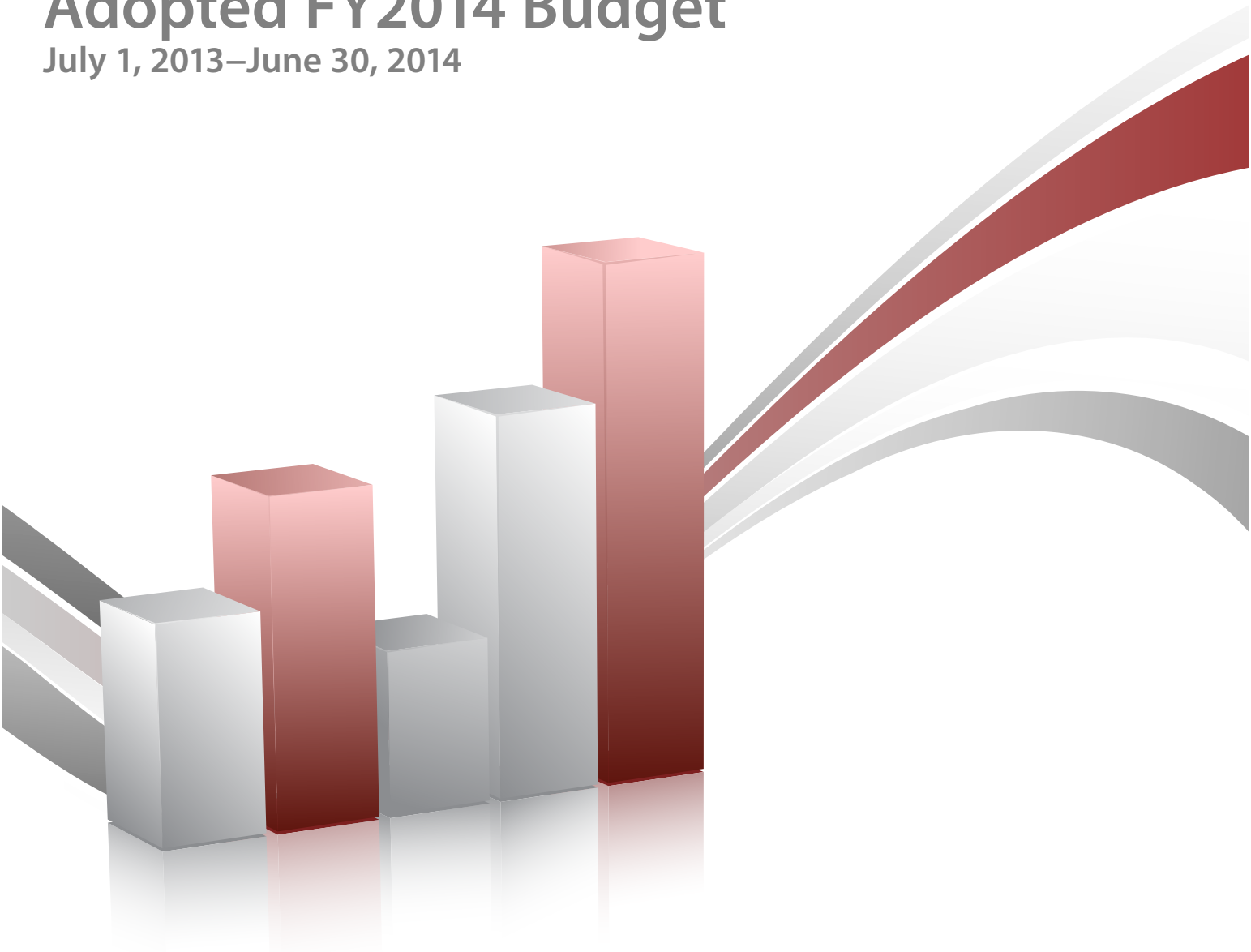
Charles County, Maryland

BUDGET BOOK

Adopted FY2014 Budget

July 1, 2013–June 30, 2014



Charles County Commissioners

Candice Quinn Kelly
President

Reuben B. Collins, II
Vice President

Ken Robinson
District 1

Debra M. Davis, Esq.
District 2

Bobby Rucci
District 4

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

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.

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.

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 seperated 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 FY14-FY18 **Capital Improvement Program**. A descripton 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 cummulative 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

Mark Belton
County Administrator

July 9, 2013

Dear Charles County Citizens:

We are pleased to present the Charles County Government Fiscal Year 2014 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 $518 million, an increase of 5% compared to FY2013. The adopted budget for Fiscal Year 2014 provides nearly $12 million more in funding for education and public safety, two of our higher priorities. One of our highest priorities, Public Education, increased 3% and will be receiving $5 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 2014 budget provides additional funding for the new library in Waldorf, implements the "Tourist Destination Plan" that was approved last year to attract visitors and promote economic development, provides for a substantial increase to the State's Attorney budget and staffing to equal other comparable jurisdictions, supports pay increases for Sheriff deputies and other government personnel, expands a speed camera program in and around school areas for enhanced child safety, extends the red-light program for traffic safety, and provides additional funding for economic development in support of the strategic plan that was adopted last year.

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, 2013 and ending June 30, 2014.

Budget Highlights

General Fund Operations:

Our largest operating budget is the General Fund. The FY2014 General Fund Operating Budget was adopted at $339,071,600, an increase of 4.3% compared to the Original Adopted FY2013 Budget. The County property tax rate was increased from $1.1057 to $1.141 per $100 of assessed value and $0.064 per $100 of assessed value for the Fire & Rescue Tax, for a total local property tax rate of $1.205. The local portion of the State income tax rate was increased from 2.9% of the State liability to 3.03%, the first rate increase in 13 years.

Property Taxes will provide us with $7 million more in tax revenue over the prior fiscal year. This revenue source is expected to generate a total of $201 million, nearly 60% of our total General Fund operating revenues. Our second largest revenue, **Income Tax**, is 8% greater than the FY2013 Adopted Budget. Revenues from income taxes are estimated to increase by $8 million and equal $106 million, representing approximately 32% of the operating revenues.

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Visit us online at www.CharlesCountyMD.gov

Consistent with our stated priorities, approximately 79% of the General Fund budget is appropriated for Education, Public Safety, Economic Development, and Comprehensive Planning.

The **Board of Education** (BOE) will receive $159 million, $5 million more than FY2013. Board of Education funding exceeded the State mandated Maintenance-of-Effort requirement for minimum local funding by $4.8 million. One of the Board of Education's major priorities is the construction and opening of the new St. Charles High School located in our population center. The new school will cost approximately $82 million and with an opening in August of 2014 will relieve over-crowded conditions in many of our high schools.

The **Sheriff's Office** and related functions will receive a total funding of $77 million, an 11% increase compared to FY2013. Our steady and consistent funding in the police force clearly has helped in our fight against crime and provides for a safer community. The $8 million increase will fund pay increases, maintain our full support of the pension system, and adds ten (10) new officers to the work force.

Due to our emphasis on public safety, FY2014 will see the second year of a three-year plan to the **State's Attorney** budget and will add nine (9) 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 FY2014 - FY2018 Capital Improvement Program (CIP) provides for $320 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 $77 million, and accounts for approximately 24% of the $320 million. Sewer projects rank 2nd at $74 million and are followed by Transportation/Road projects at $53 million. Approval for the College of Southern Maryland projects equaled $35 million. Environmental projects, including stormwater management projects, are planned to receive $20 million over the next five years and another $61 million is planned for various other projects.

The capital investment in education is clearly evident with $112 million of State and County money appropriated for public schools and college facilities. The new high school is scheduled to open in August of 2014 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 preparing to undertake three major projects at an investment of $31 million in combined State and County funds. A Center for Regional Program facility will be the first project planned for FY2014.

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 FY2013 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 $26 million. The budget increased 5% as did the user fee rate. 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 $4.8 million. The operating budget will see a decrease of 7% 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 $3.7 million. The rate of $69 per improved property tax account will support recycling efforts throughout the County and will add 2,400 home units for curbside recycling. The budget will also provide for 40,000 new recycling wheeled-carts to replace the current blue bins.

New to Fiscal Year 2014 is a program directly related to watershed protection and restoration. As mandated by State and Federal requirements, our County was one of 10 jurisdictions to establish a dedicated revenue source for the express purpose of water pollution. Named by some as the "Rain Tax", we chose to increase our current flat fee of $14 to $43 dollars, and as required by regulations place these funds in a dedicated budget and fund. The program will address new stormwater management projects and existing facilities. A budget of $2.1 million was adopted towards this effort.

Other Goals:

Economic Development continues to advance in Charles County. As of April 2013, the County's unemployment rate dropped to 5.8%, the eighth lowest in the State of Maryland. The US Census Bureau's 2007-2011 American Community Survey (ACS) 5-year Estimate reflects that - of the county's 74,603 employed civilian residents, 41.3% work in management, professional and related occupations - up from 36% in 2000. The 2007-2011 ACS also shows Charles County's median household income at $92,135, the 15th highest in the nation among all counties and the 4th highest in the state of Maryland. According to the Maryland Department of Labor, Licensing and Regulation (DLLR), the average weekly wages in Charles County have increased from $717 in 2007 to $794 in 2012. The 2007-2011 ACS reflects that 26% of the County's adults aged 25 and older hold a bachelor's degree or higher, a 31% increase from 2000. Furthermore, 10% of adults aged 25 or higher now hold a graduate degree, representing a 47% increase from 2000. The county's commercial vacancy rate continues to remain one of the lowest in the DC Metro area at 7.7% for the first quarter of 2013. In September 2012, Waldorf was named 20th best place to live in the United States by CNN Money Magazine.

The County's economic development program is focused on promoting a business infrastructure of employment and technology parks for new and expanding companies, encouraging the development of clean and renewable energy projects, attracting manufacturing and technology companies, and aggressively assisting local firms in their ability to grow and prosper. Due to the County's economic development partnership with CPV (Competitive Power Ventures) Maryland, that firm's St. Charles 725 megawatt electric generating station was the only project in the State that received an award by the Maryland Public Service Commission in 2012 for new generation, and the project continues to advance. A $20 million dollar SMECO solar generating facility in Hughesville that was facilitated by the County's Economic Development Department commenced operations in late 2012. The College of Southern Maryland (CSM) announced in February 2013 that it plans to construct a new 40,000 square foot Center for Trades and Energy Training building in Hughesville.

The Economic Development Department has improved its visibility and communication with potential site selectors and the local business community by upgrading its web site and significantly expanding its content. A new Data Center increases user access to critical information for business decision-making, and a new GIS-based business location search module will be in place by Fall 2013.

In FY2014, the Economic Development Department will continue to build a broad-based retention strategy that includes on-going outreach and initiatives to support local business. The Small Local Business Enterprise (SLBE) program—which leverages County purchasing power to benefit small, local businesses – was implemented in FY2013 and is beginning to have an impact. The number of enrolled companies grows weekly, and increased procurement opportunities have been reported by participants. The Economic Development Department coordinates and co-sponsors business education and networking events created to increase capabilities and access for local companies, such as a matchmaking/procurement event in late June of 2013. The expansion of the local general aviation facility, Maryland Airport, which opens a new, longer runway during the third quarter of 2013, will create new opportunities for business attraction and expansion by local business. The facility becomes the closest airport to Washington DC and National Harbor that can be used by corporate jets without the expense of compliance with Homeland Security regulations. A newly opened business incubator in Waldorf provides greater opportunity to identify and cultivate innovative technology firms.

The County continues to strengthen relationships with regional and state partners such as the Greater Washington Board of Trade, Maryland Economic Development Association, Maryland Department of Business and Economic Development, and other State agencies that provide initiatives in support of local business. Identifying resources and creating greater access for county businesses remains a vital part of the business retention and expansion program.

A new draft Comprehensive Plan is being reviewed by the Planning Commission with over 600 public comments related to land use policy decisions. A recommended plan for the County Commissioners to consider should be completed in the near future. Also, a planning "Tier Map" which limits the use of areas for septic systems per Senate Bill 236, the Sustainable Growth and Agricultural Conservation Act of 2012 will be reviewed as a part of the new plan.

A variety of projects within The Waldorf Urban Redevelopment Corridor are underway. An infrastructure cost analysis for this study area was recently completed along with a proposal to move forward on a Phase I development plan. Although the development of transit is still several years away, various public and private sector projects and funding alternatives are being studied. New infrastructure for roads, sewer and water services to serve the redevelopment area will be designed in the coming fiscal year.

The County actively participates in various rural lands conservation programs 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 three 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 plans' recommendations.

The County finished an Energy Efficiency and Conservation Block Grant (EECBG) project which included a Geothermal Systems study and are currently drafting new energy efficient codes after an extensive review of existing regulations. The new Comprehensive Plan also includes 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 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*

Ken Robinson

Debra M. Davis, Esq.

Bobby Rucci

COMMISSIONERS GOALS AND OBJECTIVES

Calendar Year 2012/2013

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: The Economic Development Department (EDD) is:

- Working with a company to identify opportunity to expand in the County,
- Working with non profit to develop a technology incubator in the County to promote the growth of small tech related companies.
- Meeting with County companies involved in technology and government contracting as part of business visitation program.

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

Status: The Economic Development Department is attending shopping center conference to identify retail opportunities for County. EDD is also meeting with several developers on prospects to expand employment in Hughesville and other sites.

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.** (Planning and Growth Management)

Status: Planning and Growth Management's (PGM) work related to this Objective is in three primary areas:

- Community Visions and Redevelopment Opportunities: This includes work on the Benedict and Hughesville Revitalization plans. Staff recently met with the Hughesville Business and Civic Association to advance the rezoning of the town center area. Another area of our work is in the Waldorf Urban Redevelopment Corridor (WURC). The phase I implementation study was recently completed. Staff work, with the Port Tobacco Village Plan, continues including work towards acquisition of key properties.
- Conduct dialogues with citizens about control of land uses and sprawl: This has been an area of discussion in the development of the Comprehensive Plan that involved a year of extensive public input which included regional meetings, design charrettes, and stakeholder interviews. The Planning Commission is scheduled to consider all public comments, on the draft plan, over the months of May and June.
- Use creative tools and incentives to carry out development and redevelopment: The County uses various implementation mechanisms and tools including the Capital Improvement Program (CIP) budget, formation of a redevelopment district and village planning areas, various zoning districts including mixed use and transit oriented development, partnerships with developers on infrastructure improvements and the utilization of state and federal grants.

COMMISSIONERS GOALS AND OBJECTIVES

4.) **Promote and market all business park*s*; 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. The Economic Development Department is developing plan for a company to market County business parks internationally. Implementation is expected in the next fiscal year.

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. The Economic Development Department has been working with an airport on plans to expand and continues work on transportation alternatives for Indian Head.

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 on revised plan for Naval Surface Warfare Center (NSWC) to support the base and is participating in regional meetings on base related issues such as Base Realignment and Closure (BRAC).

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 Staff are working on the coordination of our first project under the adopted Benedict Waterfront Revitalization Plan. More detailed plans include an entrance sign, parking area, boardwalk, and streetscape improvements. PGM is working to get part of this project completed to celebrate the 200th anniversary (1814) when the British came ashore, invaded Maryland, and marched on Washington, DC during the War of 1812.
- Port Tobacco- The Port Tobacco Village Plan included extensive community outreach and a number of graphic options. The Plan has been completed and Charles County has been meeting with the Port Tobacco work group who has developed preliminary recommendations for use and operation of the courthouse and grounds. An analysis, of the historic Stagg Hall, has been completed.
- Aqualand– The Aqualand site is an important site for the County. It provides opportunities for redevelopment of the waterfront, enhancing public access, and serving as an entry way development project when entering Maryland from Virginia. Aqualand has been targeted (along with other potential sites in the southern County) for further 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:

- The Crop Hop was approved, a leisure bike ride and educational tour of various farms in Charles County. Gilbert Run Park was selected as the start/end. Kids ride and lunch venture are being planned for the October 19, 2013 Crop Hop.
- Planning continues with the Southern Maryland Agricultural Development Commission.
- Crain Memorial Welcome Center Travel Counselors assisted over 4,000 travelers and residents, informing the traveling public about upcoming local arts and agro-tourism events.

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COMMISSIONERS GOALS AND OBJECTIVES

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

Status: The Department of Fiscal and Administrative Services has:

- Attended a Maryland Department of Transportation (MDOT) Minority Business Enterprise /Disadvantaged Business Enterprise/ Airport Concessions Disadvantaged Business Enterprises Application Assistance Workshop and shared information with current and potential MBE firms.
- Met with the Director of the Charles County Minority Business Advocacy Council to discuss his work with MBE firms.
- Met twice with the County's Information and Technology staff to discuss modification of the current MBE database system to contain all vendors including Small Local Business Enterprises (SLBE) and Minority Business Enterprises, and will be able to produce management and operational reports.
- Developed a MBE marketing brochure.
- Began analyzing the current County MBE data in order to obtain County MBE demographics and to identify current and future MBE needs.
- Established contact with two significant MBE partners: 1) MBE Supervisor and Lead Investigator for the Office of Minority Business Enterprise at MDOT and, 2) MBE Compliance Manager for the Prince Georges County Council.
- FY13 Year to Date MBE contract awards: 21.2%.

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 Department of Fiscal and Administrative Services:

- Made 37 site visits to verify the addresses of current and potential SLBE firms. Forty-three percent of the businesses are home-based and require a County Home Occupancy permit.
- Toured several store-front businesses and interviewed personnel at both home-based and store-front job sites.
- Coordinated the second SLBE Community Seminar on Wednesday, June 5, 2013.
- Plans to conduct another SLBE training session for County staff in June 2013.
- Responds to over 100 monthly emails, U.S mail requests, telephone calls, and/or in-person requests for information about the County's MBE and SLBE Programs.
- FY13 Year to Date SLBE data: Firms registered 30; firms in the process of registering 55; Dollars spent $140,459; instances of SLBE use 39; number of SLBE businesses used 7.

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

Status: Created Celebrate Charles Restaurant Week which targeted travelers and residents to experience the unique dining in Charles County and explore the culinary arts. The event was from April 1 to April 7, 2013. The marketing plan utilized the website and Facebook venues to advertise the event. The Office of Tourism reached over 10,000 people on Facebook and 2,300 unique visits to the web advertisement. The custom landing page assisted the eight participating restaurants with an increase in diners taking advantage of the unique menu selections. Print advertisement in Southern Maryland This is Living and Spring Calendar of Events.

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

Status: The Department Planning and Growth Management is currently reviewing processes and developing work flow diagrams to be incorporated in new and revised Standard Operating Procedures. On April 23, 2013, the PGM Director provided the Commissioners with an update on the permit process audit recommendations.

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

Status: The Economic Development Department participated in meetings with Congressman Hoyer, Senators Cardin and Mikulski on sequestration and manufacturing.

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

Status: Celebrate Charles brand effort and marketing slogan furthered the effort with the Celebrate Charles Restaurant Week. Vehicles included Facebook, website ad, participating restaurant posted flyers, Facebook posts, and website ads. Campaign included Charles County Government TV (CCGTV) Bulletin Board Ad, Press Releases, Enews blasts, and commercial airing on YouTube with 343 views. Utilized the following public relations venues: Maryland Independent, Southern Maryland NewsNet and Google.

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:

- The Department of Planning and Growth Management plans and administers the National Pollution Discharge Elimination Systems permit (NPDES). A new permit is currently under review with the Maryland Department of Natural Resources. This permit contains numerous conditions to improve stormwater quality.
- A contractor will provide NPDES mapping services. Staff is preparing a Request for Proposal (RFP) for Task Order consultants to develop designs for retrofit concepts.
- The County's consultant completed an evaluation of costs and proposed additional projects to meet the Watershed Implementation Plan (WIP) requirements. This was presented at the end of April. Staff developed a new two-year work program, with specific milestones, which was adopted by the Commissioners at the same session.
- A briefing and public hearing was held in April 2013 on the Watershed Protection and Restoration Fund. This is a new requirement from the recently adopted House Bill 987. Plan implementation is expected July 2013.
- Projects underway include:
  - Strawberry Hills Drainage Improvements - Construction is 60% complete.
  - Carrington Drainage Improvements - Proposals received. A RFP is being prepared.
  - Pinefield Drainage Improvements - Design is 75% complete.

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COMMISSIONERS GOALS AND OBJECTIVES

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:

- The County is actively pursuing several neighborhood revitalization plans and implementation programs. This includes the Waldorf Urban Design Study Area (Waldorf Central), the Benedict and Hughesville Revitalization Plans, and the current work focusing on improvements for the historic Port Tobacco Village area. These redevelopment and revitalization plans include a variety of implementation measures which are included in various work plans and programs over time. Special taxing and assessment district funding for infrastructure improvements is currently under study. Staff worked closely with the consulting team on this effort. PGM presented a draft report, for the Commissioners review, in March 2013.
- The State of Maryland Foreclosure Registry is online and available for staff access to review for foreclosed sites in the County.
- The Nuisance Abatement Board is now meeting, on a monthly basis, to deal with the increased case load based on the revised Nuisance Ordinance approved in February 2013.

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**. (Community Services & Planning and Growth Management)

Status:

Department of Community Services:

- Job Access Reverse Commute (JARC) and New Freedom funding were approved and the transit link with Prince George's County is moving forward with service planned to start this summer. Both jurisdictions are in the final joint planning phases.
- The Maryland Transit Administration has completed planning for route revisions that will improve service and add considerable capacity.

Department of Planning & Growth Management:

- PGM continues to work on the Comprehensive Plan which includes a Transportation Element and policies associated with future transportation needs including those outlined in this Objective. The Planning Commission held a public hearing on the draft plan and will begin to review the more than 600 comments received from the Maryland Department of Planning, other State agencies, and the public.
- Mill Hill Road Improvements - Re-design is being performed via Task Order Engineer (GMB). Design is 25% complete.
- Western Parkway Phase 2 - Design drawings are complete. MDE permits (Non-Tidal Wetland and Notice of Intent) have been received. Army Corps Permit Public Notice (internal review) being prepared.
- Western Parkway Phase 3 - Phase 3A design is complete. MDE Non-Tidal Wetland Permit has been received. NPDES Permit pending. Army Corps Permit Public Notice (internal review) being prepared.
- Western Parkway Phase 3B - Roadway design underway (70% complete).
- PGM staff participated in the final Bus On Shoulder Task Force Meeting at the Metropolitan Washington Council of Governments in April 2013. It assessed the benefits and obstacles to initiating a roadway shoulder-based bus lane along MD 5 from the Charles County line to I-495 (Capital Beltway). A briefing will be given to the Commissioners in May 2013.

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:

- Planning & Growth Management staff continues to work on the Comprehensive Plan which includes a new Water Resources Element and policies associated with future water needs and water conservation including those outlined in this Objective. The Comprehensive Plan is now in its complete draft form and undergoing review by the Planning Commission.
- PGM has partnered with the Maryland Geological Survey (MGS) to drill four (4) test wells into the Patuxent Aquifer in Waldorf. The first test well has been completed, and the second is currently underway. Once the drilling is completed in the summer of 2013, testing of water quantity and quality will be done to determine if this is a sustainable water source for the Waldorf Public Water System.

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: Formal presentation given to Commissioners on December 4, 2012. Currently negotiating with the Maryland State Department of Information Technology the annual maintenance charges which will be charged to Charles County for use of the OMBN fiber. Once Memorandum of Understanding is in place, staff will work with the Maryland Broadband Cooperative to locate possible last mile providers. An effort to increase communication services to all residents is ongoing.

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 is currently working on a draft Subdivision Regulations Amendment (SRA) related to the Sustainable Growth and Agricultural Preservation Act of 2012. As a part of this SRA, we have proposed raising the standards for private roads in rural areas in association with changes to maximum lots allowed in Minor Subdivisions.
- The County Commissioners directed the Planning Commission to review and consider changes to Adequate Public Facilities (APF) requirements for minor subdivisions.
- Staff has completed the review of the inventory of private roads in the County.

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

Status: Route 210 Welcome Sign: Landscaping was completed on March 29, 2013. The new insert rendering was approved by the Commissioners and installation of the insert was completed on April 26, 2013. This is the proposed model for the future Welcome Sign enhancements. At this time staff is working with State Highway on ROW for solar lighting installation.

COMMISSIONERS GOALS AND OBJECTIVES

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 March and April, 441 people applied for eight positions. Of the number of applicants that supplied demographic information during this time period, 59.64% were women and 41.95% were minorities. The department utilized part of its recruitment budget for advertising with the National Association of Counties, the International Association of City Managers, "The Washington Post," theladders.com, somdjobs.com, the Maryland Workforce Exchange and numerous college and university recruitment web sites.

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: In April 2013, County staff visited two potential sites in Waldorf to determine suitability for a future Waldorf Senior Center. One site is currently undeveloped County-owned land. The second site was an existing facility that was determined to be unsuitable in either size or design for a Senior Center.

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: Recreation staff has been preparing and planning the inaugural Tot Olympics scheduled for May 11, 2013. This program is for children age 3-6 years old and will focus on fun events like running, jumping, kicking, throwing, and tricycle races.

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

Status: Pending.

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

Status:

- Utility Billing mobile app implemented for citizens.
- Ability for citizens to print Utility bills online added.
- Established process for Commissioner's Wing to post Resolutions on web site.
- Researching Enterprise Software replacement with focus on Planning and Growth Management permitting and plan submittal.
- Working with State's Attorney's Office, Planning and Growth Management, and Utilities to continue paperless effort utilizing our Document Imaging solution, Laserfiche.
- Working with Public Works to merge Facilities into Utilities Asset Tracking system in order to eliminate duplicate systems, as well as provide Facilities' workers with mobile technology.
- Working on process to distribute Utility bills via e-mail in order to streamline process and reduce postage costs.

- Researching possible cloud fax solution to decrease fax cost & provide improved functionality.
- Implementing e-mail to voice mail integration.
- Working with Economic Development Department to implement advanced website tools.
- Working with the Divisions of Parks and Recreation to move to upgraded website.
- Provided Commissioner's Wing a quote for Public Address System for County Government Building.
- Working with Emergency Services to replace current Citizen Notification System.
- Working with a local cable provider to provide fiber to landfill.

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

Status: Charter Board appointed and currently meeting on a regular basis to develop a charter.

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

Status:

- The Recreation Division along with Special Olympics Charles County provided volunteers and support for the St. Charles Running Festival on April 13, 2013. This event drew over 500 participants in the 10-mile and 5k running races.
- On Apr 11, 2013, the Aging & Senior Programs Division, in collaboration with Civista Medical Center and led by the Area Council on Aging members, hosted a Community Health Forum. Charles County Nursing & Rehabilitation Center sponsored the printed programs and fliers to promote the event. The topic was prevention, epidemiology, and treatment for cancers of the colon. Approximately 75 persons attended this event, which included health education, lunch, and an exhibit by the County Health Department Cancer Prevention personnel.
- On Apr 26, 2013, the Aging & Senior Programs Division hosted the 21st Annual Southern Maryland Caregivers Conference in collaboration with the University of Maryland Gerontology, Geriatrics Education and Research program and a steering committee of public and not-for-profit organizations that serve older adults and caregivers throughout Southern Maryland. Over 250 participants registered for the event, which included a full day of conference breakout sessions, over 50 professional businesses exhibiting throughout the Center, breakfast and lunch, and associated conference materials. In addition to professional speakers from a variety of disciplines, staff from the Aging Division also worked as professional presenters and moderators for each of the multiple conference sessions.

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: On-going.

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: On-going.

COMMISSIONERS GOALS AND OBJECTIVES

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

Status:

- In March 2013, the Department of Human Resources Employee Committee discussed the following topics: the 2013 Employee Satisfaction Survey, the nepotism policy, and the Performance Evaluation Committee.
- On April 23, 2013, the Department of Human Resources provided a presentation of the Employee Satisfaction Survey to the Commissioners. The presentation focused on employee pay and salary, but also touched upon morale and diversity.
- Future topics for the DHR Employee Committee include: Continued work on the nepotism policy, analysis of the Employee Satisfaction Survey results and Committee feedback.

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:

- Outreach opportunities and presentations have been conducted at various meetings to engage and strengthen the understanding of the Vision 2020 program with partnering agencies. A few of these agencies include: United Way Partnership Meeting which included members from multiple local agencies, Department of Social Services, HealthPartners, Board of Education, Housing Authority Board, and the Charles County Commission for Women.
- The work with clients continues to occur in the community with scheduled appointments and regular contacts. Many individuals/families have established tentative goals to work with the Social Worker assigned to this program.
- Assistance has been given to assure clients have access to community resources that are readily available for their use.
- Preparations are underway to host a partnership event in June in an effort to promote the Vision 2020 program and to establish how assistance can best be provided through partnerships.
- One Deed case pending with County Attorney's Office.
- Thirteen Indoor Plumbing Program preliminary applications received on-line. Applicants did not meet eligibility requirements.
- Over 900 Indoor Plumbing Program fliers have been distributed at local springs that people frequent for fresh water.
- Special Loans:
  - One new home replacement recently completed.
  - Second home replacement 50% complete.
  - Third home replacement 25% complete.
  - Home replacement application under review by Maryland Department of Housing and Community Development.
  - An additional 7 Special Loan applications are in process for other home repairs including roof, plumbing, and other
  - interior repairs.
  - One additional potential home replacement application is in the pre-application state.

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

Status: Completed - Formal presentation given to Commissioners on December 4, 2012.

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 has drafted legislation and forwarded to the Commissioners for their review and comment.

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: Rules and Procedures for the Ethics Commission were adopted on January 23, 2013. Legislation did not pass to give the 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.

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 (HOA) 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:

- County's Nuisance Ordinance/Nuisance Abatement Board, Homeowner's Association Dispute Resolution process the Department of Planning and Growth Management and the County Attorney's Office worked together on legislation to revise and strengthen Nuisance Ordinance. Legislation passed on March 5, 2013.
- Establishment of oversight by the County Attorney's Office for review of homeowner's association structure, funding, inspection and enforcement of development bonds- On going.
- Development of an inventory of homeowner's associations (voluntary & involuntary) and a rental registration program - Inventory is updated as of January 2013.

- Acquiring/reviewing a list of abandoned properties and foreclosed homes to establish standards of oversight - PGM created Abandoned Properties List which is updated monthly and used for enforcement implementation. County Attorney's Office maintains a list of abandoned properties from information received from PGM & Citizens Liaison Director that require legal attention.

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

Status: The following items have been completed

- Implementation of the Property Maintenance Code went into effect on November 30, 2012.
- The revised Nuisance Ordinance was approved February 23, 2013. The Nuisance Abatement Board is now meeting on a monthly basis to deal with the increased case load based on the revised Nuisance Ordinance.
- The State of Maryland Foreclosure Registry is online and available for staff access to review for foreclosed sites in the County.

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 Authority Board approved drafting a RFP for the study at the April 2013 Housing Authority Board meeting.

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: On-going.

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

Status: Pending.

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: School Adequate Public Facilities Program and Funding Review Committee formed.

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: Complete.

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

Status: Discussed during the FY2014 Budget work sessions.

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

Status: Pending, rescheduling

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: On-going.

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: Pending.

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

Status: Pending.

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

Status: Department of Emergency Service staff continues to work with the health department to monitor emerging health concerns and to develop public health related annexes to county emergency operations plan and mass casualty plan.

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

Status: Actively engaging all response partners in the development of the recently updated Continuity of Operations Plan (COOP), Mass Casualty Incident Plan, as well as during monthly meetings with volunteer leadership.

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: Pending.

COMMISSIONERS GOALS AND OBJECTIVES

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:

- Establishment/revisions of building code standards/guidelines have been completed as they pertain to the construction code.
- The Energy Efficiency and Conservation Block Grant (EECBG) report proposed green modification to Codes & Street Lighting standards which legislation has been drafted. It is expected to be presented before the Planning Commission by late summer.
- The EECBG report also proposed Green Tax Credits which will need to be reviewed by the Commissioners.

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

Status: Grant completed December 2012; the first "Energy Savings Upgrades Retrofits" year-end report for Calendar Year 2012 was distributed on December 28, 2012. Grant closeout is in process.

Approved May 1, 2012
Status Update: March/April 2013

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		
Community Services		X	X	X			
County Administrator	X	X	X	X	X	X	X
County Attorney			X	X			
County Commissioners	X	X	X	X	X	X	X
Economic Development	X						
Emergency Services						X	
Fiscal & Administrative Services	X	X	X		X		
Human Resources			X				
Planning & Growth Management	X	X		X			X
Public Works		X					
Sheriff's Operations						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 the expenditures over a fiscal year. In other words, a budget is balanced if its income is equal to its expenditure. A balanced budget is required for all funds with the exception of the Fiduciary Fund (Pension and OPEB Trust Funds), which accounts for assets and liabilities for employee pension and other post-employment benefits. Operating budgets are balanced by adjusting revenues and expenditures, and in some cases to a limited degree, the use of prior year surpluses. Fiduciary Funds are not subject to a budgetary process, however, they can be found in the County's Audited Financial Statements.
2. Review and approve long-range financial plans for operating and capital budgets for all major funds. By establishing long-range plans, the County measures the fiscal impact of today's decisions on tomorrow's outcomes. Long-range financial plans include cash reserves for future capital investments.
3. An annual report on the financial condition of the County using established benchmarks and criteria will be researched, prepared, and published in the annual Budget Book.
4. Annually, a five-year Capital Improvement Program will be developed, analyzing all anticipated capital project budgets by year and identifying associated funding sources.

INVESTMENT POLICY:

The Joint Statement of Investment Policies and Accounting Procedures and Internal Controls for Investments was adopted in January 1995 and last amended in 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 9-10B-01 of Article 24 of the Annotated Code of Maryland, the County may issue bonds necessary to finance the cost incurred to construct new capacity for public school facilities within Charles County. The debt service on these bonds is paid for by a special tax assessment (excise tax) on new home starts after June 30, 2003, payable over a 10-year period.
4. The County is authorized to issue general obligation bonds to finance water systems, sewerage systems, solid waste disposal systems and solid waste acceptance systems in the Waldorf Special Taxing District One, the Mattawoman Special Taxing District Number 2 and Special Taxing District Number Three. The three special taxing districts are authorized to levy charges, assessments and taxes to pay the debt service on bonds previously issued by the respective districts and bonds issued by the County after their creation in 1976. The County expects to pay debt service on its water and sewerage debt from special assessments, connection fees, charges for the upkeep of water and or sewer, and sewer service charges pertaining to the respective systems for which the indebtedness was incurred. If required at any time to pay debt service on water and sewerage debt incurred to finance water and sewer facilities in a particular special taxing district, the County is authorized to levy a tax on the assessable property in the special taxing district. If for any reason any such levy should prove inadequate, the County is authorized to levy a tax on the assessable property throughout the County in order to raise the required funds to pay such debt service. The principal amount of outstanding bonds relating to such improvements in any special taxing district cannot exceed 10% of the total value of the property assessed by County taxation purposes.

DEBT ISSUE GUIDELINES:

The County will use the following guidelines when issuing debt:

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

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. During the Budget Process, a review of all programs that operate on an enterprise fund basis is prepared to ensure that revenues for such programs continue in a self-supporting nature. By doing so, the Commissioners relieve the pressure of funding such programs on the general taxpayer. Major programs include Water & Sewer, Landfill, Environmental Services, Recreation, Watershed Restoration & Protection Program, and Developer Inspection & Review.
4. Grant funding will be considered to leverage County funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will mainly be budgeted in Special Revenue funds. The programs will be adjusted to reflect the level of funding available.

FUND BALANCE POLICY:

The County Commissioners adopted the following policy on March 9, 2010 in order to manage the County's financial resources by establishing a fund balance policy for its General Fund operation. 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.

8. The Personnel Policy and Procedure Manual was last revised on October 16, 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. General Government capital improvement expenditures are accounted for in the Capital Projects Fund and are funded by a variety of sources. Enterprise fund capital improvement expenditures are accounted for in their respective funds.
4. No appropriation for a capital project in the capital budget shall lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned or a transfer of appropriation has been authorized by the County Commissioners; provided, however, that any capital project shall stand abandoned if three fiscal years elapse without any expenditure from or encumbrance of the appropriation are made. The balances remaining to the credit of the completed or abandoned capital projects shall be available for appropriation in subsequent capital budgets upon approval by the County Commissioners.
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 July 31, 2013. These policies address:
    1. Delegated Authority for Budget Transfers
    2. Supplementary and Emergency Appropriations
    3. Lapsed Appropriations
    4. Capital Project Budget Procedures and Delegated Authority for Change Orders of Capital Project Contracts
    5. Formal Bid Award Procedures

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

BUDGET AMENDMENT

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

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

2. Regular updates to income statement reports are prepared for all major operations comparing year-to-date activity and year-end estimates with budget and prior year actual results. This review alerts the Board of County Commissioners to any financial problems that may require action, or operating surpluses that could be reinvested for program improvements.

ACCOUNTING POLICIES:

POSITION CONTROL PROCEDURES

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

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

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

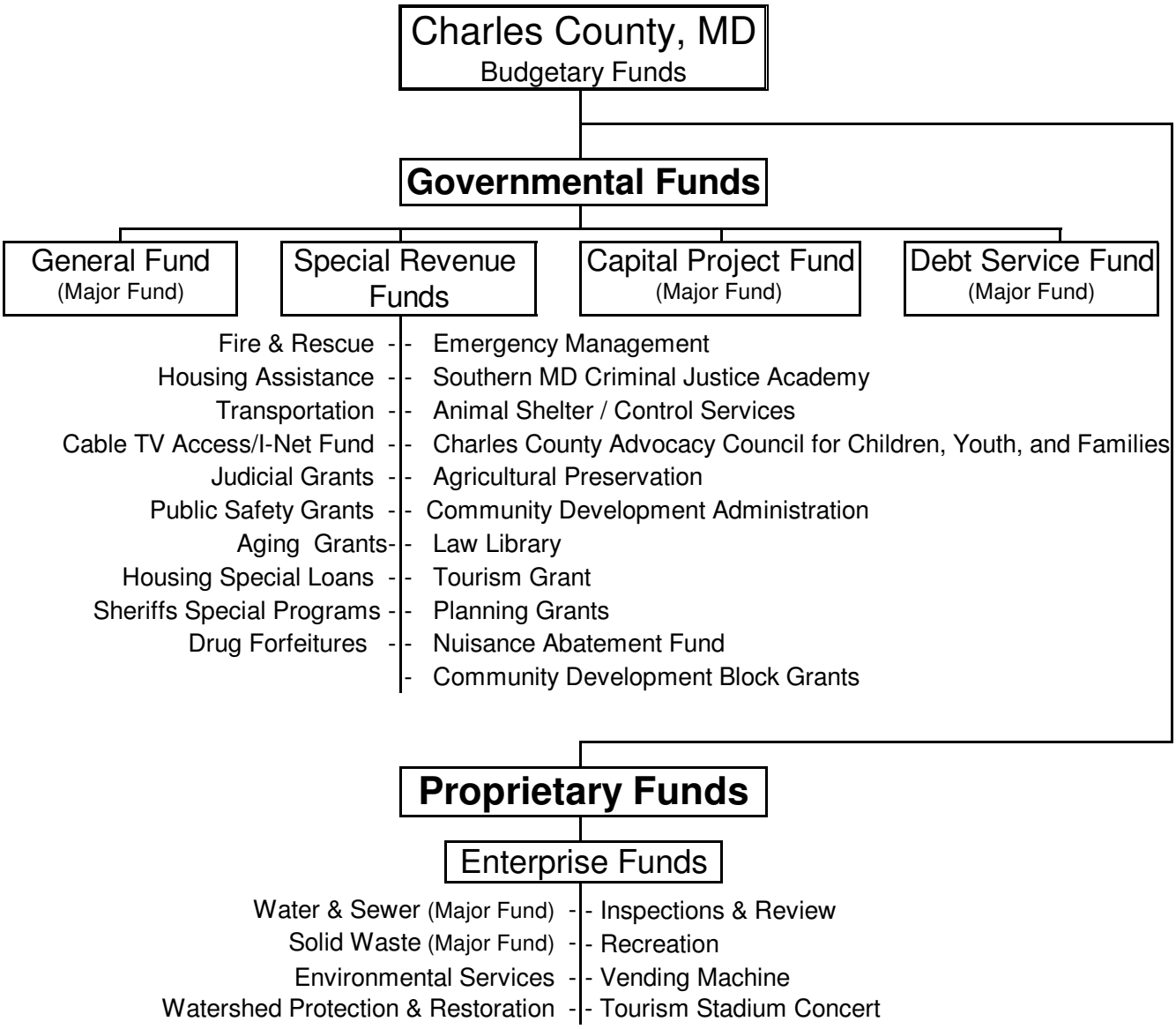
The County Commissioners adopted this policy on March 29, 2011. Assets are differentiated between Capital Assets (greater than $5,000) and Controlled Assets (less than $5,000). Capital Assets included all assets with an expected useful life of one year or more and with an original cost of greater than $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 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 30,000 customers and is anticipated to accept over 65,000 tons per year at the Landfill. Other Enterprise Funds include: Environmental Services, Watershed Protection and Restoration, Inspection and Review, Recreation, Tourism Stadium Concerts, and Vending Machines.

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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	☒		☒			☒
County Administrator	☒		☒			☒
County Attorney	☒					
County Commissioners	☒					
Economic Development	☒		☒			
Emergency Services	☒		☒			
Fiscal and Administrative Services	☒	☒	☒	☒		
Human Resources	☒					
Planning & Growth Management	☒	☒	☒	☒		☒
Public Works	☒	☒	☒	☒	☒	☒
Outside Agencies						
Board of Education	☒	☒				
Board of Fire & Rescue			☒			
Circuit Court	☒		☒			
College of Southern Maryland	☒	☒				
Conservation of Natural Resources	☒					
Election Board	☒					
Health	☒					
Library	☒					
Liquor Board	☒					
Orphan's Court	☒					
Sheriff's Office	☒		☒			
Social Services	☒					
State's Attorney	☒		☒			

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.

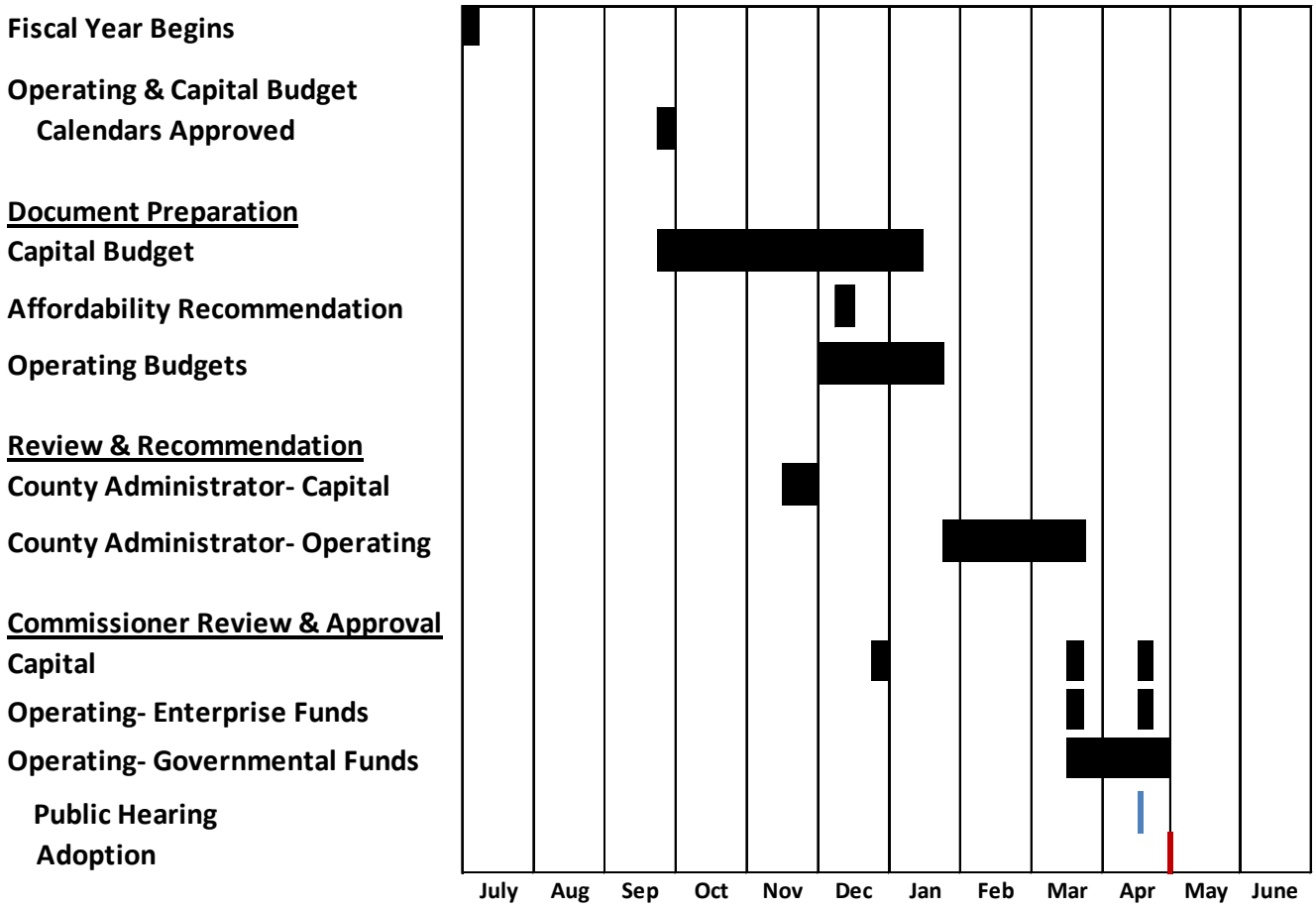
The following schedule summarizes the differences:

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 July 31, 2012.

Development, Review, and Adoption

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

The requests are reviewed by senior management and Department heads are given an opportunity at this time to prioritize their projects and fit projects with the highest needs within the County's affordable debt limits. The CIP was presented to the Board of County Commissioners in December with a review of which projects were within the targeted budget and those projects exceeding budget based on this prioritization. The CIP was approved by the Commissioners in April 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 2014, the guideline was to keep budgets near the Fiscal Year 2013 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 and this is the basis for the public hearing in April. Shortly before the public hearing, and continuing thereafter, commissioner review of all budgets is conducted and final adoption is typically completed in May. In addition to the public hearing on the budget, throughout the year, citizens are invited to join their Commissioners at Public Forums and Town Hall Meetings to discuss the topics that concern them the most.

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 2014 budget includes the second year of a State mandated funding increase for the teachers' retirement system. The mandate on County governments over a four year period will require an increase in educational funding 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. The real property tax rate was adopted at a tax rate of $1.141 per one hundred dollars of assessed value for County Government and $0.064 for Fire & Rescue operations. The local income tax rate was adopted at 3.03% effective January 1, 2014. The tax rate increases allowed the County to adopt a balanced budget that continues supporting a plan for a "Tourist Destination" to attract visitors, to increase funding for Economic Development per a strategic plan proposal, and to increase the State's Attorney staffing level. The Fiscal Year 2014 budget also supports pay increases for Sheriff deputies and other government personnel, ten new Sheriff Deputies, and funds vehicle and equipment purchase. The Board of Education continues to receive the majority of County funding with an appropriation of $159,010,300 of the total $339,071,600. The Sheriff and Detention Center budgets receive the second largest allocation of County funding at $76,861,800; an 11.4% increase.

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, Water and Sewer Fund, Landfill Fund, and the new Watershed Protection and Restoration Fund. An intensive review of the capital budget requests and the five year plans are necessary for two main reasons. The first reason is to determine the affordability of future debt issuance as it impacts the each funds ability to retire the debt and to pay the interest cost. Secondly, it is used to review the operating impacts associated with the completion of the project. How much will the annual debt payments be and what other costs will result? Additional staff? Higher utility costs? The operating impacts of capital projects are listed at the bottom of each project page and are incorporated into the five year plans once the Capital Improvement Program is approved.

FISCAL YEAR 2014
OPERATING BUDGET CALENDAR
CHARLES COUNTY, MD
(Adopted November 27,2012)

Time Line	Action
October 15, 2012	Performance Measurements file sent to departments.
October 29, 2012	All Performance Measurements updates are due to the Department of Fiscal and Administrative Services / Budget Division.
November 5, 2012	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 FY2014 operating requests.
December 3, 2012	County Department and Elected Officials requested budgets returned to Fiscal and Administrative Services / Budget Division.
January 18, 2013	Outside Agencies grant applications returned to Fiscal and Administrative Services / Budget Division.
February 28, 2013	Board of Education and CSM Operating Budget Requests due.
March 12, 2013	Budget Work Session- Enterprise Funds (Operating and Capital)
March 19, 2013	Budget Work Session - General Fund.
March 26, 2013	Budget Work Session - General Fund.
April 9, 2013	Budget Work Session - General Fund and Fees & Charges Review.
April 16, 2013	Public Hearing - Constant Yield Tax Rate and Operating Budgets. Budget Work Session- General Fund.
April 23, 2013	Budget Work Session – Budget Recap (if needed).
April 30, 2013	**General Fund Tax Rates & Budget Adoption.** **Budget Adoption of All Other Funds.**
May - July	FY2014 Approved Budget Book prepared.

Note: Budget Calendars are subject to change.

FISCAL YEAR 2014
CAPITAL IMPROVEMENT PROGRAM CALENDAR
CHARLES COUNTY, MD
(Adopted November 27, 2012)

Time Line	Action
November 8-21, 2012	CIP review with County Administrator and Departments.
November 27, 2012	Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission.
November 27, 2012	Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. (Letter due to IAC on November 28th)
December 4, 2012	General Fund Five-Year Financial Plan and CIP review session with the Commissioners.
December 11, 2012	General Fund CIP review session with the Commissioners.
March 12, 2013	Enterprise Funds Five-Year Financial Plan and CIP review session with the Commissioners.
April 16, 2013	Public Hearing on CIP.
April 23, 2013	Recap and final review of the FY 2014-2018 CIP (if needed).
April 30, 2013	**Formal Adoption.**

Note: Budget Calendars are subject to change.

FISCAL YEAR 2014 ADOPTED BUDGET

Summary by Fund

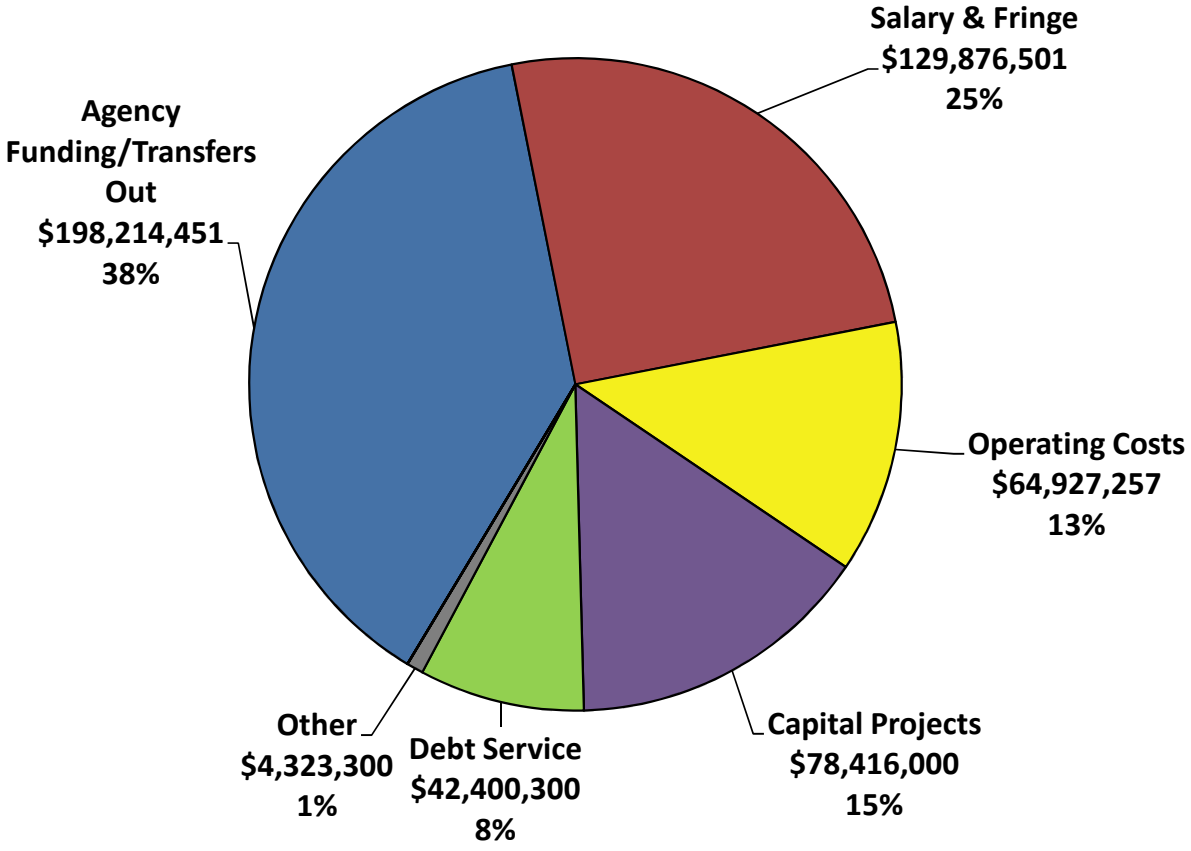
DESCRIPTION	FY2014 OPERATING REVENUE	FY2014 OTHER SOURCES	FY2014 FUND BALANCE	FY2014 APPROPRIATION TOTAL	FY2013 APPROPRIATION TOTAL[4]	% Chg.
GOVERNMENTAL FUNDS:						
General Fund	$334,490,600	$1,659,400	$2,921,600 [1]	**$339,071,600**	**$325,073,900**	**4.3%**
Capital Project Fund						
General Government	$53,495,000	$1,213,000		**$54,708,000**	**$47,442,000**	15.3%
Water & Sewer	17,860,000		590,000 [1]	**18,450,000**	**10,811,000**	70.7%
Watershed Protection and Restoration	5,258,000			**5,258,000**	**5,824,000**	-9.7%
Solid Waste- Landfill	0			**0**	**9,020,000**	-100.0%
Total Capital Projects	$76,613,000	$1,213,000	$590,000	**$78,416,000**	**$73,097,000**	**7.3%**
Developer's Rights & Responsibilities			909,500 [1]	**909,500**	**0**	
Total Capital Project Fund	$76,613,000	$1,213,000	$1,499,500	**$79,325,500**	**$73,097,000**	**8.5%**
Debt Service Fund	$15,801,100	$909,500	$1,061,800 [1&2]	**$17,772,400**	**$16,124,800**	**10.2%**
Special Revenue Funds						
Fire & Rescue	$11,597,120			**$11,597,120**	**$11,793,686**	-1.7%
Housing Assistance	11,171,418	46,000	170,392 [2]	**11,387,810**	**11,388,610**	0.0%
Transportation	4,913,351	2,529,701		**7,443,052**	**6,814,855**	9.2%
Cable TV Access/I-Net Fund	2,717,000			**2,717,000**	**2,432,700**	11.7%
Judicial Grants	1,046,598	398,452		**1,445,050**	**1,783,974**	-19.0%
Charles County Advocacy Council for Children, Youth, and Families	1,140,624		43,205 [2]	**1,183,829**	**1,219,156**	-2.9%
Public Safety Grants	598,037	516,500		**1,114,537**	**1,608,053**	-30.7%
Aging Grants	871,513			**871,513**	**985,199**	-11.5%
Housing - Special Loans	400,000			**400,000**	**400,000**	0.0%
Sheriffs Special Programs	256,600		8,000 [2]	**264,600**	**385,900**	-31.4%
Emergency Management	98,810	96,000		**194,810**	**808,343**	-75.9%
Drug Forfeitures	106,000		28,000 [2]	**134,000**	**246,500**	-45.6%
Southern MD Criminal Justice Academy	88,000	44,000		**132,000**	**147,400**	-10.4%
Agricultural Preservation	30,000	95,600		**125,600**	**532,050**	-76.4%
Nuisance Abatement Fund	100,000			**100,000**	**0**	new
Animal Shelter / Control Services	79,000		20,800 [2]	**99,800**	**120,353**	-17.1%
Law Library	68,400	3,000		**71,400**	**71,400**	0.0%
Community Development Administration	64,000			**64,000**	**433,743**	-85.2%
Tourism Grant	40,588			**40,588**	**41,898**	-3.1%
Planning Grants	9,000			**9,000**	**58,451**	-84.6%
Community Development Block Grants	0			**0**	**375,000**	-100.0%
Total Special Revenue	$35,396,059	$3,729,253	$270,397	**$39,395,709**	**$41,647,271**	**-5.4%**
PROPRIETARY FUNDS:						
Enterprise Funds						
Water & Sewer	$26,263,600			**$26,263,600**	**$24,914,100**	5.4%
Solid Waste- Landfill	4,796,900		66,700 [2]	**4,863,600**	**5,239,500**	-7.2%
Environmental Services	3,577,800		123,500 [2&3]	**3,701,300**	**4,375,700**	-15.4%
Inspections & Review	2,824,900			**2,824,900**	**2,704,700**	4.4%
Recreation	2,576,000		53,000 [2]	**2,629,000**	**2,545,100**	3.3%
Watershed Protection and Restoration	2,133,000			**2,133,000**	**0**	new
Vending Machine	104,000			**104,000**	**104,000**	0.0%
Tourism Stadium Concert	73,200			**73,200**	**73,200**	0.0%
Total Enterprise Fund	$42,349,400	$0	$243,200	**$42,592,600**	**$39,956,300**	**6.6%**
Total All Funds	$504,650,159	$7,511,153	$5,996,497	**$518,157,809**	**$495,899,271**	**4.5%**

Footnotes:

1. Represents use of Fund Balance for Capital Projects and other programs.
2. The fund balance appropriation represents plans to utilize surplus funds.
3. The fund balance appropriation represents use of equipment reserve funds.
4. The FY2013 Appropriation represents the Adopted budget except for the Special Revenue funds. The Amended budget is used due to the frequent late changes in grant awards and budgets.

FISCAL YEAR 2014 APPROVED EXPENDITURES BY ACCOUNT CLASSIFICATION

TOTAL = $518,157,809



	FY2012 BUDGET	% total	FY2013 BUDGET	% total	FY2014 ADOPTED	% total
Agency Funding/Transfers Out	$184,296,302	41.2%	$193,429,245	39.0%	$198,214,451	38.3%
Salary & Fringe	116,087,763	25.9%	121,937,549	24.6%	129,876,501	25.1%
Operating Costs	61,954,652	13.8%	64,156,822	12.9%	64,927,257	12.5%
Capital Projects	41,709,000	9.3%	73,097,000	14.7%	78,416,000	15.1%
Debt Service	39,866,500	8.9%	39,641,500	8.0%	42,400,300	8.2%
Capital Outlay/Maintenance	2,921,902	0.7%	2,777,555	0.6%	2,838,800	0.5%
Operating Contingency	605,400	0.1%	179,200	0.0%	718,600	0.1%
Equipment Reserve	128,500	0.0%	680,400	0.1%	765,900	0.1%
TOTAL ALL FUNDS	**$447,570,019**		**$495,899,271**		**$518,157,809**	

NOTE: The FY2012 and FY2013 Budgets listed above reflect the adopted budget of all funds except for the Special Revenue funds. The amended budget is used due to the frequent late changes in grant awards and budgets.

FUND BALANCE

Governmental Funds report the net effect of assets less liabilities at any given point in time as fund balance. The balance in this account is the cumulative results of revenues and expenditures over time. For Proprietary Funds, fund equity is classified as net assets. On the following pages the Schedule of Revenues, Expenditures, and Changes in Fund Balance/Net Assets provides the audited figures for Fiscal Year 2012 and estimates for Fiscal Year 2013 and Fiscal Year 2014. Fiscal Year 2013 estimates are based on unaudited figures. Fiscal Year 2014 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 2014 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 2014 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: Fiscal Year 2012 ended with a gain of $5.1 million due to an unanticipated sale of property and due to conservative spending. At the end of Fiscal Year 2013 fund balance is estimated to decrease $2.4 million. The use of $5.4 million of fund balance was approved for Fiscal Year 2013; however cost savings prevented the need for the appropriated amount. 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 2014 use of fund balance in the amount of $2.9 million. Fiscal Year 2014 fund balance has been appropriated for:

- $644 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.
- $77 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.
- $1.9 million will be used towards debt service payments on the FY2012 Bond Issue and to pay for capital projects. A bond premium of this amount was received in FY2012 and the use is legally restricted.
- $250 thousand is being used towards the OPEB contribution. These funds were generated from a Medicare subsidy.

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 $11.1 million occurred in Fiscal Year 2012. Fund balance is anticipated to decline by $10.3 million in Fiscal Year 2013 and $13.2 million in Fiscal Year 2014 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 2014.

Other Governmental Funds: Fiscal Year 2012 ended the year with a $1.3 million decrease in fund balance; a decrease of 17%. Fund balance is estimated to decline in Fiscal Year 2013 and Fiscal Year 2014 as various programs utilize prior year surpluses. Fund Balance will be allocated in future years according to program requirements or formal designations. The fund equity is estimated to remain in excess of $5 million at the end of Fiscal Year 2014.

Water and Sewer Fund: Net assets for the Water and Sewer Fund increased by $1.5 million in Fiscal Year 2012; an increase of 1.5%. Fiscal Year 2013 is estimated to increase by $2.2 million and Fiscal Year 2013 is estimated to increase by $1.1 million. These amounts are relatively insignificant to a fund equity that remains in excess of $100 million.

Solid Waste Fund: Net assets for the Solid Waste Fund have increased by $1.0 million in Fiscal Year 2012; an increase of 4.8%. Fiscal Year 2013 is estimated to increase by $1.2 million. Due to construction of the next landfill cell, fund equity is estimated to decrease by $6.8 million in Fiscal Year 2014 as the construction saving reserve is utilized. The fund equity is estimated to remain in excess of $16 million.

Other Enterprise Funds: A $200 thousand gain in Fiscal Year 2012 increased fund equity by 16%. The gain was caused by surpluses in the Recreation Fund and the Environmental Service Fund. Surpluses are being estimated for the various enterprise funds in Fiscal Year 2013 which will increase fund equity by $1million. An overall net fund equity gain of 5% is expected in Fiscal Year 2014 and fund balance is expected to remain in excess of $2 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		
	FY2012 Actual	FY2013 Estimated	FY2014 Approved	FY2012 Actual	FY2013 Estimated	FY2014 Estimated
Revenues						
Property Taxes	$183,893	$189,508	$201,088	$0	$0	$0
Income Taxes	97,180	98,785	106,240	0	0	0
Other Local Taxes	10,795	13,659	13,416	0	0	0
Licenses & Permits	912	969	930	0	0	0
Federal Grants	1,368	428	8	2,129	216	678
State Grants	1,260	1,233	1,630	1,213	863	8,300
Local Governments	429	453	489	308	0	0
Service Charges	5,851	5,824	5,886	1,713	3,153	6,926
Fines & Forfeitures	1,131	2,244	2,378	0	0	0
Interest	149	183	300	0	0	0
Rent Revenues	1,204	1,336	1,331	0	0	0
Miscellaneous	5,101	496	795	1,111	203	1,549
Total Revenues	$309,272	$315,116	$334,491	$6,475	$4,435	$17,453
Expenditures						
General Government	$12,121	$13,313	$14,788	$7,249	$6,938	$11,839
Fiscal & Administrative Services	5,408	5,484	5,788	0	0	0
Public Works - Facilities	15,551	16,186	17,550	760	629	1,571
Public Works - Utilities	0	0	0	0	0	0
Community Services	3,330	3,622	3,913	343	34	385
Planning & Growth Mgmt.	2,330	2,393	2,629	590	124	367
Public Safety	77,341	79,787	89,135	2,330	206	2,484
Health & Social Services	4,188	4,115	4,090	97	0	0
Conservation of Natural Resources	586	583	643	1,042	988	3,573
Economic Development	925	1,134	1,505	0	0	29
Education Appropriations	156,939	167,011	172,594	7,393	19,265	48,071
Other	422	1,726	1,115	0	0	0
Debt Service	20,438	20,283	20,061	0	0	0
Total Expenditures	$299,577	$315,639	$333,813	$19,804	$28,185	$68,318
Operating Gain/(Loss)	$9,695	($523)	$678	($13,329)	($23,749)	($50,865)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	3,089	4,895	609	18,800	12,300	37,321
Transfers In	1,457	350	1,050	5,609	1,109	1,213
Transfers Out	(9,118)	(7,141)	(5,259)	0	0	(910)
Net Change in Fund Balance	$5,123	($2,419)	($2,922)	$11,080	($10,340)	($13,241)
Fund Balance- Beginning of Year	40,384	45,507	43,088	38,552	49,632	39,292
Fund Balance - End of Year	$45,507	$43,088	$40,166	$49,632	$39,292	$26,051

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		
	FY2012 Actual	FY2013 Estimated	FY2014 Estimated	FY2012 Actual	FY2013 Estimated	FY2014 Approved
Revenues						
Property Taxes	$1,268	$1,181	$1,243	$12,378	$11,520	11,374
Income Taxes	0	0	0	0	0	0
Other Local Taxes	5,784	7,648	12,136	0	472	0
Licenses & Permits	0	0	0	0	0	0
Federal Grants	0	0	0	13,519	14,458	14,821
State Grants	0	0	0	2,391	2,260	2,372
Local Governments	0	0	0	82	88	88
Service Charges	0	0	0	5,401	5,305	6,100
Fines & Forfeitures	0	0	0	386	291	328
Interest Income	1,915	1,705	1,785	7	7	7
Rent Revenues	0	0	0	0	3	0
Miscellaneous	3,547	3,483	4,043	305	367	305
Total Revenues	$12,514	$14,016	$19,208	$34,467	$34,771	$35,396
Expenditures						
General Government	$0	$0	$0	$2,226	$2,370	3,233
Fiscal & Administrative Services	0	0	0	0	0	0
Public Works - Facilities	0	0	0	239	22	0
Public Works - Utilities	0	0	0	0	0	0
Community Services	0	0	0	18,916	19,102	20,166
Planning & Growth Mgmt.	0	0	0	194	36	9
Public Safety	0	0	0	14,509	14,810	13,537
Health & Social Services	0	0	0	1,115	1,174	1,184
Conservation of Natural Resources	0	0	0	609	527	126
Economic Development	0	0	0	114	42	41
Education Appropriations	0	0	0	73	88	100
Other	0	0	0	0	0	0
Debt Service	20,261	16,122	17,772	0	0	0
Total Expenditures	$20,261	$16,122	$17,772	$37,995	$38,171	$38,396
Operating Gain/(Loss)	($7,748)	($2,106)	$1,435	($3,528)	($3,400)	($3,000)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	4,416	2,686	910	3,130	3,207	3,729
Transfers Out	0	0	0	(863)	(350)	(1,000)
Net Change in Fund Balance	($3,332)	$579	$2,345	($1,261)	($544)	($270)
Fund Balance- Beginning of Year	44,977	41,645	42,224	7,732	6,471	5,928
Fund Balance - End of Year	$41,645	$42,224	$44,569	$6,471	$5,928	$5,657

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		
	FY2012 Actual	FY2013 Estimated	FY2014 Estimated	FY2012 Actual	FY2013 Estimated	FY2014 Estimated
Revenues						
Property Taxes	$0	$0	$0	$0	$0	$0
Income Taxes	0	0	0	0	0	0
Other Local Taxes	0	0	0	0	0	0
Licenses & Permits	53	53	54	3	2	3
Federal Grants	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Local Governments	749	818	866	0	0	0
Service Charges	26,241	31,352	31,267	6,253	5,266	4,792
Fines & Forfeitures	472	530	502	0	0	0
Interest Income	37	35	35	16	19	18
Rent Revenues	255	259	260	0	0	0
Miscellaneous	817	193	2,080	3	(1)	2
Total Revenues	$28,625	$33,241	$35,064	$6,274	$5,286	$4,815
Expenditures						
General Government	$1,270	$1,213	$1,213	$189	$203	$203
Fiscal & Administrative Services	518	516	599	0	0	0
Public Works - Facilities	0	0	0	4,487	3,911	11,367
Public Works - Utilities	22,417	25,890	28,577	0	0	0
Community Services	0	0	0	0	0	0
Planning & Growth Mgmt.	745	717	652	0	0	0
Public Safety	0	0	0	0	0	0
Health & Social Services	0	0	0	0	0	0
Conservation of Natural Resources	0	0	0	0	0	0
Economic Development	0	0	0	0	0	0
Education Appropriations	0	0	0	0	0	0
Other	0	0	0	0	0	0
Debt Service	2,192	2,681	2,859	3	1	1
Total Expenditures	$27,143	$31,016	$33,900	$4,679	$4,115	$11,570
Operating Gain/(Loss)	$1,481	$2,225	$1,164	$1,595	$1,171	($6,755)
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)	0	0
Change in Net Assets	$1,481	$2,225	$1,164	$996	$1,171	($6,755)
Net Assets- Beginning of Year	100,872	102,353	104,578	20,882	21,877	23,048
Net Assets- End of Year	$102,353	$104,578	$105,742	$21,877	$23,048	$16,293

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		
	FY2012 Actual	FY2013 Estimated	FY2014 Estimated	FY2012 Actual	FY2013 Estimated	FY2014 Estimated
Revenues						
Property Taxes	$0	$0	$0	$0	$0	$0
Income Taxes	0	0	0	0	0	0
Other Local Taxes	0	0	0	0	0	0
Licenses & Permits	5	5	5	61	60	62
Federal Grants	4	4	5	4	4	5
State Grants	20	20	20	20	20	20
Local Governments	0	0	0	749	818	866
Service Charges	9,623	10,785	11,654	42,117	47,404	47,712
Fines & Forfeitures	0	0	0	472	530	502
Interest Income	11	10	13	64	65	66
Rent Revenues	643	670	671	898	929	931
Miscellaneous	89	87	142	909	279	2,224
Total Revenues	$10,395	$11,582	$12,509	$45,293	$50,109	$52,388
Expenditures						
General Government	$312	$316	$391	$1,771	$1,732	$1,806
Fiscal & Administrative Services	0	0	0	518	516	599
Public Works - Facilities	3,894	4,014	4,602	8,382	7,925	15,968
Public Works - Utilities	0	0	0	22,417	25,890	28,577
Community Services	2,861	2,847	3,209	2,861	2,847	3,209
Planning & Growth Mgmt.	3,271	3,535	4,202	4,016	4,251	4,853
Public Safety	126	84	90	126	84	90
Health & Social Services	0	0	0	0	0	0
Conservation of Natural Resources	0	0	0	0	0	0
Economic Development	0	0	0	0	0	0
Education Appropriations	0	0	0	0	0	0
Other	0	0	0	0	0	0
Debt Service	77	169	243	2,272	2,852	3,103
Total Expenditures	$10,541	$10,964	$12,735	$42,363	$46,096	$58,205
Operating Gain/(Loss)	($147)	$618	($226)	$2,930	$4,013	($5,817)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	404	418	368	404	418	368
Transfers Out	(19)	0	0	(619)	0	0
Change in Net Assets	$239	$1,036	$142	$2,716	$4,432	($5,449)
Net Assets- Beginning of Year	1,503	1,742	2,778	123,257	125,972	130,404
Net Assets- End of Year	$1,742	$2,778	$2,920	$125,972	$130,404	$124,955

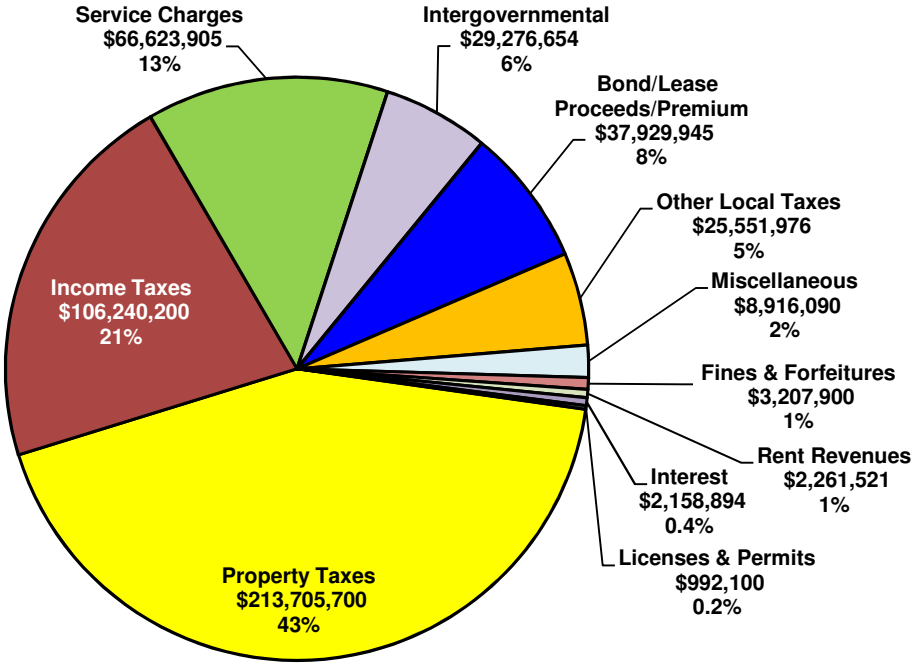
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE/ NET ASSETS

All Governmental Fund Types and Proprietary Funds
Three-Year Comparisons

(amounts expressed in thousands)

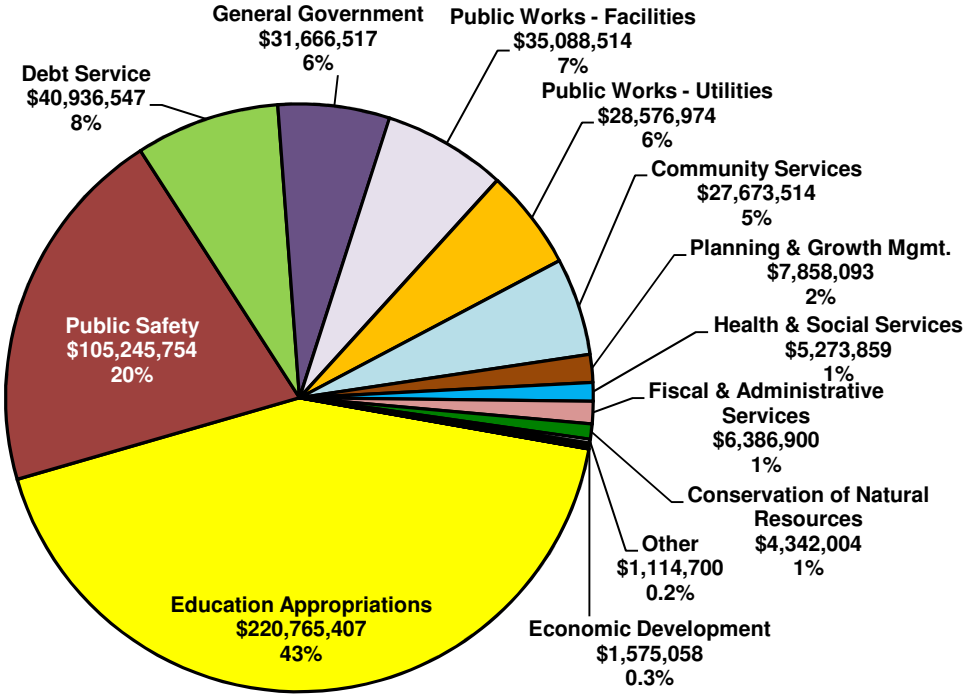
	Total Governmental Funds			TOTAL ALL FUNDS		
	FY2012 Actual	FY2013 Estimated	FY2014 Estimated	FY2012 Actual	FY2013 Estimated	FY2014 Estimated
Revenues						
Property Taxes	$197,538	$202,209	$213,706	$197,538	$202,209	$213,706
Income Taxes	97,180	98,785	106,240	97,180	98,785	106,240
Other Local Taxes	16,579	21,778	25,552	16,579	21,778	25,552
Licenses & Permits	912	969	930	972	1,029	992
Federal Grants	17,016	15,102	15,508	17,020	15,106	15,513
State Grants	4,865	4,355	12,302	4,885	4,375	12,321
Local Governments	818	541	577	1,566	1,359	1,443
Service Charges	12,965	14,282	18,912	55,082	61,686	66,624
Fines & Forfeitures	1,516	2,535	2,706	1,989	3,064	3,208
Interest	2,071	1,894	2,092	2,135	1,959	2,159
Rent Revenues	1,204	1,339	1,331	2,102	2,268	2,262
Miscellaneous	10,064	4,548	6,692	10,973	4,828	8,916
Total Revenues	$362,727	$368,337	$406,547	$408,021	$418,447	$458,935
Expenditures						
General Government	$21,596	$22,622	$29,860	$23,368	$24,354	$31,667
Fiscal & Administrative Services	5,408	5,484	5,788	5,925	6,000	6,387
Public Works - Facilities	16,550	16,837	19,120	24,932	24,761	35,089
Public Works - Utilities	0	0	0	22,417	25,890	28,577
Community Services	22,588	22,759	24,465	25,449	25,605	27,674
Planning & Growth Mgmt.	3,114	2,553	3,005	7,130	6,804	7,858
Public Safety	94,179	94,804	105,156	94,305	94,888	105,246
Health & Social Services	5,400	5,289	5,274	5,400	5,289	5,274
Conservation of Natural Resources	2,237	2,097	4,342	2,237	2,097	4,342
Economic Development	1,039	1,176	1,575	1,039	1,176	1,575
Education Appropriations	164,405	186,365	220,765	164,405	186,365	220,765
Other	422	1,726	1,115	422	1,726	1,115
Debt Service	40,700	36,405	37,834	42,972	39,257	40,937
Total Expenditures	$377,637	$398,117	$458,299	$420,000	$444,213	$516,504
Operating Gain/(Loss)	($14,910)	($29,779)	($51,752)	($11,979)	($25,766)	($57,569)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	21,889	17,195	37,930	21,889	17,195	37,930
Transfers In	14,611	7,352	6,902	15,015	7,770	7,270
Transfers Out	(9,980)	(7,491)	(7,168)	(10,599)	(7,491)	(7,168)
Net Change	$11,610	($12,724)	($14,088)	$14,325	($8,292)	($19,537)
Fund Balance- Beginning of Year	131,645	143,255	130,532			
Fund Balance - End of Year	$143,255	$130,532	$116,443			

FY14 Total Estimated Revenues by Account Classification
Total = $496,864,885



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

FY14 Total Estimated Expenses by Function
Total = $516,503,840



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.

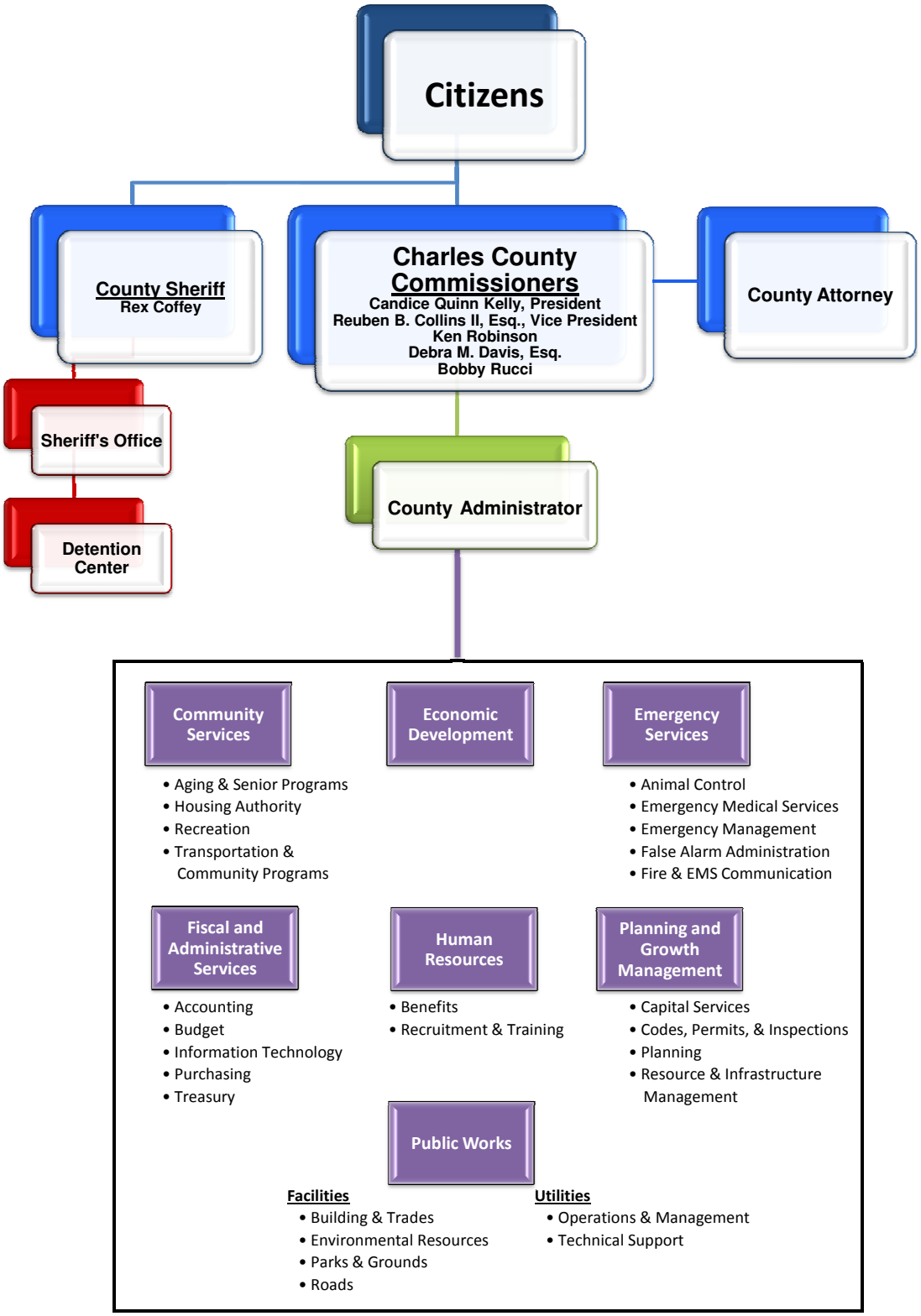
The County's central telephone numbers are:

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

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.

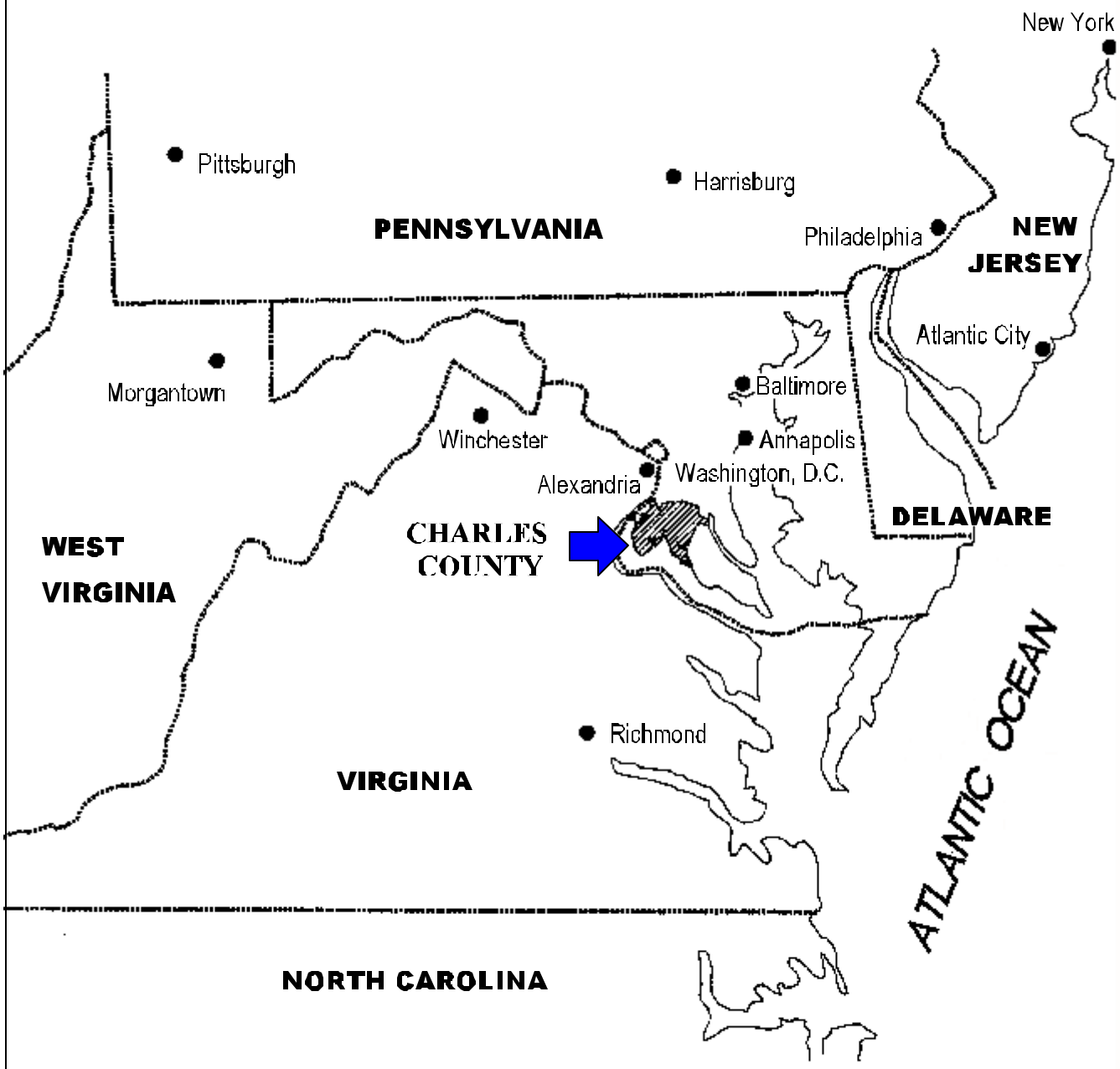
Location Driving distance from Waldorf *(in miles)*	
Atlanta, GA	609
Baltimore, MD	56
Boston, MA	452
Chicago, IL	710
New York, NY	241
Philadelphia, PA	152
Pittsburgh, PA	247
Richmond, VA	91
Washington, DC	25

Source: MD Department of Business and Economic Development, Brief Economic Facts

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

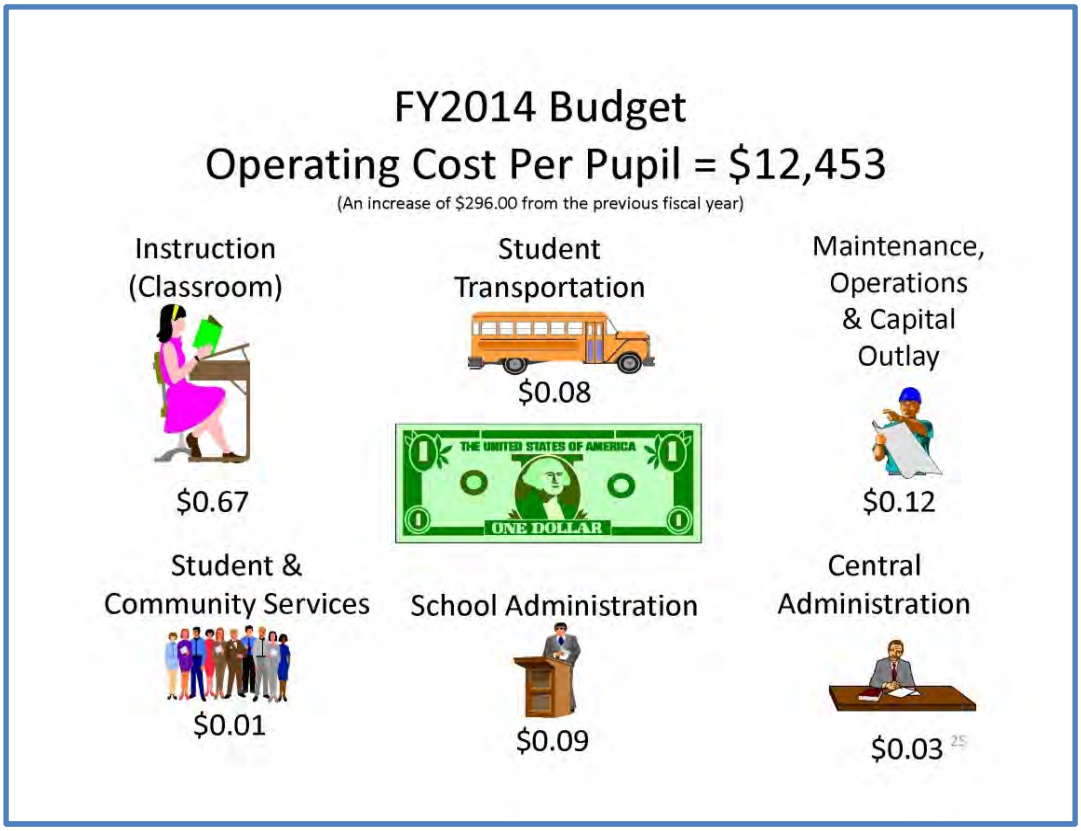
Source: National Oceanic and Atmospheric Administration and MD State Office of Climatology (30-year averages); MD Geological Survey

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

The Charles County Public School System owns more than 3,744,782 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 FY2005 - FY2014

Fiscal Year	FTE	Change	Percent
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	25,717	(153)	-0.6%
FY14 Est.	25,858	141	0.5%

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.

Charles County Skatepark- White Plains

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

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 seven 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 recreational trail connects the Town of Indian Head with the White Plains area of the County. Runners, cyclists and nature enthusiast enjoy the benefits of this significant park facility. The 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), four small picnic pavilions, and several informal areas with picnic tables. Athletic playing areas include: two full size baseball, five softball, three little league, one football and five soccer fields. A number of these fields are lighted for evening play. A rubber-surfaced special needs baseball diamond ("Field of Dreams") offers players of abilities access to our national pastime. Athletic fields are available for official league use by permit only. A field is also available for community pick-up play. Fitness enthusiasts will enjoy a 3 mile running/walking trail which loops through the wooded perimeter of the park. (This trail is open year round.)

COUNTY & STATE PARKS

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.

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

Smallwood State Park - Marbury

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

COUNTY & STATE PARKS

Southern Park - Issue

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

Turkey Hill Park- La Plata

Facilities include: four soccer fields, a football field, 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 & 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, multi-sport courts, a rock climbing wall, four party rooms, state-of-the-art sound and lighting systems, and year 'round FUN! The Capital Clubhouse is operated under a contact overseen by the Department of Community Services.

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

RECREATION

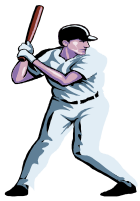
Port Tobacco has a full size gymnasium available for basketball, volleyball, and community use through other programs and activities.

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

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

Pools- The County 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, and swim lessons are offered year-round.

Regency Furniture Stadium- is home of the Southern Maryland Blue Crabs professional baseball club with over 70 home games. The ballpark 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 areaBtools, 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 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 Artsfest which is the largest outdoor arts festival in Charles County. This annual countywide outdoor event celebrates ALL the arts in Charles County: music, visual art, drama, dance and literature.

Indian Head Center for the Arts- The Indian Head Center for the Arts' mission is to provide a broad spectrum of arts services to the community and to act as a community center, encouraging community interaction, economic development and the creation of opportunities for children, youth and residents. The Center is managed by the Chesapeake Bay Floating Theatre, Inc., a registered nonprofit. With its 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

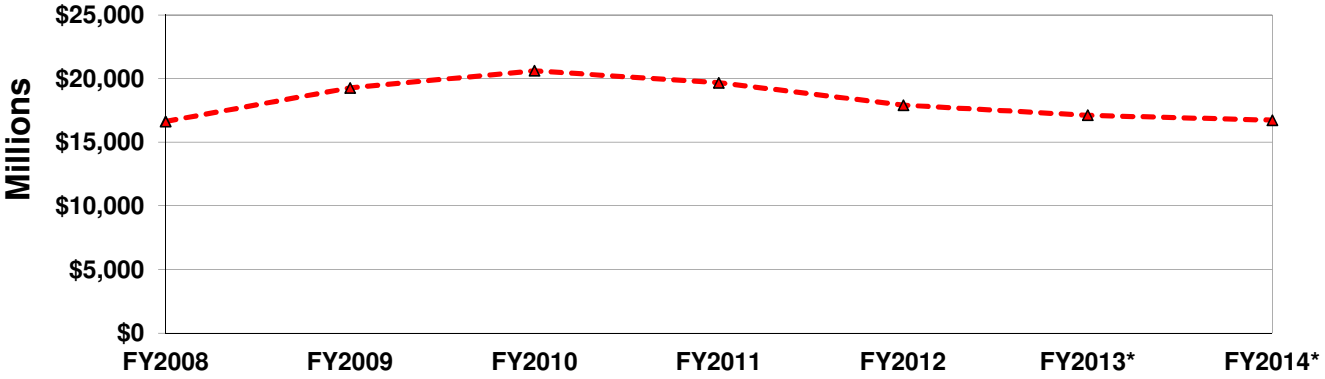
(amounts expressed in thousands)

Fiscal Year Ended June 30th	Real Property Full Year	Real Property Partial Yr.	Business Personal Property	Railroads & Public Utilities	Ordinary Business Corporations	Total Assessed Value	Total Market Value
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*	$15,768,400	$131,283	$8,190	$265,947	$681,888	$16,855,708	$17,121,655
2014*	$15,338,900	$200,850	$7,980	$272,350	$644,300	$16,464,380	$16,736,730

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

(Fiscal Year 2013)

Taxpayer	Property Tax Billed [1]	Property Assessment
NRG Energy, Inc. (formerly Gen On Energy, Inc.).....	$14,625,604	$643,982,590 *
Southern Maryland Electric Coop Inc.....	2,600,791	98,421,600
Dominion Cove Point LNG,LP.....	1,621,726	61,370,890
Charles Mall Company LTD Partnership.....	1,474,515	139,500,000
Verizon Maryland INC.....	1,221,597	46,228,850
API Town Center South LLC.....	739,899	69,999,900
Washington Gas Light Company.....	695,418	26,316,680
Madison Waldorf LLC.....	492,820	46,624,400
Potomac Electric Power Company.....	473,090	17,903,130
SVF Waldorf LLC.....	468,781	44,350,100

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							
	Real Property				Business Property			
Fiscal Years	General County (Including Education)	Fire and Rescue Tax	State	Total	General County (Including Education)	Fire and Rescue Tax	State*	Total
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
2014	1.1410	0.064	0.112	1.3170	2.85250	0.16	0.28	3.29250

* Non-utilitiy 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	$1.317	c
Total property taxes due	$3,293	

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

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

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

County Tax Levies

(net of additions and abatements)

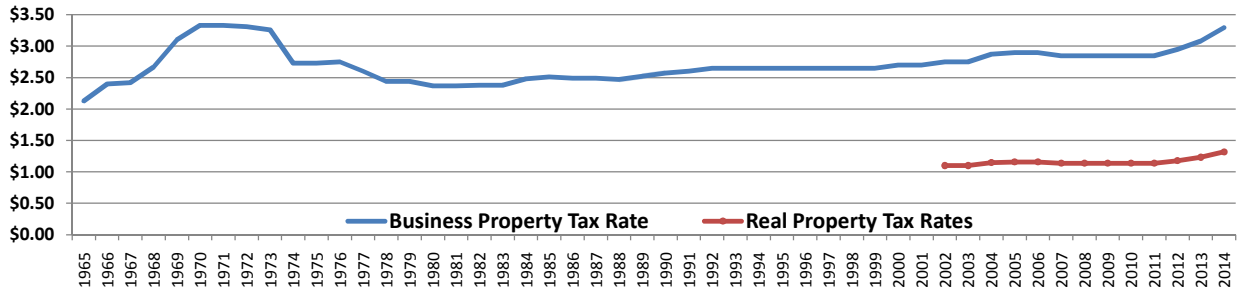
Fiscal Years	County (Including Education)	Fire and Rescue Tax	State
2008	$165,599,544	$11,017,019	$16,885,433
2009	194,249,210	12,923,024	19,822,354
2010	206,470,878	13,736,111	21,223,149
2011	197,305,606	13,065,673	19,995,819
2012	194,084,225	12,178,023	18,895,405
2013*	190,760,517	12,178,228	19,347,608
2014 Est.	191,486,365	12,184,013	19,326,587

Source: Audited financial statements of the County for the fiscal years 2008-2012

*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	BUSINESS PROPERTY TAX RATES				REAL PROPERTY TAX RATES				INCOME	
YEAR	FIRE	COUNTY	STATE	TOTAL	FIRE	COUNTY	STATE	TOTAL	TAX RATE*	BUDGET
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
2014	0.16	2.85250	0.28	$3.2925	0.064	1.1410	0.112	$1.317	3.03%	$339,071,600

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.)

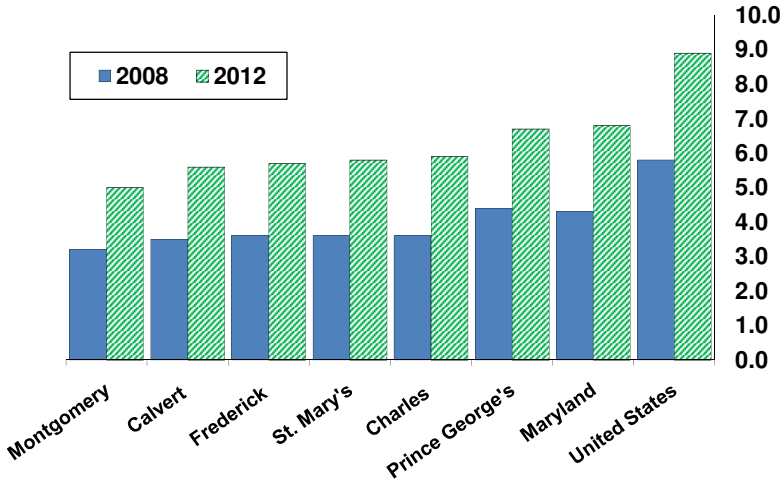
* Income Tax rates are shown as calendar years.

** 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.

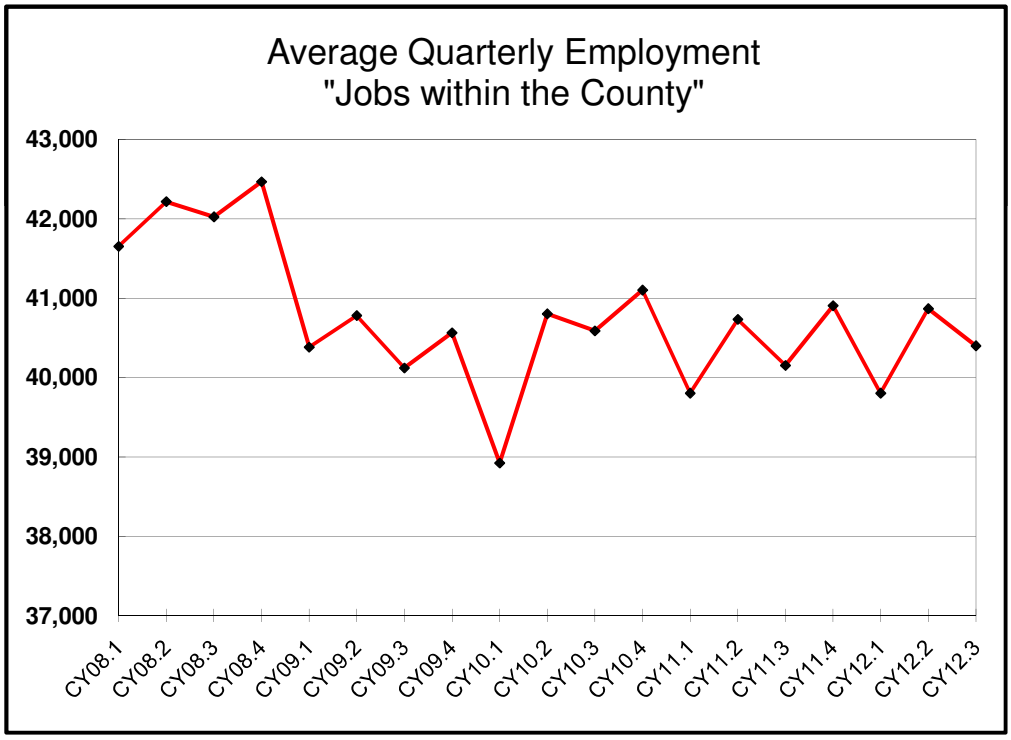
ECONOMIC AND STATISTICAL INFORMATION

Average Annual Unemployment Rate

Calendar Year:	2008	2012
Montgomery County	3.2	5.0
Calvert County	3.5	5.6
Frederick County	3.6	5.7
St. Mary's County	3.6	5.8
Charles County	**3.6**	**5.9**
Prince George's County	4.4	6.7
State of Maryland	4.3	6.8
United States	5.8	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 2008 and has leveled off in Calendar Year 2011 and 2012.

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

Employer	Number of Employees	Employer	Number of Employees
Charles County Board of Education	3,430	Target	400
Naval Department of Defense at Indian Head	3,404	McDonald's	396
Charles County Government	1,638	Southern MD Electrical Coop	386
College of Southern Maryland	819	Genesis Health Care	312
Civista Medical Center	805	Bloomin' Brands (formerly OSI Restaurant Partners)	300
Wal-Mart/Sam's Club	592	Charles County Nursing & Rehab. Center	255
Facchina Corporation	550	Darden Restaurants	253
Safeway	475	Macy's	250

Source: Economic Development Office as of April 2013.

Hourly Wage Rates

Selected Occupations	Local Median	State Median	Selected Occupations	Local Median	State Median
Accountants & Auditors	$33.50	$33.00	Machinists	$25.75	$22.50
Aerospace Engineers	52.50	55.50	Network Administrators	37.00	40.00
Bookkeeping/Accounting Clerks	18.75	19.25	Packers and packagers, hand	9.75	9.75
Computer Systems Analyst	44.00	39.50	Retail Salesperson	10.25	10.00
Customer Service Representatives	12.50	16.00	Registered Nurse	32.00	34.00
Electrical Engineers	44.00	44.00	Secretaries	18.00	17.75
Electrical & Electronic Eng. Techs	42.25	33.00	Shipping/Receiving Clerks	13.75	14.75
Industrial Truck & Tractor Operators	14.50	16.50	Team Assemblers	11.25	14.25

Source: Maryland Department of Labor, Licensing and Regulation, Office of Labor Market Analysis and Information; last updated April 2013. Wages were adjusted for inflationary pressure through December 2012. 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 2011 Income Tax Returns by Maryland Adjusted Gross Income Class

Maryland Adjusted Gross Income	Number of Returns	% of Total	Charles County as a % of Maryland
$0-$9,999	1,239	2.3%	1.8%
$10,000 under $20,000	6,551	11.9%	2.1
$20,000 under $30,000	5,996	10.9%	2.0
$30,000 under $40,000	5,184	9.4%	2.0
$40,000 under $50,000	4,664	8.5%	2.2
$50,000 under $100,000	17,096	31.1%	2.8
$100,000 and over	14,202	25.9%	2.9
Taxable Returns	54,932	100.0%	2.4%
Non-Taxable	11,601		2.0
Total- All Returns	66,533		2.3%

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.

Jurisdiction	Median Household Income	State Ranking	Per Capita Income	State Ranking
Anne Arundel	$85,690	5	$39,857	3
Calvert	92,981	3	37,321	6
Charles	**92,135**	**4**	**36,519**	**7**
Frederick	82,668	8	36,343	8
Howard	105,692	1	46,594	2
Montgomery	95,660	2	48,357	1
Prince George's	73,447	11	32,117	14
St. Mary's	82,529	9	34,718	10
State of Maryland	72,419		35,751	

Source: 2007-2011 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.

Educational Attainment	Charles County # of Residents	Charles County % of total	Maryland % of total	United States % of total
Less than 9th grade	2,698	2.9%	4.5%	6.1%
9th to 12th grade, no diploma	6,105	6.5%	7.4%	8.5%
High school graduate (includes equivalency)	28,781	30.6%	26.2%	28.6%
Some college, no degree	24,189	25.7%	19.6%	21.0%
Associate's degree	7,479	8.0%	6.3%	7.6%
Bachelor's degree	15,392	16.4%	19.9%	17.7%
Graduate or professional degree	9,360	10.0%	16.1%	10.5%
Population 25 years and over	94,004			
Percent high school graduate or higher		90.6%	88.2%	85.4%
Percent bachelor's degree or higher		26.3%	36.1%	28.2%

Source: 2007-2011 American Community Survey 5-Year Estimates

Charles County Sales and Use Tax Collections

As indicated in the following table Charles County's had an increase of 3.8% for FY12, while the entire State increased by 4.8%. Charles County represents 2.6% of the total state wide collection. The Sales and Use Tax Rate in Maryland is 6%.

(Dollars in Thousands) Class of Business	Fiscal Year 2012	Fiscal Year 2011	% Change	2012 % of Total	2011 % of Total
General Merchandise	$26,720	$26,782	-0.2%	25.6%	26.7%
Food and Beverage	24,510	22,397	9.4%	23.5%	22.3%
Building and Contractors	15,289	15,520	-1.5%	14.7%	15.5%
Utilities and Transportation	9,536	8,543	11.6%	9.1%	8.5%
Automotive	7,422	7,645	-2.9%	7.1%	7.6%
Furniture, Fixtures, & Appliances	6,909	6,993	16.2%	6.6%	5.9%
Miscellaneous	6,728	5,947	-3.8%	6.5%	7.0%
Apparel	6,011	5,306	13.3%	5.8%	5.3%
Hardware, Machinery & Equipment	1,101	1,094	0.7%	1.1%	1.1%
Total	$104,227	$100,227	4.0%	100.0%	100.0%
Assessment Collections	332	519	-36.0%		
Grand Total	$104,559	$100,746	3.8%		

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

ECONOMIC AND STATISTICAL INFORMATION

Population and Age Distribution

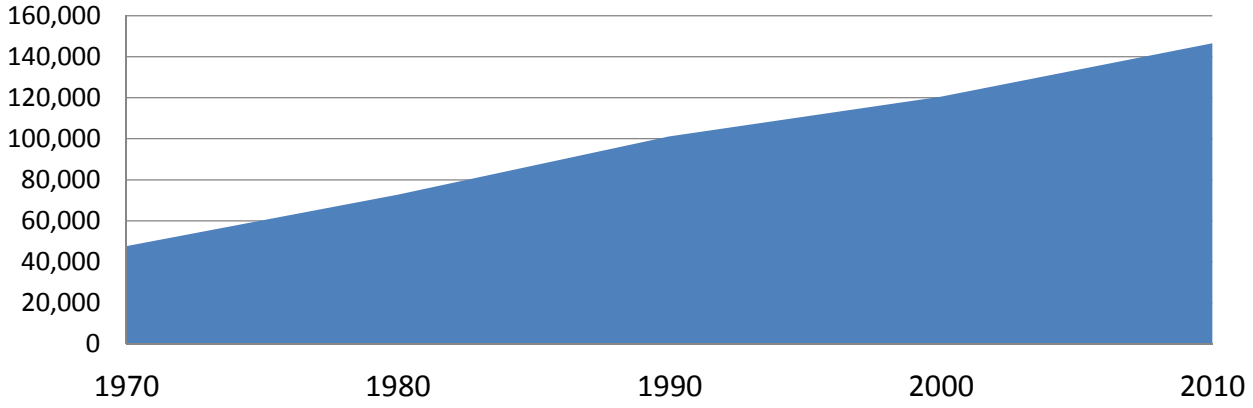
	1970	1980	1990	2000	2010	2012 (1)
Age						
Under 5	5,674	5,975	8,769	8,628	9,780	9,734
5-9	6,537	6,721	8,631	9,891	10,241	10,554
10-14	5,928	8,273	7,853	10,376	11,587	12,034
15-19	4,283	7,908	7,731	8,971	11,661	11,944
20-24	3,033	5,588	7,761	6,118	8,851	8,955
25-34	7,193	12,506	19,351	17,401	17,309	17,714
35-44	5,402	10,853	16,820	22,749	24,498	23,946
45-54	4,283	6,308	11,346	17,062	24,000	25,575
55-64	2,846	4,614	6,389	10,525	14,974	16,405
65-74	1,633	2,674	4,145	5,460	8,245	8,826
75 years or older	766	1,331	2,358	4,022	5,405	5,460
All Ages	**47,578**	**72,751**	**101,154**	**120,546**	**146,551**	**151,148**
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 Year History



Race

White……	52.0%
Black or African American alone…..	40.1%
Hispanic or Latino (of any race)……	4.3%
Asian……	3.0%
Other……	0.6%

Gender

Women……	52.6%
Men……	47.4%

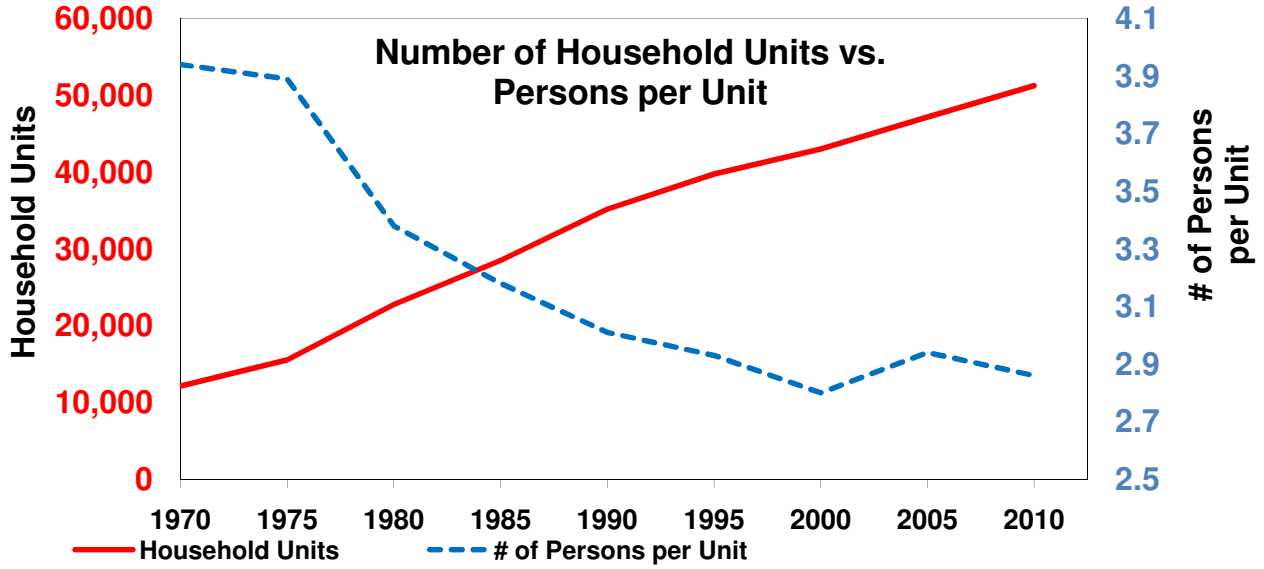
Source: U.S. Census Bureau, 2007-2011 American Community Survey 5-year estimates

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.

Calendar Year Ending	Number of Occupied Housing Units	Number of Persons Per Unit
1970	12,098	3.94
1975	15,519	3.89
1980	22,721	3.38
1985	28,498	3.18
1990	35,168	3.01
1995	39,736	2.93
2000	43,002	2.80
2005	47,161	2.94
2010 (1)	51,214	2.86
2012 (2)	52,666	2.87



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

(1) U.S. Census Bureau, Census 2000; count as of 04/01/10

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

Type of Housing Units

	% of Total		% of Total
1 unit- detached	71.9%	5 to 9 units	2.5%
1 unit- attached	16.2%	10 to 19 units	1.7%
2 units	0.7%	20 or more units	3.1%
3 or 4 units	1.9%	Mobile home or other	2.0%

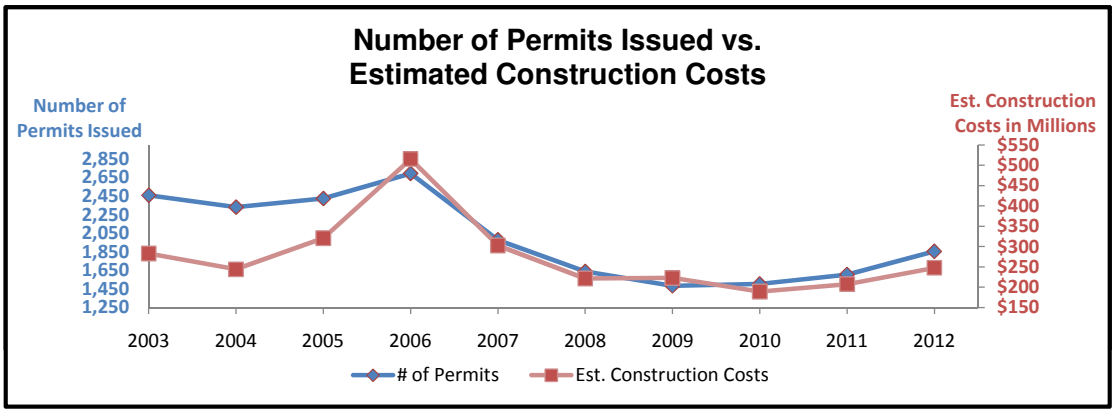
Source: U.S. Census Bureau, 2007-2011 American Community Survey 5-year estimates.

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 2003 to 2006. As a result of the current housing and economic slow down, permits have declined from 2007 to 2009, leveled off in 2010, and have begun to increase in 2011 and 2012.

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
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
2012	643	15	935	261	1,854	247,602,902



As shown below, the County experienced a dramatic rise in the estimated average cost per single family dwelling unit between 2003 and 2006. A housing market slump has resulted in fewer number of new units and a slightly lower average cost per unit.

Single Family Dwelling (SFD)

Year	Estimated Residential Construction Costs	No. of New SFD Units	Avg. Cost of New SFD Unit	% Chg.
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%
2012	112,328,874	474	236,981	-7.2%

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.

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

Air: Charles County's business district lies 45 minutes from Washington's Reagan National Airport and about an hour from both Dulles International and BWI Marshall Airports; Maryland Airport (2W5), near La Plata, is upgrading to a 4,200 foot runway and will be the closest airport to DC for corporate jet traffic when completed.

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

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

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

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

Telecommunication: Broadband services include Verizon FiOS and Comcast Business Class; several carriers offer excellent wireless coverage and landline service.

Business/Industrial Property

Berry Business Park- is part of a 300 acre tract zoned as a Business Park, which permits a variety of employment uses. The first section, 92 acres, has received preliminary plan and traffic light approval. The first phase of the 92 acres site is projected to have 60,000 square feet of flex space, 7 pad sites, and a hotel site. At full build-out of the 92 acres, 1.1 million square feet of commercial space is anticipated.

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 1.5 million s.f. of R&D, office, and industrial space on approximately 270+ acres.

St. Charles - The planned community of St. Charles consists of a 9,100 acre Planned Unit Development (PUD) and is one of the nation's largest PUD. It includes approximately 1,000 acres of existing industrial parks, offices, and retail centers in the commercial developed portion of the PUD. Total commercial square footage developed to date is estimated at 5 million square feet. Most of the industrial buildings are located in four business parks comprising over 1.5 million square feet of industrial space.

Waldorf Station- located at the northern end of Waldorf on the Charles County boundary with Prince George's County. It is situated at the intersection of US Route 301, the Route 5 Bypass, and the future Western Parkway, all major travel routes in the County. The project consists of approximately 140 acres, with nearly 500,000 s.f. of space allocated for commercial use. Two major sub-areas are bisected by US 301 right of way, and the CSX rail line crosses the southeast area. A mix of commercial businesses is proposed including office, hospitality, entertainment amenities, retail, residential, and recreation and civic amenities. Waldorf Station will be a transit-oriented mixed-use village.

Waldorf Technology Park - Master-planned, 387,000 s.f. Class A office and R&D complex on 64 acres; home to Marriott Residence Inn. Certified site: Eight-month delivery is available for a new, fully permitted, 20,000 s.f. flex building.

White Plains Business Park - Strategically located along US 301 in the developing White Plains business district. This 48 acre park offers Class A lease and condo office space, flex space, and pad sites. The Park is planned to be developed in three phases.

Market Profile Data

	Low	High	Average		Low	High	Average
Land- cost per acre:				**Rental Rates- per square foot:**			
Industrial	$21,000	$200,000	$110,500	Warehouse/Industrial	$5.25	$14.00	$9.00
Office	$109,000	$600,000	$250,000	Flex/R&D/Technology	$8.00	$20.00	$13.50
				Class A Office	$13.00	$35.00	$18.50

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 FY2014 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 **FY2012**. 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 FY2013 Budget** is listed in this column.

10. The **FY2014 Requested Budget** as submitted by the individual Department or Agency is listed in this column with the exception of the Special Revenue Funds. For Special Revenue Funds, the **FY2013 Amended Budget** is reported due to frequent late changes to grant awards and budgets.

11. The **FY2014 Adopted Budget** is listed in this column.

12. The **amount of change expressed in dollars** comparing the FY2013 Adopted Budget and the FY2014 Adopted Budget. Special Revenue funds show change to FY2013 Amended Budget.

13. The **percentage change (%) column** represents the monetary change from FY2013 Adopted Budget to FY2014 Adopted Budget expressed as a percentage. Special Revenue funds show percentage change to FY2013 Amended Budget.

14. This line represents **revenues** associated directly with the department or agency.

15. The **Changes and Useful Information** section is used to narrate new positions, new programs, highlight any significant changes, and offer additional explanations on the budget.

16. The **Description** Section provides general information for the Department/Division or Agency.

17. The **Positions** section provides full-time equivalent information concerning the number of employees and job titles for a particular Department or Agency for FY10 through FY14.
    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 FY10 to FY12 are included, as well as a projection for FY13, and an estimate for FY14.

1.

Department: 2.
Division\Program: 4.
Program Administrator: 6.

Account: 3.
Fund: 5.

Address: 7.
www.charlescountymd.gov

Phone Number:
Hours:

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services Fringe Benefits Operating Costs Transfers Out Capital Outlay	8.	9.	10.	11.	12.	13.
Total Expenditures						
Revenues 14.						

Changes and Useful Information: 15.

-
-
-

Description: 16.

Positions: 17.

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
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:

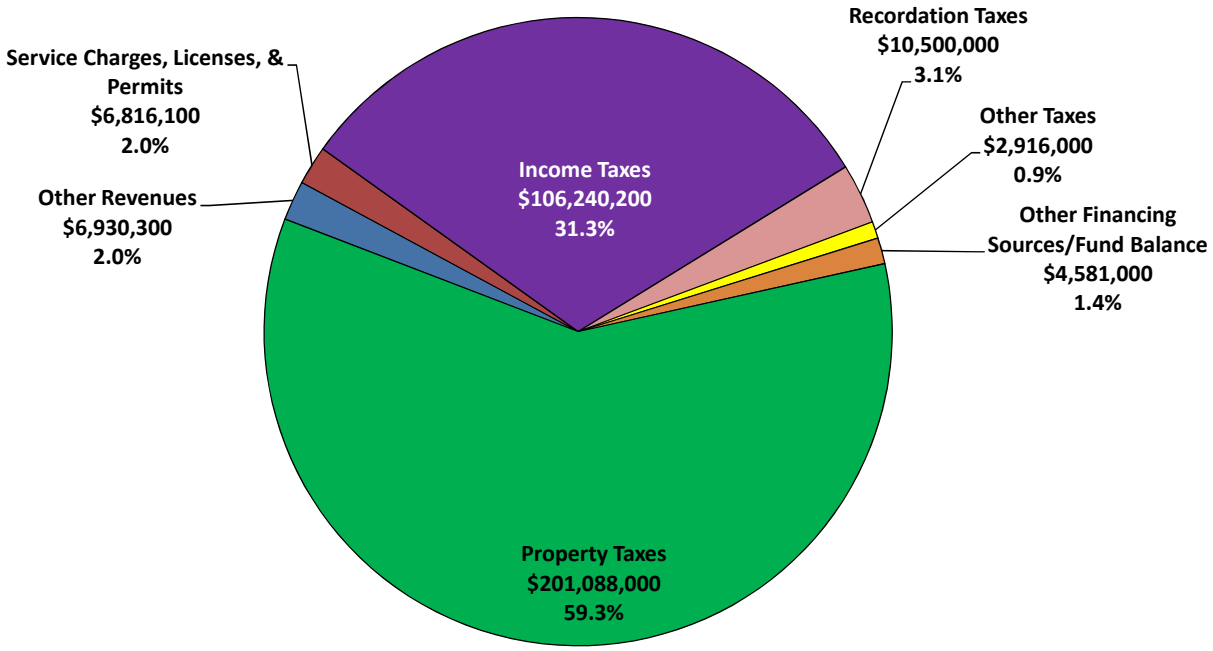
	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
18.					

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:

FY14 General Fund Revenues/Financing Sources
TOTAL APPROVED = $339,071,600



REVENUE BREAKDOWN

PROPERTY TAXES	**59.3%**		**$201,088,000**
Real & Personal		202,544,000	
Penalties, Interest & Fees		636,200	
Tax Credits		(2,092,200)	
RECORDATION TAXES	**3.1%**		**$10,500,000**
OTHER TAXES	**0.9%**		**$2,916,000**
Hotel/Motel Tax		1,067,000	
Highway User Tax		908,000	
Admission Tax		865,000	
Heavy Equipment Tax		76,000	
OTHER FINANCING SOURCES	**0.5%**		**$1,659,400**
Special Revenue: Cable Fund		1,000,000	
Capital Lease Agreement		609,400	
CIP Fund: Project Surplus		50,000	
FUND BALANCE APPROPRIATION	**0.9%**		**$2,921,600**
Bond Premium		1,950,400	
CIP Appropriation		644,000	
Other Post Employment Benefits		250,000	
Housing Authority Board		77,200	

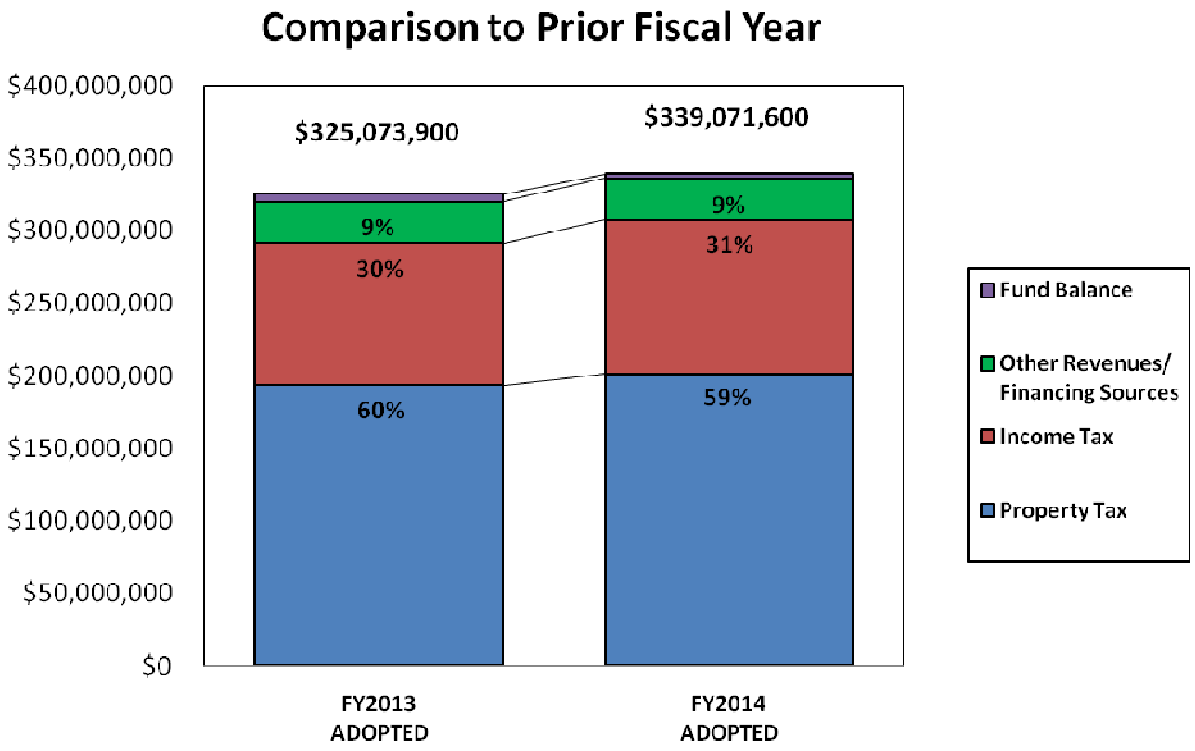
INCOME TAX	**31.3%**		**$106,240,200**
SERVICE CHARGES, LICENSES, & PERMITS	**2.0%**		**$6,816,100**
Federal Inmate Contract		690,000	
EMS Billing Fee		1,256,300	
911 Fees		1,000,000	
Licenses & Permits		930,200	
Indirect Cost Allocation		836,500	
Remaining		2,103,100	
ALL OTHER REVENUES	**2.0%**		**$6,930,300**
Fines & Forfeitures		2,378,000	
Rent		1,331,000	
State Grants		1,621,900	
Other Intergovernmental		504,700	
Interest		300,000	
Sale of Fixed Assets		250,000	
Stadium		150,000	
Miscellaneous		394,700	

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 FY2014 Budget was adopted at $339.1 million compared to the FY2013 Budget of $325.1 million. The overall budget increase of $14 million is due primarily to increased Property Tax of $7.6 million, Income Tax of $8.1 million, and offset by a decline in use of Fund Balance Reserves of $2 million. Although the assessed values of property have declined, the real property tax rate excluding fire and rescue was increased 7.9% to $1.141 per one hundred dollars of assessed value. Income tax revenues for FY2014 are estimated to be 8.3% greater than the FY2013 adopted budget. This increase is partially due to a 4.5% rate adjustment effective January 1, 2014.



NOTE: Percentages (%) noted in graph represent the percent of Total Operating Revenues and Financing Uses. Fund Balance was less than 2% of the Adopted Budget in FY2013 and is less than 1% for the FY2014 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 $175 million for FY2014.

The FY2014 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 FY2014 is estimated to increase by 5% in comparison to FY2013. 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 of 7.9%. **The tax rate was increased from $1.057 to $1.141 per $100 of assessed value.**

QUARTER, HALF, AND THREE-QUARTER YEAR PROPERTY TAXES

The County intermittently receives tax revenue generated from new property additions assessed between July 1 and March 31 of each fiscal year. Tax billings are calculated at one-fourth, one-half, and three-quarters of the normal full year tax rate, depending upon which quarter the property is added.

The FY2014 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 $75 million. **The estimated quarterly additions for Fiscal Year 2014 are $67 million per quarter.**

	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Estimate	FY2014 Estimate
¾ Year	$64.0	$50.5	$34.7	$46.1	$46.2	$67.0
½ Year	$75.0	$69.5	$39.7	$43.5	$52.9	$67.0
¼ Year	$46.9	$43.4	$25.6	$49.1	$33.1	$67.0

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.

FY2014 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 $2.6425 to $2.8525 per $100 of assessed value.**

	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Budget	FY2014 Budget
Assessment	$195,176,080	$205,119,670	$262,616,650	$255,917,670	$270,902,000	$272,351,200

BUSINESS PERSONAL PROPERTY

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

FY2014 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2013 assessments. **The tax rate was increased from $2.6425 to $2.8525 per $100 of assessed value.**

	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Budget	FY2014 Budget
Assessment	$5,640,570	$5,233,180	$7,900,630	$8,284,230	$7,908,000	$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.

FY2014 revenues are estimated by the Charles County Department of Fiscal and Administrative Services using historical trends and certain assumptions. The County's largest taxpayer, NRG Energy Inc., represents 70% of the total ordinary business tax assessable base and is estimated to remain at the same amount as the most recent assessment. The remaining 30% tax base was adjusted downward based on actuals. **The tax rate was increased from $2.6425 to $2.8525 per $100 of assessed value.**

	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Budget	FY2014 Budget
Assessment	$808,399,180	$802,289,680	$785,847,980	$693,247,980	$667,679,000	$644,302,200

PROPERTY TAX CREDITS

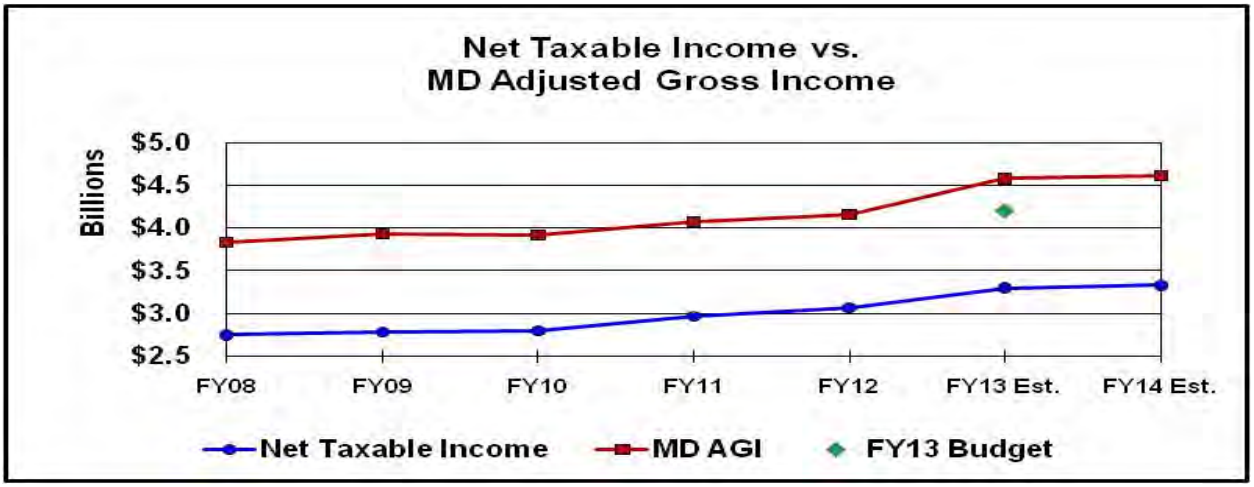
Tax credits are provided to taxpayers based on certain criteria. The largest tax credit relates to a tax differential paid to the Town of La Plata and the Town of Indian Head. This tax credit is a form of compensation for government services that are provided by the municipal government and totals over $1 million for FY2014.

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

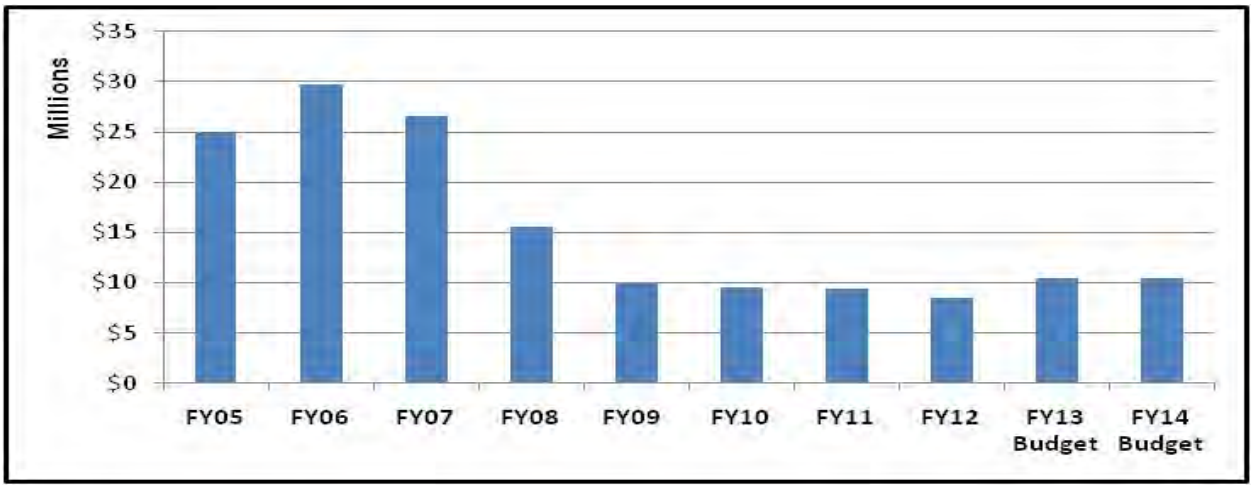
Income tax revenue is generated from the local tax liability of residential income tax returns. The local rate of 2.90% of an individual's Maryland taxable income will increase to 3.03% effective January 1, 2014. The local tax rate is established by the Board of County Commissioners and is legally limited to 3.20% of the state tax liability. Income tax revenue is the second largest revenue generator, representing 31% of the General Fund revenues. Adjusting to actual receipts and accounting for changing the local income tax rate from 2.9% to 3.03% effective January 1, 2014 increased the County's Income Tax forecast for FY2014.



OTHER TAXES

RECORDATION TAX

Recordation tax is established by the local governing body with prior approval from the state legislature. Tax revenue is generated when a property is sold and title recorded. **A rate of $5.00 per $500 value remains the same for FY2014**. 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. FY2013 was the first year that the recordation tax was applied to an indemnity mortgage in the same manner as if the guarantor were primarily liable for the guaranteed loan. Recordation tax revenue is estimated to remain at $10.5 million for FY2014.



GENERAL FUND-Revenue Descriptions

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. In past years, this revenue source had generated over $9 million in revenues. Based on the most recent allocation method, Charles County is expected to receive $908,000 in FY2014. The major factor affecting this revenue source at this time is the State budget process decision on the amount to share with local governments. Other factors include gas pump prices, the economy, and the amount of consumption.

ADMISSIONS & AMUSEMENTS TAX

Admissions & Amusement tax is assessed on sales from the entertainment businesses and activities located within the County such as movies, video arcades, golf fees, etc. The tax rate is locally controlled by the Board of County Commissioners and can range from 0% - 10%. **The local rate is 10% unless subject to a state sales tax.** Revenues are estimated from historical trends and adjusted for new operations and are expected to increase by 1.8% compared to the FY2013 Adopted budget.

HOTEL/MOTEL TAX

The hotel/motel occupancy tax was enacted September 1, 1988, and is calculated at 5% of the room rate for occupants boarding less than 120 days. The budget for FY2014 is expected to remain relatively flat compared to FY2013.

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 continued through FY2013. The State restored funding to $1.2 million in FY2014.

SERVICE CHARGES

EMERGENCY MEDICAL SERVICES (EMS) BILLING

In July, 2001, the County hired Career Emergency Medical Services personnel to provide Advanced Life Support (ALS) and to augment the volunteer stations in providing Basic Life Support (BLS). The County has been charging for ALS services and began to charge for BLS services in Fiscal Year 2010. FY2014 revenues are expected to remain flat compared to FY2013 and are expected to generate $1.3 million. EMS billing is covered by Medicare, Medicaid, and commercial insurance policies. The major factor affecting this source is the number of calls responded.

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 to remain at $1.0 million for FY2014.

GENERAL FUND-Revenue Descriptions

INDIRECT COST ALLOCATION

Beginning in FY2001, the County assessed an indirect cost to other funds for support services provided by the General Fund. In some cases, grant funds are eligible to pay for this charge. Revenues are estimated by the eligible amount allowed by grants and actual costs incurred for other funds. The budget for FY2014 is estimated to increase by 4% to $836 thousand.

FEDERAL AID FOR INMATE OPERATING

In 1995 the Sheriff's Office entered into a contractual agreement with the federal government to pay the County for inmate bed space reserved for federal inmates on a per diem basis. The contract also allows for mileage charges when federal inmates are transported to the federal court or to medical appointments. The Revenues have shown a steady decline over the past two fiscal years as the number of federal inmates housed at the Charles County Detention has decreased. The Revenues are expected to decline from an estimated FY2013 budget of $1.3 million to $690 thousand in FY2014; a decrease of 50% which is directly related to a decline in the daily inmate population.

FINES AND FORFEITURES

The County collects fines for the Red Light Camera, Speed Camera, and False Alarm programs. For Fiscal Year 2014, Fines & Forfeitures are expected to increase by 52% primarily due to the second year of the expanded Speed Camera program.

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 is not expected to reach the FY2013 budget. FY2014 is estimated to be $300 thousand which is 25% lower than the FY2013 budget.

MISCELLANEOUS

Miscellaneous revenues include income sources such as 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.

FUND BALANCE

The use of $2.9 million in Fund Balance is approved for FY2014. These funds were formally reserved for various purposes such as: $644 thousand to fund projects in the FY2014 Capital Improvement Program, $1.9 million from a bond premium received to retire existing debt, $250 thousand to fund an OPEB contribution, and $77 thousand generated from a past sale of surplus property for the Housing Authority.

GENERAL FUND OPERATING BUDGET

	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
REVENUES						
Operating Revenues						
Property Taxes	$183,892,786	$193,462,400	$186,262,600	$201,088,000	$7,625,600	3.9%
Income Tax	97,179,582	98,113,000	104,000,000	106,240,200	8,127,200	8.3%
Recordation Tax	8,462,994	10,500,000	10,500,000	10,500,000	0	0.0%
Other Taxes	2,332,197	2,704,000	2,916,000	2,916,000	212,000	7.8%
Services Charges	5,851,163	6,498,100	5,882,300	5,885,900	(612,200)	-9.4%
Intergovernmental	3,056,565	1,720,800	1,656,900	2,126,600	405,800	23.6%
Licenses & Permits	911,711	926,400	930,200	930,200	3,800	0.4%
Fines & Forfeitures	1,130,736	1,562,100	2,175,300	2,378,000	815,900	52.2%
Other Income	6,453,919	2,511,200	2,425,700	2,425,700	(85,500)	-3.4%
Total Operating Revenues	**$309,271,654**	**$317,998,000**	**$316,749,000**	**$334,490,600**	**$16,492,600**	**5.2%**
Other Financing Sources						
Transfer from CIP Fund	0	0	50,000	50,000	50,000	N/A
Transfer from Special Revenue Fund	856,808	350,000	300,000	1,000,000	650,000	185.7%
Capital Lease Agreement	1,129,500	1,729,200	4,236,900	609,400	(1,119,800)	-64.8%
Reserved Fund Balance	0	4,996,700	2,982,600	2,921,600	(2,075,100)	-41.5%
Total Other Financing Sources	**$44,597,202**	**$7,075,900**	**$7,569,500**	**$4,581,000**	**($2,494,900)**	**-35.3%**
TOTAL REVENUES & OTHER FINANCING SOURCES	**$353,868,856**	**$325,073,900**	**$324,318,500**	**$339,071,600**	**$13,997,700**	**4.3%**
EXPENDITURES						
Board of Education	$145,620,700	$153,957,200	$177,402,700	$159,010,300	$5,053,100	3.3%
Sheriff & Detention Center	64,410,853	69,004,800	85,063,400	76,861,800	7,857,000	11.4%
Debt Service	60,893,949	20,223,400	21,039,900	20,429,600	206,200	1.0%
Other Education	11,318,047	12,952,900	14,626,600	13,585,000	632,100	4.9%
Other General Government	8,644,049	7,206,000	7,810,000	7,526,700	320,700	4.5%
State's Attorney		2,746,800	3,652,900	3,477,300	730,500	26.6%
Health Agencies	3,140,788	3,092,900	3,247,500	3,147,400	54,500	1.8%
Economic Development Agencies	451,285	312,370	432,330	312,370	0	0.0%
Social Service Agencies	1,047,202	1,015,830	1,750,030	941,730	(74,100)	-7.3%
Conservation of Natural Resources	585,556	597,400	631,200	643,100	45,700	7.6%
Contingency	0	130,500	2,500,000	505,300	374,800	287.2%
County Administered						
Public Works	15,550,813	17,068,700	17,641,700	17,549,700	481,000	2.8%
Emergency Services	11,571,925	12,243,400	13,110,200	12,929,900	686,500	5.6%
Community Services	5,472,245	6,148,400	6,391,600	6,480,100	331,700	5.4%
Fiscal & Administrative Services	5,407,536	5,528,400	6,163,400	5,788,200	259,800	4.7%
Planning & Growth Management	2,391,227	2,477,800	2,914,500	2,724,900	247,100	10.0%
Economic Development	542,943	980,300	1,167,500	1,192,700	212,400	21.7%
County Administered General Govt.	3,761,013	3,871,800	4,123,400	4,143,100	271,300	7.0%
Total County Administered	**$44,697,701**	**$48,318,800**	**$51,512,300**	**$50,808,600**	**$2,489,800**	**5.2%**
Total Expenditures	**$340,810,129**	**$319,558,900**	**$369,668,860**	**$337,249,200**	**$17,690,300**	**5.5%**
Other Financing Uses						
Capital Project Transfer	5,604,781	1,100,000	1,274,000	1,213,000	113,000	10.3%
Excise Tax Debt Service Subsidy	0	2,685,800	0	0	(2,685,800)	-100.0%
Capital Lease Agreement	421,546	1,729,200	4,236,900	609,400	(1,119,800)	-64.8%
Total Other Financing Uses	**$6,026,327**	**$5,515,000**	**$5,510,900**	**$1,822,400**	**($3,692,600)**	**-67.0%**
TOTAL EXPENDITURES & OTHER FINANCING USES:	**$348,746,230**	**$325,073,900**	**$375,179,760**	**$339,071,600**	**$13,997,700**	**4.3%**
SURPLUS/(DEFICIT)	**$5,122,626**	**$0**	**($50,861,260)**	**$0**	**$0**	

GENERAL FUND OPERATING BUDGET

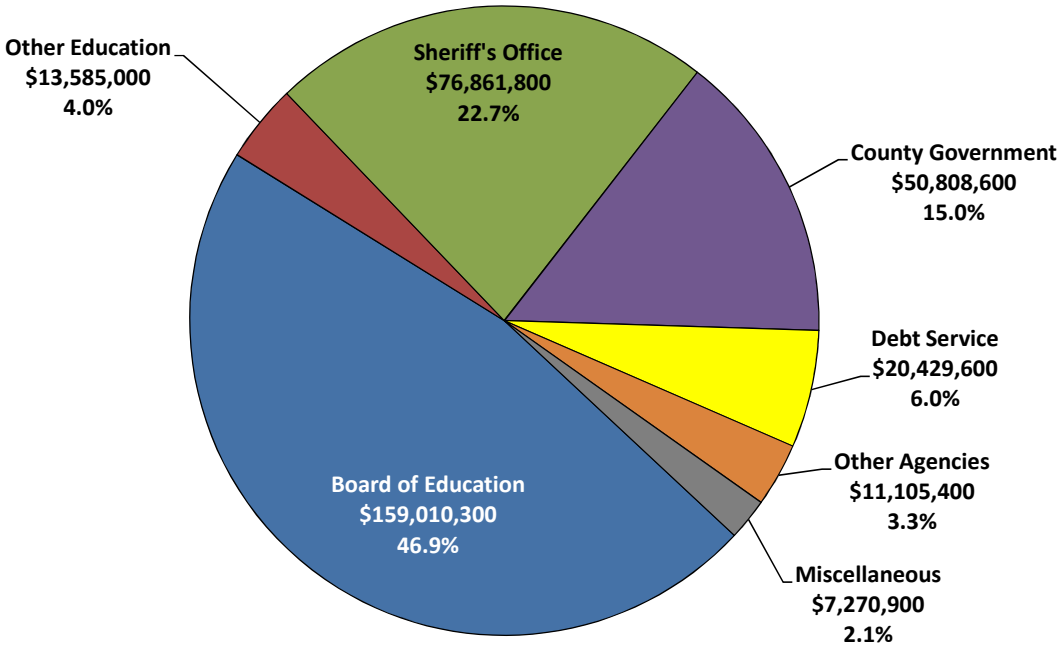
	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
REVENUE DETAIL BY ACCOUNT CLASSIFICATION						
PROPERTY TAXES:						
Real Property - Full Year	$166,275,193	$166,954,300	$162,132,000	$175,020,000	$8,065,700	4.8%
Real Property - Half Year	215,567	343,500	353,800	382,000	38,500	11.2%
Real Property-Quarter Year	112,218	171,800	176,900	191,000	19,200	11.2%
Real Property-Three-Quarter Year	336,781	515,000	531,000	573,000	58,000	11.3%
Bus. Personal Property	191,463	210,900	210,900	228,000	17,100	8.1%
Railroads & Public Utilities	6,204,106	7,159,000	7,197,000	7,770,000	611,000	8.5%
Ordinary Business Corp.	15,150,617	17,643,400	17,025,700	18,380,000	736,600	4.2%
Payment in Lieu of Tax	0	2,000,000	0	0	(2,000,000)	-100.0%
Penalties & Interest	554,410	650,000	600,000	600,000	(50,000)	-7.7%
Half Year Tax Billing	33,647	35,700	36,200	36,200	500	1.4%
Subtotal	$189,074,003	$195,683,600	$188,263,500	$203,180,200	$7,496,600	3.8%
Homestead Tax Credit	(3,268,472)	(436,500)	(213,200)	(213,200)	223,300	-51.2%
Low Income Tax Credit	(454,850)	(609,000)	(443,900)	(454,500)	154,500	-25.4%
Senior Tax Credit	(196,415)	0	(191,700)	(191,700)	(191,700)	N/A
Ag. Preservation Tax Credit	(127,857)	(152,800)	(124,800)	(124,800)	28,000	-18.3%
Tax Differ.- La Plata	(1,045,626)	(933,100)	(937,100)	(989,200)	(56,100)	6.0%
Tax Differ.- Indian Head	(77,822)	(79,700)	(79,900)	(108,500)	(28,800)	36.1%
Natural Disaster Tax Credit	(2,053)	(2,100)	(2,100)	(2,100)	0	0.0%
Surviving Spouse Tax Credit	(8,123)	(8,000)	(8,200)	(8,200)	(200)	2.5%
Subtotal	($5,181,217)	($2,221,200)	($2,000,900)	(2,092,200)	$129,000	-5.8%
Total Property Taxes	**$183,892,786**	**$193,462,400**	**$186,262,600**	**$201,088,000**	**$7,625,600**	**3.9%**
INCOME TAX	**$97,179,582**	**$98,113,000**	**$104,000,000**	**$106,240,200**	**$8,127,200**	**8.3%**
RECORDATION TAX	**$8,462,994**	**$10,500,000**	**$10,500,000**	**$10,500,000**	**$0**	**0.0%**
OTHER TAXES:						
Hotel/Motel Room Tax	$1,066,852	$1,000,000	$1,067,000	$1,067,000	$67,000	6.7%
Highway User Tax	473,872	854,000	908,000	908,000	54,000	6.3%
Admission and Amusement	717,119	850,000	865,000	865,000	15,000	1.8%
Heavy Equipment Tax	74,354	0	76,000	76,000	76,000	N/A
Total Other Local Taxes	**$2,332,197**	**$2,704,000**	**$2,916,000**	**$2,916,000**	**$212,000**	**7.8%**
LICENSES & PERMITS						
Trader License	$219,419	$232,900	$222,700	$222,700	($10,200)	-4.4%
Alcoholic License	167,216	173,700	167,000	167,000	(6,700)	-3.9%
Park Permits	99,616	111,800	105,900	105,900	(5,900)	-5.3%
Building Permits	117,474	100,700	105,800	105,800	5,100	5.1%
Electrical Exams	79,128	77,400	97,200	97,200	19,800	25.6%
Trailer Permits	44,310	47,900	46,400	46,400	(1,500)	-3.1%
Electrical Permits	41,579	43,200	42,400	42,400	(800)	-1.9%
Civil Marriage Licenses	31,725	32,000	31,500	31,500	(500)	-1.6%
Other	111,244	106,800	111,300	111,300	4,500	4.2%
Total Licenses & Permits	**$911,711**	**$926,400**	**$930,200**	**$930,200**	**$3,800**	**0.4%**
INTERGOVERNMENTAL:						
Federal	$1,367,574	$164,000	$8,000	$8,000	($156,000)	-95.1%
State						
Aid for Police Protection	$752,332	$752,500	$752,500	$1,222,200	$469,700	62.4%
State Aid For Inmate Operating	253,980	145,000	248,300	248,300	103,300	71.2%
Jury Fee Reimbursement	73,245	82,000	82,000	82,000	0	0.0%
Other	180,906	89,800	77,400	77,400	(12,400)	-13.8%
Subtotal	$1,260,463	$1,069,300	$1,160,200	$1,629,900	$560,600	52.4%
Local Governments						
Animal Shelter- St. Mary's	$257,049	$292,500	$293,200	$293,200	$700	0.2%
Animal Shelter- Calvert	171,479	195,000	195,500	195,500	500	0.3%
Subtotal	$428,528	$487,500	$488,700	$488,700	$1,200	0.2%
Total Intergovernmental	**$3,056,565**	**$1,720,800**	**$1,656,900**	**$2,126,600**	**$405,800**	**23.6%**

GENERAL FUND OPERATING BUDGET

	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
REVENUE DETAIL BY ACCOUNT CLASSIFICATION						
SERVICES CHARGES:						
Em. Medical Srvcs. Billing Fee	$1,130,119	$1,256,300	$1,256,300	$1,256,300	$0	0.0%
Local 911 Aid	992,835	1,000,000	1,000,000	1,000,000	0	0.0%
Indirect Cost Allocation	748,370	804,100	836,500	836,500	32,400	4.0%
Federal Aid For Inmate Operating	1,066,143	1,380,000	690,000	690,000	(690,000)	-50.0%
Park Fees	223,688	291,100	263,300	263,300	(27,800)	-9.5%
Custodial Fee	235,000	250,600	265,200	265,200	14,600	5.8%
False Alarm Registrations	223,299	224,900	225,100	225,100	200	0.1%
Sheriff Fees	288,237	218,000	259,500	259,500	41,500	19.0%
Sheriff Pay Phone Commissions	174,891	190,000	190,000	190,000	0	0.0%
Room & Board Detention Center	147,703	150,000	150,000	150,000	0	0.0%
Other	620,879	733,100	746,400	750,000	16,900	2.3%
Total Service Charges	**$5,851,163**	**$6,498,100**	**$5,882,300**	**$5,885,900**	**($612,200)**	**-9.4%**
FINES & FORFEITURES						
Red Light Camera Fines	$769,102	$919,400	$885,800	$935,000	$15,600	1.7%
Speed Camera Fines	0	257,300	924,500	1,078,000	820,700	319.0%
False Alarm Fines	257,333	250,000	262,500	262,500	12,500	5.0%
Other	104,302	135,400	102,500	102,500	(32,900)	-24.3%
Total Fines & Forfeitures	**$1,130,736**	**$1,562,100**	**$2,175,300**	**$2,378,000**	**$815,900**	**52.2%**
OTHER INCOME						
Rent	$1,203,776	$1,336,200	$1,331,000	$1,331,000	($5,200)	-0.4%
Interest	149,152	400,000	300,000	300,000	(100,000)	-25.0%
Sale of Fixed Assets	4,179,980	250,000	250,000	250,000	0	0.0%
Stadium	175,812	150,000	150,000	150,000	0	0.0%
Miscellaneous	745,199	375,000	394,700	394,700	19,700	5.3%
Total Miscellaneous	**$6,453,919**	**$2,511,200**	**$2,425,700**	**$2,425,700**	**($85,500)**	**-3.4%**
TOTAL OPERATING REVENUES	**$309,271,654**	**$317,998,000**	**$316,749,000**	**$334,490,600**	**$16,492,600**	**5.2%**
Financing Sources						
Transfer from CIP Fund	0	0	50,000	50,000	50,000	N/A
Transfer from Special Revenue Fund	856,808	350,000	300,000	1,000,000	650,000	185.7%
Capital Lease Agreement	1,129,500	1,729,200	4,236,900	609,400	(1,119,800)	-64.8%
Subtotal: Other Financing Uses	**$44,597,202**	**$2,079,200**	**$4,586,900**	**$1,659,400**	**($419,800)**	**-20.2%**
Reserved Fund Balance						
Housing Authority	0	76,000	77,200	77,200	1,200	1.6%
OPEB		0	250,000	250,000	250,000	N/A
CIP Appropriation	0	856,000	705,000	644,000	(212,000)	-24.8%
Excise Tax Debt Subsidy	0	2,685,800	0	0	(2,685,800)	N\A
Bond Premium	0	666,000	1,950,400	1,950,400	1,284,400	192.9%
Reserve for Priorities	0	712,900	0	0	(712,900)	N\A
Subtotal: Fund Balance	**$0**	**$4,996,700**	**$2,982,600**	**$2,921,600**	**($2,075,100)**	**-41.5%**
TOTAL FINANCING SOURCES	**$44,597,202**	**$7,075,900**	**$7,569,500**	**$4,581,000**	**($2,494,900)**	**-35.3%**
TOTAL REVENUES & OTHER FINANCING SOURCES	**$353,868,856**	**$325,073,900**	**$324,318,500**	**$339,071,600**	**$13,577,900**	**4.3%**

GENERAL FUND

FY14 General Fund Appropriations
TOTAL PROPOSED = $339,071,600



EXPENDITURE BREAKDOWN

EDUCATION	**50.9%**	**$172,595,300**
Board of Education	$159,010,300	
College of Southern Maryland	9,425,200	
Library	4,111,200	
Other Education	48,600	
COUNTY GOVERNMENT	**15.0%**	**$50,808,600**
Public Works	$17,549,700	
Emergency Services	12,929,900	
Community Services	6,480,100	
Fiscal & Administrative Services	5,788,200	
Planning & Growth Management	2,724,900	
Administrative Services	1,912,000	
Economic Development Dept.	1,192,700	
County Attorney	899,800	
Human Resources	802,600	
County Commissioners	528,700	
MISCELLANEOUS	**2.1%**	
Capital Project Transfer	1,213,000	**$7,270,900**
Retiree Fringe/OPEB Contribution	2,608,600	
Central Services	1,709,200	
Capital Lease Agreement	609,400	
SDAT Cost Share	625,400	
Contingency	505,300	

SHERIFF'S OFFICE	**22.7%**	**$76,861,800**
DEBT SERVICE	**6.0%**	**$20,429,600**
OTHER AGENCIES	**3.3%**	**$11,105,400**
Health Department	2,295,100	
State's Attorney	3,477,300	
Circuit Court	1,327,200	
Election Board	972,800	
Other Health Agencies	852,300	
Other Social Service Agencies	630,730	
Conservation of Natural Resources	643,100	
Economic Development	312,370	
Department of Social Services	311,000	
Liquor Board	236,700	
Orphan's Court	46,800	

GENERAL FUND OPERATING BUDGET

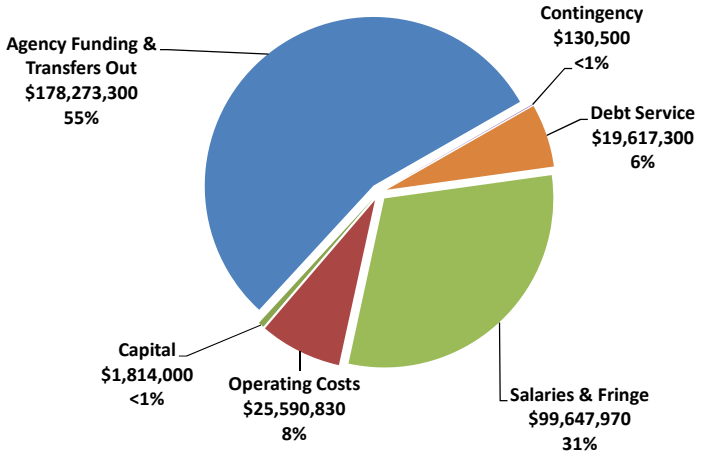
	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
EXPENDITURES BY DIVISION						
EDUCATION						
Board of Education	$145,620,700	$153,957,200	$177,402,700	$159,010,300	$5,053,100	3.3%
College of Southern Maryland	9,115,200	9,115,200	10,257,800	9,425,200	310,000	3.4%
Library	2,169,347	3,790,000	4,317,700	4,111,200	321,200	8.5%
Other	33,500	47,700	51,100	48,600	900	1.9%
Total Education	**$156,938,747**	**$166,910,100**	**$192,029,300**	**$172,595,300**	**$5,685,200**	**3.4%**
PUBLIC SAFETY						
Sheriff	$47,550,964	$51,390,000	$63,540,600	$57,354,200	$5,964,200	11.6%
Corrections	16,159,987	16,364,600	19,452,700	17,436,600	1,072,000	6.6%
Automated Enforcement Unit (AEU)	669,551	1,213,400	2,013,000	2,013,700	800,300	66.0%
Fingerprinting Service	30,351	36,800	57,100	57,300	20,500	55.7%
Sheriff's Office	**$64,410,853**	**$69,004,800**	**$85,063,400**	**$76,861,800**	**$7,857,000**	**11.4%**
Emergency Services Administration	312,029	306,000	298,800	306,900	900	0.3%
False Alarm Reduction Unit	166,521	166,400	168,200	174,200	7,800	4.7%
Animal Control	576,710	626,400	712,300	654,800	28,400	4.5%
Animal Shelter	715,407	789,900	809,300	802,000	12,100	1.5%
Fire/EMS Communications	2,856,847	2,939,400	3,232,900	3,180,400	241,000	8.2%
Career Emergency Medical Services	6,773,489	7,129,000	7,337,000	7,525,600	396,600	5.6%
Tactical Response Team	129,439	237,300	416,600	177,800	(59,500)	-25.1%
Emergency Management	41,484	49,000	135,100	108,200	59,200	120.8%
Subtotal: Emergency Services	**$11,571,925**	**$12,243,400**	**$13,110,200**	**$12,929,900**	**$686,500**	**5.6%**
Total Public Safety	**$75,982,778**	**$81,248,200**	**$98,173,600**	**$89,791,700**	**$8,543,500**	**10.5%**
DEBT SERVICE						
Principal	$13,979,979	$12,953,600	$13,638,500	$13,235,500	$281,900	2.2%
Interest	6,166,843	6,663,700	6,768,600	6,627,800	(35,900)	-0.5%
Miscellaneous	695,766	606,100	632,800	566,300	(39,800)	-6.6%
Total Debt Service	**$60,893,949**	**$20,223,400**	**$21,039,900**	**$20,429,600**	**$206,200**	**1.0%**
GENERAL GOVERNMENT						
Central Services	$2,372,804	$1,484,000	$1,409,200	$1,709,200	$225,200	15.2%
OPEB Contribution	250,000	500,000	750,000	750,000	250,000	50.0%
SDAT Cost Share	0	1,010,800	1,030,000	625,400	(385,400)	-38.1%
Election Board	882,927	991,500	972,800	972,800	(18,700)	-1.9%
Liquor Board	199,057	211,500	230,000	236,700	25,200	11.9%
Orphan's Court	46,623	47,000	46,800	46,800	(200)	-0.4%
Circuit Court	1,112,898	1,221,400	1,577,800	1,327,200	105,800	8.7%
State's Attorney	2,227,660	2,746,800	3,652,900	3,477,300	730,500	26.6%
Retiree Fringe	1,552,079	1,739,800	1,793,400	1,858,600	118,800	6.8%
Subtotal: Other General Govt.	**$8,644,049**	**$9,952,800**	**$11,462,900**	**$11,004,000**	**$1,051,200**	**10.6%**
County Commissioners	$468,965	$511,700	$517,400	$528,700	$17,000	3.3%
Administrative Services	1,557,608	1,752,500	1,937,700	1,912,000	159,500	9.1%
County Attorney	1,083,290	887,900	897,600	899,800	11,900	1.3%
Human Resources	651,151	719,700	770,700	802,600	82,900	11.5%
Subtotal: County Administered General Government	**$3,761,013**	**$3,871,800**	**$4,123,400**	**$4,143,100**	**$271,300**	**7.0%**
Total General Government	**$12,405,062**	**$13,824,600**	**$15,586,300**	**$15,147,100**	**$1,322,500**	**9.6%**
FISCAL & ADMINISTRATIVE SERVICES						
Administration	$270,547	$278,000	$265,200	$274,900	($3,100)	-1.1%
Budget	457,109	432,200	445,600	461,800	29,600	6.8%
Information Technology	2,223,925	2,341,400	2,455,300	2,478,300	136,900	5.8%
Purchasing	387,619	407,100	902,800	416,800	9,700	2.4%
Treasury	1,032,757	1,080,800	1,091,000	1,120,400	39,600	3.7%
Accounting	1,035,580	988,900	1,003,500	1,036,000	47,100	4.8%
Total Fiscal & Admin. Services	**$5,407,536**	**$5,528,400**	**$6,163,400**	**$5,788,200**	**$259,800**	**4.7%**

GENERAL FUND OPERATING BUDGET

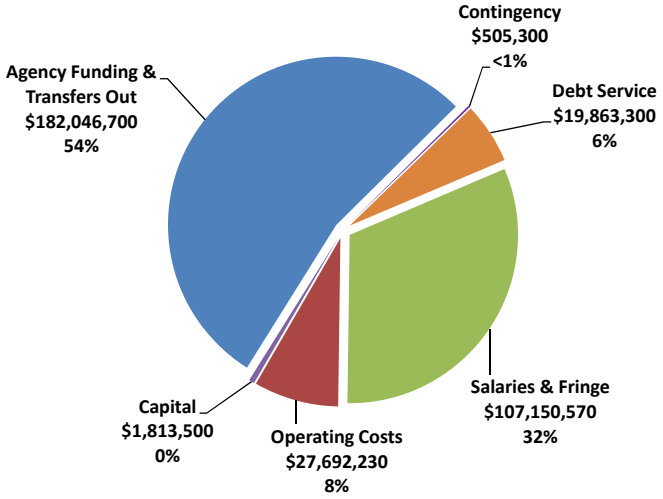
	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
EXPENDITURES BY DIVISION						
PUBLIC WORKS						
Administration	$691,958	$715,200	$727,800	$754,900	$39,700	5.6%
Building & Trades	6,392,468	6,945,700	7,183,000	7,087,300	141,600	2.0%
Parks & Grounds	3,658,780	3,743,500	3,962,100	3,858,500	115,000	3.1%
Vehicle Maintenance	802,392	869,000	909,100	930,700	61,700	7.1%
Roads	4,005,215	4,795,300	4,859,700	4,918,300	123,000	2.6%
Total Public Works	**$15,550,813**	**$17,068,700**	**$17,641,700**	**$17,549,700**	**$481,000**	**2.8%**
COMMUNITY SERVICES						
Administration	$307,251	$333,700	$434,600	$453,100	$119,400	35.8%
Transportation	2,142,700	2,437,700	2,572,800	2,520,700	83,000	3.4%
Aging Services	1,254,443	1,358,700	1,395,900	1,452,600	93,900	6.9%
Recreation	1,369,250	1,452,100	1,425,100	1,475,100	23,000	1.6%
Housing Authority	398,601	566,200	563,200	578,600	12,400	2.2%
Total Community Services	**$5,472,245**	**$6,148,400**	**$6,391,600**	**$6,480,100**	**$331,700**	**5.4%**
PLANNING & GROWTH MANAGEMENT						
Administration	$303,113	$263,000	$244,900	$252,500	($10,500)	-4.0%
Planning	1,336,308	1,369,200	1,635,300	1,471,100	101,900	7.4%
Inspections & Enforcement	320,143	320,500	392,900	336,800	16,300	5.1%
Codes & Permits	297,142	359,900	411,800	424,900	65,000	18.1%
Resource & Infrastructure Mgmt.	134,520	165,200	229,600	239,600	74,400	45.0%
Total Planning & Growth Mgmt.	**$2,391,227**	**$2,477,800**	**$2,914,500**	**$2,724,900**	**$247,100**	**10.0%**
HEALTH SERVICES						
Health Department	$2,326,794	$2,326,600	$2,426,700	$2,295,100	($31,500)	-1.4%
Other Health Services	515,713	470,600	525,100	556,600	86,000	18.3%
Water & Sewer Services	194,800	180,700	180,700	180,700	0	0.0%
Mosquito Control	103,482	115,000	115,000	115,000	0	0.0%
Total Health	**$3,140,788**	**$3,092,900**	**$3,247,500**	**$3,147,400**	**$54,500**	**1.8%**
SOCIAL SERVICES						
Department of Social Services	$300,862	$311,000	$311,000	$311,000	$0	0.0%
Other Social Services	746,339	704,830	1,439,030	630,730	(74,100)	-10.5%
Total Social Services	**$1,047,202**	**$1,015,830**	**$1,750,030**	**$941,730**	**($74,100)**	**-7.3%**
ECONOMIC DEVELOPMENT						
Economic Development Department	$542,943	$980,300	$1,167,500	$1,192,700	$212,400	21.7%
Other Economic Development Service	382,022	312,370	432,330	312,370	0	0.0%
Total Economic Development	**$994,228**	**$1,292,670**	**$1,599,830**	**$1,505,070**	**$212,400**	**16.4%**
CONSERVATION OF NATURAL RESOURCES						
University of MD Extension	$213,433	$216,600	$241,400	$241,400	$24,800	11.4%
Soil Conservation	347,258	348,300	354,200	368,700	20,400	5.9%
Weed Control	14,415	15,100	15,000	15,200	100	0.7%
So. MD Resource Conservation	8,200	8,400	11,600	8,800	400	4.8%
Gypsy Moth	2,250	9,000	9,000	9,000	0	0.0%
Total Conservation of Nat. Resources	**$585,556**	**$597,400**	**$631,200**	**$643,100**	**$45,700**	**7.6%**
CONTINGENCY	**$0**	**$130,500**	**$2,500,000**	**$505,300**	**$374,800**	**287.2%**
TOTAL EXPENDITURES	**$340,810,129**	**$319,558,900**	**$369,668,860**	**$337,249,200**	**$17,690,300**	**5.5%**
FINANCING USES:						
Transfer to Capital Project Fund	$5,604,781	$1,100,000	$1,274,000	$1,213,000	$113,000	10.3%
Excise Tax Debt Service Subsidy	0	2,685,800	0	0	(2,685,800)	-100.0%
Capital Lease Agreement	421,546	1,729,200	4,236,900	609,400	(1,119,800)	-64.8%
TOTAL FINANCING USES	**$6,026,327**	**$5,515,000**	**$5,510,900**	**$1,822,400**	**($3,692,600)**	**-67.0%**
TOTAL EXPENDITURES & OTHER FINANCING USES:	**$348,746,230**	**$325,073,900**	**$375,179,760**	**$339,071,600**	**$13,997,700**	**4.3%**
SURPLUS/(DEFICIT)	**$5,122,626**	**$0**	**($50,861,260)**	**$0**	**$0**	

GENERAL FUND OPERATING BUDGET

FY13 ADOPTED BUDGET $325,073,900

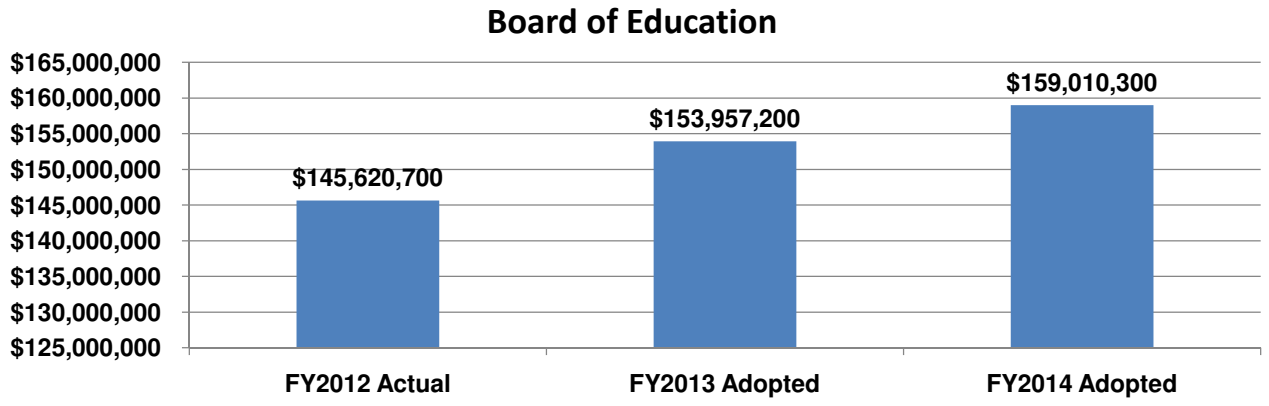


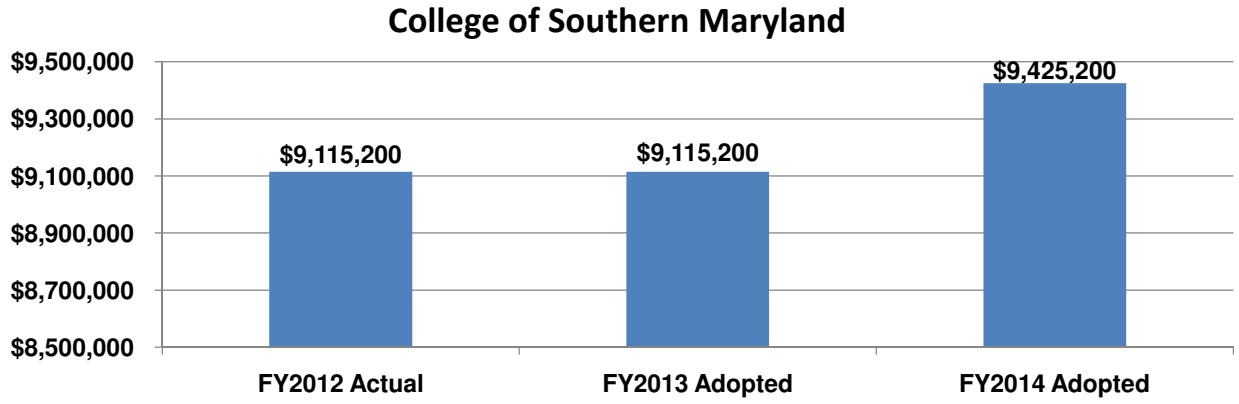
FY14 ADOPTED BUDGET $339,071,600

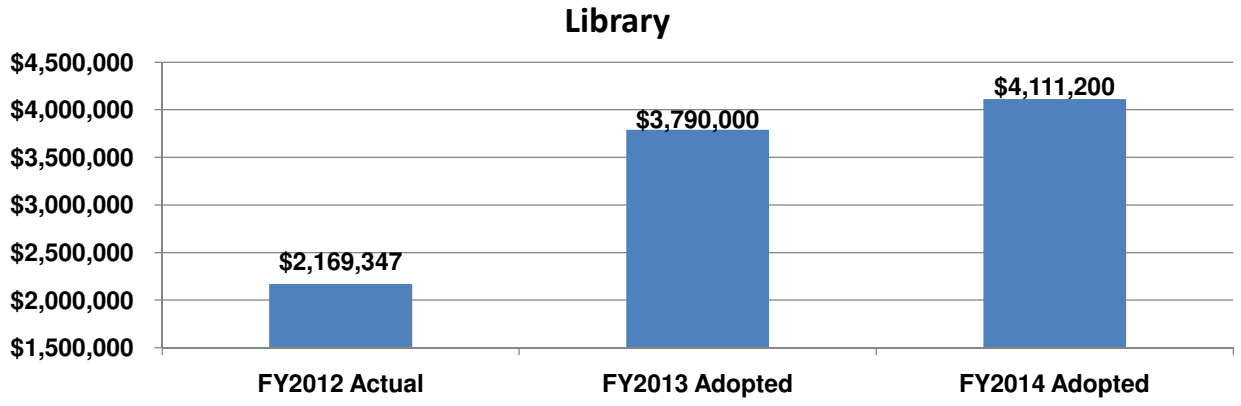


- *Agency Funding & Transfers Out represents the County's direct payment to agencies (for example the Board of Education, College of Southern Maryland, Library Board), support to the Enterprise funds, local matches for grants, transfers for Other Post Employment Benefits (OPEB), and transfers to the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

Education Summary						
Expenditure Category	**FY2012 Actual**	**FY2013 Adopted**	**FY2014 Request**	**FY2014 Adopted**	**$ Change from FY2013**	**% Chg.**
Fringe Benefits	$156,851	$288,300	$336,300	$268,400	($19,900)	-6.9%
Operating Costs	112,997	241,800	255,800	255,800	14,000	5.8%
Agency Funding	156,668,900	166,380,000	191,437,200	172,071,100	5,691,100	3.4%
Total Expenditures	$156,938,747	$166,910,100	$192,029,300	$172,595,300	$5,685,200	3.4%
Total Expenditures as % of Budget:	**45.2%**	**51.3%**	**51.2%**	**50.9%**		







Education

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

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

Expenditure Category		FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Agency Funding	Operating	$145,620,700	$150,020,700	$172,413,100	$154,020,700	$4,000,000	2.7%
Agency Funding	Pension	0	3,936,500	4,989,600	4,989,600	1,053,100	26.8%
Total Expenditures		$145,620,700	$153,957,200	$177,402,700	$159,010,300	$5,053,100	3.3%

Baseline Changes and Useful Information:

- Budget number reflects County funding only. County funding includes $2 million for non-recurring costs.
- BOE total FY2014 budget (including State, Federal, and Local revenues) equals $350 million; a 2.9% increase over FY2013.
- The BOE budget includes a step/level salary increase for all eligible employees and a one-time payment for those not receiving a step/level salary increase. Also included is funding for teachers' pension, summer reading academy, key staff for St. Charles High School, contractual expenses for school nurses, and technology infrastructure.
- The County's share of Teacher's pension is increasing from 50% to 65% of the total annual recommended contribution.

Description:

Charles County Public Schools is a metropolitan-area school system serving nearly 27,000 schools. The Board of Education of Charles County establishes educational and fiscal policy, provides overall direction and governs Charles County Public Schools. The public school system is involved in a large variety of activities including classroom instruction; enrollment and zoning; registration; transportation; school closings; food services and academic records.

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

Positions:*

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Administration	79.0	85.0	85.5	82.0	80.5
Mid-Level Administration	265.6	261.5	264.5	267.5	272.5
Instructional	1,983.7	1,975.6	1,990.2	1,926.1	1,902.5
Special education	457.0	459.7	457.4	467.0	465.7
Student Personnel Services	43.0	44.0	44.0	44.0	44.0
Student Transportation Services	9.5	9.5	9.5	11.0	10.0
Operation of Plant	228.3	229.8	234.8	237.3	231.3
Maintenance of Plant	55.0	56.0	54.0	57.0	59.0
Community Services	0.5	0.5	0.5	0.0	0.0
Capital Outlay	4.0	4.0	4.0	4.0	4.0
Total Full Time Equivalent	**3,125.6**	**3,125.5**	**3,144.4**	**3,095.9**	**3,069.5**

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

* *The positions listed are not County Government employees.*

Education

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

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.

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

Charles County Campus
Mailing Address: PO Box 910, La Plata, MD 20646
Physical Address: 8730 Mitchell Road, La Plata, MD 20646
www.csmd.edu

Operator: 301-934-2251 301-870-3008
Automated Attendant: 301-934-7790
301-870-2309

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Agency Funding	9,115,200	9,115,200	10,257,800	9,425,200	310,000	3.4%
Total Expenditures	$9,115,200	$9,115,200	$10,257,800	$9,425,200	$310,000	3.4%

Baseline Changes and Useful Information:

- Budget number listed above reflects County funding only.
- CSM total budget including State and Tuition equals $35.9 million for the Charles County Campuses.
- Tuition remains at the FY2013 amount of $111 per credit hour for in-county students.
- Student enrollment is projected to remain substantially flat with variations due to on-line enrollments.
- 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. The college embraces lifelong learning and service, providing a variety of personal enrichment and cultural programs in a safe and welcoming environment.

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:*

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Full-time permanent faculty	83.0	85.0	85.0	84.0	84.0
Part-time permanent faculty	1.8	1.8	1.8	2.0	2.0
Full-time permanent staff	273.0	269.0	273.0	275.0	275.0
Part-time permanent staff	21.2	22.2	22.2	19.6	19.6
Part-time adjunct faculty/Temporary	473.4	459.7	464.5	498.0	498.0
Total Full Time Equivalent	**852.4**	**837.7**	**846.5**	**878.6**	**878.6**

* *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:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Enrollment					
Number of Enrolled Credit Students	11,685	12,035	12,722	12,500	12,500
Total Number of Credit-Free Course Registrations	12,673	13,872	15,333	14,000	14,000
Number of Students Transferring	686	783	2,103**	2,000	2,000
Percent of County Population Served	59.0%	59.0%	59.0%	59.0%	59.0%
In-County Tuition and Fees Per Credit	$123	$129	$132	$135	$137
Quality					
Number of Graduates	861	808	980	850	980
Student Evaluation of Credit Instruction (1= Needs Much Improvement, and 5= Exceptional)	4.6	4.5	4.5	4.6	4.6
Four-Year Transfer/Graduation Rate	54.0%	56.0%	52.0%	57.0%	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 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Fringe Benefits	$156,851	$288,300	$336,300	$268,400	($19,900)	-6.9%
Operating Costs	112,997	228,200	242,200	242,200	14,000	6.1%
Agency Funding	1,899,500	3,273,500	3,739,200	3,600,600	327,100	10.0%
Total Expenditures	$2,169,347	$3,790,000	$4,317,700	$4,111,200	$321,200	8.5%
Capital Lease budget in Debt Service	3,472	16,112	28,751	28,751	12,639	78.4%
Total County Support	$2,172,819	$3,806,112	$4,346,451	$4,139,951	$333,839	8.8%

Baseline Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
- The Library's total FY2014 budget including State and other revenue equals $5.5 million.
- FY2014 includes the full year impact of opening a new branch in Waldorf.
- Fringe Benefits represent library employees participation in the County's Health & Dental plan.
- Operating Costs represents utilities that the County pays directly on the Library's behalf for county owned facilities.
- 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. FY2014 includes a full year lease impact.

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.

Positions:*

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Library Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	0.0	0.0	0.0	1.0	1.0
Information Technology Manager	0.0	0.0	0.0	1.0	1.0
Young Adult Librarian	0.0	0.0	0.0	1.0	1.0
Young Adult Associate	0.0	0.0	0.0	1.0	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	2.0	2.0
Public Services Associate	0.0	0.0	0.0	14.5	14.0
Public Services Assistant	2.6	2.6	2.6	3.3	2.7
Outreach Supervisor	0.0	0.0	0.0	1.0	1.0
Outreach Librarian	1.6	1.6	1.6	1.2	1.2
Technical Services Assistant	0.4	0.4	0.4	0.4	0.4
Library Branch Manger	3.0	3.0	3.0	4.0	4.0
Asst. Branch Manger & Reference Super.	1.0	1.0	1.0	1.0	0.0
Reference Supervisor	2.0	2.0	2.0	3.0	4.0
Circulation Supervisor	3.0	3.0	3.0	4.0	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	4.0	4.0
Children's Associate	0.0	0.0	0.0	1.0	1.0
Children's Assistant	1.0	1.0	1.0	0.0	0.0
Circulation Asst.	2.1	2.1	2.1	9.0	9.5
Interlibrary Loan/Marina	1.3	1.3	1.3	1.3	1.3
Pages (Part Time Positions)	3.2	3.2	3.2	3.7	3.7
Total Full Time Equivalent	**40.2**	**40.2**	**40.2**	**64.2**	**63.6**

** 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:	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Circulation	676,746	642,436	615,258	650,000	680,000
Registered Borrowers (Customers)	75,612	73,166	74,450	76,000	78,000
- as % of County Population	53%	50%	52%	54%	55%
Customer Count	496,761	485,594	481,348	485,000	500,000
Total Reference Questions	15,286	26,122	23,309	24,000	25,000
Customers are being trained to use on-line resources remotely					
Program Attendance	15,586	26,579	22,943	25,000	26,000
Total Service Hours	10,028	10,028	10,288	10,608	10,608

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

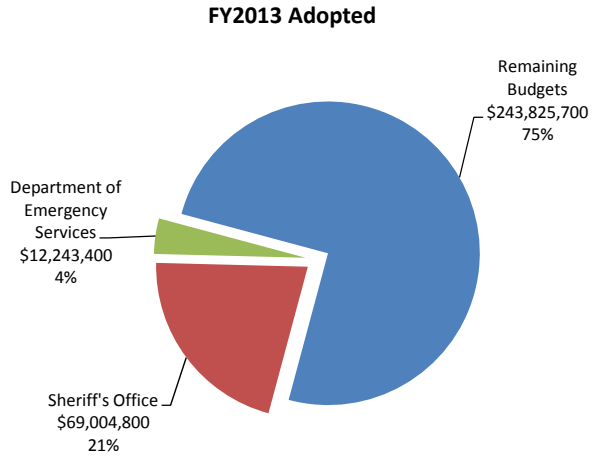
Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Operating Costs	0	13,600	13,600	13,600	0	0.0%
Agency Funding	33,500	34,100	37,500	35,000	3,400	10.0%
Total Expenditures	$33,500	$47,700	$51,100	$48,600	$3,400	7.1%

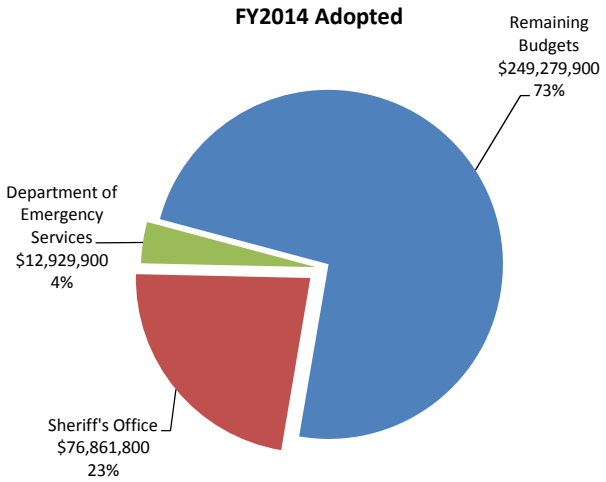
Baseline Changes and Useful Information:

- 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.

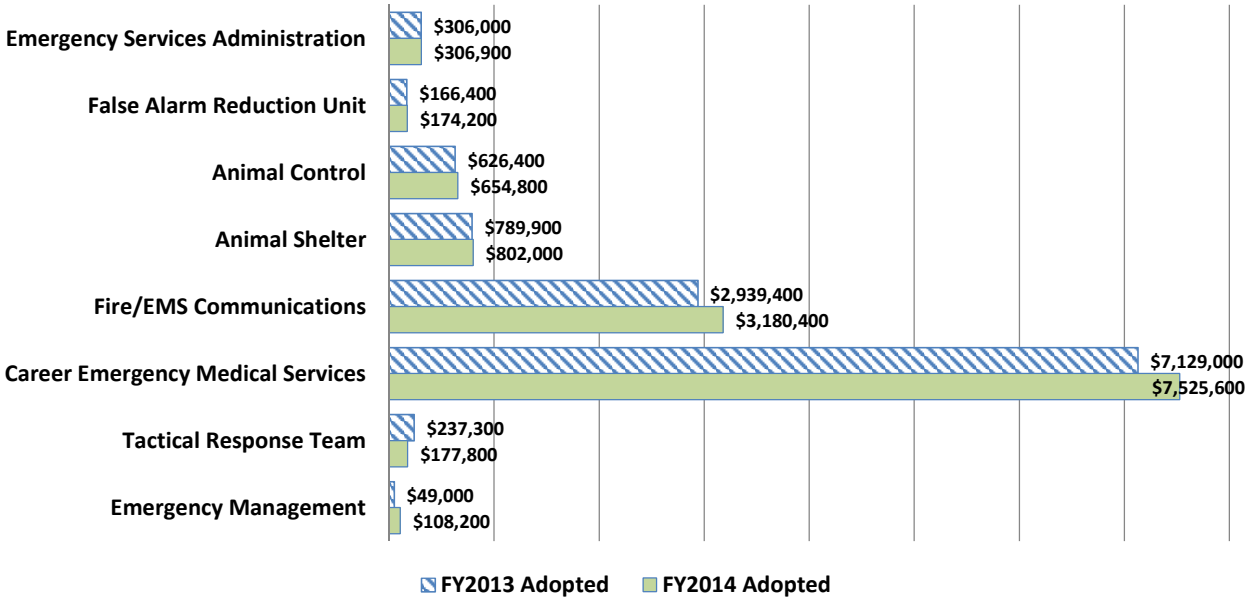
Description:	FY2012 Actual	FY2013 Adopted	FY2014 Adopted
Scholarships	0	13,600	13,600
Agency Funding- Economic Development/Tourism Grants Advisory Panels			
Southern MD Higher Education	25,000	22,500	22,500
Agency Funding - Grants Advisory Panel			
Literacy Council	8,500	11,600	12,500
Total Other Education	**$33,500**	**$47,700**	**$48,600**

Public Safety Summary						
Expenditure Category	**FY2012 Actual**	**FY2013 Adopted**	**FY2014 Request**	**FY2014 Adopted**	**$ Change from FY2013**	**% Chg.**
Personal Services	$45,784,677	$49,017,570	$55,256,400	$52,976,970	$3,959,400	8.1%
Fringe Benefits	18,309,819	20,837,700	22,222,500	22,268,300	1,430,600	6.9%
Operating Costs	10,137,397	10,987,430	15,987,700	12,723,030	1,735,600	15.8%
Agency Funding	6,345	24,000	24,000	24,000	0	0.0%
Transfers Out	551,862	381,500	662,500	656,700	275,200	72.1%
Capital Outlay	1,192,677	0	4,020,500	1,142,700	1,142,700	New
Total Expenditures	$75,982,778	$81,248,200	$98,173,600	$89,791,700	$8,543,500	10.5%
Revenues	$8,849,999	$9,543,500	$9,547,600	$10,223,600	$680,100	7.1%
Total Expenditures as % of Budget:	**21.9%**	**25.0%**	**26.2%**	**26.5%**		





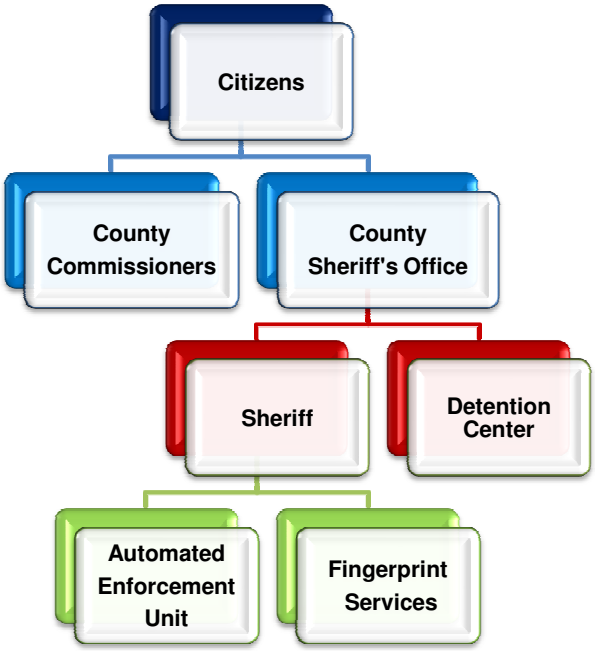
Department of Emergency Services

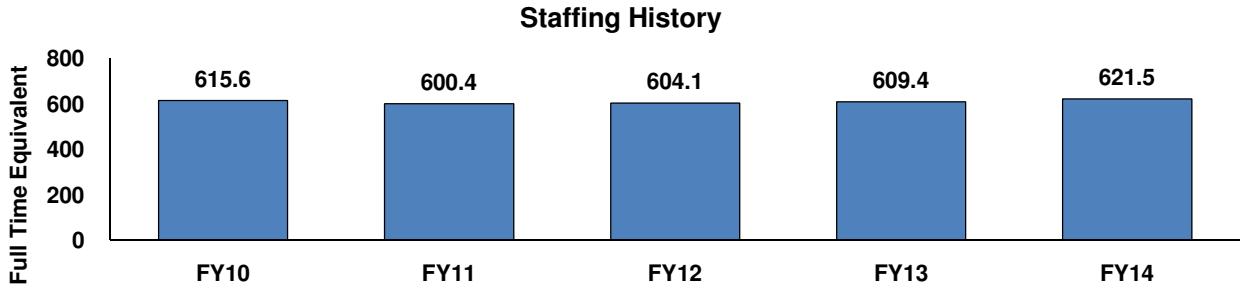


Public Safety - Sheriff's Office Summary

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.ccso.us

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$38,336,129	$41,311,270	$47,067,700	$44,897,470	$3,586,200	8.7%
Fringe Benefits	16,250,774	18,755,400	19,959,800	20,070,000	1,314,600	7.0%
Operating Costs	8,194,187	8,571,130	13,430,900	10,167,130	1,596,000	18.6%
Agency Funding	6,345	24,000	24,000	24,000	0	0.0%
Transfers Out	468,089	343,000	560,500	560,500	217,500	63.4%
Capital Outlay	1,155,328	0	4,020,500	1,142,700	1,142,700	New
Total Expenditures	$64,410,853	$69,004,800	$85,063,400	$76,861,800	$7,857,000	11.4%
Revenues	$3,615,086	$4,149,200	$4,202,100	$4,878,100	$728,900	17.6%
Total Expenditures as % of Budget:	**18.6%**	**21.2%**	**22.7%**	**22.7%**		





Positions by Program:	FY10	FY11	FY12	FY13	FY14
Sheriff	461.8	447.6	446.3	449.0	459.1
Corrections	151.1	150.1	155.1	155.1	155.1
Automated Enforcement Unit (AEU)	2.6	2.6	2.6	4.6	6.6
Fingerprinting Services	0.0	0.0	0.0	0.6	0.6
Total Full Time Equivalent	**615.6**	**600.4**	**604.1**	**609.4**	**621.5**

Public Safety

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$28,623,494	$31,536,270	$35,838,600	$34,547,070	$3,010,800	9.5%
Fringe Benefits	13,102,041	15,439,300	16,286,200	16,535,000	1,095,700	7.1%
Operating Costs	4,236,983	4,049,730	7,412,600	4,607,130	557,400	13.8%
Agency Funding	5,430	21,700	21,700	21,700	0	0.0%
Transfers Out	468,089	343,000	560,500	560,500	217,500	63.4%
Capital Outlay	1,114,927	0	3,421,000	1,082,800	1,082,800	New
Total Expenditures	$47,550,964	$51,390,000	$63,540,600	$57,354,200	$5,964,200	11.6%
Revenues	$1,317,115	$1,225,700	$1,225,000	$1,694,700	$469,000	38.3%

Baseline Changes and Useful Information:

- **Personal Services** includes a back step and current step increase for Sworn Officers plus 3% COLA effective January 1st. Non-sworn staff will receive a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date. Ten new officers will be hired during FY2014.
- **Fringe Benefits** have been adjusted to cover the increased salaries and for increased cost of pension program.
- The cost of the (17) School Resource Officers equals $1.3 million in salaries and $714,000 estimated fringe.
- **Operating costs** include $450,400 of equipment purchases and recruiting costs associated with the new officers.
- **Transfer Out** represents the Local Match for grants and Charles County's share of the Southern Maryland Criminal Justice Academy .
- The Sheriff's largest **revenue** source is State Aid for Police Protection. State funding was restored to this program increasing revenues by $469,000.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Sworn Officer					
Sheriff	1.0	1.0	1.0	1.0	1.0
Lt. Colonel	0.0	0.0	1.0	1.0	1.0
Major	2.0	2.0	2.0	2.0	2.0
Captains	8.0	8.0	8.0	9.0	9.0
Lieutenant	21.0	21.0	21.0	21.0	21.0
Sergeant	42.0	42.0	42.0	44.0	44.0
Corporal	70.0	70.0	70.0	70.0	70.0
PFC, Patrolman I & II	148.0	148.0	147.0	144.0	154.0
Total Sworn Officers	292.0	292.0	292.0	292.0	302.0
Liquor board Allocated	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Child Support	(4.0)	(4.0)	(4.0)	(4.0)	(4.0)
Vehicle Theft Grant	0.0	0.0	0.0	(2.0)	(2.0)
Total Other Funding	(5.0)	(5.0)	(5.0)	(7.0)	(7.0)
Total Officers funded by General Fund	**287.0**	**287.0**	**287.0**	**285.0**	**295.0**

Public Safety

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

Positions:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Office of the Sheriff					
General Counsel	0.0	0.0	1.0	1.0	1.0
Special Assistant/County Attorney	1.0	1.0	0.0	0.0	0.0
Law Clerk	0.0	0.0	1.0	1.0	1.0
Legal Specialist	1.0	1.0	0.0	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	0.0	0.0	0.0	0.0
Part-time	0.6	0.6	0.6	1.2	1.2
	6.6	**5.6**	**5.6**	**6.2**	**6.2**
Patrol Division					
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	0.0	0.0	0.0	0.0
	1.6	**1.0**	**1.0**	**1.0**	**1.0**
Executive Services Division					
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	2.0	2.0	2.0	2.0
Accreditation Coordinator	1.0	0.0	0.0	0.0	0.0
Technical Assistant	1.0	0.0	0.0	0.0	0.0
Grant Coordinator	1.0	1.0	1.0	1.0	1.0
Part Time	6.7	4.7	4.1	4.7	4.7
	13.7	**10.7**	**10.1**	**10.7**	**10.7**
Administrative Services					
Director, Administrative Services	1.0	1.0	0.0	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
Accounting Clerk	0.0	0.0	0.0	0.0	0.0
Accounting Associate	0.9	0.9	0.9	0.9	0.9
Office Associate - Red Light Program	1.0	1.0	1.0	1.0	1.0
Office Associate - Speed Program	0.0	0.0	0.0	0.0	1.0
Deputy Director, Human Resources	1.0	1.0	1.0	1.0	1.0
Human Resource Coordinator	0.0	0.0	0.0	0.0	0.0
Human Resources Administrator	1.0	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	0.0	0.0	0.0	0.0	0.0
Background Supervisor	0.9	0.9	0.9	0.9	0.9
Part Time	4.5	3.6	3.6	3.6	3.6
Grant/Program Funded Positions	(1.0)	(1.0)	(1.0)	(1.0)	(2.0)
	15.2	**14.3**	**13.3**	**13.3**	**13.3**
Information Services Division - Communications					
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	0.0	0.0	0.0
Secretary II	1.0	1.0	1.0	1.0	1.0
	22.0	**22.0**	**21.0**	**21.0**	**21.0**

Public Safety

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

Positions:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Informational Services Division - Station Clerks					
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	0.0	0.0	0.0	0.0
	23.0	**22.0**	**22.0**	**22.0**	**22.0**
Informational Services Division - Records Management					
Records Supervisor	1.0	0.0	1.0	1.0	1.0
Manager, Police Records	0.0	1.0	1.0	1.0	1.0
Police Records Tech. I - III	9.0	9.0	9.0	9.0	9.0
Part Time	0.6	0.6	0.6	0.6	0.6
Receptionist I - II	1.0	0.0	0.0	0.0	0.0
	11.6	**10.6**	**11.6**	**11.6**	**11.6**
Informational Services Division - Management Information System					
Deputy Director, MIS	1.0	1.0	1.0	1.0	1.0
Application Support Supervisor	1.0	1.0	1.0	0.0	0.0
CAD/RMS Manager	0.0	0.0	0.0	1.0	1.0
PC Operations Administrator	1.0	1.0	1.0	0.0	0.0
PC Operations Manager	0.0	0.0	0.0	1.0	1.0
Systems Operations Administrator	1.0	1.0	1.0	0.0	0.0
Systems Operations Manager	0.0	0.0	0.0	1.0	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	0.6	0.6	0.6	0.6
	12.0	**11.6**	**11.6**	**11.6**	**11.6**
Criminal Investigation Division					
CID- Administrative Coordinator	0.0	0.0	0.0	0.0	0.0
CID - Administrator	1.0	1.0	1.0	1.0	1.0
Secretary III	0.0	0.0	0.0	0.0	0.0
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Technical Assistant	1.0	1.0	1.0	1.0	1.0
Fingerprint Specialist	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	0.0	0.0	0.0	0.0
Victim Services Coordinator	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist (Grant)	0.7	1.0	1.0	0.6	0.6
Part Time	2.5	1.2	1.2	1.6	1.6
Grant Funded Positions	0.0	(1.0)	(1.0)	(0.6)	(0.6)
	15.2	**12.2**	**12.2**	**12.6**	**12.6**
Training Division					
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 01.24.24
Division\Program: Sheriff Fund: General
Program Administrator: Rex W. Coffey, Sheriff

Positions:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Special Operations Division					
Community Organizer	1.0	1.0	1.0	1.0	1.0
Teen Court Coordinator	1.0	1.0	1.0	1.0	1.0
CSAFE Coordination Clerk	1.0	0.0	0.0	0.0	0.0
Explosive Ordnance Disposal Tech.	0.0	0.0	0.0	0.0	0.0
Red Light Specialist III - Red Light	1.0	1.0	1.0	0.0	0.0
AEU Supervisor - Civilian	0.0	0.0	0.0	1.0	1.0
AEU Office Specialist	0.0	0.0	0.0	1.0	2.0
AEU Deputy (Special)	0.0	0.0	0.0	1.0	1.0
Technical Assistant (PT) - Red Light	0.6	0.6	0.6	0.6	0.6
Community Traffic Safety Coordinator.	0.9	0.9	0.2	0.0	0.0
Part Time	0.6	0.0	0.0	0.6	0.6
Grant Funded Positions	(0.9)	(0.9)	(0.2)	0.0	0.0
Other Funding Source	(1.6)	(1.6)	(1.6)	(3.6)	(4.6)
	3.6	**2.0**	**2.0**	**2.6**	**2.6**
Special Services Division - Court Security					
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	6.4	6.4
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**	**21.6**	**21.6**
Special Services Division - Judicial Services					
Warrant Specialist I & II	3.0	3.0	3.0	3.0	3.0
Civil Specialist I-II	2.0	2.0	2.0	2.0	2.0
Domestic Violence Specialist I - III	1.0	2.0	2.0	2.0	2.0
Civil Process Server	4.0	4.0	4.0	4.0	4.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Domestic Violence Specialist II	1.0	0.0	0.0	0.0	0.0
Domestic Violence Coordinator (Grant)	0.0	0.0	0.7	0.3	0.0
Domestic Violence Coordinator	0.0	0.0	0.0	0.7	1.0
VICS Coordinator	0.0	1.0	1.0	1.0	1.0
VICS Specialist	0.0	2.0	2.0	2.0	2.0
Part Time	1.8	1.8	3.0	3.0	3.0
Part-time (VICS)	0.0	0.6	0.6	0.6	0.6
Grant Funded Positions	(2.0)	(2.0)	(3.9)	(3.5)	(3.5)
Other Funding Source (VICS)	0.0	(3.6)	(3.6)	(3.6)	(3.6)
	12.8	**12.8**	**12.8**	**13.5**	**13.5**
Special Services Division - Property Management					
Quartermaster	1.0	1.0	1.0	1.0	1.0
Assistant Quartermaster	1.0	0.0	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)	0.0	0.0	0.0	0.0	0.0
Fleet Technician Specialist	1.0	1.0	1.0	1.0	1.0
Fleet Manager	1.0	1.0	1.0	1.0	1.0
Fleet Technician	0.0	0.0	0.9	0.9	0.9
Purchasing Agent	1.0	1.0	1.0	0.0	0.0
Procurement Specialist	0.0	0.0	0.0	1.0	1.0
Property Custodian	1.0	1.0	1.0	1.0	1.0
Agency Facilities Manager	0.0	0.0	0.0	0.9	0.9
Firearms Specialist I - II	1.0	1.0	1.0	1.0	1.0
Part Time	3.2	2.4	1.8	1.8	1.8
	12.2	**10.4**	**10.7**	**11.6**	**11.6**

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

Positions:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
SWORN PERSONNEL:					
General Funded	287.0	287.0	287.0	285.0	295.0
Grant/Other Funding	5.0	5.0	5.0	7.0	7.0
Total Sworn Personnel:	**292.0**	**292.0**	**292.0**	**292.0**	**302.0**
CLASSIFIED PERSONNEL:					
General Funded	174.8	160.6	159.3	164.0	164.1
Grant/Other Funding	5.5	10.1	11.4	12.4	14.3
Total Classified Personnel:	**180.3**	**170.7**	**170.7**	**176.4**	**178.4**
TOTAL PERSONNEL					
Full -time	443.5	439.8	439.8	443.4	455.4
Part-time	28.8	22.9	22.9	25.1	25.1
Total:	**472.3**	**462.7**	**462.7**	**468.4**	**480.4**

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

Goal: To increase staffing with the Patrol Division, to cover the increase need for service.
Objectives: 1. Hire and Train New Patrol Officers in July, 2013.
Status: *New for FY-14*

Special Operations Division

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

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.*

Executive Services Division- Planning & Accreditation

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

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*

Information Services Division- Management Information Section

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.*

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 dentified 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.*

Information Services Division- Management Information Section

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.*

Special Services Division:

Goal: To replace the aging fleet with new patrol vehicles.

Objective: 1. To provide officers with new vehicles and reduce the cost of repairs and maintenance to an agency fleet. Purchases through lease/purchase and the general fund.

Status: *New for FY-14; (84) new vehicles were approved in FY14.*

Training Division:

Goal: To replace tasers used in the field with new Electronic Control Devices of better quality/technology.

Objective: 1. To purchase and provide training to all sworn officers on the new Electronic Control Devices.

Status: *New for FY-14.*

Public Safety

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

Measurements	CY08 Actual	CY09 Actual	CY10 Actual	CY11 Actual	CY12 Unofficial
Uniform Crime Report					
Murder	10	7	2	3	7
Rape	26	35	35	26	32
Robbery	187	185	171	176	154
Aggravated Assault	571	474	505	383	383
Breaking & Entering	753	598	707	767	614
Larceny	3,171	2,862	2,715	2,731	2,545
Motor Vehicle Theft	387	272	290	280	186
Total	5,105	4,433	4,425	4,366	3,921
- Police Calls for Service	187,000	207,842	216,701	230,390	235,371
Population	140,169	140,764	146,551	149,130	151,148
- Police Call for Service Per Capita	1.3	1.5	1.5	1.5	1.6
# of Sworn Officers	286	291	291	291	301
- Police Calls for Service per Officer	654	714	745	792	782
Volunteers in Community Service	6,599	2,273	3,171	2,962	2,900

NOTES:

CY07-11 data is from "Crime in Maryland," annual report prepared by the Maryland State Police, actual UCR data is countywide.

Public Safety

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$9,621,748	$9,601,000	$10,940,500	$10,054,400	$453,400	4.7%
Fringe Benefits	3,121,885	3,266,400	3,591,000	3,458,900	192,500	5.9%
Operating Costs	3,415,438	3,494,900	4,319,400	3,861,100	366,200	10.5%
Agency Funding	916	2,300	2,300	2,300	0	0.0%
Capital Outlay	0	0	599,500	59,900	59,900	New
Total Expenditures	$16,159,987	$16,364,600	$19,452,700	$17,436,600	$1,072,000	6.6%
Revenues	$1,505,726	$1,710,000	$1,113,300	$1,113,300	($596,700)	-34.9%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** include increase in the Foods & Meals and Medical Contracts.
- **Revenues** associated with this program are from Federal Inmate Operating, State Aid for Transportation, State Aid for Inmate Operating, and Room & Board Reimbursement.
  - Federal Inmate Operating has been adjusted to reflect recent declines due to housing fewer federal inmates.

Description:

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

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Correctional Officers					
Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Captain	3.0	3.0	3.0	3.0	3.0
Lieutenant	9.0	9.0	9.0	10.0	10.0
Sergeant	17.0	17.0	17.0	16.0	16.0
Corporal	21.0	21.0	21.0	22.0	22.0
Corr. Officer - First Class, II & I	86.0	86.0	91.0	90.0	90.0
Total Correctional Officers	138.0	138.0	143.0	143.0	143.0
Civilians					
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Secretary III	1.0	0.0	0.0	0.0	0.0
Receptionist II	1.0	1.0	1.0	1.0	1.0
Inmate Records Specialist	1.0	0.0	0.0	0.0	0.0
Inmate Accounting Specialist II	0.0	1.0	1.0	1.0	1.0
Work Release Investigator	1.0	1.0	1.0	1.0	1.0
Central Process. Supervisor	1.0	1.0	1.0	1.0	1.0
Central Process. Specialist I & II	5.0	5.0	5.0	5.0	5.0
VICS Coordinator	1.0	0.0	0.0	0.0	0.0
VICS Specialist	2.0	0.0	0.0	0.0	0.0
Part-time (VICS)	0.6	0.0	0.0	0.0	0.0
Part Time	2.6	2.6	2.6	2.6	2.6
Total Civilians	17.2	12.6	12.6	12.6	12.6
Total Full Time Equivalent	**155.2**	**150.6**	**155.6**	**155.6**	**155.6**
Allocated to VICS Program*	(4.1)	(0.4)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	**151.1**	**150.1**	**155.1**	**155.1**	**155.1**

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

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.

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*

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 su storage for foo future use.
4. Direct entrance to the kitchen ability to secure food as indicated by law.
5. Increase much needed storage space in the detention center; planning for future growth.

Status: *On Going*

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*

Goal: To maintain the security of the detention center.

Objective: 1, Provide continuous security for cell blocks, cells and all doors within the facility. Purchase necessary equipment through the County's CIP Project.

Status: *New for FY-14.*

Goal: To Provide a safe working environment for the Emergency Response team members by provide a higher level of stab vests.

Objective: 1. Purchases to be made through the Body Armor Vest Grant.

Status: *New for FY-14.*

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Average Daily Population	433	460	417	458	503
Prisoners Transported	11,300	12,354	11,027	12,129	13,341
# of Prisoner Transports	2,925	3,496	2,589	2,847	3,131
Transport Miles	87,380	80,467	73,393	80,732	88,805
Inmates Processed	3,655	3,946	3,833	4,216	4,637
Work Release Inmates	656	598	419	460	506
Total Drug Screening	1,360	1,298	1,054	1,159	1,274
Emergency Response Team Responses	1,423	1,435	1,309	1,439	1,582
Bookings	11,814	12,164	11,308	12,438	13,681

Public Safety

Department: Sheriff's Office 01.24.85
Division\Program: Automated Enforcement Unit (AEU) Fund: General
Program Administrator: Rex W. Coffey, Sheriff

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$90,887	$174,000	$271,900	$279,100	$105,100	60.4%
Fringe Benefits	26,848	49,700	80,700	74,200	24,500	49.3%
Operating Costs	539,696	989,700	1,660,400	1,660,400	670,700	67.8%
Total Expenditures	$669,551	$1,213,400	$2,013,000	$2,013,700	$800,300	66.0%
Revenues	$769,102	$1,176,700	$1,810,300	$2,013,000	$836,300	71.1%

Baseline Changes and Useful Information:

- The Automatic Enforcement Unit consists of both the Red light Camera and Speed Camera programs.
- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date. Two new positions have been added to assist with the Speed Camera program.
- **Operating costs** include increased contract services of $100K for Red Light and $535.3K for Speed Camera Enforcement. Budget also includes funding for (10) radar units for the Red Light program.
- **Revenues** have been revised to reflect current revenue collections which should be sufficient to cover increased program costs.

Description:

Red Light Camera

The red light camera program was initially implemented in an effort to reduce the number of red light runners. Traffic safety is the Sheriff's Office main goal behind the cameras. The program is designed to lower the collision rate at the designated intersections, and increase the compliance with the law that requires drivers to stop at red lights. The cameras are positioned near a stop light and linked to the timing of the light. A car that continues through the light after it turns red is photographed. A $75 civil citation is issue to the red light violator. Funds from this program are used to cover the cost of the program. Currently there are 14 camera locations which will be expanded to 24 locations in FY14. 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.

Speed Camera

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

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
AEU Supervisor - Civilian	0.0	0.0	0.0	1.0	1.0
Technical Assistant	0.0	0.0	0.0	0.0	0.0
Red Light Specialist III	1.0	1.0	1.0	0.0	0.0
AEU Office Specialist	0.0	0.0	0.0	1.0	2.0
AEU Deputy	0.0	0.0	0.0	1.0	1.0
Accounting Technician	1.0	0.0	0.0	0.0	0.0
Office Associate	0.0	1.0	1.0	1.0	2.0
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**	**4.6**	**6.6**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Number of Red Light Citations Issued:	13,385	10,065	12,319	10,500	10,000
Number of Speed Camera Citations Issued:	0	0	0	18,000	25,000

Public Safety

Department: Sheriff's Office 01.24.99
Division\Program: Fingerprinting Services Fund: General
Program Administrator: Rex W. Coffey, Sheriff

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$0	$0	$16,700	$16,900	$16,900	New
Fringe Benefits	0	0	1,900	1,900	1,900	New
Operating Costs	2,070	36,800	38,500	38,500	1,700	4.6%
Capital Outlay	28,281	0	0	0	0	N/A
Total Expenditures	$30,351	$36,800	$57,100	$57,300	$20,500	55.7%
Revenues	$23,144	$36,800	$53,500	$57,100	$20,300	55.2%

Baseline 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.
- **Personal Services** includes a Part Time Technician hired during FY2013.
- **Revenues** have been revised to reflect current revenue collections which should be sufficient to cover increased program costs.

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 very from $20.00 to $50.00.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Part Time - Electronic F.P. Technician	0.0	0.0	0.0	0.6	**0.6**
Total Full Time Equivalent	**0.0**	**0.0**	**0.0**	**0.6**	**0.6**

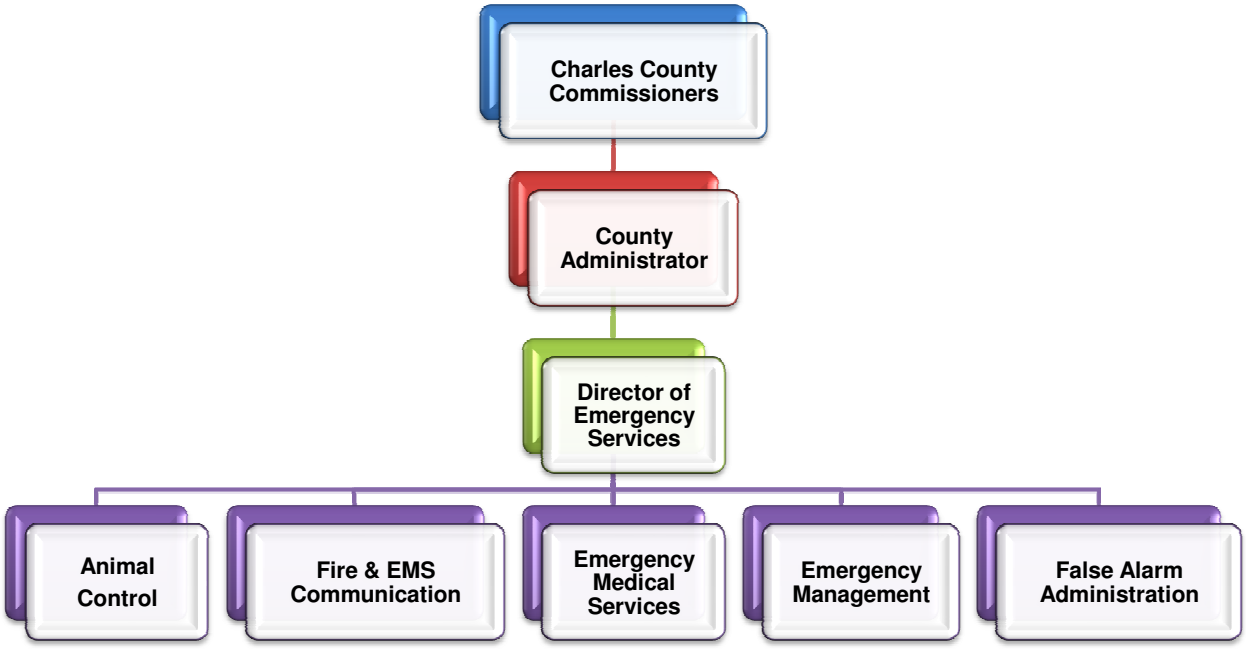
Objectives & Measurements:

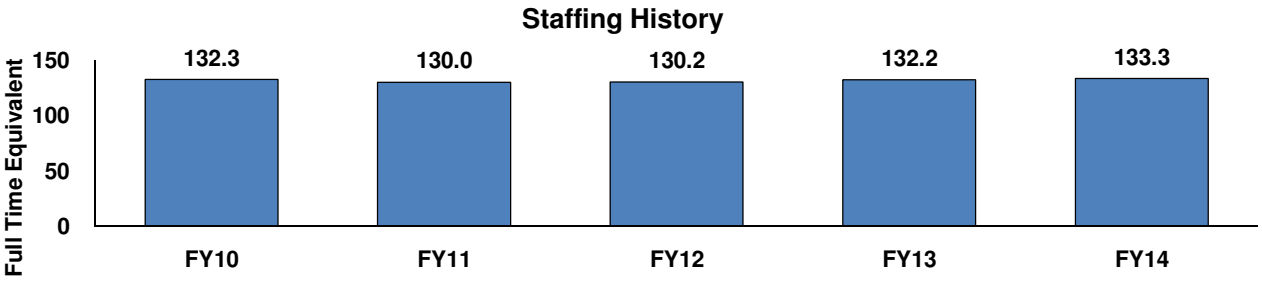
	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Number of Fingerprint cards processed:	1,856	1,960	2,200	2,450

Public Safety - Emergency Services Summary

William Stephens, Director of Emergency Services 301-609-3401
Mailing Address: P.O. Box 2150, La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
Physical Address: 10425 Audie Ln., La Plata, MD 20646
www.charlescountymd.gov/es/welcome

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$7,448,548	$7,706,300	$8,188,700	$8,079,500	$373,200	4.8%
Fringe Benefits	2,059,045	2,082,300	2,262,700	2,198,300	116,000	5.6%
Operating Costs	1,943,209	2,416,300	2,556,800	2,555,900	139,600	5.8%
Transfers Out	83,774	38,500	102,000	96,200	57,700	149.9%
Capital Outlay	37,349	0	0	0	0	N/A
Total Expenditures	$11,571,925	$12,243,400	$13,110,200	$12,929,900	$686,500	5.6%
Revenues	$5,234,912	$5,394,300	$5,345,500	$5,345,500	($48,800)	-0.9%
Total Expenditures as % of Budget:	**3.3%**	**3.8%**	**3.5%**	**3.8%**		





Positions by Program:	FY10	FY11	FY12	FY13	FY14
Administration	3.4	2.9	2.9	2.9	3.3
False Alarm Reduction Unit (FARU)	2.0	2.0	2.0	2.0	2.0
Animal Control	7.0	6.0	6.0	6.0	6.0
Animal Shelter	14.2	13.0	13.2	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	81.1	81.1
Tactical Response Team (TRT)	1.9	1.7	1.7	1.7	1.7
Emergency Management	0.0	0.6	0.6	0.6	1.3
Total Full Time Equivalent	**132.3**	**130.0**	**130.2**	**132.2**	**133.3**

Public Safety

Department: Emergency Services 01.26.06
Division\Program: Administration Fund: General
Program Administrator: William Stephens, Director of Emergency Services
www.charlescountymd.gov/es/welcome

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$190,455	$197,300	$226,600	$232,600	$35,300	17.9%
Fringe Benefits	61,699	58,700	60,400	61,600	2,900	4.9%
Operating Costs	10,932	11,800	11,800	12,700	900	7.6%
Transfers Out	48,943	38,200	0	0	(38,200)	-100.0%
Total Expenditures	$312,029	$306,000	$298,800	$306,900	$900	0.3%
Revenues	$234,468	$254,600	$244,000	$244,000	($10,600)	-4.2%

Baseline Changes and Useful Information:

- The **Personal Services** increase includes the impact of re-assigning Grant funding from the Director of Emergency Services to the Chief of Emergency Management position. The increase also includes a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** impact is due to restoring FY 2010 Employee Education and Training budget cuts.
- The **Transfers Out** budget is the County's local match on a Grant. These grant funds are being transferred to the Emergency Management Division (01.26.89).
- **Revenues** represent income from Tower Rentals.

Description:

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

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

Positions:

Title	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE	FY14 FTE
Director of Emergency Services	1.0	1.0	1.0	1.0	1.0
Chief of Emergency Management	1.0	0.0	0.0	0.0	0.0
Emergency Services Specialist	1.0	0.0	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**	**3.3**	**3.3**	**3.3**	**3.3**
Allocated to Special Revenue	(1.8)	(0.4)	(0.4)	(0.4)	0.0
Net Cost to General Fund	**3.4**	**2.9**	**2.9**	**2.9**	**3.3**

Public Safety

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$102,195	$101,600	$102,600	$107,000	$5,400	5.3%
Fringe Benefits	31,753	30,100	31,000	31,600	1,500	5.0%
Operating Costs	32,573	34,700	34,600	35,600	900	2.6%
Total Expenditures	$166,521	$166,400	$168,200	$174,200	$7,800	4.7%
Revenues	$502,302	$497,400	$508,200	$508,200	$10,800	2.2%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** impact is due to restoring FY 2010 Employee Education and Training budget cuts.
- **Revenues** represent fees and penalties from the False Alarm program.

Description:

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

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

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

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

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
False Alarm Reduction Unit Administrator	1.0	1.0	1.0	1.0	1.0
Alarm Services Coordinator	1.0	0.0	0.0	0.0	0.0
Office Associate III	0.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**2.0**	**2.0**	**2.0**	**2.0**	**2.0**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective #1: To maximize public awareness of false alarm issues and reduce their impact on our local emergency response personnel (Police, Fire and Emergency Medical Services).					
Ratio of False Alarms per Registered User	0.49	0.46	0.41	0.41	0.41

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$380,466	$374,400	$424,100	$392,600	$18,200	4.9%
Fringe Benefits	140,814	129,700	153,600	140,000	10,300	7.9%
Operating Costs	55,429	122,300	134,600	122,200	(100)	-0.1%
Total Expenditures	$576,710	$626,400	$712,300	$654,800	$28,400	4.5%
Revenues	$20,547	$20,800	$20,500	$20,500	($300)	-1.4%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Revenues** represent animal licenses and dog fines.

Description:

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

- Enforcement of all County and State Laws, Ordinances and Regulations relevant to domestic animals including livestock and wild animals kept in captivity. This is to include criminal animal cruelty investigations on these types of
- 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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Animal Control Services	1.0	1.0	1.0	1.0	1.0
Animal Control Officer	5.0	4.0	4.0	4.0	4.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**7.0**	**6.0**	**6.0**	**6.0**	**6.0**

Public Safety

Department: Emergency Services 01.26.28
Division\Program: Animal Shelter Fund: General
Program Administrator: Kim Stephens, Animal Shelter Supervisor
www.charlescountymd.gov/es/animalshelter/tri-county-animal-shelter

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$408,794	$451,100	$468,300	$467,700	$16,600	3.7%
Fringe Benefits	134,462	140,300	142,700	135,800	(4,500)	-3.2%
Operating Costs	172,151	198,500	198,300	198,500	0	0.0%
Total Expenditures	$715,407	$789,900	$809,300	$802,000	$12,100	1.5%
Revenues	$458,020	$518,100	$518,800	$518,800	$700	0.1%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Fringe Benefits** was also adjusted to match current Health & Dental spending.
- The Animal Shelter is a Tri-County effort. **Revenues** represent funding from St. Mary's and Calvert Counties and Boarding 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 11,000 animals were received by the Tri-County Animal Shelter in FY 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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Animal Shelter Supervisor	1.0	1.0	1.0	1.0	1.0
Asst. Animal Shelter Supervisor	0.0	0.0	0.0	0.0	0.0
Animal Shelter Attendant II	1.0	1.0	1.0	1.0	1.0
Animal Shelter Attendant	4.0	3.0	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	1.0	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	3.0	3.2	3.2	3.2
Total Full Time Equivalent	**14.9**	**13.7**	**13.9**	**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**	**13.0**	**13.2**	**13.2**	**13.2**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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	12,058	11,195	11,120	11,200	11,500

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$1,386,239	$1,387,200	$1,472,700	$1,434,400	$47,200	3.4%
Fringe Benefits	378,450	411,900	443,900	429,800	17,900	4.3%
Operating Costs	1,036,994	1,140,000	1,316,100	1,316,000	176,000	15.4%
Transfers Out	17,815	300	200	200	(100)	-33.3%
Capital Outlay	37,349	0	0	0	0	N/A
Total Expenditures	$2,856,847	$2,939,400	$3,232,900	$3,180,400	$241,000	8.2%
Revenues	$1,030,984	$1,025,000	$1,025,000	$1,025,000	$0	0.0%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** budget increase is due to the following reasons:
  -To partially take down the Radio Station Road (RSR) tower to render the structure safe.
  -To replace the 35 year old Federal Aviation Administration (FAA) lights on the Sheriff's Office District One tower.
  -To reflect the impact of using all three (police, fire and medical) disciplines on the 911 Priority Dispatch Components.
  -To provide annual maintenance funding on the audio recorder and 911 console.
- The **Transfer Out** budget was reduced by ($100) to reflect current trends. FY 2012 Actual reflects one time costs.
- **Revenues** represent primarily from Local 911 fees.

Description:

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

Such programs include "911 Addressing" which is intended to identify, verify, and assign an address to all new and existing residences in Charles County thereby creating a physical location database.
Other programs include Enhanced 911, Reverse 911, Computer Aided Dispatch, Automatic Fire/Intrusion Alarm monitoring, Emergency Medical Dispatch/Pre-Arrival Instructions, Severe Weather Alerting, Public Education, Road Name Approvals, management & operation of Public Safety/Service Radio System & associated infrastructure and administrative support to Fire/EMS associations.

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

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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.					
Number of 911 Calls Received	69,768	69,141	74,674	77,500	81,300

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$4,900,831	$5,102,200	$5,223,100	$5,370,900	$268,700	5.3%
Fringe Benefits	1,291,770	1,294,200	1,358,800	1,390,000	95,800	7.4%
Operating Costs	571,274	732,600	755,100	764,700	32,100	4.4%
Transfers Out	9,613	0	0	0	0	N/A
Total Expenditures	$6,773,489	$7,129,000	$7,337,000	$7,525,600	$396,600	5.6%
Revenues	$2,988,591	$3,078,400	$3,029,000	$3,029,000	($49,400)	-1.6%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** budget increase is due to the following reasons:
  -To purchase eight IV Coolers in order to be in compliance with the Maryland Medical Protocols for 2013.
  -To purchase two Pyxis Narcotics Control Systems to meet a Drug Enforcement Administration mandate that requires all Narcotics be stored in safe and secure location.
  -To place National Fire Protection Association (NFPA) 1901 compliant safety chevrons on the rear of three EMS vehicles.
  -To restore funding from the FY 2010 Employee Education and Training budget cut.
- **Revenues** represents the revenue equivalent of one cent on the property tax rate and fees from EMS services.

Description:

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

EMS 3 - Waldorf
EMS 12 - Westlake/Waldorf
EMS 51 - La Plata
EMS 11- Bryan's Road
EMS 8 - Tenth District (Marbury)
EMS 14 - Newburg
EMS 2- Hughesville
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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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	38.0	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**	**81.1**	**81.1**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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.					
Total Number of Responses	11,032	11,008	11,891	12,000	12,700

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$56,525	$66,000	$249,800	$68,300	$2,300	3.5%
Fringe Benefits	10,492	6,900	64,300	7,100	200	2.9%
Operating Costs	58,423	164,400	102,500	102,400	(62,000)	-37.7%
Transfers Out	4,000	0	0	0	0	N/A
Total Expenditures	$129,439	$237,300	$416,600	$177,800	($59,500)	-25.1%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The FY 2013 **Operating Costs** budget included $90,300 in one time funding. For FY 2014, the Division received funding for the maintenance and warranty on the TruDefender device which identifies unknown chemicals, the Division received funding to place National Fire Protection Association (NFPA) 1901 compliant safety chevrons on the rear of four vehicles and Employee Education and Training budget funding from the FY 2010 budget cut was restored.

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:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Part Time	1.9	1.7	1.7	1.7	1.7
Total Full Time Equivalent	**1.9**	**1.7**	**1.7**	**1.7**	**1.7**

Public Safety

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$23,042	$26,500	$21,500	$6,000	($20,500)	-77.4%
Fringe Benefits	9,606	10,500	8,000	2,400	(8,100)	-77.1%
Operating Costs	5,433	12,000	3,800	3,800	(8,200)	-68.3%
Transfers Out	3,403	0	101,800	96,000	96,000	New
Total Expenditures	$41,484	$49,000	$135,100	$108,200	$59,200	120.8%

Baseline Changes and Useful Information:

- The decrease in **Personal Services** and Fringe Benefits is the result of applying grant funds towards the Chief position resulting in moving that position to another fund. The grant will fund 50% of the Chief of Emergency Management's salary and fringe costs and will fund 25% of the Emergency Services Specialist's salary and fringe costs. Previously, the Homeland Security Grant Program (HSGP) funded 100% of the Chief of Emergency Management position. HSGP funds have been exhausted.
- **Fringe Benefits** increase due to the termination of the HSGP grant.
- **Operating Costs** budgets were reduced to reflect one time FY 2013 costs and were adjusted to current trends.
- The **Transfers Out** budget of $96,000 is the County's local match for the EMPG grant. Previously this funding was included in the Emergency Services Administration Division for $38,000. The FY 2014 budget assumes the County receives the same funding as received in FY 2013.
- Overall**, Total Expenditures** are increasing due to the expiration of Federal grant funds which is increasing the overall net cost to the County as evidenced in the staffing level listing below.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Emergency Management	0.0	1.0	1.0	1.0	1.0
Emergency Services Specialist	0.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**0.0**	**2.0**	**2.0**	**2.0**	**2.0**
Grant Allocated	0.0	(1.4)	(1.4)	(1.4)	(0.8)
Net Cost to General Fund	**0.0**	**0.6**	**0.6**	**0.6**	**1.3**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Number of Emergency Response Events	4	24	31	24	30

Debt

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Operating Costs	$4,595,700	$187,700	$198,000	$198,000	$10,300	5.5%
Debt Service	55,894,142	19,617,300	20,407,100	19,863,300	246,000	1.3%
Transfers Out	404,107	418,400	434,800	368,300	(50,100)	-12.0%
Total Expenditures	$60,893,949	$20,223,400	$21,039,900	$20,429,600	$206,200	1.0%
Revenues	$34,232,933	$1,575,900	$2,862,800	$2,862,800	$1,286,900	81.7%

Baseline Changes and Useful Information:

- FY2012 Actual includes a Bond Refunding which increased Debt Service by $35.7 million and Operating Costs by $4.3 million. Offsetting revenues are reflected above.
- **Revenues** includes the use of Fund Balance from the 2012 Bond Premium in FY2014.

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.

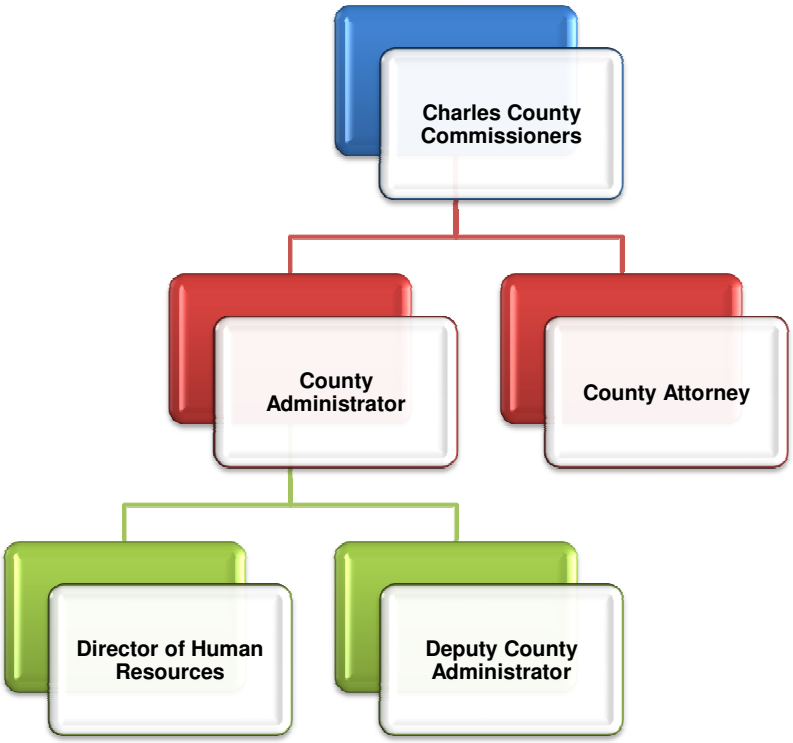
A breakdown of the annual debt service payment by function is listed below:

	FY2012 Actual	FY2013 Adopted	FY2014 Adopted	$ Change from FY2013	% Chg.
Bonds					
Board Of Education	$4,361,273	$3,690,000	$3,727,200	$37,200	1.0%
College of Southern Maryland	1,188,526	1,246,500	1,288,800	42,300	3.4%
General Government	4,493,653	4,588,300	4,669,100	80,800	1.8%
Public Safety	2,360,544	2,231,700	2,208,400	(23,300)	-1.0%
Transportation	5,739,074	6,431,100	6,865,900	434,800	6.8%
FHA Loan	10,948	10,900	10,900	0	0.0%
Pisgah Closure	570,767	0	0	0	N/A
Bond Principal & Interest	$18,724,784	$18,198,500	$18,770,300	$571,800	3.1%
Bond Refunding	$40,051,361	$0	$0	$0	N/A
Leases					
Public Works - Facilities	$385,165	$391,200	$352,600	($38,600)	-9.9%
Emergency Services	329,115	403,400	243,200	(160,200)	-39.7%
Fiscal & Administrative Services	137,287	134,300	71,100	(63,200)	-47.1%
Community Services	16,361	11,000	6,600	(4,400)	-40.0%
General Government	26,105	17,500	5,200	(12,300)	-70.3%
Sheriff	515,454	421,600	356,100	(65,500)	-15.5%
Library	3,472	16,100	28,900	12,800	79.5%
Other Agencies	9,079	23,700	29,300	5,600	23.6%
Capital Lease Principal & Interest	$1,422,038	$1,418,800	$1,093,000	($325,800)	-23.0%
Transfer to Enterprise Fund	$404,107	$418,400	$368,300	($50,100)	-12.0%
Operating Costs	$291,659	$187,700	$198,000	$10,300	5.5%
Total	**$60,893,949**	**$20,223,400**	**$20,429,600**	**$206,200**	1.0%

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Estimated
Objective: To maintain or improve the County's bond rating. The higher the rating, the lower the interest rate will be on County issued bonds; which translates into less revenue needed to meet the costs.					
Standard & Poor's	AA	AA	AA	AA+	AA+
Moody's Investors Service	Aa2	Aa1	Aa1	Aa1	Aa1
Fitch Investors Service	AA+	AA+	AAA	AAA	AAA

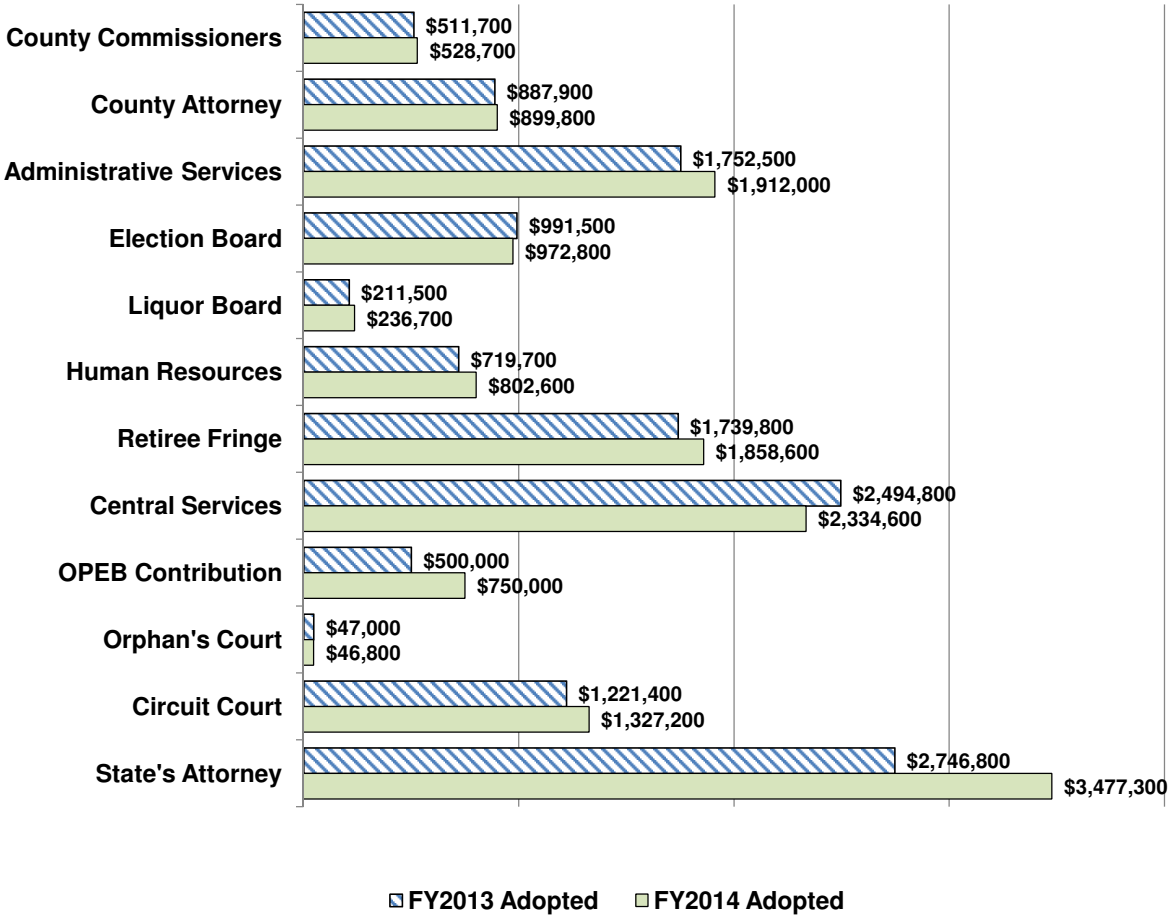
General Government Summary						
Expenditure Category	**FY2012 Actual**	**FY2013 Adopted**	**FY2014 Request**	**FY2014 Adopted**	**$ Change from FY2013**	**% Chg.**
Personal Services	$4,957,910	$5,414,400	$6,423,300	$6,076,200	$661,800	12.2%
Fringe Benefits	3,086,539	3,241,300	3,634,400	3,612,000	370,700	11.4%
Operating Costs	3,801,096	4,270,800	4,353,200	4,277,700	6,900	0.2%
Transfers Out	298,871	353,000	353,000	358,800	5,800	1.6%
Agency Funding	253,651	510,300	761,000	761,000	250,700	49.1%
Capital Outlay	6,995	34,800	61,400	61,400	26,600	76.4%
Total Expenditures	$12,405,062	$13,824,600	$15,586,300	$15,147,100	$1,322,500	9.6%
Total Expenditures as % of Budget:	**3.6%**	**4.3%**	**4.2%**	**4.5%**		
Revenues	$444,976	$691,800	$502,700	$502,700	($189,100)	-27.3%

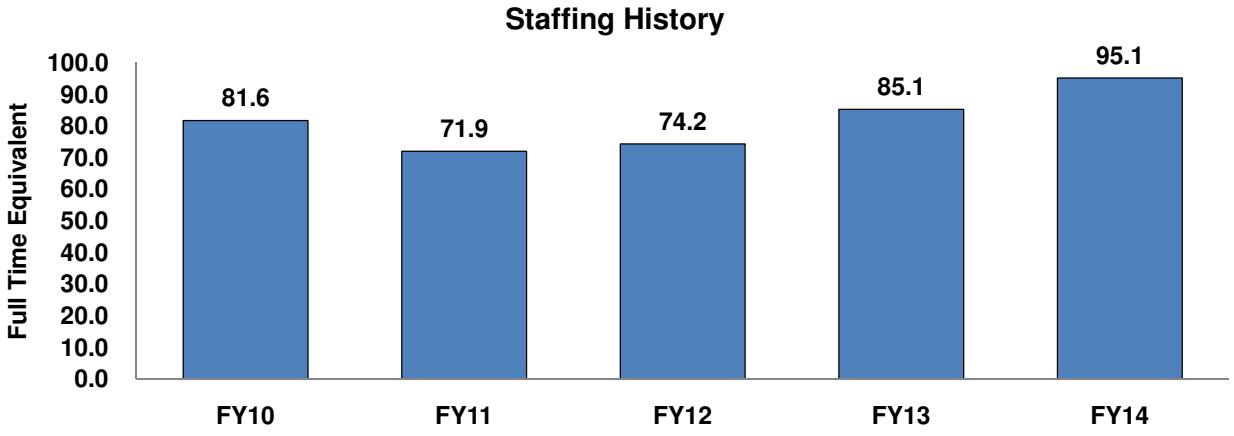


General Government Agencies which receive County funding:

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

General Government Expenditure and Staff History





Positions by Program:	FY10	FY11	FY12	FY13	FY14
County Commissioners	7.0	5.0	5.0	5.0	5.0
County Attorney	8.1	7.1	7.1	8.0	8.0
Administrative Services	18.1	15.2	15.6	19.8	20.8
Liquor Board	1.9	1.9	1.9	1.9	1.9
Human Resources	8.2	7.0	7.0	8.0	8.0
Circuit Court	15.6	14.9	15.9	14.2	14.2
State's Attorney	22.7	20.8	21.8	28.4	37.4
Total Full Time Equivalent	**81.6**	**71.9**	**74.2**	**85.1**	**95.1**

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$250,962	$251,000	$251,000	$251,000	$0	0.0%
Fringe Benefits	98,483	88,600	89,400	89,700	1,100	1.2%
Operating Costs	119,520	172,100	177,000	188,000	15,900	9.2%
Total Expenditures	$468,965	$511,700	$517,400	$528,700	$17,000	3.3%

Baseline Changes and Useful Information:

- Increase in **Operating costs** is to allow for the FY2014 membership in the Metropolitan Washington Council of Governments and to restore FY2010 Employee Education budget cuts.

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:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
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	0.0	0.0	0.0	0.0
Total Full Time Equivalent	**7.0**	**5.0**	**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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$768,016	$619,300	$614,000	$625,200	$5,900	1.0%
Fringe Benefits	157,692	167,600	174,400	165,400	(2,200)	-1.3%
Operating Costs	157,582	101,000	109,200	109,200	8,200	8.1%
Total Expenditures	$1,083,290	$887,900	$897,600	$899,800	$11,900	1.3%

Baseline Changes and Useful Information:

- **Operating Costs** increased for an one-time fee for updating the County Code and for the annual maintenance fee for the eCode 360 electronic version.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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	0.0	0.0	0.0	0.0
Part Time	0.0	0.0	0.0	0.6	0.6
Total Full Time Equivalent	**9.1**	**8.1**	**8.1**	**8.8**	**8.8**
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(0.8)	(0.8)
Net Cost to General Fund	**8.1**	**7.1**	**7.1**	**8.0**	**8.0**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Documents/matters received for legal	3,500	4,203	4,464	4,500	4,500
Litigation/enforcement actions/complaints	1,400	1,331	1,626	1,239	1,400
Permits Issued	560	425	499	489	500

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$336,207	$345,500	$362,600	$364,200	$18,700	5.4%
Fringe Benefits	74,949	91,100	86,300	86,700	(4,400)	-4.8%
Operating Costs	14,084	16,100	17,700	17,600	1,500	9.3%
Total Expenditures	$425,239	$452,700	$466,600	$468,500	$15,800	3.5%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date. The increase in Fringe Benefits is offset due to a change in participation for Health and Dental.
- The **Operating Cost** increase is due to restoring the FY2010 Training and Employee Education budget cuts.

Description:

The Commissioner Office Administration provides administrative support to the Commissioners.

Positions: Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Staff	1.0	0.5	0.0	0.0	0.0
Citizens' Liaison	0.0	0.0	1.0	1.0	1.0
Clerk to the Commissioners*	1.0	1.0	1.0	1.0	1.0
Exec. Asst. to the Commissioner President	0.0	0.0	1.0	1.0	1.0
Commissioner Specialist - Scheduler*	0.0	0.0	1.0	1.0	1.0
Commissioner Specialist*	3.0	3.0	1.0	1.0	1.0
Office Associate III*	1.0	1.0	1.0	1.0	1.0
Part Time Help	0.4	0.0	0.6	0.6	0.6
Total Full Time Equivalent	**6.4**	**5.5**	**6.6**	**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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$0	$0	$0	$0	$0	N/A
Fringe Benefits	0	0	0	0	0	N/A
Operating Costs	128,795	0	0	0	0	N/A
Total Expenditures	$128,795	$0	$0	$0	$0	N/A

Baseline 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 FY2014.

Positions: Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Internal Auditor	1.0	1.0	0.0	0.0	0.0
Assistant Internal Auditor	1.0	1.0	0.0	0.0	0.0
Total Full Time Equivalent	**2.0**	**2.0**	**0.0**	**0.0**	**0.0**
Allocated to Capital Projects	(0.2)	(0.2)	0.0	0.0	0.0
Net Cost to General Fund	**1.8**	**1.8**	**0.0**	**0.0**	**0.0**

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$363,772	$391,600	$380,100	$377,700	($13,900)	-3.5%
Fringe Benefits	91,847	98,700	97,100	96,500	(2,200)	-2.2%
Operating Costs	5,377	8,000	10,300	13,000	5,000	62.5%
Total Expenditures	$460,996	$498,300	$487,500	$487,200	($11,100)	-2.2%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is due to the Deputy County Administrator's position being budgeted at a lower salary for FY2014. This is partially offset by a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Cost** increase is due to restoring the FY2010 Training and Employee Education budget cuts.

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: Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$101,670	$108,400	$109,700	$112,700	$4,300	4.0%
Fringe Benefits	17,962	17,200	17,600	17,900	700	4.1%
Operating Costs	4,833	4,400	4,400	4,900	500	11.4%
Total Expenditures	$124,465	$130,000	$131,700	$135,500	$5,500	4.2%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Cost** increase is due to restoring the FY2010 Employee Education budget cut.

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: Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Security Building Officer	1.0	1.0	1.0	1.0	1.0
Part-Time	1.9	1.9	1.9	1.9	1.9
Total Full Time Equivalent	**2.9**	**2.9**	**2.9**	**2.9**	**2.9**

General Government

Department: Administrative Services 01.03.141
Division\Program: Media Fund: General
Program Administrator: Mark Belton, County Administrator
www.charlescountymd.gov/coadmin/pio/public-information-office

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$0	$0	$36,800	$0	$0	N/A
Fringe Benefits	0	0	14,200	0	0	N/A
Operating Costs	10,556	11,900	12,000	18,000	6,100	51.3%
Total Expenditures	$10,556	$11,900	$63,000	$18,000	$6,100	51.3%

Baseline Changes and Useful Information:

- The **Operating Cost** increase is due to restoring the FY2010 Training and Employee Education budget cuts.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Communications	1.0	0.0	0.0	0.0	0.0
Public Information Officer	2.0	2.0	1.0	1.0	1.0
Writer/Producer	1.0	1.0	1.0	1.0	1.0
Media Specialist	0.0	1.0	1.0	1.0	1.0
Public Information Specialist	0.0	0.0	1.0	1.0	1.0
Videographer	1.0	0.0	0.0	0.0	0.0
Video Production Specialist	2.0	1.0	1.0	1.0	1.0
Part Time Help	5.3	0.5	0.5	0.8	1.5
Total Full Time Equivalent	**12.3**	**5.5**	**5.5**	**5.8**	**6.5**
Allocated to Special Revenue Fund	(11.3)	(5.5)	(5.5)	(5.8)	(6.5)
Net Cost to General Fund	**1.0**	**0.0**	**0.0**	**0.0**	**0.0**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: To inform the media/press/public, within 5 days, of important and relevant County Government events.					
# of press releases	275	266	502	525	550
% 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$76,524	$194,300	$233,800	$241,300	$47,000	24.2%
Fringe Benefits	25,401	49,200	64,100	65,600	16,400	33.3%
Operating Costs	142,570	265,200	338,700	338,700	73,500	27.7%
Total Expenditures	$244,495	$508,700	$636,600	$645,600	$136,900	26.9%

Baseline Changes and Useful Information:

- Included in the increase in **Personal Services** and **Fringe Benefits** is the full year impact of the Sales Specialist position, the addition of an Office Associate position, and a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Increase in **Operating Cost** is due to the following reasons:
  - Increase in Equipment to build out four workstations.
  - To allow for additional events and upgrading of other events. These events include the Celebrate Charles Signature Series, the Regional Baseball Tournament, the Charles County Heritage Bike Ride and the FLW Outdoors (fishing tournament).
  - To provide additional funds to increase travel trade sales, to expand and strengthen market for Charles County travel, sports and tour products.

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:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Economic Development:					
Tourism and Event Services	1.0	0.0	0.0	0.0	0.0
Tourism Marketing Coordinator	0.0	1.0	1.0	1.0	1.0
Promotions Specialist	0.0	0.0	1.0	1.0	1.0
Sales Specialist	0.0	0.0	0.0	1.0	1.0
Office Associate II	0.0	0.0	0.0	0.0	1.0
Tourism Marketing Specialist	1.0	0.0	0.0	0.0	0.0
Part Time	0.0	3.2	3.2	3.2	3.2
Total Full Time Equivalent	**2.0**	**4.2**	**5.2**	**6.2**	**7.2**
Allocated to Special Revenue Fund	0.0	(3.2)	(3.2)	0.0	0.0
Net Cost to General Fund	**2.0**	**1.0**	**2.0**	**6.2**	**7.2**

General Government

Department: Administrative Services 01.03.52
Division\Program: Safety Fund: General
Program Administrator: Joane Gulvas, Safety Officer
www.charlescountymd.gov/coadmin/safety/safety-office

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$72,392	$72,100	$72,900	$75,900	$3,800	5.3%
Fringe Benefits	18,820	17,300	17,900	18,300	1,000	5.8%
Operating Costs	71,850	61,500	61,500	63,000	1,500	2.4%
Total Expenditures	$163,062	$150,900	$152,300	$157,200	$6,300	4.2%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Cost** increase is due to restoring the FY2010 Employee Education budget cut.

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:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Safety Officer	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**1.0**	**1.0**	**1.0**	**1.0**	**1.0**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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.					
# of safety inspections (facility related)	52	38	35	37	40
DRUG & ALCOHOL TESTING:					
# of Commercial Driver License Drivers	84	n/a	74	87	80
DOT requirement alcohol testing	10%	10%	10%	10%	10%
% actual alcohol testing	30%	n/a	26%	48%	20%
# of alcohol tests	25	21	19	42	20
# of tests failing the standard	1	0	0	0	0
DOT requirement drug test	50%	50%	74%	50%	50%
% actual drug testing	50%	n/a	46%	56%	50%
# of drug testing	42	22	34	49	40
# of tests failing the standard	1	1	0	0	0
WORK RELATED INJURIES (Calendar Year)					
# of work related injuries	66	93	52	75	25
# of work related injuries investigated	66	93	52	75	25
Average cost per work related injury claim	$2,368	$2,700	$2,500	$3,000	$3,000
# of work days lost to related injuries*	235.0	270.0	139.5	100.0	100.0
Avg. # of work days lost per work related injury	3.56	2.90	2.68	2.50	2.50
% of work days lost	25.0%	34.0%	20.0%	0.1%	10.0%

**This figure includes Weekends & Holidays in accordance with the OSHA 300 Log Regulations which went into effect on January 1, 2002.*
NOTE: Some data in FY11 was lost due to computer problems. These items are marked n/a for not available.

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$143,857	$171,300	$174,200	$174,200	$2,900	1.7%
Fringe Benefits	4,585	13,900	14,100	14,100	200	1.4%
Operating Costs	727,490	794,300	784,500	784,500	(9,800)	-1.2%
Capital Outlay	6,995	12,000	0	0	(12,000)	-100.0%
Total Expenditures	$882,927	$991,500	$972,800	$972,800	($18,700)	-1.9%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes providing funding for 70 more judges for the June Primary Election.
- **Operating Costs** decrease due to lower rental for voting machines owed to State.
- **Operating Costs** include the salaries for (6) State employees that are reimbursed by the County.
- **Capital Outlay** budget for twenty pollbooks no longer needed.

Description:

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

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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	1.0	1.0	1.0
*Election Supervisor	3.0	3.0	3.0	3.0	3.0
Part-time positions	1.7	2.4	2.3	2.3	2.4
Total Full Time Equivalent	**6.7**	**7.4**	**8.3**	**8.3**	**8.4**

*State Employees who are reimbursed by the County.

Objectives & Measurements:

	'08 General Election	'10 Primary Election	'10 General Election	12 Primary* Election	12 General Election
Total Registered Voters	87,731	89,282	89,989	77,071	97,687
% Democratic	55.1%	56.4%	56.9%	67.8%	57.0%
% Republican	29.1%	27.4%	27.6%	32.2%	25.9%
% Other	0.6%	0.6%	0.6%	0.0%	0.6%
% Declines	14.9%	15.1%	14.5%	0.0%	16.1%
Total Voting Percentage	80.0%	23.3%	46.2%	17.9%	77.3%
Democratic- Voting Percentage	46.5%	26.4%	48.3%	10.5%	43.1%
Republicans- Voting Percentage	22.9%	27.4%	50.1%	6.8%	18.9%
Other- Voting Percentage	0.6%	0.0%	0.3%	0.0%	0.9%
Declines- Voting Percentage	10.2%	0.8%	4.7%	0.0%	9.5%

* Only Democrats and Republicans are eligible to vote in a Presidential Primary
Charles County only has a Non-Partisan Primary ballot in a Gubernatorial Primary

General Government

Department: 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$140,479	$153,300	$159,600	$164,700	$11,400	7.4%
Fringe Benefits	56,357	54,400	66,600	68,100	13,700	25.2%
Operating Costs	2,221	3,800	3,800	3,900	100	2.6%
Total Expenditures	$199,057	$211,500	$230,000	$236,700	$25,200	11.9%
Revenues	$185,491	$197,600	$174,000	$174,000	($23,600)	-11.9%

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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	185	181	181	183	183
Application/Transfer Fees	$167,835	$162,470	$167,216	$167,000	$167,000
Fines Collected	$17,425	$20,925	$18,725	$7,000	$7,000

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$442,979	$483,900	$491,700	$509,900	$26,000	5.4%
Fringe Benefits	140,848	149,100	154,400	157,900	8,800	5.9%
Operating Costs	67,324	86,700	124,600	134,800	48,100	55.5%
Total Expenditures	$651,151	$719,700	$770,700	$802,600	$82,900	11.5%
Revenues	$10,077	$84,700	$77,800	$77,800	($6,900)	-8.1%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating cost** increase is due to:
  - The restoration of the 2010 Employee Education, Training and Core Training budget cuts. As well as additional funds were provided for MIS Training.
  - Tuition reimbursement was reinstated.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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 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	1.0	1.0
Human Resources Specialist	1.0	1.0	1.0	1.0	1.0
Part-time positions	3.2	2.0	2.0	2.0	2.0
Total Full Time Equivalent	**8.2**	**7.0**	**7.0**	**8.0**	**8.0**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
ADMINISTRATION/RECRUITMENT:					
Objective: Measures employment and recruitment activity.					
% Timely completion of appraisals	86%	91%	90%	100%	100%
# of formal staff grievances	0	2	0	0	0
% of FT positions filled	95%	94%	95%	95%	96%
diversity of all applicants % women/%minority	N/A	42%/32%*	37%/24%	45%/40%	45%/40%
# of applications for all positions	835	3,117	3,228	3,500	3,500
Average # of applications per job	64	120	57	60	65
Annual turnover ratio	8.00	5.00	5.00	5.00	5.00

**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:	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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 *	1,321	1,304	1,323	1,356	1,389
% of total	80.3%	80.3%	79.7%	79.5%	81.5%
# of employees in dental plans*	1,448	1,437	1,460	1,496	1,533
% of total	88.0%	88.5%	88.0%	87.7%	89.9%
**The figures listed above include the County, Circuit Court, State's Attorney, Sheriff's Office, Soil Conservation, Retirees and Library.*					
# of employees serviced for fringe benefits	1,645	1,624	1,659	1,704	1,747
per Benefits FTE	914	902	921	946	874
For reference purposes, the following are the number of healthcare subscribers used to calculate the above PMs:					
Eligible Employees	1,277	1,246	1,262	1,293	1,325
Charles County Library	29	28	38	44	46
Retirees	339	350	359	367	376
TOTAL	1,645	1,624	1,659	1,704	1,747
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	7,177	10,272	10,500	11,000
# of training classes offered (Core/IT)	140/14*	121/12*	89/38	90/40	110/40
**Includes webinars.*					
OBJECTIVE: The Training Division oversees the development of youth and volunteers in the community through intern programs.					
# of volunteers/interns	4	15	28	30	32

Department: Central Services 01.23.50
Division\Program: Other Benefits Fund: General
Program Administrator: Stephen Brayman, Director of Human Resources

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Retiree Health Benefits	$1,541,174	$1,709,800	$1,763,400	$1,828,600	$118,800	6.9%
Operating Costs	10,905	30,000	30,000	30,000	0	0.0%
Total Expenditures	$1,552,079	$1,739,800	$1,793,400	$1,858,600	$118,800	6.8%

Baseline Changes and Useful Information:

- **Retiree Health Benefits** increase due to the increase in the number of participants as well as the cost of health benefits for retirees' 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:	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
# of retirees processed	29	52	8	8	9
# retirees on retiree health insurance	261	286	291	298	305
Cost of Retiree Health Benefits (all funds)	$1,350,335	$1,567,057	$1,656,499	$1,822,148	$1,965,000
% increase from prior year	16%	16%	6%	10%	4%

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Fringe Benefits	$274,268	$94,700	$75,000	$75,000	($19,700)	-20.8%
Operating Costs	2,094,886	1,356,200	1,300,400	1,600,400	244,200	18.0%
Operating Costs - SDAT	0	1,010,800	1,030,000	625,400	(385,400)	-38.1%
Agency Funding - OPEB	250,000	500,000	750,000	750,000	250,000	50.0%
Agency Funding - Trust	3,651	10,300	11,000	11,000	700	6.8%
Capital Outlay	0	22,800	22,800	22,800	0	0.0%
Total Expenditures	$2,622,804	$2,994,800	$3,189,200	$3,084,600	$89,800	3.0%
Revenues	$32,543	$162,000	$5,000	$5,000	($157,000)	-96.9%

Baseline 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** increase is for providing operating funds for the Waldorf Urban Redevelopment Corridor.
- **Operating Costs - State Department of Assessments and Taxation (SDAT)** represents the County's share of the local SDAT office. The State will pay a portion of the cost in FY2014.
- **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 camera upgrades and installs, card access installs and repairs, and other security needs throughout County Government.
- **Revenues** are related to the Nuisance Abatement program which will partially offset expenditures incurred. The decrease is due to the termination of the Federal Early Retiree Reinsurance Program.

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, Environmental Liability, Fiduciary, Surety Bonds, & Crime Bond Coverage.

Positions:

There is no direct staff allocated to this budget.

Objectives & Measurements:	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
OBJECTIVE: To purchase insurance coverage at the lowest possible premiums while minimizing Charles County's liability exposure and protecting County assets/property.					
Average cost of insurance coverage:					
per vehicle for vehicle damage	$342	$383	$334	$338	$380
per vehicle for vehicle liability	$312	$262	$242	$240	$300
Average cost of property coverage:					
per $1M worth of County assets	$1,498	$931	$847	$817	$900
# of property damage claims	3	1	4	2	2
% of claims paid to premiums	2%	0%	20%	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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$30,116	$30,000	$30,000	$30,000	$0	0.0%
Fringe Benefits	9,623	9,600	9,600	9,600	0	0.0%
Operating Costs	6,885	7,400	7,200	7,200	(200)	-2.7%
Total Expenditures	$46,623	$47,000	$46,800	$46,800	($200)	-0.4%

Baseline Changes and Useful Information:

- Decrease in **Operating Costs** is due to one time equipment cost in FY2013 for 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:	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: The Orphan's Court is responsible for the timely and economical decisions in accordance with the Annotated Code of Maryland Estates and Trusts.					
# of Hearings	290	378	393	410	420
# of petitions granted	1,256	972	1,209	1,400	1300

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$708,748	$757,400	$948,400	$780,800	$23,400	3.1%
Fringe Benefits	177,873	187,100	313,400	227,400	40,300	21.5%
Operating Costs	144,012	177,500	178,000	175,200	(2,300)	-1.3%
Transfers Out	82,265	99,400	99,400	105,200	5,800	5.8%
Capital Outlay	0	0	38,600	38,600	38,600	New
Total Expenditures	$1,112,898	$1,221,400	$1,577,800	$1,327,200	$105,800	8.7%
Revenues	$154,365	$185,200	$185,200	$185,200	$0	0.0%

Baseline Changes and Useful Information:

- **Personal Services** includes the net impact of refilling a vacant Judicial Secretary position at a lower salary, the full year impact of the FY 13 merit, the 2% COLA given to employees on July 1 and the FY 14 merit impact.
- The **Fringe Benefits** increase includes the full year impact of providing benefits to two contractual positions.
- **Operating Costs** were reduced to estimated actual.
- **Transfers Out** increase is for the County's local match on the Child Support Program.
- The **Capital Outlay** budget is to replace two Digital Recording servers and encoders.

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 it's 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.

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

Positions:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**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	1.0	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	0.0	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	1.0	1.0	1.0	1.0
Secretary IV	1.0	1.0	1.0	1.0	1.0
Assignment Clerk (I -II)	4.0	3.0	4.0	4.0	4.0
Courtroom Clerk	1.0	1.0	1.0	1.0	1.0
Domestic Relations Clerk	1.0	1.0	1.0	1.0	1.0
Part-Time positions	2.6	2.9	2.9	0.7	0.7
Total Full Time Equivalent	**22.6**	**21.9**	**22.9**	**21.7**	**21.7**
Allocated to Grants	(7.0)	(7.0)	(7.0)	(7.5)	(7.5)
Net Cost to General Fund	**15.6**	**14.9**	**15.9**	**14.2**	**14.2**

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	**FY2012 Actual**	**FY2013 Adopted**	**FY2014 Request**	**FY2014 Adopted**	**$ Change from FY2013**	**% Chg.**
Personal Services	$1,522,188	$1,836,300	$2,558,500	$2,368,600	$532,300	29.0%
Fringe Benefits	396,659	493,000	676,900	691,200	198,200	40.2%
Operating Costs	92,206	163,900	163,900	163,900	0	0.0%
Transfers Out	216,606	253,600	253,600	253,600	0	0.0%
Total Expenditures	$2,227,660	$2,746,800	$3,652,900	$3,477,300	$730,500	26.6%
Revenues	$62,500	$62,300	$60,700	$60,700	($1,600)	-2.6%

Baseline Changes and Useful Information:

- **Total Expenditures** increase is year two of the three year phase in of increasing the State's Attorney's Office staff. For FY 2013, Commissioners agreed to increase the Agency's staff level to equal other comparable jurisdictions over a three year period which calls for in total twenty two new positions. In FY 2013, the Agency received six new positions. This budget includes an increase of nine new positions for FY 2014.

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

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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	9.8	9.8	12.8	15.8
Law Clerk	1.0	1.0	1.0	1.0	1.0
Investigator	0.0	0.0	0.0	1.0	2.0
Executive Assistant to the State's Attorney	1.0	1.0	1.0	1.0	1.0
Office Administrator	1.0	1.0	1.0	1.0	1.0
Unit Supervisor	3.0	2.0	3.0	3.0	3.0
Legal Secretary II	6.8	5.8	5.8	7.8	10.8
Legal Secretary I	6.8	6.8	6.8	6.8	8.8
Part-time positions	0.0	0.0	0.0	0.6	0.6
Total Full Time Equivalent	**31.3**	**29.4**	**30.4**	**37.0**	**46.0**
Allocated to Grants	(8.6)	(8.6)	(8.6)	(8.6)	(8.6)
Net Cost to General Fund	**22.7**	**20.8**	**21.8**	**28.4**	**37.4**

* Per agreement with the State's Attorney's Office, this position complement is subject to the amount of part-time

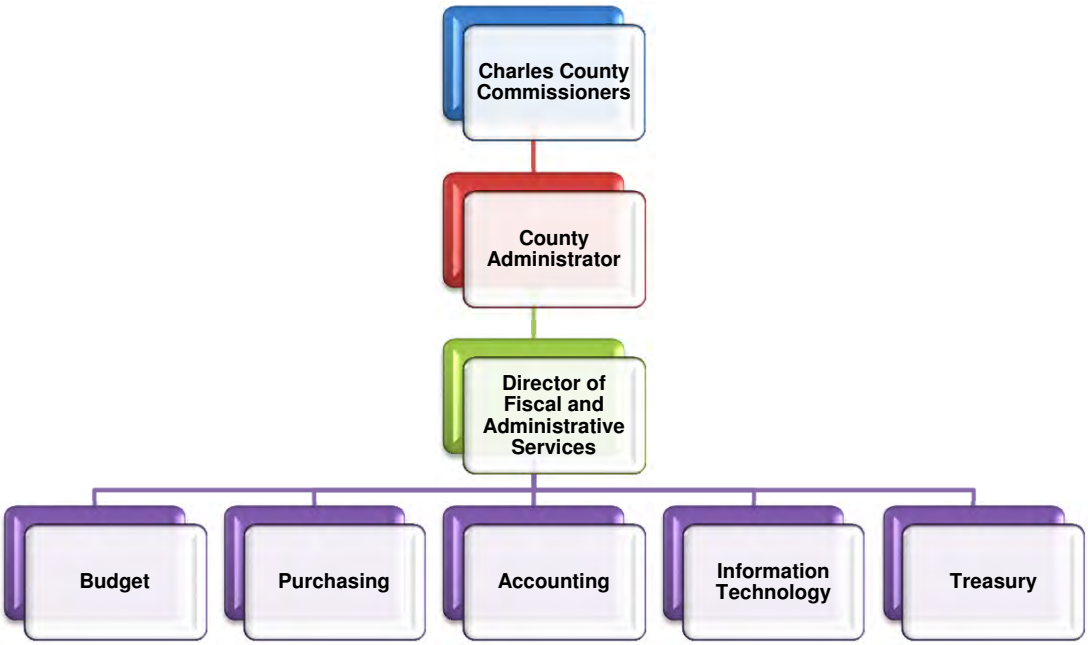
Goals:

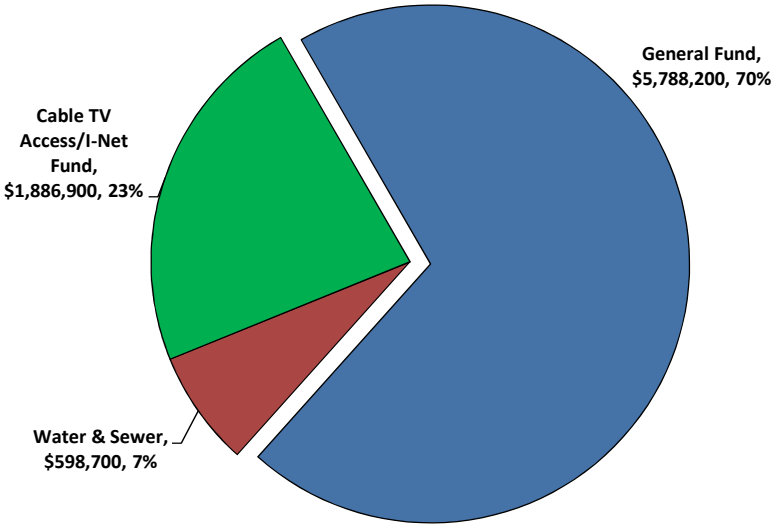
The State's Attorney's Office is responsible for the enforcement of State criminal laws within the geographical borders of the County.

Fiscal & Administrative Services Summary

Deborah Hudson, Director of Fiscal & Administrative Services 301-645-0570 301-870-2542
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
http://www.charlescountymd.gov/fas/welcome

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$3,140,287	$3,255,100	$3,272,200	$3,395,800	$140,700	4.3%
Fringe Benefits	1,067,848	1,085,300	1,102,300	1,125,400	40,100	3.7%
Operating Costs	1,199,401	1,188,000	1,788,900	1,267,000	79,000	6.6%
Total Expenditures	$5,407,536	$5,528,400	$6,163,400	$5,788,200	$259,800	4.7%
Revenues	$274,029	$260,700	$252,800	$252,800	($7,900)	-3.0%
Total Expenditures as % of Budget:	**1.6%**	**1.7%**	**1.6%**	**1.7%**		

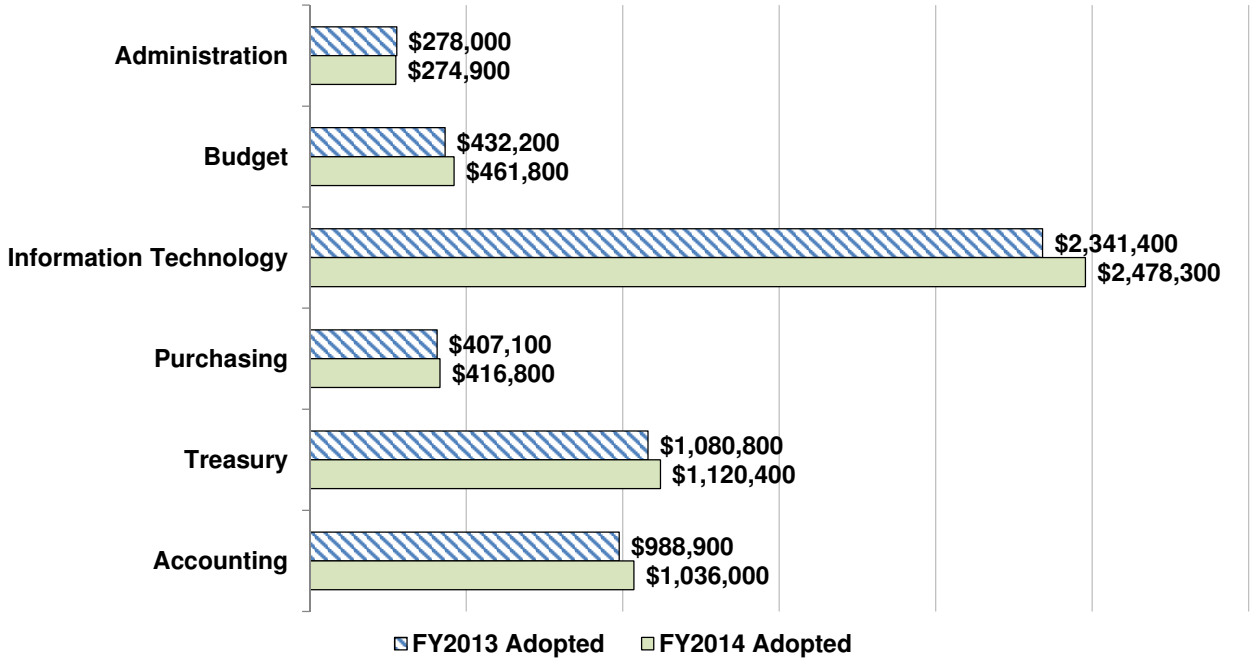


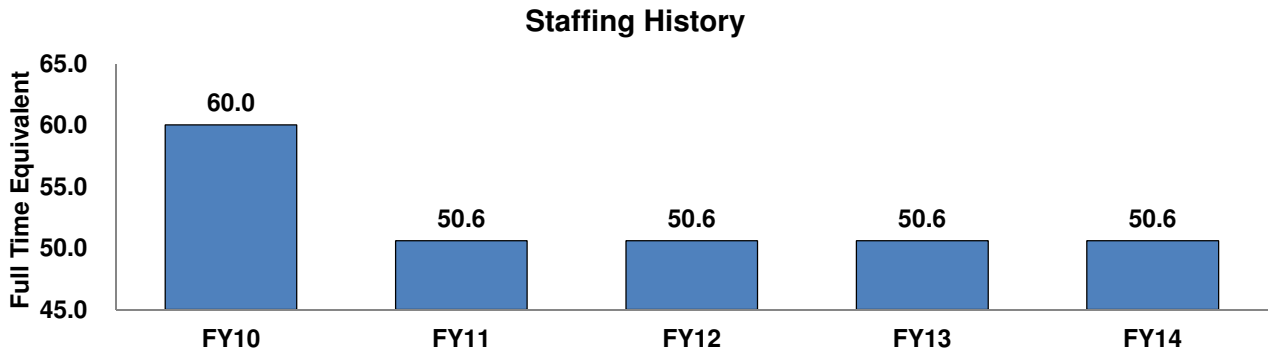


TOTAL DEPARTMENT BUDGET
$8,273,800
(Totals for funds other than the General Fund exclude debt service payments.)

As indicated by the graph, the Department of Fiscal Services is allocated through several different funds.

Fiscal & Administrative Services Expenditure and Staff History





Positions by Program:	FY10	FY11	FY12	FY13	FY14
Administration	3.8	2.0	2.0	2.0	2.0
Budget	4.0	4.0	4.0	4.0	4.0
Information Technology	19.5	14.8	14.8	14.8	14.8
Purchasing	6.0	5.0	5.0	5.0	5.0
Accounting	11.8	10.8	10.8	10.8	10.8
Treasury	15.0	14.0	14.0	14.0	14.0
Total Full Time Equivalent	**60.0**	**50.6**	**50.6**	**50.6**	**50.6**

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$190,686	$199,300	$184,300	$192,300	($7,000)	-3.5%
Fringe Benefits	71,668	69,300	70,300	72,000	2,700	3.9%
Operating Costs	8,193	9,400	10,600	10,600	1,200	12.8%
Total Expenditures	$270,547	$278,000	$265,200	$274,900	($3,100)	-1.1%
Revenues	$9,956	$15,000	$11,000	$11,000	($4,000)	-26.7%

Baseline Changes and Useful Information:

- **Personal Services** was reduced to reflect the Length of Service Award Programs (LOSAP) Board's contribution for administrative support provided by this Division. Personal Services and associated Fringe Benefits include a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** increase is for additional Employee Education funding.
- **Revenues** are for the Purchasing Card program which were adjusted to recent trends.

Description:

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

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Director of Fiscal & Administrative Services	1.0	1.0	1.0	1.0	1.0
Management Analyst	1.0	0.0	0.0	0.0	0.0
Fiscal Service Specialist	1.0	1.0	1.0	1.0	1.0
Office Associate II	0.8	0.0	0.0	0.0	0.0
Total Full Time Equivalent	**3.8**	**2.0**	**2.0**	**2.0**	**2.0**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
# Meetings Scheduled	623	766	868	850	875
# Letters/Memorandums Typed	860	920	788	750	750
# Mail received/mailed	3,962	3,260	3,390	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	$204,604,787	$254,969,774	$270,186,265	$297,786,200	$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	$1,102,600	$0	$1,531,700	$2,502,400	$7,519,300
Value of Bond Issue	$36,145,000	$57,785,000	$55,240,000	$25,000,000	$43,542,500

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$329,158	$313,400	$321,800	$334,400	$21,000	6.7%
Fringe Benefits	123,532	114,200	119,100	121,400	7,200	6.3%
Operating Costs	4,418	4,600	4,700	6,000	1,400	30.4%
Total Expenditures	$457,109	$432,200	$445,600	$461,800	$29,600	6.8%
Revenues	$122,658	$121,600	$125,200	$125,200	$3,600	3.0%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** increase is due to Employee Education and Training budgets being restored from the FY 2010 budget cut.
- **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) assists Director with overall debt management of the County,
(9) monitor all budgets throughout the year,
(10) prepare quarterly capital project financial status reports,
(11) provide general financial support to departments and the general public,
(12) administer budget position control system, and
(13) coordinate and administer grant financial information including review of grant applications, preparing quarterly and annual financial reports, coordinating preparation of annual cost Allocated plan, and compilation of federal grant information for completion of the A-133 single audit.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Budget	1.0	1.0	1.0	1.0	1.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	1.0
Budget Analyst I - III	2.0	2.0	2.0	2.0	2.0
Grants Analyst	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**5.0**	**5.0**	**5.0**	**5.0**	**5.0**
Allocated to Capital Projects	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	**4.0**	**4.0**	**4.0**	**4.0**	**4.0**

Fiscal & Administrative Services

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

Objectives & Measurements:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
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	98.8%	98.5%	99.4%	98.9%	98.9%
General Fund Expense	99.8%	99.3%	99.6%	99.6%	99.6%
W&S Revenue	96.0%	97.8%	97.2%	97.0%	97.0%
W&S Expense	92.8%	94.9%	90.9%	92.9%	92.9%
Landfill Revenue	96.9%	99.1%	94.1%	96.7%	96.7%
Landfill Expense	99.6%	98.5%	99.7%	99.3%	99.3%
Park Revenue	99.0%	96.0%	95.9%	97.0%	97.0%
Park Expense	95.6%	95.7%	99.5%	96.9%	96.9%
ESF Revenue	98.6%	95.8%	97.3%	97.2%	97.2%
ESF Expense	93.7%	94.7%	97.5%	95.3%	95.3%

FY13 Projected is based on a three year average of actual results.
FY14 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	508	468	530	500	500
-Avg. # of days from request to approval					
Department Head Level	5.7	3.5	3.4	3.4	3.4
County Administrator/Commissioner Level	11.4	13.0	13.8	13.4	13.4
# of budget line items to maintain	13,219	13,424	13,851	14,200	14,500

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	53	59	74	65	65
-Avg. # of days from request to Budget approval	3.9	3.6	3.0	3.3	3.3

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$995,040	$1,070,100	$1,070,100	$1,110,400	$40,300	3.8%
Fringe Benefits	333,965	360,500	370,600	378,300	17,800	4.9%
Operating Costs	894,920	910,800	1,014,600	989,600	78,800	8.7%
Total Expenditures	$2,223,925	$2,341,400	$2,455,300	$2,478,300	$136,900	5.8%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** increase was for the following reasons:
  -To replace six Mobile Data Terminals for Emergency Services.
  -To provide wireless connection service to thirty nine tablets purchased for Public Works, three tablets purchased for Economic Development and one tablet purchased for the Safety Division.
  -To provide additional funding for existing maintenance agreements and to provide additional funding for video conference equipment maintenance.
  -To renew Board Docs LT for the Planning Commission which was purchased in FY 2012.
  -To replace Planning & Growth Management's color printer in order to print larger documents.
  -To purchase a computer and desk phone for the new Tourism position.
  -To purchase Mobile Device Management Software for Public Works.
  -To include funding for additional laserfiche licenses for the Commissioners Support Staff (these licenses were approved as a FY 13 mid year transfer) and for the State's Attorney Office.
  -To provide cellular service to the New Social Worker position that was approved during FY 2013.
  -To restore Employee Education and Training budgets.

Description:

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

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

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

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

Fiscal & Administrative Services

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

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Information Technology	1.0	1.0	1.0	1.0	1.0
Applications Manager	1.0	1.0	1.0	1.0	1.0
Network Manager	1.0	1.0	1.0	1.0	1.0
IT Operations Manager	1.0	0.0	0.0	0.0	0.0
Technical Support Manager	1.0	0.0	0.0	0.0	0.0
Systems Analyst II	3.0	3.0	3.0	4.0	4.0
Network Specialist III	3.0	3.0	3.0	4.0	4.0
Webmaster	1.0	1.0	1.0	1.0	1.0
Systems Analyst I	1.7	1.0	1.0	1.0	1.0
Systems Analyst I/CAD Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist II	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist 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	0.0	0.0	0.5	0.5
Total Full Time Equivalent	**23.6**	**19.0**	**19.0**	**21.5**	**21.5**
Allocated to Cable TV / I-Net Fund	(4.2)	(4.2)	(4.2)	(4.6)	(4.6)
Allocated to W&S Enterprise Fund	0.0	0.0	0.0	(2.0)	(2.0)
Net Cost to General Fund	**19.5**	**14.8**	**14.8**	**14.8**	**14.8**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: Provide technical support and assistance with computer related requests.					
# of work requests completed	2,065	1,782	1,507	1,600	1,700
# of help desk calls completed	4,449	4,751	10,924	5,400	5,700
# of users supported	525	554	557	560	565
Objective: Operate, maintain and enhance the information technology network infrastructure.					
# of PCs/laptops supported	748	758	772	775	780
# of network servers supported	80	88	111	115	118
# of virtual servers supported	n/a	30	53	58	60
Objective: Provide and maintain an informative and current Charles County Government website.					
Average website page views per month	n/a	n/a	n/a	200,000	210,000
Average unique visitors per month	34,613	37,136	42,616	42,750	43,000
Objective: Provide telephone and voice mail service for selected county departments and agencies.					
# of buildings supported	29	31	31	32	32
# of I/P telephones supported	450	469	553	708	725
# of non I/P telephones supported	285	250	80	80	80
# of CCG owned devices supported	181	162	150	130	125
# of employee owned devices supported	0	0	42	71	100

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$291,331	$288,000	$285,900	$297,800	$9,800	3.4%
Fringe Benefits	90,143	103,200	101,000	103,100	(100)	-0.1%
Operating Costs	6,145	15,900	515,900	15,900	0	0.0%
Total Expenditures	$387,619	$407,100	$902,800	$416,800	$9,700	2.4%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.

Description:

Purchasing is responsible for conducting formal procurement of commodities, equipment, services, and construction; oversight of non-formal procurement conducted by departments over which the County Commissioners exercise expenditure control; disposal of surplus property; and oversight of the Minority Business Enterprise (MBE) Program. Purchasing also administers the Small Local Business Enterprise (SLBE) Program, implemented in FY13, including: development of policies & procedures, marketing & outreach, processing and registration of applicants, inclusion in formal and non-formal procurement, and monitoring of performance.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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
Purchasing Programs Outreach Admin.	0.0	0.0	0.0	1.0	1.0
Procurement Specialist	2.0	2.0	2.0	2.0	2.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Purchasing Mail Clerk	1.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	**6.0**	**5.0**	**5.0**	**6.0**	**6.0**
Allocated to Capital Projects	0.0	0.0	0.0	(1.0)	(1.0)
Net Cost to General Fund	**6.0**	**5.0**	**5.0**	**5.0**	**5.0**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: *To provide accurate and efficient processing of purchase orders.*					
Total Purchase Orders processed	767	859	1,105	1,250	1,200
Total Purchase Order value	$14,041,179	$15,298,134	$22,888,237	$25,836,500	$22,000,000
Average PO amount (PO value/# of POs)	$18,306	$17,809	$20,713	$20,669	$18,333

Objective: *To monitor the number of significant individual procurement activities Purchasing conducts annually, and the number procurement-related protests. These procurement activities may include, but are not limited to: Formal procurement (RFQ, ITB, RFP), joint & cooperative procurement, utilization of significant dollar value of other governments' contracts, intergovernmental agreements, and disposal of property via auction. Cost avoidance is used to estimate the level of savings achieved as a result of employing a formal bidding process in the procurement of goods and services. The ultimate objectives under these two elements is to reduce bidding/contracting problems, and to increase cost avoidance, to the extent(s) possible.*

Number of formal solicitations of all types	54	49	41	50	50
Number of bid protests/letters of interest	1	2	1	2	1
Cost avoidance (Avg. bid minus low bid)	$3,441,658	$1,736,440	$1,649,532	$1,800,000	$1,800,000

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

MBE Participation	25.9%	17.1%	9.0%	15.0%	15.0%

Fiscal & Administrative Services

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$711,536	$695,700	$706,300	$732,300	$36,600	5.3%
Fringe Benefits	237,167	218,900	221,900	226,600	7,700	3.5%
Operating Costs	86,877	74,300	75,300	77,100	2,800	3.8%
Total Expenditures	$1,035,580	$988,900	$1,003,500	$1,036,000	$47,100	4.8%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** increase is for the Independent audit contract and to restore the Employee Education and Training budgets from the FY 2010 budget cut.

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 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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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	2.0	2.0	2.0	2.0
Total Full Time Equivalent	**18.8**	**17.8**	**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**	**10.8**	**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:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objectives: a. Record invoices and requests within 7-10 days from receipt.					
b. Process invoices and requests for payments within payment terms of 30 days from invoice date.					
# invoices/request for payments processed	42,542	43,357	44,158	45,000	4,500
- average days to process	7	7	7	7	7
- % timely payments	85%	85%	85%	86%	87%
Objective: Process all 1099's required by law by the due date.					
# of 1099's issued (calendar)	741	702	742	750	750
Objective: Process transactions and maintain accurate records of capital assets owned by the County.					
# of fixed assets maintained	3,243	3,041	3,933	4,400	4,800

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$622,536	$688,600	$703,800	$728,600	$40,000	5.8%
Fringe Benefits	211,374	219,200	219,400	224,000	4,800	2.2%
Operating Costs	198,847	173,000	167,800	167,800	(5,200)	-3.0%
Total Expenditures	$1,032,757	$1,080,800	$1,091,000	$1,120,400	$39,600	3.7%
Revenues	$141,415	$124,100	$116,600	$116,600	($7,500)	-6.0%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** were reduced to estimated actual.
- **Revenues** were adjusted to reflect current trends.

Description:

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

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

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.

Fiscal & Administrative Services

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

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Treasurer	1.0	1.0	0.0	0.0	0.0
Chief of Treasury	0.0	0.0	1.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
Senior Tax Specialist	1.0	1.0	1.0	1.0	1.0
Tax Specialist	3.0	3.0	3.0	3.0	3.0
Deed Specialist	2.0	2.0	2.0	2.0	2.0
Revenue Specialist	6.0	6.0	6.0	6.0	6.0
Office Associate II	1.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	**15.0**	**14.0**	**14.0**	**14.0**	**14.0**

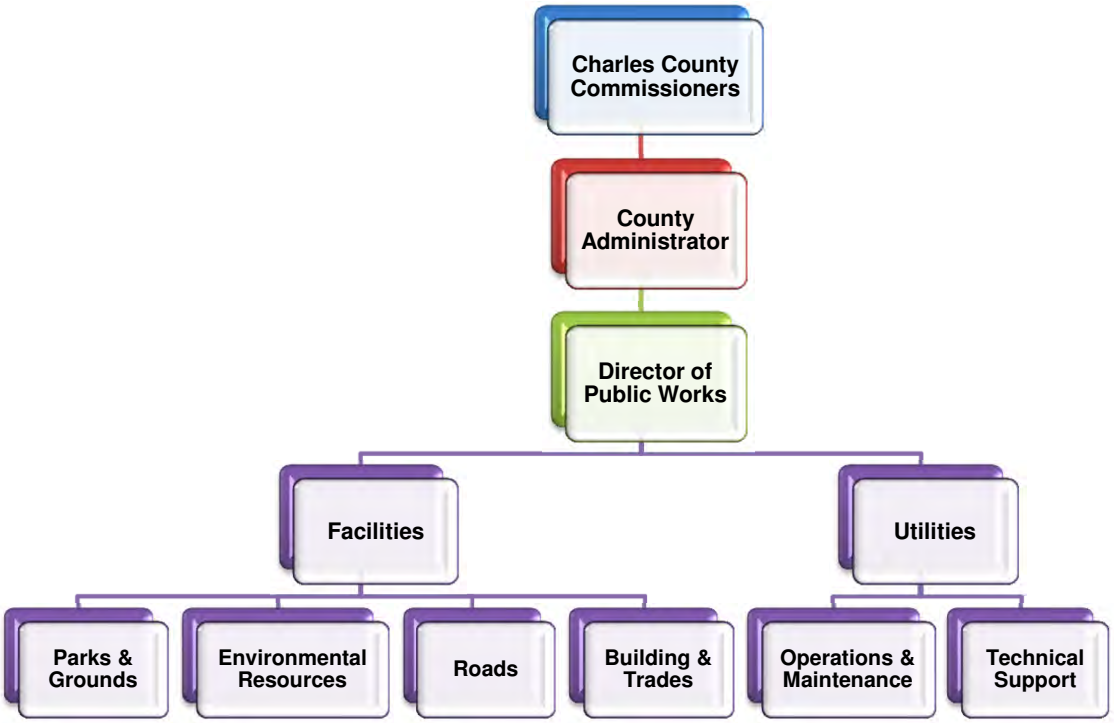
Objectives & Measurements:

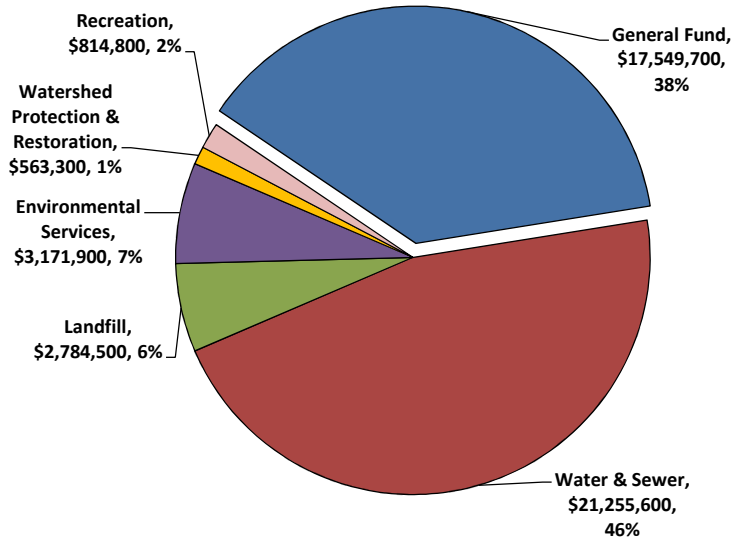
	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Revenue Specialists: *Objective: To process cash receipt transactions in a timely, efficient, accurate and professional manner.*					
Total number of Transactions	277,647	279,801	279,925	284,000	287,000
- # of tax transactions	93,421	94,251	95,041	96,000	97,000
- # of utility transactions	119,725	123,507	125,872	127,000	128,000
- # of other transactions	64,501	62,043	59,012	65,000	66,000
- $ amount of transactions ($000)	$313,000	$314,000	$319,000	$322,000	$325,000
per FTE	$54,435	$57,091	$58,000	$58,545	$59,091
Deed Specialists: *Objective: To process recordation tax collections and deed verifications in a timely manner.*					
Recordation Tax instruments*(Deeds and Deeds of Trust)	6,606	7,164	6,925	7,100	7,200
Number of deed verifications	3,555	3,538	3,611	3,700	3,800
- per FTE	1,778	2,359	2,407	2,467	2,533
- avg. time per deed in minutes	5	5	5	6	6
Tax Specialists: *Objective: To accurately maintain County tax property accounts.*					
# of tax accounts maintained	65,150	65,446	64,802	66,000	66,000
- per FTE	16,288	16,362	16,201	16,500	16,500
- average time per account in minutes	10	10	10	10	10
Number of address changes	2,349	2,575	1,615	2,300	2,400

Public Works Summary

William A. Shreve, Director of Public Works 301-932-3440 301-870-2778
Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646 7:30 a.m.-4:00 p.m. M-F
Physical Address: 10430 Audie Ln., La Plata, MD 20646
www.charlescountymd.gov/pw/welcome

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$7,333,272	$7,540,000	$7,883,600	$7,846,700	$306,700	4.1%
Fringe Benefits	2,614,330	2,488,900	2,669,600	2,639,000	150,100	6.0%
Operating Costs	5,513,249	6,989,800	7,088,500	7,064,000	74,200	1.1%
Capital Outlay / Maintenance	89,962	50,000	0	0	(50,000)	-100.0%
Total Expenditures	$15,550,813	$17,068,700	$17,641,700	$17,549,700	$481,000	2.8%
Revenues	$819,419	$951,500	$929,500	$929,500	($22,000)	-2.3%
Total Expenditures as % of Budget:	**4.5%**	**5.3%**	**4.7%**	**5.2%**		



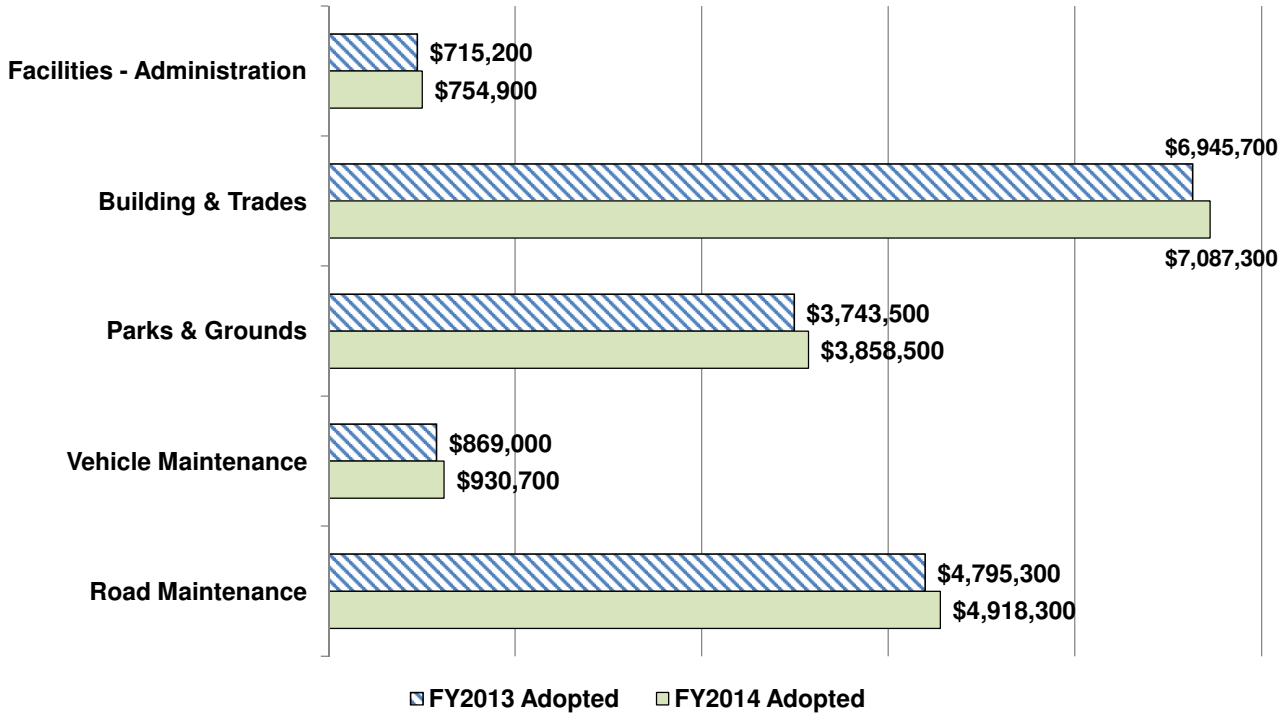


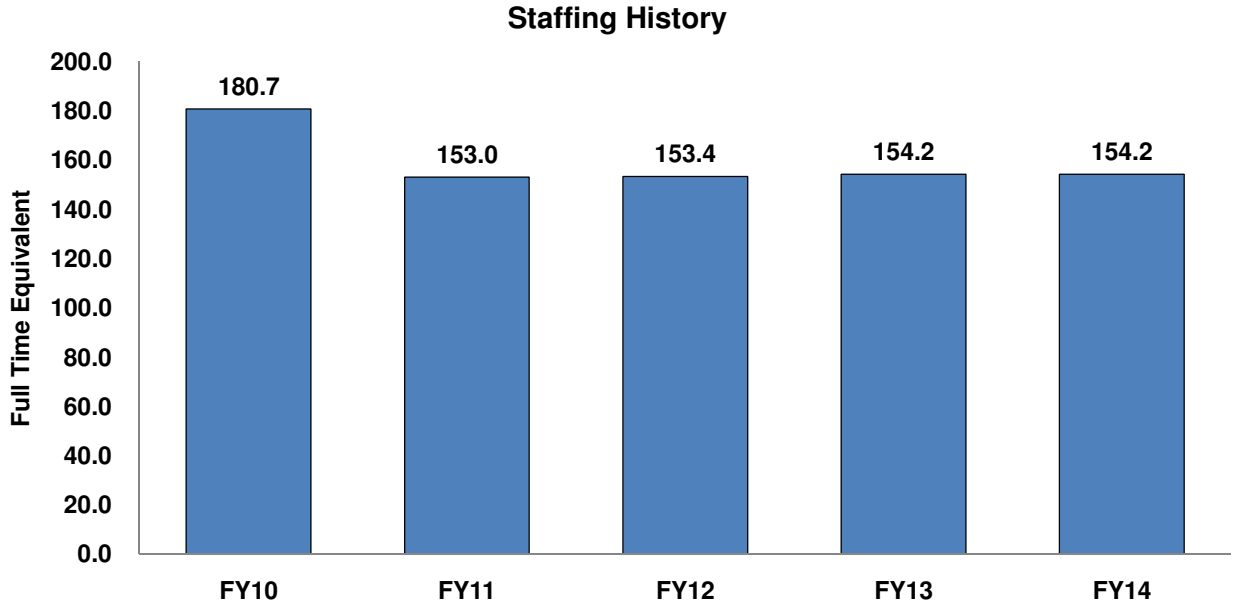
TOTAL DEPARTMENT BUDGET
$46,139,800

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

As indicated by the graph, the Department of Public Works is allocated through several different funds.

Public Works Expenditure and Staff History





Positions by Program:	FY10	FY11	FY12	FY13	FY14
Facilities - Administration	13.9	10.4	9.8	8.8	8.8
Building & Trades	60.9	49.2	49.7	50.7	50.7
Parks & Grounds	51.6	45.1	46.1	46.8	46.8
Vehicle Maintenance	8.6	8.6	8.6	8.6	8.6
Road Maintenance	45.7	39.7	39.2	39.3	39.3
Total Full Time Equivalent	**180.7**	**153.0**	**153.4**	**154.2**	**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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$473,313	$488,600	$493,300	$514,300	$25,700	5.3%
Fringe Benefits	199,702	190,800	200,600	206,100	15,300	8.0%
Operating Costs	18,942	35,800	33,900	34,500	(1,300)	-3.6%
Total Expenditures	$691,958	$715,200	$727,800	$754,900	$39,700	5.6%
Revenues	$10,212	$9,200	$4,800	$4,800	($4,400)	-47.8%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** were reduced to reflect current trends.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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	0.0	0.0	0.0	0.0
Purchasing / Stores Coordinator	1.0	0.0	0.0	0.0	0.0
Financial Support Manager	0.0	0.0	1.0	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	0.0	0.0	0.0	0.0
Management Support Specialist	0.0	0.0	1.0	1.0	1.0
Administrative Associate	3.0	3.0	2.0	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	0.0	0.0
Supply Clerk I	2.0	2.0	2.0	2.0	2.0
Part-time	0.6	0.0	0.0	0.0	0.0
Total Full Time Equivalent	**14.6**	**11.0**	**12.0**	**11.0**	**11.0**
Allocated to W&S Enterprise Fund	0.0	(0.5)	(1.0)	(1.0)	(1.0)
Allocated to Solid Waste Enterprise Fund	(0.3)	(0.1)	(0.8)	(0.8)	(0.8)
Allocated to Environmental Srvc. Fee Fund	0.0	0.0	(0.4)	(0.4)	(0.4)
Allocated to Capital Projects	(0.5)	0.0	0.0	0.0	0.0
Net Cost to General Fund	**13.9**	**10.4**	**9.8**	**8.8**	**8.8**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: Amount of requisitions received internally (DPF) and from Purchasing.					
Requisitions Processed	653	682	598	600	630
Objective: Amount of citizen issues that are resolved via telephone, in person or in writing.					
Number of constituent issues	624	575	628	630	650
Objective: Number of transactions of items obtained through Inventory Control.					
# of inventory transactions	55,259	85,000	91,846	93,000	95,000
-transactions per FTE	27,630	42,500	45,923	46,500	47,500

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$2,504,100	$2,513,900	$2,687,800	$2,625,800	$111,900	4.5%
Fringe Benefits	879,887	848,300	929,500	901,500	53,200	6.3%
Operating Costs	3,008,481	3,583,500	3,565,700	3,560,000	(23,500)	-0.7%
Total Expenditures	$6,392,468	$6,945,700	$7,183,000	$7,087,300	$141,600	2.0%
Revenues	$459,302	$522,400	$538,000	$538,000	$15,600	3.0%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** adjustments are for the following reasons:
  -The Electricity and Utilities budgets were reduced to reflect savings from energy retrofits and to equal FY 2011 spending levels. These savings were offset from increases to other line items.
  -The Project Outsourcing budget was increased due to higher demands for additional work. The work needs to be contracted out due to staffing shortage.
  -The General Repairs & Maintenance budget was increased due to aging infrastructure and high repairs costs.
  -Funding for contract painting services was restored due to County owned facilities showing signs of deterioration.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Building & Trades	1.0	1.0	1.0	1.0	1.0
Operations Manager	2.0	0.0	0.0	1.0	1.0
CIP Construction Project Manager	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Superintendent	3.0	3.0	3.0	3.0	3.0
Construction Superintendent	1.0	1.0	1.0	1.0	1.0
Construction Supervisor	1.0	1.0	1.0	1.0	1.0
HVAC Supervisor	1.0	1.0	1.0	1.0	1.0
Custodial Superintendent	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician III	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician III	3.0	2.0	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	10.0	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	14.7	14.7	14.7	14.7
Part-time Positions	4.0	3.0	3.0	3.0	3.0
Total Full Time Equivalent	**64.4**	**52.7**	**52.7**	**53.7**	**53.7**
Allocated to W&S Enterprise Fund	(3.0)	(3.0)	(3.0)	(3.0)	(3.0)
Allocated to Capital Projects	(0.5)	(0.5)	0.0	0.0	0.0
Net Cost to General Fund	**60.9**	**49.2**	**49.7**	**50.7**	**50.7**

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

Objectives & Measurements:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
Objective: To ensure a safe, satisfactory and comfortable work environment					
Square Footage Maintained	1,001,235	1,004,000	1,034,200	1,035,260	1,044,460
# of FTE	29	28	28	28	28
Per FTE	34,525	35,857	36,936	36,974	37,302
Objective: To ensure all facilities are maintained to a safe and comfortable standard.					
# of Work orders Received (all*)	4,480	5,962	18,856	19,799	20,788
Per FTE	26	26	26	26	26
work orders per FTE	172	229	725	762	800
* Methodology of reporting now accounts for all work orders, which were previously not captured.					
Objective: To ensure proper and safe operation of all systems with minimal down time.					
Preventive Maintenance performed	480	488	298	500	550
work orders per FTE	53	54	33	56	61

Department: Public Works 01.05.41
Division\Program: Parks & Grounds Fund: General
Program Administrator: Thomas Roland, Chief of Parks & Grounds
www.charlescountymd.gov/pw/parks/parks-and-grounds

Expenditure Category	**FY2012 Actual**	**FY2013 Adopted**	**FY2014 Request**	**FY2014 Adopted**	**$ Change from FY2013**	**% Chg.**
Personal Services	$2,026,170	$2,074,200	$2,202,900	$2,143,500	$69,300	3.3%
Fringe Benefits	685,929	618,700	669,400	644,500	25,800	4.2%
Operating Costs	946,680	1,050,600	1,089,800	1,070,500	19,900	1.9%
Total Expenditures	$3,658,780	$3,743,500	$3,962,100	$3,858,500	$115,000	3.1%
Revenues	$349,905	$419,900	$386,700	$386,700	($33,200)	-7.9%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** adjustments are for the following reasons:
  -To provide additional funding for Friendship Farm Park due to park expansion.
  -To replace the existing soccer goals and to replace a small equipment trailer at Turkey Hill Park. Turkey Hill Park will also receive a new fork attachment for the Loader bucket which will assist in moving the soccer goals and other items at the park .
  -To replace a field painter at Bensville Park which is in poor working condition.
  -To replace six pedal boats, two kayaks and four canoes at Gilbert Run Park.
  -To replace several soccer goals in poor conditions at Laurel Springs and Bryantown 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:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
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	5.0	5.0	5.0	5.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Grounds Maintenance Worker II	2.0	2.0	2.0	2.0	2.0
Grounds Maintenance Worker I	6.0	4.0	4.0	4.0	4.0
Administrative Associate	2.0	0.0	0.0	0.0	0.0
Part Time Positions	25.2	22.8	23.5	23.5	23.5
Total Full Time Equivalent	**64.2**	**56.8**	**57.5**	**57.5**	**57.5**
Allocated to Golf Course Enterprise Fund	(11.3)	(11.0)	(10.7)	(10.7)	(10.7)
Allocated to Capital Projects	(0.8)	(0.8)	(0.8)	0.0	0.0
Allocated to Cable TV / I-Net Fund	(0.5)	0.0	0.0	0.0	0.0
Net Cost to General Fund	**51.6**	**45.1**	**46.1**	**46.8**	**46.8**

Objectives & Measurements:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
Objective: To effectively meet the outdoor recreation / active sports needs of county residents.					
Number of Leagues maintained	68	73	69	75	77
per FTE	23	24	23	25	26
Number of Participants	17,100	17,518	17,214	17,600	18,000
per FTE	5,700	5,839	5,738	5,867	6,000
Number of Associations	42	41	43	43	46
per FTE	14	14	14	14	15
Number of Scheduled Games	7,721	8,139	8,399	8,400	8,500
per FTE	2,574	2,713	2,800	2,800	2,833
Average Games per Athletic Field	83	81	82	82	83
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	785	790	790	793	793
# of employees	10	10	10	10	10
per FTE	79	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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$495,662	$484,600	$490,200	$509,400	$24,800	5.1%
Fringe Benefits	180,126	169,600	175,100	179,100	9,500	5.6%
Operating Costs	126,604	214,800	243,800	242,200	27,400	12.8%
Total Expenditures	$802,392	$869,000	$909,100	$930,700	$61,700	7.1%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** budget includes purchasing 100 additional Global Positioning System (GPS) units on County owned vehicles and to hire a vender for monitoring. This will increase the number of vehicles receiving GPS monitoring to 200.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: To complete all work orders promptly to ensure minimum downtime.					
Work orders	5,667	5,572	5,276	5,600	5,700
per FTE	708	697	660	700	713
Objective: To perform preventative maintenance every 7,500 miles on all tagged vehicles in order to ensure the safe operation of these vehicles.					
Preventive maintenance completed	1,335	1,457	1,323	1,400	1,450
per FTE	167	182	165	175	181
# of vehicles maintained	890	898	855	870	875
per FTE	111	112	107	109	109

Public Works

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$1,834,027	$1,978,700	$2,009,400	$2,053,700	$75,000	3.8%
Fringe Benefits	668,685	661,500	695,000	707,800	46,300	7.0%
Operating Costs	1,412,541	2,105,100	2,155,300	2,156,800	51,700	2.5%
Capital Maintenance	89,962	50,000	0	0	(50,000)	-100.0%
Total Expenditures	$4,005,215	$4,795,300	$4,859,700	$4,918,300	$123,000	2.6%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** includes an increase in contract services to keep up with the request for repairs and services from citizens. Contractors are utilized to repair aging storm drains, trim trees, sweep streets, and mow vegetation.
- The FY 2013 **Capital Maintenance** budget was for the Sidewalk Repair Program. Sidewalk repairs are now part of the Capital Improvement Program (CIP).

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Roads	1.0	1.0	1.0	1.0	1.0
Roads Operations Manager	1.0	1.0	1.0	0.0	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	5.0	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	0.0	0.0	1.0	1.0
Equipment Operator IV	1.0	1.0	1.0	1.0	1.0
Equipment Operator III	7.0	7.0	7.0	7.0	7.0
Equipment Operator II	16.0	12.0	12.0	12.0	12.0
Part Time Positions	5.7	5.7	5.7	5.7	5.7
Total Full Time Equivalent	**45.7**	**39.7**	**39.7**	**39.7**	**39.7**
Allocated to Capital Projects	0.0	0.0	(0.5)	(0.4)	(0.4)
Net Cost to General Fund	**45.7**	**39.7**	**39.2**	**39.3**	**39.3**

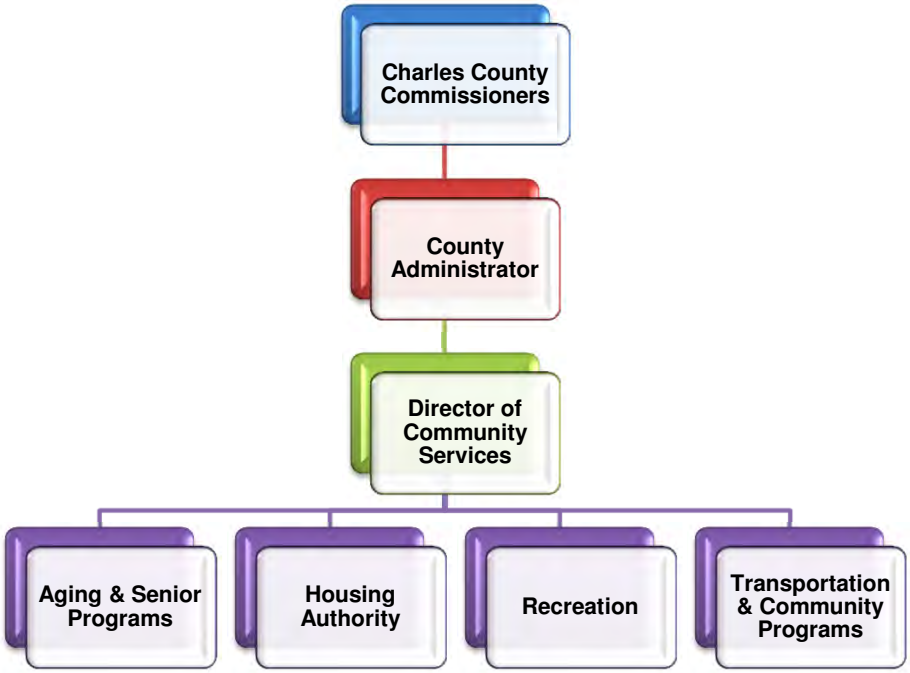
Objectives & Measurements:

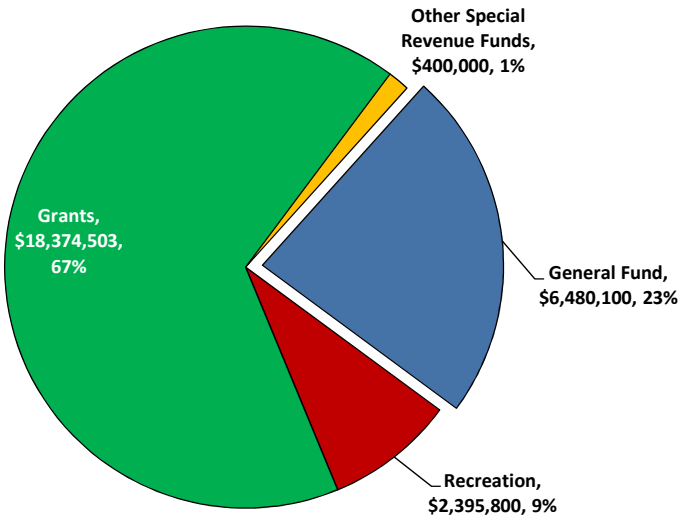
	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: To assure safe & smooth surfaced roads, cost per mile depends on width of roadway.					
Miles resurfaced	65	65	72	70	70
Cost per Mile:					
Asphalt	$155,000	$228,000	$176,000	$151,000	$170,000
Slurry	$29,000	$32,500	$26,000	$27,600	$28,000
Modified Seal	$17,000	$16,000	$18,000	$20,000	$20,000
Crack Seal	$3,400	$3,000	$3,000	$3,200	$3,300
% of Miles Resurfaced	2.38%	2.38%	2.63%	2.55%	2.55%
Objective: To provide maximum road maintenance with minimum number of staff.					
# of lane miles maintained	2,730	2,730	2,735	2,740	2,745
- # of employees	36	36	35	35	35
- per FTE	75.8	75.8	78.1	78.3	78.4
Objective: To repair all reported potholes within 24 hours.					
Number of Pothole Reports	195	216	178	200	200

Community Services Summary

Eileen Minnick, Director of Community Services 301-934-9305 301-870-3388
Mailing Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677 8:00 a.m.-4:30 p.m. M-F
Physical Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
www.charlescountymd.gov/cs

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$2,225,331	$2,437,400	$2,497,500	$2,606,100	$168,700	6.9%
Fringe Benefits	730,260	735,600	745,900	763,600	28,000	3.8%
Operating Costs	373,953	537,700	533,900	543,700	6,000	1.1%
Transfers Out	2,142,700	2,437,700	2,614,300	2,566,700	129,000	5.3%
Total Expenditures	$5,472,245	$6,148,400	$6,391,600	$6,480,100	$331,700	5.4%
Revenues	$8,250	$7,600	$8,100	$8,100	$500	6.6%
Total Expenditures as % of Budget:	**1.6%**	**1.9%**	**1.7%**	**1.9%**		



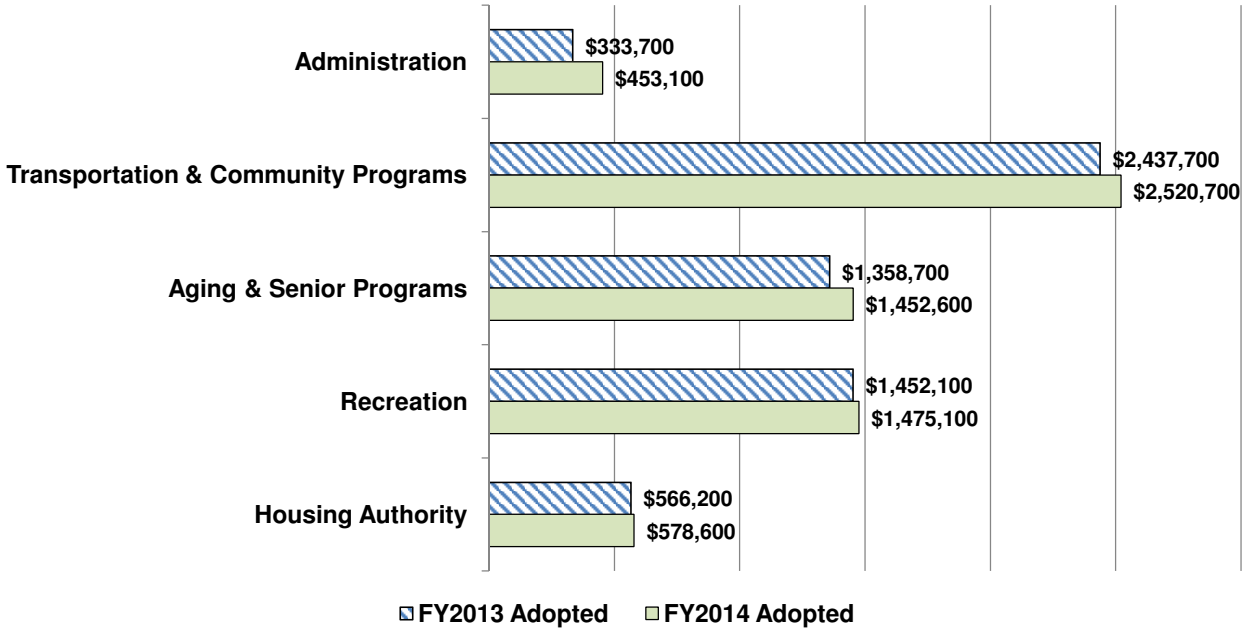


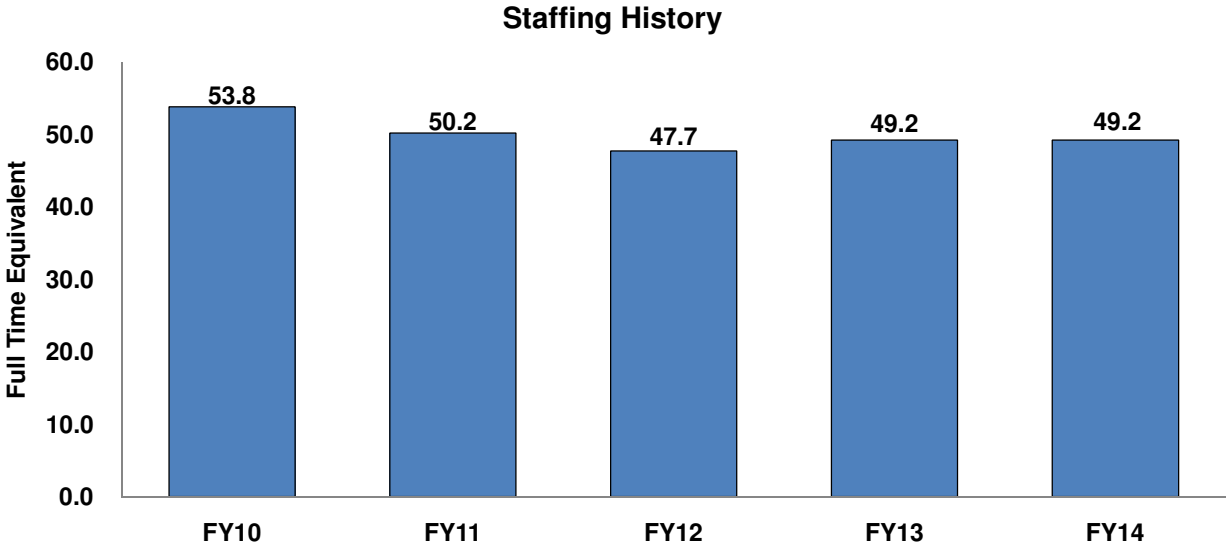
TOTAL DEPARTMENT BUDGET
$27,650,403

(Totals for funds other than the General Fund exclude transfers-in from the General Fund, debt service, and funding for future reserves.)

As indicated by the graph, the Department of Community Services is allocated through several different funds.

Community Services Expenditure and Staff History





Positions by Program:	FY10	FY11	FY12	FY13	FY14
Administration	4.6	3.8	4.0	5.0	5.0
Transportation & Comm. Programs	0.0	0.0	0.0	0.0	0.0
Aging & Senior Programs	17.5	16.5	13.9	14.5	14.5
Recreation	27.4	26.6	26.6	26.4	26.4
Housing Authority	4.3	3.4	3.2	3.2	3.2
Total Full Time Equivalent	**53.8**	**50.2**	**47.7**	**49.2**	**49.2**

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$221,083	$246,600	$306,800	$321,000	$74,400	30.2%
Fringe Benefits	68,427	67,000	88,700	92,000	25,000	37.3%
Operating Costs	17,741	20,100	39,100	40,100	20,000	99.5%
Total Expenditures	$307,251	$333,700	$434,600	$453,100	$119,400	35.8%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date. Included in the increase is the addition of a social worker in support of the County's Vision 2020 Program, initially budgeted under the Housing Division in FY2013.
- Increase in **Operating Costs** are related to the County's Vision 2020 Program, also budgeted within the Housing Division in FY2013.

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.

In FY2013, the Department of Community Services enacted the Vision 2020 Pilot Program with a mission to significantly reduce the number of Charles County residents, living in poverty, by the year 2020. Ten identified individuals and/or families will participate in the program each year to achieve the goal of moving out of poverty and into long term, sustainable living conditions.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Director of Community Services	0.8	0.4	0.8	0.8	0.8
Assistant to Director	1.0	1.0	1.0	1.0	1.0
Social Worker	0.0	0.0	0.0	1.0	1.0
Media Specialist	0.6	0.0	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**	**4.2**	**4.6**	**5.6**	**5.6**
Allocated to Recreation Fund	0.0	0.0	0.0	0.0	(0.3)
Allocated to Housing Assistance Fund	(0.6)	(0.5)	(0.6)	(0.6)	(0.3)
Net Cost to General Fund	**4.6**	**3.8**	**4.0**	**5.0**	**5.0**

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Transfers Out	2,142,700	2,437,700	2,572,800	2,520,700	83,000	3.4%
Total Expenditures	$2,142,700	$2,437,700	$2,572,800	$2,520,700	$83,000	3.4%

Baseline Changes and Useful Information:

- **Transfer Out** represents the County's share of transportation grants. Increase due in part to an added subscription service six days per week in the Waldorf/St. Charles urban area to support the opening of a new dialysis center and to relieve the backlog/waiting list of seniors wanting to ride to the senior center at the Jaycees, a change in capital grant items, and the County's match for salaries and fringe cost increases.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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	0.0	0.0	0.0
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	**5.0**	**5.0**	**4.0**	**4.0**	**4.0**
Allocated to Transportation Fund	(5.0)	(5.0)	(4.0)	(4.0)	(4.0)
Net Cost to General Fund	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: Refine routes and services in order to effectively implement VanGO transit.					
Number of staff	5	4	4	4	4
Budget	$4,079,549	$4,202,435	$4,292,463	$4,368,000	$4,233,378
Number of Routes	14	14	14	14	14
- per FTE	2.8	3.5	3.5	3.0	3.5
- average cost per route	$291,396	$300,174	$306,605	$291,200	$302,384
Total Service Miles	999,941	1,103,191	1,225,954	1,015,000	1,150,000
- per FTE	199,988	275,798	350,272	203,000	328,571
- average cost per mile	$4.08	$3.81	$3.50	$4.30	$3.68
Total Hours of Operation	56,712	58,179	60,072	60,668	61,300
- per FTE	11,342	14,545	17,163	12,134	17,514
- average cost per hour	$71.93	$72.23	$71.46	$72.00	$69.06
Total Public Transit Ridership	562,440	697,812	744,516	720,000	750,000
- per FTE	112,488	174,453	212,719	144,000	214,285
- average cost per passenger	$7.25	$6.02	$5.77	$6.07	$5.64
Passengers per Mile	0.54	0.61	0.61	0.71	0.65
Objective: To seek additional revenue for all programs.					
# of grants and contracts administered	9	11	9	9	8
- total value of outside funding	$3,916,754	$4,591,915	$3,161,184	$4,221,524	$4,307,127

Note: FY10-FY12 Actual includes one-time ARRA Capital Funding - See Special Revenue Funds

Objective: "90% on time" departure for fixed routes					
% on time within 5 minute window	98%	98%	98%	97%	97%

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$781,351	$884,300	$896,600	$942,400	$58,100	6.6%
Fringe Benefits	323,090	314,900	321,900	329,000	14,100	4.5%
Operating Costs	150,002	159,500	177,400	181,200	21,700	13.6%
Total Expenditures	$1,254,443	$1,358,700	$1,395,900	$1,452,600	$93,900	6.9%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** increased in order to restore funds for Senior Meals to the FY2009 level. A cumulative 16.5% increase in citizen participation since FY2012 and an increase in the cost per meal have outpaced budget funds. Restored funds will be used to prevent service reductions in this essential senior program.

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

Positions:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Director of Community Services	0.2	0.1	0.2	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
Senior Centers Supervisor	1.0	0.0	0.0	0.0	0.0
Senior Info. & Assistant Coordinator	1.0	1.0	1.0	1.0	1.0
Home and Community Based Srvcs Mgr	0.0	0.0	1.0	1.0	1.0
Long Term Care Coordinator	2.0	2.0	1.0	1.0	1.0
Nutritionist	1.0	1.0	1.0	1.0	1.0
Care Coordinator	1.0	1.0	0.0	0.0	0.0
Home & Community Based Srvcs Coord.	0.0	0.0	1.0	1.0	1.0
Program Manager	1.0	0.0	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	1.0	1.0	1.0
Physical Fitness Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.2	0.2	0.2	0.2	0.2
Media Specialist	0.4	0.0	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	11.0	12.8	11.1	11.8	11.8
Total Full Time Equivalent	**29.5**	**28.7**	**27.2**	**27.9**	**27.9**
Allocated to Recreation Fund	(4.1)	(4.1)	(4.1)	(3.6)	(3.6)
Allocated to Grants	(7.9)	(8.1)	(9.2)	(9.8)	(9.8)
Net Cost to General Fund	**17.5**	**16.5**	**13.9**	**14.5**	**14.5**

Objectives & Measurements:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
Objective: To increase participation in Maryland Access Point (MAP)					
# of persons who accessed MAP for long term care support services & benefits coordination	n/a	n/a	* n/a	1000	1100

** first year funding for MAP was FY12, for program development only. Service delivery began in FY13*

Division Report Card Indicators					
# of registered seniors served (unduplicated)	n/a	3,726	3,768	3,800	3,850
Total Units of Service	n/a	245,549	248,496	250,500	250,750

Community Services

Department: Community Services 01.06.40
Division\Program: Recreation Fund: General
Program Administrator: Sam Drury, Chief of Recreation
www.charlescountymd.gov/cs/recreation/recreation

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$1,042,388	$1,101,500	$1,086,900	$1,127,900	$26,400	2.4%
Fringe Benefits	271,657	290,200	269,900	275,400	(14,800)	-5.1%
Operating Costs	55,205	60,400	68,300	71,800	11,400	18.9%
Total Expenditures	$1,369,250	$1,452,100	$1,425,100	$1,475,100	$23,000	1.6%

Baseline Changes and Useful Information:

- The increase in **Personal Services** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Fringe Benefits** decrease is due to turnover.
- Increased **Operating Costs** due to increased cost of game officials as a result of increased participation in youth sports and software expense for RecTrac Point of Sale Module/Web Splash page.

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. The County's indoor sports programs are organized and directed by the Recreation Division. Leagues are offered year-round for both youth and adult sports enthusiasts.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
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	4.0	4.0	4.0	4.0	4.0
Community Center Coordinator	1.0	0.0	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	43.2	39.0	39.0	38.8	38.8
Total Full Time Equivalent	**60.0**	**54.8**	**54.8**	**54.6**	**54.6**
Allocated to Recreation Fund	(32.6)	(28.2)	(28.2)	(28.2)	(28.2)
Net Cost to General Fund	**27.4**	**26.6**	**26.6**	**26.4**	**26.4**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: Implementation of well rounded recreational programs for all ages. Monitor and adjust programs as needed to suite the needs of the Community.					
Centers:					
Total # of Preteen & Teen Drop-in Programs	988	972	1,073	1,000	1,000
Sports:					
Total # of indoor sports league participants	3,258	3,408	3,779	3,700	3,800
Total # of scheduled youth indoor games	n/a	862	970	900	950

Community Services

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$180,509	$205,000	$207,200	$214,800	$9,800	4.8%
Fringe Benefits	67,086	63,500	65,400	67,200	3,700	5.8%
Operating Costs	151,006	297,700	249,100	250,600	(47,100)	-15.8%
Transfers Out	0	0	41,500	46,000	46,000	New
Total Expenditures	$398,601	$566,200	$563,200	$578,600	$12,400	2.2%
Revenues	$8,250	$7,600	$8,100	$8,100	$500	6.6%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Decrease in **Operating Costs** is due to moving Vision 2020 budget to the Administration Division.
- Increase in **Transfer Out** is due to a reduction in grant funding by the Housing and Urban development Administration resulting in a subsidy by the County.

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, 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

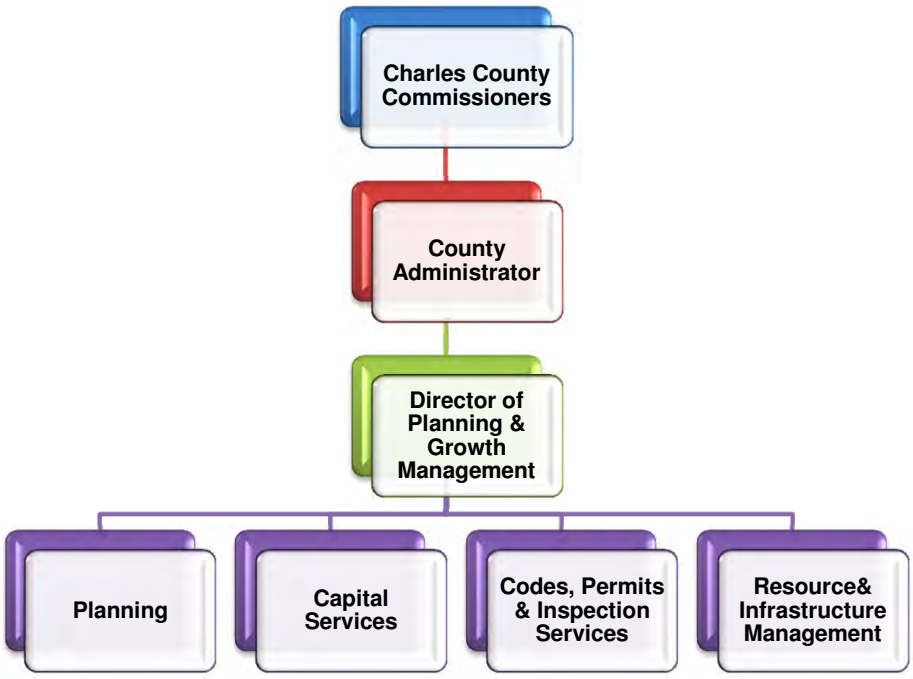
Positions:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Chief of Housing Authority	1.0	1.0	1.0	1.0	1.0
Development Services Supervisor	1.0	1.0	1.0	1.0	1.0
Community Development Administrator	1.0	0.0	0.0	0.0	0.0
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
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	0.0	1.0	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	1.0	1.0	1.0	1.0
Housing Program Assistant	1.0	0.0	0.0	0.0	0.0
Part Time Positions	0.2	1.3	0.6	0.6	0.6
Total Full Time Equivalent	**15.2**	**14.3**	**14.6**	**14.6**	**14.6**
Allocated to Housing Assistance Fund	(10.9)	(10.9)	(10.9)	(10.9)	(10.9)
Allocated to Transportation Fund	(0.0)	(0.0)	(0.2)	(0.2)	(0.2)
Allocated to Human Services Fund	(0.0)	(0.0)	(0.3)	(0.3)	(0.3)
Net Cost to General Fund	**4.3**	**3.4**	**3.2**	**3.2**	**3.2**

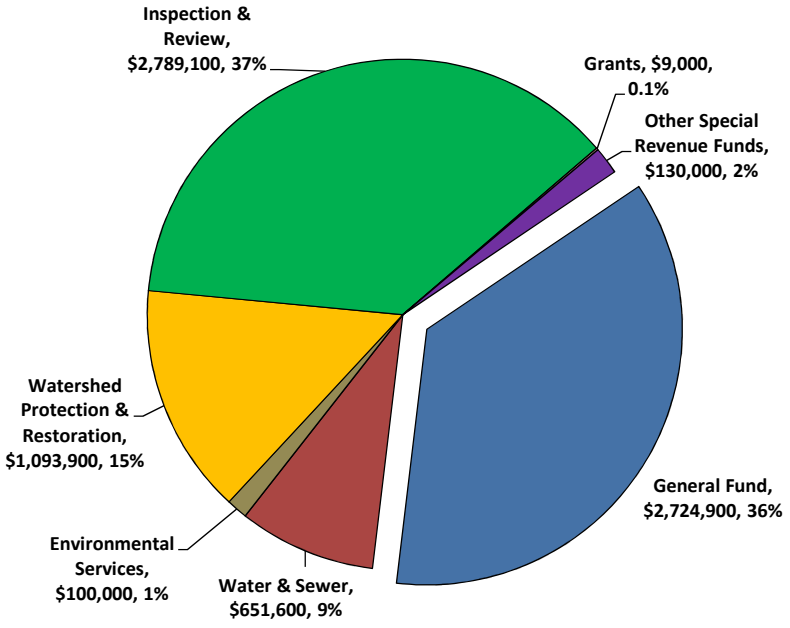
Objectives & Measurements:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
Objective: Assist low and moderate-income families in attaining decent, safe, and sanitary housing by meeting the following Section 8 measurements:					
Units of Assistance	723	828	844	860	870
Number of Occupancy Specialists	4	4	4	4	4
- units per FTE Counselors	181	207	211	215	218
- avg. # of re-examinations/family	3	3	3	3	3
- total per FTE per year	542	621	633	645	654
Number of Inspectors	2	2	2	2	2
- units per FTE Inspectors	362	414	422	430	435
- average number of inspections/unit	2	2	2	2	2
- total per FTE per year	723	828	844	860	870
Number HCV recertifications completed	n/a	800	766	783	800
Number SLP applications received	n/a	10	10	12	15

Planning & Growth Management Summary

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/welcome

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$1,727,788	$1,817,700	$2,081,500	$1,965,600	$147,900	8.1%
Fringe Benefits	562,976	551,700	659,100	603,900	52,200	9.5%
Operating Costs	39,342	48,200	82,000	59,800	11,600	24.1%
Transfers Out	61,120	60,200	91,900	95,600	35,400	58.8%
Total Expenditures	$2,391,227	$2,477,800	$2,914,500	$2,724,900	$247,100	10.0%
Revenues	$562,393	$612,600	$714,600	$714,600	$102,000	16.7%
Total Expenditures as % of Budget:	**0.7%**	**0.8%**	**0.8%**	**0.8%**		



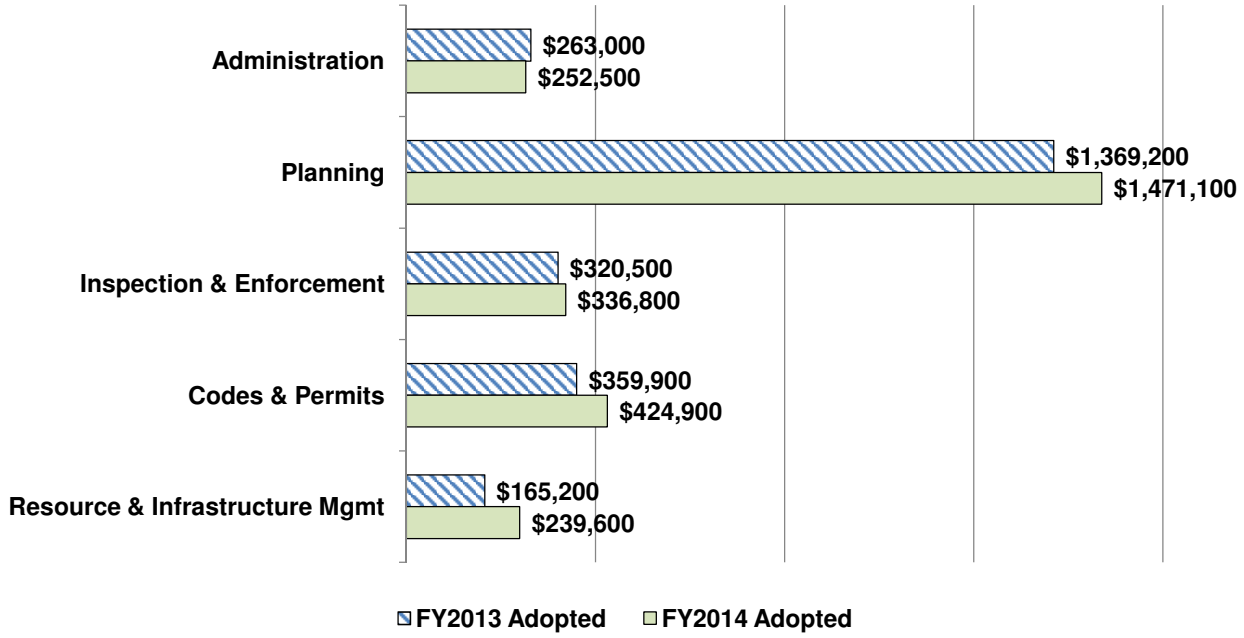


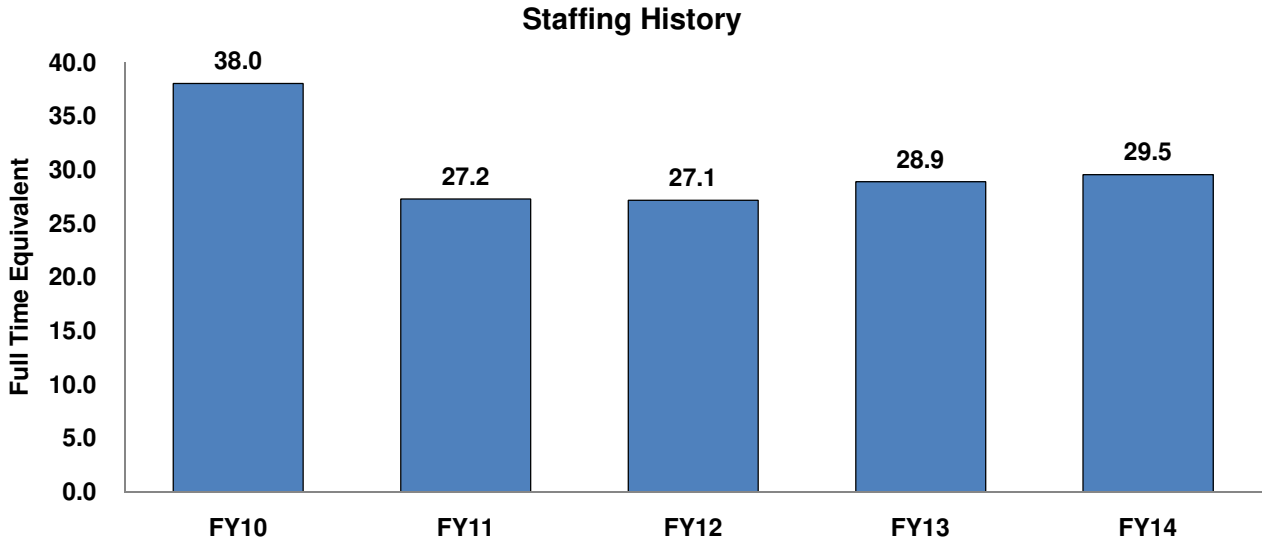
TOTAL DEPARTMENT BUDGET
$7,498,500

(Totals for funds other than the General Fund exclude transfers-in from the General Fund and debt service payments.)

As indicated by the graph, the Department of Planning & Growth Management is allocated through several different funds.

Planning & Growth Management Expenditure and Staff History





Positions by Program:	FY10	FY11	FY12	FY13	FY14
Administration	4.1	2.6	2.6	3.2	2.2
Planning	17.4	15.9	15.8	15.7	15.7
Inspection & Enforcement	7.2	3.5	3.5	3.5	3.5
Codes & Permits	6.3	3.8	3.8	4.9	5.9
Resource & Infrastructure Mgmt	3.1	1.5	1.5	1.7	2.4
Total Full Time Equivalent	**38.0**	**27.2**	**27.1**	**28.9**	**29.5**

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$228,811	$198,000	$184,300	$190,900	($7,100)	-3.6%
Fringe Benefits	70,287	60,000	53,300	54,300	(5,700)	-9.5%
Operating Costs	4,014	5,000	7,300	7,300	2,300	46.0%
Total Expenditures	$303,113	$263,000	$244,900	$252,500	($10,500)	-4.0%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** are decreasing due to the reallocation of the Office Associate position to the Codes & Permits Division which is partially offset by a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Director of PGM	1.0	1.0	1.0	1.0	1.0
Assistant Director of PGM	1.0	0.0	0.0	0.0	0.0
Property Acquisition Officer	1.0	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	0.0	0.0	0.0	0.0
Office Associate II	1.0	1.0	1.0	1.0	0.0
Total Full Time Equivalent	**7.0**	**5.0**	**5.0**	**5.0**	**4.0**
Allocated to Inspection & Review Fund	(1.0)	0.0	0.0	0.0	0.0
Allocated to Capital Projects	(0.2)	(1.1)	(1.1)	(0.8)	(0.8)
Allocated to W&S Fund	(1.8)	(1.4)	(1.4)	(1.1)	(1.1)
Net Cost to General Fund	**4.1**	**2.6**	**2.6**	**3.2**	**2.2**

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:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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	219	172	194	190	200
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	16	15	28	22	25
Property Acquisition Req. (other than PGM)	85	97	128	113	113

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$942,160	$983,200	$1,128,600	$1,022,900	$39,700	4.0%
Fringe Benefits	311,302	302,100	365,500	320,500	18,400	6.1%
Operating Costs	21,725	23,700	49,300	32,100	8,400	35.4%
Transfers Out	61,120	60,200	91,900	95,600	35,400	58.8%
Total Expenditures	$1,336,308	$1,369,200	$1,635,300	$1,471,100	$101,900	7.4%
Revenues	$179,340	$224,500	$267,000	$267,000	$42,500	18.9%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Cost** increase is due to an increase in Dues & Subscriptions, Training and Employee Education to allow for the payment of various dues, training money for the Watershed Implementation Plan and Plan Maryland, and for the attendance of various conferences.
- **Transfers out** is the local match for the Agricultural Preservation Program. Increase is due to no salary allocation being budgeted for FY2014 for the Rural Legacy 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:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Planning Director	1.0	1.0	1.0	1.0	1.0
Planner IV	3.0	3.0	3.0	3.0	3.0
Planner I-III	9.0	8.0	8.0	8.0	8.0
Planning Technician	2.0	2.0	2.0	2.0	2.0
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Office Associate III	2.0	2.0	2.0	2.0	2.0
Part-time Positions (Planning Commission)	1.7	1.7	1.7	1.7	1.7
Total Full Time Equivalent	**19.7**	**17.7**	**17.7**	**17.7**	**17.7**
Allocated to Inspection & Review Fund	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)
Allocation to Ag. Preservation Fund	(1.0)	(0.8)	(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	(0.5)	(0.5)	(0.5)	(0.8)	(0.8)
Allocation to Grant Funds	(0.3)	(0.1)	(0.2)	(0.1)	(0.1)
Net Cost to General Fund	**17.4**	**15.9**	**15.8**	**15.7**	**15.7**

Objectives & Measurements:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
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.					
Final Subdivision Lots-# of lots recorded	237	423	286	420	400
Objective: to effectively implement the local Forest Conservation Review program in compliance with State Legislation as it relates to preservation of significant forest resources.					
Number of Plans Submitted	22	17	29	35	45
per FTE	22	17	29	35	45
Number of Plans Approved	27	10	19	20	30
per FTE	27	10	19	20	30
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.					
Preparation of Staff Report	16	5	18	18	18
Number of Hearings	19	16	21	21	21

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$234,975	$238,300	$286,700	$249,900	$11,600	4.9%
Fringe Benefits	78,766	73,500	91,600	77,400	3,900	5.3%
Operating Costs	6,402	8,700	14,600	9,500	800	9.2%
Total Expenditures	$320,143	$320,500	$392,900	$336,800	$16,300	5.1%
Revenues	$297,979	$309,200	$301,300	$301,300	($7,900)	-2.6%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Cost** increase is due to an increase in Office Supplies and Uniforms. For safety reasons during field inspections regarding sign enforcement in the rights of way as well as inspections of nuisance complaints special safety footwear is required.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Codes, Permits & Insp. Services	1.0	1.0	1.0	1.0	1.0
Inspection & Enforcement Manager	1.0	1.0	1.0	1.0	1.0
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Zoning Administrator	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	3.0	2.0	2.0	2.0	2.0
Forest Conservation Inspector	1.0	0.0	0.0	0.0	0.0
Zoning Technician	3.0	2.0	2.0	2.0	2.0
Project Administrative Specialist	1.0	1.0	1.0	1.0	1.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Part-time Positions	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	**17.1**	**13.1**	**13.1**	**13.1**	**13.1**
Allocated to Inspection & Review Fund	(10.0)	(9.6)	(9.6)	(9.6)	(9.6)
Net Cost to General Fund	**7.2**	**3.5**	**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:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
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	6,933	5,127	4,070	5,500	5,500
per FTE	2,311	2,564	2,035	2,750	2,700
# of new violation inspections	4,827	3,153	3,501	3,400	3,200
# of violations brought into compliance	2,106	2,152	2,670	2,000	2,300

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	215	180	249	200	215
Water	212	166	173	190	190
Sewer	222	171	177	200	190
Stormdrain/Stormwater Mgt.	313	275	278	300	290
Grading	348	304	297	320	315
SEC	328	304	278	310	300
Equivalent FTE per Fiscal Year	11.0	8.0	8.0	8.0	8.0
# of projects inspected per FTE	148.9	175.0	181.5	190.0	187.0
Dedications	70	72	79	108	93

*Note: Projected FY13 & Estimated FY14 are inflated by 65 projects to reflect the 2009 & 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$225,187	$276,500	$313,000	$324,700	$48,200	17.4%
Fringe Benefits	67,944	77,500	92,900	94,300	16,800	21.7%
Operating Costs	4,011	5,900	5,900	5,900	0	0.0%
Total Expenditures	$297,142	$359,900	$411,800	$424,900	$65,000	18.1%
Revenues	$79,128	$77,400	$97,200	$97,200	$19,800	25.6%

Baseline Changes and Useful Information:

- Included in the increase in **Personal Services** and **Fringe Benefits** is the full year impact of the Ombudsman position and the reallocation of an Office Associate position. Also included is a 2% COLA effective with the first pay in July to eligible employees and a merit based on performance on the anniversary date.

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:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Engineer I - IV	5.0	5.0	5.0	5.0	5.0
Permits Processing Supervisor	1.0	1.0	1.0	1.0	1.0
ROW Agent	2.0	1.0	1.0	1.0	1.0
Development & Bond Specialist	1.0	1.0	1.0	1.0	1.0
Water/WW Permit Technician	1.0	1.0	1.0	1.0	1.0
Ombudsman	0.0	0.0	0.0	1.0	1.0
Administrative Associate	2.0	1.0	1.0	1.0	1.0
Permit Technician	2.0	0.0	0.0	0.0	0.0
Permit Specialist	2.0	2.0	2.0	2.0	2.0
Office Associate I-III	4.0	4.0	4.0	4.0	5.0
Total Full Time Equivalent	**20.0**	**16.0**	**16.0**	**17.0**	**18.0**
Allocated to Inspection & Review Fund	(10.6)	(9.2)	(9.2)	(8.5)	(8.8)
Allocated to Capital Projects	0.0	0.0	0.0	(0.3)	0.0
Allocated to W&S Fund	(3.2)	(3.1)	(3.1)	(3.4)	(3.4)
Net Cost to General Fund	**6.3**	**3.8**	**3.8**	**4.9**	**5.9**

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:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
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	536	705	830	800	850
- per FTE (1.5)	357	470	554	540	567
- % processed within 14 days	98	100	100	100	100
- # of same day permits processed	457	565	608	580	650
- # electrical permits issued	2,128	2,032	1,993	2,100	2,000
- Avg. time in minutes to get served	22	19	15	17	15
- Applications received @ permit center	4,392	5,485	5,965	5,600	6,100
- per FTE(1.5)	2,928	3,657	3,977	3,733	4,067
- # of misc. permits	761	902	913	875	950
per FTE(1.5)	507	601	609	583	630
# New Commercial permits received	19	14	16	20	20
# of miscellaneous commercial permits	367	389	415	450	450
- Permits issued per FTE	245	269	288	313	300
# of use & occupancy permits PERM	1,521	1,407	1,334	1,500	1,400
# of use & occupancy permits TEMP	284	224	206	250	225
Electrical Board ** issued on a two year cycle - reciprocal licenses issued during the year.*					
Master Electrician Licenses *	1,289	756	559	550	530
Journeyman Electrical Licenses *	1,803	856	893	900	950

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$96,654	$121,700	$168,900	$177,200	$55,500	45.6%
Fringe Benefits	34,677	38,600	55,800	57,400	18,800	48.7%
Operating Costs	3,190	4,900	4,900	5,000	100	2.0%
Total Expenditures	$134,520	$165,200	$229,600	$239,600	$74,400	45.0%
Revenues	$5,947	$1,500	$49,100	$49,100	$47,600	3173.3%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date, and the reallocation of the Resource Manager based on assigned duties. The reallocation is offset by an increase in revenues due to an increase in the number of DRRA applications.
- Increase in **Revenues** to account for the DRRA application fee.

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.

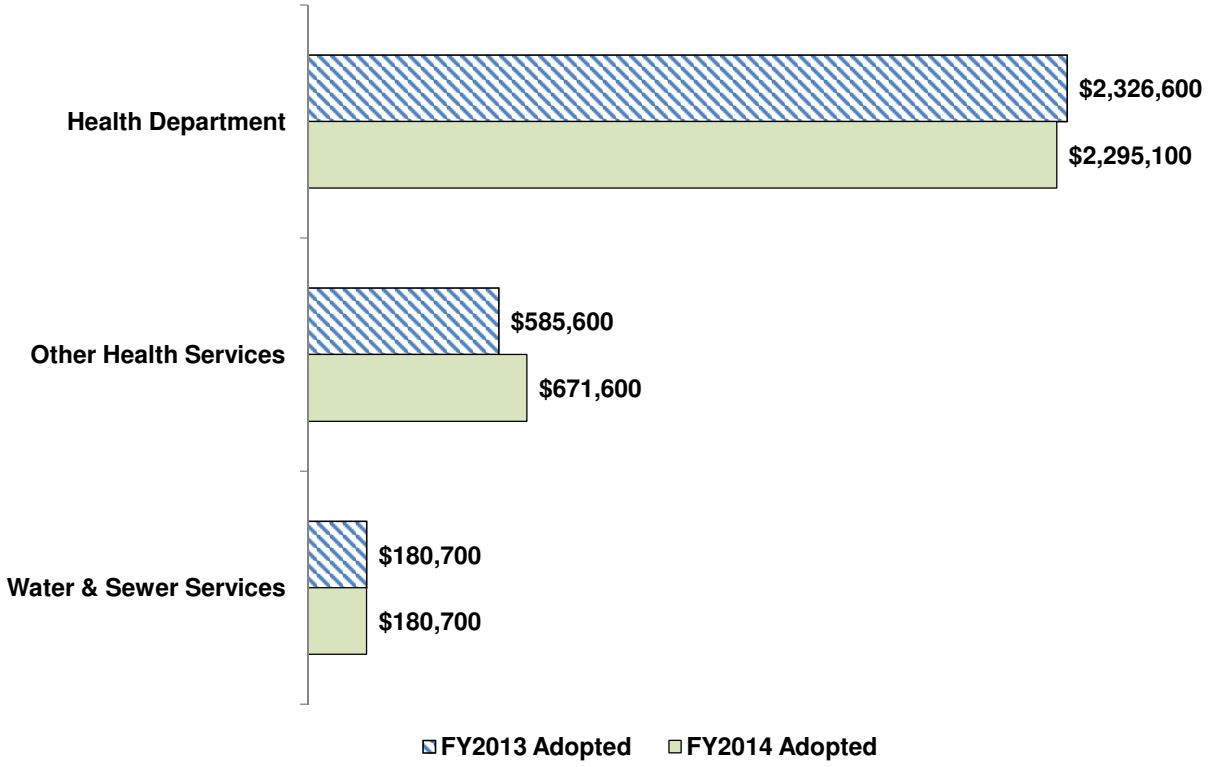
Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief Resource & Infrastructure Mgmt.	1.0	1.0	1.0	1.0	1.0
Resource Manager	1.0	1.0	1.0	1.0	1.0
Resource Analyst - GIS	1.0	1.0	1.0	1.0	1.0
Planner I-III	2.0	2.0	2.0	2.0	2.0
Cartographer	1.0	0.0	0.0	0.0	0.0
Admin. Associate	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**7.0**	**6.0**	**6.0**	**6.0**	**6.0**
Allocated to Inspection & Review Fund	0.0	(0.2)	(0.2)	0.0	0.0
Allocated to W&S Fund	(3.3)	(2.8)	(2.3)	(2.3)	(2.1)
Allocated to ESF Fund	0.0	0.0	(0.5)	(0.5)	0.0
Allocated to Capital Projects	(0.6)	(1.5)	(1.5)	(1.5)	(1.5)
Net Cost to General Fund	**3.1**	**1.5**	**1.5**	**1.7**	**2.4**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: to assure that the use and development of property only take place with adequate public facilities in place.					
Full Studies	10	15	28	25	30
Other Submittals (site plan & prelim)	87	59	54	80	90
Objective: to assure that a subsequent subdivision or site development plans will comply with zoning ordinance section 257F through a preliminary traffic analysis.					
Preliminary Adequate Public Facilities Applications	17	15	15	20	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 innovation and quality while ensuring protection of the public interest, health, safety and welfare.					
# of Reviews	1	5	10	15	18

Health Summary						
Expenditure Category	**FY2012 Actual**	**FY2013 Adopted**	**FY2014 Request**	**FY2014 Adopted**	**$ Change from FY2013**	**% Chg.**
Personal Services	$51,618	$51,600	$51,600	$21,900	($29,700)	-57.6%
Fringe Benefits	4,176	4,000	4,000	2,200	(1,800)	-45.0%
Operating Costs	358,192	364,600	345,900	377,400	12,800	3.5%
Agency Funding	2,726,803	2,672,700	2,846,000	2,745,900	73,200	2.7%
Total Expenditures	$3,140,788	$3,092,900	$3,247,500	$3,147,400	$54,500	1.8%
Revenues	$64,068	$83,700	$82,000	$82,000	($1,700)	-2.0%
Total Expenditures as % of Budget:	**0.9%**	**1.0%**	**0.9%**	**0.9%**		



Health

Department: Health 01.35
Division\Program: Department of Health Fund: General
Program Administrator: Dianna E. Abney, MD, Health Officer

Mailing Address: P.O. Box 1050, White Plains, MD 20695 301-609-6900
Physical Address: 4545 Crain Highway, White Plains, MD 20695 8:00 a.m.-5:00 p.m. M-F
www.charlescountyhealth.org (some programs may include evening hours)

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$51,618	$51,600	$51,600	$21,900	($29,700)	-57.6%
Fringe Benefits	4,176	4,000	4,000	2,200	(1,800)	-45.0%
Operating Costs	163,392	183,900	165,200	196,700	12,800	7.0%
Agency Funding (Health Dept)	2,271,000	2,271,000	2,371,100	2,271,000	0	0.0%
Agency Funding (MRA)	120,421	120,400	120,400	120,400	0	0.0%
Total Expenditures	$2,610,607	$2,630,900	$2,712,300	$2,612,200	($18,700)	-0.7%
Revenues	$6,919	$8,700	$7,000	$7,000	($1,700)	-19.5%

Baseline Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
- The Health Department is a State Agency. The total budget including State and other revenue equals $6.6 million for FY2014.
- Operating costs represent utilities, electricity, and vehicle insurance/fuel. Vehicle costs are paid by the County and reimbursed by the Health Department. Cost decline is due to a lower number of vehicles utilized 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.

Positions:

There is no direct County staff associated with this budget.

Health

Department: Health 01.35
Division\Program: Department of Health Fund: General
Program Administrator: Dianna E. Abney, MD, Health Officer

Objectives & Measurements:	**FY10 Actual**	**FY11 Actual**	**FY12 Projected**	**FY13 Projected**	**FY14 Estimated**
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.					
# of Women's Health & Family Planning service recipients	1,406	1,581	1,884	1,600	1,600
# of Reproductive Health Promotion through folic acid distribution	1,038	601	554	600	600
# of clients STD Clinic	1,291	873	760	800	800
# of HIV Testing & Counseling recipients	1,063	1,180	1,150	1,200	1,200
# of Breast and Cervical Cancer screening recipients	122	179	137	150	150
# of Colonoscopy service recipients	31	39	50	70	70
# of Prostate Cancer Screening service recipients	113	110	*46	*10	10
# Adult Dental Clinical service recipients	247	528	833	800	800
# Child Dental Clinical service recipients	1,687	2,658	3,692	3,000	3,000
# Dental Health Education recipients	335**	1,092	4,198	4,500	4,500
# Child Abuse & Neglect Forensic Exam Clinic service recipients	22	17	13	13	13
# of Anti-TB treatment	6	10	30	5	5
# TB testing service recipients	454	646	1151**	500	500
# of Adult Immunization recipients	1,322	986	744	750	750
# of children immunization recipients	342	192	204	225	225
# of annual Flu vaccination recipients (adults & children)	7,815	5,974	7,243	6,000	6,000
# of post-exposure Rabies vaccine recipients	49	53	38	30	30
# of Mental Health service recipients	1,425	1,396	1,424	1,430	1,430
# of Mental Health visits	24,294	23,276	24,810	24,810	24,810
# of Substance Abuse service recipients	2,115	1,962	2,131	2,181	2,181
# of Substance Abuse visits	23,986	20,580	23,273	25,025	25,025
# of school based Substance Abuse Prevention Program recipients	2,360	3,453	1,977	2,000	2,000
# of smoking cessation visits	974	987	577	577	577
# of food service facility inspections	793*	587	1,148	600	600
# of food borne illnesses investigated	0	0	0	0	0
# of animal rabies vaccine	1,650	1,324	1,380	1,380	1,380
# of animal bite investigations	700	1,011	1,121	700	700
# of perk tests applications/completed	315	350	1,782	230	230
% of perk tests completed	100%	100%	100%	100%	
# of well construction permits application/processed	225	230	213	278	278
% of construction permits completed	100%	100%	100%	100%	100%
# of water samples collected	960	1,444	1,193	2,000	2,000

*Routine Screening Discontinued as per service guidelines **School TB Disease contact Investigation

Objective: To provide and promote age appropriate, condition specific case management and care coordination					
# of pregnant mothers receiving case management	644	406	790	300	300
# of children receiving case management	54	59	83	70	70
# of clients assisted through care	177	183	256	250	250
# of communicable disease outbreak investigations and follow-up	6	5	8	5	5
# of calls attended for communicable disease follow-up/care coordination	5,287	5,358	5,473	5,250	5250
# of clients receiving HIV/AIDS case management	202	214	243	243	243

Health

Department: Health 01.35
Division\Program: Department of Health Fund: General
Program Administrator: Dianna E. Abney, MD, Health Officer

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Projected	FY13 Projected	FY14 Estimated
Objective: To provide and promote public health support services to the citizens of Charles County.					
# of MD Children's Health Insurance recipients (Medicaid) applications processed	4,072	3,366	5,576	5,500	5,500
# of Medicaid family expansion recipients	2,271	2,447	2,363	2,250	tbd
# of WIC service recipients	6,200	6,450	6,335	6,500	6,500
# of children seen in Health Rooms by School Nurse	167,404	168,909	194,281	194,281	194,281
# of seniors/ AERS services recipients	531	495	495	500	500
# of Personal Care Provider recipients	73	70	70	70	70
# of Disabilities Services recipients	904	843	733	733	733
# of infants and toddler services	518	1,425	797	800	800
Birth/Death Certificates	8,421	8,744	8,761	8,500	8,500

Department: Health 01.35
Division\Program: Other Fund: General

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Operating Costs	194,800	180,700	180,700	180,700	0	0.0%
Agency Funding	335,382	281,300	354,500	354,500	73,200	26.0%
Total Expenditures	$530,182	$462,000	$535,200	$535,200	$73,200	15.8%
Revenues	$57,149	$75,000	$75,000	$75,000	$0	0.0%

Baseline Changes and Useful Information:

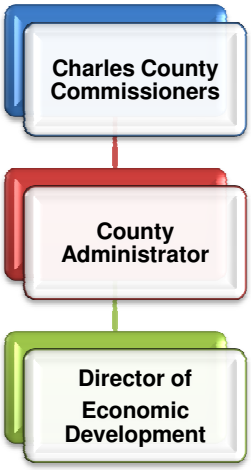
- Operating Costs represents a subsidy to the Water & Sewer Fund for services rendered at Charles County's Parks, Community Centers, Libraries, and Sheriff Operated Facilities.
- Revenues represent Neighborhood participation in Mosquito Control program and have been increased to cover the anticipated expenses.

Description:

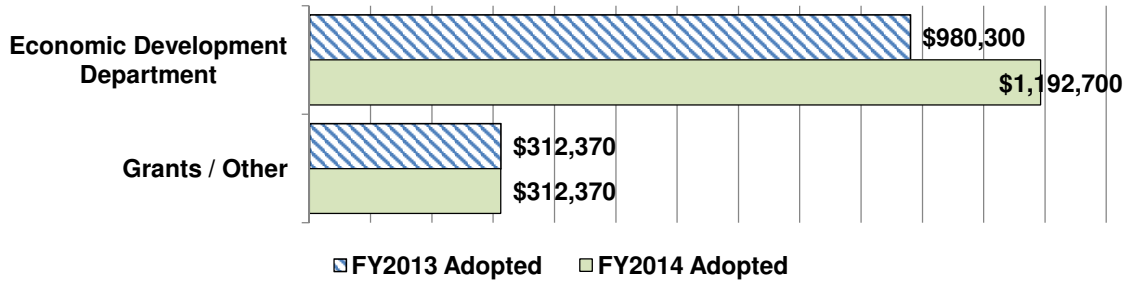
	FY2012 Actual	FY2013 Adopted	FY2014 Adopted
Agency Funding			
Mosquito Control	$103,482	$115,000	$115,000
Health Partners Inc.- Emergency Funding	$25,000		
Agency Funding - Grants Advisory Panel			
Spring Dell Center, Inc.	$116,800	$100,000	$100,000
Melwood	50,000	50,000	50,000
MD Foundation of Quality Healthcare	13,800	13,800	0
Health Partners Inc.	21,200	0	75,000
Alzheimer's Assoc. National Capital Area	0	2,500	2,500
Freedom Landing	0	0	12,000
National Alliance on Mental Illness	5,100	0	0
	$206,900	$166,300	$239,500
TOTAL AGENCY FUNDING	**$335,382**	**$281,300**	**$354,500**
Mosquito Control Neighborhood Reimbursement:	(57,149)	(75,000)	(75,000)
Net Cost to County:	**$278,233**	**$206,300**	**$279,500**

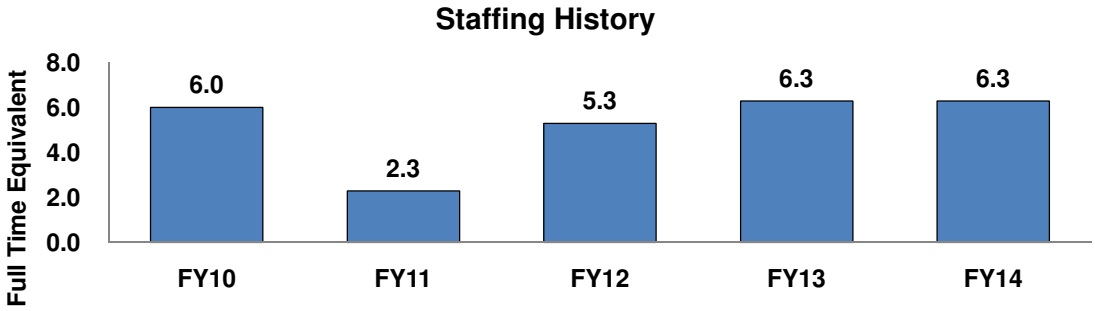
Economic Development Summary

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$333,507	$420,100	$459,200	$474,700	$54,600	13.0%
Fringe Benefits	39,229	99,500	117,300	121,000	21,500	21.6%
Operating Costs	326,360	544,700	675,000	681,000	136,300	25.0%
Agency Funding	225,870	228,370	366,330	228,370	0	0.0%
Transfers Out	69,262	0	0	0	0	N/A
Total Expenditures	$994,228	$1,292,670	$1,617,830	$1,505,070	$212,400	16.4%
Revenues	$37,213	$32,200	$55,900	$55,900	$23,700	73.6%
Total Expenditures as % of Budget:	**0.3%**	**0.4%**	**0.4%**	**0.4%**		



Economic Development Expenditure and Staff History





Positions by Program:	FY10	FY11	FY12	FY13	FY14
Economic Development Department	6.0	2.3	5.3	6.3	6.3
Total Full Time Equivalent	**6.0**	**2.3**	**5.3**	**6.3**	**6.3**

Economic Development

Department: Economic Development 01.38.126
Division\Program: Economic Development Department Fund: General
Program Administrator: Kwasi Holman, Director of Economic Development
Address: 10665 Stanhaven Place, Suite 206, White Plains, MD 20695 301-885-1340
www.meetcharlescounty.com 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$333,507	$420,100	$459,200	$474,700	$54,600	13.0%
Fringe Benefits	39,229	99,500	117,300	121,000	21,500	21.6%
Operating Costs	170,207	460,700	591,000	597,000	136,300	29.6%
Total Expenditures	$542,943	$980,300	$1,167,500	$1,192,700	$212,400	21.7%
Revenues	$19,830	$25,000	$25,000	$25,000	$0	0.0%

Baseline Changes and Useful Information:

- Included in the increase in **Personal Services** and **Fringe Benefits** is the full year impact of a position and conversion of a part time position to a full time. The increase is also due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating cost** increase is due to:
  - An increase in rent based on new lease agreement which includes a 3% escalation clause per year and a full year of rent payments.
  - Increase in Dues & Subscriptions to cover additional staff and International Economic Development Council (IEDC) membership.
  - An increase in Employee Education to cover conference costs for additional attendees/events, and IEDC courses.
  - Funds in Contract Services were adjusted to allow for the implementation of both full attraction and retention programs and the addition of an Informatics data program.
  - Training increase is due to the restoring of FY2010 Training budget cuts.

Economic Development Goals & Objectives:

- Make continued progress toward achieving County Commissioner adopted objectives.
- Propose a revised Economic Development Strategic Plan.
- Develop plan for business incubator 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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Director of Economic Development	1.0	1.0	1.0	1.0	1.0
Business Development Chief	1.0	0.0	0.0	0.0	0.0
Business Development Managers	0.0	0.0	2.0	2.0	2.0
Chief of Client Services	1.0	0.0	0.0	0.0	0.0
Economic Research & Statistics Specialist	0.0	0.0	1.0	1.0	1.0
Office Associate III	1.0	0.0	0.0	0.0	0.0
Economic Development Specialist	1.0	0.0	0.0	0.0	0.0
Office Associate I	1.0	0.0	0.0	1.0	1.0
Part Time	0.0	1.3	1.3	1.3	1.3
Total Full Time Equivalent	**6.0**	**2.3**	**5.3**	**6.3**	**6.3**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
County unemployment rate	6.6	6.0	6.5	6.1	5.8
Average annual employment in County	40,485	40,390	40,021	40,221	40,500
Average weekly wages	769	764	794	806	825
Sq ft, non retail space	6,415,165	6,469,165	6,550,838	6,538,000	6,642,600
Sq ft retail space	8,366,988	8,376,136	8,441,143	8,467,000	8,594,000

Economic Development

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Operating Costs	$156,152	$84,000	$84,000	$84,000	$0	0.0%
Transfers Out	69,262	0	0	0	0	N/A
Agency Funding	225,870	228,370	366,330	228,370	0	0.0%
Total Expenditures	$451,285	$312,370	$450,330	$312,370	$0	0.0%
Revenues	$17,383	$7,200	$30,900	$30,900	$23,700	329.2%

Baseline Changes and Useful Information:

- **Operating Costs** represents contract services for Economic Development related activities.
- **Transfers Out** represented funding transferred to a Special Revenue fund for the Charles County Welcome Center. This funding is now allocated under the Tourism Division in the General Fund.
- **Revenues** includes collections from the Economic Development Loan Program.
- The Economic Development and Tourism staff as well as the Grants Advisory Panel reviews applications from not-for-profit agencies and makes recommendations of funding levels. Grant awards are listed as part of **agency funding** based on the function of the organization. The awards are part of Economic Development, Social Services, and Other Education.

Description:

	FY2012 Actual	FY2013 Adopted	FY2014 Adopted	$ Change from FY13
Agency Funding- Economic Development Panel				
Tri-County Council	$94,200	$94,200	$94,200	$0
Tri-County Council - Workforce Program	0	0	0	0
Indian Head Defense Alliance	100,000	100,000	0	(100,000)
Small Business: Tech. Dev. Center	26,670	29,170	29,170	0
Energetics Technology Center, Inc.	0	0	100,000	100,000
Southern Maryland Carousel Group			5,000	5,000
Veteran's Memorial	5,000	5,000	0	(5,000)
Economic Development Related	**$225,870**	**$228,370**	**$228,370**	**$0**

Social Services Summary

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	($10,238)	$0	$0	$0	$0	N/A
Operating Costs	10,000	10,000	0	0	(10,000)	-100.0%
Agency Funding	1,047,439	1,005,830	1,750,030	941,730	(64,100)	-6.4%
Total Expenditures	$1,047,202	$1,015,830	$1,750,030	$941,730	($74,100)	-7.3%
Revenues	$11,750	$8,000	$8,000	$8,000	$0	0.0%
Total Expenditures as % of Budget:	**0.3%**	**0.3%**	**0.5%**	**0.3%**		

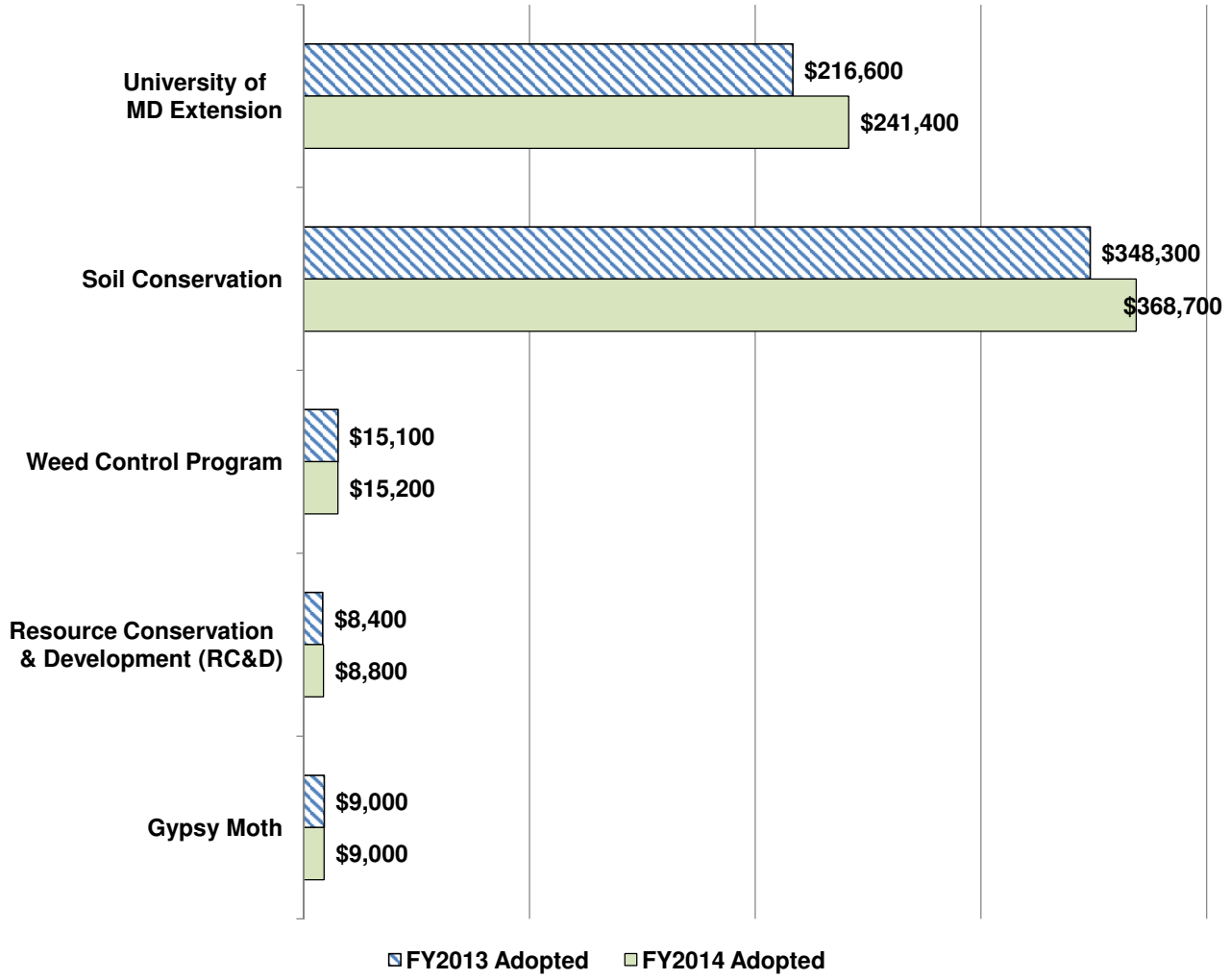
Baseline Changes and Useful Information:

- Revenue is associated with a pass-thru grant for Tri-County Community Action.
- The Grants Advisory Panel reviews applications from not-for-profit agencies and makes recommendations to the Board of County Commissioners for funding. 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:

	FY2012 Actual	FY2013 Adopted	FY2014 Adopted
Agency Funding			
Department of Social Services	$300,862	$311,000	$311,000
Camp Merrick	17,059	0	0
Tri-County Community Action pass-thru	11,750	8,000	8,000
	$329,672	$319,000	$319,000
Agency Funding - Tourism Grants Advisory Panel			
Mattawoman Creek Art Center	$13,000	$13,000	$13,000
Arts Alliance	11,000	11,000	11,000
Chesapeake Bay Floating Theatre, Inc.	8,930	8,930	8,930
	$32,930	$32,930	$32,930
Agency Funding - Grants Advisory Panel			
Arc of Southern MD	$5,000	$5,000	$6,900
Assoc. Catholic Charities	70,000	73,100	0
Big Brothers Big Sisters of So. MD, Inc.	0	15,000	0
Center for Abused Persons	116,600	100,000	100,000
Center for Children	70,000	70,000	72,000
Children's Aid Society	78,500	78,500	78,500
Christmas in April	15,000	18,100	25,000
Handicapped & Retarded Citizens, Inc..	15,000	0	0
Hospice of Charles County	0	18,500	0
Humane Society	58,200	*transferred to Animal Control*	
Jude House	21,500	0	0
Point of Change Jail & Street Ministry, Inc.	0	30,000	24,000
Lifestyles- Safe Nights program	67,700	67,700	70,000
Lion's Club- Camp Merrick	0	50,000	0
So. MD Center for Family Advocacy	5,000	0	42,000
Promise Resource Center	10,000	0	42,100
Tri-County Community Action	26,600	4,000	24,300
Tri-County Youth Services	110,000	100,000	100,000
United Way Directory	5,500	5,500	5,000
Western Charles Co. Community Assoc.	0	18,500	0
	$674,600	$653,900	$589,800
TOTAL AGENCY FUNDING	**$1,037,202**	**$1,005,830**	**$941,730**
Operating- Grants Advisory Panel			
Co-op Ministry of Aging	**$10,000**	**$10,000**	**$0**
TOTAL SOCIAL SERVICES	**$1,047,202**	**$1,015,830**	**$941,730**

Conservation of Natural Resources Summary						
Expenditure Category	**FY2012 Actual**	**FY2013 Adopted**	**FY2014 Request**	**FY2014 Adopted**	**$ Change from FY2013**	**% Chg.**
Personal Services	$250,250	$263,400	$264,000	$273,600	$10,200	3.9%
Fringe Benefits	109,998	98,400	106,900	109,200	10,800	11.0%
Operating Costs	216,559	220,100	244,800	244,800	24,700	11.2%
Agency Funding	8,750	15,500	15,500	15,500	0	0.0%
Total Expenditures	$585,556	$597,400	$631,200	$643,100	$45,700	7.6%
Revenues	$48,060	$85,500	$86,100	$86,100	$600	0.7%
Total Expenditures as % of Budget:	**0.2%**	**0.2%**	**0.2%**	**0.2%**		



Conservation of Natural Resources

Department: University of MD Extension 01.49
Division\Program: University of MD Extension Fund: General
Program Administrator: Dr. Chris Seubert, Area Extension Director for Calvert, Charles, and St. Mary's
Address: 9375 Chesapeake Street #119, La Plata, MD 20646 301-934-5403 301-753-8195
www.charles.umd.edu 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Operating Costs	$213,433	$216,600	$241,400	$241,400	$24,800	11.4%
Total Expenditures	$213,433	$216,600	$241,400	$241,400	$24,800	11.4%

Baseline Changes and Useful Information:

- **Operating Costs** increase is to fund a part time master gardener position to provide administrative support to their Master Gardener volunteer program, funds a 2% COLA for eligible employees, and funds an increase in the rental budget.

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:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
4-H and Youth Development					
Objective: To enable youth to develop contemporary life skills and reach their full potential by participating in the 4-H Youth Development program which offers high quality curriculum and multiple delivery methods.					
# of Youth Enrolled in 4-H	766	699	702	800	800
Per FTE	383	280	320	400	400
# of Youth Reached in School & Special Interest Programs	3,061	2,472	3,347	3,100	3,500
Per FTE	1,530	989	1,521	1,550	1,590
Objective: To increase the abilities of Extension volunteers to successfully carry out Extension programs.					
# of Adult Volunteers Enrolled	217	215	237	250	250
Per FTE	109	86	108	125	125
# of Volunteers Hours Given	33,640	34,250	33,180	35,000	35,000
Per FTE	16,820	13,700	15,082	17,500	17,500
Family and Consumer Sciences					
Objective: To promote the adoption of good nutrition and safe food handling practices, targeting high risk groups					
# of Participants Receiving Information	680	375	2,083	500	500
Per FTE	680	187	1,042	500	500
Objective: For Participants to develop and improve individual, family, home, financial, and/or community responsibility through work, family and community involvement.					
# of Participants Receiving Information	0	205	390	500	500
Per FTE	0	103	195	250	250

Conservation of Natural Resources

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

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Agriculture and Natural Resources:					
Objective: To promote the adoption of best management practices and problem solving for commercial agricultural production and home horticultural activities that improves profitability, increase production efficiencies, and enhance natural resources.					
# of Adults and Youth Attending Seminars	594	687	580	500	500
Per FTE	287	343	290	250	250
# of Farmers Recertified As Pesticide Applicators	122	48	519	500	500
Per FTE	61	24	260	250	250
# of Acres of Nutrient Management Plans Written/Updated	16,062	15,212	12,147	15,000	15,000
Per FTE	16,062	15,212	12,147	15,000	15,000
# of Master Gardener Volunteer Hours	2,877	2,977	4,600	2,000	2,000
Per FTE	1,748	1,438	1,988	2,000	2,000

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$234,784	$247,100	$244,800	$256,800	$9,700	3.9%
Fringe Benefits	106,573	95,300	103,500	106,000	10,700	11.2%
Agency Funding	5,900	5,900	5,900	5,900	0	0.0%
Total Expenditures	$347,258	$348,300	$354,200	$368,700	$20,400	5.9%
Revenues	$32,949	$71,000	$71,200	$71,200	$200	0.3%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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	0.1	0.1	0.1	0.1
Total Full Time Equivalent	**5.6**	**5.0**	**5.0**	**5.0**	**5.0**
Grant/District Funding	(1.6)	(1.6)	(1.6)	(1.6)	(1.6)
Net Cost to General Fund	**3.9**	**3.4**	**3.4**	**3.4**	**3.4**

Conservation of Natural Resources

Department: Weed Control 01.22
Division\Program: Weed Control Program Fund: General
Program Administrator: Mark J. Smith, Weed Control Specialist

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$10,248	$10,400	$10,400	$10,600	$200	1.9%
Fringe Benefits	1,041	1,200	1,200	1,200	0	0.0%
Operating Costs	3,126	3,500	3,400	3,400	(100)	-2.9%
Total Expenditures	$14,415	$15,100	$15,000	$15,200	$100	0.7%
Revenues	$15,111	$14,500	$14,900	$14,900	$400	2.8%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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**

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Agency Funding	$2,250	$9,000	$9,000	$9,000	$0	0.0%
Total Expenditures	$2,250	$9,000	$9,000	$9,000	$0	0.0%

Description:

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

Conservation of Natural Resources

Department: Conservation of Natural Resources 01.36
Division\Program: Resource Conservation & Development (RC&D) Fund: General
Program Administrator: Ronald Black, RC&D Coordinator
Address: 26737 Radio Station Way, Suite D, Leonardtown, MD 20650 (301) 475-8427 ext 6
www.somdrcd.org

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$5,217	$5,900	$8,800	$6,200	$300	5.1%
Fringe Benefits	2,383	1,900	2,200	2,000	100	5.3%
Agency Funding	600	600	600	600	0	0.0%
Total Expenditures	$8,200	$8,400	$11,600	$8,800	$400	4.8%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.

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:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
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)	(0.9)	(0.9)
Net Cost to General Fund	**0.2**	**0.2**	**0.2**	**0.1**	**0.1**

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Transfers Out	$5,590,000	$1,100,000	$1,274,000	$1,213,000	$113,000	10.3%
Capital Outlay	14,781	0	0	0	0	N/A
Total Expenditures	$5,604,781	$1,100,000	$1,274,000	$1,213,000	$113,000	10.3%

Baseline Changes and Useful Information:

- Transfers Out represents funding for PayGo projects. Funds are transferred to the Capital Project Fund.
- Capital Outlay represents miscellaneous project costs that are not part of the Capital Project Fund.

Description:

Represents the PayGo amount for the Capital Project Fund. PayGo is defined as using current operating revenue to pay for a capital project, typically one that is either small in value or has a short useful life. PayGo funds are also used to supplement Bond funding by using one-time revenues or fund balance to help pay for projects. See the Capital Project Tab for complete project listing and descriptions of each project.

Projects:	FY2012 Actual	FY2013 Adopted	FY2014 Request
BOARD OF EDUCATION			
Maintenance Projects	362,000	182,000	46,000
St. Charles High School	4,818,000		
TRANSPORTATION			
Miscellaneous Road Projects/Studies	159,000	152,000	91,000
Light Rail Transit Initiative		270,000	270,000
GENERAL GOVERNMENT			
Various Government Facility repairs/improvements		83,000	
Various Planning Studies		161,000	538,000
PARKS			
Park Repair & Maintenance Projects	250,000	252,000	252,000
Central County Acquisition	1,000		
Contingency- Inflation			16,000
	$5,590,000	**$1,100,000**	**$1,213,000**

Other

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Operating Contingency	$0	$130,500	$2,500,000	$505,300	$374,800	287.2%
Total Expenditures	$0	$130,500	$2,500,000	$505,300	$374,800	287.2%

Description:

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

During FY2013, Contingency funds were spent as follows:

1. Commissioner President Leadership Class.	$7,900
2. Maryland Institute for Emergency Medical Services Systems (MIEMSS) Training Grant award less than expected; surplus moved to Contingency.	(1,560)
3. Funding to cover appraisal and title abstract costs for a County owned property that may be transferred to a non-profit organization.	1,440
4. Charles County's support for the Tri-County Council's Joint Land Use Study for the Naval Air Station at Patuxent River.	15,710
5. Bryan Road's Volunteer Fire Connection Fee.	49,220
6. Western Charles County Community Association Inc. kids camp.	15,000
7. Tri-County Youth kids camp.	30,000
Total FY2013 Contingency Use	$117,710
Remaining Unused Balance (as of 6/30/13)	12,790
Total FY2013 Appropriation	$130,500

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Transfer: Excise Tax Subsidy	$0	$2,685,800	$0	$0	($2,685,800)	-100.0%
Capital Lease Purchase	421,546	1,729,200	4,236,900	609,400	(1,119,800)	-64.8%
Total Expenditures	$421,546	$4,415,000	$4,236,900	$609,400	($3,805,600)	-86.2%
Revenues / Fund Balance	$1,129,500	$4,415,000	$609,400	$609,400	($3,805,600)	-86.2%

Baseline Changes and Useful Information:

- A subsidy for the Debt Service Fund associated with school construction (excise tax) debt was budgeted in FY2013. Fund balance was been assigned to cover this subsidy.
- 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 building permit activity would increase both revenues and expenditures in the Inspection Fund and necessitate a budget amendment increasing the revenue and expenditure budgets.

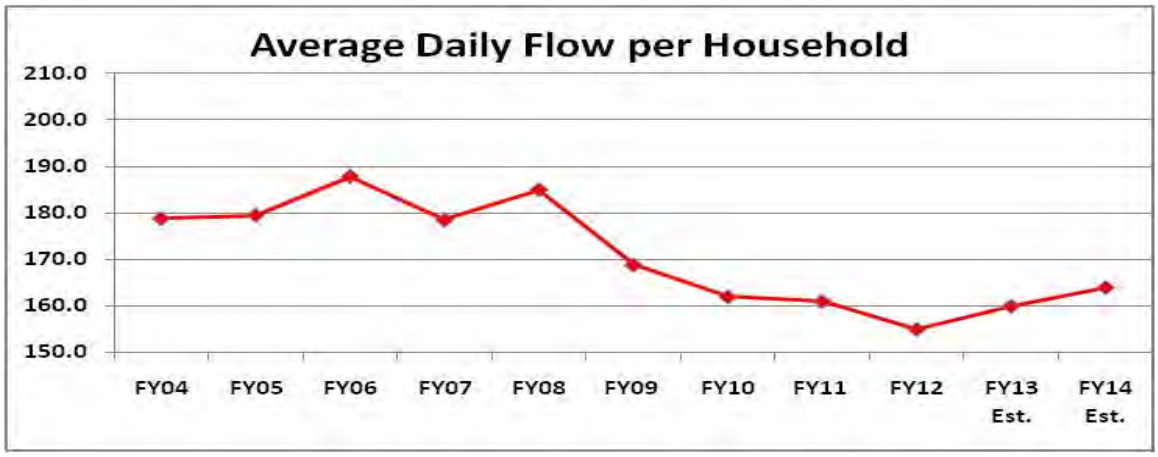
Enterprise Fund Revenues

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

Trends and Assumptions for Revenue Estimates

Water & Sewer

The County manages many public water and sewer systems, the largest of which is the Mattawoman Wastewater Treatment Plant (MWWTP). The original concept of the plant envisioned an ultimate capacity through expansions of 50 million gallons per day. The Maryland Department of the Environment has rated the MWWTP for 20 million gallons per day. 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.



For FY14, water user fees will increase by 5.3% for single family customers and 4.4% for multi-family/commercial customers. Both groups will see a 4.3% increase for sewer user fees and a 6.1% increase for billing fees in FY14. The total FY14 budget is 5.4% greater than the FY13 budget. Expenditures were adjusted to cover salary and fringe increases, the cost of a sludge disposal, the increased cost of maintenance and repairs, 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 $147 per quarter. The County remains in the lower half of surrounding jurisdictions in rate comparisons.

ENTERPRISE FUNDS

Solid Waste (Landfill)

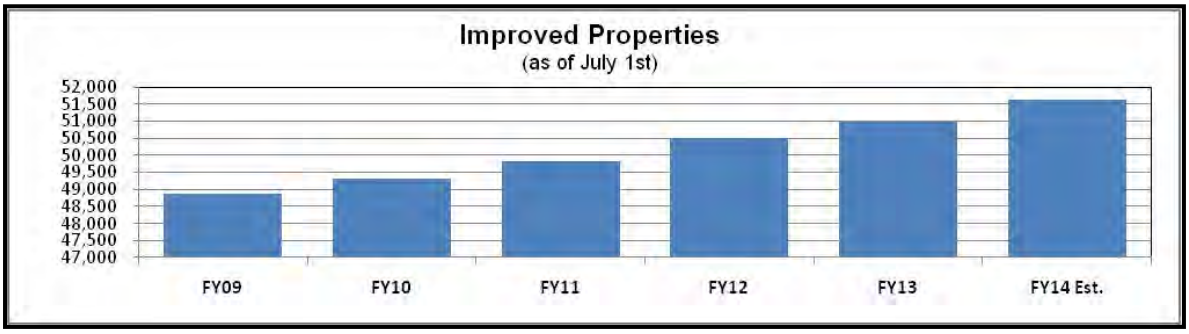
An enterprise fund was established for landfill operations in the early 1990's. A tipping fee of $70 will remain constant for FY14. This fee is the primary revenue source for the Landfill operation comprising over 99% of the revenues for this operation.

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. The decision to pay cash for future expansions allows us to react to waste volume instead of depending on landfill revenues to pay for debt. 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 increased our tonnage from FY10 to the first quarter of FY13. FY14 tons are estimated based on the FY13 year end estimate adjusting for less tons due to the termination of the agreement. The landfill is located on a 16 acre site and is estimated to be 43% filled at the end of FY13. 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 $69 environmental service fee for each improved property within the County. Improved property is land with one or more structures on it. The environmental service fee accounts for 90% of revenues generated in this fund. The fee is established annually based on the estimated cost of various programs divided by the number of dwelling units. Information from the tax billing system supported by information from the Maryland Department of Assessments and Taxation provides the County with a reliable count of dwelling units. A growth rate is added to the base for a total revenue estimate. The fee was decreased from $75 to $69 in FY14 as costs related to stormwater management were moved to the new Watershed Protection and Restoration Fund. The budget in FY14 will cover expanded curbside collection and fund the lease purchase of 40,000 new 96 gallon carts for residents who receive curbside collection.



NOTE: The towns of Indian Head and La Plata have their own recycling program and pay a reduced ESF fee. The rate is currently $14 which covers Hazardous Material disposal, litter control, & other programs. Revenue is also generated from the sale of recyclable material, which is subject to marketplace pricing.

ENTERPRISE FUNDS

Watershed Protection & Restoration Program (New for FY2014)

The State of Maryland is requiring all major jurisdictions to implement a stormwater fee by July 1, 2013 to fund stormwater management, including stream & wetland restoration. The fee will cover operations and maintenance, public education and outreach, stormwater management planning, mapping, monitoring, inspections, enforcement, grants to non-profits (program under development), administrative costs, and the debt service payments associated with the cost of capital improvements related to stormwater improvements to old systems. After multiple public hearings, the County decided that the programs will be paid with revenues generated primarily by a $43 Stormwater Remediation Fee. The fee will be charged annually to each improved property within the County and accounts for 98% of revenues generated in this fund. Improved property is land with one or more structures on it. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. The town of La Plata will not be charged since they have their own stormwater management program. In prior years, this program was paid for by the Environmental Service fee.

Inspection & Review

The County manages building inspections and developer plan reviews through the use of an enterprise fund. The recession in the early 1990's depressed the construction industry and left the County with high overhead costs. To allow for greater flexibility regarding the expansion and contraction of the building & renovation activities within the County this operation was privatized and is managed partly with outside contractors. Operating revenues for this fund are generated primarily by service charges for various inspections and reviews. Inspection 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. Operations are estimate to increase by 4.4% compared to FY13.

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 have increased 3.3% compared to FY13.

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]

	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Water & Sewer						
Revenue						
Service Charges	$21,471,976	$23,110,500	$23,457,900	$24,468,400	$1,357,900	5.9%
Local Government	748,692	860,500	865,900	865,900	5,400	0.6%
Fines & Forfeitures	471,901	490,400	502,000	502,000	11,600	2.4%
Rent Revenues	255,193	285,400	260,000	260,000	(25,400)	-8.9%
Licenses & Permits	66,923	67,700	67,700	67,700	0	0.0%
Miscellaneous	69,587	94,100	94,100	94,100	0	0.0%
Operating Revenues	$23,084,272	$24,908,600	$25,247,600	$26,258,100	$1,349,500	5.4%
Transfers from General Fund	6,103	5,500	5,500	5,500	0	0.0%
Total	$23,090,375	$24,914,100	$25,253,100	$26,263,600	$1,349,500	5.4%
Expense						
Personal Services	$7,186,158	$7,658,500	$7,792,100	$7,975,500	$317,000	4.1%
Fringe Benefits	2,722,949	2,650,500	2,716,000	2,762,000	111,500	4.2%
Operating Costs	8,514,407	11,213,100	11,111,900	10,937,600	(275,500)	-2.5%
Debt Service	3,040,063	3,243,000	3,795,600	3,757,700	514,700	15.9%
Operating Contingency	0	18,300	0	0	(18,300)	N\A
Capital Outlay	12,916	4,400	629,700	612,500	608,100	13820.5%
Capital Projects	45,132	126,300	218,300	218,300	92,000	72.8%
Total	$21,521,625	$24,914,100	$26,263,600	$26,263,600	$1,349,500	5.4%
Variance	$1,568,750	$0	($1,010,500)	$0		
Solid Waste						
Revenue						
Service Charges	$6,252,719	$5,234,100	$4,791,500	$4,791,500	($442,600)	-8.5%
Licenses & Permits	1,481	3,000	3,000	3,000	0	0.0%
Miscellaneous	4,191	2,400	2,400	2,400	0	0.0%
Operating Revenues	$6,258,391	$5,239,500	$4,796,900	$4,796,900	($442,600)	-8.4%
Fund Balance Appropriation	0	0	66,700	66,700	66,700	N\A
Total	$6,258,391	$5,239,500	$4,863,600	$4,863,600	($375,900)	-7.2%
Expense						
Personal Services	$1,460,906	$1,447,800	$1,447,800	$1,440,300	($7,500)	-0.5%
Fringe Benefits	508,980	486,400	486,300	495,400	9,000	1.9%
Operating Costs	767,017	835,400	850,400	848,800	13,400	1.6%
Debt Service	30,980	30,700	16,000	16,000	(14,700)	-47.9%
Operating Contingency	0	8,300	0	0	(8,300)	N\A
Transfer to General Fund	599,800	0	0	0	0	N\A
Capital Budget Reserve	2,021,900	1,854,000	1,425,700	1,425,700	(428,300)	-23.1%
Capital Outlay	581,578	25,000	0	0	(25,000)	N\A
Equipment Reserve	0	551,900	637,400	637,400	85,500	15.5%
Total	$5,971,161	$5,239,500	$4,863,600	$4,863,600	($375,900)	-7.2%
Variance	$287,230	$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]

Environmental Services

	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Revenue						
Service Charges	$3,927,560	$3,919,100	$3,165,600	$3,564,100	($355,000)	-9.1%
Interest Income	14,943	13,700	13,700	13,700	0	0.0%
Operating Revenues	$3,942,503	$3,932,800	$3,179,300	$3,577,800	($355,000)	-9.0%
Fund Balance Appropriation	0	442,900	123,500	123,500	(319,400)	-72.1%
Total	$3,942,503	$4,375,700	$3,302,800	$3,701,300	($674,400)	-15.4%
Expense						
Personal Services	$870,734	$1,034,000	$843,000	$846,500	($187,500)	-18.1%
Fringe Benefits	272,614	302,300	261,000	257,900	(44,400)	-14.7%
Operating Costs	1,967,788	2,475,500	2,144,400	2,144,000	(331,500)	-13.4%
Debt Service	333,830	407,900	308,400	308,400	(99,500)	-24.4%
Capital Outlay	164,309	35,000	23,500	23,500	(11,500)	-32.9%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total	$3,730,274	$4,375,700	$3,701,300	$3,701,300	($674,400)	-15.4%
Variance	$212,229	$0	($398,500)	$0		

Watershed Protection and Restoration

Revenue						
Service Charges	$0	$0	$2,130,300	$2,130,300	$2,130,300	N\A
Interest Income	0	0	2,700	2,700	2,700	N\A
Operating Revenues	$0	$0	$2,133,000	$2,133,000	$2,133,000	N\A
Fund Balance Appropriation	0	0	0	0	0	N\A
Total	$0	$0	$2,133,000	$2,133,000	$2,133,000	N\A
Expense						
Personal Services	$0	$0	$190,500	$193,900	$193,900	N\A
Fringe Benefits	0	0	58,400	58,900	58,900	N\A
Operating Costs	0	0	1,214,100	1,214,100	1,214,100	N\A
Debt Service	0	0	475,800	475,800	475,800	N\A
Operating Contingency	0	0	194,200	190,300	190,300	N\A
Capital Outlay	0	0	0	0	0	N\A
Equipment Reserve	0	0	0	0	0	N\A
Total	$0	$0	$2,133,000	$2,133,000	$2,133,000	N\A
Variance	$0	$0	$0	$0		

Footnotes:

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For rate setting purposes, capital outlay, principal payments on debt services, and sinking fund reserves are listed above.
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ENTERPRISE FUND OPERATING BUDGETS[1]

	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Inspections and Review						
Revenue						
Service Charges	$2,728,062	$2,704,700	$2,824,900	$2,824,900	$120,200	4.4%
Total	$2,728,062	$2,704,700	$2,824,900	$2,824,900	$120,200	4.4%
Expense						
Personal Services	$1,211,076	$1,058,700	$1,130,900	$1,155,300	$96,600	9.1%
Fringe Benefits	453,642	359,400	386,600	394,700	35,300	9.8%
Operating Costs	1,312,022	1,242,300	1,271,600	1,239,100	(3,200)	-0.3%
Debt Service	46,382	44,000	35,800	35,800	(8,200)	-18.6%
Operating Contingency	0	300	0	0	(300)	N\A
Depreciation Expense	0	0	0	0	0	N\A
Total	$3,023,122	$2,704,700	$2,824,900	$2,824,900	$120,200	4.4%
Variance	($295,060)	$0	$0	$0		

Recreation						
Revenue						
Service Charges	$2,204,207	$2,374,300	$2,445,500	$2,445,500	$71,200	3.0%
Licenses & Permits	5,000	5,000	5,000	5,000	0	0.0%
Rent Revenue	52,326	61,000	53,700	53,700	(7,300)	-12.0%
Miscellaneous	72,308	43,800	45,800	45,800	2,000	4.6%
State Grants	20,045	19,500	19,500	19,500	0	0.0%
Federal Grants	3,623	5,200	5,000	5,000	(200)	-3.8%
Interest Income	645	2,000	1,500	1,500	(500)	-25.0%
Operating Revenues	$2,358,154	$2,510,800	$2,576,000	$2,576,000	$65,200	2.6%
Fund Balance Appropriation	0	34,300	53,000	53,000	18,700	54.5%
Total	$2,358,154	$2,545,100	$2,629,000	$2,629,000	$83,900	3.3%
Expense						
Personal Services	$1,198,758	$1,280,700	$1,287,000	$1,289,400	$8,700	0.7%
Fringe Benefits	246,875	249,500	267,600	270,200	20,700	8.3%
Operating Costs	739,704	811,800	851,500	846,500	34,700	4.3%
Debt Service	189,556	173,800	170,900	170,900	(2,900)	-1.7%
Operating Contingency	0	21,800	23,000	23,000	1,200	5.5%
Capital Outlay	0	0	21,500	21,500	21,500	N\A
Equipment Reserve	7,500	7,500	7,500	7,500	0	0.0%
Total	$2,382,392	$2,545,100	$2,629,000	$2,629,000	$83,900	3.3%
Variance	($24,238)	$0	$0	$0		

Footnotes:

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ENTERPRISE FUND OPERATING BUDGETS[1]

	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Vending Machine						
Service Charges	$150,481	$104,000	$104,000	$104,000	$0	0.0%
Operating Costs	$141,609	$104,000	$104,000	$104,000	$0	0.0%
Variance	$8,872	$0	$0	$0		
Tourism Stadium Concert						
Miscellaneous	$0	$73,200	$73,200	$73,200	$0	0.0%
Operating Costs	$0	$73,200	$73,200	$73,200	$0	0.0%
Variance	$0	$0	$0	$0		
Total Enterprise Funds						
Total Revenues	$38,527,966	$39,956,300	$41,183,600	$42,592,600	$2,636,300	6.6%
Total Expenses	$36,770,184	$39,956,300	$42,592,600	$42,592,600	$2,636,300	6.6%
Variance	**$1,757,782**	**$0**	**($1,409,000)**	**$0**		

Footnotes:

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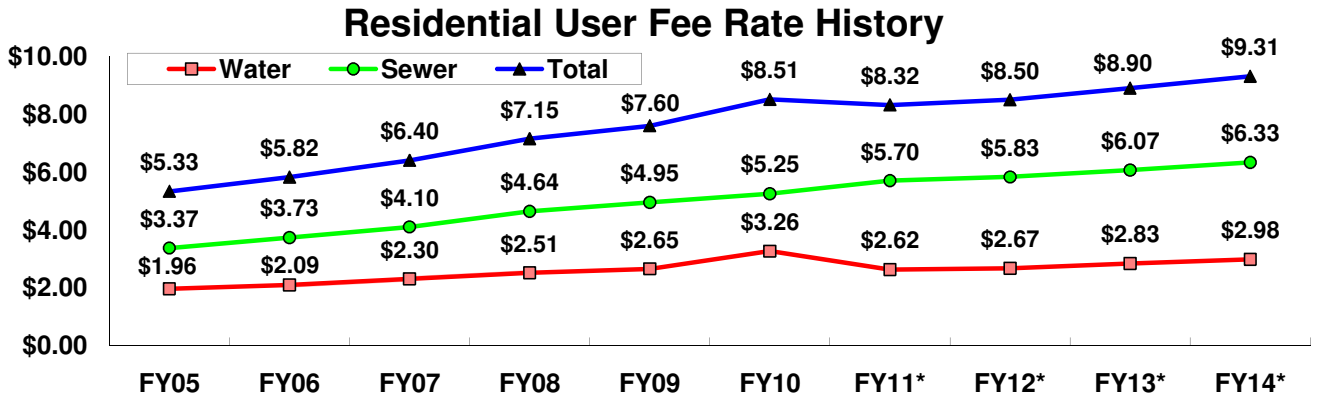
For rate setting purposes, capital outlay, principal payments on debt services, and sinking fund reserves are listed above.
These items are not recorded on the County's Statement of Revenues, Expenses, and changes in Net Assets.

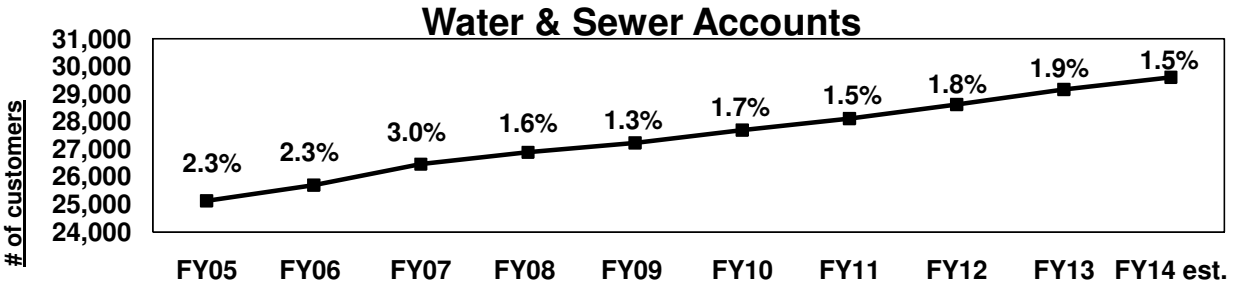
Water and Sewer Fund

William A. Shreve, Director of Public Works 301-609-7400 301-753-8270
Address: 5310 Hawthorne Rd., La Plata, MD 20646 7:00 a.m.-3:00 p.m. M-F
www.charlescountymd.gov/pw/utilities/mattawoman-office-utilities



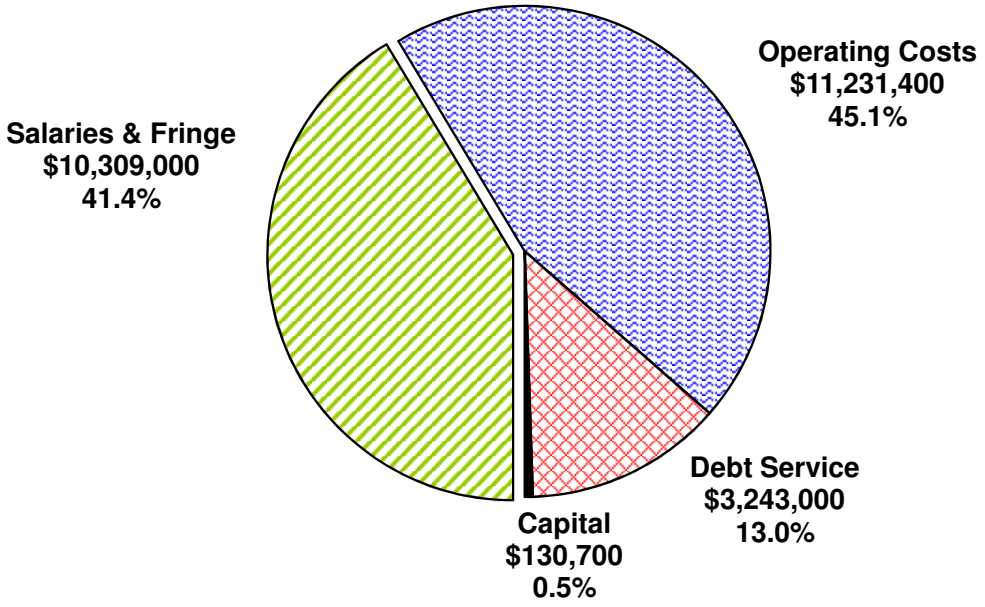
*The user fee rate structure was adjusted for FY 11 to a tiered method. This resulted in a rate decrease for the average residential customer who consumes less than 18,000 gallons per quarter. Customers consuming more than 18,000 gallons per quarter will be charged a higher rate on the excess usage. The tiered method approach will continue in FY2014. **See additional rates below:**

	FY2014 Rates:
Water User Fee Rate	
Single Family Residential: 0 - 18,000 gallons	$2.98 per 1,000 gallons
Single Family Residential: 18,001 - 24,000 gallons	$5.96 per 1,000 gallons
Single Family Residential: Over 24,000 gallons	$8.94 per 1,000 gallons
Multi-Family/Commercial: based on metered usage	$3.78 per 1,000 gallons
Sewer User Fee Rate	
Single Family Residential: Billing capped at 24,000 gallons	$6.33 per 1,000 gallons
Multi-Family/Commercial: based on metered usage	$6.33 per 1,000 gallons
Customer Account Fee	
Customer Account Charge	$9.42 flat fee
Sewer "Only" Non-Metered Customer Account Charge	$4.36 flat fee
Late Payment Penalty	10% of current bill plus 3% of arrear bills
Other Fees	
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

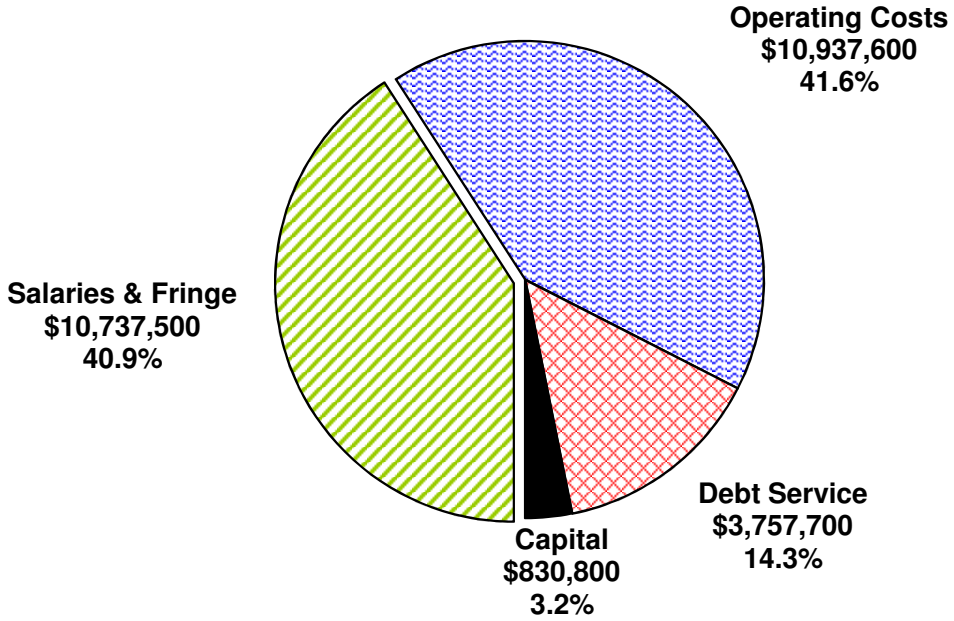


The % increase in the graph represents the rate of customer growth. The number of accounts has steadily increased each year which is reflective of the County's constant population growth.

FY2013 Operating Expenses by Account Classification
Total: $24,914,100



FY2014 Operating Expenses by Account Classification
Total: $26,263,600



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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$2,261,128	$2,444,700	$2,475,500	$2,545,200	$100,500	4.1%
Fringe Benefits	903,603	881,600	905,900	924,500	42,900	4.9%
Operating Costs	1,729,330	2,051,700	2,223,500	2,180,000	128,300	6.3%
Operating Contingency	0	9,600	0	0	(9,600)	N\A
Debt Service	1,579,709	1,717,800	1,987,600	1,968,200	250,400	14.6%
Capital Outlay	6,458	0	189,000	189,000	189,000	NEW
Capital Projects	21,009	107,000	140,000	140,000	33,000	30.8%
Total Expenditures	$6,501,236	$7,212,400	$7,921,500	$7,946,900	$734,500	10.2%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- The **Operating Costs** budget increase is due to the following reasons:
  -Additional chemical funding to minimize odors,
  -Engineering consulting services for automation of asset management,
  -Automate sewer wastewater sites,
  -Cost increase is partially offset by energy saving retrofits for satellite wastewater sites.
- The increase in **Debt Service** is to fund the 2013 bond issue, the 2014 capital lease and to reallocate previously issued bonds for the Automation Project.
- The **Capital Outlay** budget of $189,000 is for the capital maintenance.
- **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 communication system providing for around the clock responses as needed.

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

Positions:

	FY 2010 FTE	FY 2011 FTE	FY 2012 FTE	FY 2013 FTE	FY 2014 FTE
Total Full Time Equivalent	**44.4**	**42.5**	**43.4**	**43.7**	**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 195.

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: To comply with permit conditions.					
Gallons treated per day at satellite plants	347,966	313,126	341,727	355,000	355,000
Efficiency rate for Treatment Plants (Compliance)	99.77%	87.88%	97.16%	99.00%	99.00%

Water & Sewer

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$1,782,503	$1,895,100	$1,927,500	$1,973,300	$78,200	4.1%
Fringe Benefits	642,675	623,700	644,500	654,900	31,200	5.0%
Operating Costs	4,105,249	4,888,800	4,791,700	4,708,100	(180,700)	-3.7%
Debt Service	39,011	32,900	16,100	16,100	(16,800)	-51.1%
Capital Outlay	0	0	123,500	123,500	123,500	NEW
Total Expenditures	$6,569,438	$7,440,500	$7,503,300	$7,475,900	$35,400	0.5%
WSSC Contribution	$748,692	$860,500	$865,900	$865,900	$5,400	0.6%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** were adjusted to estimated actual. Due to new State regulations, the sludge disposal budget was increased by 15%. However, this impact was offset by reducing electricity and chemical budgets to estimated actual and reducing other budgets for one time FY 2013 costs.
- The **Capital Outlay** budget of $123,500 is for the capital maintenance.

Description:

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

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

Positions:

	FY 2010 FTE	FY 2011 FTE	FY 2012 FTE	FY 2013 FTE	FY 2014 FTE
Total Full Time Equivalent	**39.2**	**36.9**	**35.1**	**34.0**	**34.0**

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 195.

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.

-kW hours per million gallons treated (I)	3,085	2,949	2,617	2,500	2,500
Efficiency rate (compliance)	99.91%	97.62%	95.24%	99.00%	99.00%

Water & Sewer

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$2,037,174	$2,165,300	$2,188,800	$2,237,400	$72,100	3.3%
Fringe Benefits	788,739	767,600	780,500	794,500	26,900	3.5%
Operating Costs	2,403,777	4,050,300	3,878,200	3,847,400	(202,900)	-5.0%
Operating Contingency	0	8,700	0	0	(8,700)	N\A
Debt Service	1,250,402	1,241,700	1,507,100	1,488,600	246,900	19.9%
Capital Outlay	6,458	0	317,200	300,000	300,000	NEW
Capital Projects	24,123	19,300	78,300	78,300	59,000	305.7%
Total Expenditures	$6,510,674	$8,252,900	$8,750,100	$8,746,200	$493,300	6.0%

Baseline Changes and Useful Information:

- The increase in **Personnel Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** includes funding for hauling of reverse osmosis water, to provide valve maintenance in the Waldorf region and receive contractual assistance for the Cross Connection Program. These costs were offset by reducing the electricity and utilities budgets to estimated actual.
- The increase in **Debt Service** is to fund the 2013 bond issue, the 2014 capital lease for replacement items only and to reallocate previously issued bonds for the Automation Project.
- **Capital Outlay** budget of $300,000 is for capital maintenance.
- **Capital Projects** budget is for the Water Model Update Project and for the Waldorf/Chapel Point Water System Interconnection Feasibility Study Project.

Description:

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

Positions:

	FY 2010 FTE	FY 2011 FTE	FY 2012 FTE	FY 2013 FTE	FY 2014 FTE
Total Full Time Equivalent	**35.3**	**36.4**	**36.8**	**37.6**	**37.6**

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 195.

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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	5,640,450	5,964,252	6,266,437	6,300,000	6,300,000
WSSC gallons pumped per day	1,059,195	1,107,501	76,299	100,000	100,000

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 2010**	**FY 2011**	**FY 2012**	**FY 2013**	**FY 2014**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Director of Public Works	1.0	0.5	0.5	0.5	0.5
Assistant Director of Public Works - Utilities	1.0	0.9	0.9	0.9	0.9
Chief of Operations and Maintenance	1.0	1.0	1.0	1.0	1.0
Chief of Technical Support	1.0	1.0	1.0	1.0	1.0
Engineer I - III	2.8	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	3.0	3.0	3.0	4.0	4.0
Laboratory Supervisor	1.0	1.0	1.0	1.0	1.0
Line Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Systems Analyst	0.0	0.0	1.0	1.0	1.0
Network Specialist III	0.0	0.0	1.0	1.0	1.0
Meter Superintendent	0.5	0.0	0.0	0.0	0.0
Wastewater Operations Supervisor II	6.0	6.0	5.0	5.0	5.0
Assistant Project Manager	1.0	1.0	1.0	2.0	2.0
Financial Support Manager	1.0	1.0	0.5	0.5	0.5
Line Maintenance Supervisor	4.0	3.0	3.0	3.0	3.0
Equipment Maintenance Supervisor	3.0	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	2.0	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	3.0	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	23.0	23.0	22.0	22.0	22.0
Utilities Locator	3.0	3.0	3.0	3.0	3.0
Equipment Operator III - IV	7.0	8.0	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	5.0	5.0	4.0	4.0
Water Operator	8.0	8.0	8.0	8.0	8.0
Meter Technician	3.0	1.0	1.0	1.0	1.0
Equipment Maintenance Technician I	6.0	6.0	6.0	5.0	5.0
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	**118.9**	**115.8**	**115.3**	**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	36.4	36.8	37.6	37.6
Sewer	44.4	42.5	43.4	43.7	43.7
Mattawoman	39.2	36.9	35.1	34.0	34.0
Total Full Time Equivalent	**118.9**	**115.8**	**115.3**	**115.3**	**115.3**

Water & Sewer

Department: Planning and Growth Management 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$105,418	$96,100	$86,000	$86,500	($9,600)	-10.0%
Fringe Benefits	36,514	31,200	23,100	23,600	(7,600)	-24.4%
Operating Costs	1,729	1,900	1,900	1,900	0	0.0%
Total Expenditures	$143,662	$129,200	$111,000	$112,000	($17,200)	-13.3%
Revenues	$19,318	$7,000	$7,000	$7,000	$0	0.0%

Baseline Changes and Useful Information:

- The **Total Expenditure**s reduction was due to an Office Associate II position being transferred to the Codes, Permits & Inspection Services Division during FY 2013 to better support the Department's needs.

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:

Title	FY 2010 FTE	FY 2011 FTE	FY 2012 FTE	FY 2013 FTE	FY 2014 FTE
Director of Planning & Growth Mgmt	0.2	0.3	0.3	0.3	0.3
Asst Dir of Planning & Growth Mgmt	0.4	0.0	0.0	0.0	0.0
Administration Manager	0.5	0.3	0.3	0.3	0.3
Property Acquisition Officer	0.3	0.3	0.3	0.3	0.3
Administrative Associate	0.2	0.3	0.3	0.3	0.3
Office Associate II	0.2	0.3	0.3	0.3	0.0
Total Full Time Equivalent	**1.8**	**1.4**	**1.4**	**1.4**	**1.1**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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	494	551	646	564	587
Utility Permits Issued	471	504	499	491	498
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
Property Acquisition Requests					
Objective: To facilitate the acquisition of property interests for utility infrastructure.					
Property Acquisition Requests (not PGM)	85	97	43	37	37

Water & Sewer

Department: Planning and Growth Management 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-perimits-inspection-services

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$175,027	$219,600	$229,100	$233,200	$13,600	6.2%
Fringe Benefits	69,128	74,300	80,500	79,000	4,700	6.3%
Operating Costs	1,739	3,200	4,100	4,100	900	28.1%
Total Expenditures	$245,894	$297,100	$313,700	$316,300	$19,200	6.5%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** budgets increase includes the impact of transferring a Office Associate II position this to Division during FY 2013 to better support the Department's needs. The 2% COLA and merit adjustment was offset by budgeting a 3% turnover factor.
- **Operating Costs** was adjusted to cover the American Waterworks Association (AWWA) membership cost and to replace three computer monitor screens.

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:

Title	FY 2010 FTE	FY 2011 FTE	FY 2012 FTE	FY 2013 FTE	FY 2014 FTE
Engineer I / II / III / IV	0.4	0.8	0.8	1.1	1.1
Right-of-Way Agent I	0.5	0.3	0.3	0.3	0.3
Water/Wastewater Permit Technician	0.8	0.8	0.8	0.8	0.8
Administrative Associate	0.5	0.0	0.0	0.0	0.0
Permits Specialist	0.5	0.8	0.8	0.8	0.8
Office Associate II	0.5	0.5	0.5	0.8	0.8
Office Associate I	0.0	0.0	0.0	0.0	0.3
Total Full Time Equivalent	**3.2**	**3.1**	**3.1**	**3.7**	**3.9**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Infrastructure Review					
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 reviewed:					
Water	212	166	173	190	184
Sewer	222	171	177	200	190
Equivalent FTE per Fiscal Year	137.8	112.0	116.7	130.0	125.0

Water & Sewer

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$184,275	$178,000	$166,800	$168,200	($9,800)	-5.5%
Fringe Benefits	58,129	54,500	50,600	51,500	(3,000)	-5.5%
Operating Costs	2,943	4,200	3,600	3,600	(600)	-14.3%
Total Expenditures	$245,346	$236,700	$221,000	$223,300	($13,400)	-5.7%

Baseline Changes and Useful Information:

- **Personal Services** was reduced due to reallocating the Resource Manager to the General Fund based on assigned duties.
- **Operating Cost**s were adjusted 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:

Title	FY 2010 FTE	FY 2011 FTE	FY 2012 FTE	FY 2013 FTE	FY 2014 FTE
Chief of Resource & Infrastructure Mgmt	0.5	0.7	0.7	0.7	0.7
Resource Manager	1.0	1.0	0.5	0.5	0.3
Resource Analyst - GIS	0.4	0.4	0.4	0.4	0.4
Planner I - III	0.4	0.4	0.4	0.4	0.4
Cartographer	0.5	0.0	0.0	0.0	0.0
Administrative Associate	0.5	0.3	0.3	0.3	0.3
Total Full Time Equivalent	**3.3**	**2.8**	**2.3**	**2.3**	**2.1**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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.					
Approved Allocations	28	31	21	35	38

Water & Sewer

Department: Fiscal & Administrative Services 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$317,950	$343,600	$354,100	$364,800	$21,200	6.2%
Fringe Benefits	111,715	114,600	119,500	121,600	7,000	6.1%
Operating Costs	88,215	101,800	125,100	112,300	10,500	10.3%
Debt Service	0	800	1,600	1,600	800	100.0%
Total Expenditures	$517,879	$560,800	$600,300	$600,300	$39,500	7.0%
Total Revenues	$523,353	$560,800	$577,700	$600,300	$39,500	7.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes converting a full year time reduced hour position to full time status, funding for the 2% COLA effective with the first full pay in July to eligible employees and funding for a merit increase based on performance on the employee's anniversary date.
- The **Operating Costs** budget was adjusted to include the cost of non-bulk postage. Previously this cost was funded by the General Fund.
- The **Debt Service** budget increase is to reflect the full year impact of the FY 2013 Capital Lease that replaced a printer that did not function properly and was 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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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	5.0
Total Full Time Equivalent	**7.1**	**7.1**	**7.1**	**7.1**	**7.3**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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	118,329	120,893	121,578	123,401	125,252
# of regular invoices	113,858	116,883	117,546	119,309	121,099
# of finals	4,471	4,010	4,032	4,092	4,153
# of delinquent invoices per year	33,380	34,259	36,249	37,020	37,575
- % of total billed	28%	29%	30%	30%	30%
Objective: To follow up on past due accounts/ improve collection efforts.					
# of final notice letters	1,809	2,683	2,425	2,461	2,497
# of liens	662	633	546	557	568
# of liens released	408	718	507	517	527

Water & Sewer

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$322,682	$316,100	$364,300	$366,900	$50,800	16.1%
Fringe Benefits	112,448	103,000	111,400	112,400	9,400	9.1%
Operating Costs	181,425	111,200	83,800	80,200	(31,000)	-27.9%
Debt Service	170,941	249,800	283,200	283,200	33,400	13.4%
Capital Outlay	0	4,400	0	0	(4,400)	N\A
Total Expenditures	$787,495	$784,500	$842,700	$842,700	$58,200	7.4%
Total Revenues	$818,579	$784,500	$799,000	$842,700	$58,200	7.4%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes the cost to fund overtime costs associated with the meter change out program. The FY 2013 adopted budget assumed the work to change out these meters would be done by a third party contractor (under the Operating Costs Expenditure Category). Increase also includes funding for the 2% COLA effective with the first full pay in July to eligible employees and funding for a merit increase based on performance on the employee's anniversary date.
- **Operating Costs** changes:
  -Contract Services was reduced and transferred to Personal Services and Fringe Benefits to fund the overtime cost associated with the meter change out program.
  -Funding was provided to replace existing meters that no longer operate properly. The capital lease funds the meter change out program which replaces old meters with obsolete technology.
  -Equipment Repairs & Maintenance was reduced to estimated actual.
- The **Debt Service** was increased in order to continue to finance the meter change out program.
- **Capital Outlay** was reduced to reflect FY 2013 one time purchases.

Description:

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

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Asst Director of Public Works - Utilities	0.00	0.10	0.10	0.10	0.10
Meter Superintendent	0.50	1.00	1.00	1.00	1.00
Meter Technicians	3.00	5.00	5.00	5.00	5.00
Total Full Time Equivalent	**3.50**	**6.10**	**6.10**	**6.10**	**6.10**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: To have a system inventory of meters less than 15 years old and to insure the accuracy and timeliness of readings.					
# of meters installed					
- # of meters replaced	490	1,274	981	2,000	2,000
- # of new installations	474	446	511	550	550

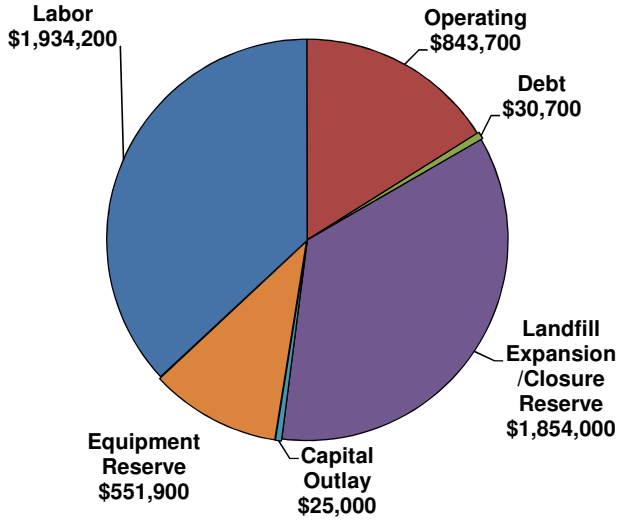
Solid Waste Fund

William A. Shreve, Director of Public Works
Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646

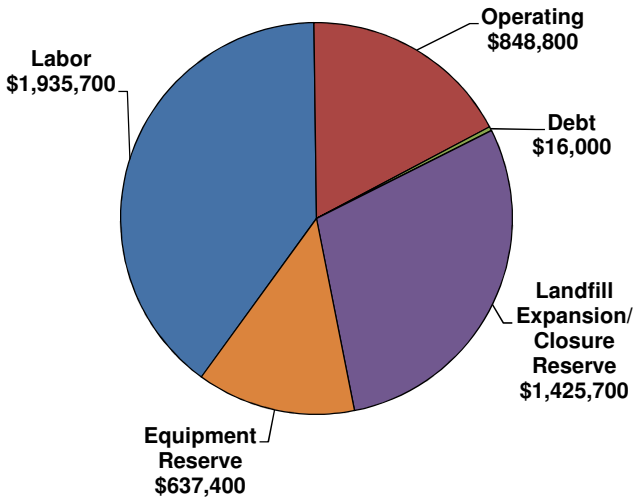
St. Charles Landfill
Physical Address: 12305 Billingsley Rd., Waldorf, MD 20602
www.charlescountymd.gov/pw/landfill/landfill-operations

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

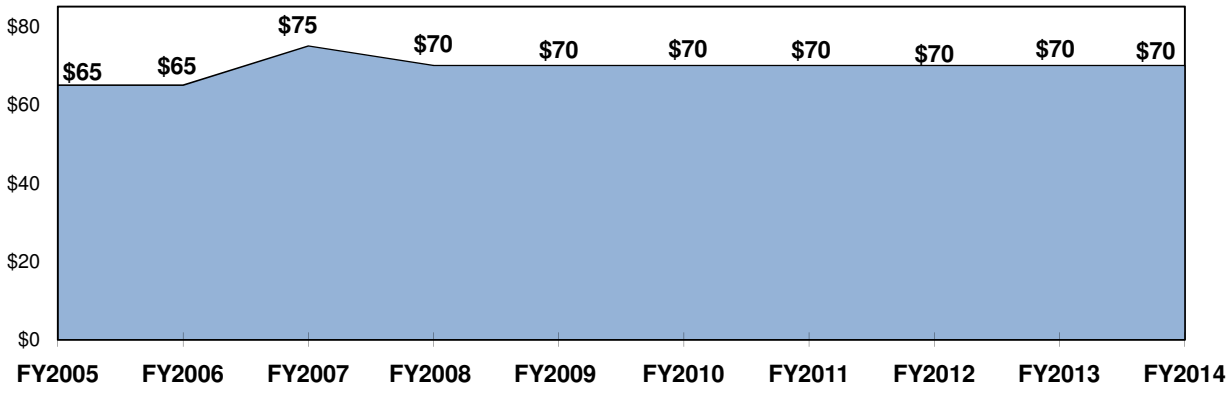
FY 13
Total: $5,239,500



FY 14
Total: $4,863,600



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		$1.50	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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$1,460,906	$1,447,800	$1,447,800	$1,440,300	($7,500)	-0.5%
Fringe Benefits	508,980	486,400	486,300	495,400	9,000	1.9%
Operating Costs	767,017	835,400	850,400	848,800	13,400	1.6%
Debt Service	30,980	30,700	16,000	16,000	(14,700)	-47.9%
Operating Contingency	0	8,300	0	0	(8,300)	-100.0%
Transfer to General Fund	599,800	0	0	0	0	N/A
Landfill Expansion/Closure	2,021,900	1,854,000	1,425,700	1,425,700	(428,300)	-23.1%
Capital Outlay	581,578	25,000	0	0	(25,000)	-100.0%
Equipment Reserve	0	551,900	637,400	637,400	85,500	15.5%
Total Expenditures	$5,971,161	$5,239,500	$4,863,600	$4,863,600	($375,900)	-7.2%

Baseline Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase for the 2% COLA and merit adjustment was offset by budgeting a 3% turnover factor.
- The **Operating Costs** increase is due to adjusting the vehicle fuel costs to match current trends and to provide additional Consultant funding to evaluate the Municipal Waste Collection Request for Proposal (RFP).
- The **Debt Service** budget is declining due to the 2009 Capital Lease being paid off in FY 2014.
- The **Landfill Expansion/Closure** budget funds the future development of the remaining space at the Landfill.
  -The decrease for FY14 corresponds with the decrease in tonnage expected at the Landfill and a decrease in the estimated cost per ton reserve due to a favorable compaction rate experienced to date.
- 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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Director of Public Works	0.3	0.1	0.1	0.1	0.1
Assistant Dir of Public Works - Facilities	0.0	0.0	0.2	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	0.1	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	0.2	0.2	0.2
Administrative Associate	1.0	1.0	1.2	1.2	1.2
Assistant Weigh Clerk	1.0	1.0	1.0	1.0	1.0
Equipment Operator II - IV	7.0	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	6.5	6.5	6.5	6.5	6.5
Part Time Positions	4.8	4.8	4.8	4.8	4.8
Total Full Time Equivalent	**30.4**	**30.2**	**30.9**	**30.9**	**30.9**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: To monitor revenues to determine the life expectancy of the Landfill.					
Total Tons	74,581	85,762	90,354	73,300	74,000
Number of Patrons	99,549	100,714	102,338	102,800	103,150
Objective: To maintain high compaction density and to continue the utilization of alternative daily cover material.					
Compaction Rate (lbs per cubic yard)	1,200	1,240	1,180	1,200	1,200

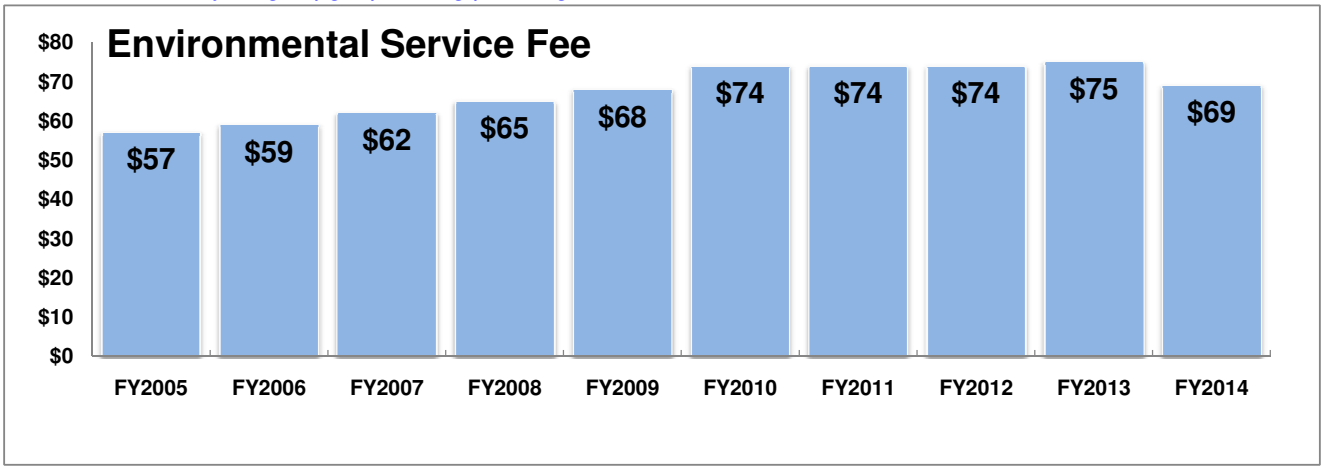
Environmental Service Fund

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

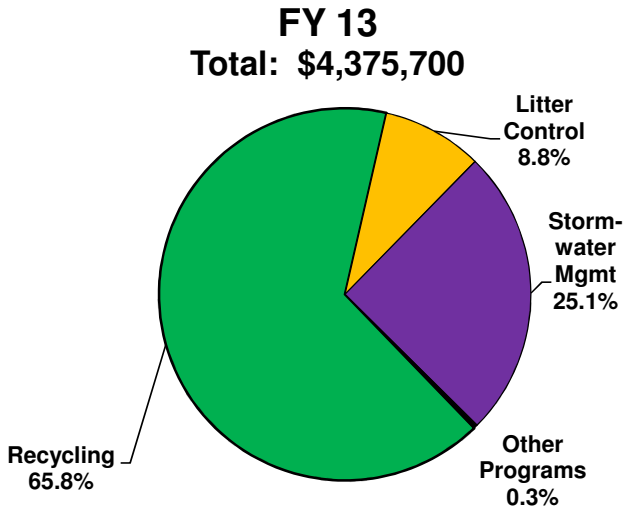
Peter Aluotto, Director of Planning & Growth Management
Mailing Address: P.O. Box 2150, La Plata, MD 20646
Physical Address: 200 Baltimore St., La Plata, MD 20646
www.charlescountymd.gov/pgm/planning/planning

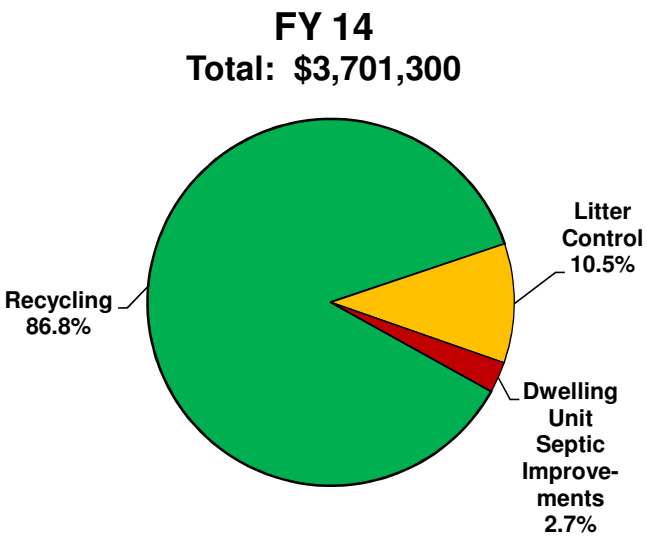
Various Environmental Programs
301-645-0627 301-870-3935
8:00 a.m.-4:30 p.m. M-F



NOTE: The Environmental Service Fee (ESF) is charged annually to each improved property within the County. Improved property is land with one or more structures on it. The current revenue is used to support Recycling and Litter Control programs and to fund dwelling unit septic improvements. Prior to FY14 this revenue also supported the National Pollutant Discharge Elimination System Permit (NPDES)/Stormwater Management program.

Through the years, the County has raised the ESF fee to cover the cost of an additional Litter Crew, increase in the costs and number of homes in the recycling curbside collection program, and to cover other expenditure increases, such as stormwater management. The FY14 fee was reduced due to shifting stormwater costs to the new Watershed Restoration and Protection fund to meet State Law (2012 Session - HB 987). The reduction in fee was partially offset with new costs for FY14 which include financing 40,000 new 96-gallon carts for the recycling curbside collection program, as well as, expanding the program by an additional 2,400 homes. The towns of Indian Head and La Plata each have their own recycling program exempting them from part of the fee. Their property owners pay a reduced FY14 ESF fee of $14.





Prior to FY14, the NPDES retrofit program was included in continued in this fund. These costs are now part of the Watershed Protection and Restoration Fund.

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$790,316	$840,400	$843,000	$846,500	$6,100	0.7%
Fringe Benefits	250,674	245,600	261,000	257,900	12,300	5.0%
Operating Costs	1,824,184	1,953,900	2,044,400	2,044,000	90,100	4.6%
Debt Service	71,571	66,600	308,400	308,400	241,800	363.1%
Capital Outlay	164,309	35,000	23,500	23,500	(11,500)	-32.9%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total Expenditures	$3,222,054	$3,262,500	$3,601,300	$3,601,300	$338,800	10.4%

Baseline Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase for the 2% COLA and merit adjustment was offset by budgeting a 3% turnover factor. A new Solid Waste Worker full time position was approved by reducing part time funds.
- Reasons for the **Operating Costs** increase of 4.6%:
  -Increase in the curbside collection budget to include a 2,400 home expansion and CPI adjustment.
  -Vehicle fuel, equipment repairs & maintenance and other miscellaneous budgets were increased to keep pace with current trends.
  -Stormwater Maintenance and Storm Drain funding is now budgeted in the new Watershed Protection and Restoration Enterprise Fund.
- The increase in **Debt Service** finances 40,000 new 96 gallon carts for curbside recycling, replaces a Tri Axle Roll off Truck, and replaces a Wheel Loader.
- The FY 2014 **Capital Outlay** budget replaces four roll off/receiver boxes.
- The **Equipment Reserve** budget is to replace future equipment.

Description:

The Recycling Division provides comprehensive recycling services to the residents of Charles County and has achieved a 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:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Director of Public Works	0.0	0.0	0.1	0.1	0.1
Asst. Dir. of Public Works - Facilities	0.0	0.0	0.1	0.1	0.1
Financial Support Manager	0.0	0.0	0.1	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	0.1	0.1	0.1
Equipment Operator IV	2.0	2.0	2.0	2.0	2.0
Litter Control Supervisor	3.0	3.0	3.0	3.0	3.0
Administrative Associate	0.0	0.0	0.1	0.1	0.1
Solid Waste Worker	2.5	2.5	2.5	2.5	3.5
Part Time Positions	13.5	13.5	13.5	13.5	12.5
Total Full Time Equivalent	**24.0**	**24.0**	**24.4**	**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

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Curbside Collection					
Objective: continue expansion of the curbside collection program into the growth areas.					
Curbside collection tons	3,100	3,200	3,074	3,300	4,000
# of homes	32,367	32,775	33,581	35,612	38,000
% of homes in program	66.0%	66.0%	66.0%	66.0%	69.0%
tons per home	25	25	25	25	25
# of complaints	351	485	453	500	600
# of bins distributed	2,949	2,910	3,422	3,500	3,600
Recycling Centers					
Number of Patrons:					
Breeze Farm	18,330	18,862	18,669	18,900	19,050
Gilbert Run	21,039	18,978	20,560	21,000	21,500
Landfill	89,083	93,011	90,664	92,000	93,200
Pisgah	49,901	50,246	54,057	55,000	55,500
Total Patrons	178,353	181,097	183,950	186,900	189,250
Composting Facility					
Objective: To recycle all yard waste in order to keep it out of Landfill's waste stream.					
Yard Waste Tonnage	11,567	10,674	12,051	12,230	12,500
Number of Patrons	17,761	18,763	19,036	19,150	19,300
Household hazardous waste (tons)	44	45	37	40	40
Mulch given away (tons)	8,250	8,300	9,800	9,500	9,500
Compost utilized (tons)	829	825	770	850	875
Used Oil Collected (gallons)	48,257	48,075	49,720	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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$80,418	$193,600	$0	$0	($193,600)	-100.0%
Fringe Benefits	21,940	56,700	0	0	(56,700)	-100.0%
Operating Costs	143,604	521,600	100,000	100,000	(421,600)	-80.8%
Operating Contingency	0	0	0	0	0	N/A
Debt Service	262,259	341,300	0	0	(341,300)	-100.0%
Total Expenditures	$508,220	$1,113,200	$100,000	$100,000	($1,013,200)	-91.0%

Baseline Changes and Useful Information:

- **Total Expenditures** are declining due to shifting the majority of these operations to the new Watershed Protection and Restoration Enterprise Fund. The $100,000 budget for FY 2014 is for dwelling unit septic improvements.

Positions:

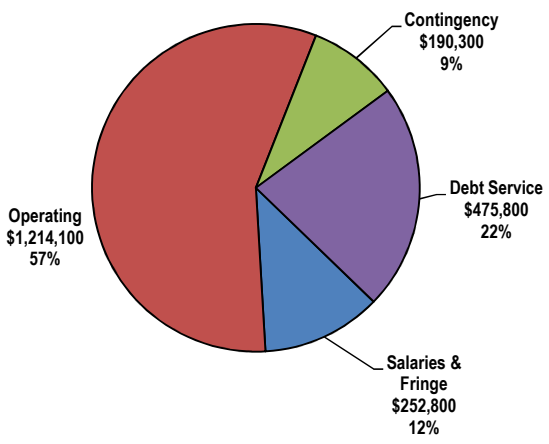
Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Resource Manager	0.0	0.0	0.5	0.5	0.0
Planner III	0.5	0.5	0.5	0.8	0.0
Engineer I - IV	0.0	0.0	0.0	1.0	0.0
Office Associate I	0.0	0.0	0.0	0.3	0.0
Total Full Time Equivalent	**0.5**	**0.5**	**1.0**	**2.5**	**0.0**

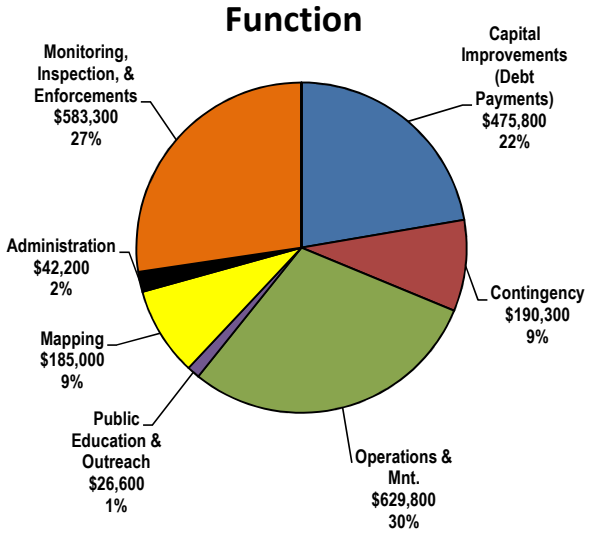
Watershed Protection and Restoration Fund

Peter Aluotto, Director of Planning & Growth Management
Mailing Address: P.O. Box 2150, La Plata, MD 20646 301-645-0627 301-870-3935
Physical Address: 200 Baltimore St., La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
http://www.charlescountymd.gov/pgm/planning/npdes-municipal-separate-storm-sewer-system-permit

On May 2, 2012, the Governor signed into law a requirement that the ten most populated jurisdictions in Maryland establish a watershed protection and restoration program and a stormwater remediation fee by July 1, 2013. The main purpose of the program and fee is to provide a funding source to address requirements of the County's stormwater management permit, issued by the MD Department of the Environment. The County was already funding part of these expenditures through a stormwater component of the Environmental Service fee. These cost have been moved to the new Watershed Protection and Restoration Fund.

The stormwater remediation fee is $43 and will be charged annually to each improved property within the County. Improved property is land with one or more structures on it. The revenue will be used to cover operations and maintenance, public education and outreach, stormwater management planning, mapping, monitoring, inspections, enforcement, grants to non-profits (program currently under development), administrative costs, and the debt service payments associated with the cost of capital improvements related to stormwater improvements to old systems.





Summary of the 2012 NPDES MS4 Annual Report

In 2012, Charles County continued restoring untreated impervious acres in the Development District. Construction began on the Pinefield and Bryans Road restoration projects, which will treat a total of 31 acres of impervious surface. An additional 64 acres of untreated impervious surface was in the design and permitting stages. During 2013 a project was initiated to expand mapping of the stormwater infrastructure and refine impervious surface data. The new mapping will expand needed data county-wide and enhance the ability to manage the storm sewer system.

Watershed Protection and Restoration Fund

Department:	Planning and Growth Management		50.07.19
Division \ Program:	Planning	Fund:	Enterprise
Program Administrator:	Steven Ball, Planning Director		

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	$ Change from FY2013	% Chg.
Personal Services	$0	$0	$116,100	$117,600	$116,100	NEW
Fringe Benefits	0	0	33,900	34,000	33,900	NEW
Operating Costs	0	0	438,900	438,900	438,900	NEW
Operating Contingency	0	0	194,200	190,300	194,200	NEW
Debt Service	0	0	475,800	475,800	475,800	NEW
Total Expenditures	$0	$0	$1,258,900	$1,256,600	$1,258,900	NEW

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe** represent transferring a Planner III from the Environmental Service fund and hiring a Planner position to work on implementing the Charles County Phase II Watershed Implementation Plan (WIP II) Strategy, and the National Pollutant Discharge Elimination System (NPDES) stormwater permit. The budget also includes a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** represent consultant budget for detailed planning studies to implement the Charles County WIP II Strategy, public outreach, illicit discharge program, watershed monitoring, tracking stormwater pollution reductions, and reporting as required by the County's NPDES stormwater permit.
- **Debt Service** represents principal and interest payments on $5.8 million of stormwater management bonds.

Description:

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

- Continuation of a long-term chemical, biological, and physical monitoring program for small watersheds; continuation of urban BMP effectiveness study; and continued support of the US Geological Survey long-term chemical monitoring station for Mattawoman Creek Watershed, a large watershed.

- Continued implementation of the Illicit Discharge Detection and Enforcement Program for the County's storm sewer system. This program provides annual inspection of major outfalls to discover potential illicit discharges into the storm sewer system and enforces violations. The County relies heavily on a public education element to prevent illicit discharges, and has also incorporated penalties for serious and repeat violations.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Planner III	0.0	0.0	0.0	0.0	0.8
Planner II	0.0	0.0	0.0	0.0	1.0
Total Full Time Equivalent	**0.0**	**0.0**	**0.0**	**0.0**	**1.8**

Watershed Protection and Restoration Fund

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	$ Change from FY2013	% Chg.
Operating Costs	0	0	57,500	57,500	57,500	NEW
Total Expenditures	$0	$0	$57,500	$57,500	$57,500	NEW

Baseline Changes and Useful Information:

- **Operating Costs** represent continued funding of contract services for triennial inspections. This cost was previously budgeted for in the Inspection Fund. An additional $1,000 is included for employee education.

Description:

The Inspection and Enforcement Section of the Codes, Permits and Inspection Services Division is responsible for the triennial inspection of existing stormwater management devices owned by private property owners, homeowners associations, and Charles County for compliance with performance specifications, legal agreements & Maryland law. Inspection staff provides reports to owners of the stormwater management devices and ensures proper repairs are implemented in a timely manner. Inspections occur after developer's have completed projects inspected by staff of the Inspection & Enforcement fund.

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	$ Change from FY2013	% Chg.
Personal Services	$0	$0	$43,200	$45,100	$43,200	NEW
Fringe Benefits	0	0	14,500	14,900	14,500	NEW
Operating Costs	0	0	10,600	10,600	10,600	NEW
Total Expenditures	$0	$0	$68,300	$70,600	$68,300	NEW

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe** represent Codes & Permits Division staff time on existing stormwater management issues which was previously part of the Environmental Service Fund. The budget also includes a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** represent funding of contract services to modify ordinances due to Environmental Site Design and to provide employee education.

Description:

The Codes and Permits Section of the Codes, Permits & Inspection Services Division includes engineering staff involved in review of stormwater management issues. While much of this work is undertaken as part of a permit review function, some of the engineering analysis is done after construction is completed & as part of the required triennial inspection process. Proposed work includes engineering services, modifications to the Stormwater Management Ordinance to address Green Code and related issues and employee education.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Engineer I - IV	0.0	0.0	0.0	0.0	0.5
Office Associate I	0.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	**0.0**	**0.0**	**0.0**	**0.0**	**0.5**

Watershed Protection and Restoration Fund

Department: Planning and Growth Management 50.07.19
Division \ Program: Resource & Infrastructure Management Fund: Enterprise
Program Administrator: Jason Groth, Chief of Resource & Infrastructure Management

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	$ Change from FY2013	% Chg.
Operating Costs	0	0	185,000	185,000	185,000	NEW
Total Expenditures	$0	$0	$185,000	$185,000	$185,000	NEW

Baseline Changes and Useful Information:

- **Operating Costs** represent the cost of mapping Best Management Practice facilities, existing Impervious Surfaces, and Forest Conservation easements.

Description:

The Charles County storm sewer system is operated per its National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System permit. The permit runs for five years and requires the County to develop and implement a number of programs to monitor and control water quality. The Resource and Infrastructure Management Division work includes continuous updating of the digital mapping of the County's storm sewer system in the County's Geographic Information System.

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	$ Change from FY2013	% Chg.
Personal Services	$0	$0	$31,200	$31,200	$31,200	NEW
Fringe Benefits	0	0	10,000	10,000	10,000	NEW
Operating Costs	0	0	184,600	184,600	184,600	NEW
Total Expenditures	$0	$0	$225,800	$225,800	$225,800	NEW

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe** represent hiring a position to provide program oversight in January.
- **Operating Costs** represent contract services for oversight for the first half of the year and NPDES permits plus a consultant for annual reporting.

Description:

This funding request allows the Department of Public Works (DPW) to comply with the federal & state mandates as they relate to County facilities and includes additional funding to allow for all reporting requirements by use of an environmental engineering firm for the first half of the year. Thereafter, DPW will hire an Environmental Compliance Officer after January 1 to self-inspect and report.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Environmental Compliance Officer	0.0	0.0	0.0	0.0	1.0
Total Full Time Equivalent	**0.0**	**0.0**	**0.0**	**0.0**	**1.0**

Watershed Protection and Restoration Fund

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Proposed	$ Change from FY2013	% Chg.
Operating Costs	0	0	337,500	337,500	337,500	NEW
Total Expenditures	$0	$0	$337,500	$337,500	$337,500	NEW

Baseline Changes and Useful Information:

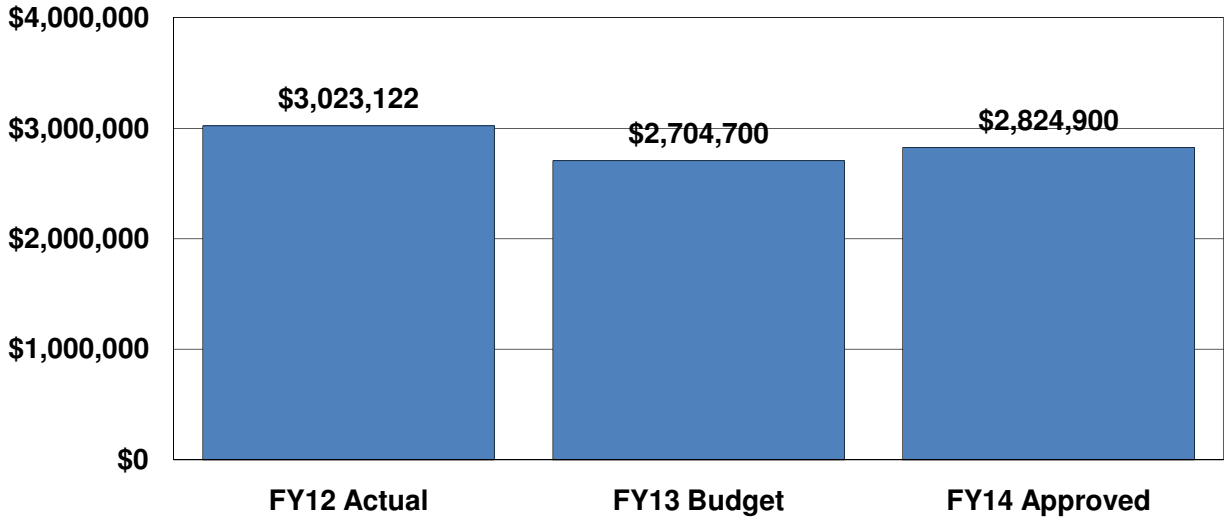
- **Operating Costs** represent contract services for street sweeping, stormwater maintenance, storm drain, inlet cleaning, inlet inspection and scheduling, and deicing pollution prevention. In Fiscal Year 2012, $50K of street sweeping was budgeted in the General fund and $65K for stormwater maintenance and storm drain was budgeted as part of the Environmental Service Fund budget.

Description:

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

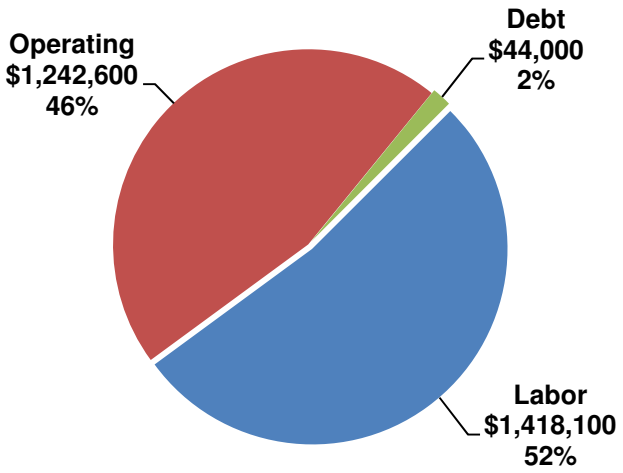
Inspection and Review Fund

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-permits-inspection-services

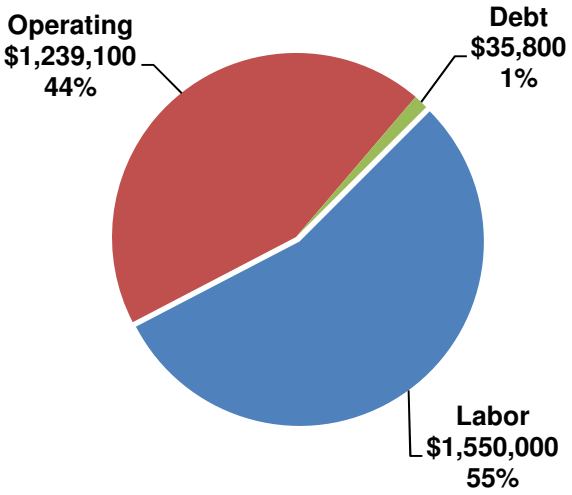


The FY14 Budget increase is due to an increase in activity in the Building Industry.

FY13
Total: $2,704,700



FY14
Total: $2,824,900



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 Srvcs\Inspections & Enforcement — Fund: Enterprise
Program Administrator: Frank Ward, Chief of Codes, Permits & Inspection Services
www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg
Personal Services	$1,026,820	$876,600	$948,400	$966,100	$89,500	10.2%
Fringe Benefits	393,237	302,300	329,100	335,900	33,600	11.1%
Operating Costs	946,735	960,400	937,400	912,900	(47,500)	-4.9%
Debt Service	42,672	40,000	29,600	29,600	(10,400)	-26.0%
Operating Contingency	0	300	0	0	(300)	N\A
Total Expenditures	$2,409,464	$2,179,600	$2,244,500	$2,244,500	$64,900	3.0%
Revenues	$2,243,191	$2,298,300	$2,360,700	$2,360,700	$62,400	2.7%
Surplus/(Deficit)	($166,273)	$118,700	$116,200	$116,200	($2,500)	-2.1%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase due to the reallocation of an Office Associate position from the Capital Services Division, and an Office Associate position and two Engineer positions from the Environmental Services NPDES program, based on assigned duties. The increase is also due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Decrease in **Operating Cost** is based on recent PlanCheck inspection contract that went in to effect December 2012.
- Included in **Debt Service** is the 1/2 year lease cost to replace three (3) 4x4 Small SUVs (with beacons) and to replace one (1) 4x4 truck. Offsetting this increase is a reduction due to the final half year payment on the FY09 lease.

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 Srvcs\Inspections & Enforcement — Fund: Enterprise
Program Administrator: Frank Ward, Chief of Codes, Permits & Inspection Services

Positions:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Asst Dir of Planning & Growth Mgmt	0.2	0.0	0.0	0.0	0.0
Chief of Codes, Permits, Inspections	0.4	0.5	0.5	0.5	0.5
Inspection & Enforce Manager	0.5	0.8	0.8	0.8	0.8
Engineer IV	0.2	0.2	0.2	0.2	0.2
Engineer I-III	2.1	1.9	1.9	0.6	1.2
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Planner III	0.0	0.2	0.2	0.0	0.0
Permits Processing Supervisor	0.1	0.4	0.4	0.4	0.4
Construction Inspection Supervisor	2.0	2.0	2.0	2.0	2.0
Building Code Official	1.0	1.0	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	0.5	0.5	0.5	0.5
Construction Inspectors	3.0	2.0	2.0	2.0	2.0
Dev & Bond Specialist	0.7	0.5	0.5	0.5	0.5
Project Administrative Specialist	0.5	0.5	0.5	0.5	0.5
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Permits Specialist	0.0	0.5	0.5	0.5	0.5
Office Associate III	1.3	0.9	0.9	0.5	0.5
Office Associate II	1.0	1.0	1.0	1.0	1.3
Office Associate I	1.0	1.0	1.0	0.3	0.5
Part Time	0.2	0.2	0.2	0.2	0.2
Total Full Time	**18.1**	**17.0**	**17.0**	**14.4**	**15.5**

Objectives & Measurements:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
Permits					
Objective: privatized contract, for inspections complying with various local, state and federal laws.					
Total all inspections	14,563	17,590	19,178	18,000	20,500
# of building inspections	8,014	9,145	9,282	9,300	9,700
# of plumbing inspections (PGM & WS)	3,415	3,723	4,026	3,800	4,400
# of electrical inspections	3,134	3,863	4,259	3,900	4,600
# of mechanical inspections	N/A	861	1,611	2,000	2,400
Request for assistance code enforcement/interpretation					
Initiated	958	670	490	750	775
Completed	680	708	630	725	875
Outstanding	928	890	750	650	625
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	215	180	249	200	215
Water	212	166	173	190	190
Sewer	222	171	177	200	190
Stormdrain/Stormwater Mgt.	313	275	278	300	290
Grading	348	304	297	320	315
Sediment and Erosion Control	328	304	278	310	300
Dedications	70	72	79	108	93

**Note: Projected FY13 & Estimated FY14 are inflated by 65 projects to reflect the 2009 & 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	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg
Personal Services	$168,456	$166,300	$166,700	$173,400	$7,100	4.3%
Fringe Benefits	60,405	57,100	57,500	58,800	1,700	3.0%
Operating Costs	328,375	264,200	285,900	277,900	13,700	5.2%
Debt Service	2,027	2,100	5,100	5,100	3,000	142.9%
Total Expenditures	$559,263	$489,700	$515,200	$515,200	$25,500	5.2%
Revenues	$430,964	$371,000	$399,000	$399,000	$28,000	7.5%
Surplus/(Deficit)	($128,299)	($118,700)	($116,200)	($116,200)	$2,500	-2.1%

Baseline Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Increase in **Operating Cost** to allow for engineering review in the areas of roads, grading, water, and sewer by a third party company and stormwater management to be reviewed by a different third party company.
- Included in **Debt Service** are funds for computer software to establish electonic plan submission program and associated equipment.

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	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Codes, Permits, Inspections	0.1	0.1	0.1	0.1	0.1
Engineer I - III	1.5	1.8	1.8	1.8	1.8
Permits Processing Supervisor	0.1	0.1	0.1	0.1	0.1
Permits Specialist	0.1	0.0	0.0	0.0	0.0
Office Associate III	0.2	0.1	0.1	0.1	0.1
Total Full Time	**2.0**	**2.1**	**2.1**	**2.1**	**2.1**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 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	154	142	134	132	133
Development Services permits issued	106	123	100	156	128
Building Permit Plan Review- *Objective: privatized contract, for plan review complying with various local, state and federal laws.*					
Building permit plan review residential	1,286	1,473	1,655	1,500	1,700
Building permit plan review commercial	246	257	235	275	250

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	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg
Personal Services	$15,800	$15,800	$15,800	$15,800	$0	0.0%
Debt Service	906	1,000	600	600	(400)	-40.0%
Total Expenditures	$16,706	$16,800	$16,400	$16,400	($400)	-2.4%
Total Revenues	$16,852	$16,800	$16,400	$16,400	($400)	-2.4%
Surplus/(Deficit)	$146	$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:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Planner I - III	0.0	0.2	0.2	0.2	0.2
Total Full Time	**0.0**	**0.2**	**0.2**	**0.2**	**0.2**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Planning and Architectural Review:					
Objective: to effectively implement the Architectural and Site Design Guidelines and Standards.					
# of Site Plans Submitted	30	32	41	35	35
# of Design Codes Submitted	5	4	5	4	4
# of Building Permits Reviewed	170	222	271	280	290
# of Architectural Plans Reviewed	27	31	34	34	40

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	FY2012 Actual	FY2013 Budget	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg
Operating Costs	36,912	17,700	48,300	48,300	30,600	172.9%
Debt Service	777	900	500	500	(400)	-44.4%
Total Expenditures	$37,689	$18,600	$48,800	$48,800	$30,200	162.4%
Total Revenues	$19,001	$18,600	$48,800	$48,800	$30,200	162.4%
Surplus/(Deficit)	($18,688)	$0	$0	$0	$0	N\A

Baseline Changes and Useful Information:

- Increase in **Operating Costs** represents higher indirect cost. This is used to pay for miscellanoeous costs in General Fund.

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.

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
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	5	10	15	11

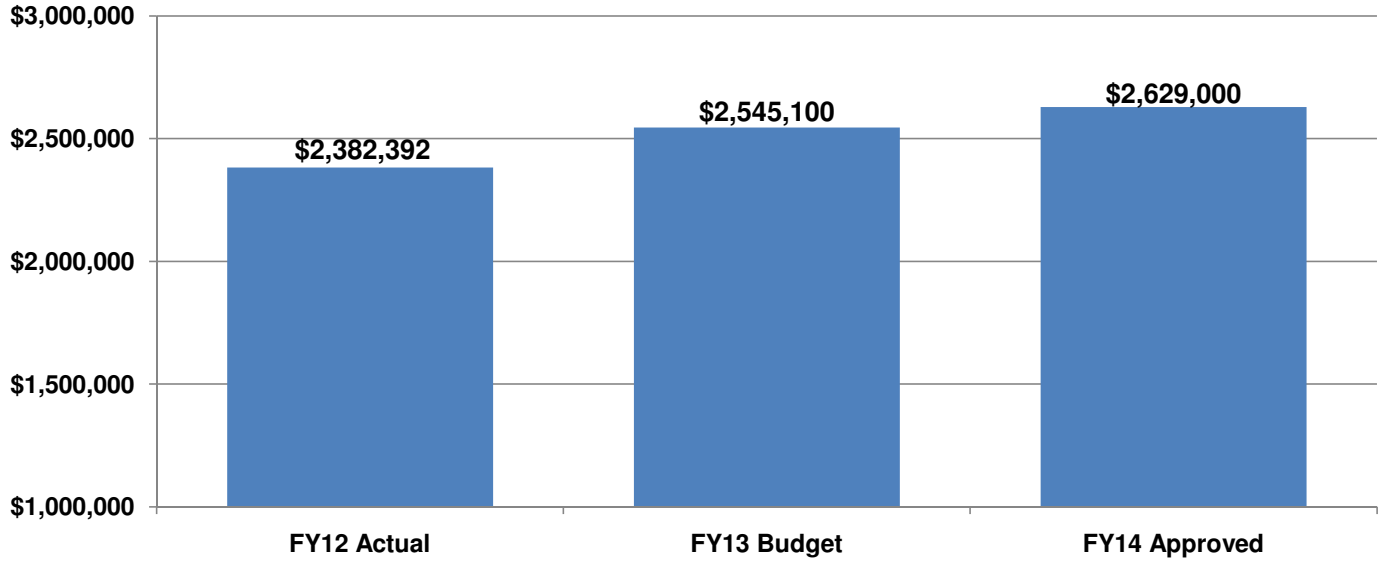
Recreation Fund

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

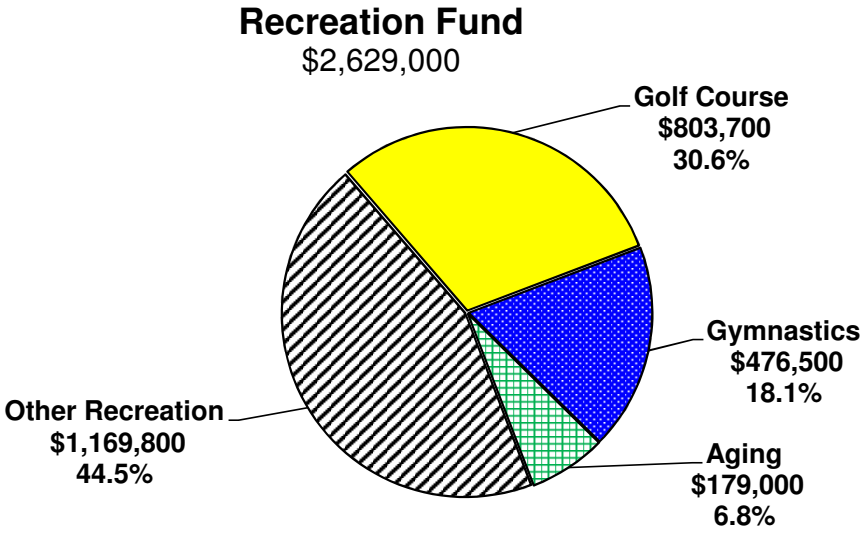
William A. Shreve, Director of Public Works
Address: 1015 St. Charles Pkwy., White Plains, MD 20695
www.charlescountymd.gov/pw/wpgc/white-plains-golf-course

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 indoor sports league participants for FY14 is estimated to be 3,800 participants.
- The number of scheduled indoor youth games for FY14 is estimated to be 950.
- The number of golf rounds for FY14 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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$691,825	$758,600	$767,100	$767,100	$8,500	1.1%
Fringe Benefits	102,570	113,000	128,500	128,500	15,500	13.7%
Operating Costs	445,095	467,100	526,700	526,700	59,600	12.8%
Debt Service	149,534	143,400	152,500	152,500	9,100	6.3%
Operating Contingency	0	3,100	1,500	1,500	(1,600)	-51.6%
Capital Outlay	0	0	21,500	21,500	21,500	N\A
Equipment Reserve	7,500	7,500	7,500	7,500	0	0.0%
Total Expenditures	$1,396,525	$1,492,700	$1,605,300	$1,605,300	$112,600	7.5%
Revenues	$1,501,067	$1,527,000	$1,634,800	$1,634,800	$107,800	7.1%

Baseline Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include the reallocation of a portion of an Administrative Associate position to the Recreation Fund.
- The **Operating cost** adjustments are for the following reasons:
  - Contract Services was increased to allow for increased trip participation, transportation cost for additional camps, increased bus cost and for the Maryland Intensity Cheer and Fitness Program.
  - Funds are provided in Software for the updates and enhancements to improve daily admission process, ticket sales, inventory control, and online registration.
  - For Class Programs, funds were provided for an additional laptop with air card to allow for on-site registrations.
  - Included for Gymnastics are funds for a rock wall and an air floor.
- **Capital Outlay** includes funds to replace a trampoline, pit foam cubes and carpet bonded foam.
- FY2014 Program **Revenues** have been adjusted based on anticipated revenues from additional offerings for FY2014. Revenues also include funds for equipment that is to be purchased utilizing equipment reserve.

Description

The Recreation Division offers a variety of structured and non-structured sports leagues and activities for persons of all ages. All programs are self-supporting, with youth leagues being supplemented by the County for officials and part-time facility supervision.

- Sports programs include: Youth Basketball, Youth Indoor Soccer, Adult Volleyball, and Adult Basketball League.
- Trips and tours are offered 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 Pools 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, Drop In programs, Summer Camps, and Special Events.
  - An ever-changing, wide variety of classes for all ages are offered. The classes are categorized into dance, music, crafts, cooperative agencies, tiny tot, physical activities skills development, arts and crafts, workshops, and special events.
  - Drop In programs are noncompetitive activities, such as basketball and volleyball, that emphasize fun and participation.

Recreation

Department: Community Services — Account: 24.06.40
Division\Program: Recreation — Fund: Enterprise
Program Administrator: Sam Drury, Chief of Recreation

Positions:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	FTE
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	0.5	0.0	0.0	0.0	0.0
Administrative Associate	1.0	0.0	0.0	0.0	0.3
Assistant Aquatics Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	28.3	25.4	25.2	25.5	25.5
Total Full Time Equivalent	**32.6**	**28.2**	**28.0**	**28.3**	**28.6**

Objectives & Measurements:

See General Fund- Community Services: Recreation (pg.#155) for a listing of all Objectives & Measurements regardless of funding source.

Recreation

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$453,167	$448,300	$446,100	$448,500	$200	0.0%
Fringe Benefits	141,959	128,900	131,500	134,100	5,200	4.0%
Operating Costs	218,665	247,600	237,200	232,200	(15,400)	-6.2%
Debt Service	40,022	30,400	18,400	18,400	(12,000)	-39.5%
Total Expenditures	$853,813	$855,200	$833,200	$833,200	($22,000)	-2.6%
Revenues	$669,927	$820,900	$803,700	$803,700	($17,200)	-2.1%

Baseline Changes and Useful Information:

- The **Operating cost** adjustments are for the following reasons:
  - Decrease in Merchandise for Resale, Concession Merchandise, Vehicle Fuel and Electricity based on actuals.
  - Included in equipment are funds to replace a Lely spreader.
- Included in Debt Service are funds for the replacement of a 2001 Top Dresser and a 1999 Blower. This cost is offset due to the FY09 final 1/2 year payment and the refunding of the FY09 bond.
- **Revenues** have been adjusted based on historical trends and anticipated revenues for FY2014.

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.

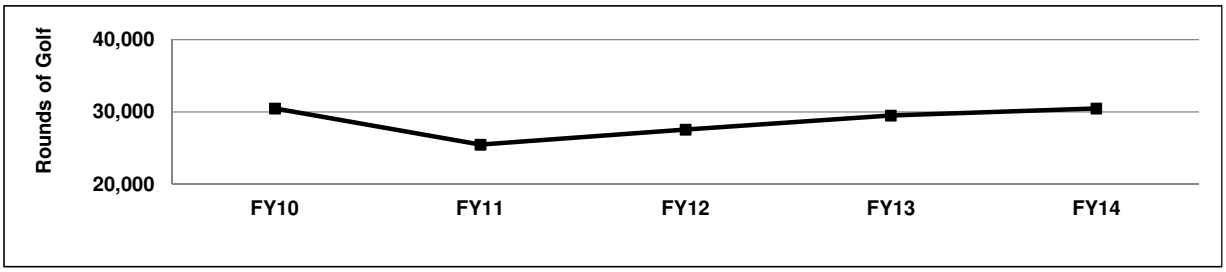
It is considered a well-maintained, challenging course. Concessions, pro shop, putting green, driving range, and cart rentals are available.

Positions:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	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	1.0	1.0	1.0	1.0
Fleet Maintenance Technician I	1.0	0.0	0.0	0.0	0.0
Part Time Positions	7.3	7.0	6.7	6.2	6.1
Total Full Time Equivalent	**12.3**	**12.0**	**11.7**	**11.2**	**11.1**

Recreation

Department: Public Works - Facilities — Account: 24.05
Division\Program: Parks - Golf Course — Fund: Enterprise
Program Administrator: Tom Roland, Chief of Parks

Objectives & Measurements	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: Promote golf play and provide quality, reasonably priced golf experience.					
Number of Rounds of Golf	30,490	25,500	27,583	29,500	30,500



Number of Season Passes	177	131	125	150	150
Number of Tournaments/Outings	20	17	14	20	20

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg
Personal Services	$2,012	$12,900	$12,900	$12,900	$0	0.0%
Fringe Benefits	143	1,400	1,400	1,400	0	0.0%
Operating Costs	7,597	11,700	8,700	8,700	(3,000)	-25.6%
Total Expenditures	$9,751	$26,000	$23,000	$23,000	($3,000)	-11.5%
Revenues	$10,742	$22,000	$11,500	$11,500	($10,500)	-47.7%

Baseline Changes and Useful Information:

- Contract Services has decreased based on actuals resulting in a reduction in **Operating Costs**.

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:	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 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**

Recreation

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg
Personal Services	$51,754	$60,900	$60,900	$60,900	$0	0.0%
Fringe Benefits	2,202	6,200	6,200	6,200	0	0.0%
Operating Costs	68,346	85,400	78,900	78,900	(6,500)	-7.6%
Operating Contingency	0	18,700	21,500	21,500	2,800	15.0%
Total Expenditures	$122,302	$171,200	$167,500	$167,500	($3,700)	-2.2%
Revenues	$176,417	$175,200	$179,000	$179,000	$3,800	2.2%

Description:

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

Positions:

	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Allocation from General Fund	0.5	0.5	0.5	0.0	0.0
Part Time Positions	3.2	3.2	3.2	3.2	3.2
Total Full Time Equivalent	**3.7**	**3.7**	**3.7**	**3.2**	**3.2**

Objectives & Measurements:

See General Fund- Community Services: Community Centers (pg.# 154) for a listing of all Objectives & Measurements regardless of funding source.

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg
Operating Costs	0	73,200	73,200	73,200	0	0.0%
Total Expenditures	$0	$73,200	$73,200	$73,200	$0	0.0%
Revenues	$0	$73,200	$73,200	$73,200	$0	0.0%

Description:

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	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg
Operating Costs	141,609	104,000	104,000	104,000	0	0.0%
Total Expenditures	$141,609	$104,000	$104,000	$104,000	$0	0.0%
Revenues	$150,481	$104,000	$104,000	$104,000	$0	0.0%

Description

This fund is used to manage the vending machine funds collected in County facilities.

Other Governmental Funds

SPECIAL REVENUE FUNDS

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

Trends and Assumptions for Estimates

PROPERTY TAX RELATED FUNDS

Fire & Emergency Medical Services

The largest special revenue fund is financed by a County wide **Fire and Rescue** property tax and a State of Maryland (508) grant. The tax is levied and collected by the County and distributed to the various volunteer fire stations and rescue squads. A property tax rate is levied as follows: $0.04 for fire, $0.02 for emergency medical services, and $.004 for pension benefits for all Real Property assessments and $0.10, $0.05 and $.01, respectively for all business related assessments. Operating revenue generated from taxes is estimated using the same assumptions as the general fund property taxes (see General Fund property tax section), with the primary information provided by the Maryland Department of Assessments and Taxation. Grant funds are subject to the annual renewal by the State of Maryland and are used for training and equipment.

Agricultural Preservation

An **agricultural transfer tax** is assessed on land that has a change of use from agricultural to residential or commercial. This money is tracked separately and used for future land preservation purposes. An operating revenue estimate is based on minimum changes in land use and amended during the year should a large land acquisition be acquired for preservation. Operating costs primarily represent the purchase of land; budgets are amended once a purchase is approved.

FEDERAL OR STATE GRANT RELATED FUNDS

The following programs have budgets that are derived from specific Federal and/or State grant awards and are often matched with local funding; therefore, budget totals reflect the anticipated grant award. Amended operating budgets reflect actual grant awards and renewals. Revenues supporting these programs are fairly predictable because they follow the scope defined within the Federal & State grants.

Housing Assistance Programs,
Transportation Programs,
Child Support/Judicial Programs,
Public Safety Programs,
Aging Programs,
Emergency Management Programs,
Tourism Programs,
Community Development Block Grant Projects,
Community Development Administration Projects,
Planning Programs and Studies,
Charles County Advocacy Council for Children, Youth, and Families.

Community Services administers the largest single grant awarded to the County, the Housing Choice Voucher Program. This Federal grant, provided by the U.S. Department of Housing and Urban Development (HUD), is for rental unit subsidy for low income residents.

The Maryland Department of Housing and Community Development provides State funding to the County for a Rental Assistance Program commonly referred to as RAP. The goal of RAP is to provide fixed monthly rental allowance payments for 12 months to approximately five low-income households that have critical and emergency housing needs with the ultimate goal of moving those individuals or families into self-sufficiency. The County's Community Services Department also administers the Emergency Solutions Grant Program (formerly the Emergency Shelter Grant Program). This grant is awarded to local agencies.

Charles County Advocacy Council for Children, Youth, and Families (CCACCYF) (formerly the Local Management Board) programs are funded from both the Federal and State level. The CCACCYF does not provide human services directly but contracts with various public and private agencies to provide publicly funded human services. The size of the contracts that are entered into annually is determined by the amount of funding made available to the CCACCYF by the Governor's Office for Children, the Maryland State Department of Education, the Maryland Department of Juvenile Services, and the Maryland Department of Human Resources.

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 for the purpose of processing and serving of summonses, warrants and writs of attachment received from the courts.

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, and training of County personnel in response to acts of terrorism and maritime security.

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

State grant funding provides 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
Nuisance Abatement

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

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.

With the use of special funding sources in support of housing loans, the County administers a **Housing Special Loans Program** for qualified applicants. Funding is tied to the quantity of loans processed.

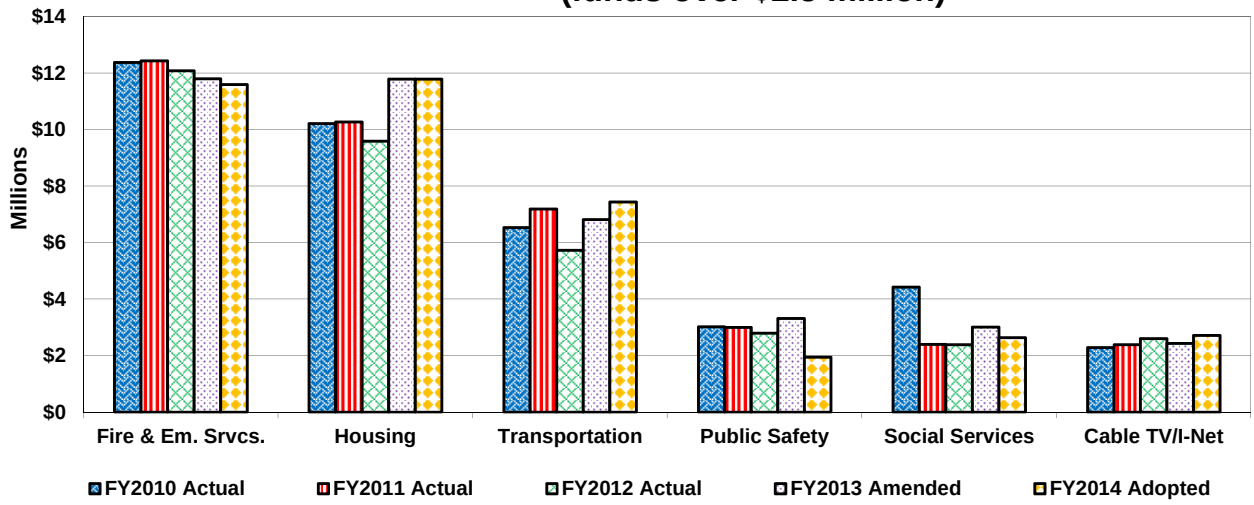
The **Southern Maryland Criminal Justice Academy** is funded equally by Charles, Calvert, and St. Mary's Counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

Animal Shelter/Control Programs generate revenues primarily from donations and fees as a result of animal adoptions. Revenue estimates are based on trends and the volume of fees.

The **Law Library** generates revenues through appearance fees and other court fines. The basis for predicting these dedicated revenues is primarily from historical trends, however, trends in crime and population will affect the performance of these revenues and is often difficult to predict.

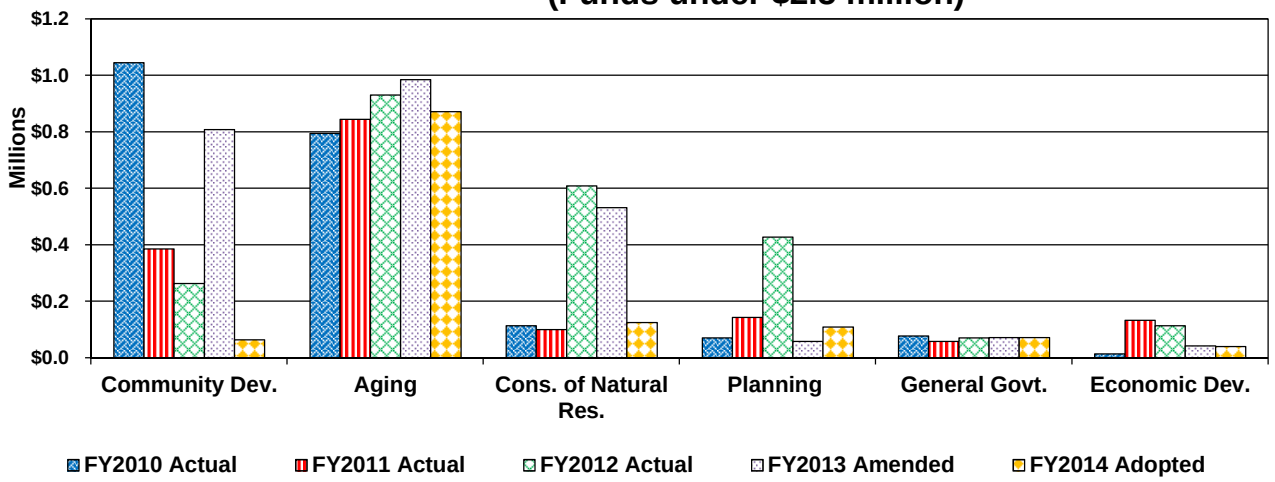
The **Nuisance Abatement Fund** was established to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up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

Special Revenue Funds by Account Function
(funds over $2.5 million)



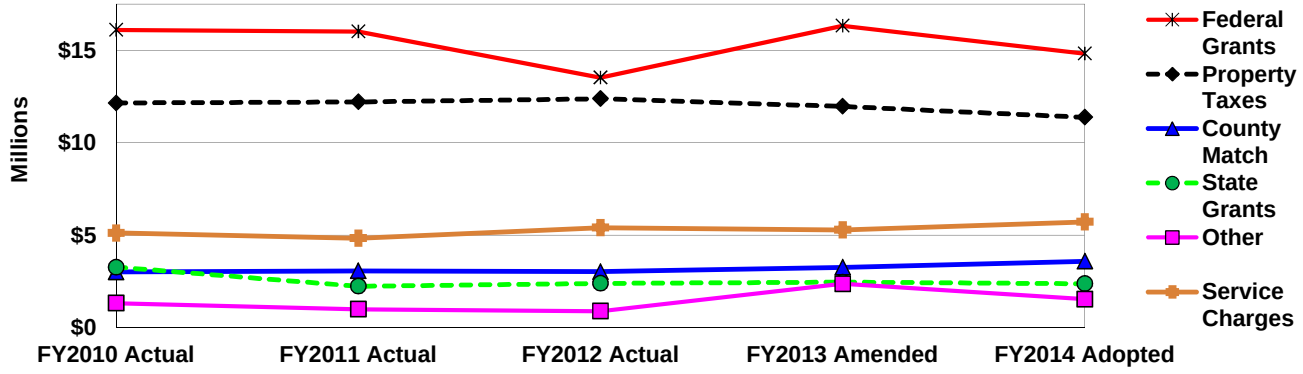
- Volunteer Fire and Emergency Medical Services continues to be the largest Special Revenue function. This program is funded primarily by Property Tax Revenue and will increase or decrease based on property assessments.
- Housing program budgets increased from prior year budgets due to lease up rates and portable vouchers paid through reciprocal agreements with other Housing Authorities which allows families to move from jurisdiction to jurisdiction and maintain their housing assistance.
- Transportation revenues decreased in FY2012 because of the one-time award of American Recovery and Reinvestment Act funds for capital items in FY2011. The increases in FY2014 is due to requested capital grants and to an added subscription service six days per week in the Waldorf/St. Charles urban area to support the opening of a new dialysis center and to relieve the backlog/waiting list of seniors wanting to ride to the senior center at the Jaycees Hall.
- Reduction in Public Safety grants is due to grants which are one time in nature.
- Social Services include Charles County Advocacy Council for Children, Youth, and Families (CCACCYF) and Child Support/Judicial grants. The 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 CCACCYF grants. The increase in FY2013 is due to the award of grants in support of the drug courts, some of which are one-time in nature.
- The Cable TV/I-net fund continues to grow as collections from Franchise Fees are on an increase.

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



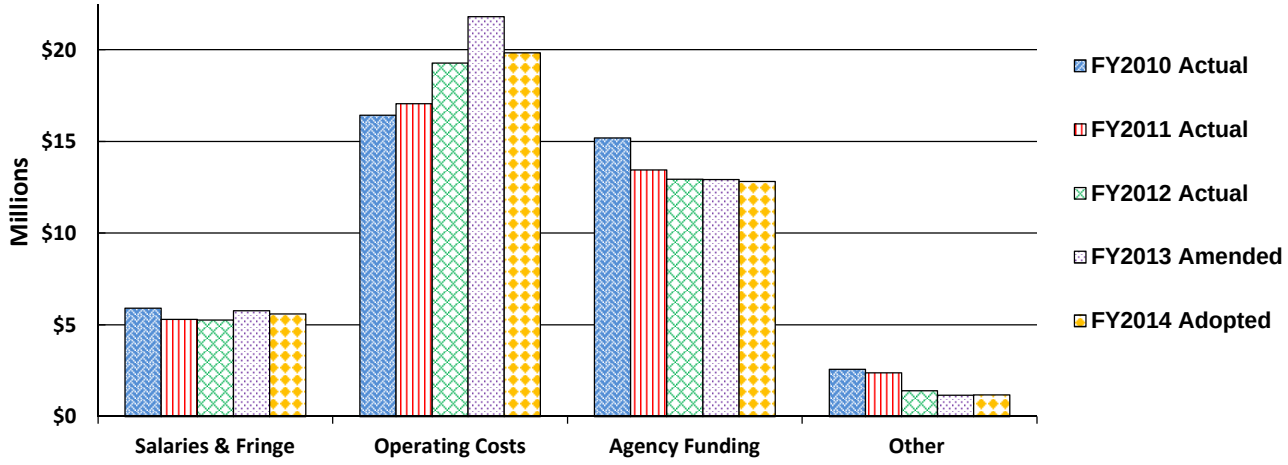
- Variations in Community Development are caused by grants which are typically one time in nature.
- Variance in Aging grants is caused by Federal grants with a fiscal year end date of 09/30/13 for which unspent balances will be carried over to FY2014.
- The spikes in FY2012 and FY2013 for Conservation 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 decreased in FY2012 due one-time American Recovery and Reinvestment Grants, Public Safety and Emergency Services grants, a Homeless Prevention & Rapid Rehousing Program (HPRP), and the Energy Efficiency Conservation Block Grant (EECBG). All but the EECBG were fully expensed by FY2012. The decline in FY2014 is due to the Grants being budgeted in full for FY2013, but may be multiple year in nature. Carryover balances are established after the fiscal year ends. The FY2014 funds may increase due to mid-year grant awards and carryover balances.
- Property Tax Revenue is reflective of flat or declining property assessments.
- 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 slight increase in County Match for FY2014 is due to required match on Transportation grants and a first time match on the Housing Choice Voucher Program due to reduced administrative funding.
- State grant funding remains flat for FY2014 as a result of the current economic conditions.
- The spike in Other Revenue in FY2013 is attributed to the use of fund balance for the Housing Choice Voucher Programs for rents and administrative expenses as appropriate.

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 (Housing Assistance, Transportation, and Child Support/Judicial Programs) pay out the majority of the funds as operating costs.
- The second largest category is Agency Funding which primarily distributes the collected funds to the various volunteer fire stations and rescue squads. The Charles County Advocacy Council for Children, Youth, and Families also distributes funds to vendors as Agency Funding.

SPECIAL REVENUE FUNDS

PROPERTY TAX RELATED FUNDS:

Fire & Rescue

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Property Taxes	$11,829,698	$11,491,500	$11,491,500	$11,344,300	($147,200)	-1.3%
State Grants	244,352	244,352	244,352	245,820	1,468	0.6%
Interest Income	6,784	15,000	15,000	7,000	(8,000)	-53.3%
Total Operating Revenues	12,080,834	11,750,852	11,750,852	11,597,120	(153,732)	-1.3%
Transfers	0	42,834	42,834	0	(42,834)	-100.0%
Total Revenues	$12,080,834	$11,793,686	$11,793,686	$11,597,120	($196,566)	-1.7%
Expenses						
Personal Services	$15,000	$0	$0	$0	$0	N\A
Operating Costs	5,185	7,300	7,300	54,300	47,000	643.8%
Agency Funding	11,795,836	11,786,386	11,786,386	11,542,820	(243,566)	-2.1%
Total	$11,816,021	$11,793,686	$11,793,686	$11,597,120	($196,566)	-1.7%
Variance	$264,813	$0	$0	$0		
Beginning Fund Balance	77,534					
Ending Fund Balance	$342,347					

Agricultural Preservation

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Property Taxes	$547,809	$30,000	$471,850	$30,000	($441,850)	-93.6%
Total Operating Revenues	$547,809	$30,000	$471,850	$30,000	($441,850)	-93.6%
Transfers	61,120	60,200	60,200	95,600	35,400	58.8%
Total Revenues	$608,929	$90,200	$532,050	$125,600	($406,450)	-76.4%
Expenses						
Personal Services	$59,608	$60,500	$60,500	$94,900	$34,400	56.9%
Fringe Benefits	27,113	25,500	25,500	26,500	1,000	3.9%
Operating Costs	522,209	4,200	446,050	4,200	(441,850)	-99.1%
Total	$608,929	$90,200	$532,050	$125,600	($406,450)	-76.4%
Variance	$0	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$0					

SPECIAL REVENUE FUNDS

GRANT RELATED FUNDS:

Housing Assistance

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Federal Grants	$7,878,912	$9,127,900	$9,127,900	$9,471,168	$343,268	3.8%
Service Charges	1,428,559	1,356,400	1,699,200	1,698,150	(1,050)	-0.1%
Interest Income	103	120	120	100	(20)	-16.7%
Miscellaneous	10,447	10,000	10,000	2,000	(8,000)	-80.0%
Total Operating Revenues	$9,318,022	$10,494,420	$10,837,220	$11,171,418	$334,198	3.1%
County Match	0	0	0	46,000	46,000	N/A
Fund Balance Appropriation	0	551,390	551,390	170,392	(380,998)	-69.1%
Total Revenues	$9,318,022	$11,045,810	$11,388,610	$11,387,810	($800)	0.0%
Expenses						
Personal Services	$661,891	$670,450	$675,250	$677,000	$1,750	0.3%
Fringe Benefits	237,372	221,000	221,000	222,450	1,450	0.7%
Operating Costs	10,347,319	10,154,360	10,492,360	10,488,360	(4,000)	0.0%
Total	$11,246,582	$11,045,810	$11,388,610	$11,387,810	($800)	0.0%
Variance	($1,928,561)	$0	$0	$0		
Beginning Fund Balance	3,297,837					
Ending Fund Balance	$1,369,276					

Transportation Programs

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Federal Grants	$2,111,188	$2,655,828	$2,890,739	$3,299,445	$408,706	14.1%
State Grants	368,464	459,698	445,001	468,923	23,922	5.4%
Service Charges	894,210	881,628	881,628	929,983	48,355	5.5%
Miscellaneous	205,382	215,000	206,920	215,000	8,080	3.9%
Total Operating Revenues	$3,579,244	$4,212,154	$4,424,288	$4,913,351	$489,063	11.1%
County Match	2,142,700	2,437,725	2,347,392	2,529,701	182,309	7.8%
Fund Balance Appropriation	0	184,166	43,175	0	(43,175)	-100.0%
Total Revenues	$5,721,944	$6,834,045	$6,814,855	$7,443,052	$628,197	9.2%
Expenses						
Personal Services	$342,245	$341,700	$341,700	$356,700	$15,000	4.4%
Fringe Benefits	121,798	117,100	117,100	118,100	1,000	0.9%
Operating Costs	5,940,428	5,624,925	5,945,461	6,722,580	777,119	13.1%
Agency Funding	0	0	0	135,672	135,672	N/A
Capital Outlay	13,588	750,320	410,594	110,000	(300,594)	-73.2%
Total	$6,418,059	$6,834,045	$6,814,855	$7,443,052	$628,197	9.2%
Variance	($696,115)	$0	$0	$0		
Beginning Fund Balance	739,289					
Ending Fund Balance	$43,174					

SPECIAL REVENUE FUNDS

GRANT RELATED FUNDS:

Charles County Advocacy Council for Children, Youth, and Families

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Federal Grants	$98,576	$0	$101,576	$98,576	($3,000)	-3.0%
State Grants	988,350	653,826	1,002,548	1,002,548	0	0.0%
Service Charge	71,876	78,032	39,500	39,500	0	0.0%
Interest Income	40	0	0	0	0	N/A
Total Operating Revenues	$1,158,842	$731,858	$1,143,624	$1,140,624	($3,000)	-0.3%
Transfer In	0	0	0	0	0	N/A
Fund Balance Appropriation	0	35,588	75,532	43,205	(32,327)	-42.8%
Total Revenues	$1,158,842	$767,446	$1,219,156	$1,183,829	($35,327)	-2.9%
Expenses						
Personal Services	$87,183	$94,080	$108,917	$116,569	$7,652	7.0%
Fringe Benefits	21,698	22,561	22,513	23,401	888	3.9%
Operating Costs	16,941	40,360	52,348	13,600	(38,748)	-74.0%
Operating Contingency	0	5,119	5,119	0	(5,119)	-100.0%
Agency Funding	989,345	605,326	1,030,259	1,030,259	0	0.0%
Total	$1,115,167	$767,446	$1,219,156	$1,183,829	($35,327)	-2.9%
Variance	$43,675	$0	$0	$0		
Beginning Fund Balance	241,877					
Ending Fund Balance	$285,552					

Child Support/Judicial Grants

Revenues						
Federal Grants	$615,226	$795,055	$1,076,738	$721,976	($354,762)	-32.9%
State Grants	311,202	291,622	315,622	324,622	9,000	2.9%
Interest Income	1	0	0	0	0	N/A
Miscellaneous	590	0	1,038	0	(1,038)	-100.0%
Total Operating Revenues	$927,019	$1,086,677	$1,393,398	$1,046,598	($346,800)	-24.9%
Transfers In	6,074	0	0	0	0	N/A
County Match	297,797	378,946	390,576	398,452	7,876	2.0%
Total Revenues	$1,230,891	$1,465,623	$1,783,974	$1,445,050	($338,924)	-19.0%
Expenses						
Personal Services	$646,688	$735,600	$740,230	$775,340	$35,110	4.7%
Fringe Benefits	226,429	328,700	324,205	354,110	29,905	9.2%
Operating Costs	357,773	401,323	695,539	315,600	(379,939)	-54.6%
Capital Outlay	0	0	24,000	0	(24,000)	-100.0%
Total	$1,230,891	$1,465,623	$1,783,974	$1,445,050	($338,924)	-19.0%
Variance	$0	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$0					

SPECIAL REVENUE FUNDS

GRANT RELATED FUNDS:

Public Safety Grants

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Federal Grants	$760,471	$570,720	$1,037,999	$558,037	($479,962)	-46.2%
State Grants	73,418	0	91,000	40,000	(51,000)	-56.0%
Miscellaneous	858	0	4,642	0	(4,642)	-100.0%
Total Operating Revenues	$834,746	$570,720	$1,133,641	$598,037	($535,604)	-47.2%
Transfers In	$1,021	$0	$353	$0	(353)	-100.0%
County Match	413,552	299,759	474,059	516,500	42,441	9.0%
Total Revenues	$1,249,319	$870,479	$1,608,053	$1,114,537	($493,516)	-30.7%
Expenses						
Personal Services	$751,685	$524,600	$938,081	$673,510	($264,571)	-28.2%
Fringe Benefits	277,524	214,300	312,837	298,960	(13,877)	-4.4%
Operating Costs	142,023	88,579	314,135	94,067	(220,068)	-70.1%
Capital Outlay	78,086	43,000	43,000	48,000	5,000	11.6%
Total	$1,249,319	$870,479	$1,608,053	$1,114,537	($493,516)	-30.7%
Variance	$0	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$0					

Aging Grants

Revenues						
Federal Grants	$589,746	$532,347	$602,216	$502,373	($99,843)	-16.6%
State Grants	285,733	240,426	206,413	200,913	(5,500)	-2.7%
Service Charge	5,078	0	109,550	113,590	4,040	3.7%
Miscellaneous	49,974	49,580	67,020	54,637	(12,383)	-18.5%
Total Revenues	$930,532	$822,353	$985,199	$871,513	($113,686)	-11.5%
Expenses						
Personal Services	$421,460	$420,327	$444,626	$414,627	($29,999)	-6.7%
Fringe Benefits	34,008	34,662	35,818	36,414	596	1.7%
Operating Costs	467,713	367,364	504,755	420,472	(84,283)	-16.7%
Total	$923,182	$822,353	$985,199	$871,513	($113,686)	-11.5%
Variance	$7,350	$0	$0	$0		
Beginning Fund Balance	4,628					
Ending Fund Balance	$11,978					

SPECIAL REVENUE FUNDS

GRANT RELATED FUNDS:

Emergency Management Grants

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Federal Grants	$749,004	$184,630	$702,446	$96,000	($606,446)	-86.3%
State Grants	24,522	0	16,827	0	(16,827)	-100.0%
Miscellaneous	1,074	2,700	2,700	2,810	110	4.1%
Local Government	1,540	0	0	0	0	N/A
Total Operating Revenues	$776,140	$187,330	$721,973	$98,810	($623,163)	-86.3%
Transfers In	0	42,834	42,834	0	(42,834)	-100.0%
County Match	97,997	37,700	43,536	96,000	52,464	120.5%
Total Revenues	$874,137	$267,864	$808,343	$194,810	($613,533)	-75.9%
Expenses						
Personal Services	$177,759	$150,059	$174,988	$192,000	$17,012	9.7%
Fringe Benefits	29,538	29,437	38,079	0	(38,079)	-100.0%
Operating Costs	271,152	88,368	274,643	2,810	(271,833)	-99.0%
Capital Outlay	395,688	0	320,633	0	(320,633)	-100.0%
Total	$874,137	$267,864	$808,343	$194,810	($613,533)	-75.9%
Variance	$0	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$0					

Community Development Administration

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Federal Grants	$137,666	$48,000	$354,393	$24,000	($330,393)	-93.2%
State Grants	35,100	40,000	79,350	40,000	(39,350)	-49.6%
Interest	23	0	0	0	0	N/A
Total Revenues	$172,789	$88,000	$433,743	$64,000	($369,743)	-85.2%
Expenses						
Personal Services	$5,506	$3,750	$7,750	$3,750	($4,000)	-51.6%
Operating Costs	167,283	84,250	425,993	60,250	(365,743)	-85.9%
Total	$172,789	$88,000	$433,743	$64,000	($369,743)	-85.2%
Variance	$0	$0	$0	$0	$0	
Beginning Fund Balance	0					
Ending Fund Balance	$0					

SPECIAL REVENUE FUNDS

GRANT RELATED FUNDS:

Community Development Block Grants

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Federal Grants	$90,000	$0	$375,000	$0	($375,000)	-100.0%
Total Revenues	$90,000	$0	$375,000	$0	($375,000)	-100.0%
Expenses						
Personal Services	$15,000	$0	$0	$0	0	N/A
Operating Costs	0	0	375,000	0	(375,000)	-100.0%
Agency Funding	75,000	0	0	0	0	N/A
Transfer Out	156,808	0	0	0	0	N/A
Total	$246,808	$0	$375,000	$0	($375,000)	-100.0%
Variance	($156,808)	$0	$0	$0		
Beginning Fund Balance	156,808					
Ending Fund Balance	$0					

Planning Grants

Revenues						
Federal Grants	$412,188	$0	$48,156	$0	($48,156)	-100.0%
State Grants	16,000	10,000	10,000	9,000	(1,000)	-10.0%
Interest	0	0	295	0	(295)	-100.0%
Total Revenues	$428,188	$10,000	$58,451	$9,000	($49,451)	-84.6%
Expenses						
Personal Services	$21,597	$6,430	$41,795	$5,430	($36,365)	-87.0%
Fringe Benefits	1,932	3,570	12,290	3,570	(8,720)	-71.0%
Operating Costs	409,409	0	(5,262)	0	5,262	-100.0%
Capital Outlay	0	0	9,628	0	(9,628)	-100.0%
Total	$432,938	$10,000	$58,451	$9,000	($49,451)	-84.6%
Variance	($4,750)	$0	$0	$0		
Beginning Fund Balance	4,750					
Ending Fund Balance	$0					

SPECIAL REVENUE FUNDS

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
GRANT RELATED FUNDS:						
Tourism Grant						
Revenues						
State Grants	$43,829	$40,588	$41,898	$40,588	($1,310)	-3.1%
Miscellaneous	523	0	0	0	0	N/A
Total Operating Revenues	$44,352	$40,588	$41,898	$40,588	($1,310)	-3.1%
County Match	69,262	0	0	0	0	N/A
Total Revenues	$113,614	$40,588	$41,898	$40,588	($1,310)	-3.1%
Expenses:						
Personal Services	$63,322	$0	$0	$0	$0	N/A
Fringe Benefits	6,438	0	0	0	0	N/A
Operating Costs	43,854	40,588	41,898	40,588	(1,310)	-3.1%
Total	$113,614	$40,588	$41,898	$40,588	($1,310)	-3.1%
Variance	$0	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$0					
SERVICE CHARGE RELATED FUNDS:						
Cable TV/I-Net Fund						
Revenues						
Service Charges	$2,600,741	$2,432,700	$2,432,700	$2,717,000	$284,300	11.7%
Total Revenues	$2,600,741	$2,432,700	$2,432,700	$2,717,000	$284,300	11.7%
Expenses						
Personal Services	$596,432	$673,300	$673,300	$721,000	$47,700	7.1%
Fringe Benefits	186,810	202,200	202,200	213,400	11,200	5.5%
Operating Costs	138,358	231,600	249,600	272,300	22,700	9.1%
Agency Funding	73,012	100,300	100,300	100,300	0	0.0%
Operating Contingency	0	875,300	857,300	410,000	(447,300)	-52.2%
Transfer Out	700,000	350,000	350,000	1,000,000	650,000	185.7%
Total	$1,694,612	$2,432,700	$2,432,700	$2,717,000	$284,300	11.7%
Variance	$906,129	$0	$0	$0		
Beginning Fund Balance	2,318,502					
Ending Fund Balance	$3,224,631					
Nuisance Abatement Fund						
Revenue Service Charges	$0	$0	$0	$100,000	$100,000	N/A
Expense Operating Costs	$0	$0	$0	$100,000	$100,000	N/A
Variance	$0	$0	$0	$0	$0	
Beginning Fund Balance	0					
Ending Fund Balance	$0					

SPECIAL REVENUE FUNDS

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
SERVICE CHARGE RELATED FUNDS:						
Housing Special Loans						
Revenue Service Charges	$272,798	$400,000	$400,000	$400,000	$0	0.0%
Expense Operating Costs	$65,414	$400,000	$400,000	$400,000	$0	0.0%
Variance	$207,384	$0	$0	$0	$0	
Beginning Fund Balance	(34,126)					
Ending Fund Balance	$173,258					
Sheriff's Special Programs						
Revenues						
Fines & Forfeitures	$226,533	$235,900	$235,900	$238,900	$3,000	1.3%
Miscellaneous	17,025	15,000	15,000	17,700	2,700	18.0%
Total Operating Revenues	$243,558	$250,900	$250,900	$256,600	$5,700	2.3%
Fund Balance Appropriation	0	135,000	135,000	8,000	(127,000)	-94.1%
Total Revenues	$243,558	$385,900	$385,900	$264,600	($121,300)	-31.4%
Expenses						
Personal Services	$134,526	$159,500	$159,500	$168,300	$8,800	5.5%
Fringe Benefits	50,281	53,200	53,200	58,100	4,900	9.2%
Operating Costs	16,464	173,200	173,200	38,200	(135,000)	-77.9%
Total	$201,270	$385,900	$385,900	$264,600	($121,300)	-31.4%
Variance	$42,287	$0	$0	$0		
Beginning Fund Balance	414,882					
Ending Fund Balance	$457,169					
Drug Forfeitures						
Revenues						
Federal Grants	$76,022	$14,700	$14,700	$49,700	$35,000	238.1%
Fines & Forfeitures	129,698	84,000	84,000	56,000	(28,000)	-33.3%
Interest	56	100	100	300	200	200.0%
Miscellaneous	1,755	0	0	0	0	N/A
Total Operating Revenues	$207,532	$98,800	$98,800	$106,000	$7,200	7.3%
Fund Balance Appropriation	0	0	147,700	28,000	(119,700)	-81.0%
Total Revenues	$207,532	$98,800	$246,500	$134,000	($112,500)	-45.6%
Expenses						
Operating Costs	$130,894	$98,800	$246,500	$119,000	($127,500)	-51.7%
Transfer Out	5,903	0	0	0	0	N/A
Capital Outlay	46,781	0	0	15,000	15,000	N/A
Total	$183,579	$98,800	$246,500	$134,000	($112,500)	-45.6%
Variance	$23,953	$0	$0	$0		
Beginning Fund Balance	337,407					
Ending Fund Balance	$361,360					

SPECIAL REVENUE FUNDS

SERVICE CHARGE RELATED FUNDS:

Southern Maryland Criminal Justice Academy

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Local Government	$80,000	$88,000	$88,000	$88,000	$0	0.0%
Service Charge	6,127	0	15,400	0	(15,400)	-100.0%
Miscellaneous	19	0	0	0	0	N/A
Total Operating Revenues	$86,146	$88,000	$103,400	$88,000	($15,400)	-14.9%
Transfers In	40,000	44,000	44,000	44,000	0	0.0%
Total Revenues	$126,146	$132,000	$147,400	$132,000	($15,400)	-10.4%
Expenses						
Operating Costs	$90,052	$132,000	$147,400	$132,000	($15,400)	-10.4%
Total	$90,052	$132,000	$147,400	$132,000	($15,400)	-10.4%
Variance	$36,094	$0	$0	$0		
Beginning Fund Balance	83,915					
Ending Fund Balance	$120,009					

Animal Shelter \ Control

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
Revenues						
Service Charges	$80,815	$97,700	$97,700	$68,000	($29,700)	-30.4%
Miscellaneous	16,008	11,000	22,653	11,000	(11,653)	-51.4%
Total Operating Revenues	$96,823	$108,700	$120,353	$79,000	($41,353)	-34.4%
Fund Balance Appropriation	0	0	0	20,800	20,800	N/A
Total Revenues	$96,823	$108,700	$120,353	$99,800	($20,553)	-17.1%
Expenses						
Personal Services	$24,644	$24,800	$24,800	$26,000	$1,200	4.8%
Fringe Benefits	6,162	5,600	5,600	5,800	200	3.6%
Operating Costs	69,596	78,300	89,953	68,000	(21,953)	-24.4%
Total	$100,401	$108,700	$120,353	$99,800	($20,553)	-17.1%
Variance	($3,578)	$0	$0	$0		
Beginning Fund Balance	51,946					
Ending Fund Balance	$48,368					

SPECIAL REVENUE FUNDS

	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change from FY13 Amended	% Change
SERVICE CHARGE RELATED FUNDS:						
Law Library						
Revenues						
Service Charges	$40,462	34,000	34,000	34,000	0	0.0%
Fines & Forfeitures	29,416	33,000	33,000	33,000	0	0.0%
Miscellaneous	1,081	1,400	1,400	1,400	0	0.0%
Total Operating Revenues	$70,958	$68,400	$68,400	$68,400	$0	0.0%
Transfers In	0	3,000	3,000	3,000	0	0.0%
Total Revenues	$70,958	$71,400	$71,400	$71,400	$0	0.0%
Expense: Operating Costs	$73,535	$71,400	$71,400	$71,400	$0	0.0%
Total	$73,535	$71,400	$71,400	$71,400	$0	0.0%
Variance	($2,576)	$0	$0	$0		
Beginning Fund Balance	36,949					
Ending Fund Balance	$34,373					

TOTAL SPECIAL REVENUE FUNDS

Total Revenues	$37,596,594	$37,725,594	$41,647,271	$39,395,709	($2,251,562)	-5.4%
Total Expenses	$38,857,297	$37,725,594	$41,647,271	$39,395,709	($2,251,562)	-5.4%
Variance	($1,260,702)	$0	$0	$0		
Beginning Fund Balance	7,732,198					
Total Ending Fund Balance	$6,471,496					

Cable TV/I-Net

Department:	Cable TV/I-Net	Account:	48 Fund
Division\Program:	Administrative Services	Fund:	Special Rev.
Program Administrator:	Mark Belton, County Administrator	Source:	Srvc. Charge
	Deborah Hudson, Director of Fiscal & Admin. Services		

www.charlescountymd.gov/coadmin/ccgtv/ccgtv

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$596,432	$673,300	$673,300	$721,000	$47,700	7.1%
Fringe Benefits	186,810	202,200	202,200	213,400	11,200	5.5%
Operating Costs	138,358	231,600	249,600	272,300	40,700	17.6%
Agency Funding	73,012	100,300	100,300	100,300	0	0.0%
Operating Contingency	0	875,300	857,300	410,000	(465,300)	-53.2%
Transfers Out	700,000	350,000	350,000	1,000,000	650,000	185.7%
Total Expenditures	$1,694,612	$2,432,700	$2,432,700	$2,717,000	$284,300	11.7%
Revenues	$2,600,741	$2,432,700	$2,432,700	$2,717,000	$284,300	11.7%

Changes and Useful Information:

- Included in the increase in **Personal Services** and **Fringe Benefits** are funds for a Part Time I Editor position to assist in CCGTV.
- **Operating Cost** increase is to provide funds for an audit, to provide additional funds for Equipment and PC Repairs & Maintenance and for internet service for the Renewable Energy Center.
- **Agency Funding** represents funds provided to the College of Southern Maryland for public TV broadcasts.
- **Transfers Out** represents the funding provided to the General Fund operations.
- **Revenues** are conservatively estimated based on FY12 actual and FY13 estimate.

Description:

The I-Net is an internal wide area communications network linking over 90 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. The maintenance and operation of the I-Net is covered by this fund.

CHANNEL 95 SUPPORT SERVICES

VIDEO PRODUCTION

-Provide installation/maintenance support for Commissioner Room HD Video Cameras.
-Provide installation/maintenance support for Commissioner Room HF Audio system.
-Provide installation/maintenance support for Nonlinear Real-Time Video editing system.
-Provide installation/maintenance support for Video Scheduling/Play Back system.
-Provide installation/maintenance support for Video Server Storage system.
-Provide installation/maintenance support for Real-Time Web Streaming Video system.
-Provide installation/maintenance/production support for Web Media File production of Commissioner's meetings.

VIDEO CAPTIONING

-Create MP3 file for each Commissioner meeting.
-Coordinate Transcription Process.
-Convert Captioned Video for Web Media Format.
-Render Captioned Video for broadcast.
-Archive/Catalog Video Files.

Cable TV/I-Net

Department:	County Administrator	Account:	48 Fund
Division\Program:	Charles County Government TV (CCG95)	Fund:	Special Rev.
Program Administrator:	Mark Belton, County Administrator	Source:	Srvc. Charge
	Deborah Hudson, Director of Fiscal & Admin. Services		

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Communications	1.0	0.0	0.0	0.0	0.0
Public Information Officer	2.0	2.0	1.0	1.0	1.0
Writer/Producer	1.0	1.0	1.0	1.0	1.0
Video Production Specialist	2.0	1.0	1.0	1.0	1.0
Media Specialist	0.0	1.0	1.0	1.0	1.0
Videographer	1.0	0.0	0.0	0.0	0.0
Public Information Specialist	0.0	0.0	1.0	1.0	1.0
Video Production Specialist (Contract)	1.0	1.0	0.0	0.0	0.0
Chief Information Officer	0.0	0.5	0.5	0.5	0.5
Network Manager	0.0	0.3	0.3	0.3	0.3
Network Spec. III	1.0	1.8	1.8	1.8	1.8
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	0.0	0.5	0.5	0.5	0.5
Salary Allocation from General Fund	0.5	0.0	0.0	0.0	0.0
Part Time Help	5.3	0.5	0.5	1.3	2.0
Total Full Time Equivalent	**15.8**	**10.6**	**9.6**	**10.5**	**11.1**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: To design, procure, configure, manage, and troubleshoot configuration of County Network Video Systems.					
# of Live Broadcasts Commissioners Board	110	113	123	115	140
- Liquor Board	12	11	11	11	11
- Planning Commission	24	20	25	20	25
- Cable Advisory Commission	2	1	0	2	0
- Board of Appeals	24	18	15	18	15
- Board of Fire & Rescue	11	11	11	11	11
- County Commissioners	N/A	N/A	61	70	75
# of In-house Produced	125	129	140	150	155
- Safety Matters	15	10	11	10	10
- CCSO National Nights Out	0	1	1	1	1
- Public Service Announcements (PSA's)	48	55	50	50	50
- Permits Seminars	2	3	5	5	5
Tapes are aired daily every week of the year					
Community Bulletin Board runs 24/7, which is updated three times a week					
# of requests for copies of broadcasts	150	250	90	150	150

General Government

Department: Circuit Court — Account: 33.09.10
Division\Program: Law Library — Fund: Special Rev.
Program Administrator: Honorable Amy J. Bragunier — Source: Srvc. Charge
www.charlescountylawlibrary.com

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Operating Costs	$73,535	$71,400	$71,400	$71,400	0	0.0%
Total Expenditures	$73,535	$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 Medical Services — Fund: Special Rev.
Program Administrator: Edward Tucker, Chief Animal Control Services — Source: Srvc. Charge
www.charlescountymd.gov/es/animalcontrol/animal-control

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$24,644	$24,800	$24,800	$26,000	$1,200	4.8%
Fringe Benefits	6,162	5,600	5,600	5,800	200	3.6%
Operating Costs	69,596	78,300	89,953	68,000	(21,953)	-24.4%
Total Expenditures	$100,401	$108,700	$120,353	$99,800	($20,553)	-17.1%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** decreased because adoption medical expenses have declined and grants are not budgeted until awarded. Any balance of unspent grant funds from a 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 over 6 months old, 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.

Public Safety

Department:	Animal Control Services	Account:	21 Fund
Division/Program:	Animal Shelter/Animal Control Donations & Adoption Medical Services	Fund:	Special Rev.
Program Administrator:	Edward Tucker, Chief Animal Control Services	Source:	Srvc. Charge

Snyder Foundation Grant

For the past seven 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.

The American Society for the Prevention of Cruelty to Animals (ASPCA) Grant

The purpose of this grant is to cover the cost of an engraver machine, ID tags and collars to participate in the ASPCA ID ME Project.

Positions:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	FTE
Animal Shelter Van Driver (part time)	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:	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: Tracking of activities allows management to access the effectiveness of the spay/neuter adoption program					
# of animals adopted	957	1081	951	850	900
-% of total received (ARRA's)	12.0%	13.6%	11.7%	10.8%	11.2%

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

www.ccso.us

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$751,685	$524,600	$938,081	$673,510	($264,571)	-28.2%
Fringe Benefits	277,524	214,300	312,837	298,960	(13,877)	-4.4%
Operating Costs	142,023	88,579	314,135	94,067	(220,068)	-70.1%
Capital Outlay	78,086	43,000	43,000	48,000	5,000	11.6%
Total Expenditures	$1,249,319	$870,479	$1,608,053	$1,114,537	($493,516)	-30.7%

Changes and Useful Information:

- The decrease of 31% overall on the 12 fund grants is because the FY2014 budget is only for the following programs: Child Support, the Maryland Vehicle Theft Prevention Program, and the Byrne Justice Assistance Grant (BJAG) Local Solicitation - Juvenile Drug Court Support Program. Due to the uncertain nature of grant funding, all other grants are budgeted upon award or carried over as appropriate.
- The Intelligence Specialist Grant ends 08/31/13 which supported one FTE.

Description:

In a cooperative effort, the Charles County Sheriff's Office (CCSO) and the County Commissioners are constantly vigil in their search for State and Federally funded programs. These programs, when funded, enhance the law enforcement effort at a much reduced cost to the citizens of Charles County.

Tobacco Initiative

The Charles County Department of Health (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.

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.

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.

Auto Theft

Maryland Vehicle Theft Prevention – Receive partial funding for two officers to curtail the rising crimes of auto theft and car jacking.

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

Law Enforcement Training Scholarship Program (LETS)

In FY13, the CCSO received two LETS grants for the following training events:

- Child First Training Seminar
- Executive Leadership Training

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.

Enhancing Training Capabilities & Serving Extraditions

The purpose of this grant was 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 also compensate for costs associated with serving extraditions such as airfare, lodging and per diem. This multi-year grant closed out in FY2013 as of September 20, 2012.

CCSO Equipment Upgrade and Drug Court Support Program

This multi-year grant covers 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 a portion of the Drug Court Coordinator’s Position for FY2013. The balance of funding for this position is covered by a State grant listed under the judicial grants section.

Local Solicitation - Officer Safety, Equipment Upgrade and Drug Court Support Program

The purpose of this grant is to send 120 officers to the Street Survival Seminar, upgrade six car camera systems and to fund one quarter of the Drug Court Coordinator's position in FY2014.

American Recovery and Reinvestment Act (ARRA) – Intelligence Specialist

As a result of this grant funding, the CCSO was able 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 03/01/09-08/31/13.

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.

American Recovery and Reinvestment Act (ARRA) – Domestic Violence Coordinator Program

As a result of this grant funding, the Charles County Sheriff's Office (CCSO) was able 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 acted 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. This grant ended on 12/31/2012.

Enforcing Underage Drinking Laws Program

The CCSO'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 provided for officers overtime, contractual services, and educational materials. This grant ended on 06/30/2012.

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.

National Motor Carrier Safety Assistance Program (MCSAP)

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

Chaney Foundation Grant

Grant funds will be used to cover supplies and annual Awards Banquet costs for Teen Court.

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.

La Plata Beautification Project

The Town of La Plata awarded the CCSO a grant in support of the Teen Court Beautification Project which utilizes teen court volunteers to plant flowers and pick up garbage along Heritage Green Road in La Plata.

School Bus Safety Enforcement Program

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

State Farm Insurance Celebrate My Drive 2012 Grant

Grant funds support the CCSO Teen Driver Safety Program. Funds were utilized to purchase promotional/educational items for the We Care Driving Campaign as well as fund special events.

MD Strategic Prevention Framework (MSPF) Grant

An agreement with the College of Southern Maryland for the Charles County Substance Abuse Advisory Coalition has the CCSO working with the Coalition and other community partners to conduct party patrol and surveillance activities during peak periods when there is a high risk of parties where alcohol may be available to underage persons.

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

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.

Badges for Baseball Grant - Cal Ripken Sr. Foundation
The purpose of this grant is to provide a positive program taught by Law Enforcement officers to at-risk youth in order to help them make better choices and have a better relationship with law enforcement. This grant contributes to the goals of the County to provide 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 are used for teaching aids to add the Healthy Choices/Healthy Children, baseball fundamentals, and fun activities to the CCSO Summer Youth Achievement Program.

Solving Cold Cases with DNA
The purpose of this grant is to solve and close cold cases through DNA analysis. Funds will provide for analysis of 72 pieces of evidence, overtime, and personnel training. The goal of the program is to close violent crime cold cases using DNA analysis.

Juvenile Accountability Block Grants - Juvenile Drug Court and Teen Court Programs
Funding was provided for the enhancement of the Charles County Juvenile Drug Court by supplying drug testing supplies and contracted services. The grant also provided for transportation services for Teen Court clients to educational field trips. Grant ended in FY2013.

License Plate Readers Program (LPR)
In FY2012, 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. For the first three years, the reader is the property of the MSP but after the initial 3-years the reader becomes the property of the CCSO.

Positions:	**FY10**	**FY11**	**FY12**	**FY13**	**FY14**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Sworn Officers	6.0	4.0	6.0	6.0	6.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Community Traffic Safety Coordinator	0.9	0.9	0.2	0.0	0.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist	1.0	1.0	1.0	1.0	0.2
Part Time Positions	0.0	1.2	1.2	1.8	1.8
Total Full Time Equivalent	**9.9**	**9.1**	**10.4**	**10.8**	**10.0**

Objectives & Measurements:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
Child Support Grant					
Serve summonses/show cause/subpoenas and execute writs/warrants/body attachments relative to enforcement of child support program.					
# of summonses/show cause/subpoenas	1,309	1,579	1,530	1,466	1,481
# of writs/warrant/body attachment to be executed	425	523	533	452	457

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	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$177,759	$150,059	$174,988	$192,000	$17,012	9.7%
Fringe Benefits	29,538	29,437	38,079	0	(38,079)	-100.0%
Operating Costs	271,152	88,368	274,643	2,810	(271,833)	-99.0%
Capital Outlay	395,688	0	320,633	0	(320,633)	-100.0%
Total Expenditures	$874,137	$267,864	$808,343	$194,810	($613,533)	-75.9%

Changes and Useful Information:

- The FY2014 budget is for the Emergency Management Performance Grant and the Southern MD Hospital – LifeNet. Changes in **Personal Services** and **Fringe Benefits** are the result of realignment of the Emergency Planner from the State Homeland Security Grant to the EMPG grant. All costs of the EMPG grant are done through a salary transfer. All other grants are budgeted upon award or carried over as appropriate.

Description:

Homeland Security Grant Programs (HSGP)

This special revenue 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 FFY 2013 grant awards and forward, the HSGP will be 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 FFY 2013. The FFY 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. Law Enforcement Terrorism Prevention Program (LETPP) as part of the SHSP is a required and met at 28% of FFY 2010, 34% of FFY2011, and 25% of FFY2012 award. As part of the FFY2010 and FFY2011 SHSP, funding is provided to pay for an Emergency Planner Position. This position moved to the Emergency Management Performance Grant for the County's FY2014.

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.

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. 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 provided 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 also purchased 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.

FFY2011 PSGP - Funds from this grant equipped maritime law enforcement vessels within the Maritime Tactical Operations Group (MTOG) with an encrypted Automatic Identification System (AIS). This equipment will allow for the MDNR to track maritime response assets for quick dispatching of units, security of the vessels , and to enable search and rescue for lost vessels.

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.

National Bioterrorism Hospital Preparedness Program
This grant is a combined effort of all jurisdiction with MIEMSS Region 5 to provide for specific equipment gaps identified to support the safe transportation and treatment of pediatric and ventilator dependent patients. These gaps include emergency transport vents, interosseous access needles, and pediatric transport seats. Equipment is provided to Charles, Calvert, Montgomery, Prince George's and St. Mary's Counties.

Interagency Hazardous Materials Public Sector Training and Planning Grants
Funding was awarded in FY 2012 and FY2013 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 provides 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
The purpose of this grant was to fund 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 includes the latest information based on events and land development within the last five years. The plan update also includes 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 developed a detailed risk/vulnerability study for CIVISTA hospital and all repetitive flood zone areas in Charles County. This grant ended in FY2013.

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 and may be used by the Charles County LEPC to conduct activities that are required by the EPCRA.

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.

Maryland Institute for Emergency Medical Services Systems (MIEMSS) 50/50 Matching Grant
This grant funding is for the purchase the three Lifepak 1000 Automated External Defibrillators (AED's) for the new ambulances that the County has purchased. AED's are essential to the delivery of proper EMS care in Charles County. AEDs are lifesaving devices to treat victims of sudden cardiac arrest. These defibrillators are designed to quickly and easily provide an electric shock that restores the victim's normal heart rhythm.

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. This grant was completed in FY2012.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Emergency Management	1.0	1.0	1.0	1.0	0.0
Allocation from General Fund	0.8	0.8	0.8	0.0	0.8
Total Full Time Equivalent	**1.8**	**1.8**	**1.8**	**1.0**	**0.8**

Department:	Volunteer Fire Protection & Emergency Medical Services	Account:	26 Fund
Division\Program:	Charles Co. Volunteer Fireman's Association (CCVFA) &	Fund:	Spec. Rev
	Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)	Source:	Prop. Tax
Program Administrator:	George Hayden, CCVFA President / Bill Deer, CCAEMS President		

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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$15,000	$0	$0	$0	$0	N\A
Operating Costs	5,185	7,300	7,300	54,300	47,000	643.8%
Agency Funding	11,795,836	11,786,386	11,786,386	11,542,820	(243,566)	-2.1%
Total Expenditures	$11,816,021	$11,793,686	$11,793,686	$11,597,120	($196,566)	-1.7%

Changes and Useful Information:

- Decrease in **Agency Funding** is due to reduced property tax revenue resulting in reduced agency funding and one time fund balance appropriation that occurred in FY2013.

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.

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).

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:	Srvc. Charge

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Operating Costs	130,894	98,800	246,500	119,000	(127,500)	-51.7%
Transfers Out	5,903	0	0	0	0	N/A
Capital Outlay	46,781	0	0	15,000	15,000	N/A
Total Expenditures	$183,579	$98,800	$246,500	$134,000	($112,500)	-45.6%

Changes and Useful Information:

- Decrease in **Operating Costs** is due to one-time use of fund balance in FY2013.
- Increase in **Capital Outlay** is for replacement capital purchases over $5,000 in support of the Narcotics Enforcement Section.

Description:

This budget is used to manage the funds resulting from drug forfeitures. These funds are difficult to budget due to their unpredictability. The State's Attorney Office is designated as the forfeiting agent for drug forfeitures involving personal property, including vehicles, money, and real property.

Federal Asset Forfeiture / Equitable Share Program Program

The primary purpose of the federal asset forfeiture program is law enforcement: To deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instrumentalities of crime.

Shared funding is given to supporting law enforcement operations to result in further seizures and forfeitures, which includes additional training and equipment and part-time salaries, limited to one year, to carry out the operations. Funds must be expended within two years or returned.

Local and State Asset Forfeiture Program

Per County Commissioners of Charles County, Maryland Resolution No. 98-18, appropriation of funds is split at 30% State Attorney's Office, 20% County Commissioners Office, and 50% Sheriff's Office. Monies can only be spent as outlined in the Code of Charles County, Chapter 164 - Drug Enforcement and Education Special Reserve Fund to finance costs associated with the administration of drug enforcement and education by the Sheriff of Charles County, the State Attorney of Charles County and related agencies. Funds appropriated to the Sheriff of Charles County is for the purpose of drug and crime prevention, education and enforcement programs, investigations and narcotics-related equipment.

Department: Sheriff's Office — Account: 18 Fund
Division\Program: Sheriff's Special Programs — Fund: Special Rev.
Program Administrator: Rex W. Coffey, Sheriff www.ccso.us — Source: Srvc. Charge

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$134,526	$159,500	$159,500	$168,300	$8,800	5.5%
Fringe Benefits	50,281	53,200	53,200	58,100	4,900	9.2%
Operating Costs	16,464	173,200	173,200	38,200	(135,000)	-77.9%
Total Expenditures	$201,270	$385,900	$385,900	$264,600	($121,300)	-31.4%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Decrease in **Operating Costs** is due to a one-time cost for assistance with the inmates Medical Contract for FY2013.

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:

	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
VICS Supervisor	1.0	1.0	1.0	1.0	1.0
VICS Specialist	2.0	2.0	2.0	2.0	2.0
Correctional Officer	0.4	0.4	0.4	0.4	0.4
Part-time positions	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	**4.1**	**4.1**	**4.1**	**4.1**	**4.1**

Department: Sheriff's Office — Account: 44 Fund
Division\Program: Southern Maryland Criminal Justice Academy — Fund: Special Rev.
Program Administrator: Rex W. Coffey, Sheriff www.ccso.us — Source: Reimburse

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Operating Costs	$90,052	$132,000	$147,400	$132,000	($15,400)	-10.4%
Total Expenditures	$90,052	$132,000	$147,400	$132,000	($15,400)	-10.4%

Changes and Useful Information:

- Decrease in **Operating Costs** is due to Outside Training Fees which are budgeted after fiscal year begins.

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 2012, the Academy provided 216 hours of in-service training to 214 police officers. The Academy also provided 2,220 hours of entry-level training to 63 new police and corrections officers, of which 18 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	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$216,507	$240,530	$261,336	$229,183	($32,153)	-12.3%
Fringe Benefits	12,326	17,152	18,308	18,754	446	2.4%
Operating Costs	305,986	255,965	389,592	309,073	(80,519)	-20.7%
Total Expenditures	$534,819	$513,647	$669,236	$557,010	($112,226)	-16.8%

Changes and Useful Information:

- The balance of Federal grants with a fiscal year end date of 09/30/13 or later will be carried over to FY2014.

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.

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.

Title III, Part E - National Family Caregiver Support Programs (NFCSP)

Funded under Title III, Part E, the NFCSP provides respite and supportive services to family caregivers of persons aged 60+, and to grandparents who are the primary caregivers for young children. The NFCSP provides assistance to caregivers in five designated service categories: Information and Access to caregivers about available services; Care Coordination and Case Management for caregivers; Caregiver Training and Support Groups; Respite Care; and, Supplemental Services to compliment the care provided by caregivers. Unique compared to other Title III grants, this program requires a minimum 25% cash match from non-federal sources.

Title VII, Chapter 3 - Prevention of Elder Abuse, Neglect, and Exploitation

Title VII of the Older Americans Act requires the development of programs aimed at identifying and preventing abuse, neglect, and exploitation of older adults, particularly those who reside in institutional settings. The Long Term Care Ombudsman serves as an advocate for residents in licensed long term care facilities (nursing homes and assisted living), to maintain their legal rights, ensure quality of care, and uphold the highest levels of personal dignity.

The Ombudsman mediates concerns when possible, and forwards regulatory deficiencies to the appropriate State agencies and law enforcement units, as needed. Ombudsmen also encourage the formation of active, resident councils and family councils within long term care facilities. Elder Abuse Prevention programs are jointly funded by the State Ombudsman Initiative grant.

Money Follows the Person (MFP) Rebalancing Demonstration

MFP in Maryland helps people transition from an institution, for example a nursing facility, to community living in an apartment, private home, or small group setting. MFP initiatives increase outreach to individuals in institutions and decrease barriers to transition. 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 regarding long term care and to 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. A subcontract with the designated disability services provider provides for regularly scheduled on-site options counseling services at designated locations. Grant funds are also allocated for computer hardware, cable TV/Internet advertising as well as print media materials. The grant funds support a designated merit position titled “Home and Community Based Service Manager” to serve as the Charles County MAP Coordinator, and a part-time Program Assistant for the MAP.

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

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. This grant is budgeted upon award.

Personnel Summary:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Aging & Senior Programs	0.0	0.1	0.1	0.1	0.1
Home & Comm. Based Services Mgr	0.0	0.0	1.0	1.0	1.0
Centers Administrator	0.0	0.2	0.2	0.2	0.2
Sr. Info. & Assist. Coordinator	0.0	0.0	0.0	0.3	0.3
Media Specialist	0.2	0.0	0.0	0.0	0.0
Senior Center Coordinator	0.6	0.0	0.0	0.0	0.0
Long Term Care Coordinator	0.3	0.4	0.4	0.4	0.4
Nutritionist	0.0	0.3	0.3	0.3	0.3
Program Specialist	0.4	0.0	0.3	0.3	0.3
Part-time positions	1.8	2.3	2.3	3.0	3.0
Total Full Time Equivalent	**3.3**	**3.2**	**4.5**	**5.4**	**5.4**

Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs (pg.# 154) 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

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$204,953	$179,797	$183,290	$185,444	$2,154	1.2%
Fringe Benefits	21,682	17,510	17,510	17,660	150	0.9%
Operating Costs	161,727	111,399	115,163	111,399	(3,764)	-3.3%
Total Expenditures	$388,362	$308,706	$315,963	$314,503	($1,460)	-0.5%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating** cost decrease due to minimal change in contractual services.

Description:

The following programs receive state funds through the Maryland Department of Aging:

Senior Information and Assistance (I&A)

The Senior I&A program serves as a "one stop shop" for senior citizens and their families, and provides community outreach and access to many programs and services which benefit the elderly.

The Senior I&A Unit is responsible for the administration of a number of programs and services, including the provision of basic information, coordination of public benefits, referral, and assistance for the elderly and their family members. In addition, Senior I&A maintains and distributes a wide variety of resource materials, provides technical assistance to senior citizen clubs, and conducts community outreach efforts through public and private partner organizations.

Mandated under the Older Americans Act, I&A is considered a "core service" in the community and has experienced a steady increase in call and appointment volume, corresponding with the rapid increase in the County's senior citizen population. Services are provided primarily through senior centers and by phone, with special appointments and home visits available as required. Extensive coordination with churches, the private sector, and community service organizations allow this program to assist low-income senior citizens with a variety of emergency services (e.g. food, fuel, prescriptions) as well as eyeglasses, hearing aids, dental services, and medical equipment in the most efficient manner possible.

Senior Assisted Living Group Home Subsidy (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.

Due to substantial, unexpected loss of State funds in FY13, the waitlist in Charles County for this program has increased by nearly 45% since July 1, 2012. In addition, salary of the program manager was negatively affected by the loss of State funds in Charles County. The Division took immediate action steps to operate the program within budget, which included reducing existing client support services and implementing a moratorium on all new assistance. These unfortunate measures will remain in place until State funds are restored or increased.

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.

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).

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

Senior Nutrition

In accordance with statewide nutrition programs for the elderly, the County administers a variety of quality nutrition services to senior residents of the County. Programs include: Congregate Meals, Home Delivered Meals, Nutrition Education, Nutritional Risk Assessment, Individualized Nutrition Consultation, and the provision of shelf-stable meals for use in emergency/inclement weather situations. All persons age 60 and older are eligible to participate in Senior Nutrition programs. Spouses and disabled children of eligible seniors may also participate at the Department's discretion. State Nutrition funds are authorized for meals (not operational).

Senior Center Operating Funds (SCOF)

These funds 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. In FY13, SCOF were used to obtain certification for 3 Division staff and to implement a nationally recognized evidence based Chronic Disease Self Management Program (CDSMP) developed by Stanford University School of Medicine. As the CDSMP encourages physical activity, the Division purchased a new commercial grade treadmill for the Indian Head Senior Center with the remainder of SCOF grant dollars in FY13.

Medicaid Waiver for Older Adults (MWOA)

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. Starting in FY12, the MWOA operates as a fee-for-service program, where associated personnel must track allowable case management activities and submit a monthly invoice for billable hours. Approved billable hours are subsequently reimbursed by the State at a fixed rate established by Medicaid and administered by DHMH.

Personnel Summary:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Sr. Info. & Assist. Coordinator	0.4	0.3	0.2	0.0	0.0
Home & Comm. Based Services Mgr	0.0	0.0	0.0	0.0	0.0
Long Term Care Coordinator	1.4	1.8	0.2	0.2	0.2
Home & Community Based Srvcs Coord	0.0	0.0	1.0	1.0	1.0
Care Coordinator	1.0	1.0	0.0	0.0	0.0
Senior Center Coordinator	0.1	0.0	0.0	0.0	0.0
Long Term Care Program Specialist	0.0	0.0	0.7	0.7	0.7
Program Specialist	0.6	0.6	0.1	0.0	0.0
Part-time positions	0.7	0.9	2.5	2.3	2.3
Total Full Time Equivalent	**4.1**	**4.6**	**4.7**	**4.3**	**4.3**

Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs (pg.# 154) 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: Jeffry Barnett, Chief of Transportation & Community Programs — Source: Grant
www.charlescountymd.gov/cs/vango/vango

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$342,245	$341,700	$341,700	$356,700	$15,000	4.4%
Fringe Benefits	121,798	117,100	117,100	118,100	1,000	0.9%
Operating Costs	5,940,428	5,624,925	5,945,461	6,722,580	777,119	13.1%
Agency Funding	0	0	0	135,672	135,672	N/A
Capital Outlay	13,588	750,320	410,594	110,000	(300,594)	-73.2%
Total Expenditures	$6,418,059	$6,834,045	$6,814,855	$7,443,052	$628,197	9.2%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Increase in **Operating Costs** due to an added subscription service six days per week in the Waldorf/St. Charles urban area to support the opening of a new dialysis center and to relieve the backlog/waiting list of seniors wanting to ride to the senior center at the Jaycees, Phase II of the maintenance facility feasibility study, and bus stop signs.
- **Agency Funding** is for the JARC/New Freedom program Memorandum of Understanding with Prince George's County Department of Public Works and Transportation which will establish fixed route transit links to Brandywine
- **Capital outlay** is for replacement of two specialized vehicles that have exceed their useful life.

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 14 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.

Community Services

Department:	Community Services	Account:	6 Fund
Division\Program:	Transportation	Fund:	Spec. Rev.
Program Administrator:	Jeffry Barnett, Chief of Transportation & Community Programs	Source:	Grant

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

Capital grants provide funds for the undertaking of public transportation capital improvement/acquisition projects and therefore are multi-year in nature. For FY2013, the capital grant funds were awarded for capitalized fuel provisions, preventive maintenance, replacement of two unreliable vehicles and replacement of aged specialized vehicles. Unspent grant fund balances will be carried over at the end of each fiscal year.

For FY2014, the County has applied for funding for preventive maintenance, replacement of two specialized vehicles that have exceed their useful life, Phase II of the maintenance facility feasibility study, and bus stop signs.

American Recovery and Reinvestment Act (ARRA) - VanGO Capital Grant

The purpose of this grant was for the undertaking of public transportation capital improvement/acquisition projects. Funding provided for a portable lift, purchase/install passenger amenities, electronic fare boxes, preventative maintenance, and seven 30' replacement buses. This multi-year grant was fully expensed in FY2013.

Personnel Summary:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Transp. & Comm. Programs	1.0	1.0	0.9	0.9	0.9
Trans. Developer Administrator	1.0	1.0	1.0	1.0	1.0
Transportation Services Supervisor	1.0	1.0	0.0	0.0	0.0
Fiscal Specialist	0.0	0.0	0.2	0.2	0.2
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	**5.0**	**5.0**	**4.1**	**4.1**	**4.1**

Objectives & Measurements:

See General Fund - Community Services: Transportation and Community Programs (pg.# 152) for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services
Division\Program: Housing & Community Development: Community Development Block Grant (CDBG)
Program Administrator: Rita Wood, Chief of Housing Authority
www.charlescountymd.gov/cs/housing/housing-authority

Account: 13 Fund
Fund: Spec. Rev.
Source: Grant

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$15,000	$0	$0	$0	$0	N/A
Operating Costs	0	0	375,000	0	(375,000)	-100.0%
Agency Funding	75,000	0	0	0	0	N/A
Transfers Out	156,808	0	0	0	0	N/A
Total Expenditures	$246,808	$0	$375,000	$0	($375,000)	-100.0%

Changes and Useful Information:

- At the end of each fiscal year, the balance of Block 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 in FY2012.

Downpayment Assistance Waldorf, Charles County, 20602

This grant funds 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 06/30/14.

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	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$630,450	$670,450	$675,250	$677,000	$1,750	0.3%
Fringe Benefits	219,850	221,000	221,000	222,450	1,450	0.7%
Operating Costs	8,679,116	10,154,360	10,492,360	10,488,360	(4,000)	0.0%
Total Expenditures	$9,529,416	$11,045,810	$11,388,610	$11,387,810	($800)	0.0%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Decreased **Operating Costs** and **FTE** for Administrative Associate is due to trimming of administrative expenses due to anticipated reduction of HUD administrative funding.
- The County administers 850 Housing Choice Vouchers which accounts for the majority of operating costs in the form of rental payments.

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. 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:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Director of Community Service	0.3	0.1	0.3	0.3	0.3
Chief of Housing Authority	0.9	0.9	0.9	0.9	0.9
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing 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	1.3	1.3	1.3	1.0
Housing Program Specialist	1.0	1.0	1.0	1.0	1.0
Housing Program Assistant	1.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	**11.5**	**11.4**	**11.5**	**11.5**	**11.2**

Objectives & Measurements:

See General Fund -Community Services: Housing Authority (pg.# 157) for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services — Account: 15 Fund
Division\Program: Housing Authority: Housing Special Loans — Fund: Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority — Source: Srvc. Charge
www.charlescountymd.gov/cs/housing/special-loans

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Operating Costs	$65,414	$400,000	$400,000	$400,000	0	0.0%
Total Expenditures	$65,414	$400,000	$400,000	$400,000	$0	0.0%

Changes and Useful Information:

- The Housing Special Loan fund had revenues of $272,798 resulting in a surplus fund balance at the end of FY2012. 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.# 157) for listing of all Objectives & Measurements regardless of funding source.

Department: Community Services — Account: 19 Fund
Division\Program: Housing & Community Development: Community Development Administration — Fund: Spec. Rev.
Source: Grant
Program Administrator: Rita Wood, Chief of Housing Authority

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$5,506	$3,750	$7,750	$3,750	($4,000)	-51.6%
Operating Costs	167,283	84,250	425,993	60,250	(365,743)	-85.9%
Total Expenditures	$172,789	$88,000	$433,743	$64,000	($369,743)	-85.2%

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.

Emergency Solutions Grant, Formerly the Emergency Shelter Grant, (ESG) Program
The ESG program provides funding for homeless prevention activities and funding for emergency and transitional homeless shelters that supply supportive services to their clients. Charles County applies for funding on behalf of local sub recipients and administers the grants when received. In FY2013, the local recipients were Robert J. Fuller Transitional House, Catholic Charities of the Archdiocese of Washington, Inc., d.b.a. Angel's Watch Shelter, and LifeStyles of Maryland Foundation, Inc.

American Recovery and Reinvestment Act (ARRA) – Homeless Prevention & Rapid Rehousing Program (HPRP)
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 FY2014.

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	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$613,325	$735,600	$740,230	$775,340	$35,110	4.7%
Fringe Benefits	202,007	328,700	324,205	354,110	29,905	9.2%
Operating Costs	288,285	401,323	695,539	315,600	(379,939)	-54.6%
Capital Outlay	0	0	24,000	0	(24,000)	-100.0%
Total Expenditures	$1,103,617	$1,465,623	$1,783,974	$1,445,050	($338,924)	-19.0%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- Reduction in **Operating Costs** is due to one time grants awarded in FY2013 that are not budgeted in FY2014.
- Reduction in **Capital Outlay** is due to one time grant awards for capital equipment and security enhancements in FY2013 that are not budgeted in FY2014.
- 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.

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.

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 2013, the Charles County Juvenile Drug Court celebrated its seventh year of operation. Since its inception, forty-four 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 FY2014, 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 - Juvenile Drug Court

This federal 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 contractual services for lab based drug testing services and transportation as well as program supplies.

Juvenile Accountability Block Grants - Juvenile Drug Court (JDC)

Charles County received a Juvenile Accountability Block Grants for the enhancement of the JDC for transportation services to transport clients to treatment.

State Court Improvement Program - Foster Care Court Improvement Project - Parents of Child In Need of Assistance Support Group

This grant funded 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. The grant ended on 09/30/12.

Courthouse Security Grants - Charles Co. Circuit Court Security Enhancement Project

State funds under the Courthouse Security Grant were awarded to the County for much needed enhancements to Charles County Circuit Court's security system. The project goals are to develop a foundation for courthouse security, increase the capacity to react expeditiously and effectively to security incidents, and increase the ability to prevent or minimize courthouse security incidents. Funds allowed for the replacement of nine existing Nuvico Interior black and white CCTV cameras with Nuvico color cameras, add seven Nuvico color dome cameras, add 7 card access readers, installation of items and the purchase of badge holders and lanyards.

Criminal and Juvenile Justice and Mental Health Collaboration Program (CJJMHC)

Charles County is a sub-recipient of this U.S. Department of Justice CJJMHC 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 10/01/10-09/20/13.

FY2013 Conflict Resolution Grants - Permanency Planning Continuing Education

Grant funds were awarded for FY2013 to expand the knowledge of facilitators statewide in the area of negotiation by offering an 8-hour Negotiation Training. Alternative Dispute Resolution (ADR) practitioners using effective negotiation techniques assist litigants to reach agreements satisfactory to all parties; thereby, increasing trust in the court system, and reducing the court's trial dockets.

Substance Abuse and Mental Health Services Administration Projects of Regional and National Significance (SAMHSA)

This multi-year grant funding provides for service gaps within the Family Recovery Court. Funds provide for the program's Family Resource Specialist salary and fringe benefits for one-year; a court based substance abuse/mental health assessor; inpatient and long-term substance abuse treatment beds designated for Family Recovery Court participants; slots for medication assisted treatment; mental health therapies with psychiatrists for medication management; a mental health therapist; intervention training for family members; a Recovery Coach; incentives for participants; and lab based drug testing for confirmation and designer drugs.

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	Source:	Grant
	Amy J. Bragunier, Circuit Court		

Personnel Summary:	FY10	FY11	FY12	FY13	FY14
Title	FTE	FTE	FTE	FTE	FTE
STATE'S ATTORNEY OFFICE					
Assistant State's Attorney	1.8	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	4.6
Computer Technician	0.8	0.8	0.8	0.8	0.8
Total State's Attorney	**8.6**	**8.6**	**8.6**	**8.6**	**8.2**
CIRCUIT COURT					
Drug Court Coordinator	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator	1.0	0.0	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	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Case Manager	1.0	1.0	1.0	1.0	1.0
Domestic Relations Clerk	2.0	2.0	2.0	2.0	2.0
Part Time	0.0	0.0	0.0	0.5	0.5
Total Circuit Court	**7.0**	**7.0**	**7.0**	**7.5**	**7.5**
Total Full time Equivalent	**15.6**	**15.6**	**15.6**	**16.1**	**15.8**

Objectives & Measurements:	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Child Support					
State's Attorney's Office					
Objective: Establishment and enforcement of paternity and support orders.					
# of children / paternity will be established	352	457	530	313	313
# of cases in which support obligations will be established	519	594	739	495	495
# of cases in which child support and medical support obligations will be enforced	2,525	2,206	2,219	2,110	2,110
# of cases in which child support and medical support obligations will be modified	677	744	872	345	345
Master's Office					
Objective: Establishment and enforcement of paternity and support orders.					
# of hearing to be held to establish paternity	352	370	393	319	359
# of hearings to be held to establish child and medical support obligations	518	454	531	452	489
# of hearings to be held to enforce child and medical support obligations	2,528	1,785	1,648	1,866	1,957
# of hearings to be held to modify child support orders	680	572	632	350	559

Social Services

Department:	Community Services	Account:	46.06
Division\Program:	Charles County Advocacy Council for Children, Youth, & Families	Fund:	Special Rev.
Program Administrator:	Jeffry Barnett, Chief of Transportation & Community Programs	Source:	Grant

www.charlescountymd.gov/cs/transportation/local-management-board

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$87,183	$94,080	$108,917	$116,569	$7,652	7.0%
Fringe Benefits	21,698	22,561	22,513	23,401	888	3.9%
Operating Costs	16,941	40,360	52,348	13,600	(38,748)	-74.0%
Operating Contingency	0	5,119	5,119	0	(5,119)	-100.0%
Agency Funding	989,345	605,326	1,030,259	1,030,259	0	0.0%
Total Expenditures	$1,115,167	$767,446	$1,219,156	$1,183,829	($35,327)	-2.9%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** and **Operating Contingency** decrease is due to reduced fees collected in the Child Care Program.

Description:

The Charles County Advocacy Council for Children, Youth, and Families (CCACCYF), formerly the Local Management Board, plans, manages, and evaluates services to families and children. The CCACCYF is responsible for developing a comprehensive array of human services for all of Charles County's children, youth, and families as well as monitoring and evaluating contracts for services, outcomes and results provided by the county and private human services.

Except for advocacy and information & referral services, the CCACCYF does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the CCACCYF has received funding. It also provides technical assistance to interested human service agencies to help them incorporate best practices in their ongoing work and to evaluate the results achieved.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Chief of Transp. & Comm. Programs	0.0	0.0	0.1	0.1	0.1
Core Services Agency Manager	1.0	0.0	0.0	0.0	0.0
CCACCYF Coordinator	1.0	1.0	1.0	1.0	1.0
Program Evaluation Specialist	0.8	0.0	0.0	0.0	0.0
Human Services Specialist I	2.8	1.0	0.0	0.0	0.0
Fiscal Specialist	0.8	0.0	0.3	0.3	0.3
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Office Associate II	1.0	0.0	0.0	0.0	0.0
Part Time	0.4	0.6	0.8	0.8	0.8
Total Full Time Equivalent	**8.8**	**2.6**	**2.1**	**2.1**	**2.1**

Objectives & Measurements:

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
Objective: In accordance with the CCACCYF Strategic Plan, continually monitor progress in implementing developed programs.					
Grant/funding applications submitted	5	4	4	5	5
Grant/funding applications approved	5	4	4	5	5
Vendor contracts executed	10	8	9	9	9
Program improvement plans reviewed	0	*NA	*NA	1	2

**No programs required an improvement plan*

Planning and Growth Management

Department: Planning and Growth Management — Account: 23.07.19
Division\Program: Planning/Agricultural Preservation — Fund: Special Rev.
Program Administrator: Charles Rice, Environmental Review Program Manager — Source: Prop. Tax
www.charlescountymd.gov/pgm/planning/planning

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$59,608	$60,500	$60,500	$94,900	$34,400	56.9%
Fringe Benefits	27,113	25,500	25,500	26,500	1,000	3.9%
Operating Costs	522,209	4,200	446,050	4,200	(441,850)	-99.1%
Total Expenditures	$608,929	$90,200	$532,050	$125,600	($406,450)	-76.4%

Changes and Useful Information:

- The increase in **Personal Services** and associated **Fringe Benefits** is due to a reduction of transfer to the Rural Legacy Program as well as a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date.
- **Operating Costs** decreased due to land purchase in FY2013. Land purchase budgets are established during the fiscal year with a budget amendment.

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: Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Agricultural Planner IV	1.0	1.0	0.8	0.8	1.0
Total Full Time Equivalent	**1.0**	**1.0**	**0.8**	**0.8**	**1.0**

Department: Planning and Growth Management — Accounts: 3 Fund
Division\Program: Codes, Permits & Inspection Services\Inspections & Enforcement- Nuisance Abatement Program — Fund: Special Rev. — Source: Srvc. Charge
Program Administrator: Frank Ward, Chief of Codes, Permits, and Inspection Services
www.charlescountymd.gov/pgm/cpis/inspections

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Operating Costs	$0	$0	$0	$100,000	$100,000	N/A
Total Expenditures	$0	$0	$0	$100,000	$100,000	N/A

Changes and Useful Information:

- This fund is new for FY2014.

Description:

Nuisance Abatement Fund

The Nuisance Abatement Fund is required to implement Charles County efforts to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up the property and abate the Code violations at the cost to the property owner. Clean & Lien provisions have been included in appropriate County regulations in order for the required costs to abate the found violations to be affixed on the violators property tax bill as a lien. The account will enable the County to hire qualified contractors to abate the eyesore properties in those cases where violators have not met their legally required responsibility prior to payments being finalized by the violators.

Planning and Growth Management

Department:	Planning and Growth Management	Accounts:	4 Fund
Division\Program:	Planning Grants	Fund:	Special Rev.
Program Administrator:	Steven Ball, Planning Director	Source:	Grant

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$21,597	$6,430	$41,795	$5,430	($36,365)	-87.0%
Fringe Benefits	1,932	3,570	12,290	3,570	(8,720)	-71.0%
Operating Costs	409,409	0	(5,262)	0	5,262	-100.0%
Capital Outlay	0	0	9,628	0	(9,628)	-100.0%
Total Expenditures	$432,938	$10,000	$58,451	$9,000	($49,451)	-84.6%

Changes and Useful Information:

- The Energy Efficiency Development Block Grant is a multi-year grant which ended in FY2013 resulting in changes to all expense categories. The FY2014 budget is comprised of the Charles County Critical Area Grant Program.

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 was 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 funded the design and printing of a historical walking tour brochure of Benedict. Five thousand copies of the brochure were printed for distribution and the brochure is 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. This grant ended in FY2012.

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 was managed by the Department of Planning and Growth Management and the Department of Public Facilities. Charles County completed 7 projects as part of this multi-year grant program: Energy Element in 2012 Comprehensive Plan; Targeted Education & Promotional Program; Community Geothermal Initiative - Feasibility & Standards; Transportation Project - Codes & Standards Review; Building Codes & Standards Review; Energy Distribution Projects - Feasibility & Planning Study for the Detention Center; and Energy Efficiency Retrofits throughout County Buildings. The EECBG grant was completed in FY2013.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Planners Hours	0.3	0.1	0.2	0.1	0.1
Total Full Time Equivalent	**0.3**	**0.1**	**0.2**	**0.1**	**0.1**

Department of Public Works personnel were a one-time charge in FY2013 for EECBG retrofit project work and are not included in the FTE's listed for FY13.

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	FY2012 Actual	FY2013 Adopted	FY2013 Amended	FY2014 Adopted	$ Change FY2013 Amended	% Chg.
Personal Services	$63,322	$0	$0	$0	$0	N/A
Fringe Benefits	6,438	0	0	0	0	N/A
Operating Costs	43,854	40,588	41,898	40,588	(1,310)	-3.1%
Total Expenditures	$113,614	$40,588	$41,898	$40,588	($1,310)	-3.1%

Changes and Useful Information:

- Welcome Center budget was moved to the General Fund for FY2013 forward and accounts for changes in FTE's and eliminates the budget for **Personal Services** and **Fringe Benefits**.
- **Operating Costs** is for the MD Office of Tourism Development - County Cooperative Grants Program.

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 Destination Marketing Organization Grant Marketing Plan.

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 as part of the General Fund.

Positions:

Title	FY10 FTE	FY11 FTE	FY12 FTE	FY13 FTE	FY14 FTE
Part Time	0.0	3.2	3.2	0.0	0.0
Total Full Time Equivalent	**0.0**	**3.2**	**3.2**	**0.0**	**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, developer infrastructure 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, developer, and college bond issues. The Nursing Home pre-paid their note in FY2010 and fund balance will be used to make debt service payments until these bonds are paid in full in FY2021. The County's Excise Tax is used to finance the debt service for bond issues sold for school construction. If needed, additional funds are transferred from the Capital Project Fund and/or General Fund.

	FY12 Actual	FY13 Budget	FY14 Budget	$ Change from FY13	% Change
CIVISTA Medical Center					
Revenues: Interest Income	$307,270	$249,200	$225,100	($24,100)	-9.7%
Miscellaneous	939,964	854,000	883,400	29,400	3.4%
Total Operating Revenue	$1,247,234	$1,103,200	$1,108,500	$5,300	0.5%
Bond Refunding Proceeds	4,000,403	0	0	0	N\A
Total Revenues	$5,247,637	$1,103,200	$1,108,500	$5,300	0.5%
Expenses: Debt Service	$5,052,459	$1,103,200	$1,108,500	$5,300	0.5%
Variance	$195,178	$0	$0	$0	
Nursing Home					
Revenues:					
Fund Balance Appropriation	0	139,200	139,800	600	0.4%
Total Operating Revenue	$0	$139,200	$139,800	$600	0.4%
Bond Refunding Proceeds	79,086	0	0	0	N\A
Total Revenues	$79,086	$139,200	$139,800	$600	0.4%
Expenses: Debt Service	$260,715	$139,200	$139,800	$600	0.4%
Variance	($181,628)	$0	$0	$0	
Southern Maryland Stadium & Entertainment Complex					
Revenues: Interest Income	$277,453	$371,200	$345,200	($26,000)	-7.0%
Miscellaneous	616,547	520,200	541,000	20,800	4.0%
Total Revenues	$894,000	$891,400	$886,200	($5,200)	-0.6%
Expenses: Debt Service	$897,993	$891,400	$886,200	($5,200)	-0.6%
Variance	($3,993)	$0	$0	$0	

Debt Service Fund

	FY12 Actual	FY13 Budget	FY14 Budget	$ Change from FY13	% Change
School Construction Excise Tax					
Revenues: Interest Income	$1,267,864	$1,444,600	$1,243,400	($201,200)	-13.9%
Miscellaneous	5,783,998	6,552,200	8,729,400	2,177,200	33.2%
Total Operating Revenue	$7,051,862	$7,996,800	$9,972,800	$1,976,000	24.7%
Fund Balance Appropriation	0	0	922,000	922,000	N\A
General Fund Transfer	0	2,685,800	0	(2,685,800)	N\A
Capital Project Fund Transfer (DRRA)	0	0	909,500	909,500	N\A
Total Revenues	$7,051,862	$10,682,600	$11,804,300	$1,121,700	10.5%
Expenses: Debt Service	$10,464,802	$10,682,600	$11,804,300	$1,121,700	10.5%
Total Expenses	$10,464,802	$10,682,600	$11,804,300	$1,121,700	10.5%
Variance	($3,412,940)	$0	$0	$0	
College of Southern Maryland (Children Learning Center)					
Revenues: Interest Income	$23,128	$15,600	$22,000	$6,400	41.0%
Miscellaneous	63,663	65,300	68,400	3,100	4.7%
Total Operating Revenue	$86,791	$80,900	$90,400	$9,500	11.7%
Bond Refunding Proceeds	336,183	0	0	0	N\A
Total Revenues	$422,974	$80,900	$90,400	$9,500	11.7%
Expenses: Debt Service	$425,350	$80,900	$90,400	$9,500	11.7%
Variance	($2,376)	$0	$0	$0	
The St. Charles Companies					
Revenues: Interest Income	$1,306,992	$1,068,700	$1,192,700	$124,000	11.6%
Miscellaneous	1,925,917	2,158,800	2,550,500	391,700	18.1%
Total Revenues	$3,232,909	$3,227,500	$3,743,200	$515,700	16.0%
Expenses: Debt Service	$3,160,086	$3,227,500	$3,743,200	$515,700	16.0%
Variance	$72,823	$0	$0	$0	
Miscellaneous					
Revenues: Interest Income	$362	$0	$0	$0	N\A
Miscellaneous	482	0	0	0	N\A
Total Revenues	$844	$0	$0	$0	N\A
Expenses: Debt Service	$0	$0	$0	$0	N\A
Variance	$844	$0	$0	$0	
TOTAL DEBT SERVICE FUND					
Total Revenues	$16,929,313	$16,124,800	$17,772,400	$1,647,600	10.2%
Total Expenses	$20,261,405	$16,124,800	$17,772,400	$1,647,600	10.2%
Variance	**($3,332,092)**	**$0**	**$0**	**$0**	

Personnel

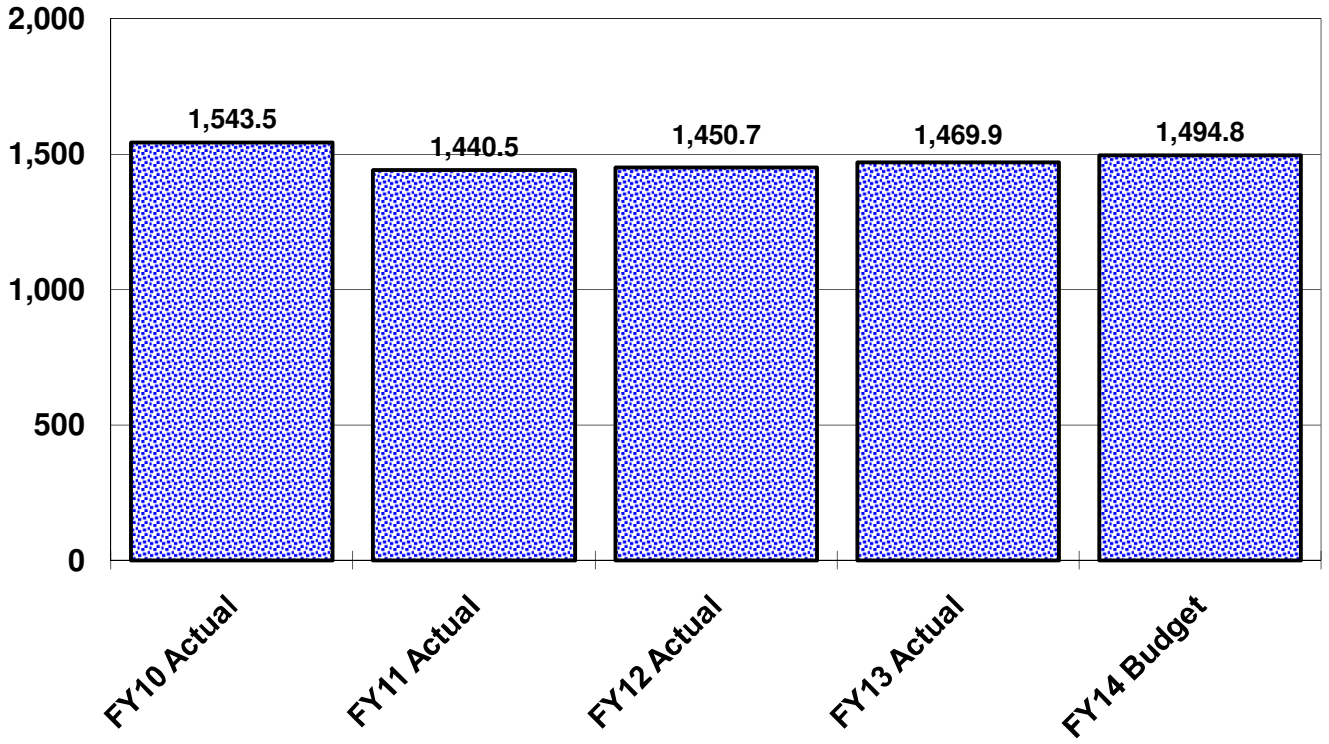
PERSONNEL/SERVICE LEVEL CHANGES

The following graph presents the Personnel history for Charles County Government from Fiscal Year 2010 through Fiscal Year 2014. 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.

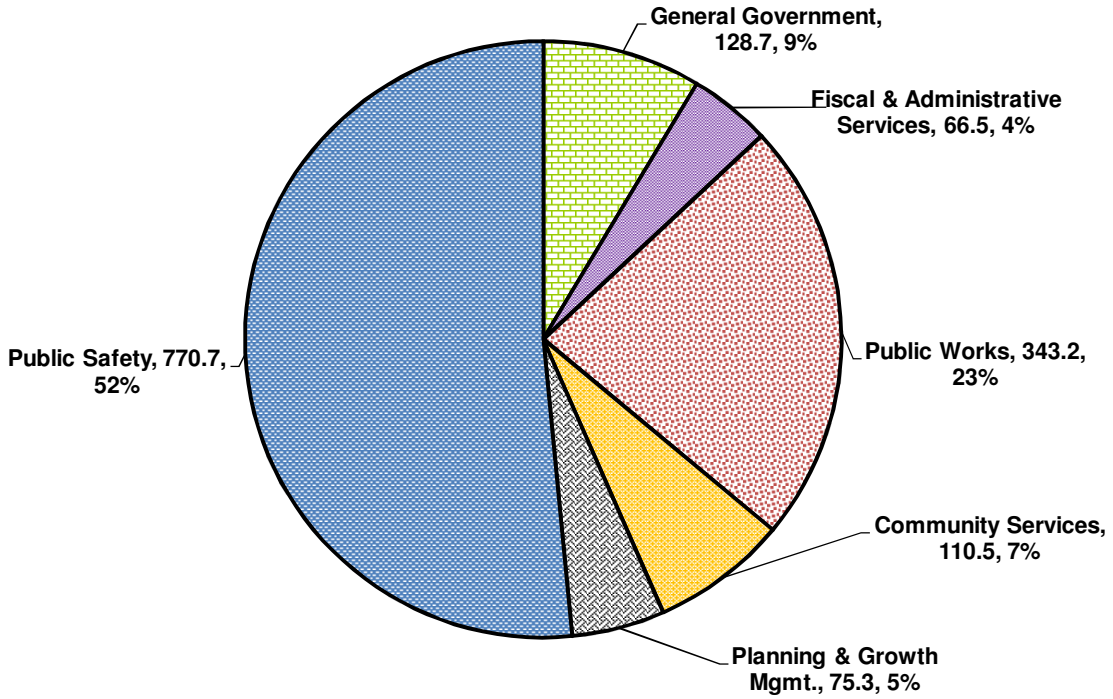
Due to budget constraints, the authorized strength was on a decline in Fiscal Year 2010 and 2011. The reduction in staffing was achieved through a combined effort of privatizing services, early retirement incentive offers, reorganization & automation, attrition through vacancies, and layoffs. Starting 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 54.3 Full Time Equivalent positions since the end of Fiscal Year 2011. The Fiscal Year 2014 authorized strength for all departments is 1,494.8. Compared to the previous fiscal year the authorized strength increased by a net Full Time Equivalency of 24.9. New positions were added in Fiscal Year 2014 as follows:

- In support of public safety, ten sworn officer positions were added in order to keep pace with the population growth in the county. The agency last received funding for new sworn officers in Fiscal Year 2009.
- In an effort to reduce speeders in school zones, two positions were added for the Speed Camera program which was implemented in FY 2013.
- Nine positions were added for the State's Attorney's Office. The new positions consist of three new attorneys, five new support staff positions, and one new investigator position. These new positions are part of three year phase in agreement between the County Commissioners and the State's Attorney of adding twenty-two new positions to the agency in order to increase their staffing level to equal other comparable jurisdictions. For Fiscal Year 2013, the agency received six new positions.
- In support of a tourism initiative which is a high Commissioner priority, an Office Associate II position was approved for the Office of Tourism.
- A new Environmental Compliance Officer and a new Planner II position are both part of the new Watershed Protection and Restoration Enterprise Fund. The Environmental Compliance Officer will provide program oversight for the Department of Public Works. The Planner II position will assist in implementing the Charles County Phase II Watershed Implementation Plan (WIP II) Strategy and the National Pollutant Discharge Elimination System (NPDES) stormwater permit for the Department of Planning & Growth Management.
- A Solid Waste Worker position for Public Works was created by converting part time funding into full time. The full time position will improve reliability and consistency in Public Work's recycling center coverage to meet increased citizen demands.
- A Utility Billing Specialist position for the Fiscal & Administrative Services Department was increased to full time status. Previously this position was budgeted to work thirty hours per week. The increase in hours will increase the level of customer service.

TOTAL PERSONNEL



FY14 PERSONNEL BY FUNCTION



CHARLES COUNTY GOVERNMENT
PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY10 YEAR END	FY11 YEAR END	FY12 YEAR END	FY13 YEAR END	FY14 APPROVED
TOTAL PERSONNEL					
Total Full Time Personnel	1,373.7	1,286.5	1,297.5	1,314.1	1,339.3
Total Part Time Personnel	169.8	154.0	153.2	155.8	155.4
TOTAL PERSONNEL	**1,543.5**	**1,440.5**	**1,450.7**	**1,469.9**	**1,494.8**
COUNTY DEPARTMENTS					
COMMUNITY SERVICES					
Administration	4.6	3.8	4.0	5.0	5.0
Aging and Senior Programs	31.5	29.7	28.2	28.9	28.9
Housing Authority	15.8	14.8	14.7	14.7	14.7
Human Services Partnership	8.8	0.0	0.0	0.0	0.0
Recreation	60.0	54.8	54.8	54.6	54.6
Transportation & Community Programs	5.0	7.6	7.2	7.2	7.2
	125.7	110.6	108.9	110.5	110.5
COUNTY ADMINISTRATOR'S OFFICE					
County Administrator	3.0	3.0	3.0	3.0	3.0
Security	2.9	2.9	2.9	2.9	2.9
Safety	1.0	1.0	1.0	1.0	1.0
Media	12.3	5.5	5.5	5.8	6.5
Tourism	0.0	4.2	5.2	6.2	7.2
	19.3	16.6	17.6	19.0	20.6
COUNTY COMMISSIONER'S OFFICE					
County Commissioners	7.0	5.0	5.0	5.0	5.0
Commissioner Office Administration	6.4	5.5	6.6	6.6	6.6
Internal Audit	2.0	2.0	0.0	0.0	0.0
County Attorney's Office	10.0	9.0	9.0	9.6	9.6
	25.4	21.5	20.6	21.3	21.3
ECONOMIC DEVELOPMENT					
Business Development	5.0	2.3	5.3	6.3	6.3
Tourism	2.4	0.0	0.0	0.0	0.0
	7.4	2.3	5.3	6.3	6.3
EMERGENCY SERVICES					
Administration	5.3	3.3	3.3	3.3	3.3
Animal Shelter	14.9	13.7	13.9	13.9	13.9
Animal Control	7.0	6.0	6.0	6.0	6.0
Fire/EMS Communications	24.7	24.7	24.7	24.7	24.7
Emegency Management	0.0	2.0	2.0	2.0	2.0
Emergency Medical Services	79.1	79.1	79.1	81.1	81.1
False Alarm	2.0	2.0	2.0	2.0	2.0
Tactical Response Team	1.9	1.7	1.7	1.7	1.7
	134.9	132.5	132.7	134.7	134.7

CHARLES COUNTY GOVERNMENT
PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY10 YEAR END	FY11 YEAR END	FY12 YEAR END	FY13 YEAR END	FY14 APPROVED
FISCAL & ADMINISTRATIVE SERVICES					
Administration	3.8	2.0	2.0	2.0	2.0
Accounting/Payroll	11.8	10.8	10.8	10.8	10.8
Budget and Financial Planning	5.0	5.0	5.0	5.0	5.0
Information Technology	23.6	19.0	21.0	21.5	21.5
Purchasing	6.0	5.0	6.0	6.0	6.0
Treasury	15.0	14.0	14.0	14.0	14.0
Water & Sewer Billing	7.1	7.1	7.1	7.1	7.3
	72.2	62.8	65.8	66.3	66.5
HUMAN RESOURCES	8.2	7.0	7.0	8.0	8.0
PLANNING & GROWTH MANAGEMENT					
Administration	7.0	5.0	5.0	4.0	4.0
Codes, Permits & Inspections	36.4	29.3	29.3	31.3	31.3
Capital Projects	16.3	15.3	15.3	15.3	15.3
Resource & Infrastructure Management	7.0	6.0	6.0	6.0	6.0
Planning	19.7	17.7	17.7	17.7	18.7
	86.4	73.3	73.3	74.3	75.3
PUBLIC WORKS					
Facilities:					
Administration	14.4	10.5	11.0	11.0	12.0
Building & Trades	64.4	53.7	54.7	54.7	54.7
Landfill Operations	30.4	30.2	30.2	30.2	30.2
Parks & Grounds	64.2	56.8	57.5	57.5	57.5
Roads	45.7	39.7	39.7	39.7	39.7
Recycling Operations	24.1	24.1	24.1	24.1	24.1
Vehicle & Equipment Maintenance	11.6	11.6	11.6	11.6	11.6
	254.7	226.6	228.8	228.8	229.8
Utilities					
Water	33.9	35.0	34.4	35.1	35.1
Sewer	43.1	40.5	40.5	41.2	41.2
Mattawoman	36.9	35.3	32.4	31.0	31.0
Meter Technician	3.5	6.1	6.1	6.1	6.1
	117.4	116.9	113.4	113.4	113.4
Public Works Grand Total	372.1	343.5	342.2	342.2	343.2
Total Full Time Personnel	717.0	644.5	648.5	655.5	659.7
Total Part Time Personnel	134.5	125.5	124.8	126.8	126.5
TOTAL COUNTY DEPARTMENTS	**851.5**	**770.0**	**773.3**	**782.3**	**786.2**

CHARLES COUNTY GOVERNMENT
PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY10 YEAR END	FY11 YEAR END	FY12 YEAR END	FY13 YEAR END	FY14 APPROVED
OUTSIDE AGENCIES					
CIRCUIT COURT	22.6	21.9	22.9	21.7	21.7
STATE'S ATTORNEY OFFICE	31.3	30.3	31.3	36.9	45.9
SHERIFF					
Sheriff's Office:					
Sheriff	1.0	1.0	1.0	1.0	1.0
Uniformed Officers	291.0	291.0	291.0	291.0	301.0
Office of the Sheriff	6.6	5.6	5.6	6.2	6.2
Executive Services Division	12.7	10.7	10.1	10.7	10.7
Administrative Services Division	17.2	15.3	14.3	14.3	15.3
Criminal Investigations Division	15.2	13.2	13.2	13.2	13.2
Communications	21.0	22.0	21.0	21.0	21.0
Station Clerks	23.0	22.0	22.0	22.0	22.0
Records Management	11.6	10.6	11.6	11.6	11.6
Management Information System	12.0	11.6	11.6	11.6	11.6
Patrol Division	1.6	1.0	1.0	1.0	1.0
Special Operations Division	7.1	4.5	3.8	6.2	7.2
Court Security	20.6	20.6	20.6	21.6	21.6
Judicial Services	14.8	18.4	20.3	20.6	20.6
Property Management	12.2	10.4	10.7	11.6	11.6
Training Division	4.7	4.7	4.7	4.7	4.7
	472.3	462.7	462.7	468.4	480.4
Detention Center					
Administration	2.0	2.0	2.0	2.0	2.0
Correctional Officers	141.0	136.0	141.0	141.0	141.0
Classified Personnel	13.6	12.6	12.6	12.6	12.6
Volunteers in Community Service (VICS)	3.6	0.0	0.0	0.0	0.0
	160.2	150.6	155.6	155.6	155.6
Sheriff Grand Total	632.5	613.3	618.2	624.0	636.0
SOIL CONSERVATION	5.6	5.0	5.0	5.0	5.0
Total Full Time Personnel	656.7	642.0	649.0	658.6	679.6
Total Part Time Personnel	35.2	28.5	28.5	29.0	29.0
TOTAL OUTSIDE AGENCIES	**691.9**	**670.5**	**677.4**	**687.6**	**708.6**

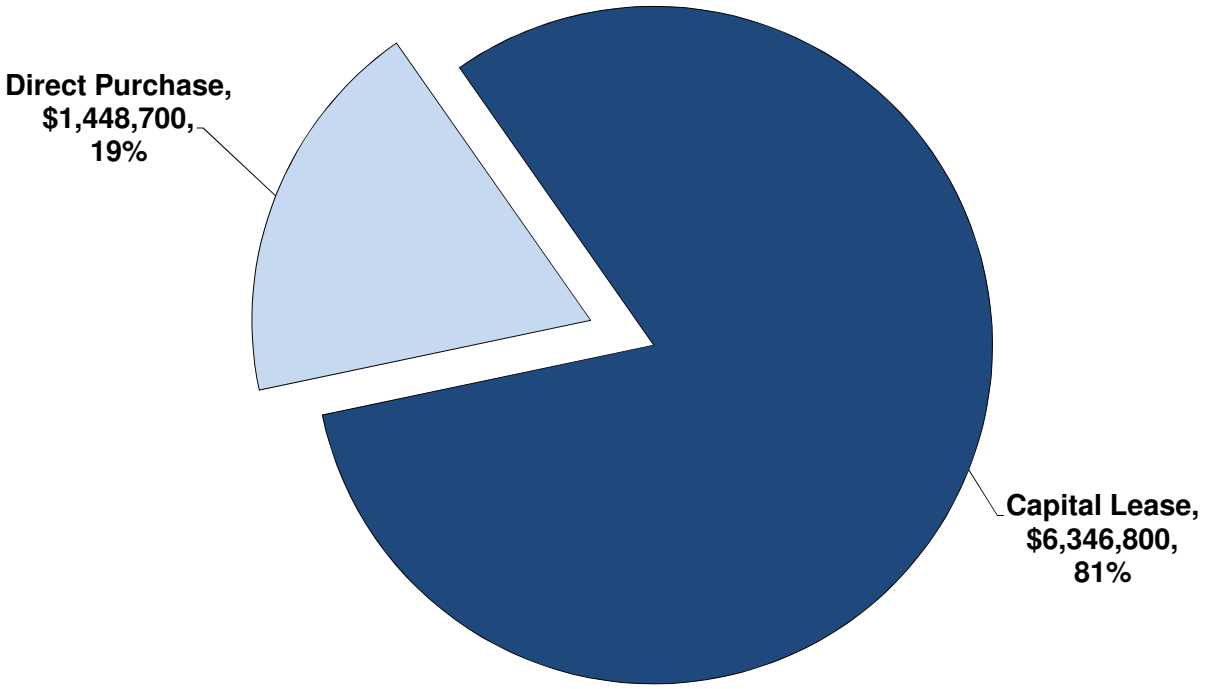
Vehicles & Equipment

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
NOTE: This will be split 75% Inspection Fund, 15% Water & Sewer Fund, 10% General Fund. Total Cost $50,000)				
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
Circuit Court	**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**
Central Services	**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**
Sheriff's Office				
Sheriff's Office	**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***
Sheriff's Computer	**01.24.24.0500.010**			
MDT Units and Accessories		106,000	106,000	
Total Sheriff's Computer		***106,000***	***106,000***	***0***
Detention Center	**01.24.37.0500.000**			
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
Emergency Services				
Career EMS	**01.26.97.0500.000**			
Lucas CPR Chest Compression System (8)	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
Transportation Grants Fund				
Community Services				
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**
**contingent on grant funds*				
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***
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
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**

FY2014 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	Annual Lease
Recreation - Golf Course				
Public Works- Facilities	**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	
Total Public Safety Grants Fund		**$48,000**	**$48,000**	**$0**
**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	
Total Drug Forfeitures		**$15,000**	**$15,000**	**$0**
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	
*Pit Foam Cubes	Current foam cubes have outlived their useful life. Need 2,750 cubes.	7,700	7,700	
*Carpet Bonded Foam	Carpet is torn is several places. The foam under the carpet has worn past its useable life.	6,400	6,400	
Total Recreation Fund		**$21,500**	**$21,500**	**$0**

** 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
Water and Sewer Operation Fund				
Planning and Growth Management				
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
NOTE: This will be split 75% Inspection Fund, 15% Water & Sewer Fund, 10% General Fund. Total Cost $50,000)				
Total Planning & Growth Management Water & Sewer		**7,500**	**0**	**1,500**
Public Works - Utilities				
Meter Change Out Program	To replace old transponders due to outdated technology.	300,000		62,000
Block digestor	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 Contral 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	Cliffton 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 Srvc. 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**

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.

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 now underway, 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 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 2013 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. Work Sessions on Comprehensive Plan Comments are scheduled in May and June of 2013.

Deferred Capital Improvement Projects

The following is a list of projects that were either deferred, removed, did not require additional funding, or the scope of the project was altered substantially from the prior approved FY13-FY17 Capital Improvement Program.

Parks
- Tennis Court Improvements

Transportation
- Bryans Road Subarea Plan Implementation

Water and Sewer
- Benedict Central Sewer System

Watershed Protection & Restoration
- Hoghole Run Living Shoreline
- Jennie Run Subwatershed Restoration

All projects were scrutinized and some projects were delayed while still remaining part of the adopted FY14-FY18 Capital Improvement Program. A comparison to the FY13-FY17 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. By the end of FY18, the current FY14-FY18 CIP would result in the need to add an additional $679,400 to the General Fund budget for operating cost related to the various Government building and parks, an estimated $10.2 million increase in funding for the Board of Education due to the opening of a new High School, and $96,100 for the College of Southern Maryland for new buildings. Operating Impacts are also shown for projects with impacts beyond FY18 in order to capture the operating side of capital projects that are being constructed in FY14-FY18. Water and Sewer CIP impacts are estimated to result in operating increases totaling $68,700 in FY19. Cost estimates are reviewed and updated annually.

CUMULATIVE CIP OPERATING IMPACTS

FY2014-FY2018 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)

GOVERNMENTAL OPERATIONS

BOARD OF EDUCATION

St. Charles High School

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	57.50	74.50	74.50	74.50	74.50
Personnel Costs	$0.0	$5,489.0	$6,454.0	$6,776.7	$7,099.4	$7,454.4
Operating	0.0	2,709.0	2,820.0	2,876.4	3,108.9	3,202.2
Start-Up Cost	0.0	696.2	590.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$8,894.2**	**$9,864.0**	**$9,653.1**	**$10,208.3**	**$10,656.6**

PERSONNEL	
Administrative Staff	4.00
Support Staff	14.00
Teachers	23.00
Special Education	21.50
Other	12.00

Elementary School #3 *

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	78.40
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$6,205.7
Operating	0.0	0.0	0.0	0.0	0.0	496.8
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	2,263.6
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$8,966.1**

PERSONNEL	
Administrative Staff	2.00
Support Staff	11.80
Teachers	49.10
Special Education	0.50
Other	15.00

* Operating Impact represents the estimated full cost of a new Elementary School. This estimate may be reduced for staff added over the years in relation to student growth that may be transferred to the new school.

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
Total Board of Education	**$0.0**	**$8,894.2**	**$9,864.0**	**$9,653.1**	**$10,208.3**	**$19,622.7**

COLLEGE OF SOUTHERN MARYLAND

Continuing Education Building Renovation/Addition

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	2.00	2.00	2.00	2.00	2.00
Personnel Costs	$0.0	$99.2	$101.0	$105.6	$110.3	$114.9
Operating	0.0	224.1	224.1	228.4	232.7	239.2
Total Operating	**$0.0**	**$323.3**	**$325.1**	**$334.0**	**$343.0**	**$354.1**

PERSONNEL	
Facilities & Grounds Technicians	2.00

Center for Trades and Energy Training Building

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	2.00	2.00	2.00	2.00	2.00
Personnel Costs	$0.0	$94.5	$99.2	$104.0	$108.7	$117.2
Operating	0.0	183.9	187.6	191.3	194.9	204.1
Operating (Rental Savings)	0.0	(278.0)	(283.6)	(289.1)	(294.7)	(308.6)
Start-Up Cost	0.0	12.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$12.4**	**$3.2**	**$6.2**	**$8.9**	**$12.7**

PERSONNEL	
Facilities & Grounds Technicians	2.00

Healthcare Training Facility

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	2.00
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$119.5
Operating	0.0	0.0	0.0	0.0	0.0	194.3
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	277.5
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$591.3**

PERSONNEL	
Facilities & Grounds Technicians	2.00

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
Total College of So. MD	**$0.0**	**$335.7**	**$328.3**	**$340.2**	**$351.9**	**$958.1**
less: other funding	**0.0**	**(244.0)**	**(238.6)**	**(247.3)**	**(255.8)**	**(696.4)**
Estimated County Cost	**$0.0**	**$91.7**	**$89.7**	**$92.9**	**$96.1**	**$261.7**

COUNTY GOVERNMENTAL OPERATIONS

Multi-Generational Center

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	9.02	9.02	9.02
Personnel Costs	$0.0	$0.0	$0.0	$402.1	$422.2	$443.3
Operating	0.0	0.0	0.0	273.6	120.6	124.2
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$675.7**	**$542.8**	**$567.5**
Vehicle & Equipment Lease	0.0	0.0	0.0	2.4	4.9	4.9
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$678.1**	**$547.7**	**$572.4**

PERSONNEL	
Facility Maint. Tech II	1.00
Custodial Wkr. II	1.00
Grounds Mnt. Wkr.	1.00
Senior Center Coordinator	0.07
Office Associate	1.00
Fitness Coordinator	1.00
I&A Program Specialist	1.00
PT Program Assistants	1.92
PT Fitness Instructors	1.03

Detention Center Intake Area

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.62	0.62	0.62	0.62
Personnel Costs	$0.0	$0.0	$14.9	$15.6	$16.4	$17.2
Operating	0.0	0.0	43.8	44.7	45.6	47.0
Total Operating	**$0.0**	**$0.0**	**$58.7**	**$60.3**	**$62.0**	**$64.2**
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$58.7**	**$60.3**	**$62.0**	**$64.2**

PERSONNEL	
Part Time	0.62

Lighting Retrofit

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Operating	0.0	0.0	(3.7)	(7.6)	(11.6)	(11.9)
Total Operating	**$0.0**	**$0.0**	**($3.7)**	**($7.6)**	**($11.6)**	**($11.9)**
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**($3.7)**	**($7.6)**	**($11.6)**	**($11.9)**

CUMULATIVE CIP OPERATING IMPACTS

FY2014-FY2018 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018	PERSONNEL	
COUNTY GOVERNMENTAL OPERATIONS								
Port Tobacco Historic District Revitalization								
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00		
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0		
Operating	0.0	15.8	16.1	16.5	16.8	17.3		
Total Operating	**$0.0**	**$15.8**	**$16.1**	**$16.5**	**$16.8**	**$17.3**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0		
Total Impact	**$0.0**	**$15.8**	**$16.1**	**$16.5**	**$16.8**	**$17.3**		
Welcome Signage								
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00		
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0		
Operating	0.0	1.9	4.5	6.5	6.6	6.8		
Total Operating	**$0.0**	**$1.9**	**$4.5**	**$6.5**	**$6.6**	**$6.8**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0		
Total Impact	**$0.0**	**$1.9**	**$4.5**	**$6.5**	**$6.6**	**$6.8**		
Sheriff's Office Improvements								
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00		
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0		
Operating	0.0	23.4	23.9	24.4	24.8	25.6		
Total Operating	**$0.0**	**$23.4**	**$23.9**	**$24.4**	**$24.8**	**$25.6**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0		
Total Impact	**$0.0**	**$23.4**	**$23.9**	**$24.4**	**$24.8**	**$25.6**		
Milton Somers Football Stadium Improvements								
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00		
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0		
Operating	0.0	0.0	1.3	1.3	1.3	1.4		
Total Operating	**$0.0**	**$0.0**	**$1.3**	**$1.3**	**$1.3**	**$1.4**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0		
Total Impact	**$0.0**	**$0.0**	**$1.3**	**$1.3**	**$1.3**	**$1.4**		
Oak Ridge Development Phase II								
No. of Personnel	0.00	0.00	0.00	0.15	0.15	0.15	Part Time II	0.15
Personnel Costs	$0.0	$0.0	$0.0	$3.9	$4.1	$4.3		
Operating	0.0	0.0	0.0	10.7	10.9	11.3		
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$14.6**	**$15.0**	**$15.6**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0		
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$14.6**	**$15.0**	**$15.6**		
Sprayground								
No. of Personnel	0.00	0.00	0.00	0.00	0.21	0.21	Part Time	0.21
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$4.9	$5.2		
Operating	0.0	0.0	0.0	0.0	5.3	5.5		
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$10.2**	**$10.7**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0		
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$10.2**	**$10.7**		
Gilbert Run/Oak Ridge Connection Trail								
No. of Personnel	0.00	0.00	0.00	0.00	0.06	0.11	Part Time	0.11
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$1.4	$2.9		
Operating	0.0	0.0	0.0	0.0	4.4	8.8		
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$5.8**	**$11.7**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.8	1.7		
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$6.6**	**$13.4**		
Total Governmental Operations	**$0.0**	**$41.1**	**$100.8**	**$794.1**	**$679.4**	**$715.5**		

TOTAL GOVERNMENTAL IMPACT

No. of Personnel						
Board of Education	0.00	57.50	74.50	74.50	74.50	152.90
College of Southern Maryland	0.00	4.00	4.00	4.00	4.00	6.00
Governmental Operations	0.00	0.00	0.62	9.78	10.05	10.10
Total Personnel	0.00	61.50	79.12	88.28	88.55	169.00
Board of Education	$0.0	$8,894.2	$9,864.0	$9,653.1	$10,208.3	$19,622.7
College of Southern Maryland	0.0	91.7	89.7	92.9	96.1	261.7
Governmental Operations	0.0	41.1	100.8	794.1	679.4	715.5
Total Impact	**$0.0**	**$9,027.0**	**$10,054.5**	**$10,540.1**	**$10,983.8**	**$20,599.9**

CUMULATIVE CIP OPERATING IMPACTS

FY2014-FY2018 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)

WATER & SEWER

Hughesville Package Treatment Plant

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Operating	0.0	0.0	0.0	0.0	0.0	68.7
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$68.7**
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$68.7**

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 FY2014 and tentatively approved FY2015-FY2018 expenditure budgets by category.
6. Prior Appropriation thru FY13 lists the amounts approved for this project to date.
7. Beyond FY2018 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 FY18).
9. Financing Sources: lists the Approved FY2014 and tentatively approved FY2015-FY2018 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 FY13-FY17 Capital Improvement Program figures are provided and compared to the new FY14-FY18 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 2014
($ in thousands)

PROJECT NAME: 1. 2.

Requested By: 3.
Project #: 4.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total 14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering									
Land & ROW									
Construction									
Equipment			5.				6.	7.	8.
Administration									
Inspection									
Miscellaneous									
Contingency									
Total Outlay									

FINANCING SOURCES	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total 14-'18	Approp. thru FY13	Beyond FY 2018	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 11.						
Personnel Costs						
Operating			12.			
Start-Up Cost						
Total Operating						
Debt Service: Bonds 13.						
Vehicle & Equipment Lease 14						
Total Impact						

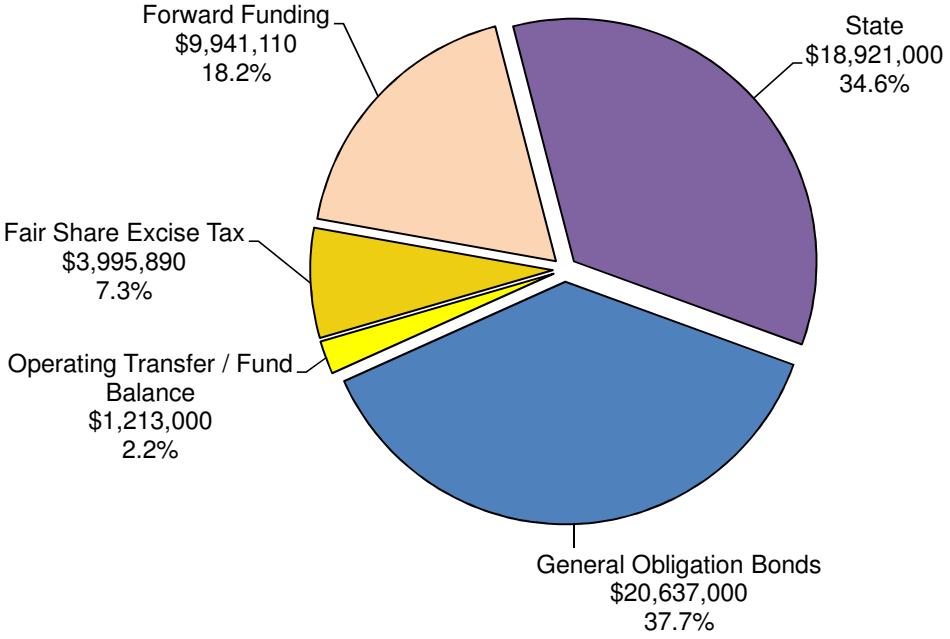
APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM 15.

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	%	%	%	%	%

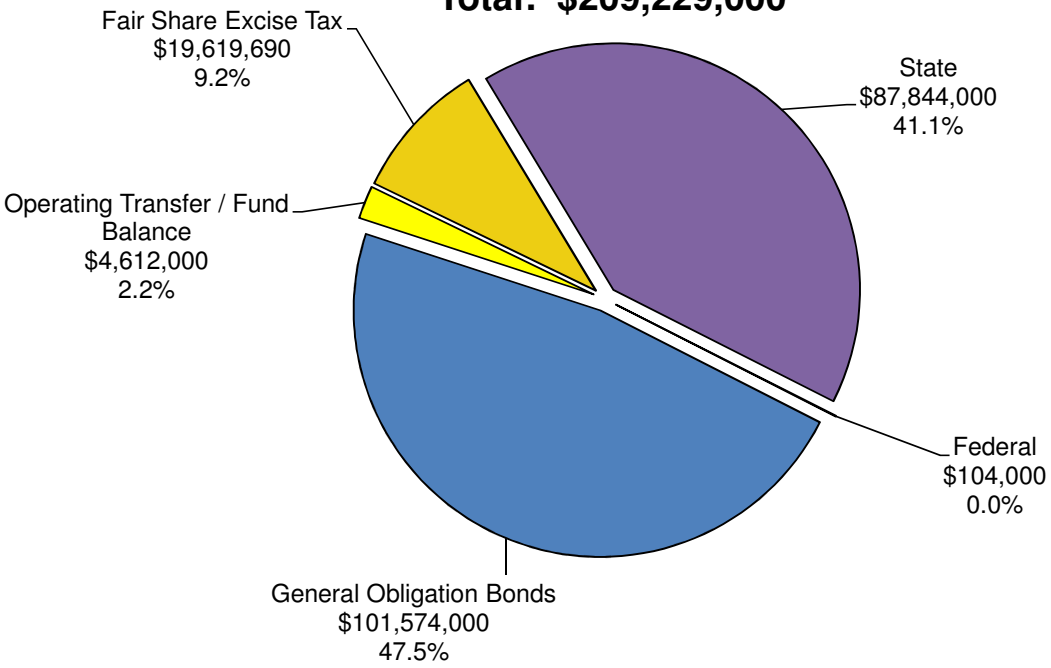
PLANNING COMMISSION COMMENTS 16.

LOCATION: 17.

FY14 Governmental Projects by Funding Source
Total: $54,708,000

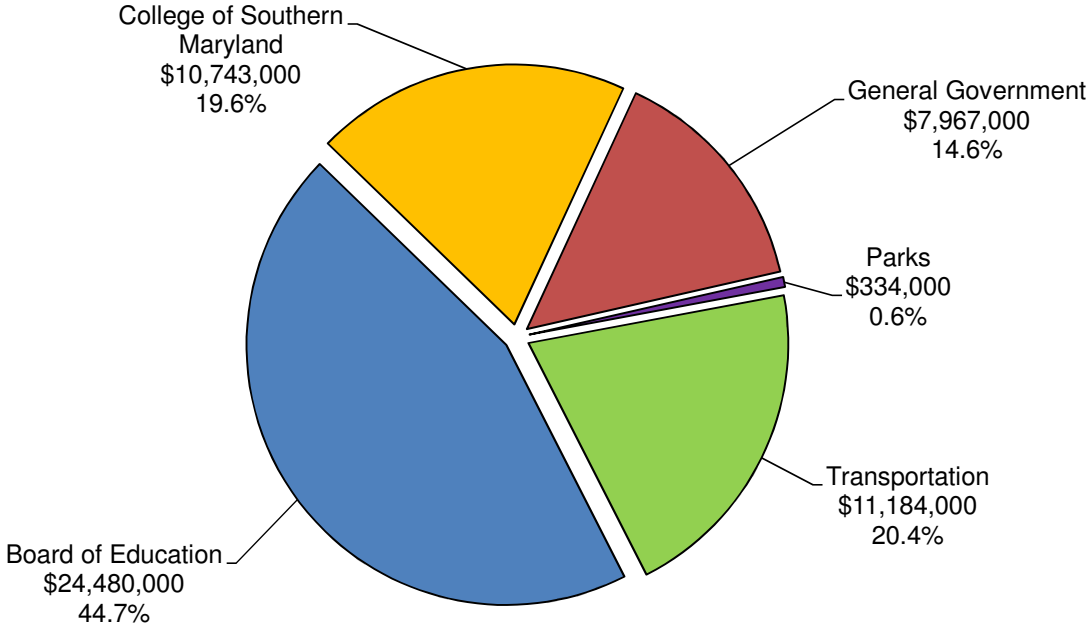


FY14-FY18 Governmental Projects by Funding Source
Total: $209,229,000

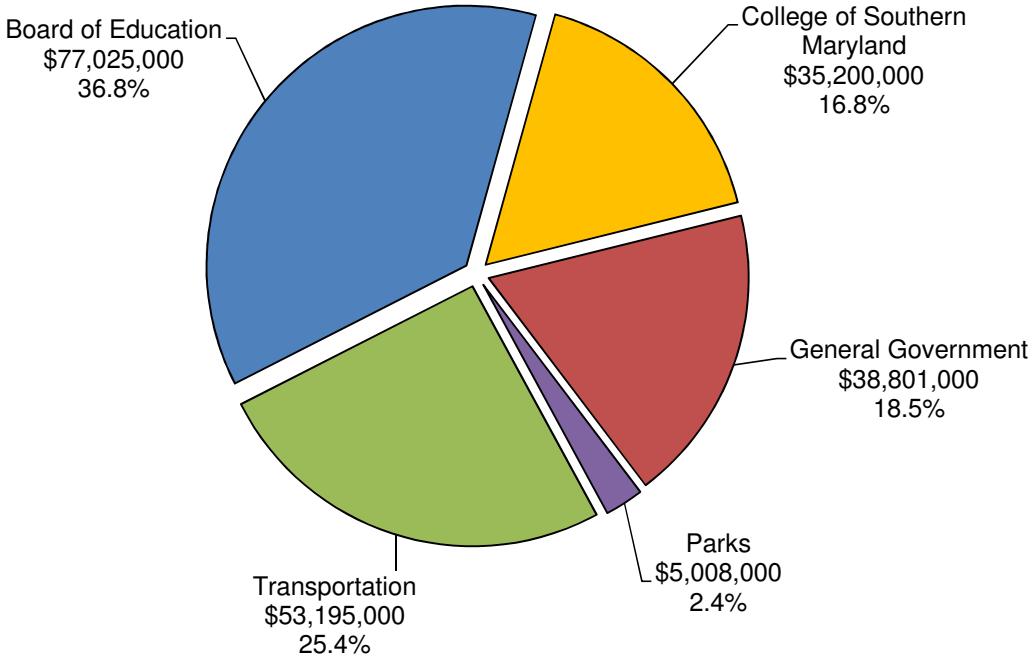


The majority of the County's financing for infrastructure is done by issuing long-term debt in the form of bonds. After utilizing grant funds and other funding sources the County must decide whether to bond or transfer funds from the General Fund to pay for General Government projects. The County typically 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. The above graph does not include a reimbursement of $4,524,690 for FY2013.

FY14 Governmental Projects by Type
Total: $54,708,000



FY14-FY18 Governmental Projects by Type
Total: $209,229,000



- The majority of the funding for the Board of Education represents the construction of St. Charles High School which is scheduled to open in FY15 and the construction of Elementary School #3.

- 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 2014 APPROVED CAPITAL PROJECT BUDGET
FY2014-FY2018 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Prior Approp. thru FY13	Beyond FY 2018	Project Total
Governmental Projects									
CAPITAL COSTS									
Board of Education	$24,480	$11,186	$3,306	$15,932	$22,121	$77,025	$59,903	$4,414	$141,342
College of Southern Maryland	10,743	2,670	8,870	927	11,990	35,200	17,353	1,277	53,830
General Government	7,967	13,785	8,335	5,245	3,469	38,801	3,659	3,601	46,061
Parks	334	1,853	1,023	1,007	791	5,008	287	511	5,806
Transportation	11,184	11,835	11,068	10,770	8,338	53,195	4,424	10,612	68,231
Total Governmental	$54,708	$41,329	$32,602	$33,881	$46,709	$209,229	$85,626	$20,415	$315,270
FINANCE SOURCES									
General Obligation Bonds	$20,637	$28,400	$20,438	$17,428	$14,671	$101,574	$22,015	$12,929	$136,518
Fair Share Excise Tax Bonds	3,996	2,203	3,306	2,322	7,792	19,620	22,223	2,530	44,372
General Fund - Fund Balance Appropriation	1,213	331	270	270	0	2,084	560	0	2,644
General Fund Operating Transfer	0	537	673	706	612	2,528	3,121	499	6,148
Total County Funding	$25,846	$31,471	$24,687	$20,726	$23,075	$125,806	$47,920	$15,957	$189,683
Federal	0	104	0	0	0	104	226	0	330
State	18,921	15,655	16,479	13,155	23,634	87,844	31,955	4,458	124,257
Other: Forward funding State Share	9,941	(5,901)	(8,564)	0	0	(4,525)	5,525	0	1,000
Total Governmental	$54,708	$41,329	$32,602	$33,881	$46,709	$209,229	$85,626	$20,415	$315,270
Enterprise Fund Projects									
CAPITAL COSTS									
Water	$4,648	$3,526	$3,088	$2,533	$2,384	$16,177	$8,282	$15,299	$39,759
Sewer	13,802	18,139	16,567	11,329	13,997	73,833	21,116	8,685	103,633
Solid Waste	0	824	0	0	0	824	0	0	824
Watershed Protection & Rehabilitation	5,258	3,277	3,408	3,563	4,826	20,332	10,105	4,864	35,301
Total Enterprise Funds	$23,708	$25,765	$23,063	$17,424	$21,206	$111,166	$39,502	$28,848	$179,516
FINANCE SOURCES									
Water Bonds	$4,381	$3,028	$2,656	$2,494	$2,342	$14,900	$7,729	$15,265	$37,895
Sewer Bonds	11,601	15,770	14,378	10,015	12,460	64,223	17,289	7,098	88,610
Solid Waste Fund Bonds	0	824	0	0	0	824	0	0	824
Watershed Protection & Rehabilitation Bonds	5,258	3,277	3,408	3,563	4,826	20,332	10,105	4,864	35,301
Enterprise Fund Operating Transfers	348	435	270	85	89	1,227	596	73	1,896
Water Fund Balance Appropriation	0	0	0	0	0	0	3	0	3
Sewer Fund Balance Appropriation	242	0	0	0	0	242	0	0	242
Total County Funding	$21,830	$23,333	$20,713	$16,156	$19,716	$101,748	$35,722	$27,300	$164,771
State	77	279	204	0	0	560	366	0	926
Federal	0	0	0	0	0	0	728	0	728
Other: WSSC	1,801	2,153	2,146	1,268	1,490	8,858	2,686	1,548	13,092
Total Enterprise Funds	$23,708	$25,765	$23,063	$17,424	$21,206	$111,166	$39,502	$28,848	$179,516
Total All Projects	**$78,416**	**$67,094**	**$55,665**	**$51,305**	**$67,915**	**$320,395**	**$125,128**	**$49,263**	**$494,786**

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2014 APPROVED CAPITAL PROJECT BUDGET
FY2014-FY2018 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Prior Approp. thru FY13	Beyond FY 2018	Project Total
GOVERNMENTAL PROJECTS									
BOARD OF EDUCATION									
BOE: Various Maintenance Projects	$46	$0	$0	$0	$0	$46	$182	$0	$228
St. Charles High School	20,793	3,700	0	0	0	24,493	57,813	0	82,306
Dr. Gustavus Brown E.S. RTU/Boiler Replacement	1,666	1,599	0	0	0	3,265	184	0	3,449
F.B. Gwynn Center Roof/Boiler Replacement	243	2,635	0	0	0	2,878	0	0	2,878
Elementary School #3	1,305	2,066	0	7,254	15,159	25,784	834	3,068	29,686
McDonough HS/Craik ES/Stethem Center Sewer Connection Fees	321	0	0	0	0	321	0	0	321
Local Portable Classrooms - Various Schools	0	388	0	388	388	1,164	0	388	1,552
Full-Day Kindergarten Addition: Wade E.S.	0	0	1,495	2,209	0	3,704	493	0	4,197
Full-Day Kindergarten Addition: Matula E.S.	0	0	1,487	1,994	0	3,481	397	0	3,878
Benjamin Stoddert M.S. RTU/Boiler Replacement	0	335	0	1,908	2,637	4,880	0	0	4,880
Total without inflation	$24,374	$10,723	$2,982	$13,753	$18,184	$70,016	$59,903	$3,456	$133,375
Contingency- Inflation	106	463	324	2,179	3,937	7,009		958	7,967
Total Board of Education	$24,480	$11,186	$3,306	$15,932	$22,121	$77,025	$59,903	$4,414	$141,342
COLLEGE OF SOUTHERN MARYLAND									
Career Education Building Renovation/Addition	$1,087	$0	$0	$0	$0	$1,087	$17,353	$0	$18,440
Center for Trades and Energy Training Building	9,343	1,805	0	0	0	11,148	0	0	11,148
Upgrade Telecom, PBX, Safety & Security Systems	0	700	8,000	0	0	8,700	0	0	8,700
Healthcare Training Facility	0	0	0	800	10,000	10,800	0	1,000	11,800
Total without inflation	$10,430	$2,505	$8,000	$800	$10,000	$31,735	$17,353	$1,000	$50,088
Contingency- Inflation	313	165	870	127	1,990	3,465		277	3,742
Total College Southern Maryland	$10,743	$2,670	$8,870	$927	$11,990	$35,200	$17,353	$1,277	$53,830
GENERAL GOVERNMENT									
Various Planning and Growth Management Studies	$166	$166	$166	$166	$92	$756	$0	$90	$846
Agricultural Preservation	506	506	506	506	506	2,530	0	303	2,833
Rural Legacy Program	1,511	1,511	1,511	1,511	1,511	7,555	0	1,511	9,066
Port Tobacco Historic District Revitalization	360	194	0	0	0	554	217	0	771
Various Maintenance Projects	367	385	393	393	393	1,931	0	417	2,348
Automation & Technology Master Plan- Facilities	608	0	328	0	0	936	380	0	1,316
Courthouse Renovation	101	101	101	101	101	505	415	0	920
Multi-Generational Center	550	1,486	2,799	1,487	0	6,322	0	0	6,322
Detention Center Intake Area	808	808	0	0	0	1,616	826	0	2,442
Hughesville Streetscape/Intersection Analysis	302	0	0	0	0	302	329	0	631
Purchase of Developments Rights (PDR) Program	100	500	500	500	500	2,100	100	500	2,700
Zoning Update (2012 Comprehensive Plan)	319	0	0	0	0	319	0	0	319
Lighting Retrofit	106	106	106	106	106	530	0	0	530
Sheriff's Office Improvements	396	0	415	0	0	811	0	0	811
Engineering Plan Digitization	53	53	33	33	0	172	3	0	175
Sirens for Developmental District	360	0	0	0	0	360	0	0	360
Zekiah Fort Preservation	900	0	0	0	0	900	0	0	900
Welcome Signage	42	119	89	0	0	250	0	0	250
Detention Center Replacement Door Control System	249	0	0	0	0	249	0	0	249
Indian Head Science and Technology Park	0	6,437	0	0	0	6,437	0	0	6,437
County Government Building Electrical and Network Infrastructure System Upgrades	0	687	0	0	0	687	1,156	0	1,843
P.D. Brown Improvements	0	0	201	0	0	201	0	0	201
Countywide Building Re-Keying	0	0	157	0	0	157	0	0	157
Parking Lot Improvements	0	0	333	0	0	333	233	0	566
Robert J. Fuller Transitional Home Improvements	0	0	80	0	0	80	0	0	80
Total without inflation	$7,804	$13,059	$7,718	$4,803	$3,209	$36,593	$3,659	$2,821	$43,073
Contingency- Inflation	163	726	617	442	260	2,208		780	2,988
Total General Government	$7,967	$13,785	$8,335	$5,245	$3,469	$38,801	$3,659	$3,601	$46,061

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2014 APPROVED CAPITAL PROJECT BUDGET
FY2014-FY2018 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Prior Approp. thru FY13	Beyond FY 2018	Project Total
PARKS									
Various Pedestrian & Bicycle Facilities	$80	$80	$0	$80	$80	$320	$287	$80	$687
Park Repair & Maintenance Projects	252	252	318	318	318	1,458	0	318	1,776
Waterfront Acquisition	0	1,503	0	0	0	1,503	0	0	1,503
Milton Somers Football Stadium Improvements	0	0	163	0	0	163	0	0	163
Oak Ridge Development Phase II	0	0	443	0	0	443	0	0	443
Sprayground	0	0	0	443	0	443	0	0	443
Gilbert Run/Oak Ridge Connection Trail	0	0	0	28	251	279	0	0	279
Total without inflation	$332	$1,835	$924	$869	$649	$4,609	$287	$398	$5,294
Contingency- Inflation	2	18	99	138	142	399		113	512
Total Parks	$334	$1,853	$1,023	$1,007	$791	$5,008	$287	$511	$5,806
TRANSPORTATION									
Road Overlay Program	$3,078	$3,078	$3,078	$3,078	$3,078	$15,390	$0	$3,078	$18,468
Waldorf Subarea Plan Implementation Studies	91	91	91	91	91	455	91	91	637
County Drainage Systems Improvement Program	999	997	934	213	213	3,356	912	213	4,481
Traffic Signal Program	208	208	208	208	280	1,112	85	280	1,477
Safety Improvement Program- Existing Roadways	69	270	269	269	270	1,147	220	270	1,637
Smallwood/St. Patrick Dr. Inter. & Traffic Improv.	570	0	0	0	0	570	88	0	658
WURC: Old Washington Road Reconstruction	372	0	1,022	1,074	2,799	5,267	0	2,797	8,064
Radio Station Road Upgrade	3,305	970	0	0	0	4,275	1,147	1,605	7,027
Middletown Road and Billingsley Road Roundabout	491	491	0	0	0	982	603	0	1,585
Mill Hill Road Upgrade	1,277	1,277	0	0	0	2,554	701	0	3,255
Light Rail Transit Initiative	270	270	270	270	0	1,080	270	0	1,350
Sidewalk Improvement Program	153	153	153	153	153	765	0	0	765
Billingsley Road Safety Improvements	0	3,001	4,001	4,001	0	11,003	153	0	11,156
Bridge Replacement Program	0	262	0	0	0	262	153	0	415
Total without inflation	$10,883	$11,068	$10,026	$9,357	$6,884	$48,218	$4,424	$8,334	$60,976
Contingency- Inflation	301	767	1,042	1,413	1,454	4,977		2,278	7,255
Total Transportation	$11,184	$11,835	$11,068	$10,770	$8,338	$53,195	$4,424	$10,612	$68,231
Total Governmental	**$54,708**	**$41,329**	**$32,602**	**$33,881**	**$46,709**	**$209,229**	**$85,626**	**$20,415**	**$315,270**

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2014 APPROVED CAPITAL PROJECT BUDGET
FY2014-FY2018 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Prior Approp. thru FY13	Beyond FY 2018	Project Total
FINANCING SOURCES:									
GOVERNMENTAL OPERATIONS:									
BOARD OF EDUCATION									
Bonds	$2,297	$5,283	$0	$2,659	$1,056	$11,295	$10,022	$502	$21,819
Fund Balance Appropriation	46	0	0	0	0	46	182	0	228
Operating Transfer	0	0	0	0	0	0	2,485	0	2,485
Fair Share Excise Tax Bonds	3,996	2,203	3,306	2,322	7,792	19,620	22,223	2,530	44,372
Total County Funding	6,339	7,486	3,306	4,981	8,848	30,961	34,912	3,032	68,904
Federal	0	0	0	0	0	0	0	0	0
State	8,200	9,601	8,564	10,951	13,273	50,589	19,467	1,382	71,438
Other: Forward Funding State Share	9,941	(5,901)	(8,564)	0	0	(4,525)	4,525	0	(0)
Other: St. Charles Communities	0	0	0	0	0	0	1,000	0	1,000
Total Funding	$24,480	$11,186	$3,306	$15,932	$22,121	$77,025	$59,903	$4,414	$141,342
COLLEGE OF SOUTHERN MARYLAND									
Bonds	$3,518	$667	$2,217	$232	$2,997	$9,631	$5,138	$321	$15,090
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	3,518	667	2,217	232	2,997	9,631	5,138	321	15,090
Federal	0	0	0	0	0	0	0	0	0
State	7,225	2,003	6,653	695	8,993	25,569	12,216	956	38,741
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	$10,743	$2,670	$8,870	$927	$11,990	$35,200	$17,353	$1,277	$53,830
GENERAL GOVERNMENT									
Bonds	$6,347	$11,852	$7,015	$4,014	$2,357	$31,585	$3,259	$1,598	$36,442
Fund Balance Appropriation	554	0	0	0	0	554	0	0	554
Operating Transfer	0	233	220	231	112	796	83	90	969
Total County Funding	6,901	12,085	7,235	4,245	2,469	32,935	3,342	1,688	37,965
Federal	0	0	0	0	0	0	186	0	186
State	1,066	1,700	1,100	1,000	1,000	5,866	131	1,913	7,910
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	$7,967	$13,785	$8,335	$5,245	$3,469	$38,801	$3,659	$3,601	$46,061
PARKS									
Bonds	$82	$84	$671	$290	$196	$1,323	$287	$193	$1,803
Fund Balance Appropriation	252	0	0	0	0	252	0	0	252
Operating Transfer	0	269	352	370	389	1,380	0	318	1,698
Total County Funding	334	353	1,023	660	585	2,955	287	511	3,753
Federal	0	0	0	0	0	0	0	0	0
State	0	1,500	0	347	206	2,053	0	0	2,053
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	$334	$1,853	$1,023	$1,007	$791	$5,008	$287	$511	$5,806
TRANSPORTATION									
Bonds	$8,393	$10,514	$10,535	$10,233	$8,065	$47,740	$3,310	$10,314	$61,365
Fund Balance Appropriation	361	331	270	270	0	1,232	378	0	1,610
Operating Transfer	0	35	101	105	111	352	553	91	996
Total County Funding	8,754	10,880	10,906	10,608	8,176	49,324	4,242	10,405	63,971
Federal	0	104	0	0	0	104	40	0	144
State	2,430	851	162	162	162	3,767	142	207	4,116
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	$11,184	$11,835	$11,068	$10,770	$8,338	$53,195	$4,424	$10,612	$68,231
Total Governmental	**$54,708**	**$41,329**	**$32,602**	**$33,881**	**$46,709**	**$209,229**	**$85,626**	**$20,415**	**$315,270**
TOTAL GOVERNMENTAL BONDS	$20,637	$28,400	$20,438	$17,428	$14,671	$101,574	$22,015	$12,929	$136,518
TOTAL PAYGO	$0	$537	$673	$706	$612	$2,528	$3,121	$499	$6,148

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2014 APPROVED CAPITAL PROJECT BUDGET
FY2014-FY2018 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Prior Approp. thru FY13	Beyond FY 2018	Project Total
ENTERPRISE FUND OPERATIONS									
WATER & SEWER									
Automation & Technology Master Plan	1,671	1,900	2,415	2,303	1,712	10,001	9,515	0	19,516
MWWTP Lab Renovation	23	0	0	0	135	158	57	0	215
Well Site Automation	187	126	0	0	0	313	0	0	313
Cliffton Water System Improvements	1,194	0	0	0	0	1,194	966	0	2,160
Underground Infrastructure Repairs	503	503	503	503	503	2,515	0	4,112	6,627
Benedict Water System Improvements	550	285	0	0	0	835	0	0	835
Water Model Update	34	34	34	34	34	170	223	34	427
Patuxent Aquifer Study	80	0	0	0	0	80	1,593	0	1,673
Various County Water Studies	89	89	89	0	0	267	176	0	443
Waldorf/Chapel Pt. Water System Interconnection Feasibility Study	57	83	83	0	0	223	0	0	223
White Plains South Water Line Improvements	0	529	371	0	0	900	0	0	900
South County Water Transmission Main	210	210	0	0	0	420	0	7,823	8,243
Satellite Water Facility Upgrades	763	498	498	498	498	2,755	537	0	3,292
Influent/Effluent Pump Station	2,682	1,333	0	0	0	4,015	4,105	0	8,120
MWWTP Electrical System Replacement	656	1,918	1,879	0	0	4,453	667	0	5,120
MWWTP Flow Equalization	135	2,145	2,145	0	0	4,425	369	0	4,794
Mattawoman Infiltration and Inflow	2,691	2,367	2,907	2,907	3,225	14,097	5,712	3,225	23,034
Mattawoman WWTP Automation	475	965	965	0	0	2,405	2,546	0	4,951
Pump Station Rehabs and Replacements	1,297	748	931	2,191	2,533	7,700	670	906	9,276
Satellite Wastewater Facility Upgrades	845	498	498	498	498	2,837	218	0	3,055
MWWTP Clarifier and Thickener Repairs	655	610	610	0	0	1,875	498	0	2,373
Cobb Island/Swan Point Interconnection	453	1,463	0	0	0	1,916	0	0	1,916
MWWTP Utility Water System Evaluation & Improvement	61	447	0	0	0	508	49	0	557
MWWTP Biosolids Feasibility Study	135	0	0	0	0	135	100	0	235
Sewer Model Update	39	39	39	39	39	195	112	39	346
Cliffton Pump Station #4	91	605	0	0	0	696	0	0	696
Mattawoman WWTP Berm Relocation	0	0	0	372	640	1,012	589	640	2,241
U. Port Tobacco River Watershed Sewer Connection Study	235	0	0	0	0	235	0	0	235
Hughesville Package Treatment Plant	894	894	0	0	0	1,788	695	0	2,483
Marshall Hall Road Gravity Sewer	125	713	822	0	0	1,660	0	0	1,660
Piney Branch Sewer Replacement (Upper Reaches)	141	620	479	0	0	1,240	0	0	1,240
Cobb Island Sewer Capacity & Feasibility Study	0	164	0	0	0	164	0	0	164
MD. Route 5 Pump Station Forcemain	83	540	360	0	0	983	0	0	983
WURC: Zekiah Pump Station Upgrade	221	0	598	598	598	2,015	0	598	2,613
WURC: Zekiah Pump Station Forcemain	232	0	706	598	1,143	2,679	0	596	3,275
WURC: Zekiah Interceptor Sewer Upgrades	417	0	799	799	799	2,814	0	799	3,613
Cliffton WWTP Improvements	0	0	0	621	1,105	1,726	0	0	1,726
Total without inflation	$17,924	$20,326	$17,731	$11,961	$13,462	$81,404	$29,397	$18,772	$129,573
Contingency-inflation	526	1,338	1,923	1,900	2,918	8,606	0	5,212	13,818
Total Water & Sewer	$18,450	$21,664	$19,655	$13,861	$16,380	$90,010	$29,397	$23,984	$143,392
Water	4,648	3,526	3,088	2,533	2,384	16,177	8,282	15,299	39,759
Sewer	13,802	18,139	16,567	11,329	13,997	73,833	21,116	8,685	103,633
Total Water & Sewer	$18,450	$21,664	$19,655	$13,861	$16,380	$90,010	$29,397	$23,984	$143,392
SOLID WASTE FUND									
Automation & Technology Master Plan - Landfill	0	773	0	0	0	773	0	0	773
Total without inflation	$0	$773	$0	$0	$0	$773	$0	$0	$773
Contingency-inflation	0	51	0	0	0	51	0	0	51
Total Solid Waste	$0	$824	$0	$0	$0	$824	$0	$0	$824

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2014 APPROVED CAPITAL PROJECT BUDGET
FY2014-FY2018 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Prior Approp. thru FY13	Beyond FY 2018	Project Total
WATERSHED PROTECTION & REHABILITATION FUND									
NPDES Retrofit Projects	$5,108	$3,075	$3,075	$3,075	$3,967	$18,300	$10,105	$3,830	$32,235
Total without inflation	$5,108	$3,075	$3,075	$3,075	$3,967	$18,300	$10,105	$3,830	$32,235
Contingency-inflation	150	202	333	488	859	2,032	0	1,034	3,066
Total Watershed Protection & Rehabilitation Func	$5,258	$3,277	$3,408	$3,563	$4,826	$20,332	$10,105	$4,864	$35,301
TOTAL ENTERPRISE FUNDS	**$23,708**	**$25,765**	**$23,063**	**$17,424**	**$21,206**	**$111,166**	**$39,502**	**$28,848**	**$179,516**
TOTAL ALL PROJECTS	**$78,416**	**$67,094**	**$55,665**	**$51,305**	**$67,915**	**$320,395**	**$125,128**	**$49,263**	**$494,786**

FINANCING SOURCES

ENTERPRISE FUND OPERATIONS:									
WATER AND SEWER FUND									
Water Projects									
Bonds	$4,381	$3,028	$2,656	$2,494	$2,342	$14,900	$7,729	$15,265	$37,895
Fund Balance Appropriation	0	0	0	0	0	0	3	0	3
Operating Transfer	190	219	227	39	42	717	399	34	1,150
Total County Funding	4,571	3,247	2,883	2,533	2,384	15,617	$8,131	$15,299	$39,048
Federal	0	0	0	0	0	0	0	0	0
State	77	279	204	0	0	560	150	0	710
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	$4,648	$3,526	$3,087	$2,533	$2,384	$16,177	$8,281	$15,299	$39,759
Sewer Projects									
Bonds	$11,601	$15,770	$14,378	$10,015	$12,460	$64,223	$17,289	$7,098	$88,609
Fund Balance Appropriation	242	0	0	0	0	242	0	0	242
Operating Transfer	158	216	43	46	47	510	197	39	746
Operating	$12,001	$15,986	$14,421	$10,061	$12,507	$64,975	$17,486	$7,137	$89,597
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	216	0	216
Other: WSSC	1,801	2,153	2,146	1,268	1,490	8,858	2,686	1,548	13,092
Other: _____	0	0	*0*	0	0	0	0	0	0
Total Funding	$13,802	$18,139	$16,567	$11,329	$13,997	$73,833	$21,116	$8,685	$103,633
SOLID WASTE FUND									
Bonds	$0	$824	$0	$0	$0	$824	$0	$0	$824
Capital Budget Reserve	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	$824	$0	$0	$0	$824	$0	$0	$824
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	$824	$0	$0	$0	$824	$0	$0	$824
WATERSHED PROTECTION & REHABILITATION FUND									
Bonds	$5,258	$3,277	$3,408	$3,563	$4,826	$20,332	$10,105	$4,864	$35,301
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	$5,258	$3,277	$3,408	$3,563	$4,826	$20,332	$10,105	$4,864	$35,301
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	$5,258	$3,277	$3,408	$3,563	$4,826	$20,332	$10,105	$4,864	$35,301
TOTAL ENTERPRISE FUNDS	**$23,708**	**$25,765**	**$23,063**	**$17,425**	**$21,206**	**$111,166**	**$39,502**	**$28,848**	**$179,517**
TOTAL ALL PROJECTS	**$78,416**	**$67,094**	**$55,665**	**$51,306**	**$67,915**	**$320,395**	**$125,128**	**$49,263**	**$494,787**

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014

($ in thousands)

BOARD OF EDUCATION SUMMARY

State, County & Municipal governments are required to provide adequate school facilities for public education. School construction providing additional capacity or major renovations are typically approved at the State level. These projects are shared in cost by State funding, local County bonds, and County Fair Share Excise Tax Bonds; and are managed by the Board of Education Project Managers. Maintenance projects are 100% the responsibility of local governments.

For Fiscal Year 2014, the State of Maryland will fund Charles County construction cost at a 67% share, with the other 33% of the construction, as well as, 100% design, equipment, and miscellaneous costs funded by the County. The State share percentage will be decreasing to 63% in Fiscal Year 2015.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$301	$2,485	$0	$53	$56	$2,895	$7,154	$59	$10,108
Land & ROW	1,344	0	0	0	0	1,344	834	0	2,178
Construction	22,098	5,694	2,796	14,809	21,797	67,194	48,443	2,912	118,549
Equipment	341	2,534	462	37	39	3,413	1,941	1,405	6,759
Administration	4	127	8	2	1	142	67	1	210
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	331	0	0	359	0	690	1,057	0	1,747
Contingency	61	346	40	672	228	1,347	407	37	1,791
Total Outlay	**$24,480**	**$11,186**	**$3,306**	**$15,932**	**$22,121**	**$77,025**	**$59,903**	**$4,414**	**$141,342**
FINANCING SOURCES									
Bonds	$2,297	$5,283	$0	$2,659	$1,056	$11,295	$10,022	$502	$21,819
Fund Balance Appropriation	46	0	0	0	0	46	182	0	228
Operating Transfer	0	0	0	0	0	0	2,485	0	2,485
Fair Share Excise Tax Bonds	3,996	2,203	3,306	2,322	7,792	19,620	22,223	2,530	44,372
Total County Funding	$6,339	$7,486	$3,306	$4,981	$8,848	$30,961	$34,912	$3,032	$68,904
Federal	0	0	0	0	0	0	0	0	0
State	8,200	9,601	8,564	10,951	13,273	50,589	19,467	1,382	71,438
Other: Forward Funding State Share	9,941	(5,901)	(8,564)	0	0	(4,525)	4,525	0	(0)
Other: St. Charles Communities	0	0	0	0	0	0	1,000	0	1,000
Total Funding	**$24,480**	**$11,186**	**$3,306**	**$15,932**	**$22,121**	**$77,025**	**$59,903**	**$4,414**	**$141,342**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	57.50	74.50	74.50	74.50	0.00	152.90
Personnel Costs	0.0	5,489.0	6,454.0	6,776.7	7,099.4	0.0	13,660.1
Operating	0.0	2,709.0	2,820.0	2,876.4	3,108.9	0.0	3,699.0
Start-Up Cost	0.0	696.2	590.0	0.0	0.0	2,332.8	2,263.6
Total Operating	**$0.0**	**$8,894.2**	**$9,864.0**	**$9,653.1**	**$10,208.3**	**$2,332.8**	**$19,622.7**
Debt Service: Bonds	901.4	1,101.9	1,547.8	1,547.8	1,754.3	901.4	1,867.2
Debt Service: Excise Tax Bonds	1,635.2	1,926.4	2,078.4	2,297.8	2,445.3	1,635.2	3,062.5
Total Impact	**$2,536.6**	**$11,922.5**	**$13,490.1**	**$13,498.7**	**$14,407.8**	**$4,869.4**	**$24,552.5**

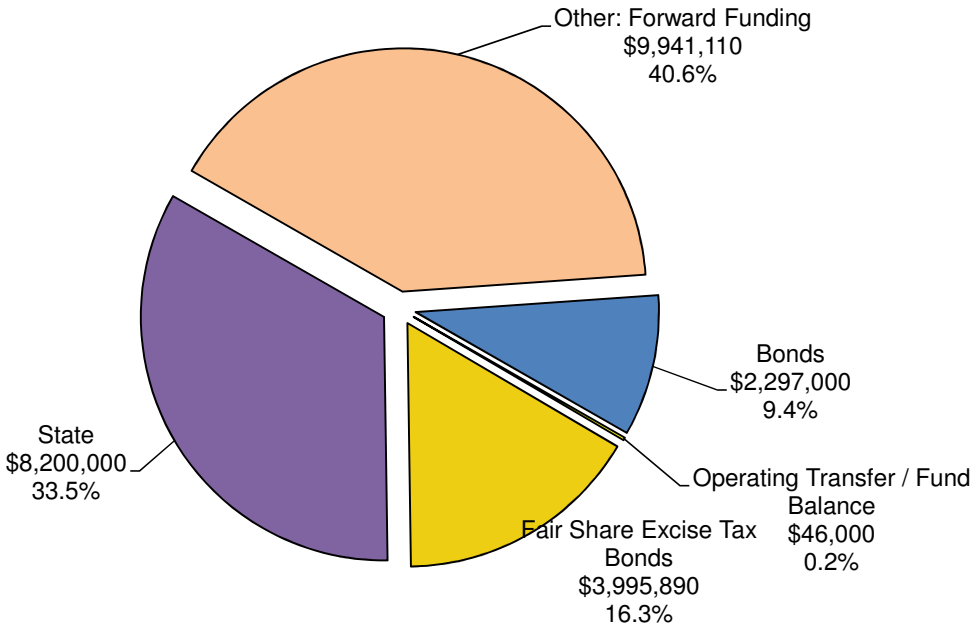
VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$20,747**	**$9,580**	**$3,400**	**$8,052**	**$41,779**
Increase/(Decrease)	$3,733	$1,606	($94)	$7,880	$13,125
% change	*18.0%*	*16.8%*	*-2.8%*	*97.9%*	*31.4%*

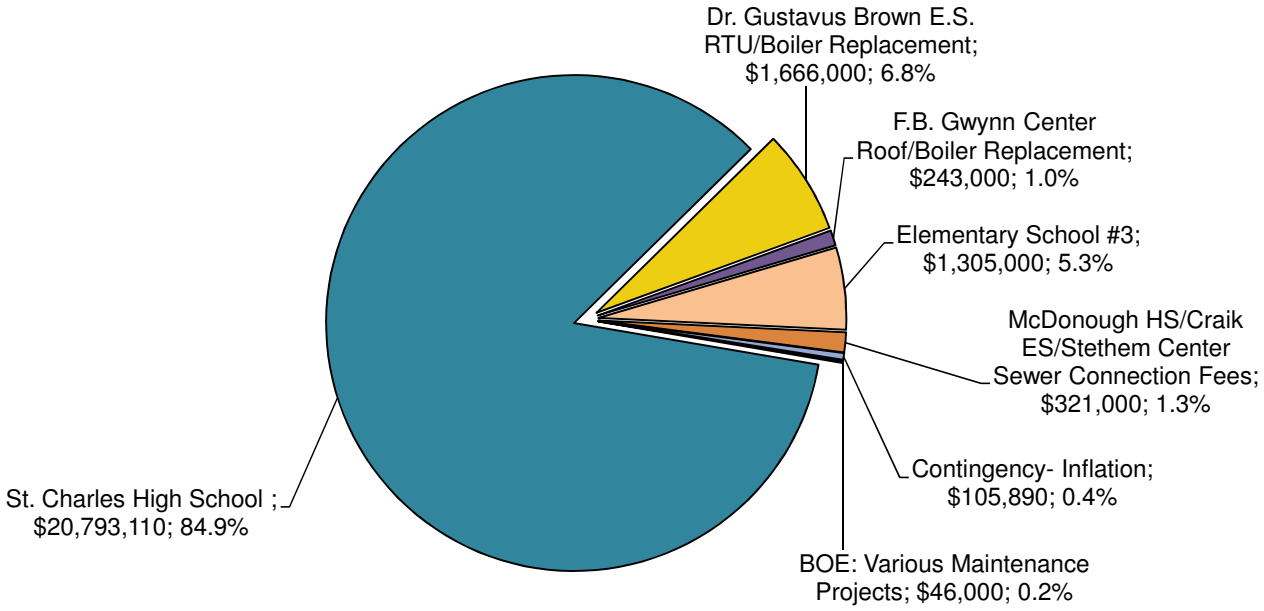
Projects with Future Operating Impacts:

PROJECT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018	FTE
St. Charles High School	0.0	8,894.2	9,864.0	9,653.1	10,208.3	10,656.6	74.50
New Elementary School #3	0.0	0.0	0.0	0.0	0.0	8,966.1	78.40
Total	**$0.0**	**$8,894.2**	**$9,864.0**	**$9,653.1**	**$10,208.3**	**$19,622.7**	**152.90**

FY14 Board of Education Financing Sources
Total $24,480,000

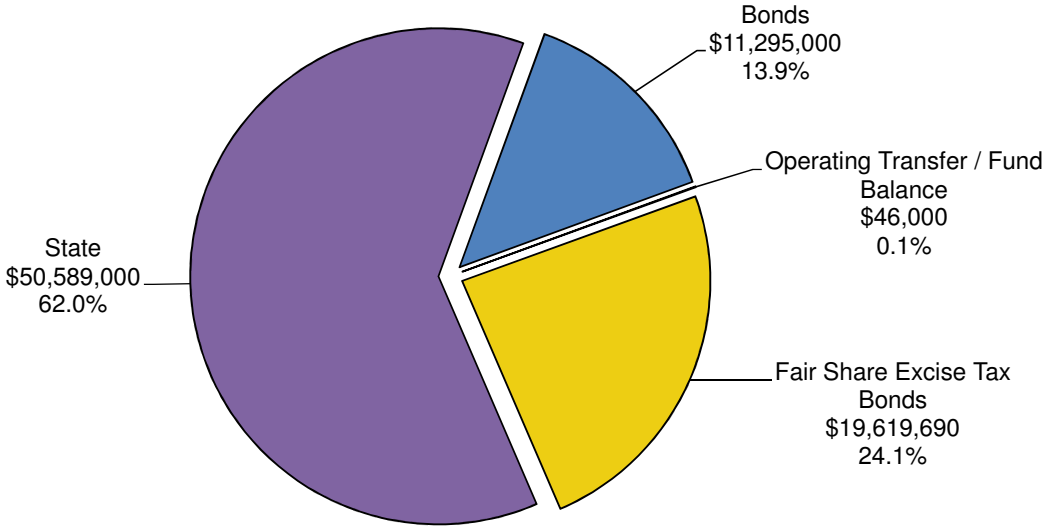


FY14 Board of Education by Project
Total $3,640,890



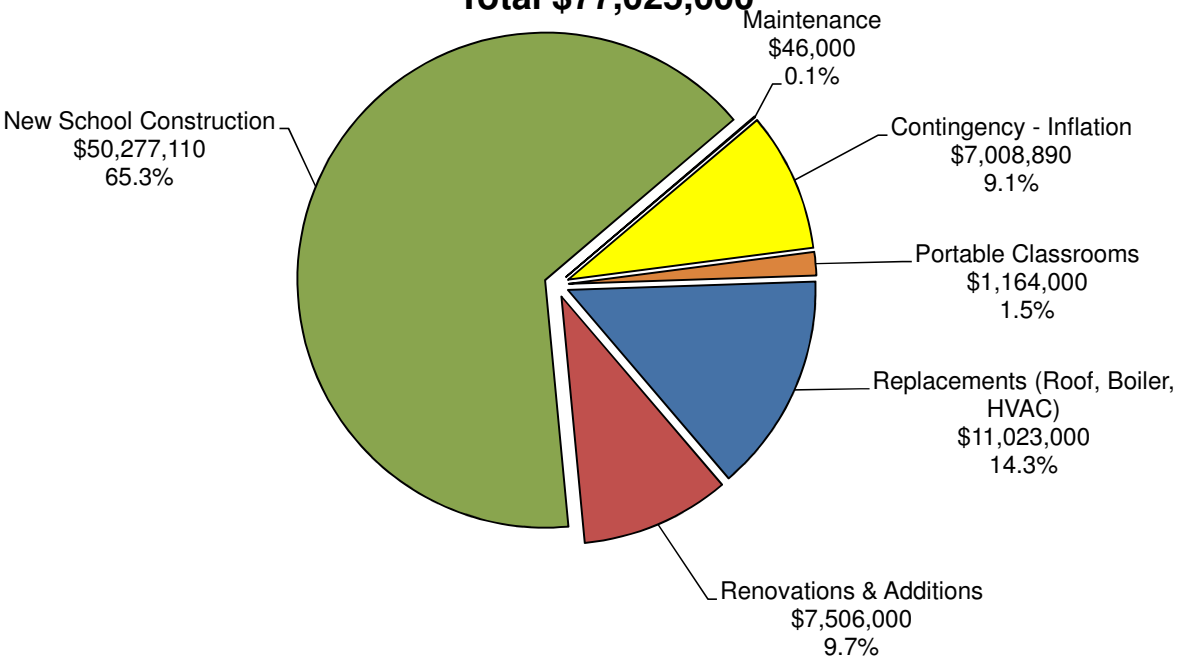
For FY14 the majority of funds provided are for the construction of St. Charles High School.

FY14-FY18 Board of Education Financing Sources
Total $77,025,000



Due to cashflow issues, the County has to forward fund the State's portion of St. Charles High School in FY2013 and FY2014 but will receive reimbursement in FY2015 and FY2016. The above graph does not include a reimbursement of $4,524,690 for FY2013.

FY14-FY18 Board of Education by Project Type
Total $77,025,000



Funding for new school construction provides for St. Charles High School and New Elementary School #3. Funds provided for renovations and additions is to accommodate full-day kindergarten at various schools throughout the county and sewer connection fees for McDonough High School, Dr. James Craik Elementary School and the Robert Stethem Educational Center.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
BOE: Various Maintenance Projects

Existing Capacity 100%
New Capacity

Requested By: BOE
Project #: 5129

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$4	$0	$0	$0	$0	$4	$16	$0	$20
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	41	0	0	0	0	41	165	0	206
Equipment	0	0	0	0	0	0	0	0	0
Administration	1	0	0	0	0	1	1	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$46**	**$0**	**$0**	**$0**	**$0**	**$46**	**$182**	**$0**	**$228**
FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	46	0	0	0	0	46	182	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	$46	$0	$0	$0	$0	$46	$182	$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	**$46**	**$0**	**$0**	**$0**	**$0**	**$46**	**$182**	**$0**	**$228**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$46**	**$0**	**$0**	**$0**	**$46**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*n/a*	*n/a*	*n/a*	*0.0%*

LOCATION:
Various schools throughout the county.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Existing Capacity** **Requested By: BOE**

St. Charles High School **New Capacity 100%** **Project #: 5098**

The need is for additional capacity at the high school level. Enrollment projections show a continuing increase in the number of high school students. A new high school with a rated capacity of 1,600 students will be constructed east of Route 301 in Waldorf with an opening date of 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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$6,244	$0	$6,244
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	20,451	1,200	0	0	0	21,651	48,278	0	69,929
Equipment	341	2,500	0	0	0	2,841	1,941	0	4,782
Administration	1	0	0	0	0	1	66	0	67
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	877	0	877
Contingency	0	0	0	0	0	0	407	0	407
Total Outlay	**$20,793**	**$3,700**	**$0**	**$0**	**$0**	**$24,493**	**$57,813**	**$0**	**$82,306**
FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$8,948	$0	$8,948
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	2,485	0	2,485
Fair Share Excise Tax Bonds	2,652	0	0	0	0	2,652	21,389	0	24,041
Total County Funding	2,652	0	0	0	0	$2,652	$32,822	$0	$35,474
Federal	0	0	0	0	0	0	0	0	0
State	8,200	9,601	8,564	0	0	26,365	19,467	0	45,832
Other: Forward Funding State Share	9,941	(5,901)	(8,564)	0	0	(4,525)	4,525	0	0
Other: St. Charles Communities	0	0	0	0	0	0	1,000	0	1,000
Total Funding	**$20,793**	**$3,700**	**$0**	**$0**	**$0**	**$24,492**	**$57,813**	**$0**	**$82,306**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	57.50	74.50	74.50	74.50	0.00	74.50
Personnel Costs	0.0	5,489.0	6,454.0	6,776.7	7,099.4	0.0	7,454.4
Operating	0.0	2,709.0	2,820.0	2,876.4	3,108.9	0.0	3,202.2
Start-Up Cost	0.0	696.2	590.0	0.0	0.0	2,332.8	0.0
Total Operating	**$0.0**	**$8,894.2**	**$9,864.0**	**$9,653.1**	**$10,208.3**	**$2,332.8**	**$10,656.6**
Debt Service: Bonds	804.7	804.7	804.7	804.7	804.7	804.7	804.7
Debt Service: Excise Tax Bonds	1,573.8	1,769.0	1,769.0	1,769.0	1,769.0	1,573.8	1,769.0
Total Impact	**$2,378.6**	**$11,467.9**	**$12,437.7**	**$12,226.8**	**$12,782.0**	**$4,711.4**	**$13,230.3**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$18,220**	**$3,700**	**$0**	**$0**	**$21,920**
Increase/(Decrease)	$2,573	$0	$0	$0	$2,573
% change	*14.1%*	*0.0%*	*0.0%*	*0.0%*	*11.7%*

LOCATION:

Eastern St. Charles area of the County, at the intersection of Piney Church Road and Billingsley Road.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Dr. Gustavus Brown E.S. RTU/Boiler Replacement

Existing Capacity 100%
New Capacity

Requested By: BOE
Project #: 5122

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$47	$0	$0	$0	$0	$47	$184	$0	$231
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,559	1,517	0	0	0	3,076	0	0	3,076
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	59	81	0	0	0	140	0	0	140
Total Outlay	**$1,666**	**$1,599**	**$0**	**$0**	**$0**	**$3,265**	**$184**	**$0**	**$3,449**

FINANCING SOURCES									
Bonds	$1,666	$1,599	$0	$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	$1,666	$1,599	$0	$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	**$1,666**	**$1,599**	**$0**	**$0**	**$0**	**$3,265**	**$184**	**$0**	**$3,449**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	16.5	166.4	310.2	310.2	310.2	16.5	310.2
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$16.5**	**$166.4**	**$310.2**	**$310.2**	**$310.2**	**$16.5**	**$310.2**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$1,666**	**$1,599**	**$0**	**$0**	**$3,265**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*n/a*	*n/a*	*0.0%*

LOCATION:
Dr. Gustavus Brown Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
F.B. Gwynn Center Roof/Boiler Replacement

Existing Capacity 100% **Requested By:** BOE
New Capacity **Project #:** 5127

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 requested in FY 2014.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$242	$0	$0	$0	$0	$242	$0	$0	$242
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	2,419	0	0	0	2,419	0	0	2,419
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	215	0	0	0	215	0	0	215
Total Outlay	**$243**	**$2,635**	**$0**	**$0**	**$0**	**$2,878**	**$0**	**$0**	**$2,878**

FINANCING SOURCES									
Bonds	$243	$2,635	$0	$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	$243	$2,635	$0	$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	**$243**	**$2,635**	**$0**	**$0**	**$0**	**$2,878**	**$0**	**$0**	**$2,878**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	21.9	258.9	258.9	258.9	258.9
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$21.9**	**$258.9**	**$258.9**	**$258.9**	**$258.9**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$243**	**$2,635**	**$0**	**$0**	**$2,878**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*n/a*	*n/a*	*0.0%*

LOCATION:
F.B. Gwynn Educational Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Elementary School #3**

Existing Capacity **New Capacity** **100%**

Requested By: **BOE**
Project #: **5092**
PRIORITY:

Continued development in the County's development district will cause enrollment at the elementary level to exceed the capacity of the existing schools serving the area. Elementary School #3 is preliminarily planned for location west of Route 301 on a site yet to be identified. A final site decision will be made as enrollment numbers are analyzed over the next several years. The school will serve a population that includes students with special needs, students with low English proficiency, and children eligible to participate in the free and reduced meal program. A school with a rated capacity of 766 is requested for planning in FY2015. Construction funds will be requested in FY 2017, FY2018, and FY2019.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$1,951	$0	$0	$0	$1,951	$0	$0	$1,951
Land & ROW	1,305	0	0	0	0	1,305	834	0	2,139
Construction	0	0	0	6,690	15,000	21,690	0	2,000	23,690
Equipment	0	0	0	0	0	0	0	1,068	1,068
Administration	0	115	0	0	0	115	0	0	115
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	310	0	310	0	0	310
Contingency	0	0	0	254	159	413	0	0	413
Total Outlay	**$1,305**	**$2,066**	**$0**	**$7,254**	**$15,159**	**$25,784**	**$834**	**$3,068**	**$29,686**
FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	1,305	2,066	0	2,004	6,405	11,780	834	1,984	14,598
Total County Funding	$1,305	$2,066	$0	$2,004	$6,405	$11,780	$834	$1,984	$14,598
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	5,250	8,754	14,004	0	1,084	15,088
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$1,305**	**$2,066**	**$0**	**$7,254**	**$15,159**	**$25,784**	**$834**	**$3,068**	**$29,686**

Operating Budget Impact*	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	78.40
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	6,205.7
Operating	0.0	0.0	0.0	0.0	0.0	0.0	496.8
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	2,263.6
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$8,966.1**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	61.4	157.4	309.4	309.4	456.9	61.4	1,074.1
Total Impact	**$61.4**	**$157.4**	**$309.4**	**$309.4**	**$456.9**	**$61.4**	**$10,040.2**

* Operating Impact represents the estimated full cost of a new Elementary School. This estimate may be reduced for staff added over the years in relation to student growth that may be transferred to the new school.

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$1,305	$2,066	$0	$7,254	$10,625
% change	*new*	*new*	*n/a*	*new*	*new*

LOCATION:
West of Route 301- tbd

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Existing Capacity** **100%** **Requested By:** **BOE**

McDonough HS/Craik ES/Stethem Center **New Capacity** **Project #:** **5128**

Sewer Connection Fees **PRIORITY:**

This request funds the County's sewer connection fee for Maurice J. McDonough High School, Dr. James Craik Elementary School and the Robert Stethem Educational Center. These school buildings are currently served by the College of Southern Maryland (CSM) sewer plant, however, that plant will soon be abandoned by the College which necessitates connecting these schools to the Mattawoman Sewer Treatment Plant. A fixture count study was performed at all three schools to determine the meter size which in turn determines the connection fee of $107,046 per school.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	321	0	0	0	0	321	0	0	321
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$321**	**$0**	**$0**	**$0**	**$0**	**$321**	**$0**	**$0**	**$321**

FINANCING SOURCES									
Bonds	$321	$0	$0	$0	$0	$321	$0	$0	$321
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	$321	$0	$0	$0	$0	$321	$0	$0	$321
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	**$321**	**$0**	**$0**	**$0**	**$0**	**$321**	**$0**	**$0**	**$321**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	28.9	28.9	28.9	28.9	28.9
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$28.9**	**$28.9**	**$28.9**	**$28.9**	**$28.9**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$321	$0	$0	$0	$321
% change	*new*	*n/a*	*n/a*	*n/a*	*new*

LOCATION:

Pomfret area on Marshall Corner Road (RT. 227)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Local Portable Classrooms - Various Schools

Existing Capacity 100% **Requested By:** BOE
New Capacity **Project #:**

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$46	$0	$46	$46	$138	$0	$46	$184
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	280	0	280	280	840	0	280	1,120
Equipment	0	32	0	32	32	96	0	32	128
Administration	0	1	0	1	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	0	29	29	87	0	29	116
Total Outlay	**$0**	**$388**	**$0**	**$388**	**$388**	**$1,164**	**$0**	**$388**	**$1,552**

FINANCING SOURCES									
Bonds	$0	$388	$0	$388	$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	$0	$388	$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**	**$0**	**$388**	**$388**	**$1,164**	**$0**	**$388**	**$1,552**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	34.9	34.9	69.8	139.6
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$34.9**	**$34.9**	**$69.8**	**$139.6**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$388**	**$388**	**$0**	**$388**	**$1,164**
Increase/(Decrease)	($388)	$0	$0	$0	($388)
% change	*-100.0%*	*0.0%*	*n/a*	*0.0%*	*-33.3%*

LOCATION:
Various schools

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Existing Capacity 100%** **Requested By: BOE**

Full-Day Kindergarten Addition: Wade E.S. **New Capacity** **Project #: 5120**

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.
Wade E.S. currently houses five kindergarten classes and one pre-kindergarten class. An addition is proposed that would contain four kindergarten classrooms and an activity area. The fifth kindergarten class will use the pre-kindergarten classroom in the 2002 addition. In addition, the current two kindergarten classrooms will be renovated to house the pre-kindergarten program with inclusion provisions.
Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. Planning was approved in FY2009. Construction funding is requested in FY2016 and FY2017.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	1,274	2,209	0	3,483	0	0	3,483
Equipment	0	0	198	0	0	198	0	0	198
Administration	0	0	4	0	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	19	0	0	19	0	0	19
Total Outlay	**$0**	**$0**	**$1,495**	**$2,209**	**$0**	**$3,704**	**$493**	**$0**	**$4,197**

FINANCING SOURCES									
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	1,495	0	0	1,495	0	0	1,495
Total County Funding	$0	$0	$1,495	$0	$0	$1,495	$493	$0	$1,988
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	2,209	0	2,209	0	0	2,209
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$1,495**	**$2,209**	**$0**	**$3,704**	**$493**	**$0**	**$4,197**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	44.3	44.3	44.3	44.3	44.3	44.3	44.3
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	110.0	110.0	0.0	110.0
Total Impact	**$44.3**	**$44.3**	**$44.3**	**$154.3**	**$154.3**	**$44.3**	**$154.3**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$1,495**	**$2,209**	**$3,704**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*n/a*	*n/a*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
Wade Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Full-Day Kindergarten Addition: Matula E.S.

Existing Capacity 100% **Requested By:** BOE
New Capacity **Project #:** 5121

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.
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.
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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$310	$0	$310
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	1,248	1,994	0	3,242	0	0	3,242
Equipment	0	0	218	0	0	218	0	0	218
Administration	0	0	4	0	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	17	0	0	17	0	0	17
Total Outlay	**$0**	**$0**	**$1,487**	**$1,994**	**$0**	**$3,481**	**$397**	**$0**	**$3,878**

FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$397	$0	$397
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	1,487	0	0	1,487	0	0	1,487
Total County Funding	$0	$0	$1,487	$0	$0	$1,487	$397	$0	$1,884
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	1,994	0	1,994	0	0	1,994
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$1,487**	**$1,994**	**$0**	**$3,481**	**$397**	**$0**	**$3,878**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	35.7	35.7	35.7	35.7	35.7	35.7	35.7
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	109.4	109.4	0.0	109.4
Total Impact	**$35.7**	**$35.7**	**$35.7**	**$145.2**	**$145.2**	**$35.7**	**$145.2**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$1,387**	**$1,994**	**$3,381**
Increase/(Decrease)	$0	$0	$100	$0	$100
% change	*n/a*	*n/a*	*7.2%*	*0.0%*	*3.0%*

LOCATION:
Matula Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Existing Capacity 100%** **Requested By: BOE**

Benjamin Stoddert M.S. RTU/Boiler Replacement **New Capacity** **Project #:**

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$334	$0	$0	$0	$334	$0	$0	$334
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	1,610	2,637	4,247	0	0	4,247
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	1	0	1	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	297	0	297	0	0	297
Total Outlay	**$0**	**$335**	**$0**	**$1,908**	**$2,637**	**$4,880**	**$0**	**$0**	**$4,880**

FINANCING SOURCES									
Bonds	$0	$335	$0	$1,908	$480	$2,723	$0	$0	$2,723
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	$335	$0	$1,908	$480	$2,723	$0	$0	$2,723
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	2,157	2,157	0	0	2,157
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$335**	**$0**	**$1,908**	**$2,637**	**$4,880**	**$0**	**$0**	**$4,880**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	30.1	30.1	201.7	244.9
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$30.1**	**$30.1**	**$201.7**	**$244.9**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$335**	**$0**	**$1,908**	**$2,243**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*n/a*	*0.0%*	*n/a*	*0.0%*	*0.0%*

LOCATION:

Benjamin Stoddert Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ 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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$692	$746	$0	$927	$0	$2,365	$912	$0	$3,277
Land & ROW	1,110	0	0	0	0	1,110	0	0	1,110
Construction	8,132	0	8,870	0	10,773	27,775	14,889	0	42,664
Equipment	156	1,924	0	0	1,217	3,297	398	1,277	4,972
Administration	5	0	0	0	0	5	0	0	5
Inspection	229	0	0	0	0	229	300	0	529
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	419	0	0	0	0	419	856	0	1,275
Total Outlay	**$10,743**	**$2,670**	**$8,870**	**$927**	**$11,990**	**$35,200**	**$17,353**	**$1,277**	**$53,830**

FINANCING SOURCES									
Bonds	$3,518	$667	$2,217	$232	$2,997	$9,631	$5,138	$321	$15,090
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	$3,518	$667	$2,217	$232	$2,997	$9,631	$5,138	$321	$15,090
Federal	0	0	0	0	0	0	0	0	0
State	7,225	2,003	6,653	695	8,993	25,569	12,216	956	38,741
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$10,743**	**$2,670**	**$8,870**	**$927**	**$11,990**	**$35,200**	**$17,353**	**$1,277**	**$53,830**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	4.00	4.00	4.00	4.00	0.00	6.00
Personnel Costs	0.0	193.7	200.2	209.6	219.0	0.0	351.6
Operating	0.0	130.0	128.1	130.6	132.9	0.0	329.0
Start-Up Cost	0.0	12.0	0.0	0.0	0.0	0.0	277.5
Total Operating	**$0.0**	**$335.7**	**$328.3**	**$340.2**	**$351.9**	**$0.0**	**$958.1**
Debt Service: Bonds	24.5	331.7	388.0	567.9	585.9	24.5	833.2
Total Impact	**$24.5**	**$667.4**	**$716.3**	**$908.1**	**$937.8**	**$24.5**	**$1,791.3**

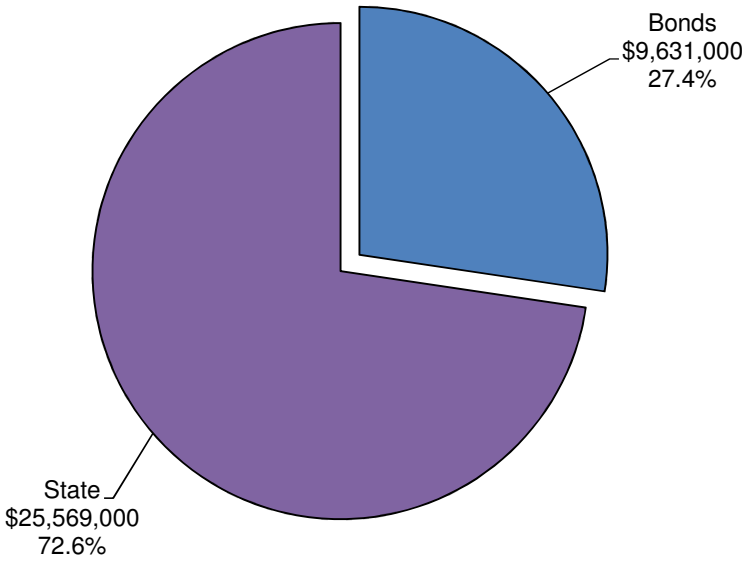
VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$8,910**	**$3,146**	**$10,619**	**$1,933**	**$24,608**
Increase/(Decrease)	$1,833	($476)	($1,749)	($1,006)	($1,398)
% change	*20.6%*	*-15.1%*	*-16.5%*	*-52.0%*	*-5.7%*

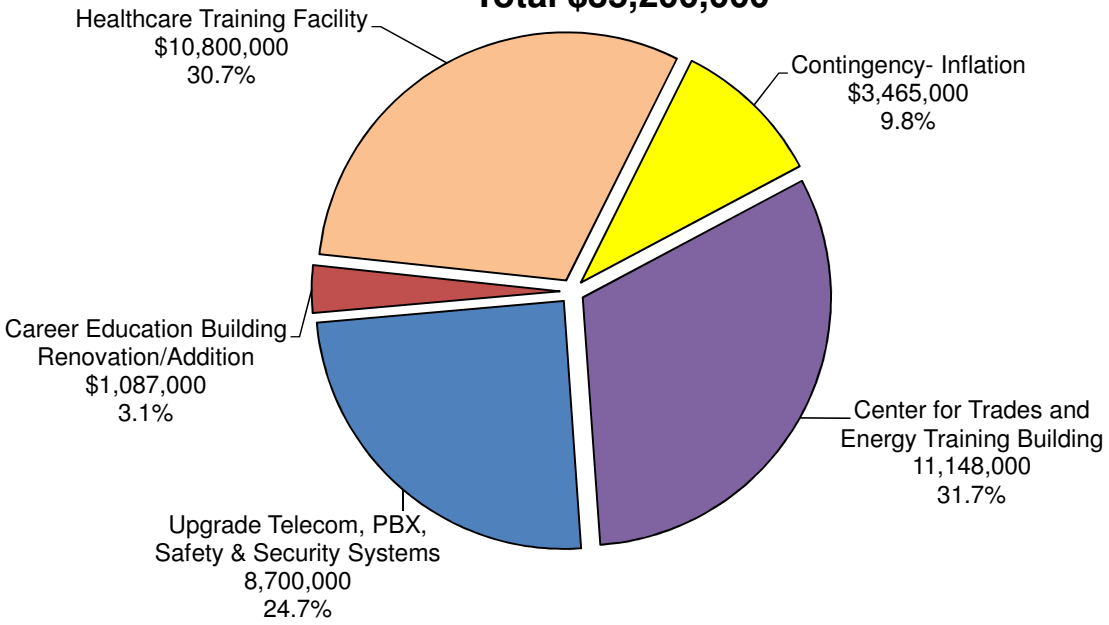
Projects with Future Operating Impacts:

PROJECT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018	FTE
Career Ed. Bldg Reno/Addtns	0.0	323.3	325.1	334.0	343.0	354.1	2.00
Center for Trades & Energy	0.0	12.4	3.2	6.2	8.9	12.7	2.00
Healthcare Training Facility	0.0	0.0	0.0	0.0	0.0	591.3	2.00
Total	**0.0**	**335.7**	**328.3**	**340.2**	**351.9**	**958.1**	**6.00**

FY14-FY18 College of Southern Maryland Financing Sources
Total $35,200,000



FY14-FY18 College of Southern Maryland by Project
Total $35,200,000



For FY14, the CIP funds the construction of the Center for Trades and Energy Training Building and renovations of the Career Education Building.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Requested By: CSM
Project #: 1025

Career Education Building Renovation/Addition

This is an academic building that is 32 years old and lacks the enhancements required by modern teaching facilities. The building will be expanded and a second story will be added. The Business Building and the Career Education Building 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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$71	$0	$0	$0	$0	$71	$912	$0	$983
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	802	0	0	0	0	802	14,889	0	15,691
Equipment	151	0	0	0	0	151	398	0	549
Administration	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	300	0	300
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	60	0	0	0	0	60	856	0	916
Total Outlay	**$1,087**	**$0**	**$0**	**$0**	**$0**	**$1,087**	**$17,353**	**$0**	**$18,440**

FINANCING SOURCES									
Bonds	$272	$0	$0	$0	$0	$272	$5,138	$0	$5,410
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	$272	$0	$0	$0	$0	$272	$5,138	$0	$5,410
Federal	0	0	0	0	0	0	0	0	0
State	815	0	0	0	0	815	12,216	0	13,031
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$1,087**	**$0**	**$0**	**$0**	**$0**	**$1,087**	**$17,353**	**$0**	**$18,440**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	2.00	2.00	2.00	2.00	0.00	2.00
Personnel Costs	0.0	99.2	101.0	105.6	110.3	0.0	114.9
Operating	0.0	224.1	224.1	228.4	232.7	0.0	239.2
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$323.3**	**$325.1**	**$334.0**	**$343.0**	**$0.0**	**$354.1**
Debt Service: Bonds	24.5	48.9	48.9	48.9	48.9	24.5	48.9
Total Impact	**$24.5**	**$372.2**	**$374.0**	**$382.9**	**$391.9**	**$24.5**	**$403.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$751**	**$0**	**$0**	**$0**	**$751**
Increase/(Decrease)	$336	$0	$0	$0	$336
% change	*44.7%*	*n/a*	*n/a*	*n/a*	*44.7%*

LOCATION:
Career Education Building

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:

Requested By: CSM
Project #: 1024

Center for Trades and Energy Training Building

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 currently negotiating land acquisition. The proposed project will require site development including 150 parking spaces and the construction of the Center for Trades & Energy Training Building.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$601	$0	$0	$0	$0	$601	$0	$0	$601
Land & ROW	1,078	0	0	0	0	1,078	0	0	1,078
Construction	7,093	0	0	0	0	7,093	0	0	7,093
Equipment	0	1,805	0	0	0	1,805	0	0	1,805
Administration	2	0	0	0	0	2	0	0	2
Inspection	222	0	0	0	0	222	0	0	222
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	347	0	0	0	0	347	0	0	347
Total Outlay	**$9,343**	**$1,805**	**$0**	**$0**	**$0**	**$11,148**	**$0**	**$0**	**$11,148**

FINANCING SOURCES									
Bonds	$3,144	$451	$0	$0	$0	$3,595	$0	$0	$3,595
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	$3,144	$451	$0	$0	$0	$3,595	$0	$0	$3,595
Federal	0	0	0	0	0	0	0	0	0
State	6,199	1,354	0	0	0	7,553	0	0	7,553
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$9,343**	**$1,805**	**$0**	**$0**	**$0**	**$11,148**	**$0**	**$0**	**$11,148**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	2.00	2.00	2.00	2.00	2.00
Personnel Costs	0.0	94.5	99.2	104.0	108.7	117.2
Operating	0.0	183.9	187.6	191.3	194.9	204.1
Operating (Rental Savings)	0.0	(278.0)	(283.6)	(289.1)	(294.7)	(308.6)
Start-Up Cost	0.0	12.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$12.4**	**$3.2**	**$6.2**	**$8.9**	**$12.7**
Debt Service: Bonds	0.0	282.8	323.3	323.3	323.3	323.3
Total Impact	**$0.0**	**$295.2**	**$326.5**	**$329.5**	**$332.2**	**$336.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$7,575**	**$2,000**	**$0**	**$0**	**$9,575**
Increase/(Decrease)	$1,768	($195)	$0	$0	$1,573
% change	*23.3%*	*-9.8%*	*n/a*	*n/a*	*16.4%*

LOCATION:
Hughesville, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: CSM**
Project #:

Upgrade Telecom, PBX, Safety & Security Systems

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$700	$0	$0	$0	$700	$0	$0	$700
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	8,000	0	0	8,000	0	0	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**	**$700**	**$8,000**	**$0**	**$0**	**$8,700**	**$0**	**$0**	**$8,700**

FINANCING SOURCES									
Bonds	$0	$175	$2,000	$0	$0	$2,175	$0	$0	$2,175
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	$175	$2,000	$0	$0	$2,175	$0	$0	$2,175
Federal	0	0	0	0	0	0	0	0	0
State	0	525	6,000	0	0	6,525	0	0	6,525
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$700**	**$8,000**	**$0**	**$0**	**$8,700**	**$0**	**$0**	**$8,700**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	15.7	195.6	195.6	195.6
Total Impact	**$0.0**	**$0.0**	**$15.7**	**$195.6**	**$195.6**	**$195.6**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$560**	**$560**
Increase/(Decrease)	$0	$700	$8,000	($560)	$8,140
% change	*n/a*	*new*	*new*	*-100.0%*	*1453.6%*

LOCATION:
All Campuses

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: CSM**
Project #:

Healthcare Training Facility

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$800	$0	$800	$0	$0	$800
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	9,000	9,000	0	0	9,000
Equipment	0	0	0	0	1,000	1,000	0	1,000	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**	**$0**	**$0**	**$800**	**$10,000**	**$10,800**	**$0**	**$1,000**	**$11,800**

FINANCING SOURCES									
Bonds	$0	$0	$0	$200	$2,500	$2,700	$0	$250	$2,950
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	$200	$2,500	$2,700	$0	$250	$2,950
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	600	7,500	8,100	0	750	8,850
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$0**	**$800**	**$10,000**	**$10,800**	**$0**	**$1,000**	**$11,800**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	2.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	119.5
Operating	0.0	0.0	0.0	0.0	0.0	194.3
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	277.5
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$591.3**
Debt Service: Bonds	0.0	0.0	0.0	0.0	18.0	265.3
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$18.0**	**$856.6**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$800**	**$9,000**	**$1,000**	**$10,800**
Increase/(Decrease)	$0	($800)	($9,000)	($200)	($10,000)
% change	*n/a*	*-100.0%*	*-100.0%*	*-20.0%*	*-92.6%*

LOCATION:
Regional Campus

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ 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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$1,175	$256	$332	$209	$97	$2,069	$539	$102	$2,710
Land & ROW	3,363	9,384	2,543	2,568	2,596	20,454	237	2,912	23,603
Construction	1,490	3,317	4,378	1,983	561	11,729	2,187	479	14,395
Equipment	1,341	87	451	132	100	2,111	506	0	2,617
Administration	132	182	104	87	47	552	43	49	644
Inspection	70	160	183	119	49	581	23	51	655
Miscellaneous	68	68	43	30	9	218	29	8	255
Contingency	328	331	301	117	10	1,087	95	0	1,182
Total Outlay	**$7,967**	**$13,785**	**$8,335**	**$5,245**	**$3,469**	**$38,801**	**$3,659**	**$3,601**	**$46,061**
FINANCING SOURCES									
Bonds	$6,347	$11,852	$7,015	$4,014	$2,357	$31,585	$3,259	$1,598	$36,442
Fund Balance Appropriation	554	0	0	0	0	554	0	0	554
Operating Transfer	0	233	220	231	112	796	83	90	969
Total County Funding	$6,901	$12,085	$7,235	$4,245	$2,469	$32,935	$3,342	$1,688	$37,965
Federal	0	0	0	0	0	0	186	0	186
State	1,066	1,700	1,100	1,000	1,000	5,866	131	1,913	7,910
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$7,967**	**$13,785**	**$8,335**	**$5,245**	**$3,469**	**$38,801**	**$3,659**	**$3,601**	**$46,061**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.62	9.63	9.63	0.00	9.63
Personnel Costs	0.0	0.0	14.9	417.7	438.6	0.0	460.5
Operating	0.0	41.1	84.6	358.1	202.8	0.0	209.0
Total Operating	**$0.0**	**$41.1**	**$99.5**	**$775.8**	**$641.4**	**$0.0**	**$669.5**
Debt Service: Bonds	293.1	859.2	1,861.2	2,438.5	2,762.7	293.1	3,063.8
Vehicle & Equipment Lease	0.0	0.0	0.0	2.4	4.9	0.0	4.9
Total Impact	**$293.1**	**$900.3**	**$1,960.7**	**$3,214.3**	**$3,404.1**	**$293.1**	**$3,733.3**

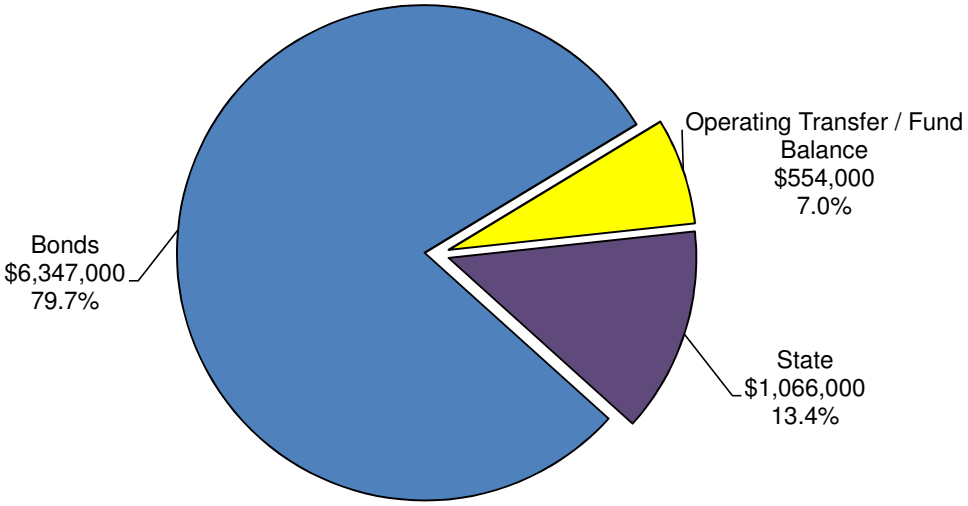
VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$6,117**	**$6,637**	**$8,227**	**$5,228**	**$23,742**
Increase/(Decrease)	$1,850	$7,148	$108	$17	$9,123
% change	*30.2%*	*107.7%*	*1.3%*	*0.3%*	*38.4%*

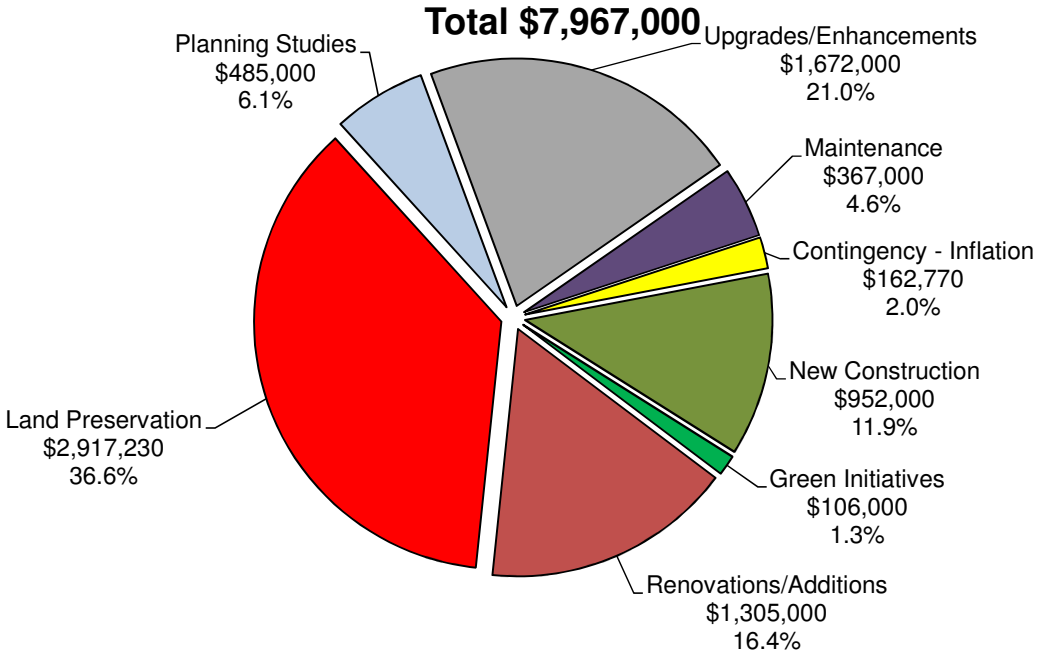
Projects with Future Operating Impacts:

PROJECT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY18	FTE
Port Tobacco Historic District	0.0	15.8	16.1	16.5	16.8	17.3	0.00
Multi-Generational Center	0.0	0.0	0.0	675.7	542.8	567.5	9.02
Detention Center Intake Area	0.0	0.0	58.7	60.3	62.0	64.2	0.62
Lighting Retrofit	0.0	0.0	(3.7)	(7.6)	(11.6)	(11.9)	0.00
Sheriff's Office Improvements	0.0	23.4	23.9	24.4	24.8	25.6	0.00
Welcome Signage	0.0	1.9	4.5	6.5	6.6	6.8	0.00
Total	**0.0**	**41.1**	**99.5**	**775.8**	**641.4**	**669.5**	**9.63**

FY14 General Government Financing Sources
Total $7,967,000

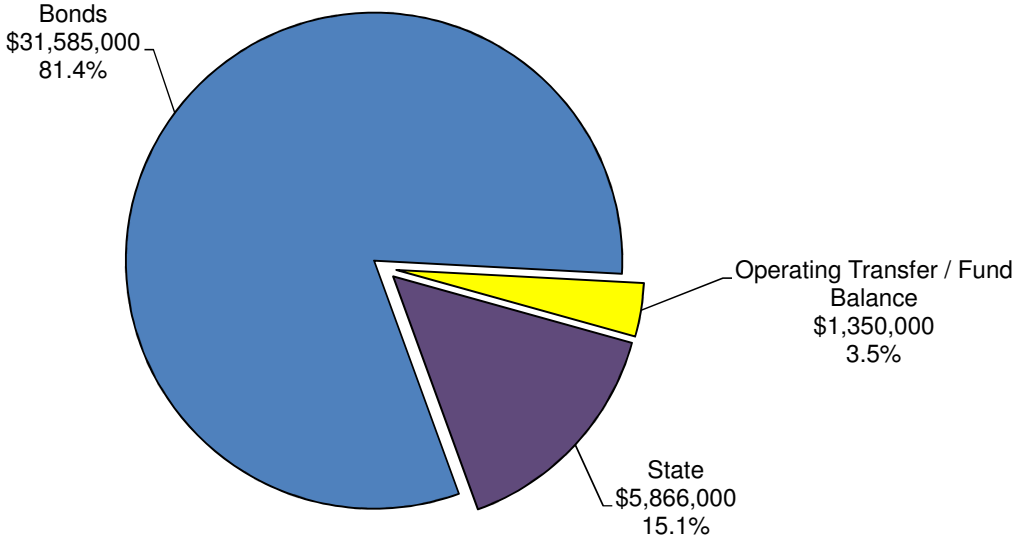


FY14 General Government by Project Type
Total $7,967,000

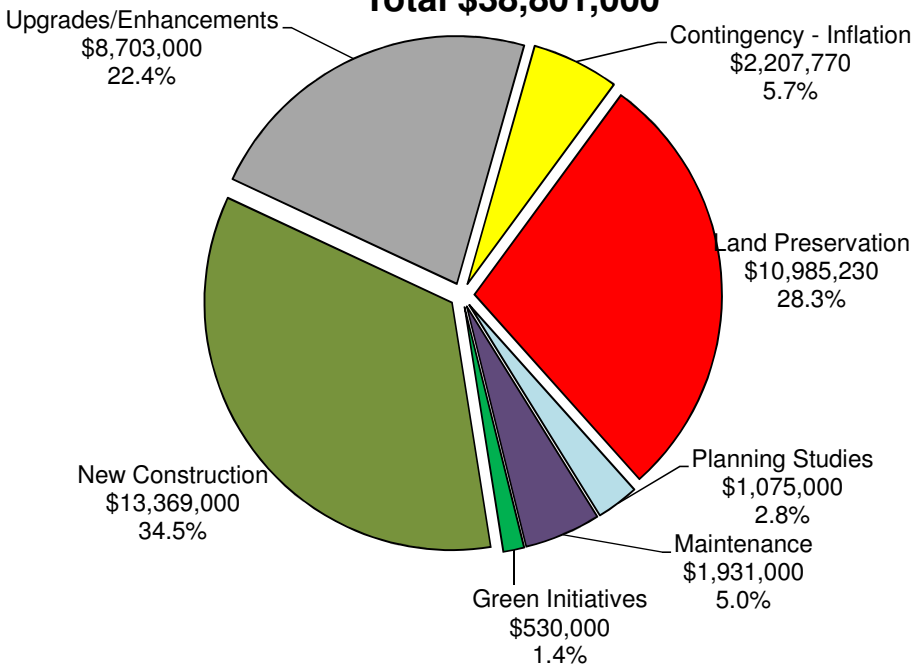


Included in Renovations/Additions are funds to renovate the Courthouse and the Sheriff's Office, as well to add an addition to the Detention Center.

FY14-FY18 General Government Financing Sources
Total $38,801,000



FY14-FY18 General Government by Project Type
Total $38,801,000



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. Also included are funds to purchase property that was once the historic site of Zekiah Fort.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 3190

Various Planning and Growth Management Studies

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$150	$150	$150	$150	$80	$680	$0	$80	$760
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	11	11	11	11	7	51	0	5	56
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	**$166**	**$166**	**$166**	**$166**	**$92**	**$756**	**$0**	**$90**	**$846**

FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance- Bond Premium	166	0	0	0	0	166	0	0	166
Operating Transfer	0	166	166	166	92	590	0	90	680
Total County Funding	$166	$166	$166	$166	$92	$756	$0	$90	$846
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**	**$166**	**$166**	**$166**	**$92**	**$756**	**$0**	**$90**	**$846**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$161**	**$161**	**$161**	**$161**	**$644**
Increase/(Decrease)	$5	$5	$5	$5	$20
% change	*3.1%*	*3.1%*	*3.1%*	*3.1%*	*3.1%*

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Agricultural Preservation

Requested By: PGM
Project #: 3191

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 $750K from the State and therefore must commit $500K as the program offers matching funds of $1.50 for every $1 of County funds.
This project will continue funding for an existing project allowing the purchase of conservation easements on productive farm and forest land. This funding is also used to leverage the maximum funding from the State at a the 1 to 1.5 County/State funding ratio. 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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	500	500	500	500	500	2,500	0	300	2,800
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	3	33
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	**$506**	**$506**	**$506**	**$506**	**$506**	**$2,530**	**$0**	**$303**	**$2,833**
FINANCING SOURCES									
Bonds	$506	$506	$506	$506	$506	$2,530	$0	$303	$2,833
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	$506	$506	$506	$506	$506	$2,530	$0	$303	$2,833
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	**$506**	**$506**	**$506**	**$506**	**$506**	**$2,530**	**$0**	**$303**	**$2,833**
State will match $1.50 for every $1 of County funds:	*$750*	*$750*	*$750*	*$750*	*$750*	*$3,750*			

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	45.5	91.0	136.5	182.0	254.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$45.5**	**$91.0**	**$136.5**	**$182.0**	**$254.8**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$303**	**$303**	**$303**	**$303**	**$1,212**
Increase/(Decrease)	$203	$203	$203	$203	$812
% change	*67.0%*	*67.0%*	*67.0%*	*67.0%*	*67.0%*

Note: The State contribution is not recorded on the County's Financial Statements.

LOCATION:
To Be Determined

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 3192

Rural Legacy Program

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 continuation of an ongoing effort to purchase conservation easements on productive farm and forest land within the Zekiah Watershed Rural Legacy Area. This funding is also used to leverage additional funding from the State which will allow the County to pay for appraisals & title abstracts as part of the land acquisition process. The County's contribution will support the grant applications for Rural Legacy funding submitted by the County, demonstrating a local contribution to the acquisition process.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	1,500	1,500	1,500	1,500	1,500	7,500	0	1,500	9,000
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	8	8	8	8	8	40	0	8	48
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	3	3	3	3	3	15	0	3	18
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$1,511**	**$1,511**	**$1,511**	**$1,511**	**$1,511**	**$7,555**	**$0**	**$1,511**	**$9,066**
FINANCING SOURCES									
Bonds	$511	$511	$511	$511	$511	$2,555	$0	$11	$2,566
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	$511	$511	$511	$511	$511	$2,555	$0	$11	$2,566
Federal	0	0	0	0	0	0	0	0	0
State	1,000	1,000	1,000	1,000	1,000	5,000	0	1,500	6,500
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$1,511**	**$1,511**	**$1,511**	**$1,511**	**$1,511**	**$7,555**	**$0**	**$1,511**	**$9,066**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	46.0	91.9	137.9	183.8	230.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$46.0**	**$91.9**	**$137.9**	**$183.8**	**$230.8**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$1,508**	**$1,508**	**$1,508**	**$1,508**	**$6,032**
Increase/(Decrease)	$3	$3	$3	$3	$12
% change	*0.2%*	*0.2%*	*0.2%*	*0.2%*	*0.2%*

LOCATION:
To Be Determined

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 3157

Port Tobacco Historic District Revitalization

This project will fund proposed land acquisition, design and construction of the Courthouse Green in the Port Tobacco Historic District as recommended in the Port Tobacco Village Plan (adopted by Commissioners in September 2012).

This project includes acquisition of Stagg Hall and Jamieson Lot, design and reconstruction of the courthouse green. Funding was previously secured for preliminary planning and design as well as partial acquisition of the courthouse green.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$40	$0	$0	$0	$0	$40	$20	$0	$60
Land & ROW	317	0	0	0	0	317	131	0	448
Construction	0	140	0	0	0	140	29	0	169
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	26	0	0	0	29	9	0	38
Inspection	0	12	0	0	0	12	8	0	20
Miscellaneous	0	6	0	0	0	6	5	0	11
Contingency	0	10	0	0	0	10	15	0	25
Total Outlay	**$360**	**$194**	**$0**	**$0**	**$0**	**$554**	**$217**	**$0**	**$771**

FINANCING SOURCES									
Bonds	$296	$194	$0	$0	$0	$490	$109	$0	$599
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	$296	$194	$0	$0	$0	$490	$109	$0	$599
Federal	0	0	0	0	0	0	0	0	0
State	64	0	0	0	0	64	108	0	172
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$360**	**$194**	**$0**	**$0**	**$0**	**$554**	**$217**	**$0**	**$771**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	15.8	16.1	16.5	16.8	0.0	17.3
Total Operating	**$0.0**	**$15.8**	**$16.1**	**$16.5**	**$16.8**	**$0.0**	**$17.3**
Debt Service: Bonds	9.8	36.4	53.9	53.9	53.9	9.8	53.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$9.8**	**$52.2**	**$70.0**	**$70.4**	**$70.7**	**$9.8**	**$71.2**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$132**	**$104**	**$104**	**$0**	**$340**
Increase/(Decrease)	$228	$90	($104)	$0	$214
% change	*172.7%*	*86.5%*	*-100.0%*	*n/a*	*62.9%*

LOCATION:
Port Tobacco, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**
Project #: **3196**

Various Maintenance Projects

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	324	342	350	350	350	1,716	0	375	2,091
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	3	3	3	15	0	2	17
Inspection	40	40	40	40	40	200	0	40	240
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$367**	**$385**	**$393**	**$393**	**$393**	**$1,931**	**$0**	**$417**	**$2,348**

FINANCING SOURCES									
Bonds	$367	$385	$393	$393	$393	$1,931	$0	$417	$2,348
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	$367	$385	$393	$393	$393	$1,931	$0	$417	$2,348
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	**$367**	**$385**	**$393**	**$393**	**$393**	**$1,931**	**$0**	**$417**	**$2,348**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	33.0	67.6	103.0	138.3	211.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$33.0**	**$67.6**	**$103.0**	**$138.3**	**$211.2**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$367**	**$367**	**$367**	**$367**	**$1,468**
Increase/(Decrease)	$0	$18	$26	$26	$70
% change	*0.0%*	*4.9%*	*7.1%*	*7.1%*	*4.8%*

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 3177

Automation & Technology Master Plan- Facilities

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 – Buildings & Trades (approved), Phase II – Parks & Grounds, Phase III – Roads, Phase IV – Landfill which will be funded through the Solid Waste Fund.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$225	$0	$70	$0	$0	$295	$227	$0	$522
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	325	0	225	0	0	550	125	0	675
Administration	3	0	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	55	0	30	0	0	85	27	0	112
Total Outlay	**$608**	**$0**	**$328**	**$0**	**$0**	**$936**	**$380**	**$0**	**$1,316**

FINANCING SOURCES									
Bonds	$608	$0	$328	$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	$608	$0	$328	$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	**$608**	**$0**	**$328**	**$0**	**$0**	**$936**	**$380**	**$0**	**$1,316**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	34.2	88.9	88.9	118.4	118.4	34.2	118.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$34.2**	**$88.9**	**$88.9**	**$118.4**	**$118.4**	**$34.2**	**$118.4**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$328**	**$608**	**$0**	**$0**	**$936**
Increase/(Decrease)	$280	($608)	$328	$0	$0
% change	*85.4%*	*-100.0%*	*new*	*n/a*	*0.0%*

LOCATION:
Department of Public Works- Facilities Building, Radio Station Road, La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ 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 the District Court relocates to the new building. This project will provide enhanced courtrooms, ADA upgrade compliances, upgrading mechanical and electrical systems and renovating space to accommodate the needs of the Circuit Court. The project will utilize "swing space" for occupants during renovations and will allow for ten phases of construction.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	98	98	98	98	98	490	412	0	902
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	3	3	3	15	3	0	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$101**	**$101**	**$101**	**$101**	**$101**	**$505**	**$415**	**$0**	**$920**

FINANCING SOURCES									
Bonds	$101	$101	$101	$101	$101	$505	$335	$0	$840
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	80	0	80
Total County Funding	$101	$101	$101	$101	$101	$505	$415	$0	$920
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**	**$415**	**$0**	**$920**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	30.1	39.2	48.3	57.4	66.5	30.1	75.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$30.1**	**$39.2**	**$48.3**	**$57.4**	**$66.5**	**$30.1**	**$75.6**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$101**	**$101**	**$101**	**$101**	**$404**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
Charles County Courthouse; La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Multi-Generational Center

Requested By: PGM
Project #: 3193

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$375	$0	$0	$0	$0	$375	$0	$0	$375
Land & ROW	20	0	0	0	0	20	0	0	20
Construction	0	1,250	2,500	1,250	0	5,000	0	0	5,000
Equipment	0	0	0	32	0	32	0	0	32
Administration	12	31	31	31	0	105	0	0	105
Inspection	0	62	125	63	0	250	0	0	250
Miscellaneous	18	18	18	18	0	72	0	0	72
Contingency	125	125	125	93	0	468	0	0	468
Total Outlay	**$550**	**$1,486**	**$2,799**	**$1,487**	**$0**	**$6,322**	**$0**	**$0**	**$6,322**

FINANCING SOURCES									
Bonds	$550	$786	$2,699	$1,487	$0	$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	$550	$786	$2,699	$1,487	$0	$5,522	$0	$0	$5,522
Federal	0	0	0	0	0	0	0	0	0
State	0	700	100	0	0	800	0	0	800
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$550**	**$1,486**	**$2,799**	**$1,487**	**$0**	**$6,322**	**$0**	**$0**	**$6,322**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	9.02	9.02	9.02
Personnel Costs	0.0	0.0	0.0	402.1	422.2	443.3
Operating	0.0	0.0	0.0	273.6	120.6	124.2
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$675.7**	**$542.8**	**$567.5**
Debt Service: Bonds	0.0	49.5	120.2	362.9	496.7	496.7
Vehicle & Equipment Lease	0.0	0.0	0.0	2.4	4.9	4.9
Total Impact	**$0.0**	**$49.5**	**$120.2**	**$1,038.6**	**$1,039.5**	**$1,064.2**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$550**	**$1,486**	**$2,799**	**$1,487**	**$6,322**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
Waldorf Area

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Detention Center Intake Area

Requested By: PGM
Project #: 3136

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$147	$0	$147
Land & ROW	0	0	0	0	0	0	6	0	6
Construction	668	668	0	0	0	1,336	659	0	1,995
Equipment	0	0	0	0	0	0	0	0	0
Administration	36	36	0	0	0	72	8	0	80
Inspection	20	20	0	0	0	40	0	0	40
Miscellaneous	17	17	0	0	0	34	6	0	40
Contingency	67	67	0	0	0	134	0	0	134
Total Outlay	**$808**	**$808**	**$0**	**$0**	**$0**	**$1,616**	**$826**	**$0**	**$2,442**

FINANCING SOURCES									
Bonds	$808	$808	$0	$0	$0	$1,616	$826	$0	$2,442
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	$808	$808	$0	$0	$0	$1,616	$826	$0	$2,442
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	**$808**	**$808**	**$0**	**$0**	**$0**	**$1,616**	**$826**	**$0**	**$2,442**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.62	0.62	0.62	0.00	0.62
Personnel Costs	0.0	0.0	14.9	15.6	16.4	0.0	17.2
Operating	0.0	0.0	43.8	44.7	45.6	0.0	47.0
Total Operating	**$0.0**	**$0.0**	**$58.7**	**$60.3**	**$62.0**	**$0.0**	**$64.2**
Debt Service: Bonds	74.3	147.0	219.6	219.6	219.6	74.3	219.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$74.3**	**$147.0**	**$278.3**	**$279.9**	**$281.6**	**$74.3**	**$283.8**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$806**	**$806**	**$0**	**$0**	**$1,612**
Increase/(Decrease)	$2	$2	$0	$0	$4
% change	*0.2%*	*0.2%*	*n/a*	*n/a*	*0.2%*

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 3181

Hughesville Streetscape/Intersection Analysis

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. State funding will be sought for a portion of the project cost.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$50	$0	$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	250	0	0	0	0	250	250	0	500
Equipment	0	0	0	0	0	0	0	0	0
Administration	16	0	0	0	0	16	10	0	26
Inspection	8	0	0	0	0	8	0	0	8
Miscellaneous	3	0	0	0	0	3	5	0	8
Contingency	25	0	0	0	0	25	14	0	39
Total Outlay	**$302**	**$0**	**$0**	**$0**	**$0**	**$302**	**$329**	**$0**	**$631**
FINANCING SOURCES									
Bonds	$302	$0	$0	$0	$0	$302	$329	$0	$631
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	$302	$0	$0	$0	$0	$302	$329	$0	$631
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	**$302**	**$0**	**$0**	**$0**	**$0**	**$302**	**$329**	**$0**	**$631**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	29.6	56.8	56.8	56.8	56.8	29.6	56.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$29.6**	**$56.8**	**$56.8**	**$56.8**	**$56.8**	**$29.6**	**$56.8**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$279**	**$0**	**$0**	**$0**	**$279**
Increase/(Decrease)	$23	$0	$0	$0	$23
% change	*8.2%*	*n/a*	*n/a*	*n/a*	*8.2%*

LOCATION:
Hughesville, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 3182

Purchase of Developments Rights (PDR) Program

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	92	490	490	490	490	2,052	100	480	2,632
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	8	10	10	10	10	48	0	20	68
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**	**$500**	**$500**	**$500**	**$500**	**$2,100**	**$100**	**$500**	**$2,700**
FINANCING SOURCES									
Bonds	$100	$500	$500	$500	$500	$2,100	$100	$500	$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	$100	$500	$500	$500	$500	$2,100	$100	$500	$2,700
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**	**$500**	**$500**	**$500**	**$500**	**$2,100**	**$100**	**$500**	**$2,700**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	9.0	18.0	63.0	107.9	152.9	9.0	242.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$9.0**	**$18.0**	**$63.0**	**$107.9**	**$152.9**	**$9.0**	**$242.8**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$100**	**$500**	**$500**	**$500**	**$1,600**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 3194

Zoning Update (2012 Comprehensive Plan)

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$300	$0	$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	10	0	0	0	0	10	0	0	10
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	9	0	0	0	0	9	0	0	9
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$319**	**$0**	**$0**	**$0**	**$0**	**$319**	**$0**	**$0**	**$319**

FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance- Bond Premium	319	0	0	0	0	319	0	0	319
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$319	$0	$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	**$319**	**$0**	**$0**	**$0**	**$0**	**$319**	**$0**	**$0**	**$319**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$319**	**$0**	**$0**	**$0**	**$319**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*n/a*	*n/a*	*n/a*	*0.0%*

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Lighting Retrofit **Project #: 3195**

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	13	13	13	13	13	65	0	0	65
Equipment	82	82	82	82	82	410	0	0	410
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	8	8	8	8	8	40	0	0	40
Total Outlay	**$106**	**$106**	**$106**	**$106**	**$106**	**$530**	**$0**	**$0**	**$530**

FINANCING SOURCES									
Bonds	$106	$106	$106	$106	$106	$530	$0	$0	$530
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$106	$106	$106	$106	$106	$530	$0	$0	$530
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$106**	**$106**	**$106**	**$106**	**$106**	**$530**	**$0**	**$0**	**$530**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	(3.7)	(7.6)	(11.6)	(11.9)
Total Operating	**$0.0**	**$0.0**	**($3.7)**	**($7.6)**	**($11.6)**	**($11.9)**
Debt Service: Bonds	0.0	9.5	19.1	28.6	38.1	47.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$9.5**	**$15.4**	**$21.0**	**$26.5**	**$35.8**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$106**	**$106**	**$106**	**$106**	**$424**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
Various County Facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 3197

Sheriff's Office Improvements

Upgrade existing infrastructure to include the following: District III Generator - $353K, Sheriff's Headquarters Renovation - $20K, Sheriff's Headquarters High Density Filing Room - $245K, Sheriff's Annex Freight Elevator - $60K.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$50	$0	$0	$50	$0	$0	$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	325	0	0	325	0	0	325
Equipment	353	0	0	0	0	353	0	0	353
Administration	3	0	3	0	0	6	0	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	5	0	5	0	0	10	0	0	10
Contingency	35	0	32	0	0	67	0	0	67
Total Outlay	**$396**	**$0**	**$415**	**$0**	**$0**	**$811**	**$0**	**$0**	**$811**
FINANCING SOURCES									
Bonds	$396	$0	$415	$0	$0	$811	$0	$0	$811
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	$396	$0	$415	$0	$0	$811	$0	$0	$811
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	**$396**	**$0**	**$415**	**$0**	**$0**	**$811**	**$0**	**$0**	**$811**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	23.4	23.9	24.4	24.8	25.6
Total Operating	**$0.0**	**$23.4**	**$23.9**	**$24.4**	**$24.8**	**$25.6**
Debt Service: Bonds	0.0	35.6	35.6	72.9	72.9	72.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$59.0**	**$59.5**	**$97.3**	**$97.7**	**$98.5**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$354**	**$0**	**$478**	**$0**	**$832**
Increase/(Decrease)	$42	$0	($63)	$0	($21)
% change	*11.9%*	*n/a*	*-13.2%*	*n/a*	*-2.5%*

LOCATION:

Sheriff's Department facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ 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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$50	$50	$30	$30	$0	$160	$0	$0	$160
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	0	12	3	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	**$53**	**$53**	**$33**	**$33**	**$0**	**$172**	**$3**	**$0**	**$175**

FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance- Bond Premium	53	0	0	0	0	53	0	0	53
Operating Transfer	0	53	33	33	0	119	3	0	122
Total County Funding	$53	$53	$33	$33	$0	$172	$3	$0	$175
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$53**	**$53**	**$33**	**$33**	**$0**	**$172**	**$3**	**$0**	**$175**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$53**	**$53**	**$33**	**$33**	**$172**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DES**
Project #: 3198

Sirens for Developmental District

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	300	0	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	**$360**	**$0**	**$0**	**$0**	**$0**	**$360**	**$0**	**$0**	**$360**

FINANCING SOURCES									
Bonds	$360	$0	$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	$360	$0	$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	**$360**	**$0**	**$0**	**$0**	**$0**	**$360**	**$0**	**$0**	**$360**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	32.4	32.4	32.4	32.4	32.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$32.4**	**$32.4**	**$32.4**	**$32.4**	**$32.4**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$360**	**$0**	**$0**	**$0**	**$360**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*n/a*	*n/a*	*n/a*	*0.0%*

LOCATION:
Waldorf

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Zekiah Fort Preservation

Requested By: PGM
Project #: 3189

This project is a one-time cash contribution for the fee simple purchase by the Charles County Commissioners for property that was once the historic site of Zekiah Fort.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	895	0	0	0	0	895	0	0	895
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	5	0	0	0	0	5	0	0	5
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$900**	**$0**	**$0**	**$0**	**$0**	**$900**	**$0**	**$0**	**$900**

FINANCING SOURCES									
Bonds	$900	$0	$0	$0	$0	$900	$0	$0	$900
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	$900	$0	$0	$0	$0	$900	$0	$0	$900
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	**$900**	**$0**	**$0**	**$0**	**$0**	**$900**	**$0**	**$0**	**$900**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	81.0	81.0	81.0	81.0	81.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$81.0**	**$81.0**	**$81.0**	**$81.0**	**$81.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$900	$0	$0	$900
% change	*new*	*n/a*	*n/a*	*new*

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**

Welcome Signage **Project #:** **3199**

This project includes enhancements to be made to three (3) existing welcome signs to include landscaping, solar lighting, new sign boards and cleaning the existing brick. Also includes new construction for seven (7) additional signs to be placed on major highways entering the County.
*In accordance with the Commissioners' Goals & Objectives (Item 2.8).

** Does not include land acquisition or legal expenses, if necessary.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	33	96	72	0	0	201	0	0	201
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	3	0	0	9	0	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	3	10	7	0	0	20	0	0	20
Contingency	3	10	7	0	0	20	0	0	20
Total Outlay	**$42**	**$119**	**$89**	**$0**	**$0**	**$250**	**$0**	**$0**	**$250**
FINANCING SOURCES									
Bonds	$42	$119	$89	$0	$0	$250	$0	$0	$250
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$42	$119	$89	$0	$0	$250	$0	$0	$250
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	**$42**	**$119**	**$89**	**$0**	**$0**	**$250**	**$0**	**$0**	**$250**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	1.9	4.5	6.5	6.6	6.8
Total Operating	**$0.0**	**$1.9**	**$4.5**	**$6.5**	**$6.6**	**$6.8**
Debt Service: Bonds	0.0	3.8	14.5	22.5	22.5	22.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$5.7**	**$19.0**	**$29.0**	**$29.1**	**$29.3**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$42	$119	$89	$0	$250
% change	*new*	*new*	*new*	*n/a*	*new*

LOCATION:

Route 301 North (entering MD from VA), Route 228 East (entering Charles from PG) and Route 210 South (entering Charles from PG)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:

Requested By: Sheriff
Project #: 3200

Detention Center Replacement Door Control System

Replace door control system at the Detention Center and Detention Center Annex. To maintain the security and provide continuous security for cell blocks, cells and all doors with the facility.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	249	0	0	0	0	249	0	0	249
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	**$249**	**$0**	**$0**	**$0**	**$0**	**$249**	**$0**	**$0**	**$249**

FINANCING SOURCES									
Bonds **10 Year**	$249	$0	$0	$0	$0	$249	$0	$0	$249
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	$249	$0	$0	$0	$0	$249	$0	$0	$249
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	**$249**	**$0**	**$0**	**$0**	**$0**	**$249**	**$0**	**$0**	**$249**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	30.7	30.7	30.7	30.7	30.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$30.7**	**$30.7**	**$30.7**	**$30.7**	**$30.7**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$249	$0	$0	$0	$249
% change	*new*	*n/a*	*n/a*	*n/a*	*new*

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Indian Head Science and Technology Park

Requested By: PGM
Project #:

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	0	6,437	0	0	0	6,437	0	0	6,437
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	**$0**	**$6,437**	**$0**	**$0**	**$0**	**$6,437**	**$0**	**$0**	**$6,437**
FINANCING SOURCES									
Bonds	$0	$6,437	$0	$0	$0	$6,437	$0	$0	$6,437
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	$6,437	$0	$0	$0	$6,437	$0	$0	$6,437
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**	**$6,437**	**$0**	**$0**	**$0**	**$6,437**	**$0**	**$0**	**$6,437**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	579.0	579.0	579.0	579.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$579.0**	**$579.0**	**$579.0**	**$579.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$0	$6,437	$0	$0	$6,437
% change	*n/a*	*new*	*n/a*	*n/a*	*new*

LOCATION:
Indian Head, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 3176

County Government Building Electrical and Network Infrastructure System Upgrades

Upgrade existing electrical and network infrastructure in the County Government Building to allow for additional expansion and growth. The requested funding will cover the remaining electrical upgrades to the Government Building's power distribution systems which includes a 650 KW generator set and 4,000 gallon above grade fuel tank ($240k), new 800 amp service feeder ($30k), and other associated upgrades to the power distribution systems ($740k).

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$40	$0	$0	$0	$40	$94	$0	$134
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	505	0	0	0	505	627	0	1,132
Equipment	0	0	0	0	0	0	381	0	381
Administration	0	30	0	0	0	30	6	0	36
Inspection	0	16	0	0	0	16	15	0	31
Miscellaneous	0	6	0	0	0	6	13	0	19
Contingency	0	90	0	0	0	90	20	0	110
Total Outlay	**$0**	**$687**	**$0**	**$0**	**$0**	**$687**	**$1,156**	**$0**	**$1,843**

FINANCING SOURCES									
Bonds	$0	$687	$0	$0	$0	$687	$1,156	$0	$1,843
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	$687	$0	$0	$0	$687	$1,156	$0	$1,843
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**	**$687**	**$0**	**$0**	**$0**	**$687**	**$1,156**	**$0**	**$1,843**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	104.0	104.0	165.8	165.8	165.8	104.0	165.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$104.0**	**$104.0**	**$165.8**	**$165.8**	**$165.8**	**$104.0**	**$165.8**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$0	$687	$0	$0	$687
% change	*n/a*	*new*	*n/a*	*n/a*	*new*

LOCATION:
County Government Building

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #:

P.D. Brown Improvements

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	180	0	0	180	0	0	180
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	3	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	18	0	0	18	0	0	18
Total Outlay	**$0**	**$0**	**$201**	**$0**	**$0**	**$201**	**$0**	**$0**	**$201**

FINANCING SOURCES									
Bonds	$0	$0	$201	$0	$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	$201	$0	$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**	**$201**	**$0**	**$0**	**$201**	**$0**	**$0**	**$201**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	18.1	18.1	18.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$18.1**	**$18.1**	**$18.1**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$201**	**$0**	**$201**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*n/a*	*n/a*	*0.0%*	*n/a*	*0.0%*

LOCATION:
P.D. Brown Library, Waldorf

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ 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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	40	0	0	40	0	0	40
Equipment	0	0	100	0	0	100	0	0	100
Administration	0	0	3	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	14	0	0	14	0	0	14
Total Outlay	**$0**	**$0**	**$157**	**$0**	**$0**	**$157**	**$0**	**$0**	**$157**

FINANCING SOURCES									
Bonds	$0	$0	$157	$0	$0	$157	$0	$0	$157
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$157	$0	$0	$157	$0	$0	$157
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$157**	**$0**	**$0**	**$157**	**$0**	**$0**	**$157**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	14.1	14.1	14.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$14.1**	**$14.1**	**$14.1**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$157**	**$0**	**$157**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*n/a*	*n/a*	*0.0%*	*n/a*	*0.0%*

LOCATION:
Various County Buildings

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 3186

Parking Lot Improvements

This project includes parking lot improvements to governmental facilities, to include, paving, patching, striping and miscellaneous parking lot repairs. Includes work to be completed at Public Works - Facilities and the Government Building parking lots.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	300	0	0	300	210	0	510
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	3	0	0	3	3	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	30	0	0	30	20	0	50
Total Outlay	**$0**	**$0**	**$333**	**$0**	**$0**	**$333**	**$233**	**$0**	**$566**
FINANCING SOURCES									
Bonds	$0	$0	$333	$0	$0	$333	$24	$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	$0	$0	$333	$0	$0	$333	$24	$0	$357
Federal 80%	0	0	0	0	0	0	186	0	186
State 10%	0	0	0	0	0	0	23	0	23
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$333**	**$0**	**$0**	**$333**	**$233**	**$0**	**$566**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	2.2	2.2	2.2	32.1	32.1	2.2	32.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$2.2**	**$2.2**	**$2.2**	**$32.1**	**$32.1**	**$2.2**	**$32.1**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$333**	**$0**	**$333**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*n/a*	*n/a*	*0.0%*	*n/a*	*0.0%*

LOCATION:
Various Locations

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #:

Robert J. Fuller Transitional Home Improvements

Capital maintenance services due to cyclical maintenance and replacements to include the following: Parking lot resealing and striping - $30K, Flooring Replacement - $20K, and exterior painting - $20K.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	70	0	0	70	0	0	70
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	3	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	7	0	0	7	0	0	7
Total Outlay	**$0**	**$0**	**$80**	**$0**	**$0**	**$80**	**$0**	**$0**	**$80**
FINANCING SOURCES									
Bonds	$0	$0	$80	$0	$0	$80	$0	$0	$80
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	$80	$0	$0	$80	$0	$0	$80
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**	**$80**	**$0**	**$0**	**$80**	**$0**	**$0**	**$80**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	7.2	7.2	7.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$7.2**	**$7.2**	**$7.2**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$95**	**$0**	**$95**
Increase/(Decrease)	$0	$0	($15)	$0	($15)
% change	*n/a*	*n/a*	*-15.8%*	*n/a*	*-15.8%*

LOCATION:
Robert J. Fuller Transitional Home, Waldorf

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PARKS SUMMARY

The County owns and operates eleven parks, located throughout the county, for public use. In conjunction with land use plans and a growing population, the County plans for and constructs with State aid from Program Open Space (POS), new park facilities and expansion of existing parks.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$5	$5	$0	$35	$6	$51	$10	$6	$67
Land & ROW	0	1,500	0	0	0	1,500	0	0	1,500
Construction	55	57	603	524	338	1,577	245	68	1,890
Equipment	0	0	0	0	0	0	0	0	0
Administration	9	12	9	16	15	61	7	12	80
Inspection	5	5	0	6	6	22	11	6	39
Miscellaneous	254	268	349	373	391	1,635	9	411	2,055
Contingency	6	6	62	53	35	162	5	8	175
Total Outlay	**$334**	**$1,853**	**$1,023**	**$1,007**	**$791**	**$5,008**	**$287**	**$511**	**$5,806**
								$0	$0
FINANCING SOURCES									
Bonds	$82	$84	$671	$290	$196	$1,323	$287	$193	$1,803
Fund Balance Appropriation	252	0	0	0	0	252	0	0	252
Operating Transfer	0	269	352	370	389	1,380	0	318	1,698
Total County Funding	$334	$353	$1,023	$660	$585	$2,955	$287	$511	$3,753
Federal	0	0	0	0	0	0	0	0	0
State	0	1,500	0	347	206	2,053	0	0	2,053
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$334**	**$1,853**	**$1,023**	**$1,007**	**$791**	**$5,008**	**$287**	**$511**	**$5,806**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.15	0.42	0.00	0.47
Personnel Costs	0.0	0.0	0.0	3.9	10.4	0.0	12.4
Operating	0.0	0.0	1.3	12.0	21.9	0.0	27.0
Total Operating	**$0.0**	**$0.0**	**$1.3**	**$15.9**	**$32.3**	**$0.0**	**$39.4**
Debt Service: Bonds	25.8	33.0	40.2	94.7	117.2	25.8	139.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.8	0.0	1.7
Total Impact	**$25.8**	**$33.0**	**$41.5**	**$110.6**	**$150.3**	**$25.8**	**$180.1**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$1,841**	**$383**	**$1,728**	**$788**	**$4,740**
Increase/(Decrease)	($1,507)	$1,470	($705)	$219	($523)
% change	*-81.9%*	*383.8%*	*-40.8%*	*27.8%*	*-11.0%*

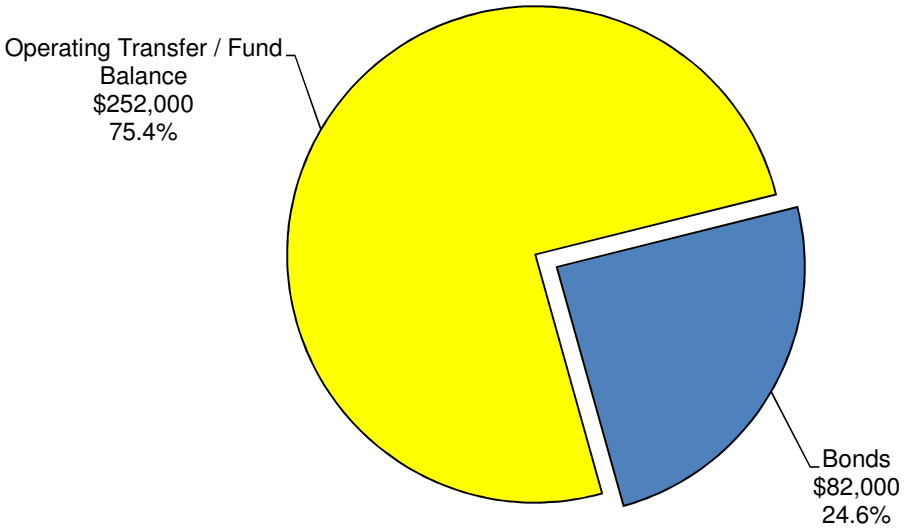
Projects with Future Operating Impacts:

PROJECT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY18	FTE
Milton Somers Football Stadium	0.0	0.0	1.3	1.3	1.3	1.4	0.00
Oak Ridge Development Ph II	0.0	0.0	0.0	14.6	15.0	15.6	0.15
Sprayground	0.0	0.0	0.0	0.0	10.2	10.7	0.21
Gilbert Run/Oak Ridge Trail	0.0	0.0	0.0	0.0	5.8	11.7	0.11
Total	**0.0**	**0.0**	**1.3**	**15.9**	**32.3**	**39.4**	**0.47**

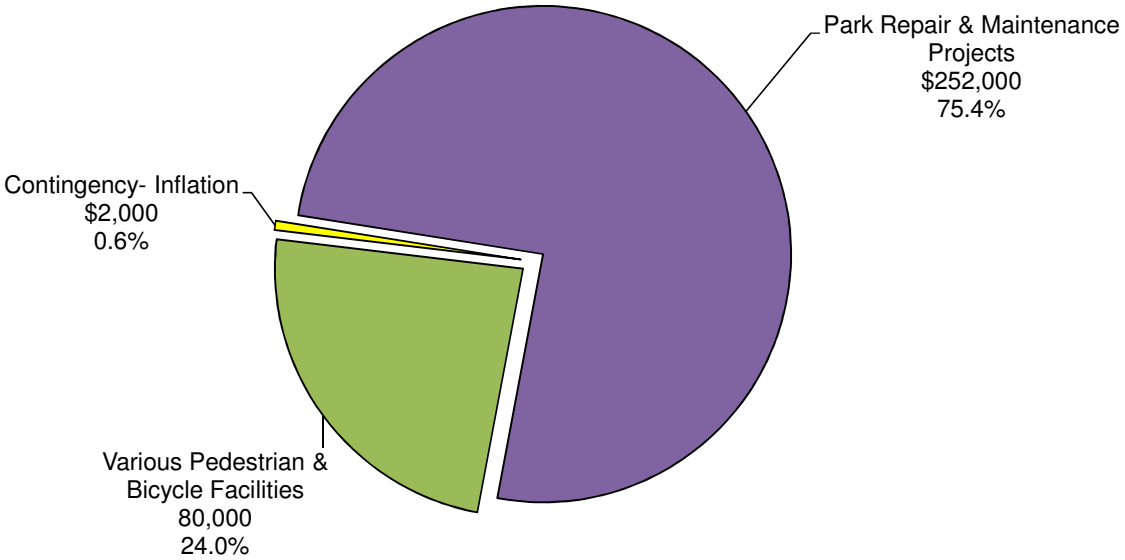
STATE-PROGRAM OPEN SPACE: ($ in '000's)

PROJECT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	'14-'18
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	47	37	84
Total	**$0**	**$1,500**	**$0**	**$347**	**$206**	**$2,053**

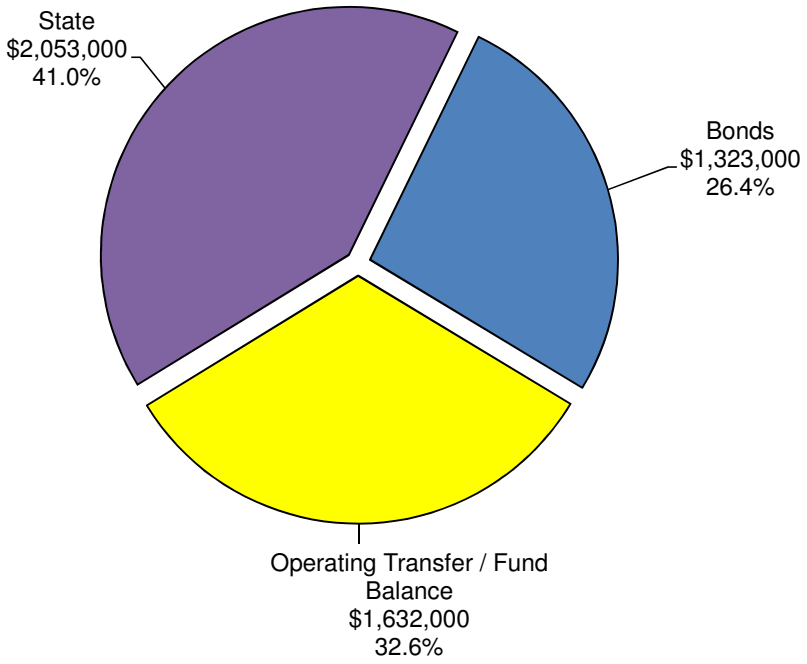
FY14 Parks Financing Sources
Total $334,000



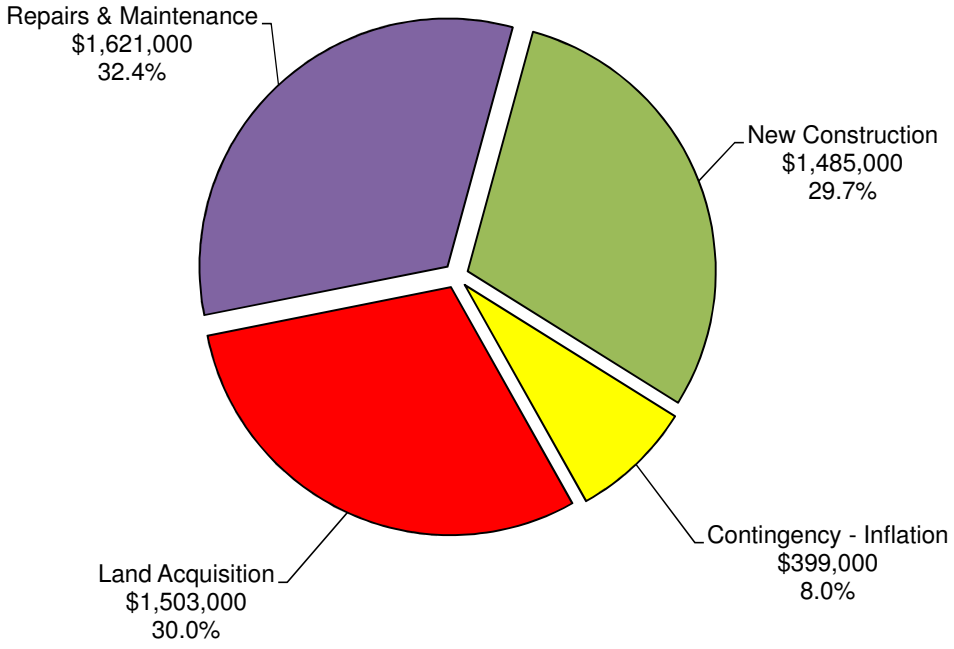
FY14 Parks by Project
Total $334,000



FY14-FY18 Parks Financing Sources
Total $5,008,000



FY14-FY18 Parks by Project
Total $5,008,000



New construction includes funds for the Various Pedestrian and Bicycle Facilities, Oak Ridge Park Development, a Sprayground, and Gilbert Run/Oak Ridge Connection Trail. Acquiring waterfront property continues to be a major priority.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**

Various Pedestrian & Bicycle Facilities **Project #: 4069**

To provide a network of pedestrian & bicycle facilities within the Development District & to provide amenities such as park & walk/bike lots & rest stops as part of the linear trails being constructed with the Enhanced Transportation program. If a project is located on a State road, then project is eligible for State funding. The following projects are currently being considered:

1. Smallwood Drive from Route 301 eastward to St. Charles Parkway.
2. Old Washington Road from Route 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 lf 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.
11. Lexington Drive (Berry Valley Neighborhood).

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$5	$5	$0	$5	$5	$20	$10	$5	$35
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	53	53	0	53	53	212	245	53	510
Equipment	0	0	0	0	0	0	0	0	0
Administration	6	6	0	6	6	24	7	6	37
Inspection	5	5	0	5	5	20	11	5	36
Miscellaneous	5	5	0	5	5	20	9	5	34
Contingency	6	6	0	6	6	24	5	6	35
Total Outlay	**$80**	**$80**	**$0**	**$80**	**$80**	**$320**	**$287**	**$80**	**$687**

FINANCING SOURCES									
Bonds	$80	$80	$0	$80	$80	$320	$287	$80	$687
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$80	$80	$0	$80	$80	$320	$287	$80	$687
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$80**	**$80**	**$0**	**$80**	**$80**	**$320**	**$287**	**$80**	**$687**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	25.8	33.0	40.2	40.2	47.4	25.8	61.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$25.8**	**$33.0**	**$40.2**	**$40.2**	**$47.4**	**$25.8**	**$61.8**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$80**	**$80**	**$0**	**$80**	**$240**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*n/a*	*0.0%*	*0.0%*

LOCATION:

County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Park Repair & Maintenance Projects **Project #: 4083**

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	3	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	249	249	315	315	315	1,443	0	315	1,758
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$252**	**$252**	**$318**	**$318**	**$318**	**$1,458**	**$0**	**$318**	**$1,776**

FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	252	0	0	0	0	252	0	0	252
Operating Transfer	0	252	318	318	318	1,206	0	318	1,524
Total County Funding	$252	$252	$318	$318	$318	$1,458	$0	$318	$1,776
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**	**$318**	**$318**	**$318**	**$1,458**	**$0**	**$318**	**$1,776**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$252**	**$252**	**$318**	**$318**	**$1,140**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #:

Waterfront Acquisition

Land acquisition of Potomac River (or tributary) to preserve open space, give citizens access to waterfront and to protect sensitive environmental areas. Project is specific to meeting the Commissioners Goals and Objectives.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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									
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 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$1,503**	**$0**	**$0**	**$0**	**$1,503**
Increase/(Decrease)	($1,503)	$1,503	$0	$0	$0
% change	*-100.0%*	*new*	*n/a*	*n/a*	*0.0%*

LOCATION:
To be determined

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #:

Milton Somers Football Stadium Improvements

The County needs another game site football field to be lighted. Increased participation has created a demand for night play. Without additional sport lighting, the County will have to immediately limit participation. This project was requested by the Charles County Youth Football League Board of Directors. The request includes demolition of existing facility grandstands which are roped off in sections, and would acquire new bleachers for safety issues.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	144	0	0	144	0	0	144
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	3	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	16	0	0	16	0	0	16
Total Outlay	**$0**	**$0**	**$163**	**$0**	**$0**	**$163**	**$0**	**$0**	**$163**

FINANCING SOURCES									
Bonds	$0	$0	$163	$0	$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	$163	$0	$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**	**$163**	**$0**	**$0**	**$163**	**$0**	**$0**	**$163**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	1.3	1.3	1.3	1.4
Total Operating	**$0.0**	**$0.0**	**$1.3**	**$1.3**	**$1.3**	**$1.4**
Debt Service: Bonds	0.0	0.0	0.0	14.7	14.7	14.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$1.3**	**$16.0**	**$16.0**	**$16.1**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$163**	**$0**	**$163**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*n/a*	*n/a*	*0.0%*	*n/a*	*0.0%*

LOCATION:
Milton Somers Middle School, La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #:

Oak Ridge Development Phase II

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	400	0	0	400	0	0	400
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	3	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	40	0	0	40	0	0	40
Total Outlay	**$0**	**$0**	**$443**	**$0**	**$0**	**$443**	**$0**	**$0**	**$443**
FINANCING SOURCES									
Bonds	$0	$0	$443	$0	$0	$443	$0	$0	$443
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	$443	$0	$0	$443	$0	$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	**$0**	**$0**	**$443**	**$0**	**$0**	**$443**	**$0**	**$0**	**$443**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.15	0.15	0.15
Personnel Costs	0.0	0.0	0.0	3.9	4.1	4.3
Operating	0.0	0.0	0.0	10.7	10.9	11.3
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$14.6**	**$15.0**	**$15.6**
Debt Service: Bonds	0.0	0.0	0.0	39.8	39.8	39.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$54.4**	**$54.8**	**$55.4**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$403**	**$0**	**$403**
Increase/(Decrease)	$0	$0	$40	$0	$40
% change	*n/a*	*n/a*	*9.9%*	*n/a*	*9.9%*

LOCATION:
Bryantown, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Sprayground **Project #:**

Sprayground to be designed with fountains, water commons, and dancing water fountains. Popular seasonal park amenity. Location to be determined.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	40	0	40	0	0	40
Total Outlay	**$0**	**$0**	**$0**	**$443**	**$0**	**$443**	**$0**	**$0**	**$443**
FINANCING SOURCES									
Bonds	$0	$0	$0	$143	$0	$143	$0	$0	$143
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$0	$143	$0	$143	$0	$0	$143
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**	**$443**	**$0**	**$443**	**$0**	**$0**	**$443**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.21	0.21
Personnel Costs	0.0	0.0	0.0	0.0	4.9	5.2
Operating	0.0	0.0	0.0	0.0	5.3	5.5
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$10.2**	**$10.7**
Debt Service: Bonds	0.0	0.0	0.0	0.0	12.9	12.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$23.1**	**$23.6**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$403**	**$0**	**$403**
Increase/(Decrease)	$0	$0	($403)	$443	$40
% change	*n/a*	*n/a*	*-100.0%*	*new*	*9.9%*

LOCATION:
To Be Determined

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #:

Gilbert Run/Oak Ridge Connection Trail

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	23	23	0	0	23
Total Outlay	**$0**	**$0**	**$0**	**$28**	**$251**	**$279**	**$0**	**$0**	**$279**
FINANCING SOURCES									
Bonds	$0	$0	$0	$28	$82	$110	$0	$0	$110
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	$82	$110	$0	$0	$110
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**	**$251**	**$279**	**$0**	**$0**	**$279**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.06	0.11
Personnel Costs	0.0	0.0	0.0	0.0	1.4	2.9
Operating	0.0	0.0	0.0	0.0	4.4	8.8
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$5.8**	**$11.7**
Debt Service: Bonds	0.0	0.0	0.0	0.0	2.5	9.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.8	1.7
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$9.1**	**$23.3**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$28**	**$228**	**$256**
Increase/(Decrease)	$0	$0	($28)	($200)	($228)
% change	*n/a*	*n/a*	*-100.0%*	*-87.7%*	*-89.1%*

LOCATION:
Gilbert Run/Oak Ridge Parks

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ 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. The County does receive tax revenue from gasoline sales, distributed by the State and in part applied to debt service from local bonds.
Road projects are designed in accordance with the overall planning concept and are managed by Charles County Government employees.

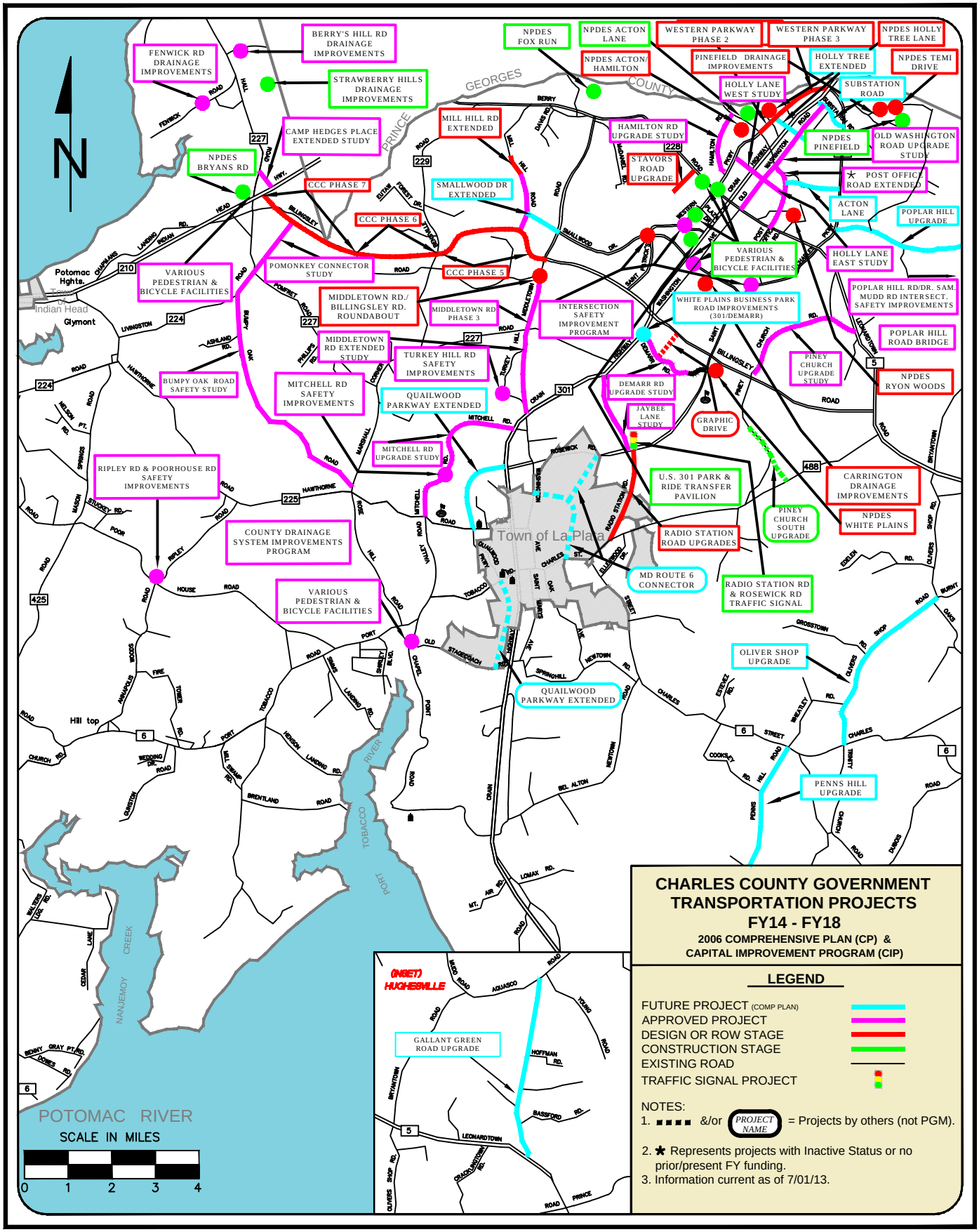
EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$836	$598	$588	$609	$156	$2,787	$1,832	$163	$4,782
Land & ROW	1,779	116	1,257	142	31	3,325	776	33	4,134
Construction	7,548	10,014	8,579	9,315	7,245	42,701	979	9,151	52,831
Equipment	0	0	0	0	0	0	0	0	0
Administration	277	269	160	146	134	986	265	249	1,500
Inspection	226	254	205	195	294	1,174	106	362	1,642
Miscellaneous	78	100	43	74	141	436	161	130	727
Contingency	440	484	236	289	337	1,786	305	524	2,615
Total Outlay	**$11,184**	**$11,835**	**$11,068**	**$10,770**	**$8,338**	**$53,195**	**$4,424**	**$10,612**	**$68,231**

FINANCING SOURCES									
Bonds	$8,393	$10,514	$10,535	$10,233	$8,065	$47,740	$3,310	$10,314	$61,365
Fund Balance Appropriation	361	331	270	270	0	1,232	378	0	1,610
Operating Transfer	0	35	101	105	111	352	553	91	996
Total County Funding	$8,754	$10,880	$10,906	$10,608	$8,176	$49,324	$4,242	$10,405	$63,971
Federal	0	104	0	0	0	104	40	0	144
State	2,430	851	162	162	162	3,767	142	207	4,116
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$11,184**	**$11,835**	**$11,068**	**$10,770**	**$8,338**	**$53,195**	**$4,424**	**$10,612**	**$68,231**

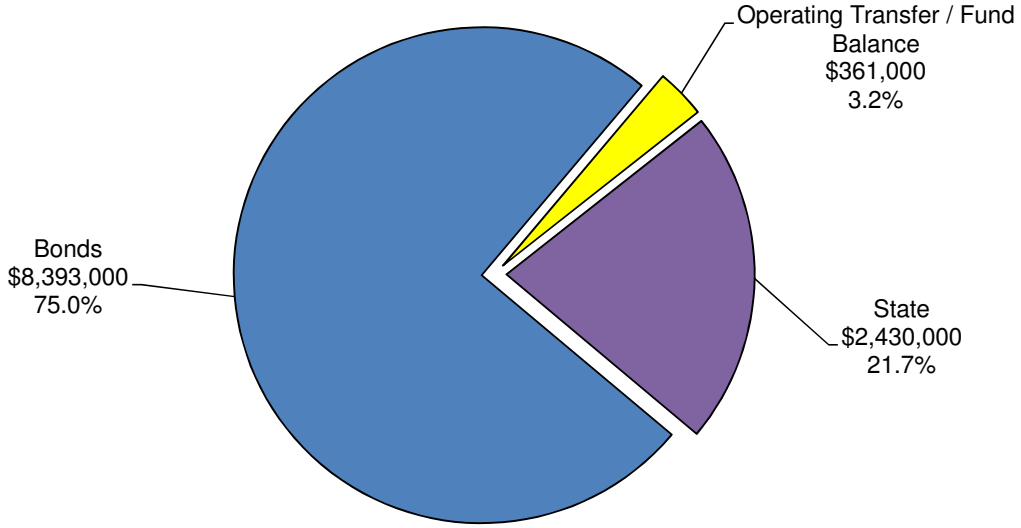
Operating Budget Impact							
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	277.9	1,011.6	1,892.5	2,747.2	3,541.7	277.9	4,864.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$277.9**	**$1,011.6**	**$1,892.5**	**$2,747.2**	**$3,541.7**	**$277.9**	**$4,864.9**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$11,052**	**$12,744**	**$11,780**	**$11,478**	**$47,054**
Increase/(Decrease)	$132	($909)	($712)	($708)	($2,197)
% change	*1.2%*	*-7.1%*	*-6.0%*	*-6.2%*	*-4.7%*

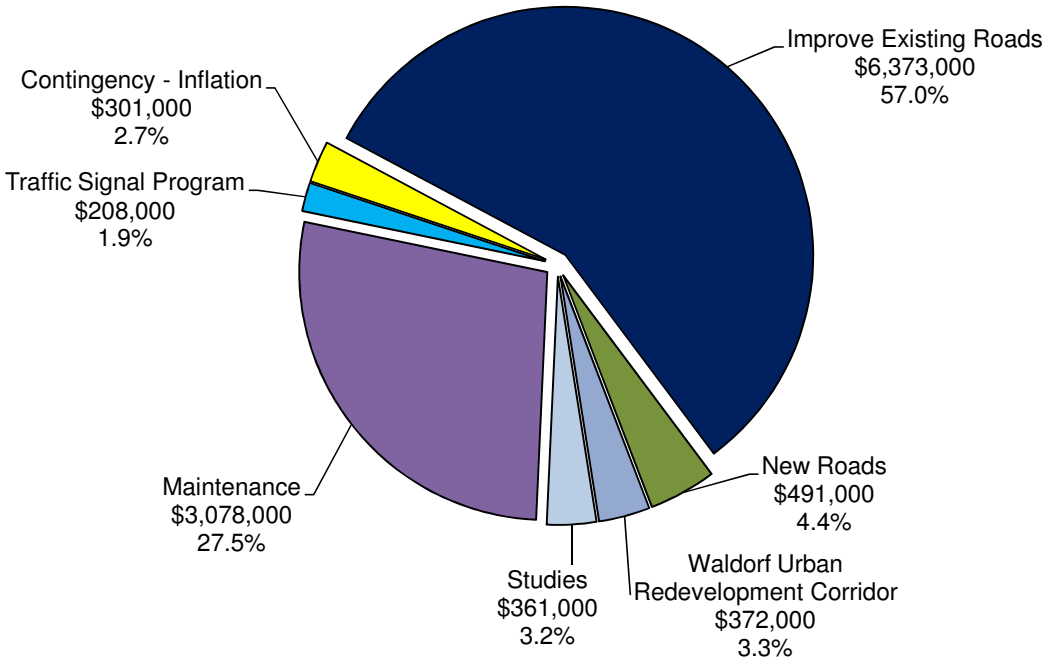

CHARLES COUNTY GOVERNMENT
TRANSPORTATION PROJECTS
FY14 - FY18
2006 COMPREHENSIVE PLAN (CP) &
CAPITAL IMPROVEMENT PROGRAM (CIP)
LEGEND
FUTURE PROJECT (COMP PLAN)
APPROVED PROJECT
DESIGN OR ROW STAGE
CONSTRUCTION STAGE
EXISTING ROAD
TRAFFIC SIGNAL PROJECT
NOTES:
1. &/or PROJECT NAME = Projects by others (not PGM).
2. ★ Represents projects with Inactive Status or no prior/present FY funding.
3. Information current as of 7/01/13.
FENWICK RD DRAINAGE IMPROVEMENTS
BERRY'S HILL RD DRAINAGE IMPROVEMENTS
STRAWBERRY HILLS DRAINAGE IMPROVEMENTS
CAMP HEDGES PLACE EXTENDED STUDY
NPDES BRYANS RD
CCC PHASE 7
CCC PHASE 6
CCC PHASE 5
VARIOUS PEDESTRIAN & BICYCLE FACILITIES
POMONKEY CONNECTOR STUDY
MIDDLETOWN RD./ BILLINGSLEY RD. ROUNDABOUT
MIDDLETOWN RD PHASE 3
MIDDLETOWN RD EXTENDED STUDY
TURKEY HILL RD SAFETY IMPROVEMENTS
BUMPY OAK ROAD SAFETY STUDY
MITCHELL RD SAFETY IMPROVEMENTS
QUAILWOOD PARKWAY EXTENDED
MITCHELL RD UPGRADE STUDY
RIPLEY RD & POORHOUSE RD SAFETY IMPROVEMENTS
COUNTY DRAINAGE SYSTEM IMPROVEMENTS PROGRAM
VARIOUS PEDESTRIAN & BICYCLE FACILITIES
NPDES FOX RUN
NPDES ACTON LANE
NPDES ACTON/ HAMILTON
WESTERN PARKWAY PHASE 2
WESTERN PARKWAY PHASE 3
NPDES HOLLY TREE LANE
PINEFIELD DRAINAGE IMPROVEMENTS
HOLLY TREE EXTENDED
NPDES TEMI DRIVE
HOLLY LANE WEST STUDY
SUBSTATION ROAD
MILL HILL RD EXTENDED
HAMILTON RD UPGRADE STUDY
NPDES PINEFIELD
OLD WASHINGTON ROAD UPGRADE STUDY
STAVORS ROAD UPGRADE
SMALLWOOD DR EXTENDED
★ POST OFFICE ROAD EXTENDED
ACTON LANE
POPLAR HILL UPGRADE
VARIOUS PEDESTRIAN & BICYCLE FACILITIES
HOLLY LANE EAST STUDY
WHITE PLAINS BUSINESS PARK ROAD IMPROVEMENTS (301/DEMARR)
POPLAR HILL RD/DR. SAM. MUDD RD INTERSECT. SAFETY IMPROVEMENTS
INTERSECTION SAFETY IMPROVEMENT PROGRAM
POPLAR HILL ROAD BRIDGE
PINEY CHURCH UPGRADE STUDY
NPDES RYON WOODS
DEMARR RD UPGRADE STUDY
JAYBEE LANE STUDY
GRAPHIC DRIVE
U.S. 301 PARK & RIDE TRANSFER PAVILION
CARRINGTON DRAINAGE IMPROVEMENTS
PINEY CHURCH SOUTH UPGRADE
NPDES WHITE PLAINS
RADIO STATION ROAD UPGRADES
MD ROUTE 6 CONNECTOR
RADIO STATION RD & ROSEWICK RD TRAFFIC SIGNAL
OLIVER SHOP UPGRADE
QUAILWOOD PARKWAY EXTENDED
PENNS HILL UPGRADE
(INSET) HUGHESVILLE
GALLANT GREEN ROAD UPGRADE
Town of La Plata
Potomac Hghts.
Indian Head
Glymont
Hill top
POTOMAC RIVER
NANJEMOY CREEK
TOBACCO RIVER
PORT
SCALE IN MILES
0 1 2 3 4

FY14 Transportation Financing Sources
Total $11,184,000



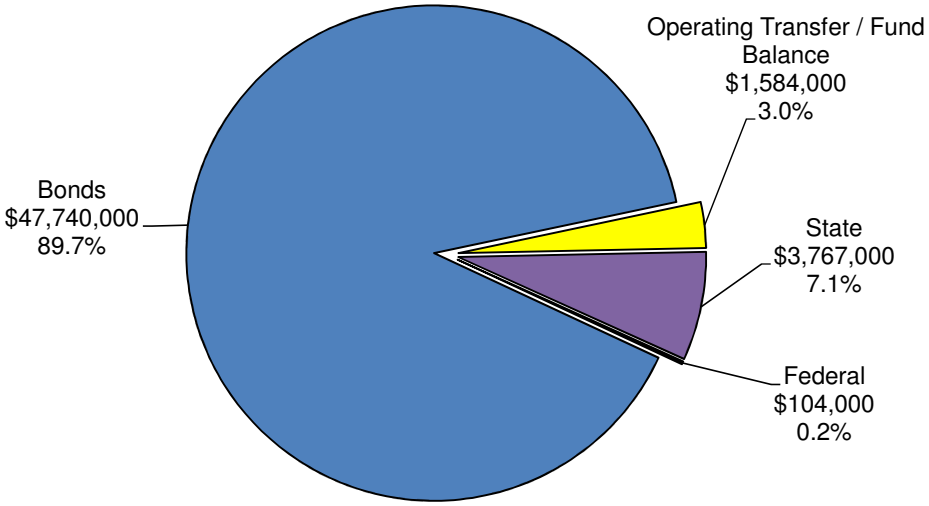
Bonds are the major source of financing for the transportation projects.

FY14 Transportation by Project
Total $11,184,000



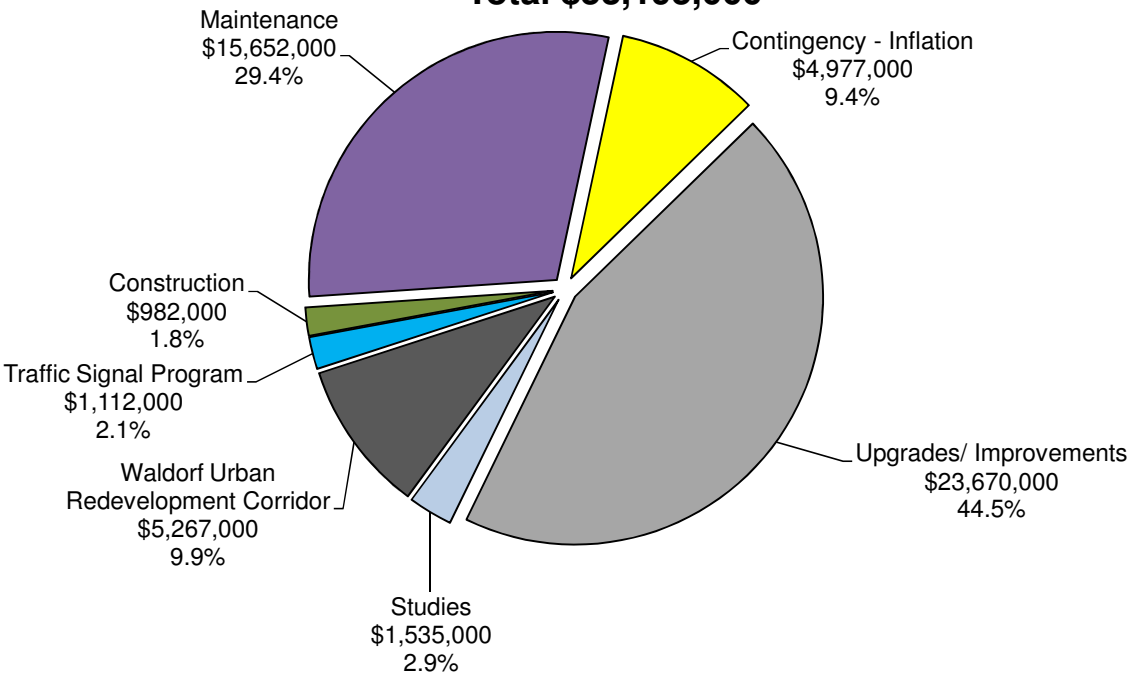
The Capital Budget for transportation/roads includes improving the existing road system and expanding for the future. Included are funds to improve drainage, safety, sidewalks and traffic intersection(s).

FY14-FY18 Transportation Financing Sources
Total $53,195,000



The County's Debt Affordability Plan provides for sufficient funds to pay the annual debt service on the necessary General Obligation Bonds.

FY14-FY18 Transportation by Project Type
Total $53,195,000



The majority of the Transportation program is for upgrades and improvements to the roads.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Road Overlay Program **Project #: 2188**

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	3	18
Inspection	75	75	75	75	75	375	0	75	450
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$3,078**	**$3,078**	**$3,078**	**$3,078**	**$3,078**	**$15,390**	**$0**	**$3,078**	**$18,468**
FINANCING SOURCES									
Bonds	$2,916	$2,916	$2,916	$2,916	$2,916	$14,580	$0	$2,916	$17,496
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$2,916	$2,916	$2,916	$2,916	$2,916	$14,580	$0	$2,916	$17,496
Federal	0	0	0	0	0	0	0	0	0
State	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**	**$3,078**	**$18,468**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	262.3	524.5	786.8	1,049.1	1,573.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$262.3**	**$524.5**	**$786.8**	**$1,049.1**	**$1,573.6**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$3,078**	**$3,078**	**$3,078**	**$3,078**	**$12,312**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
Roads throughout Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Waldorf Subarea Plan Implementation Studies **Project #: 2176**

Develop a Master Drainage Plan for the Waldorf Urban Redevelopment Corridor (WURC). Building from the stormwater management evaluation completed under the WURC Implementation Study, a need for more detailed stormwater and drainiage plan has been determined. This study will develop the conceptual drainage plan and provide preliminary level engineering for the Redevelopment Area conveyance system and regional treatment locations.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$77	$77	$77	$77	$77	$385	$77	$77	$539
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	6	6	42
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	8	8	8	8	8	40	8	8	56
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$91**	**$91**	**$91**	**$91**	**$91**	**$455**	**$91**	**$91**	**$637**

FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	91	61	0	0	0	152	0	0	152
Operating Transfer	0	30	91	91	91	303	91	91	485
Total County Funding	$91	$91	$91	$91	$91	$455	$91	$91	$637
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**	**$91**	**$91**	**$637**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$91**	**$91**	**$91**	**$91**	**$364**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 2161

County Drainage Systems Improvement Program

Provide drainage improvements at various locations that have been recorded as experiencing serious drainage problems:
A follow up study is being conducted by the US Army Corp. of Engineers (USACE) for which the County contributed $104K that represented 40% of the cost for the study on Pinefield, Halley Estates, Strawberry Hills, and Acton Village Phase 2.
(1) Carrington - According to a supplemental drainage study (October 2007) performed by PGM Staff, the accumulation of trash and debris coupled with fallen trees has contributed to poor drainage in open and closed section stormwater conveyance systems serving over 250 of mix use acres that includes the Carrington neighborhood. Estimated remediation costs: $435,000
(2) Halley Estates - Flooding occurs during rain events. Repair costs are estimated at $316,000.
(3) Pinefield Subdivision - Flooding routinely occurs in streets during rain events. A study was performed identifying major problems in the Pinefield community and several problem areas were noted. The County's SWM Engineer suggests that a final study be done to determine the exact improvements required. Engineering and construction cost for the needed improvements were estimated at $1.4 million in 1990. A final study as suggested was performed by the US Army Corp of Engineers through its 510 Program revealed that more extensive repairs were needed than what was originally envisioned. Revised estimate provided in the USACE study shows construction at $2,879,500.
(4) Pinefield Drive Sink Hole Repairs - Estimated costs: $140,000.
(5) Acton Village/Coventry Manor Drainage Improvements - Serious flooding and erosion is occurring in the rear of some townhomes that receives runoff from Acton Lane. Estimated remediation costs: $25,000.
(6) Cobb Island - This older community has many inadequate pipes, ditches, etc. that need improvement. Estimated costs: $25,000
(7) Douglas Circle. Estimated costs: $40,000
(8) Norwood Subdivision Failing Storm Drain: Estimated costs: $25,000
(9) Chapel Point Woods Drainage Improvements - Improvements to drainage issues in the front of private properties west side of Twinberry Drive. Discharge exceeds capacity of driveway culverts causing yard flooding. Estimated Costs: $10,000 A/E and $100,000 Construction

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$72	$72	$10	$15	$15	$184	$239	$15	$438
Land & ROW	10	10	10	0	0	30	35	0	65
Construction	770	770	770	170	170	2,650	397	170	3,217
Equipment	0	0	0	0	0	0	0	0	0
Administration	46	46	43	9	9	153	3	9	165
Inspection	15	13	16	0	0	44	47	0	91
Miscellaneous	9	9	8	2	2	30	29	2	61
Contingency	77	77	77	17	17	265	162	17	444
Total Outlay	**$999**	**$997**	**$934**	**$213**	**$213**	**$3,356**	**$912**	**$213**	**$4,481**
FINANCING SOURCES									
Bonds	$999	$997	$934	$213	$213	$3,356	$872	$213	$4,441
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	$999	$997	$934	$213	$213	$3,356	$872	$213	$4,441
Federal	0	0	0	0	0	0	40	0	40
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$999**	**$997**	**$934**	**$213**	**$213**	**$3,356**	**$912**	**$213**	**$4,481**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	78.4	168.3	258.0	342.0	361.1	78.4	399.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$78.4**	**$168.3**	**$258.0**	**$342.0**	**$361.1**	**$78.4**	**$399.4**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$938**	**$924**	**$942**	**$188**	**$2,992**
Increase/(Decrease)	$61	$73	($8)	$25	$151
% change	*6.5%*	*7.9%*	*-0.8%*	*13.3%*	*5.0%*

LOCATION:
Various Sites throughout County. (See description above.)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 2156

Traffic Signal Program

Various locations throughout the county. In conjunction with the Maryland State Highway Administration.
- St. Patrick's 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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$13	$13	$13	$13	$18	$70	$25	$18	$113
Land & ROW	8	8	8	8	11	43	6	11	60
Construction	151	151	151	151	204	808	17	204	1,029
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	15	63	2	15	80
Inspection	15	15	15	15	20	80	19	20	119
Miscellaneous	1	1	1	1	1	5	0	1	6
Contingency	8	8	8	8	11	43	16	11	70
Total Outlay	**$208**	**$208**	**$208**	**$208**	**$280**	**$1,112**	**$85**	**$280**	**$1,477**

FINANCING SOURCES									
Bonds	$208	$208	$208	$208	$280	$1,112	$32	$280	$1,424
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	$208	$208	$208	$208	$280	$1,112	$85	$280	$1,477
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	**$208**	**$208**	**$208**	**$208**	**$280**	**$1,112**	**$85**	**$280**	**$1,477**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	2.9	21.6	40.3	59.0	77.7	2.9	128.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$2.9**	**$21.6**	**$40.3**	**$59.0**	**$77.7**	**$2.9**	**$128.1**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$202**	**$202**	**$202**	**$202**	**$808**
Increase/(Decrease)	$6	$6	$6	$6	$24
% change	*3.0%*	*3.0%*	*3.0%*	*3.0%*	*3.0%*

LOCATION:
County Wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 2177

Safety Improvement Program- Existing Roadways

Design and construct various roadway safety improvements/upgrades as recommended by the Charles County Safety Committee:

1) Western Prkwy @ St. Patrick's Dr. - Signal & lane modifications
2) St. Charles Prkwy @ St. Ignatius - Signal & lane modifications
3) Lomax Rd. Upgrade - (Joe Court to eastern terminus)
4) Ripley Rd. & Poorhouse Rd. - Sight distance improvements
5) Poplar Hill Rd./Dr. Sam. Mudd Rd. Intersect. Safety Improvements
6) Fenwick Rd. northeast of Bluejay Way- Drainage improvements
7) Berry's Hill Rd. east of Marshall Hall Rd. - Drainage improvements
8) Turkey Hill Rd. eliminate 90 degree bend
9) Mitchell Rd. @ College of Southern Maryland - Sight distance improvements
10) Washington Road - Culvert Repair
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.
12) Old Sycamore Road- Drainage improvements.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$30	$18	$18	$18	$18	$102	$28	$18	$148
Land & ROW	0	15	15	15	15	60	20	15	95
Construction	25	184	184	184	184	761	133	184	1,078
Equipment	0	0	0	0	0	0	0	0	0
Administration	6	14	14	14	14	62	8	14	84
Inspection	3	19	18	18	18	76	13	18	107
Miscellaneous	2	2	2	2	2	10	5	2	17
Contingency	3	18	18	18	19	76	13	19	108
Total Outlay	**$69**	**$270**	**$269**	**$269**	**$270**	**$1,147**	**$220**	**$270**	**$1,637**

FINANCING SOURCES									
Bonds	$69	$270	$269	$269	$270	$1,147	$220	$270	$1,637
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	$270	$269	$269	$270	$1,147	$220	$270	$1,637
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**	**$270**	**$269**	**$269**	**$270**	**$1,147**	**$220**	**$270**	**$1,637**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	19.8	26.0	50.3	74.5	98.7	19.8	147.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$19.8**	**$26.0**	**$50.3**	**$74.5**	**$98.7**	**$19.8**	**$147.2**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$66**	**$287**	**$285**	**$285**	**$923**
Increase/(Decrease)	$3	($17)	($16)	($16)	($46)
% change	*4.5%*	*-5.9%*	*-5.6%*	*-5.6%*	*-5.0%*

LOCATION:
Various Sites throughout County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 2162

Smallwood/St. Patrick's Dr. Intersection & Traffic Improvements

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	452	0	0	0	0	452	0	0	452
Equipment	0	0	0	0	0	0	0	0	0
Administration	25	0	0	0	0	25	5	0	30
Inspection	45	0	0	0	0	45	0	0	45
Miscellaneous	5	0	0	0	0	5	8	0	13
Contingency	43	0	0	0	0	43	0	0	43
Total Outlay	**$570**	**$0**	**$0**	**$0**	**$0**	**$570**	**$88**	**$0**	**$658**
FINANCING SOURCES									
Bonds	$570	$0	$0	$0	$0	$570	$88	$0	$658
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	$570	$0	$0	$0	$0	$570	$88	$0	$658
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	**$570**	**$0**	**$0**	**$0**	**$0**	**$570**	**$88**	**$0**	**$658**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	7.9	59.2	59.2	59.2	59.2	7.9	59.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$7.9**	**$59.2**	**$59.2**	**$59.2**	**$59.2**	**$7.9**	**$59.2**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$588**	**$0**	**$0**	**$0**	**$588**
Increase/(Decrease)	($18)	$0	$0	$0	($18)
% change	*-3.1%*	*n/a*	*n/a*	*n/a*	*-3.1%*

LOCATION:

Waldorf, Intersections of Smallwood & St. Patrick's Drives, and Smallwood Dr. & McDaniel Rd.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 2186

WURC: Old Washington Road Reconstruction

As part of the implementation of the Waldorf Urban Redevelopment Corridor (WURC) Study, reconstruction of portions of Old Washington Road is necessary to support increase in North-South traffic flow and overall traffic circulation.
This route is a vital link to supporting commercial businesses in the Waldorf community. Old Washington Road is not only a North-South link, but will also support East-West connectivity between Western Parkway, US Rte. 301, and Post Office Road, via projects such as Holly Lane, Acton Lane.

Estimated costs are subject to change after preliminary engineering is completed.
Ex. ROW=30', Prop.R/W=72-80'; Length=1.67mi.. Major Collector

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$360	$0	$0	$0	$0	$360	$0	$0	$360
Land & ROW	0	0	1,000	0	0	1,000	0	0	1,000
Construction	0	0	0	907	2,277	3,184	0	2,276	5,460
Equipment	0	0	0	0	0	0	0	0	0
Administration	7	0	12	29	60	108	0	60	168
Inspection	0	0	0	0	129	129	0	129	258
Miscellaneous	5	0	10	41	103	159	0	102	261
Contingency	0	0	0	97	230	327	0	230	557
Total Outlay	**$372**	**$0**	**$1,022**	**$1,074**	**$2,799**	**$5,267**	**$0**	**$2,797**	**$8,064**
FINANCING SOURCES									
Bonds	$372	$0	$1,022	$1,074	$2,799	$5,267	$0	$2,797	$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	$372	$0	$1,022	$1,074	$2,799	$5,267	$0	$2,797	$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	**$372**	**$0**	**$1,022**	**$1,074**	**$2,799**	**$5,267**	**$0**	**$2,797**	**$8,064**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	33.5	33.5	125.4	222.0	725.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$33.5**	**$33.5**	**$125.4**	**$222.0**	**$725.3**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$372**	**$1,022**	**$1,074**	**$2,468**
Increase/(Decrease)	$372	($372)	$0	$0	$0
% change	*new*	*-100.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
Waldorf, Md. Route 5 to Substation Road

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Radio Station Road Upgrade **Project #: 2149**

With the construction of St. Charles Parkway, Radio Station Road will become more of a North-South connection for La Plata to Waldorf. The upgrades will support the increased traffic volume and improve the traffic circulation. Upgrades to the intersection at Route 488 are warranted based on a traffic analysis performed during morning and afternoon peak traffic conditions. The Maryland State Highway Administration should be responsible for two-thirds of the intersection improvements.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$352	$0	$352
Land & ROW	1,710	0	0	0	0	1,710	556	0	2,266
Construction	1,330	815	0	0	0	2,145	0	1,330	3,475
Equipment	0	0	0	0	0	0	0	0	0
Administration	87	44	0	0	0	131	79	87	297
Inspection	40	24	0	0	0	64	27	40	131
Miscellaneous	5	5	0	0	0	10	57	15	82
Contingency	133	82	0	0	0	215	76	133	424
Total Outlay	**$3,305**	**$970**	**$0**	**$0**	**$0**	**$4,275**	**$1,147**	**$1,605**	**$7,027**
FINANCING SOURCES									
Bonds	$1,102	$323	$0	$0	$0	$1,425	$1,050	$1,605	$4,080
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	$1,102	$323	$0	$0	$0	$1,425	$1,050	$1,605	$4,080
Federal	0	0	0	0	0	0	0	0	0
State	2,203	647	0	0	0	2,850	97	0	2,947
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$3,305**	**$970**	**$0**	**$0**	**$0**	**$4,275**	**$1,147**	**$1,605**	**$7,027**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	94.4	193.6	222.6	222.6	222.6	94.4	367.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$94.4**	**$193.6**	**$222.6**	**$222.6**	**$222.6**	**$94.4**	**$367.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$3,173**	**$0**	**$0**	**$0**	**$3,173**
Increase/(Decrease)	$132	$970	$0	$0	$1,102
% change	*4.2%*	*new*	*n/a*	*n/a*	*34.7%*

LOCATION:
Radio Station Road from Rte 488 to Rosewick/St. Charles Parkway.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 2179

Middletown Road and Billingsley Road Roundabout

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$112	$0	$112
Land & ROW	0	0	0	0	0	0	74	0	74
Construction	374	374	0	0	0	748	374	0	1,122
Equipment	0	0	0	0	0	0	0	0	0
Administration	22	22	0	0	0	44	24	0	68
Inspection	28	28	0	0	0	56	0	0	56
Miscellaneous	11	11	0	0	0	22	19	0	41
Contingency	56	56	0	0	0	112	0	0	112
Total Outlay	**$491**	**$491**	**$0**	**$0**	**$0**	**$982**	**$603**	**$0**	**$1,585**

FINANCING SOURCES									
Bonds	$491	$491	$0	$0	$0	$982	$603	$0	$1,585
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	$491	$491	$0	$0	$0	$982	$603	$0	$1,585
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	**$491**	**$491**	**$0**	**$0**	**$0**	**$982**	**$603**	**$0**	**$1,585**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	54.2	98.4	142.6	142.6	142.6	54.2	142.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$54.2**	**$98.4**	**$142.6**	**$142.6**	**$142.6**	**$54.2**	**$142.6**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$487**	**$487**	**$0**	**$0**	**$974**
Increase/(Decrease)	$4	$4	$0	$0	$8
% change	*0.8%*	*0.8%*	*n/a*	*n/a*	*0.8%*

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Mill Hill Road Upgrade **Project #: 2134**

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	1,080	1,080	0	0	0	2,160	58	0	2,218
Equipment	0	0	0	0	0	0	0	0	0
Administration	57	57	0	0	0	114	128	0	242
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	32	32	0	0	0	64	19	0	83
Contingency	108	108	0	0	0	216	29	0	245
Total Outlay	**$1,277**	**$1,277**	**$0**	**$0**	**$0**	**$2,554**	**$701**	**$0**	**$3,255**

FINANCING SOURCES									
Bonds	$1,277	$1,277	$0	$0	$0	$2,554	$292	$0	$2,846
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	$1,277	$1,277	$0	$0	$0	$2,554	$701	$0	$3,255
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	**$1,277**	**$1,277**	**$0**	**$0**	**$0**	**$2,554**	**$701**	**$0**	**$3,255**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	26.3	141.1	256.0	256.0	256.0	26.3	256.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$26.3**	**$141.1**	**$256.0**	**$256.0**	**$256.0**	**$26.3**	**$256.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$1,253**	**$1,253**	**$0**	**$0**	**$2,506**
Increase/(Decrease)	$24	$24	$0	$0	$48
% change	*1.9%*	*1.9%*	*n/a*	*n/a*	*1.9%*

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By:** **PGM**

Light Rail Transit Initiative **Project #:** **2180**

PRIORITY:

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$270	$270	$270	$270	$0	$1,080	$270	$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**	**$0**	**$1,080**	**$270**	**$0**	**$1,350**

FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	270	270	270	270	0	1,080	270	0	1,350
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$270	$270	$270	$270	$0	$1,080	$270	$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**	**$0**	**$1,080**	**$270**	**$0**	**$1,350**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$270**	**$270**	**$270**	**$270**	**$1,080**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

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 2014
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 2187

Sidewalk Improvement Program

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:

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

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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									
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	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	13.8	27.5	41.3	55.0	68.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$13.8**	**$27.5**	**$41.3**	**$55.0**	**$68.8**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$153**	**$153**	**$153**	**$153**	**$612**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:

To be determined.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 2178

Billingsley Road Safety Improvements

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$128	$170	$170	$0	$468	$140	$0	$608
Land & ROW	0	75	100	100	0	275	0	0	275
Construction	0	2,625	3,500	3,500	0	9,625	0	0	9,625
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	38	51	51	0	140	6	0	146
Inspection	0	45	60	60	0	165	0	0	165
Miscellaneous	0	8	10	10	0	28	7	0	35
Contingency	0	82	110	110	0	302	0	0	302
Total Outlay	**$0**	**$3,001**	**$4,001**	**$4,001**	**$0**	**$11,003**	**$153**	**$0**	**$11,156**

FINANCING SOURCES									
Bonds	$0	$3,001	$4,001	$4,001	$0	$11,003	$153	$0	$11,156
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	$0	$3,001	$4,001	$4,001	$0	$11,003	$153	$0	$11,156
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	**$0**	**$3,001**	**$4,001**	**$4,001**	**$0**	**$11,003**	**$153**	**$0**	**$11,156**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	13.8	13.8	283.7	643.5	1,003.4	13.8	1,003.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$13.8**	**$13.8**	**$283.7**	**$643.5**	**$1,003.4**	**$13.8**	**$1,003.4**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$4,001**	**$4,001**	**$4,001**	**$12,003**
Increase/(Decrease)	$0	($1,000)	$0	$0	($1,000)
% change	*n/a*	*-25.0%*	*0.0%*	*0.0%*	*-8.3%*

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Bridge Replacement Program **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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	191	0	0	0	191	0	0	191
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	10	0	0	0	10	4	0	14
Inspection	0	19	0	0	0	19	0	0	19
Miscellaneous	0	19	0	0	0	19	9	0	28
Contingency	0	23	0	0	0	23	9	0	32
Total Outlay	**$0**	**$262**	**$0**	**$0**	**$0**	**$262**	**$153**	**$0**	**$415**
FINANCING SOURCES									
Bonds	$0	$158	$0	$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	$158	$0	$0	$0	$158	$108	$0	$266
Federal	0	104	0	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**	**$262**	**$0**	**$0**	**$0**	**$262**	**$153**	**$0**	**$415**

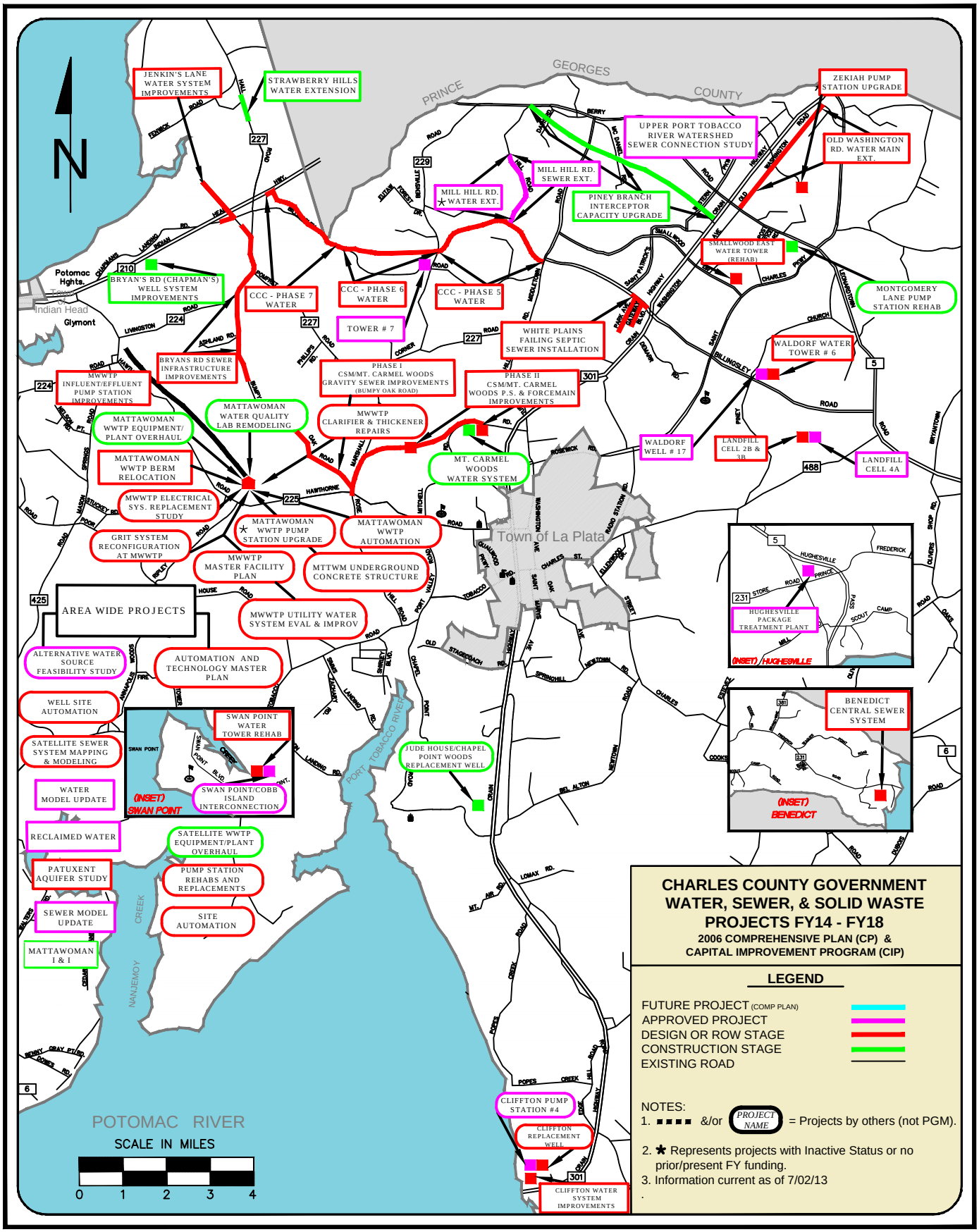
Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	14.2	14.2	14.2	14.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$14.2**	**$14.2**	**$14.2**	**$14.2**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$262**	**$0**	**$0**	**$262**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*n/a*	*0.0%*	*n/a*	*n/a*	*0.0%*

PROJECT IS CONTINGENT UPON SECURING FEDERAL FUNDS.

LOCATION:
Poplar Hill Road just West of Doctor Samuel Mudd Road.


CHARLES COUNTY GOVERNMENT
WATER, SEWER, & SOLID WASTE
PROJECTS FY14 - FY18
2006 COMPREHENSIVE PLAN (CP) &
CAPITAL IMPROVEMENT PROGRAM (CIP)
LEGEND
FUTURE PROJECT (COMP PLAN)
APPROVED PROJECT
DESIGN OR ROW STAGE
CONSTRUCTION STAGE
EXISTING ROAD
NOTES:
1. ■■■■ &/or PROJECT NAME = Projects by others (not PGM).
2. ★ Represents projects with Inactive Status or no prior/present FY funding.
3. Information current as of 7/02/13
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JENKIN'S LANE WATER SYSTEM IMPROVEMENTS
STRAWBERRY HILLS WATER EXTENSION
ZEKIAH PUMP STATION UPGRADE
UPPER PORT TOBACCO RIVER WATERSHED SEWER CONNECTION STUDY
OLD WASHINGTON RD. WATER MAIN EXT.
MILL HILL RD. SEWER EXT.
MILL HILL RD. ★ WATER EXT.
PINEY BRANCH INTERCEPTOR CAPACITY UPGRADE
SMALLWOOD EAST WATER TOWER (REHAB)
BRYAN'S RD (CHAPMAN'S) WELL SYSTEM IMPROVEMENTS
CCC - PHASE 7 WATER
CCC - PHASE 6 WATER
CCC - PHASE 5 WATER
MONTGOMERY LANE PUMP STATION REHAB
TOWER # 7
WHITE PLAINS FAILING SEPTIC SEWER INSTALLATION
WALDORF WATER TOWER # 6
BRYANS RD SEWER INFRASTRUCTURE IMPROVEMENTS
MWWTP INFLUENT/EFFLUENT PUMP STATION IMPROVEMENTS
PHASE I CSM/MT. CARMEL WOODS GRAVITY SEWER IMPROVEMENTS (BUMPY OAK ROAD)
PHASE II CSM/MT. CARMEL WOODS P.S. & FORCEMAIN IMPROVEMENTS
MATTAWOMAN WATER QUALITY LAB REMODELING
MATTAWOMAN WWTP EQUIPMENT/ PLANT OVERHAUL
MWWTP CLARIFIER & THICKENER REPAIRS
WALDORF WELL # 17
LANDFILL CELL 2B & 3B
LANDFILL CELL 4A
MATTAWOMAN WWTP BERM RELOCATION
MT. CARMEL WOODS WATER SYSTEM
MWWTP ELECTRICAL SYS. REPLACEMENT STUDY
MATTAWOMAN WWTP PUMP STATION UPGRADE
MATTAWOMAN WWTP AUTOMATION
GRIT SYSTEM RECONFIGURATION AT MWWTP
MWWTP MASTER FACILITY PLAN
MTTWM UNDERGROUND CONCRETE STRUCTURE
AREA WIDE PROJECTS
MWWTP UTILITY WATER SYSTEM EVAL & IMPROV
ALTERNATIVE WATER SOURCE FEASIBILITY STUDY
AUTOMATION AND TECHNOLOGY MASTER PLAN
WELL SITE AUTOMATION
SWAN POINT WATER TOWER REHAB
SATELLITE SEWER SYSTEM MAPPING & MODELING
JUDE HOUSE/CHAPEL POINT WOODS REPLACEMENT WELL
WATER MODEL UPDATE
SWAN POINT/COBB ISLAND INTERCONNECTION
(INSET) SWAN POINT
RECLAIMED WATER
SATELLITE WWTP EQUIPMENT/PLANT OVERHAUL
PATUXENT AQUIFER STUDY
PUMP STATION REHABS AND REPLACEMENTS
SEWER MODEL UPDATE
SITE AUTOMATION
MATTAWOMAN I & I
CLIFFTON PUMP STATION #4
CLIFFTON REPLACEMENT WELL
CLIFFTON WATER SYSTEM IMPROVEMENTS
HUGHESVILLE PACKAGE TREATMENT PLANT
(INSET) HUGHESVILLE
BENEDICT CENTRAL SEWER SYSTEM
(INSET) BENEDICT
Town of La Plata
Indian Head
Glymont
Potomac Hghts.
PRINCE GEORGES COUNTY
POTOMAC RIVER
PORT TOBACCO RIVER
NANJEMOY CREEK
SCALE IN MILES
0 1 2 3 4

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

WATER SUMMARY

The County owns, maintains and constructs central water systems located throughout the County. New systems are built to accommodate growth, and often, developer contributions for part of the system are dedicated to the County. Infrastructure as a result of new growth is financed by a capital charge, referred to as a "connection fee," and collected from the home builder. Other capital costs for renovations, rehabilitations, and improvements to service existing customers are recovered through user fee revenues and/or special assessment assessed per household.

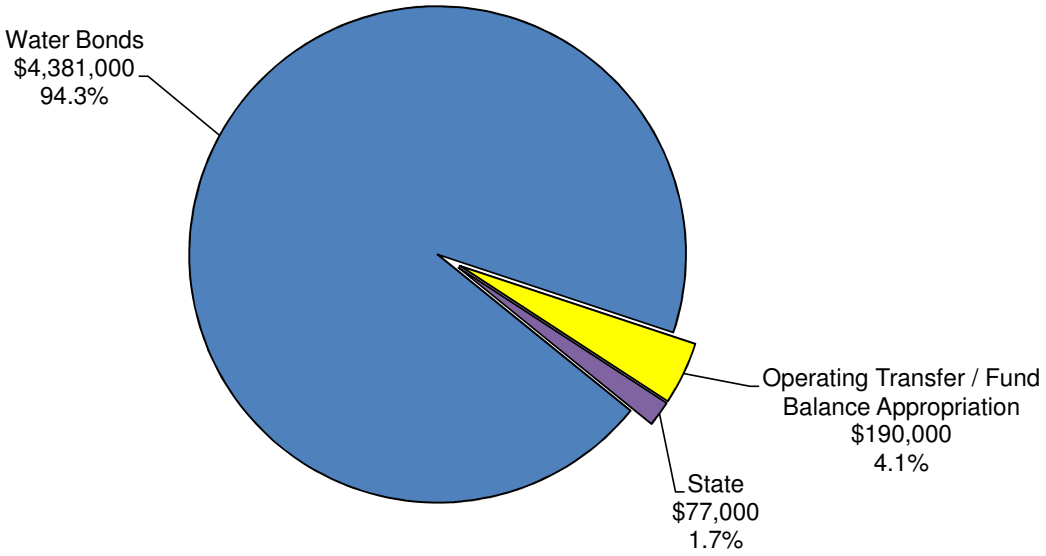
EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$1,053	$992	$690	$706	$389	$3,830	$3,521	$437	$7,787
Land & ROW	0	0	0	0	0	0	182	0	182
Construction	3,059	2,125	2,016	1,477	1,624	10,299	3,180	12,646	26,124
Equipment	155	54	56	58	61	383	711	0	1,093
Administration	137	115	88	51	57	447	226	653	1,326
Inspection	237	196	192	238	250	1,112	217	1,559	2,888
Miscellaneous	5	10	11	0	0	26	68	0	94
Contingency	3	35	36	3	4	81	178	4	263
Total Outlay	**$4,648**	**$3,526**	**$3,087**	**$2,533**	**$2,384**	**$16,177**	**$8,281**	**$15,299**	**$39,757**
FINANCING SOURCES									
Bonds	$4,381	$3,028	$2,656	$2,494	$2,342	$14,900	$7,729	$15,265	$37,894
Fund Balance Appropriation	0	0	0	0	0	0	3	0	3
Operating Transfer	190	219	227	39	42	717	399	34	1,150
Total County Funding	4,571	3,247	2,883	2,533	2,384	15,617	8,131	15,299	39,047
Federal	0	0	0	0	0	0	0	0	0
State	77	279	204	0	0	560	150	0	710
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$4,648**	**$3,526**	**$3,087**	**$2,533**	**$2,384**	**$16,177**	**$8,281**	**$15,299**	**$39,757**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	782.5	1,165.3	1,452.9	1,728.3	1,997.1	782.4	3,119.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$782.4**	**$1,165.4**	**$1,452.9**	**$1,832.5**	**$1,353.6**	**$782.4**	**$3,119.5**
Increase to Water User Fee:	**30.5¢**	**45.5¢**	**55.9¢**	**62.1¢**	**72.3¢**	**33.4¢**	**104.3¢**

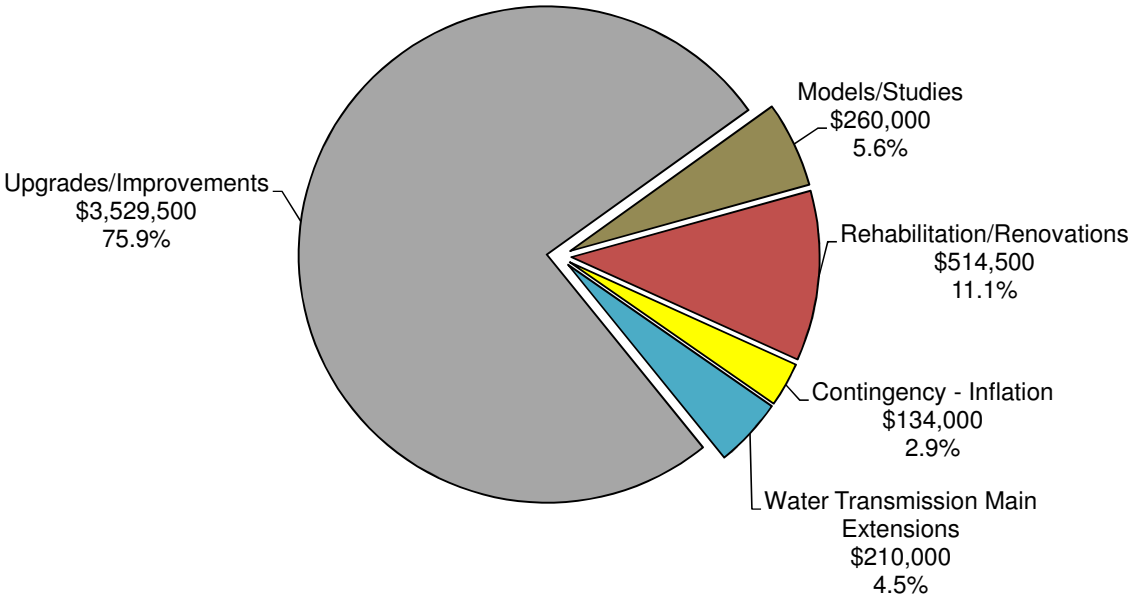
VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$2,866**	**$1,902**	**$1,592**	**$1,450**	**$7,810**
Increase/(Decrease)	$1,782	$1,624	$1,495	$1,083	$5,983
% change	*62.2%*	*85.4%*	*93.9%*	*74.7%*	*76.6%*

FY14 Water Financing Sources
Total $4,648,000

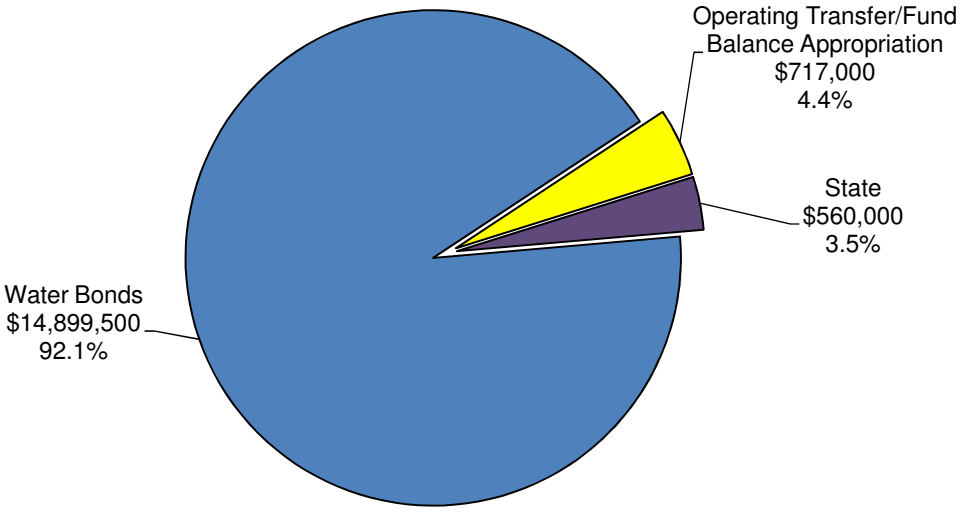


FY14 Water Projects by Type
Total $4,648,000



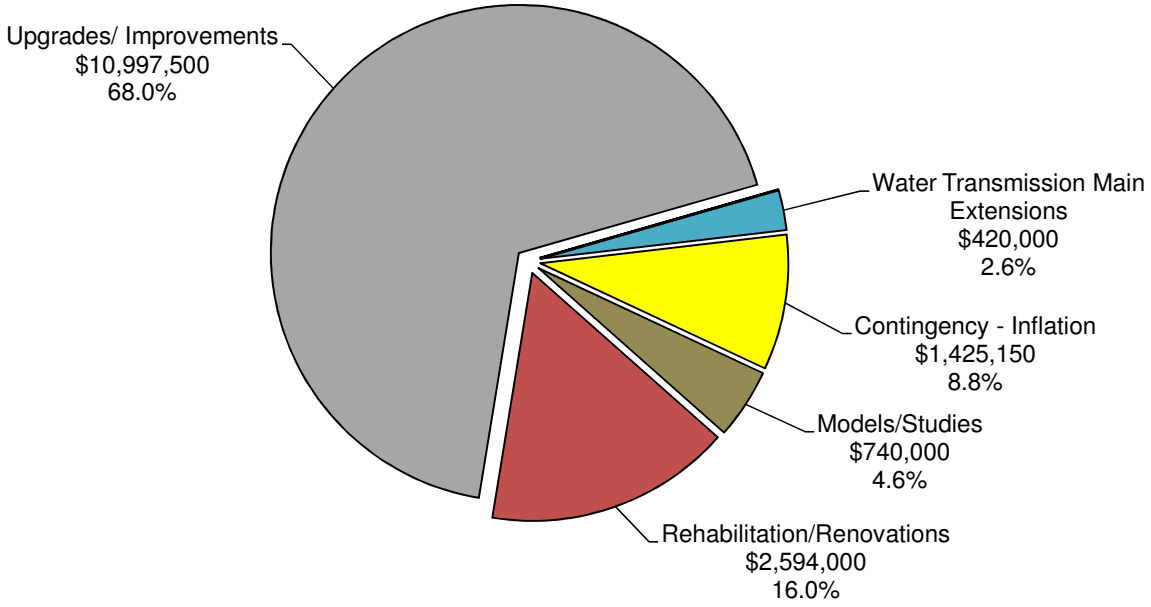
Included in upgrades/improvements are improvements to the Cliffton & Benedict Water Systems, Well Site Automations, Satellite Facilities Upgrades, White Plains South Water Line Improvements and the creation of a Automation and Technology Master Plan.

FY14-FY18 Water Financing Sources
Total $16,176,500



Financing the debt service associated with bonds for water projects is recovered primarily from water customer connection and user fees.

FY14-FY18 Water Projects by Type
Total $16,176,650



Included in upgrades/improvements are improvements to the Cliffton & Benedict Water Systems, Well Site Automations, Satellite Facilities Upgrades, White Plains South Water Line Improvements and the creation of a Automation and Technology Master Plan.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Water User** 100% **Requested By:** **DPW**

Well Site Automation **Water Connection** 0% **Project #:** **6097**

Work includes installation of control equipment to automate various well sites to include, but are not limited to the following: 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, Cliffton #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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$15	$10	$0	$0	$0	$25	$0	$0	$25
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	150	100	0	0	0	250	0	0	250
Equipment	0	0	0	0	0	0	0	0	0
Administration	7	6	0	0	0	13	0	0	13
Inspection	15	10	0	0	0	25	0	0	25
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$187**	**$126**	**$0**	**$0**	**$0**	**$313**	**$0**	**$0**	**$313**
FINANCING SOURCES									
Bonds (15 Year)	$187	$126	$0	$0	$0	$313	$0	$0	$313
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	$187	$126	$0	$0	$0	$313	$0	$0	$313
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	**$187**	**$126**	**$0**	**$0**	**$0**	**$313**	**$0**	**$0**	**$313**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	15.1	25.7	25.7	25.7	25.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$15.1**	**$25.7**	**$25.7**	**$25.7**	**$25.7**
Increase to Water User Fee:	**0.0¢**	**0.7¢**	**1.1¢**	**1.1¢**	**1.1¢**	**1.1¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$198**	**$133**	**$0**	**$0**	**$331**
Increase/(Decrease)	($11)	($7)	$0	$0	($18)
% change	*-5.6%*	*-5.3%*	*n/a*	*n/a*	*-5.4%*

LOCATION:

See sites listed in description

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Cliffton Water System Improvements

Water User	**50%**	**Requested By:**	**DPW**
Water Connection	**50%**	**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.

FISCAL NOTE: Project is needed regardless of new connections to address pressure and capacity issues.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	95	0	0	0	0	$95	$416	$0	$511
Land & ROW	0	0	0	0	0	0	82	0	82
Construction	966	0	0	0	0	966	309	0	1,275
Equipment	0	0	0	0	0	0	0	0	0
Administration	38	0	0	0	0	38	48	0	86
Inspection	95	0	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	**$1,194**	**$0**	**$0**	**$0**	**$0**	**$1,194**	**$966**	**$0**	**$2,160**

FINANCING SOURCES									
Bonds (15 Year)	$1,194	$0	$0	$0	$0	$1,194	$966	$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	$1,194	$0	$0	$0	$0	$1,194	$966	$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	**$1,194**	**$0**	**$0**	**$0**	**$0**	**$1,194**	**$966**	**$0**	**$2,160**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	78.0	174.5	174.5	174.5	174.5	78.0	174.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$78.0**	**$174.5**	**$174.5**	**$174.5**	**$174.5**	**$78.0**	**$174.5**
Increase to Water User Fee:	**1.7¢**	**3.8¢**	**3.8¢**	**3.7¢**	**3.6¢**	**1.7¢**	**3.6¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$1,194**	**$0**	**$0**	**$0**	**$1,194**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*n/a*	*n/a*	*n/a*	*0.0%*

LOCATION:
Cliffton, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Underground Infrastructure Repairs

Water User	**100%**	**Requested By:**	**DPW**
Water Connection	**0%**	**Project #:**	**6098**

Excavate and replace corroded bonnet bolts on underground valves in Lexington, Wexford, and other areas of the County. The bolts are only 11 years old but have already begun to fail because stainless steel was not used in the original construction. Also need to excavate and replace corroded steel service saddles in Pinefield which are approaching 40 years of service life. These have begun to fail and repairing them only as breaks occur results in unscheduled outages, unplanned emergency repair work involving larger excavations, and more extensive restoration, all of which are far more costly.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$315	$315
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	500	500	500	500	500	2,500	0	3,150	5,650
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	3	3	3	15	0	332	347
Inspection	0	0	0	0	0	0	0	315	315
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$503**	**$503**	**$503**	**$503**	**$503**	**$2,515**	**$0**	**$4,112**	**$6,627**
FINANCING SOURCES									
Bonds (15 Year)	$503	$503	$503	$503	$503	$2,515	$0	$4,112	$6,627
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$503	$503	$503	$503	$503	$2,515	$0	$4,112	$6,627
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$503**	**$503**	**$503**	**$503**	**$503**	**$2,515**	**$0**	**$4,112**	**$6,627**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	40.6	82.8	126.4	171.7	586.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$40.6**	**$82.8**	**$126.4**	**$171.7**	**$586.8**
Increase to Water User Fee:	**0.0¢**	**1.8¢**	**3.6¢**	**5.4¢**	**7.2¢**	**24.1¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$328**	**$328**	**$458**	**$458**	**$1,572**
Increase/(Decrease)	$175	$175	$45	$45	$440
% change	*53.4%*	*53.4%*	*9.8%*	*9.8%*	*28.0%*

LOCATION:
Development District

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Benedict Water System Improvements

Water User	**100%**	**Requested By:**	**DPW**
Water Connection	**0%**	**Project #:**	**6099**

Project includes replacement of Benedict well due to arsenic levels and the purchase of a generator to ensure uninterrupted service in the case of a power outage. The deteriorated hydro-pneumatic and ground storage tanks will also be replaced at Benedict and St. Francis well sites.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$75	$0	$0	$0	$0	$75	$0	$0	$75
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	325	275	0	0	0	600	0	0	600
Equipment	100	0	0	0	0	100	0	0	100
Administration	15	10	0	0	0	25	0	0	25
Inspection	35	0	0	0	0	35	0	0	35
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$550**	**$285**	**$0**	**$0**	**$0**	**$835**	**$0**	**$0**	**$835**

FINANCING SOURCES									
Bonds (15 Year)	$550	$285	$0	$0	$0	$835	$0	$0	$835
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	$550	$285	$0	$0	$0	$835	$0	$0	$835
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	**$550**	**$285**	**$0**	**$0**	**$0**	**$835**	**$0**	**$0**	**$835**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	44.4	68.3	68.3	68.3	68.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$44.4**	**$68.3**	**$68.3**	**$68.3**	**$68.3**
Increase to Water User Fee:	**0.0¢**	**1.9¢**	**2.9¢**	**2.9¢**	**2.9¢**	**2.8¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$286**	**$0**	**$0**	**$286**
Increase/(Decrease)	$550	($1)	$0	$0	$549
% change	*new*	*-0.3%*	*n/a*	*n/a*	*192.0%*

LOCATION:
Benedict, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ 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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$27	$27	$27	$27	$27	$135	$193	$27	$355
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	7	4	31
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	24	3	42
Total Outlay	**$34**	**$34**	**$34**	**$34**	**$34**	**$170**	**$223**	**$34**	**$427**

FINANCING SOURCES									
Bonds (15 Year)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	34	34	34	34	34	170	223	34	427
Total County Funding	$34	$34	$34	$34	$34	$170	$223	$34	$427
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**	**$223**	**$34**	**$427**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.8¢**	**0.0¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$34**	**$34**	**$34**	**$34**	**$136**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Patuxent Aquifer Study

Water User	**0%**	**Requested By:**	**PGM**
Water Connection	**100%**	**Project #:**	**6085**

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.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$75	$0	$0	$0	$0	$75	$224	$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	5	0	0	0	0	5	34	0	39
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	**$80**	**$0**	**$0**	**$0**	**$0**	**$80**	**$1,593**	**$0**	**$1,673**

FINANCING SOURCES									
Bonds (15 Year)	$0	$0	$0	$0	$0	$0	$1,440	$0	$1,440
Fund Balance Appropriation	0	0	0	0	0	0	3	0	3
Operating Transfer	5	0	0	0	0	5	0	0	5
Total County Funding	$5	$0	$0	$0	$0	$5	$1,443	$0	$1,448
Federal	0	0	0	0	0	0	0	0	0
State	75	0	0	0	0	75	150	0	225
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$80**	**$0**	**$0**	**$0**	**$0**	**$80**	**$1,593**	**$0**	**$1,673**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	116.3	116.3	116.3	116.3	116.3	116.3	116.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$116.3**	**$116.3**	**$116.3**	**$116.3**	**$116.3**	**$116.3**	**$116.3**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$78**	**$0**	**$0**	**$0**	**$78**
Increase/(Decrease)	$2	$0	$0	$0	$2
% change	*2.6%*	*n/a*	*n/a*	*n/a*	*2.6%*

LOCATION:
Development District

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Various County Water Studies

Water User	**0%**	**Requested By:**	**PGM**
Water Connection	**100%**	**Project #:**	**6091**

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.

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$75	$75	$75	$0	$0	$225	$150	$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	0	0	30	18	0	48
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	4	4	4	0	0	12	8	0	20
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$89**	**$89**	**$89**	**$0**	**$0**	**$267**	**$176**	**$0**	**$443**
FINANCING SOURCES									
Bonds (15 Year)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	89	89	89	0	0	267	176	0	443
Total County Funding	$89	$89	$89	$0	$0	$267	$176	$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**	**$0**	**$0**	**$267**	**$176**	**$0**	**$443**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$89**	**$89**	**$89**	**$0**	**$267**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*n/a*	*0.0%*

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Waldorf/Chapel Pt. Water System
Interconnection Feasibility Study

Water User	**100%**	**Requested By:**	**PGM**
Water Connection	**0%**	**Project #:**	**6100**

Perform a study to analyze the feasibility of connecting the Waldorf water system to Chapel Point water system. The interconnection of the two water systems will provide a reliable water supply to the southern portion of the County.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$50	$75	$75	$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	6	7	7	0	0	20	0	0	20
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	1	1	0	0	3	0	0	3
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$57**	**$83**	**$83**	**$0**	**$0**	**$223**	**$0**	**$0**	**$223**
FINANCING SOURCES									
Bonds (15 Year)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	57	83	83	0	0	223	0	0	223
Total County Funding	$57	$83	$83	$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:	0	0	0	0	0	0	0	0	0
Total Funding	**$57**	**$83**	**$83**	**$0**	**$0**	**$223**	**$0**	**$0**	**$223**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Water User Fee:	**2.5¢**	**3.6¢**	**3.6¢**	**0.0¢**	**0.0¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$57	$83	$83	$0	$223
% change	*new*	*new*	*new*	*n/a*	*new*

LOCATION:
Waldorf & Chapel Point

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
White Plains South Water Line Improvements

Water User	**0%**	**Requested By:**	**PGM**
Water Connection	**100%**	**Project #:**	

Design and construction of a 12" water line along Marshall Corner Road from US 301 to Pickeral Street to begin a loop to the southern portion of the Waldorf System.

NOTE: Project is contingent on Residents securing Grant funding.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$0	$150	$0	$0	$0	$150	$0	$0	$150
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	300	300	0	0	600	0	0	600
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	26	18	0	0	44	0	0	44
Inspection	0	18	18	0	0	36	0	0	36
Miscellaneous	0	5	5	0	0	10	0	0	10
Contingency	0	30	30	0	0	60	0	0	60
Total Outlay	**$0**	**$529**	**$371**	**$0**	**$0**	**$900**	**$0**	**$0**	**$900**
FINANCING SOURCES									
Bonds (15 Year)	$0	$267	$188	$0	$0	$454	$0	$0	$454
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$267	$188	$0	$0	$454	$0	$0	$454
Federal	0	0	0	0	0	0	0	0	0
State	0	263	184	0	0	446	0	0	446
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$529**	**$371**	**$0**	**$0**	**$900**	**$0**	**$0**	**$900**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	22.3	38.6	38.6	38.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$22.3**	**$38.6**	**$38.6**	**$38.6**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$0	$529	$371	$0	$900
% change	*n/a*	*new*	*new*	*n/a*	*new*

LOCATION:
Marshall Corner Road to Pickeral Street

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: | **Water User** 50% | **Requested By:** DPW
Water Connection 50% | **Project #:** 6101

South County Water Transmission Main

Interconnection of the Waldorf Water System with satellite water systems in the southern region of the County to continue to provide a healthy, sustainable water supply. This project will also help control rising costs associated with operating and maintaining multiple small satellite community water systems once the interconnection is completed.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$200	$200	$0	$0	$0	$400	$0	$0	$400
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	6,750	6,750
Equipment	0	0	0	0	0	0	0	0	0
Administration	10	10	0	0	0	20	0	173	193
Inspection	0	0	0	0	0	0	0	900	900
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$210**	**$210**	**$0**	**$0**	**$0**	**$420**	**$0**	**$7,823**	**$8,243**

FINANCING SOURCES									
Bonds (15 Year)	$210	$210	$0	$0	$0	$420	$0	$7,823	$8,243
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	$210	$210	$0	$0	$0	$420	$0	$7,823	$8,243
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	**$210**	**$210**	**$0**	**$0**	**$0**	**$420**	**$0**	**$7,823**	**$8,243**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	17.0	34.6	34.6	34.6	738.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$17.0**	**$34.6**	**$34.6**	**$34.6**	**$738.2**
Increase to Water User Fee:	**0.0¢**	**0.4¢**	**0.7¢**	**0.7¢**	**0.7¢**	**15.2¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$210	$210	$0	$0	$420
% change	*new*	*new*	*n/a*	*n/a*	*new*

LOCATION:
Southern portion of the County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Satellite Water Facility Upgrades

Water User	**100%**	**Requested By:**	**DPW**
Water Connection	**0%**	**Project #:**	**6093**

To provide necessary upgrades to various satellite water facilities that include, but are not limited to the following: Install generator with automatic transfer switch for power distribution system reliability at the following sites: Swan Point, Bel Alton, Newtown Village, Mariellen, Ellenwood, St. Anne's, electrical/mechanical equipment replacement at Swan Pt. Wells #1 & #2, Newtown Village, and coating replacement at Chapel Pt. Woods standpipe.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$85	$55	$55	$55	$55	$305	$45	$0	$350
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	575	375	375	375	375	2,075	420	0	2,495
Equipment	0	0	0	0	0	0	0	0	0
Administration	18	13	13	13	13	70	27	0	97
Inspection	85	55	55	55	55	305	45	0	350
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$763**	**$498**	**$498**	**$498**	**$498**	**$2,755**	**$537**	**$0**	**$3,292**

FINANCING SOURCES									
Bonds (15 Year)	$763	$498	$498	$498	$498	$2,755	$537	$0	$3,292
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	$763	$498	$498	$498	$498	$2,755	$537	$0	$3,292
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	**$763**	**$498**	**$498**	**$498**	**$498**	**$2,755**	**$537**	**$0**	**$3,292**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	43.4	105.0	146.7	190.0	234.7	43.4	279.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$43.4**	**$105.0**	**$146.7**	**$190.0**	**$234.7**	**$43.4**	**$279.5**
Increase to Water User Fee:	**1.9¢**	**4.6¢**	**6.3¢**	**8.1¢**	**9.8¢**	**1.9¢**	**11.5¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$763	$498	$498	$498	$2,257
% change	*new*	*new*	*new*	*new*	*new*

LOCATION:
Various locations, see description above

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Automation & Technology Master Plan

Water User	**50.0%**	**Requested By:**	**DPW**
Water Connection		**Project #:**	**6081**
Sewer User	**50.0%**		
Sewer Connection			

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 the Department of Public Works - Utilities to accomplish its functions even in periods of growth without adding field staff and to make more efficient use of the resources currently available. Additional facility control, instrumentation, and communication improvements have been determined necessary through further evaluation and design of the SCADA system than originally scoped resulting in an overall project increase.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$650	$675	$780	$1,055	$475	$3,635	$4,986	$0	$8,621
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	885	885	1,285	800	800	4,655	2,731	0	7,386
Equipment	100	100	100	100	100	500	1,421	0	1,921
Administration	36	40	50	48	37	211	177	0	388
Inspection	0	200	200	300	300	1,000	200	0	1,200
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$1,671**	**$1,900**	**$2,415**	**$2,303**	**$1,712**	**$10,001**	**$9,515**	**$0**	**$19,516**
FINANCING SOURCES									
Bonds (10 Year)	$1,655	$1,884	$2,415	$2,303	$1,712	$9,969	$9,497	$0	$19,466
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$1,655	$1,884	$2,415	$2,303	$1,712	$9,969	$9,497	$0	$19,466
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%	16	16	0	0	0	32	18	0	50
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$1,671**	**$1,900**	**$2,415**	**$2,303**	**$1,712**	**$10,001**	**$9,515**	**$0**	**$19,516**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	1,085.1	1,274.2	1,495.1	1,785.5	2,069.4	1,085.1	2,280.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$1,085.1**	**$1,274.2**	**$1,495.1**	**$1,785.5**	**$2,069.4**	**$1,085.1**	**$2,280.5**
Increase to Water User Fee:	24.1¢	27.9¢	32.2¢	37.9¢	43.2¢	24.1¢	46.9¢
Increase to Sewer User Fee:	26.0¢	30.0¢	34.6¢	40.7¢	46.5¢	26.0¢	50.4¢
Combined Fee Increase:	**50.1¢**	**57.9¢**	**66.8¢**	**78.6¢**	**89.7¢**	**50.1¢**	**97.3¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$1,506**	**$1,506**	**$1,506**	**$1,331**	**$5,849**
Increase/(Decrease)	$165	$394	$909	$972	$2,440
% change	*11.0%*	*26.2%*	*60.4%*	*73.0%*	*41.7%*

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
MWWTP Lab Renovation

Water User	**50.0%**	**Requested By:**	**DPW**
Water Connection	**0.0%**	**Project #:**	**6087**
Sewer User	**50.0%**		
Sewer Connection	**0.0%**		

Renovation of the lab to expand space to accommodate testing equipment and increase safety within the working environment. This request is based on estimates from Department of Public Works- Facilities. FY2014 funding will cover the replacement of bench tops, sinks, and fixtures.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**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	20	0	0	0	120	140	50	0	190
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	0	0	0	15	18	7	0	25
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	**$23**	**$0**	**$0**	**$0**	**$135**	**$158**	**$57**	**$0**	**$215**

FINANCING SOURCES									
Bonds (15 Year)	$21	$0	$0	$0	$125	$146	$52	$0	$198
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	$21	$0	$0	$0	$125	$146	$52	$0	$198
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	2	0	0	0	10	12	5	0	17
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$23**	**$0**	**$0**	**$0**	**$135**	**$158**	**$57**	**$0**	**$215**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	4.2	5.9	5.9	5.9	5.9	4.2	17.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$4.2**	**$5.9**	**$5.9**	**$5.9**	**$5.9**	**$4.2**	**$17.1**
Increase to Water User Fee:	0.1¢	0.1¢	0.1¢	0.1¢	0.1¢	0.1¢	0.4¢
Increase to Sewer User Fee:	0.1¢	0.1¢	0.1¢	0.1¢	0.1¢	0.1¢	0.4¢
Combined Fee Increase:	**0.2¢**	**0.3¢**	**0.3¢**	**0.3¢**	**0.3¢**	**0.2¢**	**0.7¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$135**	**$0**	**$0**	**$135**
Increase/(Decrease)	$23	($135)	$0	$0	($112)
% change	*new*	*-100.0%*	*n/a*	*n/a*	*-83.0%*

LOCATION:
MWWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014

($ in thousands)

SEWER SUMMARY

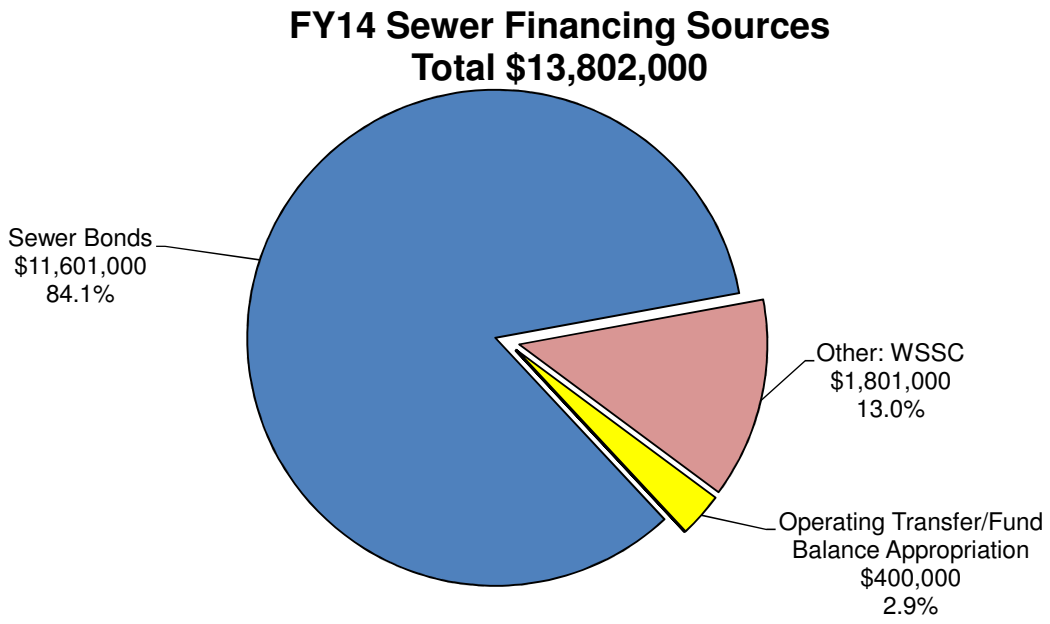
The County owns, operates, maintains, and constructs central sewer systems located throughout the county. These facilities consist of several small package treatment plants and a regional twenty million gallons per day plant. Similar to the water infrastructure, capital cost associated with additional 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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$3,101	$1,891	$1,679	$1,695	$1,608	$9,974	$8,094	$976	$19,044
Land & ROW	160	21	133	23	24	361	656	26	1,043
Construction	8,953	13,530	11,828	8,154	10,566	53,029	7,987	6,738	67,753
Equipment	52	667	1,109	58	61	1,946	2,785	0	4,730
Administration	536	585	561	411	503	2,595	459	383	3,437
Inspection	623	1,107	960	724	915	4,328	965	242	5,535
Miscellaneous	44	39	36	40	48	207	51	34	292
Contingency	334	300	263	224	273	1,394	120	286	1,800
Total Outlay	**$13,802**	**$18,139**	**$16,567**	**$11,329**	**$13,997**	**$73,833**	**$21,116**	**$8,685**	**$103,633**
FINANCING SOURCES									
Bonds	$11,601	$15,770	$14,378	$10,015	$12,460	$64,223	$17,289	$7,098	$88,609
Fund Balance Appropriation	242	0	0	0	0	242	0	0	242
Operating Transfer	158	216	43	46	47	510	197	39	746
Total County Funding	$12,001	$15,986	$14,421	$10,061	$12,507	$64,975	$17,495	$7,137	$89,606
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	216	0	216
Other: WSSC	1,801	2,153	2,146	1,268	1,490	8,858	2,686	1,548	13,092
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$13,802**	**$18,139**	**$16,567**	**$11,329**	**$13,997**	**$73,833**	**$21,116**	**$8,685**	**$103,633**

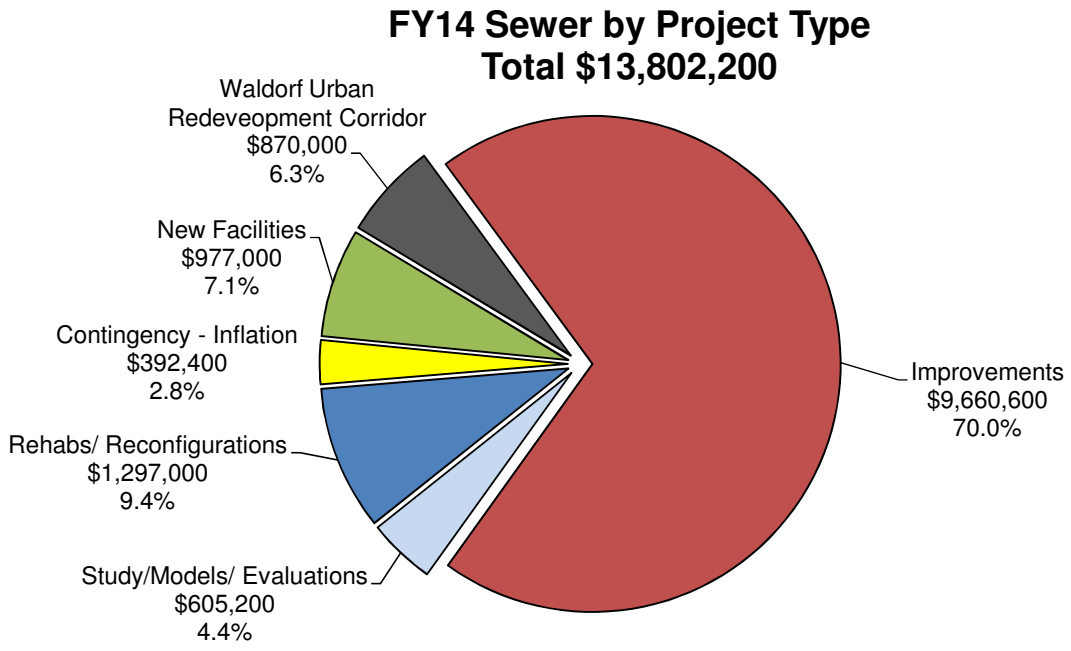
Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	68.7
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$68.7**
Debt Service: Bonds	1,280.2	2,056.3	3,182.8	4,289.2	5,114.2	1,280.2	5,780.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$1,280.2**	**$2,056.2**	**$3,183.0**	**$4,289.5**	**$5,114.2**	**$1,280.2**	**$5,848.9**
Increase to Sewer User Fee:	**51.0¢**	**75.7¢**	**1.0¢**	**1.4¢**	**1.6¢**	**45.3¢**	**1.9¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$16,741**	**$18,638**	**$5,989**	**$7,250**	**$48,618**
Increase/(Decrease)	($2,939)	($500)	$10,578	$4,079	$11,218
% change	*-17.6%*	*-2.7%*	*176.6%*	*56.3%*	*23.1%*

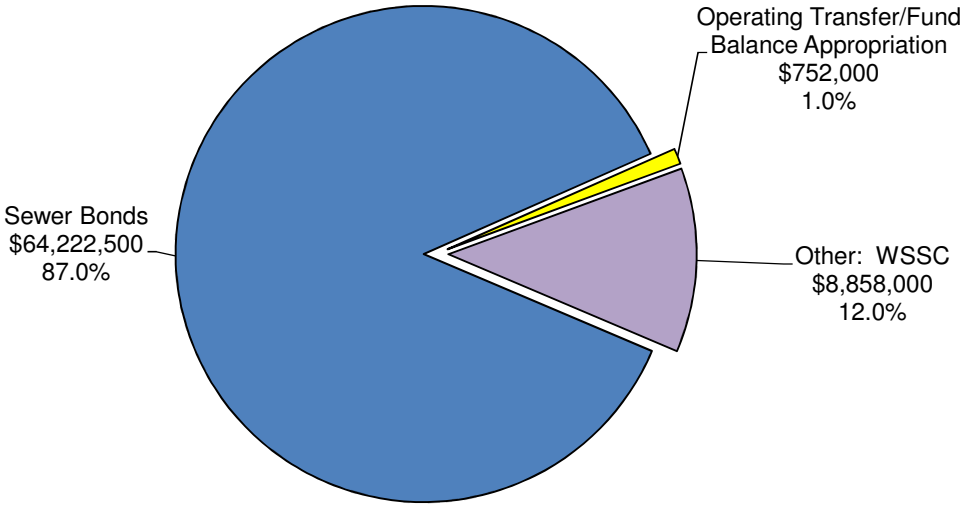


Financing the debt service associated with bonds for sewer projects is recovered primarily from sewer customer connection and user fees.

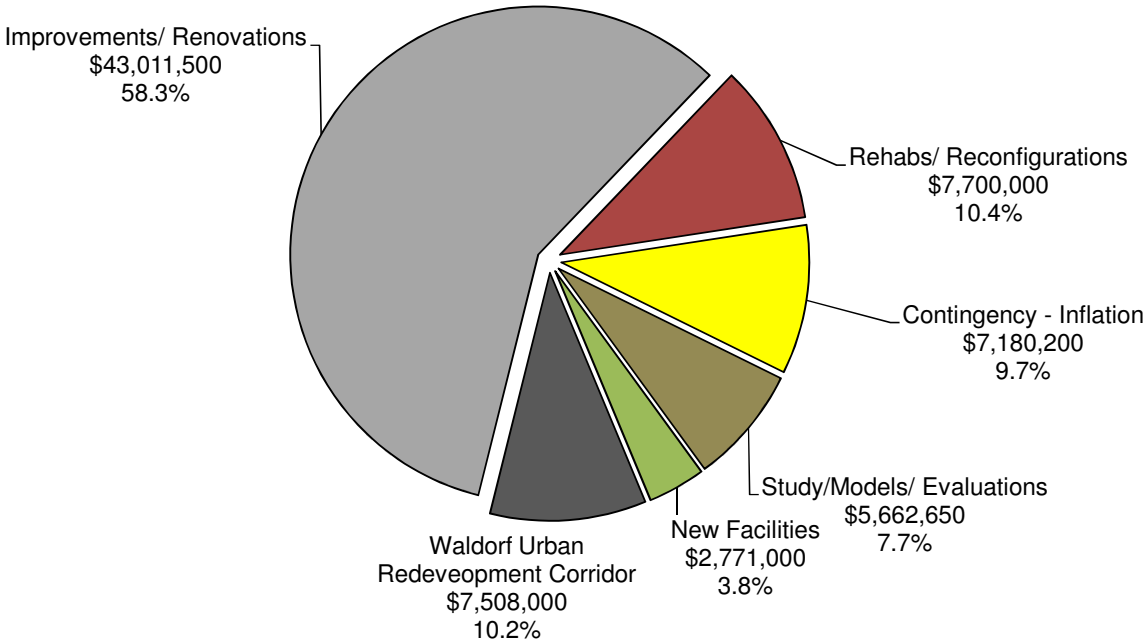


Improvements include funding for Influent and Effluent Pump Stations, Mattawoman Automation, Mattawoman Infiltration and Inflow, Mattawoman Lab, Mattawoman Electrical System, Satellite Wastewater Facilities, Mattawoman Clarifier and Thickener, Cobb Island/Swan Point Interconnection, Cliffton Pump Station #4, Marshall Hall Road Gravity Sewer, Piney Branch Sewer (Upper Reaches) and the creation of an Automation and Technology Master Plan.

FY14-FY18 Sewer Financing Sources
Total $73,832,500



FY14-FY18 Sewer Projects by Type
Total $73,833,350



Improvements includes various improvements at the Mattawoman WWTP and various other locations.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Influent/Effluent Pump Station**

Sewer User	**55%**	**Requested By:**	**PGM**
Sewer Connection	**45%**	**Project #:**	**7063**

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, so it is time to replace them, 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.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$100	$40	$0	$0	$0	$140	$819	$0	$959
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,163	1,082	0	0	0	3,245	2,190	0	5,435
Equipment	0	0	0	0	0	0	860	0	860
Administration	116	60	0	0	0	176	76	0	252
Inspection	65	32	0	0	0	97	155	0	252
Miscellaneous	22	11	0	0	0	33	5	0	38
Contingency	216	108	0	0	0	324	0	0	324
Total Outlay	**$2,682**	**$1,333**	**$0**	**$0**	**$0**	**$4,015**	**$4,105**	**$0**	**$8,120**

FINANCING SOURCES									
Bonds (30 Year)	$2,280	$1,133	$0	$0	$0	$3,413	$2,688	$0	$6,101
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	$2,280	$1,133	$0	$0	$0	$3,413	$2,688	$0	$6,101
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	216	0	216
Other: WSSC @ 15%	402	200	0	0	0	602	473	0	1,075
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$2,682**	**$1,333**	**$0**	**$0**	**$0**	**$4,015**	**$4,105**	**$0**	**$8,120**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	146.1	270.1	335.6	335.6	335.6	146.1	335.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$146.1**	**$270.1**	**$335.6**	**$335.6**	**$335.6**	**$146.1**	**$335.6**
Increase to Sewer User Fee:	**3.8¢**	**7.0¢**	**8.6¢**	**8.4¢**	**8.3¢**	**3.8¢**	**8.2¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$2,427**	**$1,216**	**$0**	**$0**	**$3,643**
Increase/(Decrease)	$255	$117	$0	$0	$372
% change	*10.5%*	*9.6%*	*n/a*	*n/a*	*10.2%*

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
MWWTP Electrical System Replacement

Sewer User	55%	**Requested By:**	**DPW**
Sewer Connection	45%	**Project #:**	**7078**

Design and construct the replacement needs of the existing electrical system and implement the required upgrades to include but not limited to wiring, control panels, relays, backup power, 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 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$45	$125	$120	$0	$0	$290	$606	$0	$896
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	550	1,050	650	0	0	2,250	0	0	2,250
Equipment	0	575	950	0	0	1,525	0	0	1,525
Administration	16	43	39	0	0	98	29	0	127
Inspection	45	125	120	0	0	290	0	0	290
Miscellaneous	0	0	0	0	0	0	15	0	15
Contingency	0	0	0	0	0	0	17	0	17
Total Outlay	**$656**	**$1,918**	**$1,879**	**$0**	**$0**	**$4,453**	**$667**	**$0**	**$5,120**

FINANCING SOURCES									
Bonds (15 Year)	$558	$1,630	$1,597	$0	$0	$3,785	$567	$0	$4,352
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	$558	$1,630	$1,597	$0	$0	$3,785	$567	$0	$4,352
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	98	288	282	0	0	668	100	0	768
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$656**	**$1,918**	**$1,879**	**$0**	**$0**	**$4,453**	**$667**	**$0**	**$5,120**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	45.8	90.9	227.4	366.1	366.1	45.8	366.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$45.8**	**$90.9**	**$227.4**	**$366.1**	**$366.1**	**$45.8**	**$366.1**
Increase to Sewer User Fee:	**1.2¢**	**2.4¢**	**5.8¢**	**9.2¢**	**9.0¢**	**1.2¢**	**8.9¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$1,415**	**$3,129**	**$0**	**$0**	**$4,544**
Increase/(Decrease)	($759)	($1,211)	$1,879	$0	($91)
% change	*-53.6%*	*-38.7%*	*new*	*n/a*	*-2.0%*

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ 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 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$125	$175	$175	$0	$0	$475	$0	$0	$475
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	10	45	45	0	0	100	19	0	119
Inspection	0	175	175	0	0	350	350	0	700
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$135**	**$2,145**	**$2,145**	**$0**	**$0**	**$4,425**	**$369**	**$0**	**$4,794**

FINANCING SOURCES									
Bonds (30 Year)	$115	$1,823	$1,823	$0	$0	$3,761	$314	$0	$4,075
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	$115	$1,823	$1,823	$0	$0	$3,761	$314	$0	$4,075
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	20	322	322	0	0	664	55	0	719
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$135**	**$2,145**	**$2,145**	**$0**	**$0**	**$4,425**	**$369**	**$0**	**$4,794**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	15.0	20.5	113.5	212.6	212.6	15.0	212.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$15.0**	**$20.5**	**$113.5**	**$212.6**	**$212.6**	**$15.0**	**$212.6**
Increase to Sewer User Fee:	**0.4¢**	**0.5¢**	**2.9¢**	**5.3¢**	**5.3¢**	**0.4¢**	**5.2¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$2,136**	**$2,136**	**$0**	**$0**	**$4,272**
Increase/(Decrease)	($2,001)	$9	$2,145	$0	$153
% change	*-93.7%*	*0.4%*	*new*	*n/a*	*3.6%*

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Mattawoman Infiltration and Inflow

Sewer User	**55%**	**Requested By:**	**PGM**
Sewer Connection	**45%**	**Project #:**	**7074**

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.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$400	$400	$400	$400	$600	$2,200	$2,704	$600	$5,504
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,100	1,800	2,300	2,300	2,400	10,900	2,675	2,400	15,975
Equipment	0	0	0	0	0	0	0	0	0
Administration	128	113	138	138	153	670	108	153	931
Inspection	63	54	69	69	72	327	225	72	624
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$2,691**	**$2,367**	**$2,907**	**$2,907**	**$3,225**	**$14,097**	**$5,712**	**$3,225**	**$23,034**
FINANCING SOURCES									
Bonds (30 Year)	$1,678	$1,476	$1,813	$1,813	$2,011	$8,791	$4,156	$2,011	$14,958
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	$1,678	$1,476	$1,813	$1,813	$2,011	$8,791	$4,156	$2,011	$14,958
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 37.65%	1,013	891	1,094	1,094	1,214	5,306	1,556	1,214	8,076
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$2,691**	**$2,367**	**$2,907**	**$2,907**	**$3,225**	**$14,097**	**$5,712**	**$3,225**	**$23,034**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	198.6	278.7	354.0	452.6	557.5	198.6	790.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$198.6**	**$278.7**	**$354.0**	**$452.6**	**$557.5**	**$198.6**	**$790.1**
Increase to Sewer User Fee:	**5.2¢**	**7.2¢**	**9.0¢**	**11.4¢**	**13.8¢**	**5.2¢**	**19.2¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$2,737**	**$2,437**	**$2,937**	**$2,937**	**$11,048**
Increase/(Decrease)	($46)	($70)	($30)	($30)	($176)
% change	*-1.7%*	*-2.9%*	*-1.0%*	*-1.0%*	*-1.6%*

LOCATION:
Mattawoman Sewer Service Area

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ 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 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$125	$175	$175	$0	$0	$475	$525	$0	$1,000
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	250	650	650	0	0	1,550	725	0	2,275
Equipment	0	0	0	0	0	0	1,214	0	1,214
Administration	15	25	25	0	0	65	35	0	100
Inspection	85	115	115	0	0	315	0	0	315
Miscellaneous	0	0	0	0	0	0	1	0	1
Contingency	0	0	0	0	0	0	46	0	46
Total Outlay	**$475**	**$965**	**$965**	**$0**	**$0**	**$2,405**	**$2,546**	**$0**	**$4,951**

FINANCING SOURCES									
Bonds (15 Year)	$404	$820	$820	$0	$0	$2,044	$2,164	$0	$4,208
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	$404	$820	$820	$0	$0	$2,044	$2,164	$0	$4,208
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	71	145	145	0	0	361	382	0	743
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$475**	**$965**	**$965**	**$0**	**$0**	**$2,405**	**$2,546**	**$0**	**$4,951**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	174.8	207.4	276.1	347.3	347.3	174.8	347.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$174.8**	**$207.4**	**$276.1**	**$347.3**	**$347.3**	**$174.8**	**$347.3**
Increase to Sewer User Fee:	**4.6¢**	**5.4¢**	**7.0¢**	**8.7¢**	**8.6¢**	**4.6¢**	**8.4¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$998**	**$998**	**$0**	**$0**	**$1,996**
Increase/(Decrease)	($523)	($33)	$965	$0	$409
% change	*-52.4%*	*-3.3%*	*new*	*n/a*	*20.5%*

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Pump Station Rehabs and Replacements

Sewer User	**100%**	**Requested By:**	**DPW**
Sewer Connection	**0%**	**Project #:**	**7097**

Rehabilitation at various wastewater pumping facilities to update to current standards and replace aged equipment/infrastructure that include, but are not limited to the following: Strawberry Hills P.S., Theodore Green Blvd. P.S., Checkers P.S., Thomas Stone P.S., Indian Head Manor P.S., Ryon Woods P.S., Rt. 925B P.S., St. Charles P.S. #5A, and Pinefield P.S. Forcemain.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$145	$125	$134	$275	$325	$1,004	$150	$134	$1,288
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	975	525	675	1,625	1,875	5,675	375	675	6,725
Equipment	0	0	0	0	0	0	0	0	0
Administration	28	19	21	46	53	167	25	29	221
Inspection	149	79	101	245	280	854	120	68	1,042
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$1,297**	**$748**	**$931**	**$2,191**	**$2,533**	**$7,700**	**$670**	**$906**	**$9,276**

FINANCING SOURCES									
Bonds (15 Year)	$1,297	$748	$931	$2,191	$2,533	$7,700	$670	$906	$9,276
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	$1,297	$748	$931	$2,191	$2,533	$7,700	$670	$906	$9,276
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$1,297**	**$748**	**$931**	**$2,191**	**$2,533**	**$7,700**	**$670**	**$906**	**$9,276**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	54.1	158.9	221.5	302.4	499.4	54.1	808.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$54.1**	**$158.9**	**$221.5**	**$302.4**	**$499.4**	**$54.1**	**$808.7**
Increase to Sewer User Fee:	**2.6¢**	**7.5¢**	**10.3¢**	**13.8¢**	**22.4¢**	**2.6¢**	**35.8¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$1,211**	**$730**	**$906**	**$906**	**$3,753**
Increase/(Decrease)	$86	$18	$25	$1,285	$1,414
% change	*7.1%*	*2.5%*	*2.8%*	*141.8%*	*37.7%*

LOCATION:
Various pumping stations countywide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Satellite Wastewater Facility Upgrades

Sewer User	**100%**	**Requested By:**	**DPW**
Sewer Connection	**0%**	**Project #:**	**7098**

To provide necessary upgrades to various satellite pumping stations and treatment plant facilities that include, but are not limited to the following: Replacement of generator and automatic transfer switch at Cobb Island Pumping Station to maintain power distribution reliability. Install asphalt access drives that will replace failing gravel drives at Strawberry Hills P.S., Cliffton Pumping Station #2, Cliffton 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. Rehabilitation of Wisteria P.S., Bachelors Hope P.S., Cuckolds Creek P.S., Bath House P.S., and Cliffton WWTP.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$95	$55	$55	$55	$55	$315	$60	$0	$375
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	635	375	375	375	375	2,135	150	0	2,285
Equipment	0	0	0	0	0	0	0	0	0
Administration	20	13	13	13	13	72	8	0	80
Inspection	95	55	55	55	55	315	0	0	315
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$845**	**$498**	**$498**	**$498**	**$498**	**$2,837**	**$218**	**$0**	**$3,055**
FINANCING SOURCES									
Bonds (15 Year)	$845	$498	$498	$498	$498	$2,837	$218	$0	$3,055
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	$845	$498	$498	$498	$498	$2,837	$218	$0	$3,055
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	**$845**	**$498**	**$498**	**$498**	**$498**	**$2,837**	**$218**	**$0**	**$3,055**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	17.6	85.9	127.6	170.8	215.6	17.6	260.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$17.6**	**$85.9**	**$127.6**	**$170.8**	**$215.6**	**$17.6**	**$260.4**
Increase to Sewer User Fee:	**0.8¢**	**4.0¢**	**5.9¢**	**7.8¢**	**9.7¢**	**0.8¢**	**11.5¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$333**	**$428**	**$298**	**$298**	**$1,357**
Increase/(Decrease)	$512	$70	$200	$200	$982
% change	*153.8%*	*16.4%*	*67.1%*	*67.1%*	*72.4%*

LOCATION:
Various Sites-see description

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
MWWTP Clarifier and Thickener Repairs

Sewer User	**55%**	**Requested By:**	**DPW**
Sewer Connection	**45%**	**Project #:**	**7093**

Gravity Thickeners #1 & #2, Secondary Clarifiers #5 & #6, 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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$35	$35	$35	$0	$0	$105	$15	$0	$120
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	570	525	525	0	0	1,620	450	0	2,070
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	15	15	0	0	45	18	0	63
Inspection	35	35	35	0	0	105	15	0	120
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$655**	**$610**	**$610**	**$0**	**$0**	**$1,875**	**$498**	**$0**	**$2,373**

FINANCING SOURCES									
Bonds (30 Year)	$557	$518	$518	$0	$0	$1,593	$423	$0	$2,016
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	$557	$518	$518	$0	$0	$1,593	$423	$0	$2,016
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	98	92	92	0	0	282	75	0	357
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$655**	**$610**	**$610**	**$0**	**$0**	**$1,875**	**$498**	**$0**	**$2,373**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	20.2	46.8	73.2	101.4	101.4	20.2	101.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$20.2**	**$46.8**	**$73.2**	**$101.4**	**$101.4**	**$20.2**	**$101.4**
Increase to Sewer User Fee:	**0.5¢**	**1.2¢**	**1.9¢**	**2.5¢**	**2.5¢**	**0.5¢**	**2.5¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$345**	**$0**	**$0**	**$0**	**$345**
Increase/(Decrease)	$310	$610	$610	$0	$1,530
% change	*89.7%*	*new*	*new*	*n/a*	*443.3%*

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Cobb Island/Swan Point Interconnection

Sewer User	**50%**	**Requested By:**	**DPW**
Sewer Connection	**50%**	**Project #:**	**7100**

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 septics within the service area.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$275	$75	$0	$0	$0	$350	$0	$0	$350
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	145	1,250	0	0	0	1,395	0	0	1,395
Equipment	0	0	0	0	0	0	0	0	0
Administration	11	28	0	0	0	39	0	0	39
Inspection	22	110	0	0	0	132	0	0	132
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$453**	**$1,463**	**$0**	**$0**	**$0**	**$1,916**	**$0**	**$0**	**$1,916**
FINANCING SOURCES									
Bonds (30 Year)	$453	$1,463	$0	$0	$0	$1,916	$0	$0	$1,916
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	$453	$1,463	$0	$0	$0	$1,916	$0	$0	$1,916
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	**$453**	**$1,463**	**$0**	**$0**	**$0**	**$1,916**	**$0**	**$0**	**$1,916**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	21.6	96.3	96.3	96.3	96.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$21.6**	**$96.3**	**$96.3**	**$96.3**	**$96.3**
Increase to Sewer User Fee:	**0.0¢**	**0.5¢**	**2.2¢**	**2.2¢**	**2.2¢**	**2.1¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$294**	**$1,384**	**$0**	**$0**	**$1,678**
Increase/(Decrease)	$159	$79	$0	$0	$238
% change	*54.1%*	*5.7%*	*n/a*	*n/a*	*14.2%*

LOCATION:
Cobb Island, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: **Sewer User** 55% **Requested By:** DPW

MWWTP Utility Water System **Sewer Connection** 45% **Project #:** 7101

Evaluation & Improvement

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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$55	$25	$0	$0	$0	$80	$30	$0	$110
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	375	0	0	0	375	0	0	375
Equipment	0	0	0	0	0	0	0	0	0
Administration	6	12	0	0	0	18	5	0	23
Inspection	0	35	0	0	0	35	0	0	35
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	14	0	14
Total Outlay	**$61**	**$447**	**$0**	**$0**	**$0**	**$508**	**$49**	**$0**	**$557**
FINANCING SOURCES									
Bonds (30 Year)	$52	$380	$0	$0	$0	$432	$42	$0	$474
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$52	$380	$0	$0	$0	$432	$42	$0	$474
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	9	67	0	0	0	76	7	0	83
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$61**	**$447**	**$0**	**$0**	**$0**	**$508**	**$49**	**$0**	**$557**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	2.0	4.5	23.9	23.9	23.9	2.0	23.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$2.0**	**$4.5**	**$23.9**	**$23.9**	**$23.9**	**$2.0**	**$23.9**
Increase to Sewer User Fee:	**0.1¢**	**0.1¢**	**0.6¢**	**0.6¢**	**0.6¢**	**0.1¢**	**0.6¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$62**	**$198**	**$0**	**$0**	**$260**
Increase/(Decrease)	($1)	$249	$0	$0	$248
% change	*-1.6%*	*125.8%*	*n/a*	*n/a*	*95.4%*

LOCATION:

Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
MWWTP Biosolids Feasibility Study

Sewer User	**100%**	**Requested By:**	**DPW**
Sewer Connection	**0%**	**Project #:**	**7099**

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.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$125	$0	$0	$0	$0	$125	$93	$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	10	0	0	0	0	10	7	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	**$135**	**$0**	**$0**	**$0**	**$0**	**$135**	**$100**	**$0**	**$235**
FINANCING SOURCES									
Bonds (15 Year)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	115	0	0	0	0	115	85	0	200
Total County Funding	$115	$0	$0	$0	$0	$115	$85	$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%	20	0	0	0	0	20	15	0	35
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$135**	**$0**	**$0**	**$0**	**$0**	**$135**	**$100**	**$0**	**$235**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Sewer User Fee:	**5.5¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**4.1¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$135**	**$0**	**$0**	**$0**	**$135**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*n/a*	*n/a*	*n/a*	*0.0%*

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Sewer Model Update

Sewer User	**55%**	**Requested By:**	**PGM**
Sewer Connection	**45%**	**Project #:**	**7091**

Update the current County Sewer Model by including newly installed sewer utilities and verifying system stability and identify deficiencies.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$30	$30	$30	$30	$30	$150	$90	$30	$270
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	10	5	40
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	12	4	36
Total Outlay	**$39**	**$39**	**$39**	**$39**	**$39**	**$195**	**$112**	**$39**	**$346**
FINANCING SOURCES									
Bonds (30 Year)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	39	39	39	39	39	195	112	39	346
Total County Funding	$39	$39	$39	$39	$39	$195	$112	$39	$346
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**	**$112**	**$39**	**$346**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Sewer User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**1.0¢**	**0.0¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$39**	**$39**	**$39**	**$39**	**$156**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*0.0%*	*0.0%*	*0.0%*	*0.0%*	*0.0%*

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Cliffton Pump Station #4

Sewer User	**100%**	**Requested By:**	**DPW**
Sewer Connection	**0%**	**Project #:**	**7102**

Cliffton 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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$85	$25	$0	$0	$0	$110	$0	$0	$110
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	515	0	0	0	515	0	0	515
Equipment	0	0	0	0	0	0	0	0	0
Administration	6	15	0	0	0	21	0	0	21
Inspection	0	50	0	0	0	50	0	0	50
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$91**	**$605**	**$0**	**$0**	**$0**	**$696**	**$0**	**$0**	**$696**

FINANCING SOURCES									
Bonds (15 Year)	$91	$605	$0	$0	$0	$696	$0	$0	$696
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	$605	$0	$0	$0	$696	$0	$0	$696
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	**$91**	**$605**	**$0**	**$0**	**$0**	**$696**	**$0**	**$0**	**$696**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	7.3	58.0	58.0	58.0	0.0	58.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$7.3**	**$58.0**	**$58.0**	**$58.0**	**$0.0**	**$58.0**
Increase to Sewer User Fee:	**0.0¢**	**0.3¢**	**2.7¢**	**2.6¢**	**2.6¢**	**0.0¢**	**2.6¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$92**	**$577**	**$669**
Increase/(Decrease)	$91	$605	($92)	($577)	$27
% change	*new*	*new*	*-100.0%*	*-100.0%*	*4.0%*

LOCATION:
Cliffton Pump Station

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Mattawoman WWTP Berm Relocation

Sewer User	**0%**	**Requested By:**	**PGM**
Sewer Connection	**100%**	**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 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**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	313	550	863	31	550	1,444
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	18	18	36	12	18	66
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	17	17	34	0	17	51
Contingency	0	0	0	24	55	79	31	55	165
Total Outlay	**$0**	**$0**	**$0**	**$372**	**$640**	**$1,012**	**$589**	**$640**	**$2,241**

FINANCING SOURCES									
Bonds (30 Year)	$0	$0	$0	$372	$640	$1,012	$589	$640	$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	$372	$640	$1,012	$589	$640	$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**	**$372**	**$640**	**$1,012**	**$589**	**$640**	**$2,241**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Approp. thru FY13**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	28.1	28.1	28.1	28.1	49.7	28.1	123.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$28.1**	**$28.1**	**$28.1**	**$28.1**	**$49.7**	**$28.1**	**$123.7**
Increase to Sewer User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$372**	**$372**
Increase/(Decrease)	$0	$0	$0	$0	$0
% change	*n/a*	*n/a*	*n/a*	*0.0%*	*0.0%*

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME: | **Sewer User** 0% | **Requested By:** PGM
Upper Port Tobacco River Watershed | **Sewer Connection** 100% | **Project #:** 7103

Sewer Connection Study

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 septics 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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$200	$0	$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	13	0	0	0	0	13	0	0	13
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	2	0	0	0	0	2	0	0	2
Contingency	20	0	0	0	0	20	0	0	20
Total Outlay	**$235**	**$0**	**$0**	**$0**	**$0**	**$235**	**$0**	**$0**	**$235**

FINANCING SOURCES									
Bonds (30 Year)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	235	0	0	0	0	235	0	0	235
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$235	$0	$0	$0	$0	$235	$0	$0	$235
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	**$235**	**$0**	**$0**	**$0**	**$0**	**$235**	**$0**	**$0**	**$235**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Sewer User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$223**	**$0**	**$0**	**$0**	**$223**
Increase/(Decrease)	$12	$0	$0	$0	$12
% change	*5.4%*	*n/a*	*n/a*	*n/a*	*5.4%*

LOCATION:
Port Tobacco, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Hughesville Package Treatment Plant

Sewer User	**0%**	**Requested By:**	**PGM**
Sewer Connection	**100%**	**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 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	750	750	0	0	0	1,500	0	0	1,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	38	38	0	0	0	76	15	0	91
Inspection	23	23	0	0	0	46	0	0	46
Miscellaneous	8	8	0	0	0	16	30	0	46
Contingency	75	75	0	0	0	150	0	0	150
Total Outlay	**$894**	**$894**	**$0**	**$0**	**$0**	**$1,788**	**$695**	**$0**	**$2,483**

FINANCING SOURCES									
Bonds (30 Year)	$894	$894	$0	$0	$0	$1,788	$695	$0	$2,483
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$894	$894	$0	$0	$0	$1,788	$695	$0	$2,483
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	**$894**	**$894**	**$0**	**$0**	**$0**	**$1,788**	**$695**	**$0**	**$2,483**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Approp. thru FY13	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	68.7
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$68.7**
Debt Service: Bonds	33.2	75.9	121.5	121.5	121.5	33.2	121.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$33.2**	**$75.9**	**$121.5**	**$121.5**	**$121.5**	**$33.2**	**$190.2**
Increase to Sewer User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**3.0¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$835**	**$0**	**$0**	**$0**	**$835**
Increase/(Decrease)	$59	$894	$0	$0	$953
% change	*7.1%*	*new*	*n/a*	*n/a*	*114.1%*

LOCATION:
Hughesville, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Marshall Hall Road Gravity Sewer

Sewer User	**100%**	**Requested By:**	**PGM**
Sewer Connection	**0%**	**Project #:**	**7105**

Design and construct approximately 1,700 l.f. of ductile iron gravity sewer to replace an existing 15" asbestos cement gravity sewer along Marshall Hall Road from Cannon Park Rd. to 700' north of Mathews Road. The existing sewer has deteriorated due to hydrogen sulfide gases.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$100	$0	$0	$0	$0	$100	$0	$0	$100
Land & ROW	15	0	0	0	0	15	0	0	15
Construction	0	650	750	0	0	1,400	0	0	1,400
Equipment	0	0	0	0	0	0	0	0	0
Administration	9	36	41	0	0	86	0	0	86
Inspection	0	20	23	0	0	43	0	0	43
Miscellaneous	1	7	8	0	0	16	0	0	16
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$125**	**$713**	**$822**	**$0**	**$0**	**$1,660**	**$0**	**$0**	**$1,660**

FINANCING SOURCES									
Bonds (15 Year)	$125	$713	$822	$0	$0	$1,660	$0	$0	$1,660
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	$125	$713	$822	$0	$0	$1,660	$0	$0	$1,660
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	**$125**	**$713**	**$822**	**$0**	**$0**	**$1,660**	**$0**	**$0**	**$1,660**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	10.1	69.8	141.2	141.2	141.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$10.1**	**$69.8**	**$141.2**	**$141.2**	**$141.2**
Increase to Sewer User Fee:	**0.0¢**	**0.5¢**	**3.2¢**	**6.4¢**	**6.3¢**	**6.2¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$125	$713	$822	$0	$1,660
% change	*new*	*new*	*new*	*n/a*	*new*

LOCATION:
ADC MAP 8 (A1) to Map 2 (A12)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Piney Branch Sewer Replacement (Upper Reaches)

Sewer User	**100%**	**Requested By:**	**PGM**
Sewer Connection	**0%**	**Project #:**	**7104**

Design and construction of new gravity sewer to replace approximately 2,500 l.f. of existing 36" gravity from outfall of the existing force main at JP Morgan Court to US301. The existing sewer is deteriorated due to hydrogen sulfide gases.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	20	20	0	0	0	40	0	0	40
Construction	100	500	400	0	0	1,000	0	0	1,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	9	29	23	0	0	61	0	0	61
Inspection	0	16	12	0	0	28	0	0	28
Miscellaneous	2	5	4	0	0	11	0	0	11
Contingency	10	50	40	0	0	100	0	0	100
Total Outlay	**$141**	**$620**	**$479**	**$0**	**$0**	**$1,240**	**$0**	**$0**	**$1,240**

FINANCING SOURCES									
Bonds (15 Year)	$141	$620	$479	$0	$0	$1,240	$0	$0	$1,240
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	$141	$620	$479	$0	$0	$1,240	$0	$0	$1,240
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	**$141**	**$620**	**$479**	**$0**	**$0**	**$1,240**	**$0**	**$0**	**$1,240**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	11.4	63.3	104.9	104.9	104.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$11.4**	**$63.3**	**$104.9**	**$104.9**	**$104.9**
Increase to Sewer User Fee:	**0.0¢**	**0.5¢**	**2.9¢**	**4.8¢**	**4.7¢**	**4.6¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$141	$620	$479	$0	$1,240
% change	*new*	*new*	*new*	*n/a*	*new*

LOCATION:
ADC MAP 10(E4-D3)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Cobb Island Sewer Capacity & Feasibility Study

Sewer User 75%
Sewer Connection 25%

Requested By: PGM
Project #:

Perform a study to analyze the capacity of the existing system and determine the feasibility of incorporating additional areas currently being served by septic systems.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$150	$0	$0	$0	$150	$0	$0	$150
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	0	0	0	12	0	0	12
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	2	0	0	0	2	0	0	2
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$0**	**$164**	**$0**	**$0**	**$0**	**$164**	**$0**	**$0**	**$164**

FINANCING SOURCES									
Bonds (30 Year)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	164	0	0	0	164	0	0	164
Total County Funding	$0	$164	$0	$0	$0	$164	$0	$0	$164
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**	**$164**	**$0**	**$0**	**$0**	**$164**	**$0**	**$0**	**$164**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Sewer User Fee:	**0.0¢**	**5.8¢**	**0.0¢**	**0.0¢**	**0.0¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$0	$164	$0	$0	$164
% change	*n/a*	*new*	*n/a*	*n/a*	*new*

LOCATION:
Cobb Island: ADC MAP 38(E2-H10)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
MD. Route 5 Pump Station Forcemain

Sewer User	**50%**	**Requested By:**	**PGM**
Sewer Connection	**50%**	**Project #:**	**7106**

Design and construct approximately 4,000 l.f. of 10" force main to convert flows from the MD Route 5 Pump Station to the St. Marks Pump Station. When completed, this forcemain will relieve capacity in the Zekiah Pump Station.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$75	$0	$0	$0	$0	$75	$0	$0	$75
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	450	300	0	0	750	0	0	750
Equipment	0	0	0	0	0	0	0	0	0
Administration	7	26	18	0	0	51	0	0	51
Inspection	0	14	9	0	0	23	0	0	23
Miscellaneous	1	5	3	0	0	9	0	0	9
Contingency	0	45	30	0	0	75	0	0	75
Total Outlay	**$83**	**$540**	**$360**	**$0**	**$0**	**$983**	**$0**	**$0**	**$983**
FINANCING SOURCES									
Bonds (30 Year)	$83	$540	$360	$0	$0	$983	$0	$0	$983
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	$83	$540	$360	$0	$0	$983	$0	$0	$983
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	**$83**	**$540**	**$360**	**$0**	**$0**	**$983**	**$0**	**$0**	**$983**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	4.0	31.5	51.1	51.1	51.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$4.0**	**$31.5**	**$51.1**	**$51.1**	**$51.1**
Increase to Sewer User Fee:	**0.0¢**	**0.1¢**	**0.7¢**	**1.2¢**	**1.1¢**	**1.1¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$83	$540	$360	$0	$983
% change	*new*	*new*	*new*	*n/a*	*new*

LOCATION:
ADC MAP 10(K4-H5)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
WURC: Zekiah Pump Station Upgrade

Sewer User	**23%**	**Requested By:**	**PGM**
Sewer Connection	**77%**	**Project #:**	**7107**

Design and construct to expand the capacity of the Zekiah Pumping Station from approximately 3.0 MGD to 10.5 MGD. The developer of Adams Crossing previously expanded the Zekiah Pump Station from 1 MGD to approximately 3.0 MGD. To accomplish this expansion, the existing pump station will be fully replaced. This project is part of the Waldorf Urban Redevelopment Corridor (WURC) initiative.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$200	$0	$0	$0	$0	$200	$0	$0	$200
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	500	500	500	1,500	0	500	2,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	13	0	28	28	28	97	0	28	125
Inspection	6	0	15	15	15	51	0	15	66
Miscellaneous	2	0	5	5	5	17	0	5	22
Contingency	0	0	50	50	50	150	0	50	200
Total Outlay	**$221**	**$0**	**$598**	**$598**	**$598**	**$2,015**	**$0**	**$598**	**$2,613**

FINANCING SOURCES									
Bonds (30 Year)	$221	$0	$598	$598	$598	$2,015	$0	$598	$2,613
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$221	$0	$598	$598	$598	$2,015	$0	$598	$2,613
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$221**	**$0**	**$598**	**$598**	**$598**	**$2,015**	**$0**	**$598**	**$2,613**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	10.6	10.6	43.1	77.7	146.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$10.6**	**$10.6**	**$43.1**	**$77.7**	**$146.8**
Increase to Sewer User Fee:	**0.0¢**	**0.1¢**	**0.1¢**	**0.5¢**	**0.8¢**	**1.5¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$221	$0	$598	$598	$1,417
% change	*new*	*n/a*	*new*	*new*	*new*

LOCATION:
ADC MAP 10(H2)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
WURC: Zekiah Pump Station Forcemain

Sewer User	**50%**	**Requested By:**	**PGM**
Sewer Connection	**50%**	**Project #:**	**7108**

Design and construct approximately 7,000 l.f. of 18" force main from Zekiah Pump Station. This project is necessary to accommodate the increased flows generated when the Zekiah Pump Station is upgraded to 10.5 MGD. The new forcemain will run from the existing Zekiah Pump Station along Acton Lane to the intersection of Acton Lane and U.S. Route 301. This project is part of the Waldorf Urban Redevelopment Corridor (WURC) initiative

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$110	$0	$0	$0	$0	$110	$0	$0	$110
Land & ROW	100	0	100	0	0	200	0	0	200
Construction	0	0	500	500	1,000	2,000	0	500	2,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	14	0	33	28	53	128	0	28	156
Inspection	6	0	18	15	30	69	0	13	82
Miscellaneous	2	0	5	5	10	22	0	5	27
Contingency	0	0	50	50	50	150	0	50	200
Total Outlay	**$232**	**$0**	**$706**	**$598**	**$1,143**	**$2,679**	**$0**	**$596**	**$3,275**

FINANCING SOURCES									
Bonds (30 Year)	$232	$0	$706	$598	$1,143	$2,679	$0	$596	$3,275
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	$232	$0	$706	$598	$1,143	$2,679	$0	$596	$3,275
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	**$232**	**$0**	**$706**	**$598**	**$1,143**	**$2,679**	**$0**	**$596**	**$3,275**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	11.1	11.1	49.5	84.1	184.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$11.1**	**$11.1**	**$49.5**	**$84.1**	**$184.6**
Increase to Sewer User Fee:	**0.0¢**	**0.3¢**	**0.3¢**	**1.1¢**	**1.9¢**	**4.1¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$232	$0	$706	$598	$1,536
% change	*new*	*n/a*	*new*	*new*	*new*

LOCATION:
ADC MAP 10(H2)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
WURC: Zekiah Interceptor Sewer Upgrades

Sewer User	**50%**	**Requested By:**	**PGM**
Sewer Connection	**50%**	**Project #:**	**7109**

Design and construct approximately 6,500 l.f. of 36" Gravity sewer to provide additional capacity in the sewer system to serve the future development of the Zekiah service area as part of the Waldorf Urban Redevelopment Corridor (WURC) initiative.

EXPENSE BUDGET	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**5-Year Total '14-'18**	**Approp. thru FY13**	**Beyond FY 2018**	**Project Total**
Architectural & Engineering	$360	$0	$0	$0	$0	$360	$0	$0	$360
Land & ROW	20	0	20	20	20	80	0	20	100
Construction	0	0	650	650	650	1,950	0	650	2,600
Equipment	0	0	0	0	0	0	0	0	0
Administration	22	0	37	37	37	133	0	37	170
Inspection	11	0	20	20	20	71	0	20	91
Miscellaneous	4	0	7	7	7	25	0	7	32
Contingency	0	0	65	65	65	195	0	65	260
Total Outlay	**$417**	**$0**	**$799**	**$799**	**$799**	**$2,814**	**$0**	**$799**	**$3,613**

FINANCING SOURCES									
Bonds (30 Year)	$417	$0	$799	$799	$799	$2,814	$0	$799	$3,613
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$417	$0	$799	$799	$799	$2,814	$0	$799	$3,613
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$417**	**$0**	**$799**	**$799**	**$799**	**$2,814**	**$0**	**$799**	**$3,613**

Operating Budget Impact	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**Beyond FY 2018**
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	19.9	19.9	63.4	109.6	202.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$19.9**	**$19.9**	**$63.4**	**$109.6**	**$202.0**
Increase to Sewer User Fee:	**0.0¢**	**0.5¢**	**0.5¢**	**1.4¢**	**2.5¢**	**4.5¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	**FY 2015**	**FY 2016**	**FY 2017**	**TOTAL**
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$417	$0	$799	$799	$2,015
% change	*new*	*n/a*	*new*	*new*	*new*

LOCATION:
ADC MAP 4(D10 to G12)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

PROJECT NAME:
Cliffton WWTP Improvements

Sewer User 100% **Requested By:** DPW
Sewer Connection 0% **Project #:**

Cliffton WWTP was constructed in the 1970's and is in need of equipment overhaul and replacement to improve treatment reliability and operability. Project includes complete evaluation of treatment plant and implementation of recommended improvements.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$0	$0	$0	$175	$75	$250	$0	$0	$250
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	375	875	1,250	0	0	1,250
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	15	25	40	0	0	40
Inspection	0	0	0	56	130	186	0	0	186
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**	**$621**	**$1,105**	**$1,726**	**$0**	**$0**	**$1,726**

FINANCING SOURCES									
Bonds (15 Year)	$0	$0	$0	$621	$1,105	$1,726	$0	$0	$1,726
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	$621	$1,105	$1,726	$0	$0	$1,726
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**	**$621**	**$1,105**	**$1,726**	**$0**	**$0**	**$1,726**

Operating Budget Impact	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Beyond FY 2018
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	55.9	155.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$55.9**	**$155.2**
Increase to Sewer User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**2.5¢**	**6.9¢**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$0**	**$0**	**$0**	**$0**
Increase/(Decrease)	$0	$0	$0	$621	$621
% change	*n/a*	*n/a*	*n/a*	*new*	*new*

LOCATION:
Cliffton, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

LANDFILL SUMMARY

PROJECT NAME: **Requested By: DPW**

Automation & Technology Master Plan - Landfill **Project #:**

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	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	400	0	0	0	400	0	0	400
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	70	0	0	0	70	0	0	70
Total Outlay	**$0**	**$773**	**$0**	**$0**	**$0**	**$773**	**$0**	**$0**	**$773**

FINANCING SOURCES									
Bonds **(10 Year)**	$0	$773	$0	$0	$0	$773	$0	$0	$773
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	$773	$0	$0	$0	$773	$0	$0	$773
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**	**$773**	**$0**	**$0**	**$0**	**$773**	**$0**	**$0**	**$773**

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	**$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	90.6	0.0	0.0	90.6	0.0	69.5	160.1
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**	**$90.6**	**$0.0**	**$0.0**	**$90.6**	**$0.0**	**$69.5**	**$160.1**

VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$0**	**$772**	**$0**	**$0**	**$772**
Increase/(Decrease)	$0	$1	$0	$0	$1
% change	*n/a*	*0.1%*	*n/a*	*n/a*	*0.1%*

LOCATION:

Charles County Landfill

SUMMARY	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	'14-'18
Contingency - Inflation	$0	$51	$0	$0	$0	$51
TOTAL FUND	**$0**	**$824**	**$0**	**$0**	**$0**	**$824**

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2014
($ in thousands)

WATERSHED PROTECTION & RESTORATION FUND SUMMARY

PROJECT NAME: **Requested By: PGM**
Project #: 8019

NPDES Retrofit Projects

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.

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.
The Carrington project is complete. Pinefield, Bryan's Road, Acton-Hamilton, Fox Run, Lancaster, Northwood, Ryon Woods, and White Plains are in design.

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.

EXPENSE BUDGET	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	5-Year Total '14-'18	Approp. thru FY13	Beyond FY 2018	Project Total
Architectural & Engineering	$210	$130	$130	$130	$200	$800	**$198**	$200	$1,198
Land & ROW	1,050	583	583	583	750	3,549	**3,109**	750	7,408
Construction	3,152	1,944	1,944	1,944	2,496	11,480	6,281	2,496	20,257
Equipment	0	0	0	0	0	0	0	0	0
Administration	221	133	133	133	172	792	**122**	172	1,086
Inspection	95	58	58	58	75	344	**102**	75	521
Miscellaneous	44	27	27	27	34	159	0	103	262
Contingency	336	200	200	200	240	1,176	293	34	1,503
Total Outlay	**$5,108**	**$3,075**	**$3,075**	**$3,075**	**$3,967**	**$18,300**	**$10,105**	**$3,830**	**$32,235**
FINANCING SOURCES									
Bonds (30 Year)	$5,108	$3,075	$3,075	$3,075	$3,967	$18,300	$10,105	$3,830	$32,235
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	$5,108	$3,075	$3,075	$3,075	$3,967	$18,300	$10,105	$3,830	$32,235
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	**$5,108**	**$3,075**	**$3,075**	**$3,075**	**$3,967**	**$18,300**	**$10,105**	**$3,830**	**$32,235**
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	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	277.7	167.2	167.2	167.2	779.3	549.4	375.4	1,704.2
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**	**$277.7**	**$167.2**	**$167.2**	**$167.2**	**$779.3**	**$549.4**	**$375.4**	**$1,704.2**
Increase to Annual WPRF fee:	$0.00	$3.79	$2.26	$2.22	$2.19	$10.46	$7.60	$4.85	$22.91

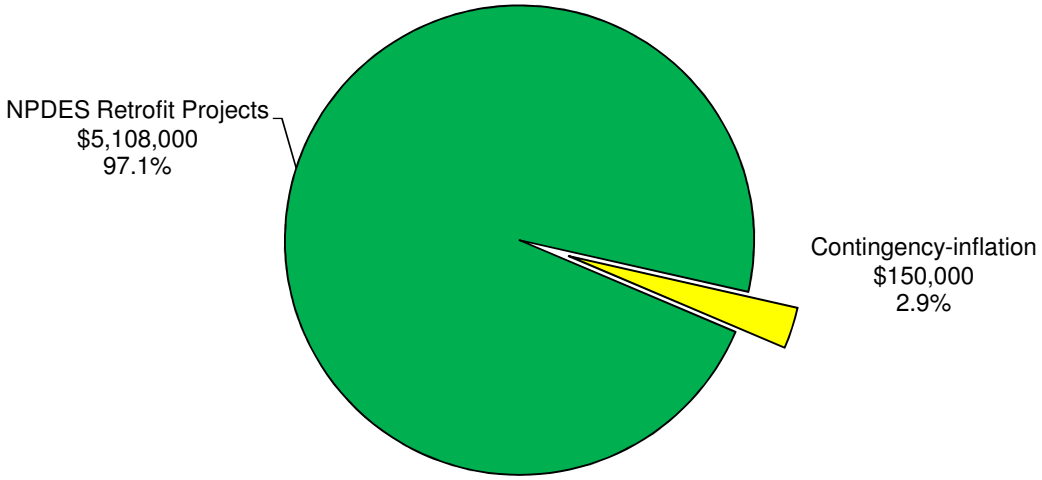
VARIANCE TO APPROVED PER FY13-FY17 CAPITAL IMPROVEMENT PROGRAM:

	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
Approved FY13-FY17 CIP	**$4,993**	**$3,060**	**$3,060**	**$3,061**	**$14,174**
Increase/(Decrease)	$115	$15	$15	$14	$159
% change	*2.3%*	*0.5%*	*0.5%*	*0.5%*	*1.1%*

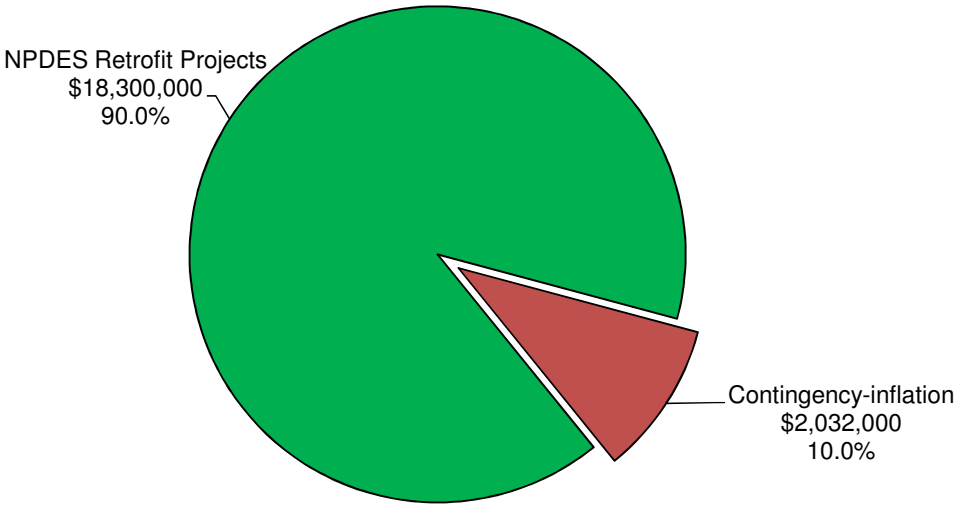
LOCATION:
Charles County Development District- see description

SUMMARY	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	'14-'18
Contingency - Inflation	$150	$202	$333	$488	$859	$2,032
TOTAL FUND	**$5,258**	**$3,277**	**$3,408**	**$3,563**	**$4,826**	**$20,332**

FY14 Watershed Protection and Restoration Fund by Project
Total $5,258,000



FY14-FY18 Watershed Protection and Restoration Fund by Project
Total $20,332,000



The County will continue to seek grant opportunities to aid in funding of Watershed Protection and Restoration projects.

FISCAL YEAR 2012-FY2014
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY12 AMENDED	FY13 AMENDED	FY14 APPROVED
GOVERNMENTAL PROJECTS			
BOARD OF EDUCATION:			
State Shared			
New Elementary School #3	$0	$0	$1,305
St. Charles High School	12,185	24,114	20,793
New Middle School #2	0	(1,935)	0
Mt. Hope/Nanjemoy Full Day K Additions/Renovations	0	(124)	0
Dr. Brown Full Day K Additions/Renovations	0	(139)	
Turner Full Day K Additions/Renovations	0	(593)	0
Indian Head Full Day K Additions/Renovations	0	(357)	0
Middleton Full Day K Additions/Renovations	470	(700)	0
Rooftop Unit/Boiler Replacement at Hanson Middle School	0	(38)	0
Jenifer E.S. Roof/RTU/Boiler Replacement	2,517	365	0
Matula Full Day K Additions/Renovations	0	(100)	0
Matthew Henson Middle School Gym HVAC	0	112	0
Subtotal	$15,172	$20,606	$22,098
Locally Funded, 100%			
Boiler & Chiller Replacement at Mitchell Elementary Schoo	$0	$2,930	$0
Various Maintenance Projects	362	182	46
Dr. Gustavus Brown E.S. RTU/Boiler Replacement	0	0	1,666
F.B. Gwynn Center Roof/Boiler Replacement	0	0	243
McDonough/Craik/Stethem Sewer Connection Fees	0	0	321
Contingency	0	(629)	106
Subtotal	$362	$2,483	$2,382
TOTAL BOARD OF EDUCATION	$15,534	$23,089	$24,480
COLLEGE OF SOUTHERN MARYLAND:			
Inner Campus Program			
Business Building Renovation/Addition	$0	($1,042)	$0
Center for Energy & Trades Training Building	0	0	9,343
Career Education Building Renovation/Addition	0	16,269	1,087
Contingency - Inflation	0	442	313
TOTAL COLLEGE OF SOUTHERN MD	$0	$15,669	$10,743
GENERAL GOVERNMENT:			
Courthouse Expansion	$104	$7	$0
Agricultural Preservation Land Acquisition	300	0	506
Clark Senior Center Addition	36	0	0
Waldorf West Library	(36)	(975)	0
Transfer Pavilion	0	70	0
Various Planning Studies	34	161	166
Detention Center Intake Area	0	166	808
Rural Legacy Program	1,506	(516)	1,511

FISCAL YEAR 2012-FY2014
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY12 AMENDED	FY13 AMENDED	FY14 APPROVED
GENERAL GOVERNMENT:			
Various Maintenance Projects	357	252	367
Tri-County Animal Shelter Improvements	32	279	0
Port Tobacco Historic District Revitalization	0	0	360
Courthouse Renovation	0	315	101
Waldorf Urban Design Study Implementation	171	0	0
Re-engineering of the Radio System	151	0	0
Emergency Dispatch Program Enhancements	13	0	0
Wind Turbine at Crain Memorial Welcome Center	0	23	0
Technology Refresh Project	613	543	0
Automation & Technology Master Plan-Facilities	380	0	608
Message Board	0	200	0
Hughesville Streetscape	0	329	302
Purchase of Developments Rights Programs	0	100	100
Community Services HVAC Improvements	0	438	0
Nanjemoy Community Center Roof Replacement	0	69	0
Detention Center Ceiling Replacement	0	11	0
Parking Lot Improvements	0	233	0
Engineering Plan Digitalization	0	3	53
Benedict Waterfront Village Revitalization	0	494	0
Zekiah Fort Preservation	0	0	900
Multi-Generational Center	0	0	550
Zoning Update (2012 Comprehensive Plan)	0	0	319
Lighting Retrofits	0	0	106
Sheriff's Office Improvements	0	0	396
Sirens for the Development District	0	0	360
Welcome Signage	0	0	42
Detention Center Replacement Door Control System	0	0	249
Contingency - Inflation	(90)	(57)	163
TOTAL GENERAL GOVERNMENT	$3,571	$2,145	$7,967
PARKS:			
Various Pedestrian & Bicycle Facilities	(145)	200	80
Park Repair & Maintenance	250	252	252
Central County Acquisition	1,501	0	0
Smallwood Village Hiker/Biker Trails	30	0	0
Western Parkway Sidewalks Millbrooke to Weymouth	115	0	0
Countywide General Improvements & Maintenance	0	50	0
Contingency - Inflation	30	0	2
TOTAL PARKS	$1,781	$502	$334

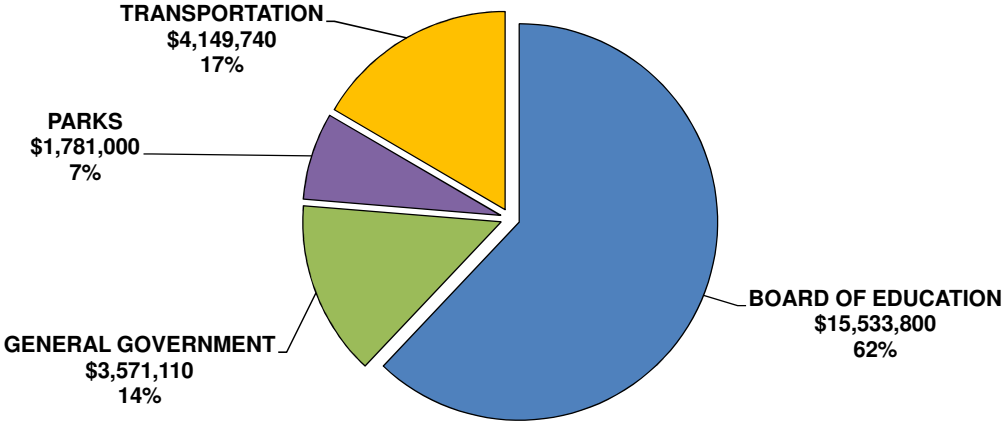
FISCAL YEAR 2012-FY2014
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

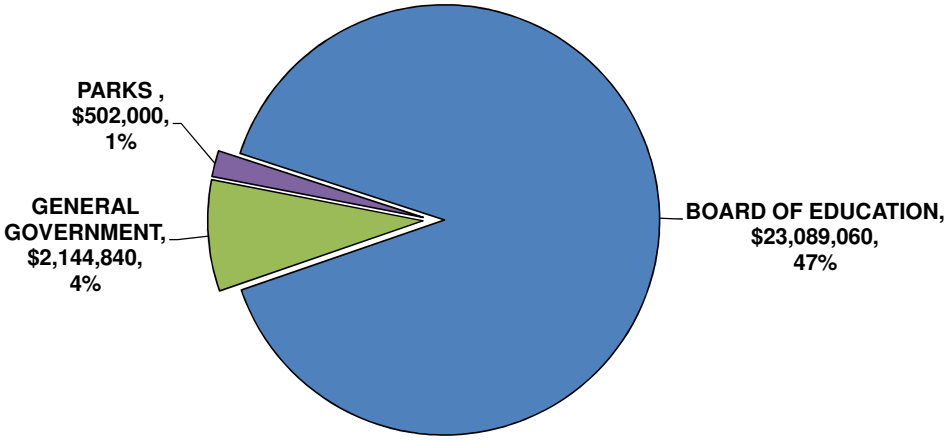
	FY12 AMENDED	FY13 AMENDED	FY14 APPROVED
TRANSPORTATION:			
Middletown Road Phase I-II	$46	$0	$0
Traffic Signal Program	186	(154)	208
Cross County Connector Phase I-VII	0	(30,278)	0
Road Overlay Program	3,001	3,078	3,078
Hamilton Road Culvert	266	0	0
Mill Hill Road Extended	0	0	1,277
Waldorf Subarea Plan Implementation Studies	(82)	91	91
Radio Station Road Upgrades	0	145	3,305
Safety Improvement Program - Existing Roadways	0	220	69
County Drainage Systems Improvements Program	(41)	(3)	999
Smallwood/St. Patrick Dr Intersection/Traffic Improvements	0	0	570
Bryans Road Subarea Plan Implementation	59	61	0
Waldorf Library Pedestrian Crossing Signal	8	243	0
Strawberry Hills Drainage Improvements	777	10	0
Carrington Drainage Improvements	40	86	0
Pinefield Drainage Improvements	110	1,249	0
Billingsley Road Improvements	0	153	0
Middletown Road and Billingsley Road Turnaround	0	603	491
Light Rail Transit Initiative	0	270	270
Sidewalk Improvement Program	0	153	153
MD Rte 228 @ Western Parkway Traffic Signal	7	0	0
Rosewick/Radio Station Road Traffic Signal	0	112	0
Gallant Green Rd @ MD 5 Traffic Signal	0	56	0
WURC: Old Washington Road Reconstruction	0	0	372
Meadowlands Stormwater Management Pond	0	67	0
Contingency - Inflation	(225)	(60)	301
TOTAL TRANSPORTATION	$4,150	($23,897)	$11,184
TOTAL GOVERNMENTAL PROJECTS	**$25,036**	**$17,508**	**$54,708**

GOVERNMENTAL PROJECTS

FY12 AMENDED BUDGET

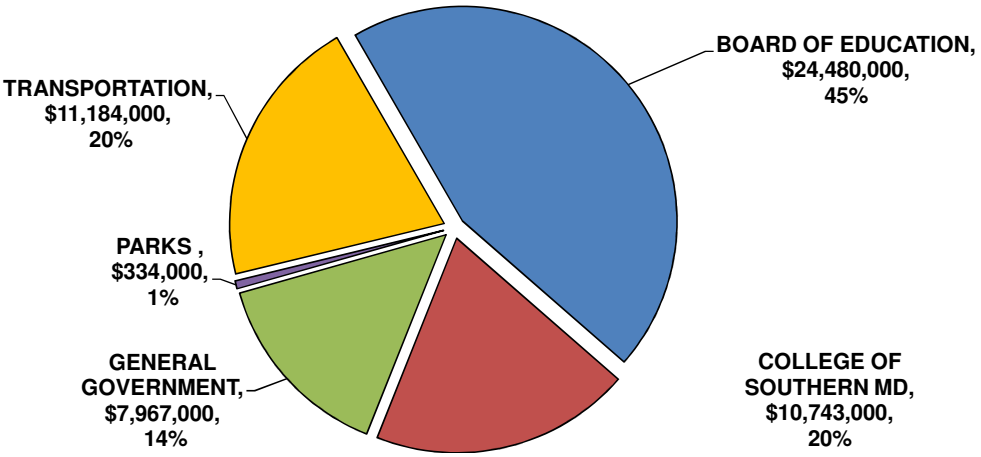


FY13 AMENDED BUDGET



The FY13 Amended Budget for Transportation is not included in the above graph. Due to the elimination of a project, the Transportation FY13 Amended Budget was reduced below the adopted level.

FY14 APPROVED BUDGET



FISCAL YEAR 2012-FY2014
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

ENTERPRISE FUND PROJECTS

WATER PROJECTS:

NOTE: (%) represents the percentage of the total project appropriation.

	FY12 AMENDED	FY13 AMENDED	FY14 APPROVED
Charles County Water Model Update	(117)	0	0
Water Model Update	149	34	34
Cliffton Water System Improvements	231	27	1,194
Automation & Technology Master Plan (50% Sewer)	1,110	851	836
Swan Point Water Tower Rehabilitation	86	561	0
Jenkins Lane Construct/Extend Water Line	0	0	0
Well Site Automation	179	197	187
Patuxent Aquifer Study	1,440	78	80
Alternative Water Source Feasibility Study	0	0	0
Mattawoman Lab Renovations (50% Sewer)	11	18	12
Underground Infrastructure Repairs	253	328	503
Various County Water Studies	87	89	89
Satellite Water Facility Upgrades	0	537	763
Smallwood Drive East Water Tower Rehab	0	750	0
Benedict Water System Improvements	0	0	550
Waldorf/Chapel Pt. Water System Interconnection Feasibility Study	0	0	57
South County Water Transmission Main	0	0	210
Contingency - Inflation	69	100	134
TOTAL WATER	$3,497	$3,570	$4,648

SEWER PROJECTS:

NOTE: (%) represents the percentage of the total project appropriation.

Mt. Carmel Woods WWTP Upgrade	2,511	2,513	0
Grit System Reconfiguration at MWWTP	703	49	0
Influent/Effluent Pump Station Evaluation	2,228	249	2,682
Bryan's Road Business Park	0		
Zekiah Pump Station Upgrade	(550)	0	0
Jude House Waste Water Treatment Plant	251	0	0
Pumping Station 3B, Ph. 1-II	365	0	0
Pumping Station 5A	(516)	0	0
Swan Point Waste Water Treatment Plant	130	0	0
Sewer Pump Stations Service Area Study	0	0	
Rt. 5 Sewer Line	0	(281)	
MWWTP Utility Water System Evaluation & Improvement	0	0	
Mattawoman I & I	3,085	37	2,691
Mattawoman Underground Concrete Structure	0	318	0
MWWTP Electrical System Replacement Study	214	218	656
White Plains Failing Septic Sewer Installation	488	440	0
Mattawoman WWTP Automation	10	819	475
Pump Station Rehabs and Replacements	1,927	951	1,297
Sewer Model Update	37	39	39
Hughesville Package Treatment Plant	0	0	894
Automation & Technology Master Plan (50% Water)	1,110	851	836
Bryans Road Interceptor Capacity Study	247	0	0
MWWTP Clarifier and Thickener Repairs	153	345	655

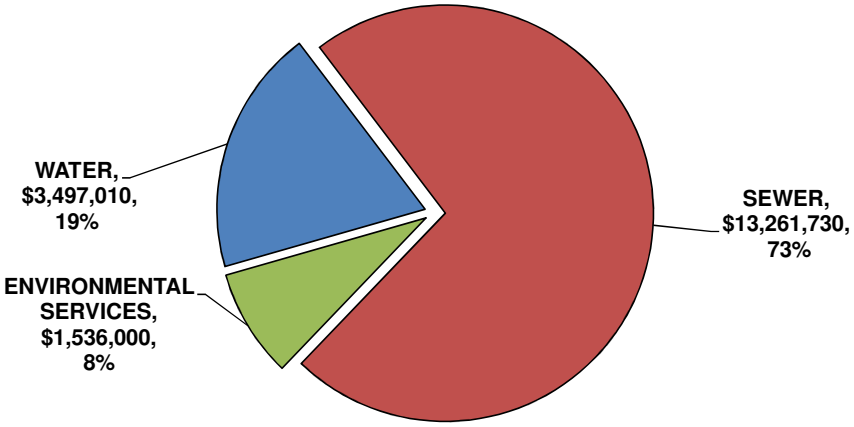
FISCAL YEAR 2012-FY2014
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

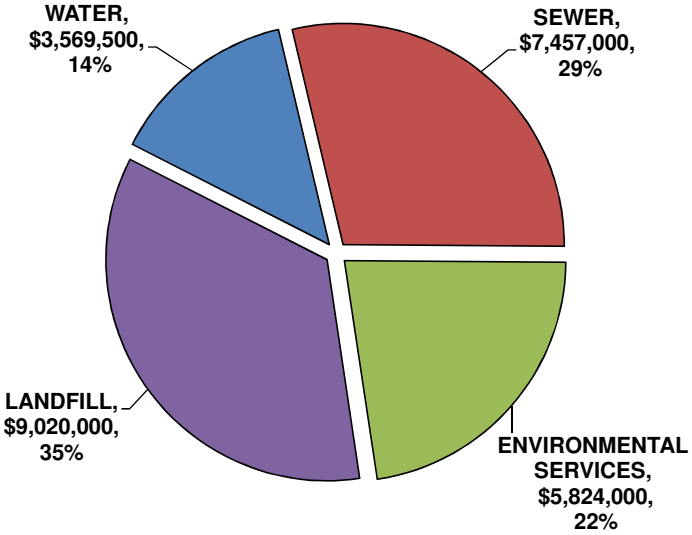
	FY12 AMENDED	FY13 AMENDED	FY14 APPROVED
SEWER PROJECTS: NOTE: (%) represents the percentage of the total project appropriation.			
Mattawoman WWTP Berm Relocation	589	0	0
Mattawoman Flow Equalization	0	369	135
Satellite Wastewater Facility Upgrades	0	218	845
Mattawoman Biosolids Feasiblity Study	0	100	135
Cobb Island/Swan Point Interconnection	0	0	453
MWWTP Utility Water System Evaluation & Improvement	0	0	61
Cliffton Pump Station #4	0	0	91
Upper Port Tobacco River Watershed Sewer Connection Study	0	0	235
Piney Branch Sewer Replacement (Upper Reaches)	0	0	141
Marshall Corner Road Gravity Sewer	0	0	125
MD Route 5 Pump Station Forcemain	0	0	83
WURC: Zekiah Pump Station Upgrade	0	0	221
WURC: Zekiah Pump Station Forcemain	0	0	232
WURC: Zekiah Interceptor Sewer Interceptor	0	0	417
Mattawoman Lab Renovations (50% Water)	11	18	12
Contingency - Inflation	268	205	392
TOTAL SEWER	$13,262	$7,457	$13,802
TOTAL WATER AND SEWER	$16,759	$11,027	$18,450
ENVIRONMENTAL SERVICE FUND:			
Various NPDES Retrofit Projects	$462	$2,844	$5,108
Pinefield NPDES Retrofit Project	16	764	0
Acton/Hamilton NPDES Retrofit Project	87	0	0
Bryans Road NPDES	0	1,458	0
Fox Run NPDES Retrofits	115	0	0
Lancaster NPDES Retrofits	85	0	0
Northwood NPDES Retrofits	29	0	0
Ryon Woods NPDES Retrofits	90	0	0
White Plains NPDES Retrofits	142	6	0
NPDES Mapping	24	490	0
GIS Mapping	456	0	0
Pinefield Temi Drive NPDES Retrofits	0	49	0
Holly Tree Stream Restoration NPDES	0	46	0
Environmental Services Contingency	31	167	150
TOTAL ENVIRONMENTAL SERVICE FUND	$1,536	$5,824	$5,258
LANDFILL:			
Citizen Waste Disposal Facility	$0		
Cell #3B & #2B Expansion	$563	$8,747	$0
Landfill Contingency	12	273	
TOTAL LANDFILL	$575	$9,020	$0
TOTAL ENTERPRISE FUND PROJECTS	**$18,870**	**$25,871**	**$23,708**

ENTERPRISE PROJECTS

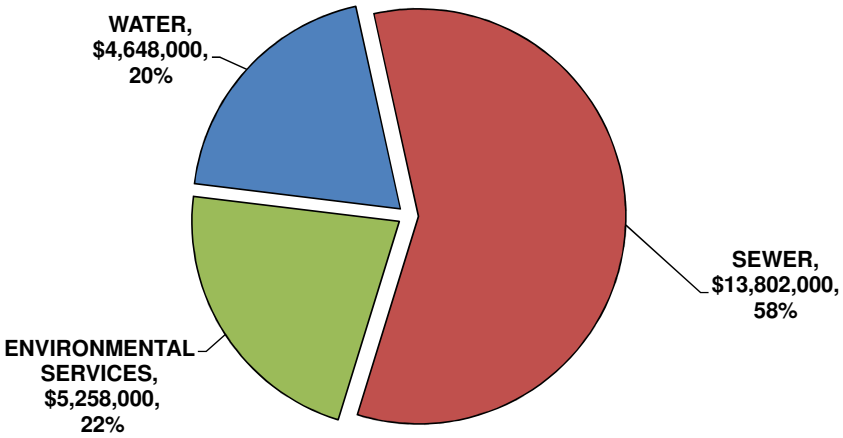
FY12 AMENDED BUDGET



FY13 AMENDED BUDGET



FY14 APPROVED BUDGET



Capital Projects

Department: Planning & Growth Management 30.07.32
Division \ Program: Capital Services Fund: Capital
Program Administrator: John Stevens, Chief of Capital Services

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Request	FY2014 Adopted	$ Change from FY2013	% Chg.
Personal Services	$1,275,045	$1,313,300	$1,315,000	$1,363,100	$49,800	3.8%
Fringe Benefits	441,059	402,700	409,200	416,100	13,400	3.3%
Operating Costs	90,729	178,800	229,800	229,800	51,000	28.5%
Debt Service	500	7,600	3,800	3,800	(3,800)	-50.0%
Transfers Out (charged to capital projects)	(1,795,692)	(1,902,400)	(1,957,800)	(2,012,800)	(110,400)	5.8%
Total Expenditures	$11,643	$0	$0	$0	$0	N\A

Changes and Useful Information:

- The increase in Personal Services and associated Fringe Benefits is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date. This is partially offset by the reallocation of an Office Associate position and the elimination of Part Time II.
- Increase in **Operating Costs** is due to an increase in NPDES retrofit projects, for the renewal subscription for Primavera/Oracle, and to allow for the purchase of monitors for plan review.
- **Debt service** decrease due to the FY09 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 $500,000. 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:

Title	FY 2010 FTE	FY 2011 FTE	FY 2012 FTE	FY 2013 FTE	FY 2014 FTE
Director of Planning & Growth Mgmt	0.0	0.3	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	0.2	0.2	0.2	0.2
Engineer IV	2.0	2.0	2.0	2.0	2.0
Resource Analyst - GIS	0.2	0.2	0.2	0.2	0.2
Administration Manager	0.0	0.3	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	0.4	0.7	0.7	0.7	0.7
Engineer I / II	4.0	4.0	3.0	3.0	3.0
Right of Way Agent I / II	2.0	2.0	2.0	2.0	2.0
Project Administrative Specialist	2.0	1.0	2.0	2.0	2.0
Administrative Associate	1.0	1.7	1.7	1.7	1.7
Office Associate I- III	1.2	1.3	1.3	1.3	1.0
Paralegal Supervisor	1.0	1.0	1.0	0.8	0.8
Part Time	0.2	0.2	0.2	0.2	0.0
Total Full Time Equivalent	**18.1**	**18.9**	**18.9**	**18.7**	**18.2**

Capital Projects

Department:	Planning & Growth Management		30.07.32
Division \ Program:	Capital Services	Fund:	Capital
Program Administrator:	John Stevens, Chief of Capital Services		

Objectives & Measurements:	**FY10 Actual**	**FY11 Actual**	**FY12 Actual**	**FY13 Projected**	**FY14 Estimated**
Objective: to provide infrastructure planning, design and construction for roadways, water and wastewater systems, facilities and environment, as adopted in the County Master Plan.					
# of active projects	79	84	81	81	81
Projects per FTE	5.64	10.50	5.06	5.08	6.57
$'s expended for A&E	1,643,718	2,141,759	2,685,275	2,264,763	2,183,879
$'s expended for ROW	1,282,500	1,525,327	685,728	1,222,744	1,179,075
$'s expended for Construction	7,371,122	14,305,104	15,520,630	13,018,900	12,553,939
$'s expended for Inspection	941,291	977,191	1,153,195	1,075,087	1,036,691
$'s expended for Administration	385,603	431,542	625,436	504,903	486,871
$'s expended for Other	1,117,992	505,863	828,666	858,382	827,726
Change orders as % of construction costs	3.0%	2.0%	2.6%	2.6%	2.6%
# of contracts administered	160	165	151	167	161

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 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

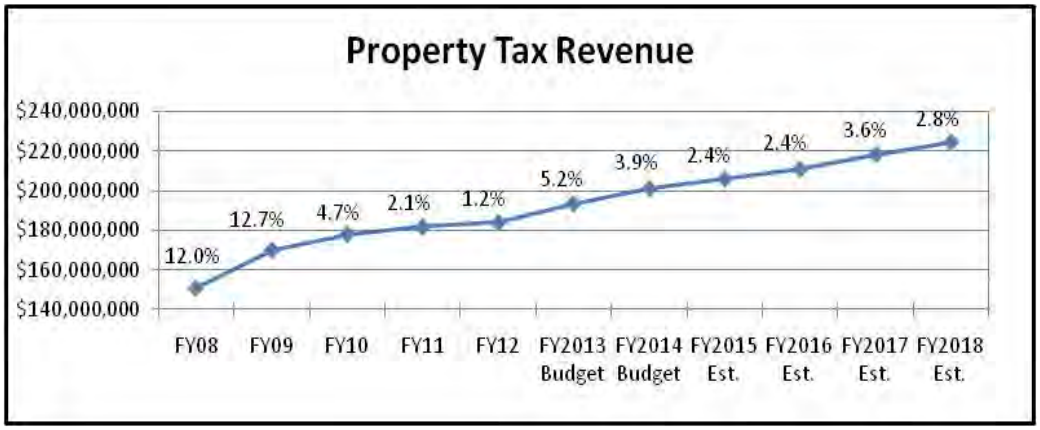
The goals of the County must be considered and incorporated into the County's Five Year Plans. These goals may have a direct impact on the operating budget or may impact the operating budget due to the increase in debt service related to bonds issued for capital projects.

Fund:	Improve Economic Development & Tourism	Enhance Infrastructure	Efficiency of Government Operations & Services	Comprehensive Planning	Support Achievement of Education Benchmarks	Maintain a High Level of Public Safety	Environ-mental and Energy Awareness
General	**Operating:** • Increased funding for Tourism & Economic Development • Waterfront Development Concept Implementation Plan **Debt Service:** • Port Tobacco Historic District Revitalization • Benedict Waterfront Village Revitalization • Hughesville Streetscape • Indian Head Tech Park	**Operating:** • Local Share of VanGo program • New Nuisance Abatement Fund **Debt Service:** • Drainage Improvements • Road Projects • Welcome Signage	**Operating:** • Vision 2020 **Debt Service:** • Multi-Generational Center	**Operating:** • Zoning Update • Various Planning Studies • Housing Stock Study	**Operating** **Debt Service:** • New High School	**Operating:** • Continued support of the Sheriff's Office and Department of Emergency Services	**Operating** **Debt Service:** • Lighting Retrofits • Agricultural Preservation • Rural Legacy
Water & Sewer	**Debt Service:** • Indian Head Tech Park • Hughesville Package Treatment Plant	**Operating:** • Water Model **Debt Service:** • Patuxent Aquifer Study					**Operating**
Solid Waste		**Operating Reserves:** • New Landfill Cell					

GENERAL FUND FIVE-YEAR PLAN

General Fund:

The major revenue source for the General Fund is **Property Tax** which accounts for 59% of the County's General Fund revenue. Tax revenues are derived from the assessed values provided by the Maryland Department of Assessments and Taxation. The County takes the current data from the tri-annual assessment and estimates a future growth rate. Growth in property tax revenue is expected to range from 3.9% to 2.4% in FY2014 to FY2018. The increase in FY2014 includes a 7.9% increase in the Property Tax Rate which offset an overall decline in the assessable base of approximately 4%. The increase in FY2017 includes estimates for a natural gas generation facility. For planning purposes, the property tax rate is assumed to stay constant in FY2015 to FY2018.



Income tax is the County's second largest revenue source. The FY2014 Adopted Budget is estimated to be 8.3% greater than the FY2013 Adopted Budget and includes a tax rate increase of 4.5% effective Calendar Year 2014. The FY2015-FY2018 Income Tax revenue is estimated to increase from 4.0% to 5.0% 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 3.03% 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 2.9% to 4.2% between FY2015 to FY2018.

Total growth in expenditures is expected to range from 2.9% to 4.0% in the out years with the exception of FY2015 which is estimated to increase 6.7% due to the operating impact associated with opening a new high school. Other exceptions to the principle of inflating the baseline expenditure budgets are:

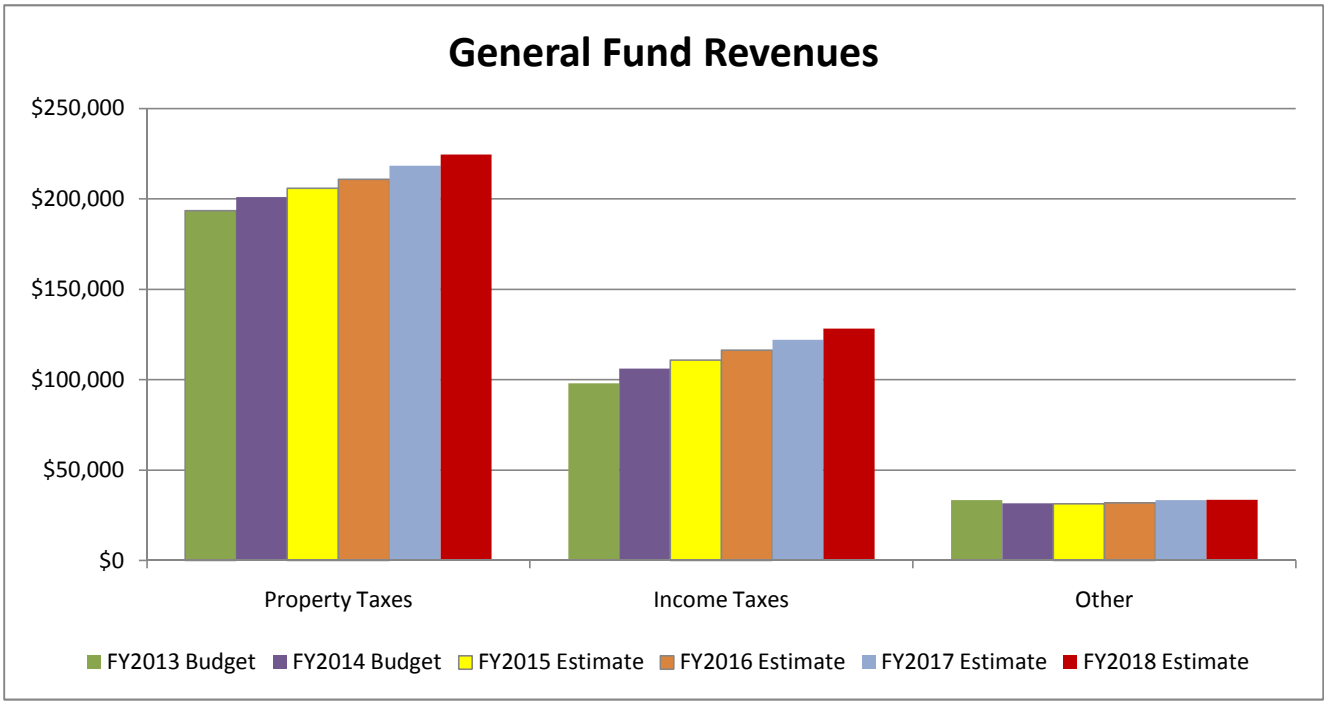
- **Board of Education**: In FY2014, the Board of Education funding includes $4,989,600 due to the State shift of Teacher's pension and $4,000,000 for a step/level salary increase for all eligible employees and other one-time funding. The FY2014 allocation includes $2,000,000 for non-recurring costs that will not be part of the Maintenance of Effort. 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 also requires that counties pay for the additional pension costs due to the pension shift. The phase-in period for pension began in FY2013 and reaches full funding in FY2016 (50/65/85/100%). Pension cost estimates were provided by the State for planning purposes. The FY2015-FY2018 estimates assume that the County continues to fund the Maintenance of Effort, the increase in pension costs, 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%. FY2015-FY2018 estimates assume that debt service will begin to gradually increase to 7.0% of Operating Revenues. The maximum percentage of Operating Revenues allowed per the County's debt policy is 8.0%.
- **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. Decisions will need to be made to bring the budget into balance.

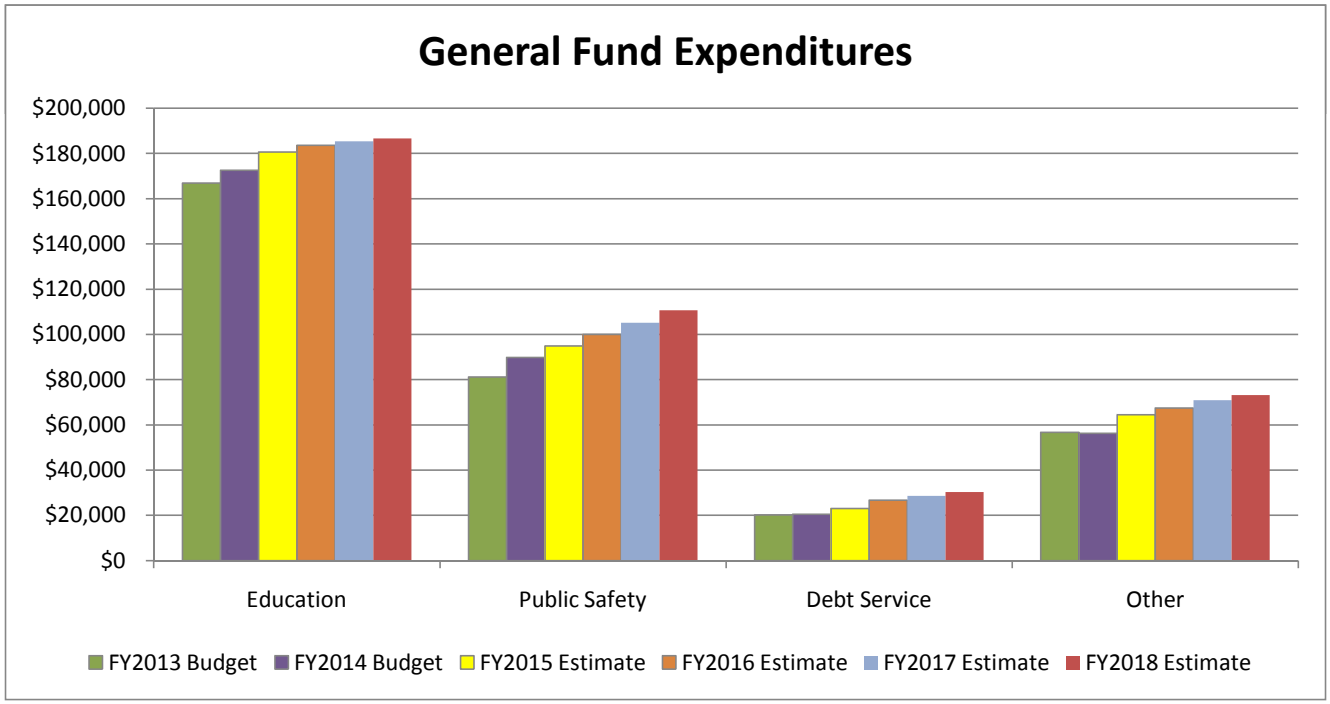
GENERAL FUND FIVE-YEAR PLAN

($ in thousands)	FY2013 Budget	FY2014 Budget	FY2015 Estimate	FY2016 Estimate	FY2017 Estimate	FY2018 Estimate
Revenues						
Property Taxes	$193,462	$201,088	$205,843	$210,789	$218,287	$224,490
Income Taxes	98,113	106,240	110,803	116,343	122,160	128,268
Recordation Tax	10,500	10,500	10,500	10,500	10,500	10,500
Other Local Taxes	2,704	2,916	2,974	3,034	3,094	3,156
Service Charges	6,498	5,886	6,004	6,124	7,484	7,634
Intergovernmental	1,721	2,127	2,169	2,213	2,257	2,302
Licenses & Permits	926	930	949	968	987	1,007
Fines & Forfeitures	1,562	2,378	2,426	2,474	2,524	2,574
Rent/Miscellaneous	2,511	2,426	2,650	2,874	2,899	2,924
Operating Revenues	**$317,998**	**$334,491**	**$344,316**	**$355,318**	**$370,192**	**$382,855**
Total Revenues % increase over prior year		*5.2%*	*2.9%*	*3.2%*	*4.2%*	*3.4%*
Expenditures						
Education	$166,910	$172,594	$180,607	$183,666	$185,305	$186,626
Public Safety	81,248	89,792	94,912	99,967	105,170	110,664
Debt Service	20,223	20,430	23,044	26,667	28,686	30,303
Public Works	17,069	17,550	18,429	19,195	20,618	21,264
Fiscal & Administrative Services	5,528	5,788	6,047	6,315	6,591	6,881
Community Services	6,148	6,480	6,797	7,126	7,465	7,821
Planning & Growth Management	2,478	2,725	2,864	3,007	3,156	3,312
General Government	13,825	15,147	16,875	18,049	19,059	20,108
Health & Social Services	4,109	4,090	4,139	4,195	4,259	4,322
Conservation of Natural Resources	597	643	668	694	720	748
Economic Development	1,293	1,505	1,552	1,601	1,651	1,703
Reserve for Contingency	131	505	3,900	3,900	3,900	3,900
Total Expenditures	**$319,559**	**$337,249**	**$359,835**	**$374,381**	**$386,581**	**$397,652**
Total Expenditures % increase over prior year		*5.5%*	*6.7%*	*4.0%*	*3.3%*	*2.9%*
Operating Surplus/(Deficit)	**($1,561)**	**($2,759)**	**($15,519)**	**($19,064)**	**($16,389)**	**($14,797)**
Financing Sources / (Uses)						
Source: Fund Transfers In	350	1,050	1,000	1,000	1,000	1,000
Source: Lease Proceeds	1,729	609	2,415	2,463	2,513	2,563
Source: Fund Balance Appropriation	4,997	2,922	340	270	270	0
Use: Excise Tax Debt Subsidy	(2,686)	0	0	0	0	0
Use: Lease Purchase	(1,729)	(609)	(2,415)	(2,463)	(2,513)	(2,563)
Use: Capital Projects	(1,100)	(1,213)	(868)	(943)	(976)	(612)
Projected Surplus/(Deficit)	**$0**	**$0**	**($15,047)**	**($18,737)**	**($16,095)**	**($14,409)**

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, 26% Public Safety, 6% Debt Service, and the remaining 17% for all other functions.

GENERAL FUND DEBT AFFORDABILITY

Debt Affordability represents the marginal amount of long term debt that can be added to current debt and still maintain a reasonable ratio of annual principal and interest expenditures to total operating revenue, exclusive of additional revenue sources. Per the County's Debt Policy, the five-year financial plan will help determine the amount of debt that can be issued while maintaining a debt service ratio to the operating revenues of less than 8%. The current tax structure is assumed in estimating future year revenues.

New bond issue with a : 15 year term and interest rates of:

2.50% 3.00% 3.50% 4.00% 4.50%

($ in thousands)

HOW MUCH CAN WE AFFORD?	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY14-FY18
Affordable Bond Issue	$20,900	$20,000	$21,700	$18,200	$21,700		$102,500
FY14-FY18 CIP	(20,637)	(28,400)	(20,438)	(17,428)	(14,671)		(101,574)
Variance per Fiscal Year (Affordable vs. Requested)	$263	($8,400)	$1,262	$772	$7,029		$926

ADDITIONAL AFFORDABLE DEBT

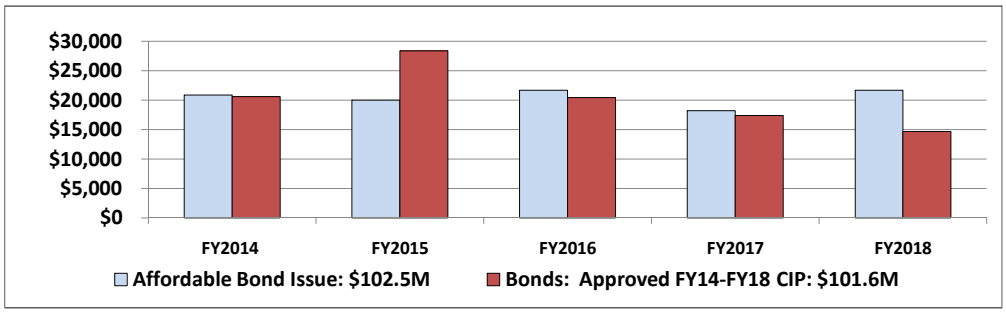
How we calculate the additional affordable debt:

Total Operating Revenue Projection	$334,491	$344,316	$355,318	$370,192	$382,855	$396,189
Less: Dedicated Revenues	(4,206)	(4,258)	(4,302)	(4,367)	(4,422)	(4,480)
Total Adjusted Operating Revenues	$330,285	$340,058	$351,016	$365,825	$378,433	$391,709
Multiply the Adjusted Operating Revenue by						
% of Debt Policy Target:	5.56%	6.05%	6.55%	6.75%	6.90%	7.00%
Subtotal	$18,367	$20,574	$22,992	$24,693	$26,112	$27,420
Dedicated Stadium & Courthouse Rent	912	912	912	912	912	912
Total Available for Debt Service Payments	**$19,279**	**$21,486**	**$23,904**	**$25,606**	**$27,024**	**$28,332**
Subtract: Existing Obligations and Future Planned Debt-						
Existing Debt Service	$19,279	$19,652	$19,467	$18,749	$18,458	$17,745
Approved debt not issued		149	1,073	1,605	1,674	1,674
Annual Debt Service from Affordable FY14 Bond Issue			1,685	1,685	1,685	1,685
Annual Debt Service from Affordable FY15 Bond Issue				1,680	1,680	1,680
Annual Debt Service from Affordable FY16 Bond Issue					1,888	1,888
Annual Debt Service from Affordable FY17 Bond Issue						1,641
Total Debt Service Payments	**$19,279**	**$19,801**	**$22,224**	**$23,718**	**$25,384**	**$26,311**
Amount of Funds Available for New Debt	**$0**	**$1,685**	**$1,680**	**$1,888**	**$1,641**	**$2,021**

The annual debt service, reported one line above, would fund a bond issue in the amount of:						FY14-FY18
Affordable Bond Issue	**$20,900**	**$20,000**	**$21,700**	**$18,200**	**$21,700**	**$102,500**

(Note: Bond Issues are estimated based on the Amount of Funds Available for New Debt in the subsequent year.)

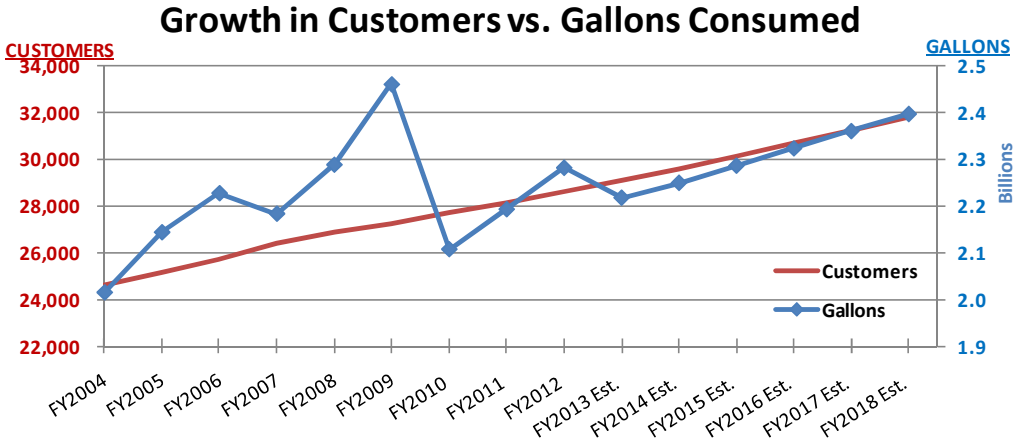
FY14-FY18 APPROVED CIP BOND FUNDING:	FY2014	FY2015	FY2016	FY2017	FY2018	FY14-FY18
Board of Education	$2,297	$5,283	$0	$2,659	$1,056	$11,295
College of Southern Maryland	3,518	667	2,217	232	2,997	9,631
General Government	6,347	11,852	7,015	4,014	2,357	31,585
Parks	82	84	671	290	196	1,323
Transportation	8,393	10,514	10,535	10,233	8,065	47,740
Total Approved CIP Bond Funding	**$20,637**	**$28,400**	**$20,438**	**$17,428**	**$14,671**	**$101,574**



WATER & SEWER FUND FIVE-YEAR PLAN

Water & Sewer Fund:

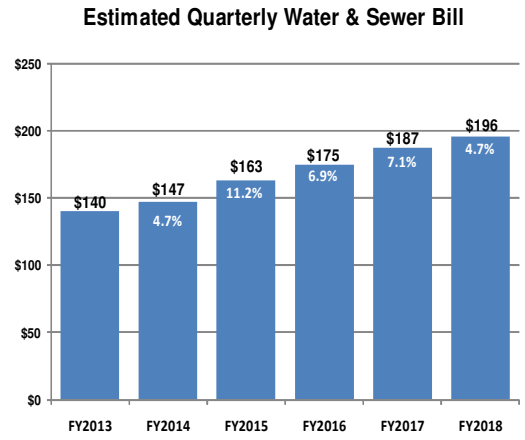
This fund is used to manage all water and sewer operations within the County. These efforts are supported primarily by user fees, connection fees, and front foot fees. The assumptions for revenue estimates are based on trend, population growth, weather conditions, and customer demand. The annual user fee revenue budget is based on an average flow per customer. The FY2014 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 approximately 1.6% to 1.9% per year from FY2014 to FY2018. 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.



This graph depicts that while growth in customers has remained consistent, growth in consumption has fluctuated mainly due to water conservation and weather conditions. Future growth in consumption is expected to keep pace with the growth in customers.

As for expenditures, in addition to inflating the baseline budget, operating expense estimates take into consideration the funding needs involving enterprise fund capital projects, the impact from customer growth, and future project operating costs. Future rate adjustments are calculated on a break-even basis and recommended to the Commissioners so current decisions regarding programs and infrastructures can be quantitatively measured for future fiscal impact.

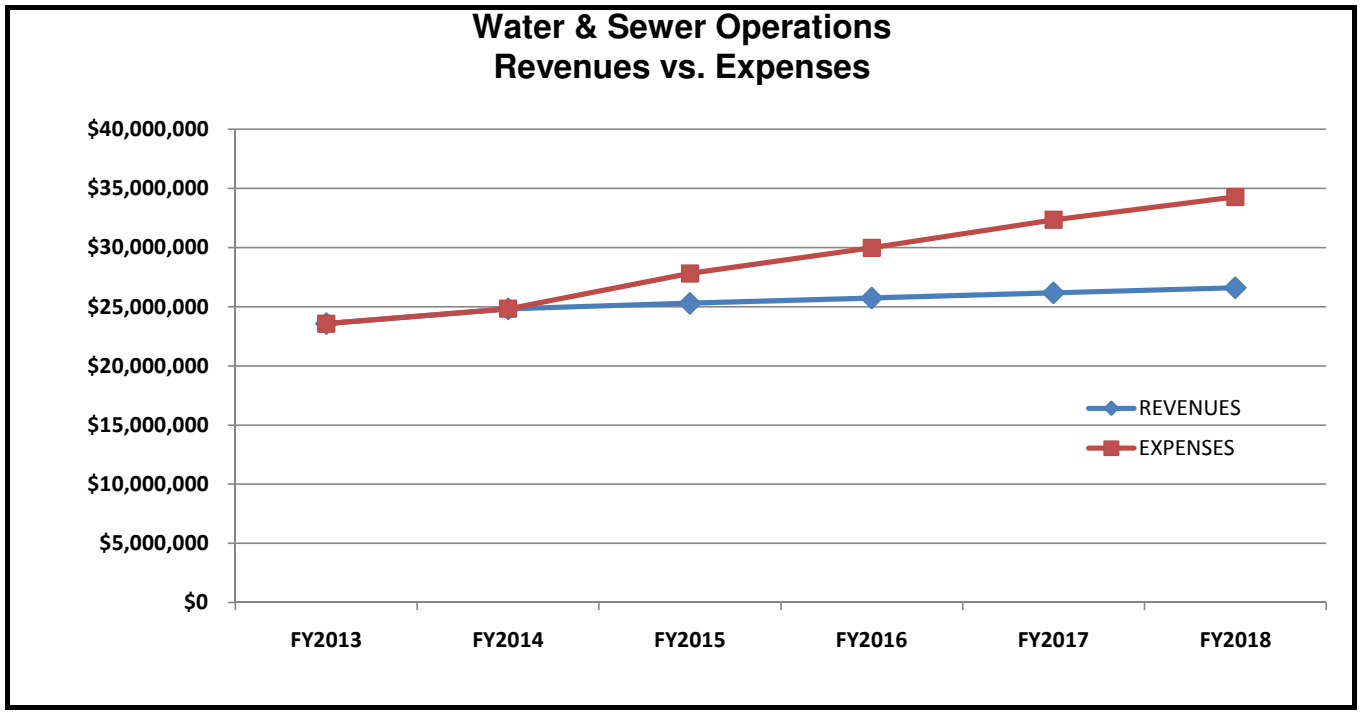
The model on the next page shows expenditures out pacing revenues. The average gallons per day is assumed to remain at 164 gallons. Fee increases will be needed in future years in order to fund the existing program and absorb the costs related to capital projects placed in service, such as a new well or treatment plant. The various user fees increases ranged from 4.3% to 6.1% in FY2014. The combined water and sewer rate increase is projected to range from 4.7% to 11.2% in FY2014 to FY2018. 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 $16 quarterly increase between FY2014 to FY2018.



NOTE: % change reflected in graph above represents % increase in the estimated quarterly bill in comparison to the prior year.

WATER & SEWER FUND FIVE-YEAR PLAN

	FY2013 Budget	FY2014 Estimate	FY2015 Estimate	FY2016 Estimate	FY2017 Estimate	FY2018 Estimate
WATER						
Revenues	$8,584,300	$9,072,000	$9,234,800	$9,388,300	$9,542,100	$9,695,900
Expenses	(8,584,300)	(9,013,000)	(9,810,600)	(10,226,000)	(10,702,600)	(11,032,200)
Net Income/(Loss)	$0	$59,000	($575,800)	($837,700)	($1,160,500)	($1,336,300)
Future Capital Projects		(59,000)	(412,500)	(670,900)	(836,200)	(1,105,000)
Total Income/(Loss)	$0	$0	($988,300)	($1,508,600)	($1,996,700)	($2,441,300)
Expenditure Growth Rate Increase related to :						
Operating Expenses		*3.7%*	*7.4%*	*2.6%*	*3.0%*	*1.5%*
FY14-FY18 Capital Project Expenses		*0.7%*	*4.1%*	*2.6%*	*1.5%*	*2.4%*
Total Annual Rate Increase		*4.4%*	*11.5%*	*5.2%*	*4.5%*	*3.9%*
SEWER						
Revenues	$14,984,500	$15,748,600	$16,058,100	$16,343,300	$16,630,700	$16,920,200
Expenses	(14,984,500)	(15,715,600)	(17,017,400)	(17,867,200)	(18,816,200)	(19,500,000)
Net Income/(Loss)	$0	$33,000	($959,300)	($1,523,900)	($2,185,500)	($2,579,800)
Fund Balance	0	0	0	0	0	0
Future Capital Projects		(33,000)	(575,900)	(1,208,000)	(1,987,700)	(2,635,700)
Total Income/(Loss)	$0	$0	($1,535,200)	($2,731,900)	($4,173,200)	($5,215,500)
Expenditure Growth Rate Increase related to :						
Operating Expenses		*4.0%*	*7.4%*	*3.6%*	*3.8%*	*2.0%*
FY14-FY18 Capital Project Expenses		*0.3%*	*4.0%*	*4.1%*	*4.6%*	*3.4%*
Total Annual Rate Increase		*4.3%*	*11.5%*	*7.7%*	*8.4%*	*5.4%*



NOTE: Revenues assume FY2014 user fee rates; no increase is assumed in the future years. User fee rates are reviewed and set annually as part of the Budget Process.

WATER & SEWER FUND FIVE-YEAR PLAN

Capital Improvement Program Operating Impact

An operating impact is required on all CIP projects. The impact of the future operating impacts on the existing Water and Sewer rate is listed on each project page in the Capital Budget section. Listed below is a summary of all projects impacting the Water and Sewer user fee rates and the affect of each project on the existing rate.

The required rate adjustment is calculated by taking the Total Cost per Year and dividing it by the estimated amount of money that one cent generates.

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Marginal Revenue generated from a one cent rate adjustment:	**$22,470**	**$22,840**	**$23,211**	**$23,580**	**$23,950**

PROJECT IMPACT ON WATER USER FEE:	Prior	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Impact on Rate	Impact on Qtrly. Bill
DEBT SERVICE								
Automation & Technology Master Plan	542,600	542,600	637,100	747,500	892,700	1,034,700	**43.2¢**	**$6.38**
MWWTP Lab Renovation	2,100	2,100	2,900	2,900	2,900	2,900	**0.1¢**	**$0.02**
Well Site Automation	0	0	15,100	25,700	25,700	25,700	**1.1¢**	**$0.16**
Cliffton Water System Improvements	39,000	39,000	87,200	87,200	87,200	87,200	**3.6¢**	**$0.54**
Underground Infrastructure Repairs	0	0	40,600	82,800	126,400	171,700	**7.2¢**	**$1.06**
Benedict Water System Improvements	0	0	44,400	68,300	68,300	68,300	**2.9¢**	**$0.42**
South County Water Transmission Main	0	0	8,500	17,300	17,300	17,300	**0.7¢**	**$0.11**
Satellite Water Facility Upgrades	43,400	43,400	105,000	146,700	190,000	234,700	**9.8¢**	**$1.45**
Contingency Inflation	0	0	10,800	27,600	52,800	89,600	**3.7¢**	**$0.55**
Total Debt Service	$627,100	$627,100	$951,600	$1,206,000	$1,463,300	$1,732,100		
OPERATING								
Waldorf/Chapel Pt. Water System Interconnection Feasibility Study	0	57,000	83,000	83,000	0	0	**0.0¢**	
Contingency Inflation	0	2,000	5,000	9,000	0	0	**0.0¢**	
Total Operating Costs	$0	$59,000	$88,000	$92,000	$0	$0		
Total Cost per Year:	**$627,100**	**$59,000**	**$353,500**	**$258,400**	**$165,300**	**$268,800**	**72.3¢**	**$10.67**
FY14-FY18 Cumulative Cost:		**$59,000**	**$412,500**	**$670,900**	**$836,200**	**$1,105,000**		

Required CIP Water Rate Adjustment Per Year:

	Prior	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Impact on Rate
Rate Adjustment per Year *	**27.9¢**	**2.6¢**	**15.0¢**	**10.4¢**	**6.1¢**	**10.3¢**	**72.3¢**
Estimated % change due to CIP:		*0.7%*	*4.1%*	*2.7%*	*1.6%*	*2.6%*	

* Note: Rate Adjustment will vary due to tiered billing system for Residential Users.

WATER & SEWER FUND FIVE-YEAR PLAN

Capital Improvement Program Operating Impact

PROJECT IMPACT ON SEWER USER FEE:	Prior	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Impact on Rate	Impact on Qtrly. Bill
DEBT SERVICE								
Automation & Technology Master Plan	542,500	542,500	637,100	747,500	892,700	1,034,800	**46.5¢**	**$6.86**
MWWTP Lab Renovation	2,000	2,000	2,900	2,900	2,900	3,000	**0.1¢**	**$0.02**
Influent/Effluent Pump Station	80,400	80,400	148,600	184,600	184,600	184,600	**8.3¢**	**$1.22**
MWWTP Electrical System Replacement	25,200	25,200	50,000	125,100	201,300	201,300	**9.0¢**	**$1.33**
MWWTP Flow Equalization	8,300	8,300	11,300	62,400	116,900	116,900	**5.2¢**	**$0.77**
Mattawoman Infiltration and Inflow	109,200	109,200	153,300	194,700	248,900	306,600	**13.8¢**	**$2.03**
Mattawoman WWTP Automation	96,100	96,100	114,100	151,900	191,000	191,000	**8.6¢**	**$1.27**
Pump Station Rehabs and Replacements	54,100	54,100	158,900	221,500	302,400	499,400	**22.4¢**	**$3.31**
Satellite Wastewater Facility Upgrades	17,600	17,600	85,900	127,600	170,800	215,600	**9.7¢**	**$1.43**
MWWTP Clarifier and Thickener Repairs	11,100	11,100	25,700	40,300	55,800	55,800	**2.5¢**	**$0.37**
Cobb Island/Swan Point Interconnection	0	0	10,800	48,100	48,100	48,100	**2.2¢**	**$0.32**
MWWTP Utility Water System Evaluation & Improvement	1,100	1,100	2,500	13,100	13,100	13,100	**0.6¢**	**$0.09**
Cliffton Pump Station #4	0	0	7,300	58,000	58,000	58,000	**2.6¢**	**$0.38**
Marshall Hall Road Gravity Sewer	0	0	10,100	69,800	141,200	141,200	**6.3¢**	**$0.94**
Replacement (Upper Reaches)	0	0	11,400	63,300	104,900	104,900	**4.7¢**	**$0.70**
MD. Route 5 Pump Station Forcemain	0	0	2,000	15,800	25,500	25,500	**1.1¢**	**$0.17**
WURC: Zekiah Pump Station Upgrade	0	0	2,400	2,400	9,900	17,900	**0.8¢**	**$0.12**
WURC: Zekiah Pump Station Forcemain	0	0	5,500	5,500	24,700	42,000	**1.9¢**	**$0.28**
WURC: Zekiah Interceptor Sewer Upgrade	0	0	10,000	10,000	31,700	54,800	**2.5¢**	**$0.36**
Cliffton WWTP Improvements	0	0	0	0	0	55,900	**2.5¢**	**$0.37**
Contingency Inflation	0	0	27,400	96,100	195,900	297,900	**13.4¢**	**$1.97**
Total Debt Service	$947,600	$947,600	$1,477,200	$2,240,600	$3,020,300	$3,668,300		
OPERATING								
MWWTP Biosolids Feasibility Study	85,000	115,000	0	0	0	0	**0.0¢**	**$0.00**
Cobb Island Sewer Capacity & Feasibility Study	0	0	123,000	0	0	0	**0.0¢**	**$0.00**
Contingency Inflation	0	3,000	8,300	0	0	0	**0.0¢**	
Total Operating Costs	$85,000	$118,000	$131,300	$0	$0	$0		
Total Cost per Year:	**$1,032,600**	**$33,000**	**$542,900**	**$632,100**	**$779,700**	**$648,000**	**$1.65**	**$24.31**
FY14-FY18 Cumulative Cost:		**$33,000**	**$575,900**	**$1,208,000**	**$1,987,700**	**$2,635,700**		

Required CIP Sewer Rate Adjustment Per Year:

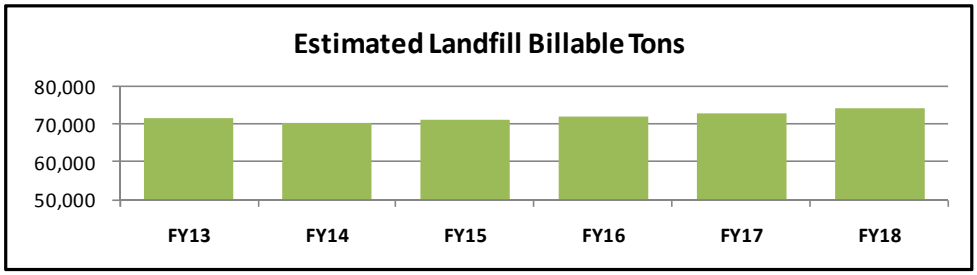
	Prior	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Impact on Rate
Rate Adjustment per Year	**49.4¢**	**1.6¢**	**24.7¢**	**28.1¢**	**33.9¢**	**27.0¢**	**$1.65**
Estimated % change due to CIP:		*0.3%*	*4.1%*	*4.4%*	*5.1%*	*3.9%*	

SOLID WASTE FUND FIVE-YEAR PLAN

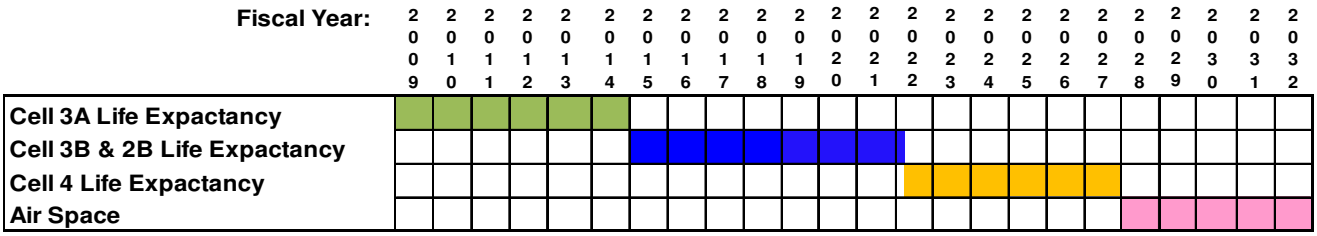
Solid Waste Fund (Landfill Operations):

The County charges a fee per ton to all users disposing solid waste (trash) into the publicly owned and operated 16-acre landfill. The user fee recovers the direct operating cost of waste disposal and provides a capital budget reserve for the construction of the next cell and for future closing costs of the current cell. The Landfill operation has been very unpredictable due to legislative changes that have allowed commercial trash companies to transport waste across State lines. During the mid-to-late 1990's, the change in law provided alternative landfill sites to local trash haulers, which resulted in a reduced waste stream to the County landfill.

The tipping fee is assumed to remain constant at $70. An agreement to accept waste from another County expired in FY2013 causing a decrease in the estimated billable tons in FY2014. Billable tons exclude tonnage related to items that charge a reduced fee such as tons resulting from the tag-a-bag program. The tag-a-bag program allows an individual to purchase a tag for each trash bag regardless of the weight and is currently set at $1.25 per tag. It is anticipated that the growth rate in tonnage will equal the population growth of 1.1% to 1.5% in the out years.



Our financial model allows for the fluctuating revenues caused by sharp increase/decrease in waste tons by adjusting the useful life of the landfill, thereby requiring more or less capital budget reserve. A new cell was completed in 2008 and it is estimated that it will be full in 2014. The landfill is approximately 43% filled and is currently estimated to last until Fiscal Year 2032.

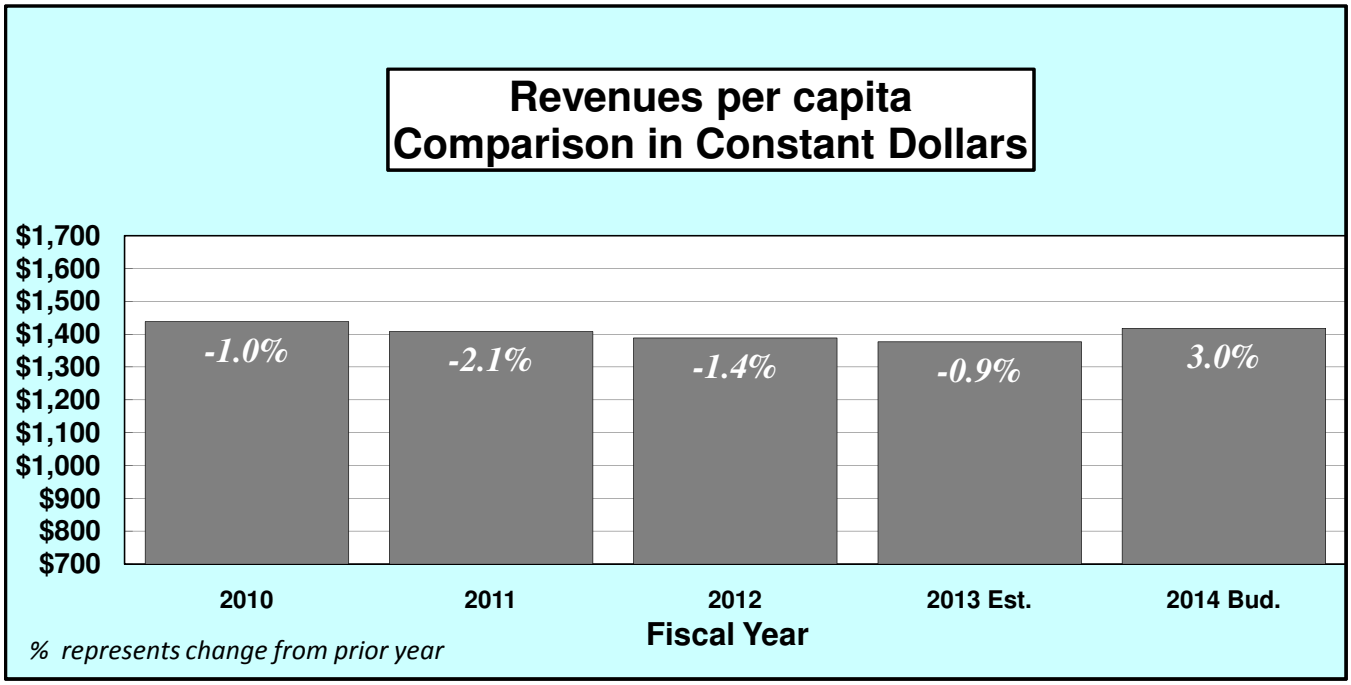


Multi-year planning has allowed us to foresee the funding levels needed for the operating costs and capital construction within the fund. Although unpredictable, the growth rate for trash tons is directly proportional to our population growth rate with the assumption more people create more solid waste. Included in the capital budget reserve are funds for future construction, closure of the landfill cells, and post closure costs for monitoring.

The five-year model takes a conservative view and assumes a slight increase to the current waste stream after adjusting for the end of the contract with a neighboring County. If the tons remain lower than anticipated, then a rate increase is justified. Alternatively, the landfill has a healthy Fund Balance which could be used to fund small operating deficits.

	FY 2013 Adopted	FY 2014 Adopted	FY 2015 Adopted	FY 2016 Adopted	FY 2017 Adopted	FY 2018 Adopted
Revenues						
Operating Revenues	$5,239,500	$4,796,900	$5,313,300	$5,441,900	$5,582,100	$5,662,800
Fund Balance Reserves	0	66,700	1,230,500	371,000	348,700	516,500
Total Revenues	**$5,239,500**	**$4,863,600**	**$6,543,800**	**$5,812,900**	**$5,930,800**	**$6,179,300**
Expenses:						
Operating Expenses	2,777,900	2,784,500	2,911,200	3,041,600	3,175,700	3,315,900
Debt Service: Principal & Interest	30,700	16,000	0	106,900	106,900	106,900
Capital Outlay	25,000	0	1,230,500	371,000	348,700	516,500
Equipment Reserve	551,900	637,400	802,000	639,800	587,900	468,900
Capital Fund Reserve	1,854,000	1,425,700	1,600,100	1,653,600	1,711,600	1,771,100
Total Expenses	**$5,239,500**	**$4,863,600**	**$6,543,800**	**$5,812,900**	**$5,930,800**	**$6,179,300**
Surplus\Deficit:	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

REVENUE INDICATOR



Warning Trend:
Decreasing net operating revenues per capita (constant dollars)

Formula:
$$\frac{\text{Gross operating revenues}}{\text{Population}}$$

Fiscal Year:	2010	2011	2012	2013 Est.	2014 Bud.
Gross operating revenues	$289,127,990	$298,392,949	$307,979,739	$314,830,100	$334,490,600
Consumer price index	141.3	144.5	148.6	151.2	154.3
Gross operating revenues (constant dollars)	$204,656,160	$206,503,883	$207,188,668	$208,173,466	$216,836,741
Current population	142,226	146,551	149,130	151,148	152,833
Gross operating revenues per capita (constant dollars)	**$1,439**	**$1,409**	**$1,389**	**$1,377**	**$1,419**

Description:

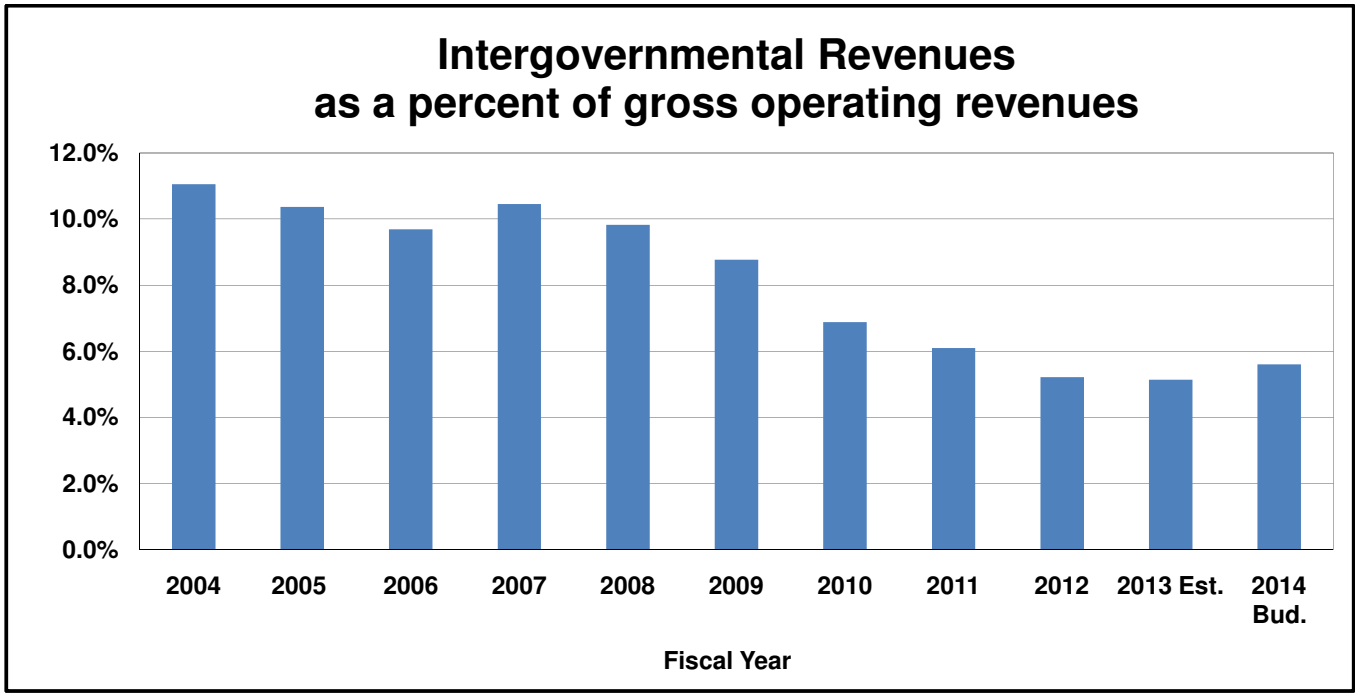
Examining per capita revenues shows changes in revenues relative to changes in population size and rate of inflation. As population increases, it might be expected that revenues and the need for services would increase proportionately, and therefore, that the level of per capita revenues would remain 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 decline in per capita revenue growth since FY2009.

Typically, State and Local Governments tend to lag in their own recovery from an economic downturn due to the significant reliance on property and income tax revenues. It is estimated for FY2013 per capita revenue will bottom out and begin to rebound in FY2014. Tax rate increases for both property tax and income tax will significantly help with this rebound.

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:	2010	2011	2012	2013 Est.	2014 Bud.
Intergovernmental operating revenues*	$21,362,044	$19,368,100	$16,942,876	$17,048,800	$19,860,769
Gross operating revenues (General/Special Revenue)	$310,490,035	$317,761,049	$324,922,615	$331,878,900	$354,351,369
Intergovernmental operating revenues as percent of gross operating income	**6.9%**	**6.1%**	**5.2%**	**5.1%**	**5.6%**

** Intergovernmental operating revenue includes general fund revenue and special revenue funds received to support various grant programs.*

Description:

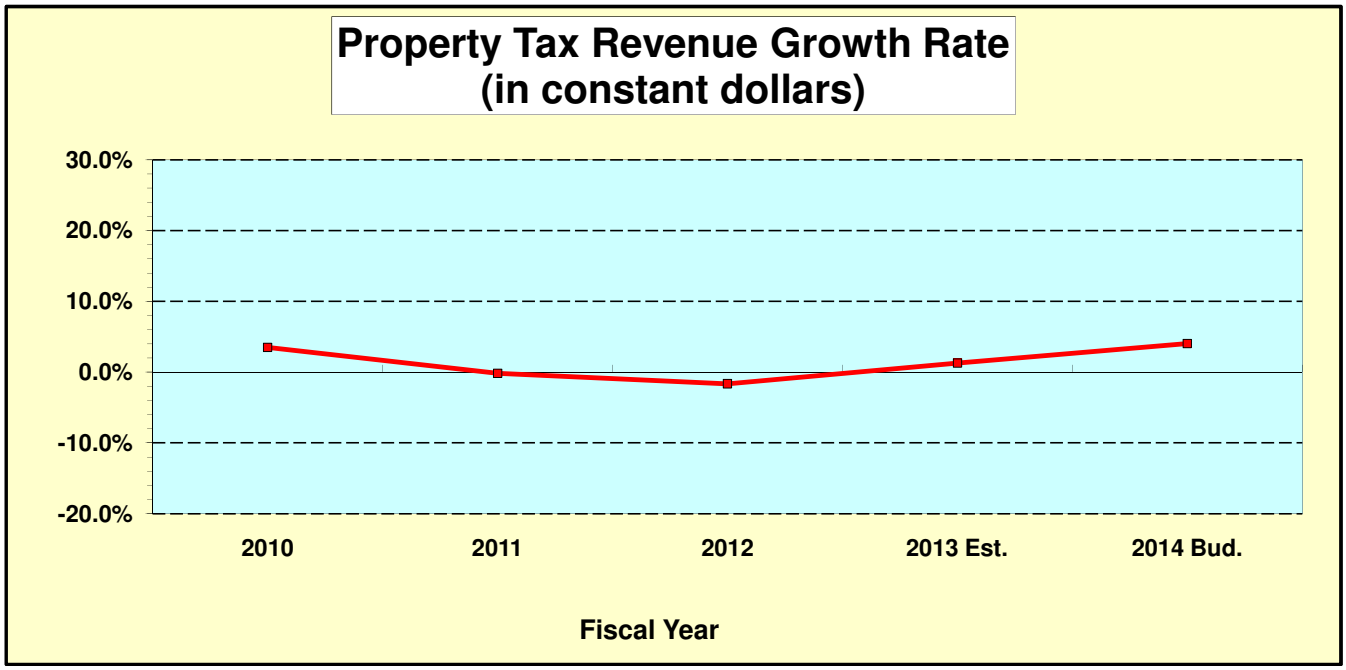
Intergovernmental revenues (revenues received from another governmental entity) are important because an over dependence on such revenues can be harmful to local jurisdictions and their ability to control revenue flows. The reduction of intergovernmental funds at the discretion of other governments leaves 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 was reduced from approximately $9 million per year to less than $500,000 between FY2008 to FY2010.

REVENUE INDICATOR



Warning Trend:
Decline in property tax revenues (constant dollars)

Formula:
Property Tax revenues
(constant dollars)

Fiscal Year:	2010	2011	2012	2013 Est.	2014 Bud.
Property Tax Revenues	$177,986,438	$181,734,631	$183,892,784	$189,508,000	$201,088,000
Consumer price index	141.3	144.5	148.6	151.2	154.3
Property Tax Revenue in constant dollars	$125,985,799	$125,770,087	$123,711,063	$125,307,387	$130,357,225
Growth rate in constant dollars	3.5%	-0.2%	-1.6%	1.3%	4.0%

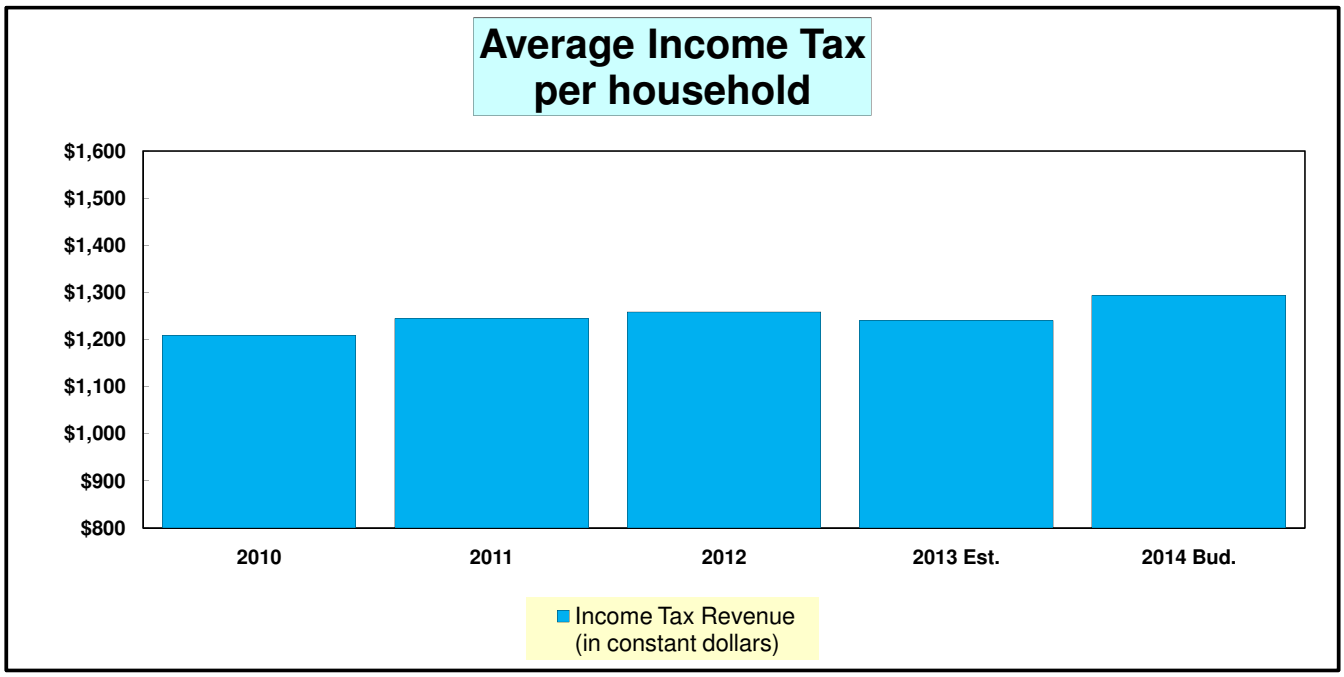
Description:

Property tax revenue should be considered separately from other revenue because it is the primary revenue source. A decline or diminished growth rate in property taxes may be a result of overall decline in property value, default in property tax payment, or inefficient assessment.

Comment:

The housing market decline has resulted in a lower rate of growth in property tax revenue for FY2010 - FY2012. Growth rate increases in FY2013 and FY2014 are primarily due to property tax and income tax rate increases.

REVENUE INDICATOR



Warning Trend:
Decline in income tax revenues (constant dollars)

Formula:

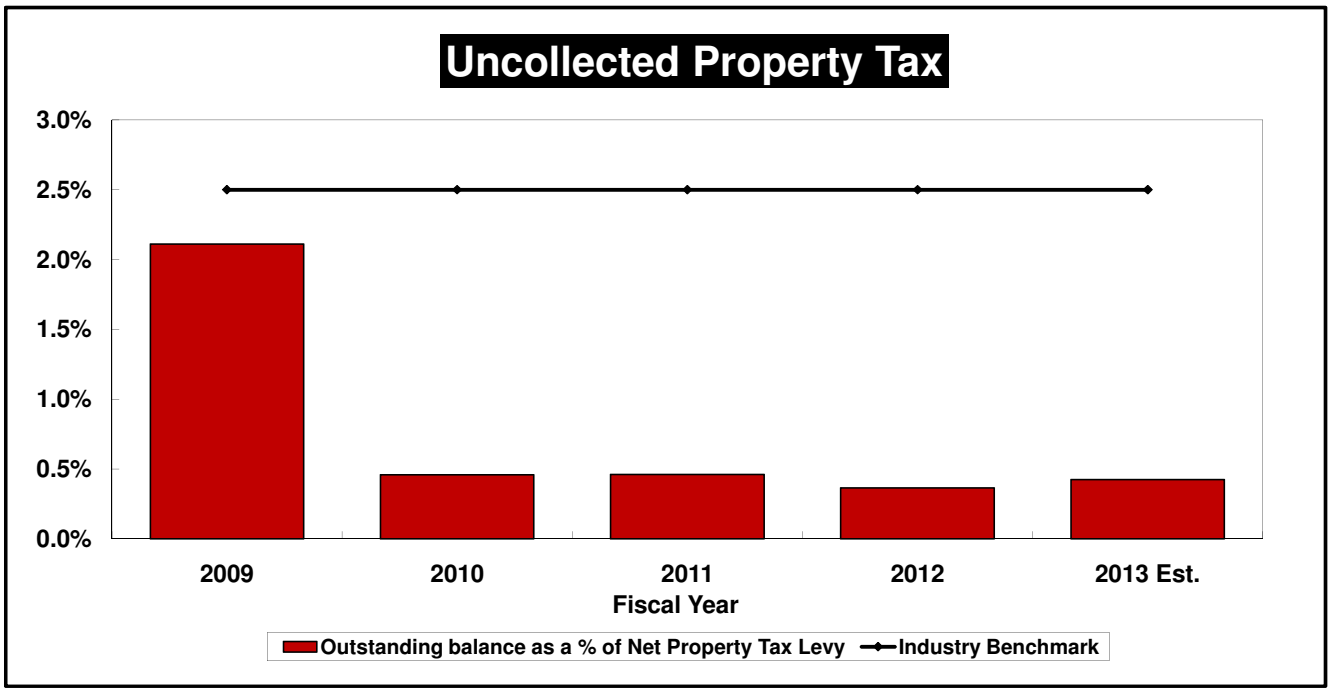
$$\frac{\text{Income Tax Revenues (constant dollars)}}{\text{Number of Households}}$$

Fiscal Year:	2010	2011	2012	2013 Est.	2014 Bud.
Income Tax Revenues	$86,513,316	$92,049,627	$97,179,582	$98,785,200	$106,240,200
Consumer price index	141.3	144.5	148.6	151.2	154.3
Income Tax Revenue (in constant dollars)	$61,237,527	$63,703,266	$65,376,080	$65,319,223	$68,871,229
Households	50,686	51,214	51,953	52,666	53,253
Avg. Income Tax per Household (in constant dollars)	**$1,208**	**$1,244**	**$1,258**	**$1,240**	**$1,293**

Comment:

Income tax revenue continues to increase compared to the average income tax per household. Total tax receipts have exceeded budget expectations. The income tax rate is increasing by 4.5% for FY2014, which is expected to add to the overall growth rate of this revenue source.

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:	2009	2010	2011	2012	2013 Est.
Net Property Tax Levy	$194,249,210	$206,470,878	$197,305,606	$190,760,517	$192,660,817
Current year tax levy outstanding at year end	$4,098,472	$947,331	$912,210	$698,300	$818,100
Outstanding balance as a % of Net Property Tax Levy	2.1%	0.5%	0.5%	0.4%	0.4%

Description:

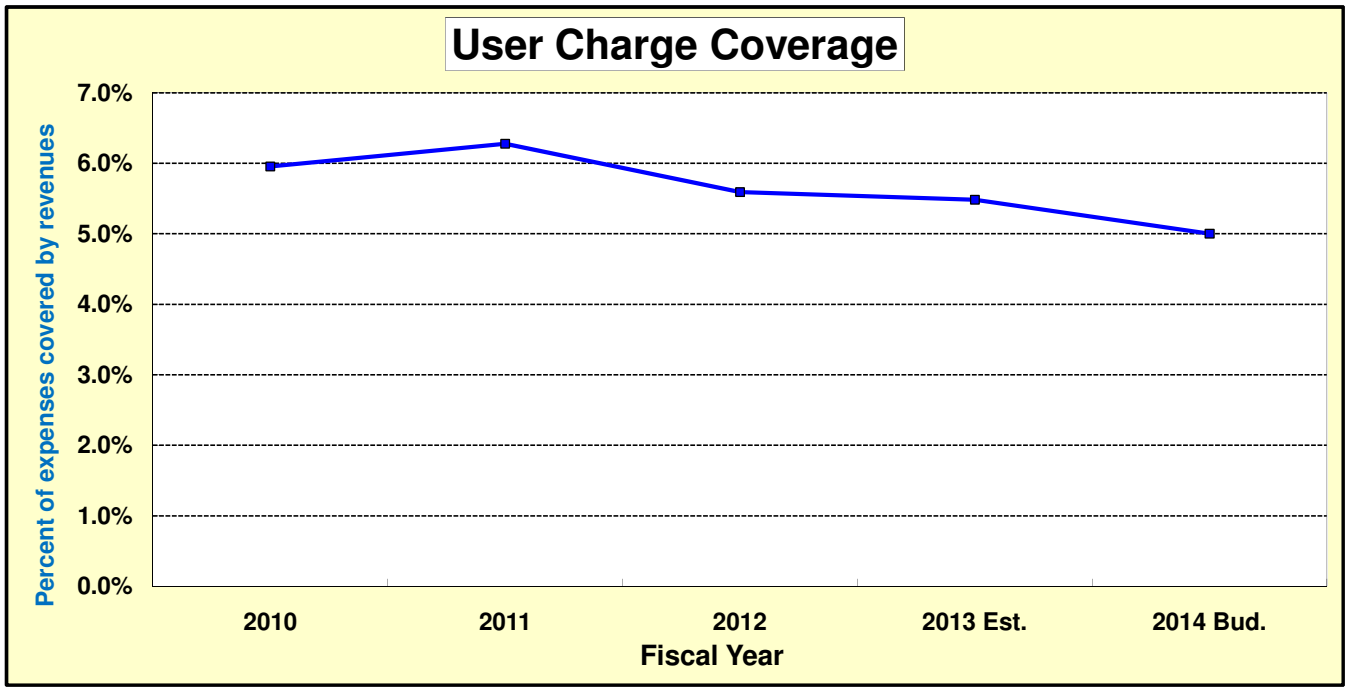
Each year, a percentage of property tax owners are unable to pay property taxes. If the percentage increases over time, it may indicate overall decline in the local governments economic health. Additionally, as uncollected property taxes rise, liquid is decreased and there is less cash on hand to pay bills or invest.

Comment:

The County's ability to conduct tax sales and assess liens coupled with the ability of the majority of its citizens to pay for the tax levy are the most significant factors contributing to an excellent collection rate.

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:	2010	2011	2012	2013 Est.	2014 Bud.
General Fund License & Permit/ Service Fee Revenue	$6,969,471	$7,126,890	$6,774,624	$6,800,700	$6,824,100
General Fund Expense (excl. transfers & debt service)	$117,036,976	$113,521,364	$121,169,835	$124,053,450	$136,492,600
Percent of expenses covered by revenues	6.0%	6.3%	5.6%	5.5%	5.0%

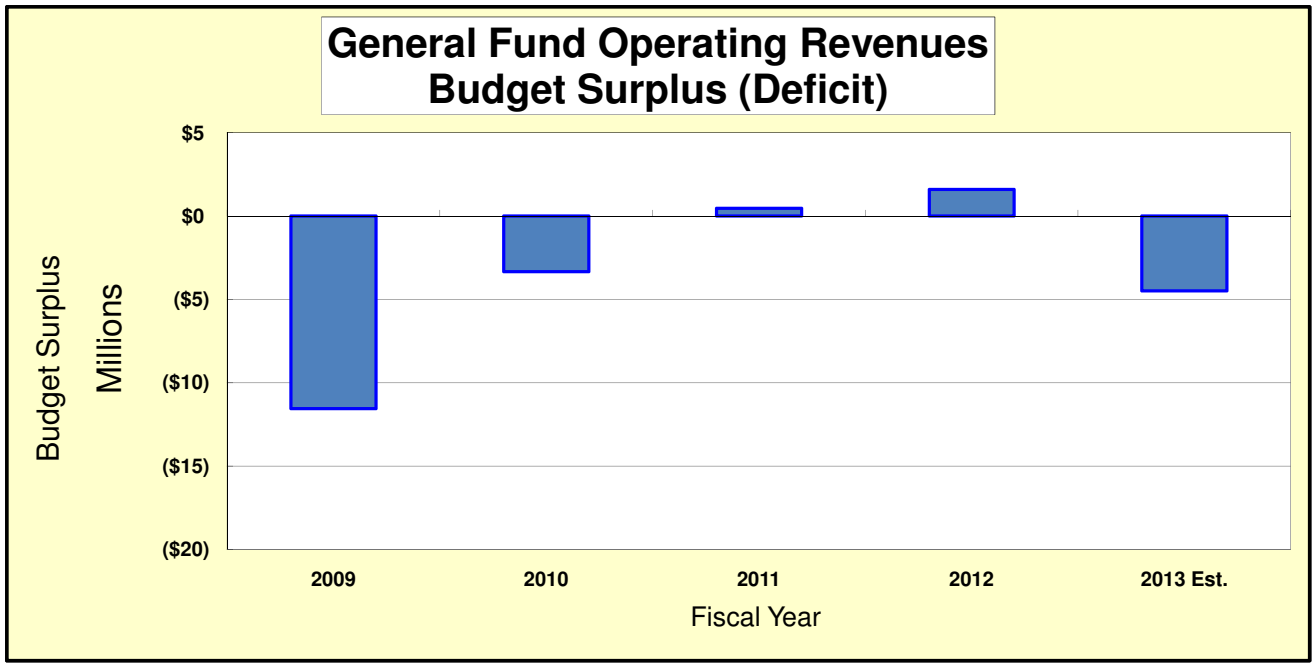
Description:

The term user charge coverage refers to whether fees and charges cover the entire cost of providing a service. This indicator focuses only on general fund programs and not on enterprise or special revenue fund services. As coverage declines, the burden on other revenues to support the services increases. This indicator helps to point out if inflation or other factors have eroded the user charge coverage.

Comment:

User fee revenue typically supports various programs ranging from planning and zoning to parks and recreation. The County Commissioners review fees during the annual budgetary process in order to maintain a level funding source for associated programs. The decline in the percent of expenses covered by user fee revenues is directly due to government costs not subject to program fees, such as Education and Public Safety.

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:	2009	2010	2011	2012	2013 Est.
Actual Gross Operating Revenues	$286,994,899	$289,127,990	$298,392,949	$307,979,739	$314,830,100
Amended Budgeted Operating Revenues	$298,536,590	$292,463,700	$297,923,530	$306,380,350	$319,315,200
Revenue (Shortfall)/Surplus	($11,541,691)	($3,335,710)	$469,419	$1,599,389	($4,485,100)
Revenue Variance as a % of Gross Operating Revenues	-4.0%	-1.2%	0.2%	0.5%	-1.4%

Description:

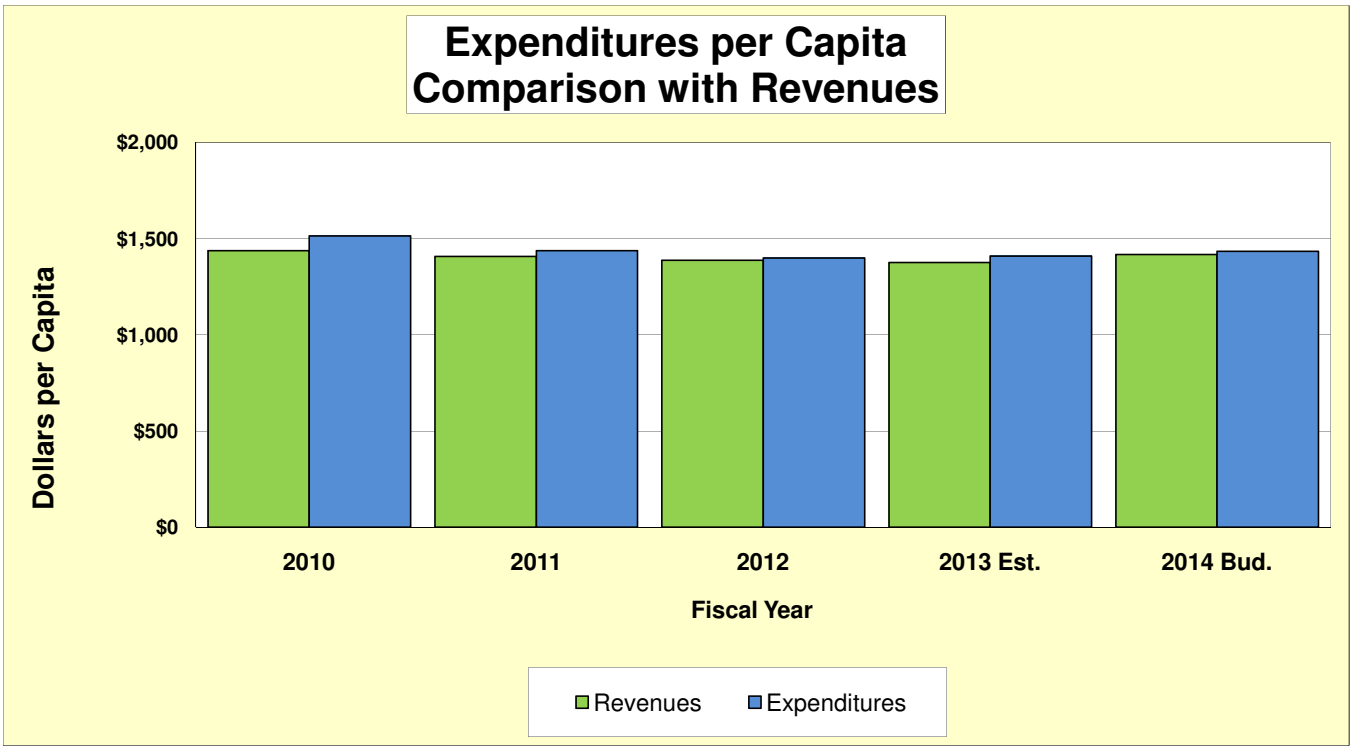
This indicator examines the differences between revenue estimates and revenues actually received during the fiscal year. Major discrepancies that continue year after year can indicate a declining economy, inefficient collection procedures, or inaccurate estimating techniques. If revenue shortfalls are increasing in frequency or size, a detailed analysis of each revenue should be made to pinpoint the source.

Comment:

The recession significantly affected certain revenues resulting in revenue budget shortfalls for FY2009 and FY2010. A shortfall in FY2009 was due to income tax, highway user tax, and interest income earnings which combined to fall short by $11 million. The FY2010 shortfall resulted from a large tax assessment appeal to the State causing a $2.8 million adjustment from the original budget estimate.

Nearly half of the revenue budget shortfall for FY2013 is due to a delay with a major power plant project which included an upfront payment that was deferred to a later year.

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:	2010	2011	2012	2013 Est.	2014 Bud.
Net operating expenditures and transfers	$304,610,999	$304,788,500	$310,275,225	$322,494,280	$338,566,300
Consumer price index	141.3	144.5	148.6	151.2	154.3
Constant dollar expenditures	$215,615,642	$210,929,947	$208,732,921	$213,241,211	$219,478,852
Per capita expenditures (constant dollars)	$1,516	$1,439	$1,400	$1,411	$1,436
Gross operating revenues per capita	$1,439	$1,409	$1,389	$1,377	$1,419
Estimated population	142,226	146,551	149,130	151,148	152,833
Estimated households	50,686	51,214	51,953	52,666	53,253
Household per capita expenditures	$4,254	$4,119	$4,018	$4,049	$4,121

Description:

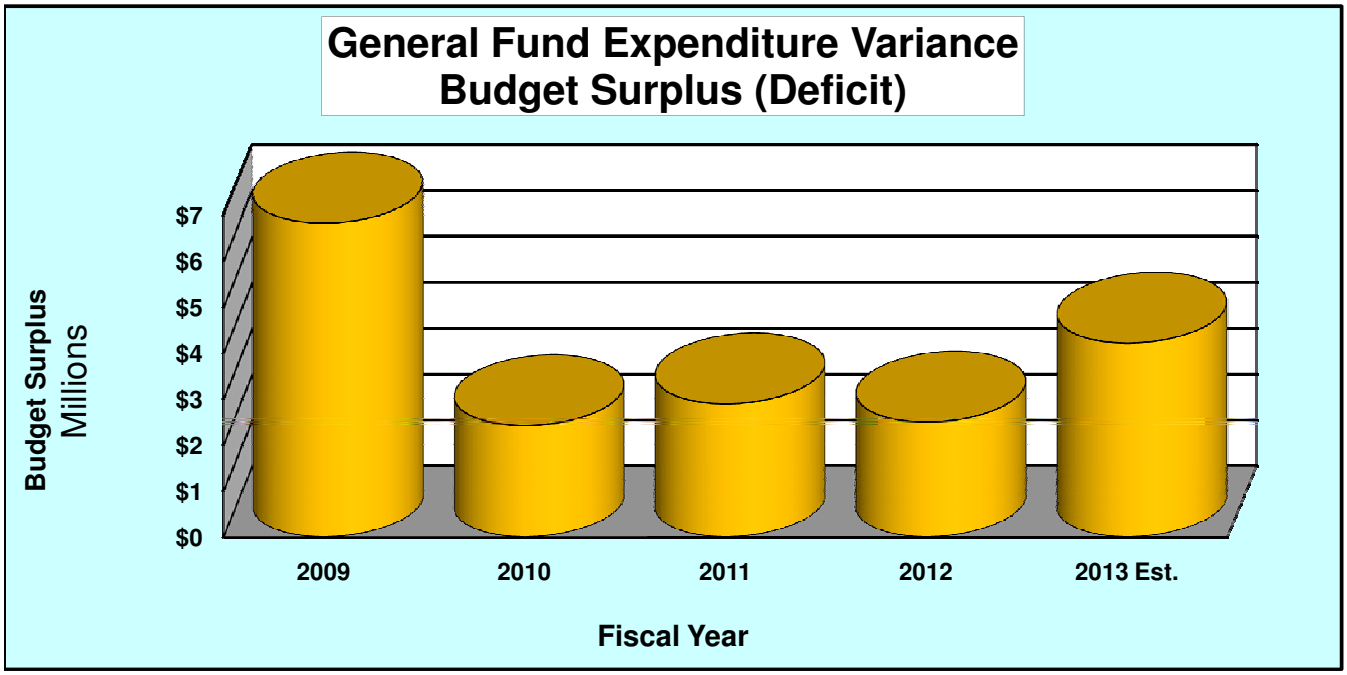
Changes in per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures can indicate that the cost of providing services is outstripping the community's ability to pay, especially, if spending is increasing faster than the residents' collective 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 occur should budget estimates hold steady.

EXPENDITURE INDICATOR



Formula:

$$\frac{\text{Expenditure Shortfalls}}{\text{Gross Operating Expenditure}}$$

Fiscal Year:	2009	2010	2011	2012	2013 Est.
Actual Expenditures	$299,742,779	$304,610,999	$304,788,500	$311,567,139	$322,779,680
Amended Budgeted Expenditures	$306,570,610	$307,029,180	$307,679,530	$314,060,470	$326,995,790
Budget Surplus/(Deficit)	$6,827,831	$2,418,181	$2,891,030	$2,493,331	$4,216,110
Expenditure Variance as a % of Budget	2.23%	0.79%	0.94%	0.79%	1.29%

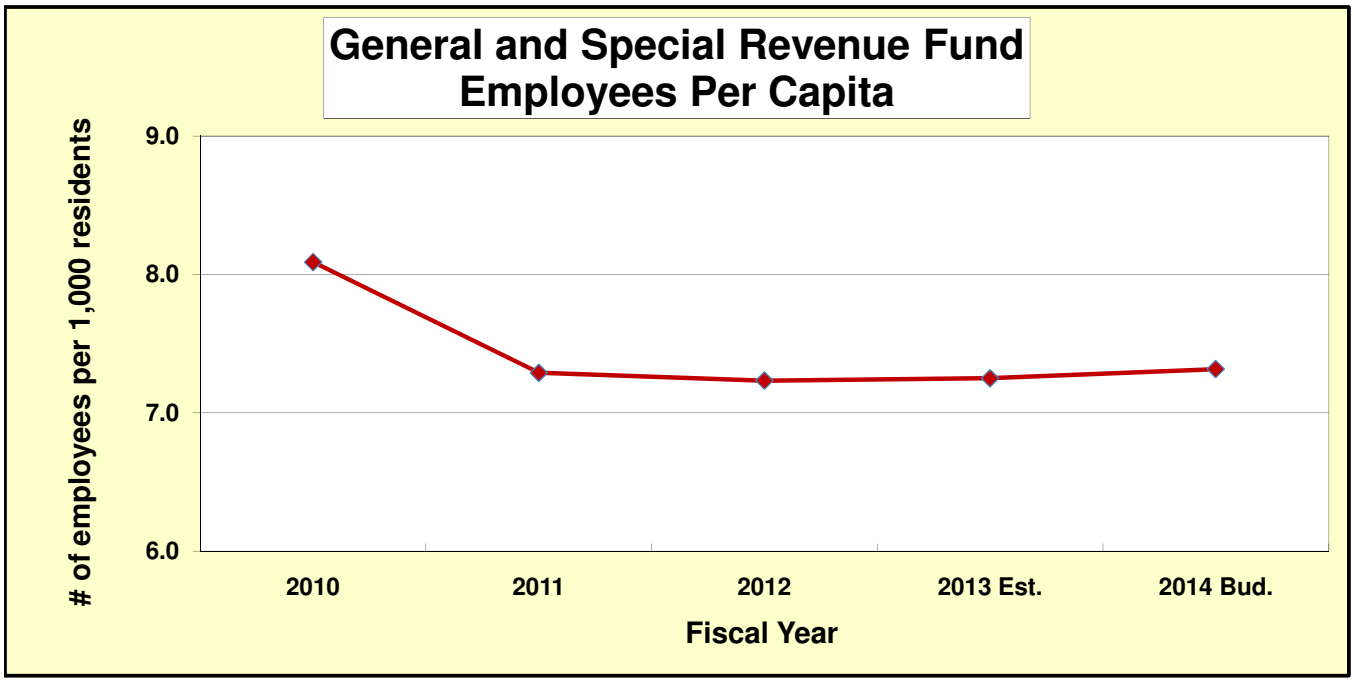
Description:

This indicator examines the differences between expenditure estimates and expenditures actually incurred during the fiscal year.

Comment:

Budget surpluses were purposely generated in fiscal years 2009 and 2010 to counteract revenue shortfalls caused by the economic recession. 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 an additional spending freeze in FY2010 resulted in a $2.4 million savings. Budget surpluses in FY2011, FY2012, and FY2013 were generated by a general overall under spending of operating budgets without specific budget actions required.

EXPENDITURE INDICATOR



Warning Trend:
Increasing number of employees per capita

Formula:

$$\frac{\text{\# of general \& special revenue fund employees}}{\text{Population}}$$

Fiscal Year:	2010	2011	2012	2013 Est.	2014 Bud.
Number of Full Time Employees*	1,150	1,068	1,078	1,096	1,118
Population	142,226	146,551	149,130	151,148	152,833
# of County employees per capita	**0.0081**	**0.0073**	**0.0072**	**0.0072**	**0.0073**

** excludes Enterprise funded positions which are self-supporting.*

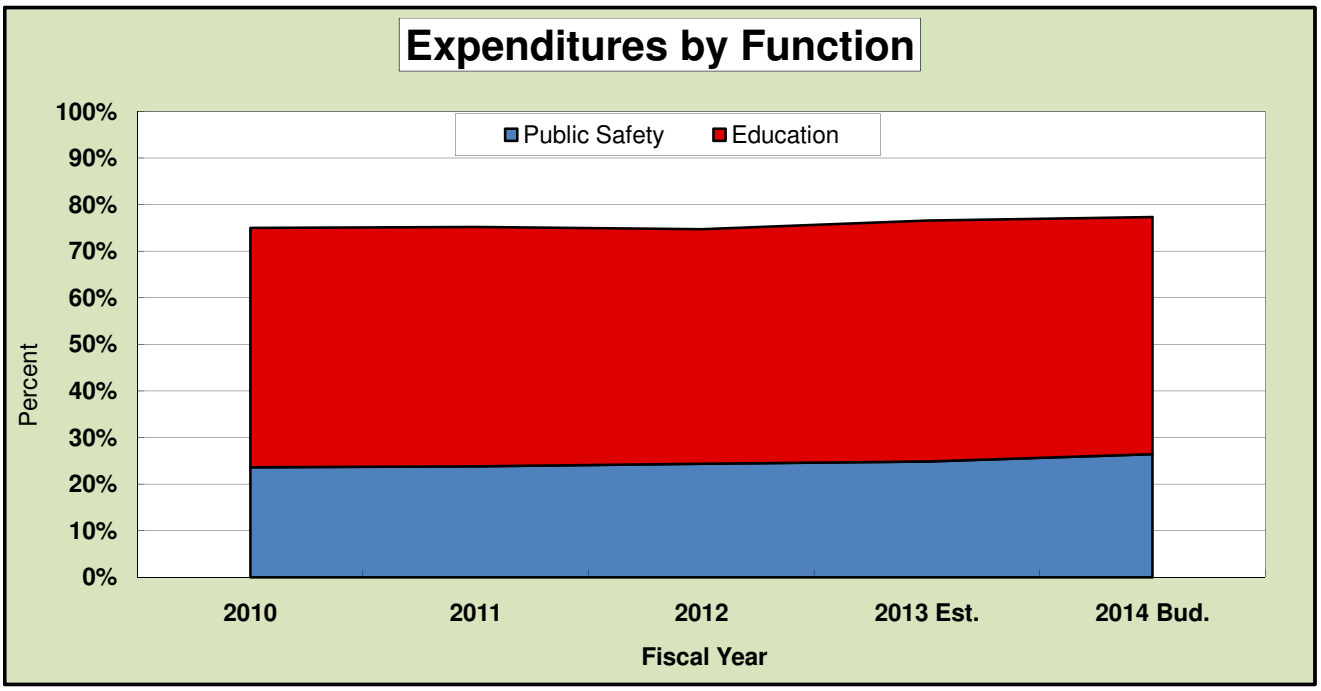
Description:

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	2010	2011	2012	2013 Est.	2014 Bud.
General Government	$17,492,376	$18,351,057	$18,234,144	$22,573,640	$21,544,700
% of Total Funds	5.7%	6.0%	5.9%	7.0%	6.4%
Public Safety	**$72,086,095**	**$72,740,164**	**$75,982,778**	**$80,357,400**	**$89,791,700**
% of Total Funds	**23.7%**	**23.9%**	**24.4%**	**24.9%**	**26.5%**
Planning & Growth Management	$3,221,128	$2,449,888	$2,391,227	$2,447,800	$2,724,900
% of Total Funds	1.1%	0.8%	0.8%	0.8%	0.8%
Health & Social Services	$4,185,225	$4,173,338	$4,187,990	$4,115,050	$4,089,130
% of Total Funds	1.4%	1.4%	1.3%	1.3%	1.2%
Community Services	$5,836,870	$5,554,780	$5,472,245	$6,060,100	$6,480,100
% of Total Funds	1.9%	1.8%	1.8%	1.9%	1.9%
Education	**$156,434,735**	**$156,619,582**	**$156,938,747**	**$167,011,200**	**$172,595,300**
% of Total Funds	**51.4%**	**51.4%**	**50.4%**	**51.7%**	**50.9%**
Public Works	$19,240,845	$16,650,347	$15,550,813	$16,185,670	$17,549,700
% of Total Funds	6.3%	5.5%	5.0%	5.0%	5.2%
Debt Service	$23,179,998	$26,002,916	$25,146,629	$20,283,200	$20,429,600
% of Total Funds	7.6%	8.5%	8.1%	6.3%	6.0%
Capital Projects	$1,100,898	$1,280,829	$5,604,781	$1,101,440	$1,213,000
% of Total Funds	0.4%	0.4%	1.8%	0.3%	0.4%
Other	$1,832,831	$965,599	$2,057,785	$2,644,180	$2,653,470
% of Total Funds	0.6%	0.3%	0.7%	0.8%	0.8%
Total Funds:	$304,610,999	$304,788,500	$311,567,139	$322,779,680	$339,071,600

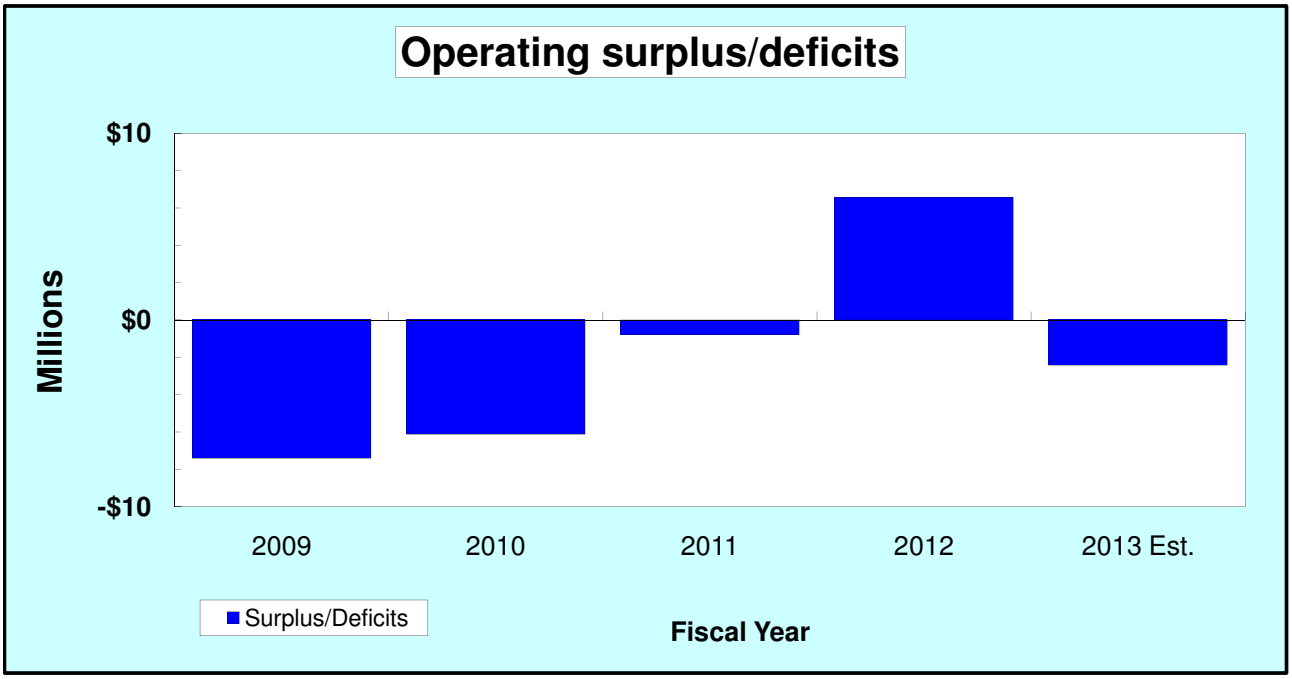
Description:

Expenditures by function represents the cost of government services by program. Often times it also an indicator of the priority level of the government.

Comments:

The County's top two priorities, Education and Public Safety, receive the largest share of the County dollar.

OPERATING POSITION INDICATOR



Warning Trend:
Increasing general fund operating deficits as a % of operating revenues.

Formula: $\frac{\text{Operating Surplus (Deficit)}}{\text{Operating Revenues}}$

Fiscal Year:	2009	2010	2011	2012	2013 Est.
General fund operating deficits/surplus	($7,408,926)	($6,131,601)	($800,872)	$6,554,396	($2,419,080)
Gross operating revenues	$286,994,899	$289,127,990	$298,392,949	$307,979,739	$314,830,100
General Fund operating surplus/deficits as a % of operating revenues	-2.6%	-2.1%	-0.3%	2.1%	-0.8%

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:

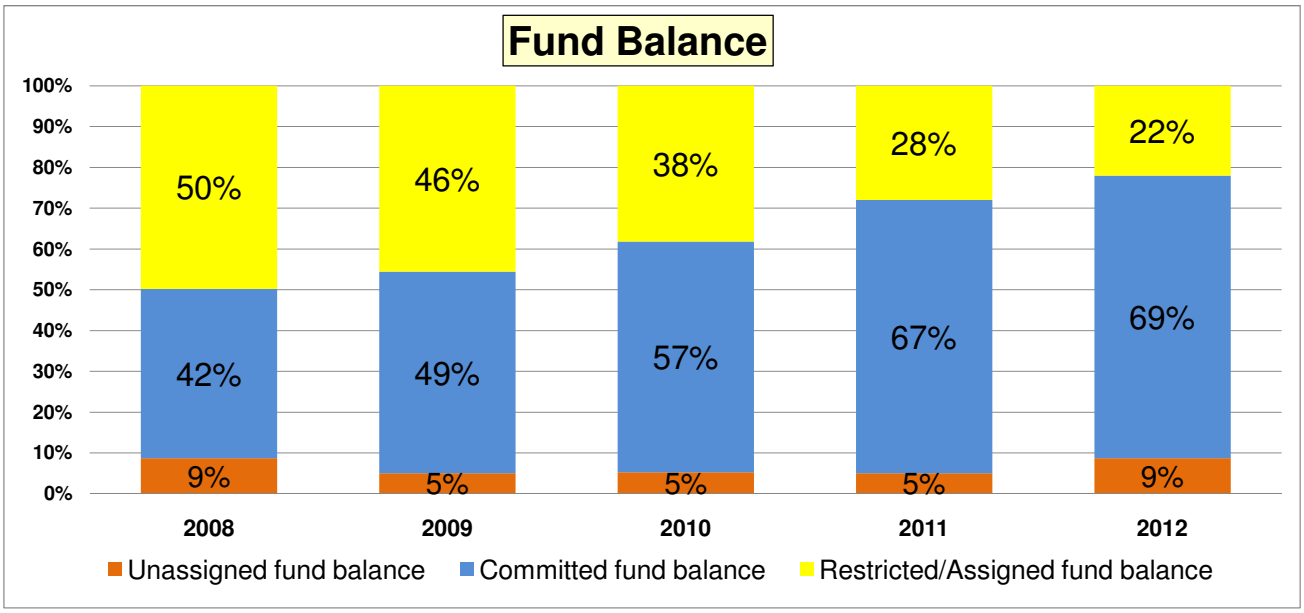
- (2) consecutive years of operating fund deficits
- An operating fund deficit in (2) of the last (5) years or greater than that of the previous year

Comment:

In general, operating deficits have occurred as a result of a planned use of Fund Balance to re-invest prior years' surpluses back into government services and equipment. The FY2009 deficit of $7.4 million included an intentional use of $4.1 million from Reserves 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.

An appropriation of $8.5 million from Fund Balance Reserves for FY2011 was negated by budget surpluses from both revenues and expenditures. For FY2012 a budget surplus of $6.6 million was primarily due to a $4 million sale of surplus land. The FY2013 budget adopted the use of Fund Balance in the amount of $5.5 million, which is anticipated to be partially offset by favorable revenues and expense savings.

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:	2008	2009	2010	2011	2012
Total fund balance	$54,725,700	$47,316,775	$41,185,173	$40,384,301	$45,506,927
Unassigned fund balances	$4,762,258	$2,378,608	$2,171,830	$2,050,076	$3,959,025
Committed fund balances	$22,728,588	$23,386,699	$23,280,926	$27,022,596	$31,526,041
Restricted/Assigned fund balances	$27,234,854	$21,551,468	$15,732,417	$11,311,629	$10,021,861
Gross operating revenues	$280,135,108	$286,994,899	$289,127,990	$298,392,949	$307,979,739
General Fund Total Fund Balance as a % of operating revenues & transfers	19.5%	16.5%	14.2%	13.5%	14.8%
General Fund Unassigned Fund Balance as a % of operating revenues	1.7%	0.8%	0.8%	0.7%	1.3%

Description:

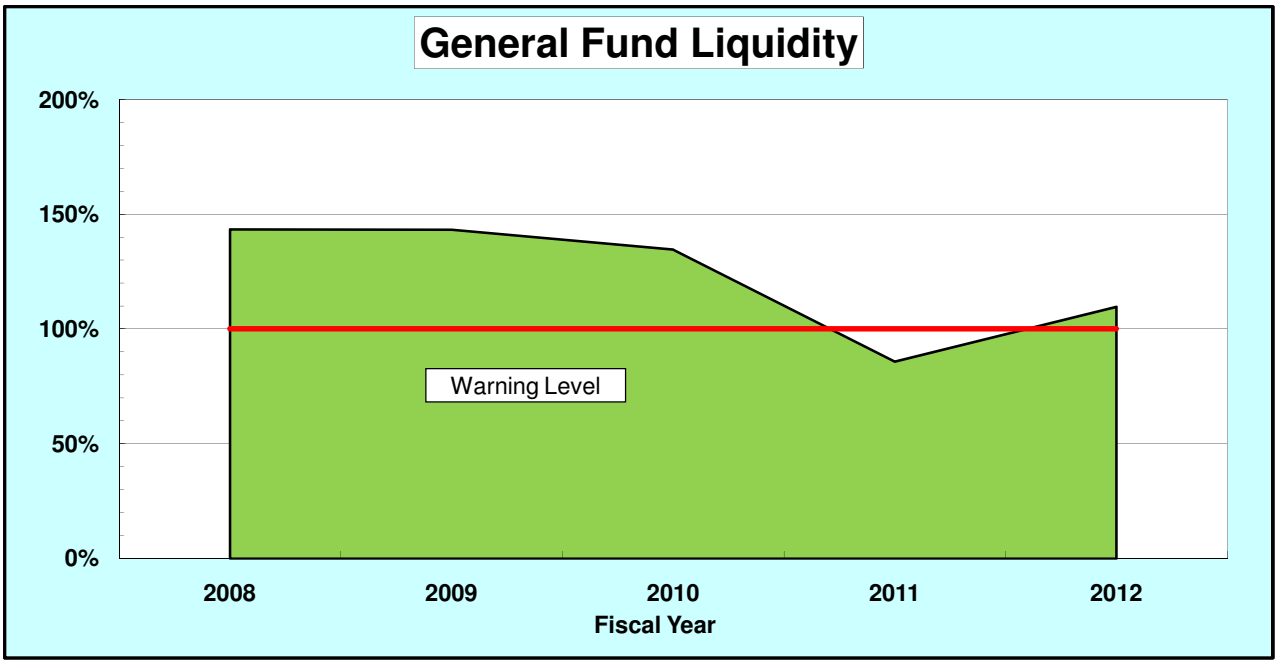
The size of a local government's fund balances can affect its ability to withstand financial emergencies. It can affect its ability to accumulate funds for capital purchases without having to borrow. Nonspecific or general reserves are usually carried on the books as an unreserved fund balance. The fund 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:	2008	2009	2010	2011	2012
Cash and Short Term Investments	$128,164,963	$99,943,525	$103,663,739	$73,892,718	$103,218,069
Current Liabilities (excludes deferred revenues)	$89,319,953	$69,741,241	$77,005,692	$86,120,814	$94,101,613
Cash and Short-term Investments as a percentage of Current Liabilities	143.5%	143.3%	134.6%	85.8%	109.7%

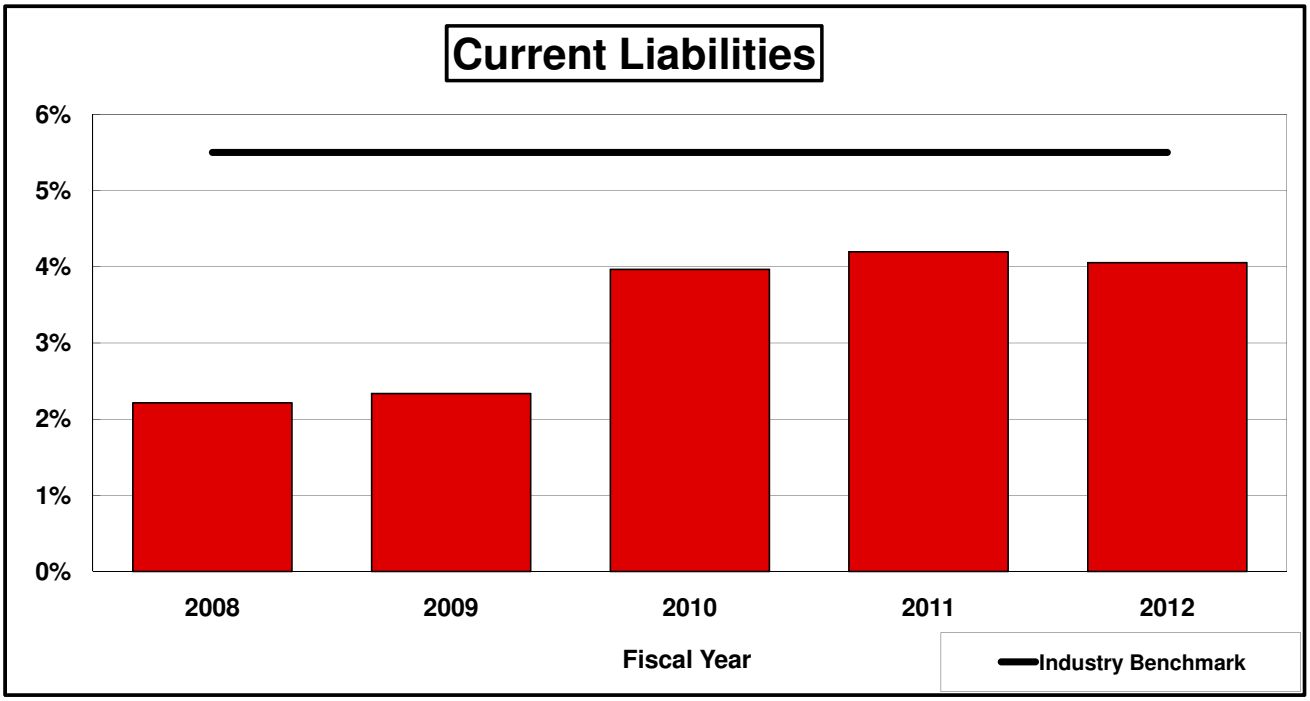
Description:

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:	2008	2009	2010	2011	2012
Current liabilities *	$6,204,072	$6,708,180	$11,467,851	$12,528,201	$12,481,160
Gross Operating Revenues	$280,135,108	$286,994,899	$289,127,990	$298,392,949	$307,979,739
Current liabilities as a percentage of operating revenues	2.2%	2.3%	4.0%	4.2%	4.1%

** 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.

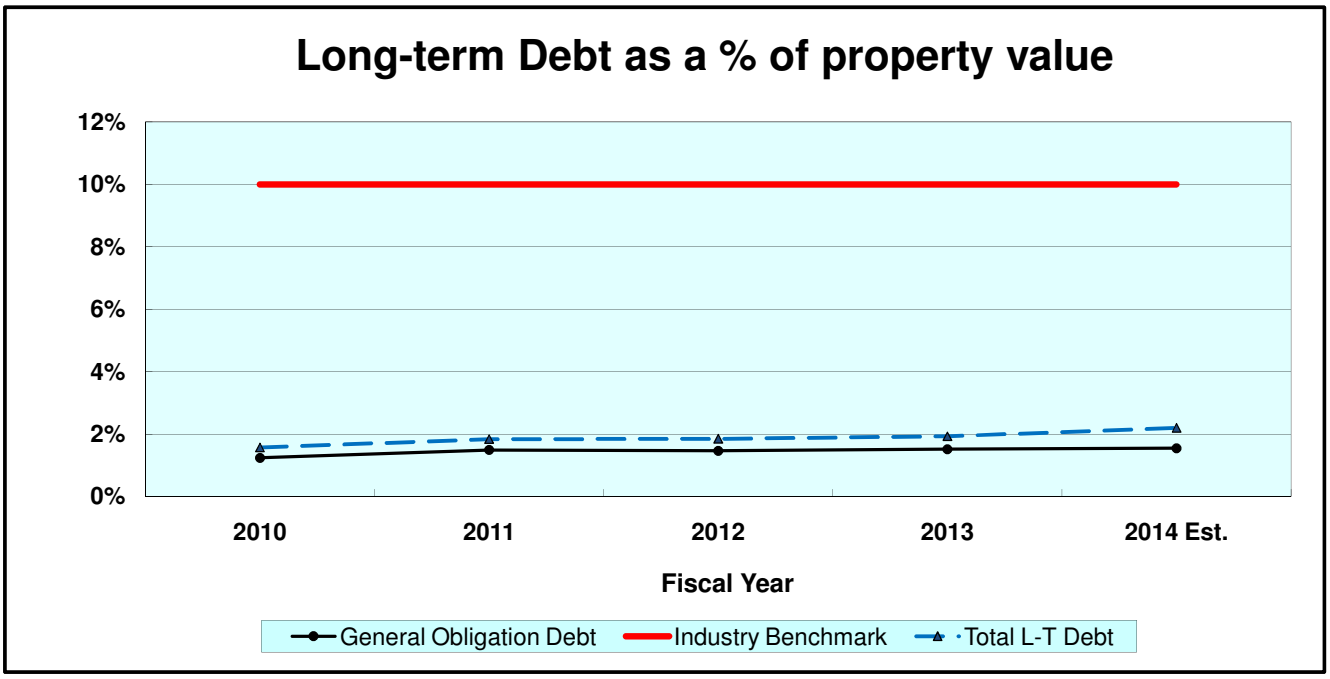
Credit industry benchmarks:

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:	2010	2011	2012	2013	2014 Est.
General Obligation Long -Term Debt	$248,377,897	$283,176,595	$259,051,233	$255,572,965	$255,097,000
Total Long-term Debt	$314,400,000	$348,520,022	$327,005,002	$324,810,000	$362,450,000
Assessed Valuation	$20,022,850,978	$18,973,018,802	$17,662,354,500	$16,855,700,814	$16,464,383,567
Debt as a % of Assessed Valuation:					
General Obligation Debt	1.2%	1.5%	1.5%	1.5%	1.5%
Total Debt Outstanding	1.6%	1.8%	1.9%	1.9%	2.2%
Increase/(decrease) from prior year:					
Ratio of General Obligation Debt to Assessed Value	-9.9%	20.3%	-1.7%	3.4%	2.2%
Ratio of Total Debt to Assessed Value	-6.2%	17.0%	0.8%	4.1%	14.2%

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.

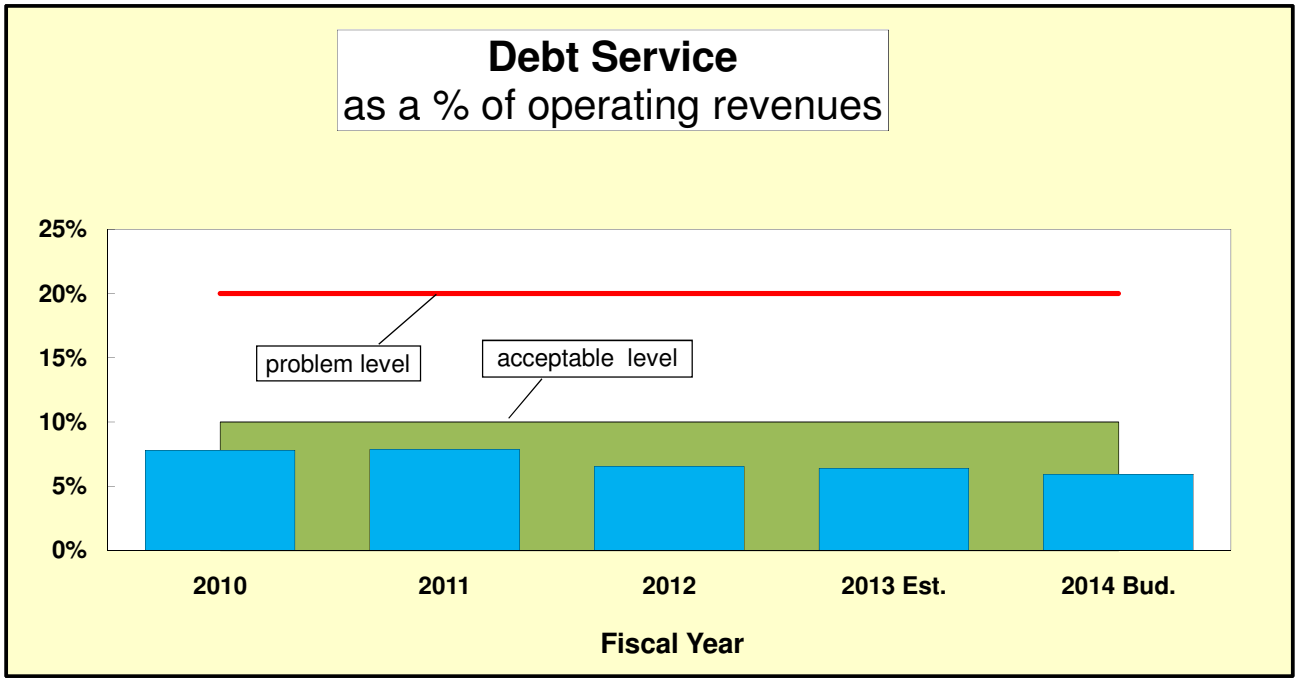
Credit Industry Benchmarks:

- 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:	2010	2011	2012	2013 Est.	2014 Bud.
Debt Service	$22,596,884	$23,426,121	$20,146,822	$20,095,500	$19,863,300
Operating Revenues	$289,127,990	$298,392,949	$307,979,739	$314,830,100	$334,490,600
Net direct long-term debt service as a percentage of operating revenues	7.8%	7.9%	6.5%	6.4%	5.9%

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.

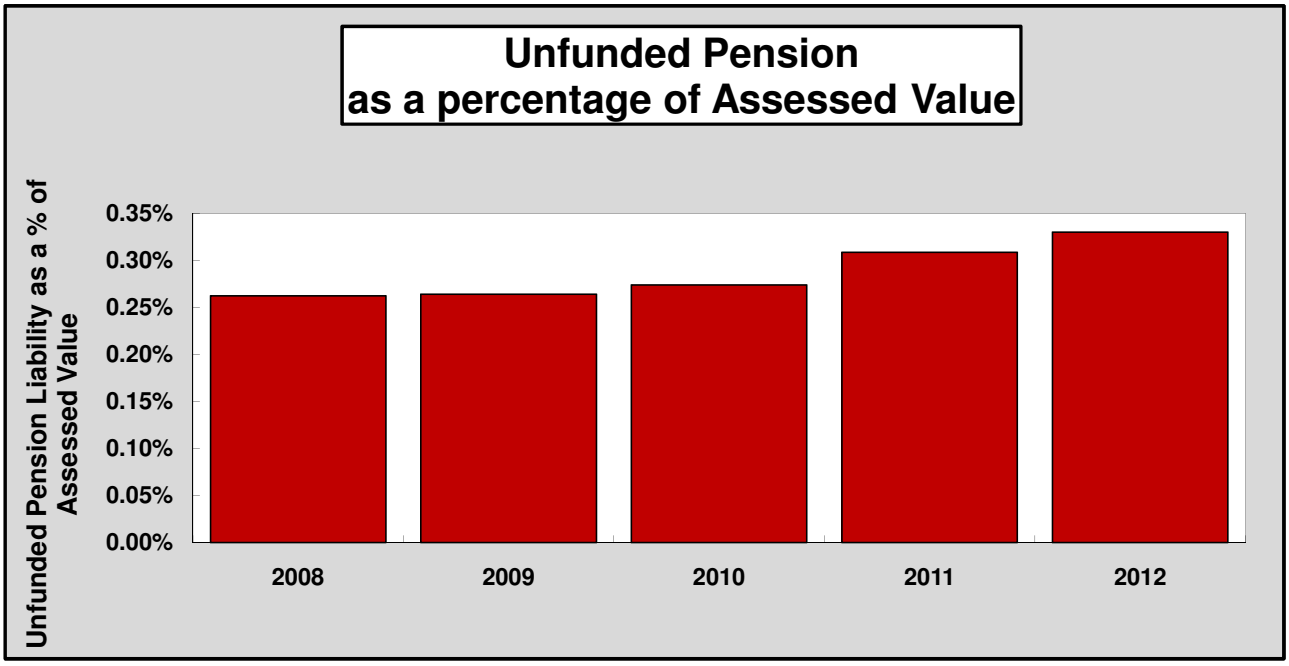
Credit Industry Benchmarks:

- 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:	2008	2009	2010	2011	2012
Unfunded Pension Liability	$42,078,616	$49,502,652	$54,854,282	$58,559,097	$58,255,080
Assessed Valuation	$16,036,771,870	$18,767,010,361	$20,022,850,978	$18,973,018,802	$17,662,354,500
Unfunded Pension Liability as a percentage of Assessed Value	0.26%	0.26%	0.27%	0.31%	0.33%

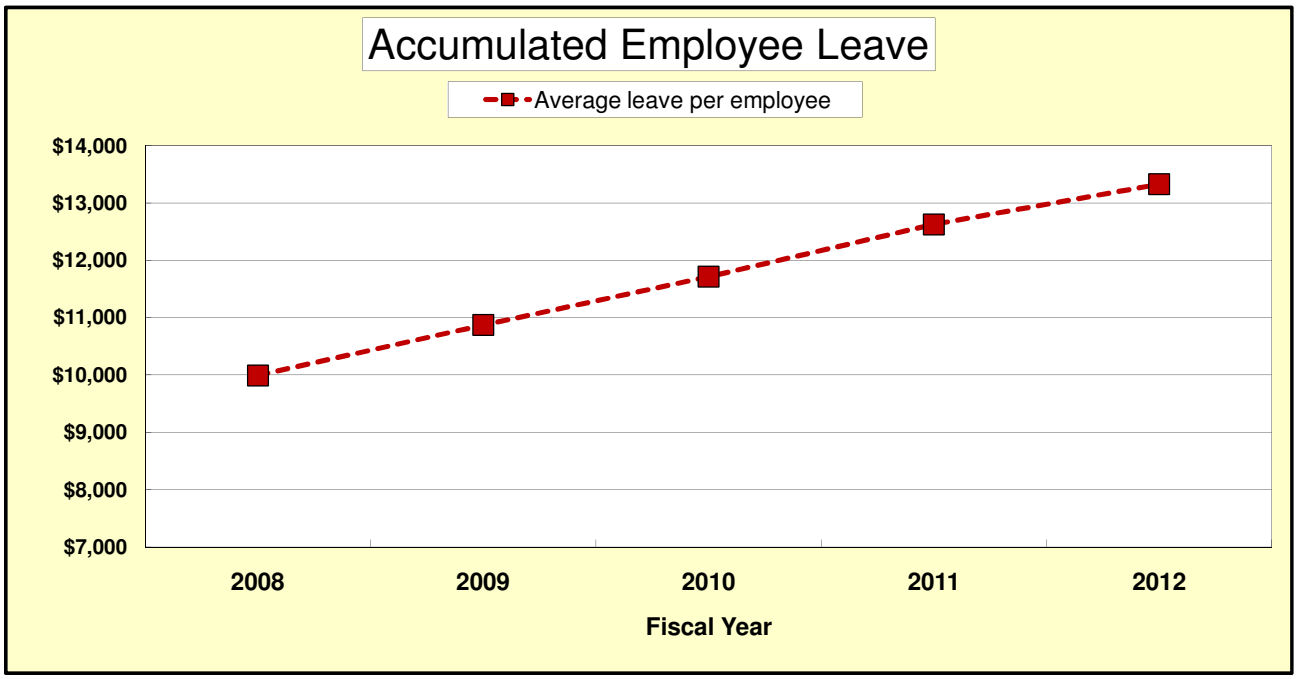
Description:

Growth in the unfunded liability for vested benefits places an increasing burden on the tax base. The significance of this burden in relation to the community's ability to pay can be measured by comparing the unfunded liability to changes in assessed valuation, as would be the case when property taxes are the primary revenue source.

Comment:

The ratio of the unfunded pension liability to assessed property value remained relatively flat during a period of time assessments were rising, however, the affect of the Great Recession on property assessments has negatively affected the ratio of Unfunded Pension Liability.

UNFUNDED LIABILITY INDICATOR



Warning Trend:
Increasing accumulated leave

Formula:
Accumulated Employee Leave

Fiscal Year:	2008	2009	2010	2011	2012
Accumulated Employee Leave *	$11,541,126	$12,689,776	$13,476,204	$13,488,868	$14,374,520
% change over prior year	12.1%	10.0%	6.2%	0.1%	6.6%
Full-time Employees	1,155	1,167	1,150	1,068	1,078
Average leave per employee	$9,992	$10,871	$11,714	$12,628	$13,328

** excludes employee sick leave which is not payable upon termination*

Description:

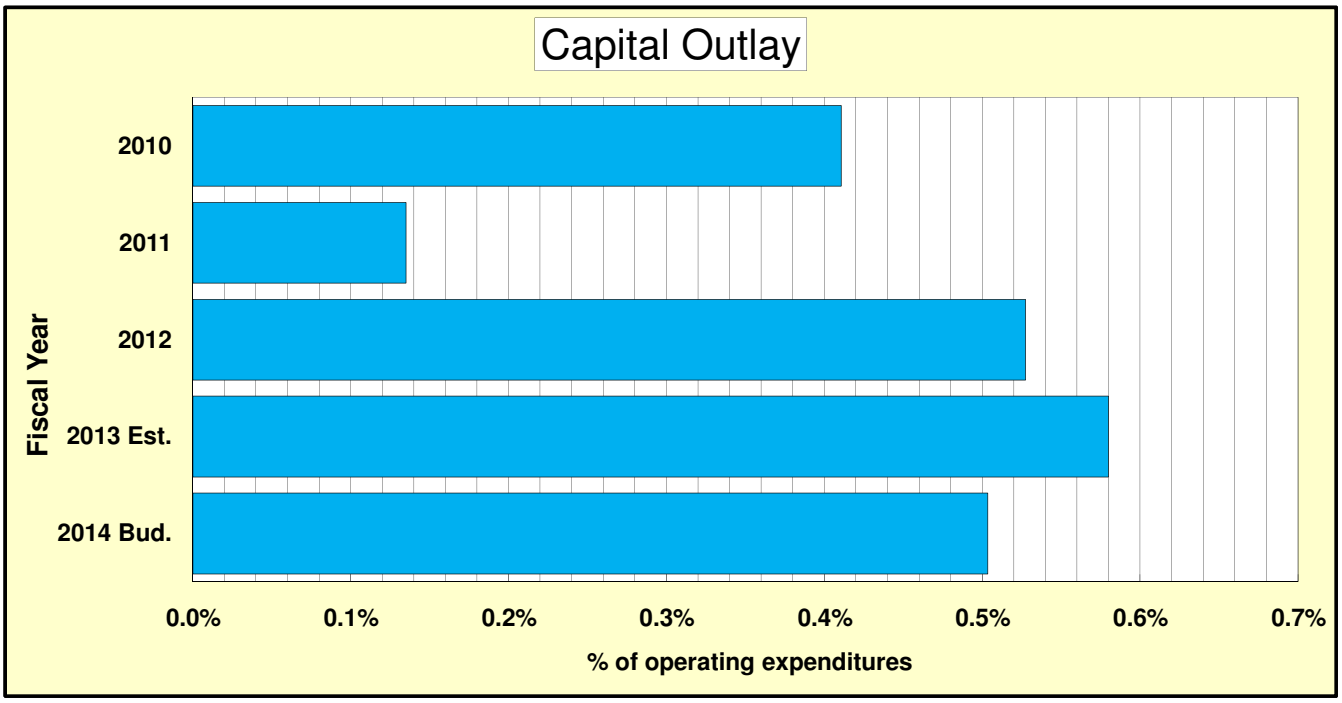
Local governments usually allow their employees to accumulate some portion of unused employee leave to be paid at termination or retirement. Although leave benefits initially represent only the opportunity cost of not having work performed, these benefits become a real cost when employees are actually 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:	2010	2011	2012	2013 Est.	2014 Bud.
Capital outlay purchases	$421,676	$76,990	$1,214,453	$140,770	$1,094,700
Capital lease agreements to purchase equipment	$829,227	$334,334	$421,546	$1,729,200	$609,400
Operating expenditures and transfers	$304,610,999	$304,788,500	$310,275,225	$322,494,280	$338,566,300
Capital purchases as a % of operating expenditures	0.4%	0.1%	0.5%	0.6%	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.

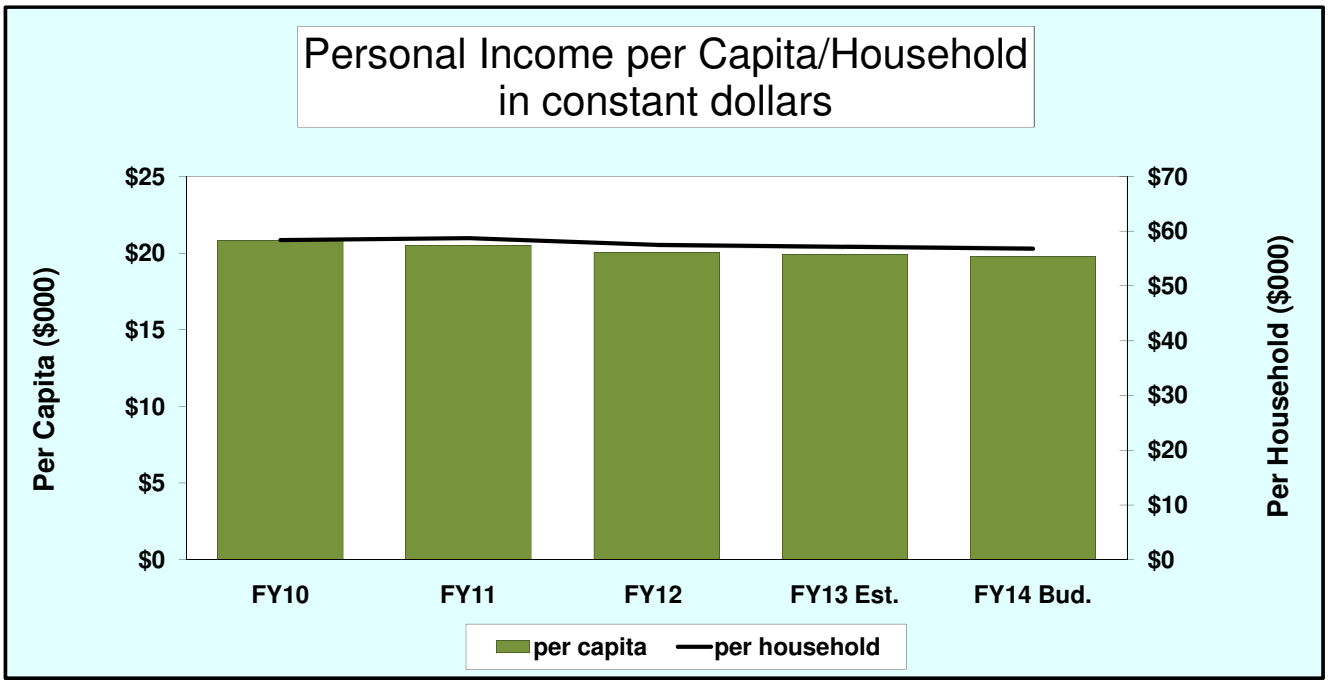
If this ratio declines in the short run (one to three years), it may mean that the local government's needs are temporarily satisfied, since most equipment lasts more than one year. A decline persisting over three or more years can indicate that capital outlay needs are being deferred, which can result 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 FY2010 and 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:	FY10	FY11	FY12	FY13 Est.	FY14 Bud.
Adjusted Gross Income	$4,180,941,706	$4,345,071,152	$4,440,248,422	$4,551,254,600	$4,665,036,000
Consumer Price Index in decimal	1.413	1.445	1.486	1.512	1.543
Adjusted Gross Income (in constant dollars)	$2,959,434,936	$3,007,021,680	$2,987,109,341	$3,009,402,352	$3,024,154,347
Population	142,226	146,551	149,130	151,148	152,833
Income per Capita (in constant dollars)	$20,808	$20,519	$20,030	$19,910	$19,787
Households	50,686	51,214	51,953	52,666	53,253
Income per Household (in constant dollars)	$58,388	$58,715	$57,496	$57,141	$56,788

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 regional economy improves.

BALANCE SHEET

	FY08 ACTUAL	FY09 ACTUAL	FY10 ACTUAL	FY11 ACTUAL	FY12 ACTUAL
ASSETS					
Cash	11,168,063	9,851,025	14,748,958	17,653,219	13,803,284
Short-term Investments	116,996,900	90,092,500	88,914,781	56,239,499	89,414,785
Total Liquid Assets	$128,164,963	$99,943,525	$103,663,739	$73,892,718	$103,218,069
Property Tax Receivable	1,747,415	5,205,567	2,419,559	2,716,488	2,762,740
Accounts & Notes Receivable	42,286,810	30,647,799	30,089,827	74,117,583	45,718,923
Inventory	1,556,961	1,521,884	1,528,416	1,537,974	1,775,484
Other Assets	2,705,230	1,687,664	2,162,048	1,750,304	1,552,247
Total Other Assets	$48,296,417	$39,062,914	$36,199,850	$80,122,349	$51,809,394
TOTAL ASSETS	**$176,461,380**	**$139,006,439**	**$139,863,589**	**$154,015,067**	**$155,027,463**
LIABILITIES					
Vouchers Payable	1,836,768	2,100,380	2,224,958	2,076,167	3,241,379
Accrued Expenditures	2,226,618	2,686,051	2,768,794	3,248,099	1,640,018
Deferred Revenues	32,415,727	21,948,423	21,672,724	27,509,952	15,418,923
Due to other funds	80,649,620	61,559,498	63,572,556	72,120,499	80,561,138
Other Liabilities	2,140,686	1,921,749	6,474,099	7,203,935	7,599,763
Payable from restricted assets	2,466,261	1,473,563	1,965,285	1,472,114	1,059,315
Total Liabilities	$121,735,680	$91,689,664	$98,678,416	$113,630,766	$109,520,536
FUND EQUITY					
Nonspendable Fund Balance	1,729,976	2,160,708	1,811,455	1,805,165	2,257,418
Restricted Fund Balance	700,134	724,060	761,035	699,770	3,896,913
Committed Fund Balance	22,728,588	23,386,699	23,280,926	27,022,596	31,526,041
Assigned Fund Balance	24,804,745	18,666,700	13,159,926	8,806,694	3,867,530
Unreserved Fund Balance	4,762,258	2,378,608	2,171,830	2,050,076	3,959,025
Total Fund Balance	$54,725,700	$47,316,775	$41,185,173	$40,384,301	$45,506,927
TOTAL LIABILITIES AND FUND EQUITY	**$176,461,380**	**$139,006,439**	**$139,863,589**	**$154,015,067**	**$155,027,463**

ACCOUNT GROUPS

GENERAL LONG TERM DEBT ACCOUNT GROUP

AMOUNT AVAILABLE FOR:					
Employee Benefits	23,755,434	33,453,049	43,900,959	53,226,897	64,106,741
Retirement of Long-term Debt	258,166,916	270,821,531	259,263,183	269,694,659	268,688,943
Total Assets	$281,922,350	$304,274,580	$303,164,142	$322,921,556	$332,795,684
Bonds Payable	250,841,807	263,831,669	254,017,418	266,620,586	266,372,697
Notes Payable	92,282	84,702	76,845	68,701	60,261
Capital Lease Obligations	5,178,942	5,332,288	4,098,080	2,458,503	2,255,985
Other Liabilities	25,809,319	35,025,921	44,971,799	53,773,766	64,106,741
Total Liabilities	$281,922,350	$304,274,580	$303,164,142	$322,921,556	$332,795,684
GENERAL FIXED ASSETS	392,345,882	432,516,483	444,010,617	445,807,122	459,939,706
PENSION TRUST FUNDS					
(includes County Employees and Sheriff's Department)					
Actuarial Value of Assets	180,111,681	200,516,534	214,731,106	236,872,933	255,673,648
Actuarial Liability for accrued benefits	222,190,297	250,019,186	269,585,388	295,432,030	313,928,728
Unfunded Pension Liability	($42,078,616)	($49,502,652)	($54,854,282)	($58,559,097)	($58,255,080)

INCOME STATEMENT

	FY10 ACTUAL	FY11 ACTUAL	FY12 ACTUAL	FY13 ESTIMATE	FY14 BUDGET
REVENUES					
Property Tax	$177,986,438	$181,734,631	$183,892,784	$189,508,000	$201,088,000
Income Tax	86,513,316	92,049,627	97,179,582	98,785,200	106,240,200
Local Tax	11,263,589	11,071,611	10,321,319	12,804,700	12,508,000
Licenses & Permits	894,118	892,291	911,711	969,200	930,200
Charges for Services	6,075,353	6,234,599	5,862,913	5,831,500	5,893,900
Interest	339,568	238,602	149,152	182,500	300,000
Miscellaneous	2,332,235	3,689,814	7,435,504	4,075,300	4,503,700
Total Local Operating	$285,404,617	$295,911,175	$305,752,965	$312,156,400	$331,464,000
Highway User Tax	437,492	631,126	473,872	854,000	908,000
Intergovernmental	3,285,881	1,850,648	1,752,902	1,819,700	2,118,600
Total Non-Local Operating	$3,723,373	$2,481,774	$2,226,774	$2,673,700	$3,026,600
Gross Operating Revenues	$289,127,990	$298,392,949	$307,979,739	$314,830,100	$334,490,600
EXPENDITURES					
Salaries & Wages	$67,023,038	$65,608,867	$66,098,883	$69,350,600	$75,525,770
Fringe Benefits	25,242,267	24,542,707	26,855,545	28,330,800	31,624,800
Supplies	5,050,889	5,142,000	5,308,507	5,728,600	6,157,200
Other Services & Charges	18,395,485	17,777,637	21,180,938	18,723,480	21,374,730
Capital Outlay	421,676	76,990	1,214,453	140,770	1,094,700
Other Capital	903,621	373,164	511,508	1,779,200	715,400
Debt Service	22,596,884	23,426,121	20,146,822	20,095,500	19,863,300
Agency Funding	3,832,098	3,764,879	3,739,015	3,286,690	9,089,100
Education	156,434,735	156,619,582	156,938,747	167,011,200	166,896,500
Total Operating Expenditures	$299,900,692	$297,331,946	$301,994,420	$314,446,840	$332,341,500
Excess (Deficiency) Revenues over Expenditures	($10,772,702)	$1,061,003	$5,985,320	$383,260	$2,149,100
OTHER FINANCING SOURCES/(USES)					
Operating Transfers In	7,395,000	1,259,700	1,456,608	350,000	1,050,000
Bond Premium	1,358,311	3,214,979	9,169,214	3,165,900	0
Proceeds from Refunded Debt	4,853,935	17,985,000	32,841,880	0	0
Payment to Refunded Debt Escrow	(4,877,336)	(16,865,000)	(35,747,320)	0	0
Capital Lease Proceeds	621,497	0	1,129,500	1,729,200	609,400
Extraordinary Revenue (storms)	0	0	1,291,914	285,400	0
TRANSFERS OUT:					
Capital Project Fund	(1,025,000)	(1,262,820)	(5,590,000)	(1,101,440)	(1,213,000)
Special Revenue Fund	(3,135,080)	(3,177,669)	(3,123,620)	(3,416,200)	(3,677,600)
Debt Service Fund	0	(2,153,972)	0	(2,685,800)	0
Trust & Agency Fund	(271,708)	(264,431)	(260,192)	(530,300)	(785,200)
Enterprise Fund	(278,518)	(597,662)	(598,907)	(599,100)	(549,000)
Excess (Deficiency) Revenues over Expenditures & Other Uses	($6,131,601)	($800,872)	$6,554,396	($2,419,080)	($2,416,300)
FUND BALANCE					
Beginning Balance	47,316,775	41,185,173	40,384,301	45,506,927	43,087,847
Extra-ordinary loss from natural disaster	0	0	(1,431,771)	0	0
Ending Balance	$41,185,173	$40,384,301	$45,506,927	$43,087,847	$40,671,547

Budget gain/loss consists of:	
Contingency	$505,300
Fund Balance Appropriation	(2,921,600)
	($2,416,300)

Debt Service

DEBT SERVICE

Why Incur Debt?

Most major capital outlays are too expensive to fund with current year operating revenue. Similar to most homeowners who finance their homes with mortgages, governments typically borrow funds for many large-scale projects. In most cases, the infrastructure being constructed will benefit both existing and future taxpayers. Therefore, it is reasonable to amortize the cost of the project over a longer period of time even though financing the interest adds to the total cost. Typically, governments borrow funds through the issuance of local bonds, bank financed capital leasing, or special state-sponsored loans.

The debt is normally scheduled (amortized) to coincide with the life of the project, and before major renovation is needed. Interest rates for governments tend to be lower than commercial rates due to the government's tax exempt status and the ability to raise revenue through property taxes or other local forms of revenues without competition.

There are many different theories concerning the proper level of debt that should be maintained by local governments. One incentive for well-planned debt levels is a favorable bond rating given by credit rating agencies. Financially sound governments receive good bond ratings, which usually result in a lower interest rate on the debt they incur. The driving force of guidance for Charles County is the desire to remain in a fiscally sound position. This requires, among other things, a good bond rating, a low burden of debt for the tax payers, long and short range financial planning, and constant monitoring of economic conditions. The County has maintained a debt ceiling of less than 8% of the total general fund revenues for more than 20 years. The County Commissioners adopted a formal Debt Policy on September 22, 2009 which is located in the Financial Policies section of this book.

Bond Rating Agencies and Charles County's Rating

Charles County receives ratings from the three major bond credit rating agencies: Moody's Investor Service (Aa1), Standard & Poor's (AA+), and Fitch Investors Service (AAA). During FY2013, the County received an upgrade in their Standard & Poor's rating from AA to AA+ and maintained its rating with Moody's and Fitch. 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 9-10B-01 of Article 24 of the Annotated Code of Maryland, the County may issue bonds necessary to finance the cost incurred to construct new capacity for public school facilities within Charles County. The debt service on these bonds is paid for by a special tax assessment (excise tax) on new home starts after June 30, 2003, payable over a 10-year period at level amortized payments of principal and interest and may be prepaid at any time. The rate of interest payable by a property owner will be the rate of interest paid by the County on the new school capacity construction bonds issued in the first year the tax is levied on that property owner. The excise tax payment becomes part of the annual property tax bill. The proceeds of the fair share school construction excise tax may only be used to pay principal and interest on a new school capacity construction bonds.

On March 25, 2008, the Board of County Commissioners approved the creation of the Swan Point Economic Development District (the "TIF District"), a tax increment district, and the Swan Point Special Taxing District (the "Special Taxing District"), a special taxing district, and approved the issuance of up to $38,000,000 of tax increment bonds to finance public infrastructure improvements in the TIF District. The tax increment bonds will not be general obligations of the County, but will be payable solely from the incremental real property taxes, if any, collected from property owners in the TIF District and, if necessary, special taxes levied on the commercial properties located in the Special Taxing District. The incremental real property taxes must be used first to pay debt service on the bonds and related expenses before such funds can be used for other County purposes. The tax increment bonds have not yet been issued and no closing date has been scheduled.

Debt Limitations

The County may only issue general obligation and revenue bonds under authority conferred by the Maryland General Assembly. As a Code Home Rule county, the County may also authorize the issuance of general obligation and revenue bonds by a public local law enacted by the County Commissioners. There are no statutory limits on the amount of general obligation or revenue bonds that may be authorized by the County Commissioners. The County may refund any of its outstanding general obligation or revenue bonds under the authority of 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 may issue general obligation and revenue bonds under existing authority conferred by the Maryland General Assembly. As a Code Home Rule county, the County has also enacted public local laws authorizing the issuance of general obligation bonds. As of June 30, 2013, the County has $183,691,100 of authority for future issues generally designated as follows:

Public Facilities	$175,453,100
Detention Center Facilities	3.180.000
Landfill Facilities	5.058.000
Total	**$183.691.100**

DEBT SERVICE

As a Code Home Rule county, the County may authorize the issuance of general obligation and revenue bonds by a public local law enacted by the County Commissioners. There are no statutory limits on the amount of general obligation or revenue bonds that may be authorized by the County Commissioners. The County may refund any of its outstanding general obligation or revenue bonds under the authority of Section 24 of Article 31 of the Annotated Code of Maryland. No referendum is required.

Water and Sewerage Debt

The County is authorized to issue general obligation bonds to finance water systems, sewerage systems, solid waste disposal systems and solid waste acceptance systems in the Waldorf Special Taxing District One, the Mattawoman Special Taxing District Number Two and Special Taxing District Number Three. The three special taxing districts are authorized to levy charges, assessments and taxes to pay the debt service on bonds. The County expects to pay debt service on its water and sewerage debt from special assessments, connection charges, and charges for the upkeep of sewer, and sewer service charges pertaining to the respective systems for which the indebtedness was incurred. If required at any time to pay debt service on water and sewerage debt incurred to finance water and sewer facilities in a particular special taxing district, the County is authorized to levy a tax on the assessable property in the special taxing district. If for any reason any such levy should prove inadequate, the County is authorized to levy a tax on the assessable property throughout the County in order to raise the required funds to pay such debt service.

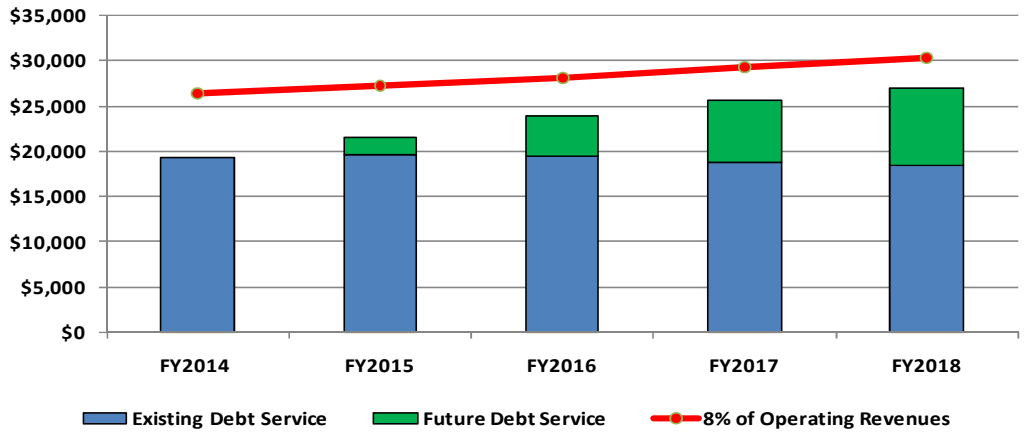
The principal amount of outstanding bonds relating to such improvements in any special taxing district cannot exceed 10% of the total value of the property assessed by County taxation purposes. The respective special taxing districts are as follows:

	Market Value*	Outstanding Principal Amount**	% of Market Value
Waldorf Special Taxing District	$7,108,541,532	$48,320,062	0.68%
Mattawoman Special Taxing District	3,990,126,233	38,211,098	0.96%
Special Taxing District Number Three	5,609,011,986	7,001,392	0.12%
Total	**$16,707,679,751**	**$93,532,552**	**0.56%**

**As of July 1, 2012 **As of June 30, 2013*

Impact on Future Operations

By planning and managing for long-term debt, the County can determine how much of the annual operating budget will be dedicated for the cost of borrowing and how much of this burden will be carried in the future. To put this in perspective, a homeowner would review their ability to repay a loan prior to a major purchase or improvement. The decision to focus on maintaining financial stability and strength results in a more predictable impact on future operations. Sound financial planning and policies through the use of five-year estimates and debt limitations, provide the County with a managed control approach to the issuance of long-term debt. As existing debt service payments decrease and operating revenues increase, the County is able to determine the additional funds available to make debt service payments and size the future bond issues accordingly. Per the County's Debt Policy, payments will not exceed 8% of General Fund operating revenues. The County's ability to absorb new debt is shown below:



DEBT SERVICE

The following table shows the rapidity of all bonded debt repayment by the County:

SCHEDULE OF FUTURE DEBT SERVICE REQUIREMENTS

Fiscal Year	Total Bond ------- Debt Service ------- Principal	Interest	Principal + Interest	Bonds Outstanding	% Outstanding
2015	$30,665,000	$12,127,251	$42,792,251	$261,785,000	89.5%
2016	29,665,000	10,981,745	40,646,745	232,120,000	79.4%
2017	28,365,000	9,555,863	37,920,863	203,755,000	69.7%
2018	27,155,000	8,314,453	35,469,453	176,600,000	60.4%
2019	26,545,000	7,166,178	33,711,178	150,055,000	51.3%
2020	24,540,000	6,003,528	30,543,528	125,515,000	42.9%
2021	23,200,000	4,919,503	28,119,503	102,315,000	35.0%
2022	21,770,000	3,904,316	25,674,316	80,545,000	27.5%
2023	20,645,000	3,004,927	23,649,927	59,900,000	20.5%
2024	15,255,000	2,239,492	17,494,492	44,645,000	15.3%
2025	12,385,000	1,732,227	14,117,227	32,260,000	11.0%
2026	8,365,000	1,292,408	9,657,408	23,895,000	8.2%
2027	8,720,000	944,809	9,664,809	15,175,000	5.2%
2028	6,520,000	579,659	7,099,659	8,655,000	3.0%
2029	4,685,000	336,519	5,021,519	3,970,000	1.4%
2030	595,000	167,506	762,506	3,375,000	1.2%
2031	615,000	141,231	756,231	2,760,000	0.9%
2032	635,000	114,069	749,069	2,125,000	0.7%
2033	135,000	85,894	220,894	1,990,000	0.7%
2034	140,000	79,019	219,019	1,850,000	0.6%
2035	150,000	72,519	222,519	1,700,000	0.6%
2036	155,000	66,419	221,419	1,545,000	0.5%
2037	160,000	60,119	220,119	1,385,000	0.5%
2038	170,000	53,519	223,519	1,215,000	0.4%
2039	180,000	46,406	226,406	1,035,000	0.4%
2040	190,000	38,775	228,775	845,000	0.3%
2041	195,000	30,834	225,834	650,000	0.2%
2042	205,000	22,584	227,584	445,000	0.2%
2043	215,000	13,922	228,922	230,000	0.1%
2044	230,000	4,744	234,744	0	0.0%
	$292,450,000	**$74,100,438**	**$366,550,438**		

The Schedule of Debt Outstanding

The Schedule of Debt Outstanding displays the actual principal and interest payments for all funds and includes bonds with dedicated revenue sources to fund the associated debt service. The County issues Public Improvement Bonds (PIB), Excise Tax Bonds for school construction, and Taxable Bonds for third parties. The schedule also reflects the amounts of capital lease financing associated with each type of fund. Capital leasing has become a popular financing mechanism, especially during times of low interest rate markets. This type of debt generally provides cash resources for major equipment and vehicles. The annual principal and interest payments have been incorporated into the various operating budgets of the County.

FY2014 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-14 PRINCIPAL	FY-14 INTEREST	FY-14 TOTAL	PRINCIPAL OUTSTANDING
GENERAL FUND						
2004 Public Improvement Bond	2019	2.000-4.250	15,911	1,173	17,084	16,496
2005 Public Improvement Bond	2020	3.000-5.000	116,286	11,003	127,289	122,199
2006 Public Improvement Bond	2021	4.000-5.000	418,420	60,776	479,196	883,743
2007 Public Improvement Bond	2022	3.500-5.000	29,377	6,059	35,436	112,366
2008 Public Improvement Bond	2023	3.000-5.000	767,093	205,368	972,461	3,589,568
2009 Public Improvement Bond	2029	2.000-4.250	116,513	97,732	214,245	2,294,974
2009 PIB refunding	2016	2.000-4.250	571,491	34,910	606,401	370,624
2010 Public Improvement Bond	2025	2.000-5.300	67,150	39,211	106,361	919,401
2010 PIB refunding	2017	2.000-5.300	125,902	22,689	148,591	411,562
2011 Public Improvement Bond	2028	2.000-5.000	178,025	118,356	296,381	3,216,975
2011 PIB refunding	2020	4.000-5.000	0	37,868	37,868	932,304
2012 Public Improvement Bond	2027	2.000-5.000	112,564	92,321	204,885	1,947,359
2012 PIB refunding	2021	5.00	0	128,859	128,859	2,577,171
2013 PIB refunding	2023	2.000-4.000	69,619	220,326	289,945	5,729,882
2013 Public Improvement Bond	2029	3.000-5.000	0	62,158	62,158	2,480,000
Subtotal Board of Education			$2,588,351	$1,138,808	$3,727,159	$25,604,626
2004 Public Improvement Bond	2019	2.000-4.250	110,686	8,159	118,844	114,756
2005 Public Improvement Bond	2020	3.000-5.000	21,907	2,073	23,980	23,021
2006 Public Improvement Bond	2021	4.000-5.000	237,729	34,530	272,259	502,106
2007 Public Improvement Bond	2022	3.500-5.000	10,682	2,203	12,885	40,861
2008 Public Improvement Bond	2023	3.000-5.000	19,067	5,105	24,172	89,224
2009 PIB refunding	2016	2.000-4.250	110,980	10,996	121,976	165,324
2010 Public Improvement Bond	2025	2.000-5.300	96,817	56,517	153,334	1,324,267
2011 Public Improvement Bond	2028	2.000-5.000	60,303	40,091	100,394	1,089,697
2011 PIB refunding	2020	4.000-5.000	0	24,355	24,355	608,871
2012 Public Improvement Bond	2027	2.000-5.000	191,026	156,672	347,698	3,304,744
2012 PIB refunding	2021	5.00	0	73,212	73,212	1,464,241
2013 PIB refunding	2023	2.000-4.000	108	8,544	8,652	234,863
2013 Public Improvement Bond	2029	3.000-5.000	0	7,068	7,068	282,000
Subtotal College of Southern MD			$859,304	$429,525	$1,288,829	$9,243,974
2004 Public Improvement Bond	2019	2.000-4.250	344,987	25,429	370,416	357,674
2005 Public Improvement Bond	2020	3.000-5.000	280,396	27,271	307,667	300,914
2009 Public Improvement Bond	2029	2.000-4.250	253,385	209,242	462,627	4,904,803
2009 PIB refunding	2016	2.000-4.250	341,868	12,394	354,262	47,323
2010 Public Improvement Bond	2025	2.000-5.300	12,122	7,070	19,192	165,356
2010 PIB refunding	2017	2.000-5.300	124,950	22,517	147,467	408,450
2011 Public Improvement Bond	2028	2.000-5.000	0	180,712	180,712	4,444,981
2013 PIB refunding	2023	2.000-4.000	350,911	11,627	362,538	250,511
2013 Public Improvement Bond	2029	3.000-5.000	0	3,509	3,509	140,000
Subtotal Public Safety			$1,708,619	$499,772	$2,208,391	$11,020,012

FY2014 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-14 PRINCIPAL	FY-14 INTEREST	FY-14 TOTAL	PRINCIPAL OUTSTANDING
2004 Public Improvement Bond	2019	2.000-4.250	71,448	5,266	76,714	74,075
2005 Public Improvement Bond	2020	3.000-5.000	89,440	8,463	97,903	93,987
2006 Public Improvement Bond	2021	4.000-5.000	101,208	14,701	115,909	213,761
2007 Public Improvement Bond	2022	3.500-5.000	379,539	78,866	458,405	1,462,597
2008 Public Improvement Bond	2023	3.000-5.000	74,292	19,890	94,182	347,647
2008 Taxable Bond	2023	5.00-5.75	453,480	289,330	742,810	5,242,155
2009 Public Improvement Bond	2029	2.000-4.250	641,185	537,833	1,179,018	12,629,531
2009 PIB refunding	2016	2.000-4.250	400,534	32,691	433,225	435,118
2010 Public Improvement Bond	2025	2.000-5.300	350,741	204,732	555,473	4,796,419
2010 PIB refunding	2017	2.000-5.300	151,368	27,278	178,646	494,808
2011 Public Improvement Bond	2028	2.000-5.000	300,466	199,759	500,225	5,429,534
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	184,615	151,415	336,030	3,193,846
2012 PIB refunding	2021	5.00	0	31,169	31,169	623,371
2013 PIB refunding	2023	2.000-4.000	124,273	130,786	255,059	3,512,369
2013 Public Improvement Bond	2029	3.000-5.000	0	70,955	70,955	2,831,000
Subtotal General Government			$3,322,590	$1,855,408	$5,177,998	$42,661,281
2004 Public Improvement Bond	2019	2.000-4.250	3,775	278	4,053	4,737
2005 Public Improvement Bond	2020	3.000-5.000	342,172	37,280	379,452	218,988
2006 Public Improvement Bond	2021	4.000-5.000	682,889	99,190	782,079	1,442,325
2007 Public Improvement Bond	2022	3.500-5.000	966,797	198,816	1,165,613	3,687,138
2008 Public Improvement Bond	2023	3.000-5.000	37,835	10,129	47,964	177,046
2009 Public Improvement Bond	2029	2.000-4.250	0	125,122	125,122	3,040,749
2009 PIB refunding	2016	2.000-4.250	530,717	62,069	592,786	1,017,015
2010 Public Improvement Bond	2025	2.000-5.300	327,613	191,211	518,824	4,478,574
2010 PIB refunding	2017	2.000-5.300	530,026	95,516	625,542	1,732,606
2011 Public Improvement Bond	2028	2.000-5.000	373,617	248,391	622,008	6,751,383
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	270,769	222,075	492,844	4,684,308
2012 PIB refunding	2021	5.00	0	210,305	210,305	4,206,110
2013 PIB refunding	2023	2.000-4.000	3,968	293,071	297,039	8,314,833
2013 Public Improvement Bond	2029	3.000-5.000	0	164,593	164,593	6,567,000
Subtotal Roads			$4,070,178	$2,795,684	$6,865,862	$69,880,851
TOTAL GENERAL FUND BONDS			$12,549,042	$6,719,196	$19,268,238	$158,410,744
73 FHA Loan	2024	3.649	$8,711	$2,237	$10,948	$43,109
TOTAL GENERAL FUND OTHER OBLIGATIONS			$8,711	$2,237	$10,948	$43,109
2009 Capital Lease	2014	3.720	217,687	3,972	221,659	0
2010 Capital Lease	2015	4.000	33,042	1,379	34,421	16,931
2012 Capital Lease	2017	1.652	207,235	11,377	218,612	533,247
2013 Capital Lease	2018	1.100	340,155	16,233	356,388	1,220,362
2014 Capital Lease	2019	1.100	247,786	13,971	261,757	2,292,314
TOTAL GENERAL FUND LEASE DEBT			$1,045,905	$46,932	$1,092,837	$4,062,854
TOTAL GENERAL FUND DEBT			**$13,603,658**	**$6,768,365**	**$20,372,023**	**$162,516,706**

FY2014 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-14 PRINCIPAL	FY-14 INTEREST	FY-14 TOTAL	PRINCIPAL OUTSTANDING
DEBT SERVICE FUND						
2004 Public Improvement Bond	2019	2.000-4.250	883,410	225,133	1,108,543	4,916,303
Subtotal CIVISTA			$883,410	$225,133	$1,108,543	$4,916,303
2005 Public Improvement Bond	2020	3.000-5.000	68,753	21,084	89,837	467,929
Subtotal CSM (St. Charles Children Center)			$68,753	$21,084	$89,837	$467,929
2004 Excise Tax Bond	2014	2.000-4.250	3,555,000	142,200	3,697,200	0
2005 Excise Tax Bond	2015	3.000-5.000	1,180,000	121,000	1,301,000	1,240,000
2006 Excise Tax Bond	2016	4.000-5.000	1,750,000	254,350	2,004,350	3,700,000
2007 Excise Tax Bond	2017	3.500-5.000	1,710,000	308,950	2,018,950	5,535,000
2008 Excise Tax Bond	2018	3.000-5.000	160,000	40,650	200,650	705,000
2009 Excise Tax Bond	2019	2.000-4.250	90,000	22,400	112,400	470,000
2011 Excise Tax Bond	2023	2.000-5.300	1,365,000	518,500	1,883,500	14,135,000
2013 Excise Tax Bond	2024	3.000-5.000	0	122,544	122,544	5,000,000
Subtotal Excise Tax			$9,810,000	$1,530,594	$11,340,594	$30,785,000
2005 Public Improvement Bond	2020	3.000-5.000	6,842	647	7,489	7,189
2006 Public Improvement Bond	2021	4.000-5.000	25,223	3,664	28,887	53,274
2009 PIB refunding	2022	2.000-4.250	65,568	6,251	71,819	89,971
2010 PIB refunding	2017	2.000-5.300	7,735	1,394	9,129	25,285
2011 PIB refunding	2029	3.000-5.000	0	3,254	3,254	79,086
2012 PIB refunding	2021	5.00	0	7,768	7,768	155,357
2013 PIB refunding	2023	2.000-4.000	10,903	326	11,229	5,985
Subtotal Nursing Homes			$116,270	$23,304	$139,574	$416,148
2004 Taxable Bond	2019	4.00-5.00	565,000	26,555	591,555	0
2005 Taxable Bond	2020	5.00-5.125	405,000	41,500	446,500	425,000
2006 Taxable Bond	2021	5.125-8.000	650,000	112,475	762,475	1,395,000
2007 Taxable Bond	2022	5.25-5.75	185,000	44,000	229,000	615,000
2008 Taxable Bond	2023	5.00-5.75	175,500	111,973	287,473	2,028,750
2009 Taxable Bond	2024	4.00-5.375	115,000	75,763	190,763	1,455,000
2011 Taxable Bond	2028	2.000-4.500	210,000	143,950	353,950	3,790,000
2012 Taxable Bond	2027	2.000-3.250	245,000	106,263	351,263	3,600,000
2012 PIB refunding	2021	2.00-5.00	0	530,250	530,250	10,795,000
2013 Taxable Bond	2029	3.000-4.000	0	61,937	61,937	3,700,000
Subtotal St. Charles Companies			$2,550,500	$1,254,664	$3,805,164	$27,803,750
2008 Taxable Bond	2023	5.00-5.75	541,020	345,182	886,202	6,254,095
Subtotal Southern MD Sports & Entertainment Complex			$541,020	$345,182	$886,202	$6,254,095
TOTAL DEBT SERVICE FUND DEBT			**$13,969,953**	**$3,399,961**	**$17,369,914**	**$70,643,225**
INSPECTION & REVIEW						
2009 Capital Lease	2014	3.720	21,425	391	21,816	0
2014 Capital Lease	2019	1.100	12,516	706	13,221	115,784
TOTAL INSPECTION & REVIEW DEBT			$33,941	$1,097	$35,037	$115,784
SOLID WASTE FUND						
2009 Capital Lease	2014	3.65	15,069	275	15,344	0
TOTAL SOLID WASTE FUND DEBT			$15,069	$275	$15,344	$0

FY2014 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-14 PRINCIPAL	FY-14 INTEREST	FY-14 TOTAL	PRINCIPAL OUTSTANDING
RECREATION FUND						
2002 Public Improvement Bond	2017	3.000-5.000	126,259	22,753	149,012	412,729
2004 Public Improvement Bond	2019	2.000-4.250	713	53	766	739
2009 PIB refunding	2016	2.000-4.250	2,016	252	2,268	4,410
2011 PIB refunding	2020	4.000-5.000	0	1,992	1,992	47,573
2013 PIB refunding	2023	2.000-4.000	10,601	205	10,806	0
TOTAL RECREATION BONDS			$139,589	$25,255	$164,844	$465,451
2009 Capital Lease	2014	3.720	1,559	29	1,588	0
2010 Capital Lease	2015	4.000	719	30	749	369
2014 Capital Lease	2019	1.100	1,912	108	2,020	17,688
TOTAL RECREATION OTHER OBLIGATIONS			$4,190	$167	$4,357	$18,057
TOTAL RECREATION DEBT			$143,779	$25,422	$169,201	$483,508
ENVIRONMENTAL SERVICE						
2009 Public Improvement Bond	2029	2.000-4.250	2,553	2,141	4,694	50,282
2009 PIB refunding	2016	2.000-4.250	21,600	648	22,248	0
TOTAL ENVIRONMENTAL SERVICE BONDS			$24,153	$2,789	$26,942	$50,282
2009 Capital Lease	2014	3.720	9,320	170	9,490	0
2012 Capital Lease	2017	1.652	8,692	477	9,169	22,366
2014 Capital Lease	2019	1.100	247,874	13,976	261,850	2,293,126
TOTAL ENVIRONMENTAL SERVICE OTHER OBLIGATION			$265,886	$14,623	$280,509	$2,315,492
TOTAL ENVIRONMENTAL SERVICE DEBT			$290,039	$17,412	$307,451	$2,365,774
WATERSHED PROTECTION AND RESTORATION FUND (WPRF)						
2004 Public Improvement Bond	2019	2.000-4.250	2,767	204	2,971	2,869
2006 Public Improvement Bond	2021	4.000-5.000	6,306	916	7,222	13,318
2007 Public Improvement Bond	2022	3.500-5.000	53,412	11,016	64,428	204,303
2008 Public Improvement Bond	2023	3.000-5.000	22,598	6,050	28,648	105,748
2009 Public Improvement Bond	2029	2.000-4.250	19,698	16,523	36,221	387,994
2010 Public Improvement Bond	2025	2.000-5.300	28,551	16,649	45,199	389,199
2011 Public Improvement Bond	2028	2.000-5.000	73,412	48,807	122,219	1,326,588
2011 PIB refunding	2020	4.000-5.000		501	501	12,531
2012 Public Improvement Bond	2027	2.000-5.000	35,897	29,442	65,339	621,026
2012 PIB refunding	2021	5.00	0	1,942	1,942	38,839
2013 PIB refunding	2023	2.000-4.000	0	21,058	21,058	566,038
2013 Public Improvement Bond	2044	3.000-5.000	0	39,494	39,494	1,700,000
TOTAL WPRF BONDS			$242,642	$192,601	$435,242	$5,368,452
2013 Capital Lease	2018	1.100	4,918	235	5,152	17,643
TOTAL WPRF OTHER OBILIGATIONS			$4,918	$235	$5,152	$17,643
TOTAL WPRF DEBT			$247,559	$192,836	$440,394	$5,386,095

FY2014 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-14 PRINCIPAL	FY-14 INTEREST	FY-14 TOTAL	PRINCIPAL OUTSTANDING
WATER & SEWER						
2004 Public Improvement Bond	2019	2.000-4.250	311,304	22,946	334,250	322,753
2005 Public Improvement Bond	2020	3.000-5.000	634,542	60,040	694,582	666,807
2006 Public Improvement Bond	2021	4.000-5.000	223,225	32,424	255,649	471,473
2007 Public Improvement Bond	2022	3.500-5.000	360,192	74,290	434,482	1,377,735
2008 Public Improvement Bond	2023	3.000-5.000	514,114	137,640	651,754	2,405,768
2009 Public Improvement Bond	2029	2.000-4.250	236,667	198,519	435,186	4,661,667
2009 PIB refunding	2016	2.000-4.250	640,224	63,639	703,863	945,216
2010 Public Improvement Bond	2020	2.000-5.000	190,000	66,200	256,200	1,255,000
2010 Public Improvement Bond	2025	2.000-5.300	712,008	415,609	1,127,617	9,736,784
2010 PIB refunding	2017	2.000-5.300	123,760	22,303	146,063	404,560
2011 Public Improvement Bond	2023	2.000-5.000	115,000	44,450	159,450	1,210,000
2011 Public Improvement Bond	2028	2.000-5.000	9,177	6,101	15,278	165,823
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	205,128	168,238	373,366	3,548,718
2012 Public Improvement Bond	2022	2.000-5.000	260,000	130,150	390,150	2,450,000
2012 Public Improvement Bond	2032	2.000-5.000	260,000	315,500	575,500	6,905,000
2012 PIB refunding	2021	5.00	0	68,746	68,746	1,374,911
2013 PIB refunding	2023	2.000-4.000	639,280	263,561	902,841	6,920,667
2013 Public Improvement Bond	2029	3.000-5.000	0	55,140	55,140	2,200,000
2013 Public Improvement Bond	2024	3.000-5.000	0	31,862	31,862	1,300,000
2013 Public Improvement Bond	2044	3.000-5.000	0	46,463	46,463	2,000,000
TOTAL WATER & SEWER BONDS			$5,434,621	$2,516,680	$7,951,301	$57,511,846
Revolving Loan (BNR)	2026	1.20	715,008	119,936	834,944	9,279,687
2007 Meter Replacement Lease	2022	4.14	322,366	162,292	484,658	3,673,343
2009 Capital Lease	2014	3.720	59,940	1,095	61,035	0
2010 Capital Lease	2015	4.000	9,546	398	9,944	4,891
2012 Capital Lease	2017	1.652	41,402	2,273	43,675	106,534
2013 Capital Lease	2018	1.100	138,781	6,623	145,404	497,898
2014 Capital Lease	2019	1.100	109,041	6,148	115,189	1,008,759
TOTAL WATER & SEWER OTHER OBLIGATIONS			$1,396,082	$298,765	$1,694,847	$14,571,112
TOTAL WATER & SEWER DEBT			$6,830,703	$2,815,445	$9,646,148	$72,082,958

TOTAL ALL FUNDS						
TOTAL BONDS			$32,359,999	$12,856,483	$45,216,481	$292,450,000
TOTAL OTHER OBLIGATIONS			2,774,702	364,329	3,139,031	21,144,050
TOTAL DEBT SERVICE OBLIGATIONS			**$35,134,701**	**$13,220,812**	**$48,355,512**	**$313,594,050**

Debt Ratios

The table below shows trends for the County for the eight most recent fiscal years ended 2012, in various debt and property value ratios, and an estimate for the fiscal year ending June 30, 2013 and 2014.

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
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	149,130	17,662,354,499	118,436	174,532,487	0.99	1,170.34
2013 Est.	151,148	16,855,700,814	111,518	173,580,264	1.03	1,148.41
2014 Est.	152,833	16,464,383,567	107,728	160,224,393	0.97	1,048.36

(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
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	21,664,085	299,652,649	7.2%
2012 …….....	20,438,481	18,724,785	310,728,262	6.0%
2013 Budget.....	20,223,400	18,198,500	317,998,000	5.7%
2014 Budget.....	20,429,600	18,770,300	334,490,600	5.6%

(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 POLLUTNAT 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

CCACCYF: Charles County Advocacy Council for Children, Youth, and Families

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

L

LEED:	Leadership in Energy and Environmental Design
LOSAP	Length of Service Awards Program
LPRP:	Land Preservation and Recreation Plan

M

MACo:	Maryland Association of Counties
Matt.:	Mattawoman
MDE:	Maryland Department of the Environment
MAP:	Maryland Access Point
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

STARS: Students Targeting Achievement & Reading Success

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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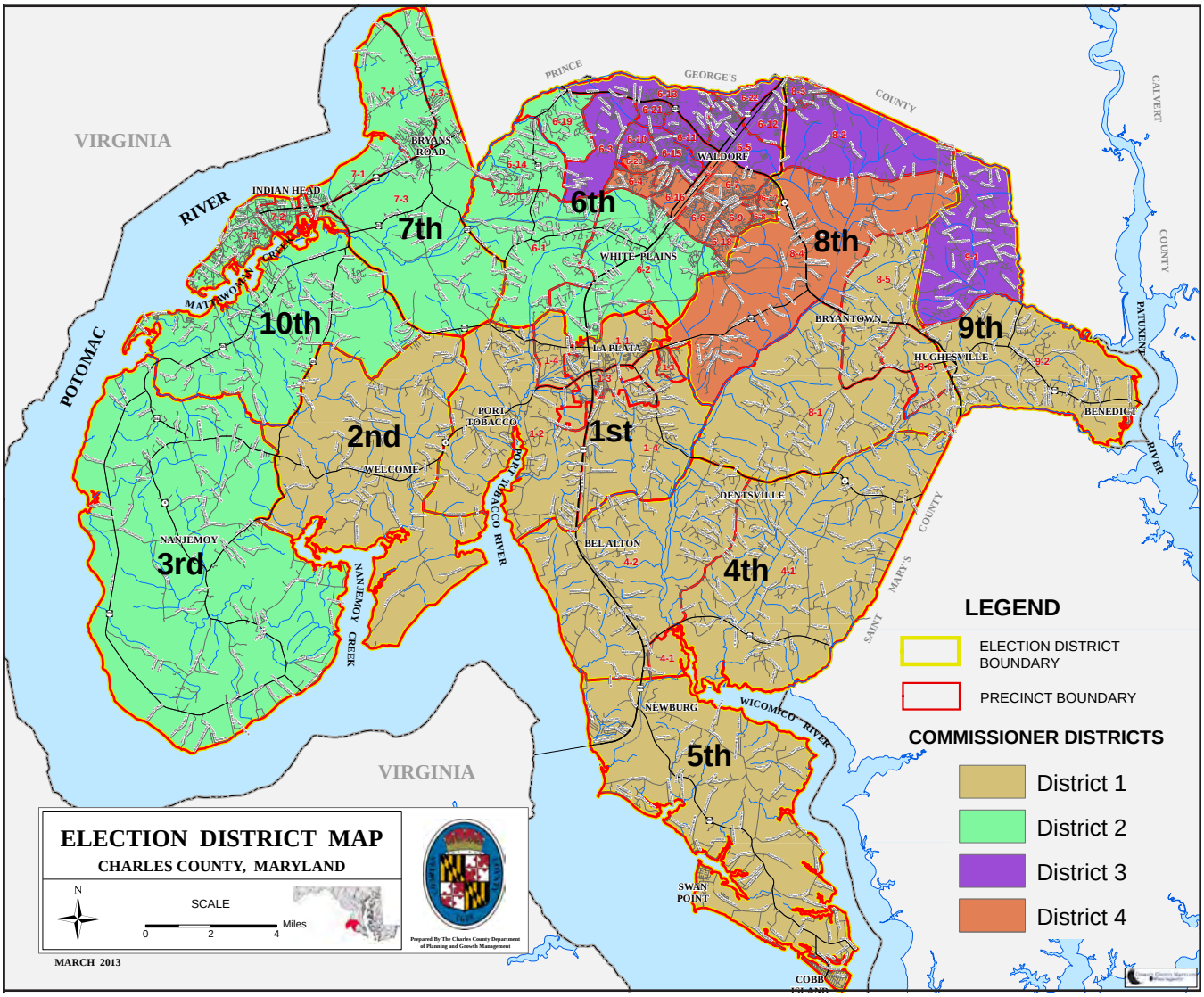
Charles County, Maryland

Commissioner Resident Districts



The President of the County Commissioners, who must declare his or her candidacy at the time of filing, is elected County-wide and may reside anywhere within the County. The four Commissioner members also run County-wide but one must reside within each of the four Commissioner districts.

Charles County Government

Mark Belton
County Administrator

The Charles County Government is responsible for the writing, production, and distribution of this publication.

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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

PRESENTED TO

Charles County

Maryland

For the Fiscal Year Beginning

July 1, 2012

President Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Charles County, Maryland** for its annual budget for the fiscal year beginning **July 1, 2013**. 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.