15,242
FA Renovation/Addition	(187)	0	0
CSM Sports Complex Land Improvements	(515)	0	0
Contingency - Inflation	0	0	442
TOTAL COLLEGE OF SOUTHERN MD	\$48	\$0	\$15,684
 <u>GENERAL GOVERNMENT:</u>			
Courthouse Expansion	\$333	\$104	\$0
Agricultural Preservation Land Acquisition	300	300	0
Clark Senior Center Addition	92	36	0
Community Services Facility	283	0	0
Health Department Annex Building	(68)	0	0
Waldorf West Library	0	(36)	0
Public Facilities-Operating Building Addition	(110)	0	0
Detention Center Renovation & Addition	(60)	0	0
Various Planning Studies	69	34	161
Detention Center Intake Area	160	0	166
Rural Legacy Program	1,006	1,506	0
Sheriff's Department Substation - Waldorf	\$291	\$0	\$0

FISCAL YEAR 2011-FY2013 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	<u>FY11 AMENDED</u>	<u>FY12 AMENDED</u>	<u>FY13 APPROVED</u>
<u>GENERAL GOVERNMENT:</u>			
Various Maintenance Projects	416	357	201
Nanjemoy Community Center	68	0	0
Countywide Building Re-Keying	(158)	0	0
Public Facilities Storage Building	(623)	0	0
Tri-County Animal Shelter Improvements	0	32	224
Port Tobacco Historic District Revitalization	65	0	0
Regional Detention Center Study	(100)	0	0
Charging Stations	45	0	0
Courthouse Renovation	100	0	101
Waldorf Urban Design Study Implementation	156	171	0
Re-engineering of the Radio System	2,203	151	0
Bel Alton Health, Wellness and Dental Center	267	0	0
Emergency Dispatch Program Enhancements	224	13	0
Wind Turbine at Crain Memorial Welcome Center	140	0	0
Electrical/Network Infrastructure Upgrades	0	613	0
Automation & Technology Master Plan-Facilities	0	380	0
Message Board	0	0	200
Hughesville Streetscape	0	0	329
Purchase of Developments Rights Programs	0	0	100
Community Services HVAC Improvements	0	0	438
Nanjemoy Community Center Roof Replacement	0	0	69
Detention Center Ceiling Replacement	0	0	91
Parking Lot Improvements	0	0	233
Engineering Plan Digitalization	0	0	83
Contingency - Inflation	(286)	(90)	56
TOTAL GENERAL GOVERNMENT	\$4,814	\$3,571	\$2,452
<u>PARKS:</u>			
Indian Head/White Plains Rail Trail	(\$500)	\$0	\$0
Various Pedestrian & Bicycle Facilities	89	(145)	0
Park Repair & Maintenance	250	250	252
Laurel Springs Field of Dreams	180	0	0
Smallwood Drive Sidewalks	(6)	0	0
Western Parkway Sidewalks	(14)	0	0
Bryan's Road Park Acquisition	365	0	0
Pomfret Park Acquisition	227	0	0
Central County Acquisition	0	1,501	0
Smallwood Village Hiker/Biker Trails	0	30	0
Western Parkway Sidewalks Millbrooke to Weymouth	0	115	0
Contingency - Inflation	0	30	0
TOTAL PARKS	\$591	\$1,781	\$252

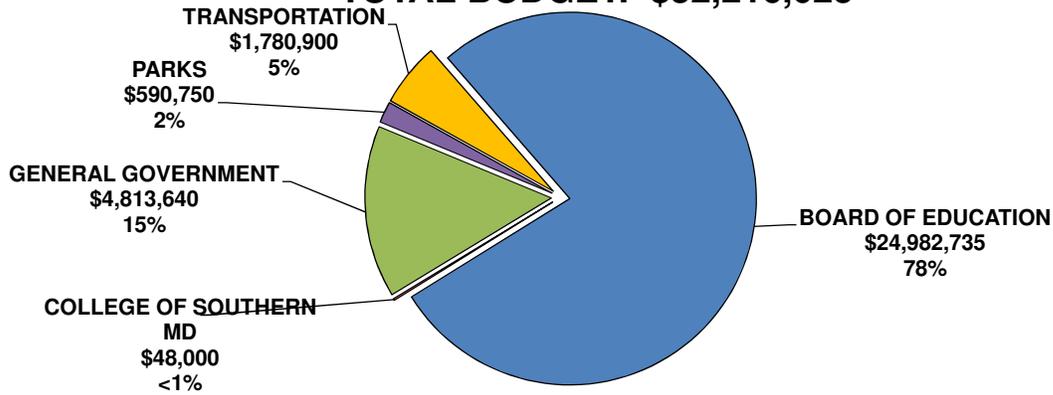
FISCAL YEAR 2011-FY2013 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

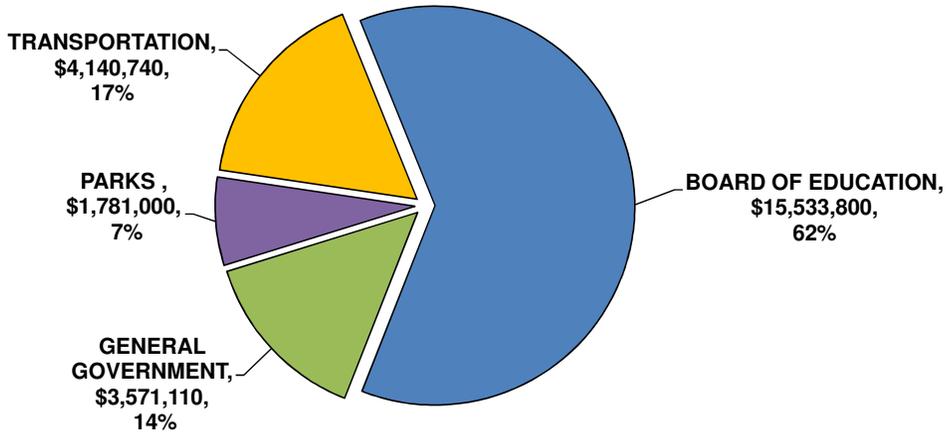
	<u>FY11 AMENDED</u>	<u>FY12 AMENDED</u>	<u>FY13 APPROVED</u>
<u>TRANSPORTATION:</u>			
Middletown Road Phase I-II	(\$79)	\$46	\$0
Nanjemoy Creek Dredging	21	0	0
Western Parkway Ph. I-III	710	0	0
Traffic Signal Program	(3)	186	202
Cross County Connector Phase I-VII	(1,078)	0	0
Acton Lane Improvements Phase II-III	(3,145)	0	0
Road Overlay Program	3,001	3,001	3,078
Hamilton Road Culvert	0	266	0
Mill Hill Road Extended	(710)	0	0
Waldorf Subarea Plan Implementation	0	(82)	91
Radio Station Road Upgrades	(1,000)	0	145
Stavors Road Upgrade	(1,046)	0	0
Safety Improvement Program - Existing Roadways	0	0	220
County Drainage Systems Improvements Program	710	(41)	1,343
Acton Lane/Western Parkway Traffic Signal	3	0	0
ARRA Safety and Resurfacing Various Locations	1,228	0	0
Bryans Road Subarea Plan Implementation	59	59	61
Various Land Acquisitions	3,750	0	0
Waldorf Library Pedestrian Crossing Signal	0	8	0
Strawberry Hills Drainage Improvements	0	777	0
Carrington Drainage Improvements	0	40	0
Pinefield Drainage Improvements	0	110	0
Billingsley Road Improvements	0	0	153
Middletown Road and Billingsley Road Turnaround	0	0	603
Light Rail Transit Initiative	0	0	270
Sidewalk Improvement Program	0	0	153
MD Rte 228 @ Western Parkway Traffic Signal	0	7	0
Contingency - Inflation	(640)	(234)	164
TOTAL TRANSPORTATION	\$1,781	\$4,141	\$6,483
TOTAL GOVERNMENTAL PROJECTS	\$32,216	\$25,027	\$47,442

GOVERNMENTAL PROJECTS

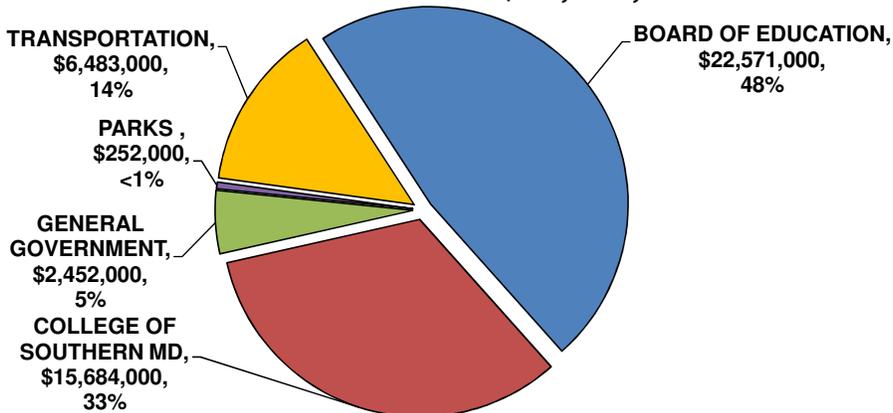
FY11 AMENDED BUDGET
TOTAL BUDGET: \$32,216,025



FY12 AMENDED BUDGET
TOTAL BUDGET: \$25,026,650



FY13 APPROVED BUDGET
TOTAL BUDGET: \$47,442,000



FISCAL YEAR 2011-FY2013 CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	<u>FY11</u> <u>AMENDED</u>	<u>FY12</u> <u>AMENDED</u>	<u>FY13</u> <u>APPROVED</u>
ENTERPRISE FUND PROJECTS			
<u>WATER PROJECTS:</u>			
	NOTE: (%) represents the percentage of the total project appropriation.		
Well Upgrades and Overhauls	(\$20)	\$0	\$0
Charles County Water Model Update	0	(117)	0
Bryan's Road Business Park Water	40	0	0
MD Rte. 5 Water Main Extension	(40)	0	0
Water Model Update	0	149	34
Cliffon Water System Improvements	0	231	27
Berry Hill Manor Water Tower Rehabilitation	832	0	0
Chapman's Well System Interconnection	450	0	0
Automation & Technology Master Plan (50% Sewer)	1,098	1,110	851
Swan Point Water Tower Rehabilitation	30	86	561
Jenkins Lane Construct/Extend Water Line	774	0	0
Well Site Automation	196	179	197
Patuxent Aquifer Study	75	1,440	78
Alternative Water Source Feasibility Study	140	0	0
Mattawoman Lab Renovations (50% Sewer)	0	11	18
Underground Infrastructure Repairs	0	253	328
Various County Water Studies	0	87	89
Satellite Water Facility Upgrades	0	0	537
Smallwood Drive East Water Tower Rehab	0	0	750
Contingency - Inflation	0	69	100
TOTAL WATER	\$3,575	\$3,497	\$3,570

<u>SEWER PROJECTS:</u>			
	NOTE: (%) represents the percentage of the total project appropriation.		
Bio-Nutrient Removal	(\$681)	\$0	\$0
Mt. Carmel Woods WWTP Upgrade	0	2,511	2,513
Grit System Reconfiguration at MWWTP	646	703	49
Influent/Effluent Pump Station Evaluation	622	2,228	33
Zekiah Pump Station Upgrade	0	(550)	0
Jude House Waste Water Treatment Plant	33	251	0
Pumping Station 3B, Ph. 1-II	0	365	0
Pumping Station 5A	(33)	(516)	0
Swan Point Waste Water Treatment Plant	275	130	0
Mattawoman I & I	845	3,085	37
Mattawoman Underground Concrete Structure	0	0	318
MWWTP Electrical System Replacement Study	0	214	218
White Plains Failing Septic Sewer Installation	0	488	440
Mattawoman WWTP Automation	498	10	819
Pump Station Rehabs and Replacements	0	1,927	670
Sewer Model Update	0	37	39
Automation & Technology Master Plan (50% Water)	1,098	1,110	851

FISCAL YEAR 2011-FY2013 CAPITAL IMPROVEMENT PROGRAM

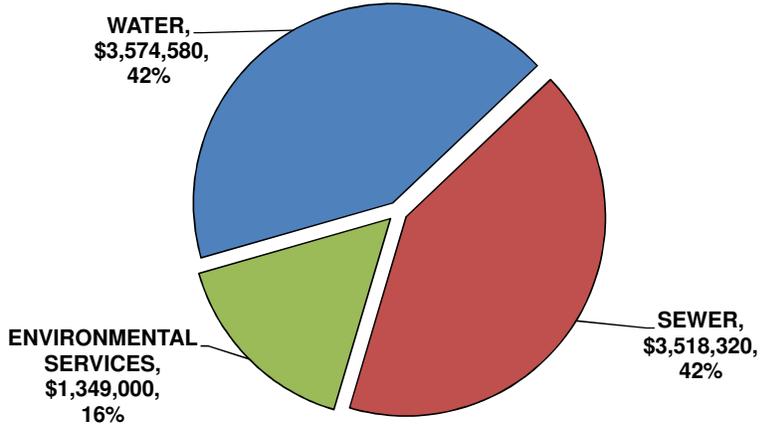
(cost estimated in thousand of dollars)

	<u>FY11</u> <u>AMENDED</u>	<u>FY12</u> <u>AMENDED</u>	<u>FY13</u> <u>APPROVED</u>
<u>SEWER PROJECTS:</u>			
Montgomery Lane Pump Station Rehab	\$38	\$0	\$0
Bryans Road Interceptor Capacity Study	177	247	0
MWWTP Clarifier and Thickener Repairs	0	153	345
Mattawoman WWTP Berm Relocation	0	589	0
Mattawoman Flow Equalization	0	0	369
Satellite Wastewater Facility Upgrades	0	0	218
Mattawoman Biosolids Feasibility Study	0	0	100
Mattawoman Lab Renovations (50% Water)	0	11	18
Contingency - Inflation	0	268	205
TOTAL SEWER	\$3,518	\$13,262	\$7,241
TOTAL WATER AND SEWER	\$7,093	\$16,759	\$10,811
<u>ENVIRONMENTAL SERVICE FUND:</u>			
Various NPDES Retrofit Projects	\$2,384	\$462	\$5,657
Nanjemoy Recycling Center	(530)	0	0
Western Waldorf Recycling Center	(530)	0	0
Pinefield NPDES Retrofit Project	0	16	0
Acton/Hamilton NPDES Retrofit Project	0	87	0
Bryans Road NPDES	0	0	0
La Plata Subwatershed Restoration	0	0	0
NPDES Watershed Restoration Study	25	0	0
Fox Run NPDES Retrofits	0	115	0
Lancaster NPDES Retrofits	0	85	0
Northwood NPDES Retrofits	0	29	0
Ryon Woods NPDES Retrofits	0	90	0
White Plains NPDES Retrofits	0	142	0
NPDES Mapping	0	24	0
GIS Mapping	0	456	0
Environmental Services Contingency	0	31	167
TOTAL ENVIRONMENTAL SERVICE FUND	\$1,349	\$1,536	\$5,824
<u>LANDFILL:</u>			
Cell #3B & #2B Expansion	\$0	\$563	\$8,747
Landfill Contingency	0	12	273
TOTAL LANDFILL	\$0	\$575	\$9,020
TOTAL ENTERPRISE FUND PROJECTS	\$8,442	\$18,870	\$25,655

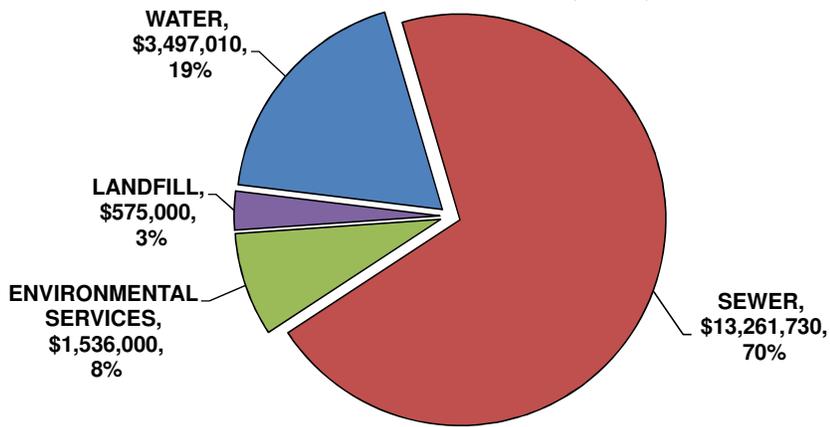
NOTE: (%) represents the percentage of the total project appropriation.

ENTERPRISE PROJECTS

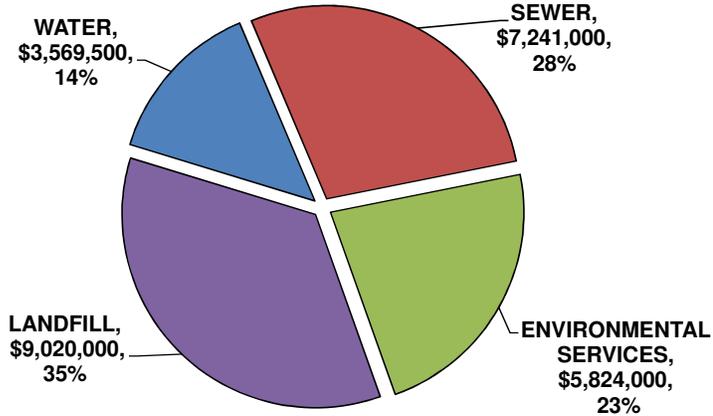
FY11 AMENDED BUDGET TOTAL BUDGET: \$8,441,900



FY12 AMENDED BUDGET TOTAL BUDGET: \$18,869,740



FY13 APPROVED BUDGET TOTAL BUDGET: \$25,654,500



Capital Projects

Department: Planning & Growth Management **Account:** 30.07.32
Division \ Program: Capital Services **Fund:** Capital
Program Administrator: John Stevens, Chief of Capital Services

Expenditure Category	FY2011 Actual	FY2012 Adopted	FY2013 Proposed	FY2013 Adopted	\$ Change from FY2012	% Chg.
Personal Services	\$1,160,681	\$1,285,700	\$1,291,900	\$1,313,300	\$27,600	2.1%
Fringe Benefits	360,525	426,000	418,900	402,700	(23,300)	-5.5%
Operating Costs	115,539	230,900	178,800	178,800	(52,100)	-22.6%
Debt Service	743	9,300	7,600	7,600	(1,700)	-18.3%
Operating Contingency	0	10,000	0	0	(10,000)	N/A
Transfers Out (charged to capital projects)	(1,639,789)	(1,961,900)	(1,897,200)	(1,902,400)	59,500	-3.0%
Total Expenditures	(\$2,301)	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- Increase in Personal Services due to turnover in Engineer position(s) and upgrade of Paralegal Supervisor position.
- Contract Services decrease based on actual.
- Debt service decrease due to the FY07 capital lease ending.

Description

The Capital Services (CS) Division provides professional project management services for development and implementation of infrastructure improvements within Charles County. These projects include roads, water, sewer, and environmental projects, as well as building facilities exceeding \$1.5 million. The CS Division is responsible for managing the capital improvements projects from the conceptual stages, onto design, through construction and start up. The CS Division develops project estimates for budget purposes.

The division coordinates design and construction with the user agency, Department of Public Works (DPW)/Utilities and DPW Facilities to incorporate the user agency's operating requirements into the design of the facility while providing material and equipment that is compatible with the maintenance requirements of DPW Utilities and DPW Facilities. The Division administers construction projects to ensure that schedules are met and quality standards are achieved by contractors performing work for the county.

The goals of the Capital Services Division are to provide economical designs that satisfy the requirements of the end users while incorporating materials and equipment that enhance the maintenance of the systems, provide construction oversight to ensure that projects are delivered on time and within budget, and meet the quality standards set forth in the construction documents.

Positions:	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Planning & Growth Mgmt	0.0	0.0	0.3	0.3	0.3
Chief of Capital Services	1.0	1.0	1.0	1.0	1.0
Chief of Resource & Infrastructure Mgmt	0.0	0.0	0.2	0.2	0.2
Engineer IV	2.0	2.0	2.0	2.0	2.0
Resource Analyst - GIS	1.0	0.2	0.2	0.2	0.2
Administration Manager	0.0	0.0	0.3	0.3	0.3
Engineer III	3.0	3.0	3.0	3.0	3.0
Utilities Engineer	0.1	0.1	0.1	0.1	0.1
Planner I- III	0.0	0.4	0.7	0.7	0.7
Engineer I / II	4.0	4.0	4.0	3.0	3.0
Right of Way Agent I / II	3.5	2.0	2.0	2.0	2.0
Project Administrative Specialist	2.0	2.0	1.0	2.0	2.0
Administrative Associate	1.0	1.0	1.7	1.7	1.7
Office Associate I- III	2.2	1.2	1.3	1.3	1.3
Paralegal Supervisor	1.0	1.0	1.0	1.0	0.8
Part Time	0.2	0.2	0.2	0.2	0.2
Total Full Time Equivalent	21.0	18.1	18.9	18.9	18.7

Capital Projects

Department:	Planning & Growth Management	Account:	30.07.32
Division \ Program:	Capital Services	Fund:	Capital
Program Administrator:	John Stevens, Chief of Capital Services		

<u>Objectives & Measurements:</u>	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Projected	FY13 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	87	79	84	86	80
Projects per FTE	5.61	5.64	10.50	6.14	5.71
\$'s expended for A&E	1,049,655	1,643,718	2,141,759	1,500,000	1,800,000
\$'s expended for ROW	5,534,213	1,282,500	1,525,327	2,500,000	1,200,000
\$'s expended for Construction	20,218,828	7,371,122	14,305,104	15,000,000	14,652,552
\$'s expended for Inspection	987,599	941,291	977,191	2,000,000	1,500,000
\$'s expended for Administration	691,464	385,603	431,542	400,000	415,000
\$'s expended for Other	4,320,441	1,117,992	505,863	1,200,000	850,000
Change orders as % of construction costs	4%	3%	2%	5%	5%
# of contracts administered	157	160	165	170	110

Financial Planning

FIVE-YEAR PLANNING

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 and the Solid Waste 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. An update of the Comprehensive Plan is currently underway.

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 an annual COLA and a merit increase of approximately 3%. Operating costs assume the current baseline adjusted for inflations plus the operating impacts from the Capital Improvement Program which were reviewed with the Commissioners during the CIP process. Debt service is estimated based on what is required to pay the existing debt service, new capital leases, and the bonds required to complete the proposed CIP.

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.

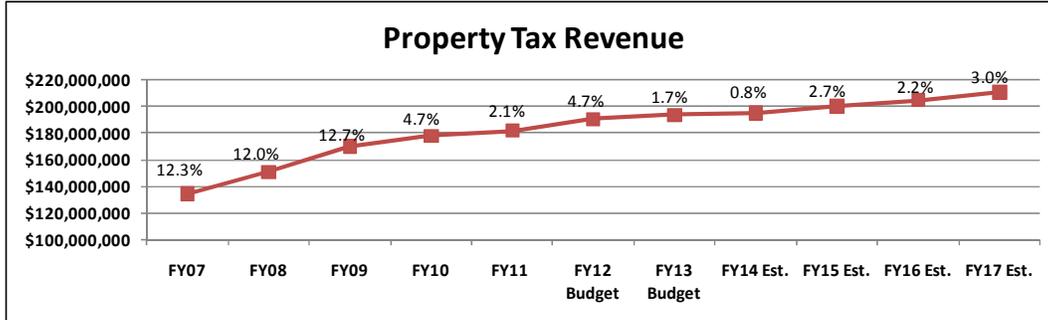
Fund:	Improve Economic Development & Tourism	Enhance Infrastructure	Effectiveness and Efficiency of Government	Comprehensive Planning	Support Achievement of Education Benchmarks	Maintain a High Level of Public Safety	Environmental Awareness
General	Operating -Increased funding for Tourism & Economic Development Debt Service: - Light Rail Transit Initiative	Operating -Local Share of VanGo program Debt Service: - Drainage Improvements - Road Projects - Pedestrian & Bike Facilities	Operating Debt Service - Multi-Generational Center	Operating - Zoning Update - Various Planning Studies - Housing Stock Study	Operating Debt Service - New High School	Operating	Operating
Water & Sewer	Debt Service - Indian Head Tech Park	Operating - Water Model Debt Service: - Reclaimed Water - Patuxent Aquifer Study					Operating
Solid Waste		Operating Reserves -New Landfill Cell					

NOTE: The Commissioner's Goal of enhancing infrastructure includes long-term stormwater management maintenance options. A funding source needs to be determined for the debt service and additional operating expenses associated with Stormwater Programs. Pollution Discharge Elimination Program (NPDES) and Watershed Implementation Plan (WIP). Currently these programs are being studied by a consultant. Results of the study will be reviewed and ultimately recommendations to the Commissioners will be forthcoming.

GENERAL FUND FIVE-YEAR PLAN

General Fund:

The major revenue source for the General Fund is **Property Tax** which accounts for 60% 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. The rate of growth in Property Tax revenues is adjusted for tax credit programs. Growth in property tax revenue is expected to range from 1% to 3% in FY2013 to FY2017. The increase in FY2015 includes estimates for a natural gas generation facility. For planning purposes, the property tax rate is assumed to stay constant.



Income tax is the County's second largest revenue source. FY2013 adopted budget is estimated to be 10.6% greater than the FY2012 adopted budget and includes additional revenue due to the increasing State income tax rates, establishment of new individual income tax brackets, and the reduction and elimination of the personal exemption for certain taxpayers. The FY2014-FY2017 Income Tax revenue is estimated to increase from 3.0% to 6.0% 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 2.9% of an individual's Maryland taxable income. All other revenue sources are expected to grow at moderate rates. Operating revenue growth is expected to range from 2.6% to 3.8% between FY2014 to FY2017.

Total growth in expenditures is expected to range from 3.5% to 4.5% in the out years with the exception of FY2015 which is estimated to increase 6.0% due to the operating impact associated with opening the new high school. Other exceptions to the principle of inflating the baseline expenditure budgets are:

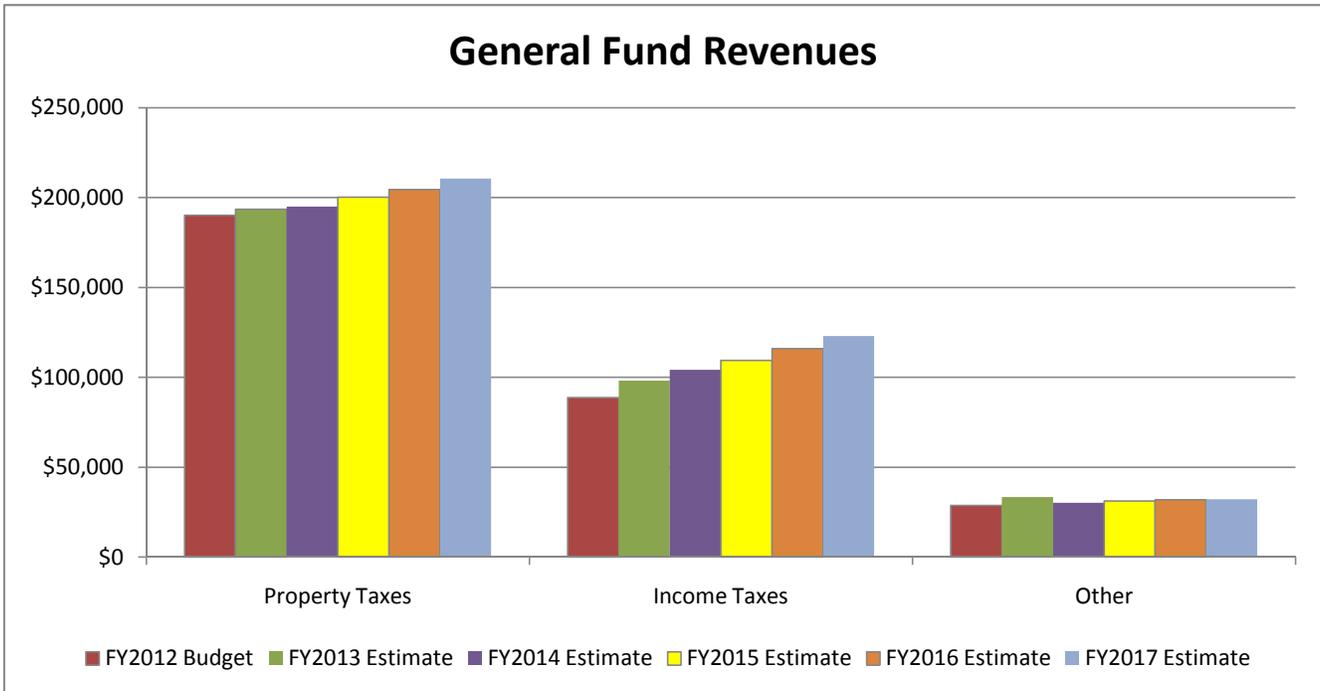
- **Board of Education:** In FY2013, the Board of Education funding includes \$3,936,500 due to the State shift of Teacher's pension and \$4,400,000 to fund a one step increase. The State mandated Maintenance of Effort requires Counties to provide at least as much education per pupil as provided in the previous fiscal year and now requires that counties pay for the additional pension costs due to the pension shift. The phase-in period for pension begins in FY2013 and reaches full funding in FY2016 (50/65/85/100%) . Pension cost estimates were provided by the State for planning purposes. The pupil population growth is estimated to grow from 1.0% in FY2013 to 1.7% in the out years. The FY2014-FY2017 estimates assume that the County continues to fund the Maintenance of Effort and provides additional funding for the opening of the new high school.
- **Debt Service:** The amount of operating revenues dedicated to debt service is currently 5.6%. FY2014-FY2017 estimates assume that debt service will begin to gradually increase to 7.25% of Operating Revenues. The maximum percentage of Operating Revenues allowed per the County's debt policy is 8%.
- **Excise Tax Subsidy:** A shortfall in revenue generated from the excise tax on new homes has resulted in the need for a subsidy to meet current debt service obligations. Estimated shortfalls in FY2013 and FY2014 are part of the Financing Uses and will utilize committed fund balance in the General Fund as a funding source.
- **Tourism:** The County Commissioners approved the tourism destination plan recognizing the importance of the tourism industry as an economic engine that contributes to the economy in visitor spending and jobs. Additional funding for tourism is being phased in between FY2013-FY2016.
- **State's Attorney:** Funding for new positions to assist the agency in handling additional work load is planned to be phased in between FY2013-FY2015. This will increase the agency's staffing to a more comparable level to other local State's Attorney's Offices.
- **Operating Impacts:** The current Five Year plan also takes into consideration the operating cost impacts of the Capital Improvement Program.

The current model estimates deficits in the out years. Unless revenues increase and/or expenditures decrease, decisions will need to be made to bring the budget into balance.

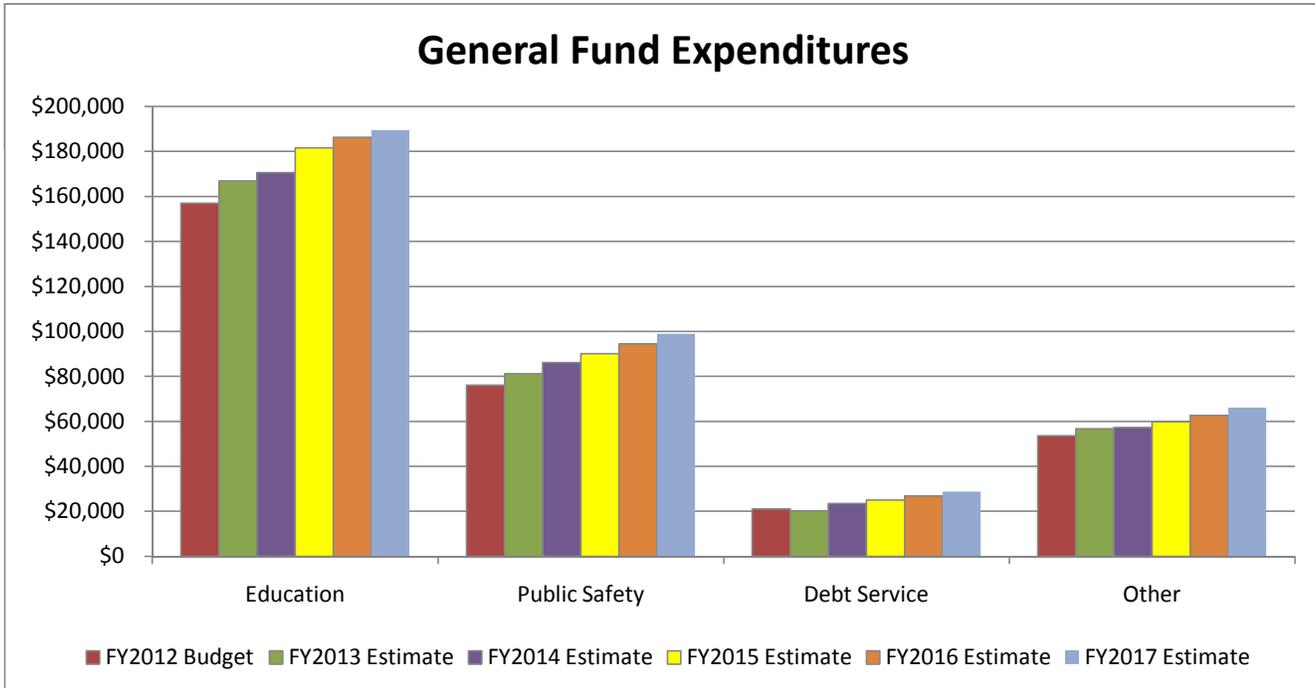
GENERAL FUND FIVE-YEAR PLAN

<i>(\$ in thousands)</i>	FY2012 Budget	FY2013 Estimate	FY2014 Estimate	FY2015 Estimate	FY2016 Estimate	FY2017 Estimate
<u>Revenues</u>						
Property Taxes	\$190,213	\$193,462	\$194,927	\$200,141	\$204,524	\$210,564
Income Taxes	88,744	98,113	104,200	109,410	115,975	122,933
Recordation Tax	10,000	10,500	10,500	10,500	10,500	10,500
Highway User Tax	480	854	854	854	854	854
Other Local Taxes	1,908	1,850	1,885	1,923	1,961	2,000
Interest Income	500	400	600	812	1,025	1,025
Licenses & Permits	924	926	939	958	977	997
Intergovernmental	1,718	1,721	2,086	2,127	2,170	2,213
Service Charges	6,288	6,498	6,566	7,936	8,095	8,256
Rent/Miscellaneous	3,290	3,673	3,688	3,743	3,799	3,856
Operating Revenues	\$304,066	\$317,998	\$326,245	\$338,405	\$349,879	\$363,199
<i>Total Revenues % increase over prior year</i>		4.6%	2.6%	3.7%	3.4%	3.8%
<u>Expenditures</u>						
Education	\$156,970	\$166,910	\$170,552	\$181,610	\$186,290	\$189,462
Public Safety	76,143	81,248	86,107	90,135	94,426	99,004
Debt Service	20,987	20,223	23,437	25,040	26,874	28,708
Public Works	16,933	17,069	17,927	18,609	19,395	20,799
Fiscal & Administrative Services	5,554	5,528	5,773	6,029	6,302	6,592
Community Services	5,886	6,148	6,445	6,755	7,086	7,439
Planning & Growth Management	2,427	2,478	2,602	2,733	2,872	3,021
General Government	13,317	14,805	15,908	17,709	18,706	19,845
Health & Social Services	4,154	4,109	4,160	4,218	4,282	4,347
Conservation of Natural Resources	610	597	620	644	670	697
Economic Development	385	312	317	322	327	332
Reserve for Contingency	25	131	131	131	131	131
Total Expenditures	\$303,389	\$319,559	\$333,980	\$353,934	\$367,361	\$380,376
<i>Total Expenditures % increase over prior year</i>		5.3%	4.5%	6.0%	3.8%	3.5%
Operating Surplus/(Deficit)	\$676	(\$1,561)	(\$7,735)	(\$15,529)	(\$17,482)	(\$17,178)
<u>Financing Sources / (Uses)</u>						
Source: Fund Transfers In	1,300	350	350	350	350	350
Source: Lease Proceeds	1,130	1,729	1,764	1,799	1,835	1,872
Source: Fund Balance Appropriation	1,129	4,997	987	270	270	270
Use: Excise Tax Debt Subsidy	0	(2,686)	(282)	0	0	0
Use: Lease Purchase	(1,130)	(1,729)	(1,764)	(1,799)	(1,835)	(1,872)
Use: Capital Projects	(3,105)	(1,100)	(1,296)	(905)	(994)	(1,030)
Projected Surplus/(Deficit)	\$0	\$0	(\$7,976)	(\$15,814)	(\$17,856)	(\$17,588)

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 51% Education, 25% Public Safety, 6% 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 a 3.50% interest rate- next bond issue
4.00% interest rate- future bond issues**

(\$ in thousands)

HOW MUCH CAN WE AFFORD?	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY13-FY17
Affordable Bond Issue	\$14,900	\$16,800	\$20,500	\$22,800	\$21,400		\$96,400
Approved FY13-FY17 CIP	(14,953)	(17,020)	(22,679)	(21,280)	(17,920)		(93,852)
Variance per Fiscal Year (Affordable vs. Existing)	(\$53)	(\$220)	(\$2,179)	\$1,520	\$3,480		\$2,548

ADDITIONAL AFFORDABLE DEBT

How we calculate the additional affordable debt:

Total Operating Revenue Projection	\$317,998	\$326,245	\$338,405	\$349,879	\$363,199	\$377,341
Less: Dedicated Revenues	(4,260)	(4,307)	(4,375)	(4,417)	(4,475)	(4,536)
Total Adjusted Operating Revenues	\$313,738	\$321,938	\$334,029	\$345,462	\$358,724	\$372,806
Multiply the Adjusted Operating Revenue by % of Debt Policy Target:	5.64%	6.50%	6.70%	6.90%	7.08%	7.25%
Subtotal	\$17,707	\$20,926	\$22,380	\$23,837	\$25,380	\$27,028
Dedicated Stadium & Courthouse Rent	910	916	916	916	916	916
Total Available for Debt Service Payments	\$18,617	\$21,842	\$23,296	\$24,752	\$26,295	\$27,944

Subtract: Existing Obligations and Future Planned Debt-

Existing Debt Service	\$18,617	\$19,397	\$18,479	\$18,075	\$17,549	\$17,272
Approved debt not issued		1,106	1,970	1,988	2,006	2,006
Annual Debt Service from Affordable FY13 Bond Issue			1,338	1,338	1,338	1,338
Annual Debt Service from Affordable FY14 Bond Issue				1,509	1,509	1,509
Annual Debt Service from Affordable FY15 Bond Issue					1,843	1,843
Annual Debt Service from Affordable FY16 Bond Issue						2,051

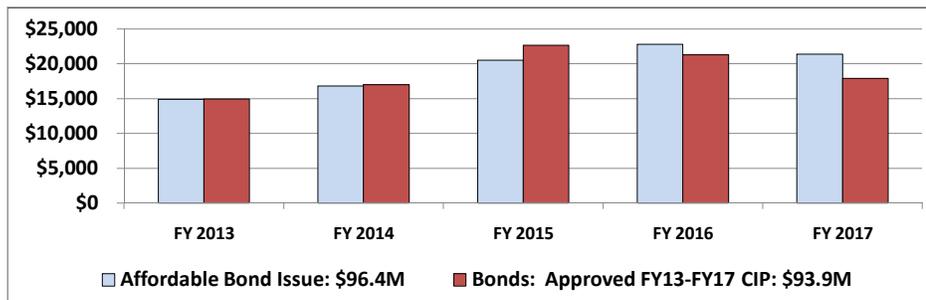
Total Debt Service Payments	\$18,617	\$20,503	\$21,787	\$22,909	\$24,244	\$26,019
Amount of Funds Available for New Debt	\$0	\$1,338	\$1,509	\$1,843	\$2,051	\$1,925

The annual debt service, reported one line above, would fund a bond issue in the amount of:

Affordable Bond Issue	\$14,900	\$16,800	\$20,500	\$22,800	\$21,400	FY13-FY17	\$96,400
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(Note: Bond Issues are estimated based on the Amount of Funds Available for New Debt in the subsequent year.)

FY13-FY17 APPROVED CIP BOND FUNDING:	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY13-FY17
Board of Education	\$3,586	\$2,457	\$5,571	\$0	\$2,845	\$14,459
College of Southern Maryland.....	3,920	2,228	787	2,655	483	10,073
General Government.....	1,648	4,044	4,124	6,398	3,487	19,701
Parks.....	0	86	92	987	172	1,337
Transportation.....	5,799	8,205	12,105	11,240	10,933	48,282
Total Approved CIP Bond Funding	\$14,953	\$17,020	\$22,679	\$21,280	\$17,920	\$93,852

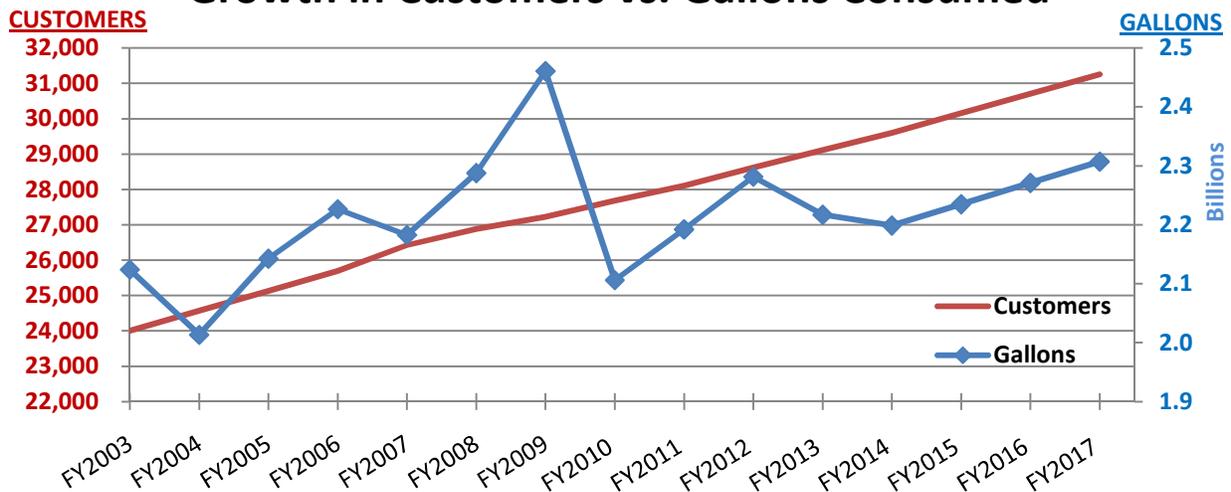


WATER & SEWER FUND FIVE-YEAR PLAN

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 FY2013 was based on 164 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 are currently estimated to grow from 1.7% to 1.9% per year from FY2013 to FY2017. Per the 2006 Comprehensive Plan, the County shall maintain an effective growth management system that accommodates population growth at the rate of approximately 1.7 percent but less than 2.0 percent per year, and controls the type, location, and costs of growth. For planning purposes, the water rate, sewer rate, and customer account fee are assumed to remain constant.

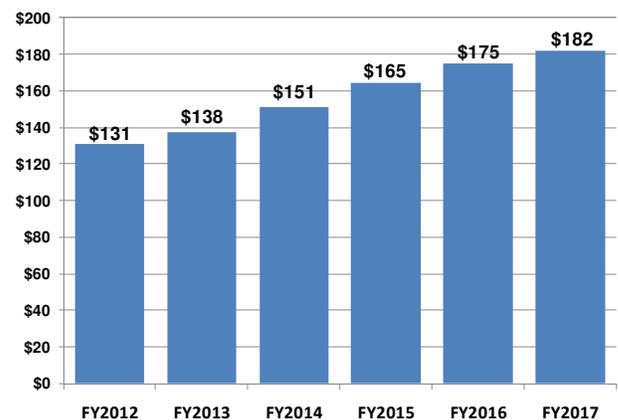
Growth in Customers vs. Gallons Consumed



This graph depicts that while growth in customers has remained consistent, growth in consumption has fluctuated mainly due to water conservation and weather conditions. Future growth in consumption is expected to keep pace with the growth in customers.

As for expenditures, in addition to inflating the baseline budget, operating expense estimates take into consideration the funding needs involving enterprise fund capital projects, the impact from customer growth, and future project operating costs. Future rate adjustments are calculated on a break-even basis and recommended to the Commissioners so current decisions regarding programs and infrastructures can be quantitatively measured for future fiscal impact.

The model on the next page shows expenditures outpacing revenues. Revenue growth has been adjusted for a decline in the average gallons per day. Fee increases will be needed in future years in order to fund the existing program and absorb the costs related to capital projects that come on-line, such as a new well or treatment plant. The various user fees were increased 4.1% to 6.0% in FY2013. The combined water and sewer rate increase is projected to range from 3% to 9% in FY2014 to FY2017. A fee increase generally will be needed in this fund as expenses will continue to be greater than the growth in customer base. As depicted in the graph, the estimated increase to the average consumer's quarterly bill would range from a \$7 to \$14 quarterly increase between FY2013 to FY2017.



WATER & SEWER FUND FIVE-YEAR PLAN

	FY2012 Budget	FY2013 Budget	FY2014 Estimate	FY2015 Estimate	FY2016 Estimate	FY2017 Estimate
WATER						
Revenues	\$8,386,100	\$8,584,300	\$8,536,400	\$8,680,900	\$8,825,500	\$8,970,400
Expenses	(8,386,100)	(8,584,300)	(8,975,500)	(9,593,800)	(9,933,700)	(10,251,300)
Net Income/(Loss)	\$0	\$0	(\$439,100)	(\$912,900)	(\$1,108,200)	(\$1,280,900)
Future Capital Projects	0	0	(281,800)	(444,900)	(584,700)	(694,800)
Total Income/(Loss)	\$0	\$0	(\$720,900)	(\$1,357,800)	(\$1,692,900)	(\$1,975,700)

Annual Rate Increase related to :

Operating Expenses	5%	6%	5%	2%	2%
Capital Project Expenses	0%	4%	2%	1%	1%
Total Annual Rate Increase	5%	9%	7%	3%	3%

SEWER

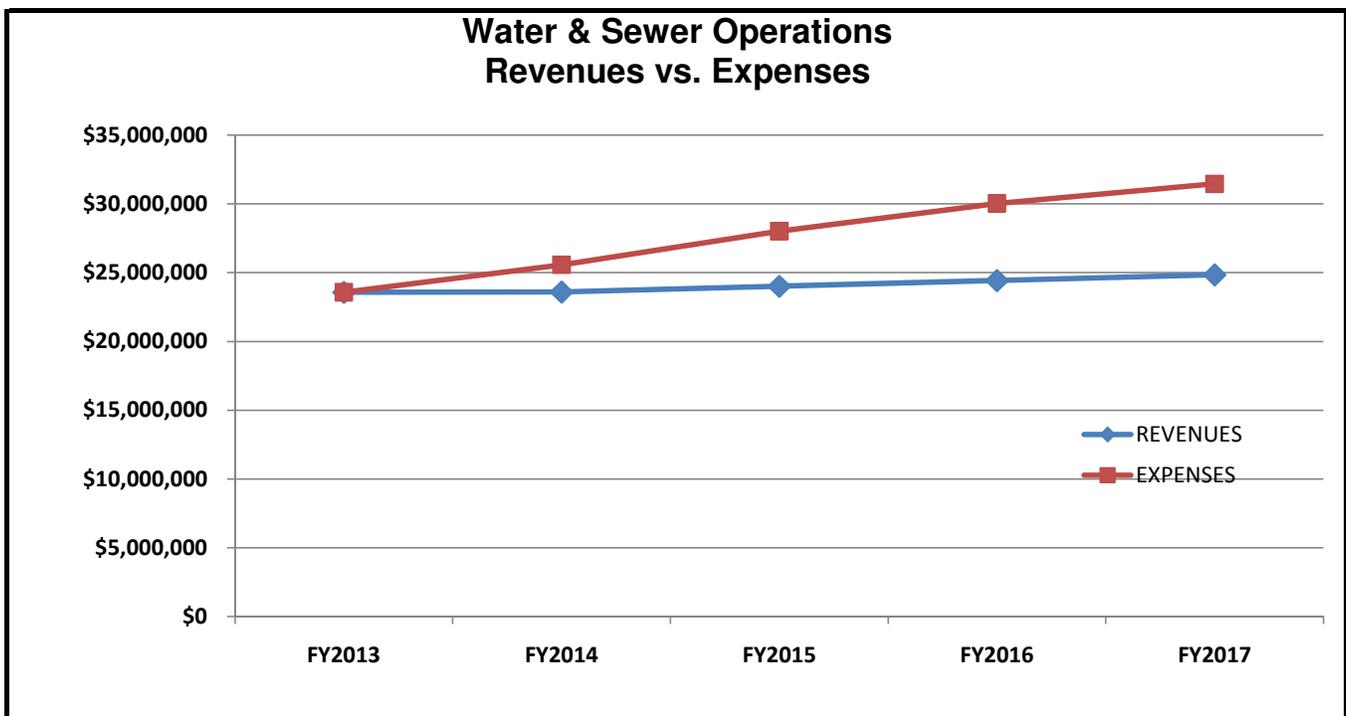
Revenues	\$14,736,700	\$14,984,500	\$15,053,700	\$15,325,200	\$15,599,200	\$15,875,800
Expenses	(14,736,700)	(14,899,500)	(15,697,400)	(16,806,800)	(17,630,600)	(18,295,400)
Net Income/(Loss)	\$0	\$85,000	(\$643,700)	(\$1,481,600)	(\$2,031,400)	(\$2,419,600)
Fund Balance	0	0	0	0	0	0
Future Capital Projects	0	(85,000)	(619,700)	(1,171,400)	(1,886,500)	(2,213,000)
Total Income/(Loss)	\$0	\$0	(\$1,263,400)	(\$2,653,000)	(\$3,917,900)	(\$4,632,600)

Annual Rate Increase related to :

Operating Expenses	4%	6%	6%	3%	2%
Capital Project Expenses	1%	4%	4%	4%	2%
Total Annual Rate Increase	5%	10%	10%	8%	4%

**COMBINED WATER & SEWER
ANNUAL RATE INCREASE**

5%	10%	9%	6%	3%
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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 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Marginal Revenue generated from a one cent rate adjustment:	\$22,159	\$22,635	\$23,120	\$23,614	\$23,614

IMPACT ON WATER USER FEE:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Impact on Rate
<u>DEBT SERVICE</u>							
Automation & Technology Master Plan		57,400	50,800	50,800	51,100	210,100	9.0¢
Well Site Automation		17,700	17,800	12,000	0	47,500	2.1¢
Smallwood Drive East Water Tower Rehab.		67,500	0	0	0	67,500	3.0¢
Benedict Replacement Well		0	0	25,700	0	25,700	1.1¢
Cliffton Water System Improvements		1,100	53,700	0	0	54,800	2.4¢
Satellite Water Facility Upgrades		48,300	0	0	0	48,300	2.1¢
Swan Point Water Tower Rehabilitation		50,500	0	0	0	50,500	2.2¢
Underground Infrastructure Repairs		29,500	29,500	29,500	41,200	129,700	5.5¢
MWWTP Lab Renovation		1,600	0	6,100	0	7,700	0.3¢
Contingency Inflation		8,200	11,300	15,700	17,800	53,000	2.3¢
Total Debt Service	\$0	\$281,800	\$163,100	\$139,800	\$110,100	\$694,800	
Total Cost per Year:	\$0	\$281,800	\$163,100	\$139,800	\$110,100	\$694,800	30.0¢
Cumulative Cost:	\$0	\$281,800	\$444,900	\$584,700	\$694,800		

Required CIP Water Rate Adjustment Per Year:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total
Rate Adjustment per Year *	0.0¢	12.5¢	7.1¢	5.9¢	4.6¢	30.0¢
Estimated % change due to CIP:		3.6%	2.0%	1.6%	1.3%	

* Note: Rate Adjustment will vary due to tiered billing system for Residential Users.

WATER & SEWER FUND FIVE-YEAR PLAN

Capital Improvement Program Operating Impact

IMPACT ON SEWER USER FEE:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total	Impact on Rate
<u>DEBT SERVICE</u>							
Automation & Technology Master Plan		57,400	50,800	50,800	51,100	210,100	9.7¢
Influent/Effluent Pump Station		1,400	102,100	51,100	0	154,600	7.1¢
Mattawoman Infiltration and Inflow		1,100	84,400	75,100	90,600	251,200	11.4¢
Grit System Reconfiguration at MWWTP		2,100	0	0	0	2,100	0.1¢
MWWTP Clarifier and Thickener Repairs		14,500	14,500	0	0	29,000	1.4¢
Mt. Carmel Woods / College of Southern Maryland Pump Station & Forcemains		226,000	0	0	0	226,000	10.7¢
MWWTP Electrical System Replacement		9,200	59,500	131,600	0	200,300	9.2¢
Cobb Island/Swan Point Interconnection		0	13,200	62,200	0	75,400	3.4¢
Cliffton Pump Station #4		0	0	0	8,300	8,300	0.4¢
MWWTP Utility Water System Evaluation & Improvement		0	2,600	8,300	0	10,900	0.5¢
MWWTP Underground Concrete Rehab		13,400	0	0	0	13,400	0.6¢
Satellite Wastewater Facility Upgrades		19,600	30,000	38,500	26,800	114,900	5.3¢
MWWTP Flow Equalization		15,500	89,800	89,800	0	195,100	9.0¢
Pump Station Rehabs and Replacements		60,300	108,900	65,700	81,500	316,400	14.6¢
Mattawoman WWTP Automation		34,400	41,900	41,900	0	118,200	5.5¢
MWWTP Lab Renovation		1,400	0	5,200	0	6,600	0.3¢
Contingency Inflation		12,400	41,700	76,700	49,500	180,300	8.2¢
Total Debt Service		\$468,700	\$639,400	\$696,900	\$307,800	\$2,112,800	
<u>OPERATING</u>							
MWWTP Biosolids Feasibility Study	85,000	39,000	(124,000)	0	0	0	0.2¢
Benedict Central Sewer System	0	0	0	18,200	18,700	36,900	1.7¢
Hughesville Package Treatment Plant	0	27,000	36,300	0	0	63,300	3.0¢
Total Operating Costs	\$85,000	\$66,000	(\$87,700)	\$18,200	\$18,700	\$100,200	
Total Cost per Year:	\$85,000	\$534,700	\$551,700	\$715,100	\$326,500	\$2,213,000	\$1.03
Cumulative Cost:	\$85,000	\$619,700	\$1,171,400	\$1,886,500	\$2,213,000		

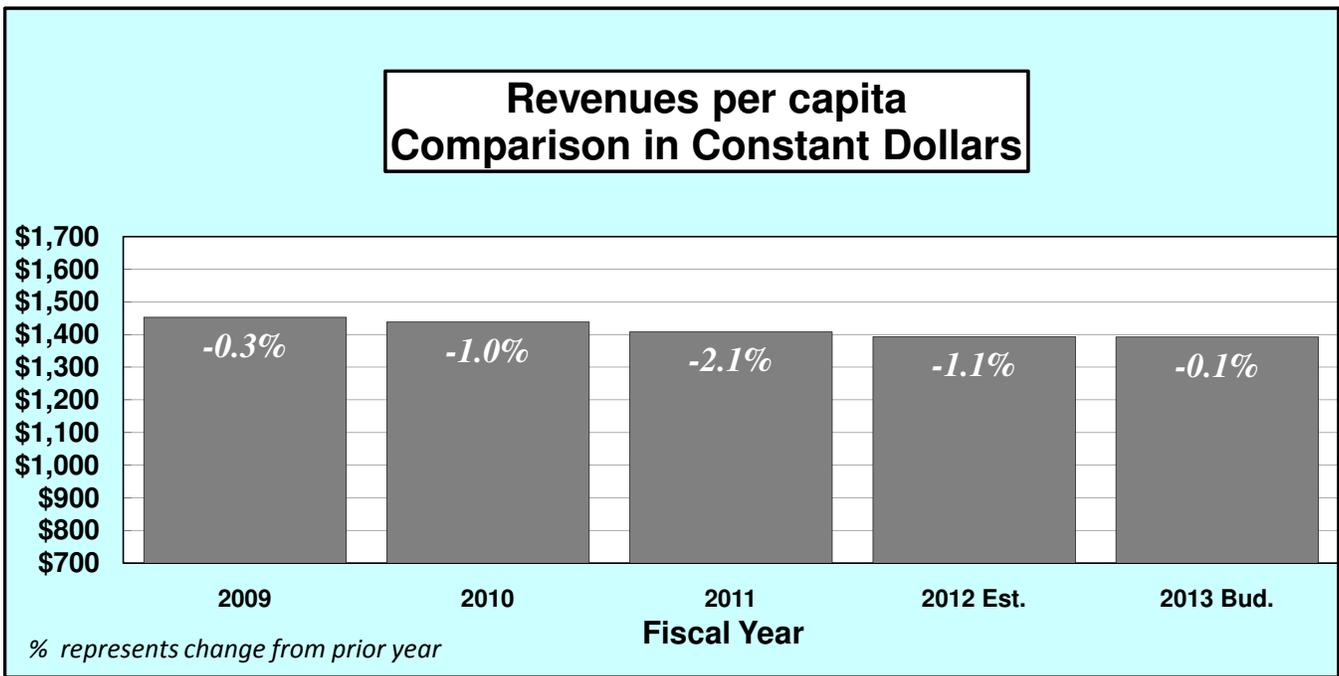
Required CIP Sewer Rate Adjustment Per Year:

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total
Rate Adjustment per Year	4.1¢	25.4¢	25.7¢	32.6¢	14.9¢	\$1.03
Estimated % change due to CIP:		4.3%	4.2%	5.1%	2.2%	

SOLID WASTE FUND FIVE-YEAR PLAN

	FY 2012 Budget	FY 2013 Adopted	FY 2014 Adopted	FY 2015 Adopted	FY 2016 Adopted	FY 2017 Adopted
Revenues:						
Permits/Miscellaneous	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400
Tipping Fees	4,778,700	4,859,100	4,528,600	4,581,500	4,641,000	4,709,400
Tipping Fees (Other)	205,600	115,500	116,900	118,300	119,800	121,600
Tag-A-Bag	205,100	259,500	367,600	446,300	452,100	458,700
Total Operating Revenues	\$5,194,800	\$5,239,500	\$5,018,500	\$5,151,500	\$5,218,300	\$5,295,100
Capital Reserve for Replacement	0	0	1,010,000	617,900	371,000	75,200
Fund Balance Appropriation	599,800	0	0	0	0	273,500
Total Revenues	\$5,794,600	\$5,239,500	\$6,028,500	\$5,769,400	\$5,589,300	\$5,643,800
Expenses:						
Salary & Fringe	\$1,963,800	\$1,934,200	\$2,030,900	\$2,132,400	\$2,239,000	\$2,351,000
Operating	742,100	835,400	860,500	886,300	912,900	940,300
Operating Contingency	8,200	8,300	8,500	8,800	9,100	9,400
Total Operating	\$2,714,100	\$2,777,900	\$2,899,900	\$3,027,500	\$3,161,000	\$3,300,700
Debt Service: P & I	\$30,700	\$30,700	\$15,300	\$0	\$106,900	\$106,900
Transfer to General Fund	\$599,800	\$0	\$0	\$0	\$0	\$0
Capital\Equipment Purchases	\$650,000	\$25,000	\$1,010,000	\$617,900	\$371,000	\$348,700
Equipment Reserve	\$0	\$551,900	\$317,400	\$280,800	\$45,700	\$0
Landfill Capital Fund						
Closure/Post Closure	\$491,000	\$582,900	\$530,500	\$547,500	\$565,800	\$585,600
Cell 3A Construction	602,000					
Cell 3B & 2B Construction	707,000	1,271,100	1,255,400	1,295,700	1,338,900	1,385,800
Total Capital Budget Reserve	\$1,800,000	\$1,854,000	\$1,785,900	\$1,843,200	\$1,904,700	\$1,971,400
Total Expenses	\$5,794,600	\$5,239,500	\$6,028,500	\$5,769,400	\$5,589,300	\$5,727,700
Surplus\Deficit:	\$0	\$0	\$0	\$0	\$0	(\$83,900)
Estimated Billable Tonnage:	78,800	75,603	67,680	68,475	69,364	70,381
	(Budget)					

REVENUE INDICATOR



Warning Trend:

Decreasing net operating revenues per capita (constant dollars)

Formula:

$$\frac{\text{Gross operating revenues}}{\text{Population}}$$

Fiscal Year:	2009	2010	2011	2012 Est.	2013 Bud.
Gross operating revenues	\$286,994,899	\$289,127,990	\$298,392,949	\$307,932,100	\$317,998,000
Consumer price index	139.6	141.3	144.5	148.6	151.6
Gross operating revenues (constant dollars)	\$205,520,434	\$204,656,160	\$206,503,883	\$207,156,619	\$209,733,627
Current population	141,444	142,226	146,551	148,642	150,589
Gross operating revenues per capita (constant dollars)	\$1,453	\$1,439	\$1,409	\$1,394	\$1,393

Description:

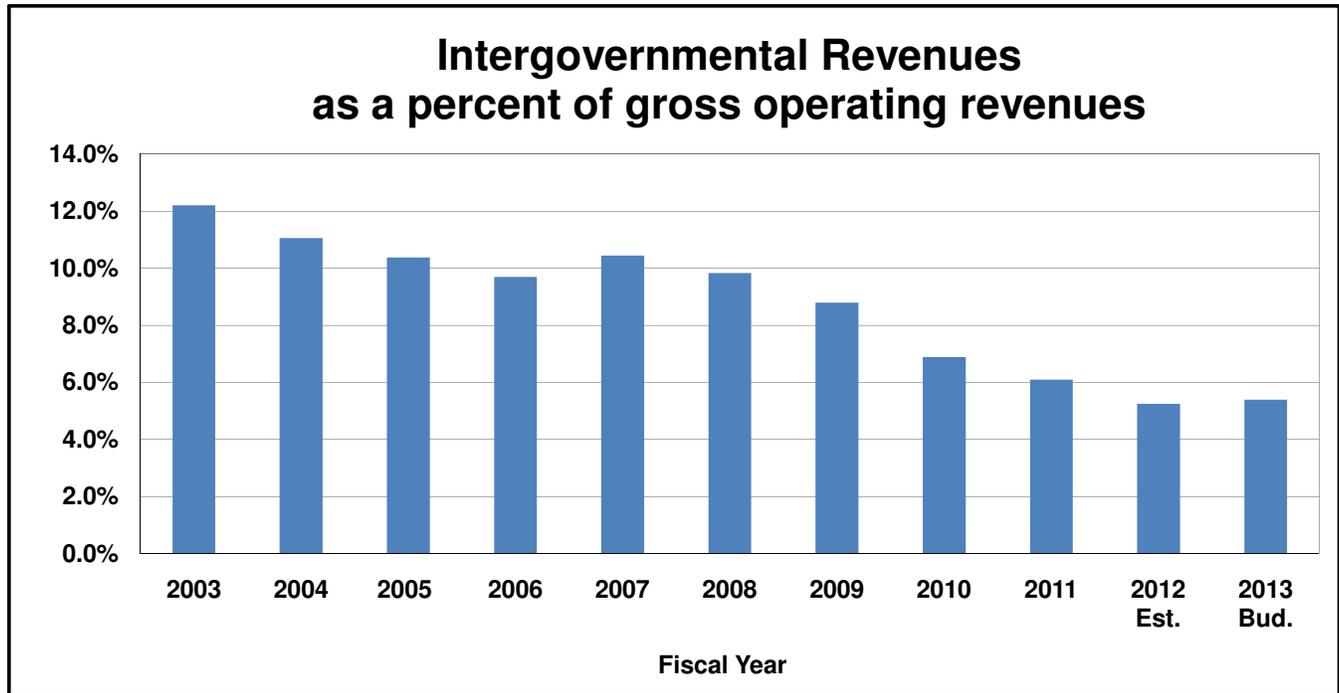
Examining per capita revenues shows changes in revenues relative to changes in population size and rate of inflation. As population increases, it might be expected that revenues and the need for services would increase proportionately, and therefore, that the level of per capita revenues would remain at least constant in real terms. If per capita revenues are decreasing, the government may be unable to maintain existing service levels unless it finds new revenue sources or ways to save money.

Comments:

The economic recession combined with State budget cuts and a growing population have caused a stagnation in per capita revenue growth since FY2009.

Fortunately for the County, income tax receipts have significantly helped offset a general devaluation of property assessments due to a slow real estate market. Property tax and Income tax are the two largest revenue sources to the County.

REVENUE INDICATOR



Warning Trend:

Increasing amount of intergovernmental operating revenues as a percentage of gross operating revenues

Formula:

$$\frac{\text{Intergovernmental operating revenue}^*}{\text{Gross operating revenues}}$$

Fiscal Year:	2009	2010	2011	2012 Est.	2013 Bud.
Intergovernmental operating revenues*	\$27,649,805	\$21,400,058	\$19,368,100	\$17,054,900	\$18,129,440
Gross operating revenues (General/Special Revenue)	\$314,644,704	\$310,528,048	\$317,761,049	\$324,987,000	\$336,127,440
Intergovernmental operating revenues as percent of gross operating income	8.8%	6.9%	6.1%	5.2%	5.4%

* Intergovernmental operating revenue includes general fund revenue and special revenue funds received to support various grant programs.

Description:

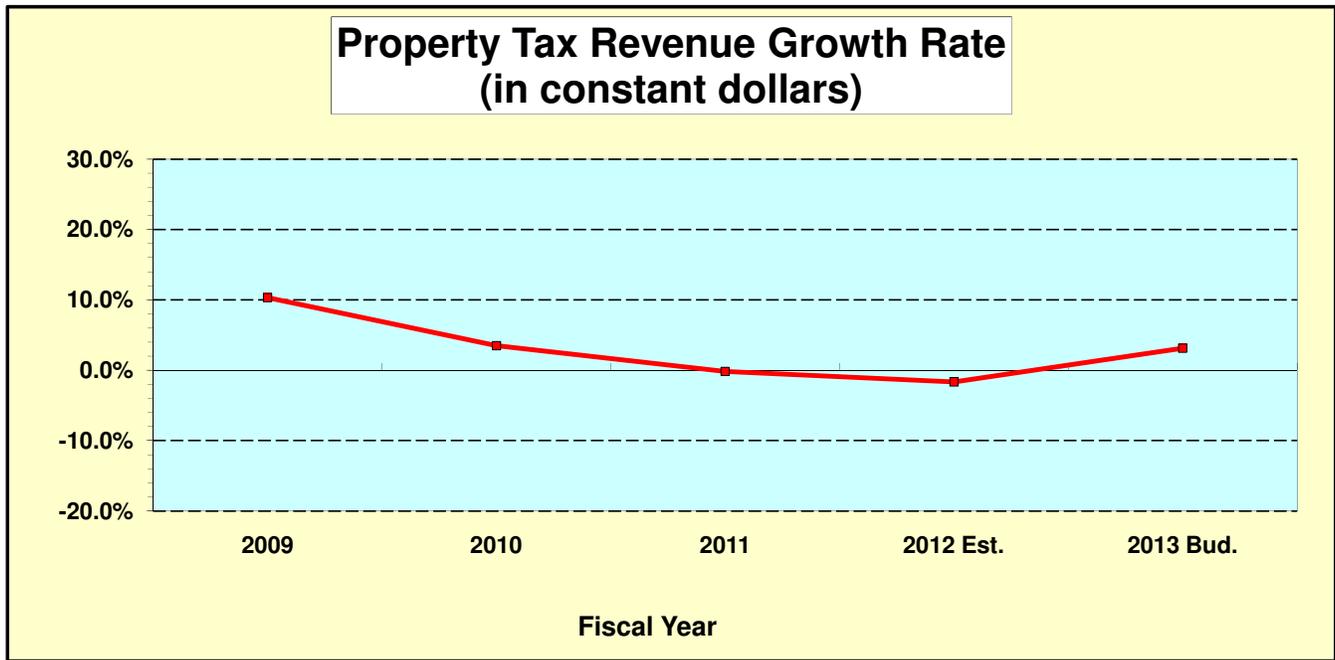
Intergovernmental revenues (revenues received from another governmental entity) are important because an over dependence on such revenues can be harmful to local jurisdictions and their ability to control revenue flows. The reduction of intergovernmental funds at the discretion of other governments leaves the local governments with the dilemma of cutting programs or funding them from general fund revenues.

Comment:

After many years of positive revenue growth from other governmental entities, a decrease resulted in FY2004 through FY2006 due to State cutbacks and phasing out of Federal and State funds for certain programs. The County has absorbed the decrease in public safety grants and no major programs were curtailed as a result of the lower revenues. FY2009 declined due to a \$2.5 million utility deregulation grant that had a sunset provision from the State of Maryland.

State budget cuts have significantly reduced the amount of Intergovernmental revenue received by the County. For example Highway User Tax has been reduced over a three-year period from approximately \$9 million per year to less than \$500,000.

REVENUE INDICATOR



Warning Trend:

Decline in property tax revenues (constant dollars)

Formula:

$$\frac{\text{Property Tax revenues (constant dollars)}}{\text{Property Tax revenues (constant dollars)}}$$

Fiscal Year:	2009	2010	2011	2012 Est.	2013 Bud.
Property Tax Revenues	\$169,977,096	\$177,986,438	\$181,734,631	\$183,892,700	\$193,462,400
Consumer price index	139.6	141.3	144.5	148.6	151.6
Property Tax Revenue in constant dollars	\$121,722,604	\$125,985,799	\$125,770,087	\$123,711,007	\$127,596,937
Growth rate in constant dollars	10.3%	3.5%	-0.2%	-1.6%	3.1%

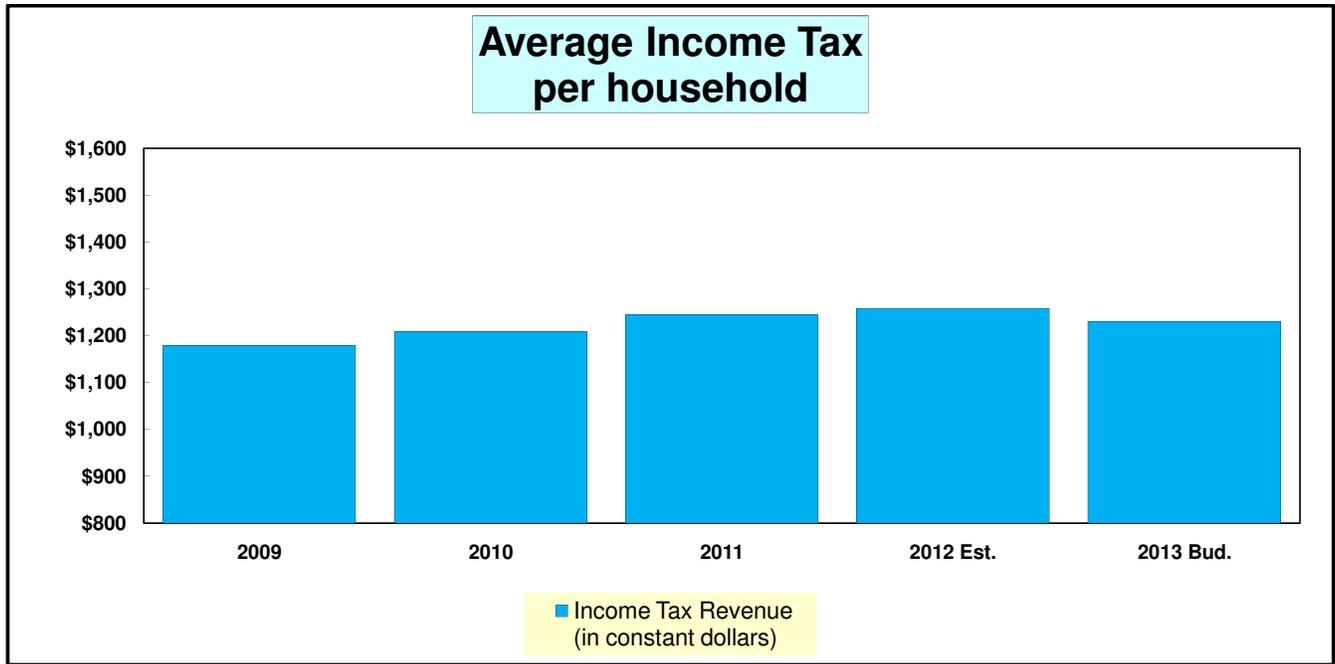
Description:

Property tax revenue should be considered separately from other revenue because it is the primary revenue source. A decline or diminished growth rate in property taxes may be a result of overall decline in property value, default in property tax payment, or inefficient assessment.

Comment:

The housing market decline has resulted in a lower rate of growth in property tax revenue for FY2010 - FY2012. An increase in FY2013 is primarily due to a 5% increase to the property tax rate.

REVENUE INDICATOR



Warning Trend:

Decline in income tax revenues (constant dollars)

Formula:

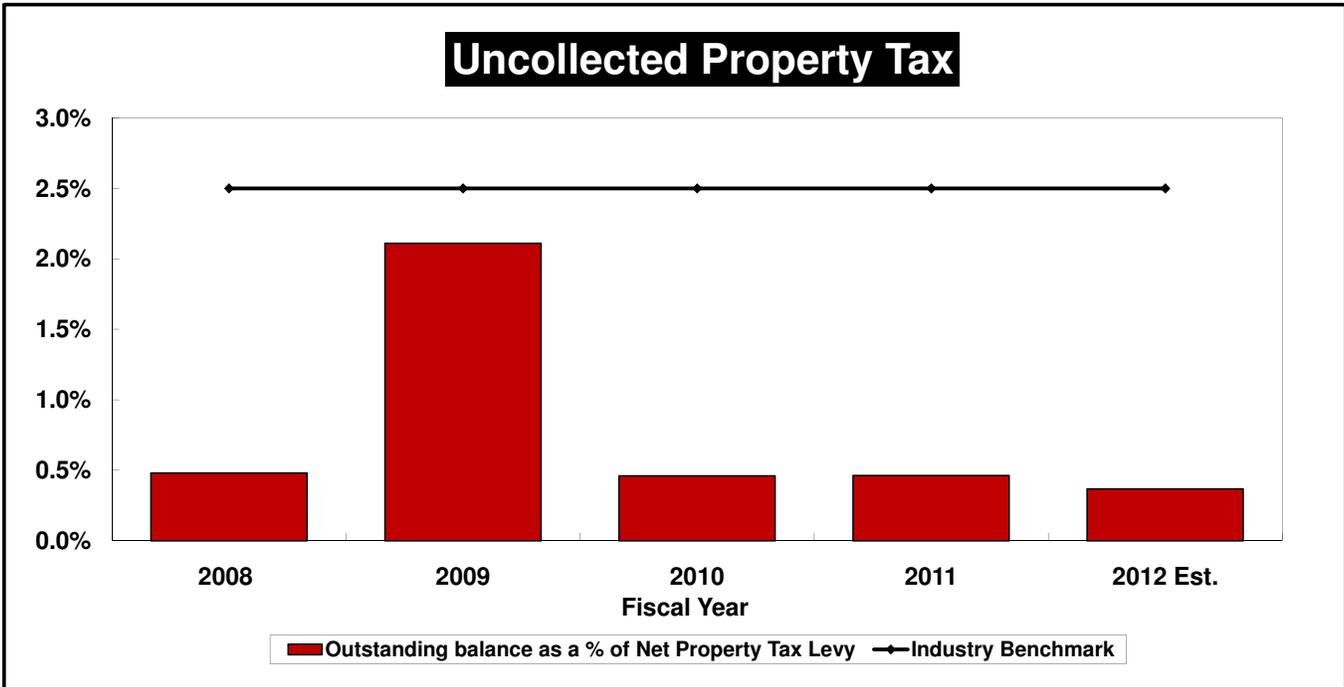
$$\frac{\text{Income Tax Revenues (constant dollars)}}{\text{Number of Households}}$$

Fiscal Year:	2009	2010	2011	2012 Est.	2013 Bud.
Income Tax Revenues	\$82,314,487	\$86,513,316	\$92,049,627	\$97,179,500	\$98,113,000
Consumer price index	139.6	141.3	144.5	148.6	151.6
Income Tax Revenue (in constant dollars)	\$58,946,375	\$61,237,527	\$63,703,266	\$65,376,025	\$64,709,826
Households	50,016	50,686	51,214	51,953	52,578
Avg. Income Tax per Household (in constant dollars)	\$1,179	\$1,208	\$1,244	\$1,258	\$1,231

Comment:

Income tax revenue has slowly increased over the past several years when compared to the average income tax per household. Total tax receipts has been a shining star during and after the Great Recession.

REVENUE INDICATOR



Warning Trend:

Increasing amount of uncollected property tax as a percentage of net property tax levy

Formula:

$$\frac{\text{Uncollected property tax}}{\text{Net Property Tax levy}}$$

Fiscal Year:	2008	2009	2010	2011	2012 Est.
Net Property Tax Levy	\$165,599,544	\$194,249,210	\$206,470,878	\$197,305,606	\$190,760,517
Current year tax levy outstanding at year end	\$793,970	\$4,098,472	\$947,331	\$912,210	\$698,300
Outstanding balance as a % of Net Property Tax Levy	0.5%	2.1%	0.5%	0.5%	0.4%

Description:

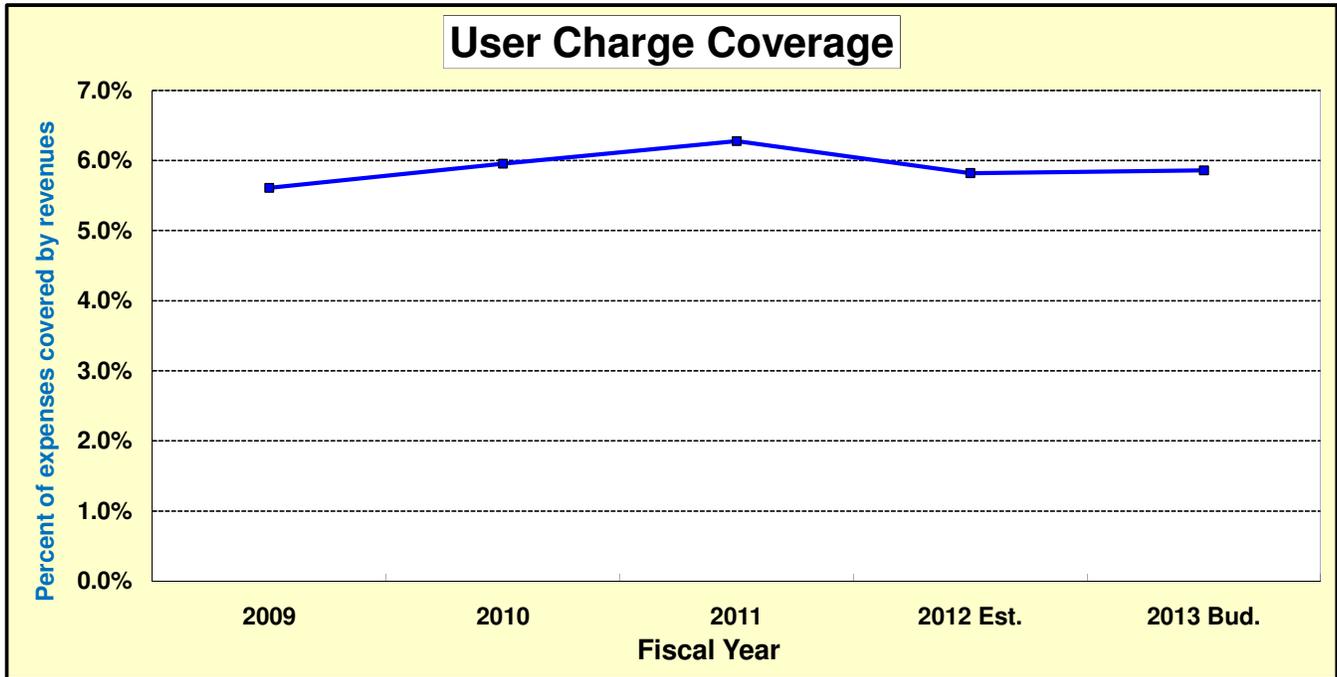
Each year, a percentage of property tax owners are unable to pay property taxes. If the percentage increases over time, it may indicate overall decline in the local governments economic health. Additionally, as uncollected property taxes rise, liquidity is decreased and there is less cash on hand to 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.

The spike in FY2009 resulted from a late adjustment to a power plant tax bill resulting in a year end supplemental bill. The supplemental bill although outstanding in FY2009 was paid in FY2010.

REVENUE INDICATOR



Warning Trend:

Decreasing revenues from user charges as a percent of total expenditures for related service

Formula:

$$\frac{\text{Revenues from User Charges}}{\text{Expenses for Related Services}}$$

Fiscal Year:	2009	2010	2011	2012 Est.	2013 Bud.
General Fund License & Permit/ Service Fee Revenue	\$6,755,899	\$6,969,471	\$7,126,890	\$6,774,600	\$7,432,500
General Fund Expense (excl. transfers & debt service)	\$120,392,807	\$117,036,976	\$113,521,364	\$116,387,600	\$126,872,100
Percent of expenses covered by revenues	5.6%	6.0%	6.3%	5.8%	5.9%

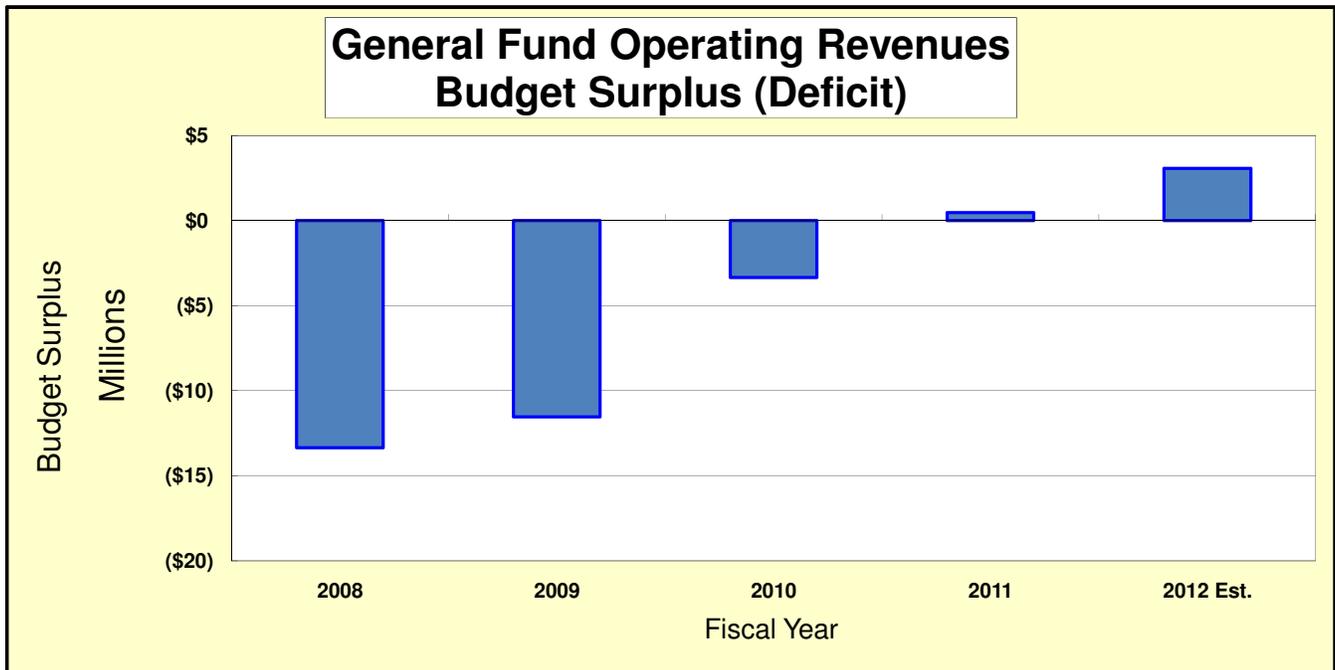
Description:

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 associated with direct service programs during the annual budgetary process in order to maintain a level funding source for increasing program costs.

REVENUE INDICATOR



Warning Trend:

Increase in revenue shortfalls as a % of actual operating revenues

Formula:

$$\frac{\text{Revenue Shortfalls}}{\text{Gross Operating Revenue}}$$

Fiscal Year:	2008	2009	2010	2011	2012 Est.
Actual Gross Operating Revenues	\$280,135,108	\$286,994,899	\$289,127,990	\$298,392,949	\$307,932,100
Amended Budgeted Operating Revenues	\$293,487,920	\$298,536,590	\$292,463,700	\$297,923,530	\$304,858,750
Revenue (Shortfall)/Surplus	(\$13,352,812)	(\$11,541,691)	(\$3,335,710)	\$469,419	\$3,073,350
Revenue Variance as a % of Gross Operating Revenues	-4.8%	-4.0%	-1.2%	0.2%	1.0%

Description:

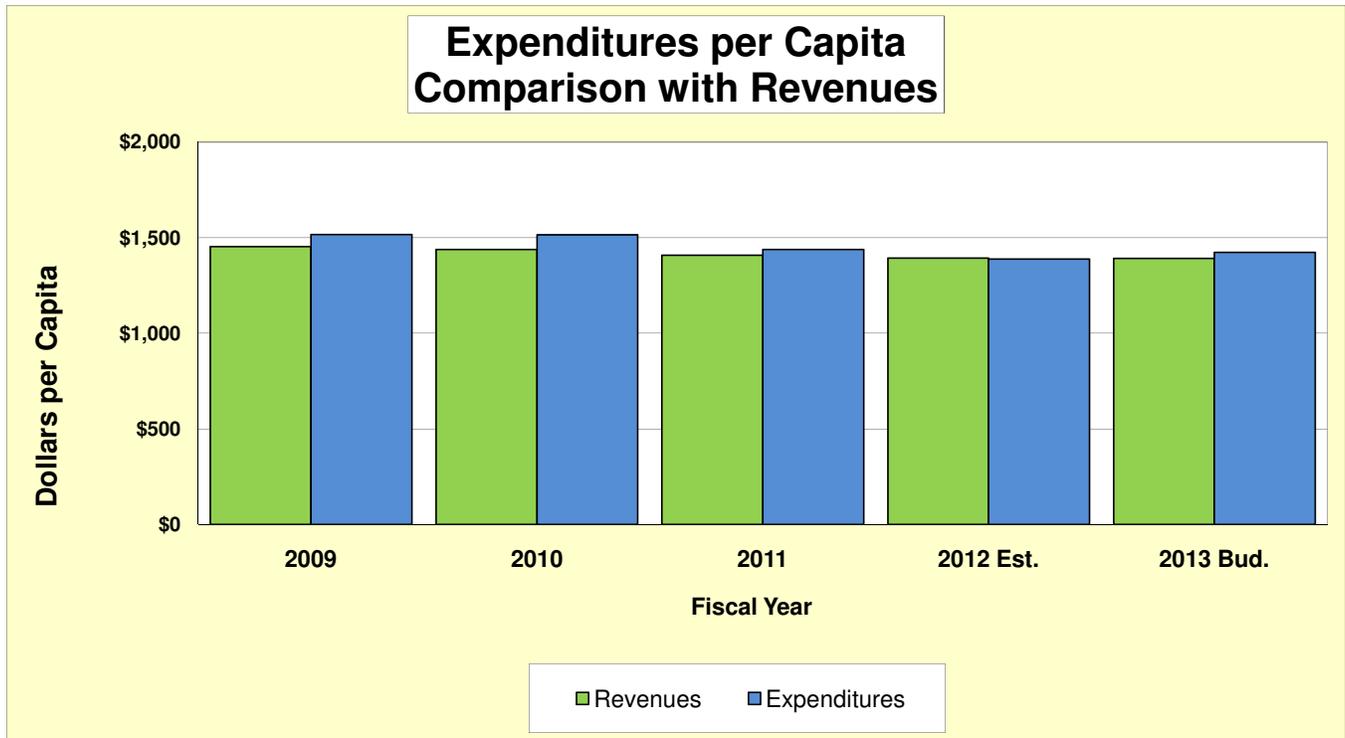
This indicator examines the differences between revenue estimates and revenues actually received during the fiscal year. Major discrepancies that continue year after year can indicate a declining economy, inefficient collection procedures, or inaccurate estimating techniques. If revenue shortfalls are increasing in frequency or size, a detailed analysis of each revenue should be made to pinpoint the source.

Comment:

The graph above depicts the steady progress the County has made while coming through the economic recession.

The recession significantly affected certain revenues resulting in revenue budget shortfalls for FY2008, FY2009, and FY2010. The FY2008 shortfall was due to income tax, recordation tax, and highway user tax. Those three revenue sources combined to fall short of budget by \$13.2 million. The revenue shortfall in FY2009 was due to income tax, highway user tax, and interest income earnings which combined to fall short by \$11 million. The revenue shortfall for FY2010 was due to Ordinary Business Corporation property tax revenue being \$2.8 million below the estimated budget due to a disputed State tax assessment.

REVENUE & EXPENDITURE INDICATOR



Warning Trend:

Increasing net operating expenditures per capita (constant dollars)

Formula:

$$\frac{\text{Net operating \& transfers (constant dollars)}}{\text{Population}}$$

Fiscal Year:	2009	2010	2011	2012 Est.	2013 Bud.
Net operating expenditures and transfers	\$299,742,779	\$304,610,999	\$304,788,500	\$306,785,000	\$324,943,400
Consumer price index	139.6	141.3	144.5	148.6	151.6
Constant dollar expenditures	\$214,649,341	\$215,615,642	\$210,929,947	\$206,384,925	\$214,314,423
Per capita expenditures (constant dollars)	\$1,518	\$1,516	\$1,439	\$1,388	\$1,423
Gross operating revenues per capita	\$1,453	\$1,439	\$1,409	\$1,394	\$1,393
Estimated population	141,444	142,226	146,551	148,642	150,589
Estimated households	50,016	50,686	51,214	51,953	52,578
Household per capita expenditures	\$4,292	\$4,254	\$4,119	\$3,973	\$4,076

Description:

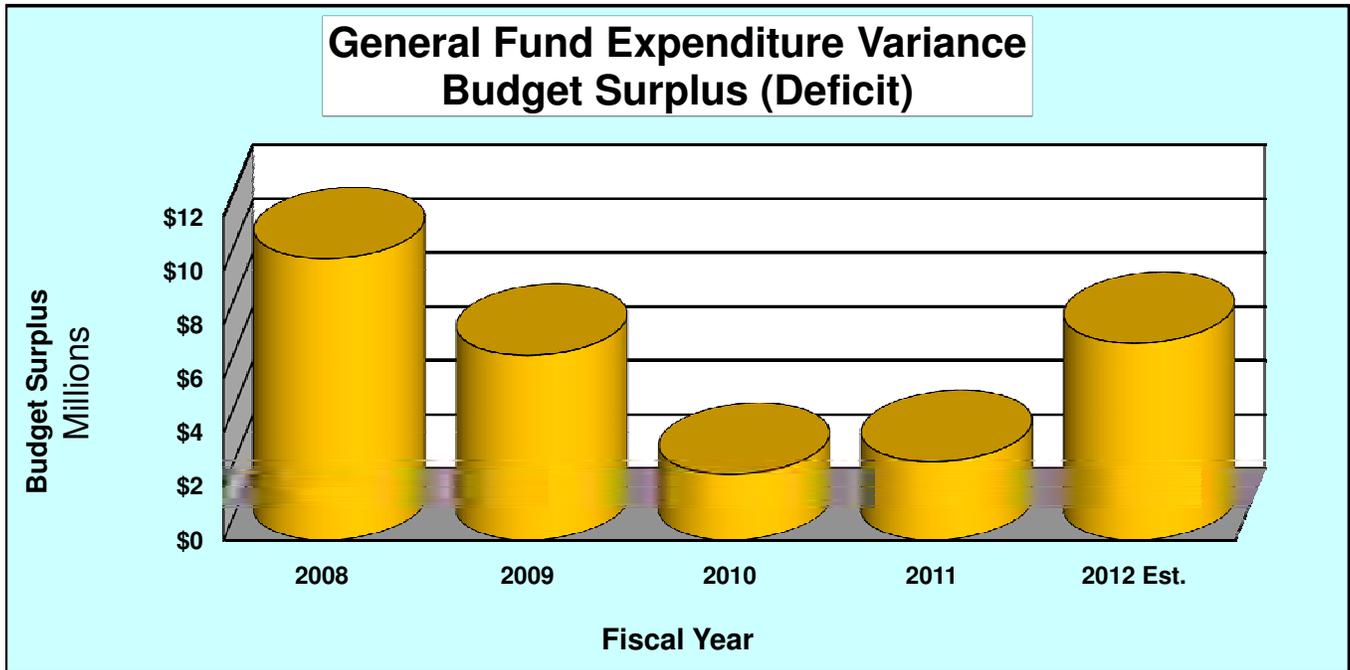
Changes in per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures can indicate that the cost of providing services is outstripping the community's ability to pay, especially, if spending is increasing faster than the residents' collective 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:

Fiscal Year 2012 represents the fourth consecutive year of declining household per capita expenditures. A slight increase for FY2013 could incur should budget estimates be true.

EXPENDITURE INDICATOR



Formula:

$$\frac{\text{Expenditure Shortfalls}}{\text{Gross Operating Expenditure}}$$

Fiscal Year:	2008	2009	2010	2011	2012 Est.
Actual Expenditures	\$302,740,213	\$299,742,779	\$304,610,999	\$304,788,500	\$306,785,000
Amended Budgeted Expenditures	\$313,151,920	\$306,570,610	\$307,029,180	\$307,679,530	\$314,060,470
Budget Surplus/(Deficit)	\$10,411,707	\$6,827,831	\$2,418,181	\$2,891,030	\$7,275,470
Expenditure Variance as a % of Budget	3.32%	2.23%	0.79%	0.94%	2.32%

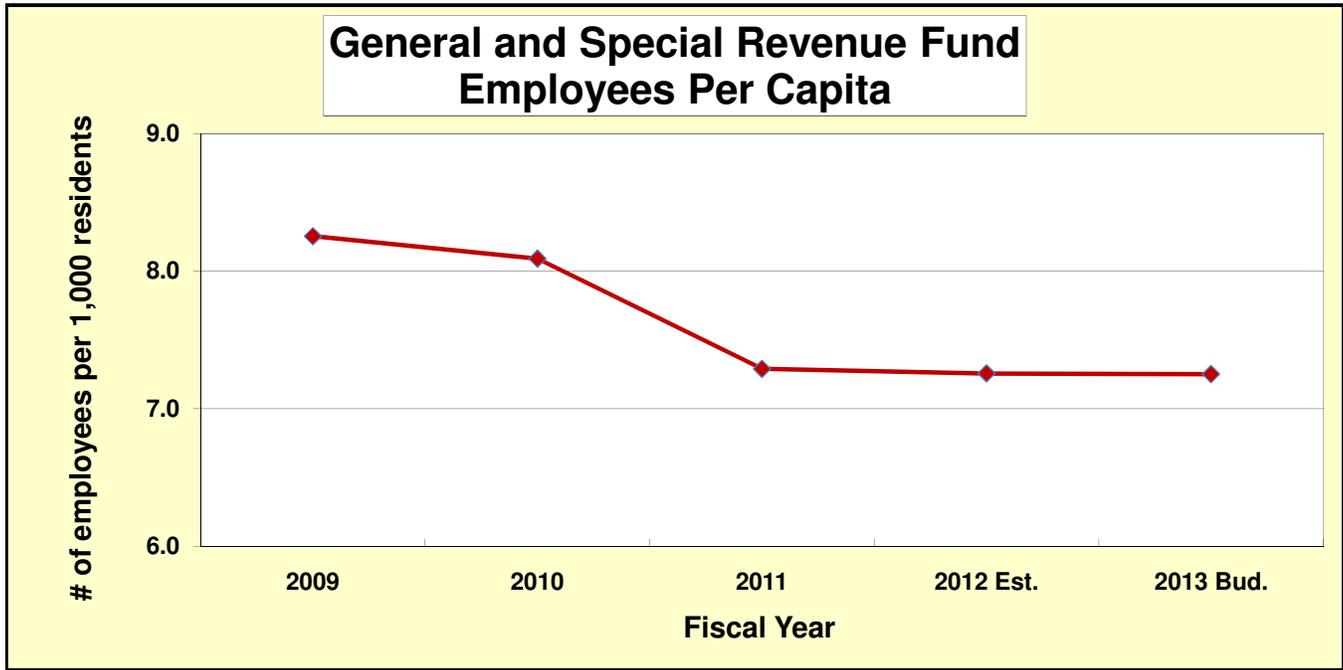
Description:

This indicator examines the differences between expenditure estimates and expenditures actually incurred during the fiscal year.

Comment:

Budget surpluses were purposely generated in fiscal year 2008, 2009, and 2010 to counteract revenue shortfalls caused by the economic recession. The surplus in FY2008 was generated by a spending freeze, salary turnover, and the decision not to make a contribution for Other Post Employment Benefits (OPEB) specifically for future health insurance costs due to a revenue budget shortfall. A spending freeze for FY2009 combined with deferring \$2.5 million in funds from FY2009 to FY2010 for the Board of Education (BOE), per an agreement with the BOE, resulted in \$6.8 million in savings. A mid-year budget amendment and additional spending freeze in FY2010 resulted in a \$2.4 million savings. A surplus in FY2012 is estimated generated by a general overall under spending of operating budgets.

EXPENDITURE INDICATOR



Warning Trend:

Increasing number of employees per capita

Formula:

$$\frac{\text{\# of general \& special revenue fund employees}}{\text{Population}}$$

Fiscal Year:	2009	2010	2011	2012 Est.	2013 Bud.
Number of Full Time Employees*	1,167	1,150	1,068	1,078	1,092
Population	141,444	142,226	146,551	148,642	150,589
# of County employees per capita	0.0083	0.0081	0.0073	0.0073	0.0073

* excludes Enterprise funded positions which are self-supporting.

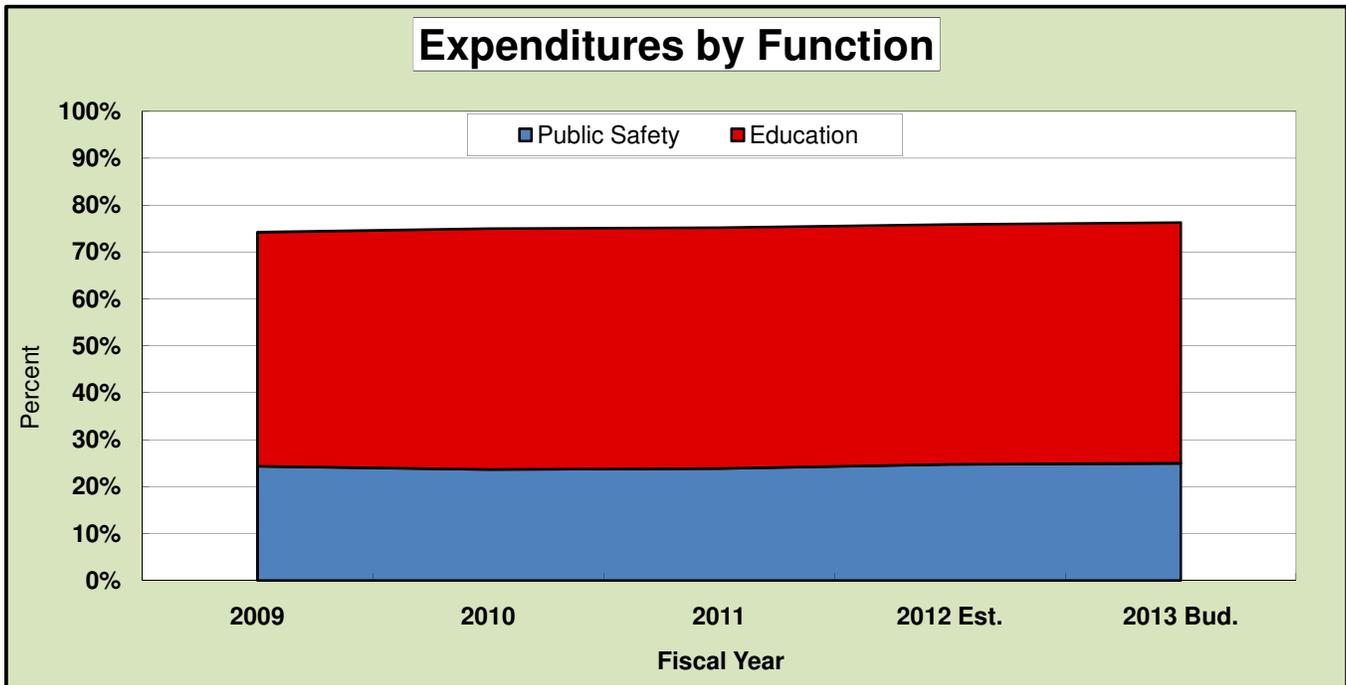
Description:

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:

In preparation of the FY2011 budget and considering two fiscal years of declining State-aid, the County Government was down-sized to accommodate the new lower revenue sources available. An early retirement incentive program resulted in 44 retirees. Existing vacant positions combined with a hiring freeze for the past two years resulted in many more positions that were eliminated. Few layoffs were experienced. It is anticipated that structural reorganizations and improved efficiencies will keep service level decline to a minimum.

EXPENDITURE INDICATOR



Warning Trend:

Increasing operating expenditures for one function as a percentage of total net operating expenditures

Formula:

$$\frac{\text{Operating expenditures per function}}{\text{Total net operating expenditures}}$$

Fiscal Year	2009	2010	2011	2012 Est.	2013 Bud.
General Government	\$19,948,837	\$17,492,376	\$18,351,057	\$17,352,100	\$23,768,000
% of Total Funds	6.7%	5.7%	6.0%	5.7%	7.3%
Public Safety	\$73,017,360	\$72,086,095	\$72,740,164	\$75,982,900	\$81,248,200
% of Total Funds	24.4%	23.7%	23.9%	24.8%	25.0%
Planning & Growth Management	\$3,722,476	\$3,221,128	\$2,449,888	\$2,391,300	\$2,477,800
% of Total Funds	1.2%	1.1%	0.8%	0.8%	0.8%
Health & Social Services	\$4,317,152	\$4,185,225	\$4,173,338	\$4,188,100	\$4,108,730
% of Total Funds	1.4%	1.4%	1.4%	1.4%	1.3%
Community Services	\$4,776,325	\$5,836,870	\$5,554,780	\$5,470,300	\$6,148,400
% of Total Funds	1.6%	1.9%	1.8%	1.8%	1.9%
Education	\$149,549,835	\$156,434,735	\$156,619,582	\$156,938,700	\$166,910,100
% of Total Funds	49.9%	51.4%	51.4%	51.2%	51.3%
Public Works	\$19,347,901	\$19,240,845	\$16,650,347	\$15,551,400	\$17,068,700
% of Total Funds	6.5%	6.3%	5.5%	5.1%	5.3%
Debt Service	\$22,327,249	\$23,179,998	\$26,002,916	\$20,842,600	\$20,223,400
% of Total Funds	7.4%	7.6%	8.5%	6.8%	6.2%
Capital Projects	\$687,241	\$1,100,898	\$1,280,829	\$5,604,800	\$1,100,000
% of Total Funds	0.2%	0.4%	0.4%	1.8%	0.3%
Other	\$2,048,403	\$1,832,831	\$965,599	\$2,462,800	\$2,020,570
% of Total Funds	0.7%	0.6%	0.3%	0.8%	0.6%
Total Funds:	\$299,742,779	\$304,610,999	\$304,788,500	\$306,785,000	\$325,073,900

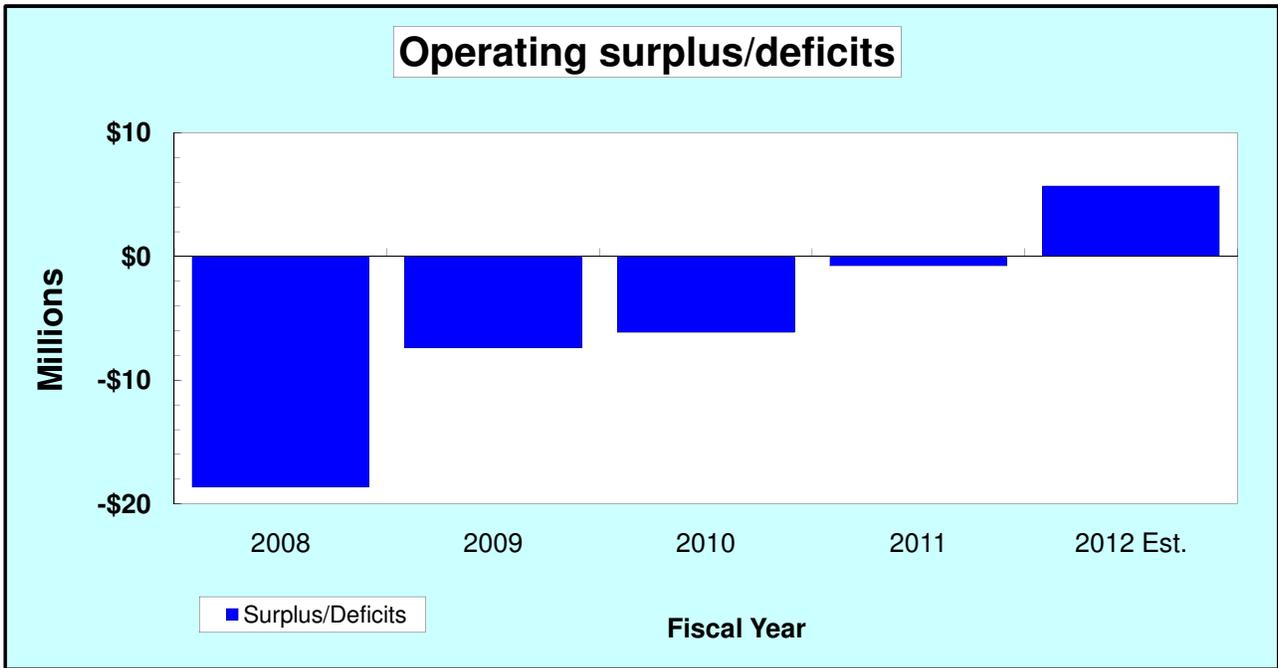
Description:

Expenditures by function represents the cost of government services by program. Often times it also an indicator of the priority level of the government.

Comments:

The County's top two priorities, Education and Public Safety, receive the largest share of the County dollar. Both functions have increased as a percent of the total compared to FY2009.

OPERATING POSITION INDICATOR



Warning Trend:

Increasing general fund operating deficits as a % of operating revenues.

Formula:
$$\frac{\text{Operating Surplus (Deficit)}}{\text{Operating Revenues}}$$

Fiscal Year:	2008	2009	2010	2011	2012 Est.
General fund operating deficits/surplus	(\$18,633,565)	(\$7,408,926)	(\$6,131,601)	(\$800,872)	\$5,693,000
Gross operating revenues	\$280,135,108	\$286,994,899	\$289,127,990	\$298,392,949	\$307,932,100
General Fund operating surplus/deficits as a % of operating revenues	-6.7%	-2.6%	-2.1%	-0.3%	1.8%

Description:

An operating deficit occurs when current expenditures exceed current revenues. This may not mean that the budget will be out of balance ("budget deficit"), because reserves ("fund balances") from prior years can be used to cover the difference. It does mean, however, that during the current year, the government is spending more than it is receiving. This may be caused by an emergency (such as a natural catastrophe) requiring a large immediate expenditure.

Or the spending pattern may be part of a policy to use accumulated surplus fund balances. An operating deficit in any one year may not be cause for concern, but frequent and increasing deficits can indicate that the current revenues are not supporting current expenditures and that serious problems may lie ahead.

Budgetary analysis does not always reveal operating deficits because they can be temporarily financed by short-term loans or by accounting transactions that, for example, inappropriately accrue future revenues or transfer surplus fund balances from other funds. An analyst looking for operating deficits should consider each fund separately, so that a surplus in one fund cannot hide a deficit in another. Analyzing funds separately also helps to pinpoint emerging problems.

CREDIT INDUSTRY BENCHMARKS- A credit-rating firm would regard a current-year operating deficit as a minor warning signal; funding practices and the reasons for the deficit would be carefully assessed before it would be considered a negative factor. The following situations, however, would be given considerably more attention and would probably be considered negative factors:

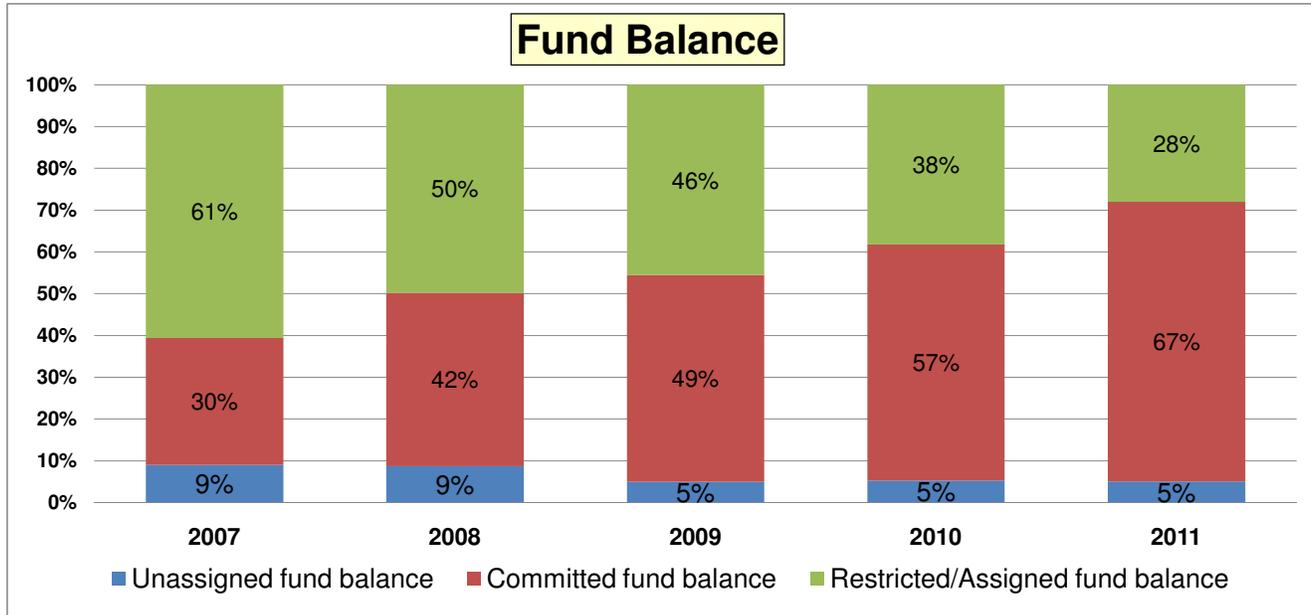
- (2) consecutive years of operating fund deficits
- An operating fund deficit in (2) of the last (5) years or greater than that of the previous year

Comment:

The FY2008 budget was approved using \$16.3 million of Fund Balance for various one-time items. The remaining deficit of \$2.7 million was due to revenue shortfalls. The FY2009 deficit of \$7.4 million also included an intentional use of \$4.1 million from Fund Balance and a revenue shortfall due to the economic recession. The FY2010 budget was adopted with the use of \$6.4 million in fund balance appropriations, including \$3.4 million for one-time costs.

A Fund Balance Appropriation of \$8.5 million for FY2011 was negated by budget surpluses from both revenues and expenditures. Budget surpluses for FY2012 are estimated to generate \$5.7 million based on a combination of income tax revenues exceeding budget and the sale of surplus land.

OPERATING POSITION INDICATOR



Warning Trend:

Declining unreserved fund balances as a % of net operating revenues

Formula:

$$\frac{\text{Unassigned Fund Balance}}{\text{Gross operating revenues}}$$

Fiscal Year:	2007	2008	2009	2010	2011
Total fund balance	\$73,359,129	\$54,725,700	\$47,316,775	\$41,185,173	\$40,384,301
Unassigned fund balances	\$6,626,060	\$4,762,258	\$2,378,608	\$2,171,830	\$2,050,076
Committed fund balances	\$22,261,558	\$22,728,588	\$23,386,699	\$23,280,926	\$27,022,596
Restricted/Assigned fund balances	\$44,471,511	\$27,234,854	\$21,551,468	\$15,732,417	\$11,311,629
Gross operating revenues	\$274,682,937	\$280,135,108	\$286,994,899	\$289,127,990	\$298,392,949
General Fund Total Fund Balance as a % of operating revenues & transfers	26.7%	19.5%	16.5%	14.2%	13.5%
General Fund Unassigned Fund Balance as a % of operating revenues	2.4%	1.7%	0.8%	0.8%	0.7%

Description:

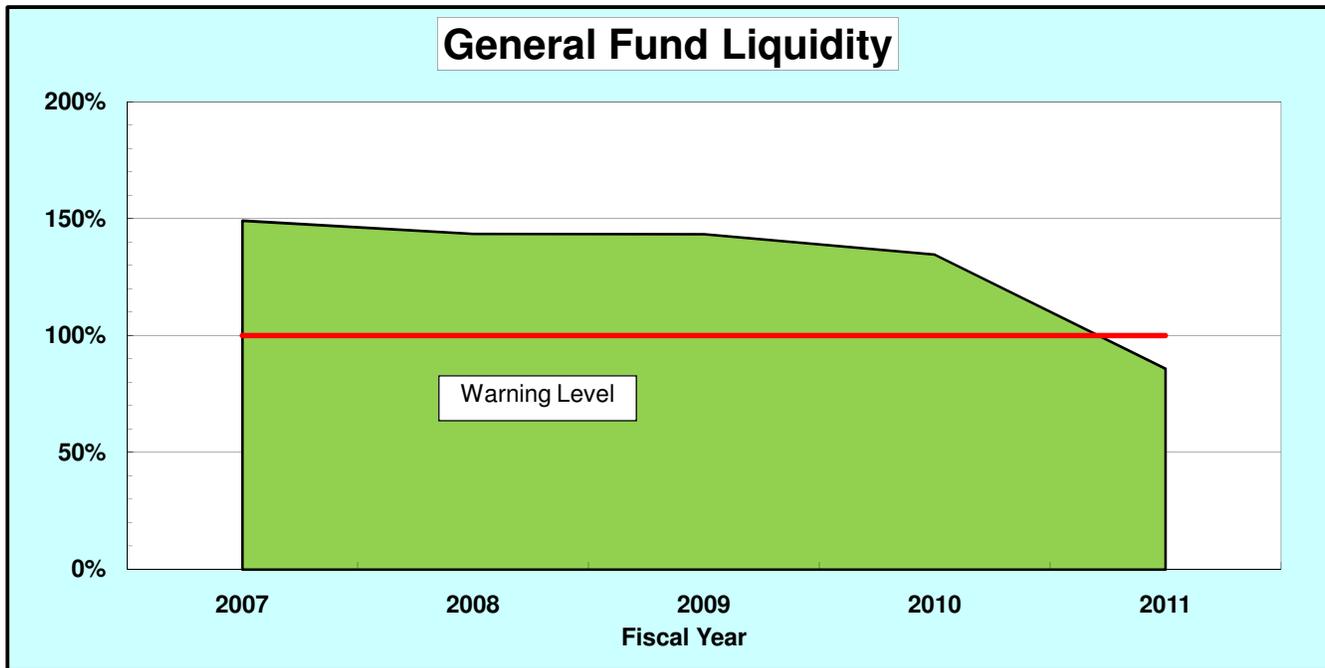
The size of a local government's fund balances can affect its ability to withstand financial emergencies. It can affect its ability to accumulate funds for capital purchases without having to borrow. Nonspecific or general reserves are usually carried on the books as an unreserved fund balance. The fund balance, however is not synonymous with available for appropriation. An unplanned decline in fund balance may mean that the government will be unable to meet a future need.

Comments:

The County has a policy of maintaining fund balance at 8% of operating revenues, reflected in the Committed fund balance section. As the operating revenues increase so has the Committed Fund Balance. The County has slowly but intentionally drawn from its Assigned/Restricted Fund Balance over the years to fund one-time costs and absorb revenue shortfalls.

The County also believes in reinvesting fund balance for pay-as-you-go capital projects. Appropriations for capital projects of nearly \$57 million have been made since FY2003 which lessens the debt burden on the General Fund Operating Budget.

OPERATING POSITION INDICATOR



Warning Trend:

Decreasing amount of cash and short-term investments as a percentage of current liabilities

Formula:

$$\frac{\text{Cash and Short-term Investments}}{\text{Current Liabilities}}$$

Fiscal Year:	2007	2008	2009	2010	2011
Cash and Short Term Investments	\$167,864,720	\$128,164,963	\$99,943,525	\$103,663,739	\$73,892,718
Current Liabilities (excludes deferred revenues)	\$112,557,030	\$89,319,953	\$69,741,241	\$77,005,692	\$86,120,814
Cash and Short-term Investments as a percentage of Current Liabilities	149.1%	143.5%	143.3%	134.6%	85.8%

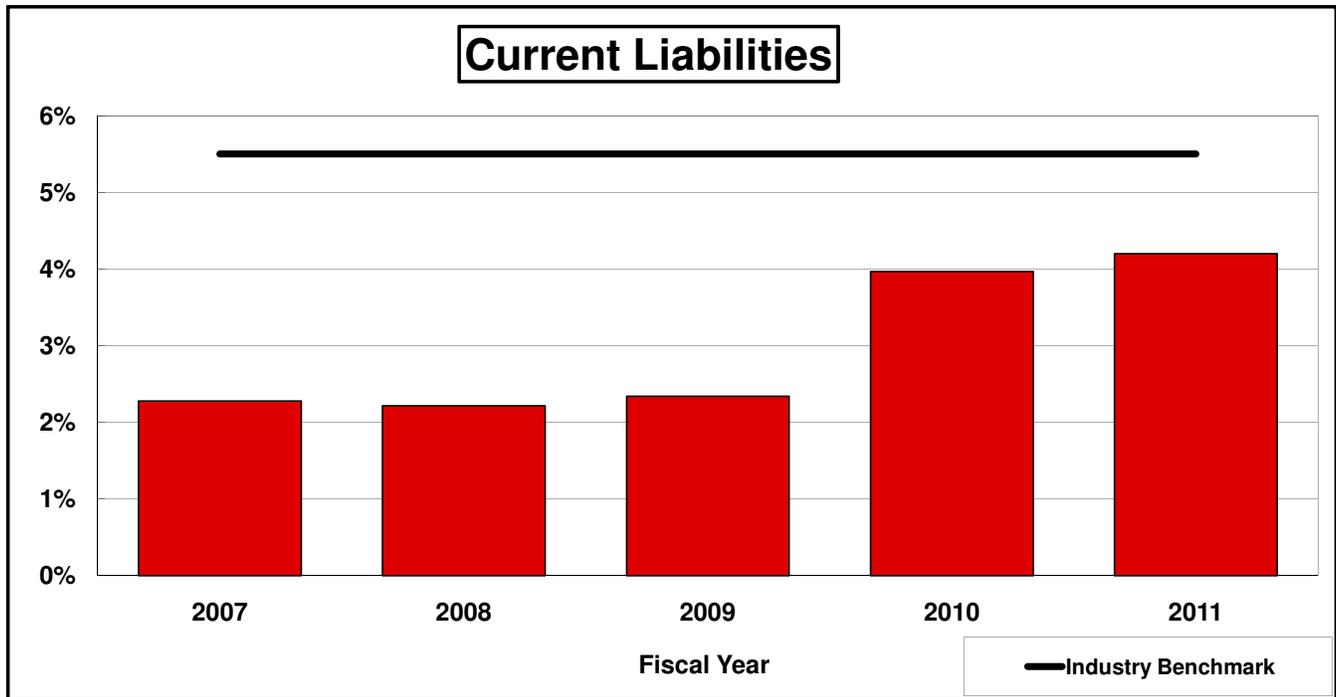
Description:

A good measure of a local government's short-term financial condition is its cash position. Cash position, which includes cash on hand and in the bank, as well as, other assets that can be easily converted to cash, determines a government's ability to pay its short-term obligations. Low or declining liquidity can indicate that a government has overextended itself in the long term.

Comment:

The County typically issues general obligation bonds each year to finance its Capital Improvement Program. For FY2011, the bond issue was deferred until July 2011 (FY2012). The effect of the deferral resulted in a lower than normal year-end cash balance and temporarily dropped the ratio of cash below Current Liabilities.

DEBT INDICATOR



Warning Trend:

Increasing current liabilities at the end of the year as a percentage of net operating revenues

Formula:

$$\frac{\text{Current liabilities}}{\text{Gross operating revenues}}$$

Fiscal Year:	2007	2008	2009	2010	2011
Current liabilities *	\$6,254,039	\$6,204,072	\$6,708,180	\$11,467,851	\$12,528,201
Gross Operating Revenues	\$274,682,937	\$280,135,108	\$286,994,899	\$289,127,990	\$298,392,949
Current liabilities as a percentage of operating revenues	2.3%	2.2%	2.3%	4.0%	4.2%

* excludes deferred 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.

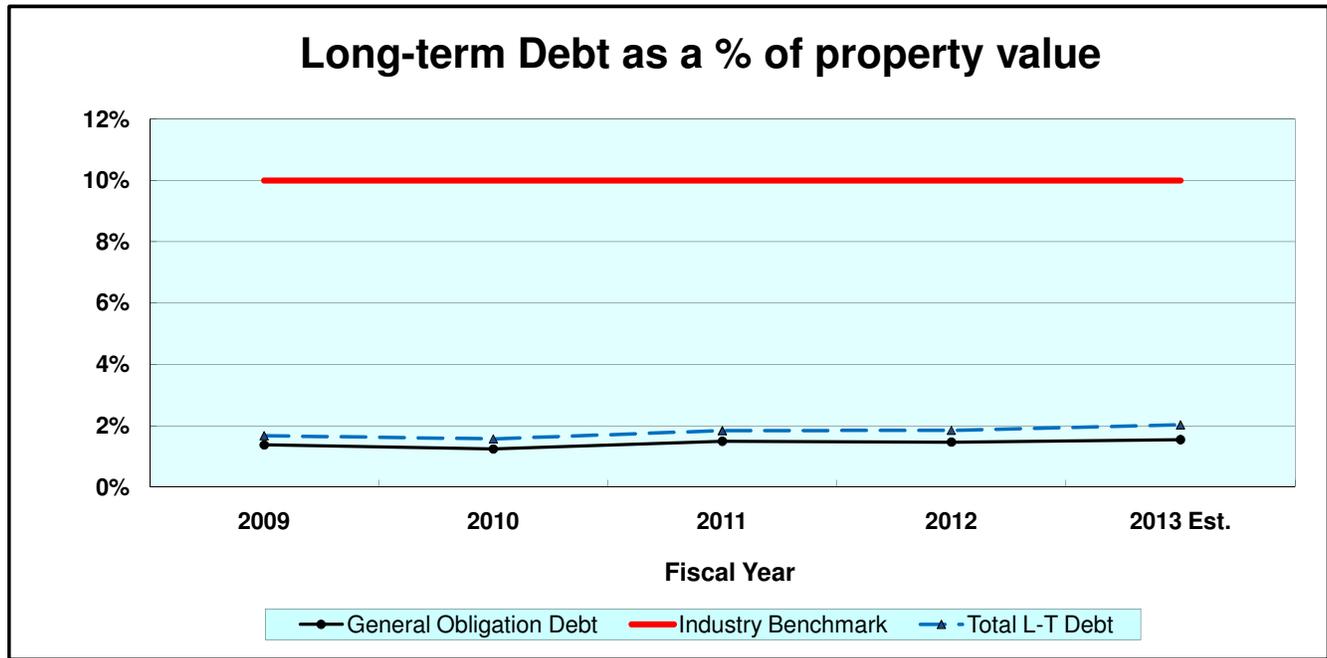
Credit industry benchmarks:

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:

Beginning in FY2010, the County established a deferred liability account due to the uncertainty of tax bills that are under appeal by a major commercial taxpayer. Once the appeals are resolved the liability account should be adjusted downward.

DEBT INDICATOR



Warning Trend:

Increasing net direct long-term debt as a % of assessed valuation.

Formula:

$$\frac{\text{Long-Term Debt}}{\text{Assessed Valuation of Property}}$$

Fiscal Year:	2009	2010	2011	2012	2013 Est.
General Obligation Long -Term Debt	\$258,421,294	\$248,377,897	\$283,176,595	\$259,050,391	\$261,609,300
Total Long-term Debt	\$314,099,998	\$314,400,000	\$348,520,022	\$327,005,002	\$343,815,000
Assessed Valuation	\$18,767,010,361	\$20,022,850,978	\$18,973,018,802	\$17,662,354,500	\$16,936,671,000
Debt as a % of Assessed Valuation:					
General Obligation Debt	1.4%	1.2%	1.5%	1.5%	1.5%
Total Debt Outstanding	1.7%	1.6%	1.8%	1.9%	2.0%
Increase/(decrease) from prior year:					
Ratio of General Obligation Debt to Assessed Value	-12.0%	-9.9%	20.3%	-1.7%	5.3%
Ratio of Total Debt to Assessed Value	-11.9%	-6.2%	17.0%	0.8%	9.6%

Description:

An increase in net direct bonded long-term debt as a percentage of assessed valuation can mean that the government's ability to repay is diminishing - especially when the government depends on property taxes to pay for its debt.

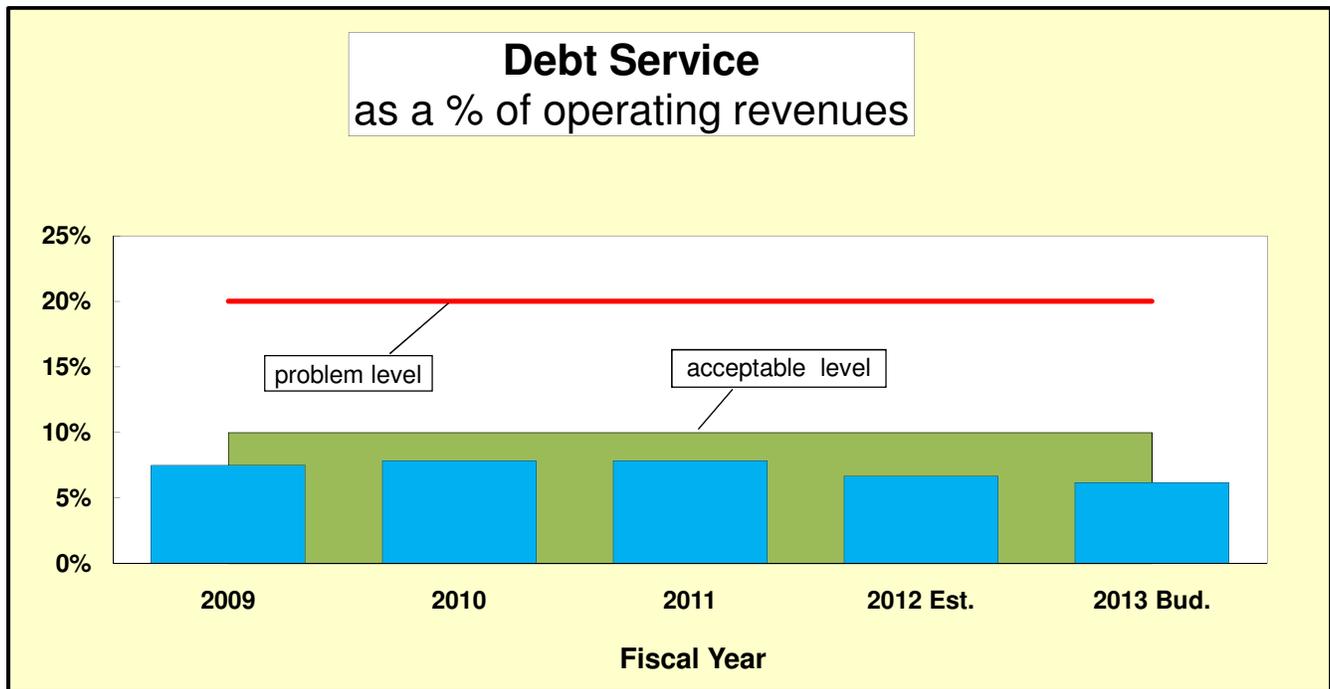
Credit Industry Benchmarks:

- Overall net debt exceeding 10% of assessed valuation
- An increase of 20% over the previous year in overall net debt as a percentage of market valuation

Comment:

The County continues to be well below the industry benchmark for debt to assessed value ratios. The fiscal discipline of issuing 15 year debt maintains a relatively low outstanding balance. The County's long range fiscal planning for capital project financing significantly contributes to the favorable debt ratios.

DEBT INDICATOR



Warning Trend:

Increasing net direct bonded long-term debt as a percentage of net operating revenues

Formula:

$$\frac{\text{Debt Service}}{\text{Operating Revenues}}$$

Fiscal Year:	2009	2010	2011	2012 Est.	2013 Bud.
Debt Service	\$21,494,277	\$22,596,884	\$23,426,121	\$20,551,000	\$19,617,300
Operating Revenues	\$286,994,899	\$289,127,990	\$298,392,949	\$307,932,100	\$317,998,000
Net direct long-term debt service as a percentage of operating revenues	7.5%	7.8%	7.9%	6.7%	6.2%

Description:

Debt Service is defined as the amount of principal and interest that a local government must pay each year. Increasing debt service reduces expenditure flexibility by adding to the government's obligations. Debt service can be a major part of a government's fixed costs, and its increase may indicate excessive debt and fiscal strain.

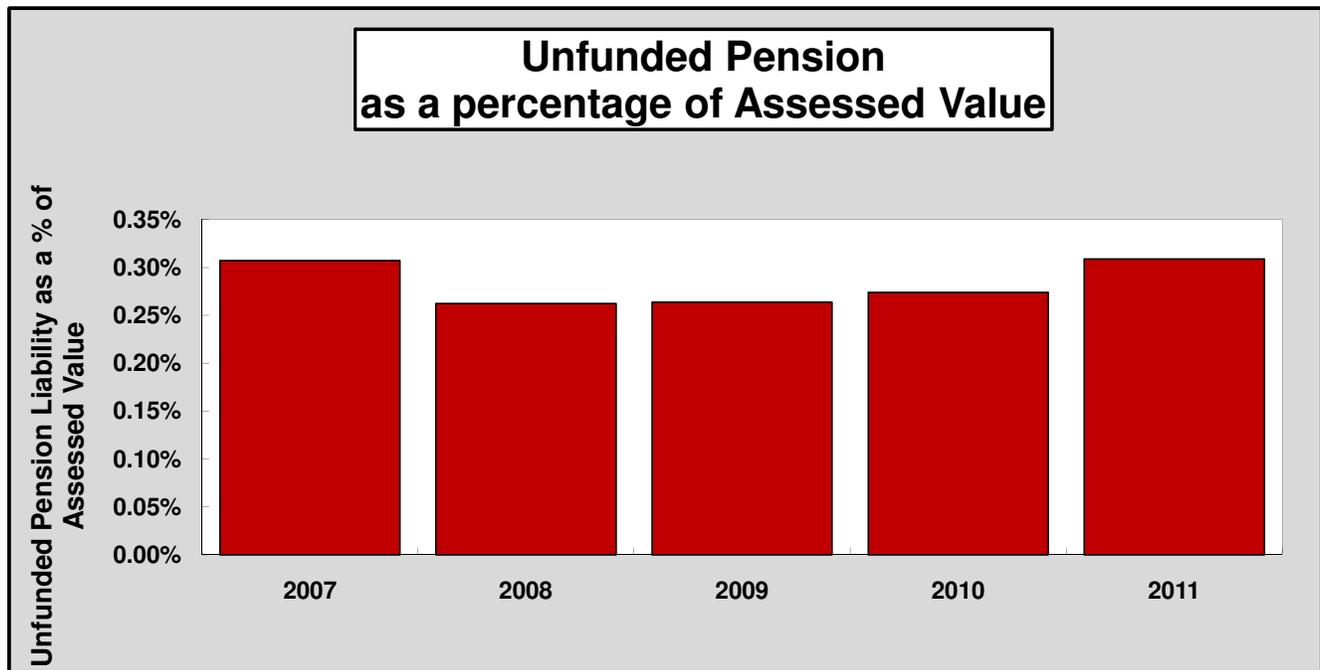
Credit Industry Benchmarks:

- Debt service exceeding 20% of operating revenues is considered a potential problem.
- Debt service of 10% is considered acceptable.

Comment:

Debt service levels have been maintained through the years as a direct result of solid financial plans for both capital and operating budgets. The County's debt policy limits debt service to 8% of operating revenues which provides a solid framework from which to make long-term financial decisions.

UNFUNDED LIABILITY INDICATOR



Warning Trend:

Increasing unfunded pension liability as a % of assessed valuation.

Formula:

$$\frac{\text{Unfunded Pension Liability}}{\text{Assessed Valuation}}$$

Fiscal Year:	2007	2008	2009	2010	2011
Unfunded Pension Liability	\$41,383,642	\$42,078,616	\$49,502,652	\$54,854,282	\$58,559,097
Assessed Valuation	\$13,470,645,401	\$16,036,771,870	\$18,767,010,361	\$20,022,850,978	\$18,973,018,802
Unfunded Pension Liability as a percentage of Assessed Value	0.31%	0.26%	0.26%	0.27%	0.31%

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 has remained relatively flat in recent years. The affect of the Great Recession on land development and assessed property values have negatively affected the ratio of Unfunded Pension Liability, however, the ratio remains the same as it was in FY2007 before land values began to escalate.

UNFUNDED LIABILITY INDICATOR



Warning Trend:
Increasing accumulated leave

Formula:
Accumulated Employee Leave

Fiscal Year:	2007	2008	2009	2010	2011
Accumulated Employee Leave *	\$10,295,263	\$11,541,126	\$12,689,776	\$13,476,204	\$13,488,868
% change over prior year	4.8%	12.1%	10.0%	6.2%	0.1%
Full-time Employees	1,148	1,155	1,167	1,150	1,068
Average leave per employee	\$8,966	\$9,992	\$10,871	\$11,714	\$12,628

* excludes employee sick leave which is not payable upon termination

Description:

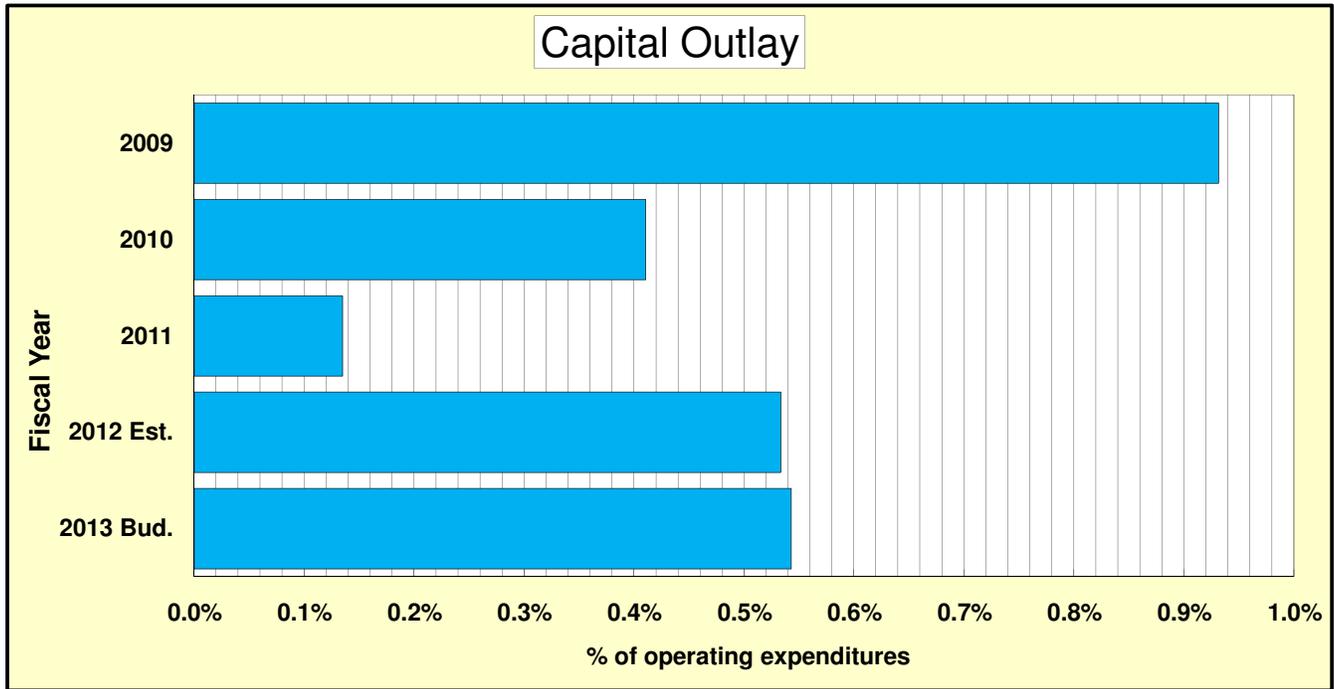
Local governments usually allow their employees to accumulate some portion of unused employee leave to be paid at termination or retirement. Although leave benefits initially represent only the opportunity cost of not having work performed, these benefits become a real cost when employees are actually 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.

Despite a decrease in the number of employees, accumulated leave hours have increased, resulting in a greater liability.

CAPITAL INDICATOR



Warning Trend:

A three or more year decline in capital outlay from operating funds as a percentage of net operating expenditures.

Formula:

$$\frac{\text{Capital outlay from operating funds}}{\text{Net operating expenditures}}$$

Fiscal Year:	2009	2010	2011	2012 Est.	2013 Bud.
Capital outlay purchases	\$1,252,034	\$421,676	\$76,990	\$1,214,600	\$34,800
Capital lease agreements to purchase equipment	\$1,540,192	\$829,227	\$334,334	\$421,500	\$1,729,200
Operating expenditures and transfers	\$299,742,779	\$304,610,999	\$304,788,500	\$306,785,000	\$324,943,400
Capital purchases as a % of operating expenditures	0.9%	0.4%	0.1%	0.5%	0.5%

Description:

Expenditures for operating equipment such as trucks and equipment drawn from the operating budget are usually referred to as "capital outlay." Capital outlay items normally include equipment that will last longer than one year and that has an initial cost above a significant minimum amount. Capital outlay does not include capital budget expenditures for construction of infrastructure such as streets, buildings, or bridges.

The purpose of capital outlay in the operating budget is to replace worn equipment or to add new equipment. The ratio of capital outlay to net operating expenditures is a rough indicator of whether the stock of equipment is being adequately replaced. Over a number of years, the relationship between capital outlay and operating expenditures is likely to remain about the same.

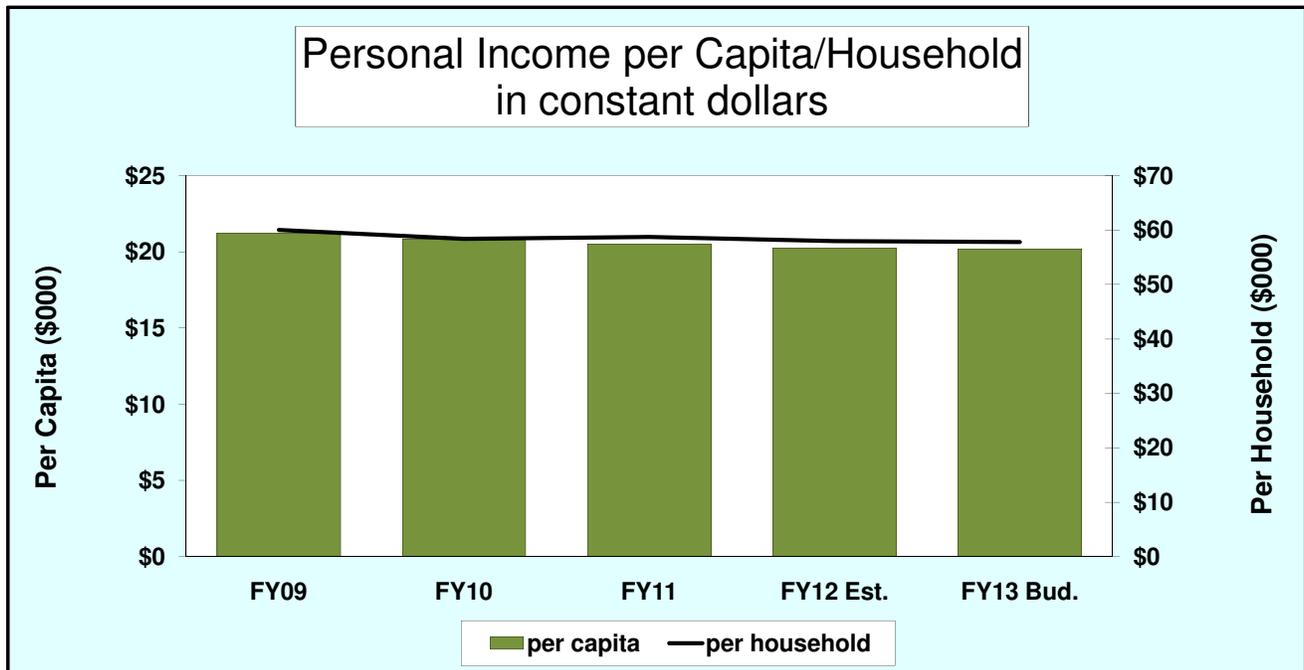
If this ratio declines in the short run (one to three years), it may mean that the local government's needs are temporarily satisfied, since most equipment lasts more than one year. A decline persisting over three or more years can indicate that capital outlay needs are being deferred, which can result in the use of inefficient or obsolete equipment. The use of capital leasing as a financing method could give the impression that capital expenditures are declining.

Comment:

Capital Outlay requirements include equipment with a useful life of more than one year and in excess of \$5,000. The County supplements its annual capital outlay needs with capital lease agreements. These bank agreements finance purchases over a five year period.

The economic recession affected the FY2009 through FY2011 budgets which resulted in cutbacks to many items including capital outlay.

COMMUNITY NEEDS and RESOURCE INDICATORS



Warning Trend:

Decline in the level, or growth rate, of personal income per capita (in constant dollars)

Formula:

$$\frac{\text{Personal Income in constant dollars}}{\text{Population/Households}}$$

Fiscal Year:	FY09	FY10	FY11	FY12 Est.	FY13 Bud.
Adjusted Gross Income	\$4,191,996,771	\$4,180,941,706	\$4,345,071,152	\$4,475,423,300	\$4,609,686,000
Consumer Price Index in decimal	1.396	1.413	1.445	1.486	1.516
Adjusted Gross Income (in constant dollars)	\$3,001,938,351	\$2,959,434,936	\$3,007,021,680	\$3,010,772,703	\$3,040,290,083
Population	141,444	142,226	146,551	148,642	150,589
Income per Capita (in constant dollars)	\$21,224	\$20,808	\$20,519	\$20,255	\$20,189
Households	50,016	50,686	51,214	51,953	52,578
Income per Household (in constant dollars)	\$60,020	\$58,388	\$58,715	\$57,952	\$57,824

Description:

Personal income per capita is one measure of a community's ability to pay taxes: the higher the per capita income, the more property tax, sales tax, income tax, and business tax the community can generate. Changes in personal income are especially important for communities (such as bedroom suburbs) that have little commercial or industrial tax base, because personal income is the primary source from which taxes can be paid.

Comment:

Recent improvements in income tax revenue should help the trend lines as the region's economy improves. The census provided a more accurate count of the County population for FY2011 and FY2012, however, because prior years have not yet been restated the effect on the per capita results is more profound.

BALANCE SHEET

	FY07 ACTUAL	FY08 ACTUAL	FY09 ACTUAL	FY10 ACTUAL	FY11 ACTUAL
ASSETS					
Cash	18,111,290	11,168,063	9,851,025	14,748,958	17,653,219
Short-term Investments	149,753,430	116,996,900	90,092,500	88,914,781	56,239,499
Total Liquid Assets	\$167,864,720	\$128,164,963	\$99,943,525	\$103,663,739	\$73,892,718
Property Tax Receivable	2,435,676	1,747,415	5,205,567	2,419,559	2,716,488
Accounts & Notes Receivable	13,089,464	42,286,810	30,647,799	30,089,827	74,117,583
Inventory	1,572,156	1,556,961	1,521,884	1,528,416	1,537,974
Other Assets	3,287,610	2,705,230	1,687,664	2,162,048	1,750,304
Total Other Assets	\$20,384,906	\$48,296,417	\$39,062,914	\$36,199,850	\$80,122,349
TOTAL ASSETS	<u>\$188,249,626</u>	<u>\$176,461,380</u>	<u>\$139,006,439</u>	<u>\$139,863,589</u>	<u>\$154,015,067</u>
LIABILITIES					
Vouchers Payable	2,088,183	1,836,768	2,100,380	2,224,958	2,076,167
Accrued Expenditures	2,078,023	2,226,618	2,686,051	2,768,794	3,248,099
Deferred Revenues	2,333,467	32,415,727	21,948,423	21,672,724	27,509,952
Due to other funds	103,413,844	80,649,620	61,559,498	63,572,556	72,120,499
Other Liabilities	2,087,833	2,140,686	1,921,749	6,474,099	7,203,935
Payable from restricted assets	2,889,147	2,466,261	1,473,563	1,965,285	1,472,114
Total Liabilities	\$114,890,497	\$121,735,680	\$91,689,664	\$98,678,416	\$113,630,766
FUND EQUITY					
Nonspendable Fund Balance	1,873,858	1,729,976	2,160,708	1,811,455	1,805,165
Restricted Fund Balance	718,386	700,134	724,060	761,035	699,770
Committed Fund Balance	22,261,558	22,728,588	23,386,699	23,280,926	27,022,596
Assigned Fund Balance	41,879,267	24,804,745	18,666,700	13,159,926	8,806,694
Unreserved Fund Balance	6,626,060	4,762,258	2,378,608	2,171,830	2,050,076
Total Fund Balance	\$73,359,129	\$54,725,700	\$47,316,775	\$41,185,173	\$40,384,301
TOTAL LIABILITIES AND FUND EQUITY	<u>\$188,249,626</u>	<u>\$176,461,380</u>	<u>\$139,006,439</u>	<u>\$139,863,589</u>	<u>\$154,015,067</u>

ACCOUNT GROUPS

GENERAL LONG TERM DEBT ACCOUNT GROUP

AMOUNT AVAILABLE FOR:

Employee Benefits	10,295,263	23,755,434	33,453,049	43,900,959	53,226,897
Retirement of Long-term Debt	242,622,869	258,166,916	270,821,531	259,263,183	269,694,659
Total Assets	<u>\$252,918,132</u>	<u>\$281,922,350</u>	<u>\$304,274,580</u>	<u>\$303,164,142</u>	<u>\$322,921,556</u>
Bonds Payable	235,896,256	250,841,807	263,831,669	254,017,418	266,620,586
Notes Payable	99,595	92,282	84,702	76,845	68,701
Capital Lease Obligations	4,112,261	5,178,942	5,332,288	4,098,080	2,458,503
Other Liabilities	12,810,020	25,809,319	35,025,921	44,971,799	53,773,766
Total Liabilities	<u>\$252,918,132</u>	<u>\$281,922,350</u>	<u>\$304,274,580</u>	<u>\$303,164,142</u>	<u>\$322,921,556</u>
GENERAL FIXED ASSETS	369,715,102	392,345,882	432,516,483	444,010,617	445,807,122
PENSION TRUST FUNDS					
(includes County Employees and Sheriff's Department)					
Actuarial Value of Assets	155,857,479	180,111,681	200,516,534	214,731,106	236,872,933
Actuarial Liability for accrued benefits	197,241,121	222,190,297	250,019,186	269,585,388	295,432,030
Unfunded Pension Liability	(\$41,383,642)	(\$42,078,616)	(\$49,502,652)	(\$54,854,282)	(\$58,559,097)

INCOME STATEMENT

	FY09 ACTUAL	FY10 ACTUAL	FY11 ACTUAL	FY12 ESTIMATE	FY13 BUDGET
<u>REVENUES</u>					
Property Tax	\$169,977,096	\$177,986,438	\$181,734,631	\$183,892,700	\$193,462,400
Income Tax	82,314,487	86,513,316	92,049,627	97,179,500	98,113,000
Local Tax	11,795,582	11,263,589	11,071,611	10,321,300	12,350,000
Licenses & Permits	917,419	894,118	892,291	911,700	926,400
Charges for Services	5,838,480	6,075,353	6,234,599	5,862,900	6,506,100
Interest	2,103,658	339,568	238,602	149,100	400,000
Miscellaneous	2,650,322	2,332,235	3,689,814	7,344,100	3,673,300
Total Local Operating	\$275,597,044	\$285,404,617	\$295,911,175	\$305,661,300	\$315,431,200
Highway User Tax	8,077,769	437,492	631,126	473,800	854,000
Intergovernmental	3,320,086	3,285,881	1,850,648	1,797,000	1,712,800
Total Non-Local Operating	\$11,397,855	\$3,723,373	\$2,481,774	\$2,270,800	\$2,566,800
Gross Operating Revenues	<u>\$286,994,899</u>	<u>\$289,127,990</u>	<u>\$298,392,949</u>	<u>\$307,932,100</u>	<u>\$317,998,000</u>
<u>EXPENDITURES</u>					
Salaries & Wages	\$69,674,775	\$67,023,038	\$65,608,867	\$65,730,000	\$70,146,770
Fringe Benefits	25,115,667	25,242,267	24,542,707	26,746,600	29,501,200
Supplies	5,257,716	5,050,889	5,142,000	5,308,600	5,595,400
Other Services & Charges	17,212,872	18,395,485	17,777,637	16,876,300	19,814,730
Capital Outlay	1,252,034	421,676	76,990	1,214,600	34,800
Other Capital	1,879,743	903,621	373,164	511,500	1,779,200
Debt Service	21,494,277	22,596,884	23,426,121	20,551,000	19,617,300
Agency Funding	3,944,106	3,832,098	3,764,879	3,335,000	3,392,300
Education	149,555,335	156,434,735	156,619,582	156,938,700	166,910,100
Total Operating Expenditures	\$295,386,525	\$299,900,692	\$297,331,946	\$297,212,300	\$316,791,800
Excess (Deficiency) Revenues over Expenditures	(\$8,391,626)	(\$10,772,702)	\$1,061,003	\$10,719,800	\$1,206,200
<u>OTHER FINANCING SOURCES/(USES)</u>					
Operating Transfers In	1,815,192	7,395,000	1,259,700	1,456,600	350,000
Bond Premium	1,504,644	1,358,311	3,214,979	9,169,200	0
Proceeds from Refunded Debt	11,200,097	4,853,935	17,985,000	32,841,900	0
Payment to Refunded Debt Escrow	(11,199,980)	(4,877,336)	(16,865,000)	(40,051,300)	0
Capital Lease Proceeds	2,019,000	621,497	0	1,129,500	1,729,200
TRANSFERS OUT:					
Capital Project Fund	(526,980)	(1,025,000)	(1,262,820)	(5,590,000)	(1,100,000)
Special Revenue Fund	(3,054,380)	(3,135,080)	(3,177,669)	(3,123,600)	(3,232,100)
Debt Service Fund	0	0	(2,153,972)	0	(2,685,800)
Trust & Agency Fund	(470,843)	(271,708)	(264,431)	(260,200)	(534,600)
Enterprise Fund	(304,052)	(278,518)	(597,662)	(598,900)	(599,100)
Excess (Deficiency) Revenues over Expenditures & Other Uses	(\$7,408,926)	(\$6,131,601)	(\$800,872)	\$5,693,000	(\$4,866,200)
<u>FUND BALANCE</u>					
Beginning Balance	54,725,701	47,316,775	41,185,173	40,384,301	45,459,401
Extra-ordinary loss from natural disaster	0	0	0	(617,900)	0
Ending Balance	<u>\$47,316,775</u>	<u>\$41,185,173</u>	<u>\$40,384,301</u>	<u>\$45,459,401</u>	<u>\$40,593,201</u>

Budget gain/loss consists of:

Contingency	\$130,500
Fund Balance Appropriation	(4,996,700)
	<u>(\$4,866,200)</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 must also borrow funds for many large-scale projects. In most cases, the infrastructure being constructed will benefit future taxpayers. Therefore, it is reasonable to defer 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 ability to raise revenue through property taxes or other local forms of revenues without competition.

There are many different theories concerning the proper level of debt that should be maintained by local governments. One incentive for well-planned debt levels is a favorable bond rating given by credit rating agencies. Financially sound governments receive good bond ratings, which usually result in a lower interest rate on the debt they incur. The driving force of guidance for Charles County is the desire to remain in a fiscally sound position. This requires, among other things, a good bond rating, a low burden of debt for the tax payers, long and short range financial planning, and constant monitoring of economic conditions. The County has maintained a debt ceiling of less than 8% of the total general fund revenues for more than 20 years. The County Commissioners adopted a formal Debt Policy on September 22, 2009 which is located in the Financial Policies section of this book.

Bond Rating Agencies and Charles County's Rating

Charles County receives ratings from the three major bond credit rating agencies: Moody's Investor Service (Aa1), Standard & Poor's (AA), and Fitch Investors Service (AAA). During FY2012, the County maintained its rating with all three credit rating agencies. These independent rating services rate organizations by evaluating their creditworthiness. The chart below displays the various ratings each service provides. Charles County's rating is shaded.

Moody's	Standard & Poor's	Fitch
Rating Symbol		
Aaa	AAA	AAA
Aa1	AA+	AA+
Aa2	AA	AA
Aa3	AA-	AA-
A1	A+	A+
A2	A	A
A3	A-	A-
Baa1	BBB+	BBB+
Baa2	BBB	BBB
Baa3	BBB-	BBB-
Ba1	BB+	BB+
Ba2	BB	BB
Ba3	BB-	BB-
B1	B+	B+
B2	B	B
B3	B-	B-

DEBT SERVICE

Types of bonds

There are several types of bonds that can be issued. Charles County typically issues General Obligation (G.O.) bonds and double-barrel revenue bonds for Enterprise Fund (EF) projects. G.O. bonds are backed by the full faith and credit of the government. These types of bonds get favorable ratings due to the taxing power of governments and their ability to raise revenues to repay the debt. The annual debt service on double-barreled revenue bonds is funded by the revenues from enterprise operations and is further insured by the general fund should the enterprise fund earnings fail or fall short in any given year. The County makes a point during the budgetary process for enterprise funds to include the borrowing cost in the budget estimates so that the General Fund's risk of insuring the debt service is significantly reduced.

Pursuant to Section 14.05 of Article 66B 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 of 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 Chapter 825 of the Laws of Maryland of 1977, now codified as Section 24 of Article 31 of the Annotated Code of Maryland (1997 Replacement Volume). No referendum is required.

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 through its Legislative Delegation received authority from the Maryland General Assembly to issue its general obligation bonds for the purpose of financing the cost of public facilities in Charles County. As of June 30, 2012, the County will have \$85,391,100 of authority for future issues generally designated as follows:

Public Facilities	\$77,153,100
Detention Center Facilities	3,180,000
Landfill Facilities	5,058,000
Total	\$85,391,100

DEBT SERVICE

Water and Sewerage Debt

The County is authorized to issue general obligation bonds to finance water systems, sewerage systems, solid waste disposal systems and solid waste acceptance systems in the Waldorf Special Taxing District One, the Mattawoman Special Taxing District 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 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:

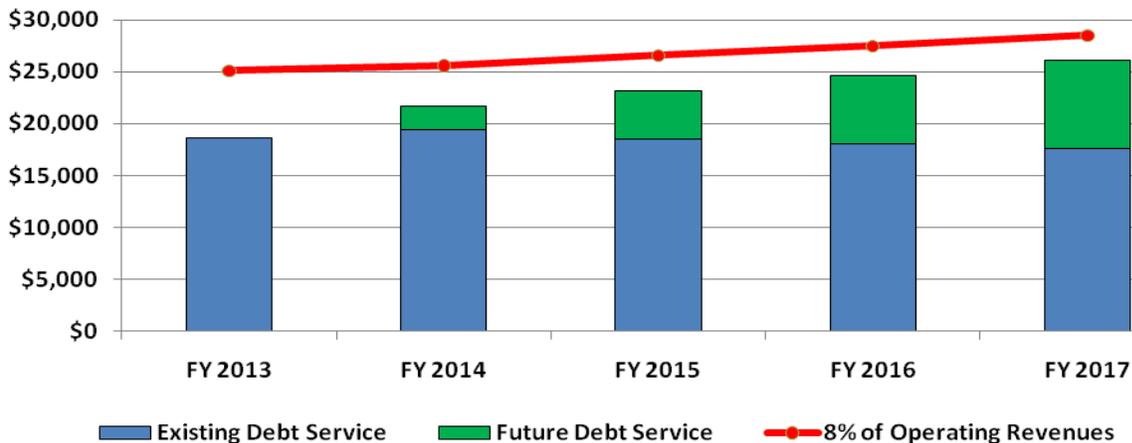
	Market Value*	Outstanding Principal Amount**	% of Market Value
Waldorf Special Taxing District	\$6,847,660,410	\$45,435,712	0.66%
Mattawoman Special Taxing District	4,098,547,798	33,980,753	0.83%
Special Taxing District Number Three	6,766,580,956	6,610,769	0.10%
Total	\$17,712,789,164	\$86,027,234	0.49%

*As of July 1, 2011

**As of June 30, 2012

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

Schedule of Future Debt service Requirements

The following table shows the rapidity of all bonded debt repayment by the County:

<u>Fiscal</u> <u>Year</u>	Total Bond ----- Debt Service -----			Bonds	%
	<u>Principal</u>	<u>Interest</u>	<u>Principal +</u> <u>Interest</u>	Outstanding	Outstanding
2014	\$32,770,000	\$12,369,136	\$45,139,136	\$263,845,000	89.0%
2015	29,060,000	10,974,045	40,034,045	234,785,000	79.2%
2016	27,955,000	9,884,113	37,839,113	206,830,000	69.7%
2017	26,640,000	8,491,945	35,131,945	180,190,000	60.7%
2018	25,380,000	7,331,985	32,711,985	154,810,000	52.2%
2019	24,780,000	6,217,860	30,997,860	130,030,000	43.8%
2020	22,725,000	5,114,560	27,839,560	107,305,000	36.2%
2021	21,325,000	4,128,035	25,453,035	85,980,000	29.0%
2022	19,825,000	3,193,547	23,018,547	66,155,000	22.3%
2023	18,630,000	2,319,796	20,949,796	47,525,000	16.0%
2024	13,150,000	1,711,271	14,861,271	34,375,000	11.6%
2025	10,965,000	1,287,356	12,252,356	23,410,000	7.9%
2026	6,880,000	915,833	7,795,833	16,530,000	5.6%
2027	7,170,000	640,233	7,810,233	9,360,000	3.2%
2028	4,895,000	351,025	5,246,025	4,465,000	1.5%
2029	2,980,000	188,075	3,168,075	1,485,000	0.5%
2030	480,000	63,113	543,113	1,005,000	0.3%
2031	495,000	42,713	537,713	510,000	0.2%
2032	510,000	21,675	531,675	0	0.0%
	<u>\$296,615,000</u>	<u>\$75,246,311</u>	<u>\$371,861,311</u>		

The Schedule of Debt Outstanding

The Schedule of Debt Outstanding displays the actual principal and interest payments for all funds and includes bonds with dedicated revenue sources to fund the associated debt service. The 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 debt service payments have been incorporated into the various operating budgets of the County.

FY2013 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-13 PRINCIPAL	FY-13 INTEREST	FY-13 TOTAL	PRINCIPAL OUTSTANDING
GENERAL FUND						
2003 Public Improvement Bond	2018	2.000-4.000	66,216	4,523	70,739	68,758
2004 Public Improvement Bond	2019	2.000-4.250	15,382	1,605	16,987	32,407
2005 Public Improvement Bond	2020	3.000-5.000	110,866	19,117	129,983	366,843
2006 Public Improvement Bond	2021	4.000-5.000	364,112	79,475	443,587	1,302,163
2007 Public Improvement Bond	2022	3.500-5.000	33,375	17,024	50,399	366,068
2008 Public Improvement Bond	2023	3.000-5.000	796,494	453,445	1,249,939	9,790,460
2009 Public Improvement Bond	2029	2.000-4.250	114,462	102,475	216,937	2,411,487
2009 PIB refunding	2016	2.000-4.250	769,309	57,989	827,298	942,116
2010 Public Improvement Bond	2025	2.000-5.300	65,743	41,865	107,608	986,354
2010 PIB refunding	2017	2.000-5.300	112,642	27,188	139,830	537,299
2011 Public Improvement Bond	2028	2.000-5.000	0	120,136	120,136	3,395,000
2011 PIB refunding	2020	4.000-5.000	0	37,868	37,868	932,304
2012 Public Improvement Bond	2027	2.000-5.000	135,077	60,973	196,050	2,059,923
2012 PIB refunding	2022	5.00	0	82,684	82,684	2,577,171
Subtotal Board of Education			\$2,583,677	\$1,106,367	\$3,690,044	\$25,768,355
2004 Public Improvement Bond	2019	2.000-4.250	107,003	11,168	118,171	225,442
2005 Public Improvement Bond	2020	3.000-5.000	20,886	3,601	24,487	69,108
2006 Public Improvement Bond	2021	4.000-5.000	206,873	45,154	252,027	739,834
2007 Public Improvement Bond	2022	3.500-5.000	12,136	6,191	18,327	133,116
2008 Public Improvement Bond	2023	3.000-5.000	19,798	11,271	31,069	243,355
2009 PIB refunding	2016	2.000-4.250	186,092	16,578	202,670	276,304
2010 Public Improvement Bond	2025	2.000-5.300	94,714	60,314	155,028	1,421,018
2011 Public Improvement Bond	2028	2.000-5.000	0	40,694	40,694	1,150,000
2011 PIB refunding	2020	4.000-5.000	0	24,355	24,355	608,871
2012 Public Improvement Bond	2027	2.000-5.000	229,231	103,473	332,704	3,495,769
2012 PIB refunding	2022	5.00	0	46,978	46,978	1,464,241
Subtotal College of Southern MD			\$876,733	\$369,777	\$1,246,510	\$9,827,059
2003 Public Improvement Bond	2018	2.000-4.000	118,756	8,111	126,867	123,316
2004 Public Improvement Bond	2019	2.000-4.250	69,070	7,209	76,279	145,523
2005 Public Improvement Bond	2020	3.000-5.000	85,271	14,704	99,975	282,152
2006 Public Improvement Bond	2021	4.000-5.000	88,072	19,224	107,296	314,969
2007 Public Improvement Bond	2022	3.500-5.000	434,587	221,594	656,181	4,762,019
2008 Public Improvement Bond	2023	3.000-5.000	77,140	43,916	121,056	948,198
2008 Taxable Bond	2023	5.00-5.75	436,039	311,132	747,171	5,695,635
2009 Public Improvement Bond	2029	2.000-4.250	629,896	563,932	1,193,828	13,270,715
2009 PIB refunding	2016	2.000-4.250	503,920	47,809	551,729	835,653
2010 Public Improvement Bond	2025	2.000-5.300	343,066	218,463	561,529	5,147,094
2010 PIB refunding	2017	2.000-5.300	135,433	32,688	168,121	646,011
2011 Public Improvement Bond	2028	2.000-5.000	0	202,763	202,763	5,730,000
2011 PIB refunding	2020	4.000-5.000	0	52,275	52,275	1,281,064
2012 Public Improvement Bond	2027	2.000-5.000	221,538	100,001	321,539	3,378,462
2012 PIB refunding	2022	5.00	0	20,000	20,000	623,371
Subtotal General Government			\$3,142,789	\$1,863,820	\$5,006,609	\$43,184,183

FY2013 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-13 PRINCIPAL	FY-13 INTEREST	FY-13 TOTAL	PRINCIPAL OUTSTANDING
2003 Public Improvement Bond	2018	2.000-4.000	333,343	22,453	355,796	348,043
2004 Public Improvement Bond	2019	2.000-4.250	333,507	34,474	367,981	702,661
2005 Public Improvement Bond	2020	3.000-5.000	276,262	47,150	323,412	897,392
2009 Public Improvement Bond	2029	2.000-4.250	246,283	219,396	465,679	5,158,188
2009 PIB refunding	2016	2.000-4.250	356,782	23,092	379,874	389,010
2010 Public Improvement Bond	2025	2.000-5.300	11,834	7,536	19,370	177,544
2010 PIB refunding	2017	2.000-5.300	111,852	26,997	138,849	533,530
2011 Public Improvement Bond	2028	2.000-5.000	0	180,712	180,712	4,444,981
Subtotal Public Safety			\$1,669,864	\$561,809	\$2,231,673	\$12,651,349
2003 Public Improvement Bond	2018	2.000-4.000	386,022	13,122	399,144	0
2004 Public Improvement Bond	2019	2.000-4.250	1,076,714	36,075	1,112,789	8,512
2005 Public Improvement Bond	2020	3.000-5.000	0	82,950	82,950	915,328
2006 Public Improvement Bond	2021	4.000-5.000	594,254	129,709	723,963	2,125,214
2007 Public Improvement Bond	2022	3.500-5.000	0	520,302	520,302	12,014,822
2008 Public Improvement Bond	2023	3.000-5.000	39,285	22,365	61,650	482,888
2009 Public Improvement Bond	2029	2.000-4.250	0	123,388	123,388	3,040,749
2009 PIB refunding	2016	2.000-4.250	519,665	77,658	597,323	1,547,456
2010 Public Improvement Bond	2025	2.000-5.300	320,357	204,002	524,359	4,806,384
2010 PIB refunding	2017	2.000-5.300	474,392	114,500	588,892	2,262,826
2011 Public Improvement Bond	2028	2.000-5.000	0	252,127	252,127	7,125,000
2011 PIB refunding	2029	3.000-5.000	0	614,715	614,715	17,985,000
2011 PIB refunding	2020	4.000-5.000	0	222,922	222,922	5,573,040
2012 Public Improvement Bond	2027	2.000-5.000	324,923	146,668	471,591	4,955,077
2012 PIB refunding	2022	5.00	0	134,946	134,946	4,206,110
Subtotal Roads			\$3,735,613	\$2,695,446	\$6,431,059	\$67,048,404
TOTAL GENERAL FUND BONDS			\$12,008,675	\$6,597,220	\$18,605,894	\$158,479,349
73 FHA Loan	2024	3.649	\$8,667	\$2,281	\$10,948	\$51,637
TOTAL GENERAL FUND OTHER OBLIGATIONS			\$8,667	\$2,281	\$10,948	\$51,637
2008 Capital Lease	2013	3.720	173,414	3,224	176,638	0
2008 Capital Lease	2013	3.500	192,737	5,074	197,811	0
2009 Capital Lease	2014	3.720	423,643	19,576	443,219	216,675
2010 Capital Lease	2015	4.000	177,832	6,062	183,894	49,973
2012 Capital Lease	2017	1.652	220,335	15,951	236,286	800,348
2013 Capital Lease	2018	1.196	168,318	10,341	178,658	1,560,882
TOTAL GENERAL FUND LEASE DEBT			\$1,356,279	\$60,228	\$1,416,507	\$2,627,878
TOTAL GENERAL FUND DEBT			\$13,373,621	\$6,659,728	\$20,033,349	\$161,158,864
DEBT SERVICE FUND						
2003 Excise Tax Bond	2013	2.000-3.300	785,000	25,905	810,905	0
2004 Excise Tax Bond	2014	2.000-4.250	3,440,000	245,400	3,685,400	3,555,000
2005 Excise Tax Bond	2015	3.000-5.000	1,125,000	177,250	1,302,250	2,420,000
2006 Excise Tax Bond	2016	4.000-5.000	1,685,000	338,600	2,023,600	5,450,000
2007 Excise Tax Bond	2017	3.500-5.000	1,650,000	366,700	2,016,700	7,245,000
2008 Excise Tax Bond	2018	3.000-5.000	155,000	45,688	200,688	865,000
2009 Excise Tax Bond	2019	2.000-4.250	85,000	25,800	110,800	560,000
2011 Excise Tax Bond	2023	2.000-5.300	0	532,150	532,150	15,500,000
Subtotal Excise Tax			\$8,925,000	\$1,757,493	\$10,682,493	\$35,595,000
2004 Public Improvement Bond	2019	2.000-4.250	854,015	249,150	1,103,165	5,799,714
Subtotal CIVISTA			\$854,015	\$249,150	\$1,103,165	\$5,799,714
2005 Public Improvement Bond	2020	3.000-5.000	65,227	24,695	89,922	552,011
Subtotal CSM (St. Charles Children Center)			\$65,227	\$24,695	\$89,922	\$552,011

FY2013 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-13 PRINCIPAL	FY-13 INTEREST	FY-13 TOTAL	PRINCIPAL OUTSTANDING
2003 Public Improvement Bond	2018	2.000-4.000	10,423	712	11,135	10,824
2005 Public Improvement Bond	2020	3.000-5.000	6,523	1,125	7,648	21,583
2006 Public Improvement Bond	2021	4.000-5.000	21,949	4,791	26,740	78,497
2009 PIB refunding	2022	2.000-4.250	63,487	8,155	71,642	155,700
2010 PIB refunding	2017	2.000-5.300	6,871	1,658	8,529	32,774
2011 PIB refunding	2029	3.000-5.000	0	3,254	3,254	79,086
2012 PIB refunding	2022	5.00	0	4,984	4,984	155,357
Subtotal Nursing Homes			\$109,253	\$24,679	\$133,932	\$533,821
2004 Taxable Bond	2019	4.00-5.00	535,000	50,630	585,630	565,000
2005 Taxable Bond	2020	5.00-5.125	390,000	61,000	451,000	830,000
2006 Taxable Bond	2021	5.125-8.000	620,000	146,575	766,575	2,045,000
2007 Taxable Bond	2022	5.25-5.75	175,000	53,625	228,625	800,000
2008 Taxable Bond	2023	5.00-5.75	168,750	120,410	289,160	2,204,250
2009 Taxable Bond	2024	4.00-5.375	110,000	79,888	189,888	1,570,000
2011 Taxable Bond	2028	2.000-4.500	0	146,050	146,050	4,000,000
2012 Taxable Bond	2027	2.000-3.250	155,000	70,174	225,174	3,845,000
2012 PIB refunding	2022	2.00-5.00	5,000	340,308	345,308	10,795,000
Subtotal St. Charles Companies			\$2,158,750	\$1,068,660	\$3,227,410	\$26,654,250
2008 Taxable Bond	2023	5.00-5.75	520,211	371,193	891,404	6,795,115
Subtotal Southern MD Sports & Entertainment Complex			\$520,211	\$371,193	\$891,404	\$6,795,115
TOTAL DEBT SERVICE FUND DEBT			\$12,632,456	\$3,495,870	\$16,128,326	\$75,929,911
ENVIRONMENTAL SERVICE						
2004 Public Improvement Bond	2019	2.000-4.250	2,675	279	2,954	5,636
2006 Public Improvement Bond	2021	4.000-5.000	5,487	1,198	6,685	19,624
2007 Public Improvement Bond	2022	3.500-5.000	60,682	30,953	91,635	665,579
2008 Public Improvement Bond	2023	3.000-5.000	23,465	13,358	36,823	288,425
2009 Public Improvement Bond	2029	2.000-4.250	21,859	19,570	41,429	460,527
2009 PIB refunding	2016	2.000-4.250	21,175	1,289	22,464	21,780
2010 Public Improvement Bond	2025	2.000-5.300	27,857	17,739	45,596	417,946
2011 Public Improvement Bond	2028	2.000-5.000	0	49,541	49,541	1,400,000
2011 PIB refunding	2020	4.000-5.000		501	501	12,531
2012 Public Improvement Bond	2027	2.000-5.000	43,077	19,445	62,522	656,923
2012 PIB refunding	2022	5.00	0	1,246	1,246	38,839
TOTAL ENVIRONMENTAL SERVICE BONDS			\$206,277	\$155,119	\$361,396	\$3,987,810
2008 Capital Lease	2013	4.000	2,752	52	2,804	0
2009 Capital Lease	2014	3.720	18,104	837	18,941	91,310
2012 Capital Lease	2017	1.652	9,754	706	10,460	35,429
2013 Capital Lease	2018	1.196	2,433	150	2,583	22,567
TOTAL ENVIRONMENTAL OTHER OBLIGATIONS			\$33,043	\$1,745	\$34,788	\$149,306
TOTAL ENVIRONMENTAL SERVICE DEBT			\$239,320	\$156,864	\$396,184	\$4,137,116
INSPECTION & REVIEW						
2009 Capital Lease	2014	3.720	41,693	1,927	43,620	21,422
TOTAL INSPECTION & REVIEW DEBT			\$41,693	\$1,927	\$43,620	\$21,422
SOLID WASTE FUND						
2009 Capital Lease	2014	3.65	29,339	1,356	30,695	15,070
TOTAL SOLID WASTE FUND DEBT			\$29,339	\$1,356	\$30,695	\$15,070

FY2013 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-13 PRINCIPAL	FY-13 INTEREST	FY-13 TOTAL	PRINCIPAL OUTSTANDING
<u>WATER & SEWER</u>						
2003 Public Improvement Bond	2018	2.000-4.000	610,074	41,670	651,744	633,502
2004 Public Improvement Bond	2019	2.000-4.250	300,945	31,410	332,355	634,056
2005 Public Improvement Bond	2020	3.000-5.000	604,966	104,318	709,284	2,001,765
2006 Public Improvement Bond	2021	4.000-5.000	194,252	42,400	236,652	694,699
2007 Public Improvement Bond	2022	3.500-5.000	409,218	208,736	617,954	4,488,396
2008 Public Improvement Bond	2023	3.000-5.000	533,819	303,904	837,723	6,561,673
2009 Public Improvement Bond	2029	2.000-4.250	232,500	208,152	440,652	4,898,333
2009 PIB refunding	2016	2.000-4.250	653,620	83,247	736,866	1,585,611
2010 Public Improvement Bond	2020	2.000-5.000	190,000	73,800	263,800	1,445,000
2010 Public Improvement Bond	2025	2.000-5.300	696,429	443,482	1,139,911	10,448,661
2010 PIB refunding	2017	2.000-5.300	110,789	26,740	137,529	528,457
2011 Public Improvement Bond	2023	2.000-5.000	0	45,600	45,600	1,325,000
2011 Public Improvement Bond	2028	2.000-5.000	0	6,193	6,193	175,000
2011 PIB refunding	2020	4.000-5.000	0	292,860	292,860	7,188,965
2012 Public Improvement Bond	2027	2.000-5.000	246,154	111,112	357,266	3,753,846
2012 Public Improvement Bond	2022	2.000-5.000	290,000	87,235	377,235	2,710,000
2012 Public Improvement Bond	2032	2.000-5.000	335,000	206,745	541,745	7,165,000
2012 PIB refunding	2022	5.00	0	44,112	44,112	1,374,911
TOTAL WATER & SEWER BONDS			\$5,407,765	\$2,361,714	\$7,769,479	\$57,612,875
Revolving Loan (BNR)	2026	1.20	706,529	128,415	834,944	9,994,694
2007 Meter Replacement Lease	2022	4.14	295,721	174,821	470,542	3,995,709
2008 Capital Lease	2013	4.000	34,162	637	34,799	0
2009 Capital Lease	2014	3.720	116,760	5,395	122,155	59,962
2010 Capital Lease	2015	4.000	51,374	1,751	53,125	14,437
2012 Capital Lease	2017	1.652	68,705	4,974	73,679	249,564
2013 Capital Lease	2018	1.196	68,672	4,219	72,891	636,828
TOTAL WATER & SEWER OTHER OBLIGATIONS			\$1,341,923	\$320,212	\$1,662,135	\$14,951,194
TOTAL WATER & SEWER DEBT			\$6,749,688	\$2,681,926	\$9,431,614	\$72,564,069
<u>RECREATION FUND</u>						
2002 Public Improvement Bond	2017	3.000-5.000	113,020	27,279	140,299	539,102
2003 Public Improvement Bond	2018	2.000-4.000	10,166	1,150	11,316	21,408
2004 Public Improvement Bond	2019	2.000-4.250	689	72	761	1,451
2009 PIB refunding	2016	2.000-4.250	10,950	584	11,534	6,374
2011 PIB refunding	2020	4.000-5.000	0	1,536	1,536	36,721
TOTAL RECREATION BONDS			\$134,825	\$30,621	\$165,446	\$605,056
2009 Capital Lease	2014	3.720	3,086	143	3,229	1,573
2010 Capital Lease	2015	4.000	3,871	132	4,003	1,088
TOTAL RECREATION OTHER OBLIGATIONS			\$6,957	\$275	\$7,232	\$2,661
TOTAL RECREATION DEBT			\$141,782	\$30,896	\$172,678	\$607,717
<u>TOTAL ALL FUNDS</u>						
TOTAL BONDS			\$30,389,998	\$12,640,544	\$43,030,542	\$296,615,000
TOTAL OTHER OBLIGATIONS			2,817,901	388,024	3,205,925	17,819,168
TOTAL DEBT SERVICE OBLIGATIONS			\$33,207,899	\$13,028,568	\$46,236,467	\$314,434,169

Debt Ratios

The table below shows trends for the County for the eight most recent fiscal years ended 2011, in various debt and property value ratios, and an estimate for the fiscal year ending June 30, 2012 and 2013.

Fiscal Year	Population ⁽¹⁾	Assessed Value ⁽²⁾	Assessed Value per capita	Net Direct Debt	Net Direct Debt to Assessed Value	Net Direct Debt Per Capita
2004	131,448	\$9,450,753,013	\$71,897	\$103,194,315	1.09%	\$785.06
2005	134,531	10,343,466,135	76,885	116,843,957	1.13	868.53
2006	137,144	11,501,969,435	83,868	129,351,404	1.12	943.18
2007	139,383	13,470,645,401	96,645	137,302,481	1.02	985.07
2008	140,169	16,036,771,870	114,410	149,387,085	0.93	1,065.76
2009	140,764	18,767,010,361	133,323	165,009,967	0.88	1,172.25
2010	142,226	20,022,850,978	140,782	164,498,278	0.82	1,156.60
2011	146,551	18,973,018,802	129,464	185,931,569	0.98	1,268.72
2012 Est.	148,642	17,662,354,499	118,825	174,532,487	0.99	1,174.18
2013 Est.	150,589	16,936,671,000	112,469	161,158,864	0.95	1,070.19

(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.

General Fund Bonded Debt Service Expenditures as a percentage of General Fund Revenues:

Fiscal Year	General Fund Total Debt Service ⁽¹⁾	General Fund G.O. Bond Debt Service	Total Operating Revenue	Bonded Debt as % of Revenue
2004.....	\$14,433,480	\$12,895,549	\$196,711,399	6.6%
2005.....	16,713,958	14,784,827	237,143,608	6.2%
2006.....	17,292,137	15,196,420	274,549,933	5.5%
2007.....	18,563,791	14,872,426	275,482,738	5.4%
2008.....	20,196,012	18,536,657	280,935,047	6.6%
2009.....	21,798,358	19,540,758	288,810,092	6.8%
2010.....	22,780,796	20,585,793	296,522,992	6.9%
2011.....	23,983,867	21,992,000	299,652,649	7.3%
2012 Budget.....	20,987,000	19,026,200	305,365,500	6.2%
2013 Budget.....	20,223,400	18,198,500	318,348,000	5.7%

(1) Total Debt Service includes debt payments for capital leases, loans, and General Obligation bond issues related to General Fund activity.

Glossary & Abbreviations

GLOSSARY

A

ACCRUAL BASIS: Both governmental and business-type activities are presented using the accrual basis of accounting in the government-wide financial statements and the proprietary and fiduciary fund financial statements. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

AGENCY FUNDING: County assistance provided to semi-autonomous agencies. These are agencies not directly under the control of the County Commissioners. Examples of these include: the Health Department and Board of Education.

AGRICULTURE TRANSFER TAX: Tax on the sale of property located within an area zoned agriculture; proceeds are currently used to help fund the Agricultural Land Preservation Program.

ALLOCATE: To set apart portions of budgeted expenditures which are specifically designated to organizations for special activities or purposes (i.e., various rescue squads).

AMENDED BUDGET: The budget as adopted by the County Commissioners and adjusted to show any increases or decreases.

ANNUAL BUDGET: A budget covering a single fiscal year.

APPROPRIATIONS: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. Typically, an appropriation is limited in amount and time it may be expended.

APPROVED BUDGET: The budget as formally adopted by the Board of Commissioners for the upcoming fiscal year.

ASSESSABLE BASE: The value of taxable real and personal property within the County, as determined by the State Department of Assessments and Taxation (SDAT).

ASSESSMENT: The process of determining values of real and personal property for taxation purposes.

ASSETS: The resources owned by an entity. All assets have the capacity to provide future services or benefits to the entities that use them.

B

BALANCED BUDGET: A budget in which all expenditures are equaled by the total revenues and other financing sources. The County's General Fund budget must be balanced by State Law.

BASIS OF ACCOUNTING: Revenues and expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. The measurement focus identifies which transactions should be recorded. Accrual Basis and Modified Accrual Basis are two different types of accounting methods.

BASIS OF BUDGETING: The basis that was used in preparing the budget which may differ from the basis of accounting.

BOND: An investment bearing certificate of indebtedness sold by a governmental agency to generate funds. The bond guarantees payment of the original investment plus interest by a specified date or dates in the future. Bonds typically involve long-term indebtedness to pay for infrastructure.

BOND RATING: A grade indicating a governmental unit's investment qualities. Generally speaking, the higher the bond rating, the lower the interest rate and the cost of financing capital projects funded by bonds. A high rating is indicative of the Government's strong financial position. Ratings range from AAA (highest) to D (lowest).

BOND SALE: The process of raising cash to fund capital projects by selling certificates of debt guaranteed by the County Government.

BONDED DEBT: The total amount owed by the County as a result of the sale of general obligation or other bonds guaranteed by the County Government.

BUDGET: A plan of financial operations for a given period of time providing estimates of proposed expenditures and the proposed means of financing them. A means of allocating resources.

GLOSSARY

C

CAPITAL ASSETS: Property, plant, equipment, and infrastructure assets (e.g. roads, bridges, and similar items.)

CAPITAL BUDGET: The budget which funds major infrastructure projects such as parks, schools, bridges, roads, water & sewer facilities, and landfills.

CAPITAL IMPROVEMENT PROGRAM (CIP): A multi-year plan showing anticipated capital projects and required funding.

CAPITAL OUTLAY: An expenditure classification for items that are expected to have a useful life greater than five years or an estimated total cost of \$5,000 or more. Capital outlay expenditures include such purchases as a vehicle, machinery, and equipment.

CAPITAL PROJECTS FUND: Account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by business-type/proprietary funds). The Capital Project Fund is a major fund.

CASH AND CASH EQUIVELENTS: Cash on hand, petty cash, demand deposits, and short term securities and certificates of deposit with an original maturity of three months or less at time of purchase.

CHART OF ACCOUNTS: The County's Chart of Accounts includes expenditure line items grouped in like categories. The following is a list of each category: *Agency Funding* *Capital Outlay* *Debt Service* *Depreciation* *Fringe Benefits* *Operating Contingency* *Operating Costs* *Personal Services* *Transfers Out*

CHARTER HOME RULE: Specified in Charter. Must provide for an elected Council. Offers broader powers than the traditional Commissioner form and Code Home Rule form.

CODE HOME RULE: Charles County's form of government. Commissioners determine structure through local enactments. County Commissioner title is retained. Offers broader powers than the traditional Commissioner form.

CONNECTION FEE: Fee charged for access to a central water or sewer system to pay for the infrastructure cost that provided the capacity.

CONTINGENCY: Budget account in which funds are set aside for unforeseen expenditures which may become necessary during the year and which have not been provided for in the context of the budget.

CONTINGENCY- INFLATION: Account set up in the CIP budget that will be used as a reserve when needed to add to a project if/when inflation occurs. This method provides for proper financial planning for cost inflation while at the same time presenting projects that are in today's dollars.

CONSTRUCTION IN PROGRESS: Significant outlays for capital assets and improvements are capitalized as Construction in Progress while projects are being constructed. Projects are not depreciated until completed or substantially completed and available for use.

D

DEBT: Duty or obligation to pay money, deliver goods, or render services under an express or implied agreement.

DEBT SERVICE FUND: Accounts for the accumulation of designated revenues for the periodic payment of principal and interest on long-term debt. The Debt Service Fund is a major fund.

DEPARTMENT: A County agency or office consisting of one or more divisions. Examples are the Department of Public Works and Department of Community Services.

DEPRECIATION EXPENSE: Annual loss of value for equipment or other asset.

E

ENCUMBRANCE: A financial commitment for services, contracts, or goods which have not as yet been delivered or performed.

ENTERPRISE FUND: Funds established for operations that have a defined customer base and are primarily funded by a service fee associated directly with the operation. These operations are accounted for in a manner similar to the private sector, where budgets are used as a management tool and are subject to the amount of activity.

EXPENSE LINE: A breakdown of operating costs into a specific area of cost. Examples are Full Time Salaries and Supplies.

GLOSSARY

F

FERMATA- An organization whose mission is to help communities develop their nature-based, cultural, and historical resources in a way that will enable travelers to "hold and consider" what makes that place special.

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.

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.

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.

GLOSSARY

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): GASB Statement 43 requires that a post employment benefit plan, such as health insurance and life insurance costs, be set up for retired employees and that disclosure of the funding status of the plan be shown in the County's financial statements. GASB Statement 45 requires that the County account for the actuarially determined liability of the post employment benefit and annual contribution to the plan.

OUTSIDE AGENCIES: Agencies of the County which are not subject to full County appropriation authority due to State Law, such as Charles County Community College, 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. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The County's enterprise funds are proprietary funds.

GLOSSARY

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.

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 Community Services 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.

ACRONYMS/ABBREVIATIONS

A

A&E:	Architectural & Engineering
ADA:	American with Disabilities Act
AEU:	Automated Enforcement Unit
APF:	Adequate Public Facilities
APFO:	Adequate Public Facilities Ordinance
AYP:	Annual Yearly Process
ALS:	Advanced Life Support
ACPT:	American Community Properties Trust
ARRA:	American Recovery & Reinvestment Act
ASA:	Amateur Softball Association

B

BLS:	Basic Life Support
BOCA:	Building Official and Code Administrators
BOE:	Board of Education
BNR:	Bio-Nutrient Removal
BRAC:	Base Realignment and Closure

C

CAD:	Computer-aided Design
CATV:	Cable Access Television
CCBJIG:	Coordinating Communications between the Juvenile Intervention Unit
CCG:	Charles County Government
CCPS:	Charles County Public Schools
CCSO:	Charles County Sheriff's Office
CDBG:	Community Development Block Grant
CDL:	Commercial Drivers License
CEMS:	Career Emergency Medical Services
CIP:	Capital Improvement Program
CMOM:	Capacity, Management, Operation, and Maintenance

CPI:	Consumer Pricing Index
CS:	Community Services
C-SAFE:	Collaborative Supervision and Focused Enforcement
CSM:	College of Southern Maryland
CY:	Calendar Year

D

D.A.R.E.	Drug Abuse Resistance Education
DCS:	Department of Community Services
DPW:	Department of Public Works
DNR:	Department of Natural Resources
DoD:	Department of Defense
DOT:	Department of Transportation
DRRA:	Developer's Rights and Responsibilities
DSS:	Department of Social Services

E

EAP:	Employee Assistance Program
EDD:	Economic Development Department
EEO:	Equal Employment Opportunity
EF:	Enterprise Fund
EMS:	Emergency Medical Services
EMT:	Emergency Medical Technician
EOC:	Emergency Operations Center
ERIP:	Early Retirement Incentive Program
E.S.:	Elementary School (in reference to schools)
ES:	Emergency Services (in reference to public safety)
ESD:	Environmentally Sensitive Design
ETC:	Energetics Technology Center

ACRONYMS/ABBREVIATIONS

F

FARU:	False Alarm Reduction Unit
FB:	Fund Balance
FMLA:	Family Medical Leave Act
FAS:	Fiscal and Administrative Services
FTE:	Full Time Equivalent
FY:	Fiscal Year

G

GAAP:	Generally Accepted Accounting Practices
GASB:	Governmental Accounting Standards Board
GFOA:	Government Finance Officers Association
GIS:	Geographic Information System
GO:	General Obligation

H

H & CD:	Housing and Community Development
HAZMAT:	Hazardous Materials
HOA:	Homeowners Association
HOADRB:	Homeowners Association Dispute Review Board
HR:	Human Resources
H.S.:	High School
HSP:	Human Services Partnership
HUB Zone:	Historically Underutilized Business Zone

I

IAC	Interagency Committee on School Construction
ICC:	International Code Council
ICCV:	Incident Command Center Vehicle
IH:	Indian Head
IHDA:	Indian Head Defense Alliance
IVR:	Interactive Voice Response

J

JDC:	Juvenile Drug Court
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L

LEED:	Leadership in Energy and Environmental Design
LMB:	Local Management Board
LOSAP	Length of Service Awards Program
LPRP:	Land Preservation and Recreation Plan

M

MACo:	Maryland Association of Counties
Matt.:	Mattawoman
MDE:	Maryland Department of the Environment
MBE:	Minority Business Enterprise
MDOT:	Maryland Department of Transportation
MIEMSS:	Maryland Institute for Emergency Medical Services
MICU:	Mobile Intensive Care Unit
MGS:	Maryland Geological Survey
MIS:	Management Information Systems
MOU:	Memorandum of Understanding
MOSCAD:	Motorola Supervisory Control and Data Acquisition
MOSH:	Maryland Occupational Safety and Health
MPCTC:	Maryland Police and Correctional Training Commission
MRA:	Mental Retardation Association
MSP:	Maryland State Police
M.S.:	Middle School
MTA	Mass Transit Authority
MWWTP:	Mattawoman Wastewater Treatment Plant

ACRONYMS/ABBREVIATIONS

N

NACo: National Association of Counties
NEPA: National Environmental Protection Act
NPDES: National Pollutant Discharge Elimination System
NSWC: Naval Surface Warfare Center
NWS: New World System

O

OSHA: Occupational Safety and Health Administration
OPEB: Other Post Employment Benefits

P

PEP: Planned Employment Park
P.G.: Prince George's County
PGM: Planning and Growth Management
PILOT: Payment in lieu of taxes
P.O.: Purchase Order
POS: Program Open Space
PUD: Planned Urban Development
PW: Public Works

R

RC&D: Resource Conservation and Development
RFP: Requisition for Purchase
ROW: Right of Way
RPTP: Rural Public Transportation Program

S

SAO: State's Attorney's Office
SBDC: Small Business Development Commission
SCC: St. Charles Companies
SDARB: Site Design & Architecture Review Board
SMECO: Southern Maryland Electric Cooperative
SMCJA: Southern Maryland Criminal Justice Academy

SMRITF: Southern Maryland Regional Intelligence Task Force

SR: Special Revenue

SRF: Special Revenue Fund

SWM: Solid Waste Management

SWOT: Strengths, Weaknesses, Opportunities, and Threats

SYTEP: Summer Youth Employment and Training Program

T

TCAS: Tri-County Animal Shelter

TCC: Tri-County Council

TCYSB: Tri-County Youth Services Bureau

TIF: Tax Incremental Financing

TOD: Transit Oriented Development

U / V

UCR: Uniform Crime Report

VICS: Volunteers in Community Service

VITAL: Vision in Teamwork and Leadership

W

W&S: Water & Sewer

WIP: Watershed Implementation Program

WPBP: White Plains Business Park

WRAC: Water Resource Advisory Committee

WSSC: Washington Suburban Sanitation Commission

WUDS: Waldorf Urban Design Study

WWTP: Wastewater Treatment Plant

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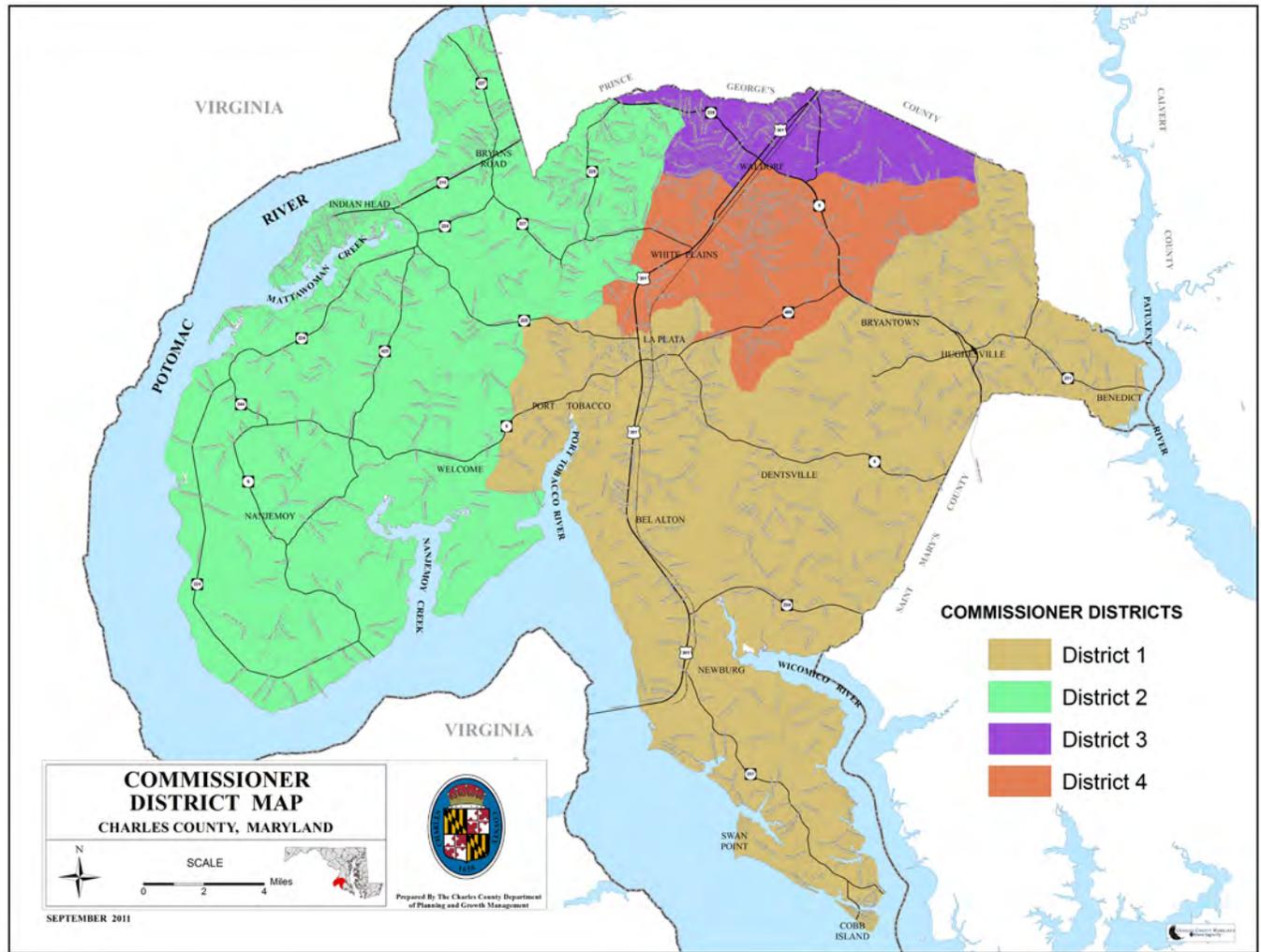
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Charles County, Maryland

Commissioner Resident Districts



The President of the County Commissioners, who must declare his or her candidacy at the time of filing, is elected County-wide and may reside anywhere within the County. The four Commissioner members also run County-wide but one must reside within each of the four Commissioner districts.

Charles County Government

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Acting County Administrator

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Equal Opportunity County

Mission Statement

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement

Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

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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, 2011**. 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.