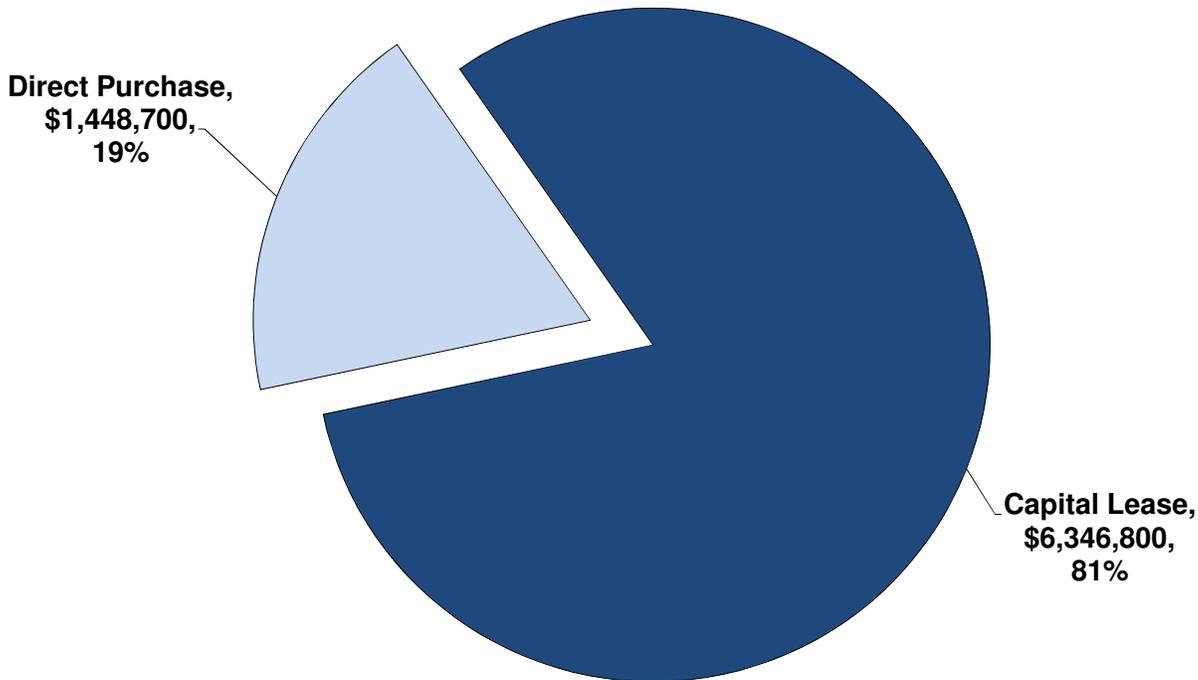


FY2014 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Asset Value of Leased Items	Annual Lease
Total General Fund	\$3,740,800	\$1,200,700	\$2,540,100	\$524,900
Total Transportation Fund	110,000	110,000	0	0
Total Inspection Services	128,300	0	128,300	26,500
Total Recreation Golf Course	19,600	0	19,600	4,100
Total Sheriff's Grants	48,000	48,000	0	0
Total Drug Forfeitures	15,000	15,000	0	0
Total Recreation Fund	21,500	21,500	0	0
Total Water & Sewer Operations	1,147,800	30,000	1,117,800	230,800
Total Environmental Services Operations Fund	2,564,500	23,500	2,541,000	525,100
Total All Funds	\$7,795,500	\$1,448,700	\$6,346,800	\$1,311,400

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.



FY2014 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
General Fund				
Fiscal & Administrative Services				
I.T. - Applications				
01.04.12.137.0500.000				
FOR ECONOMIC DEVELOPMENT: Informatics System	This is primarily for the Informatics system display equipment, wiring, server, etc. A small portion is for an additional computer and software for the remaining workstation.	30,000		6,200
FOR PGM CODES & PERMITS: Computer software to establish electronic plan submission program and associated equipment	In response to audit recommendation for improved plan review systems and to enhance quality control of plan review.	5,000		1,000
<i>NOTE: This will be split 75% Inspection Fund, 15% Water & Sewer Fund, 10% General Fund. Total Cost \$50,000)</i>				
I.T. - Network				
01.04.12.51.0500.000				
FOR PURCHSING: Multi-Function Printer	Current printer is inadequate, and does not provide required capacity and capabilities.	8,500		1,800
Total Fiscal & Administrative Services		43,500	0	9,000
Public Works - Facilities				
Building & Trades				
01.05.33.0500.000				
3/4 Ton Van (with shelving units)	B-14 / 1997 / 126,278 miles	29,000		6,000
3/4 Ton Van (with shelving units)	B-24 / 1997/ 156,665 miles	29,000		6,000
Total Building and Trades		58,000	0	12,000
Charlie Wright Park				
01.05.41.117.0500.000				
Zero Turn Mower *Green Conversion	Replace PTC11 with over 1,600 hours, current mower is in poor condition.	14,000		2,900
Turkey Hill Park				
01.05.41.118.0500.000				
Zero Turn Mower *Green Conversion	Replace PTC33 with over 1,700 hours, current mower is in poor condition.	14,000		2,900
Bensville Park				
01.05.41.119.0500.000				
Utility Vehicle	Replace PUV13 / 2003 / Gator with over 1,700 hours	6,500		1,300
Indian Head/White Plains				
01.05.41.152.0500.000				
Tractor Loader Attachment	Replace attachment for PM12 that is in poor condition.	5,400		1,100

FY2014 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
Parks and Grounds				
	01.05.41.41.0500.000			
Pick Up Truck 4x4	Replace P19 / 2000 Chevrolet Pick Up / 12 years old / 132,000 miles in poor condition.	29,000		6,000
Sod Cutter	Sod Cutter is no longer in working condition. This is an important piece of equipment used for sports field edging and construction.	5,000		1,000
Gilbert Run Park				
	01.05.41.71.0500.000			
Utility Vehicle	Replace PUV21 / 2006 / Gator with over 2,100 hours.	6,500		1,300
Stethem Park				
	01.05.41.75.0500.000			
Zero Turn Mower *Green Conversion	Replace PTC32 with over 1,700 hours, current mower is in poor condition.	14,000		2,900
Oakridge Park				
	01.05.41.78.0500.000			
Utility Vehicle	Replace PUV20 / 2003 / Gator with over 1,700 hours	6,500		1,300
Total Parks		100,900	0	20,700
Roads				
	01.05.53.0500.000			
7 ton trailer	Replace R-67, 1996	9,000		1,900
7 ton trailer	Replace R-76, 1995	9,000		1,900
Total Roads		18,000	0	3,800
Total Public Works - Facilities		176,900	0	36,500
<u>Community Services</u>				
Aging				
	01.06.21.0500.000			
Small SUV	2000 Chevy Lumina (CS25) Vehicle has had numerous maintenance issues. A small SUV is being requested due to the poor conditions some of the clients live on.	24,700		5,100
Housing				
	01.06.58.93.61.0500.000			
Toshiba 556 eStudio	Comparable to the current copier. Toshiba estudio 810b installed February 1, 2006. The current machine has run its life span. On average this machine has a life span of 1.2 million copies. The copier is now over 2 million copies. It has continuous issues requiring frequent maintenance calls.	12,000		2,500
Total Community Services		36,700	0	7,600

FY2014 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
<u>Circuit Court</u>				
	01.09.05.0500.000			
Digital Recording System	Per CourtSmart's Standard Services Agreement servers and encoders should be replaced every three years. Servers tend to become unreliable after a three year period and replacement parts are difficult to locate as manufacturers do not maintain parts for products they determine have reached their end of life cycle. The court has two servers/encoders that are due for replacement.	38,600	38,600	
Total Circuit Court		38,600	38,600	0
<u>Central Services</u>				
	01.23.0500.000			
Security Upgrades	This funding will be used for camera upgrades and installs, card access installs and repair, Digital Video recorders needed for new cameras coming on line to include the new van go location, lighting, new software and other security needs throughout county government.	22,800	22,800	
Total Central Services		22,800	22,800	0
<u>Sheriff's Office</u>				
	01.24.24.0500.000			
2014 Police Vehicles (49)		1,223,200		252,800
2014 Police Vehicles (35)		976,800	976,800	
Total Sheriff's Office		2,200,000	976,800	252,800
	01.24.24.0500.010			
Sheriff's Computer	MDT Units and Accessories	106,000	106,000	
Total Sheriff's Computer		106,000	106,000	0
	01.24.37.0500.000			
Detention Center				
Ice Machine		7,500	7,500	
Warmer Cart		9,000	9,000	
Tray Carts (2)		18,000	18,000	
Floor Cleaning Machines (2)		22,000	22,000	
ICOP's upgrades, Wireless Upload Kits and Wireless Access Points (150)		419,500		86,700
MDT Replacements (45)		193,000		39,900
Fingerprint System		35,000		7,200
Sirens & Faceplates		60,000		12,400
Total Detention Center		764,000	56,500	146,200
Total Sheriff's Office		3,070,000	1,139,300	399,000

FY2014 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
<u>Emergency Services</u>				
Career EMS				
Lucas CPR Chest Compression System (8)	01.26.97.0500.000 The Maryland Medical Protocols are changing on July 1, 2014 to incorporate a High Performance CPR Protocol. This protocol requires medical providers to perform constant CPR on-scene for 30 minutes prior to transport to a medical facility. The current system does not have the adequate man power to facilitate this demand. This equipment enhancement will permit current staffing levels to meet the goals established in the 2014 protocol mandate.	132,300		27,300
Emergency Response Vehicle	ES-25 2007 Chevy Suburban, 151,000 miles as of 11/30/12	100,000		20,700
Emergency Response SUV	ES-23 2007 Chevy Suburban, 145,000 miles as of 11/30/12 ES-25 is currently a Supervisor's vehicle capable of responding to calls as well as re-supplying field assets. The EMS Division found a reduced cost solution to the standard Advanced Life Support chase vehicle (ES-23) in the new Ford Explorer Interceptor.	55,000		11,400
Emergency Response Utility Truck - Ford F-350 Diesel 4WD	ES-13 1994 Ford Explorer, 86,000 miles as of 11/30/12 Requesting to replace ES-13 with a vehicle more suited to meet the demands and utilitarian mission of the Department. Previous incidents indicate that an emergency response capable 4-wheel drive pick-up truck would better suit the missions of the Department by offering a more versatile vehicle platform. The Department has numerous trailers that may be required to respond to an emergency incident at any given time and an inversely proportional number of emergency vehicles capable of towing them. The replacement emergency response equipped pick-up will be able to perform duties and tasks specific to disaster response and mitigation which the current vehicle is not equipped to perform.	65,000		13,400
Total Emergency Services		352,300	0	72,800
General Fund Total		\$3,740,800	\$1,200,700	\$524,900
Total Cost of Items to Be Leased		\$2,540,100		

FY2014 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			
*2 Replacement Paratransit Buses	Two units are exceeding replacement schedule of 200,000 miles and/or five years, one unit with 277,000 miles and the other with 332,000 miles.	110,000	110,000	
Total Transportation Fund		\$110,000	\$110,000	\$0
<i>*contingent on grant funds</i>				

Inspection and Review Fund

Planning and Growth Management

Inspection & Enforcement - Inspections

07.07.31.57.0500.000

4x4 truck comparable to Colorado size with cap/beacon	PGM-5 (LG45730) 1998 4x4 truck with cap/beacon, 150,700 miles	17,000		3,500
Small 4x4 SUV with beacon	PGM12 (LG50379) 1999 Ford Ranger, 153,986 miles	24,600		5,100
Small 4x4 SUV with beacon	PGM14 (LG53294) 2000 Ranger 4x4 with cap/beacon, 182,816	24,600		5,100
Small 4x4 SUV with beacon	PGM20 (LG50367) 1999 Ford Ranger 4x4 truck, 100,554 miles	24,600		5,100

Total Inspection & Enforcement		90,800	0	18,800
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Codes & Permits - Bldg

Permit Plan Review

07.07.61.50.0500.000

FOR PGM CODES & PERMITS: Computer software to establish electronic plan submission program in FY14 and associated equipment	In response to Audit recommendation for improved plan review systems and to enhance quality control of plan review.	37,500		7,700
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NOTE: This will be split 75% Inspection Fund, 15% Water & Sewer Fund, 10% General Fund. Total Cost \$50,000)

Total Inspection & Review Fund		\$128,300	\$0	\$26,500
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FY2014 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
<u>Recreation - Golf Course</u>				
<u>Public Works- Facilities</u> 10.05.41.70.0500.000				
Top Dresser	Replace 2001 top dresser that is in poor condition.	12,500		2,600
Debris Blower	Replace 1999 blower that has lost compression and is no longer efficient.	7,100		1,500
Total Recreation Golf Course		\$19,600	\$0	\$4,100

Public Safety Grants Fund

Sheriff's Office

Child Support Grant 12.24.11.31.0500.000

*Replacement Vehicles (2)		48,000	48,000	
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Total Public Safety Grants Fund		\$48,000	\$48,000	\$0
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**contingent on grant funds*

Drug Forfeitures

Sheriff

Local Forfeitures 22.24.0500.000

Replacement of items in support of Nacortics Enforcement		15,000	15,000	
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Total Drug Forfeitures		\$15,000	\$15,000	\$0
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Recreation Fund

Community Services

Gymnastics 24.06.40.98.0500.000

*Trampoline	The trampoline frame has been welded and repaired numerous times and trampoline mat is at the end of its useable life.	7,400	7,400	
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*Pit Foam Cubes	Current foam cubes have outlived their useful life. Need 2,750 cubes.	7,700	7,700	
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*Carpet Bonded Foam	Carpet is torn in several places. The foam under the carpet has worn past its useable life.	6,400	6,400	
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Total Recreation Fund		\$21,500	\$21,500	\$0
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** Items to be purchased with Equipment Reserve.*

FY2014 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
<u>Water and Sewer Operation Fund</u>				
<u>Planning and Growth Management</u>				
Codes & Permits	30.07.61.0500.000			
CODES & PERMITS: Computer software to establish electronic plan submission program in FY14 and associated equipment.	In response to Audit recommendation for improved plan review systems and to enhance quality control of plan review.	7,500		1,500
<i>NOTE: This will be split 75% Inspection Fund, 15% Water & Sewer Fund, 10% General Fund. Total Cost \$50,000)</i>				
Total Planning & Growth Management Water & Sewer		7,500	0	1,500
<u>Public Works - Utilities</u>				
Meter Change Out Program	To replace old transponders due to outdated technology.	300,000		62,000
Block digester	Replace 2007 purchase, #1004845	6,000		1,200
One ton crew cab with snow equipment	U10, 2001 crew cab with 162,000 miles	54,000		11,200
6-wheel dump truck with snow plow	U90, 1996 with 68,000 miles	122,000		25,200
Arrowboards (2)	Replace 1993 units for which parts are no longer available	12,000		2,400
8-ton tilt trailer	U99, a 1999 Conral trailer	6,000		1,200
8-ton tilt trailer	U103, a 1999 Centreville trailer	6,000		1,200
Backhoe loader	U28, a 1999 JCB backhoe	161,000		33,200
Mobile Radio Base Station	Existing radio's are 2004 models. They are no longer supported by vendor.	5,300		1,200
Chapel Point Woods Well	Replace standpipe	100,000		20,700
Portable generator 150 kW	In case of power outages and/or mechanical problems	100,000		20,700
Work station cubicles	Provide office environment.	26,000		5,300
Two ton dump w/ 12' bed	Yard repair work.	55,000		11,400
One ton pickup w/ utility body, hydraulic snow equipment	For I&I maintenance	53,000		11,000
Off road vehicle	4 wheel drive, dump bed, carries four people for work in sewer right-of-ways	18,000		3,700
4" trash pump and enclosed trailer	To avoid Sanitary Sewer Overflows in case of power outages and/or mechanical problems	30,000		6,200
Chemical storage shed	Cliffon Treatment Plant for SO2 and CL2 cylinders; currently stored outside.	7,000		1,400
Composite sampler	Influent refrigerated sampler for use at Southern treatment plants to provide staff an idea of the strength of the wastewater entering the plant so they can develop a better process control plan.	7,000		1,400
Pump for vacuum system	Swan Point vacuum system for redundancy in case of breakdown.	32,000		6,600

FY2014 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
Gas to liquid conversion at Treatment Plants	Safety concerns - previously approved but held up by Maryland Department of the Environment.	30,000	30,000	
Trailer mounted vacuum tank	Eliminate need for vac truck at step stations; faster customer service.	10,000		2,100
Total Public Works - Utilities Water & Sewer		1,140,300	30,000	229,300
Total Water & Sewer Fund		\$1,147,800	\$30,000	\$230,800
Total Cost of Items to be Leased		\$1,117,800		

Environmental Services Program Fund

Public Works - Facilities

Recycling

35.05.03.0500.000

96 gallon roll off carts	To purchase 96 gallon carts for approximately 40,000 homes.	2,086,000		431,100
Tri-Axle Rolloff Truck	Mack Rolloff Truck / S-31 / 2002 / 15,238 hours / 322,879 miles.	180,000		37,200
Wheel Loader	Volvo Wheel Loader / S-45 / 1999 / 7,086 hours.	260,000		53,700
*40 yard Closed Rolloff Container	Rolloff Container CT4001 / Poor Condition.	7,000	7,000	
*30 yard Rolloff Container	Rolloff Container OT3001 / Poor Condition	5,500	5,500	
*30 yard Rolloff Container	Rolloff Container OT3004 / Poor Condition	5,500	5,500	
*30 yard Rolloff Container	Rolloff Container OT3010 / Poor Condition	5,500	5,500	
6 yard Cart Dumper	Curbside dumping of 96 gallon carts	15,000		3,100
Total Environmental Srv. Fund		\$2,564,500	\$23,500	\$525,100
Total Cost of Items to be Leased		\$2,541,000		

**Items to be purchased from Equipment Reserve.*

TOTAL ALL FUNDS	\$7,795,500	\$1,448,700	\$1,311,400
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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, Watershed Protection and Restoration, Environmental Services, and Solid Waste. These projects are planned for over a five-year increment. Budget funds are appropriated by the County Commissioners for the most current fiscal year of the CIP. The "out years" (years following the approved fiscal year) are adopted for planning purposes only. Project costs in the "out years" are adjusted to reflect the anticipated consumer price index. A forward-looking CIP prepares the County to meet its obligation for the needs of the community and the financial resources available to fund those needs.

A capital project is defined as a project of a non-recurring nature and involves purchasing land, constructing a new facility, renovating or expanding an existing facility, and equipping new facilities. Although there are many definitions of what constitutes a capital project, the County considers projects that exceed \$15,000 and have a service life of 10 years or more as a capital project. This definition is intended to exclude routine maintenance costs, such as painting, which would be budgeted within the operating budget.

The CIP program is divided into two categories, **Governmental Projects** and **Enterprise Fund Projects**. Governmental projects include Board of Education, College of Southern Maryland, General Government, Parks, and Transportation. These projects are funded directly through general obligation bonds, 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, Watershed Protection and Restoration, Environmental Services, and Solid Waste projects. Financing for these projects are provided from revenue bonds, operating revenue, and federal or state grants. Project revenue and expenditures are accounted for in their respective Enterprise Funds. User fees are adjusted annually to support the associated capital or debt service costs associated with the CIP.

Capital Project Fund

The Capital Project Fund is used to account for the acquisition and construction of major capital facilities other than those financed by Enterprise Funds. The Capital Project Fund budget represents the approved current year of governmental fund type projects.

Capital Project Revenues

There are several types of revenues supporting the CIP. Customary revenue sources for the CIP include: Operating transfers (Pay-go), developer contributions, grants from Federal or State agencies, private sector donations, operating revenues, and long-term debt instruments such as loans or bond issues.

Pay-Go funding provides revenue for a project from current operating revenues, such as tax revenue, user fees, etc. The County typically uses this type of financing for projects that are relatively low in cost, have short life spans, or as a supplement to long-term financing. The advantage of Pay-go financing is that interest expense is not added to the cost of the project. One disadvantage of Pay-go financing is that tax rate, fees, or other revenue sources may have to be increased significantly to provide the revenues. Additionally, the cost of the asset is fully paid for by the taxpayers in one year, although the asset will benefit future taxpayers.

The 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. Charles County has adopted fees for water & sewer facilities, and road improvements.

CAPITAL IMPROVEMENT PROGRAM

The County Commissioners, by virtue of Article 24, Section 9-10B-01, of the Annotated Code of Maryland, can issue bonds necessary for school construction related to additional capacity. The revised legislation allows the County to assess and collect an excise tax on new home starts to pay for the debt service associated with the new bond authority. These regulations are adopted for the purpose of promoting the health, safety and general welfare of the residents of Charles County by:

- A. Requiring new residential development to pay its proportionate fair share of the capital facilities or funds necessary to accommodate new residential development impacts on public schools.
- B. Complementing the subdivision and zoning regulations of the Charles County Code by requiring that new residential development within the county be assessed an excise tax for its share of costs attributable to the development for its impacts on public school facilities as well as satisfying any other applicable requirements.
- C. Implementing the County Comprehensive Plan to help ensure that adequate school facilities are available in a timely and well-planned manner.

Other sources of funding from outside organizations include: individual communities, state, federal, and corporate sources. Finally, the Commissioners could choose to make an appropriation from fund balance or retained earnings within a fund. Fund balance is the difference between fund assets and fund liabilities of governmental, and would be similar to a personal savings account. The FY2014 budget was appropriated using \$1.2 million of fund balance reserves from the General Fund to fund projects that are inappropriate for long-term debt issuance and to utilize funds previously set aside to fund capital projects.

Trends and Assumptions for Estimates

On an annual basis the County develops five-year operating and capital budgets to measure the costs associated with required financing. To determine the amount of long-term debt, each project is reviewed for estimated useful life, dollar amount, and other revenue sources. Other revenue sources are subtracted from the project cost leaving the net cost to be financed with long-term debt. General fund revenues are estimated over a five-year period to determine the amount of revenue to be dedicated to fund additional long-term debt without creating an undue burden on the fund. Per the County's Debt Policy, the General Fund debt service will not exceed 8% of the operating budget. New water and sewer connection fees are estimated from a combination of historical trends and planning estimates and are applied to the debt service needed to construct central water and sewer systems. Historical trends in solid waste trash tons at the County-owned landfill are reviewed and trends are developed to project future revenue available for future landfill construction.

These revenue trends can often be sporadic. The operating transfer or "pay-go" funding is certain and fixed at the time of adoption. These funds are transferred during the beginning of each fiscal year. The other sources of revenue are not always received as planned. For example, many of the grant oriented projects are on a reimbursement basis; therefore revenues are received parallel to the construction schedule. The construction schedule can be subject to changes in the weather, land acquisition, right-of-way, changes in federal and state regulations, and occasionally contract disputes with contractors. These changes in construction timelines impact the bond funding decisions due to changes in the cashflow requirements.

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	FY14 Excise Tax
Single Family Detached	\$13,139
Townhouse	\$12,461
Multi-Family	\$9,482

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.