Charles County, Maryland

Budget Book

Adopted FY2017 Budget
July 1, 2016–June 30, 2017

CHARLES COUNTY COMMISIONERS

Peter F. Murphy
President

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Vice President (Dist. 2)

Ken Robinson
(Dist. 1)

Amanda M. Stewart, M.Ed.
(Dist. 3)

Bobby Rucci
(Dist. 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 only full-time position and may reside anywhere in the county. The other four Commissioners, who each represent a Commissioner District in which they must reside, are part-time.

Board Responsibilities

The Charles County Commissioners are responsible for:

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

Regular Board Meetings

Meetings of the Charles County Board of Commissioners are scheduled each week and held in the Charles County Government Building. 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 stations Comcast channel 95 and Verizon channel 10.

Appointed Boards, Committees, and Commissions

The Charles County Commissioners appoint more than 38 commissions, boards, committees, and workgroups, 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 FY17-FY21 **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, Solid Waste and Watershed Protection and Restoration Operations. Trends and Assumptions used to develop these models are discussed and include the County's Debt Affordability calculation. This section also provides **Financial Indicators** which provide a historical perspective on the County's financial position. A unit on the County's **Debt Service** information is included as it is used in assisting the County to plan for the future. A schedule is provided on the County's current and future debt obligations. These figures are incorporated into the County's operating budget and the future cost of these debt obligations is incorporated into the County's Five Year Plans.

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

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CHARLES COUNTY GOVERNMENT
Office of the County Administrator
Michael D. Mallinoff, Esq., ICMA-CM
County Administrator

Phone 301-645-0553
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Email Commissioner@CharlesCountyMD.gov

July 25, 2016

Dear Charles County Citizens:

I am pleased to present the Charles County Government Fiscal Year 2017 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 $581 million; an increase of 5% compared to FY2016 Adopted Budget. The General Fund Adopted Budget for Fiscal Year 2017 provides $10 million more in funding of which 73% of that increase will go towards public education and Sheriff's Office. The Fiscal Year 2017 budget was adopted without raising property tax or income tax rates.

In keeping with our Mission Statement to provide our citizens the highest quality of services, in an open environment tempered with fiscal responsibility, I present the operating and capital budgets for the year beginning July 1, 2016 and ending June 30, 2017.

Budget Highlights

General Fund Operations:

Our largest operating budget is the General Fund. The FY2017 General Fund Operating Budget was adopted at $375,542,600, an increase of 3% compared to the Original Adopted FY2016 Budget. The county property tax rate was held constant at $1.141 per $100 of assessed value and $0.064 per $100 of assessed value for the Fire & Rescue Tax, for a total local property tax rate of $1.205. The local portion of the state income tax rate was also held constant at 3.03% of the state liability.

Property Taxes will provide us with $6.4 million more in tax revenue over the prior fiscal year. This revenue source is expected to generate a total of $212 million, 56% of our total General Fund revenues. Our second largest revenue, **Income Tax**, is 8% greater than the FY2016 Adopted Budget. Revenues from income taxes are estimated to increase by $8.6 million and equal $121 million, representing approximately 32% of total revenues.

Approximately 72% of the General Fund budget is appropriated for Education, Public Safety, Economic Development, and Comprehensive Planning which continue to be the Commissioner's priorities.

Our largest budget priority, Public Education, will be receiving $4.0 million more than the Maintenance of Effort level required by law. The **Board of Education** (BOE) will receive $170.5 million, $4.4 million more than FY2016 which includes funding to support salary raises for teacher and other public schools employees.

The **Sheriff's Office** and related functions will receive a total funding of $82.7 million, a 4% increase compared to FY2016 to support hiring additional officers, capital/equipment purchases, and a salary increase for staff. Our steady and consistent funding in the police force clearly has helped in our fight against crime and provides for a safer community.

Other highlights include, the Department of Emergency Services being approved five new Emergency Medical Service (EMS) employees, to improve public safety services in underserved areas of the county, a 3% overall county department budget increase which includes salary raises for eligible employees and capital/equipment purchases to improve operating efficiencies, and the Department of Health will receive additional funding to offset a decrease in state grant funding. The FY2017 budget will maintain the county's fund balance reserve within policy limits of 8-15% of total budgeted operating revenues.

P.O. Box 2150 | 200 Baltimore Street | La Plata, Maryland 20646
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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 county continues to exercise sound fiscal judgment by adhering to our policy of spending within our debt affordability limit and prioritizing the many requests for capital projects. The county was rewarded for its fiscal discipline as the county maintained its current AAA rating from Standard & Poor's, AAA bond rating from Fitch and our Aa1 rating from Moody's. Bond ratings directly affect the interest rate received on borrowed funds in support of our capital improvement program.

The FY2017 - FY2021 Capital Improvement Program (CIP) provides for $544 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 $177 million, and accounts for approximately 33% of the $544 million. Water and Sewer projects total $188 million and Environmental projects, including stormwater management projects, are planned to receive $60 million over the next five years. Approval for the College of Southern Maryland projects equaled $31 million. Transportation/Road projects equaled $42 million and another $46 million is planned for various other projects.

The capital investment in education is evident with $208 million of state and county funds appropriated for public schools and college facilities. The county continues to support the Board of Education's priority requests for major renovation of older schools, full-day kindergarten additions, maintenance of existing schools, and future renovation projects. The College of Southern Maryland (CSM) is preparing to start a new Healthcare Training Facility at an investment of $30 million in combined state and county funds. The training facility centrally located to the tri-county area will provide learning space specifically designed for allied health.

Enterprise Fund Operations:

County government provides many services and facilities that are funded by a customer user fee, such as water and/or sewer, landfill, recycling, stormwater management, building inspection, and recreational programs. Because these operations have been structured to generate revenue to pay for associated costs (like a business) they are budgeted for in separate funds known as enterprise funds. A comprehensive annual budget review to ensure the various fees and charges are adequate to support these operations. Various program fee increases have been enacted to offset the cost of inflation for services provided.

Our largest enterprise fund is for water and sewer operations. This fund has an operating budget of $31.4 million. The budget increased 6% and the user fee rates were increased accordingly. 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 safe and certain water and sewer services.

The second largest enterprise fund is the landfill operations located off Billingsley Road. The Landfill has an operating budget of $6.6 million and includes a tipping fee rate increase of $5 to $75 dollars per ton to support county landfill expansion. Our citizens may also purchase tag-a-bag tickets for $2.25 and deposit the bags at our landfill or transfer stations in lieu of contracting with a trash service. The Environmental Service Fee (ESF) Fund was approved for $5.2 million. The rate of $99 per improved property tax account will support recycling efforts throughout the county and will service approximately 47,000 home units for curbside recycling. The county is proud to have achieved a 56% waste diversion due to the citizen's efforts in recycling. The Stormwater remediation fee of $39 per improved property tax account is used to address the county's Stormwater management permit.

Other Goals

Under the leadership of the county's new Economic Development Director, a five-year economic development strategic plan has been completed and was presented to the Board of Commissioners and to the community in May of 2016. The department's focus for FY2017 will be the initial stages of implementation of the five-year strategic plan.

The strategic plan report – entitled "A Proactive Approach to Shaping the Economic Future of Charles County" – includes an assessment of the county's competitive position for economic development; recommended target industries for business attraction and retention; and eighteen (18) specific, implementable recommendations to make the county a more desirable business location. Those recommendations fall into three general categories for policy changes and investments that should be made to 1) strengthen the county's product; 2) improve economic service delivery; and 3) tactics to better market the region. For FY2017, the department will focus on those marketing and service delivery recommendations that have potential for immediate impact while determining the processes needed to begin implementation of the long-range initiatives for product improvement.

Marketing recommendations build on a solid foundation of the economic development marketing strategy that began in FY2016 with the launch of a new, economic development website and outreach strategy. That award-winning program will be expanded in FY2017 with particular focus on the new target industries identified in the strategic plan: 1) federal contracting and high value professional business services; 2) entrepreneurial development; 3) retail; 4) health services; and 5) research/development, engineering, and computing. New marketing toolkits will be customized for these industries, showcasing the county's strengths as a business location with an emphasis on outreach to site-selectors and commercial brokers. The department will also begin a lead generation program to identify companies with potential for relocation to Charles County.

On the retention/expansion side, the economic development department will continue to strengthen relationships with local business leaders. The formation of an economic development advisory council – one of the 18 recommendations – has already begun with the passing of a commissioner resolution and approval of bylaws. Positions on the board will be filled by the standard board process adopted by the County Commissioners, and appointments will be announced at the Economic Development Fall Meeting II, which is scheduled for Tuesday, November 1, 2016 in Waldorf. The advisory board will be comprised of leaders from the county's business and education communities including representatives from the target industry sector. The board will provide input to the department on policy and programs as well as serve as ambassadors for the county's economic development strategy and initiatives.

The department will continue to support the military installation at Indian Head through membership in and active participation on the Charles County Chamber of Commerce's Military Alliance Council (MAC). The department has also retained a military affairs consulting firm to support the MAC and represent Charles County's military facilities and interests on Capitol Hill and at the Pentagon. Working with the Town of Indian Head and the Maryland Department of Commerce, the county has pledged $67,000 toward the installation of fiber broadband infrastructure to the Town in order to support the location of base contractors in the Town and spur Town revitalization. The Economic Development Department is also working with the Town on an Urban Land Institute Technical Assistance Panel (ULI TAP). A signature ULI Program, TAPs are an intensive and collaborative exercise where 10 to 12 senior level real estate and land use experts work together over a concentrated day and a half to develop unbiased, market based feedback on a specific local development or land use challenge. The TAP culminates in a formal presentation of recommendations, as well as a final report.

The development of a "realistic and sustainable [economic development] incentive policy" was another recommendation of the strategic plan that will be an FY2017 implementation priority for the Charles County's economic development program. The department will assess existing incentives at the state and county level and identify opportunities for creating new incentives that will support target industry growth and job creation in above average paying occupations. The Economic Development Department staff will work with the County Attorney's office to develop, submit, and monitor legislation necessary to implement these incentive programs in Charles County.

During FY2016, the county's Small Local Business Enterprise (SLBE) and Minority Business Enterprise (MBE) programs relocated from within the Purchasing Division of Fiscal and Administrative Services to the Economic Development Department. These programs encourage county departments to purchase goods and services from approved SLBE and MBE businesses. During FY2017, the programs will be further integrated into Economic Development in order to support and advance local businesses and improve service delivery.

The Economic Development Department brought on a new Waldorf Urban Redevelopment Corridor (WURC) Manager and Coordinator to oversee the implementation of the area's revitalization. The WURC team will also focus on activities associated with the development of the new multi-purpose civic center that has been proposed for the "Phase One" area north of Leonardtown Road/Route 5. The facility was the subject of a Market and Economic Analysis in December of 2015 that was commissioned by the Maryland Stadium Authority. The WURC team will also assist with redevelopment efforts underway in La Plata, Indian Head, Benedict, and other locales within the county.

As part of strengthening the county's product, several major economic development projects currently underway will continue to advance in FY2017. St. Charles Energy Center, a 725 megawatt combined cycle natural gas-fired electrical generation facility, is under construction and will become operational in winter 2016-17. With construction cost of roughly $500,000,000, this is the largest investment in Charles County in known history. The business will generate more than $100 million in revenues and fees to the county over a 23-year period, and create more than 400 jobs during construction and about 25 highly skilled jobs when operational.

The US Government has purchased 15 acres in White Plains for a new, 80,000 Army Reserves Training Center and possible recruiting center. Design and approvals will continue through much of FY2017 and construction is expected to begin in summer 2017. Some 600 reservists will train at the facility annually once it is operational.

College of Southern Maryland has acquired 74 acres for a new Hughesville Campus and construction is underway for a new, 30,000 square foot workforce training facility for its Center for Trades and Energy Training program. Projected opening is spring 2017.

Construction has begun on the fourth building at White Plains Corporate Business Park. The new, sixty-thousand square foot, class A office building will be partially powered by rooftop solar panels and is designed to accommodate the specialty requirements of medical users, one of the county's target industries.

A new Comprehensive Plan was adopted by the Board of County Commissioners on July 12, 2016. This plan sets forth a variety of policies and action items to guide future development and preserve sensitive natural resources. The adoption of the plan completes a five year process in which the citizens of the county participated in framing the direction of the plan. The overall theme of the plan is a sustainable and smart growth direction which further concentrates growth in the development district while protecting valuable farm and forest lands. A new 30,000 acre Watershed Conservation District was included in the plan to protect the Mattawoman Creek Watershed, one of the most ecologically productive water bodies in the Chesapeake Bay tributaries. The Plan also contains action items that promote a new transit corridor and urban redevelopment, continuing work on historic village revitalization plans, and eco-tourism economic development.

The Department of Planning and Growth Management continues to implement improvements to the villages of Benedict, Hughesville and Port Tobacco. A new village zoning code for Hughesville is under development as well as grant funded renovations to historic tobacco barns. We continue stabilizing and restoring the shoreline in Benedict. Port Tobacco plans continue with land acquisition to consolidate ownership and design work to create a future town green area.

Recent events include the completion of several Joint Land Use Studies between the county and the military installations of Naval Air Station, Patuxent River and the Naval Support Facility, Indian Head.

Our conservation efforts continue with the approval of the National Pollutant Discharge Elimination System's Financial Accountability Plan (FAP) and a variety of new programs and projects related to pollution controls and our Watershed Implementation Plan.

The county continues to work on various rural land conservation programs by using both county and state funds to purchase conservation easements on productive farm and forest land throughout the county. Highlights include the Zekiah Watershed Rural Legacy Area whereby the county received a grant of $650,000 from the state in FY2016 and contributed $500,000 in county funding to purchase conservation easements on 300 acres in the Zekiah Watershed. Additionally, the county contributed $1,334,000 to the MD Agricultural Land Preservation Foundation, which leveraged another $3.6 million to purchase conservation easements on 1,200 acres of farm and forest land.

Development activity continues in the county with new single family and townhome developments, plans for new offices, a state Armory training facility, and various retail stores.

Conclusion

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

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

Very truly,

Michael D. Mallinoff
County Administrator

COMMISSIONERS GOALS AND OBJECTIVES
Fiscal Years 2016 to 2018

Each Department plays a role in reaching the Goals and Objectives of the County Commissioners. Their role for each of the four goals is listed accordingly. Departmental Goals and Objectives are listed on the individual budget pages.

Goal #1: Transformational Government

A. Management Best Practices

1) **County Attorney -** Maintain database, document, and manage responses to Public Information Act Requests to ensure compliance.
2) **County Attorney -** Collaborate regularly with other jurisdictions.
3) **County Attorney -** Provide continuing education for attorneys, including successor planning and talent development.
4) **Emergency Services -** Maintain radio system reliability at 99.9%.
5) **Emergency Services -** Maintain radio system saturation at less than 40%.
6) **Emergency Services -** Improve the Tri-County Animal Shelter live release to intake ratio of adoptable/rescuable/reclaimable animals.
7) **Economic Development -** Integrate Waldorf Urban Redevelopment Corridor revitalization efforts into the Department of Economic Development to better leverage resources for business attraction, retention, and expansion.
8) **Economic Development -** Provide staff training on economic development.
9) **Economic Development -** Use County Human Resource Performance Evaluations to increase talent development.
10) **Economic Development -** Attend all International Economic Development Council, Maryland Economic Development Association, and Urban Land Institute meetings.
11) **Human Resources -** Research and stay current on Human Resources best practices.
    a. Ensure a schedule for updating job descriptions with a focus on qualifications.
    b. Increase amount of training conducted. Review training participation by department.
    c. Explore ways to facilitate talent development and knowledge transfer at the department level. Encourage supervisors to develop individual and group training and development plans.
    d. Implement Affordable Care Act reporting and ensure county compliance with federal mandates.
12) **Public Works -** Create training programs to encourage the use of modern management techniques, with emphasis on improving the department's mid-level managers' skills.
13) **Security -** Increase physical security at the Government Building main entrance and in the Commissioners' wing.

B. Automation and Technology

1) **County Attorney -** Utilize Legal Files software to track and document day-to-day activities on individual projects.
2) **Emergency Services -** Control the ratio of sustained to non-sustained complaints related to Animal Control Field Services.
3) **Emergency Services -** Control the ratio of false alarms to registered accounts.
4) **Economic Development -** Obtain, implement, and use the best and most affordable data research tools. Develop accurate, up-to-date data and research to inform economic development strategy and decision-making and improve systems for tracking and reporting customer interaction and program activity.

5) **Human Resources -** Begin efforts to procure a Human Resources Information System.
6) **Human Resources -** Complete historical record electronic archiving.
7) **Human Resources -** Implement online performance management software to replace existing paper-based system.
8) **Human Resources -** Utilize online recruiting software for part-time and Court system employees.
9) **Human Resources -** Implement online onboarding software to streamline new employee orientation procedures.
10) **Fiscal and Administrative Services -** Increase efficiencies within County Government through automation improvements, including addressing needs in Planning and Growth Management's processes and Fiscal and Administrative Services' tax billing procedures.
11) **Public Works -** Continue automation and technology advancements to further improve efficiency and dependability of county-owned operating infrastructure.

C. Customer Service

1) **County Attorney -** Maintain customer service training standards.
2) **Economic Development -** Ensure the service delivery system is designed to assist business expansion, retention, and attraction.
3) **Economic Development -** Attract business investment and job growth, and work toward building an effective economic development ecosystem. Grow the county's commercial tax base.
4) **Human Resources -** Reintroduce Customer Service Standards with subsequent mandatory training.
    a. Conduct internal marketing campaign on quality customer service.
    b. Conduct communications training (catabolic vs. anabolic and appreciative inquiry).
5) **Fiscal and Administrative Services/County Administration -** Renegotiate the current Cable Franchise Agreement due to expire in FY17 to be as advantageous to the county citizens as possible.
6) **Planning and Growth Management -** Process citizen petitions requesting the acquisition and management of private utility systems, in the most efficient means possible.
7) **Public Works -** Improve and enhance existing infrastructure by proactively pursuing funding sources and seeking out efficient techniques to improve preventive maintenance programs and completion of ongoing capital improvement projects.

D. Transparency

1) **All Departments -** Keep existing files current on the county website: www.CharlesCountyMD.gov.
2) **Community Services -** Communicate and educate the community on Community Services' programs and initiatives and their respective funding sources.
3) **County Attorney -** Maintain Boards and Commissions websites by posting pertinent data in a timely manner.
4) **Economic Development -** Establish clear and concrete economic development action items and work plans. Participate and support the development of an economic development ecosystem in Charles County (five-year process).
5) **Economic Development -** Open communications and establish an accountability process to ensure transparency.
6) **Fiscal and Administrative Services -** Maintain existing link for Transparent Government on the county website: www.CharlesCountyMD.gov.
7) **Public Works -** Improve transparency with customers and citizens with an objective of effectively communicating the true value of the services provided.

COMMISSIONERS GOALS AND OBJECTIVES
Fiscal Years 2016 to 2018

Goal #2: Promote Quality of Life and Resources

A. Optimize Cultural Heritage and Historic Assets

1) **County Attorney -** Support departments in their efforts to identify and establish strategy acquire property to encourage tourism.
2) **Economic Development -** Work with Tourism to define Charles County as a destination. Market and strategically promote Charles County as a highly desirable and unique business location.
3) **Economic Development -** Help define best, realistic, and reasonable use for county assets from an economic development perspective.
4) **Recreation, Parks & Tourism -** Complete the tourism branding project, including: selecting the branding firm; assisting the consultant with planning the branding process; assisting the consultant with scheduling public meetings and outreach; obtaining County Commissioners' approval.
5) **Recreation, Parks & Tourism -** Develop a short-term strategy for Charles County historic sites, including: Tourism product development (tours/interpretation) and event development (events held at historic sites).
6) **Recreation, Parks & Tourism -** Continue to identify event development opportunities that will attract out-of-town visitors.
7) **Public Works -** Work with all partners and the community to support Mallows Bay obtaining the National Marine Sanctuary designation.

B. Promote Community Wellness

1) **Community Services -** Determine priorities and future program sustainability of grant-dependent Aging and Senior Programs Division programs and services, in preparation for the new Waldorf Senior Center. Evaluation to include: program and service offerings and their associated fees and charges, value quantification of free services and programs, and seeking and applying for new grant opportunities.
2) **County Attorney -** Support departments in their efforts to promote community wellness by promptly reviewing proposals, agreements, and coordination efforts.
3) **Emergency Services -** Maintain the Emergency Medical Services dispatch reflex time of 90 seconds or less.
4) **Emergency Services -** Ensure Emergency Medical Services crews arrive on scene within nine minutes or less, 90% of the time.
5) **Emergency Services -** Ensure 911 calls are processed and dispatched within two minutes or less, 90% of the time.
6) **Economic Development -** Promote community wellness from an economic development perspective through job creation and investment. Seek or pursue opportunities to attract commercial investment to Charles County.
7) **Economic Development -** Increase business investment, grow the commercial tax base, and increase high-paying jobs in the county.
8) **Economic Development -** Assist business expansion by identifying markets and clusters that are a best fit for the county.
9) **Economic Development -** Create a "healthy" business ecosystem that supports entrepreneurial activity and allows residents to innovate, grow, and enjoy work-life balance.
10) **Fiscal and Administrative Services -** Identify and recommend funding sources for capital infrastructure, specifically for school renovations and the County Government communication system replacement.
11) **Public Works/Planning and Growth Management -** Promote the development of hiker-biker trails including, but not limited to, the Pope's Creek Rail Trail and the Cross-County Connecting Trail.

12) **Public Works -** Reduce injury and property damage rates by placing additional emphasis on participating with and improving countywide and industry-specific safety programs.
13) **Safety -** Decrease workers compensation-related lost time days by 3% in the department with the largest losses.

Goal #3: Establish a Cohesive, Sustainable Community through Collaboration

A. Transportation

1) **Planning & Growth Management -** Develop and phase in a five-year plan beginning in FY17 to make ADA compliant bus stop improvements at all VanGO public transit stops.
2) **Planning & Growth Management -** Continue to analyze and assess VanGO Public Transit routes to ensure local transportation needs are met across all sections of Charles County.
3) **County Attorney -** Support Planning and Growth Management and Public Works in their efforts to identify and establish strategies to further public infrastructure (roads, sewer, and storm water).
4) **Economic Development -** Integrate Waldorf Urban Redevelopment Corridor revitalization efforts into the Department of Economic Development.
5) **Economic Development -** Increase internal collaboration with other county departments.
6) **Economic Development -** Advocate for transportation infrastructure that serves and encourages county commerce.
7) **Human Resources -** Update county teleworking policy, and work with departments to increase use.
8) **Planning and Growth Management -** Ensure the county's Adequate Public Facilities Ordinance is achieving the intended goals it was designed to meet, including the adequacy of public roads.

B. Sustainable and Equitable Growth

1) **Economic Development -** Grow the county's commercial tax base.
2) **Fiscal and Administrative Services -** Identify and recommend funding sources for capital infrastructure specifically for school renovations and a communication system replacement.
3) **Planning and Growth Management/Emergency Services -** Ensure the county's Adequate Public Facilities Ordinance is achieving the intended goals it was designed to meet, for the adequacy of public water, sewer systems, rural fire suppression water supply, and school capacity.
4) **Planning and Growth Management -** Achieve adoption of the Comprehensive Plan.
    a. Support appropriate growth in the proper locations.
    b. Protect the county's sensitive natural resources.
    c. Promote historic revitalization efforts.
5) **Public Works -** Improve and enhance existing infrastructure by proactively pursuing funding sources and seeking out efficient techniques to improve preventive maintenance programs and completion of ongoing capital improvement projects.

C. Engaged Workforce

1) **All Departments -** Create training programs to encourage the use of "best practices" management techniques, with particular emphasis on improving the skills of the department's mid-level managers.
2) **All Departments -** Increase efficiencies within county government through automation improvements.
3) **County Attorney -** Develop project teams, including attorneys and staff, to increase teamwork.

4) **County Attorney -** Review positions in the department and re-evaluate positions to enhance growth within the department.
5) **Economic Development -** Participate in building the best possible workforce in support of employers by collaborating with businesses and partners.
6) **Economic Development -** Create and maintain a well-educated/trained workforce through ongoing collaboration with the College of Southern Maryland Corporate Center and Charles County Public Schools to identify workforce needs and opportunities.
7) **Human Resources -** Implement mid-level manager training to supplement existing leadership academy. Enhance management support for employee participation.
8) **Human Resources -** Continue to provide cost-effective benefits programs for county employees and retirees, including wellness initiatives and resources that encourage healthier lifestyle choices. Focus on taking excellent wellness initiatives and crafting a cohesive strategy to make the program sustainable, innovative, and results-oriented.
9) **Human Resources -** Review employee survey and identify specific actions to address employee concerns. Continue to research and evaluate low/no cost incentives. Review data to determine department-level satisfaction and potential interventions.
10) **Human Resources -** Continue to conduct outreach to the community and other agencies to increase the diversity of applicant pools.
11) **Human Resources -** Develop and implement a cost savings/process improvement program through the Human Resources Employee Committee to improve overall governmental efficiency.

Goal #4: Governance Leadership

A. Transparency

1) **All Departments -** Keep existing files current on the county website: www.CharlesCountyMD.gov.
2) **County Attorney -** Continue to provide timely and efficient responses to Public Information Act requests.
3) **Economic Development -** Develop a transparent, open, and accountable county five-year strategic economic development plan, Competitive Realities Report, and department restructuring.
4) **Economic Development -** Report progress to the community at regular intervals.
5) **Media Services -** Promote the “Get Connected” campaign by enhancing public awareness of the various means for the citizens of Charles County to get connected to news, events, and programs offered by Charles County Government.
6) **Public Works -** Improve transparency with customers and citizens with an objective of effectively communicating the true value of the services provided.

B. High-Performance, Data-Driven Government

1) **County Attorney -** Increase use of Legal Files to maintain all documents and information relevant to topics.
2) **Economic Development -** Develop accurate, up-to-date research that enhances economic development strategy and decision-making.
3) **Economic Development -** Keep website up to date with the most current data related to business and workforce information.
4) **Economic Development -** Maintain state-of-the-art website to maximize engagement with site selectors and business attraction opportunities.
5) **Human Resources -** Based on identified needs, re-establish intern program to support performance data driven government.

COMMISSIONERS GOALS AND OBJECTIVES
Fiscal Years 2016 to 2018

6) **Fiscal and Administrative Services -** Increase efficiencies within county government through automation improvements.
7) **Planning and Growth Management -** Process, review, and approve development and building permit applications in a timely, efficient manner to support improved tax base, and to promote a fair regulatory climate for business and high quality of life for Charles County citizens.
8) **Planning and Growth Management -** Ensure the quality of neighborhoods and businesses by proper inspection of infrastructure, buildings and signs, as well as supporting the Nuisance Board on property maintenance concerns.
9) **Public Works -** Continue automation and technology advancements to further improve tracking of performance and use the information collected through asset management programs to develop benchmarks and track performance measures.

C. Financial Stewardship

1) **County Attorney -** Reduce cost of consultants by expanding knowledge base of associates and staff.
2) **Human Resources -** Monitor and analyze retirement programs with a focus on funding levels and sustainability.
3) **Economic Development -** Ensure Economic Development's budget is aligned with the department's goals and objectives. Restructure the department of economic development to ensure its ability to implement the strategic action plan (this may include budgetary and staff realignment).
4) **Economic Development -** Economic analyses on incentives to demonstrate return on investment to the county.
5) **Fiscal and Administrative Services -** Enhance financial custodianship by upgrading financial software/hardware.
6) **Fiscal and Administrative Services -** Provide analysis as needed regarding state-wide comparative fiscal matters, including tax burdens.
7) **Fiscal and Administrative Services -** Provide adequate review of fiscal notes submitted for land development.
8) **Fiscal and Administrative Services -** Prepare fiscal notes for all appropriate requests to the County Administrator/Board of County Commissioners.
9) **Public Works/Planning and Growth Management -** Provide effective and efficient planning, administration, and project oversight of capital improvement projects.
10) **Public Works -** Improve and enhance existing infrastructure and insure designs of new facilities utilize efficient equipment, techniques, and processes that will optimize efficiency to reduce or sustain costs.

D. Legislation

1) **County Attorney -** Work with departments to identify and track local and statewide legislative proposals that may have an impact on Charles County.
2) **Economic Development -** Submit legislation to County Commissioners for consideration.
3) **Economic Development -** Advocate for legislation that supports and fosters the entrepreneurial ecosystem.
4) **Economic Development -** Identify and remove as appropriate regulatory barriers to businesses.

FINANCIAL POLICIES

Charles County's financial policies compiled below set forth the basic framework for the overall fiscal management of the County and are used in the development of the annual budget. These policies are built upon the County's Mission Statement to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

FINANCIAL PLANNING POLICIES:

1. The County will adopt a balanced budget on a per fund basis. A balanced budget in the public sector is achieved when the government has enough fiscal discipline to be able to equate the revenues with the expenditures over a fiscal year. In other words, a budget is balanced if its income is equal to its expenditure. A balanced budget is required for all funds with the exception of the Fiduciary Fund (Pension and OPEB Trust Funds), which accounts for assets and liabilities for employee pension and other post-employment benefits. Operating budgets are balanced by adjusting revenues and expenditures, and in some cases to a limited degree, the use of prior year surpluses. Fiduciary Funds are not subject to a budgetary process, however, they can be found in the County's Audited Financial Statements.
2. Review and approve long-range financial plans for operating and capital budgets for all major funds. By establishing long-range plans, the County measures the fiscal impact of today's decisions on tomorrow's outcomes. Long-range financial plans include cash reserves for future capital investments.
3. An annual report on the financial condition of the County using established benchmarks and criteria will be researched, prepared, and published in the annual Budget Book.
4. Annually, a five-year Capital Improvement Program will be developed, analyzing all anticipated capital project budgets by year and identifying associated funding sources.

INVESTMENT POLICY:

The Joint Statement of Investment Policies and Accounting Procedures and Internal Controls for Investments was adopted in January 1995 and last amended in July 2015.

1. The County maintains an investment pool that is available to all funds except the Pension Trust Fund, which holds investments separate from other County funds.
    a. With the Exception of the Pension Trust Fund, the County may invest only in the following types of investments: U.S. Treasury Bills, U.S. Treasury Notes or Bonds, Certificates of deposit (CDs), Repurchase Agreements- fully secured by the United States Government Securities, Local Government Investment Pool, Daily Sweep Account, Commercial Paper, Money Market and obligations that a federal agency or instrumentality has issued in accordance with an act of the United States Congress.
    b. Contractually, the County's Pension Trust investment managers are restricted to investments that are recommended to and approved by the board of County Commissioners within the established asset allocation policy.

FINANCIAL POLICIES

DEBT POLICIES:

The annotated Code of Maryland, 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.
2. The General Fund debt service will not exceed eight percent of the operating revenue budget.
3. The annual review of the Capital Improvement Program (CIP) will identify projects that are eligible for long term debt financing.
4. The adopted CIP will closely match the debt that is affordable as calculated by the annual update of the five-year financial plan.

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 November 17, 2015. 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 July 6, 2013. 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. Governmental capital improvement expenditures are accounted for in the Capital Projects Fund and are funded by a variety of sources. Enterprise fund capital improvement expenditures are accounted for in their respective funds.
4. No appropriation for a capital project in the capital budget shall lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned or a transfer of appropriation has been authorized by the County Commissioners; provided, however, that any capital project shall stand abandoned if three fiscal years elapse without any expenditure from or encumbrance of the appropriation are made. The balances remaining to the credit of the completed or abandoned capital projects shall be available for appropriation in subsequent capital budgets upon approval by the County Commissioners.
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 March 11, 2014. These policies address:
    1. Delegated Authority for Budget Transfers
    2. Supplementary and Emergency Appropriations
    3. Lapsed Appropriations
    4. Capital Project Budget Procedures and Delegated Authority for Change Orders of Capital Project Contracts
    5. Formal Bid Award Procedures

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

BUDGET AMENDMENT

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

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

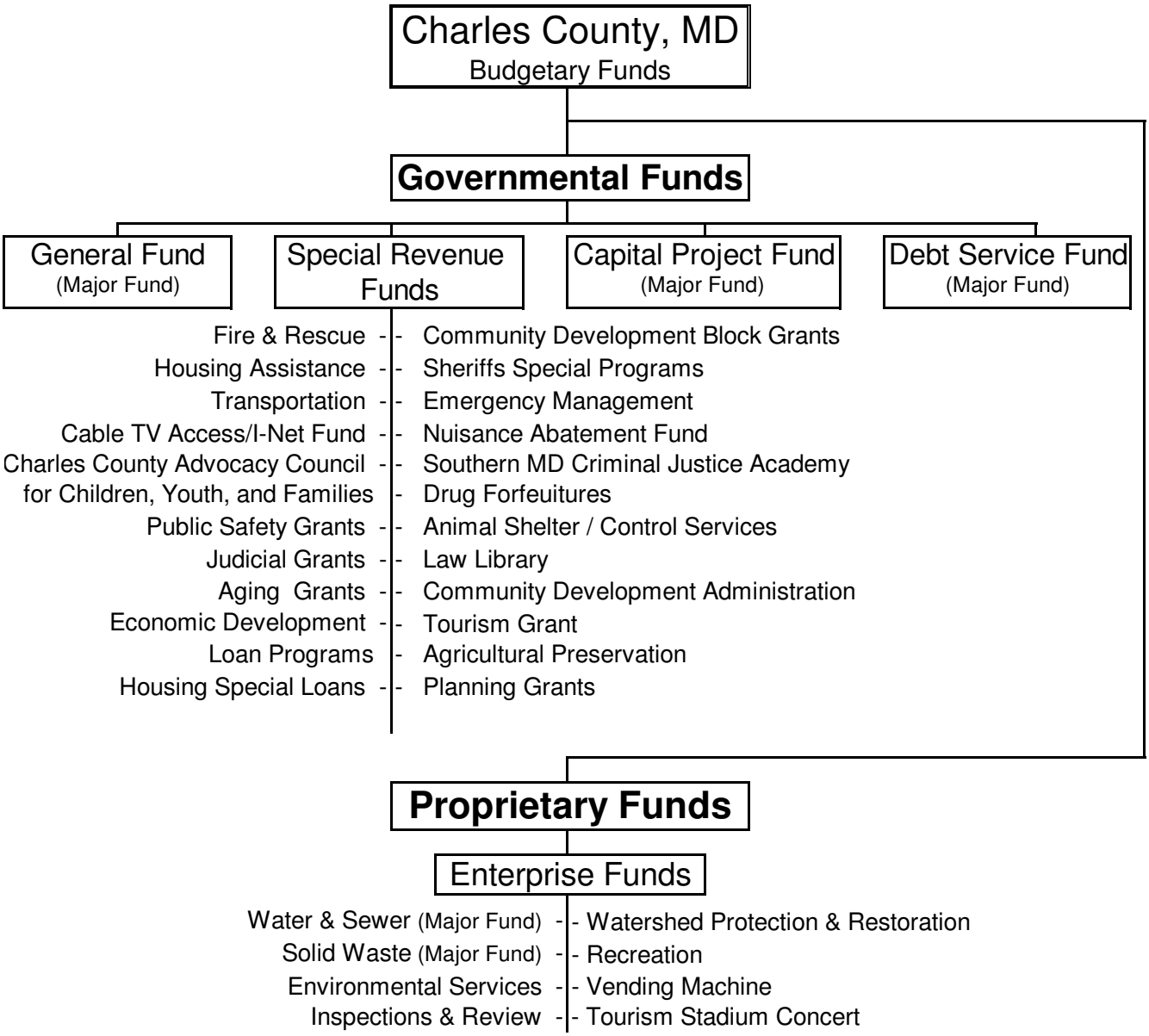
The County Commissioners adopted this policy on March 29, 2011. Assets are differentiated between Capital Assets (greater than $5,000) and Controlled Assets (less than $5,000). Capital Assets included all assets with an expected useful life of one year or more and with an original cost of greater than $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, recreation, parks and tourism, planning and growth management, community college, and general administrative account for most of the budgets that are appropriated annually. The General Fund is the largest of the Governmental Funds.

Capital Project Fund

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

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

Debt Service Fund

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

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

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 31,000 customers and is anticipated to accept over 74,000 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.

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	☒	☒	☒	☒	☒	☒
Recreation, Parks & Tourism	☒	☒	☒			☒
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.

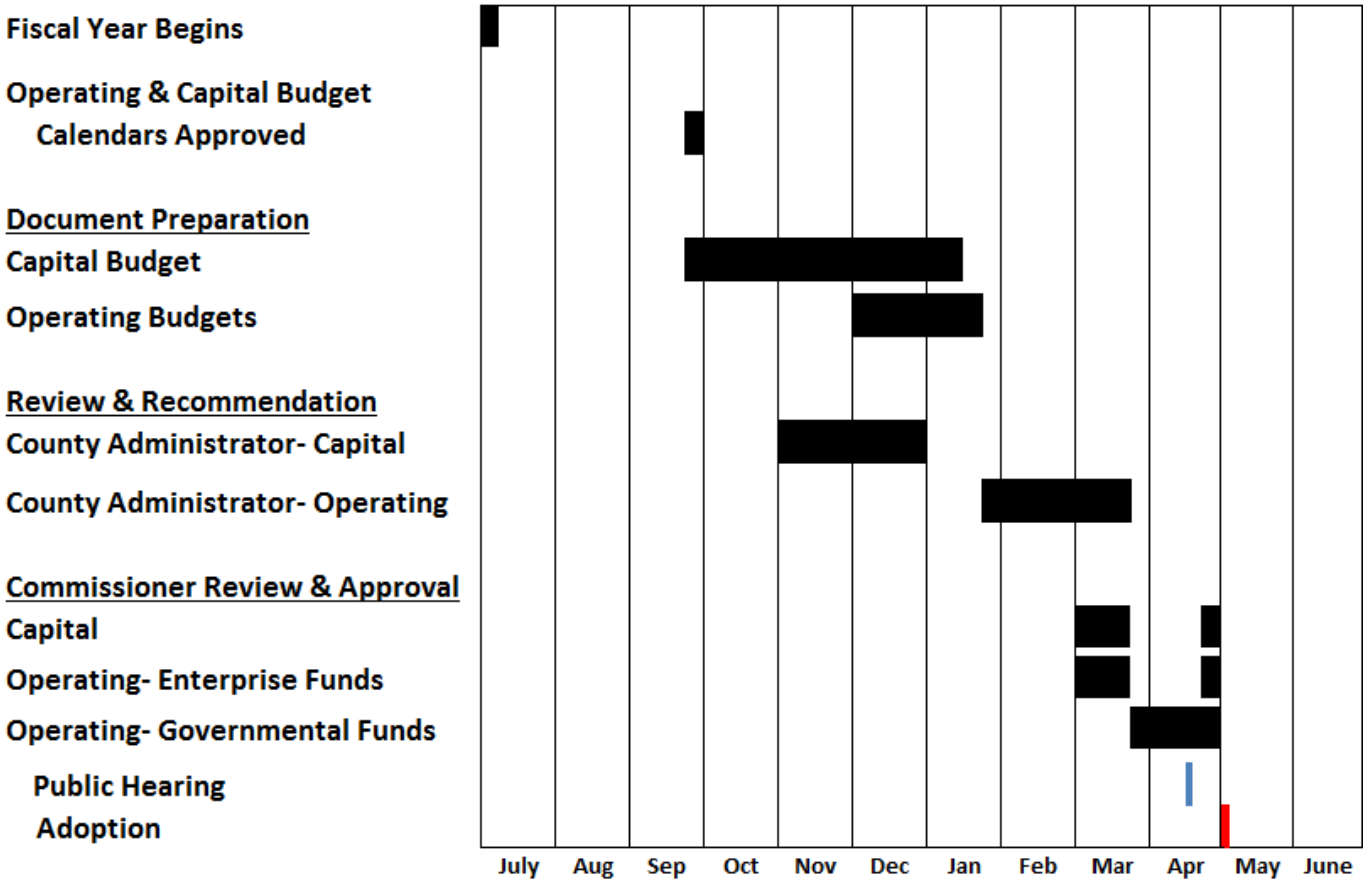
The following schedule summarizes the differences:

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



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

Development, Review, and Adoption

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

The requests are reviewed by senior management and department heads are given an opportunity at this time to prioritize their projects and fit projects with the highest needs within the County's affordable debt limits. The CIP was presented to the Board of County Commissioners in March with a review of which projects were within the targeted budget and those projects exceeding budget based on this prioritization. A public hearing was held in April and the budget was approved by the Commissioners on May 3, 2016.

THE BUDGET PROCESS

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

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

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

Operating & Capital Budget Interaction

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

FISCAL YEAR 2017
OPERATING BUDGET CALENDAR
CHARLES COUNTY, MD
(Adopted September 15, 2015)

Time Line	Action
October 13, 2015	Performance Measurements file sent to departments.
October 30, 2015	All Performance Measurements updates are due to the Department of Fiscal and Administrative Services / Budget Division.
November 2, 2015	Elected Officials / Agencies receive Operating Budget Request Forms. County Departments are provided either budget forms or on-line access to the budget software for operating requests.
December 1, 2015	County Department and Elected Officials / Agencies requested budgets returned to Fiscal and Administrative Services / Budget Division.
January 15, 2016	Outside Agencies grant applications returned to Fiscal and Administrative Services / Budget Division.
February 29, 2016	Board of Education and CSM Operating Budget Requests due.
March 1, 2016	Budget Work Session – Other Enterprise Funds (Operating and Capital)
March 8, 2016	Budget Work Session- Water & Sewer Enterprise Fund (Operating and Capital)
March 29, 2016	Budget Work Session - General Fund.
April 5, 2016	Budget Work Session - General Fund and Fees & Charges Review.
April 12, 2016	Budget Work Session- General Fund and Special Revenue Funds.
April 19, 2016	Budget Work Session- General Fund.
April 20, 2016	Public Hearing - Constant Yield Tax Rate and Operating Budgets
April 26, 2016	Budget Work Session – Budget Recap (if needed).
May 3, 2016	**General Fund Tax Rates & Budget Adoption. Budget Adoption of All Other Funds.**
May - July	Approved Budget Book prepared

FISCAL YEAR 2017
CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR
CHARLES COUNTY, MD

(Adopted September 15, 2015)

Time Line	**Action**
September 16, 2015	**C**apital **I**mprovement **P**rogram (CIP) forms sent to County Departments and Agencies.
October 5, 2015	Governmental CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 13, 2015	Enterprise Fund CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 19, 2015	General Government CIP operating impact forms are returned from the Department of Public Works.
October 27, 2015	Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
November/December	CIP review with County Administrator and Departments.
November 17, 2015	Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission. Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. *(Letter due to IAC on November 23, 2015)*
March 1, 2016	Budget Work Session – Other Enterprise Funds (Operating and Capital)
March 8, 2016	Budget Work Session- Water & Sewer Enterprise Fund (Operating and Capital)
March 15, 2016	General Fund CIP review session with the Commissioners.
April 20, 2016	Public Hearing on CIP.
April 26, 2016	Recap and final review of the FY 2017-2021 CIP (if needed).
May 3, 2016	**Formal Adoption.**

FISCAL YEAR 2017 ADOPTED BUDGET

Summary by Fund

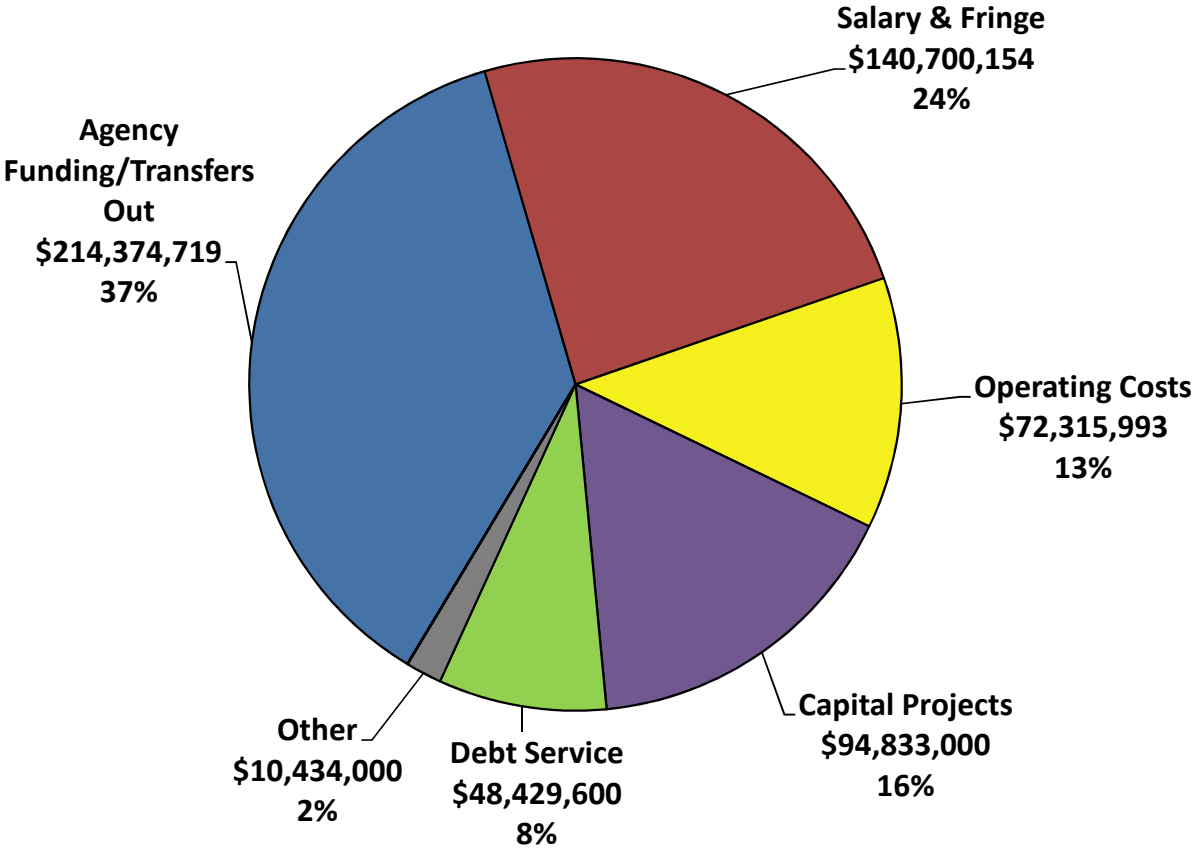
DESCRIPTION	FY2017 OPERATING REVENUE	FY2017 OTHER SOURCES	FY2017 FUND BALANCE	FY2017 APPROPRIATION TOTAL	FY2016 APPROPRIATION TOTAL[4]	% Chg.
GOVERNMENTAL FUNDS:						
General Fund	$367,023,800	$4,542,500	$3,976,300 [1&2]	**$375,542,600**	**$365,682,800**	**2.7%**
Capital Project Fund						
Governmental	$51,793,000	$593,000	$320,000	**$52,706,000**	**$36,901,000**	42.8%
Water & Sewer	28,826,000			**28,826,000**	**29,663,000**	-2.8%
Watershed Protection and Restoration	11,672,000			**11,672,000**	**11,514,000**	1.4%
Solid Waste- Landfill	1,629,000			**1,629,000**	**3,545,000**	-54.0%
Environmental Services	0			**0**	**78,000**	-100.0%
Total Capital Projects	$93,920,000	$593,000	$320,000	**$94,833,000**	**$81,701,000**	**16.1%**
Governmental Reserves	$0		0	**0**	**2,502,500**	
Total Capital Project Fund	$93,920,000	$593,000	$320,000	**$94,833,000**	**$84,203,500**	**12.6%**
Debt Service Fund	$14,547,500	$0	$66,500 [2]	**$14,614,000**	**$15,201,900**	**-3.9%**
Special Revenue Funds						
Fire & Rescue	$12,215,295			**$12,215,295**	**$11,840,455**	3.2%
Housing Assistance	10,120,350	180,850		**10,301,200**	**10,366,353**	-0.6%
Transportation	5,824,994	3,001,342	20,198 [2]	**8,846,534**	**9,365,026**	-5.5%
Cable TV Access/I-Net Fund	3,613,200		130,000 [2]	**3,743,200**	**3,552,010**	5.4%
Charles County Advocacy Council for Children, Youth, and Families	2,037,560			**2,037,560**	**2,279,919**	-10.6%
Judicial Grants	1,131,056	416,341		**1,547,397**	**3,072,766**	-49.6%
Public Safety Grants	591,704	624,371		**1,216,075**	**1,589,441**	-23.5%
Aging Grants	948,816	30,037	5,500 [2]	**984,353**	**1,163,851**	-15.4%
Economic Development Loan Programs	0		500,000 [2]	**500,000**	**500,000**	0.0%
Housing - Special Loans	404,500	500		**405,000**	**405,000**	0.0%
Community Development Block Grants	300,000			**300,000**	**168,193**	78.4%
Sheriffs Special Programs	213,500		34,400 [2]	**247,900**	**241,000**	2.9%
Emergency Management	103,509	103,509		**207,018**	**936,671**	-77.9%
Nuisance Abatement Fund	200,000			**200,000**	**140,000**	42.9%
Southern MD Criminal Justice Academy	88,000	92,000	19,300 [2]	**199,300**	**190,000**	4.9%
Drug Forfeitures	100,700		54,300 [2]	**155,000**	**245,180**	-36.8%
Animal Shelter / Control Services	78,900			**78,900**	**105,807**	-25.4%
Law Library	62,900	3,000		**65,900**	**84,900**	-22.4%
Community Development Administration	40,000			**40,000**	**488,386**	-91.8%
Tourism Grant	34,734			**34,734**	**72,744**	-52.3%
Planning Grants	9,000			**9,000**	**54,652**	-83.5%
Agricultural Preservation	4,200			**4,200**	**4,200**	0.0%
Total Special Revenue	$38,122,918	$4,451,950	$763,698	**$43,338,566**	**$46,866,554**	**-7.5%**
PROPRIETARY FUNDS:						
Enterprise Funds						
Water & Sewer	$31,078,500		$350,000 [2]	**$31,428,500**	**$29,690,000**	5.9%
Solid Waste- Landfill	5,891,100		713,000 [3]	**6,604,100**	**5,511,300**	19.8%
Environmental Services	5,214,700			**5,214,700**	**4,587,500**	13.7%
Inspections & Review	3,772,600	9,700	777,000 [2]	**4,559,300**	**3,585,800**	27.1%
Watershed Protection and Restoration	2,023,600	550,000	112,000 [2]	**2,685,600**	**2,475,700**	8.5%
Recreation	1,953,300		100,000 [2]	**2,053,300**	**1,971,700**	4.1%
Vending Machine	140,600			**140,600**	**145,600**	-3.4%
Tourism Stadium Concert	73,200			**73,200**	**73,200**	0.0%
Total Enterprise Fund	$50,147,600	$559,700	$2,052,000	**$52,759,300**	**$48,040,800**	**9.8%**
Total All Funds	$563,761,818	$10,147,150	$7,178,498	**$581,087,466**	**$559,995,554**	**3.8%**

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 FY2016 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 2017 APPROVED EXPENDITURES BY ACCOUNT CLASSIFICATION

TOTAL = $581,087,466



	FY2015 BUDGET	% total	FY2016 BUDGET	% total	FY2017 ADOPTED	% total
Agency Funding/Transfers Out	$205,554,964	37.2%	$211,020,783	37.7%	$214,374,719	36.9%
Salary & Fringe	134,540,723	24.3%	138,183,175	24.7%	140,700,154	24.2%
Operating Costs	71,799,874	13.0%	72,262,049	12.9%	72,315,993	12.4%
Capital Projects	82,246,000	14.9%	81,701,000	14.6%	94,833,000	16.3%
Debt Service	46,066,300	8.3%	44,860,900	8.0%	48,429,600	8.3%
Capital Outlay/Maintenance	10,525,095	1.9%	11,019,247	2.0%	7,868,000	1.4%
Operating Contingency	1,369,300	0.2%	203,500	0.0%	1,440,300	0.2%
Equipment Reserve	658,200	0.1%	744,900	0.1%	1,125,700	0.2%
TOTAL ALL FUNDS	**$552,760,456**		**$559,995,554**		**$581,087,466**	

NOTE: The FY2015 and FY2016 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 2015 and estimates for Fiscal Year 2016 and Fiscal Year 2017. Fiscal Year 2016 estimates are based on unaudited figures. Fiscal Year 2017 represents the approved budget for the General Fund, Debt Service and Other Governmental Funds. For the Enterprise Funds, Fiscal Year 2017 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 2017 take into account projects that are carried over from prior fiscal years. Budget Amendments are done in the beginning of the Fiscal Year to re-appropriate these funds.

For Governmental funds, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* to enhance the usefulness of fund balance information. The statement established these fund balance classifications that are used in the County's financial statement:

1. *Non-spendable Fund Balance* – this classification reports governmental funds that are not spendable in the current form, such as inventory and prepaid items, or due to a legal or contractual requirement that they maintain intact.

2. *Restricted Fund Balance* - this classification reports amounts that are restricted when there are limitations imposed on their use either though enabling legislation adopted by the County or through external parties such as creditors, grantors, contributors, or laws and regulations of other governments.

3. *Committed Fund Balance* – this category reports amounts that are self-imposed limitations that are set in place prior to the end of the reporting period. The limitation is imposed by formal action of the County's highest level of decision making authority. The highest level of decision making action is resolution which is enacted by the Charles County Board of County Commissioners. Only the County may modify or rescind the commitment.

4. *Assigned Fund Balance* – this classification reports amounts that are limited by the County's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of County Commissioner's to their designees, the County Administrator and the Director of Fiscal and Administrative Services.

5. *Un-assigned Fund Balance* – this classification reports the residual net resources.

Changes in Fund Balance/Net Assets:

General Fund: Fiscal Year 2015 ended with a $6.0 million gain due to conservative spending and recordation tax exceeding expectations. The Fiscal Year 2016 fund balance is estimated to increase by $19.4 million due to conservative spending and income tax revenue exceeding expectations. The Fiscal Year 2017 use of fund balance in the amount of $4.0 million has been appropriated for:

- $2.7 million will be used towards debt service payments on the 2015 Bond Issue and to pay for capital projects. A bond premium of this amount was received in FY2016 and the use is legally restricted.
- $858 thousand is being used to fund one-time costs that are Commissioner Priorities.
- $270 thousand will be used to fund a portion of the Light Rail Transit Initiative.
- $100 thousand is being used towards the OPEB contribution. These funds were generated from a Medicare subsidy.
- $19 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.

FUND BALANCE

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

	FY2015 Actual	FY2016 Estimated	FY2017 Approved
Beginning Fund Balance	**$44,207,777**	**$50,251,868**	**$68,650,188**
Revenues	345,000,881	373,280,830	367,023,800
Expenditures	(343,626,116)	(357,295,610)	(368,845,900)
Other Financing Sources/(Uses)	4,669,326	2,413,100	(2,154,200)
Projected Ending Fund Balance	**$50,251,868**	**$68,650,188**	**$64,673,888**
Non-spendable-Fund Balance	(2,156,136)	(2,156,136)	(2,156,136)
Restricted Fund Balance	(5,301,900)	(3,779,950)	(1,050,550)
Committed Fund Balance	(38,288,776)	(57,554,854)	(56,407,954)
Assigned Fund Balance	(3,482,661)	(5,159,248)	(5,059,248)
Current Year Unassigned	**$1,022,395**	**$0**	**$0**

Changes in Fund Balance/Net Assets:

Capital Project Fund: This fund fluctuates from year to year based on the timing and activity of capital project construction. Capital projects tend to be multi-year endeavors; therefore, timing the projects' financing will cause the fund balance to increase and decrease. By the end of FY2017, a fund balance of $24.9 million is estimated.

Debt Service Fund: Operating gains and losses will be incurred due to the timing of debt payments and related note repayment schedules.

Other Governmental Funds: Fiscal Year 2015 ended the year with a $1.2 million decrease in fund balance. Fund balance is estimated to increase in Fiscal Year 2016 by $2.2 million. Fiscal Year 2017 is estimated to slightly decline 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 $7 million at the end of Fiscal Year 2017.

Water and Sewer Fund: Net assets for the Water and Sewer Fund increased by $17.8 million in Fiscal Year 2015; an increase of 16.1% due to a capital contribution recording infrastructure assets deeding over to the County by a Developer. Fiscal Year 2016 is estimated to increase by $3.8 million and Fiscal Year 2017 is estimated to increase by $2.3 million. These amounts are relatively insignificant to a fund equity that remains in excess of $128 million.

Solid Waste Fund: Net assets for the Solid Waste Fund have increased by $1.8 million in Fiscal Year 2015; an increase of 7.4%. Fiscal Year 2016 is estimated to increase by $2.3 million and increase by $1.1 million in Fiscal Year 2017. The fund equity is estimated to remain in excess of $29 million at the end of Fiscal Year 2016.

Other Enterprise Funds: A $2.0 million gain in Fiscal Year 2015 increased fund equity by 45%. The gain was caused by surpluses in the Inspection & Review Fund and Recreation Fund. Surpluses are being estimated for the various enterprise funds in Fiscal Year 2016 which will increase fund equity by $1.3 million. Fiscal Year 2017 is estimated to decline by $700 thousand as the Inspection & Review Fund is utilizing prior year reserves to purchase software upgrades associated with land use, subdivision, code enforcement, and permit activities. Fund balance is expected to remain in excess of $6.9 million by the end of Fiscal Year 2017.

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		
	FY2015 Actual	FY2016 Estimated	FY2017 Approved	FY2015 Actual	FY2016 Estimated	FY2017 Estimated
Revenues						
Property Taxes	$200,502	$207,527	$211,639	$0	$0	$0
Income Taxes	109,710	125,817	120,591	0	0	0
Other Local Taxes	19,642	23,659	19,004	0	0	0
Licenses & Permits	1,000	1,094	1,010	0	0	0
Federal Grants	73	1,103	0	1,570	208	70
State Grants	1,691	1,571	1,600	1,394	905	13,034
Local Governments	425	431	575	43	0	0
Service Charges	6,033	6,113	7,028	2,394	8,565	3,915
Fines & Forfeitures	3,553	3,707	3,466	0	0	0
Interest	84	420	225	0	0	0
Rent Revenues	1,292	1,312	1,275	0	0	0
Miscellaneous	994	526	612	8,934	10,374	1,108
Total Revenues	$345,001	$373,281	$367,024	$14,335	$20,052	$18,127
Expenditures						
General Government	$15,464	$15,120	$16,416	$14,121	$9,569	$21,007
Fiscal & Administrative Services	5,875	5,946	6,275	0	0	0
Public Works - Facilities	14,764	13,911	14,210	0	0	0
Public Works - Utilities	0	0	0	0	0	0
Community Services	2,240	2,327	2,078	0	0	0
Recreation, Parks & Tourism	5,967	6,670	7,857	3,552	534	1,921
Planning & Growth Mgmt.	2,690	2,759	2,922	183	124	385
Public Safety	88,548	93,090	96,491	483	51	1,816
Health & Social Services	3,427	4,124	4,335	0	0	0
Conservation of Natural Resources	637	647	665	1,410	992	3,136
Economic Development	1,606	1,519	1,967	0	0	0
Education Appropriations	175,587	179,755	184,393	15,274	14,395	27,319
Other	5,426	6,999	4,516	0	0	0
Debt Service	21,396	24,430	26,721	0	0	0
Total Expenditures	$343,626	$357,296	$368,846	$35,024	$25,665	$55,584
Operating Gain/(Loss)	$1,375	$15,985	($1,822)	($20,689)	($5,614)	($37,457)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	9,765	9,721	3,343	27,100	27,100	24,774
Transfers In	1,200	0	1,200	4,611	2,038	643
Transfers Out	(6,296)	(7,307)	(6,697)	(200)	0	0
Net Change in Fund Balance	$6,044	$18,398	($3,976)	$10,822	$23,524	($12,040)
Fund Balance- Beginning of Year	44,208	50,252	68,650	2,600	13,423	36,947
Fund Balance - End of Year	$50,252	$68,650	$64,674	$13,423	$36,947	$24,907

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		
	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	FY2015 Actual	FY2016 Estimated	FY2017 Approved
Revenues						
Property Taxes	$1,044	$969	$1,287	$11,290	$11,592	11,875
Income Taxes	0	0	0	0	0	0
Other Local Taxes	12,250	10,265	7,957	0	12	0
Licenses & Permits	0	0	0	0	0	0
Federal Grants	0	0	0	14,187	15,556	16,692
State Grants	0	0	0	4,648	2,643	2,786
Local Governments	0	0	0	88	88	88
Service Charges	0	0	0	6,658	5,395	5,974
Fines & Forfeitures	0	0	0	330	652	294
Interest Income	1,394	1,115	1,115	9	17	7
Rent Revenues	0	0	0	0	0	0
Miscellaneous	6,069	4,112	4,189	395	361	422
Total Revenues	$20,757	$16,461	$14,548	$37,605	$36,316	$38,138
Expenditures						
General Government	$0	$0	$0	$1,510	$1,752	2,379
Fiscal & Administrative Services	0	0	0	0	0	0
Public Works - Facilities	0	0	0	0	0	0
Public Works - Utilities	0	0	0	0	0	0
Community Services	0	0	0	11,871	11,421	12,031
Recreation, Parks & Tourism	0	0	0	36	28	35
Planning & Growth Mgmt.	0	0	0	7,394	7,234	9,056
Public Safety	0	0	0	14,559	14,764	14,319
Health & Social Services	0	0	0	2,882	2,829	3,600
Conservation of Natural Resources	0	0	0	24	1	4
Economic Development	0	0	0	20	3	500
Education Appropriations	0	0	0	79	80	230
Other	0	0	0	0	0	0
Debt Service	21,317	14,748	14,614	0	0	0
Total Expenditures	$21,317	$14,748	$14,614	$38,377	$38,112	$42,154
Operating Gain/(Loss)	($561)	$1,713	($67)	($772)	($1,796)	($4,016)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	652	0	0	4,308	3,968	4,452
Transfers Out	0	0	0	(4,735)	(18)	(1,200)
Net Change in Fund Balance	$91	$1,713	($67)	($1,200)	$2,154	($764)
Fund Balance- Beginning of Year	36,087	36,178	37,891	7,791	6,591	8,744
Fund Balance - End of Year	$36,178	$37,891	$37,824	$6,591	$8,744	$7,981

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		
	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	FY2015 Actual	FY2016 Estimated	FY2017 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	58	66	57	3	1	3
Federal Grants	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Local Governments	953	893	1,016	0	0	0
Service Charges	33,582	36,183	37,797	5,971	6,753	5,534
Fines & Forfeitures	607	624	605	0	0	0
Interest Income	37	40	37	7	26	30
Rent Revenues	243	267	274	0	0	0
Miscellaneous	630	384	1,452	0	0	1,631
Total Revenues	$36,110	$38,457	$41,237	$5,982	$6,779	$7,198
Expenditures						
General Government	$1,174	$1,174	$1,174	$219	$219	$219
Fiscal & Administrative Services	622	657	737	0	0	0
Public Works - Facilities	0	0	0	3,945	4,212	5,853
Public Works - Utilities	25,430	30,556	32,902	0	0	0
Community Services	0	0	0	0	0	0
Recreation, Parks & Tourism	0	0	0	0	0	0
Planning & Growth Mgmt.	798	772	1,024	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	2,351	1,531	3,055	9	15	33
Total Expenditures	$30,375	$34,691	$38,893	$4,173	$4,446	$6,104
Operating Gain/(Loss)	$5,735	$3,766	$2,345	$1,810	$2,333	$1,094
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	0	0	0	0	0	0
Transfers Out/Capital Contribution	12,040	0	0	0	0	0
Change in Net Assets	$17,775	$3,766	$2,345	$1,810	$2,333	$1,094
Net Assets- Beginning of Year	110,345	128,120	131,886	24,568	26,378	28,711
Net Assets- End of Year	$128,120	$131,886	$134,231	$26,378	$28,711	$29,805

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		
	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	FY2015 Actual	FY2016 Estimated	FY2017 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	0	0	66	67	60
Federal Grants	3	1	4	3	1	4
State Grants	21	21	21	21	21	21
Local Governments	0	0	0	953	893	1,016
Service Charges	13,760	12,755	13,494	53,314	55,690	56,824
Fines & Forfeitures	0	0	0	607	624	605
Interest Income	15	15	14	60	81	81
Rent Revenues	699	665	667	941	931	941
Miscellaneous	108	148	145	738	533	3,229
Total Revenues	$14,611	$13,606	$14,345	$56,702	$58,842	$62,781
Expenditures						
General Government	$307	$297	$363	$1,699	$1,689	$1,756
Fiscal & Administrative Services	0	0	0	622	657	737
Public Works - Facilities	4,566	5,007	5,592	8,511	9,219	11,445
Public Works - Utilities	0	0	0	25,430	30,556	32,902
Community Services	108	98	179	108	98	179
Recreation, Parks & Tourism	3,455	2,855	3,432	3,455	2,855	3,432
Planning & Growth Mgmt.	4,218	4,451	5,751	5,016	5,224	6,775
Public Safety	103	76	110	103	76	110
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	354	380	670	2,715	1,927	3,758
Total Expenditures	$13,111	$13,164	$16,096	$47,658	$52,301	$61,093
Operating Gain/(Loss)	$1,500	$442	($1,751)	$9,044	$6,541	$1,688
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	0	0	0	0	0	0
Transfers In	464	885	1,033	464	885	1,033
Transfers Out	0	0	0	12,040	0	0
Change in Net Assets	$1,964	$1,327	($718)	$21,548	$7,427	$2,721
Net Assets- Beginning of Year	4,375	6,339	7,666	139,288	160,837	168,263
Net Assets- End of Year	$6,339	$7,666	$6,947	$160,837	$168,263	$170,984

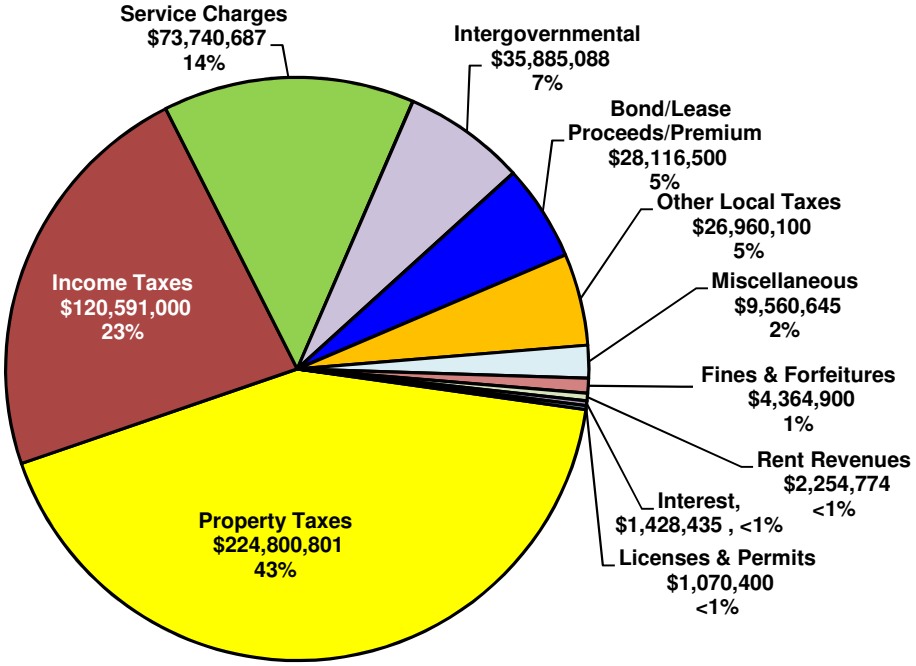
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE/ NET ASSETS

All Governmental Fund Types and Proprietary Funds
Three-Year Comparisons

(amounts expressed in thousands)

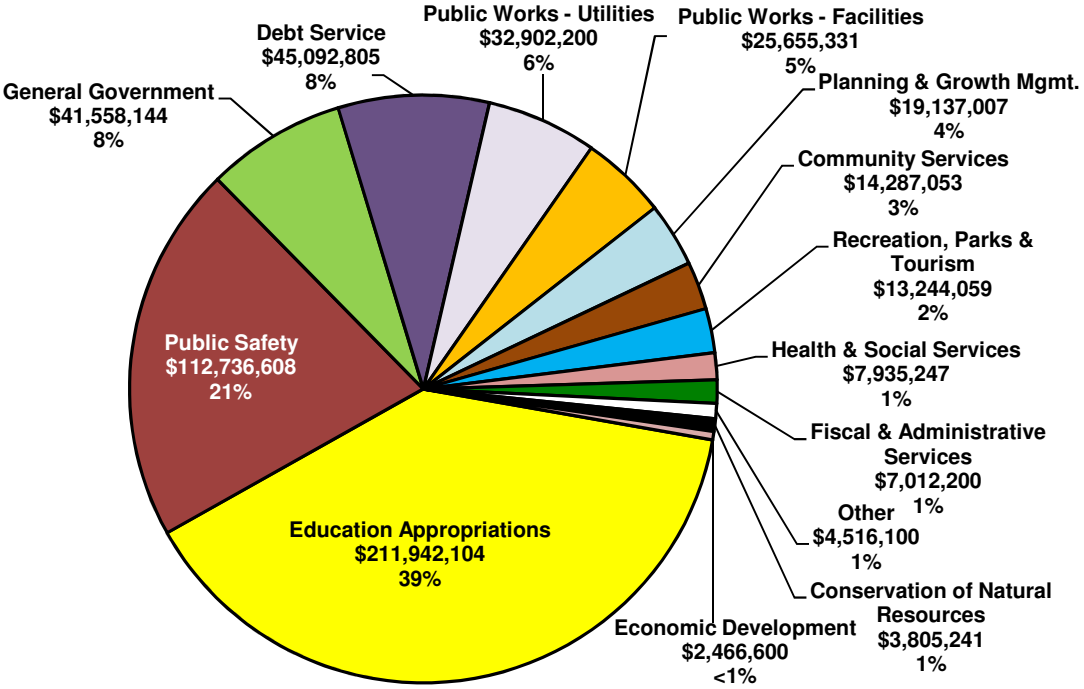
	Total Governmental Funds			TOTAL ALL FUNDS		
	FY2015 Actual	FY2016 Estimated	FY2017 Estimated	FY2015 Actual	FY2016 Estimated	FY2017 Estimated
Revenues						
Property Taxes	$212,836	$220,088	$224,801	$212,836	$220,088	$224,801
Income Taxes	109,710	125,817	120,591	109,710	125,817	120,591
Other Local Taxes	31,892	33,936	26,960	31,892	33,936	26,960
Licenses & Permits	1,000	1,094	1,010	1,066	1,161	1,070
Federal Grants	15,830	16,867	16,762	15,833	16,868	16,766
State Grants	7,733	5,119	17,420	7,754	5,140	17,441
Local Governments	556	519	663	1,509	1,412	1,679
Service Charges	15,085	20,074	16,916	68,398	75,764	73,741
Fines & Forfeitures	3,883	4,359	3,760	4,490	4,983	4,365
Interest	1,487	1,552	1,347	1,547	1,633	1,428
Rent Revenues	1,292	1,312	1,275	2,234	2,244	2,215
Miscellaneous	16,392	15,373	6,332	17,130	15,905	9,561
Total Revenues	$417,697	$446,109	$437,836	$474,399	$504,952	$500,618
Expenditures						
General Government	$31,094	$26,441	$39,802	$32,793	$28,130	$41,558
Fiscal & Administrative Services	5,875	5,946	6,275	6,496	6,603	7,012
Public Works - Facilities	14,764	13,911	14,210	23,275	23,131	25,655
Public Works - Utilities	0	0	0	25,430	30,556	32,902
Community Services	14,111	13,748	14,108	14,219	13,846	14,287
Recreation, Parks & Tourism	9,556	7,233	9,812	13,011	10,088	13,244
Planning & Growth Mgmt.	10,268	10,116	12,362	15,283	15,340	19,137
Public Safety	103,590	107,905	112,627	103,693	107,981	112,737
Health & Social Services	6,309	6,952	7,935	6,309	6,952	7,935
Conservation of Natural Resources	2,072	1,640	3,805	2,072	1,640	3,805
Economic Development	1,626	1,522	2,467	1,626	1,522	2,467
Education Appropriations	190,940	194,229	211,942	190,940	194,229	211,942
Other	5,426	6,999	4,516	5,426	6,999	4,516
Debt Service	42,713	39,178	41,335	45,428	41,105	45,093
Total Expenditures	$438,344	$435,821	$481,197	$486,002	$488,122	$542,291
Operating Gain/(Loss)	($20,647)	$10,288	($43,361)	($11,603)	$16,830	($41,673)
Other Financing Sources/(Uses):						
Bond/Lease Proceeds/Premium	36,865	36,821	28,117	36,865	36,821	28,117
Transfers In	10,770	6,005	6,295	11,235	6,891	7,328
Transfers Out	(11,231)	(7,325)	(7,897)	809	(7,325)	(7,897)
Net Change	$15,757	$45,789	($16,846)	$37,306	$53,216	($14,126)
Fund Balance- Beginning of Year	90,686	106,443	152,232			
Fund Balance - End of Year	$106,443	$152,232	$135,386			

FY17 Total Estimated Revenues by Account Classification
Total = $528,734,041



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

FY17 Total Estimated Expenses by Function
Total = $542,290,700



General, Economic, and Statistical Information

Charles County, Maryland

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

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

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

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

Population: (2000 Census): 120,546; (2010 Census): 146,551; (2015 Census Estimate): 156,118

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.

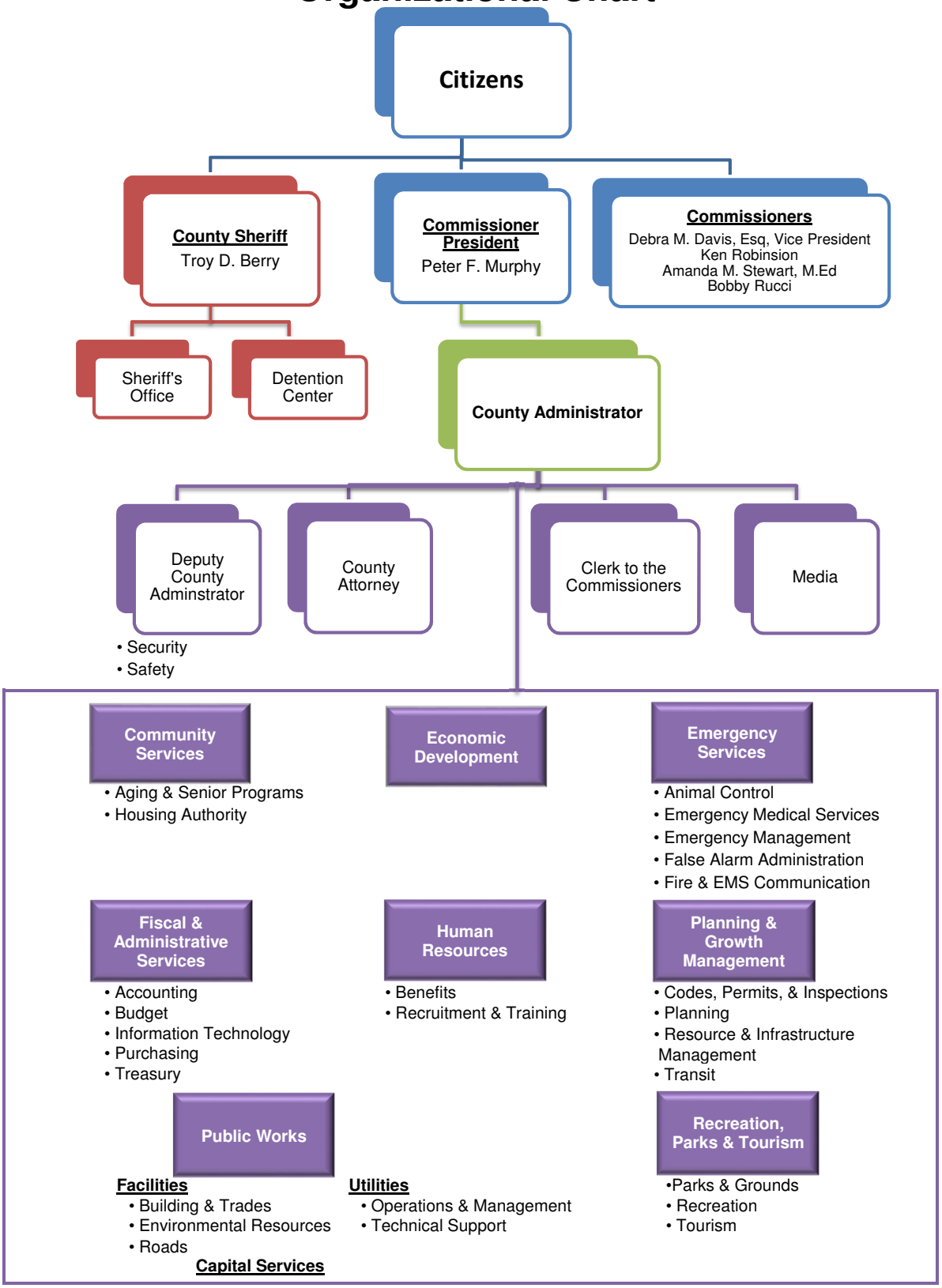
The County's central telephone numbers are:

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

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

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

Charles County Government
Organizational Chart

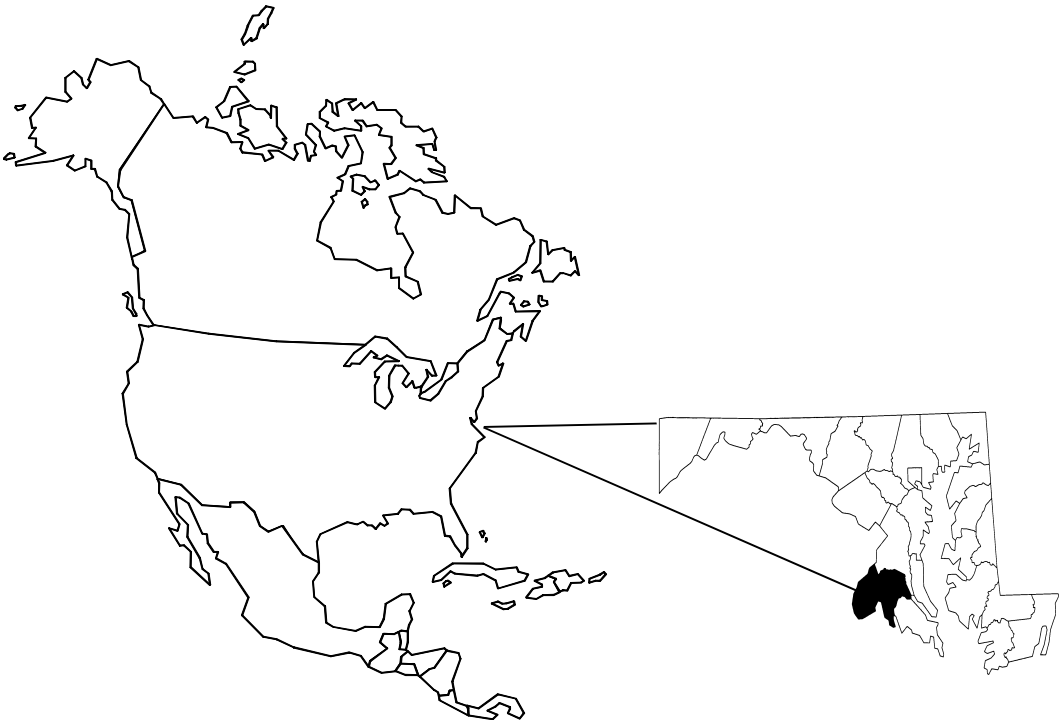


Other agencies which receive county funding:

- 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, Indian Head, home of the Naval Surface Warfare Center and Port Tobacco.



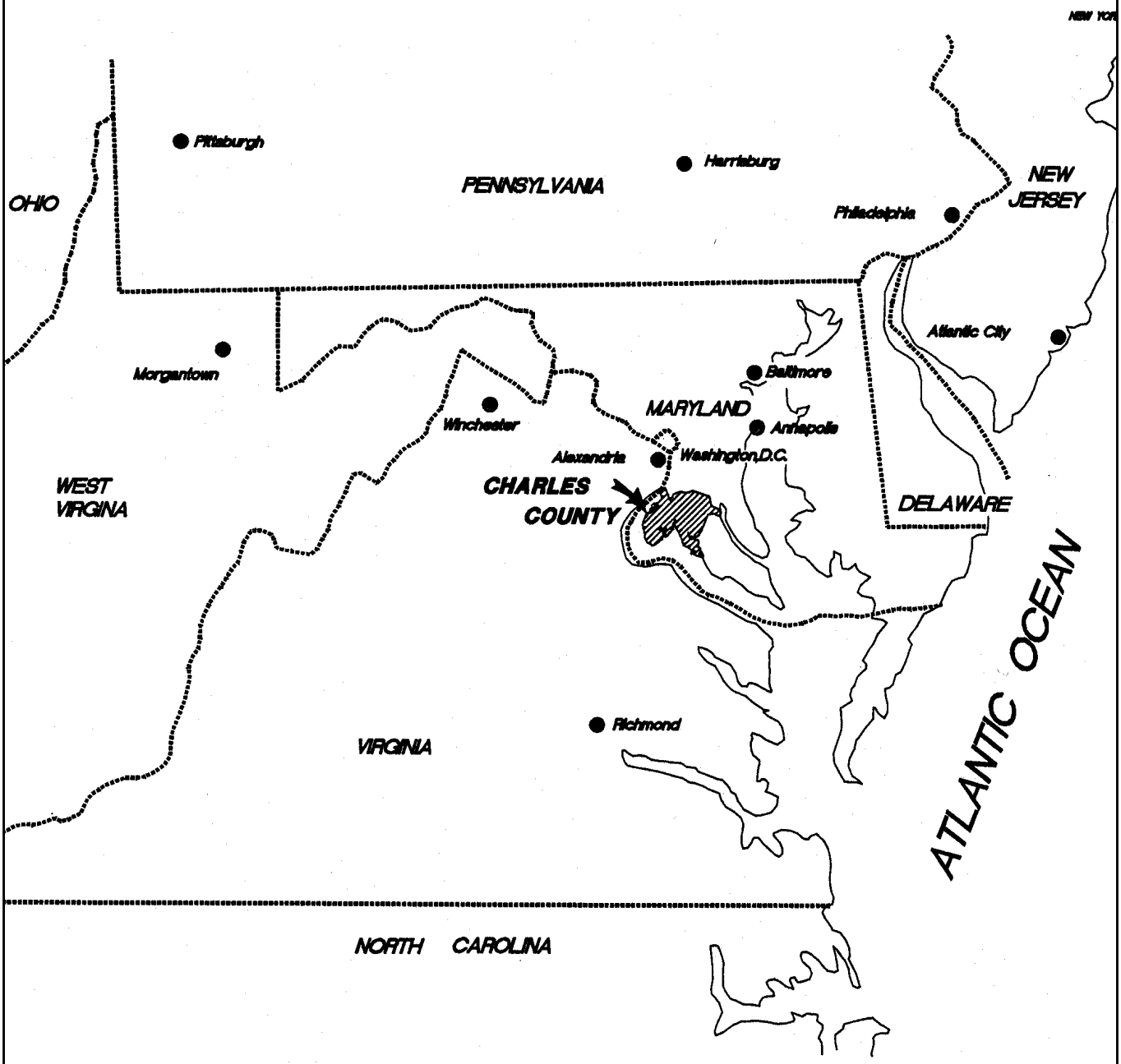
Location Driving distance from Waldorf *(in miles)*	
Atlanta, GA	609
Baltimore, MD	56
Boston, MA	452
Chicago, IL	710
New York, NY	241
Philadelphia, PA	152
Pittsburgh, PA	247
Richmond, VA	91
Washington, DC	25

Source: MD Department of Commerce, Brief Economic Facts

Climate and Geography	
Yearly Precipitation (inches)	43.6
Yearly Snowfall (inches)	16.1
Summer Temperature (°F)	75.7
Winter Temperature (°F)	38.2
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

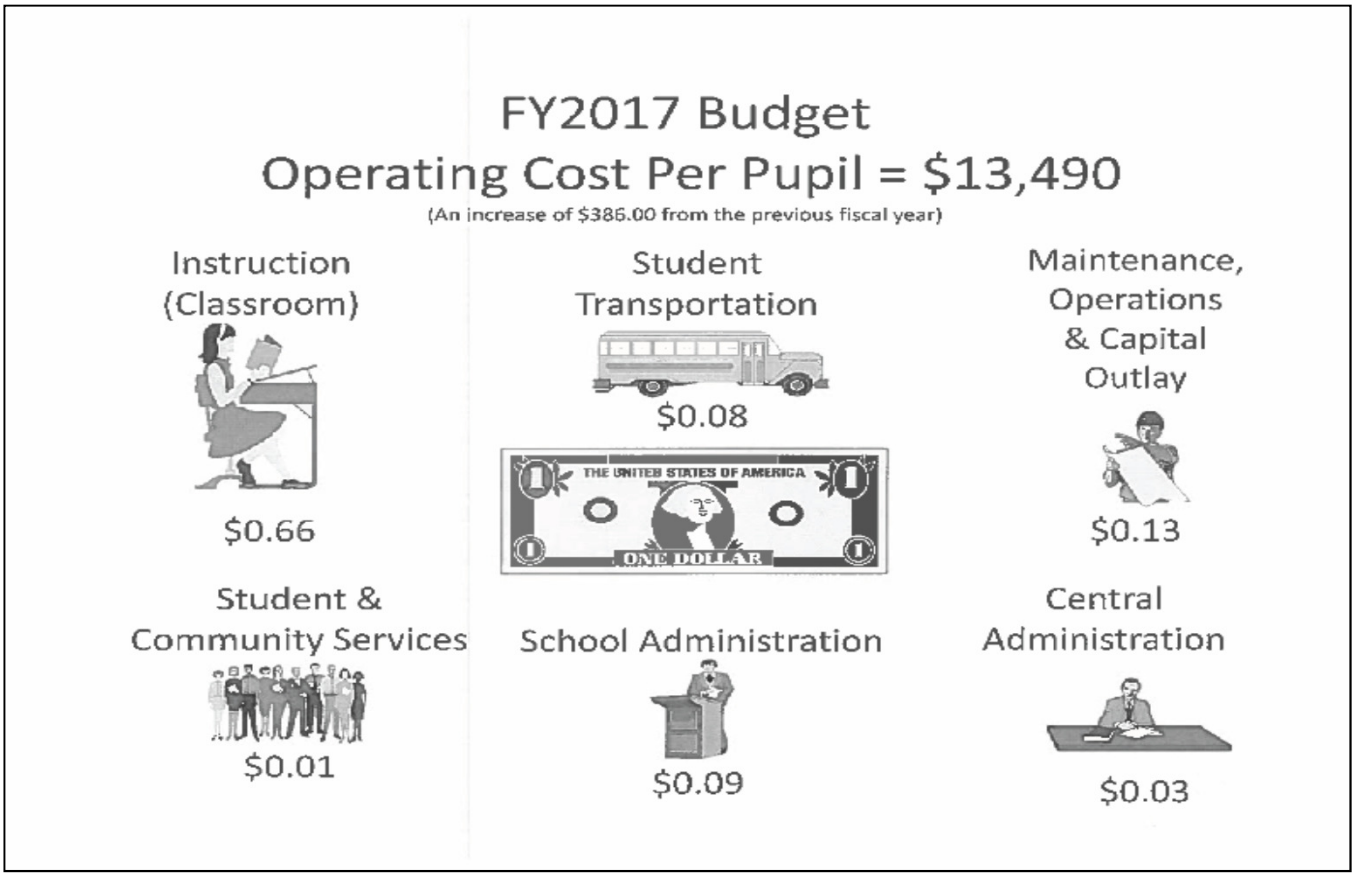
Source: National Oceanic and Atmospheric Administration and MD State Climatologist Office (30-year averages); MD Geological Survey

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 40 schools & centers:

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

Student Enrollment
Full-time Equivalent FY2008 - FY2017

Fiscal Year	FTE	Change	Percent
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	25,524	(193)	-0.8%
FY15	25,413	(111)	-0.4%
FY16	25,471	58	0.2%
FY17 est.	25,529	58	0.2%

COUNTY & STATE PARKS

Bensville Park- Waldorf

Developed facilities currently include athletic playing fields, playground and a hiking trail. Sports fields include: one regulation-size baseball, three little League baseball, 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. This park operates under seasonal hours.

Chicamuxen Wildlife Management Area - Indian Head

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

Doncaster Forest - Doncaster

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

Friendship Farm Park and Trail - Nanjemoy

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

Gilbert Run Park - Dentsville

Within this scenic wooded parkland are hiking and nature trails, picnic areas (grills and tables), picnic pavilions, playground areas, and fishing piers. The main attraction is a 60 acre fresh water lake which affords fishing, pedal boating, row boating, and canoeing. Fishermen are able to catch bass, bluegill, trout and catfish. A boat ramp is also provided for convenience (electric motors only). 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, hiking trail, 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 paved fitness trail.

Purse State Park - Nanjemoy

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

Robert D. Stethem Memorial Sports Complex- Waldorf

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

Ruth B. Swann Memorial Park - Bryans Road

This western area park borders Pomonkey Creek and the Potomac River. Combinations of both active and passive recreational activities are available from large open areas for soccer and baseball to picnicking and bird watching. 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 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, an 18-hole disc golf course and a dog park. This park is situated on property which is leased from the State Highway Administration.

White Plains Regional Park

White Plains 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 Works - 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 and an 18-hole Footgolf course.

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 Recreation, Parks and Toursim.

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.

RECREATION

In addition to school based community centers, the **Nanjemoy Community Center** operates Monday through Friday, year round and offers a wide range of programs and services including: Senior Center operational four days a week, recreational programs, fitness center, computer lab and special events. Portions of the Community Center may be rented hourly for private functions and community organizations. In partnership with the Charles County Health Department, the Western County Family Medical Center opened at the Nanjemoy Community Center in March 2014.

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

Regency Furniture Stadium- is home of the Southern Maryland Blue Crabs professional baseball club with over 70 home games. The ballpark 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.

CHARLES COUNTY TOURIST ATTRACTIONS

Heritage and History

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

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

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

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

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

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

Mallows Bay Park is home to the "Ghost Fleet" of Mallows Bay. One of the largest sunken ship graveyards in North America. Mallows Bay is part of the Charles County Water Trail and is accessible by road with small boating access and kayak launch.

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

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

Rich Hill was constructed in 1783 and is listed on the National Register of Historic Places. The house and property are historically significant both architecturally and for its association with the escape of John Wilkes-Booth through Southern Maryland after the assassination of President Lincoln.

Illustrations by: Joseph Troy

Activities

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

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

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

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

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

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

Cultural Arts

Charles County Arts Alliance (CCAA) - was founded with the goal of stimulating, promoting, encouraging, and providing recognition of the arts and the creative spirit in Charles County, MD. A variety of events, workshops, and services are available to help Charles County artists and arts organizations succeed and thrive. The CCAA maintains two galleries for visual artists in public spaces around Charles County. The Galleries are all located in La Plata at the: Government Building and University of Maryland – Charles Regional Medical Center. 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.

Crain Memorial Welcome Center

The Welcome Center is open seven days a week from 8:30 a.m. – 4:30 p.m., The center hosts a wide variety of information on hunting and fishing, camping and trails, cultural and historical attractions, as well as information on the Civil War and Star Spangled Banner. Travel counselors will assist you with itineraries, meet and greet motor coaches, and make county and state hotel reservations.

ECONOMIC AND STATISTICAL INFORMATION

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

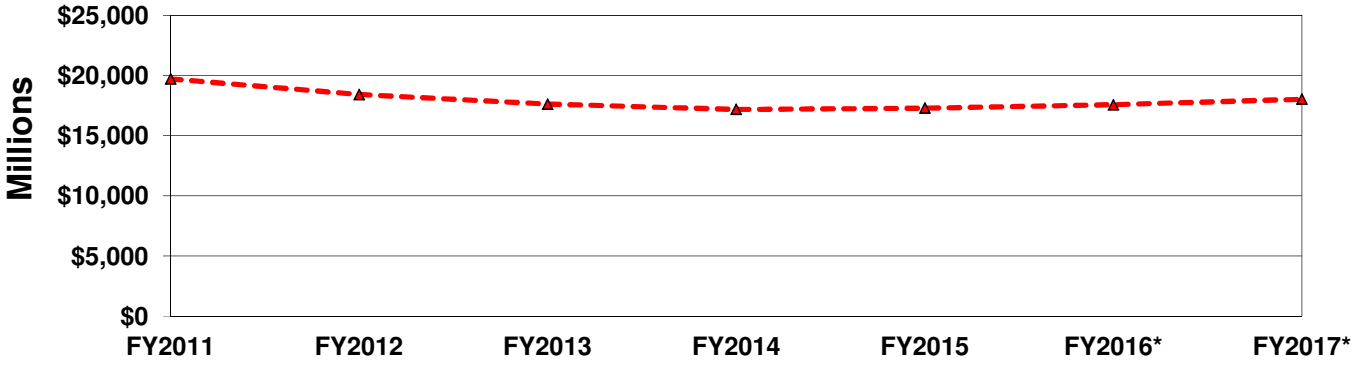
(amounts expressed in thousands)

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
2011	$17,816,916	$99,738	$7,901	$262,617	$785,848	$18,973,019	$19,707,755
2012	$16,566,497	$138,408	$8,284	$255,918	$693,248	$17,662,354	$18,411,410
2013	$15,768,390	$132,278	$8,190	$265,945	$681,889	$16,856,691	$17,614,787
2014	$15,386,213	$131,670	$7,713	$284,178	$631,661	$16,441,436	$17,174,309
2015	$15,407,788	$210,168	$7,504	$303,235	$621,083	$16,549,778	$17,282,422
2016*	$15,693,975	$169,791	$9,184	$316,255	$645,642	$16,834,846	$17,559,040
2017*	$16,242,905	$163,770	$9,184	$321,039	$582,114	$17,319,012	$18,027,592

Source: Maryland State Department of Assessments & Taxation.

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

Estimated Market Value



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

Ten Leading Tax Payers

(Fiscal Year 2016)

Taxpayer	Property Tax Billed [1]	Property Assessment
NRG Energy, Inc. (formerly Gen On Energy, Inc.).....	$13,376,512	$528,235,890 **
Southern Maryland Electric Coop Inc.....	4,178,497	146,485,430
Dominion Cove Point LNG,LP.....	1,766,490	61,927,790
Charles Mall Company LTD Partnership.....	1,610,522	141,150,000
Verizon Maryland INC.....	1,132,373	39,697,550
SCG Atlas Westchester LLC.....	866,825	75,970,600
Washington Gas Light Company.....	797,655	27,963,360
Potomac Electric Power Company.....	640,770	22,463,450
Madison Waldorf LLC.....	636,626	55,795,400
SVF Waldorf LLC.....	540,157	47,340,700

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

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

** *Estimated business corporation property assessment based on Fiscal Year 2013 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
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
2015	1.1410	0.064	0.112	1.3170	2.85250	0.16	0.28	3.29250
2016	1.1410	0.064	0.112	1.3170	2.85250	0.16	0.28	3.29250
2017	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	$289,500	a
Divided by $100 increments	$100	b
Multiplied by the combined tax rate	$1.317	c
Total property taxes due	$3,813	

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

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

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

County Tax Levies

(net of additions and abatements)

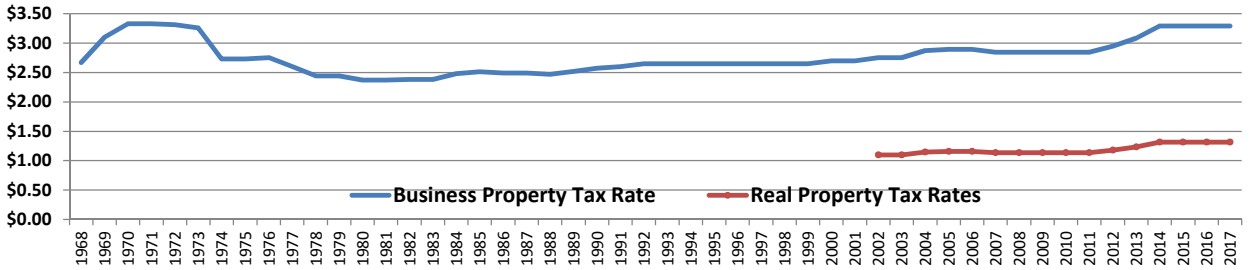
Fiscal Years	County (Including Education)	Fire and Rescue Tax	State
2011	$197,305,606	$13,065,673	$19,995,819
2012	190,760,517	12,178,023	19,347,608
2013	194,668,475	11,665,839	18,460,235
2014	202,699,933	11,369,672	18,082,492
2015	203,555,744	11,417,675	18,220,889
2016*	207,941,015	11,663,650	18,577,875
2017 Est.	214,340,766	12,022,620	19,206,071

Source: Audited financial statements of the County for the fiscal years 2011-2015

*Unaudited as provided by the Department of Fiscal Services & Administrative Services, Charles County, MD

ECONOMIC AND STATISTICAL INFORMATION

Charles County Tax Rates/Budget: 50 Year History



FISCAL	BUSINESS PROPERTY TAX RATES				REAL PROPERTY TAX RATES				INCOME	
YEAR	FIRE	COUNTY	STATE	TOTAL	FIRE	COUNTY	STATE	TOTAL	TAX RATE*	BUDGET
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
2015	0.16	2.85250	0.28	$3.2925	0.064	1.1410	0.112	$1.317	3.03%	$354,515,200
2016	0.16	2.85250	0.28	$3.2925	0.064	1.1410	0.112	$1.317	3.03%	$365,682,800
2017	0.16	2.85250	0.28	$3.2925	0.064	1.1410	0.112	$1.317	3.03%	$375,542,600

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.)

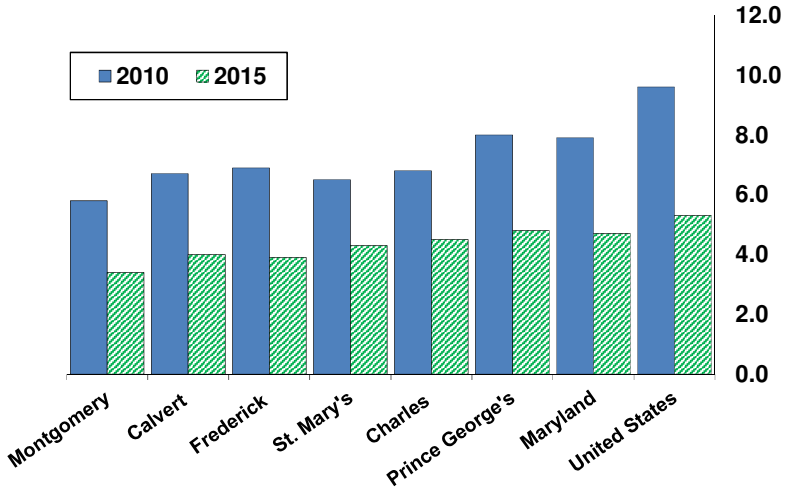
* Income Tax rates are shown as calendar years.

** 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.

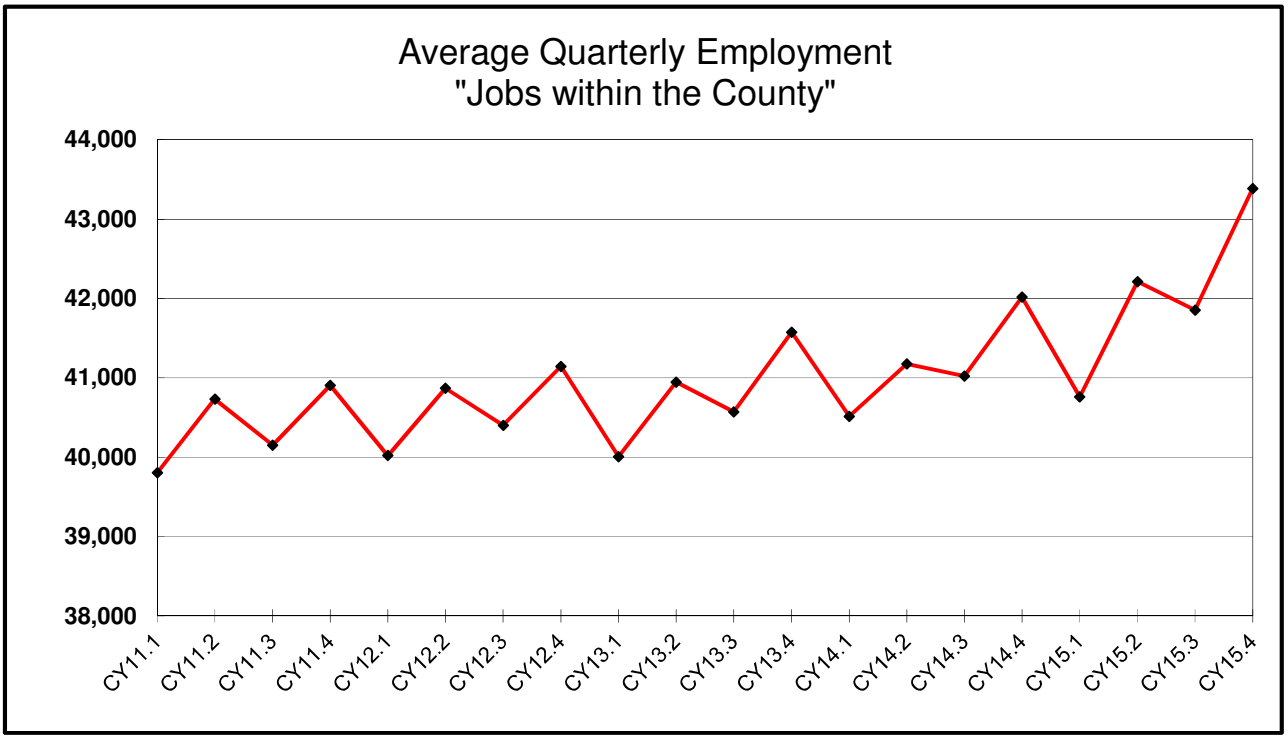
ECONOMIC AND STATISTICAL INFORMATION

Average Annual Unemployment Rate

Calendar Year:	2010	2015
Montgomery County	5.8	3.4
Calvert County	6.7	4.0
Frederick County	6.9	3.9
St. Mary's County	6.5	4.3
Charles County	**6.8**	**4.5**
Prince George's County	8.0	4.8
State of Maryland	7.9	4.7
United States	9.6	5.3



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 2015 is at the highest point.

Source: Maryland Department of Labor, Licensing, & Regulation. Published June 2016.

ECONOMIC AND STATISTICAL INFORMATION

Major Employers

Employer	Number of Employees	Employer	Number of Employees
Charles County Board of Education	3,631	BJ's Wholesale Club	452
Naval Department of Defense at Indian Head	2,945	Target	400
Charles County Government	1,637	McDonald's	396
UM Charles Regional Medical Center	696	Safeway	391
College of Southern Maryland	550	Wal-Mart/Sam's Club	338
The Facchina Group of Companies	519	Genesis Health Care	278
Naval Supprt Facility Indian Head Contractors	482	Sage Point Senior Living Services	275
Southern MD Electrical Coop	458	Waldorf Ford	250

Source: Charles County Economic Development Department as of June 2016.

Hourly Wage Rates

Selected Occupations	Local Median	State Median	Selected Occupations	Local Median	State Median
Accountants & Auditors	$35.00	$35.50	Machinists	$26.00	$22.75
Aerospace Engineers	51.00	57.25	Network Administrators	47.50	46.00
Bookkeeping/Accounting Clerks	19.50	20.75	Packers and packagers, hand	9.00	9.75
Computer Systems Analyst	39.00	42.75	Retail Salesperson	10.75	10.25
Customer Service Representatives	14.50	16.50	Registered Nurse	33.25	35.00
Electrical Engineers	44.00	46.00	Secretaries	18.75	18.50
Electrical & Electronic Eng. Techs	39.50	33.00	Shipping/Receiving Clerks	15.25	16.00
Industrial Truck & Tractor Operators	18.50	18.00	Team Assemblers	12.00	13.50

Source: Maryland Department of Labor, Licensing and Regulation; last updated April 2016. Wages were adjusted for inflationary pressure through December 2015. 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 2014 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	1,250	2.2%	1.2%
$10,000 under $20,000	7,010	12.1%	2.2
$20,000 under $30,000	6,469	11.1%	2.0
$30,000 under $40,000	5,520	9.5%	2.1
$40,000 under $50,000	4,828	8.3%	2.3
$50,000 under $100,000	17,593	30.3%	2.8
$100,000 and over	15,419	26.5%	2.8
Taxable Returns	58,089	100.0%	2.4%
Non-Taxable	12,649		2.0
Total- All Returns	70,738		2.3%

Source: Comptroller of Maryland

ECONOMIC AND STATISTICAL INFORMATION

Income

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

Jurisdiction	Median Household Income	State Ranking	Per Capita Income	State Ranking
Anne Arundel	$87,430	5	$40,415	3
Calvert	95,477	3	38,260	4
Charles	**93,160**	**4**	**37,277**	**7**
Frederick	84,570	9	36,917	8
Howard	109,865	1	48,172	2
Montgomery	98,221	2	49,038	1
Prince George's	73,623	11	32,344	14
St. Mary's	85,672	7	36,017	10
State of Maryland	73,538		36,354	

Source: 2010-2014 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	2,366	2.4%	4.3%	5.8%
9th to 12th grade, no diploma	5,914	6.0%	6.7%	7.8%
High school graduate (includes equivalency)	30,853	31.3%	25.7%	28.0%
Some college, no degree	25,530	25.9%	19.6%	21.2%
Associate's degree	7,590	7.7%	6.3%	7.9%
Bachelor's degree	16,461	16.7%	20.3%	18.3%
Graduate or professional degree	9,956	10.1%	17.0%	11.0%
Population 25 years and over	98,571			
Percent high school graduate or higher		91.7%	89.0%	86.3%
Percent bachelor's degree or higher		26.8%	37.3%	29.3%

Source: 2010-2014 American Community Survey 5-Year Estimates

Charles County Sales and Use Tax Collections

As indicated in the following table Charles County had a slight decrease in tax collections for FY14. 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 2014	Fiscal Year 2013	% Change	2014 % of Total	2013 % of Total
General Merchandise	$26,762	$27,768	-3.6%	24.9%	25.6%
Food and Beverage	23,967	24,188	-0.9%	22.3%	22.3%
Building and Contractors	20,033	19,258	4.0%	18.6%	17.7%
Utilities and Transportation	9,319	9,313	0.1%	8.7%	8.6%
Automotive	7,235	7,262	-0.4%	6.7%	6.7%
Furniture, Fixtures, & Appliances	6,349	6,809	-4.6%	5.9%	6.1%
Miscellaneous	6,354	6,655	-6.7%	5.9%	6.3%
Apparel	6,596	6,351	3.9%	6.1%	5.8%
Hardware, Machinery & Equipment	1,076	1,032	4.3%	1.0%	1.0%
Total	$107,691	$108,637	-0.9%	100.0%	100.0%
Assessment Collections	5	82	-93.7%		
Grand Total	$107,696	$108,719	-0.9%		

Source: Comptroller of Maryland: Revenue Administration Division

ECONOMIC AND STATISTICAL INFORMATION

Population and Age Distribution

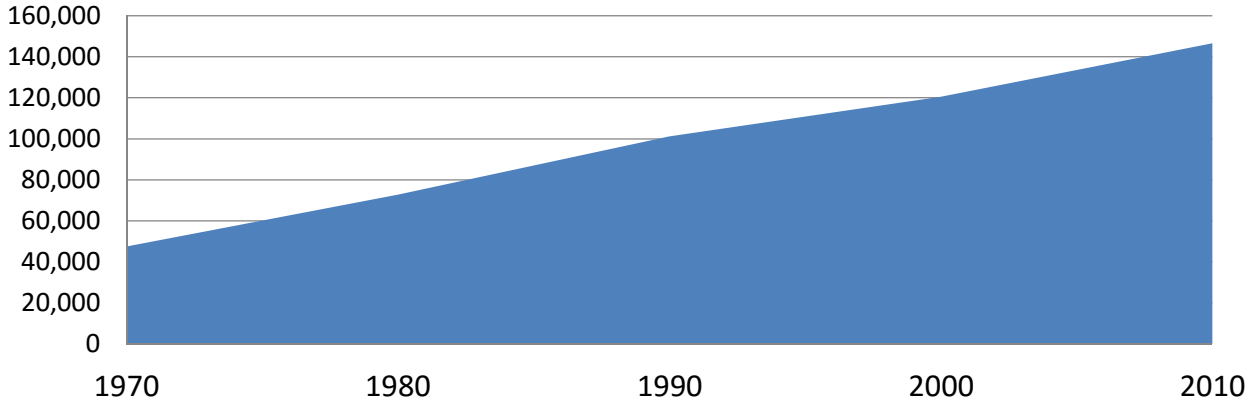
	1970	1980	1990	2000	2010	2015 (1)
Age						
Under 5	5,674	5,975	8,769	8,628	9,780	10,054
5-9	6,537	6,721	8,631	9,891	10,241	10,901
10-14	5,928	8,273	7,853	10,376	11,587	12,430
15-19	4,283	7,908	7,731	8,971	11,661	12,337
20-24	3,033	5,588	7,761	6,118	8,851	9,250
25-34	7,193	12,506	19,351	17,401	17,309	18,296
35-44	5,402	10,853	16,820	22,749	24,498	24,734
45-54	4,283	6,308	11,346	17,062	24,000	26,416
55-64	2,846	4,614	6,389	10,525	14,974	16,944
65-74	1,633	2,674	4,145	5,460	8,245	9,117
75 years or older	766	1,331	2,358	4,022	5,405	5,639
All Ages	**47,578**	**72,751**	**101,154**	**120,546**	**146,551**	**156,118**
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 2015 Population Esimate.

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

Charles County Population
40 Year History



Race

White……	49.4%
Black or African American alone…..	41.6%
Hispanic or Latino (of any race)……	4.8%
Asian……	3.1%
Other……	1.1%

Gender

Women……	51.7%
Men……	48.3%

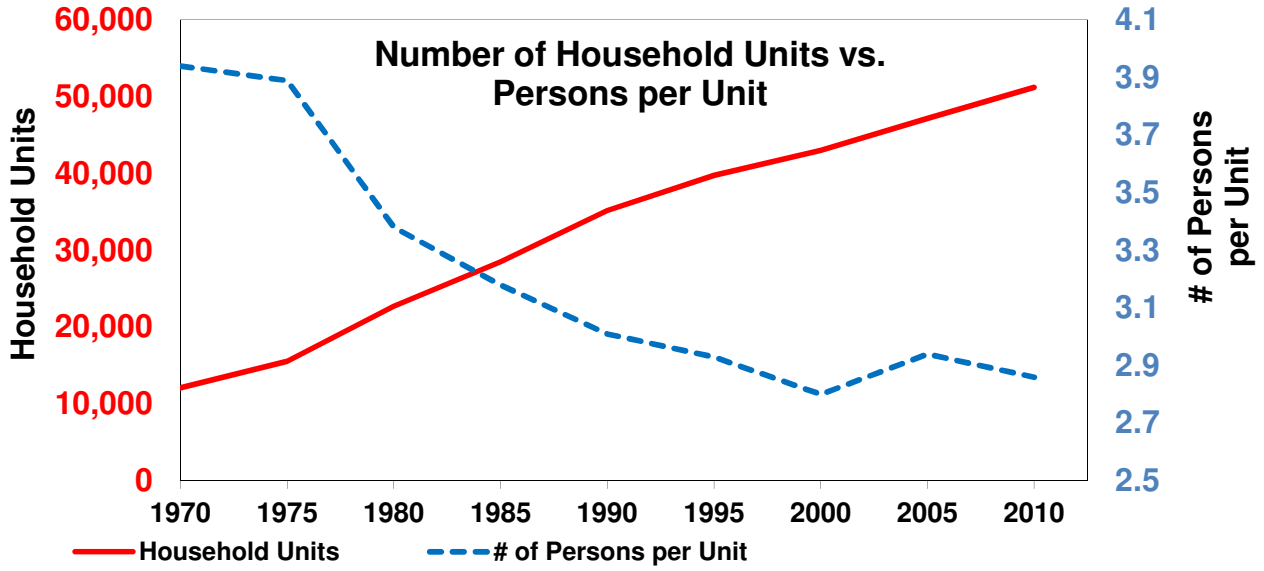
Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-year estimates

ECONOMIC AND STATISTICAL INFORMATION

Persons Per Residential Household

The total housing units for Charles County is estimated at 55,166. 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
2015 (2)	55,166	2.83



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

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

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

Type of Housing Units

	% of Total		% of Total
1 unit- detached	72.4%	5 to 9 units	1.8%
1 unit- attached	17.1%	10 to more units	5.5%
2 units	0.3%	Mobile home or other	1.3%
3 or 4 units	1.7%		

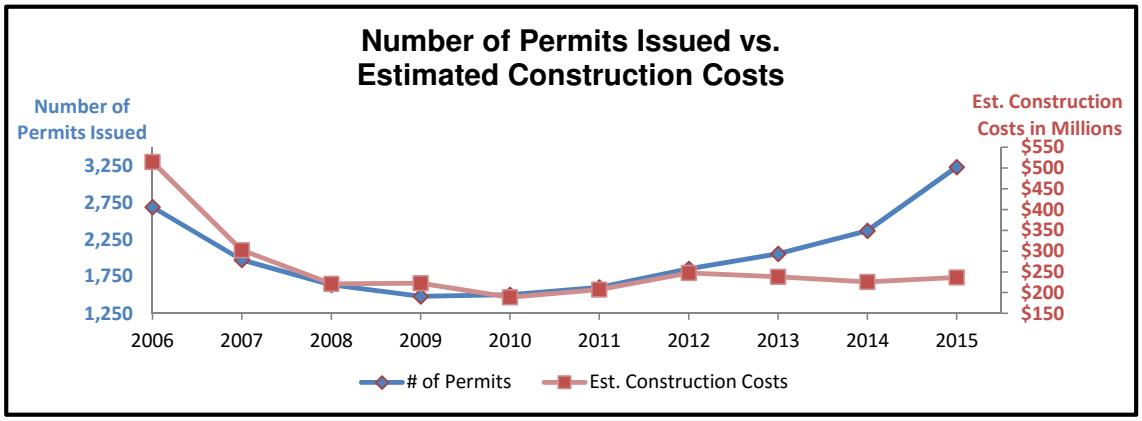
Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-year estimates.

ECONOMIC AND STATISTICAL INFORMATION

As set forth in the Ten-Year Building Permit Summary, permit values have generally remained stable since 2008.

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
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
2013	714	18	1,011	315	2,058	238,111,640
2014	730	9	1,306	327	2,372	225,453,371
2015	833	40	1,996	365	3,234	236,559,685



As shown below, the County experienced a dramatic rise in the estimated average cost per single family dwelling unit between 2005 and 2007. Since 2007 the average cost of construction has remained relatively consistent and has started to increase in recent years.

Single Family Dwelling (SFD)

Year	Estimated Residential Construction Costs	No. of New SFD Units	Avg. Cost of New SFD Unit	% Chg.
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%
2013	129,669,469	484	267,912	13.1%
2014	129,457,575	471	274,857	2.6%
2015	125,326,150	527	237,811	-13.5%

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

ECONOMIC AND STATISTICAL INFORMATION

Transportation

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

Rail: CSX Transportation **Truck:** 50 local and long-distance trucking establishments are located in Southern Maryland.

Air: Charles County's business district lies 45 minutes from Washington's Reagan National Airport and about an hour from both Dulles International and BWI Marshall Airports; Maryland Airport (2W5), near La Plata, is upgrading to a 4,200 foot runway and is the closest airport to DC for corporate jet traffic without the requirement of additional security agents.

Water: Service by the Port of Baltimore and Potomac River. 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; customers may choose their gas supplier

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

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

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

Business/Industrial Property

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

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

White Plains Corporate Business Park - Strategically located along US 301 in the developing White Plains business district. This park offers Class A lease and condo office space, flex space, and pad sites. Certified site: Eight-month delivery is available for a new, fully permitted, 10,000 sf Class A building.

Market Profile Data

	Low	High	Average		Low	High	Average
Land- cost per acre:				**Rental Rates- per square foot:**			
Industrial	$20,000	$250,000	$110,500	Warehouse/Industrial	$4.00	$17.00	$7.00
Office	$60,000	$1,200,000	$310,000	Flex/R&D/Technology	$5.00	$13.00	$10.00
				Class A Office	$10.00	$30.00	$21.00

Operational Budgets

Understanding an Operating Division/Program Budget Form

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

1. This section refers to the general area under which a Department or Agency is listed in the FY2017 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 **FY2015**. 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 FY2016 Budget** is listed in this column.

10. The **FY2017 Request Budget** as submitted by the individual Department or Agency is listed in this column with the exception of the Special Revenue Funds. For Special Revenue Funds, the **FY2016 Amended Budget** is reported due to frequent late changes to grant awards and budgets.

11. The **FY2017 Adopted Budget** is listed in this column.

12. The **amount of change expressed in dollars** comparing the FY2016 Adopted Budget and the FY2017 Adopted Budget. Special Revenue funds show change to FY2016 Amended Budget.

13. The **percentage change (%) column** represents the monetary change from FY2016 Adopted Budget to FY2016 Adopted Budget expressed as a percentage. Special Revenue funds show percentage change to FY2016 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 FY13 through FY17.
    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 FY13 to FY15 are included, as well as a projection for FY16, and an estimate for FY17.

1.

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

Account: 3.
Fund: 5.

Address:
www.charlescountymd.gov 7.

Phone Number:
Hours:

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% 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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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:

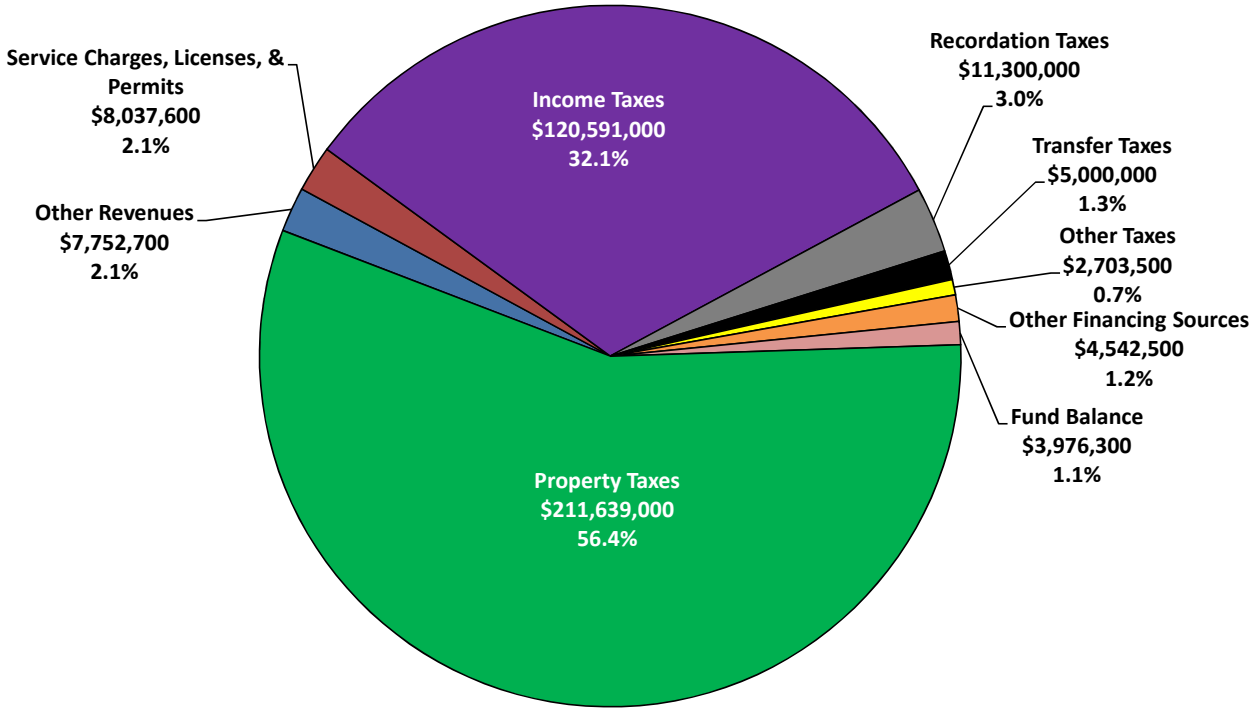
	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
18.					

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:

FY17 General Fund Revenues/Financing Sources
TOTAL APPROVED = $375,542,600



REVENUE BREAKDOWN

PROPERTY TAXES	**56.4%**		**$211,639,000**
Real & Personal		213,925,400	
Penalties, Interest & Fees		617,200	
Tax Credits		(2,903,600)	
RECORDATION TAXES	**3.0%**		**$11,300,000**
OTHER TAXES	**0.7%**		**$2,703,500**
Hotel/Motel Tax		1,027,000	
Highway User		927,000	
Admission Tax		737,000	
Heavy Equipment		12,500	
OTHER FINANCING SOURCES	**1.2%**		**$4,542,500**
Special Revenue: Cable Fund		1,200,000	
Capital Lease Agreement		3,342,500	
FUND BALANCE APPROPRIATION	**1.1%**		**$3,976,300**
Bond Premium		2,729,400	
CIP Appropriation		270,000	
Other Post Employment Benefits		100,000	
Housing Authority Board		19,000	
Reserve for Priorities		857,900	

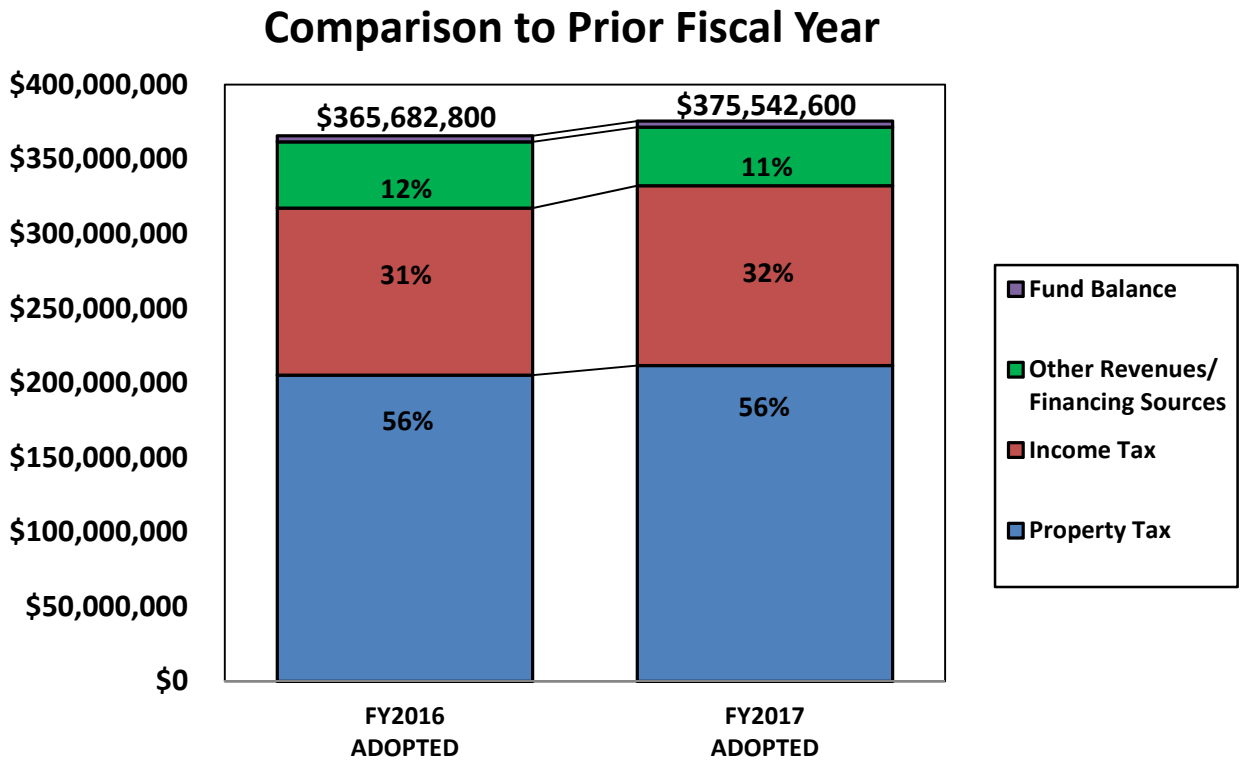
INCOME TAX	**32.1%**		**$120,591,000**
TRANSFER TAXES	**1.3%**		**$5,000,000**
SERVICE CHARGES, LICENSES, & PERMITS	**2.1%**		**$8,037,600**
EMS Billing Fee		1,365,000	
911 Fees		1,080,000	
Licenses & Permits		1,010,100	
Indirect Cost Allocation		1,081,700	
Remaining		3,500,800	
ALL OTHER REVENUES	**2.1%**		**$7,752,700**
Fines & Forfeitures		3,466,000	
Rent		1,274,500	
State Grants		1,600,200	
Other Intergovernmental		575,000	
Interest		225,000	
Sale of Fixed Assets		250,000	
Miscellaneous		362,000	

GENERAL FUND-Revenue Descriptions

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

Fund balance appropriations are 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 FY2017 Budget was adopted at $375.5 million compared to the FY2016 Budget of $365.7 million, a $9.8 million increase. Real and business personal property tax receipts is estimated to increase by $6.4 million and income taxes is estimated to generate $8.7 million more than the FY 2016 adopted budget. Service charges are increasing by $790,700 mostly due to the sale of reclaimed water sales from a power plant. Transfer tax is projected to generate $316,800 in additional revenues. Financing sources are declining by $6.4 million due to one-time FY2016 revenue sources. Revenue variances to fiscal year 2016 for all other sources, other than the ones previously mentioned, net to a total decrease of $69,800.



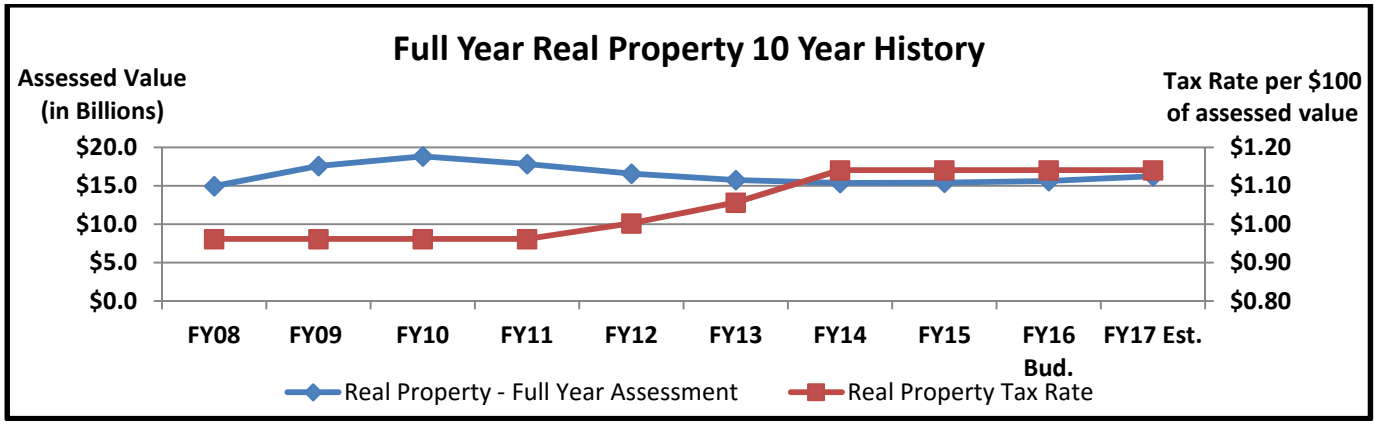
NOTE: Percentages (%) noted in graph represent the percent of Total Operating Revenues and Financing Uses. Fund Balance was 1% for the Adopted Budget in FY2016 and 1% for the FY2017 Adopted Budget.

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 is estimated to generate approximately $185 million in FY2017.



The FY2017 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 FY2017 is estimated to increase by 4% in comparison to FY2016. **The tax rate remains constant at $1.141 per $100 of assessed value.**

QUARTER, HALF, AND THREE-QUARTER YEAR PROPERTY TAXES

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

The FY2017 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 $33 million to $77 million. **The estimated quarterly additions for Fiscal Year 2017 are $54.9 million per quarter.**

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Budget	FY2017 Estimate
¾ Year	$46.1	$46.2	$51.8	$67.6	$53.0	$54.9
½ Year	$43.5	$52.9	$45.3	$77.4	$53.0	$54.9
¼ Year	$49.1	$33.1	$34.8	$65.2	$53.0	$54.9

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.

FY2017 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2016 assessments. **The tax rate remains constant at $2.8525 per $100 of assessed value.**

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Budget	FY2017 Budget
Assessment	$255,917,670	$265,948,050	$284,177,720	$303,237,880	$290,885,660	$321,068,600

BUSINESS PERSONAL PROPERTY

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

FY2017 revenues are estimated by the Charles County Department of Fiscal and Administrative Services and are based on FY2016 assessments. **The tax rate remains constant at $2.8525 per $100 of assessed value.**

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Budget	FY2017 Budget
Assessment	$8,284,230	$8,190,160	$7,712,830	$7,504,070	$7,713,000	$7,504,000

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.

FY2017 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 67% of the total ordinary business tax assessable base. **The tax rate remains constant at $2.8525 per $100 of assessed value.**

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Budget	FY2017 Budget
Assessment	$693,247,980	$681,889,120	$631,661,420	$621,085,550	$613,022,000	$581,453,300

PROPERTY TAX CREDITS

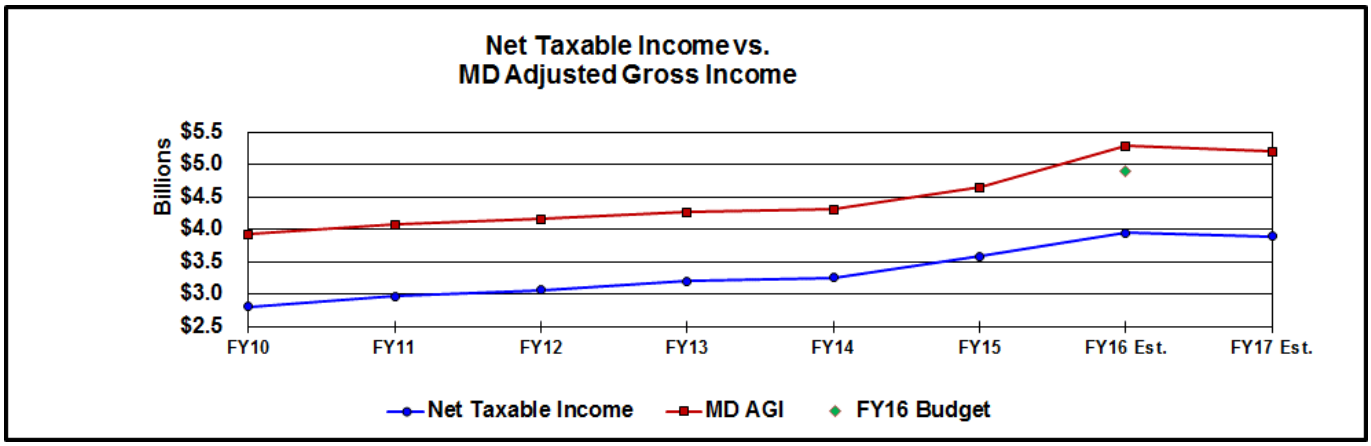
Tax credits are provided to taxpayers based on certain criteria. The largest tax credit relates to a tax differential paid to the Town of La Plata and the Town of Indian Head. This tax credit is a form of compensation for government services that are provided by the municipal government and totals over $1.6 million for FY2017.

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

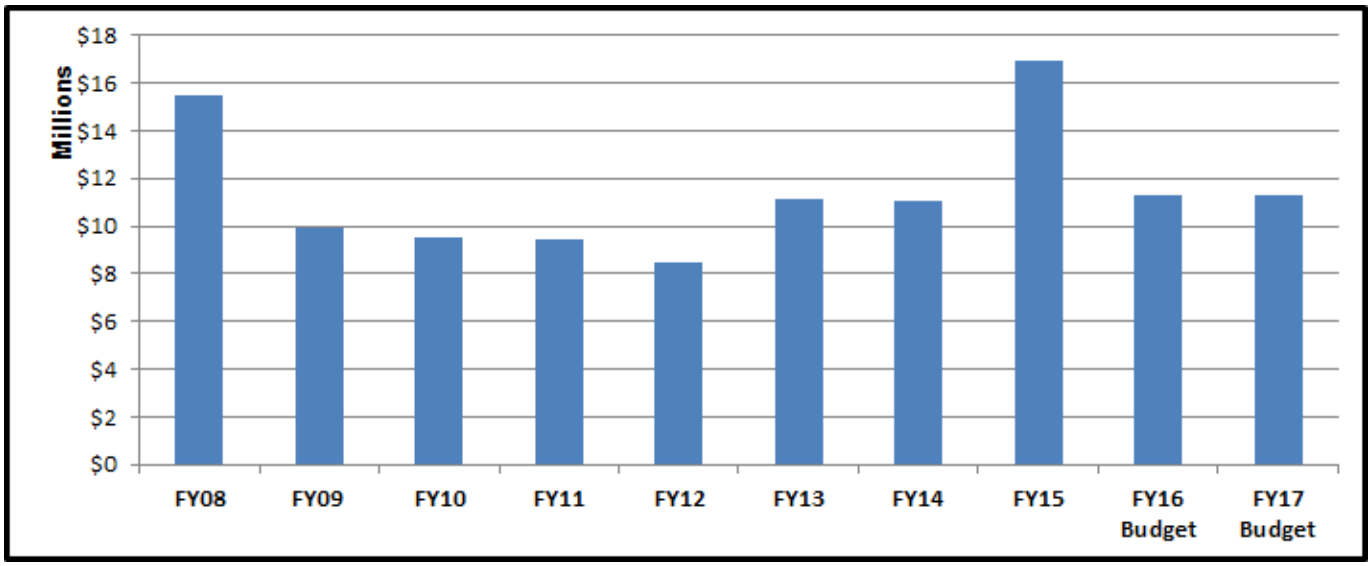
Income tax revenue is generated from the local tax liability of residential income tax returns. The local rate of 3.03% of an individual's Maryland taxable income is established by the Board of County Commissioners and is legally limited to 3.20% of the state tax liability. Income tax revenue is the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



OTHER TAXES

RECORDATION TAX

Recordation tax is established by the local governing body with prior approval from the state legislature. Tax revenue is generated when a property is sold and title recorded. **A rate of $5.00 per $500 value remains the same for FY2017**. 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. Compared to the FY2016 budget, Recordation tax revenue is estimated to remain flat.



GENERAL FUND-Revenue Descriptions

REAL PROPERTY TRANSFER TAX

Real Property Transfer Tax was established by the local governing body with prior approval from the state legislature. Tax revenue is recorded when an instrument of writing is recorded with the Clerk of the Circuit Court for Charles County or filed with the State Department of Assessments and Taxation. **A rate of 0.5% remains the same for FY2017**. Real Property Transfer tax revenue is estimated to generate $5,000,000 in FY2017. The estimate involves various economic factors, such as housing starts, mortgage interest rates, real estate supply & demand, population growth, and speculation related to the housing market.

HIGHWAY USER TAX

Highway User Tax is a State-shared tax from the sale of gasoline and other fuel types within Maryland state boundaries. Vendors remit sales taxes to the State of Maryland on a monthly basis. The State distributes the tax revenue to the County based on a multifaceted formula developed by the State and adopted by the State legislature. In past years, this revenue source had generated over $9 million in revenues. However, the State enacted funding reductions in 2009 which significantly cut the funding distribution to all local governments. Based on the most recent allocation method, Charles County is expected to receive $927,000 in FY2017. The major factor affecting this revenue source at this time is the State budget process decision on the amount to share with local governments. Other factors include gas pump prices, the economy, and the amount of consumption.

ADMISSIONS & AMUSEMENTS TAX

Admissions & Amusement tax is assessed on sales from the entertainment businesses and activities located within the County such as movies, video arcades, golf fees, etc. The tax rate is locally controlled by the Board of County Commissioners and can range from 0% - 10%. **The local rate is 10% unless subject to a state sales tax.** Revenues are estimated based on current trends and are adjusted for new operations. The budget for FY 2017 decreased by 8% compared to the FY2016 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 FY2017 is expected to increase by 8% to equal FY2015 year-end revenues.

INTERGOVERNMENTAL

STATE AID FOR POLICE PROTECTION

The State of Maryland allocates grant funds for use in providing police protection to the public. The State provides an annual estimated grant award in late February or early March calculated by a formula factoring expenditure level, staffing, population, vehicles, etc. The FY2017 budget is flat compared to the previous fiscal year.

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. FY2017 revenues are expected to generate $1.4 million, approximately 6% more the FY2016 adopted budget. EMS billing is covered by Medicare, Medicaid, and commercial insurance policies. The major factor affecting this source is the number of calls responded.

GENERAL FUND-Revenue Descriptions

LOCAL 911 FEES

The County has the authority to establish and charge a fee for the specific purpose of funding 911 emergency telephone operations. State legislation allows for a maximum rate of 75 cents per phone line. Revenues are estimated based on historical growth patterns for the number of phone lines times the current rate of 75 cents. During the 2013 State Legislation, the State approved Senate Bill 745- Public Safety - 9-1-1 Emergency Telephone Systems - Prepaid Service - Collection of Surcharge, which applies a $0.60 fee per retail transaction on prepaid wireless services that provide access to 911. This action has provided additional 911 revenue to Charles County. The budget is estimated to be flat compared to FY2016 adopted budget.

INDIRECT COST ALLOCATION

Beginning in FY2001, the County assessed an indirect cost to other funds for support services provided by the General Fund. In some cases, grant funds are eligible to pay for this charge. Revenues are estimated by the eligible amount allowed by grants and actual costs incurred for other funds. The FY2017 budget is estimated to increase by 7% to help support a new Accounting Officer position.

FINES AND FORFEITURES

The County collects fines for the Red Light Camera, Speed Camera, and False Alarm programs. For Fiscal Year 2017, Fines & Forfeitures revenues are estimated to be flat compared to the FY2016 adopted budget.

INTEREST INCOME

Interest income is based on the current financial market interest rates and available cash to invest. Interest income fluctuates from year to year due to factors such as the state of the economy and its impact on financial institutions interest rates, the County's cash flow situation, and the revenue base from which to invest. FY2017 is estimated to be $225 thousand which is flat compared to the FY2016 adopted 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, and workers' compensation reimbursements. Frequently, the County is the recipient of revenues from sources not anticipated within the normal budget process. Lawsuit settlements and insurance premium refunds are examples of unexpected miscellaneous revenues causing this source of revenue to fluctuate over the years.

FUND BALANCE

The use of $4.0 million in Fund Balance is approved for FY2017. These funds were formally reserved for various purposes such as: $2.7 million from a bond premium received to retire existing debt, $858 thousand to fund priority one-time items in the FY2017 operating budget, $270 thousand to fund projects in the FY2017 Capital Improvement Program, $100 thousand to fund an OPEB contribution, and $19 thousand generated from a past sale of surplus property for the Housing Authority.

GENERAL FUND OPERATING BUDGET

	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
REVENUES						
Operating Revenues						
Property Taxes	$200,502,004	$205,278,400	$211,639,000	$211,639,000	$6,360,600	3.1%
Income Tax	109,709,956	111,931,000	120,591,000	120,591,000	8,660,000	7.7%
Recordation Tax	16,918,007	11,300,000	11,300,000	11,300,000	0	0.0%
Transfer Tax	0	4,683,200	5,000,000	5,000,000	316,800	6.8%
Other Taxes	2,724,042	2,697,200	2,703,500	2,703,500	6,300	0.2%
Services Charges	6,032,932	6,236,800	6,948,600	7,027,500	790,700	12.7%
Intergovernmental	2,189,783	2,043,800	2,073,500	2,175,200	131,400	6.4%
Licenses & Permits	1,000,048	1,033,800	1,010,100	1,010,100	(23,700)	-2.3%
Fines & Forfeitures	3,553,036	3,466,000	3,466,000	3,466,000	0	0.0%
Other Income	2,371,073	2,115,000	2,111,500	2,111,500	(3,500)	-0.2%
Total Operating Revenues	**$345,000,881**	**$350,785,200**	**$366,843,200**	**$367,023,800**	**$16,238,600**	**4.6%**
Other Financing Sources						
Transfer from Capital Project Fund	200,000	2,502,500	0	0	(2,502,500)	-100.0%
Transfer from Special Revenue Fund	1,000,000	1,400,000	1,200,000	1,200,000	(200,000)	-14.3%
Capital Lease Proceeds	6,139,500	6,979,100	4,147,300	3,342,500	(3,636,600)	-52.1%
Reserved Fund Balance	0	4,016,000	3,118,400	3,976,300	(39,700)	-1.0%
Total Other Financing Sources	**$41,345,337**	**$14,897,600**	**$8,465,700**	**$8,518,800**	**($6,378,800)**	**-42.8%**
TOTAL REVENUES & OTHER FINANCING SOURCES	**$386,346,218**	**$365,682,800**	**$375,308,900**	**$375,542,600**	**$9,859,800**	**2.7%**
EXPENDITURES						
Board of Education	$161,921,600	$166,121,100	$178,425,400	$170,474,500	$4,353,400	2.6%
Sheriff's Office	75,812,689	79,926,900	89,103,100	82,738,600	2,811,700	3.5%
Debt Service	52,241,049	23,871,100	27,175,100	27,223,400	3,352,300	14.0%
County Administered						
Public Works - Facilities	14,763,782	14,348,100	14,622,600	14,210,200	(137,900)	-1.0%
Emergency Services	13,408,453	13,931,700	16,566,100	14,823,400	891,700	6.4%
Recreation, Parks, and Tourism	5,967,106	7,196,500	7,971,500	7,856,700	660,200	9.2%
Fiscal & Administrative Services	5,874,809	5,985,000	6,449,300	6,274,800	289,800	4.8%
Planning & Growth Management	5,380,966	5,814,000	6,195,300	5,933,100	119,100	2.0%
Community Services	2,378,576	2,802,400	2,454,600	2,290,000	(512,400)	-18.3%
Economic Development	1,320,386	1,687,500	2,409,700	1,723,300	35,800	2.1%
General Government	3,691,842	3,650,800	4,054,500	3,949,400	298,600	8.2%
College of Southern MD	9,710,300	9,710,300	9,830,400	9,830,400	120,100	1.2%
Library	3,909,802	3,983,600	4,780,400	4,074,800	91,200	2.3%
Health Department	2,510,125	2,522,300	3,081,300	2,762,300	240,000	9.5%
Other General Government	11,446,508	12,289,900	13,655,300	12,903,900	614,000	5.0%
Other Agencies/Misc.	2,980,010	2,565,600	2,834,400	2,494,700	(70,900)	-2.8%
Contingency	0	100,000	1,173,600	1,173,600	1,073,600	1073.6%
Total Expenditures	**$373,318,004**	**$356,506,800**	**$390,782,600**	**$370,737,100**	**$14,230,300**	**4.0%**
Other Financing Uses						
Capital Project Pay-as-you-go	918,173	1,646,900	863,000	913,000	(733,900)	-44.6%
Watershed Fund Subsidy	0	550,000	550,000	550,000	0	0.0%
Capital Asset Purchases	5,414,451	6,979,100	4,147,300	3,342,500	(3,636,600)	-52.1%
Total Other Financing Uses	**$6,984,124**	**$9,176,000**	**$5,560,300**	**$4,805,500**	**($4,370,500)**	**-47.6%**
TOTAL EXPENDITURES & OTHER FINANCING USES:	**$380,302,128**	**$365,682,800**	**$396,342,900**	**$375,542,600**	**$9,859,800**	**2.7%**
SURPLUS/(DEFICIT)	**$6,044,091**	**$0**	**($21,034,000)**	**$0**	**$0**	

GENERAL FUND OPERATING BUDGET

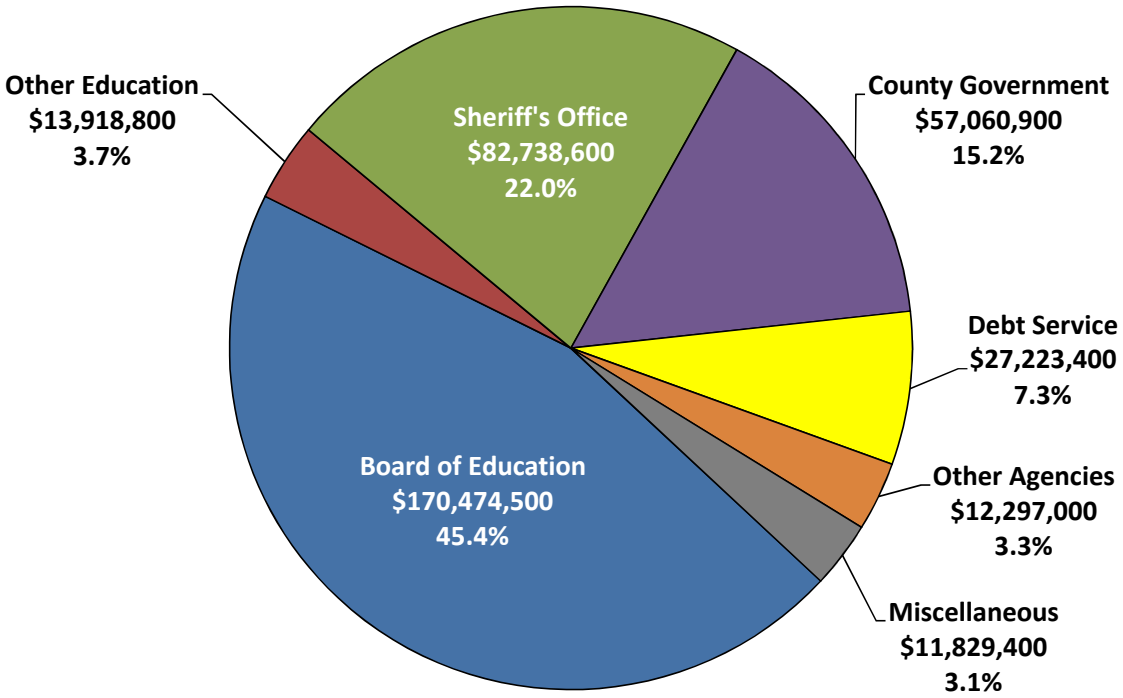
	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
REVENUE DETAIL BY ACCOUNT CLASSIFICATION						
PROPERTY TAXES:						
Real Property - Full Year	$174,226,680	$178,413,000	$185,240,000	$185,240,000	$6,827,000	3.8%
Real Property - Half Year	438,133	302,600	311,400	311,400	8,800	2.9%
Real Property-Quarter Year	164,615	151,300	155,700	155,700	4,400	2.9%
Real Property-Three-Quarter Year	564,459	454,000	467,000	467,000	13,000	2.9%
Bus. Personal Property	204,859	220,000	214,100	214,100	(5,900)	-2.7%
Railroads & Public Utilities	8,652,543	8,298,000	9,158,000	9,158,000	860,000	10.4%
Ordinary Business Corp.	15,885,205	17,486,500	16,586,000	16,586,000	(900,500)	-5.1%
Payment in Lieu of Tax	2,000,000	2,000,000	1,793,200	1,793,200	(206,800)	-10.3%
Penalties & Interest	608,193	600,000	600,000	600,000	0	0.0%
Half Year Tax Billing	15,699	17,000	17,200	17,200	200	1.2%
Subtotal	$202,760,386	$207,942,400	$214,542,600	$214,542,600	$6,600,200	3.2%
Homestead Tax Credit	(84,857)	(63,000)	(85,000)	(85,000)	(22,000)	34.9%
Low Income Tax Credit	(605,312)	(600,000)	(700,000)	(700,000)	(100,000)	16.7%
Senior Tax Credit	(270,674)	(250,000)	(300,000)	(300,000)	(50,000)	20.0%
Ag. Preservation Tax Credit	(131,874)	(137,600)	(140,000)	(140,000)	(2,400)	1.7%
Tax Differ.- La Plata	(1,065,084)	(1,485,000)	(1,540,000)	(1,540,000)	(55,000)	3.7%
Tax Differ.- Indian Head	(94,499)	(122,100)	(130,000)	(130,000)	(7,900)	6.5%
Surviving Spouse Tax Credit	(6,002)	(6,100)	(8,400)	(8,400)	(2,300)	37.7%
Conservation Easement Tax Credit	(81)	(200)	(200)	(200)	0	0.0%
Subtotal	($2,258,382)	($2,664,000)	($2,903,600)	($2,903,600)	($239,600)	9.0%
Total Property Taxes	**$200,502,004**	**$205,278,400**	**$211,639,000**	**$211,639,000**	**$6,360,600**	**3.1%**
INCOME TAX	**$109,709,956**	**$111,931,000**	**$120,591,000**	**$120,591,000**	**$8,660,000**	**7.7%**
RECORDATION TAX	**$16,918,007**	**$11,300,000**	**$11,300,000**	**$11,300,000**	**$0**	**0.0%**
TRANSFER TAX	**$0**	**$4,683,200**	**$5,000,000**	**$5,000,000**	**$316,800**	**6.8%**
OTHER TAXES:						
Hotel/Motel Room	$1,026,772	$949,000	$1,027,000	$1,027,000	$78,000	8.2%
Highway User	931,891	921,000	927,000	927,000	6,000	0.7%
Admission and Amusement	753,104	797,200	737,000	737,000	(60,200)	-7.6%
Heavy Equipment	12,276	30,000	12,500	12,500	(17,500)	-58.3%
Total Other Local Taxes	**$2,724,042**	**$2,697,200**	**$2,703,500**	**$2,703,500**	**$6,300**	**0.2%**
LICENSES & PERMITS						
Trader License	$224,294	$225,800	$226,300	$226,300	$500	0.2%
Alcoholic License	171,178	177,800	177,800	177,800	0	0.0%
Building Permits	149,966	133,000	139,000	139,000	6,000	4.5%
Park Permits	99,654	102,100	101,400	101,400	(700)	-0.7%
Electrical Exams	76,912	84,700	83,000	83,000	(1,700)	-2.0%
Electrical Permits	69,125	53,800	53,800	53,800	0	0.0%
Pumbling Permits	48,431	63,800	49,400	49,400	(14,400)	-22.6%
Trailer Permits	46,980	47,000	47,000	47,000	0	0.0%
Civil Marriage Licenses	36,115	44,100	40,000	40,000	(4,100)	-9.3%
Other	77,394	101,700	92,400	92,400	(9,300)	-9.1%
Total Licenses & Permits	**$1,000,048**	**$1,033,800**	**$1,010,100**	**$1,010,100**	**($23,700)**	**-2.3%**
State						
Aid for Police Protection	$1,225,738	$1,175,200	$1,175,200	$1,175,200	$0	0.0%
State Aid For Inmate Operating	240,840	177,000	241,900	241,900	64,900	36.7%
Jury Fee Reimbursement	82,095	82,000	82,000	82,000	0	0.0%
Other	142,656	106,100	101,100	101,100	(5,000)	-4.7%
Subtotal	$1,691,329	$1,540,300	$1,600,200	$1,600,200	$59,900	3.9%
Local Governments						
Animal Shelter- St. Mary's	$255,054	$302,100	$284,000	$345,000	$42,900	14.2%
Animal Shelter- Calvert	170,036	201,400	189,300	230,000	28,600	14.2%
Subtotal	$425,089	$503,500	$473,300	$575,000	$71,500	14.2%
Total Intergovernmental	**$2,189,783**	**$2,043,800**	**$2,073,500**	**$2,175,200**	**$131,400**	**6.4%**

GENERAL FUND OPERATING BUDGET

	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
REVENUE DETAIL BY ACCOUNT CLASSIFICATION						
INTERGOVERNMENTAL:						
SERVICES CHARGES:						
Em. Medical Srvcs. Billing Fee	$1,365,120	$1,285,100	$1,365,000	$1,365,000	$79,900	6.2%
Indirect Cost Allocation	999,481	1,007,600	1,002,800	1,081,700	74,100	7.4%
Local 911 Aid	1,068,597	1,080,000	1,080,000	1,080,000	0	0.0%
Park Fees	232,597	834,300	791,900	791,900	(42,400)	-5.1%
Reclaimed Water Sales	0	0	590,000	590,000	590,000	N/A
Sheriff Fees	393,125	355,800	420,100	420,100	64,300	18.1%
Custodial Fee	328,086	332,600	333,900	333,900	1,300	0.4%
False Alarm Registrations	280,211	269,000	282,500	282,500	13,500	5.0%
Sheriff Pay Phone Commissions	147,110	172,400	150,500	150,500	(21,900)	-12.7%
Room & Board Detention Center	140,088	142,000	145,000	145,000	3,000	2.1%
Other	728,992	758,000	786,900	786,900	28,900	3.8%
Total Service Charges	**$6,032,932**	**$6,236,800**	**$6,948,600**	**$7,027,500**	**$790,700**	**12.7%**
FINES & FORFEITURES						
Red Light Camera Fines	$1,800,384	$1,734,300	$1,734,300	$1,734,300	$0	0.0%
Speed Camera Fines	1,392,019	1,400,000	1,400,000	1,400,000	0	0.0%
False Alarm Fines	265,107	258,500	253,000	253,000	(5,500)	-2.1%
Other	95,526	73,200	78,700	78,700	5,500	7.5%
Total Fines & Forfeitures	**$3,553,036**	**$3,466,000**	**$3,466,000**	**$3,466,000**	**$0**	**0.0%**
OTHER INCOME						
Rent	$1,292,226	$1,276,800	$1,274,500	$1,274,500	($2,300)	-0.2%
Interest	84,417	225,000	225,000	225,000	0	0.0%
Sale of Fixed Assets	106,034	250,000	250,000	250,000	0	0.0%
Miscellaneous	700,899	363,200	362,000	362,000	(1,200)	-0.3%
Total Miscellaneous	**$2,371,073**	**$2,115,000**	**$2,111,500**	**$2,111,500**	**($3,500)**	**-0.2%**
TOTAL OPERATING REVENUES	**$345,000,881**	**$350,785,200**	**$366,843,200**	**$367,023,800**	**$16,238,600**	**4.6%**
Financing Sources						
Transfer from Capital Project Fund	$200,000	$2,502,500	$0	$0	($2,502,500)	N\A
Transfer from Special Revenue Fund	1,000,000	1,400,000	1,200,000	1,200,000	(200,000)	-14.3%
Capital Lease Proceeds	6,139,500	6,979,100	4,147,300	3,342,500	(3,636,600)	-52.1%
Subtotal: Other Financing Uses	**$41,345,337**	**$10,881,600**	**$5,347,300**	**$4,542,500**	**($6,339,100)**	**-58.3%**
Fund Balance						
Housing Authority	$0	$69,600	$19,000	$19,000	($50,600)	-72.7%
OPEB	0	200,000	100,000	100,000	(100,000)	-50.0%
CIP Appropriation	0	270,000	270,000	270,000	0	0.0%
Bond Premium	0	3,476,400	2,729,400	2,729,400	(747,000)	-21.5%
Reserve for Priorities	0	0	0	857,900	857,900	N/A
Subtotal: Fund Balance	**$0**	**$4,016,000**	**$3,118,400**	**$3,976,300**	**($39,700)**	**-1.0%**
TOTAL FINANCING SOURCES	**$41,345,337**	**$14,897,600**	**$8,465,700**	**$8,518,800**	**($6,378,800)**	**-42.8%**
TOTAL REVENUES & OTHER FINANCING SOURCES	**$386,346,218**	**$365,682,800**	**$375,308,900**	**$375,542,600**	**$9,859,800**	**2.7%**

GENERAL FUND

FY17 General Fund Appropriations
TOTAL APPROVED = $375,542,600



EXPENDITURE BREAKDOWN

EDUCATION	**49.2%**	**$184,393,300**
Board of Education	$170,474,500	
College of Southern Maryland	9,830,400	
Library	4,074,800	
Other Education	13,600	
COUNTY GOVERNMENT	**15.2%**	**$57,060,900**
Public Works - Facilities	$14,210,200	
Emergency Services	14,823,400	
Recreation, Parks, and Tourism	7,856,700	
Fiscal & Administrative Services	6,274,800	
Planning & Growth Management	5,933,100	
Community Services	2,290,000	
Economic Development Dept.	1,723,300	
Administrative Services	1,526,500	
County Attorney	988,300	
Human Resources	938,100	
County Commissioners	496,500	

SHERIFF'S OFFICE	**22.0%**	**$82,738,600**
DEBT SERVICE	**7.2%**	**$27,223,400**
OTHER AGENCIES	**3.3%**	**$12,297,000**
State's Attorney	4,205,500	
Health Department	2,762,300	
Circuit Court	1,330,300	
Election Board	1,199,800	
Other Agencies	2,799,100	
MISCELLANEOUS	**3.1%**	
Retiree Fringe/OPEB Contribution	3,691,200	**$11,829,400**
Capital Asset Purchases	3,342,500	
Central Services	2,159,100	
Contingency	1,173,600	
Capital Project Transfer	913,000	
Watershed Fund Subsidy	550,000	

GENERAL FUND OPERATING BUDGET

EXPENDITURES BY DIVISION	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
EDUCATION						
Board of Education	$161,921,600	$166,121,100	$178,425,400	$170,474,500	$4,353,400	2.6%
College of Southern Maryland	9,710,300	9,710,300	9,830,400	9,830,400	120,100	1.2%
Library	3,909,802	3,983,600	4,780,400	4,074,800	91,200	2.3%
Other	45,600	33,600	13,600	13,600	(20,000)	-59.5%
Total Education	**$175,587,302**	**$179,848,600**	**$193,049,800**	**$184,393,300**	**$4,544,700**	**2.5%**
PUBLIC SAFETY						
Sheriff	$56,429,832	$59,327,300	$65,989,300	$61,849,900	$2,522,600	4.3%
Corrections	17,333,168	18,415,300	20,594,700	18,426,900	11,600	0.1%
Automated Enforcement Unit (AEU)	1,880,871	2,022,300	2,233,500	2,178,700	156,400	7.7%
Fingerprinting Service	168,818	162,000	285,600	283,100	121,100	74.8%
Sheriff's Office	**$75,812,689**	**$79,926,900**	**$89,103,100**	**$82,738,600**	**$2,811,700**	**3.5%**
Emergency Services Administration	315,577	316,800	405,700	405,700	88,900	28.1%
False Alarm Reduction Unit	173,817	178,800	174,600	174,600	(4,200)	-2.3%
Animal Control	684,099	689,500	691,500	691,500	2,000	0.3%
Animal Shelter	708,093	818,300	938,800	957,700	139,400	17.0%
Fire/EMS Communications	3,543,243	3,574,800	3,742,700	3,723,300	148,500	4.2%
Career Emergency Medical Services	7,678,635	8,063,600	9,340,900	8,526,900	463,300	5.7%
Tactical Response Team	168,168	171,500	1,136,100	212,400	40,900	23.8%
Emergency Management	136,822	118,400	135,800	131,300	12,900	10.9%
Subtotal: Emergency Services	**$13,408,453**	**$13,931,700**	**$16,566,100**	**$14,823,400**	**$891,700**	**6.4%**
Total Public Safety	**$89,221,142**	**$93,858,600**	**$105,669,200**	**$97,562,000**	**$3,703,400**	**3.9%**
DEBT SERVICE						
Principal	$14,385,578	$16,288,400	$19,429,700	$19,252,900	$2,964,500	18.2%
Interest	6,922,666	6,896,900	7,135,100	7,360,200	463,300	6.7%
Miscellaneous	1,066,656	685,800	610,300	610,300	(75,500)	-11.0%
Total Debt Service	**$52,241,049**	**$23,871,100**	**$27,175,100**	**$27,223,400**	**$3,352,300**	**14.0%**
GENERAL GOVERNMENT						
Central Services	$2,684,137	$2,084,100	$2,308,700	$2,159,100	$75,000	3.6%
OPEB Contribution	750,000	1,000,000	1,250,000	1,250,000	250,000	25.0%
Election Board	1,028,910	1,214,200	1,199,800	1,199,800	(14,400)	-1.2%
Liquor Board	241,301	241,700	247,600	247,600	5,900	2.4%
Orphan's Court	48,428	53,400	55,100	55,100	1,700	3.2%
Circuit Court	1,026,224	1,238,500	1,792,000	1,330,300	91,800	7.4%
State's Attorney	3,604,353	4,172,900	4,345,600	4,205,500	32,600	0.8%
Retiree Benefits	2,049,653	2,271,400	2,441,200	2,441,200	169,800	7.5%
Volunteer Fire & Rescue Subsidy	13,502	13,700	15,300	15,300	1,600	11.7%
Subtotal: Other General Govt.	**$11,446,508**	**$12,289,900**	**$13,655,300**	**$12,903,900**	**$614,000**	**5.0%**
County Commissioners	$494,768	$507,600	$496,500	$496,500	($11,100)	-2.2%
Administrative Services	1,374,067	1,370,500	1,617,900	1,526,500	156,000	11.4%
County Attorney	1,150,014	966,400	993,000	988,300	21,900	2.3%
Human Resources	672,993	806,300	947,100	938,100	131,800	16.3%
Subtotal: County Administered General Government	**$3,691,842**	**$3,650,800**	**$4,054,500**	**$3,949,400**	**$298,600**	**8.2%**
Total General Government	**$15,138,351**	**$15,940,700**	**$17,709,800**	**$16,853,300**	**$912,600**	**5.7%**

GENERAL FUND OPERATING BUDGET

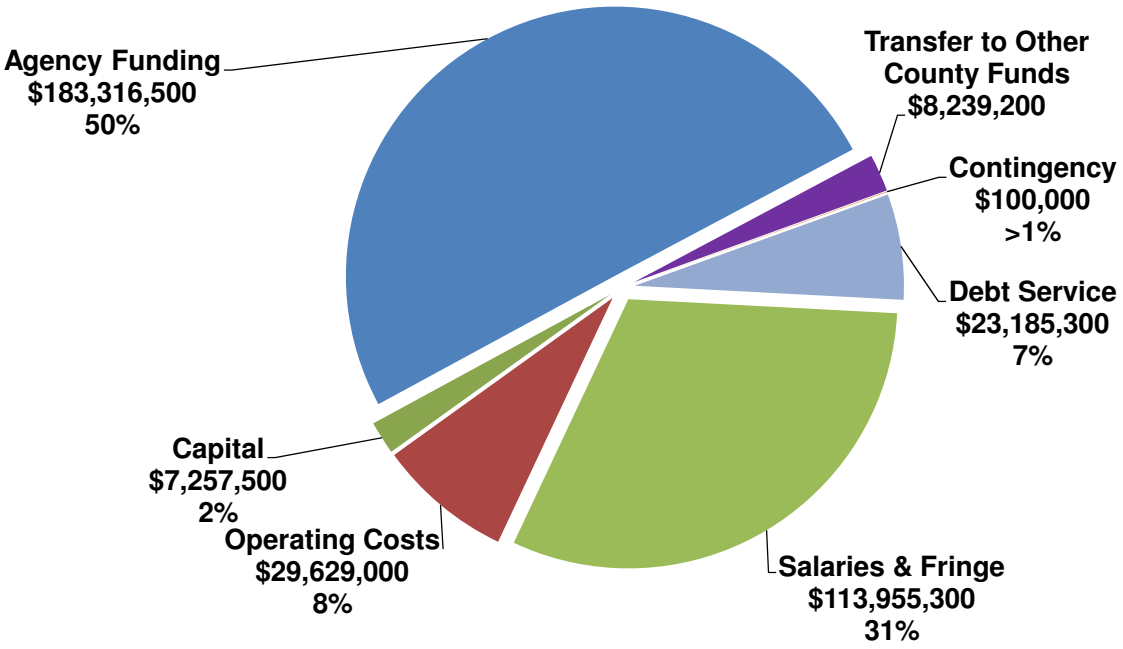
EXPENDITURES BY DIVISION	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
FISCAL & ADMINISTRATIVE SERVICES						
Administration	$256,192	$263,400	$263,000	$265,700	$2,300	0.9%
Budget	417,533	423,700	420,600	420,600	(3,100)	-0.7%
Information Technology	2,605,659	2,621,100	3,044,300	2,963,300	342,200	13.1%
Purchasing	383,413	448,500	391,600	350,000	(98,500)	-22.0%
Treasury	1,139,124	1,117,400	1,147,400	1,096,800	(20,600)	-1.8%
Accounting	1,072,888	1,110,900	1,182,400	1,178,400	67,500	6.1%
Total Fiscal & Admin. Services	**$5,874,809**	**$5,985,000**	**$6,449,300**	**$6,274,800**	**$289,800**	**4.8%**
PUBLIC WORKS - FACILITIES						
Administration	$761,776	$760,400	$615,600	$607,100	($153,300)	-20.2%
Building & Trades	7,024,691	7,483,100	7,745,000	7,499,200	16,100	0.2%
Vehicle Maintenance	871,357	993,100	988,900	988,100	(5,000)	-0.5%
Roads	6,105,957	5,111,500	5,273,100	5,115,800	4,300	0.1%
Total Public Works	**$14,763,782**	**$14,348,100**	**$14,622,600**	**$14,210,200**	**($137,900)**	**-1.0%**
COMMUNITY SERVICES						
Administration	$495,220	$509,300	$306,700	$306,700	($202,600)	-39.8%
Aging & Senior Programs	1,341,480	1,574,200	1,490,000	1,413,200	(161,000)	-10.2%
Housing Authority	541,877	718,900	657,900	570,100	(148,800)	-20.7%
Total Community Services	**$2,378,576**	**$2,802,400**	**$2,454,600**	**$2,290,000**	**($512,400)**	**-18.3%**
RECREATION, PARKS, AND TOURISM						
Administration	$0	$0	$588,700	$563,300	$563,300	N/A
Recreation	1,520,388	1,593,300	1,650,900	1,641,200	47,900	3.0%
Parks & Grounds	3,673,890	4,733,300	4,777,200	4,698,000	(35,300)	-0.7%
Tourism	772,828	869,900	954,700	954,200	84,300	9.7%
Total Recreation, Parks, & Tourism	**$5,967,106**	**$7,196,500**	**$7,971,500**	**$7,856,700**	**$660,200**	**9.2%**
PLANNING & GROWTH MANAGEMENT						
Administration	$253,746	$256,300	$401,400	$331,800	$75,500	29.5%
Transportation	2,677,341	3,014,800	3,001,400	3,001,400	(13,400)	-0.4%
Planning	1,458,730	1,521,500	1,675,700	1,515,700	(5,800)	-0.4%
Inspections & Enforcement	340,351	347,400	410,900	396,800	49,400	14.2%
Codes & Permits	416,880	433,600	427,400	427,400	(6,200)	-1.4%
Resource & Infrastructure Mgmt.	233,919	240,400	278,500	260,000	19,600	8.2%
Total Planning & Growth Mgmt.	**$5,380,966**	**$5,814,000**	**$6,195,300**	**$5,933,100**	**$119,100**	**2.0%**
HEALTH SERVICES						
Health Department	$2,510,125	$2,522,300	$3,081,300	$2,762,300	$240,000	9.5%
Other Health Services	153,300	193,200	0	0	(193,200)	-100.0%
Water & Sewer Services	192,098	189,700	189,700	189,700	0	0.0%
Mosquito Control	95,717	115,000	123,000	119,000	4,000	3.5%
Dept. of Health & Mental Hygiene	120,421	120,400	120,400	120,400	0	0.0%
Total Health	**$3,071,661**	**$3,140,600**	**$3,514,400**	**$3,191,400**	**$50,800**	**1.6%**
SOCIAL SERVICES						
Department of Social Services	$311,000	$311,000	$311,000	$311,000	$0	0.0%
Other Social Services	695,735	659,600	835,700	832,800	173,200	26.3%
Total Social Services	**$1,006,735**	**$970,600**	**$1,146,700**	**$1,143,800**	**$173,200**	**17.8%**
ECONOMIC DEVELOPMENT						
Economic Development Department	$1,320,386	$1,687,500	$2,409,700	$1,723,300	$35,800	2.1%
Other Economic Development Svcs	729,061	287,300	571,800	243,300	(44,000)	-15.3%
Total Economic Development	**$2,049,447**	**$1,974,800**	**$2,981,500**	**$1,966,600**	**($8,200)**	**-0.4%**

GENERAL FUND OPERATING BUDGET

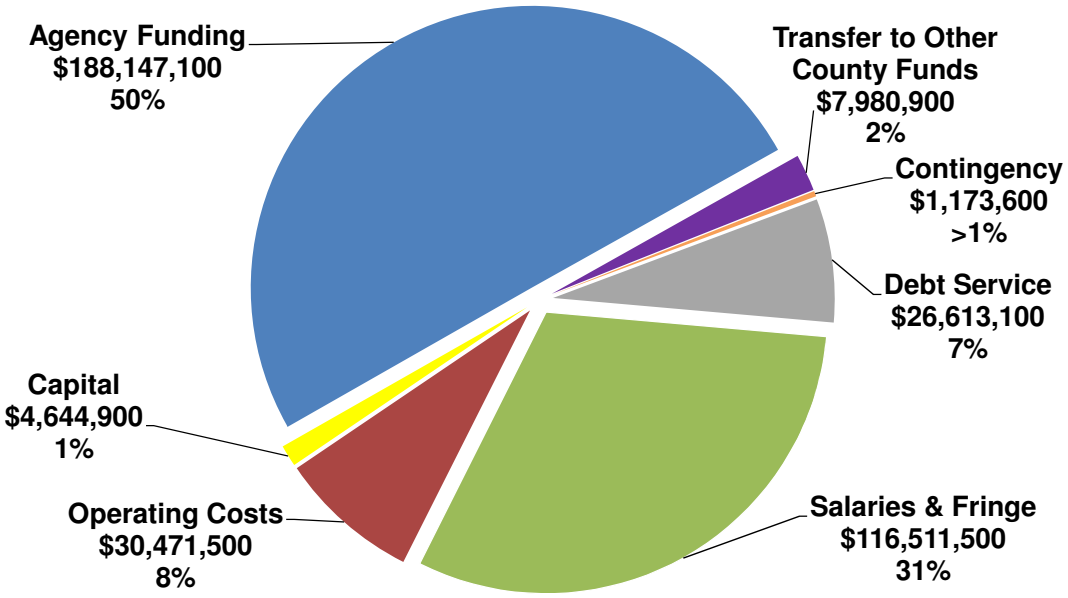
	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
EXPENDITURES BY DIVISION						
CONSERVATION OF NATURAL RESOURCES						
University of MD Extension	$239,551	$241,900	$253,400	$252,600	$10,700	4.4%
Soil Conservation	372,166	380,400	378,800	378,800	(1,600)	-0.4%
Weed Control	14,205	15,300	15,400	15,400	100	0.7%
So. MD Resource Conservation	8,832	9,200	12,600	9,100	(100)	-1.1%
Gypsy Moth	2,325	9,000	9,000	9,000	0	0.0%
Total Conservation of Nat. Resource	**$637,079**	**$655,800**	**$669,200**	**$664,900**	**$9,100**	**1.4%**
CONTINGENCY	**$0**					
Contingency		$100,000	$1,091,000	$100,000	$0	0.0%
Contingency - 5th Judge		0	82,600	82,600	82,600	N/A
Contingency - CCSO Payscale		0	0	991,000	991,000	N/A
Total Contingency	**$0**	**$100,000**	**$1,173,600**	**$1,173,600**	**$1,073,600**	**1073.6%**
TOTAL EXPENDITURES	**$373,318,004**	**$356,506,800**	**$390,782,600**	**$370,737,100**	**$14,230,300**	**4.0%**
FINANCING USES:						
Capital Project Pay-as-you-go	$918,173	$1,646,900	$863,000	$913,000	($733,900)	-44.6%
Watershed Fund Subsidy		550,000	550,000	550,000	0	0.0%
Capital Asset Purchases	5,414,451	6,979,100	4,147,300	3,342,500	(3,636,600)	-52.1%
TOTAL FINANCING USES	**$6,984,124**	**$9,176,000**	**$5,560,300**	**$4,805,500**	**($4,370,500)**	**-47.6%**
TOTAL EXPENDITURES & OTHER FINANCING USES:	**$380,302,128**	**$365,682,800**	**$396,342,900**	**$375,542,600**	**$9,859,800**	**2.7%**
SURPLUS/(DEFICIT)	**$6,044,091**	**$0**	**($21,034,000)**	**$0**	**$0**	

GENERAL FUND OPERATING BUDGET

FY16 ADOPTED BUDGET $365,682,800

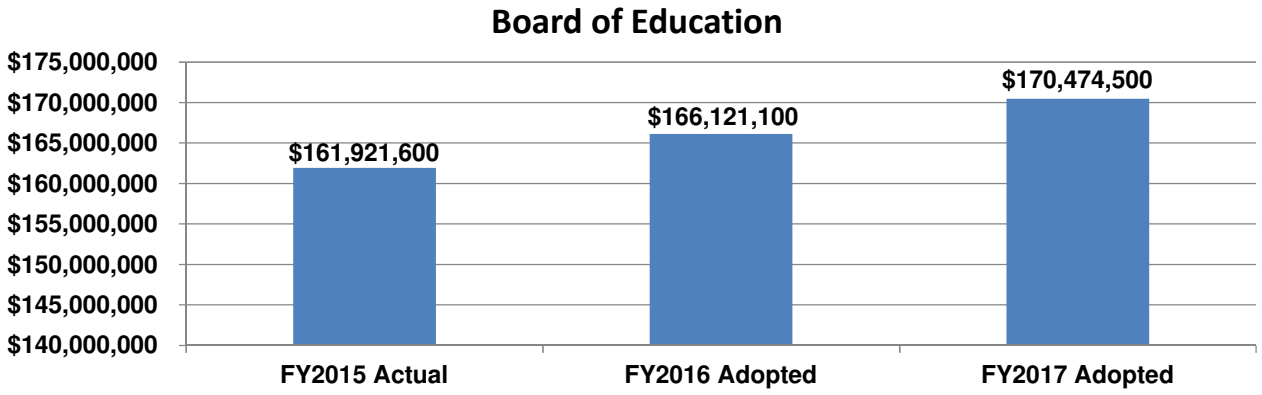


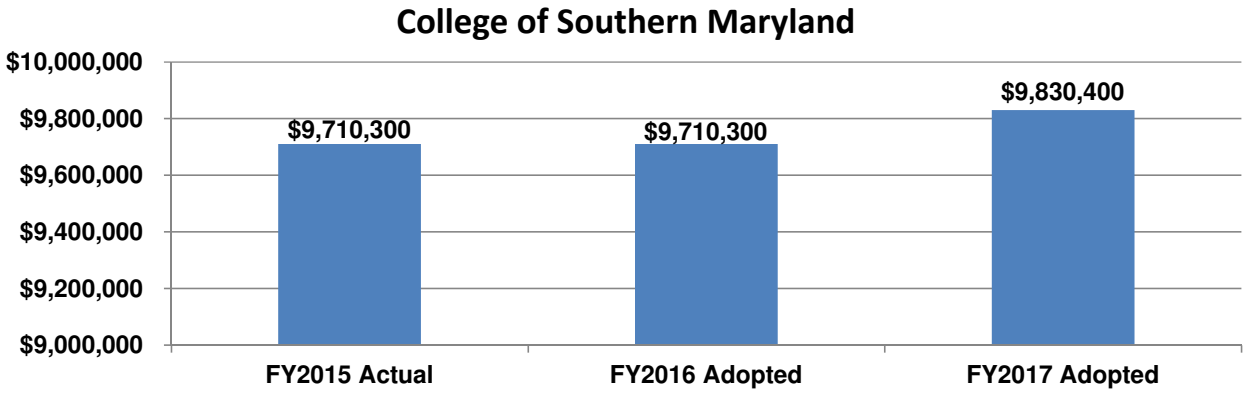
FY17 ADOPTED BUDGET $375,542,600

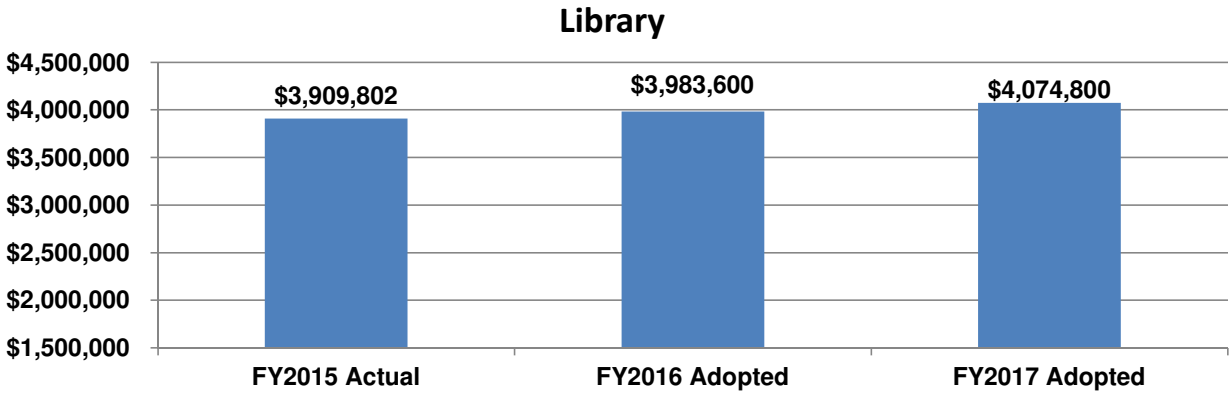


- *Agency Funding represents the County's direct payment to agencies (for example the Board of Education, College of Southern Maryland, Library Board).*
- *Transfers to Other County Funds represents support to the Enterprise funds, local matches for grants, transfers for Other Post Employment Benefits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

Education Summary						
Expenditure Category	**FY2015 Actual**	**FY2016 Adopted**	**FY2017 Request**	**FY2017 Adopted**	**$ Change from FY2016**	**% Chg.**
Fringe Benefits	$222,165	$246,800	$280,000	$280,000	$33,200	13.5%
Operating Costs	189,437	238,600	226,600	226,600	(12,000)	-5.0%
Agency Funding	175,175,700	179,363,200	192,543,200	183,886,700	4,523,500	2.5%
Total Expenditures	$175,587,302	$179,848,600	$193,049,800	$184,393,300	$4,544,700	2.5%
Total Expenditures as % of Budget:	**46.2%**	**49.2%**	**48.7%**	**49.1%**		







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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Agency Funding	$161,921,600	$166,121,100	$178,425,400	$170,474,500	$4,353,400	2.6%
Total Expenditures	$161,921,600	$166,121,100	$178,425,400	$170,474,500	$4,353,400	2.6%

Changes and Useful Information:

- Budget number reflects County funding only.
- The FY2017 Board of Education budget increase provides additional funding for approved salary increases.
- BOE total FY2017 budget (including State, Federal, and Local revenues) equals $375 million; a 3% increase over FY2016.

Description:

Charles County Public Schools is a metropolitan-area school system serving nearly 26,000 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.

Objectives & Measurements:

MISSION- The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.
VISION- The vision of Charles County Public Schools is to create the best environment where all students experience academic success, develop personal responsibility and achieve career readiness for the 21st century.

Positions:*

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Administration	84.5	81.5	87.5	85.5	85.5
Mid-Level Administration	266.5	263.5	264.5	284.5	284.5
Instructional	1,965.2	1,958.1	1,989.8	2,063.3	2,063.3
Special education	461.6	452.0	470.3	559.1	559.1
Student Personnel Services	44.0	41.0	45.0	46.0	46.0
Student Transportation Services	8.0	10.0	17.0	18.0	18.0
Operation of Plant	229.8	221.8	236.3	254.8	254.8
Maintenance of Plant	55.0	56.0	60.0	64.0	64.0
Capital Outlay	4.0	2.0	4.0	5.0	5.0
Total Full Time Equivalent	**3,118.6**	**3,085.9**	**3,174.4**	**3,380.2**	**3,380.2**

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: 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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Agency Funding	$9,710,300	$9,710,300	$9,830,400	$9,830,400	$120,100	1.2%
Total Expenditures	$9,710,300	$9,710,300	$9,830,400	$9,830,400	$120,100	1.2%

Changes and Useful Information:

- Budget number listed above reflects County funding only.
- The FY2017 approved budget includes additional funding to upgrade the network security system and to support the Mediation Center.
- CSM total budget including State Funding and Tuition equals $36.4 million for all Charles County Campuses.

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

Positions:* Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Full-time permanent faculty	84.0	84.0	92.0	94.0	98.0
Part-time permanent faculty	2.0	2.0	2.5	6.0	3.5
Full-time permanent staff	275.0	275.0	306.0	283.0	302.0
Part-time permanent staff	19.6	19.6	18.1	17.5	15.0
Total Full Time Equivalent	**380.6**	**380.6**	**418.6**	**400.5**	**418.5**

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

** Part-time adjunct faculty/Temporary Positions	464.5	498.0	498.0	502.0	396.0

*** Not converted to Full Time Equivalency.*

Education

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

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Enrollment					
Number of Enrolled Credit Students	12,901	11,924	11,708	11,473	11,473
Total Number of Credit-Free Course Registrations	15,342	13,900	14,246	14,530	14,530
Number of Students Transferring	2,866	2,784	1,980	2,000	2,000
Percent of County Population Served	61.0%	58.0%	56.0%	61.0%	61.0%
In-County Tuition and Fees Per Credit	$137	$139	$141	$148	$151
Quality					
Number of Graduates	1,133	1,225	1,228	1,230	1,230
Four-Year Transfer/Graduation Rate	52.0%	53.0%	53.0%	55.0%	55.0%
Student Satisfaction w/ Transfer Preparation (1 = Very Poor, and 5 = Very Good)	4.1	4.1	4.2	4.2	4.2
Workforce Training					
Student Satisfaction with Job Preparation (1 = Very Poor, and 5 = Very Good)	4.1	3.8	4.2	4.2	4.2
Employer Satisfaction with Graduates	n/a	n/a	n/a	n/a	n/a
Employment Rate of Graduates	80%	88%	77%	80%	80%

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

Administrative Offices located at the La Plata Branch
Mailing Address: 2 Garrett Avenue, La Plata, Maryland 20646
301.934.9001 301.870.3520
www.ccplonline.org

Business Hours :
Monday-Thursday: 9:00 AM-8:00 PM
Friday: 1:00 PM-5:00 PM
Saturday: 9:00 AM-5:00 PM

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Fringe Benefits	$222,165	$246,800	$280,000	$280,000	$33,200	13.5%
Operating Costs	175,837	225,000	213,000	213,000	(12,000)	-5.3%
Agency Funding	3,511,800	3,511,800	4,287,400	3,581,800	70,000	2.0%
Total Expenditures	$3,909,802	$3,983,600	$4,780,400	$4,074,800	$91,200	2.3%
Capital Lease budget in Debt Service	5,535	5,500	5,500	5,500	0	0.0%
Total County Support	$3,915,337	$3,989,100	$4,785,900	$4,080,300	$91,200	2.3%

Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
- The Library's total FY2017 budget including State and other revenue equals $5.4 million.
- **Fringe Benefit**s represent library employees participation in the County's Health & Dental plan.
- **Operating Costs** represents utilities that the County pays directly on the Library's behalf for county owned facilities.
- The **Agency Funding** budget increase includes approved salary increases and funding for streaming video and audio book service.

Education

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

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 .

Positions:*

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Library Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	1.0	1.0	1.0	1.0
Library Branch Manger	4.0	4.0	4.0	4.0	4.0
Information Technology Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	0.0	0.0	0.7	1.0	1.0
Outreach Supervisor	1.0	1.0	1.0	1.0	1.0
Reference Supervisor	3.0	4.0	4.0	4.0	4.0
Bookkeeper	1.0	1.0	0.7	0.7	0.7
Children's Librarian	4.0	4.0	4.0	4.0	4.0
Technical Services Supervisor	1.0	1.0	1.0	1.0	1.0
Young Adult Librarian	1.0	1.0	1.0	1.0	1.0
Programming Coordinator	0.0	0.0	1.0	1.0	1.0
Circulation Supervisor	4.0	4.0	4.0	4.0	4.0
Information Technology Associate	1.0	1.0	1.0	1.0	1.0
Outreach Librarian	1.2	1.2	0.7	0.7	0.7
Reference Associate	1.0	1.0	1.0	1.0	1.0
Children’s Associate	1.0	1.0	1.0	1.0	1.0
Public Services Associate	14.5	14.0	17.8	17.8	17.8
Young Adult Associate	1.0	1.0	1.0	1.0	1.0
Public Services Assistant	3.3	2.7	1.3	1.3	1.3
Technical Services Assistant	0.4	0.4	0.7	0.7	0.7
Circulation Assistant	9.0	9.5	8.0	8.0	8.0
Custodial Worker II	0.4	0.4	0.7	0.7	0.7
Marina Technician	0.0	0.0	2.1	2.1	2.1
Computer Technician	0.4	0.4	0.0	0.0	0.0
Public Services Librarian	2.0	2.0	1.0	1.0	1.0
Asst. Branch Manger & Reference Super.	1.0	0.0	0.0	0.0	0.0
Reference Librarian/MLS	1.0	1.0	0.0	0.0	0.0
Interlibrary Loan/Marina	1.3	1.3	0.0	0.0	0.0
Substitute (Part Time Positions)	0.2	0.2	0.2	0.2	0.2
Security Guards (Part Time Positions)	1.1	1.1	1.1	1.1	1.1
Pages (Part Time Positions)	3.7	3.7	4.8	4.8	4.8
Total Full Time Equivalent	**65.4**	**64.8**	**66.6**	**66.9**	**66.9**

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

Education

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

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Circulation	771,374	799,110	771,235	772,000	772,000
Registered Borrowers (Customers)	83,017	79,587	88,355	89,000	89,000
- as % of County Population	52%	57%	57%	58%	58%
Customer Count	536,122	612,400	634,200	659,568	672,759
Total Reference Questions	30,163	39,616	39,002	39,000	39,000
Customers are being trained to use on-line resources remotely					
Program Attendance	24,362	32,341	36,049	36,000	38,000
Total Service Hours	11,710	11,710	11,710	11,710	11,710
Computer & Wi-Fi Sessions	139,602	180,260	201,624	210,000	215,000
Meeting Room Usage	n/a	56,178	53,026	55,000	60,000

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Costs	13,600	13,600	13,600	13,600	0	0.0%
Agency Funding	32,000	20,000	0	0	(20,000)	-100.0%
Total Expenditures	$45,600	$33,600	$13,600	$13,600	($20,000)	-59.5%

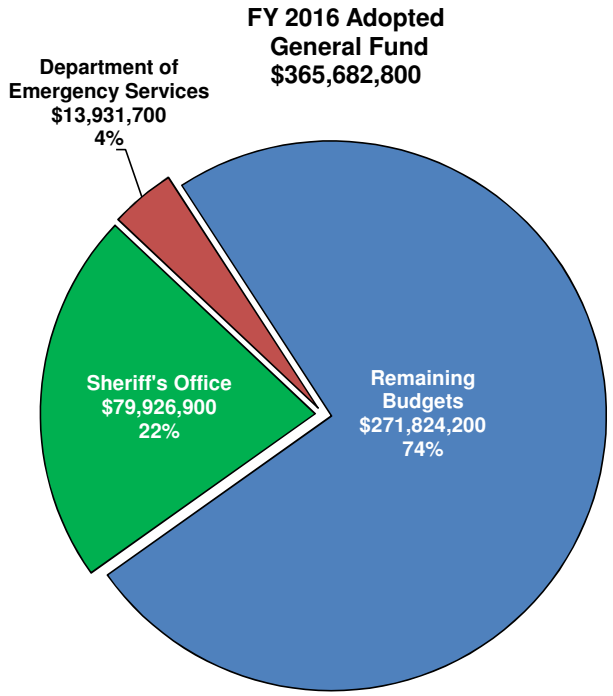
Changes and Useful Information:

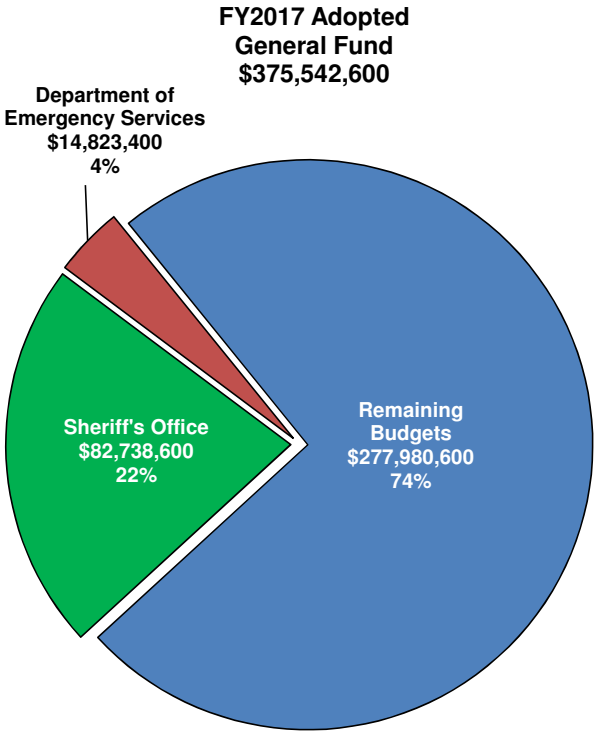
- Operating Costs represent scholarships which are awarded by the County in the following areas:
  - Nursing/ Allied Health Scholarship: to encourage Health care professionals to work in Charles County after graduation from college, a program of scholarships was established for courses leading to the 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.

- The FY2017 **Agency Funding** budget reduction in funding compared to FY2016 is due to the budget being transferred to the Economic Development Function. These funds are determined by Department of Economic Development.

Public Safety Summary

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$52,992,778	$54,840,700	$59,796,600	$56,141,900	$1,301,200	2.4%
Fringe Benefits	22,654,959	24,115,700	26,208,800	24,628,300	512,600	2.1%
Operating Costs	12,521,676	13,909,100	17,064,500	14,492,900	583,800	4.2%
Agency Funding	3,647	24,000	24,000	24,000	0	0.0%
Transfers Out	673,575	717,100	802,400	1,070,900	353,800	49.3%
Capital Outlay	374,506	252,000	1,772,900	1,204,000	952,000	377.8%
Total Expenditures	$89,221,142	$93,858,600	$105,669,200	$97,562,000	$3,703,400	3.9%
Revenues	$11,762,884	$10,886,600	$11,241,100	$11,241,100	$354,500	3.3%
Total Expenditures as % of Budget:	**19.9%**	**21.9%**	**22.5%**	**22.0%**		



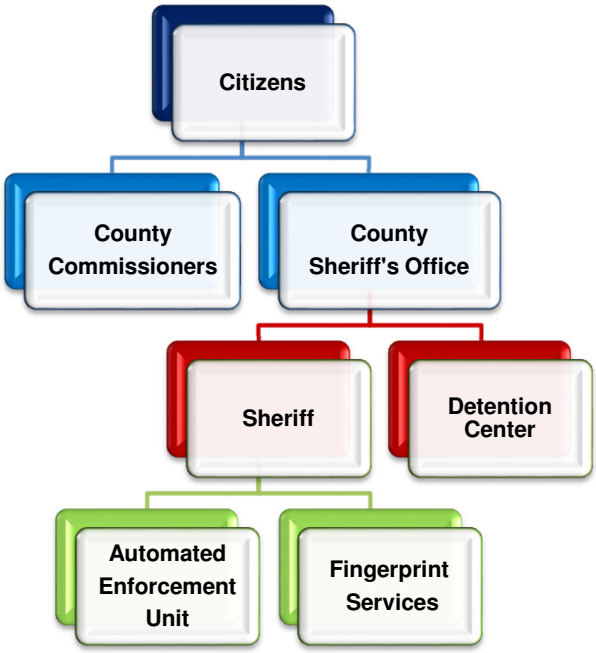


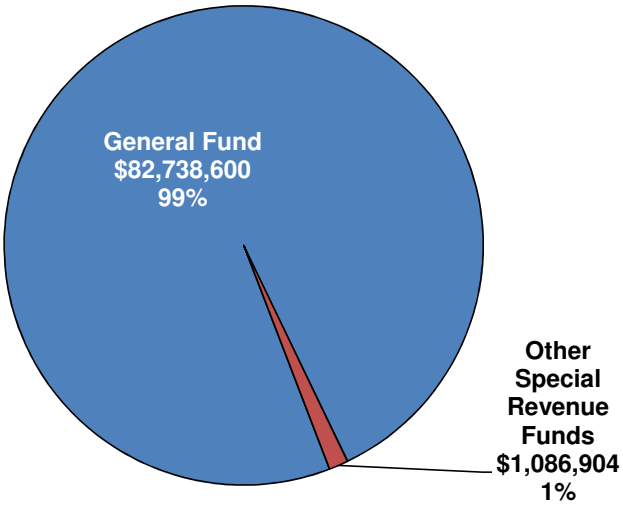
Public Safety - Sheriff's Office Summary

Sheriff Troy D. Berry
Mailing Address: PO Box 189, La Plata, MD 20646
Physical Address: 6915 Crain Highway, La Plata, MD 20646
www.ccso.us

Non-Emergency 301-932-2222

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$44,431,097	$45,999,900	$49,345,800	$46,780,000	$780,100	1.7%
Fringe Benefits	20,297,593	21,674,600	23,327,900	22,087,900	413,300	1.9%
Operating Costs	10,141,052	11,355,500	13,954,900	11,696,600	341,100	3.0%
Agency Funding	3,647	24,000	24,000	24,000	0	0.0%
Transfers Out	564,794	620,900	716,400	984,900	364,000	58.6%
Capital Outlay	374,506	252,000	1,734,100	1,165,200	913,200	362.4%
Total Expenditures	$75,812,689	$79,926,900	$89,103,100	$82,738,600	$2,811,700	3.5%
Revenues	$6,012,755	$5,368,900	$5,508,000	$5,508,000	$139,100	2.6%
Total Expenditures as % of Budget:	**19.9%**	**21.9%**	**22.5%**	**22.0%**		



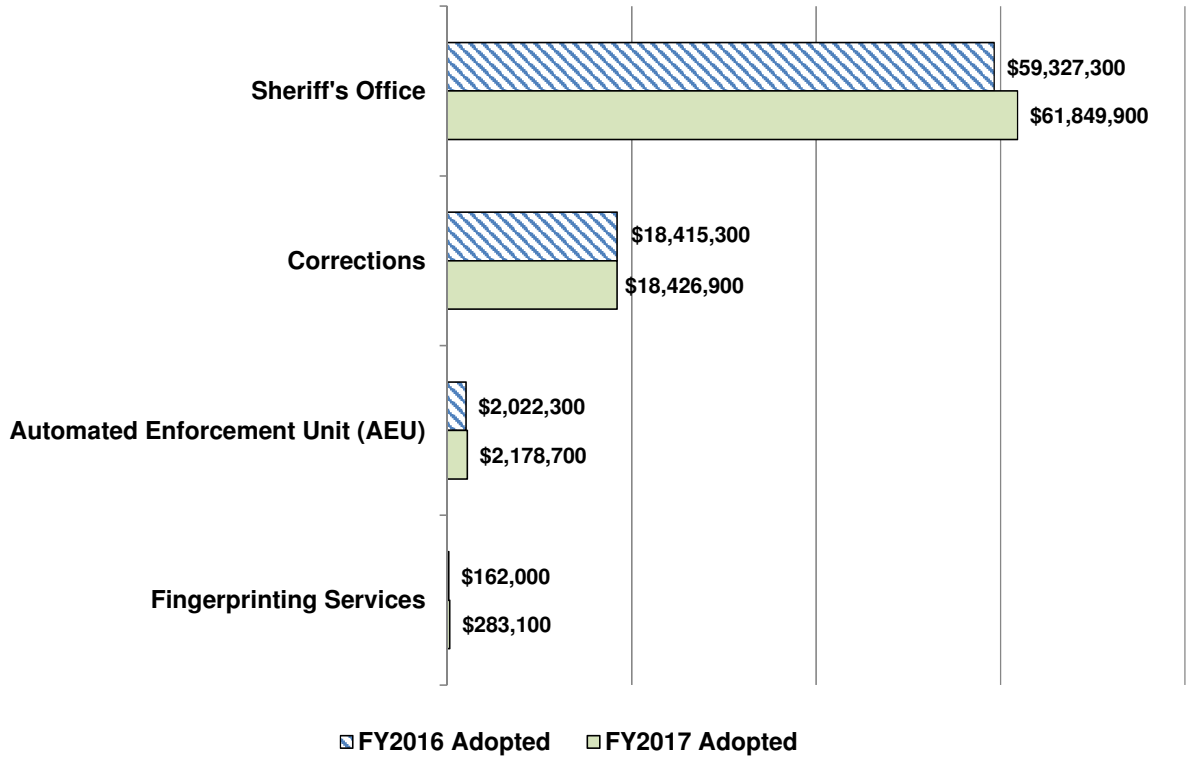


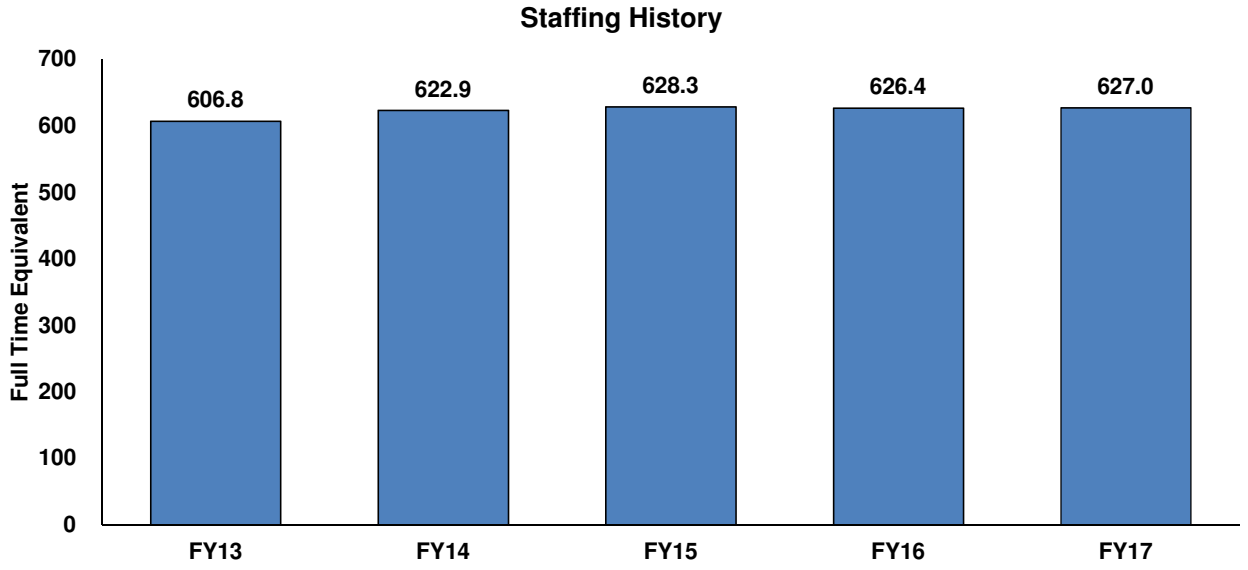
TOTAL FY2017 AGENCY BUDGET
$83,825,504
(Totals for funds other than the General Fund exclude debt service and funding for future reserves.)

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

Sheriff's Office Expenditure and Staff History

GENERAL FUND





Positions by Program:	FY13	FY14	FY15	FY16	FY17
Sheriff	449.0	463.2	465.9	464.5	464.5
Corrections	155.1	155.1	155.1	155.1	155.1
Automated Enforcement Unit (AEU)	2.6	4.6	6.6	4.6	4.6
Fingerprinting Services	0.0	0.0	0.6	2.2	2.8
Total Full Time Equivalent	**606.8**	**622.9**	**628.3**	**626.4**	**627.0**

Public Safety

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$34,042,247	$35,308,100	$37,760,100	$36,261,500	$953,400	2.7%
Fringe Benefits	16,598,628	17,680,300	18,917,900	18,137,900	457,600	2.6%
Operating Costs	5,012,435	5,521,700	7,231,600	5,521,700	0	0.0%
Agency Funding	3,204	21,700	21,700	21,700	0	0.0%
Transfers Out	564,794	620,900	716,400	984,900	364,000	58.6%
Capital Outlay	208,525	174,600	1,341,600	922,200	747,600	428.2%
Total Expenditures	$56,429,832	$59,327,300	$65,989,300	$61,849,900	$2,522,600	4.3%
Revenues	$1,851,546	$1,695,600	$1,657,500	$1,657,500	($38,100)	-2.2%

Changes and Useful Information:

- **Personal Services** includes approved salary increases for FY2017.
- The cost of the (18) School Resource Officers equals $1.5 million in salaries and $849,000 estimated fringe.
- **Transfer Out** represents the Local Match for grants and Charles County's share of the Southern Maryland Criminal Justice Academy (SMCJA) .

  -The County's share of the SMCJA has increased by $48,000 which represents the County's share of a Director position.

  -The remaining increase is related to an adjustment in Local Match for approved salary increases, as well as, providing additional funding for seven new sworn officers contingent on a grant award.

  -If the County does not receive a grant award for new officers, the funding will be used to hire five new officers in January 2017.
- The FY2017 **Capital Outlay** budget includes replacing (19) Patrol Vehicles, (2) All-Terrain Vehicles, (2) K-9 Dogs, (2) Quadcopters and various computer related equipment.

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 150,000 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.

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

Value Statements
The men and women of the Charles County Sheriff's Office are bound by the highest standards of conduct, as exemplified in the following values:
Life - We believe the protection of life is our highest priority.
Respect - We believe in individual human dignity and the preservation of human rights under the rule and spirit of law, always treating others as we would like to be treated.
Integrity - We believe in maintaining the public trust by holding ourselves accountable to the highest moral and ethical standards.
Fairness - We believe in the delivery of service that provides fair and equal treatment to all citizens without regard to age, gender, race, creed, color, religion or national origin.
Trust - We believe in order to provide effective service we must develop and maintain the confidence of the community.
Partnerships - We believe in working in partnership with the community and each other to identify and resolve problems and issues, which affect the safety of our citizens.
Loyalty - We believe in an allegiance to the community, to the organization and to each other.
Professionalism - We believe in delivering a level of service, which will reflect the pride we have in our community and organization.

Public Safety

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

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

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

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

Positions:	**FY13**	**FY14**	**FY15**	**FY16**	**FY17**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Sworn Officer					
Sheriff	1.0	1.0	1.0	1.0	1.0
Lt. Colonel	1.0	1.0	0.5	0.0	0.0
Major	2.0	2.0	2.0	2.0	2.0
Captains	8.0	9.0	9.0	9.0	9.0
Lieutenant	21.0	21.0	21.0	21.0	21.0
Sergeant	42.0	44.0	44.0	47.0	47.0
Corporal	70.0	70.0	70.0	70.0	70.0
PFC, Patrolman I & II	147.0	154.0	154.5	152.0	159.0
Total Sworn Officers	292.0	302.0	302.0	302.0	309.0
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)
Grant (contingent on award)	0.0	0.0	0.0	0.0	(7.0)
Vehicle Theft Grant	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Total Other Funding	(7.0)	(7.0)	(7.0)	(7.0)	(14.0)
Total Officers funded by General Fund	**285.0**	**295.0**	**295.0**	**295.0**	**295.0**
Office of the Sheriff					
Chief of Staff	0.0	0.0	0.5	1.0	1.0
General Counsel	1.0	1.0	1.0	1.0	1.0
Associate Counsel	0.0	0.8	1.0	1.0	1.0
Law Clerk	1.0	0.2	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
Part-time	1.2	1.2	0.6	0.0	0.0
	6.2	**6.2**	**6.1**	**6.0**	**6.0**
Patrol Division					
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
	1.0	**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	0.0	0.0
Public Relations Specialist	0.0	0.0	1.0	1.0	1.0
Media Relations Specialist	1.0	1.0	1.0	1.0	1.0
Civilian Planner I	2.0	2.0	2.0	2.0	2.0
Grant Coordinator	1.0	1.0	1.0	1.0	1.0
Part Time	4.7	4.7	2.1	0.0	0.0
	10.7	**10.7**	**9.1**	**6.0**	**6.0**
Information Services Division - Communications					
Communications Supervisor	5.0	5.0	4.5	4.0	4.0
Police Comm. Officer I - III	15.0	15.0	15.5	16.0	16.0
Communications - Administrative Assistant	1.0	1.0	1.0	0.0	0.0
Part Time	0.0	0.0	0.6	0.9	0.9
	21.0	**21.0**	**21.6**	**20.9**	**20.9**

Public Safety

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

Positions: Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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
	22.0	**22.0**	**22.0**	**22.0**	**22.0**
Administrative Services Division - Records Management					
Records Supervisor	1.0	1.0	1.0	1.0	1.0
Manager, Police Records	1.0	1.0	0.5	0.0	0.0
Deputy Director, Records Management	0.0	0.0	0.5	1.0	1.0
Police Records Tech. I - III	9.0	9.0	9.0	9.0	9.0
Part Time	0.6	0.6	0.6	0.6	0.6
	11.6	**11.6**	**11.6**	**11.6**	**11.6**
Administrative Services					
Director, Administrative Services	0.0	0.0	0.5	1.0	1.0
Deputy Director, Financial Services	1.0	1.0	0.5	0.0	0.0
Deputy Director, Budgeting	0.0	0.0	0.5	1.0	1.0
Deputy Director, Accounting	0.0	0.0	0.5	1.0	1.0
Accounting Manager	1.0	0.0	0.0	0.0	0.0
Finance Manager	0.0	1.0	0.5	0.0	0.0
Accounting Specialist	1.0	1.0	1.0	1.0	1.0
Accounting Assistant	1.0	1.0	1.0	1.0	1.0
Accounting Associate	0.9	0.9	0.9	0.9	0.9
Office Associate	1.0	1.0	1.0	1.0	1.0
Office Associate - Speed Program	0.0	1.0	1.0	0.0	0.0
Deputy Director, Human Resources	1.0	1.0	0.0	1.0	1.0
Human Resources Administrator	1.0	1.0	1.0	1.0	1.0
Human Resources Assistant	1.0	2.0	2.0	2.0	2.0
Human Resources Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Background/Recruiting Supervisor	0.0	0.0	0.4	1.0	1.0
Background Supervisor	0.9	0.9	0.9	0.9	0.9
Part Time	3.6	3.6	3.6	3.2	3.2
Grant/Program Funded Positions	(1.0)	(2.0)	(1.5)	0.0	0.0
	13.3	**14.3**	**14.8**	**17.0**	**17.0**
Informational Services Division - Management Information System					
Deputy Director, MIS	1.0	1.0	1.0	1.0	1.0
Application Support Supervisor	1.0	0.0	0.0	0.0	0.0
CAD/RMS Manager	0.0	1.0	1.0	0.0	0.0
CAD/RMS Support Supervisor	0.0	0.0	0.0	1.0	1.0
CAD/RMS Support Specialist I	0.0	0.0	0.0	1.0	1.0
PC Operations Administrator	1.0	0.0	0.0	0.0	0.0
PC Operations Manager	0.0	1.0	1.0	1.0	1.0
Systems Administrator	1.0	0.0	0.0	1.0	1.0
Systems Operations Manager	0.0	1.0	1.0	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	0.0	0.0
PC Operations Specialist I - II	2.0	2.0	2.7	3.0	3.0
Network Specialist II	1.0	1.0	0.3	0.0	0.0
MIS Support Specialist	1.0	1.0	1.0	1.0	1.0
Part Time	0.6	0.6	0.6	0.6	0.6
	11.6	**11.6**	**11.6**	**11.6**	**11.6**

Public Safety

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

Positions:	**FY13**	**FY14**	**FY15**	**FY16**	**FY17**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
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	1.2	1.2	1.2	1.2	1.2
Part Time - Training Instructor - Academy	0.6	0.6	0.6	0.6	0.6
Part Time	0.0	0.0	2.6	3.0	3.0
	4.7	**4.7**	**7.3**	**7.7**	**7.7**
Criminal Investigation Division					
CID - Administrator	1.0	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Technical Assistant	1.0	1.0	1.0	1.0	1.0
Fingerprint Specialist I-III	2.0	2.0	2.0	2.0	2.0
Forensic Sci. Tech./Quality Assurance Mgr.	0.0	0.0	0.0	1.0	1.0
Forensic Science Technician I -III	3.0	3.0	3.0	2.0	2.0
Crime Analyst	2.0	2.0	1.5	1.0	1.0
Victim Services Coordinator	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist (Grant)	0.6	0.6	0.0	0.0	0.0
Intelligence Specialist	0.0	0.4	1.0	1.0	1.0
Part Time	1.6	1.6	1.6	1.2	1.2
Grant Funded Positions	(0.6)	(0.6)	0.0	0.0	0.0
	12.6	**13.0**	**13.1**	**12.2**	**12.2**
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
AEU Supervisor - Civilian	1.0	1.0	1.0	1.0	1.0
AEU Office Specialist	1.0	2.0	2.0	2.0	2.0
AEU Civilian Deputy (Special)	1.0	1.0	1.0	1.0	1.0
Technical Assistant (PT) - Red Light	0.6	0.6	0.6	0.6	0.6
K-9 Instructor	0.0	1.0	1.0	1.0	1.0
Electronic Fingerprint Technician	0.0	0.0	1.0	1.0	1.0
PT - Electronic Fingerprint Technician	0.0	0.0	0.6	1.2	1.8
Part Time	0.6	0.6	1.1	1.9	1.9
Other Funding Source	(3.6)	(4.6)	(6.2)	(6.8)	(7.4)
	2.6	**3.6**	**4.1**	**4.9**	**4.9**
Special Services Division - Court Security					
Transport/Court Holding Officer (CO)	8.0	8.0	8.0	8.0	8.0
Court Security Officer (CO)	2.0	2.0	2.0	2.0	2.0
Court Security Deputy	6.4	8.0	8.0	8.0	8.0
Court Security Unit Coordinator	1.0	0.0	0.0	0.0	0.0
Part Time	4.2	3.0	3.0	3.0	3.0
	21.6	**21.0**	**21.0**	**21.0**	**21.0**

Public Safety

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

Positions: Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Special Services Division - Judicial Services					
Warrant Specialist I & II	3.0	3.0	3.0	3.0	3.0
Civil Specialist I-II	2.0	2.0	2.0	2.0	2.0
Domestic Violence Specialist I - III	2.0	2.0	2.0	2.0	2.0
Civil Process Server	4.0	4.0	4.0	4.0	4.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator (Grant)	0.3	0.0	0.0	0.0	0.0
Domestic Violence Coordinator	0.7	1.0	1.0	1.0	1.0
VICS Supervisor	0.0	0.0	1.0	1.0	1.0
VICS Coordinator	1.0	1.0	0.0	0.0	0.0
VICS Specialist	2.0	2.0	2.0	2.0	2.0
Part Time	3.0	4.2	4.2	4.2	4.2
Part-time (VICS)	0.6	0.6	0.6	0.6	0.6
Grant Funded Positions	(3.5)	(3.2)	(3.2)	(3.2)	(3.2)
Other Funding Source (VICS)	(3.6)	(3.6)	(3.6)	(3.6)	(3.6)
	13.5	**15.0**	**15.0**	**15.0**	**15.0**
Special Services Division - Property Management					
Quartermaster	1.0	1.0	1.0	1.0	1.0
Quartermaster Specialist (I-II-III)	2.0	2.0	2.0	2.0	2.0
Fleet Technician Specialist	1.0	1.0	1.0	1.0	1.0
Fleet Manager	1.0	1.0	1.0	1.0	1.0
Fleet Technician	0.9	0.9	0.9	0.9	0.9
Procurement Specialist	1.0	1.0	1.0	1.0	1.0
Property Custodian	1.0	1.0	1.0	1.0	1.0
Property Assistant	0.0	0.8	1.0	1.0	1.0
Agency Facilities Manager	0.9	0.9	0.9	0.9	0.9
Firearms Specialist I - II	1.0	1.0	1.0	1.0	1.0
Part Time	1.8	1.8	1.8	1.8	1.8
	11.6	**12.4**	**12.6**	**12.6**	**12.6**
SWORN PERSONNEL:					
General Funded	285.0	295.0	295.0	295.0	295.0
Grant/Other Funding	7.0	7.0	7.0	7.0	14.0
Total Sworn Personnel:	**292.0**	**302.0**	**302.0**	**302.0**	**309.0**
CLASSIFIED PERSONNEL:					
General Funded	164.0	168.2	170.9	169.5	169.5
Grant/Other Funding	12.4	14.0	14.6	13.7	14.3
Total Classified Personnel:	**176.4**	**182.2**	**185.5**	**183.1**	**183.7**
TOTAL PERSONNEL					
Full -time	443.4	459.2	461.3	460.4	467.4
Part-time	25.1	25.1	26.2	24.7	25.3
Total:	**468.4**	**484.2**	**487.5**	**485.1**	**492.7**

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:

Patrol Division

Goal: To increase staffing by 20 with the Patrol Division, to cover the increase need for service.
Objective: 1. Hire and Train New Patrol Officers
Status: *On-going. Received funding to hire 5 new officers in January 2017. Funding for additional officers for patrol will be requested in future budgets.*

Special Operations Division

Goal: To upgrade communication's headsets and lighting system for issued handguns.
Objective: 1. Purchase Surefire X300 Ultra500 Lumen handgun lights.
Status: *Purchased replacements in FY 2016.*

Goal: Replacement of two K-9 dogs.
Objective: 1. Due to age of K-9 funding is needed in FY-16 to purchase untrained dogs.
Status: *Purchased replacements in FY 2016.*

Criminal Investigations Division- Investigations Section

Goal: Enable employees to have necessary training to perform their duties and better serve the community.
Objective: 1. Increase the training budget to allow employees the required training to perform their job duties.
Status: *The overall training budget was increased in FY 2016.*

Executive Services Division- Planning & Accreditation

Goal: Re-organize the section, to be able to properly support the CALEA function and agency needs.
Objective: 1. Reassign and promote personnel in this section to maintain AOM and CALEA files. Attend conferences and training, update policies and gather information for the files. The next CALEA on Site audit is in 2018.
Status: *Grant funds were received for CALEA. The Site audit is being performed in FY 2018.*

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*

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: *(60) new patrol vehicles were approved in FY 2017.*

Information Services Division- Management Information Section

Goal: Provide effective network connectivity and continuity for all Agency sites through replacement of the core CISCO switch at D-I.
Objectives: 1. Procure all the switches necessary.
2. Plan move of Lan connections and server connections. Install switches and cabling.
3. Configure new switches. Cutover all connections to the new setup.
Status: *Completed in FY 2016.*

Information Services Division- Management Information Section

Goal: To establish a two campus operational support plan.

Objectives:
1. Purchase a VMware server.
2. Create and setup servers on the new server.
3. Change the user profiles to access the new servers.
4. Move Home Folders/Shared Folders to the D-III server for all sections and personnel in that area.

Status: *Vmware servers will be purchased in FY 2017.*

Goal: To continue the ability to effectively process all functionality of CAD and RMS data processing through replacement of the CAD.RMS servers.

Objectives:
1. Procure server and software.
2. Setup servers with Universe and with the Veritas software. Copy the configuration files cover.
3. Plan installation with concentration on minimal downtown.
4. Install servers and attach to EMC disk arrays. Check replication and failover.
5. Install additional software on servers (VNC, Backup Agent).

Status: *Completed in FY 2016.*

Objectives & Measurements:

	CY11 Official	CY12 Official	CY13 Official	CY14 Official	CY15 Unofficial
Uniform Crime Report					
Murder	3	6	3	2	4
Rape	26	32	24	23	23
Robbery	176	154	147	148	120
Aggravated Assault	383	383	414	373	437
Breaking & Entering	767	614	704	507	539
Larceny	2,731	2,543	3,631	2,387	2,200
Motor Vehicle Theft	280	186	192	157	207
Total	4,366	3,918	5,115	3,597	3,530
- Police Calls for Service	230,390	235,371	253,292	258,591	271,363
Population	149,130	151,148	152,865	154,749	156,118
- Police Call for Service Per Capita	1.5	1.6	1.7	1.7	1.7
# of Sworn Officers	291	301	301	301	301
- Police Calls for Service per Officer	792	782	842	859	902
Volunteers in Community Service	2,962	3,056	3,011	3,011	3,000

NOTES:
CY11-14 data is from "Crime in Maryland," annual report prepared by the Maryland State Police, actual UCR data is countywide.

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$10,120,290	$10,358,100	$11,297,600	$10,230,400	($127,700)	-1.2%
Fringe Benefits	3,619,720	3,898,600	4,335,100	3,875,100	(23,500)	-0.6%
Operating Costs	3,521,610	4,089,900	4,693,800	4,202,700	112,800	2.8%
Agency Funding	443	2,300	2,300	2,300	0	0.0%
Capital Outlay	71,105	66,400	265,900	116,400	50,000	75.3%
Total Expenditures	$17,333,168	$18,415,300	$20,594,700	$18,426,900	$11,600	0.1%
Revenues	$774,905	$369,000	$431,900	$431,900	$62,900	17.0%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and adjustment for turnover.
- **Operating Costs** include an increase for Medical Contract.
- The FY 2017 **Capital Outlay** budget includes funding for replacement equipment and a new X-Ray machine.
- **Revenues** associated with this program are from Federal Inmate Operating, State Aid for Transportation, State Aid for Inmate Operating, and Room & Board Reimbursement.
  - Since the Detention Center is no longer housing federal inmates, the Federal Inmate Revenue budget was eliminated for FY 2016.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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	10.0	10.0	10.0
Sergeant	17.0	17.0	16.0	16.0	16.0
Corporal	21.0	21.0	22.0	22.0	22.0
Corr. Officer - First Class, II & I	91.0	91.0	90.0	90.0	90.0
Total Correctional Officers	143.0	143.0	143.0	143.0	143.0
Civilians					
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Receptionist II	1.0	1.0	1.0	1.0	1.0
Inmate Accounting Specialist II	1.0	1.0	1.0	1.0	1.0
Work Release Investigator	1.0	1.0	1.0	1.0	1.0
Central Process. Supervisor	1.0	1.0	1.0	1.0	1.0
Central Process. Specialist I & II	5.0	5.0	5.0	5.0	5.0
Part Time	2.6	2.6	2.6	2.6	2.6
Total Civilians	12.6	12.6	12.6	12.6	12.6
Total Full Time Equivalent	**155.6**	**155.6**	**155.6**	**155.6**	**155.6**
Allocated to VICS Program*	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	**155.1**	**155.1**	**155.1**	**155.1**	**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: Troy D. Berry, Sheriff

Goals & Objectives:

Mission Statement

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

The facility will operate based on the following principles:

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

In order to meet these goals, a sufficient number of trained staff are provided to maintain the operation of the facility. The administration and staff are dedicated to providing a correctional program that meets applicable County, State, and Federal standards. Concerted efforts will be made to ensure 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 hired additional Correctional Officers to provide a safe working environment and eliminate liability for officers, allowing officers to take leave, and have adequate staff coverage. This is based on the IACP job study.

Objectives:
1. Hire 10 Correctional Officers.
2. Increase the efficiency and productivity, balance duty responsibilities.
3. Reduce the tremendous amount of overtime.

Status: *IACP Job Study Complete, recommended to add 23 additional positions to the Detention Center. Agency will continue to request funding in the future.*

Goal: To maintain the security of the detention center.

Objectives:
1. Provide continuous security for cell blocks, cells and all doors within the facility.
2. Replace outdated software and have a functional operating system. Upgrade computers, monitors and DVR systems.
3. Purchase necessary equipment through the County's CIP Project.

Status: *On hold due to funding issues.*

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Average Daily Population	386	368	367	385	404
Prisoners Transported	10,311	10,407	10,146	10,653	11,161
# of Prisoner Transports	2,634	2,742	2,657	2,790	2,923
Transport Miles	70,020	69,931	63,485	66,659	69,834
Inmates Processed	3,573	3,573	3,408	3,578	3,749
Work Release Inmates	380	302	325	341	358
Total Drug Screening	932	653	692	727	761
Emergency Response Team Responses	1,164	1,312	1,188	1,247	1,307
Bookings	10,706	11,106	10,890	11,435	11,979

Public Safety

Department: Sheriff's Office 01.24.85
Division\Program: Automated Enforcement Unit (AEU) Fund: General
Program Administrator: Troy D. Berry, Sheriff

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$231,674	$264,700	$201,200	$201,200	($63,500)	-24.0%
Fringe Benefits	68,386	81,200	59,800	59,800	(21,400)	-26.4%
Operating Costs	1,485,934	1,665,400	1,902,500	1,847,700	182,300	10.9%
Capital Outlay	94,876	11,000	70,000	70,000	59,000	536.4%
Total Expenditures	$1,880,871	$2,022,300	$2,233,500	$2,178,700	$156,400	7.7%
Revenues	$3,192,403	$3,134,300	$3,134,300	$3,134,300	$0	0.0%

Changes and Useful Information:

- The Automatic Enforcement Unit consists of both the Red Light Camera and Speed Camera programs.
- **Personal Services** includes approved salary increases.
  - Reduction in budget reflects the reallocation of personnel from the Speed Camera program to the Sheriff's Office based on assigned duties.
- **Operating costs** were adjusted to cover costs associated with contract services and credit card processing.
- The **FY2017 Capital Outlay** budget is to replace two motorcycles.
- **Revenues** represent the fines collected for the Red Light Camera and Speed Camera programs.

Description:

Red Light Camera

The red light camera program was initially implemented in an effort to reduce the number of red light runners. Traffic safety is the Sheriff's Office main goal behind the cameras. The program is designed to lower the collision rate at the designated intersections, and increase the compliance with the law that requires drivers to stop at red lights. The cameras are positioned near a stop light and linked to the timing of the light. A car that continues through the light after it turns red is photographed. A $75 civil citation is issue to the red light violator. Funds from this program are used to cover the cost of the program. During FY-14 the camera were expanded to 24 locations. 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. Fourteen additional locations were added between September 2013 and March 2014. During FY 2015 - 5 camera locations were deactivated, leaving 19 active camera locations. During FY2016 - FY 2017 seventeen additional sites are under review for additional camera locations.

Speed Camera

The speed camera program was implemented in an effort to reduce speeders in school zones. Child safety is a high priority in Charles County. The Sheriff's Office believes the cameras have the potential to be effective in reducing the number of speeders. A $40 civil citation is issued to the speed camera violator. 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. During The FY-2017 contract allows for a 4th camera and additional camera pad locations.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
AEU Supervisor - Civilian	0.0	1.0	1.0	1.0	1.0
Red Light Specialist III	1.0	0.0	0.0	0.0	0.0
AEU Office Specialist	0.0	1.0	2.0	2.0	2.0
AEU Civilian Deputy (Special)	0.0	1.0	1.0	1.0	1.0
Office Associate	1.0	1.0	2.0	0.0	0.0
Part Time - Red Light Technician	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	**2.6**	**4.6**	**6.6**	**4.6**	**4.6**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Number of Red Light Citations Issued:	11,388	25,858	27,603	22,600	21,333
Number of Speed Camera Citations Issued:	35,236	24,459	41,666	37,500	38,000

Public Safety

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$36,886	$69,000	$86,900	$86,900	$17,900	25.9%
Fringe Benefits	10,859	14,500	15,100	15,100	600	4.1%
Operating Costs	121,073	78,500	127,000	124,500	46,000	58.6%
Capital Outlay	0	0	56,600	56,600	56,600	New
Total Expenditures	$168,818	$162,000	$285,600	$283,100	$121,100	74.8%
Revenues	$193,901	$170,000	$284,300	$284,300	$114,300	67.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase includes funding for an additional part time position.
- **Operating Costs** were adjusted to correspond with the revenue increase. The Sheriff's Office hires a contractor to process fingerprinting.
- The **FY2017 Capital Outlay** budget includes funding for (2) fingerprint systems.
- **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 to $50.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Electronic F.P. Technician	0.0	0.0	0.0	1.0	1.0
Part Time	0.0	0.0	0.6	1.2	1.8
Total Full Time Equivalent	**0.0**	**0.0**	**0.6**	**2.2**	**2.8**

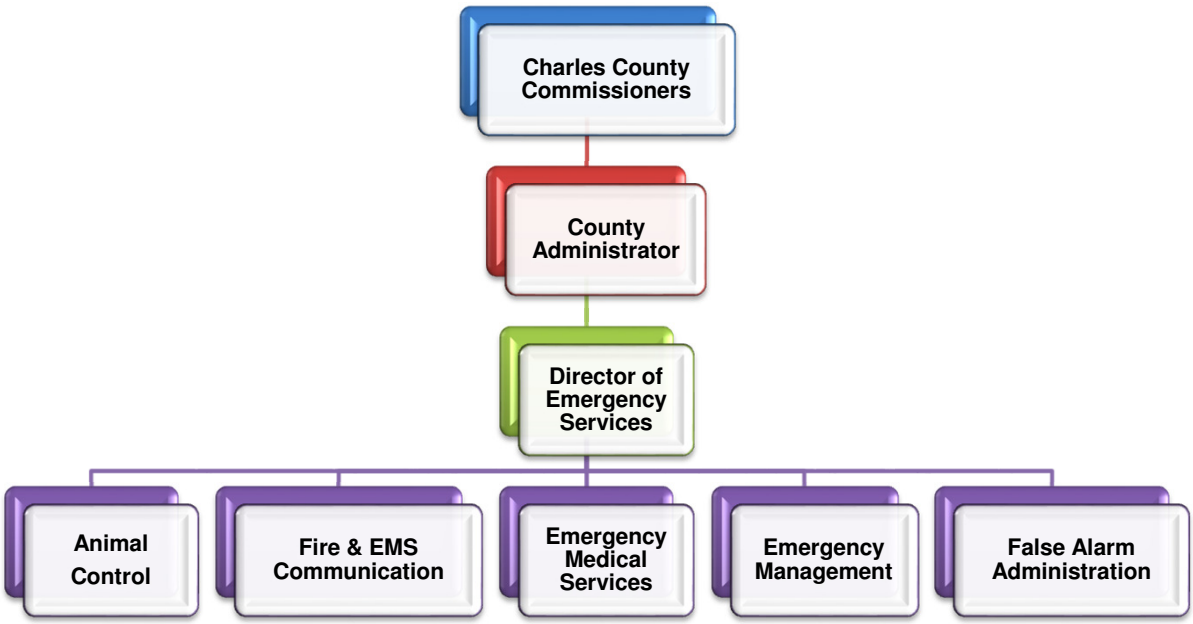
Objectives & Measurements:

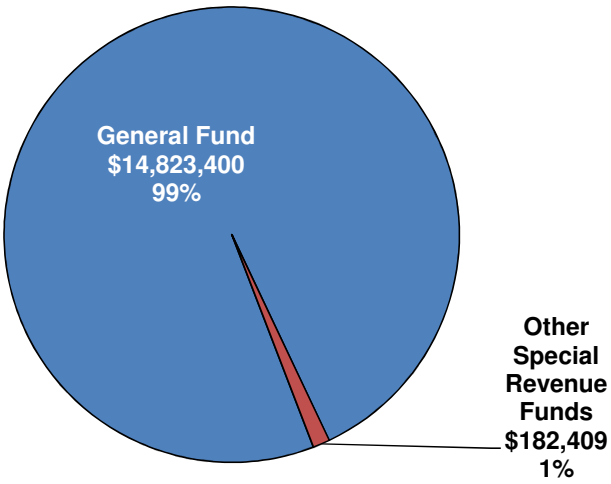
	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Number of Fingerprint cards processed:	2,777	3,139	3,940	3,500	6,000

Public Safety - Emergency Services Summary

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$8,561,681	$8,840,800	$10,450,800	$9,361,900	$521,100	5.9%
Fringe Benefits	2,357,366	2,441,100	2,880,900	2,540,400	99,300	4.1%
Operating Costs	2,380,625	2,553,600	3,109,600	2,796,300	242,700	9.5%
Transfers Out	108,781	96,200	86,000	86,000	(10,200)	-10.6%
Capital Outlay	0	0	38,800	38,800	38,800	New
Total Expenditures	$13,408,453	$13,931,700	$16,566,100	$14,823,400	$891,700	6.4%
Revenues	$5,750,129	$5,517,700	$5,733,100	$5,733,100	$215,400	3.9%

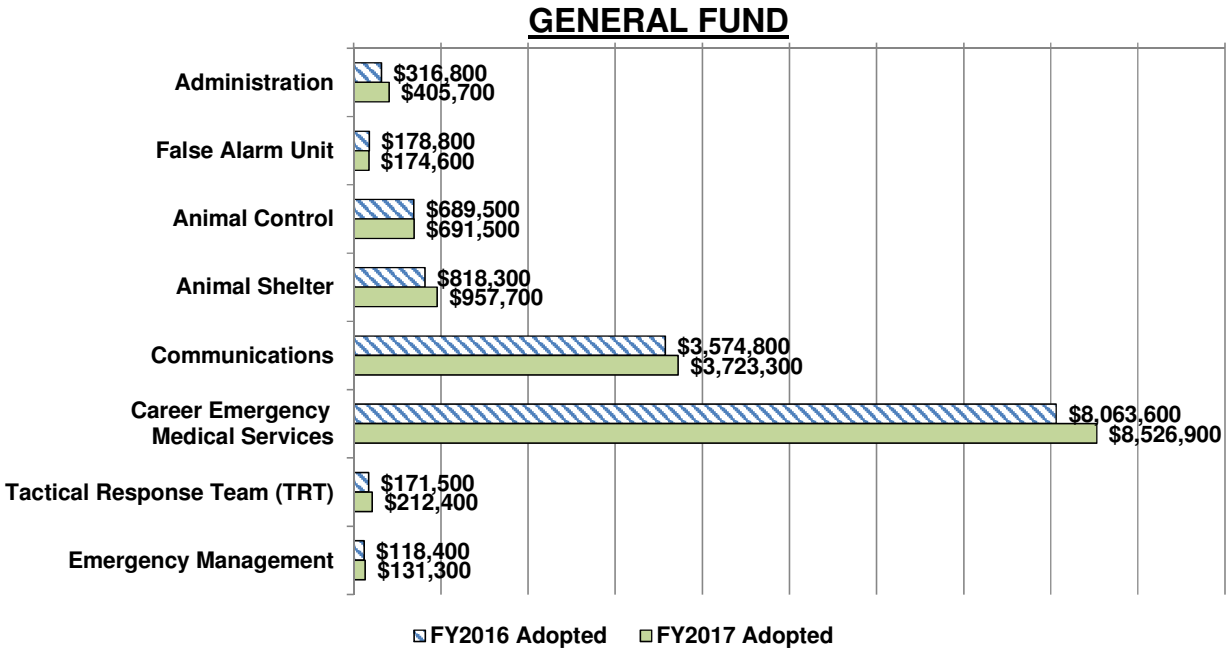


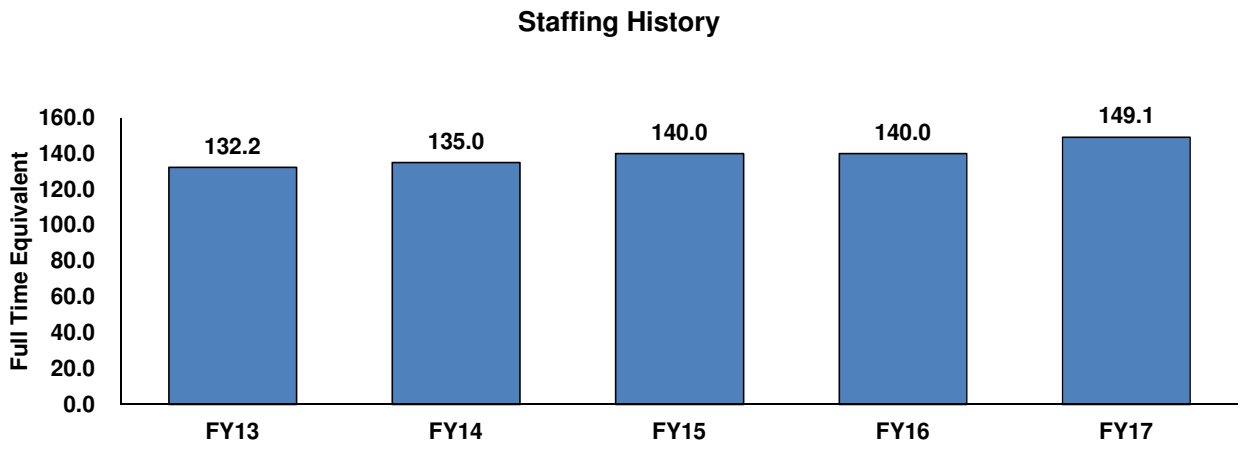


TOTAL FY2017 DEPARTMENT BUDGET
$15,005,809
(Totals for funds other than the General Fund exclude transfers-in from the General Fund)

As indicated by the graph, the Department of Emergency Services is mostly funded by the General Fund.

Other Public Safety Expenditure and Staff History





Positions by Program:	FY13	FY14	FY15	FY16	FY17
Administration	2.9	3.3	3.3	3.3	3.3
False Alarm Reduction Unit (FARU)	2.0	2.0	2.0	2.0	2.0
Animal Control	6.0	6.0	6.0	6.0	6.0
Animal Shelter	13.2	13.2	13.2	13.2	17.2
Fire/EMS Communications	24.7	26.7	31.7	31.7	31.7
Career Emergency Medical Services	81.1	81.1	81.1	81.1	86.1
Tactical Response Team (TRT)	1.7	1.7	1.7	1.7	1.7
Emergency Management	0.6	1.0	1.0	1.1	1.2
Total Full Time Equivalent	**132.2**	**135.0**	**140.0**	**140.0**	**149.1**

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$241,336	$238,700	$246,500	$246,500	$7,800	3.3%
Fringe Benefits	63,123	64,000	60,100	60,100	(3,900)	-6.1%
Operating Costs	11,118	14,100	99,100	99,100	85,000	602.8%
Total Expenditures	$315,577	$316,800	$405,700	$405,700	$88,900	28.1%
Revenues	$242,880	$254,000	$254,000	$254,000	$0	0.0%

Changes and Useful Information:

- **Operating** increase represents 50% of the cost for a **Strategic Planning Study**. The Charles County Volunteer Firemen and Emergency Medical Services (EMS) Associations have endorsed this study and have offered to pay for half of the study cost. This study will identify, categorize, and coordinate resources necessary for overall system implementation and operation, maintain a coordinated response and ensure that resources are used appropriately throughout the County, provide equal access to basic fire response and emergency care for all victims of medical or traumatic emergencies, and provide adequate triage and transport of all victims by appropriately certified personnel in properly licensed, equipped, and maintained ambulances.
- **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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Director of Emergency Services	1.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Part Time	1.3	1.3	1.3	1.3	1.3
Total Full Time Equivalent	**3.3**	**3.3**	**3.3**	**3.3**	**3.3**
Allocated to Special Revenue	(0.4)	0.0	0.0	0.0	0.0
Net Cost to General Fund	**2.9**	**3.3**	**3.3**	**3.3**	**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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$109,846	$111,000	$106,600	$106,600	($4,400)	-4.0%
Fringe Benefits	32,835	32,700	32,800	32,800	100	0.3%
Operating Costs	31,135	35,100	35,200	35,200	100	0.3%
Total Expenditures	$173,817	$178,800	$174,600	$174,600	($4,200)	-2.3%
Revenues	$545,318	$527,500	$535,500	$535,500	$8,000	1.5%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and adjustment for turnover.
- **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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
False Alarm Reduction Unit Administrator	1.0	1.0	1.0	1.0	1.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**2.0**	**2.0**	**2.0**	**2.0**	**2.0**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	0.39	0.38	0.36	0.36	0.36

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$418,617	$419,600	$423,100	$423,100	$3,500	0.8%
Fringe Benefits	148,174	145,900	139,200	139,200	(6,700)	-4.6%
Operating Costs	117,307	124,000	129,200	129,200	5,200	4.2%
Total Expenditures	$684,099	$689,500	$691,500	$691,500	$2,000	0.3%
Revenues	$30,114	$29,400	$30,600	$30,600	$1,200	4.1%

Changes and Useful Information:

- The **Operating Costs** increase covers the Annual Police Mobile License for Animal Control Vehicles. This software is utilized for the electronic dispatching of calls from the Sheriff's Office Communications Division to the Animal Control Officers in the field. Without this software, Animal Control Officers will not be able to communicate electronically with the Sheriff's Office Dispatch Communication Division. Additionally, this software allows staff to check history on individuals, provides a mapping program and gives a GPS location of the officer in event back up assistance is needed.
- **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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Animal Control Services	1.0	1.0	1.0	1.0	1.0
Animal Control Officer	4.0	4.0	4.0	4.0	4.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**6.0**	**6.0**	**6.0**	**6.0**	**6.0**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To ensure that the public and animal needs are being met while keeping costs to a minimum and to identify areas for specialized training.					
# of CAD Events	5,646	7,053	6,157	6,400	6,500
# of Neglect & Cruelty Investigations	695	714	709	725	720
# of Animals Impounded/Transported	5,185	4,689	4,446	4,900	5,000

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$439,845	$473,800	$563,600	$576,300	$102,500	21.6%
Fringe Benefits	122,719	144,900	171,700	181,400	36,500	25.2%
Operating Costs	145,529	199,600	203,500	200,000	400	0.2%
Total Expenditures	$708,093	$818,300	$938,800	$957,700	$139,400	17.0%
Revenues	$449,772	$533,900	$603,800	$603,800	$69,900	13.1%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and provides funding for four new Animal Shelter Attendants to help meet recommended industry standards for animal care at animal shelters.
- The Animal Shelter is a Tri-County effort. **Revenues** represent funding from St. Mary's and Calvert Counties and Boarding fees. FY17 Revenues include share of new positions.

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 10,000 animals were received by the Tri-County Animal Shelter in FY 2013. 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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Animal Shelter Supervisor	1.0	1.0	1.0	1.0	1.0
Animal Shelter Attendant II	1.0	1.0	1.0	1.0	1.0
Animal Shelter Attendant	3.0	3.0	3.0	3.0	7.0
Animal Shelter Technician	3.0	3.0	3.0	3.0	3.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Animal Shelter Services/Clerical Assistant	1.0	1.0	1.0	1.0	1.0
Animal Shelter Van Driver	0.7	0.7	0.7	0.0	0.0
Part-time Positions	3.2	3.2	3.2	3.8	3.8
Total Full Time Equivalent	**13.9**	**13.8**	**13.8**	**13.8**	**17.8**
Allocated to Special Revenue	(0.7)	(0.7)	(0.7)	(0.6)	(0.6)
Net Cost to General Fund	**13.2**	**13.2**	**13.2**	**13.2**	**17.2**

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

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: Tracking the number of animals processed allows management to assess the effectiveness of the community outreach and spay/neuter programs.					
# of Animals Processed	10,049	9,134	8,730	8,700	8,600
Average Daily Population of dogs and cats	161	158	132	140	125
# of Animals Adopted	793	848	746	800	800
# of Animals Rescued	3,533	3,254	3,276	3,227	3,230
# of Animals Reclaimed	932	973	900	963	965
# of Animal Intakes: Adoptable/Rescuable/Reclaimable Animals (ARRA)					
Dogs	3,151	3,106	3,058	3,020	3,050
Cats	4,938	4,715	4,447	4,500	4,500
Other	634	640	444	450	430
Total	8,723	8,461	7,949	7,970	7,980
Live Animal Release Rates - Live releases which include return to owners, rescues and adoptions.					
Dogs	79%	80%	82%	83%	83%
Cats	43%	42%	45%	45%	45%
Other	96%	98%	96%	96%	96%

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$1,741,339	$1,829,000	$1,905,100	$1,887,500	$58,500	3.2%
Fringe Benefits	543,736	541,000	535,000	533,200	(7,800)	-1.4%
Operating Costs	1,258,057	1,204,600	1,302,400	1,302,400	97,800	8.1%
Transfers Out	111	200	200	200	0	0.0%
Total Expenditures	$3,543,243	$3,574,800	$3,742,700	$3,723,300	$148,500	4.2%
Revenues	$1,073,727	$1,090,000	$1,090,000	$1,090,000	$0	0.0%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and restores night differential pay parity between County Dispatchers and Sheriff Dispatchers.
- **Operating Costs** were adjusted for the following reasons:
  -To repair six of the County's eleven radio system shelters. The work on these shelters include sealing the roof, furnishing and installing standing seam roof panels, and flashing and caulking the shelter to protect the equipment. Repairs to the remaining five radio system shelters will be requested in fiscal year 2018.
  -To provide and install radio console cables and telephone cables for new dispatch consoles.
  -To fund the software upgrades required for the next generation 911 system.
  -To replace all batteries in the Uninterruptible power supply (UPS) at the Indian Head radio system shelter.
  -One time costs and other line items were adjusted to offset these increases.
- **Revenues** represent primarily from Local 911 fees.

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

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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
Radio System Support Administrator	0.0	1.0	1.0	1.0	1.0
Training / Quality Assurance Captain	0.0	1.0	1.0	1.0	1.0
Public Safety Dispatch Lieutenant	5.0	5.0	5.0	5.0	5.0
Dispatcher I & II	15.0	15.0	20.0	20.0	20.0
Database Specialist (GIS)	1.0	1.0	1.0	1.0	1.0
Database Specialist (CAD)	1.0	1.0	1.0	1.0	1.0
Part Time Position	0.7	0.7	0.7	0.7	0.7
Total Full Time Equivalent	**24.7**	**26.7**	**31.7**	**31.7**	**31.7**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	73,182	72,231	78,790	83,000	84,500
Percent 911 Calls Dispatched < 2 mins (Target is 90%)	N/A	N/A	60%	65%	70%
Radio System Reliability - Target 99.999%	N/A	N/A	99.990%	99.992%	99.996%
Radio System Saturation - Target < 40% (Ratio - access request vs. system busy)	N/A	N/A	TBD	TBD	TBD

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$5,499,502	$5,687,300	$6,518,700	$6,024,800	$337,500	5.9%
Fringe Benefits	1,419,542	1,499,700	1,713,500	1,575,100	75,400	5.0%
Operating Costs	755,517	876,600	1,108,700	927,000	50,400	5.7%
Total Expenditures	$7,678,635	$8,063,600	$9,340,900	$8,526,900	$463,300	5.7%
Revenues	$3,372,614	$3,082,900	$3,219,200	$3,219,200	$136,300	4.4%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and for funding for five new positions to meet the growing demands of service in the Waldorf area.
- **Operating Costs** were adjusted to provide an increase in Medical Supplies, Uniforms and Protective Gear for the five new positions.
- **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
CCSO District III - EMS Supervisor in Chase Vehicle
EMS 16 - La Plata - EMS Supervisor in Chase Vehicle

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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	38.0	38.0	36.0	39.0	41.0
Emergency Medical Tech.	28.0	28.0	30.0	27.0	30.0
Part Time Help	3.1	3.1	3.1	3.1	3.1
Total Full Time Equivalent	**81.1**	**81.1**	**81.1**	**81.1**	**86.1**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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.					
Responses by Career EMS	12,290	13,188	14,143	15,000	15,500
Responses by Volunteer Companies	10,207	9,040	10,045	10,152	10,000
Total Number of Responses	22,497	22,228	24,188	25,152	25,500
Percent of Responses by Career EMS	55%	59%	58%	60%	61%
Transports by Career EMS	7,194	7,055	8,035	8,320	8,200
Transports by Volunteer Companies	4,497	3,612	4,277	4,276	4,000
Total Number of Transports*	11,691	10,667	12,312	12,596	12,200
Percent of Transports by Career EMS	62%	66%	65%	66%	67%

*Transports data includes both ALS and BLS patient transports.

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$89,892	$68,800	$660,200	$70,100	$1,300	1.9%
Fringe Benefits	16,356	7,800	218,300	8,300	500	6.4%
Operating Costs	60,419	94,900	218,800	95,200	300	0.3%
Transfers Out	1,500	0	0	0	0	N/A
Capital Outlay	0	0	38,800	38,800	38,800	New
Total Expenditures	$168,168	$171,500	$1,136,100	$212,400	$40,900	23.8%

Changes and Useful Information:

- The **Capital Outlay** budget replaces twenty-five (25) self-contained breathing air bottles (SCBA).

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Part Time	1.7	1.7	1.7	1.7	1.7
Total Full Time Equivalent	**1.7**	**1.7**	**1.7**	**1.7**	**1.7**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To provide an all-hazards response, mitigation, protection and support solution to hazardous materials, specialized rescue, chemical, biological, radiological, nuclear, and explosive incidents.					
Responses by Tactical EMS	134	139	178	190	210
Responses by Hazmat Team	244	240	241	260	275

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$21,302	$12,600	$27,000	$27,000	$14,400	114.3%
Fringe Benefits	10,880	5,100	10,300	10,300	5,200	102.0%
Operating Costs	1,542	4,700	12,700	8,200	3,500	74.5%
Transfers Out	103,097	96,000	85,800	85,800	(10,200)	-10.6%
Total Expenditures	$136,822	$118,400	$135,800	$131,300	$12,900	10.9%
Revenues	$35,705	$0	$0	$0	$0	N/A

Changes and Useful Information:

- This Division is partially grant funded. The FY 2017 grant budget assumes funding will remain flat which caused an increase to **Personal Services** and **Fringe Benefits.** In prior years, the County utilized grant carry over funds to pay for the Mass Notification System contract. The County does not anticipate any carryover balance, therefore this necessitated an increase in these line items.
- The **Operating Costs** budget increase provides additional funding to print an updated Charles County Citizen's Guide for Emergency Preparedness (lasted updated in 2006).
- The **Transfers Out** budget is the County's local match for the Emergency Management Performance Grant which is expected to be less.
- **Revenues** for FY2015 were the reimbursement for events.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Emergency Management	1.0	1.0	1.0	1.0	1.0
Emergency Services Specialist	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**2.0**	**2.0**	**2.0**	**2.0**	**2.0**
Allocated to Special Revenue	(1.4)	(1.0)	(1.0)	(0.9)	(0.8)
Net Cost to General Fund	**0.6**	**1.0**	**1.0**	**1.1**	**1.2**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Number of Emergency Response Events	37	13	7	45	30

Debt

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Costs	$602,188	$202,900	$108,000	$108,000	($94,900)	-46.8%
Debt Service	51,174,393	23,185,300	26,564,800	26,613,100	3,427,800	14.8%
Transfers Out	464,468	482,900	502,300	502,300	19,400	4.0%
Total Expenditures	$52,241,049	$23,871,100	$27,175,100	$27,223,400	$3,352,300	14.0%
Revenues	$30,045,990	$2,806,900	$3,442,600	$3,442,600	$635,700	22.6%

Changes and Useful Information:

- **Revenues** includes bond premium fund balance and other dedicated revenues.

Description:

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

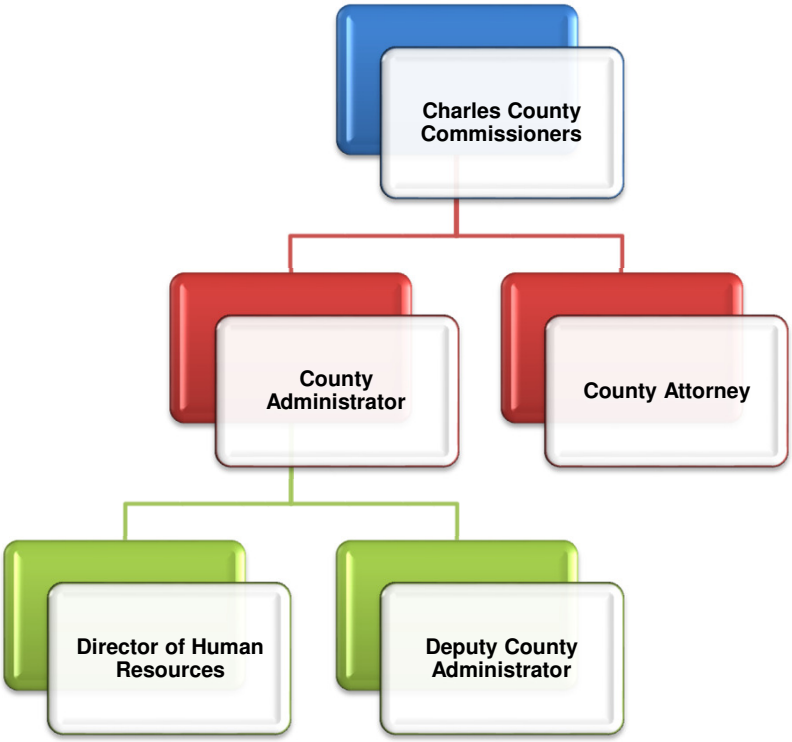
A breakdown of the annual debt service payment by function is listed below:

	FY2015 Actual	FY2016 Adopted	FY2017 Adopted	$ Change from FY2016	% Chg.
Bonds					
Board Of Education	$3,692,413	$3,651,000	$4,059,300	$408,300	11.2%
College of Southern Maryland	1,360,296	1,555,000	1,639,800	84,800	5.5%
General Government	4,986,019	4,733,300	6,132,800	1,399,500	29.6%
Public Safety	1,824,816	1,706,800	1,935,300	228,500	13.4%
Transportation	7,591,087	8,332,300	8,617,400	285,100	3.4%
Miscellaneous	99,483	99,500	99,500	0	0.0%
Bond Principal & Interest	$19,554,114	$20,077,900	$22,484,100	$2,406,200	12.0%
Bond Refunding	$29,866,150	$0	$0	$0	N/A
Leases					
Public Works - Facilities	$269,603	$321,600	$405,700	$84,100	26.2%
Recreation, Parks, and Tourism	85,936	131,000	176,500	45,500	34.7%
Emergency Services	390,235	554,500	641,900	87,400	15.8%
Fiscal & Administrative Services	4,365	6,100	9,600	3,500	57.4%
Planning & Growth Management	0	2,600	59,600	57,000	2192.3%
Community Services	7,809	7,900	10,700	2,800	35.4%
General Government	5,066	5,000	2,500	(2,500)	-50.0%
Sheriff	803,237	1,471,300	1,950,500	479,200	32.6%
Volunteer Fire & EMS	146,321	562,400	832,100	269,700	48.0%
Library	5,535	5,500	5,500	0	0.0%
Other Agencies	36,022	39,500	34,400	(5,100)	-12.9%
Capital Lease Principal & Interest	$1,754,130	$3,107,400	$4,129,000	$1,021,600	32.9%
Transfer to Enterprise Fund	$464,468	$482,900	$502,300	$19,400	4.0%
Operating Costs	$602,188	$202,900	$108,000	($94,900)	-46.8%
Total	**$52,241,049**	**$23,871,100**	**$27,223,400**	**$3,352,300**	14.0%

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 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+	AAA	AAA
Moody's Investors Service	Aa2	Aa1	Aa1	Aa1	Aa1
Fitch Investors Service	AA+	AA+	AAA	AAA	AAA

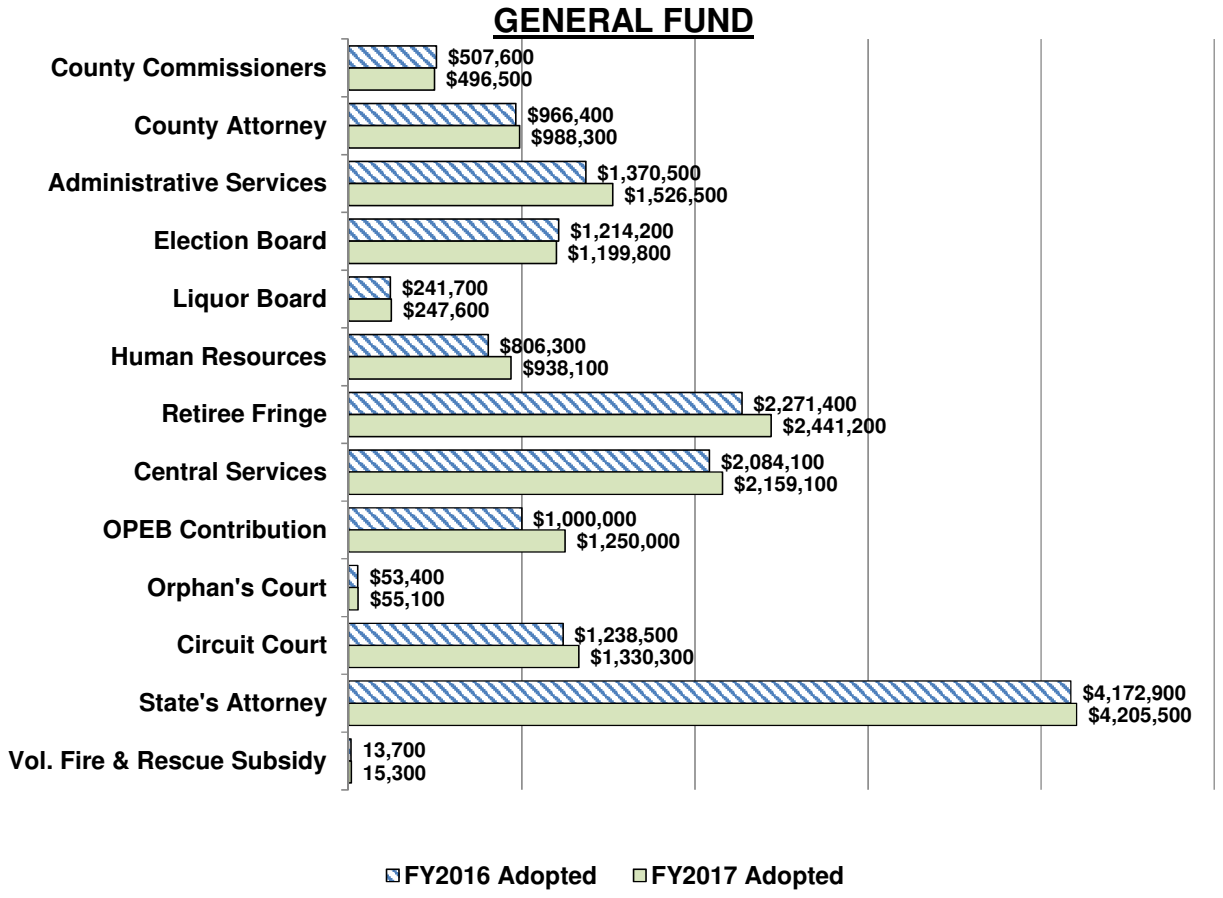
General Government Summary						
Expenditure Category	**FY2015 Actual**	**FY2016 Adopted**	**FY2017 Request**	**FY2017 Adopted**	**$ Change from FY2016**	**% Chg.**
Personal Services	$5,792,396	$6,497,600	$7,336,900	$6,833,100	$335,500	5.2%
Fringe Benefits	4,318,473	4,106,800	4,499,500	4,297,400	190,600	4.6%
Operating Costs	3,903,401	3,877,400	4,077,800	3,927,200	49,800	1.3%
Transfers Out	337,201	421,500	437,200	437,200	15,700	3.7%
Agency Funding	758,599	1,011,000	1,260,000	1,260,000	249,000	24.6%
Capital Outlay	28,281	26,400	98,400	98,400	72,000	272.7%
Total Expenditures	$15,138,351	$15,940,700	$17,709,800	$16,853,300	$912,600	5.7%
Total Expenditures as % of Budget:	**4.0%**	**4.4%**	**4.5%**	**4.5%**		
Revenues	$514,061	$535,400	$537,000	$537,000	$1,600	0.3%

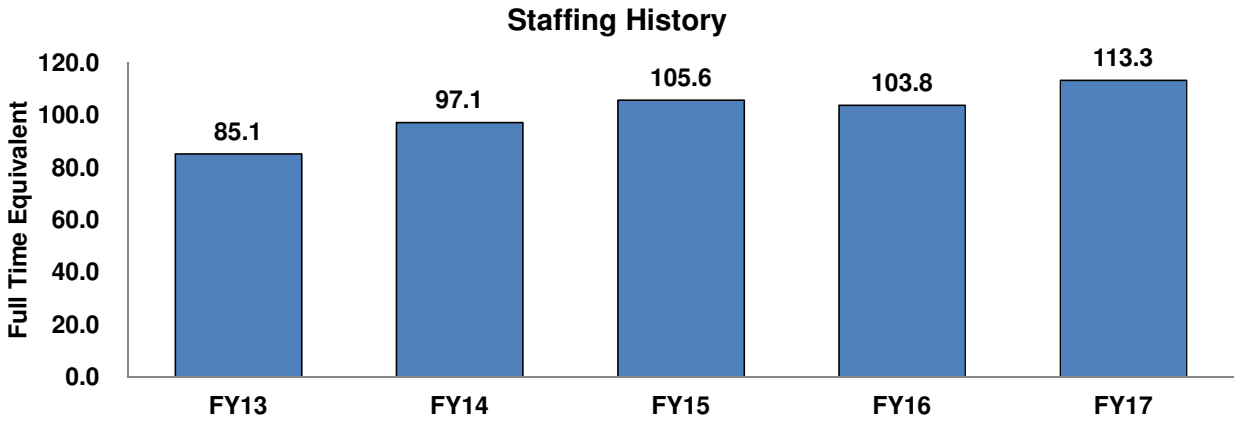


General Government Agencies which receive County funding:

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

General Government Expenditure and Staff History





Positions by Program:	FY13	FY14	FY15	FY16	FY17
County Commissioners	5.0	5.0	5.0	5.0	5.0
County Attorney	8.0	8.0	8.0	8.0	8.3
Administrative Services	19.8	22.0	22.0	22.0	23.0
Liquor Board	1.9	1.9	1.9	1.9	1.9
Human Resources	8.0	8.0	8.0	8.0	10.5
Circuit Court	14.2	14.9	15.4	13.2	15.2
State's Attorney	28.4	37.4	45.4	45.8	49.4
Total Full Time Equivalent	**85.1**	**97.1**	**105.6**	**103.8**	**113.3**

General Government

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$251,370	$251,000	$251,000	$251,000	$0	0.0%
Fringe Benefits	82,647	75,700	68,200	68,200	(7,500)	-9.9%
Operating Costs	160,751	180,900	177,300	177,300	(3,600)	-2.0%
Total Expenditures	$494,768	$507,600	$496,500	$496,500	($11,100)	-2.2%

Changes and Useful Information:

- The **Operating Costs** decrease is due to the following:
  -Funding was transferred to the Commissioner Office Administration to consolidate accounts into one centralized location to the support both the Commissioners and the Commissioners Office staff.
  -The Dues & Subscriptions budget was adjusted to reflect the Council of Governments membership fee increase.

Description:

The County Commissioners are responsible for establishing executive and legislative policy for the County Government and its related agencies. Through an annual budget process, they establish spending levels for each of the major departments/agencies and adopt tax rates and other fees/charges to support the approved budget(s). They ensure that the government is operated in an open and accessible environment, is based on a comprehensive long/short term planning and has an appropriate managerial staff tempered by fiscal responsibility.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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
Total Full Time Equivalent	**5.0**	**5.0**	**5.0**	**5.0**	**5.0**

General Government

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$645,895	$637,400	$646,000	$642,600	$5,200	0.8%
Fringe Benefits	162,940	169,700	187,700	186,400	16,700	9.8%
Operating Costs	341,179	159,300	159,300	159,300	0	0.0%
Total Expenditures	$1,150,014	$966,400	$993,000	$988,300	$21,900	2.3%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and funding for a new Paralegal position to provide full time paralegal duties, including research analysis and assisting attorneys with pleadings/motions and correspondence. Part time funds were eliminated in support of the new position.

Description:

The Office of the County Attorney is responsible for all legal affairs of County government. Legal advice and representation regarding a wide range of County issues is provided for the County Commissioners, County Administrator, Department Directors, and all County agencies, boards and commissions. Significant areas of practice include: Land Use, Planning & Zoning, Emergency & Public Safety, Procurement & Contract review and Drafting, Civil litigation, Human Resources, Legal Opinions, Legislation, Resolutions, Administrative Law, Ethics, Public Information & Open Meetings Act, Housing & Community Services Programs, Public Utilities, Water & Sewer Infrastructure, Financing, Construction & Operation, Transportation, Property Acquisition & highway planning and construction, Real Estate Law, Collections & Public Finance Laws, Environmental Law & Constitutional Law , and Parliamentary Procedure.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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	0.0	0.0
Paralegal	0.0	0.0	0.0	0.0	1.0
Legal Assistant III	2.0	2.0	2.0	2.0	2.0
Legal Assistant I	0.0	0.0	0.0	1.0	1.0
Part Time	0.6	0.6	0.6	0.6	0.0
Total Full Time Equivalent	**8.8**	**8.8**	**8.8**	**8.8**	**9.1**
Allocated to Capital Projects	(0.8)	(0.8)	(0.8)	(0.8)	(0.8)
Net Cost to General Fund	**8.0**	**8.0**	**8.0**	**8.0**	**8.3**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Documents/matters received for legal	6,284	8,700	7,713	8,700	8,700
Litigation/enforcement actions/complaints	1,232	992	894	945	952
Permits Issued	480	415	428	407	415

General Government

Department: Administrative Services 01.03.13
Division\Program: Commissioner Office Administration Fund: General
Program Administrator: Board of County Commissioners/ Michael D. Mallinoff, County Administrator

www.charlescountymd.gov/commissioners/clo/citizens-liaison-office
www.charlescountymd.gov/coadmin/clerk/clerk-commissioners

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$372,697	$364,800	$363,100	$363,100	($1,700)	-0.5%
Fringe Benefits	102,724	113,600	106,400	106,400	(7,200)	-6.3%
Operating Costs	15,494	16,100	21,200	21,200	5,100	31.7%
Total Expenditures	$490,915	$494,500	$490,700	$490,700	($3,800)	-0.8%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and adjustment for turnover.
- **Operating Costs** were increased due to the following:
  -Funding was transferred from the Commissioners' budget to consolidate accounts into one centralized location to the support both the Commissioners and the Commissioners Office staff.

Description:

The Commissioner Office Administration provides administrative support to the Commissioners.

Positions: Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Citizens' Liaison	1.0	1.0	0.0	0.0	0.0
Executive Office Manager	0.0	1.0	1.0	1.0	1.0
Clerk to the Commissioners	1.0	1.0	1.0	1.0	1.0
Exec. Asst. to the Commissioner President	1.0	0.0	1.0	1.0	1.0
Commissioner Specialist - Scheduler	1.0	1.0	1.0	1.0	1.0
Commissioner 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 Help	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	**6.6**	**6.6**	**6.6**	**6.6**	**6.6**

General Government

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$437,806	$434,200	$469,400	$466,200	$32,000	7.4%
Fringe Benefits	107,738	123,600	129,700	128,400	4,800	3.9%
Operating Costs	11,055	13,000	136,000	131,000	118,000	907.7%
Total Expenditures	$556,598	$570,800	$735,100	$725,600	$154,800	27.1%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and funding for the new Administrative Support Specialist position to assist with performance measurements, as well as, provide additional administrative support to the office.
- The **Operating Costs** increase was for the following reasons:
  - An increase in the Government Affairs account which was previously budgeted as an economic development function.
  - Employee Education increase for training at Gettysburg Leadership Institute and for training / strategic planning with Directors.
  - Funding for a National Citizens Survey. This tool is for a data benchmarking project and will be used to gauge the effectiveness and efficiency of Charles County services as bench marked against other communities and in the eyes of our citizens.
  - Dues & Subscriptions increase to fund membership to the International County Management Association.
  - An increase in the Contract Services account to fund a File Transfer Protocol site.

Description:

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

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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
Administrative Support Specialist	0.0	0.0	0.0	0.0	1.0
Total Full Time Equivalent	**3.0**	**3.0**	**3.0**	**3.0**	**4.0**

Department: Administrative Services 01.03.90
Division\Program: Security Fund: General
Program Administrator: Deborah Hall, Deputy County Administrator / John McConnell, Security Building Officer

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$105,643	$119,200	$137,400	$120,800	$1,600	1.3%
Fringe Benefits	17,808	19,000	42,200	17,500	(1,500)	-7.9%
Operating Costs	4,549	4,900	4,900	4,900	0	0.0%
Total Expenditures	$128,001	$143,100	$184,500	$143,200	$100	0.1%

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Building Security 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**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Visitors to Government Building	36,165	36,192	36,747	36,000	36,000
Security Incidents	0	0	0	0	0

Department: Administrative Services 01.03.141
Division\Program: Media Services Fund: General
Program Administrator:
www.charlescountymd.gov/media-services/media-services

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Costs	$12,052	$0	$0	$0	$0	N/A
Total Expenditures	$12,052	$0	$0	$0	$0	N/A

Changes and Useful Information:

- The FY2016 and FY2017 **Operating Costs** expenditures were moved to the Cable TV/I-Net Fund.

General Government

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$79,028	$78,200	$105,600	$79,800	$1,600	2.0%
Fringe Benefits	18,552	18,900	30,300	17,200	(1,700)	-9.0%
Operating Costs	88,922	65,000	71,700	70,000	5,000	7.7%
Total Expenditures	$186,502	$162,100	$207,600	$167,000	$4,900	3.0%

Changes and Useful Information:

- **Operating Costs** were adjusted to reflected current activity in the medical expenses budget.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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)	30	20	20	25	20
DRUG & ALCOHOL TESTING:					
# of Commercial Driver License Drivers	74	74	82	85	85
DOT requirement alcohol testing	10%	10%	10%	10%	10%
% actual alcohol testing	57%	32%	32%	25%	25%
# of alcohol tests	42	24	26	25	25
# of tests failing the standard	0	0	0	0	0
DOT requirement drug test	50%	50%	50%	50%	50%
% actual drug testing	68%	54%	68%	50%	50%
# of drug testing	50	40	56	43	43
# of tests failing the standard	0	0	0	0	0
WORK RELATED INJURIES (This information includes Sheriff's workers comp)					
# of work related injuries	50	38	65	75	70
# of work related injuries investigated	50	38	65	75	70
Average cost per work related injury claim	$4,247	$2,047	$3.00/100 of payroll	$3.00/100 payroll	3.00/100 of payroll
# of work days lost to related injuries*	143.0	228.0	229.0	100.0	120.0
Avg. # of work days lost per work related injury	2.86	6.00	3.50	3.00	2.00
% of work days lost	35.0%	17.0%	28.0%	15.0%	10.0%

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

General Government

Department: Election Board 01.12
Division\Program: Election Board Fund: General
Program Administrator: Tracy Dickerson, Election Director

Mailing Address: P.O. Box 2150, La Plata, MD 20646 301-934-8972 301-870-3167
Physical Address: 201 East Charles Street, La Plata, MD 20646 800-222-VOTE
www.charlescountymd.gov/boe/welcome 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$146,875	$196,400	$245,000	$245,000	$48,600	24.7%
Fringe Benefits	6,398	16,000	10,400	10,400	(5,600)	-35.0%
Operating Costs	875,637	1,001,800	944,400	944,400	(57,400)	-5.7%
Total Expenditures	$1,028,910	$1,214,200	$1,199,800	$1,199,800	($14,400)	-1.2%

Changes and Useful Information:

- **Personal Services** increase includes funding for an additional training day on Early Voting and increases the Election Day judges salaries to make their pay more comparable to other counties.
- **Operating Costs** adjustments includes the following:
  -Election Board employees are State employees and the County reimburses the State for their salary and fringe costs. The FY 2017 budget includes funding the full year impact of a vacant Election Clerk III position, provides additional overtime for the General Election and reimburses State for their employees anticipated regular salary & fringe benefit costs.
  -Additional funding for the new voting equipment. Budget assumes Charles County pays 2.56% of the overall local government share of the voting equipment over the next seven years.
  -Increase in funding for the MDVOTERS registration system which the County cost shares with other Counties and State Government.
  -The budget was reduced for the one time FY 2016 cost to purchase new voting booths and new carts and other budgets were adjusted to estimated actual.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
*Director	1.0	1.0	1.0	1.0	1.0
*Deputy Director	1.0	1.0	1.0	1.0	1.0
*Regional Manager	0.0	0.0	0.0	0.3	0.3
*IT specialist	1.0	1.0	1.0	1.0	1.0
*Election Supervisor	3.0	3.0	1.0	1.0	1.0
*Data Applications	0.0	0.0	2.0	2.0	2.0
*Election Clerk	0.0	0.0	1.0	1.0	1.0
Part-time positions	2.3	2.3	1.8	2.2	2.5
Total Full Time Equivalent	**8.3**	**8.3**	**8.8**	**9.4**	**9.8**

*State Employees who are reimbursed by the County.

Objectives & Measurements:

	12 Primary* Election	12 General Election	14 Primary* Election	14 General Election	16 Primary* Election
Total Registered Voters	77,071	97,687	99,857	100,449	86,741
% Democratic	67.8%	57.0%	58.4%	59.3%	70.7%
% Republican	32.2%	25.9%	24.3%	24.5%	29.3%
% Other	0.0%	0.6%	0.5%	0.5%	0.0%
% Declines	0.0%	16.1%	16.3%	15.3%	0.0%
Total Voting Percentage	17.9%	77.3%	22.1%	47.5%	39.1%
Democratic- Voting Percentage	10.5%	43.1%	15.3%	28.0%	26.7%
Republicans- Voting Percentage	6.8%	18.9%	5.0%	13.6%	12.4%
Other- Voting Percentage	0.0%	0.9%	0.0%	0.2%	0.0%
Declines- Voting Percentage	0.0%	9.5%	1.1%	5.4%	0.0%

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

General Government

Department: 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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$164,452	$167,200	$171,500	$171,500	$4,300	2.6%
Fringe Benefits	73,164	70,600	72,200	72,200	1,600	2.3%
Operating Costs	3,685	3,900	3,900	3,900	0	0.0%
Total Expenditures	$241,301	$241,700	$247,600	$247,600	$5,900	2.4%
Revenues	$193,753	$187,500	$187,500	$187,500	$0	0.0%

Description:

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

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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 Sworn 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:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	184	181	176	177	180
Application/Transfer Fees	$171,285	$164,860	$171,178	$210,000	$210,000
Fines Collected	$9,700	$4,050	$22,575	$15,000	$9,700

General Government

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$423,310	$522,300	$617,300	$610,300	$88,000	16.8%
Fringe Benefits	131,733	159,300	167,300	167,100	7,800	4.9%
Operating Costs	117,950	124,700	162,500	160,700	36,000	28.9%
Total Expenditures	$672,993	$806,300	$947,100	$938,100	$131,800	16.3%
Revenues	$84,560	$83,300	$84,900	$84,900	$1,600	1.9%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and funding for a new Compliance and Wellness Administrator position to assist with the mandatory, complex Affordable Care Act regulations and for implementation of a comprehensive wellness program. Also included is funding to re-establish the Summer Intern Program to support a performance data driven government.
- The **Operating Costs** budget were increased for the following reasons:
  - Funding was provided to expand the wellness program into a more comprehensive and cohesive benefit for employees.
  - Training budgets were increased for additional customer service and communications training for all employees and to ensure senior management personnel are properly trained on federal, state and local regulations.

Description:

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

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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
Compliance and Wellness Administrator	0.0	0.0	0.0	0.0	1.0
Recruitment Administrator	1.0	1.0	1.0	1.0	1.0
Human Resources Coordinator	1.0	1.0	1.0	1.0	1.0
Human Resources Specialist	1.0	1.0	1.0	1.0	1.0
Part-time positions	2.0	2.0	2.0	2.0	2.0
Summer Intern Program	0.0	0.0	0.0	0.0	1.5
Total Full Time Equivalent	**8.0**	**8.0**	**8.0**	**8.0**	**10.5**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
ADMINISTRATION/RECRUITMENT:					
Objective: Measures employment and recruitment activity.					
% Timely completion of appraisals	93%	96%	95%	100%	100%
# of formal staff grievances	0	0	2	0	0
% of full time positions filled	96%	95%	95%	95%	95%
diversity of all applicants % women/%minority	47%/33%	50%/37%	51%/45%	55%/50%	60%/55%
# of full time applications for all positions	3,271	4,116	3,801	4,200	4,500
Average # of applications per job	58	70	66	74	80
Annual turnover ratio	4.00	5.00	5.00	5.00	5.00

Department: Human Resources 01.17
Division\Program: Administration Fund: General
Program Administrator: Paul Rensted, Director of Human Resources

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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 *	1,359	1,385	1,415	1,498	1,542
% of total	79.9%	81.1%	80.2%	81.1%	81.1%
# of employees in dental plans*	1,502	1,529	1,579	1,653	1,702
% of total	88.3%	89.6%	89.6%	89.5%	89.5%
**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	1,700	1,707	1,765	1,846	1,901
per Benefits FTE	850	854	883	923	951
For reference purposes, the following are the number of healthcare subscribers used to calculate the above PMs:					
Eligible Employees	1,280	1,276	1,314	1,380	1,421
Charles County Library	46	44	47	48	49
Retirees	374	387	404	418	430
TOTAL	1,700	1,707	1,765	1,846	1,900
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	11,630	15,313	13,719	15,700	16,700
# of training classes offered (Core/IT)	122/42	127/59	125/78*	140/65	145/70

**Includes webinars. Higher # of computer classes due to Neo Gov implementation*

Department: Central Services 01.23.50
Division\Program: Retiree Benefits Fund: General
Program Administrator: Paul Rensted, Director of Human Resources

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Retiree Health Benefits	$2,034,373	$2,246,400	$2,411,200	$2,411,200	$164,800	7.3%
Operating Costs	15,280	25,000	30,000	30,000	5,000	20.0%
Total Expenditures	$2,049,653	$2,271,400	$2,441,200	$2,441,200	$169,800	7.5%

Changes and Useful Information:

- **The Retiree Health Benefits** were adjusted to reflect an increase in the number of participants as well as the cost of health benefits for retirees'.
- **Operating Costs** for Contract Services were increased to account for a required OPEB report along with a dependent care audit.

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:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
# of retirees processed	26	33	33	35	35
# retirees on retiree health insurance	304	302	347	357	368
Cost of Retiree Health Benefits (all funds)	$1,703,168	$1,968,769	$2,203,292	$2,365,749	$2,580,200
% increase from prior year	2.8%	15.6%	11.9%	7.4%	9.1%

General Government

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$0	$0	$92,500	$92,500	$92,500	New
Fringe Benefits	736,271	96,500	127,100	111,100	14,600	15.1%
Operating Costs	1,320,230	1,268,600	1,305,600	1,172,000	(96,600)	-7.6%
Operating Costs - SDAT	607,716	681,600	681,600	681,600	0	0.0%
Agency Funding - OPEB	750,000	1,000,000	1,250,000	1,250,000	250,000	25.0%
Agency Funding - Trust	8,599	11,000	10,000	10,000	(1,000)	-9.1%
Capital Outlay	11,321	26,400	91,900	91,900	65,500	248.1%
Total Expenditures	$3,434,137	$3,084,100	$3,558,700	$3,409,100	$325,000	10.5%

Changes and Useful Information:

- The **Personal Services** budget provides funding to re-establish the Internal Audit Division**,** in lieu of a third party contract. The budget for the Internal Audit contract was eliminated which was part of the Operating Cost line item resulting with no cost to the General Fund in FY17.
- **Fringe Benefits** provides funding cost to reestablish the Internal Audit Division and represents the 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. Unemployment claims in FY17 are projected to be lower than prior year.
- The **Operating Cost** decrease is due to the following reasons:
  - Funding for the Internal Audit contract was eliminated.
  - Provides funding for Collective Bargaining.
  - Insurance, Postage and Bank Expenses budgets were adjusted due to recent trends.
- **Operating Costs - State Department of Assessments and Taxation (SDAT)** represents the County's share of the local SDAT office.
- **Agency Funding - Other Post-Employment Benefits (OPEB)** per the strategic financial plan of funding OPEB over a period of years.
- **Capital Outlay** budget represents the cost for various camera and security upgrades including upgrading Card Access system.

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, internal audit, 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:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Internal Auditor	0.0	0.0	0.0	0.0	1.0
Assistant Internal Auditor	0.0	0.0	0.0	0.0	1.0
Total Full Time Equivalent	**0.0**	**0.0**	**0.0**	**0.0**	**2.0**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	$338	$297	$259	$250	$270
per vehicle for vehicle liability	$240	$237	$213	$220	$245
Average cost of property coverage:					
per $1M worth of County assets	$817	$867	$895	$900	$950
# of property damage claims	2	2	2	2	2
% of claims paid to premiums	4%	7%	18%	15%	15%

Department: Volunteer Fire Protection & Emergency Medical Services 01.10
Division\Program: Charles Co. Volunteer Fireman's Association (CCVFA) & Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS) Fund: General
Program Administrator: Lynn Gilroy, CCVFA President / Lisa Yates, CCAEMS President
www.charlescountymd.gov/maps/volunteer-fire-and-ems

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Costs	$13,502	$13,700	$15,300	$15,300	$1,600	11.7%
Total Expenditures	$13,502	$13,700	$15,300	$15,300	$1,600	11.7%

Changes and Useful Information:

- The **Operating Costs** budget is to fund water & sewer fees for the following facilities: Waldorf Volunteer Fire Department, Benedict Volunteer Fire Department, Charles County Mobile Intense Care Unit, Bryans Road Volunteer Fire Department, Potomac Heights Volunteer Fire Department and Cobb Island Volunteer Fire Department & EMS.
- The **Operating Costs** budget was adjusted to reflect current activity.

Description:

Per October 17, 1994 County Commissioner minutes, Water & Sewer Fees for Fire, Rescue, and EMS facilities are to be waived. When the County waives water & sewer fees, the General Fund bares the responsibility of funding these costs.

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$30,848	$32,400	$33,900	$33,900	$1,500	4.6%
Fringe Benefits	11,602	13,800	14,000	14,000	200	1.4%
Operating Costs	5,977	7,200	7,200	7,200	0	0.0%
Total Expenditures	$48,428	$53,400	$55,100	$55,100	$1,700	3.2%

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:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	378	393	355	420	400
# of petitions granted	972	1,209	1,020	1,300	1,200

General Government

Department: Circuit Court 01.09
Division\Program: Circuit Court, Grand Jury, and Law Library Fund: General
Program Administrator: Honorable Amy J. Bragunier, County Administrative Judge

Mailing Address: P.O. Box 3060, La Plata, MD 20646 301-932-3202 301-870-2659
Physical Address: 200 Charles Street, La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
www.courts.state.md.us/clerks/charles

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$614,451	$739,100	$1,126,200	$818,500	$79,400	10.7%
Fringe Benefits	169,917	210,300	348,800	203,300	(7,000)	-3.3%
Operating Costs	146,196	190,500	204,700	196,200	5,700	3.0%
Transfers Out	78,700	98,600	105,800	105,800	7,200	7.3%
Capital Outlay	16,960	0	6,500	6,500	6,500	New
Total Expenditures	$1,026,224	$1,238,500	$1,792,000	$1,330,300	$91,800	7.4%
Revenues	$163,449	$186,000	$186,000	$186,000	$0	0.0%

Changes and Useful Information:

- **Personal Services** increase includes the addition of a new Alternative Dispute Resolution Coordinator needed to facilitate the pre-trial resolution of cases, the full year impact of job reclassifications from FY2016 and approved salary increases for FY 2017.
- **Operating Costs** were adjusted to meet current trends.
- **Transfers Out** increase is for the County's local match on the Child Support Program.
- The **Capital Outlay** budget represents replacement chairs for the Training/Hearing Room.

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.

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 3060, La Plata, MD 20646 301-932-3202 301-870-2659
Physical Address: 200 Charles Street, La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
www.courts.state.md.us/clerks/charles

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
County Court Administrator	1.0	1.0	1.0	1.0	1.0
Director of Family Programs	1.0	1.0	1.0	1.0	1.0
Assistant Court Administrator	1.0	1.0	1.0	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
Drug Court Clerk	0.0	0.3	1.0	0.3	0.0
Family Recovery Court Assist. Case Mgr	0.0	0.3	1.0	0.5	1.0
Alternative Dispute Resolution Coordinator	0.0	0.0	0.0	0.0	1.0
Administrative Associate	2.0	2.0	2.0	1.0	1.0
Administrative Assistant	0.0	0.0	0.0	2.0	2.0
Judicial Secretary	4.0	4.0	4.0	3.0	3.0
Case Manager	1.0	1.0	1.0	1.0	1.0
Family Resource Specialist	1.0	1.0	1.0	1.0	1.0
Secretary IV	1.0	1.0	1.0	1.0	1.0
Assignment Clerk (I -II)	4.0	4.0	4.0	4.0	4.0
Courtroom Clerk	1.0	1.0	1.0	1.0	1.0
Domestic Relations Clerk	1.0	1.0	1.0	1.0	1.0
Part-Time positions	0.7	0.6	0.2	0.2	0.2
Total Full Time Equivalent	**21.7**	**22.1**	**23.2**	**22.0**	**23.2**
Allocated to Grants	(7.5)	(7.2)	(7.8)	(8.8)	(8.0)
Net Cost to General Fund	**14.2**	**14.9**	**15.4**	**13.2**	**15.2**

Objectives & Measurements:

Objective: In 2000, the Maryland Judicial Council adopted case time standards for the state's trial courts that provide guidelines for the time within which cases should reach resolution. As such, the Circuit Court is responsible for the timely scheduling and disposition of cases, thus promoting access to justice and increased litigant satisfaction with the court system. Cases types filed with the Circuit Court include: serious criminal cases; major civil cases; juvenile cases; family law cases; child support; and appeals from the District Court, Orphan's Court, and certain Administrative Agencies.

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
# of Scheduled Hearings	23,743	25,218	26,340	27,525	28,765
Case Type - % Concluded within # of days					
General Civil - 98% within 548 days	*	*	84.1%	85.5%	89.0%
Criminal - 98% within 180 days	*	*	88.6%	89.5%	92.0%
Family Law - 98% within 365 days	*	*	96.6%	97.0%	98.0%
Family Law (Limited Divorce) 98% within 730 days	*	*	100.0%	100.0%	100.0%
Juvenile - 98% within 90 days	*	*	99.7%	99.0%	99.0%
Child in Need of Assistance (CINA) Non-Shelter - 100% within 60 days	*	*	100.0%	100.0%	100.0%
CINA Shelter - 100% within 30 days	*	*	100.0%	100.0%	100.0%
Termination of Parental Rights 100% within 180 days	*	*	100.0%	100.0%	100.0%

**Circuit Court did not begin tracking these measurements until the beginning of FY2015.*

General Government

Department: State's Attorney's Office 01.08
Division\Program: Criminal Justice Fund: General
Program Administrator: Tony Covington, State's Attorney

Mailing Address: P.O. Box 3065, La Plata, MD 20646 301-932-3350 301-870-3413
Physical Address: 200 Charles St., La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F
www.charlescountymd.gov/sao/welcome

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$2,520,020	$2,955,400	$3,078,000	$2,937,900	($17,500)	-0.6%
Fringe Benefits	662,607	773,400	784,000	784,000	10,600	1.4%
Operating Costs	163,225	121,200	152,200	152,200	31,000	25.6%
Transfers Out	258,501	322,900	331,400	331,400	8,500	2.6%
Total Expenditures	$3,604,353	$4,172,900	$4,345,600	$4,205,500	$32,600	0.8%
Revenues	$72,300	$78,600	$78,600	$78,600	$0	0.0%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and the establishment of a turnover budget to cover two additional positions to keep up with the demand of the office.
- **Operating Costs** increase funds the criminal case management software program.
- **Transfers Out** is the local match for the Child Support Grant award.

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.

General Government

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

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
GENERAL FUND					
State's Attorney	1.0	1.0	1.0	1.0	1.0
Deputy's State's Attorney	1.0	1.0	1.0	1.0	1.0
Assistant State's Attorney	11.0	14.0	16.0	16.0	16.0
Law Clerk	1.0	1.0	1.0	1.0	1.0
Victim/Witness Liaison	2.0	5.0	6.0	6.0	5.0
Police Witness/Coordinator	1.0	1.0	1.0	0.0	0.0
Domestic Violence Coordinator	1.0	1.0	1.0	0.0	1.0
Investigator	1.0	2.0	2.0	2.0	2.0
Executive Administrator	0.0	0.0	0.0	3.0	3.0
Unit Supervisor	0.0	0.0	0.0	3.0	3.0
Administrative Secretary	1.0	1.0	1.0	0.0	0.0
Administrative Assistant	0.0	0.0	1.0	0.0	0.0
Administrative Associate	0.0	0.0	1.0	0.0	0.0
Secretary	7.8	9.6	10.6	10.0	12.0
Receptionist/Secretary	0.0	0.0	0.8	0.8	0.8
Network Specialist III	0.0	0.0	1.0	1.0	1.0
Part-time positions	0.6	0.8	1.0	1.0	2.6
General Fund Full Time Equivalent	**28.4**	**37.4**	**45.4**	**45.8**	**49.4**
CHILD SUPPORT GRANT					
Assistant State's Attorney	1.8	1.8	1.8	1.8	1.8
Legal Specialist	6.0	6.0	6.0	6.0	6.0
Administrative Associate	0.0	0.0	1.0	1.0	1.0
Computer Technician	0.8	0.6	0.6	0.0	0.0
Part-time positions	0.0	0.0	0.0	0.6	0.6
Child Support Full Time Equivalent	**8.6**	**8.4**	**9.4**	**9.4**	**9.4**
Total Full Time Equivalent	**37.0**	**45.8**	**54.8**	**55.2**	**58.8**

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

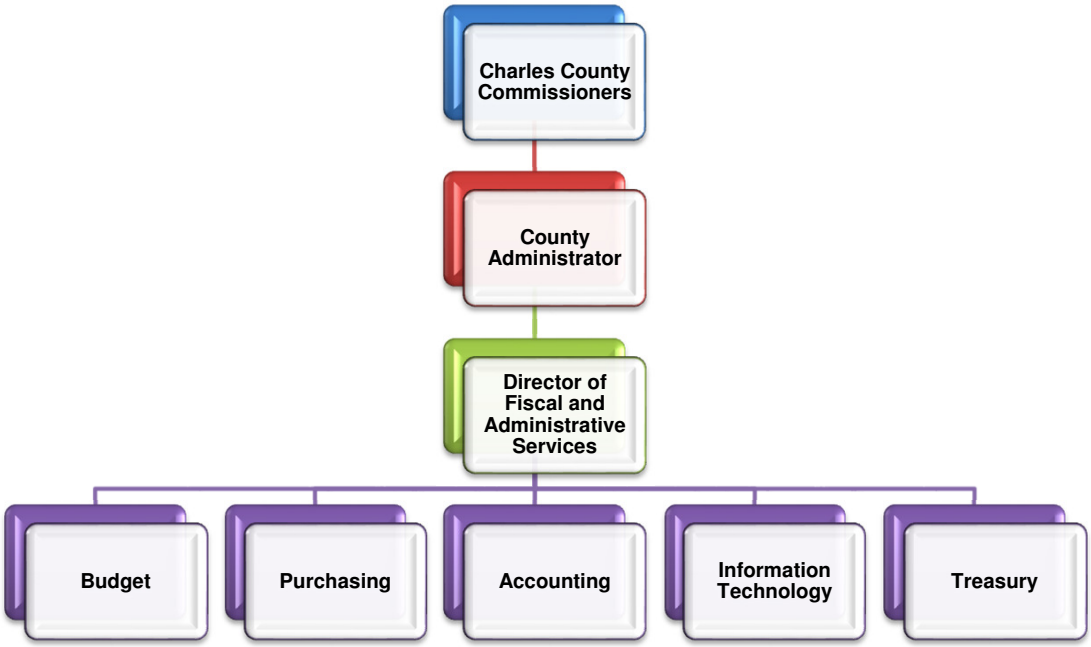
Goals:

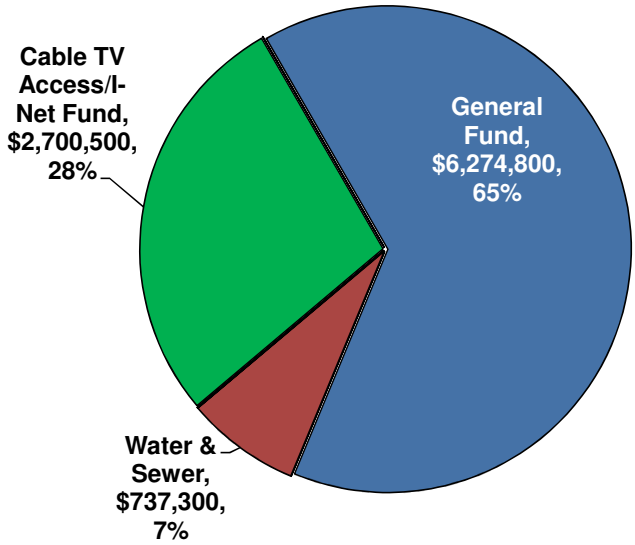
The State's Attorney's Office is responsible for the enforcement of State criminal laws within the geographical borders of the County.

Fiscal & Administrative Services Summary

David Eicholtz, 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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$3,318,680	$3,428,500	$3,515,000	$3,454,300	$25,800	0.8%
Fringe Benefits	1,162,930	1,192,500	1,125,300	1,095,700	(96,800)	-8.1%
Operating Costs	1,393,200	1,364,000	1,809,000	1,724,800	360,800	26.5%
Total Expenditures	$5,874,809	$5,985,000	$6,449,300	$6,274,800	$289,800	4.8%
Revenues	$317,904	$326,100	$440,100	$440,100	$114,000	35.0%

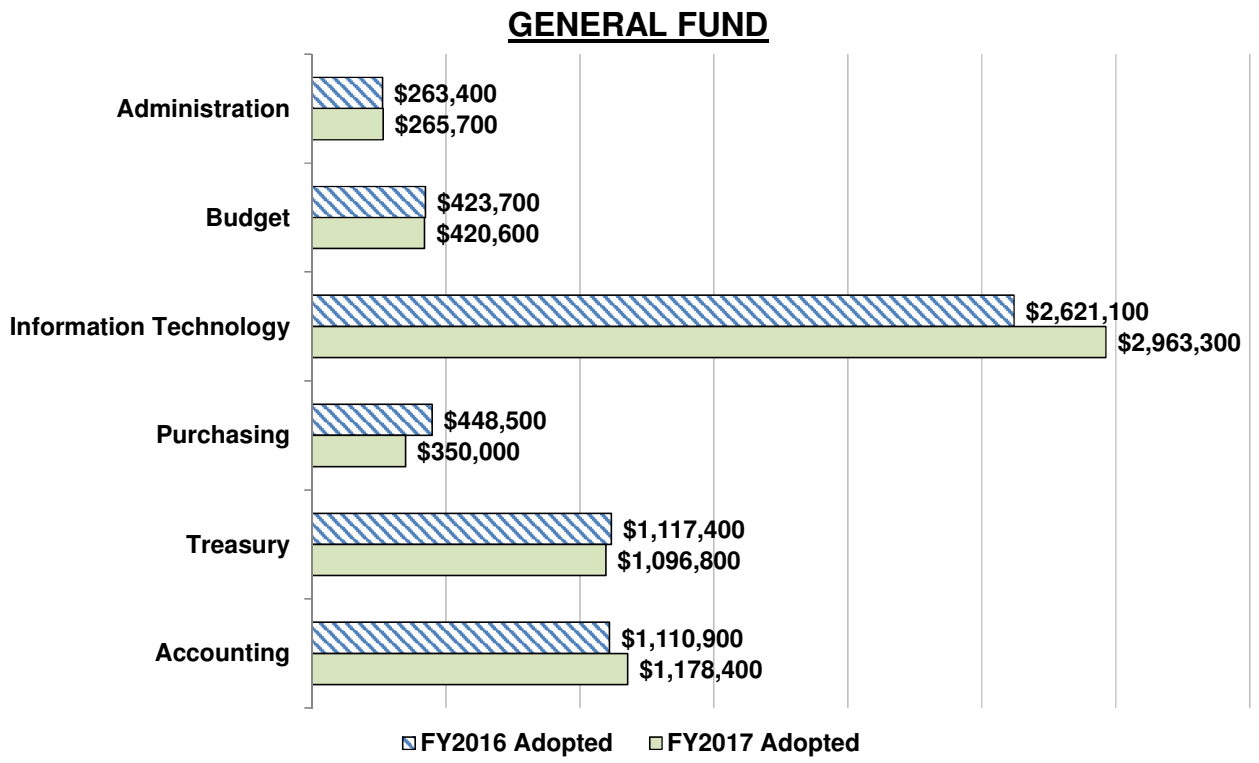


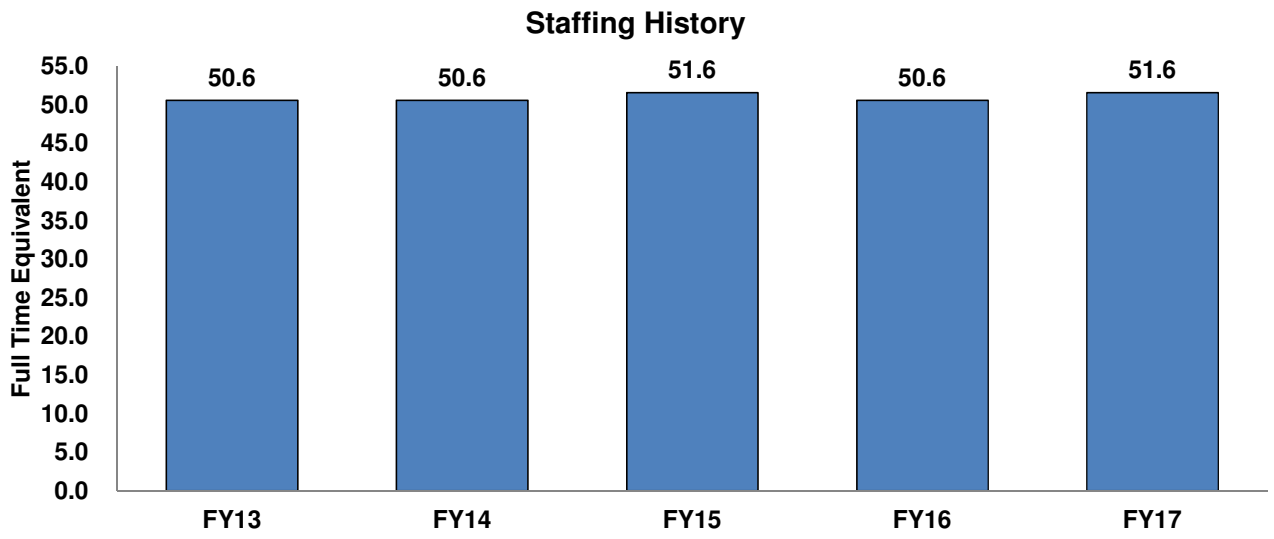


TOTAL FY2017 DEPARTMENT BUDGET
$9,712,600
(Totals for funds other than the General Fund exclude debt service payments.)

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

Fiscal & Administrative Services Expenditure and Staff History





Positions by Program:	FY13	FY14	FY15	FY16	FY17
Administration	2.0	2.0	2.0	2.0	2.0
Budget	4.0	4.0	4.0	4.0	4.0
Information Technology	14.8	14.8	14.8	14.8	14.8
Purchasing	5.0	5.0	5.0	4.0	4.0
Accounting	10.8	10.8	11.8	11.8	12.8
Treasury	14.0	14.0	14.0	14.0	14.0
Total Full Time Equivalent	**50.6**	**50.6**	**51.6**	**50.6**	**51.6**

Fiscal & Administrative Services

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$187,820	$190,900	$195,100	$195,100	$4,200	2.2%
Fringe Benefits	60,207	62,100	57,800	57,800	(4,300)	-6.9%
Operating Costs	8,165	10,400	10,100	12,800	2,400	23.1%
Total Expenditures	$256,192	$263,400	$263,000	$265,700	$2,300	0.9%

Changes and Useful Information:

- The increase in **Operating Costs** includes adjusting the Indirect Cost Allocation Plan budget which needs to be revised due to the reorganization of County Government.

Description:

The Administrative Division of Fiscal & Administrative Services supervises the Accounting, Budget, Information Technology, Purchasing and Treasury Divisions of County Government. The Director serves as a committee member in the administration and management of various employee benefit plans on behalf of the County's public safety and general employees.
Additionally, the Administrative Division is responsible for securing major equipment through lease purchase financing and is responsible for the planning and issuance of long term debt for all bond financed capital projects. This Division maintains professional relationships with the County's Bond Rating Agencies, Financial Advisors, Banking Institutions, and Bond Counsel. The Director serves as Financial Advisor to the Board of County Commissioners and County Administrator.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Director of Fiscal & Administrative Services	1.0	1.0	1.0	1.0	1.0
Fiscal Service Specialist	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**2.0**	**2.0**	**2.0**	**2.0**	**2.0**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
# Meetings Scheduled	839	1,132	994	950	1,000
# Letters/Memorandums Typed	830	624	700	650	675
# Mail received/mailed	3,670	3,292	3,018	3,150	3,100

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

# of Pension Plans/Trust Fund Plans Administered	4	4	4	4	4
Market Value of Pension/Trust Fund Plans	$314,006,006	$373,259,011	$396,280,259	$377,293,000	$406,533,208

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

Value of Capital Lease Agreement	$2,459,700	$6,346,800	$8,220,700	$8,452,000	$3,977,200
Value of Bond Issue	$28,200,000	delay issue	$34,700,000	$34,800,000	$36,800,000

Fiscal & Administrative Services

Department: Fiscal & Administrative Services 01.04.04
Division\Program: Budget Fund: General
Program Administrator: Jenifer Ellin, Chief of Budget
www.charlescountymd.gov/fas/budget/budget

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$304,350	$311,000	$315,200	$315,200	$4,200	1.4%
Fringe Benefits	108,405	106,700	99,400	99,400	(7,300)	-6.8%
Operating Costs	4,777	6,000	6,000	6,000	0	0.0%
Total Expenditures	$417,533	$423,700	$420,600	$420,600	($3,100)	-0.7%
Revenues	$126,984	$142,500	$166,800	$166,800	$24,300	17.1%

Changes and Useful Information:

- **Revenues** are associated with the indirect cost reimbursement for work dealing with grants and was determined based on salary levels. Increased allocations are based on the most recent cost allocation plan.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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: Jenifer Ellin, Chief of Budget

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	99.3%	98.2%	99.1%	98.9%	98.9%
General Fund Expense	97.7%	98.3%	98.8%	98.2%	98.2%
Water & Sewer Revenue	98.2%	95.9%	96.1%	96.7%	96.7%
Water & Sewer Expense	96.4%	95.0%	91.4%	94.3%	94.3%
Landfill Revenue	96.8%	95.5%	89.1%	93.8%	93.8%
Landfill Expense	99.9%	94.3%	94.3%	96.2%	96.2%
Cable Revenue	97.0%	98.8%	99.1%	98.3%	98.3%
Cable Expense	96.7%	91.2%	96.0%	94.6%	94.6%
Environmental Service Fund Revenue	97.7%	95.9%	97.3%	97.0%	97.0%
Environmental Service Fund Expense	94.9%	95.2%	99.5%	96.5%	96.5%
Watershed Revenue	N/A	99.8%	98.2%	98.2%	98.2%
Watershed Expense	N/A	76.3%	85.4%	96.5%	96.5%

FY16 Projected is based on a three year average of actual results.
FY17 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	526	562	606	584	584
-Avg. # of days from request to approval					
Department Head Level	2.3	4.1	4.2	4.0	4.0
County Administrator	N/A	N/A	3.7	3.7	3.7
County Commissioners	13.2	13.5	16.5	14.4	14.4
FY14 Actual figures are estimated because actuals are unavailable due to changes to the automated system.					
# of budget line items to maintain	14,337	14,672	14,900	15,000	15,300

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$1,114,810	$1,127,800	$1,137,500	$1,137,500	$9,700	0.9%
Fringe Benefits	402,268	413,000	379,900	379,900	(33,100)	-8.0%
Operating Costs	1,088,581	1,080,300	1,526,900	1,445,900	365,600	33.8%
Total Expenditures	$2,605,659	$2,621,100	$3,044,300	$2,963,300	$342,200	13.1%

Changes and Useful Information:

- The **Operating Costs** increase was for the following reasons:
  -Additional funds were provided primarily for the purchase of software for Emergency Services and Human Resources to improve efficiencies.
  -Additional software maintenance to cover Cartegraph, Sencha Software (mobile application development), Family Medical Leave Act Manager, ACOM EZPRINT (easy design software), ESRI desktop (GIS software), NeoGov (Human Resources application system), ICMA (International City/County Management Association) software, and Crypto Complete (IBM/I-series).

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 Help Desk.

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

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Information Technology	1.0	1.0	1.0	1.0	1.0
Applications Manager	1.0	1.0	1.0	1.0	1.0
Network Manager	1.0	1.0	1.0	1.0	1.0
I.T. Security Specialist	0.0	0.0	0.0	1.0	1.0
Systems Analyst II	4.0	4.0	4.0	4.0	4.0
Network Specialist III	4.0	4.0	5.0	5.0	5.0
Webmaster	1.0	1.0	1.0	1.0	1.0
Systems Analyst I	1.0	1.0	1.0	1.0	1.0
Systems Analyst I/CAD Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist II	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist 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	0.5	0.5	1.7	1.7	1.7
Total Full Time Equivalent	**21.5**	**21.5**	**23.7**	**24.7**	**24.7**
Allocated to Cable TV / I-Net Fund	(4.6)	(4.6)	(5.8)	(6.8)	(6.8)
Allocated to W&S Enterprise Fund	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Allocated to State's Attorney's Office	0.0	0.0	(1.0)	(1.0)	(1.0)
Net Cost to General Fund	**14.8**	**14.8**	**14.8**	**14.8**	**14.8**

Fiscal & Administrative Services

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

Objectives & Measurements:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 Estimated**
Objective: Provide technical support and assistance with computer related requests.					
# of work requests completed	1,284	1,445	1,499	1,550	1,600
# of help desk calls completed	9,286	10,669	10,474	11,000	11,000
# of users supported	568	591	702	732	742
Objective: Operate, maintain and enhance the information technology network infrastructure.					
# of PCs/laptops/tablets supported	843	892	922	970	985
# of network servers supported	120	150	149	155	158
# of virtual servers supported	57	77	87	97	105
Objective: Provide and maintain an informative and current Charles County Government website.					
Average website page views per month	228,013	288,197	325,358	335,000	350,000
Average unique visitors per month *(repeat visitors only counted once)*	42,363	49,007	56,128	57,000	60,100
Objective: Provide telephone and voice mail service for selected county departments and agencies.					
# of buildings supported	32	40	40	40	40
# of I/P telephones supported	727	745	692	702	712
# of non I/P telephones supported	80	116	103	95	95
# of CCG owned devices supported	138	144	130	140	150
# of employee owned devices supported	53	78	89	95	110

Fiscal & Administrative Services

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$249,210	$302,000	$271,000	$243,200	($58,800)	-19.5%
Fringe Benefits	118,020	129,600	111,600	98,100	(31,500)	-24.3%
Operating Costs	16,183	16,900	9,000	8,700	(8,200)	-48.5%
Total Expenditures	$383,413	$448,500	$391,600	$350,000	($98,500)	-22.0%

Changes and Useful Information:

- The total FY2017 budget reflects the transfer of the Purchasing Programs Outreach Administrative position to the Economic Development Department which occurred during FY2016.

Description:

Purchasing is responsible for conducting formal procurement of commodities, equipment, services, and construction; oversight of non-formal procurement conducted by departments over which the County Commissioners exercise expenditure control; and disposal of surplus property.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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.	1.0	1.0	1.0	0.0	0.0
Senior Procurement Specialist	0.0	0.0	1.0	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
Total Full Time Equivalent	**6.0**	**6.0**	**7.0**	**6.0**	**6.0**
Allocated to Capital Projects	(1.0)	(1.0)	(2.0)	(2.0)	(2.0)
Net Cost to General Fund	**5.0**	**5.0**	**5.0**	**4.0**	**4.0**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: *To provide accurate and efficient processing of purchase orders.*					
Total Purchase Orders processed	1,249	1,485	1,538	1,600	1,600
Total Purchase Order value	$25,881,421	$32,909,157	$29,079,994	$32,000,000	$35,000,000
Average PO amount (PO value/# of POs)	$20,722	$22,161	$18,908	$20,000	$20,000

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, sole source and utilization of other governments' contracts for significant amounts, utilization of significant dollar value of other governments' contracts, intergovernmental agreements, and disposal of property via auction. Cost avoidance is used to estimate the level of savings achieved as a result of employing a formal bidding process in the procurement of goods and services. The ultimate objectives under these two elements is to reduce bidding/contracting problems, and to increase cost avoidance, to the extent(s) possible.*

Number of significant procurement activities	48	59	67	70	75
$ Amount of significant procurement activities	N/A	$35,455,174	$20,679,318	$26,000,000	$28,000,000
Number of bid/award protests	1	0	0	1	0
Cost avoidance (Avg. bid minus low bid)	$2,289,786	$5,625,553	$2,189,910	$2,500,000	$2,500,000

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

MBE Participation	22.3%	28.2%	51.0%	28.0%	30.0%

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$749,900	$777,700	$843,200	$843,200	$65,500	8.4%
Fringe Benefits	250,984	255,300	255,000	255,000	(300)	-0.1%
Operating Costs	72,005	77,900	84,200	80,200	2,300	3.0%
Total Expenditures	$1,072,888	$1,110,900	$1,182,400	$1,178,400	$67,500	6.1%
Revenues	$56,797	$63,200	$140,900	$140,900	$77,700	122.9%

Changes and Useful Information:

- **Personal Services** includes approved salary increases as well as funds for a new Accounting Officer position to enhance decision making authority and operational efficiency within the division.
- The **Operating Costs** increase is based on the contract agreement for auditing fees.
- **Revenues** are associated with the indirect cost reimbursement to the Enterprise Funds and the purchasing card program. The FY2017 increase funds the new Accounting Officer position.

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

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

Annual financial reports are prepared, audited by external auditors, and submitted to the State as required. The Accounting division was awarded the "Certificate of Achievement for Excellence in Financial Reporting" for FY02 through FY15 by the Government Finance Officers, Association of the United States and Canada.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Accounting	1.0	1.0	1.0	1.0	1.0
Accounting Officer	0.0	0.0	0.0	0.0	1.0
Senior 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
Accountant	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0	1.0	1.0
Accounting Technician	2.0	2.0	3.0	3.0	3.0
Payroll Manager	1.0	1.0	1.0	1.0	1.0
Payroll Analyst	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	1.0	1.0	1.0	1.0	1.0
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
Utility Billing Specialist	4.8	5.0	5.0	6.0	6.0
Total Full Time Equivalent	**17.8**	**18.0**	**19.0**	**20.0**	**21.0**
Allocated to W&S Fund	(7.1)	(7.3)	(7.3)	(8.3)	(8.3)
Net Cost to General Fund	**10.8**	**10.8**	**11.8**	**11.8**	**12.8**

Fiscal & Administrative Services

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

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	44,361	53,343	56,644	57,000	58,000
- average days to process	6	6	6	6	6
- % timely payments	85%	85%	85%	85%	85%
Objective: Process all 1099's required by law by the due date.					
# of 1099's issued (calendar)	697	750	750	760	765
Objective: Process transactions and maintain accurate records of capital assets owned by the County.					
# of fixed assets maintained	3,332	3,577	3,799	3,825	4,000

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$712,590	$719,100	$753,000	$720,100	$1,000	0.1%
Fringe Benefits	223,045	225,800	221,600	205,500	(20,300)	-9.0%
Operating Costs	203,489	172,500	172,800	171,200	(1,300)	-0.8%
Total Expenditures	1,139,124	1,117,400	1,147,400	1,096,800	($20,600)	-1.8%
Revenues	$134,123	$120,400	$132,400	$132,400	$12,000	10.0%

Changes and Useful Information:

- **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. The Treasury Division is also responsible for the collection of recordation and county transfer tax.
All accounts payable and Section 8 rental assistance checks are disbursed by this office. The Division must assure that all deposited funds are adequately collateralized.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Treasury	1.0	1.0	1.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
Senior Tax Specialist	1.0	1.0	1.0	1.0	1.0
Tax Specialist	3.0	3.0	3.0	3.0	3.0
Deed Specialist	2.0	2.0	2.0	2.0	2.0
Revenue Specialist	6.0	6.0	6.0	6.0	6.0
Total Full Time Equivalent	**14.0**	**14.0**	**14.0**	**14.0**	**14.0**

Fiscal & Administrative Services

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

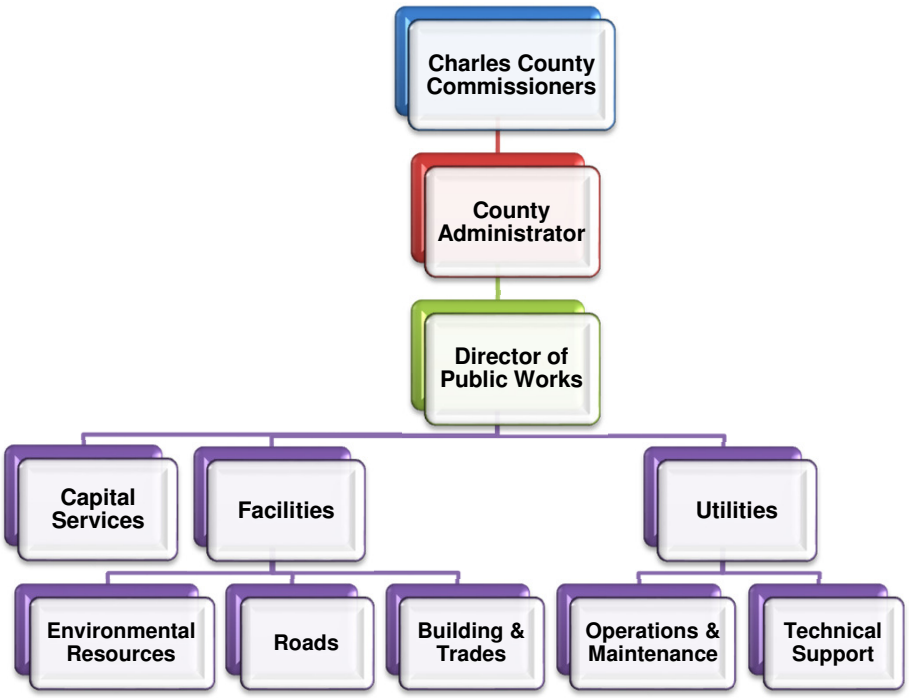
Objectives & Measurements:

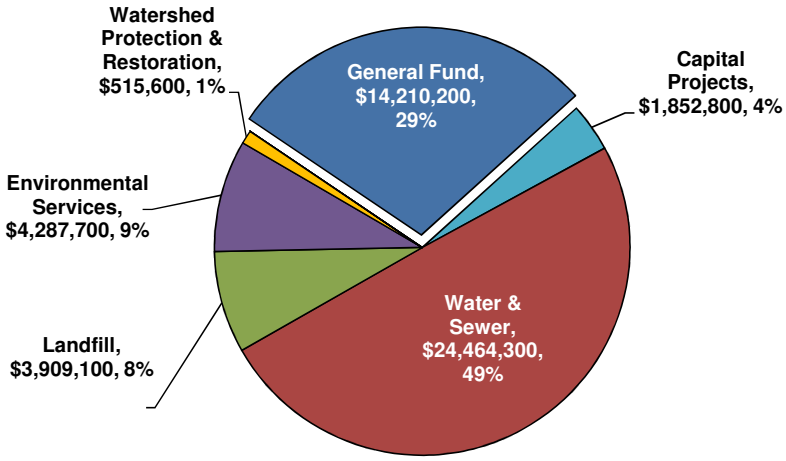
	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Revenue Specialists: *Objective: To process cash receipt transactions in a timely, efficient, accurate and professional manner.*					
Total number of Transactions	279,925	299,597	321,375	330,000	337,000
- # of tax transactions	95,041	96,568	99,342	100,000	101,000
- # of utility transactions	125,872	127,236	135,528	140,000	143,000
- # of other transactions	59,012	75,793	86,505	90,000	93,000
- $ amount of transactions ($000)	$319,000	$330,000	$360,000	$340,000	$370,000
per FTE	50,895	54,472	58,432	60,000	61,273
Deed Specialists: *Objective: To process recordation tax collections and deed verifications in a timely manner.*					
Recordation Tax instruments* (Deeds and Deeds of Trust)	6,925	8,917	7,207	7,500	8,000
Number of deed verifications	3,611	3,676	4,621	4,800	4,900
- per FTE	2,407	2,451	3,081	3,200	3,267
Tax Specialists: *Objective: To accurately maintain County tax property accounts.*					
# of tax accounts maintained	64,802	67,085	68,548	69,000	70,000
- per FTE	16,201	16,771	17,137	17,000	18,000
Objective: To respond to customer inquires in a timely manner (24 hours).					
# of customer inquiries	N/A	N/A	1,011	1,300	1,300
Response time (hours)	N/A	N/A	4	4	4
Objective: Timely deposit of funds.					
# of deposits	N/A	N/A	1,441	1,500	1,500
% of deposits completed	N/A	N/A	100%	100%	100%
Objective: To make full year tax information available to the public in a timely manner (10 days).					
# of tax bills	N/A	N/A	61,683	61,800	62,000
Days to have information	N/A	N/A	5	7	7

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$6,090,668	$6,019,600	$6,161,500	$5,961,500	($58,100)	-1.0%
Fringe Benefits	2,076,089	2,107,900	2,048,300	1,979,700	(128,200)	-6.1%
Operating Costs	6,583,865	6,220,600	6,412,800	6,269,000	48,400	0.8%
Capital Outlay / Maintenance	13,160	0	0	0	0	N/A
Total Expenditures	$14,763,782	$14,348,100	$14,622,600	$14,210,200	($137,900)	-1.0%
Revenues	$599,748	$613,300	$611,900	$611,900	($1,400)	-0.2%
Total Expenditures as % of Budget:	**3.9%**	**3.9%**	**3.7%**	**3.8%**		



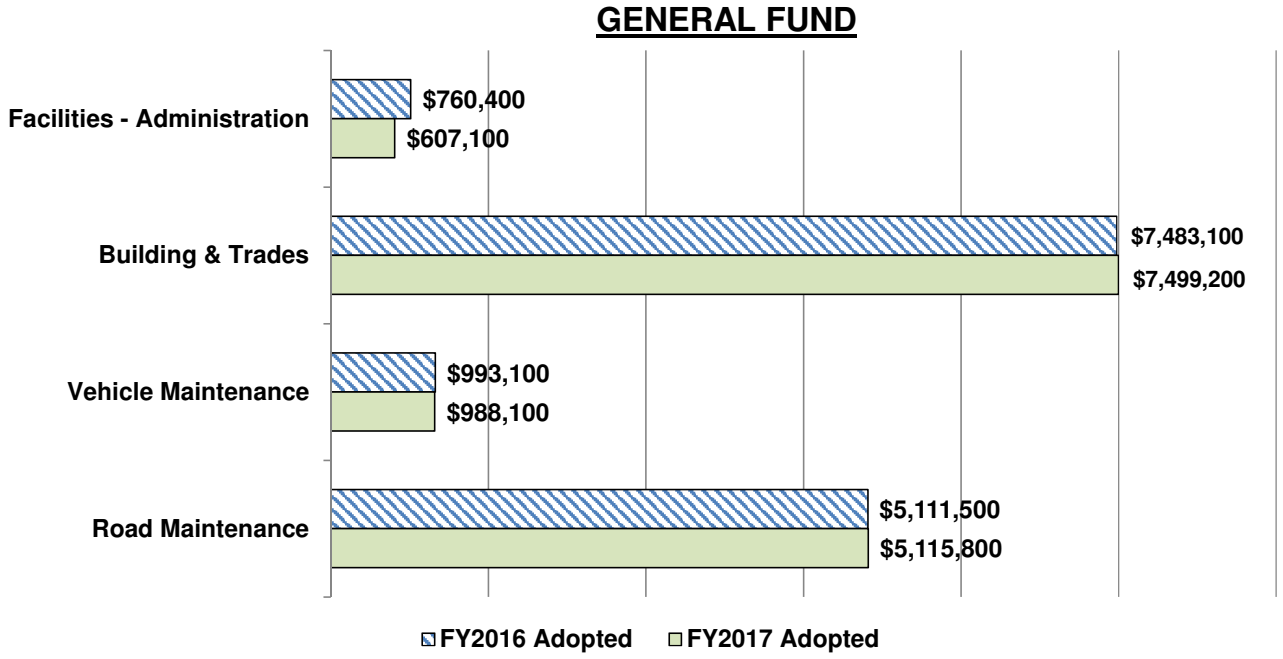


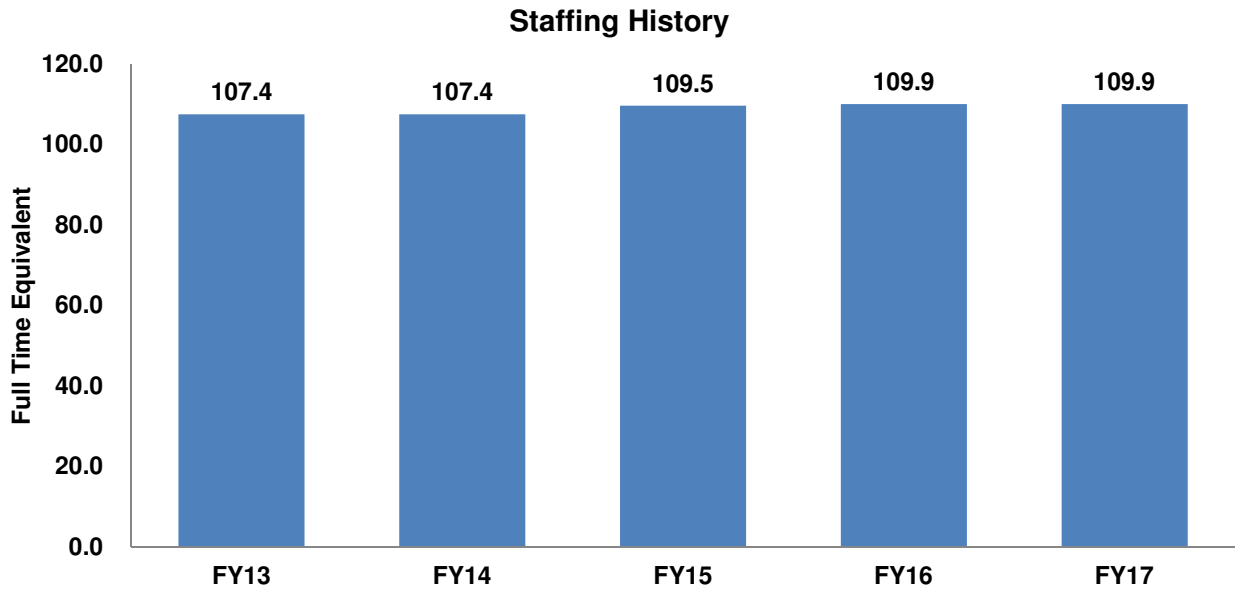
TOTAL FY2017 DEPARTMENT BUDGET
$49,239,700

(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:	FY13	FY14	FY15	FY16	FY17
Facilities - Administration	8.8	8.8	8.8	8.4	6.9
Building & Trades	50.7	50.7	52.8	52.8	52.8
Vehicle Maintenance	8.6	8.6	8.6	9.6	9.6
Road Maintenance	39.3	39.3	39.3	39.3	40.6
Total Full Time Equivalent	**107.4**	**107.4**	**109.5**	**110.1**	**109.9**

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$517,066	$524,000	$412,400	$412,400	($111,600)	-21.3%
Fringe Benefits	205,394	203,100	158,400	158,400	(44,700)	-22.0%
Operating Costs	26,277	33,300	44,800	36,300	3,000	9.0%
Capital Outlay	13,040	0	0	0	0	N/A
Total Expenditures	$761,776	$760,400	$615,600	$607,100	($153,300)	-20.2%
Revenues	$9,032	$11,000	$9,000	$9,000	($2,000)	-18.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and was adjusted based on staffing levels after the reorganization.
- The **Operating Costs** budget increase was to cover maintenance for the copier machine.
- **Revenues** were adjusted based on actual. Revenues are from agencies that use the County's fuel pumps.

Description:

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

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

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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
Inventory & Fleet Mgmt Operations Manager	0.0	0.0	1.0	1.0	1.0
Financial Support Manager	1.0	1.0	1.0	1.0	1.0
Environmental Compliance Officer	0.0	1.0	1.0	1.0	1.0
Inventory Control Coordinator	1.0	1.0	0.0	0.0	0.0
Inventory Control Specialist	0.0	0.0	1.0	1.0	1.0
Public Facilities Specialist	1.0	1.0	1.0	1.0	0.0
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Associate	2.0	2.0	2.0	3.0	3.0
Inventory Control Associate	0.0	0.0	1.0	1.0	1.0
Office Associate II	1.0	1.0	1.0	0.0	0.0
Supply Clerk I	2.0	2.0	0.0	0.0	0.0
Total Full Time Equivalent	**11.0**	**12.0**	**12.0**	**12.0**	**11.0**
Allocated to W&S Enterprise Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Allocated to Solid Waste Enterprise Fund	(0.8)	(0.8)	(0.8)	(0.9)	(0.9)
Allocated to Environmental Srvc. Fee Fund	(0.4)	(0.4)	(0.4)	(0.8)	(0.8)
Allocated to Watershed Restoration Fund	0.0	(1.0)	(1.0)	(1.0)	(1.0)
Allocated to Capital Projects	0.0	0.0	0.0	0.0	(0.5)
Net Cost to General Fund	**8.8**	**8.8**	**8.8**	**8.4**	**6.9**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: Amount of requisitions received internally (DPF) and from Purchasing.					
Requisitions Processed	565	649	724	750	800
Objective: Amount of citizen issues that are resolved via telephone, in person or in writing.					
Number of constituent issues	624	648	685	700	700
Objective: Number of transactions of items obtained through Inventory Control.					
# of inventory transactions	88,418	90,124	86,537	94,000	96,000
-transactions per FTE	44,209	45,062	43,269	47,000	48,000

Public Works

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$2,777,220	$2,799,900	$2,965,500	$2,809,700	$9,800	0.4%
Fringe Benefits	941,050	968,200	995,100	928,900	(39,300)	-4.1%
Operating Costs	3,306,302	3,715,000	3,784,400	3,760,600	45,600	1.2%
Capital Outlay	120	0	0	0	0	N/A
Total Expenditures	$7,024,691	$7,483,100	$7,745,000	$7,499,200	$16,100	0.2%
Revenues	$590,716	$602,300	$602,900	$602,900	$600	0.1%

Changes and Useful Information:

- The **Operating Costs** were adjusted based on the following:
  -Project Outsourcing was increased due to high demand projects and for unforeseen emergencies and catastrophic failures.
  - Includes the full year impact of the Smallwood Park and Ride.
  -Utilities and Electricity were decreased based on current trends and funding for the Golf Course was transferred to the Recreation, Parks and Tourism Department.
- **Revenues** represent funds received from the Health Department and the Courthouse.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Building & Trades	1.0	1.0	1.0	1.0	1.0
Operations Manager	1.0	1.0	1.0	1.0	1.0
CIP Construction Project Manager	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Superintendent	3.0	3.0	3.0	3.0	3.0
Construction Superintendent	1.0	1.0	1.0	1.0	1.0
Construction Supervisor	1.0	1.0	1.0	1.0	1.0
HVAC Supervisor	1.0	1.0	1.0	1.0	1.0
Custodial Superintendent	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician III	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician III	4.0	4.0	4.0	4.0	4.0
Custodial Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician II	3.0	3.0	3.0	3.0	3.0
Facilities Maintenance Technician II	8.0	8.0	8.0	8.0	8.0
Electrician I	2.0	2.0	2.0	2.0	2.0
Facilities Maintenance Technician I	2.0	2.0	2.0	2.0	2.0
Custodial Worker II	3.0	3.0	4.0	4.0	4.0
Custodial Worker I	14.7	14.7	14.7	14.7	14.7
Part-time Positions	3.0	3.0	4.1	4.1	4.1
Total Full Time Equivalent	**53.7**	**53.7**	**55.8**	**55.8**	**55.8**
Allocated to W&S Enterprise Fund	(3.0)	(3.0)	(3.0)	(3.0)	(3.0)
Net Cost to General Fund	**50.7**	**50.7**	**52.8**	**52.8**	**52.8**

Public Works

Department: Public Works 01.05.33
Division\Program: Building & Trades Fund: General
Program Administrator: John Earle, Chief of Building & Trades

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To ensure a safe, satisfactory and comfortable work environment.					
Square Footage Maintained	1,034,260	1,044,460	1,285,246	1,300,000	1,325,000
# of FTE	28	28	28	28	28
Per FTE	36,938	37,302	45,902	46,429	47,321
Objective: To ensure all facilities are maintained to a safe and comfortable standard.					
# of Work orders Received	N/A	6,474	5,674	6,325	6,950
work orders per FTE	N/A	249	218	243	267
Objective: To ensure proper and safe operation of all systems with minimal down time.					
Preventive Maintenance performed	395	852	937	950	975
work orders per FTE	44	95	104	106	108

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$505,746	$578,800	$587,500	$587,500	$8,700	1.5%
Fringe Benefits	175,204	190,100	182,500	182,500	(7,600)	-4.0%
Operating Costs	190,407	224,200	218,900	218,100	(6,100)	-2.7%
Total Expenditures	$871,357	$993,100	$988,900	$988,100	($5,000)	-0.5%

Changes and Useful Information:

- The **Operating Costs** decrease was mainly due to adjustments in Vehicle Fuel and Contract Services.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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 Recreation Enterprise Fund	(1.0)	(1.0)	(1.0)	0.0	0.0
Net Cost to General Fund	**8.6**	**8.6**	**8.6**	**9.6**	**9.6**

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To complete all work orders promptly to ensure minimum downtime.					
Work orders	5,044	5,601	5,378	5,560	5,600
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	1,428	1,457	1,347	1,410	1,440
# of vehicles maintained	852	887	906	920	935

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$2,290,637	$2,116,900	$2,196,100	$2,151,900	$35,000	1.7%
Fringe Benefits	754,441	746,500	712,300	709,900	(36,600)	-4.9%
Operating Costs	3,060,880	2,248,100	2,364,700	2,254,000	5,900	0.3%
Total Expenditures	$6,105,957	$5,111,500	$5,273,100	$5,115,800	$4,300	0.1%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and additional funds to allow part time Road Flaggers to work year round.
- The **Operating Costs** increase provides funding to cover repairs due to the growing citizen demand, work request, and increased number of roads/miles accepted.
- Roads division budget includes $789,900 for storm events.

Description:

The Roads Division performs repair and maintenance for over 1,670 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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Roads	1.0	1.0	1.0	1.0	1.0
Roads Superintendent	2.0	2.0	2.0	2.0	2.0
Road Project Manager	1.0	1.0	1.0	1.0	1.0
Bridge Mgmt/Project Manager	1.0	1.0	1.0	1.0	1.0
Special Projects Manager-Pavement	1.0	1.0	1.0	1.0	1.0
Road Maintenance Supervisor	5.0	5.0	5.0	5.0	5.0
Traffic/Sign Crew Leader	1.0	1.0	1.0	1.0	1.0
Sign Shop Manager	1.0	1.0	1.0	1.0	1.0
Citizen Request Coordinator	1.0	1.0	1.0	1.0	1.0
Equipment Operator IV	1.0	1.0	1.0	1.0	1.0
Equipment Operator III	7.0	7.0	7.0	7.0	7.0
Equipment Operator II	12.0	12.0	12.0	12.0	12.0
Part Time Positions	5.7	5.7	5.7	5.7	7.0
Total Full Time Equivalent	**39.7**	**39.7**	**39.7**	**39.7**	**41.0**
Allocated to Capital Projects	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
Net Cost to General Fund	**39.3**	**39.3**	**39.3**	**39.3**	**40.6**

Objectives & Measurements:

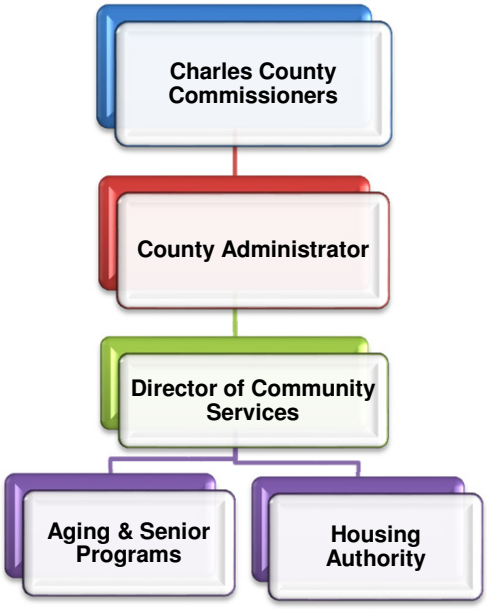
	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To assure safe & smooth surfaced roads, cost per mile depends on width of roadway.					
Miles resurfaced	63	58	66	65	60
Cost per Mile:					
Asphalt	$175,000	$199,449	$149,618	$150,000	$200,000
Slurry	$35,500	$29,488	$42,125	$30,000	$45,000
Modified Seal	$19,600	$20,658	$23,147	$25,000	$24,000
Crack Seal	$3,200	$3,552	$3,593	$3,600	$3,700
% of Miles Resurfaced	3.88%	3.49%	3.95%	3.82%	3.48%
Objective: To repair all reported potholes within 24 hours.					
Number of Pothole Reports	107	306	268	250	250
Objective: To provide maximum road maintenance with minimum number of staff.					
# of lane miles maintained **	1,625	1,662	1,672	1,700	1,725
- # of employees	35	35	35	35	35
- per FTE	46.4	47.5	47.8	48.6	49.3

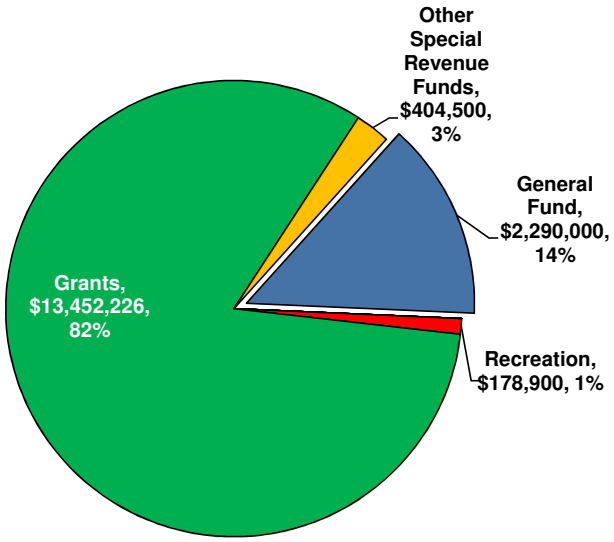
***Refined methodology with laser road profiling technology, consistent with SHA.*

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$1,398,558	$1,531,500	$1,304,700	$1,248,900	($282,600)	-18.5%
Fringe Benefits	494,805	510,700	461,300	440,300	(70,400)	-13.8%
Operating Costs	299,478	348,900	338,400	338,400	(10,500)	-3.0%
Agency Funding	46,863	50,000	50,000	50,000	0	0.0%
Transfers Out	138,872	361,300	300,200	212,400	(148,900)	-41.2%
Total Expenditures	$2,378,576	$2,802,400	$2,454,600	$2,290,000	($512,400)	-18.3%
Revenues	$3,000	$7,200	$7,200	$7,200	$0	0.0%
Total Expenditures as % of Budget:	**0.6%**	**0.8%**	**0.6%**	**0.6%**		





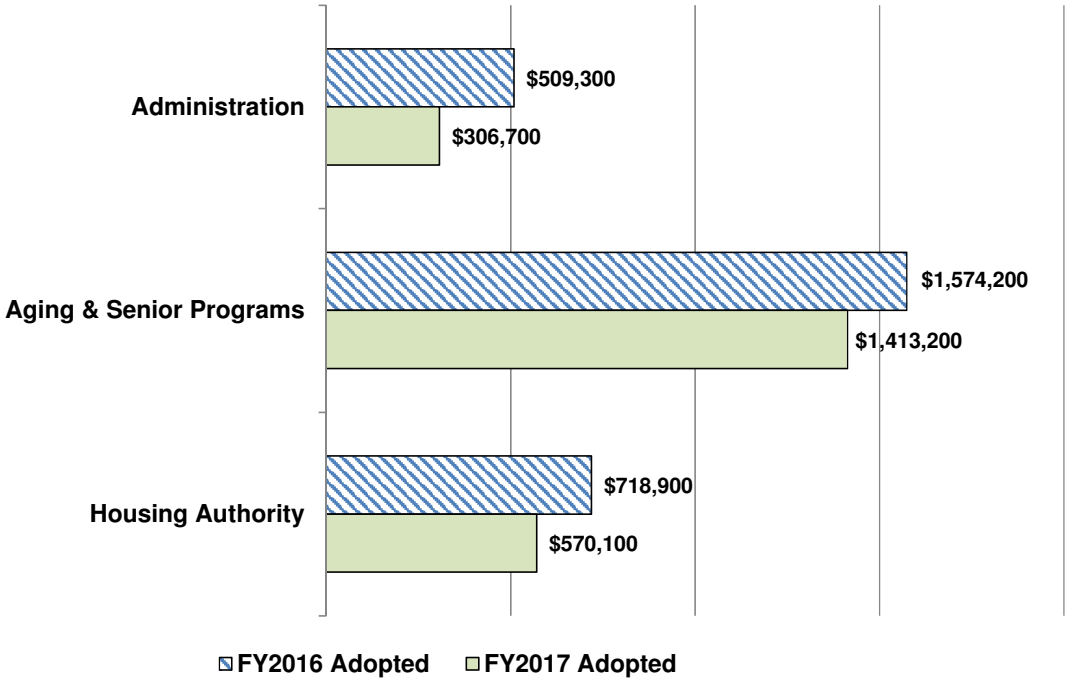
TOTAL FY2017 DEPARTMENT BUDGET
$16,325,626

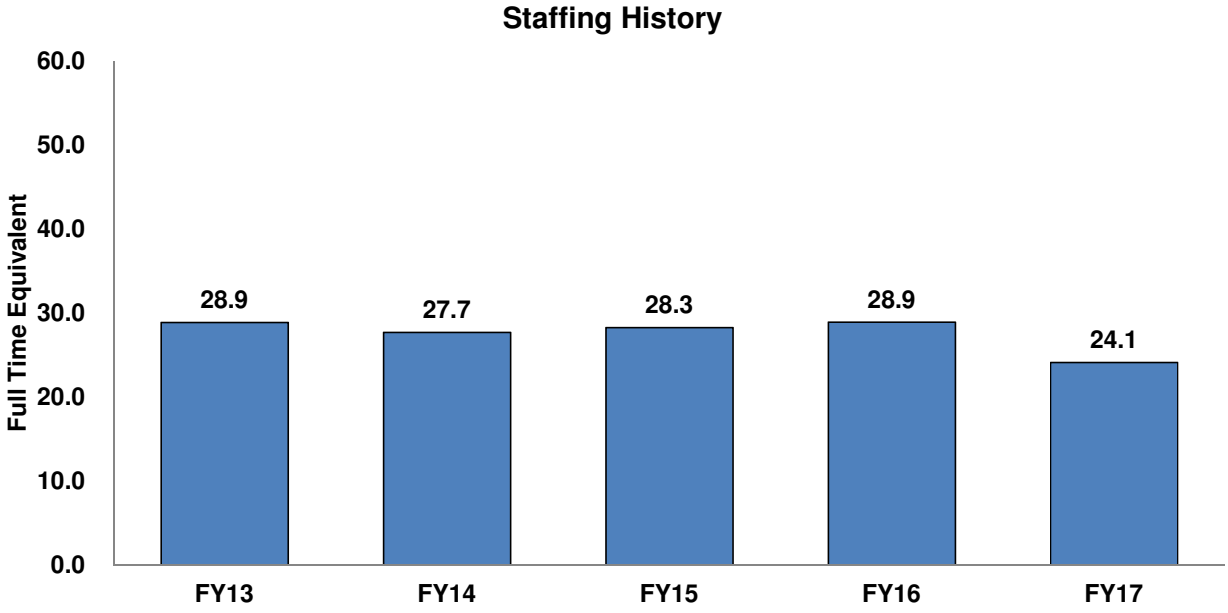
(Totals for funds other than the General Fund exclude transfers-in from the General Fund, debt service, and funding for future reserves.)

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

Community Services Expenditure and Staff History

GENERAL FUND





Positions by Program:	FY13	FY14	FY15	FY16	FY17
Administration	5.0	5.0	5.5	5.5	3.0
Aging & Senior Programs	20.6	19.4	19.5	20.2	17.9
Housing Authority	3.2	3.2	3.2	3.2	3.2
Total Full Time Equivalent	**28.9**	**27.7**	**28.3**	**28.9**	**24.1**

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$330,924	$341,400	$188,500	$188,500	($152,900)	-44.8%
Fringe Benefits	95,553	93,400	51,400	51,400	(42,000)	-45.0%
Operating Costs	21,881	24,500	16,800	16,800	(7,700)	-31.4%
Agency Funding	46,863	50,000	50,000	50,000	0	0.0%
Total Expenditures	$495,220	$509,300	$306,700	$306,700	($202,600)	-39.8%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and is based on staffing levels after a reorganization.

  - The following positions were transferred to the new Department of Recreation, Parks, and Tourism: Assistant to Director, Program Manager, and 50% of the Office Associate.
- **Operating Costs** were adjusted for the reorganization.
- **Agency Funding** is for the Tri County Youth Services Summer Youth Employment Program.

Description:

The Department of Community Services is the most direct link between County Government and the public. The Department provides programs and services that affect every part of the population, consisting of four major programs, each with its own focus, all with the same goal: to provide quality programs and services to Charles County residents. The overall direction and goals for the Department of Community Services are established within the Administration Division.

The Director, working closely with the County Commissioners and the division chiefs, creates the framework for addressing community needs. The Administration Division is also responsible for the direct supervision of the child care programs.

The Department of Community Services oversees the Charles County Advocacy Council for Children, Youth, and Families (CCACCYF), the County's Local Management Board (LMB) which plans, manages, and evaluates services to families and children. Except for advocacy and information & referral services, the CCACCYF does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the CCACCYF receives state and federal funding which is managed within special revenue accounts.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Director of Community Services	0.8	0.8	0.8	0.8	0.8
Assistant to Director	1.0	1.0	1.0	1.0	0.0
Social Worker	1.0	1.0	1.0	1.0	1.0
Program Manager (Recreation)	1.0	1.0	1.0	1.0	0.0
Administrative Associate	0.8	0.8	0.8	0.8	0.8
Office Associate II	1.0	1.0	1.0	1.0	0.5
Part Time Positions	0.0	0.0	0.5	0.5	0.5
Total Full Time Equivalent	**5.6**	**5.6**	**6.1**	**6.1**	**3.6**
Allocated to Recreation Fund	0.0	(0.3)	(0.3)	0.0	0.0
Allocated to CCACCYF	0.0	0.0	0.0	(0.3)	(0.3)
Allocated to Housing Assistance Fund	(0.6)	(0.3)	(0.3)	(0.3)	(0.3)
Net Cost to General Fund	**5.0**	**5.0**	**5.5**	**5.5**	**3.0**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
*Vision 2020 Program Objectives (*New for FY2015 forward)*					
Total # of applications received each year	*	*	129	100	100
Total # of participant contacts made	*	*	Not tracked	800	1000

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$858,379	$969,400	$925,600	$869,800	($99,600)	-10.3%
Fringe Benefits	330,754	348,000	355,500	334,500	(13,500)	-3.9%
Operating Costs	152,347	179,500	178,800	178,800	(700)	-0.4%
Transfers Out	0	77,300	30,100	30,100	(47,200)	-61.1%
Total Expenditures	$1,341,480	$1,574,200	$1,490,000	$1,413,200	($161,000)	-10.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefit** decreases are the net result of staff turnover, approved salary increases, the transition of the Maryland Access Point (MAP) personnel to the General Fund, anticipated transfers relative to aging grants, and the transfer of the Fiscal Specialist position to the Recreation, Parks & Tourism Department.
- **Operating Costs** were reduced to meet current trends.
- The **Transfers Out** reduction is due to transition of the MAP Program to a fee for service program in FY2016.

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 and 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.

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

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

Community Services

Department: Community Services 01.06.21
Division\Program: Aging & Senior Programs Fund: General
Program Administrator: Dina Barclay, Chief of Aging & Senior Programs

Positions:	**FY13**	**FY14**	**FY15**	**FY16**	**FY17**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Director of Community Services	0.2	0.2	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
Aging & Disability Resource Center Coord.	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Center Mgr	1.0	1.0	1.0	1.0	1.0
Long Term Care Coordinator	1.0	1.0	1.0	1.0	1.0
Nutritionist	1.0	1.0	1.0	1.0	1.0
Home & Community Based Services Super.	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Ctr Specialist	1.0	1.0	1.0	1.0	1.0
Senior Center Coordinator	2.7	2.7	2.9	2.9	2.9
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	0.0
Program Specialist (Aging)	1.0	1.0	1.0	1.0	1.0
Physical Fitness Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.2	0.2	0.2	0.2	0.2
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	16.9	14.6	15.2	14.6	14.3
Total Full Time Equivalent	**35.0**	**32.7**	**33.4**	**32.9**	**31.5**
Allocated to Recreation Fund	(3.5)	(3.5)	(3.6)	(3.6)	(3.2)
Allocated to Grants	(10.9)	(9.8)	(10.3)	(9.1)	(10.4)
Net Cost to General Fund	**20.6**	**19.4**	**19.5**	**20.2**	**17.9**

Objectives & Measurements:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 Estimated**
Objective: To increase participation in Maryland Access Point (MAP)					
# of persons who accessed MAP for long term care support services & benefits coordination	801	1,100	1,747	1,750	1,800
Division Report Card Indicators					
# of registered seniors served (unduplicated)	3,701	4,041	4,233	4,250	4,300
Total Units of Service	235,591	240,457	245,589	247,000	247,500
Number of billable units for Medicaid Waiver	*	*	*	9,700	9,750

**New for FY2016*

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$209,255	$220,700	$190,600	$190,600	($30,100)	-13.6%
Fringe Benefits	68,498	69,300	54,400	54,400	(14,900)	-21.5%
Operating Costs	125,251	144,900	142,800	142,800	(2,100)	-1.4%
Transfers Out	138,872	284,000	270,100	182,300	(101,700)	-35.8%
Total Expenditures	$541,877	$718,900	$657,900	$570,100	($148,800)	-20.7%
Revenues	$3,000	$7,200	$7,200	$7,200	$0	0.0%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and adjustments for turnover.
- The **Transfer Out** budget represents the County's subsidy for the Housing and Urban Development (HUD) Housing Choice Voucher (HCV) Program. FY2017 funding was adjusted to estimated actual.
- **Revenues** represent Loan Fees. The flat budget is due to revenue pattern.

Description:

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

Programs are funded in conjunction with the US Department of Housing and Urban Development (HUD), Maryland Department of Housing and Community Development, and the Charles County Commissioners. Programs include: Housing Choice Voucher Program, Community Development Block Grant Program, State Special Loans, Rental Allowance Program, Emergency Solutions Grant Program, Down Payment Assistance Program, and the County's Settlement Expense Loan Program (SELP).

The Housing Authority began local administration of the State Special Loan Program in 1992. Special Loan Programs include:
- Maryland Housing Rehabilitation Program
- Indoor Plumbing Program
- Residential Lead Abatement Program

These programs improve single-family dwellings and small rental properties for low- and moderate-income families and individuals and promote community redevelopment by improving the basic livability of properties, increasing energy conservation and meeting special housing needs such as lead paint abatement and installation of indoor water and sewer systems. Program specialists assist citizens in processing applications while state inspectors prepare work write-ups and oversee home improvements.

The loans are expensed through a Special Revenue Fund.

Community Services

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

Positions:	**FY13**	**FY14**	**FY15**	**FY16**	**FY17**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Chief of Housing Authority	1.0	1.0	1.0	1.0	1.0
Community Development Administrator	1.0	1.0	1.0	1.0	1.0
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspector Supervisor	1.0	1.0	1.0	1.0	1.0
Portablility Specialist	1.0	1.0	1.0	1.0	1.0
Housing Program Specialist	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	1.0	1.0	1.0	1.0	1.0
Housing Inspector	1.0	1.0	1.0	1.0	1.0
Occupancy Specialist	4.0	4.0	4.0	4.0	4.0
Administrative Associate	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	**13.6**	**13.6**	**13.6**	**13.6**	**13.6**
Allocated to Housing Assistance Fund	(9.9)	(9.9)	(9.9)	(9.9)	(9.9)
Allocated to Transportation Fund	(0.2)	(0.2)	(0.2)	(0.2)	0.0
Allocated to Human Services Fund	(0.3)	(0.3)	(0.3)	(0.3)	(0.4)
Net Cost to General Fund	**3.2**	**3.2**	**3.2**	**3.2**	**3.2**

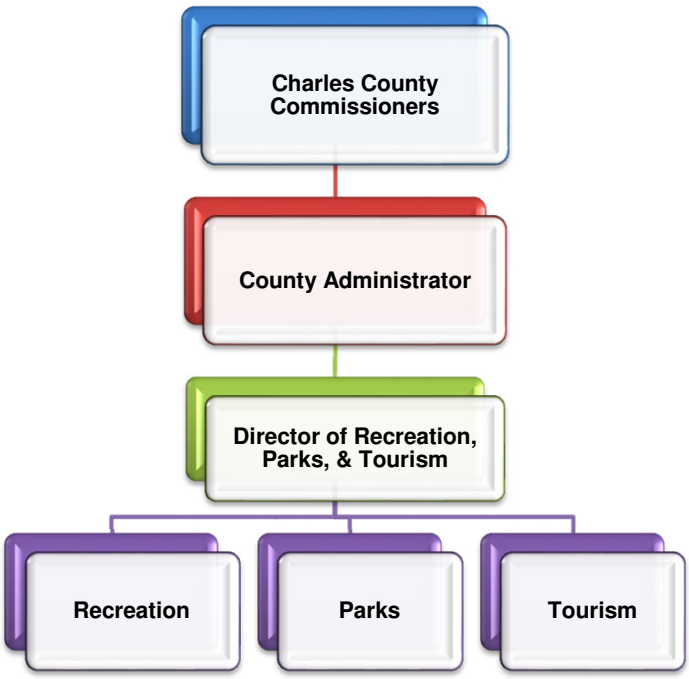
Objectives & Measurements:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 Estimated**
Objective: Assist low and moderate-income families in attaining decent, safe, and sanitary housing by meeting the following Section 8 measurements:					
Units of Assistance	837	814	793	830	820
# of Occupancy Specialists	4	4	4	4	4
- units per FTE Counselors	209	204	198	208	205
- avg. # of re-examinations/family	3	3	3	3	3
- total per FTE per year	627	612	595	624	615
# of Inspectors	2	2	2	2	2
- units per FTE Inspectors	419	407	397	415	410
- average number of inspections/unit	2	2	2	2	2
- total per FTE per year	837	814	793	830	820
# HCV recertifications completed	815	814	793	830	820
# of low income housing rental assistance prov	*	*	*	835	825
# of SLP applications approved by MDHCD	*	*	*	7	10

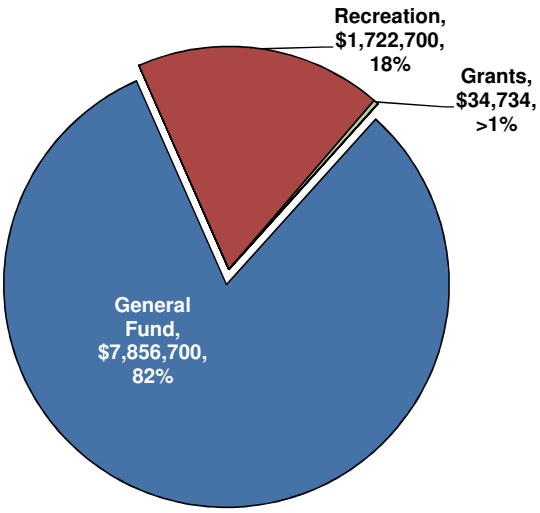
**New for FY2016*

Recreation, Parks, & Tourism Summary

Eileen Minnick, Director of Recreation, Parks, & Tourism 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
http://www.charlescountymd.gov/rpt/recreation-parks-tourism

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$3,538,393	$4,175,700	$4,742,800	$4,676,600	$500,900	12.0%
Fringe Benefits	1,079,430	1,219,100	1,311,600	1,284,800	65,700	5.4%
Operating Costs	1,334,283	1,801,700	1,917,100	1,895,300	93,600	5.2%
Transfers Out	5,000	0	0	0	0	N/A
Total Expenditures	$5,967,106	$7,196,500	$7,971,500	$7,856,700	$660,200	9.2%
Revenues	$353,422	$970,900	$916,300	$916,300	($54,600)	-5.6%
Total Expenditures as % of Budget:	**1.6%**	**2.0%**	**2.0%**	**2.1%**		



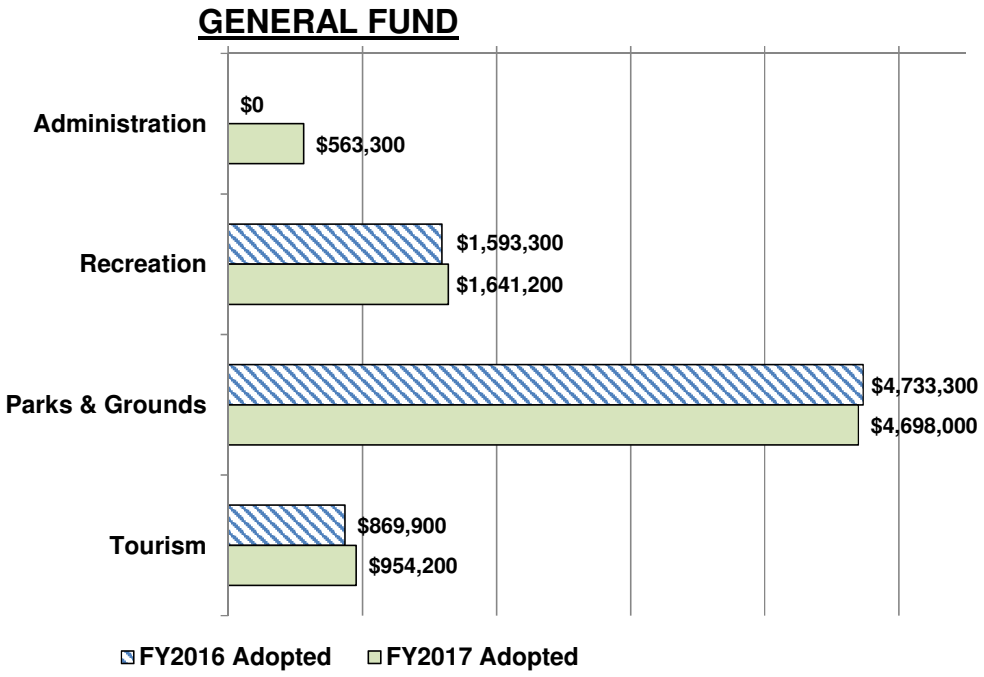


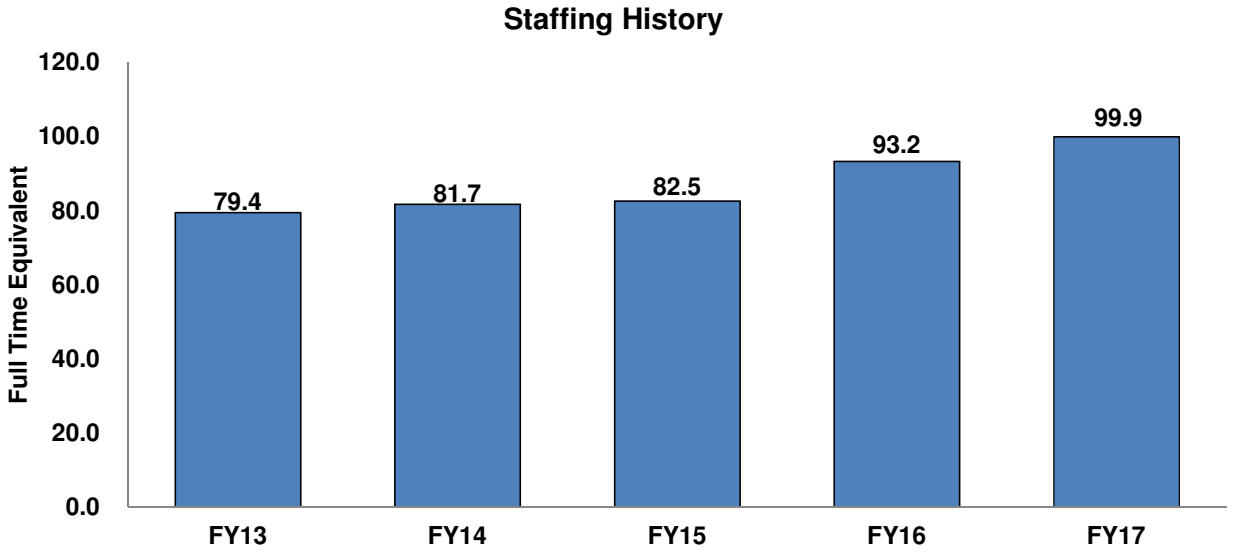
TOTAL FY2017 DEPARTMENT BUDGET
$9,614,134

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

As indicated by the graph, the Department of Recreation, Parks, & Tourism is allocated through several different funds.

Recreation, Parks, & Tourism Expenditure and Staff History





Positions by Program:	FY13	FY14	FY15	FY16	FY17
Administration	0.0	0.0	0.0	0.0	5.5
Recreation	26.4	26.4	27.2	27.2	28.2
Parks & Grounds*	46.8	46.8	46.8	57.5	57.7
Tourism	6.2	8.5	8.5	8.5	8.5
Total Full Time Equivalent	**79.4**	**81.7**	**82.5**	**93.2**	**99.9**

**FY16 increase is mainly due to the Golf Course positions being transferred to the General Fund.*

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism 01.30.06
Division\Program: Administration Fund: General
Program Administrator: Eileen Minnick, Director of Recreation, Parks, and Tourism
http://www.charlescountymd.gov/rpt/recreation-parks-tourism

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$0	$0	$438,200	$428,000	$428,000	New
Fringe Benefits	0	0	124,600	119,000	119,000	New
Operating Costs	0	0	25,900	16,300	16,300	New
Total Expenditures	$0	$0	$588,700	$563,300	$563,300	New

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** are based on staffing from reorganization, a new Director position, and includes approved salary increases.

  - The following positions were transferred from Community Services: Assistant to Director, Program Specialist, Fiscal Specialist, and 50% of the Office Associate.
  - A Facilities Specialist (Parks) was transferred from Public Works- Facilities.

Description:

The Department of Recreation, Parks, & Tourism brings similar county government functions together by realigning existing divisions and creating a new department.

Positions: Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Director of Recreation, Parks, and Tourism	0.0	0.0	0.0	0.0	1.0
Assistant to Director	0.0	0.0	0.0	0.0	1.0
Program Manager	0.0	0.0	0.0	0.0	1.0
Facilities Specialist (Parks)	0.0	0.0	0.0	0.0	1.0
Fiscal Specialist	0.0	0.0	0.0	0.0	1.0
Office Associate I	0.0	0.0	0.0	0.0	0.5
Total Full Time Equivalent	**0.0**	**0.0**	**0.0**	**0.0**	**5.5**

Department: Recreation, Parks, & Tourism 01.30.40
Division\Program: Recreation Fund: General
Program Administrator: Sam Drury, Chief of Recreation
http://www.charlescountymd.gov/rpt/recreation/recreation

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$1,129,883	$1,193,400	$1,256,400	$1,250,400	$57,000	4.8%
Fringe Benefits	288,694	312,400	307,600	303,900	(8,500)	-2.7%
Operating Costs	101,811	87,500	86,900	86,900	(600)	-0.7%
Total Expenditures	$1,520,388	$1,593,300	$1,650,900	$1,641,200	$47,900	3.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes funding for an additional Multi Center Coordinator to handle the operating of Port Tobacco Recreation Center and Davis Middle School based Recreation Center and includes approved salary increases.
- **Operating Costs** decreased due to the net result of budgeting to meet current trends and bi-annual repairs and maintenance for Port Tobacco Gymnasium.

Recreation, Parks, & Tourism

Department:	Recreation, Parks, & Tourism	01.30.40
Division\Program:	Recreation	Fund: General
Program Administrator:	Sam Drury, Chief of Recreation	

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, gymnastics programs, summer camps, and various special events.

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

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

Positions:	**FY13**	**FY14**	**FY15**	**FY16**	**FY17**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**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	3.0	3.0	3.0
Multi-Center Coordinator	4.0	4.0	4.0	4.0	5.0
Program Specialist (Recreation)	2.0	2.0	2.0	2.0	2.0
Assistant Recreation Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	38.8	38.8	40.5	42.0	42.0
Total Full Time Equivalent	**54.6**	**54.6**	**57.3**	**58.8**	**59.8**
Allocated to Recreation Fund	(28.2)	(28.2)	(30.1)	(31.6)	(31.6)
Net Cost to General Fund	**26.4**	**26.4**	**27.2**	**27.2**	**28.2**

Objectives & Measurements:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 Estimated**
Objective: Implementation of well rounded recreational programs for all ages. Monitor and adjust programs as needed to suite the needs of the Community.					
Total # of Preteen & Teen Drop-in Programs	945	837	864	900	900
Total # of scheduled youth indoor games	1,008	1,247	1,336	1,250	1,300
Total # of Recreation activity registrations	*	*	*	7,500	7,500
% of online vs. traditional registrations	*	*	*	50%/50%	50%/50%
Total # of youth indoor sports teams	*	*	*	270	270

**New for FY2016*

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism 01.30.41
Division\Program: Parks & Grounds Fund: General
Program Administrator: Gregory Kernan, Chief of Parks & Grounds
www.charlescountyparks.com

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$2,105,527	$2,627,400	$2,689,400	$2,639,400	$12,000	0.5%
Fringe Benefits	723,841	828,300	793,200	775,700	(52,600)	-6.4%
Operating Costs	844,522	1,277,600	1,294,600	1,282,900	5,300	0.4%
Total Expenditures	$3,673,890	$4,733,300	$4,777,200	$4,698,000	($35,300)	-0.7%
Revenues	$353,422	$970,900	$916,300	$916,300	($54,600)	-5.6%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** were adjusted for approved salary increases, additional Part Time funding for the Indian Head Rail Trial and Mallows Bay Park, and for staff turnover.
- The **Operating Costs** budget increase includes funding for a Loader Attachment for an existing trailer at Pisgah Parks and funds a Bleacher Expansion at the Oakridge Park.
- The adjustment to **Revenues** is based on current patronage of programs.

Description:

The Parks and Grounds Division is responsible for the County-wide delivery of leisure services. Our mission is to improve the quality of life of our residents by providing diverse and wholesome outdoor recreation opportunities. This division manages 31 parks, an 18-hole golf course, a skateboard park and numerous boat launch facilities. Parks and Grounds offer amenities such as outdoor athletic fields, picnic areas, hiking trails 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 4,051 acres of parkland, this division is responsible for grounds maintenance and snow removal at 28 government owned buildings. This division also manages a significant number of capital improvement projects including acquisition and development of new park facilities.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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	6.0	7.0	7.0
Equipment Operator III	5.0	5.0	5.0	5.0	5.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Grounds Maintenance Worker II	2.0	2.0	3.0	3.0	3.0
Grounds Maintenance Worker I	4.0	4.0	4.0	3.0	3.0
Part Time Positions	23.5	23.5	23.5	23.5	23.7
Total Full Time Equivalent	**57.5**	**57.5**	**57.5**	**57.5**	**57.7**
Allocated to Recreation Enterprise Fund	(10.7)	(10.7)	(10.7)	0.0	0.0
Net Cost to General Fund	**46.8**	**46.8**	**46.8**	**57.5**	**57.7**

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism 01.30.41
Division\Program: Parks & Grounds Fund: General
Program Administrator: Gregory Kernan, Chief of Parks & Grounds

Objectives & Measurements:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 Estimated**
Objective: To effectively meet the outdoor recreation / active sports needs of county residents.					
Number of Leagues maintained	68	69	69	70	70
per FTE	23	23	23	23	23
Number of Participants	17,305	17,058	16,800	17,000	17,200
per FTE	5,768	5,686	5,600	5,667	5,733
Number of Associations	43	43	44	45	45
per FTE	14	14	15	15	15
Number of Scheduled Sessions	7,929	8,051	8,115	8,200	8,200
per FTE	2,643	2,684	2,705	2,733	2,733
Average Games per Athletic Field	77	78	79	80	80
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	790	792	800	810	815
# of employees	10	10	10	10	10
per FTE	79	79	80	81	82
Objective: Promote golf play and provide quality, reasonably priced golf experience.					
Number of Rounds of Golf	28,412	26,105	27,700	28,000	29,000
Number of Season Passes	102	101	90	100	110
Number of Tournaments/Outings	17	20	20	22	24

Recreation, Parks, & Tourism

Department: Recreation, Parks, & Tourism 01.30.69
Division\Program: Tourism Fund: General
Program Administrator: Debra Pence, Chief of Tourism and Special Events
http://www.charlescountymd.gov/Tourism

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$302,983	$354,900	$358,800	$358,800	$3,900	1.1%
Fringe Benefits	66,895	78,400	86,200	86,200	7,800	9.9%
Operating Costs	387,950	436,600	509,700	509,200	72,600	16.6%
Transfers Out	5,000	0	0	0	0	N/A
Capital Outlay	10,000	0	0	0	0	N/A
Total Expenditures	$772,828	$869,900	$954,700	$954,200	$84,300	9.7%

Changes and Useful Information:

- The **Operating Costs** budget was increased due to following:
  - To sponsor (2) Fishing Tournaments.
  - To design a new Tourism Website.
  - The Heritage Partnership account was increased to include the Religious Freedom Scenic Byway Interpretive Plan.
  - To cover anticipated needs for building enhancements at the Stagg Hall Building in Port Tobacco.

Description:

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

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Tourism and Special Events	0.0	1.0	1.0	1.0	1.0
Tourism Marketing Coordinator	1.0	1.0	1.0	1.0	1.0
Promotions Specialist	1.0	1.0	1.0	1.0	1.0
Sales Specialist	1.0	0.0	0.0	0.0	0.0
Office Associate II	0.0	1.0	1.0	1.0	1.0
Part Time	3.2	4.5	4.5	4.5	4.5
Total Full Time Equivalent	**6.2**	**8.5**	**8.5**	**8.5**	**8.5**

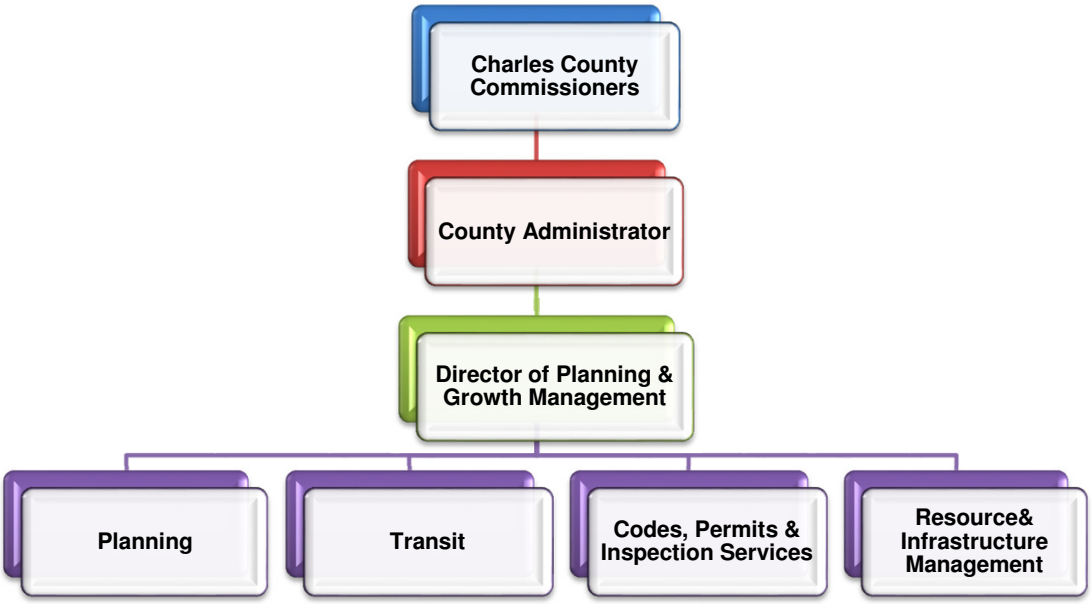
Objectives & Measurements:

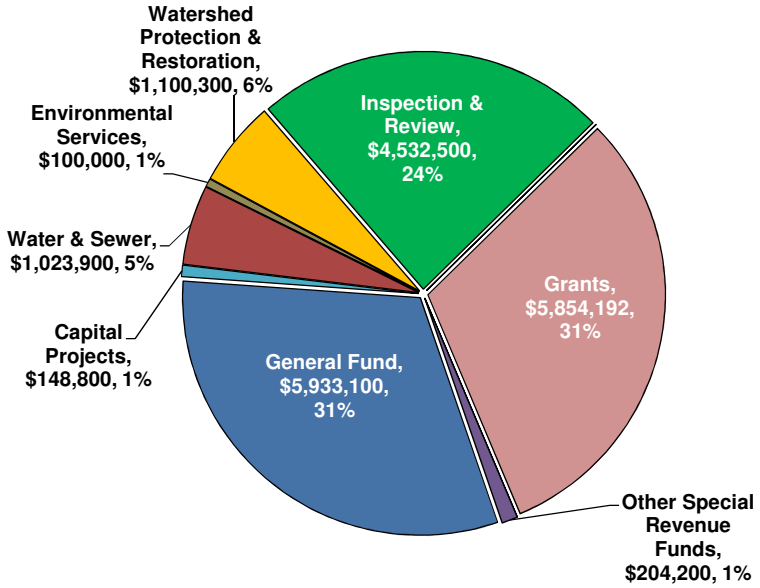
	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Welcome Center Visitation	31,828	33,612	29,873	35,000	35,000
Hotel / Motel Tax	$987,960	$912,531	$1,026,772	$949,000	$1,027,000
Amusement / Admission Tax	$796,989	$757,375	$753,104	$797,200	$737,000

Planning & Growth Management Summary

Steve Kaii-Ziegler, 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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$2,005,017	$2,081,000	$2,342,800	$2,203,200	$122,200	5.9%
Fringe Benefits	635,151	644,200	707,500	652,000	7,800	1.2%
Operating Costs	50,058	64,300	133,900	66,800	2,500	3.9%
Transfers Out	2,690,741	3,024,500	3,011,100	3,011,100	(13,400)	-0.4%
Total Expenditures	$5,380,966	$5,814,000	$6,195,300	$5,933,100	$119,100	2.0%
Revenues	$677,390	$681,000	$610,400	$610,400	($70,600)	-10.4%
Total Expenditures as % of Budget:	**1.4%**	**1.6%**	**1.6%**	**1.6%**		



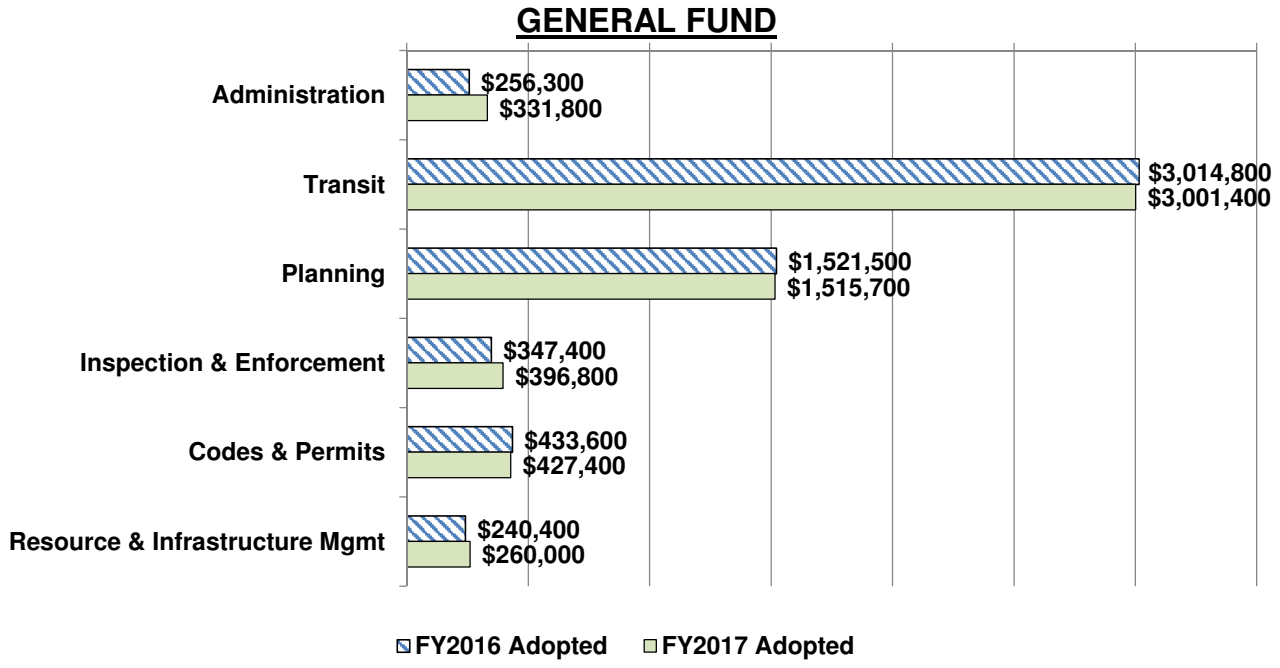


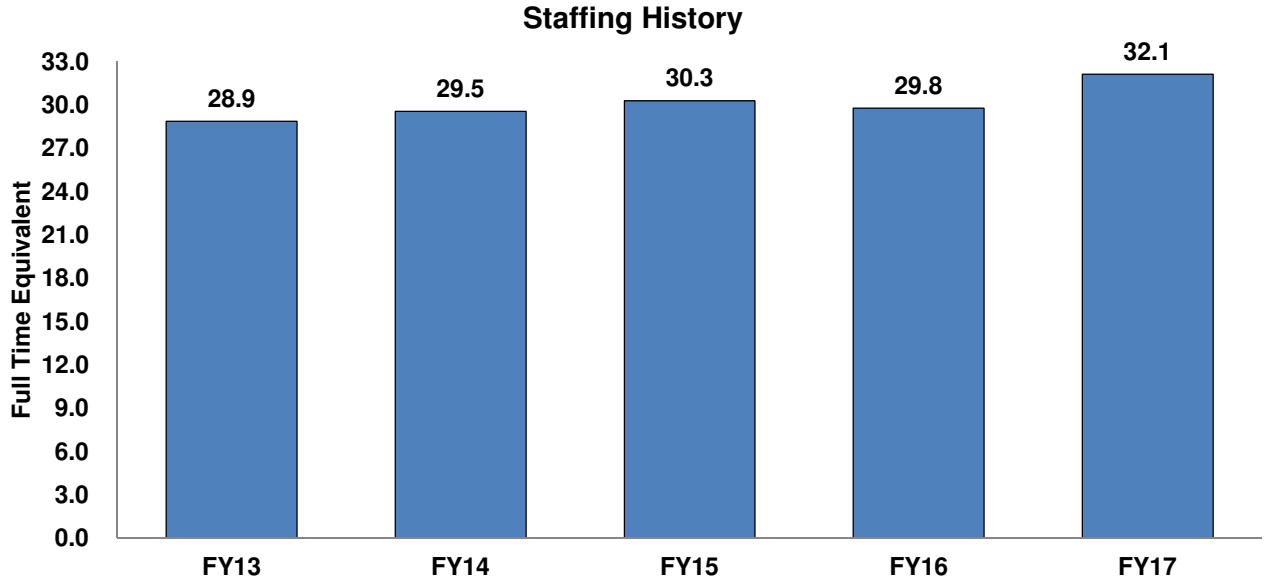
TOTAL FY2017 DEPARTMENT BUDGET
$18,896,992

(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:	FY13	FY14	FY15	FY16	FY17
Administration	2.6	2.2	2.2	1.2	2.3
Transit (allocated to grants)	0.0	0.0	0.0	0.0	0.0
Planning	15.7	15.7	16.4	16.9	16.9
Inspection & Enforcement	3.5	3.5	3.5	3.5	4.5
Codes & Permits	5.5	5.9	5.9	5.9	5.9
Resource & Infrastructure Mgmt	1.7	2.4	2.4	2.4	2.6
Total Full Time Equivalent	**28.9**	**29.5**	**30.3**	**29.8**	**32.1**

Planning & Growth Management

Department: Planning and Growth Management 01.07.06
Division\Program: Administration Fund: General
Program Administrator: Steve Kaii-Ziegler, Director of Planning and Growth Management
www.charlescountymd.gov/pgm/welcome

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$193,587	$196,800	$286,400	$255,900	$59,100	30.0%
Fringe Benefits	50,537	50,900	77,600	67,300	16,400	32.2%
Operating Costs	9,623	8,600	37,400	8,600	0	0.0%
Total Expenditures	$253,746	$256,300	$401,400	$331,800	$75,500	29.5%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** are increasing based on staffing levels after the reorganization and includes approved salary increases.

Description:

The mission of the Department of Planning and Growth Management (PGM) is: "To provide the citizens of Charles County an effective and economical infrastructure through planning, design and construction of facilities, roadways, water and waste water systems as described in the County's Comprehensive Plan. This shall be accomplished in a timely, efficient and courteous manner with dedication and quality service in cooperation with various departments within Charles County Government". Supporting the mission of PGM are various policies which provide a comprehensive approach to the orderly planning and development of infrastructure within Charles County.

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

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

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Director of PGM	1.0	1.0	1.0	1.0	1.0
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	0.0	0.0
Office Associate II	1.0	0.0	0.0	0.0	0.0
Total Full Time Equivalent	**5.0**	**4.0**	**4.0**	**3.0**	**3.0**
Allocated to:					
Capital Projects	(1.1)	(0.8)	(0.8)	(0.8)	0.0
Water & Sewer Fund	(1.4)	(1.1)	(1.1)	(1.1)	(0.8)
Net Cost to General Fund	**2.6**	**2.2**	**2.2**	**1.2**	**2.3**

Planning & Growth Management

Department: Planning and Growth Management 01.07.06
Division\Program: Administration Fund: General
Program Administrator: Steve Kaii-Ziegler, Director of Planning and Growth Management

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Customer Service					
Objective: to assure that PGM provides premier customer service to all its customers.					
Number of Complaints	1	3	5	0	0
Number of Compliments	35	31	17	20	25
County Property Acquisition					
Objective: to assure that County property requests and acquisitions are researched, obtained, and processed in the most timely and cost efficient method possible.					
Property Acquisition Req. (other than PGM)	80	80	90	90	90

Department: Planning and Growth Management 01.07.110
Division\Program: Transit Fund: General
Program Administrator: Jeffry Barnett, Chief of Transit
http://www.charlescountymd.gov/pgm/vango/vango

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Transfers Out	$2,677,341	$3,014,800	$3,001,400	$3,001,400	($13,400)	-0.4%
Total Expenditures	$2,677,341	$3,014,800	$3,001,400	$3,001,400	($13,400)	-0.4%

Changes and Useful Information:

- **Transfer Out** represents the County's share of transportation operating grants as well as a 10% match on capital grant items.

Description:

The Transit Division was established with the goal of providing a cost-effective, coordinated transportation service to all county residents. All transportation services are marketed as VanGO to provide an easily recognized service name to the public. VanGO services include general public fixed-route transportation, as well as specialized services. Services are provided through contract with a transportation vendor.
Transit staff provide daily administration of the contracts and services, write grants for funds and report to federal and state governments, monitor contract performance, market transportation services, and direct daily transportation services. The County has an agreement to administer the medical assistance transportation program to provide service to eligible individuals for medically necessary appointments both within and outside of Charles County. Additionally, the Department has developed partnerships with Department of Social Services to ensure transit services in support of welfare reform initiatives.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Transit	1.0	1.0	1.0	1.0	1.0
Transportation Development Admin.	1.0	1.0	1.0	1.0	1.0
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	**4.0**	**4.0**	**4.0**	**4.0**	**4.0**
Allocated to Transportation Fund	(4.0)	(4.0)	(4.0)	(4.0)	(4.0)
Net Cost to General Fund	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**

Planning & Growth Management

Department: Planning and Growth Management 01.07.110
Division\Program: Transit Fund: General
Program Administrator: Jeffry Barnett, Chief of Transit

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: Refine routes and services in order to effectively implement VanGO transit.					
Number of Routes	14	14	15	15	15
- per FTE	3.5	3.5	3.8	3.8	3.8
- average cost per route	$301,431	$302,384	$326,959	$330,323	$340,890
Total Service Miles	1,171,946	1,150,000	1,227,005	1,207,500	1,207,500
- per FTE	292,987	328,571	306,751	301,875	301,875
- average cost per mile	$3.60	$3.68	$4.00	$4.10	$4.23
Total Hours of Operation	58,003	61,300	61,611	64,400	64,400
- per FTE	14,501	17,514	15,403	16,100	16,100
- average cost per hour	$72.76	$69.06	$79.60	$74.40	$79.40
Total Public Transit Ridership	723,398	750,000	869,029	825,000	850,000
- per FTE	180,850	214,285	217,257	206,250	212,500
- average cost per passenger	$5.83	$5.64	$5.64	$6.01	$6.02
# of passengers transported per service hour *(*New for FY2016)*					
- Fixed Route	*	*	*	13.50	13.80
- Door to Door Service	*	*	*	1.60	1.60
Objective: To seek additional revenue for all programs.					
# of grants and contracts administered	7	8	7	7	6
- total value of outside funding	$4,070,678	$3,723,520	$3,945,470	$7,108,387	$4,466,914
Objective: "90% on time" departure for fixed routes					
% on time within 5 minute window	98%	97%	97%	97%	97%

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$1,068,640	$1,118,500	$1,220,900	$1,131,200	$12,700	1.1%
Fringe Benefits	351,607	358,800	380,000	339,800	(19,000)	-5.3%
Operating Costs	25,083	34,500	65,100	35,000	500	1.4%
Transfers Out	13,400	9,700	9,700	9,700	0	0.0%
Total Expenditures	$1,458,730	$1,521,500	$1,675,700	$1,515,700	($5,800)	-0.4%
Revenues	$150,504	$176,900	$165,500	$165,500	($11,400)	-6.4%

Changes and Useful Information:

- **Transfers out** is to help fund the Contract Archeologist in the Inspection and Review Fund.

Planning & Growth Management

Department:	Planning and Growth Management	01.07.19
Division\Program:	Planning	Fund: General
Program Administrator:	Steven Ball, Planning Director	

Description:

The services provided by the Planning Division include three major program areas: Community Planning, Subdivision and Site Planning and Environmental Planning.

Community Planning includes working on long range plans such as the Comprehensive Plan as well as a variety of area wide or neighborhood plans such as for the villages of Port Tobacco, Hughesville and Benedict. They also compile information on population, growth & demographic characteristics of the county and manage the Historic Preservation Commission.

Subdivision and Site Planning includes efforts related to the review, processing and approval of small and large scale development within the County. This includes 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. They process development requests that are presented to the Planning Commission as well as rezoning requests and code amendments that ultimately are reviewed by the Board of County Commissioners.

Environmental Planning works to implement various programs from agricultural preservation to forest conservation and watershed management. They ensure environmental resources are protected in conjunction with any impacts from land use and development. They have begun various projects related to retrofitting old development to treat water runoff and community education to help promote protection of our water bodies and the Chesapeake Bay.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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	8.0	9.0	9.0	9.0	9.0
Planning Technician	2.0	2.0	2.0	2.0	2.0
Administrative Associate	0.0	0.0	0.0	1.0	1.0
Office Associate III	2.0	2.0	2.0	2.0	2.0
Part-time Positions	1.7	1.7	1.7	1.2	1.2
Total Full Time Equivalent	**17.7**	**18.7**	**18.7**	**19.2**	**19.2**
Allocated to:					
Inspection & Review Fund	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)
Ag. Preservation Fund	(0.8)	(1.0)	0.0	(0.0)	(0.0)
Watershed Protection & Restoration Fund	0.0	(1.8)	(2.0)	(2.0)	(2.0)
Rural Legacy Program	(0.3)	0.0	0.0	0.0	0.0
Environmental Service Fee Fund	(0.8)	0.0	0.0	0.0	0.0
Grant Funds	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)
Net Cost to General Fund	**15.7**	**15.7**	**16.4**	**16.9**	**16.9**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	612	896*	428*	600*	650*
*Includes commercial, industrial and townhouse lots					
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	29	27	13	20	25
Number of Plans Approved	26	24	7	20	25
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	19	22	5	10	15
Number of Hearings	22	18	4	10	15

Planning & Growth Management

Department: Planning and Growth Management 01.07.19
Division\Program: Planning Fund: General
Program Administrator: Steven Ball, Planning Director

Objective: to process changes to the zoning and subdivision codes in an efficient and effective manner and to assist the development community with their goals.

Number of Preliminary Plan Lots Approved	472	53	671	500	600
Zoning Map Amendments	2	2	4	2	3
Subdivision Regulation Amendment	2	1	6	3	3
Zoning Text Amendments	3	4	1	2	5
Planned Development Zoning Amendments	3	2	1	2	2
Docket 250 Amendment 12-250	1	1	0	0	0
Comprehensive Plan Amendment	0	2	2	1	0

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$252,963	$257,200	$302,600	$297,000	$39,800	15.5%
Fringe Benefits	80,323	80,300	93,000	89,500	9,200	11.5%
Operating Costs	7,065	9,900	15,300	10,300	400	4.0%
Total Expenditures	$340,351	$347,400	$410,900	$396,800	$49,400	14.2%
Revenues	$381,697	$367,800	$356,000	$356,000	($11,800)	-3.2%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes funding for a new Zoning Technician to assist with the continued increase in Nuisance & Abatement cases that are received as well as new initiatives within the County including the Keep Charles County Beautiful campaign. Also includes approved salary increases.

Description:

The major goals of the Inspection and Enforcement Division is to enforce all the provisions of Zoning Ordinance and the ICC Building Code and act on any question relative to the mode or manner of construction and materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, and maintenance of all buildings and structures built throughout Charles County except in the Towns of La Plata and Indian Head, which have their own Inspection to receive applications, review the submittal, issue permits for the erection and alteration of buildings and structures and inspect the construction to ensure a high quality of construction and safe construction practices.
Inspection and Enforcement also administers, inspects, and enforces the Zoning regulations and Forest Conservation of Charles County. This includes the Homeowners Association Dispute Resolution Board, the Nuisance Abatement Hearing Board, and investigating various citizens' complaints.

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

Positions:	**FY13**	**FY14**	**FY15**	**FY16**	**FY17**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Chief of Codes, Permits & Insp. Services	1.0	1.0	1.0	1.0	1.0
Building & Permits & Enforcement Manager	1.0	1.0	1.0	1.0	1.0
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Building Code Official	1.0	1.0	1.0	0.0	0.0
Code Inspection & Enforcement Officer	1.0	1.0	1.0	1.0	1.0
Construction Inspector Supervisor	2.0	2.0	2.0	2.0	2.0
Construction Inspectors	2.0	2.0	2.0	2.0	2.0
Zoning Technician	2.0	2.0	2.0	2.0	3.0
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	**13.1**	**13.1**	**13.1**	**12.1**	**13.1**
Allocated to Inspection & Review Fund	(9.6)	(9.6)	(9.6)	(8.6)	(8.6)
Net Cost to General Fund	**3.5**	**3.5**	**3.5**	**3.5**	**4.5**

Objectives & Measurements:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 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	5,077	5,591	4,163	5,000	5,500
per FTE	2,538	2,875	2,082	2,500	2,750
# of new violation inspections	4,738	5,252	3,617	4,500	4,750
# of violations brought into compliance	3,688	3,939	2,487	3,400	3,800

Infrastructure Inspections: Permit Inspections

Note: (Inspections & Permit Review accomplished in the Inspection & Review 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	200	189	218	200	220
Water	157	160	174	170	175
Sewer	186	162	171	190	175
Stormdrain/Stormwater Mgt.	264	227	288	270	290
Grading	300	263	327	300	330
SEC	273	269	296	275	300
Dedications	104	106	68	70	70

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$315,873	$330,700	$323,500	$323,500	($7,200)	-2.2%
Fringe Benefits	95,558	96,600	96,100	96,100	(500)	-0.5%
Operating Costs	5,449	6,300	7,800	7,800	1,500	23.8%
Total Expenditures	$416,880	$433,600	$427,400	$427,400	($6,200)	-1.4%
Revenues	$76,912	$84,700	$83,000	$83,000	($1,700)	-2.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the approved salary increases and adjustments for turnover.
- The **Operating Costs** increase includes purchasing metal shelving to address record retention requirement issues and to ease file room issues.

Description:

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

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

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Engineer I - IV	5.0	5.0	5.0	4.0	4.0
Development Services Manager	0.0	0.0	0.0	1.0	1.0
Building Code Official	0.0	0.0	0.0	1.0	1.0
Permits Processing Supervisor	1.0	1.0	1.0	1.0	1.0
ROW Agent	1.0	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	1.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Permit Specialist	2.0	2.0	2.0	3.0	3.0
Office Associate I-III	4.0	5.0	5.0	4.0	4.0
Total Full Time Equivalent	**17.0**	**18.0**	**18.0**	**19.0**	**19.0**
Allocated to:					
Inspection & Review Fund	(6.7)	(7.8)	(7.8)	(8.7)	(8.7)
Watershed Protection & Restoration Fund	0.0	(0.5)	(0.5)	(0.6)	(0.6)
Environmental Service Fee Fund	(1.3)	0.0	0.0	0.0	0.0
Water & Sewer Fund	(3.6)	(3.9)	(3.9)	(3.9)	(3.9)
Net Cost to General Fund	**5.5**	**5.9**	**5.9**	**5.9**	**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:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	1,194	820	971	900*	900
- per FTE (2.0)	796	410	486	450	450
*Anticipate 900 units based on St. Charles program, potential DRRA and school capacity limitations on creation of new lots via subdivision process. Limited number of new apartment buildings anticipated through FY16.					
- % processed within 14 days	100	99	99	100	100
- # of same day permits processed	672	681	1,343	1,100	1,100
- # electrical permits issued	2,416	2,409	3,130	2,500	2,700
- Avg. time in minutes to get served	17	22	33	25	22
- Applications received @ permit center	6,701	6,805	7,573	6,800	7,000
- per FTE (2.0)	4,467	3,402	3,786	3,400	3,500
- # of misc. permits	1,048	1,065	1,936	1,800	2,000
per FTE (2.0)	699	533	968	900	1,000
# New Commercial permits received	18	10	25	15	20
# of miscellaneous commercial permits	481	497	519	500	500
- Permits issued per FTE	333	254	272	300	300
# of use & occupancy permits PERM	1,467	1,269	1,623	1,500	1,600
# of use & occupancy permits TEMP	337	542	556	600	550
Electrical Board ** issued on a two year cycle - reciprocal licenses issued during the year.*					
Master Electrician Licenses *	708	842	724	850	700
Journeyman Electrical Licenses *	709	719	715	730	700
Bond Activity					
Objective: to assure if developers default on their projects that the County has funds necessary to complete the project in					
Number of Activity	206	153	161	140	170
Developer Agreements					
Objective: to assure that Developer Agreements are processed in a timely manner and along with the County Attorney's					
Developer Agreements Completed	40	41	26	36	35

Planning & Growth Management

Department: Planning and Growth Management 01.07.91
Division\Program: Resource & Infrastructure Management (RIM) Fund: General
Program Administrator: Jason Groth, Chief of Resource & Infrastructure Management
www.charlescountymd.gov/pgm/rim/resource-and-infrastructure-management-rim

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$173,954	$177,800	$209,400	$195,600	$17,800	10.0%
Fringe Benefits	57,127	57,600	60,800	59,300	1,700	3.0%
Operating Costs	2,838	5,000	8,300	5,100	100	2.0%
Total Expenditures	$233,919	$240,400	$278,500	$260,000	$19,600	8.2%
Revenues	$63,478	$51,600	$5,900	$5,900	($45,700)	-88.6%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases and funding for a new Engineer II position. The cost of this position will be split with the Water and Sewer fund. The new position will assist with keeping pace with modeling, system analysis and various studies being managed by the division.
- **Revenues** are decreasing due to the suspension of DRRA applications. Remaining revenues represent sales of maps and publications.

Description:

The Resource and Infrastructure Management Division of PGM is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and 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, administration of the County petition process, drafting and writing of the solid waste & water /sewer plans; & coordination with Federal, State, & local resource agencies.

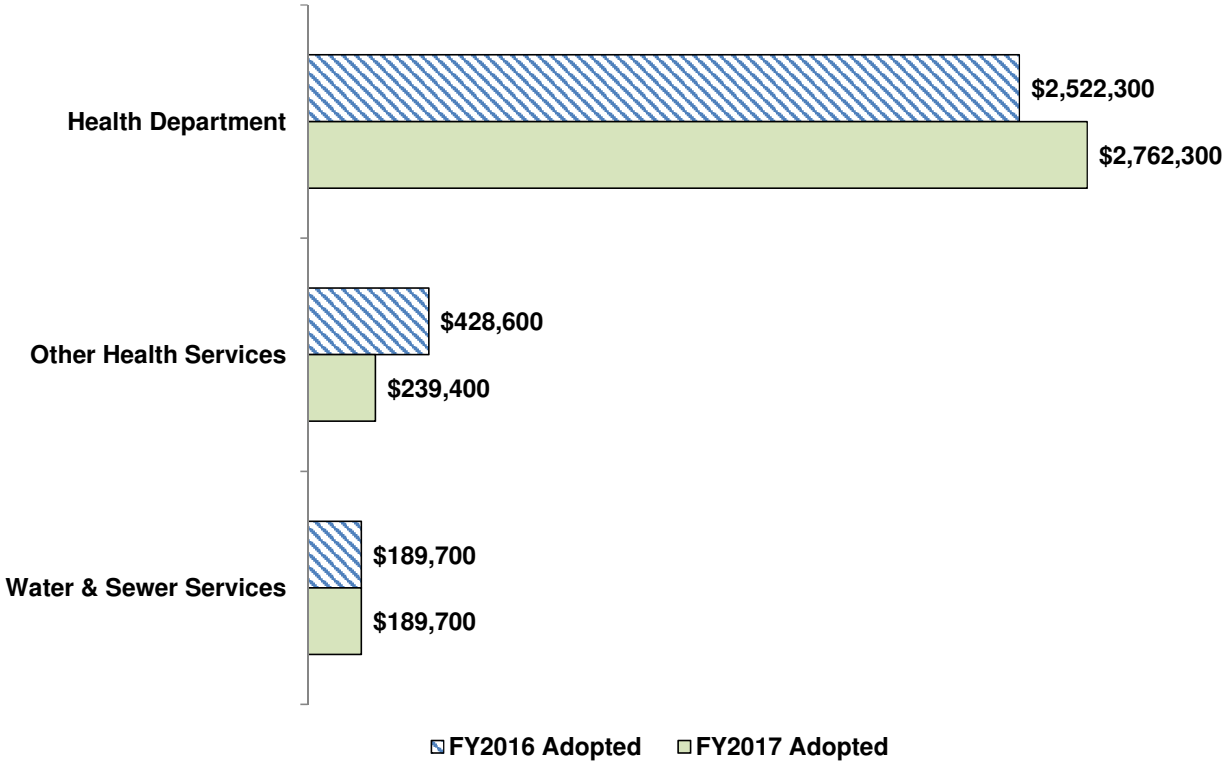
Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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
Engineer III	0.0	0.0	1.0	1.0	1.0
Engineer II	0.0	0.0	0.0	0.0	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
Administration Associate	1.0	1.0	1.0	1.0	1.0
Part Time I	0.0	0.0	0.0	0.1	0.3
Total Full Time Equivalent	**6.0**	**6.0**	**7.0**	**7.1**	**8.3**
Allocated to:					
Water & Sewer Fund	(2.3)	(2.1)	(2.1)	(2.3)	(3.2)
Environmental Service Fee Fund	(0.5)	0.0	0.0	0.0	0.0
Capital Projects	(1.5)	(1.5)	(2.5)	(2.5)	(2.5)
Net Cost to General Fund	**1.7**	**2.4**	**2.4**	**2.4**	**2.6**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: to assure that the use and development of property only take place with adequate public facilities in place.					
Full Studies	16	7	11	12	15
Other Submittals (site plan & prelim)	69	56	37	45	50
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	20	19	18	25	30

Health Summary						
Expenditure Category	**FY2015 Actual**	**FY2016 Adopted**	**FY2017 Request**	**FY2017 Adopted**	**$ Change from FY2016**	**% Chg.**
Personal Services	$21,931	$21,900	$21,900	$21,900	$0	0.0%
Fringe Benefits	1,711	2,200	2,200	2,200	0	0.0%
Operating Costs	350,182	359,500	359,500	359,500	0	0.0%
Agency Funding	2,697,838	2,757,000	3,130,800	2,807,800	50,800	1.8%
Total Expenditures	$3,071,661	$3,140,600	$3,514,400	$3,191,400	$50,800	1.6%
Revenues	$60,088	$81,500	$81,500	$81,500	$0	0.0%
Total Expenditures as % of Budget:	**0.8%**	**0.9%**	**0.9%**	**0.8%**		



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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$21,931	$21,900	$21,900	$21,900	$0	0.0%
Fringe Benefits	1,711	2,200	2,200	2,200	0	0.0%
Operating Costs	158,083	169,800	169,800	169,800	0	0.0%
Agency Funding	2,328,400	2,328,400	2,887,400	2,568,400	240,000	10.3%
Total Expenditures	$2,510,125	$2,522,300	$3,081,300	$2,762,300	$240,000	9.5%
Revenues	$4,372	$6,500	$6,500	$6,500	$0	0.0%

Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
  -The FY2017 **Agency Funding** budget increase includes additional funding for the Nanjemoy Clinic and other reduced State grant programs.
- The Health Department is a State Agency.
- **Operating costs** represent utilities, electricity, and vehicle insurance/fuel.

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.

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	4,965	3,497	3,991	3,800	4,100
# of Medicaid family expansion recipients	2,215	826	2,517	1,000	2,800
# of WIC service recipients	6,392	6,193	6,240	6,499	6,499
# of children seen in Health Rooms by School Nurse	230,315	149,103	229,851	175,000	200,000
# of seniors/ AERS services recipients	493	419	409	449	475
# of Personal Care Provider recipients	72	95	73	25	0
# of Disabilities Services recipients	811	627	682	685	685
# of infants and toddler services	302	307	351	340	345
# of Birth/Death Certificates	9,887	11,951	13,563	12,500	12,500

Health

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

Objectives & Measurements:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 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	1,738	1,534	1,838	1,669	1,700
# of Reproductive Health Promotion through folic acid distribution	503	391	605	482	500
# of clients STD Clinic	760	876	634	811	825
# of HIV Testing & Counseling recipients	1,287	1,288	917	700	700
# of Breast and Cervical Cancer screening recipients	149	114	74	100	75
# of Colonoscopy service recipients	82	66	27	30	25
# of Prostate Cancer Screening service recipients	4	0	0	0	0
# Adult Dental Clinical service recipients	1,210	1,176	2,503	1,200	2,600
# Child Dental Clinical service recipients	3,391	5,792	6,406	6,000	6,500
# Dental Health Education recipients	7,417	11,301	11,808	12,000	12,000
# of Anti-TB treatment	1	130	56	130	75
# TB testing service recipients	233	252	73	226	100
# of Adult Immunization recipients	471	438	335	422	400
# of children immunization recipients	212	202	197	200	200
# of annual Flu vaccination recipients (adults & children)	8,638	8,063	6,055	7,500	6,000
# of post-exposure Rabies vaccine	47	68	51	80	60
# of Mental Health service recipients	1,284	1,334	1,221	1,300	1,300
# of Mental Health visits	22,574	22,557	23,865	23,500	23,500
# of Substance Abuse service recipients	1,912	1,960	1,825	2,000	2,000
# of Substance Abuse visits	24,683	20,264	34,183	35,000	35,000
# of school based Substance Abuse Prevention Program recipients	1,849	1,738	2,529	2,415	2,755
# of smoking cessation visits	286	562	339	360	360
# of food service facility inspections	396	562	996	600	1,000
# of food borne illnesses investigated	17	21	5	20	20
# of animal rabies vaccine	3,000	1,176	1,312	1,200	1,200
# of animal bite investigations	603	727	764	750	750
# of perk tests applications/completed	1,058	647	687	50	50
% of perk tests completed	100%	100%	100%	100%	100%
# of well construction permits application/processed	129	206	214	150	200
% of construction permits completed	100%	100%	100%	100%	100%
# of water samples collected	902	1,455	1,539	1,000	1,600
# School based - fluoride varnish	835	826	998	1,000	1,200
# School based - sealant applications	1,093	633	670	800	800
# Community Oral Cancer Screenings	1,503	294	454	500	500
Objective: To provide and promote age appropriate, condition specific case management and care coordination services to the citizens of Charles County.					
# of pregnant mothers receiving case management	623	455	472	475	490
# of children receiving case management	129	93	96	90	100
# of communicable disease outbreak	1,911	2,189	1,213	2400	2000
# of clients receiving HIV/AIDS case management	258	264	268	270	270
# BBH - Pregnancy Care Navigation	284	284	490	273	300

Health

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Costs	192,098	189,700	189,700	189,700	0	0.0%
Agency Funding	369,438	428,600	243,400	239,400	(189,200)	-44.1%
Total Expenditures	$561,536	$618,300	$433,100	$429,100	($189,200)	-30.6%
Revenues	$55,717	$75,000	$75,000	$75,000	$0	0.0%

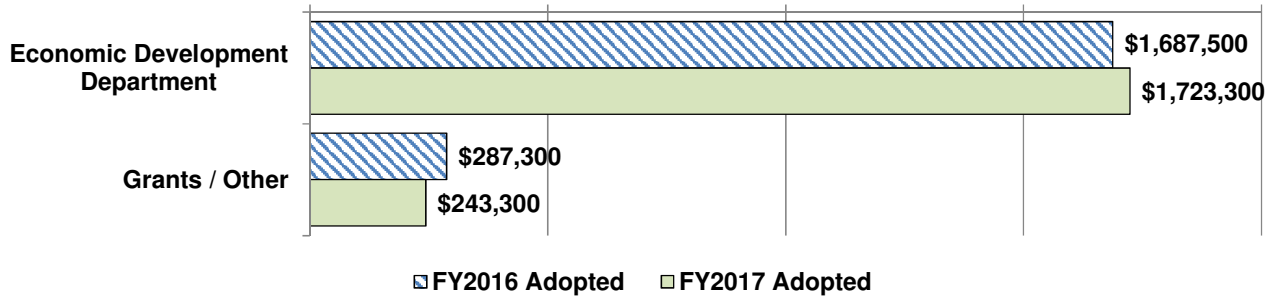
Changes and Useful Information:

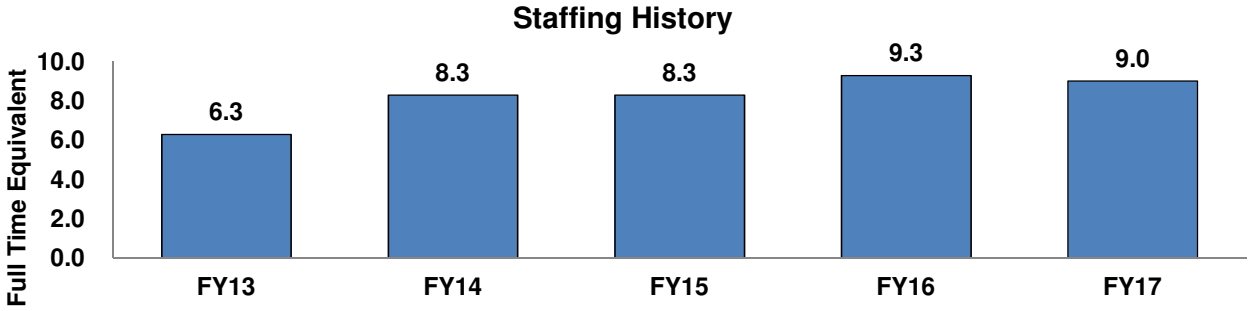
- **Operating Costs** represents a subsidy to the Water & Sewer Fund for services rendered at Charles County's Parks, Community Centers, Libraries, and Sheriff Operated Facilities.
- The FY2017 **Agency Funding** budget represents funding of $119,000 for Mosquito Control and $120,400 to the State Department of Health & Mental Hygiene. Reduction in funding compared to FY2016 is due to the budget being transferred to the Social Services Function. These funds are determined by the Charles County Charitable Trust, Inc.
- **Revenues** represent Neighborhood participation in Mosquito Control program.

Economic Development Summary

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$617,735	$639,800	$839,100	$707,500	$67,700	10.6%
Fringe Benefits	168,157	178,100	251,800	208,600	30,500	17.1%
Operating Costs	625,493	953,600	1,318,800	807,200	(146,400)	-15.4%
Agency Funding	194,800	203,300	571,800	243,300	40,000	19.7%
Transfers Out	443,261	0	0	0	0	N/A
Total Expenditures	$2,049,447	$1,974,800	$2,981,500	$1,966,600	($8,200)	-0.4%
Revenues	$19,629	$25,000	$25,000	$25,000	$0	0.0%
Total Expenditures as % of Budget:	**0.5%**	**0.5%**	**0.8%**	**0.5%**		

Economic Development Expenditure and Staff History





Positions by Program:	FY13	FY14	FY15	FY16	FY17
Economic Development Department	6.3	8.3	8.3	9.3	9.0
Total Full Time Equivalent	**6.3**	**8.3**	**8.3**	**9.3**	**9.0**

Economic Development

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$617,735	$639,800	$839,100	$707,500	$67,700	10.6%
Fringe Benefits	168,157	178,100	251,800	208,600	30,500	17.1%
Operating Costs	534,493	869,600	1,318,800	807,200	(62,400)	-7.2%
Total Expenditures	$1,320,386	$1,687,500	$2,409,700	$1,723,300	$35,800	2.1%
Revenues	$19,629	$25,000	$25,000	$25,000	$0	0.0%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** changes included approved salary increases, an adjustment for turnover, the FY 2016 transfer of the Programs Outreach Administrator position from Fiscal and Administrative Services, and funding for a new Marketing Coordinator position. This new position will provide the levels of customer outreach and engagement necessary to support the retention of existing businesses and to attract new businesses to Charles County. Part-time funding was reduced to cover the cost of this position.
- The **Operating Costs** budget change was due to the following:
  - Rent is no longer needed for the Waldorf Urban Redevelopment Corridor (WURC) sub-division, one time funds were provided in FY2016 for new office equipment, and funding was reduced to support a new full time position.
  - Funding the Small Business Development Center (SBDC) is included. This partnership will expand in order to focus more specifically on entrepreneurial development opportunities related to Charles County's strategic targets such as import/export, government contracting, and retail development. Work in all these areas will enhance the department's effort in capacity building.

Economic Development Goals & Objectives:

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

Economic Development

Department: Economic Development 01.38.126
Division\Program: Economic Development Department Fund: General
Program Administrator: Darrell Brown, Director of Economic Development

Positions: Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Director of Economic Development	1.0	1.0	1.0	1.0	1.0
Business Development Managers	2.0	2.0	2.0	2.0	2.0
WURC Manager	1.0	1.0	1.0	1.0	1.0
Purchasing Programs Outreach Admin.	0.0	0.0	0.0	1.0	1.0
Economic Research Specialist	1.0	1.0	1.0	1.0	1.0
Marketing Coordinator	0.0	0.0	0.0	0.0	1.0
WURC Project Coordinator	0.0	1.0	1.0	1.0	1.0
Administrative Associate	0.0	0.0	0.0	1.0	1.0
Office Associate I	0.0	1.0	1.0	0.0	0.0
Part Time	1.3	1.3	1.3	1.3	0.0
Total Full Time Equivalent	**6.3**	**8.3**	**8.3**	**9.3**	**9.0**

Objectives & Measurements:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
County unemployment rate	6.3	5.7	5.6	5.1	4.6
Average annual employment in County	40,625	40,887	41,266	41,666	42,666
Average weekly wages	798	802	830	840	850
Sq. ft. non retail space	6,250,851	6,250,851	6,356,773	6,360,000	6,364,000
Sq. ft. retail space	8,797,212	8,824,935	8,824,935	8,850,000	8,855,000

Sources: Department of Labor, Licensing and Regulation, and CoStar

Poverty Rate	N/A	N/A	6%	5%	4%
Population	N/A	N/A	154,687	156,118	158,099
Crime Rates					
- Violent Crime	N/A	N/A	14.3%	14.2%	14.1%
- Property Crime	N/A	N/A	85.7%	85.6%	85.5%
Median Household Income	N/A	N/A	$88,803	$90,050	$91,150

Sources: Department of Labor, Licensing and Regulation, Census Bureau, and Maryland State Police Crime Statistics

Economic Development

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Costs	$91,000	$84,000	$0	$0	($84,000)	-100.0%
Transfers Out	443,261	0	0	0	0	N/A
Agency Funding	194,800	203,300	571,800	243,300	40,000	19.7%
Total Expenditures	$729,061	$287,300	$571,800	$243,300	($44,000)	-15.3%
Revenues	$0	$0	$0	$0	$0	N/A

Changes and Useful Information:

- The **Operating Costs** decrease is due to the transfer of the Government Affairs account to the County Administrator budget.
- The Economic Development and Tourism staff as well as the Charles County Charitable Trust, Inc. review applications from not-for-profit agencies and make 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.
- The increase in Agency Funding is due to the consolidation of budgets from Social Services and Other Education.

Social Services Summary

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$1,381	$0	$0	$0	$0	N/A
Operating Costs	15,000	43,100	0	0	(43,100)	-100.0%
Agency Funding	990,354	927,500	1,146,700	1,143,800	216,300	23.3%
Total Expenditures	$1,006,735	$970,600	$1,146,700	$1,143,800	$173,200	17.8%
Total Expenditures as % of Budget:	**0.3%**	**0.3%**	**0.3%**	**0.3%**		

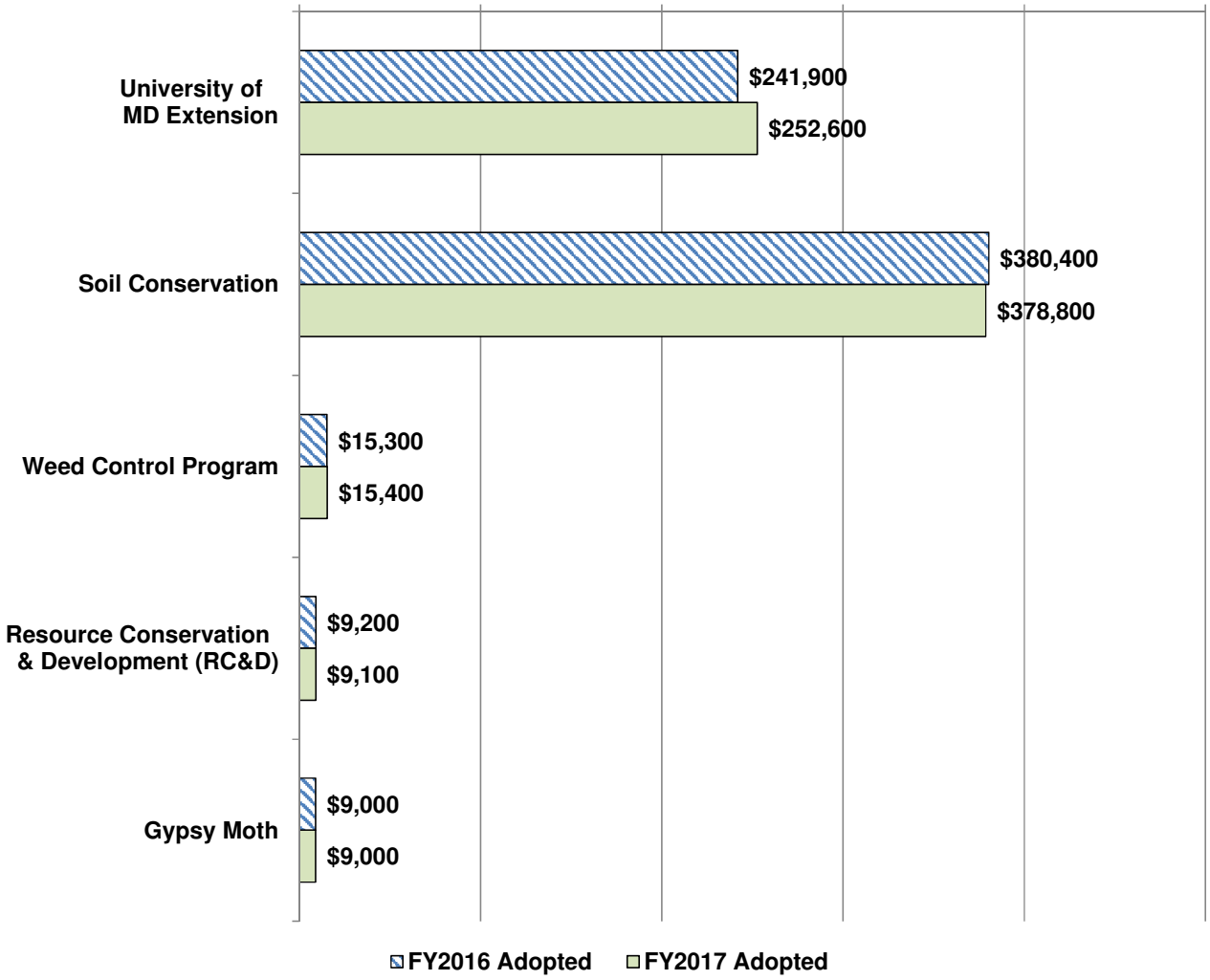
Changes and Useful Information:

- The FY2017 **Total Expenditures** budget represents funding for the Department of Social Services, funding for Tri-County Community Action, Tri-County Youth Services Bureau and Children's Aid Society which are required by County Code and funding determined by the new Charles County Charitable Trust, Inc. In past years, Agency Funding was allocated by the Grant Panel. The increase in **Agency Funding** is due to the consolidations of budgets from the Health and Other Education Functions.

Description:

	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Proposed	$ Change
Agency Funding					
Department of Social Services	$311,000	$311,000	$313,900	$311,000	
Tri-County Community Action- (required funding)			4,000	4,000	
Tri-County Youth Services Bureau- (required funding)			43,700	43,700	
Children's Aid Society- (required funding)			1,000	1,000	
	$311,000	$311,000	$362,600	$359,700	$48,700
Agency Funding- Tourism					
Mattawoman Creek Art Center	$13,500	$10,000	Moved to Ec. Development		($10,000)
Arts Alliance	15,000	10,000	Moved to Ec. Development		(10,000)
	$28,500	$20,000	$0	$0	($20,000)
Agency Funding/Operating- Grant Panel					
Grants Advisory Panel	$650,854	$639,600			($639,600)
Agency Funding- Charles County Charitable Trust, Inc.					
			$784,100	$784,100	$784,100
TOTAL SOCIAL SERVICES	**$990,354**	**$970,600**	**$1,146,700**	**$1,143,800**	**$173,200**

Conservation of Natural Resources Summary						
Expenditure Category	**FY2015 Actual**	**FY2016 Adopted**	**FY2017 Request**	**FY2017 Adopted**	**$ Change from FY2016**	**% Chg.**
Personal Services	$273,505	$282,100	$291,400	$287,900	$5,800	2.1%
Fringe Benefits	112,451	112,900	105,700	105,700	(7,200)	-6.4%
Operating Costs	242,297	245,300	256,600	255,800	10,500	4.3%
Agency Funding	8,825	15,500	15,500	15,500	0	0.0%
Total Expenditures	$637,079	$655,800	$669,200	$664,900	$9,100	1.4%
Revenues	$97,395	$86,200	$95,500	$95,500	$9,300	10.8%
Total Expenditures as % of Budget:	**0.2%**	**0.2%**	**0.2%**	**0.2%**		



Conservation of Natural Resources

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Costs	$239,551	$241,900	$253,400	$252,600	$10,700	4.4%
Total Expenditures	$239,551	$241,900	$253,400	$252,600	$10,700	4.4%

Changes and Useful Information:

- **Operating Costs** increase includes funding to bring the 4-H Program Assistant from part time to full time and an increase in the rent budget per the rental agreement.

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:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	702	676	645	700	800
Per FTE 1.5	320	338	430	350	400
# of Youth Reached in School & Special Interest Programs	3,347	2,290	2,072	2,600	2,600
Per FTE 1.5	1,521	1,145	1,381	1,300	1,300
Objective: To increase the abilities of Extension volunteers to successfully carry out Extension programs.					
# of Adult Volunteers Enrolled	237	253	232	275	275
Per FTE 1.5	108	126	154	137	137
# of Volunteers Hours Given	33,180	35,420	32,480	36,000	36,000
Per FTE 1.5	15,082	17,710	21,653	18,000	18,000
Family and Consumer Sciences					
Objective: To promote the adoption of good nutrition and safe food handling practices, targeting high risk groups including youth, senior citizens and young families.					
# of Participants Receiving Information	2,083	1,151	1,175	1,000	1,000
Per FTE	1,042	1,151	1,175	1,000	1,000
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	390	470	485	500	500
Per FTE	195	470	485	500	500

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:	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	580	251	235	500	500
Per FTE	290	251	235	250	250
# of Farmers Recertified As Pesticide Applicators	519	67	34	75	75
Per FTE	260	67	34	75	75
# of Acres of Nutrient Management Plans Written/Updated	12,147	11,238	13,922	13,000	13,000
Per FTE	12,147	11,238	13,922	13,000	13,000
# of Master Gardener Volunteer Hours	4,600	4,277	4,320	4,500	4,500
Per FTE	1,988	4,277	4,320	4,500	4,500

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$256,983	$265,000	$270,500	$270,500	$5,500	2.1%
Fringe Benefits	109,283	109,500	102,400	102,400	(7,100)	-6.5%
Agency Funding	5,900	5,900	5,900	5,900	0	0.0%
Total Expenditures	$372,166	$380,400	$378,800	$378,800	($1,600)	-0.4%
Revenues	$81,898	$71,200	$80,100	$80,100	$8,900	12.5%

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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
Engineer I	0.0	0.0	0.0	1.0	1.0
Planning Technician	2.0	2.0	2.0	1.0	1.0
Secretary	0.9	0.9	0.9	0.9	0.9
Part Time	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	**5.0**	**5.0**	**5.0**	**5.0**	**5.0**
Grant/District Funding	(1.6)	(1.6)	(1.6)	(1.6)	(1.6)
Net Cost to General Fund	**3.4**	**3.4**	**3.4**	**3.4**	**3.4**

Conservation of Natural Resources

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$10,381	$10,600	$10,800	$10,800	$200	1.9%
Fringe Benefits	1,078	1,300	1,400	1,400	100	7.7%
Operating Costs	2,746	3,400	3,200	3,200	(200)	-5.9%
Total Expenditures	$14,205	$15,300	$15,400	$15,400	$100	0.7%
Revenues	$15,497	$15,000	$15,400	$15,400	$400	2.7%

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Agency Funding	$2,325	$9,000	$9,000	$9,000	$0	0.0%
Total Expenditures	$2,325	$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: Patrica Pinnell, Chair
Address: 26737 Radio Station Way, Suite D, Leonardtown, MD 20650 (301) 475-8427 ext 6
www.somdrcd.org

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$6,141	$6,500	$10,100	$6,600	$100	1.5%
Fringe Benefits	2,091	2,100	1,900	1,900	(200)	-9.5%
Agency Funding	600	600	600	600	0	0.0%
Total Expenditures	$8,832	$9,200	$12,600	$9,100	($100)	-1.1%

Description:

Southern Maryland Resource Conservation and Development (RC&D), Inc. is a private nonprofit corporation. Southern Maryland RC&D carries out community development and conservation projects in Anne Arundel, Charles, Calvert, and St. Mary's Counties. The governing board of Southern Maryland RC&D is composed of local citizens who have an interest in natural resources and community issues. They are appointed by three sponsoring groups in each county, the County Commissioners, Forestry Boards, and Soil Conservation Districts. All board members are volunteers and serve without compensation.

Mission - Working in partnership with community groups and organizations, Southern Maryland Resource Conservation and Development Inc. is dedicated to improving the quality of life in the region by enabling the people and promoting the wise use of our natural and economic resources.

Positions:	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	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)	(0.9)	(0.9)	(0.9)
Net Cost to General Fund	**0.2**	**0.2**	**0.1**	**0.1**	**0.1**

Other

Department: Other Misc. Appropriations 01.48
Division\Program: Capital Project Transfer Fund: General
Program Administrator: David Eicholtz, Director of Fiscal & Administrative Services

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Transfers Out	$896,000	$1,646,900	$863,000	$913,000	($733,900)	-44.6%
Capital Outlay	22,173	0	0	0	0	N/A
Total Expenditures	$918,173	$1,646,900	$863,000	$913,000	($733,900)	-44.6%

Changes and Useful Information:

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

Description:

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

Projects:	FY2015 Actual	FY2016 Adopted	FY2017 Adopted
TRANSPORTATION			
Road Overlay Program	0	327,900	7,000
Light Rail Transit Initiative	270,000	270,000	270,000
Sidewalk Improvement Program	0	153,000	153,000
Miscellaneous Road Projects/Studies	91,000	50,000	50,000
GENERAL GOVERNMENT			
Various Planning Studies	166,000	232,000	141,000
Various Maintenance Projects	0	198,000	0
National Guard Armory Renovations Study	0	80,000	0
Security Upgrades	0	61,000	0
Tri-County Animal Shelter Improvements	0	18,000	0
Develop Road Safety Prioritization Measure & Inventory	38,000	18,000	0
Engineering Plan Digitization	53,000	0	0
Animal Shelter Feasibility Study	0	0	50,000
PARKS			
Park Repair & Maintenance Projects	252,000	239,000	239,000
Port Tobacco Parkland Acquisition	3,000	0	0
Friendship Farm Addition	3,000	0	0
Waterfront Acquisition	0	0	3,000
Contingency- Inflation	20,000	0	0
	$896,000	**$1,646,900**	**$913,000**

Other

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Contingency	$0	$100,000	$1,173,600	$1,173,600	$1,073,600	1073.6%
Total Expenditures	$0	$100,000	$1,173,600	$1,173,600	$1,073,600	1073.6%

Changes and Useful Information:

- $100,000 = Contingency for emergency expenditures or revenue shortfalls
- $82,600 = Contingency set aside for Circuit Court's 5th Judge (Administrative Assistant & Furniture)
- $991,000 = Contingency set aside for CCSO Pay Scale adjustment

$1,173,600

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 FY2016, Contingency funds were spent as follows:

1. To cover the cost of sand bags that were bought in preparation for a storm that did not materialize.	$7,370
Total FY2016 Contingency Use	$7,370
Remaining Unused Balance (as of 6/30/16)	92,630
Total FY2016 Appropriation	$100,000

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Transfer: Excise Tax Subsidy	$651,500	$0	$0	$0	$0	N/A
Transfer: Watershed Fund	0	550,000	550,000	550,000	0	0.0%
Capital Lease Purchase	5,414,451	6,979,100	4,147,300	3,342,500	(3,636,600)	-52.1%
Total Expenditures	$6,065,951	$7,529,100	$4,697,300	$3,892,500	($3,636,600)	-48.3%
Revenues	$6,139,500	$6,979,100	$4,147,300	$3,342,500	($3,636,600)	-52.1%

Changes and Useful Information:

- **Transfer: Excise Tax Subsidy** was used in FY2015 to support the school construction (excise tax) bond issue debt. In FY 2013, the County received a bond premium for the issue of school construction bonds. These revenues are restricted and can only be used to retire existing tax debt. The transfer moved funds to the Debt Service Fund to pay for Excise Tax Bonds.
- The **Transfer: Watershed Fund** budget is to help support the Watershed Protection & Restoration Enterprise Fund.
- The budgeted **Capital Lease Purchase** represents the General Fund asset value of the Capital Lease Agreement.
- **Revenue represents** Capital Lease Proceeds which offset the Capital Lease Purchase (actual may vary due to timing of purchases).

Enterprise Funds

ENTERPRISE FUNDS

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

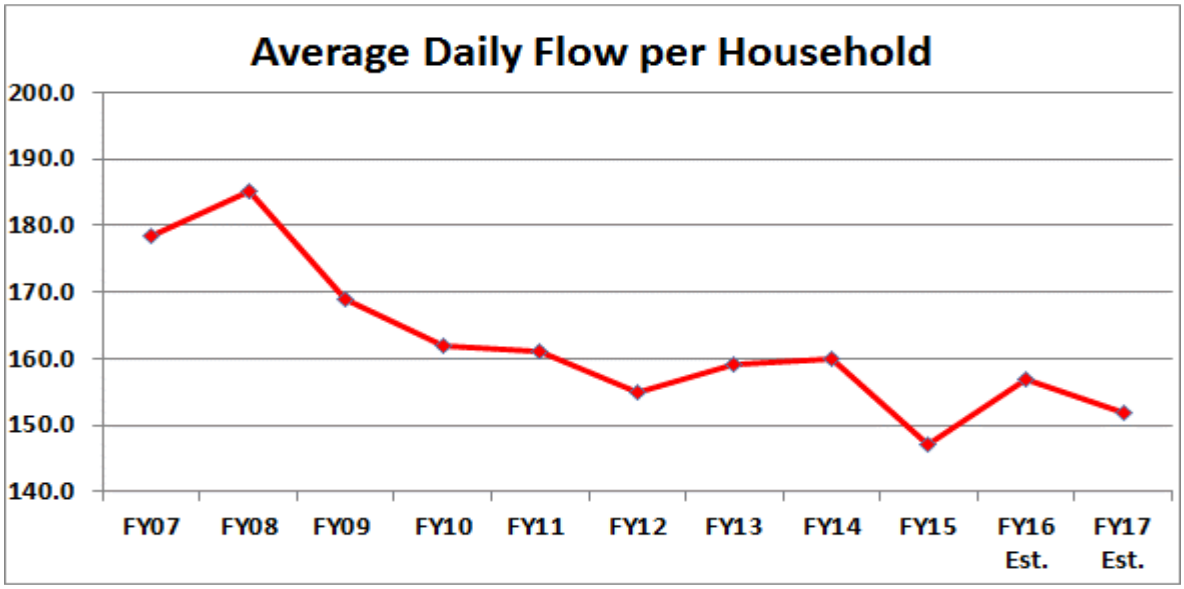
Enterprise Fund Revenues

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

Trends and Assumptions for Revenue Estimates

Water & Sewer

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



For FY17, water user fees will increase by 8.1% for single family customers and 7.8% for multi-family/commercial customers. There was no adjustment to the sewer user fee rate. Billing fees increased by 1.0%. The total FY17 budget is 5.9% greater than the FY16 budget. Expenditures were adjusted to cover an increase in debt service costs due to related capital projects, to fund five full time new positions, and to cover the increased cost of operation & maintenance. Based on an average daily consumption of 152 gallons, a consumer could expect to pay approximately $157 per quarter. The County remains in the lower half of surrounding jurisdictions in rate comparisons.

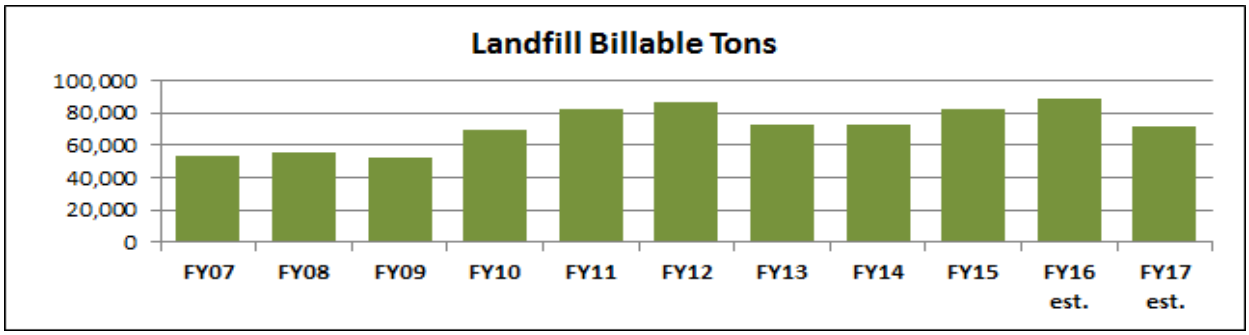
ENTERPRISE FUNDS

Solid Waste (Landfill)

An enterprise fund was established for landfill operations in the early 1990's. The tipping fee was increase by $5 to $75 for FY17. The fee increase was needed to fund future development of the remaining space at the Landfill. This fee is the primary revenue source for the Landfill operation comprising over 95% of the revenues for this operation.

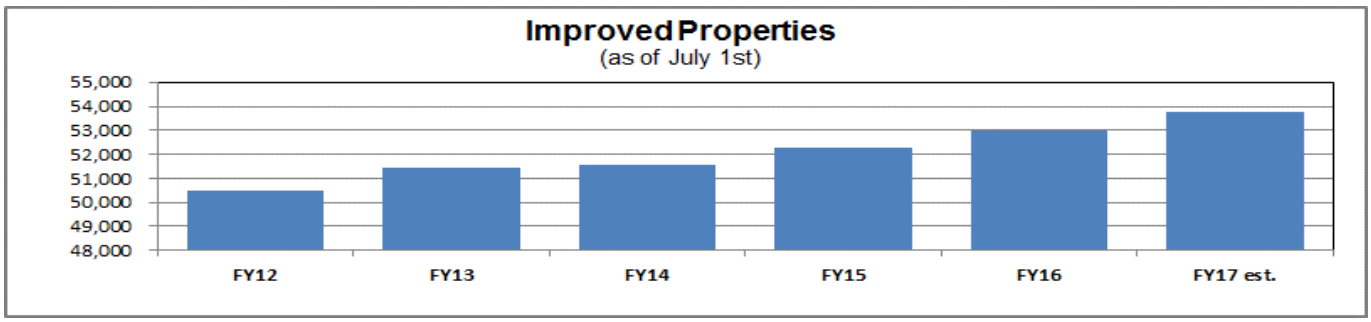
Both a fiscal and operational impact resulted from the free trade legislation approved by the Federal Government many years ago which removed restrictions on landfills and opened the waste removal business to interstate transactions. Consequently, what once was a predictable estimate for tons of waste 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. FY17 tons are conservatively estimated. The landfill is located on a 16 acre site and is estimated to be 50% filled at the end of FY16. 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 $99 environmental service fee for each improved property within the County. Improved property is land with one or more structures on it. The environmental service fee accounts for approximately 97% of revenues generated in this fund. The fee is established annually based on the estimated cost of various programs divided by the number of dwelling units. Information from the tax billing system supported by information from the Maryland Department of Assessments and Taxation provides the County with a reliable count of dwelling units. A growth rate is added to the base for a total revenue estimate. The fee was increased from $88 to $99 in FY17 to expand the curbside collection program by 1,500 homes, to fund an additional contracted litter removal crew, and to fund a new position.



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

ENTERPRISE FUNDS

Watershed Protection & Restoration Program

The County's Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland restoration activities. The fund covers related planning, mapping, monitoring, inspections, enforcement, operations and maintenance, public education and outreach, grants to non-profits, administrative costs, and debt service payments to cover the cost of capital improvements. Revenues to the fund are generated primarily by the Stormwater Remediation Fee, which is charged annually to each improved property within the County and accounts for 73% of revenues. The Stormwater Remediation fee was increased from $35 in FY16 to $39 per improved property in FY17 to cover the debt service related to capital projects and to fund increase operation & maintenance costs. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Properties within the Town of La Plata are not charged the fee, since the Town has a stormwater fee for similar purposes.

Inspection & Review

The County manages building inspections and developer plan reviews through the use of an enterprise fund. The recession in the early 1990's depressed the construction industry and left the County with high overhead costs. To allow for greater flexibility regarding the expansion and contraction of the building & renovation activities within the County this operation was privatized and is managed partly with outside contractors. Operating revenues for this fund are generated primarily by service charges for various inspections and reviews. Inspections are performed for roads, buildings, grading, water & sewer, storm drain & storm water, and sediment & erosion control. Reviews include plan and architectural reviews. Estimates are provided by the Department of Planning & Growth Management based on their measurement of plan review and building development. Revenue estimates are assumed based on current trends, including permit and population estimates, leading economic indicators, market values, and personal income. Fees are adjusted to cover the cost of providing these services. Funding was increased by 27.1% to replace the computer system associated with land use, subdivision, code enforcement, and permit activities. Excluding this one-time purchase, operations are budgeted to increase 3.2% compared to FY16.

Recreation

This fund is used to manage the recreational and leisure time activities for County residents including: recreational classes and special events, indoor sports leagues for youth and adult, drop-in programs, special population programs and supporting the Special Olympics, summer aquatics and swim lessons, summer sports camps, trips and tours, and amusement park discount ticket sales. Additionally, the Recreation fund accounts for the operation of the Elite Gymnastics & Recreation Center, a state-of-the-art facility. 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 are budgeted to increase 4.1% compared to FY16.

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

The Charles County Government Office of Tourism is researching with the Regency Furniture Stadium on 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]

Water & Sewer

	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Revenue						
Service Charges	$24,857,710	$27,330,400	$28,329,200	$29,055,100	$1,724,700	6.3%
Local Government	952,826	959,900	1,015,700	1,015,700	55,800	5.8%
Fines & Forfeitures	603,363	557,000	605,000	605,000	48,000	8.6%
Rent Revenues	242,881	280,000	272,000	272,000	(8,000)	-2.9%
Licenses & Permits	70,211	71,700	74,000	74,000	2,300	3.2%
Miscellaneous	78,728	41,000	56,700	56,700	15,700	38.3%
Operating Revenues	$26,805,719	$29,240,000	$30,352,600	$31,078,500	$1,838,500	6.3%
Fund Balance Appropriation	0	450,000	350,000	350,000	(100,000)	-22.2%
Total	$26,805,719	$29,690,000	$30,702,600	$31,428,500	$1,738,500	5.9%
Expense						
Personal Services	$7,946,691	$8,071,900	$8,574,600	$8,544,100	$472,200	5.8%
Fringe Benefits	2,812,560	3,092,100	2,977,600	2,967,300	(124,800)	-4.0%
Operating Costs	10,228,923	12,664,200	13,541,300	13,540,200	876,000	6.9%
Debt Service	4,083,501	4,621,200	5,203,000	5,203,000	581,800	12.6%
Operating Contingency	0	0	0	41,900	41,900	N\A
Capital Outlay	243,331	1,130,000	965,000	965,000	(165,000)	-14.6%
Capital Projects	259,011	110,600	167,000	167,000	56,400	51.0%
Total	$25,574,017	$29,690,000	$31,428,500	$31,428,500	$1,738,500	5.9%
Variance	$1,231,702	$0	($725,900)	$0		

Solid Waste

Revenue						
Service Charges	$5,971,448	$5,505,900	$5,533,500	$5,885,700	$379,800	6.9%
Licenses & Permits	3,125	3,000	3,000	3,000	0	0.0%
Miscellaneous	127	2,400	2,400	2,400	0	0.0%
Operating Revenues	$5,974,700	$5,511,300	$5,538,900	$5,891,100	$379,800	6.9%
Fund Balance Appropriation	448,439	0	713,000	713,000	713,000	N\A
Total	$6,423,139	$5,511,300	$6,251,900	$6,604,100	$1,092,800	19.8%
Expense						
Personal Services	$1,595,440	$1,599,800	$1,636,900	$1,636,900	$37,100	2.3%
Fringe Benefits	537,629	558,700	527,700	527,700	(31,000)	-5.5%
Operating Costs	833,790	923,200	1,031,500	1,031,500	108,300	11.7%
Debt Service	10,005	18,700	61,300	61,300	42,600	227.8%
Landfill Expansion/Closure	1,817,400	1,840,500	2,063,300	2,063,300	222,800	12.1%
Capital Outlay	448,439	0	713,000	713,000	713,000	N\A
Transfer to Capital Projects	263,380	0	0	0	0	N\A
Equipment/Tech Reserve	476,200	570,400	570,400	570,400	0	0.0%
Total	$5,982,283	$5,511,300	$6,604,100	$6,604,100	$1,092,800	19.8%
Variance	$440,856	$0	($352,200)	$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

	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Revenue						
Service Charges	$3,961,733	$4,573,800	$4,594,600	$5,204,700	$630,900	13.8%
Interest Income	10,198	13,700	10,000	10,000	(3,700)	-27.0%
Operating Revenues	$3,971,931	$4,587,500	$4,604,600	$5,214,700	$627,200	13.7%
Fund Balance Appropriation	287,298	0	0	0	0	N\A
Total	$4,259,229	$4,587,500	$4,604,600	$5,214,700	$627,200	13.7%
Expense						
Personal Services	$882,232	$889,500	$965,300	$965,300	$75,800	8.5%
Fringe Benefits	256,724	288,600	284,300	284,300	(4,300)	-1.5%
Operating Costs	2,361,795	2,640,800	3,138,100	3,138,100	497,300	18.8%
Debt Service	562,905	639,600	706,000	706,000	66,400	10.4%
Capital Outlay	188,543	8,000	0	0	(8,000)	N\A
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total	$4,373,199	$4,587,500	$5,214,700	$5,214,700	$627,200	13.7%
Variance	($113,970)	$0	($610,100)	$0		

Watershed Protection and Restoration

Revenue						
Service Charges	$2,185,340	$1,845,400	$1,830,100	$2,018,300	$172,900	9.4%
Interest Income	7,186	5,300	5,300	5,300	0	0.0%
Operating Revenues	$2,192,526	$1,850,700	$1,835,400	$2,023,600	$172,900	9.3%
Transfers from General Fund	0	550,000	550,000	550,000	0	0.0%
Fund Balance Appropriation	0	75,000	112,000	112,000	37,000	49.3%
Total	$2,192,526	$2,475,700	$2,497,400	$2,685,600	$209,900	8.5%
Expense						
Personal Services	$239,593	$232,200	$253,400	$253,400	$21,200	9.1%
Fringe Benefits	70,037	75,400	73,900	73,900	(1,500)	-2.0%
Operating Costs	924,665	1,243,400	1,194,300	1,192,600	(50,800)	-4.1%
Debt Service	568,957	889,700	1,052,000	1,053,700	164,000	18.4%
Capital Budget Reserve	60,000	35,000	112,000	112,000	77,000	220.0%
Total	$1,863,252	$2,475,700	$2,685,600	$2,685,600	$209,900	8.5%
Variance	$329,274	$0	($188,200)	$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]

Inspections and Review

	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Revenue						
Service Charges	$4,771,059	$3,576,100	$3,772,600	$3,772,600	$196,500	5.5%
Operating Revenues	$4,771,059	$3,576,100	$3,772,600	$3,772,600	$196,500	5.5%
Transfers from General Fund	0	9,700	9,700	9,700	0	0.0%
Fund Balance Appropriation	0	0	777,000	777,000	777,000	N\A
Total	$4,771,059	$3,585,800	$4,559,300	$4,559,300	$196,500	27.1%
Expense						
Personal Services	$1,188,260	$1,172,600	$1,269,600	$1,273,300	$100,700	8.6%
Fringe Benefits	400,475	427,200	421,800	418,200	(9,000)	-2.1%
Operating Costs	1,701,929	1,747,000	1,791,200	1,774,800	27,800	1.6%
Debt Service	92,312	153,200	26,800	26,800	(126,400)	-82.5%
Operating Contingency	0	85,800	205,900	206,300	120,500	140.4%
Capital Outlay	0	0	859,900	859,900	859,900	N\A
Total	$3,382,976	$3,585,800	$4,575,200	$4,559,300	$973,500	27.1%
Variance	$1,388,083	$0	($15,900)	$0		

Recreation

Revenue						
Service Charges	$1,491,536	$1,838,600	$1,821,300	$1,821,300	($17,300)	-0.9%
Rent Revenue	61,294	59,200	59,700	59,700	500	0.8%
Miscellaneous	39,306	47,000	47,000	47,000	0	0.0%
State Grants	20,949	20,900	20,900	20,900	0	0.0%
Federal Grants	2,746	5,000	3,900	3,900	(1,100)	-22.0%
Interest Income	0	1,000	500	500	(500)	-50.0%
Operating Revenues	$1,615,831	$1,971,700	$1,953,300	$1,953,300	($18,400)	-0.9%
Fund Balance Appropriation	0	0	100,000	100,000	100,000	N\A
Total	$1,615,831	$1,971,700	$2,053,300	$2,053,300	$81,600	4.1%
Expense						
Personal Services	$632,187	$969,300	$954,800	$957,500	($11,800)	-1.2%
Fringe Benefits	109,312	167,100	157,100	157,400	(9,700)	-5.8%
Operating Costs	606,410	656,800	758,700	758,700	101,900	15.5%
Debt Service	148,066	151,300	151,700	151,700	400	0.3%
Operating Contingency	0	17,700	21,500	18,500	800	4.5%
Capital Outlay	0	9,500	9,500	9,500	0	0.0%
Equipment Reserve	7,500	0	0	0	0	N\A
Total	$1,503,475	$1,971,700	$2,053,300	$2,053,300	$81,600	4.1%
Variance	$112,356	$0	$0	$0		

Footnotes:

(1) Information reported is based on a budgetary basis, which in some cases varies from an accounting basis.
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These items are not recorded on the County's Statement of Revenues, Expenses, and changes in Net Assets.

ENTERPRISE FUND OPERATING BUDGETS[1]

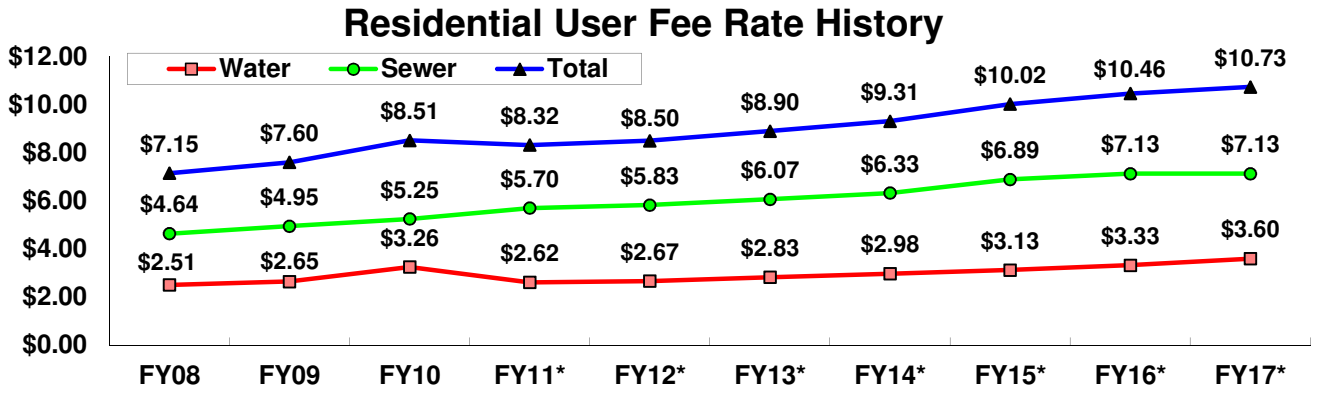
	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Vending Machine						
Service Charges	$145,303	$145,600	$140,600	$140,600	($5,000)	-3.4%
Operating Costs	$133,993	$145,600	$140,600	$140,600	($5,000)	-3.4%
Variance	$11,310	$0	$0	$0		
Tourism Stadium Concert						
Miscellaneous	$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	$46,212,806	$48,040,800	$50,882,900	$52,759,300	$4,718,500	9.8%
Total Expenses	$42,813,194	$48,040,800	$52,775,200	$52,759,300	$4,718,500	9.8%
Variance	**$3,399,612**	**$0**	**($1,892,300)**	**$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.

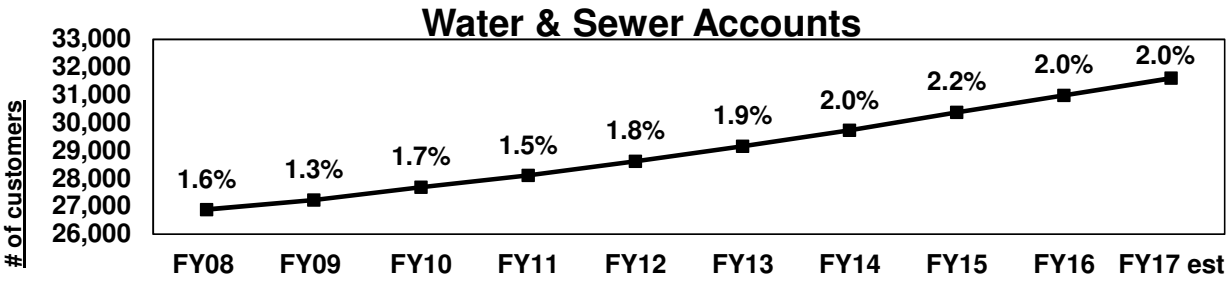
Water and Sewer Fund

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



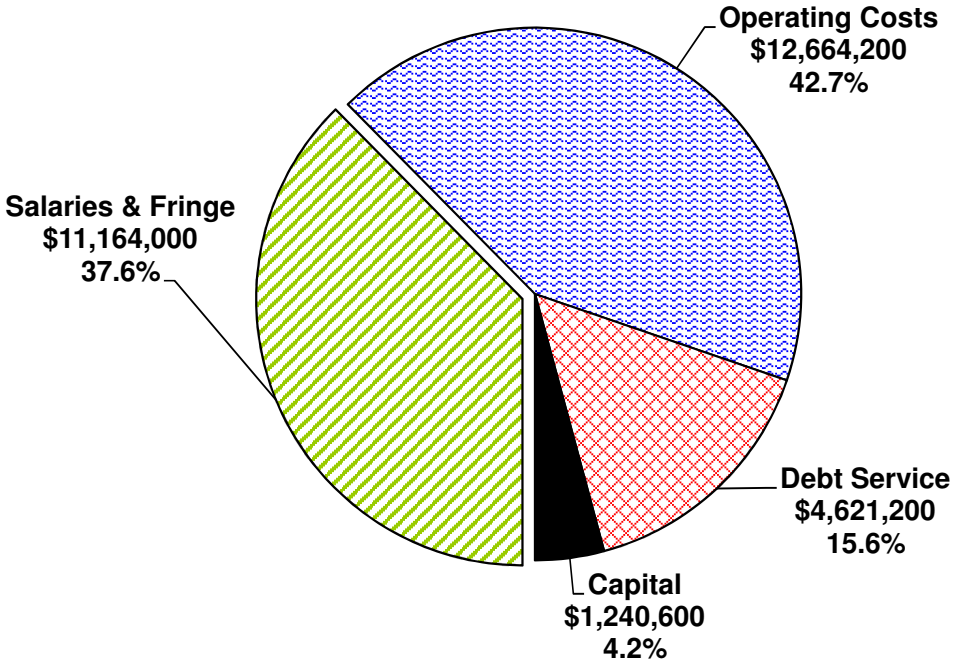
*The user fee rate structure was adjusted for FY11 to a tiered method. This resulted in a rate decrease for the average residential customer who consumes less than 18,000 gallons per quarter. Customers consuming more than 18,000 gallons per quarter will be charged a higher rate on the excess usage. The tiered method approach will continue in FY2017. **See additional rates below:**

	FY2017 Rates:
Water User Fee Rate	
Single Family Residential: 0 - 18,000 gallons	$3.60 per 1,000 gallons
Single Family Residential: 18,001 - 24,000 gallons	$7.20 per 1,000 gallons
Single Family Residential: Over 24,000 gallons	$10.80 per 1,000 gallons
Multi-Family/Commercial: based on metered usage	$4.50 per 1,000 gallons
Sewer User Fee Rate	
Single Family Residential: Billing capped at 24,000 gallons	$7.13 per 1,000 gallons
Multi-Family/Commercial: based on metered usage	$7.13 per 1,000 gallons
Customer Account Fee	
Customer Account Charge	$10.51 flat fee
Sewer "Only" Non-Metered Customer Account Charge	$5.38 flat fee
Late Payment Penalty	10% of current bill plus 3% of arrear bills
Other Fees	
Water Leak Test	$49
Water Meter Test - 5/8" Meters to 8" Meters	$138 to $357
Reconnect/Disconnect of Water Service (weekdays)	$50
Reconnect/Disconnect Water Service (evenings/weekends/holidays)	$108

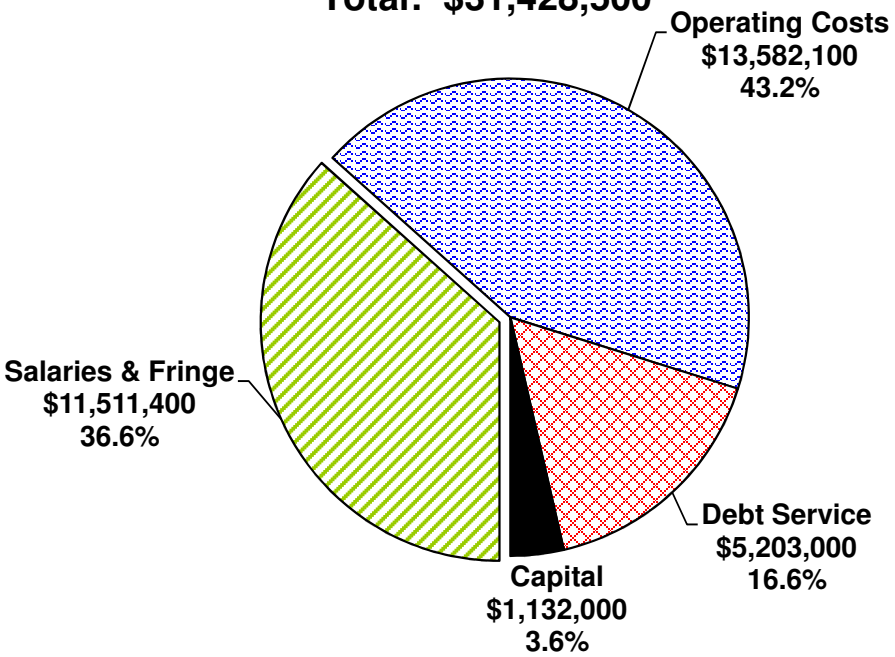


The % increase in the graph represents the rate of customer growth. The number of accounts has steadily increased each year which is reflective of the County's constant population growth.

FY2016 Operating Expenses by Account Classification
Total: $29,690,000



FY2017 Operating Expenses by Account Classification
Total: $31,428,500



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	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	$ Change FY2016	% Chg.
Personal Services	$2,480,152	$2,599,400	$2,764,000	$2,764,000	$164,600	6.3%
Fringe Benefits	948,266	1,046,300	992,000	992,000	(54,300)	-5.2%
Operating Costs	2,107,842	2,625,400	2,587,600	2,587,600	(37,800)	-1.4%
Debt Service	2,105,498	2,439,000	2,727,900	2,727,900	288,900	11.8%
Capital Outlay/Maintenance	98,675	545,000	450,000	450,000	(95,000)	-17.4%
Capital Projects	172,000	56,700	95,000	95,000	38,300	67.5%
Total Expenditures	$7,912,433	$9,311,800	$9,616,500	$9,616,500	$304,700	3.3%

Changes and Useful Information:

- **Personal Services** funds approved salary increases for FY2017 as well as four new positions. These positions, an Office Associate III, a Line Maintenance Supervisor, and (2) Equipment Operator III are also supported by the Mattawoman Division and/or the Water Division. The Office Associate will provide administrative support, the Line Maintenance Supervisor will assist with completing work orders, and the (2) Equipment Operator III will repair water and sewer mains.
- The **Operating Costs** budget decreased due to one-time FY2016 cost and adjusting to current trends.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and lease payments for vehicle and equipment purchases.
- The **Capital Outlay/Maintenance** is mainly for sewer line pipe replacements.
- **Capital Projects** budget is for the Sewer Model Update.

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 2013 FTE	FY 2014 FTE	FY 2015 FTE	FY 2016 FTE	FY 2017 FTE
Total Full Time Equivalent	**43.7**	**43.7**	**44.9**	**45.7**	**47.5**

Objectives & Measurements:

	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To provide excellent customer service.			
Water & Sewer Line Breaks			
Number of Breaks	5	60	60
$ per event	$26,364	$300,000	$300,000
Water/Sewer Regulatory Compliance			
% Violations	7.84%	3.00%	3.00%
Potential Violations	51	51	51
Water and Sewer			
Delivered	198.8mg	2.1 billion gal	2.1 billion gal
Treated	261.3mg	3.1 billion gal	3.1 billion gal
Customer Complaints			
Number of Complaints	27	144	144
% resolved within 24 hours	96%	97%	97%
# of injury and property damage claims reported (# / month)	0	7	7

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	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	$ Change FY2016	% Chg.
Personal Services	$1,931,261	$1,946,300	$2,002,000	$2,002,000	$55,700	2.9%
Fringe Benefits	632,699	719,400	660,000	660,000	(59,400)	-8.3%
Operating Costs	4,883,305	5,689,900	6,283,100	6,283,100	593,200	10.4%
Debt Service	30,000	16,600	20,000	20,000	3,400	20.5%
Capital Outlay/Maintenance	29,591	40,000	0	0	(40,000)	N\A
Total Expenditures	$7,506,856	$8,412,200	$8,965,100	$8,965,100	$552,900	6.6%
WSSC Contribution/CPV	$952,826	$959,900	$1,500,200	$1,500,200	$540,300	56.3%

Changes and Useful Information:

- **Personal Services** funds approved salary increases for FY2017, and two new positions: an Office Associate III which is also supported by the Water Division and the Sewer Division, and an Equipment Technician I. The Office Associate III will provide administrative support and the Equipment Technician I will help with the work load at the Mattawoman Wastewater Treatment Plant.
- The **Operating Costs** budget includes the increased operation and maintenance cost associated with the Competitive Power Ventures (CPV) power plant hooking up to the treatment plant. This increase will be offset with an increase in revenues associated with the power plant.
- The **Capital Outlay/Maintenance** budget in FY2016 was for minor repairs and/or replacements.

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 2013 FTE	FY 2014 FTE	FY 2015 FTE	FY 2016 FTE	FY 2017 FTE
Total Full Time Equivalent	**34.0**	**34.0**	**33.6**	**35.1**	**36.4**

Objectives & Measurements:

	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To provide excellent customer service.			
Water & Sewer Line Breaks			
Number of Breaks	5	60	60
$ per event	$26,364	$300,000	$300,000
Water/Sewer Regulatory Compliance			
% Violations	7.84%	3.00%	3.00%
Potential Violations	51	51	51
Water and Sewer			
Delivered	198.8mg	2.1 billion gal	2.1 billion gal
Treated	261.3mg	3.1 billion gal	3.1 billion gal
Customer Complaints			
Number of Complaints	27	144	144
% resolved within 24 hours	96%	97%	97%
# of injury and property damage claims reported (# / month)	0	7	7

Water & Sewer

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	$ Change FY2016	% Chg.
Personal Services	$2,296,241	$2,269,600	$2,432,800	$2,432,800	$163,200	7.2%
Fringe Benefits	829,712	854,000	864,800	864,800	10,800	1.3%
Operating Costs	3,035,791	4,133,500	4,111,500	4,111,500	(22,000)	-0.5%
Debt Service	1,623,570	1,793,500	2,074,100	2,074,100	280,600	15.6%
Capital Outlay/Maintenance	115,065	545,000	515,000	515,000	(30,000)	-5.5%
Capital Projects	87,011	53,900	72,000	72,000	18,100	33.6%
Total Expenditures	$7,987,391	$9,649,500	$10,070,200	$10,070,200	$420,700	4.4%

Changes and Useful Information:

- **Personal Services** funds approved salary increases for FY2017 as well as four new positions. These positions, an Office Associate III, a Line Maintenance Supervisor, and (2) Equipment Operator III are also supported by the Mattawoman Division and/or the Water Division. The Office Associate will provide administrative support, the Line Maintenance Supervisor will assist with completing work orders, and the (2) Equipment Operator III will repair water and sewer mains.
- The **Operating Costs** budget was adjusted to account for the decrease in chemical costs and one-time FY2016 equipment.
- The increase in **Debt Service** is for payments related to bond issues for capital projects and lease payments for vehicle and equipment purchases.
- **Capital Outlay/Maintenance** budget is to change an existing Tablet Chlorination System to an Accu-Tab calcium hypochlorite system that will result in a more consistent dissolve, as well as, various water pipe replacements, well replacements and water valve replacements.
- **Capital Projects** budget is for the Water Model Update Project.

Description:

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

Positions:

	FY 2013 FTE	FY 2014 FTE	FY 2015 FTE	FY 2016 FTE	FY 2017 FTE
Total Full Time Equivalent	**37.6**	**37.6**	**38.3**	**39.5**	**41.3**

Objectives & Measurements:

	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To provide excellent customer service.			
Water & Sewer Line Breaks			
Number of Breaks	5	60	60
$ per event	$26,364	$300,000	$300,000
Water/Sewer Regulatory Compliance			
% Violations	7.84%	3.00%	3.00%
Potential Violations	51	51	51
Water and Sewer			
Delivered	198.8mg	2.1 billion gal	2.1 billion gal
Treated	261.3mg	3.1 billion gal	3.1 billion gal
Customer Complaints			
Number of Complaints	27	144	144
% resolved within 24 hours	96%	97%	97%
# of injury and property damage claims reported (# / month)	0	7	7

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 2013**	**FY 2014**	**FY 2015**	**FY 2016**	**FY 2017**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Director of Public Works	0.5	0.5	0.5	0.5	0.5
Assistant Director of Public Works - Utilities	0.9	0.9	0.9	0.9	0.9
Chief of Operations and Maintenance	1.0	1.0	1.0	1.0	1.0
Chief of Technical Support	1.0	1.0	1.0	1.0	1.0
Inventory & Fleet Mgmt Operations Manager	0.0	0.0	0.2	0.2	0.2
Engineer I - III	2.8	2.8	2.8	2.8	2.8
Technical Support Operations Superintendent	1.0	1.0	0.0	1.0	1.0
Equipment Maintenance Supt.	1.0	1.0	1.0	1.0	1.0
Environmental Operations Superintendent	4.0	4.0	4.0	4.0	4.0
Financial Support Manager	0.5	0.5	1.5	1.0	1.0
Laboratory Supervisor	1.0	1.0	1.0	1.0	1.0
Laboratory Management Information Systems/Data	0.0	0.0	0.0	1.0	1.0
Line Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Systems Analyst	1.0	1.0	1.0	1.0	1.0
Network Specialist III	1.0	1.0	1.0	1.0	1.0
Wastewater Operations Supervisor II	5.0	5.0	6.0	6.0	6.0
Assistant Project Manager	2.0	2.0	2.0	2.0	2.0
Line Maintenance Supervisor	3.0	3.0	3.0	3.0	4.0
Equipment Maintenance Supervisor	3.0	3.0	3.0	3.0	3.0
Water Operations Supervisor II	2.0	2.0	2.0	2.0	2.0
Water Operations Supervisor I	1.0	1.0	1.0	1.0	1.0
Wastewater Operations Supervisor I	2.0	2.0	0.0	0.0	0.0
Fleet Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Pretreatment Specialist	1.0	1.0	1.0	1.0	1.0
Cross Connection Control Specialist	1.0	1.0	1.0	1.0	1.0
Laboratory Technician I - II	3.0	3.0	3.0	3.0	3.0
Inventory Control Specialist	0.0	0.0	0.2	0.2	0.2
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Instrumentation Technician	0.0	2.0	3.0	4.0	4.0
Electrician III	4.0	2.0	2.0	1.0	1.0
Facilities Maintenance Technician III	1.0	1.0	1.0	1.0	1.0
Administrative Project Specialist	1.0	1.0	1.0	1.0	1.0
Equipment Maintenance Technician II	3.0	3.0	3.0	3.0	3.0
Fleet Maintenance Technician II	1.0	1.0	1.0	1.0	1.0
Wastewater Operator / Trainee	22.0	23.0	26.0	26.0	26.0
Utilities Locator	3.0	3.0	3.0	3.0	3.0
Administrative Associate	2.0	2.0	2.0	2.0	2.0
Electrician I - II	4.0	3.0	3.0	3.0	3.0
Inventory Control Associate	0.0	0.0	0.2	0.2	0.2
Regulatory Compliance Associate	0.0	0.0	1.0	1.0	1.0
Equipment Operator III - IV	8.0	8.0	7.0	7.0	9.0
Painter	1.0	1.0	0.0	0.0	0.0
Water Operator	8.0	8.0	7.0	7.0	7.0
Meter Technician	1.0	0.0	0.0	0.0	0.0
Equipment Maintenance Technician	5.0	5.0	5.0	5.0	7.0
Office Associate III	1.0	1.0	1.0	1.0	2.0
Facilities Maintenance Technician I	1.0	1.0	1.0	1.0	1.0
Line Maintenance Worker	7.0	8.0	8.0	10.0	9.0
Part Time I	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	**115.3**	**115.3**	**116.8**	**120.2**	**125.2**

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	37.6	37.6	38.3	39.5	41.3
Sewer	43.7	43.7	44.9	45.7	47.5
Mattawoman	34.0	34.0	33.6	35.1	36.4
Total Full Time Equivalent	**115.3**	**115.3**	**116.8**	**120.2**	**125.2**

Water & Sewer

Department: Planning and Growth Management 30.07.06
Division \ Program: Water & Sewer Administration Fund: Enterprise
Program Administrator: Steve Kaii-Ziegler, Director of Planning & Growth Management
www.charlescountymd.gov/pgm/welcome

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	$ Change FY2016	% Chg.
Personal Services	$90,078	$87,400	$116,000	$85,500	($1,900)	-2.2%
Fringe Benefits	22,706	24,900	31,800	21,500	(3,400)	-13.7%
Operating Costs	1,076	2,100	3,000	1,900	(200)	-9.5%
Operating Contingency	0	0	0	41,900	41,900	NEW
Total Expenditures	$113,860	$114,400	$150,800	$150,800	$36,400	31.8%
Revenues	$3,815	$7,000	$7,000	$7,000	$0	0.0%

Baseline Changes and Useful Information:

- **Operating Contingency** is for unexpected expenditures and/or revenue shortfalls.

Description:

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

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

Positions:

Title	FY 2013 FTE	FY 2014 FTE	FY 2015 FTE	FY 2016 FTE	FY 2017 FTE
Director of Planning & Growth Mgmt	0.3	0.3	0.3	0.3	0.3
Administration Manager	0.3	0.3	0.3	0.3	0.3
Property Acquisition Officer	0.3	0.3	0.3	0.3	0.3
Administrative Associate	0.3	0.3	0.3	0.3	0.3
Office Associate II	0.3	0.0	0.0	0.0	0.0
Total Full Time Equivalent	**1.4**	**1.1**	**1.1**	**1.1**	**1.1**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	537	757	657	700	720
Utility Permits Issued	669	628	742	650	700
Property Acquisition Requests					
Objective: To facilitate the acquisition of property interests for utility infrastructure.					
Property Acquisition Requests (not PGM)	27	27	23	30	30

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	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	$ Change FY2016	% Chg.
Personal Services	$236,260	$233,000	$232,800	$232,800	($200)	-0.1%
Fringe Benefits	78,149	85,700	85,400	85,400	(300)	-0.4%
Operating Costs	3,749	3,700	3,700	3,700	0	0.0%
Total Expenditures	$318,158	$322,400	$321,900	$321,900	($500)	-0.2%

Changes and Useful Information:

- **Personal Services** includes approved salary increases and adjustments for turnover.

Description:

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

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

Positions:

Title	FY 2013 FTE	FY 2014 FTE	FY 2015 FTE	FY 2016 FTE	FY 2017 FTE
Development Services Manager	0.0	0.0	0.0	0.3	0.3
Engineer I / II / III / IV	1.1	1.1	1.1	0.7	0.7
Building Code Official	0.0	0.0	0.0	0.1	0.1
Right-of-Way Agent I	0.3	0.3	0.3	0.3	0.3
Water/Wastewater Permit Technician	0.8	0.8	0.8	0.8	0.8
Permits Specialist	0.8	0.8	0.8	1.0	1.0
Office Associate II	0.8	0.8	0.8	0.8	0.8
Office Associate I	0.0	0.3	0.3	0.0	0.0
Total Full Time Equivalent	**3.7**	**3.9**	**3.9**	**3.9**	**3.9**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	157	160	174	170	175
Sewer	186	162	171	190	175
Equivalent FTE per Fiscal Year	114.3	107.3	115.0	120.0	117.0

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	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	$ Change FY2016	% Chg.
Personal Services	$161,164	$141,500	$210,400	$210,400	$68,900	48.7%
Fringe Benefits	65,226	86,300	92,500	92,500	6,200	7.2%
Operating Costs	10,466	8,400	248,300	248,300	239,900	2856.0%
Total Expenditures	$236,856	$236,200	$551,200	$551,200	$315,000	133.4%

Changes and Useful Information:

- **Personal Services** includes funding for approved salary increases, and a new Engineer II position which is also supported by the General Fund. This position will assist with the Water/Sewer Modeling and engineering analysis. Additional part-time funds were also included to complete the Water and Sewer Plan.
- **Operating Costs** were increased to cover GIS Sewer Mapping to complete the GIS data of the county sewer system and permanent flow monitoring to enable staff to monitor peak sewer flows, perform analysis for planning purposes, and overflow prevention activities.

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; administration of the County's petition process; and coordination with Federal, State, and local infrastructure management agencies.

Positions:

Title	FY 2013 FTE	FY 2014 FTE	FY 2015 FTE	FY 2016 FTE	FY 2017 FTE
Chief of Resource & Infrastructure Mgmt	0.7	0.7	0.7	0.7	0.7
Resource Manager	0.5	0.3	0.3	0.3	0.3
Engineer III	0.0	0.0	1.0	1.0	1.0
Engineer II	0.0	0.0	0.0	0.0	0.8
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
Administrative Associate	0.3	0.3	0.3	0.3	0.3
Part Time	0.0	0.0	0.0	0.1	0.3
Total Full Time Equivalent	**2.3**	**2.1**	**3.1**	**3.2**	**4.2**
Allocated to the Capital Project Fund	0.0	0.0	(1.0)	(1.0)	(1.0)
Net Cost to the Water & Sewer Fund	**2.3**	**2.1**	**2.1**	**2.2**	**3.2**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	15	38	31	35	35

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	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	$ Change FY2016	% Chg.
Personal Services	$382,823	$410,400	$421,700	$421,700	$11,300	2.8%
Fringe Benefits	119,059	140,000	138,100	138,100	(1,900)	-1.4%
Operating Costs	119,780	119,900	177,500	177,500	57,600	48.0%
Debt Service	0	5,300	5,400	5,400	100	1.9%
Total Expenditures	$621,662	$675,600	$742,700	$742,700	$67,100	9.9%
Total Revenues	$673,051	$675,600	$742,700	$742,700	$67,100	9.9%

Changes and Useful Information:

- The **Operating Costs** increase includes adjusting the indirect budget for the approved salary increases, as well as, an Accounting Office support position.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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	5.0	5.0	6.0	6.0
Total Full Time Equivalent	**7.1**	**7.3**	**7.3**	**8.3**	**8.3**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 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	123,434	129,034	129,222	130,000	131,000
# of regular invoices	119,214	124,394	124,580	125,000	126,000
# of finals	4,220	4,640	4,642	4,700	4,725
# of customer accounts	29,160	29,733	31,606	32,100	32,600
% of ebilling customer accounts	n/a	n/a	3.61%	7%	10%
# of delinquent invoices per year	37,116	38,371	38,208	40,668	37,592
- % of total billed	30%	30%	30%	31%	29%
Objective: To follow up on past due accounts/ improve collection efforts.					
# of final notice letters	1,407	1,510	1,258	1,384	1,453
# of liens	512	429	320	277	290
# of liens released	599	478	381	497	320

Water & Sewer

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	$ Change FY2016	% Chg.
Personal Services	$368,712	$384,300	$394,900	$394,900	$10,600	2.8%
Fringe Benefits	116,742	135,500	113,000	113,000	(22,500)	-16.6%
Operating Costs	66,914	81,300	126,600	126,600	45,300	55.7%
Debt Service	324,433	366,800	375,600	375,600	8,800	2.4%
Total Expenditures	$876,801	$967,900	$1,010,100	$1,010,100	$42,200	4.4%
Total Revenues	$892,185	$967,900	$997,200	$1,010,100	$29,300	3.0%

Changes and Useful Information:

- **Operating Costs** increased to allow for meter replacements.
- The **Debt Service** includes funds to cover the replacement of two pick up trucks.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Asst Director of Public Works - Utilities	0.1	0.1	0.1	0.1	0.1
Meter Superintendent	1.0	1.0	1.0	1.0	1.0
Meter Technicians	5.0	5.0	5.0	5.0	5.0
Total Full Time Equivalent	**6.1**	**6.1**	**6.1**	**6.1**	**6.1**

Objectives & Measurements:

	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To have a system of meters less than 15 years old and to insure the accuracy and timeliness of readings.			
# of meters installed (new/replacement/change out program)	126	2,000	1,000

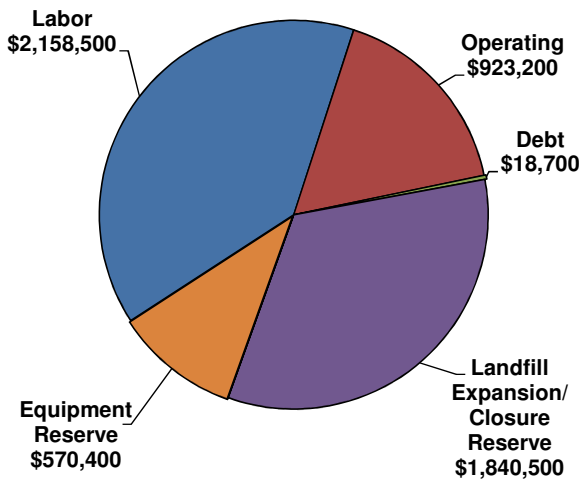
Solid Waste Fund

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

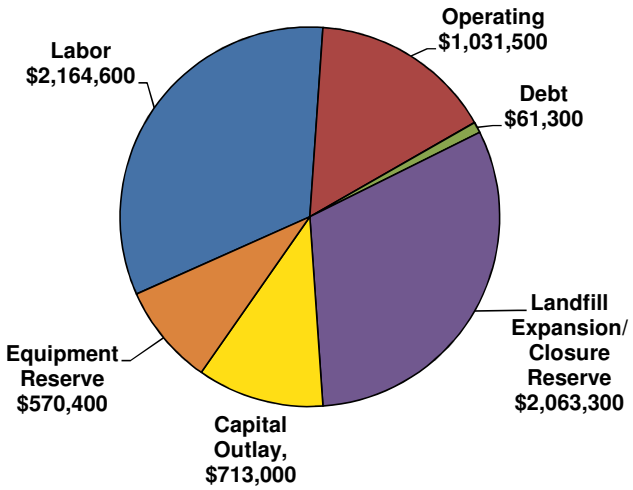
St. Charles Landfill
Physical Address: 12305 Billingsley Rd., Waldorf, MD 20602
www.charlescountymd.gov/pw/landfill/landfill-operations

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

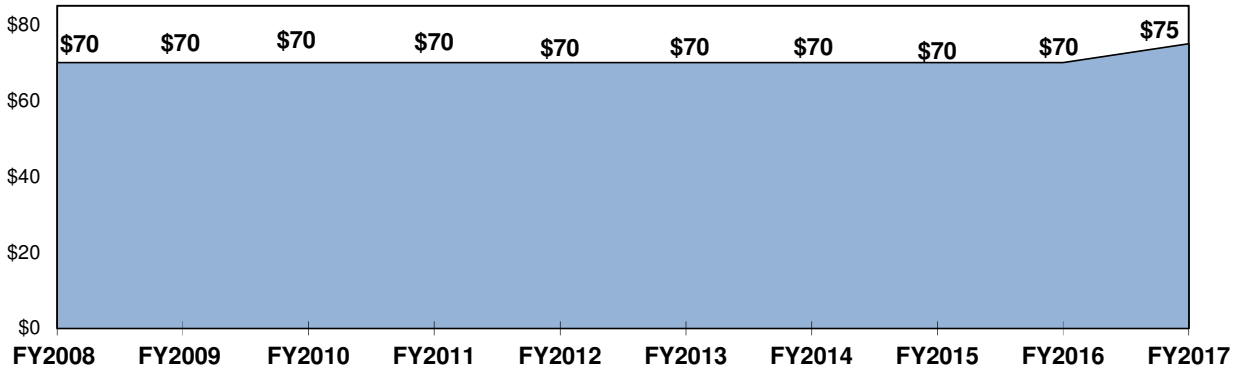
FY 16
Total: $5,511,300



FY 17
Total: $6,604,100



Solid Waste Tipping Fee



Solid Waste Fees:

Solid Waste Tipping Fee		$75.00	per ton
Flat Rate Tipping Fee:	Cars	$10.00	per vehicle
	Pick-up Trucks	$15.00	per truck
Tag-a-Bag		$2.25	per bag
Shredder Residual for Commercial Generators		$15.00	per ton
Fill Dirt for Commercial Generators		$15.00	per ton
Contaminated Soil for Commercial Generators		$75.00	per ton

Solid Waste

Department: Public Works - Facilities 27.05.38
Division \ Program: Landfill Fund: Enterprise
Program Administrator: Dennis Fleming, Chief of Environmental Resources

http://www.charlescountymd.gov/pw/landfill/landfill-operations

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$1,595,440	$1,599,800	$1,636,900	$1,636,900	$37,100	2.3%
Fringe Benefits	537,629	558,700	527,700	527,700	(31,000)	-5.5%
Operating Costs	833,790	923,200	1,031,500	1,031,500	108,300	11.7%
Debt Service	10,005	18,700	61,300	61,300	42,600	227.8%
Landfill Expansion/Closure	1,817,400	1,840,500	2,063,300	2,063,300	222,800	12.1%
Capital Outlay	448,439	0	713,000	713,000	713,000	NEW
Transfer to Capital Projects	263,380	0	0		0	N/A
Equipment/Tech Reserve	476,200	570,400	570,400	570,400	0	0.0%
Total Expenditures	$5,982,283	$5,511,300	$6,604,100	$6,604,100	$1,092,800	19.8%

Changes and Useful Information:

- The **Operating Costs** increase includes a three-year revision to the Comprehensive Solid Waste Management Plan and provides an increase in the leachate disposal budget due to additional space.
- **Debt Service** includes debt payments related to the Citizen's Waste Disposal Facility, Landfill Leachate Pretreatment Facility, and Landfill Storm Water Management Ponds.
- The **Landfill Expansion/Closure** budget funds the future development of the remaining space at the Landfill.
  -The increase for FY17 corresponds with the increase of the Tipping Fee.
- The **Capital Outlay** budget is to replace a pick up truck and a trash compactor.
- The **Equipment/Tech Reserve** budget is used to replace future equipment.

Description:

The Charles County Sanitary Landfill is a modern composite lined landfill opened in July 1994. Located on Billingsley Road East, it features a citizen's recycling-disposal center, a vehicle/equipment maintenance facility, and leachate collection center. The Landfill was designed to accommodate 800 lbs. of refuse per cubic yard, with a 12 year, 8 month life. Due to the higher goal of a compaction rate of at least 1,200 lbs. per cubic yard, and the use of alternative daily cover material, the landfill is currently estimated to last until 2034.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Director of Public Works	0.1	0.1	0.1	0.1	0.1
Assistant Dir of Public Works - Facilities	0.2	0.2	0.2	0.2	0.2
Chief of Environmental Resources	0.8	0.8	0.8	0.8	0.8
Financial Support Manager	0.1	0.1	0.1	0.2	0.2
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
Fleet Maintenance Technician II	1.0	1.0	1.0	1.0	1.0
Management Support Specialist	0.2	0.2	0.2	0.2	0.2
Administrative Associate	1.2	1.2	1.2	1.2	1.2
Assistant Weigh Clerk	1.0	1.0	1.0	1.0	1.0
Equipment Operator II - IV	7.0	7.0	8.0	8.0	8.0
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	7.5	7.5	7.5
Part Time Positions	4.8	4.8	4.8	4.8	4.8
Total Full Time Equivalent	**30.9**	**30.9**	**32.9**	**33.0**	**33.0**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To monitor revenues to determine the life expectancy of the Landfill.					
Residential Tonnage	31,074	33,726	37,877	40,600	30,500
Commercial Tonnage	13,678	11,958	12,511	13,500	10,200
Bulky Tonnage	28,443	29,594	34,575	36,200	31,300
Total Tons	73,195	75,277	84,963	90,300	72,000
Number of Patrons	92,803	87,824	79,880	85,000	68,000
Objective: To maintain high compaction density and to continue the utilization of alternative daily cover material.					
Compaction Rate (lbs. per cubic yard)	833	1,000	1,095	1,200	1,200

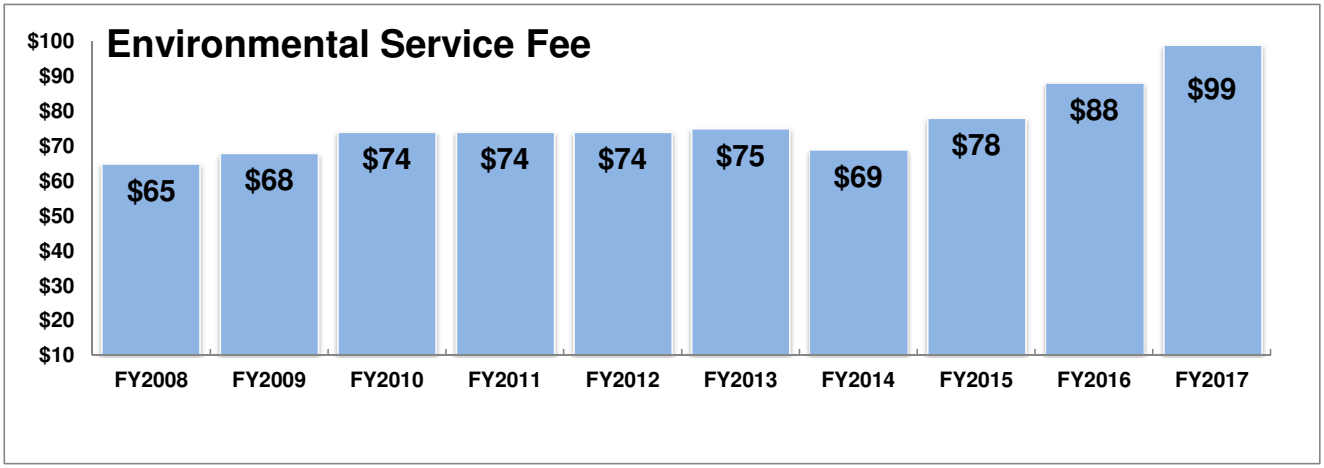
Environmental Service Fund

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

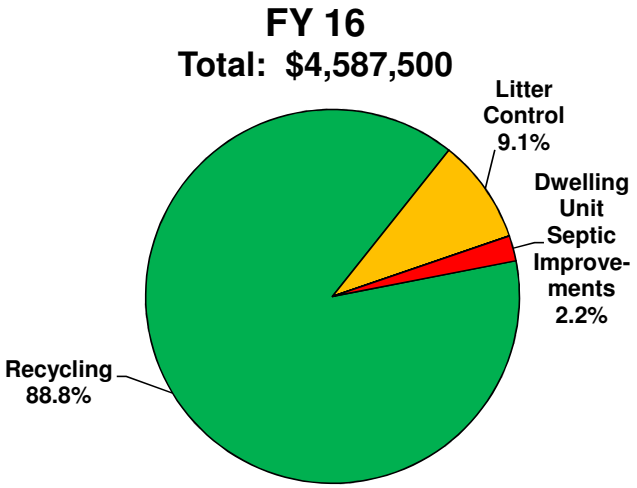
Steve Kaii-Ziegler, Director of Planning & Growth Management
Mailing Address: P.O. Box 2150, La Plata, MD 20646
Physical Address: 200 Baltimore St., La Plata, MD 20646
www.charlescountymd.gov/pgm/planning/planning

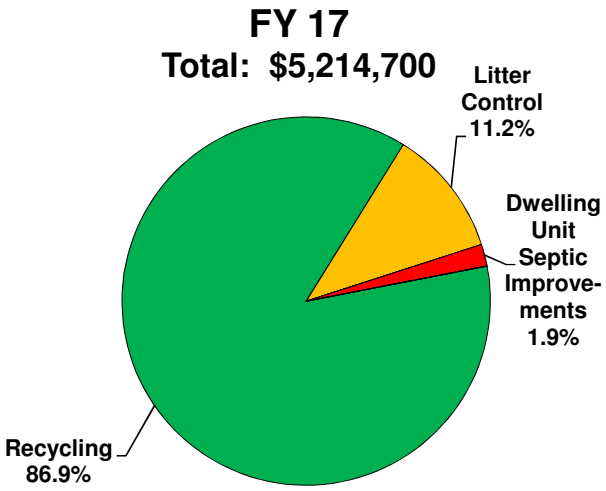
Various Environmental Programs
301-645-0627 301-870-3935
8:00 a.m.-4:30 p.m. M-F



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 expand coverage as needed and to cover other expenditure increases, such as stormwater management. The FY14 fee was adjusted because stormwater costs were moved to a new Watershed Restoration and Protection fund to meet State Law (2012 Session - HB 987). The FY17 fee increase covers the increased processing cost for single stream recycling and electronic recycling, an additional litter removal crew, and a new Recycling Supervisor. 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 FY17 ESF fee of $19.





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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$882,232	$889,500	$965,300	$965,300	$75,800	8.5%
Fringe Benefits	256,724	288,600	284,300	284,300	(4,300)	-1.5%
Operating Costs	2,263,040	2,540,800	3,038,100	3,038,100	497,300	19.6%
Debt Service	562,905	639,600	706,000	706,000	66,400	10.4%
Capital Outlay	188,543	8,000	0	0	(8,000)	-100.0%
Equipment Reserve	121,000	121,000	121,000	121,000	0	0.0%
Total Expenditures	$4,274,444	$4,487,500	$5,114,700	$5,114,700	$627,200	14.0%

Changes and Useful Information:

- **Personal Services** provides funding for a new Recycling Supervisor position to keep pace with program expansion, includes additional part time help for the Piney Church Yard Waste Facility and the citizen disposal area at the Charles County Sanitary Landfill, and approved salary increases.
- **Operating Costs** funds the increases due to participation in electronic recycling as well as the increase in Materials Recovery Facility cost. Also included are funds for a new litter crew to increase roadway cleaning and to improve the appearance of Charles County.
- **Debt Service** increase is the full year impact of the FY2016 lease and funds the FY2017 lease for two replacement trucks, four open top containers, and 500 recycling carts.
- The FY 2016 **Capital Outlay** budget was for the purchase of security cameras to allow for surveillance at the three recycling centers.
- 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 51% recycling rate and a 5% source reduction credit equaling a total waste diversion rate of 56%. By the end of FY17 approximately 46,000 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 Pisgah Park in Pisgah. There are also five unmanned used motor oil and antifreeze drop off locations.
The Division markets and transports most of the materials collected. The Recycling Division also administers: a composting facility, the Household Hazardous Waste Program, Litter Control, and the Potomac River Clean-up. The Household Hazardous Waste Program, held at the Department of Public Works - La Plata office, allows residents to properly dispose of poisons, gas, paint, and chemicals. The Litter Control Program assists in keeping County roads litter free and also helps in cleaning up illegal dump sites.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Director of Public Works	0.1	0.1	0.1	0.1	0.1
Asst. Dir. of Public Works - Facilities	0.1	0.1	0.1	0.2	0.2
Inventory & Fleet Mgmt Op. Manager	0.0	0.0	0.0	0.1	0.1
Financial Support Manager	0.1	0.1	0.1	0.2	0.2
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	2.0
Inventory Control Specialist	0.0	0.0	0.0	0.1	0.1
Management Support Specialist	0.1	0.1	0.1	0.2	0.2
Equipment Operator IV	2.0	2.0	2.0	2.0	2.0
Litter Control Supervisor	3.0	3.0	3.0	3.0	3.0
Administrative Associate	0.1	0.1	0.1	0.1	0.1
Inventory Control Associate	0.0	0.0	0.0	0.1	0.1
Solid Waste Worker	2.5	3.5	3.5	4.5	4.5
Part Time Positions	13.5	12.5	12.5	12.5	13.1
Total Full Time Equivalent	**24.4**	**24.4**	**24.4**	**25.8**	**27.4**

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:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 Estimated**
Curbside Collection					
Objective: continue expansion of the curbside collection program into the growth areas.					
Curbside collection tons	3,295	5,500	6,506	7,000	7,500
# of homes	35,612	38,372	41,372	45,372	47,000
% of homes in program	71.2%	76.7%	82.7%	86.5%	90.0%
tons per home	0.0925	0.1433	0.1572	0.1543	0.1596
# of complaints	462	1,670	1,216	1,300	1,350
# recycling carts distributed	*	38,000	3,000	4,000	4,000
Recycling Centers					
Number of Patrons:					
Breeze Farm	22,686	20,981	20,885	21,500	21,500
Gilbert Run	21,882	18,014	16,578	16,000	16,500
Landfill	83,214	62,411	53,981	60,000	62,000
Pisgah	57,064	54,462	43,939	50,000	55,000
Total Patrons	184,846	155,868	135,383	147,500	155,000
Composting Facility					
Objective: To recycle all yard waste in order to keep it out of Landfill's waste stream.					
Yard Waste Tonnage	14,500	8,620	7,857	8,000	8,500
Number of Patrons	22,686	11,612	16,176	16,500	17,000
Household hazardous waste (tons)	43	35	33	30	30
Mulch given away (tons)	8,334	2,562	2,370	3,000	3,000
Compost utilized (tons)	850	700	0	0	0
Used Oil Collected (gallons)	50,000	50,500	35,000	40,000	40,000

**Recycling carts program began in FY 2014; previously recycling bins were distributed.*

Environmental Services

Department: Planning and Growth Management 35.07
Division \ Program: Various Environmental Programs Fund: Enterprise
Program Administrator: Steve Kaii-Ziegler, Director of Planning & Growth Management

Expenditure Category	**FY2015 Actual**	**FY2016 Adopted**	**FY2017 Request**	**FY2017 Adopted**	**$ Change from FY2016**	**% Chg.**
Operating Costs	$98,755	$100,000	$100,000	$100,000	$0	0.0%
Total Expenditures	$98,755	$100,000	$100,000	$100,000	$0	0.0%

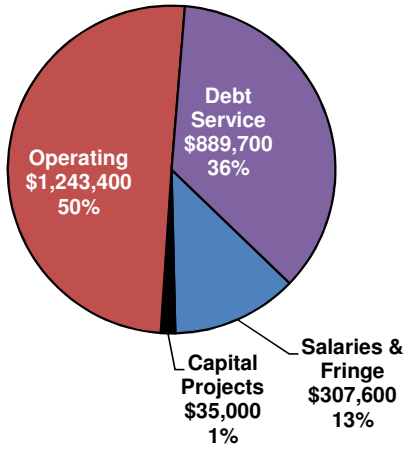
Changes and Useful Information:

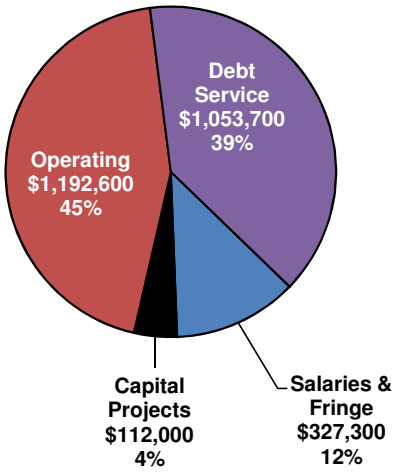
- **Operating Cost** represents a septic pump out reimbursement program that was approved for the purpose of encouraging Charles County residents to pump out their septic systems every three to five years to assist the County in obtaining credit for its Watershed Implementation Plan strategy.

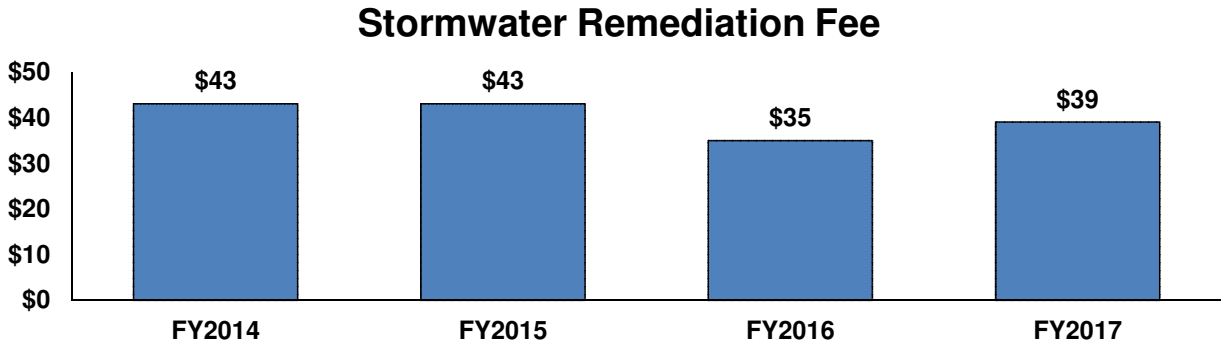
Watershed Protection and Restoration Fund

Steve Kaii-Ziegler, Director of Planning & Growth Management
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

The County's Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland restoration activities. The fund covers related planning, mapping, monitoring, inspections, enforcement, operations and maintenance, public education and outreach, grants to non-profits, administrative costs, and debt service payments to cover the cost of capital improvements. Revenues to the fund are generated primarily by the Stormwater Remediation Fee, which is charged annually to each improved property within the County and accounts for the majority of the operating revenues. The Stormwater Remediation fee was increased to $39 per improved property in FY2017. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Properties within the Town of La Plata are not charged the fee, since the Town has a stormwater fee for similar purposes.







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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$152,456	$145,600	$148,900	$148,900	$3,300	2.3%
Fringe Benefits	43,148	44,900	42,100	42,100	(2,800)	-6.2%
Operating Costs	303,198	362,300	348,100	348,100	(14,200)	-3.9%
Debt Service	568,957	889,700	1,052,000	1,053,700	164,000	18.4%
Capital Projects	60,000	35,000	112,000	112,000	77,000	220.0%
Total Expenditures	$1,127,759	$1,477,500	$1,703,100	$1,704,800	$227,300	15.4%

Changes and Useful Information:

- The **Operating Costs** budget was decreased due to the following reasons:
  -The Legal Fees budget was transferred to the County Attorney's Office to properly reflect this duty.
  -The Indirect Cost Allocation budget was increased to assist in funding the new Accounting Office support staff position.
- **Debt Service** represents principal and interest payments on stormwater management bonds.
- **Capital Projects** budget is for Drainage Studies. The FY2017 budget funds the Floodplan Analysis Studies Capital Improvement Project which will provide computations of major drainage courses of 30 Acres or more that are not mapped by FEMA studies for potential restoration projects.

Description:

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

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

Positions:

Title	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Planner IV	0.0	0.3	0.3	0.3
Planner I-III	1.8	1.8	1.8	1.8
Total Full Time Equivalent	**1.8**	**2.1**	**2.1**	**2.1**

Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: to maintain compliance with the County's Municipal National Pollutant Discharge Elimination System (NPDES) stormwater permit's, Assessments of Controls and Special Programmatic tasks, coordinate NPDES stormwater permit requirements between departments and divisions, and manage program requirements.				
# of active projects	12	12	12	12
Projects per FTE	6.80	6.80	6.80	6.80
a) Illicit Discharge Detection and Elimination Inspection & Upland Visual Surveys	100 outfalls	100 outfalls	100 outfalls	100 outfalls
b) Property Maintenance & Management Inspection - # of sites	4	3	3	3
c) Watershed Assessment/Total Maximum Daily Load Planning - # of assessments/plans	1	1	1	1
d) Small Watershed Water Quality Monitoring (Chemical, Biological, Geomorphic, Best Management Practice Assess) -	12	12	12	12
e) Large Watershed Water Quality Monitoring (Chemicals) - # of samples	20	25	20	20
f) Public Outreach and Education Program - # of events	2	1	2	2
g) WPRP Appeal, Credit, and Hardship Processing				
Property owners receiving a 50% Credit.	69	91	100	100
Property owners receiving a 100% Exemption.	5	8	5	5

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$0	$0	$11,600	$11,600	$11,600	NEW
Fringe Benefits	0	0	4,000	4,000	4,000	NEW
Operating Costs	56,846	166,500	166,500	166,500	0	0.0%
Total Expenditures	$56,846	$166,500	$182,100	$182,100	$15,600	9.4%

Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** were adjusted during FY 2016 to properly reflect the Development Services Manager duties which includes supervising contractual staff who perform stormwater maintenance inspections. These inspections are funded out of this budget.

Description:

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

Positions:

Title	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Development Services Manager	0.0	0.0	0.1	0.1
Total Full Time Equivalent	**0.0**	**0.0**	**0.1**	**0.1**

Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: Stormwater Maintenance laws mandates that the County inspect all private and private stormwater management structures in three year intervals to ensure their proper use.				
Stormwater management maintenance inspections	1,777	2,068	2,100	2,250

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$38,690	$34,700	$38,900	$38,900	$4,200	12.1%
Fringe Benefits	13,598	14,500	13,200	13,200	(1,300)	-9.0%
Operating Costs	0	5,600	0	0	(5,600)	-100.0%
Total Expenditures	$52,288	$54,800	$52,100	$52,100	($2,700)	-4.9%

Changes and Useful Information:

- The **Operating Costs** budget was reduced to reflect current spending patterns.

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	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Engineer I - IV	0.5	0.5	0.5	0.5
Total Full Time Equivalent	**0.5**	**0.5**	**0.5**	**0.5**

Watershed Protection and Restoration Fund

Department: Planning and Growth Management 50.07.91
Division \ Program: Resource & Infrastructure Management Fund: Enterprise
Program Administrator: Jason Groth, Chief of Resource & Infrastructure Management

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Costs	$184,925	$185,000	$215,000	$215,000	$30,000	16.2%
Total Expenditures	$184,925	$185,000	$215,000	$215,000	$30,000	16.2%

Changes and Useful Information:

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

  -Funding was increased to convert new data to topographic contour lines necessary for use in the County's GIS mapping system.

Description:

The Charles County storm sewer system is operated per its National Pollutant Discharge Elimination System (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. 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.

Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: to maintain compliance with the County's Municipal National Pollutant Discharge Elimination System (NPDES) stormwater permit's, Source Identification task.				
# of active projects	2	2	2	2
a) NPDES Stormwater GIS Infrastructure Mapping	210 plans	230 plans	200 plans	200 plans
b) Topography update	0.5 county	0.5 county	0.5 county	0.5 county

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$48,447	$51,900	$54,000	$54,000	$2,100	4.0%
Fringe Benefits	13,290	16,000	14,600	14,600	(1,400)	-8.8%
Operating Costs	55,609	109,500	129,200	127,500	18,000	16.4%
Total Expenditures	$117,346	$177,400	$197,800	$196,100	$18,700	10.5%

Changes and Useful Information:

- **Operating Costs** increase is to maintain three separate dams located within the County.

Description:

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

Positions:

Title	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Environmental Compliance Officer	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**1.0**	**1.0**	**1.0**	**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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Costs	$296,851	$339,500	$319,500	$319,500	($20,000)	-5.9%
Total Expenditures	$296,851	$339,500	$319,500	$319,500	($20,000)	-5.9%

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.
  -The budget decrease represents a reduction in the Deicing Pollution Prevention budget to current activity.

Description:

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

Objectives & Measurements:

	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To reduce pollution in the Chesapeake Bay Watershed.				
Number of storm water basins/inlets inspected	2,120	1,670	1,700	1,700
Number of storm water basins/inlets cleaned	149	198	150	150
Number of storm water basins/inlets repaired	80	57	70	70
Tons of trash/debris removed from basins/inlets	124.9	36	60	80
Number of storm water management ponds cleaned/repaired	12	28	20	20
Tons of trash/debris removed by street sweeping	162.9	198	180	200

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Operating Costs	$27,235	$75,000	$16,000	$16,000	($59,000)	-78.7%
Total Expenditures	$27,235	$75,000	$16,000	$16,000	($59,000)	-78.7%

Changes and Useful Information:

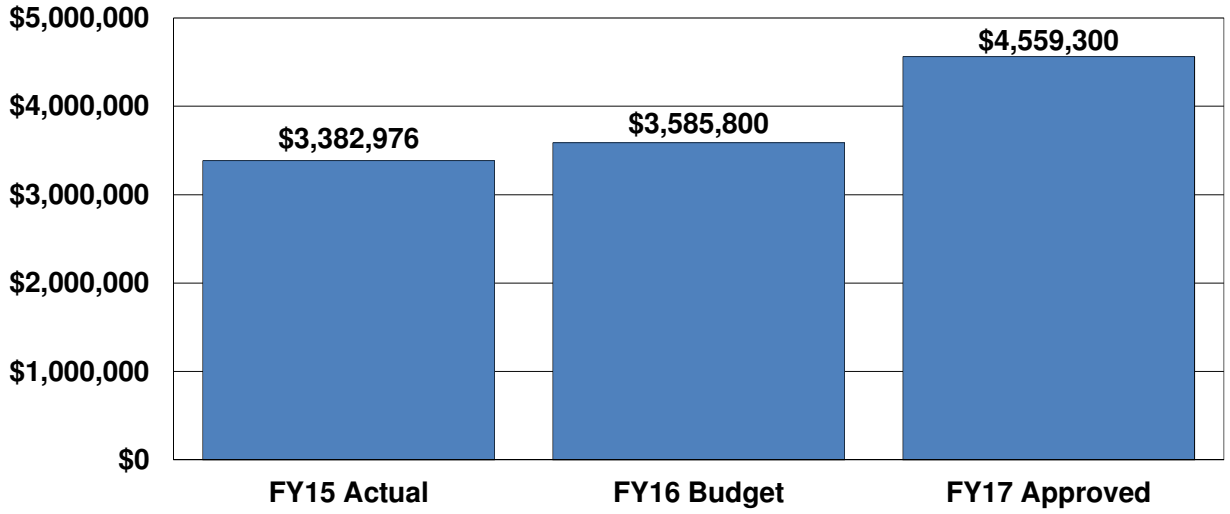
- **Operating Costs** represents the estimated FY 2017 legal fees associated with the NPDES permit.

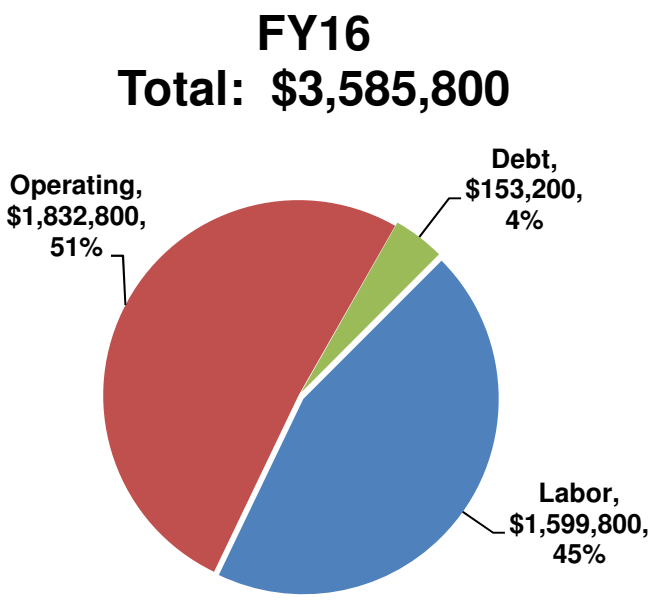
Description:

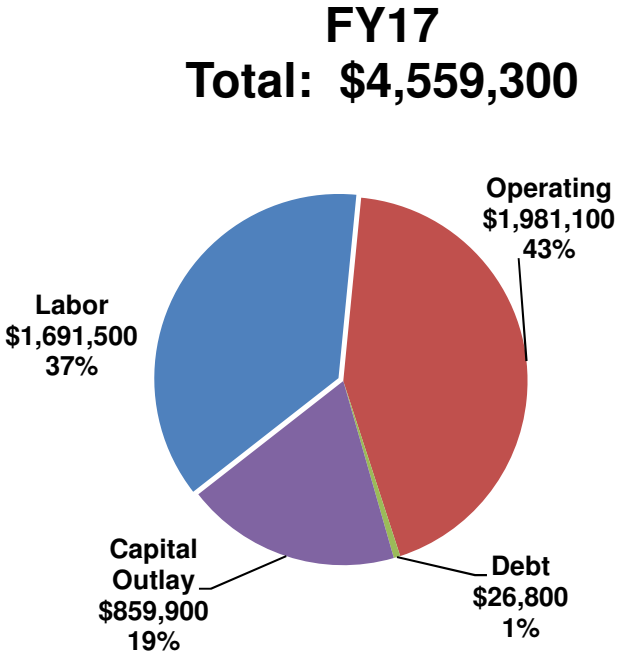
Legal Fees associated with the NPDES permit.

Inspection and Review Fund

Steve Kaii-Ziegler, Director of Planning & Growth Management 301-645-0627 301-870-3935
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







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	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg
Personal Services	$984,963	$992,200	$1,023,600	$1,022,700	$30,500	3.1%
Fringe Benefits	343,894	365,200	337,100	333,100	(32,100)	-8.8%
Operating Costs	1,275,546	1,208,500	1,312,900	1,312,400	103,900	8.6%
Debt Service	18,718	18,900	18,900	18,900	0	0.0%
Operating Contingency	0	71,600	186,700	192,100	120,500	168.3%
Total Expenditures	$2,623,121	$2,656,400	$2,879,200	$2,879,200	$222,800	8.4%
Revenues	$3,865,431	$2,889,600	$3,104,600	$3,104,600	$215,000	7.4%
Surplus/(Deficit)	$1,242,310	$233,200	$225,400	$225,400	($7,800)	-3.3%

Changes and Useful Information:

- **Personal Services** is increasing based on current staffing levels, it includes a new Part Time II position to provide general administrative duties, and funding is provided for approved salary increases.
- The **Operating Costs** budget increase is due to the following:
  - An increase in the Contract Services account to complete final inspections associated with Competitive Power Venture building inspections.
  - Indirect Cost was adjusted for inflation and was realized based on Division budgets.
  - These increases were offset by decreasing the Safety Supplies, Office Supplies, and Vehicle Repairs and Maintenance account based on current trends.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.
- **Revenues** are increasing based on anticipated FY2017 activity.

Description:

The major goals of the Inspection and Enforcement Division is to enforce all the provisions of zoning ordinance and the ICC Building Code and act on any question relative to the mode or manner of construction and materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, and maintenance of all buildings and structures built throughout Charles County except in the Towns of La Plata and Indian Head, which have their own inspection to receive applications, review the submittal, issue permits for the erection and alteration of buildings and structures and inspect the construction to ensure a high quality of construction and safe construction practices.
Inspection & Enforcement also administers, inspects, & enforces the Zoning regulations & Forest Conservation of Charles County. This includes the Homeowners Association Dispute Resolution Board, the Nuisance Board, and investigating various citizen's complaints. Furthermore, Inspections & Enforcement provides inspection services for all subdivisions, building permits, capital improvements, for grading qualitative/quantitative storm water management, road, storm drainage, & water/sewer construction to insure compliance with County ordinance standards.

Inspections & Review

Department:	Planning and Growth Management	Account:	07.07.31
Division\Program:	Codes, Permits & Inspection Srvcs\Inspections & Enforcement	Fund:	Enterprise
Program Administrator:	Frank Ward, Chief of Codes, Permits & Inspection Services		

Positions:	**FY13**	**FY14**	**FY15**	**FY16**	**FY17**
Title	**FTE**	**FTE**	**FTE**	**FTE**	**FTE**
Chief of Codes, Permits, Inspections	0.5	0.5	0.5	0.5	0.5
Building & Permit & Enforcement Mgr	0.8	0.8	0.8	0.6	0.6
Engineer IV	0.2	0.2	0.2	0.0	0.0
Development Services Manager	0.0	0.0	0.0	0.3	0.3
Engineer I-III	0.6	1.2	1.2	1.2	1.2
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Permits Processing Supervisor	0.4	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	0.8	0.8
Code Inspection & Enforcement Officer	1.0	1.0	1.0	1.0	1.0
Right-of-Way Agent I-II	0.5	0.5	0.5	0.5	0.5
Construction Inspectors	2.0	2.0	2.0	2.0	2.0
Dev & Bond Specialist	0.5	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	0.5	0.5	0.5	1.0	1.0
Office Associate I - III	1.8	2.3	2.3	1.8	1.8
Part Time	0.2	0.2	0.2	0.8	1.3
Total Full Time Equivalent	**14.4**	**15.5**	**15.5**	**15.8**	**16.3**

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		

Objectives & Measurements:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 Estimated**
Permits					
Objective: privatized contract, for inspections complying with various local, state and federal laws.					
Total all inspections	24,479	24,090	29,424	30,000	31,000
Total inspections per FTE	4,896	4,818	5,350	6,000	5,636
**Planchek has 5 fulltime employees and 3 part time inspectors for FY2016.*					
# of building inspections	12,579	11,624	15,566	15,500	15,900
% of inspections addressed w/i 24 hrs.	99%	99%	99%	99%	99%
per inspector (5.5) as of FY16	2,516	2,324	2,830	2,818	2,891
# of plumbing inspections (PGM & WS)	5,079	5,339	5,187	5,800	5,300
% of inspections addressed w/i 24 hrs.	99%	99%	99%	99%	99%
per inspector (5.5) as of FY16	1,016	1,068	929	1,055	964
# of electrical inspections	4,919	5,090	6,193	6,000	6,700
% of inspections addressed w/i 24 hrs.	99%	99%	99%	99%	99%
per inspector (5.5) as of FY16	984	1,006	1,126	1,091	1,218
# of mechanical inspections	1,749	2,037	2,558	3,100	2,900
per inspector (5.5) as of FY16	350	407	465	564	527
Request for assistance code enforcement/interpretation					
Initiated	468	486	758	800	800
Completed	434	484	497	900	1,100
Outstanding	785	787	1,048	530	500
Infrastructure Permit Inspections					
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	200	189	218	200	220
Water	157	160	174	170	175
Sewer	186	162	171	190	175
Stormdrain/Stormwater Mgt.	264	227	288	270	290
Grading	300	263	327	300	330
Sediment and Erosion Control	273	269	296	275	300
Equivalent FTE per Fiscal Year	8	9	8.5	8.5	8.5
# of projects inspected per FTE	173	149	173.4	165.3	175.3
Dedications	104	106	68	60	64

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	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg
Personal Services	$170,225	$164,600	$184,500	$189,100	$24,500	14.9%
Fringe Benefits	56,581	62,000	63,300	63,700	1,700	2.7%
Operating Costs	367,628	439,700	438,300	438,300	(1,400)	-0.3%
Debt Service	7,731	7,900	7,900	7,900	0	0.0%
Operating Contingency	0	0	5,000	0	0	N\A
Total Expenditures	$602,165	$674,200	$699,000	$699,000	$24,800	3.7%
Revenues	$575,634	$441,000	$473,600	$473,600	$32,600	7.4%
Surplus/(Deficit)	($26,531)	($233,200)	($225,400)	($225,400)	$7,800	-3.3%

Changes and Useful Information:

- **Personal Services** is increasing due to the reorganization approved during FY2016 and approved salary increases.
- **Operating Costs** are decreasing to reflect current activity.
- **Revenues** are increasing based on anticipated FY2017 activity.

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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Codes, Permits, Inspections	0.1	0.1	0.1	0.1	0.1
Building & Permit & Enforcement Mgr	0.0	0.0	0.0	0.2	0.2
Engineer I - III	1.8	1.8	1.8	1.8	1.8
Permits Processing Supervisor	0.1	0.1	0.1	0.1	0.1
Office Associate III	0.1	0.1	0.1	0.1	0.1
Total Full Time	**2.1**	**2.1**	**2.1**	**2.3**	**2.3**

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		

Objectives & Measurements:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 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	156	112	131	155	140
per FTE (7)	22	22	33	40	35
# of active projects reviewed:					
Development Services permits issued	137	123	101	140	120
per FTE (7)	14	20	25	40	80
DS permit revisions issued	15	11	17	30	24
per FTE (7)	2	2	4	8	6
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.					
- Avg. time in minutes to get served	15	17	33	25	22
- Total apps. received at permit center	6,186	6,886	7,573	6,800	7,000
Building Permit Plan Review- *Objective: privatized contract, for plan review complying with various local, state and federal laws.*					
Building permit plan review residential	1,641	1,906	2,536	2,000	2,200
Building permit plan review commercial	328	262	364	250	300

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	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg
Personal Services	$33,072	$15,800	$15,800	$15,800	$0	0.0%
Operating Costs	0	50,000	40,000	24,100	(25,900)	-51.8%
Operating Contingency	0	14,200	14,200	14,200	0	0.0%
Total Expenditures	$33,072	$80,000	$70,000	$54,100	($25,900)	-32.4%
Total Revenues	$33,072	$70,300	$54,100	$54,100	($16,200)	-23.0%
Surplus/(Deficit)	$0	($9,700)	($15,900)	$0	$9,700	N\A

Changes and Useful Information:

- **Operating Costs** are decreasing for the Contract Archeologist. This is based on estimated revenues of and an approved General Fund subsidy.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns associated with the archeological resource review.
- **Revenues** were reduced based on anticipated activity.

Description:

Site Design 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	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Planner I - III	0.2	0.2	0.2	0.2	0.2
Total Full Time	**0.2**	**0.2**	**0.2**	**0.2**	**0.2**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Site Design and Architectural Review					
Objective: to effectively implement the Architectural and Site Design Guidelines and Standards.					
# of Site Plans Submitted	39	34	37	40	40
# of Design Codes Submitted	4	4	3	4	4
# of Building Permits Reviewed	265	275	274	285	300
# of Architectural Plans Reviewed	30	31	26	30	30

Inspections & Review

Department: Planning and Growth Management — Account: 07.07.91.155
Division\Program: Resource and Infrastructure Management — Fund: Enterprise
Program Administrator: Jason Groth, Chief of Resource and Infrastructure Management
www.charlescountymd.gov/pgm/rim/resource-and-infrastructure-management-rim

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg
Operating Costs	$58,755	$48,800	$0	$0	($48,800)	N\A
Total Expenditures	$58,755	$48,800	$0	$0	($48,800)	N\A
Total Revenues	$58,755	$48,800	$0	$0	($48,800)	N\A
Surplus/(Deficit)	$0	$0	$0	$0	$0	N\A

Changes and Useful Information:

- DRRA application reviews have been suspended.

Department: Planning and Growth Management — Account: 07.07.06
Division\Program: Administration - Technology Fee — Fund: Enterprise
Program Administrator: Steve Kaii-Ziegler, Director of Planning Growth Management

Expenditure Category	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg
Personal Services	$0	$0	$45,700	$45,700	$45,700	N\A
Fringe Benefits	0	0	21,400	21,400	21,400	N\A
Operating Costs	381	0	0	0	$0	N\A
Debt Service	65,863	126,400	0	0	(126,400)	N\A
Capital Outlay	0	0	859,900	859,900	859,900	N\A
Total Expenditures	$66,244	$126,400	$927,000	$927,000	$800,600	633.4%
Total Revenues	$238,167	$126,400	$927,000	$927,000	$800,600	633.4%
Surplus/(Deficit)	$171,923	$0	$0	$0	$0	N\A

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** are to cover the associated cost of implementing the new technology program and cover the cost of a temporary position through mid-October.
- **Debt Service** is being decreased due to the software being purchased outright in FY17. The previous budget assumed the software would be purchased by the capital lease.
- **Capital Outlay** is increasing to purchase the software associated with land use, subdivision, code enforcement, and permit activates.
- **Revenues** represent expected revenues and the use of Fund Balance.

Description

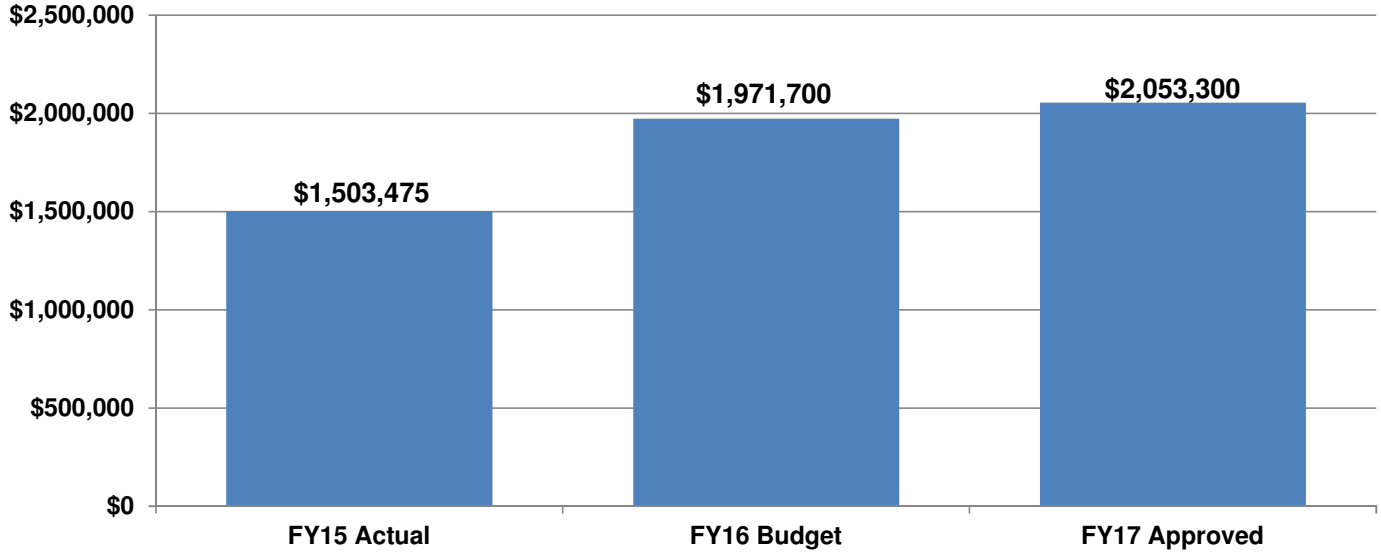
This department is used to account for the cost associated with the Technology Upgrade.

Positions: Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Consultant/Director	0.0	0.0	0.0	0.0	0.3
Total Full Time Equivalent	**0.0**	**0.0**	**0.0**	**0.0**	**0.3**

Recreation Fund

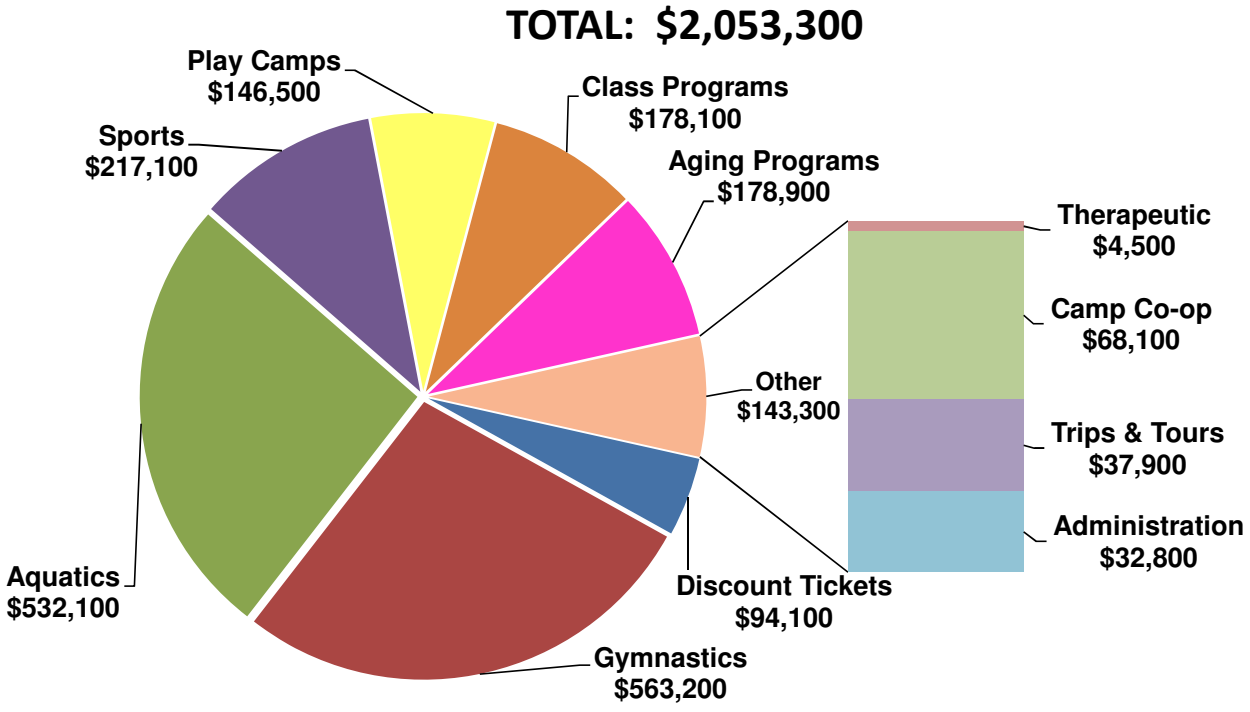
Eileen B. Minnick, Director of Recreation, Parks, and Tourism
Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677
www.charlescountyparks.com/recreation/recreation

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



PROGRAM HIGHLIGHTS:

- Process over 9,000 Recreation registrations for activities, leagues and programs.



Recreation

Department: Recreation, Parks, and Tourism — Account: 24.30.40
Division\Program: Recreation — Fund: Enterprise
Program Administrator: Sam Drury, Chief of Recreation
www.charlescountyparks.com

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg.
Personal Services	$603,673	$888,400	$886,600	$889,100	$700	0.1%
Fringe Benefits	106,259	157,300	148,600	148,900	(8,400)	-5.3%
Operating Costs	529,621	566,900	670,000	670,000	103,100	18.2%
Debt Service	148,066	151,300	151,700	151,700	400	0.3%
Operating Contingency	0	0	8,000	5,200	5,200	N\A
Capital Outlay	0	9,500	9,500	9,500	0	0.0%
Equipment Reserve	7,500	0	0	0	0	N\A
Total Expenditures	$1,395,119	$1,773,400	$1,874,400	$1,874,400	$101,000	5.7%
Revenues	$1,462,685	$1,773,400	$1,874,400	$1,874,400	$101,000	5.7%

Changes and Useful Information:

- The **Operating Costs** budget increase includes resurfacing the La Plata High School outdoor pool.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.
- **Capital Outlay** is the second phase of the security cameras purchase for the Gymnastics Center.

Description

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

- Sports programs include: Youth Basketball, Youth Indoor Soccer, Youth Volleyball, Adult Volleyball, and Adult Basketball League.
- Trips and tours are offered for registrants to have the opportunity to participate in variety of experiences.
- Three Indoor Pools are operated year round at Lackey High School, North Point High School, and the Donald M. Wade Aquatic Center at St. Charles High School. Three Outdoor Pools are operated seasonally at La Plata, McDonough, and Thomas Stone High Schools. In addition to daily admission, the pools offer swim lessons, water aerobics, water safety, birthday parties, private rentals, and a variety of other programs and special events.
- Camp CO-OP is an exciting day camp for special education students between the ages of 5 & 21 with moderate to severe disabilities.
- Therapeutic programs are, for the most part, operated under the auspices of the county Special Olympics Program.
- Discount tickets for amusement parks are offered April through October each year. The ticket prices offer a 10-15 percent discount from the regular gate prices.
- The Elite Gymnastics & Recreation Center provides traditional gymnastics and dance classes for beginner to advanced levels for all ages. Pre-competitive and competitive teams are offered under the guidance of the USA Gymnastics Jr. Olympic Program. Additionally, martial arts is available at Elite.
- 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, Middle School After School program, Drop In programs, Summer Camps, Fitness classes and Special Events.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
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
Administrative Associate	0.0	0.3	0.3	0.0	0.0
Assistant Recreation Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	25.5	25.5	27.2	28.9	28.9
Total Full Time Equivalent	**28.3**	**28.6**	**30.3**	**31.7**	**31.7**

Objectives & Measurements:

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

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg
Personal Services	$4,810	$12,900	$8,100	$8,100	($4,800)	-37.2%
Fringe Benefits	506	1,500	1,200	1,200	(300)	-20.0%
Operating Costs	6,054	8,500	8,300	8,300	(200)	-2.4%
Total Expenditures	$11,370	$22,900	$17,600	$17,600	($5,300)	-23.1%
Revenues	$16,128	$18,500	$17,500	$17,500	($1,000)	-5.4%

Changes and Useful Information:

- **Personal Services** are decreasing due to a reduction in Part Time funding.
- **Operating Costs** are decreasing due to recent trends in Contract Services.

Description

Nanjemoy Community Center is a multiservice center offering programs and services for the residents of southwestern Charles County. As a satellite facility, it offers outreach and counseling for benefits. Program opportunities for youth and adults, special community events, and a health clinic are among the programs offered.

All programs and classes are self-supporting.

Positions:

	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Part Time Positions	0.3	0.3	0.3	0.3	0.2
Total Full Time Equivalent	**0.3**	**0.3**	**0.3**	**0.3**	**0.2**

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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg
Personal Services	$23,704	$68,000	$60,100	$60,300	($7,700)	-11.3%
Fringe Benefits	2,547	8,300	7,300	7,300	(1,000)	-12.0%
Operating Costs	70,735	81,400	80,400	80,400	(1,000)	-1.2%
Operating Contingency	0	17,700	13,500	13,300	(4,400)	-24.9%
Total Expenditures	$96,986	$175,400	$161,300	$161,300	($14,100)	-8.0%
Revenues	$137,018	$179,800	$161,400	$161,400	($18,400)	-10.2%

Changes and Useful Information:

- **Personal Services** are decreasing due to a reduction in Part Time funding.
- **Operating Costs** were adjusted to recent trends.

Description:

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

Positions:

	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Senior Center Coordinator	0.0	0.0	0.1	0.1	0.1
Part Time Positions	3.2	3.2	3.2	3.2	2.8
Total Full Time Equivalent	**3.2**	**3.2**	**3.3**	**3.3**	**3.0**

Objectives & Measurements:

See General Fund- Community Services: Community Centers 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: Debra Pence, Chief of Tourism and Special Events
www.charlescountymd.gov/coadmin/tourism/tourism-office

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% 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:

The Tourism and Special Events Division 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	FY2015 Actual	FY2016 Adopted	FY2017 Request	FY2017 Adopted	$ Change from FY2016	% Chg
Operating Costs	$133,993	$145,600	$140,600	$140,600	($5,000)	-3.4%
Total Expenditures	$133,993	$145,600	$140,600	$140,600	($5,000)	-3.4%
Revenues	$145,303	$145,600	$140,600	$140,600	($5,000)	-3.4%

Description

This fund is used to manage the vending machine funds collected in County facilities. The FY2017 budget was adjusted to reflect current activity.

Other Governmental Funds

SPECIAL REVENUE FUNDS

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

Trends and Assumptions for Estimates

PROPERTY TAX RELATED FUNDS

Fire & Emergency Medical Services

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

Agricultural Preservation

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

FEDERAL OR STATE GRANT RELATED FUNDS

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

Housing Assistance Programs,
Transportation Programs,
Child Support/Judicial Programs,
Public Safety Programs,
Aging Programs,
Emergency Management Programs,
Economic Development Loan Programs
Tourism Programs,
Community Development Block Grant Projects,
Community Development Administration Projects,
Planning Programs and Studies,
Human Services Programs for Children, Youth, and Families.

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 seven low-income households that have critical and emergency housing needs with the ultimate goal of moving those individuals or families into self-sufficiency. The County's Community Services Department also administers the Emergency Solutions Grant Program (formerly the Emergency Shelter Grant Program). This grant is awarded to local agencies.

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

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, Home Buyers Programs, and Disaster Recovery. These grants are typically awarded on a project by project basis and generally considered capital grant projects. The County also receives funding for **Community Development Administrative Project** grants. These grants tend to be considered operating in nature and support temporary housing initiatives and emergency and transitional homeless shelters.

Child Support programs are operated through a combined effort from the 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 Health and Human Resources. The Child Support Enforcement grant which is administered by the Sheriff's Office is considered part of the County's Public Safety program for the purpose of processing and serving of summonses, warrants and writs of attachment received from the courts.

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

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

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

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

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

SPECIAL REVENUE FUNDS

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

SERVICE CHARGE RELATED FUNDS

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

Cable TV / I-Net
Sheriff's Special Programs
Drug Forfeitures
Housing Special Loans
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.

The County maintains a **Drug Forfeiture Fund** for revenues collected as a result of law enforcement efforts from drug related offenses. The revenues are difficult to predict because they are related to many variables, including the amount of cases, the success rate of the court actions, the assets involved in each case, etc. The revenue budget is based on historical trends.

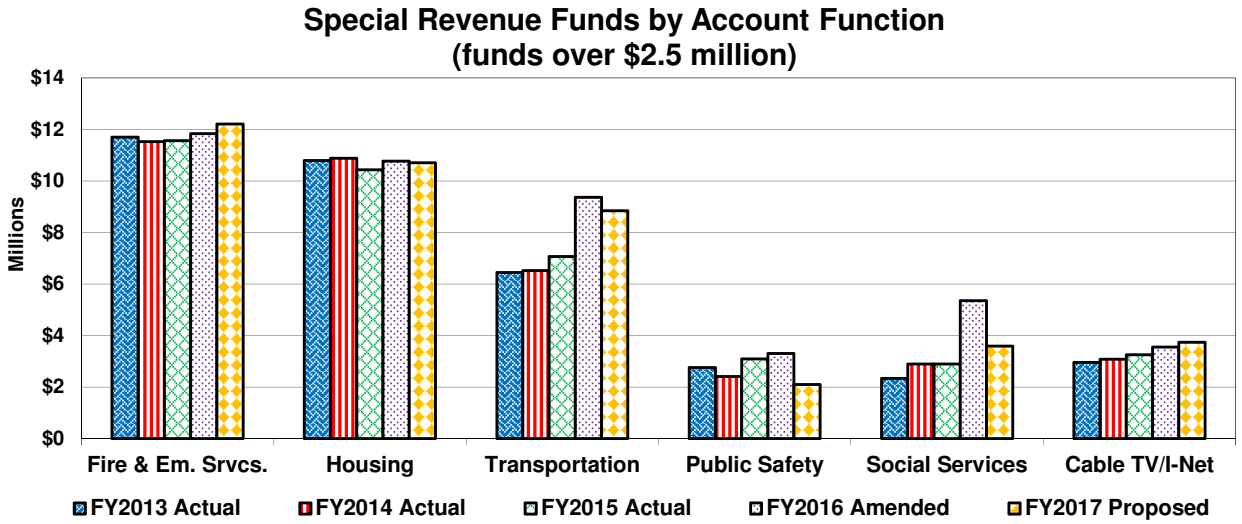
With the use of special funding sources in support of housing loans, the County administers a **Housing Special Loans Program** for qualified applicants. Funding is tied to the quantity of loans processed.

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

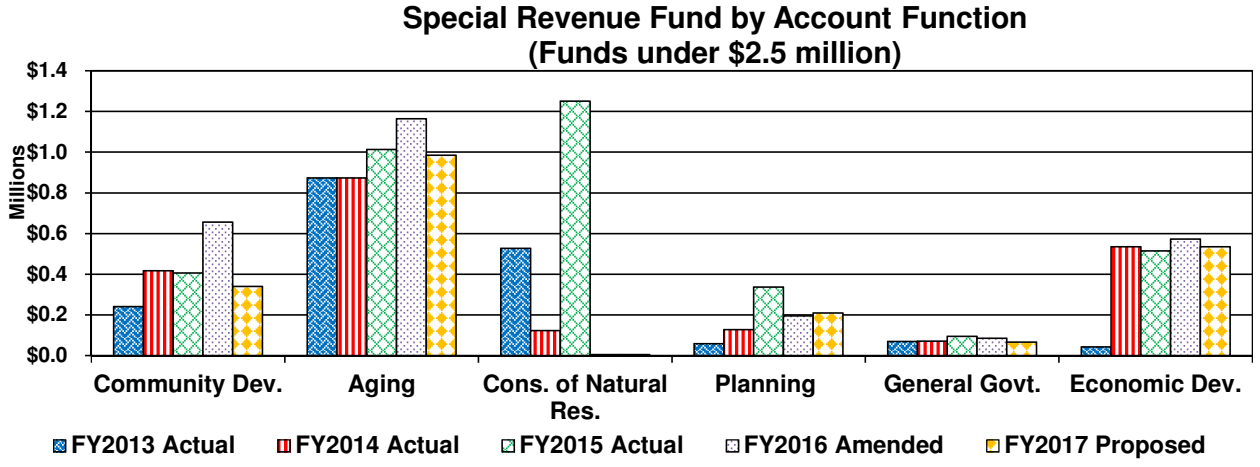
Animal Shelter/Control Programs generate revenues primarily from donations and fees as a result of animal adoptions. Revenue estimates are based on trends and the volume of fees.

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

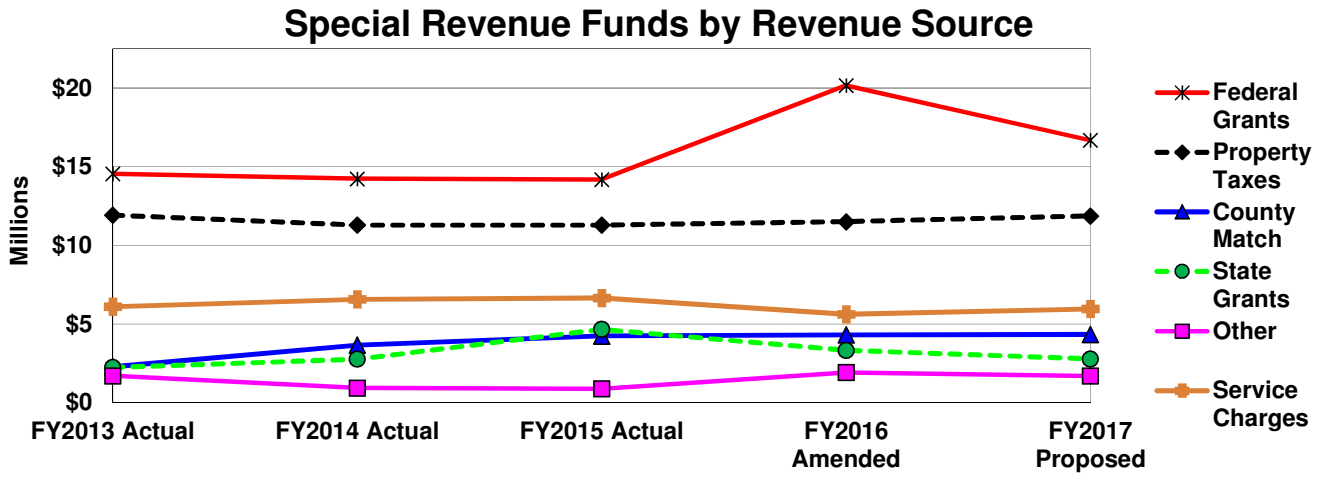
The **Nuisance Abatement Fund** was established to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up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



- 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 in FY2016 and FY2017 due to restored Federal funding.
- The increase in FY2016 for Transportation is due to roll over of multi-year capital grant items and the full year implementation of the new St. Charles route.
- 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 FY2016 increase is due to the award of a multi-year federal grant to create the Southern Maryland Bridge Program. The Southern MD Bridge will provide children between the ages of 0-5, and their families, with Mental Health Services whether they are privately, publicly, or not insured. Reduction in FY2017 is the result of multi-year federal grants which are budgeted upon award and then unspent balances are carried over after fiscal year end.
- The Cable TV/I-net Fund remains relatively flat for FY2017.



- Variations in Community Development are caused by grants which are typically one time in nature and are multi-year federal awards for which unspent balances will be carried over to FY2017.
- Variance in Aging grants is caused by Federal grants with a fiscal year end date of 09/30/16 for which unspent balances will be carried over to FY2017.
- The spikes in FY2013 and FY2014 for Conservation of Natural Resources is to account for land purchases made through the Agricultural Preservation Program. The spike in FY2015 is due to the award of Tobacco Land Preservation Funds. Funds are not budgeted until awarded. Therefore, land purchase budgets are established during the fiscal year with a budget amendment.
- The spike in FY2015 for Planning Grants is due to the Historic Preservation Fund Grants-In-Aid Program and the carryover of the Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies which is multi-year in nature. Any unspent balance was carried forward to FY2016 with a budget amendment.
- The increase in the Economic Development for FY2014 forward is due to a Targeted Industries Incentive Loan Fund grant which carries forward each fiscal year until expensed.



• The Federal grants increase in FY2016 is due to grants being budgeted in full for the year of award, but may be multiple year in nature. Carryover balances are established after the fiscal year ends. Programs with significant increases were Housing, Judicial Grants, and Human Services. The FY2017 funds may increase due to mid-year grant awards and carryover balances.

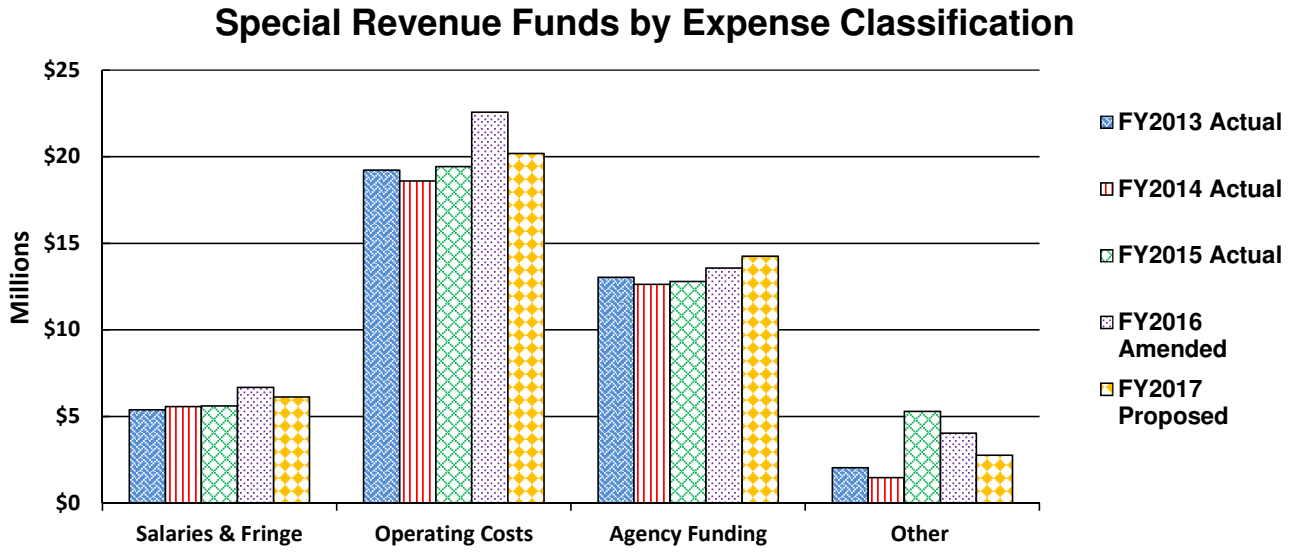
• Property Tax Revenue is reflective of flat or declining property assessments through FY 2016. A slight increase is projected for FY 2017.

• Service Charges consists mainly of revenues from the Cable TV/I-Net fund, Housing Assistance Portable Vouchers paid through Reciprocal Agreements with other Housing Authorities, and Medicaid Waiver Fee for Services.

• The increase in County Match for FY2015 and forward is due to required match on Transportation grants, an increased match on the Housing Choice Voucher Program due to reduced administrative funding, and a match for temporary gap funding on the MD Access Point (MAP) program within the Aging & Senior Programs. The MAP program converted to fee for service in the last quarter of FY2016.

• State grant funding increased in FY2015 and decreased in FY2016 due to the award of Tobacco Land Preservation Funds. Funds are not budgeted until award. If not spent in the current year, they are reserved for future use and budgeted once property has been identified for purchase.

• Sources of Other revenue are other local governments, interest income, fines and forfeitures, transfers from other programs, fund balance, and additional miscellaneous revenue streams.



• Operating Cost and Agency Funding consistently make up the bulk of the Special Revenue expense. The majority of the spike in FY2016 is due to various federal grants and the Tobacco Land Preservation Funds which are budgeted upon the year of award, after which unspent balances are carried over upon fiscal year end.

• 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 and received a multi-year award to establish the Southern Maryland BRIDGE Program.

• The spike in Other Expense for FY2015 and FY2016 is attributed to one-time capital purchases within the Transportation and Emergency Management Grants Programs.

SPECIAL REVENUE FUNDS

PROPERTY TAX RELATED FUNDS:

Fire & Rescue

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
Revenues						
Property Taxes	$11,265,119	$11,498,100	$11,498,100	$11,871,000	$372,900	3.2%
State Grants	292,810	335,355	335,355	337,295	1,940	0.6%
Interest Income	3,828	7,000	7,000	7,000	0	0.0%
Total Revenues	$11,561,757	$11,840,455	$11,840,455	$12,215,295	$374,840	3.2%
Expenses						
Personal Services	$15,000	$15,000	$15,000	$15,000	$0	0.0%
Operating Costs	775	7,800	7,800	7,800	0	0.0%
Agency Funding	11,580,170	11,817,655	11,817,655	12,192,495	374,840	3.2%
Total	$11,595,945	$11,840,455	$11,840,455	$12,215,295	$374,840	3.2%
Variance	($34,188)	$0	$0	$0		
Beginning Fund Balance	186,882					
Ending Fund Balance	$152,694					

Agricultural Preservation

Revenues						
Property Taxes	$24,410	$4,200	$4,200	$4,200	$0	0.0%
State Grants	1,227,212	0	0	0	0	N/A
Total Revenues	$1,251,622	$4,200	$4,200	$4,200	$0	0.0%
Expenses						
Personal Services	$23,380	$3,000	$3,000	$3,000	$0	0.0%
Operating Costs	1,030	1,200	1,200	1,200	0	0.0%
Total	$24,410	$4,200	$4,200	$4,200	$0	0.0%
Variance	$1,227,212	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$1,227,212					

SPECIAL REVENUE FUNDS

GRANT RELATED FUNDS:

Housing Assistance

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
Revenues						
Federal Grants	$8,419,213	$8,579,000	$9,823,397	$10,012,250	$188,853	1.9%
Service Charges	1,670,987	1,690,000	304,090	81,300	(222,790)	-73.3%
Miscellaneous	18,356	13,200	26,872	26,800	(72)	-0.3%
Total Operating Revenues	$10,108,556	$10,282,200	$10,154,359	$10,120,350	($34,009)	-0.3%
County Match	138,872	275,900	211,994	180,850	(31,144)	-14.7%
Total Revenues	$10,247,428	$10,558,100	$10,366,353	$10,301,200	($65,153)	-0.6%
Expenses						
Personal Services	$628,557	$692,000	$674,970	$676,000	$1,030	0.2%
Fringe Benefits	217,467	239,500	236,700	213,100	(23,600)	-10.0%
Operating Costs	9,489,383	9,626,600	9,454,683	9,412,100	(42,583)	-0.5%
Total	$10,335,408	$10,558,100	$10,366,353	$10,301,200	($65,153)	-0.6%
Variance	($87,980)	$0	$0	$0		
Beginning Fund Balance	236,629					
Ending Fund Balance	$148,649					

Transportation Programs

Revenues						
Federal Grants	$2,719,916	$4,138,589	$4,397,707	$3,673,706	($724,001)	-16.5%
State Grants	471,706	659,931	681,268	602,933	(78,335)	-11.5%
Service Charges	1,004,519	1,263,063	967,681	1,333,355	365,674	37.8%
Miscellaneous	193,601	215,000	215,000	215,000	0	0.0%
Total Operating Revenues	$4,389,742	$6,276,583	$6,261,656	$5,824,994	($436,662)	-7.0%
County Match	2,677,341	3,013,657	2,935,955	3,001,342	65,387	2.2%
Fund Balance Appropriation	0	23,008	167,415	20,198	(147,217)	-87.9%
Total Revenues	$7,067,082	$9,313,248	$9,365,026	$8,846,534	($518,492)	-5.5%
Expenses						
Personal Services	$329,422	$342,600	$343,975	$349,900	$5,925	1.7%
Fringe Benefits	104,795	116,000	115,434	102,800	(12,634)	-10.9%
Operating Costs	6,349,592	7,233,448	7,275,117	7,392,634	117,517	1.6%
Agency Funding	135,672	0	0	0	0	N/A
Capital Outlay	208,492	1,621,200	1,630,500	1,001,200	(629,300)	-38.6%
Total	$7,127,973	$9,313,248	$9,365,026	$8,846,534	($518,492)	-5.5%
Variance	($60,891)	$0	$0	$0		
Beginning Fund Balance	365,904					
Ending Fund Balance	$305,013					

SPECIAL REVENUE FUNDS

GRANT RELATED FUNDS:

Charles County Advocacy Council for Children, Youth, and Families

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
Revenues						
Federal Grants	$105,564	$73,934	$1,072,940	$880,780	($192,160)	-17.9%
State Grants	1,095,884	1,102,440	1,137,440	1,102,440	(35,000)	-3.1%
Service Charge	60,557	63,225	63,225	54,340	(8,885)	-14.1%
Miscellaneous	739	1,314	6,314	0	(6,314)	-100.0%
Total Revenues	$1,262,744	$1,240,913	$2,279,919	$2,037,560	($242,359)	-10.6%
Expenses						
Personal Services	$107,148	$122,834	$142,584	$135,712	($6,872)	-4.8%
Fringe Benefits	21,757	40,872	39,060	44,743	5,683	14.5%
Operating Costs	125,874	10,784	426,023	17,482	(408,541)	-95.9%
Operating Contingency	0	0	24,257	9,499	(14,758)	-60.8%
Agency Funding	996,067	1,066,423	1,647,995	1,830,124	182,129	11.1%
Capital Outlay	8	0	0	0	0	N/A
Total	$1,250,853	$1,240,913	$2,279,919	$2,037,560	($242,359)	-10.6%
Variance	$11,891	$0	$0	$0		
Beginning Fund Balance	151,433					
Ending Fund Balance	$163,324					

Child Support/Judicial Grants

Revenues						
Federal Grants	$941,876	$1,227,412	$2,221,314	$749,125	($1,472,189)	-66.3%
State Grants	348,927	381,931	391,931	381,931	(10,000)	-2.6%
Miscellaneous	509	0	500	0	(500)	-100.0%
Total Operating Revenues	$1,291,312	$1,609,343	$2,613,745	$1,131,056	($1,482,689)	-56.7%
County Match	339,979	437,590	459,021	416,341	(42,680)	-9.3%
Total Revenues	$1,631,291	$2,046,933	$3,072,766	$1,547,397	($1,525,369)	-49.6%
Expenses						
Personal Services	$757,614	$907,039	$1,002,004	$849,282	($152,722)	-15.2%
Fringe Benefits	260,011	401,892	449,089	374,554	(74,535)	-16.6%
Operating Costs	593,238	738,002	1,621,673	323,561	(1,298,112)	-80.0%
Transfers Out	2,778	0	0	0	0	N/A
Capital Outlay	17,650	0	0	0	0	N/A
Total	$1,631,291	$2,046,933	$3,072,766	$1,547,397	($1,525,369)	-49.6%
Variance	$0	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$0					

SPECIAL REVENUE FUNDS

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
GRANT RELATED FUNDS:						
Public Safety Grants						
Revenues						
Federal Grants	$659,948	$554,156	$853,123	$561,704	($291,419)	-34.2%
State Grants	98,080	20,000	123,749	30,000	(93,749)	-75.8%
Miscellaneous	323	4,750	20,294	0	(20,294)	-100.0%
Total Operating Revenues	$758,351	$578,906	$997,166	$591,704	($405,462)	-40.7%
County Match	520,794	592,275	592,275	624,371	32,096	5.4%
Total Revenues	$1,279,146	$1,171,181	$1,589,441	$1,216,075	($373,366)	-23.5%
Expenses						
Personal Services	$780,479	$700,600	$903,891	$728,000	($175,891)	-19.5%
Fringe Benefits	309,083	352,938	348,435	364,300	15,865	4.6%
Operating Costs	162,933	88,743	261,590	94,875	(166,715)	-63.7%
Capital Outlay	26,651	28,900	75,525	28,900	(46,625)	-61.7%
Total	$1,279,146	$1,171,181	$1,589,441	$1,216,075	($373,366)	-23.5%
Variance	$0	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$0					
Aging Grants						
Revenues						
Federal Grants	$585,958	$393,585	$646,007	$467,106	($178,901)	-27.7%
State Grants	227,375	230,827	275,736	247,495	(28,241)	-10.2%
Service Charge	149,333	155,560	155,560	180,015	24,455	15.7%
Miscellaneous	50,261	47,100	65,494	54,200	(11,294)	-17.2%
Total Operating Revenues	$1,012,926	$827,072	$1,142,797	$948,816	($193,981)	-17.0%
County Match	0	75,588	21,054	30,037	8,983	42.7%
Fund Balance Appropriation	0	0	0	5,500	5,500	N/A
Total Revenues	$1,012,926	$902,660	$1,163,851	$984,353	($179,498)	-15.4%
Expenses						
Personal Services	$499,583	$433,899	$524,203	$526,215	$2,012	0.4%
Fringe Benefits	43,963	37,880	37,880	24,350	(13,530)	-35.7%
Operating Costs	456,775	430,881	578,768	433,788	(144,980)	-25.0%
Capital Outlay	0	0	23,000	0	(23,000)	-100.0%
Total	$1,000,321	$902,660	$1,163,851	$984,353	($179,498)	-15.4%
Variance	$12,605	$0	$0	$0		
Beginning Fund Balance	59,724					
Ending Fund Balance	$72,329					

SPECIAL REVENUE FUNDS

GRANT RELATED FUNDS:

Emergency Management Grants

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
Revenues						
Federal Grants	$325,276	$113,735	$568,953	$103,509	($465,444)	-81.8%
State Grants	714,163	0	158,190	0	(158,190)	-100.0%
Miscellaneous	3,747	2,200	2,441	0	(2,441)	-100.0%
Total Operating Revenues	$1,043,187	$115,935	$729,584	$103,509	($626,075)	-85.8%
Transfers In	21,501	17,735	107,668	17,735	(89,933)	-83.5%
County Match	108,671	96,000	99,419	85,774	(13,645)	-13.7%
Total Revenues	$1,173,359	$229,670	$936,671	$207,018	($729,653)	-77.9%
Expenses						
Personal Services	$222,723	$192,000	$212,980	$171,548	($41,432)	-19.5%
Fringe Benefits	1,633	0	744	0	(744)	-100.0%
Operating Costs	877,575	37,670	347,835	35,470	(312,365)	-89.8%
Capital Outlay	71,428	0	375,112	0	(375,112)	-100.0%
Total	$1,173,359	$229,670	$936,671	$207,018	($729,653)	-77.9%
Variance	$0	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$0					

Community Development Administration

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
Revenues						
Federal Grants	$41,686	$0	$346,435	$0	($346,435)	-100.0%
State Grants	138,832	40,000	141,945	40,000	(101,945)	-71.8%
Interest	33	0	6	0	(6)	-100.0%
Total Revenues	$180,550	$40,000	$488,386	$40,000	($448,386)	-91.8%
Expenses						
Personal Services	$4,033	$3,750	$7,756	$3,750	($4,006)	-51.7%
Operating Costs	176,517	36,250	480,630	36,250	(444,380)	-92.5%
Total	$180,550	$40,000	$488,386	$40,000	($448,386)	-91.8%
Variance	$0	$0	$0	$0	$0	
Beginning Fund Balance	0					
Ending Fund Balance	$0					

SPECIAL REVENUE FUNDS

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
GRANT RELATED FUNDS:						
Community Development Block Grants						
Revenues						
Federal Grants	$211,069	$0	$168,193	$200,000	$31,807	18.9%
Miscellaneous	14,999	0	0	100,000	100,000	N/A
Total Revenues	$226,068	$0	$168,193	$300,000	$131,807	78.4%
Expenses						
Personal Services	$0	$0	$18,260	$0	($18,260)	-100.0%
Operating Costs	225,002	0	60,000	300,000	240,000	400.0%
Transfer Out	1,066	0	89,933	0	(89,933)	-100.0%
Total	$226,068	$0	$168,193	$300,000	$131,807	78.4%
Variance	$0	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$0					
Planning Grants						
Revenues						
Federal Grants	$146,580	$0	$32,059	$0	($32,059)	-100.0%
State Grants	9,000	9,000	9,000	9,000	0	0.0%
Miscellaneous	1,901	0	0	0	0	N/A
Total Operating Revenues	$157,481	$9,000	$41,059	$9,000	($32,059)	-78.1%
Fund Balance Appropriation	0	0	13,593	0	(13,593)	-100.0%
County Match	13,400	0		0	0	N/A
Total Revenues	$170,881	$9,000	$54,652	$9,000	($45,652)	-83.5%
Expenses						
Personal Services	$6,668	$5,430	$5,430	$5,430	$0	0.0%
Fringe Benefits	2,332	3,570	3,570	3,570	0	0.0%
Operating Costs	156,210	0	45,652	0	(45,652)	-100.0%
Total	$165,210	$9,000	$54,652	$9,000	($45,652)	-83.5%
Variance	$5,671	$0	$0	$0		
Beginning Fund Balance	7,923					
Ending Fund Balance	$13,594					
Economic Development Loan Programs						
Revenues						
Interest	$4,805	$0	$0	$0	$0	N/A
Miscellaneous	30,933	0	0	0	0	N/A
Total Operating Revenues	$35,738	$0	$0	$0	$0	N/A
Fund Balance Appropriation	0	500,000	500,000	500,000	0	0.0%
County Match	443,261	0	0	0	0	N/A
Total Revenues	$478,999	$500,000	$500,000	$500,000	$0	0.0%
Expenses						
Operating Costs	$20,281	$500,000	$500,000	$500,000	$0	0.0%
Total	$20,281	$500,000	$500,000	$500,000	$0	0.0%
Variance	$458,718	$0	$0	$0		
Beginning Fund Balance	500,117					
Ending Fund Balance	$958,835					

SPECIAL REVENUE FUNDS

GRANT RELATED FUNDS:

Tourism Grant

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
Revenue: State Grants	$36,320	$34,734	$72,744	$34,734	($38,010)	-52.3%
Expense: Operating Costs	$36,320	$34,734	$72,744	$34,734	($38,010)	-52.3%
Variance	$0	$0	$0	$0		
Beginning Fund Balance	0					
Ending Fund Balance	$0					

SERVICE CHARGE RELATED FUNDS:

Cable TV/I-Net Fund

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
Revenues						
Service Charges	$3,260,599	$3,463,400	$3,474,600	$3,613,200	$138,600	4.0%
Total Operating Revenues	$3,260,599	$3,463,400	$3,474,600	$3,613,200	$138,600	4.0%
Fund Balance Appropriation	0	0	77,410	130,000	52,590	67.9%
Total Revenues	$3,260,599	$3,463,400	$3,552,010	$3,743,200	$191,190	5.4%
Expenses						
Personal Services	$833,576	$972,300	$987,590	$1,040,600	$53,010	5.4%
Fringe Benefits	249,366	296,300	298,940	267,900	(31,040)	-10.4%
Operating Costs	239,644	419,000	412,270	436,500	24,230	5.9%
Agency Funding	79,089	100,300	100,300	230,100	129,800	129.4%
Operating Contingency	0	0	0	36,500	36,500	N/A
Transfer Out	4,735,435	1,417,700	1,417,700	1,217,700	(200,000)	-14.1%
Capital Outlay/Maintenance	138,913	204,300	281,710	79,600	(202,110)	-71.7%
Equipment Reserve	0	53,500	53,500	434,300	380,800	711.8%
Total	$6,276,023	$3,463,400	$3,552,010	$3,743,200	$191,190	5.4%
Variance	($3,015,424)	$0	$0	$0		
Beginning Fund Balance	5,256,202					
Ending Fund Balance	$2,240,778					

Nuisance Abatement Fund

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
Revenue: Service Charges	$165,639	$140,000	$140,000	$200,000	$60,000	42.9%
Expense: Operating Costs	$101,292	$140,000	$140,000	$200,000	$60,000	42.9%
Variance	$64,347	$0	$0	$0	$0	
Beginning Fund Balance	0					
Ending Fund Balance	$64,347					

SPECIAL REVENUE FUNDS

SERVICE CHARGE RELATED FUNDS:

Housing Special Loans

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
Service Charges	$182,950	$404,500	$404,500	$404,500	$0	0.0%
Total Operating Revenues	$182,950	$404,500	$404,500	$404,500	$0	0.0%
County Match	0	500	500	500	0	0.0%
Total Revenues	$182,950	$405,000	$405,000	$405,000	$0	0.0%
Expense: Operating Costs	$128,715	$405,000	$405,000	$405,000	$0	0.0%
Variance	$54,235	$0	$0	$0	$0	N/A
Beginning Fund Balance	14,222					
Ending Fund Balance	$68,457					

Sheriff's Special Programs

Revenues						
Fines & Forfeitures	$199,314	$212,800	$212,800	$200,700	($12,100)	-5.7%
Miscellaneous	11,550	12,800	12,800	12,800	0	0.0%
Total Operating Revenues	$210,864	$225,600	$225,600	$213,500	($12,100)	-5.4%
Fund Balance Appropriation	0	15,400	15,400	34,400	19,000	123.4%
Total Revenues	$210,864	$241,000	$241,000	$247,900	$6,900	2.9%
Expenses						
Personal Services	$119,120	$158,700	$151,700	$168,800	$17,100	11.3%
Fringe Benefits	43,231	50,500	50,500	44,000	(6,500)	-12.9%
Operating Costs	14,034	31,800	38,800	35,100	(3,700)	-9.5%
Total	$176,385	$241,000	$241,000	$247,900	$6,900	2.9%
Variance	$34,479	$0	$0	$0		
Beginning Fund Balance	321,471					
Ending Fund Balance	$355,950					

Drug Forfeitures

Revenues						
Federal Grants	$29,554	$38,300	$38,300	$33,700	($4,600)	-12.0%
Fines & Forfeitures	108,280	89,000	90,500	65,700	(24,800)	-27.4%
Interest	25	100	100	100	0	0.0%
Miscellaneous	7,880	1,200	1,200	1,200	0	0.0%
Total Operating Revenues	$145,739	$128,600	$130,100	$100,700	($29,400)	-22.6%
Fund Balance Appropriation	0	35,400	115,080	54,300	(60,780)	-52.8%
Total Revenues	$145,739	$164,000	$245,180	$155,000	($90,180)	-36.8%
Expenses						
Personal Services	$0	$0	$79,680	$0	($79,680)	-100.0%
Operating Costs	78,866	134,000	135,500	155,000	19,500	14.4%
Capital Outlay	82,280	30,000	30,000	0	(30,000)	-100.0%
Total	$161,146	$164,000	$245,180	$155,000	($90,180)	-36.8%
Variance	($15,407)	$0	$0	$0		
Beginning Fund Balance	394,830					
Ending Fund Balance	$379,423					

SPECIAL REVENUE FUNDS

SERVICE CHARGE RELATED FUNDS:

Southern Maryland Criminal Justice Academy

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
Revenues						
Local Government	$88,000	$88,000	$88,000	$88,000	$0	0.0%
Service Charge	19,483	0	0	0	0	N/A
Total Operating Revenues	$107,483	$88,000	$88,000	$88,000	$0	0.0%
Transfers In	44,000	44,000	44,000	92,000	48,000	109.1%
Fund Balance Appropriation	0	0	58,000	19,300	(38,700)	-66.7%
Total Revenues	$151,483	$132,000	$190,000	$199,300	$9,300	4.9%
Expenses						
Operating Costs	$79,333	$132,000	$144,600	$199,300	$54,700	37.8%
Capital Outlay	0	0	45,400	0	(45,400)	-100.0%
Total	$79,333	$132,000	$190,000	$199,300	$9,300	4.9%
Variance	$72,150	$0	$0	$0		
Beginning Fund Balance	197,506					
Ending Fund Balance	$269,656					

Animal Shelter \ Control

Revenues						
Service Charges	$72,168	$84,600	$84,600	$67,900	($16,700)	-19.7%
Miscellaneous	60,180	11,000	21,207	11,000	(10,207)	-48.1%
Total Revenues	$132,348	$95,600	$105,807	$78,900	($26,907)	-25.4%
Expenses						
Personal Services	$25,808	$27,100	$24,100	$15,000	($9,100)	-37.8%
Fringe Benefits	5,837	6,000	6,000	1,800	(4,200)	-70.0%
Operating Costs	74,542	62,500	75,707	62,100	(13,607)	-18.0%
Total	$106,186	$95,600	$105,807	$78,900	($26,907)	-25.4%
Variance	$26,162	$0	$0	$0		
Beginning Fund Balance	68,913					
Ending Fund Balance	$95,075					

SPECIAL REVENUE FUNDS

	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change from FY16 Amended	% Change
SERVICE CHARGE RELATED FUNDS:						
Law Library						
Revenues						
Service Charges	$72,053	$34,000	$34,000	$34,000	$0	0.0%
Fines & Forfeitures	22,792	27,500	27,500	27,500	0	0.0%
Miscellaneous	0	1,400	1,400	1,400	0	0.0%
Total Operating Revenues	$94,845	$62,900	$62,900	$62,900	$0	0.0%
Transfers In	0	3,000	3,000	3,000	0	0.0%
Fund Balance Appropriation	0	0	19,000	0	(19,000)	-100.0%
Total Revenues	$94,845	$65,900	$84,900	$65,900	($19,000)	-22.4%
Expenses						
Operating Costs	$48,575	$65,900	$69,500	$65,900	($3,600)	-5.2%
Capital Outlay	0	0	15,400	0	(15,400)	-100.0%
Total	$48,575	$65,900	$84,900	$65,900	($19,000)	-22.4%
Variance	$46,270	$0	$0	$0		
Beginning Fund Balance	28,794					
Ending Fund Balance	$75,064					

TOTAL SPECIAL REVENUE FUNDS

Total Revenues	$41,924,640	$42,597,994	$46,866,554	$43,338,566	($3,527,988)	-7.5%
Total Expenses	$43,124,791	$42,597,994	$46,866,554	$43,338,566	($3,527,988)	-7.5%
Variance	($1,200,151)	$0	$0	$0		
Beginning Fund Balance	7,790,550					
Total Ending Fund Balance	$6,590,399					

Cable TV/I-Net

Department:	Cable TV/I-Net	Account:	48 Fund
Division\Program:	Administrative Services	Fund:	Special Rev.
Program Administrator:	Crystal Hunt, Public Information Officer/Chief of Media Services Evelyn Jacobson, Chief of Information Technology	Source:	Srvc. Charge

www.charlescountymd.gov/coadmin/ccgtv/ccgtv

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$833,576	$972,300	$987,590	$1,040,600	$53,010	5.4%
Fringe Benefits	249,366	296,300	298,940	267,900	(31,040)	-10.4%
Operating Costs	239,644	419,000	412,270	436,500	24,230	5.9%
Agency Funding	79,089	100,300	100,300	230,100	129,800	129.4%
Operating Contingency	0	0	0	36,500	36,500	N/A
Transfers Out	4,735,435	1,417,700	1,417,700	1,217,700	(200,000)	-14.1%
Capital Outlay/Maintenance	138,913	204,300	281,710	79,600	(202,110)	-71.7%
Equipment Reserve	0	53,500	53,500	434,300	380,800	711.8%
Total Expenditures	$6,276,023	$3,463,400	$3,552,010	$3,743,200	$191,190	5.4%
Revenues	$7,079,629	$3,463,400	$3,552,010	$3,743,200	$191,190	5.4%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes part time funding for an additional Photo/Video Specialist to assist with the increase in photo requests and cover for special events, provides overtime funding for staff to respond to media requests outside their normal working hours and includes approved salary increases.
- The **Operating Costs** budget increase includes the following:
  - Contract Services was increased to include the costs associated with Vulnerability testing in the Information Technology Department.
  - Included in the Community Promotions Account for the Public Information Office Division is funding for the County Government Day.
  - The costs associated with Leadership Southern Maryland are funded in the Training account for the Public Information Office Division.
  - Includes Equipment funding for various Public, Educational, and Governmental (PEG) Program related items.
- **Agency Funding** represents funds provided to the College of Southern Maryland for public TV broadcasts and to the Charles County Board of Education for Television Station Equipment Replacement and Upgrades.
- **Operating Contingency** is to cover unanticipated revenue shortfalls or expenditure overruns.
- For FY2017, **Transfers Out** represents the funding for 50% match on the Mass Notification System Grant as well as funding provided to the General Fund operations.
- **Capital Outlay/Maintenance** is the associated cost for replacing equipment and the network core switch and other infrastructure.

Description:

The I-Net is an area wide communications network linking over 100 county government, educational & public sites. It provides high capacity, cost effective, voice, video & data applications including video conferencing, distance learning/ training, Internet access & security monitoring, and central & expanded communications services.

The maintenance and operation of the I-Net is covered by this fund.

CCGTV SUPPORT SERVICES

VIDEO PRODUCTION

-Provide installation/maintenance support for Commissioner Room HD Video Cameras.
-Provide installation/maintenance support for Commissioner Room HF Audio system.
-Provide installation/maintenance support for Nonlinear Real-Time Video editing system.
-Provide installation/maintenance support for Video Scheduling/Play Back system.
-Provide installation/maintenance support for Video Server Storage system.
-Provide installation/maintenance support for Real-Time Web Streaming Video system.
-Provide installation/maintenance/production support for Web Media File production of Commissioner's meetings.

VIDEO CAPTIONING

-Create MP3 file for each Commissioner meeting.
-Coordinate Transcription Process.
-Convert Captioned Video for Web Media Format.
-Render Captioned Video for broadcast.
-Archive/Catalog Video Files.

Media Cable TV/I-Net

Department:	County Administrator	Account:	48 Fund
Division\Program:	Media Services	Fund:	Special Rev.
Program Administrator:	Crystal Hunt, Public Information Officer/Chief of Media Services Evelyn Jacobson, Chief of Information Technology	Source:	Srvc. Charge

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Public Info. Officer/Chief of Media Services	1.0	1.0	1.0	1.0	1.0
Station Manager	1.0	1.0	1.0	1.0	1.0
Video Production Specialist	1.0	1.0	2.0	2.0	2.0
Media Specialist	1.0	1.0	1.0	1.0	1.0
Assistant Graphics Designer	0.0	0.0	1.0	1.0	1.0
Public Information Specialist	1.0	1.0	1.0	1.0	1.0
Communications Coordinator	0.0	0.0	1.0	1.0	1.0
Chief Information Officer	0.5	0.5	0.5	0.5	0.5
Network Manager	0.3	0.3	0.3	0.3	0.3
I.T. Security Specialist	0.0	0.0	0.0	1.0	1.0
Network Specialist III	1.8	1.8	1.8	1.8	1.8
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Technical Support Specialist	0.5	0.7	0.7	0.7	0.7
Part Time Help	1.3	2.6	2.6	2.6	3.2
Total Full Time Equivalent	**10.5**	**12.0**	**15.0**	**16.0**	**16.6**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: To design, procure, configure, manage, and troubleshoot configuration of County Network Video Systems.					
# of Live Broadcasts Commissioners Board	123	128	100	115	115
- Liquor Board	11	12	12	12	12
- Planning Commission	25	25	20	20	20
- Board of Appeals	15	14	13	13	14
- Board of Fire & Rescue	11	12	12	11	11
- County Commissioners	61	65	43	50	50
# of In-house Produced Programs	140	140	197	200	200
- Safety Matters	11	0	3	5	8
- CC Sheriff's Office	1	2	7	8	8
- Public Service Announcements (PSA's)	50	35	40	50	55
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 supplied via VHS or DVD	90	251	65	70	70
Emergency messaging on CCGTV	*	*	10	10	10
Audio only meetings (Animal Control, Nuisance BD)	*	*	23	25	25

**Performance measurements for Emergency messaging and Audio only meetings began in FY2015.*

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	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Operating Costs	$48,575	$65,900	$69,500	$65,900	(3,600)	-5.2%
Capital Outlay	0	0	15,400	0	(15,400)	N\A
Total Expenditures	$48,575	$65,900	$84,900	$65,900	($19,000)	-22.4%

Changes and Useful Information:

- **Capital Outlay** decreased is a result of one-time capital purchase of copier and furniture.

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	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$25,808	$27,100	$24,100	$15,000	($9,100)	-37.8%
Fringe Benefits	5,837	6,000	6,000	1,800	(4,200)	-70.0%
Operating Costs	74,542	62,500	75,707	62,100	(13,607)	-18.0%
Total Expenditures	$106,186	$95,600	$105,807	$78,900	($26,907)	-25.4%

Changes and Useful Information:

- **Personnel Services** and **Fringe Benefits** decreased due refilling a vacant full time reduced hour position as part-time.
- The majority of the **Operating Costs** decrease is due to award of a Snyder Foundation Grant in FY2016. The grant period overlaps fiscal years and any unspent balance is carried over to FY2017 upon year end close.

Description:

The Tri-County Animal Shelter received in excess of 8,700 animals last year from Charles, Calvert, and St. Mary's Counties. Every dog and cat that is adopted from the shelter is spayed or neutered by one of the many veterinarians participating in the shelter's program. This program is designed to ensure that 100% percent of the dogs and cats adopted are spayed or neutered before going into their new home. Each animal adopted from the shelter is taken directly to the veterinarian by shelter staff for surgery and then are picked up by the new owners from the veterinarian site.

All citizens adopting an animal pay a flat fee of $85 per cat and $125 per dog. Reduced rates are offered through special pet promotions. This adoption fee includes the cost of the spay/neuter surgery, a rabies shot, a first distemper vaccine, microchip, and physical exam by a veterinarian. The fees also include heartworm screening for dogs over 6 months old, and feline leukemia/FIV screening for cats. Puppies and kittens are also wormed for roundworms.

The adoption fees collected also supports the cost of a transport van and part time driver that takes the animals to the veterinarian along with other costs associated with the adoption program.

Snyder Foundation Grant

For nine years, the Tri-County Animal Shelter received a Snyder Foundation grant to be used solely and specifically for the veterinary care for animals “hanging in the balance” between adoption and euthanasia. This grant has helped hundreds of animals.

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

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Animal Shelter Van Driver	0.7	0.7	0.7	0.0	0.0
Part Time	0.0	0.0	0.0	0.6	0.6
Total Full Time Equivalent	**0.7**	**0.7**	**0.7**	**0.6**	**0.6**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: Tracking of activities allows management to access the effectiveness of the spay/neuter adoption program and determine if changes in fee structures is necessary. Tracking of donation account funds and their use allows management to effectively make requests to charitable organizations for grant monies through support of matching funds.					
# of animals adopted	790	847	746	750	750
-% of total received (ARRA's)	10.1%	10.2%	9.0%	9.6%	9.5%
Adoptable, Rescuable, Reclaimable Animals					

Department: Sheriff's Office — Account: 12 Fund
Division\Program: Public Safety Grants — Fund: Special Rev.
Program Administrator: Troy D. Berry, Sheriff — www.ccso.us — Source: Grant

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$780,479	$700,600	$903,891	$728,000	($175,891)	-19.5%
Fringe Benefits	309,083	352,938	348,435	364,300	15,865	4.6%
Operating Costs	162,933	88,743	261,590	94,875	(166,715)	-63.7%
Capital Outlay	26,651	28,900	75,525	28,900	(46,625)	-61.7%
Total Expenditures	$1,279,146	$1,171,181	$1,589,441	$1,216,075	($373,366)	-23.5%

Changes and Useful Information:

- The overall decrease in Public Safety grants is because the FY2017 budget is only for the Child Support and the Maryland Vehicle Theft Prevention Programs. Due to the uncertain nature of grant funding, all other grants are budgeted upon award or carried over as appropriate.

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 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. Funding provides for overtime costs incurred to conduct Compliance checks and incentives to youth who participate in these checks under the MD Tobacco Youth Access Law.

Domestic Violence Data Entry

The Charles County Sheriffs Office (CCSO) Domestic Violence Protective Order Entry and Service Program meets court mandates for timely entry and service of ex parte/protective orders. The program increases victim safety because data entry and service of papers is completed faster and officers are available during hours beyond their regular work schedules. Grant funds compensate overtime for sworn domestic violence officers who handle and serve domestic violence orders for the

Auto Theft

Maryland Vehicle Theft Prevention – Receive partial funding for two officers to curtail the rising crimes of auto theft and car jacking.

High Intensity Drug Trafficking Areas Program (HIDTA)
This program, established by the Anti-Drug Abuse Act of 1988, authorized the Director of The Office of National Drug Control Policy (ONDCP) to designate areas within the United States which exhibit serious drug trafficking problems and harmfully impact other areas of the country as High Intensity Drug Trafficking Areas (HIDTA). Grant funds are provided to law enforcement initiatives in areas that have been designated as a HIDTA. The initiatives are developed to counter the regional drug threat by regional Executive Boards composed of a balance of Federal, State, local, and tribal law enforcement leadership. Initiatives must include collocated Federal and state/local law enforcement officers. Law enforcement officers cultivate and share intelligence information pertaining to individuals and organizations who use the County's highways as a means of transporting illegal drugs, currency, and other illicit commodities or create other threats and hazards on those highways. Funds provide for Vehicle repair and fuel related to HIDTA activities. In F2016, the County also received funding to purchase Overdose kits, Naloxone Syringes, and Nasal Atomizers. Naloxone, also known as Narcan, is a medication used to reverse the effects of opioids especially in overdose.

State Criminal Alien Assistance Program (SCAAP)
This reimbursement program provides funds to local jurisdictions for housing undocumented criminal aliens who have at least one felony or two misdemeanor convictions of state or local law and are incarcerated for at least 4 days during the reporting period (07/01/13-06/30/14). Funds are awarded several years in arrears and are used for Correctional purposes only and must increase the Corrections (Detention Center) budget by the amount of the award.

The Edward J. Byrne Memorial Justice Assistance Grants (BJAG)
Law Enforcement Training Scholarship Program (LETS) - In FY16, the CCSO received the following LETS grants:
- Advanced Crime Scene Investigator Course Training
- International Breacher's Symposium Training

Local Solicitations - Equipment Upgrades and Drug Court Support Program
These multi-year grants covers the following:
FFY2012 award provides funding to send 120 officers to the Street Survival Seminar, upgrade six car camera systems and funded approximately 25% of the Drug Court Coordinator's position in FY2014. Grant ended 09/30/15.

FFY2013 award is for updating and replacing the following equipment: patrol bikes, crime scene processing kits, ballistic shields, covert camera systems and software, covert cell phone body wire and software. The grant was written to support fifty percent (50%) of the cost of a Drug Court Clerk to support the Drug Court Coordinator. Grant ends 09/30/16.

FFY2014 award is to support overtime and travel expenses for officers to serve extradition, equipment & software upgrade and replacement program purchases, and to fund the purchase of a tactical response robot. Grant ends 09/30/17.

FFY2015 award provides funding to produce a series of videos to build trust in the community and enhance recruitment efforts. These videos will demonstrate all facets of the Sheriff's Office to include all of the different services offered, the CCSO's work ethic, community outreach efforts, why the sheriffs office is a great place to work, and what the CCSO's seeks when hiring new recruits. Funding are also provided for officer overtime and travel cost associated with serving warrant extraditions and for billboard rental space to promote safe driving habits during the holiday season and community outreach. Grant ends 09/30/18.

Comprehensive Traffic Safety Program
This Maryland Department of Transportation safety program provides funds to implement Traffic Safety Initiatives in Charles County in areas where the MD Highway Safety Data indicates there is a need. Funds are utilized for Sworn Officer overtime, training costs, and Alive @ 25 registration fees for Teen Court approved participants.

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.

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.

Local Government Insurance Trust (LGIT) Training Grant
Grant funds support the purchase body cameras for the Narcotics Enforcement Section.

Ben Roethlisberg Foundation - K-9 Grant
Grant funds provide the K9 Unit with an additional K9 and associated equipment and training. The County is a subrecipient of the Waldorf Lions Club Foundation.

Sex Offender Registration (COMAR 12.06.01.17)
The State of Maryland reimburses each local law enforcement unit for reasonable costs of Sex Offender Registration to include processing a registration statement, taking fingerprints and photographs, and implementing and maintaining community notification procedures.

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, technical assistance to process re-registrations, and the Warrant/Fugitive Squad to locate violators as well as travel associated with training needed to effectively manage, track and document offenders.

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 public safety to the community and positive programs for at-risk young people in the county. Grant funds are used for teaching aids to add the Healthy Choices/Healthy Children to the CCSO Summer Youth Achievement Program. Funding provides teaching resources and camp activity items utilized in a Baseball and Football camp.

Organized Crime Drug Enforcement Task Forces Program (OCDETF)
Funding supports work performed by the CCSO on Organized Crime Drug Enforcement Task Forces Case(s).

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Sworn Officers	6.0	6.0	6.0	6.0	6.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist	1.0	0.2	0.0	0.0	0.0
Drug Court Coordinator	0.0	0.2	0.0	0.0	0.0
Drug Court Clerk	0.0	0.1	0.2	0.0	0.0
Part Time Positions	1.8	1.8	1.8	1.8	1.8
Total Full Time Equivalent	**10.8**	**10.4**	**10.0**	**9.8**	**9.8**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Child Support Grant					
Serve summonses/show cause/subpoenas and execute writs/warrants/body attachments relative to enforcement of child support program.					
# of summonses/show cause/subpoenas to be served	1,363	1,110	892	895	895
# of writs/warrant/body attachment to be executed	541	529	413	415	415

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

Account: 49 Fund
Fund: Special Rev.
Source: Grant

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$222,723	$192,000	$212,980	$171,548	($41,432)	-19.5%
Fringe Benefits	1,633	0	744	0	(744)	-100.0%
Operating Costs	877,575	37,670	347,835	35,470	(312,365)	-89.8%
Capital Outlay	71,428	0	375,112	0	(375,112)	-100.0%
Total Expenditures	$1,173,359	$229,670	$936,671	$207,018	($729,653)	-77.9%

Changes and Useful Information:

- The FY2017 budget is for the Emergency Management Performance Grant (EMPG). Budget Amendments are executed for the rollover funds and any mid-year awards.

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.

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 required and met at 25% of award. Future Federal Fiscal Year grants overlap the County's fiscal year.

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:

FFY2015 PSGP These grant funds are being utilized to purchase a thermal imager for the Charles County Marine Unit (CCMU) operations.

Hazard Mitigation Grant Program (HMGP)
These funds allow the County to purchase a property to alleviate the negative elevation of the home within the Port Tobacco River flood plain. The home will be demolished and the property maintained in perpetuity. Award of a Community Development Block Grant supplies the majority of matching funds required for this project with the balance supplied by the homeowner.

Emergency Management Performance Grant (EMPG) Program
EMPG funds are provided to structure emergency management programs based on identified needs and priorities to strengthen their ability to support emergency management mission areas while simultaneously addressing issues of national concern as identified in the National Priorities and Target Capabilities List of the National Preparedness Goal. The EMPG program is designed to assist States and urban areas to enhance and strengthen emergency management capabilities. The building of working partnerships between government, business, volunteer, and community organizations is key to program success and highly encouraged. These funds support the County's Mass Notification System and the personnel within the Emergency Management Division.

National Bioterrorism Hospital Preparedness Program
The County applied for a NBHPP grant in FY2016 and is awaiting the application results. FY2015 funding allowed for the county to replace and replenish expired medical supply items within the two Mass Casualty Support Units (MCSU), MSCU 03 (NCR Level II, 50 patient) and MCSU 16 (NCR Level III, 100 patient). These units provided mass casualty response services capabilities to the National Capital Region.

Interagency Hazardous Materials Public Sector Training and Planning Grants
FFY2015 funding is for the purpose of sending ten (10) members of the Tactical Response Team members to training in Baltimore, MD for the annual conference sponsored by the International Association of Fire Chiefs as well as to send four (4) command level members to the Fire Department Instructors Conference (FDIC) International for multiple workshops and trainings. Funds provide for registration fees, lodging, and per diem.

Emergency Number System Board (ENSB) - 9-1-1 Trust Fund
The 9-1-1 Trust fund consists of 9-1-1 fees collected and remitted to the Comptroller under the annotated State Code of Maryland § 1-310, 311, and investment earnings of the fund. One of the purposes of the 9-1-1 Trust Fund is to reimburse counties for the cost of enhancing a 9-1-1 system.
In FY2016, the County applied for multiple ENSB projects as outlined below:

ENSB Project #15-142 This projects provide funds to purchase software designed to maintain documentation of on-going training of new 9-1-1 call takers.

ENSB Project #16-015 This project funded the following training offered by the Public Safety Training Consultants (PSTC): • Crisis Communication (Suicide, Crisis & Mental Illness) • Active Shooter-Active Assailant for Public Safety 911 Professionals • Mental Preparedness: "You Just Never Know • Being the Best (Provides tools to CTO's to aid in their training/teaching) • Suicide Intervention

ENSB Project #16-030 This project funded for training offered by the Public Safety Training Consultants (PSTC

ENSB Project #16-042 This project funded the purchase of 20 Ireon Horse 4000 24/7 Heavy Duty Chairs for the 9-1-1, Fire/EMS Communications Center staff.

ENSB Project #16-076 This project funded the purchase of fifty (50) Encore Pro Wideband Monaural Headsets to support dispatching operations.

ENSB Project #16-080 This project funded the recertification fees for IAED, EMD, EFD, and EPD Disciplines required for the positions of Fire/EMS 911 Dispatchers and CCSO Dispatchers.

ENSB Project #16-100 This project funded an upgrade to GIS ESRI Software for Next Gen 9-1-1. Upgrading ArcGIS Desktop Basic to ArcGIS Desktop Advanced software for maintaining 911 GIS layers. The Advanced version has features not available in the Basic version that are necessary for maintaining Next Gen compliant data. Topology rules are very important in creating/editing Emergency Service Zones. Data must be contained in a file geodatabase. The basic version does not provide for these functions.

ENSB Project #16-103 The International Academies of Emergency Dispatch (IAED) NAVIGATOR Conference is to foster an educational venue pertinent for those working in police, fire, and medical emergency communications. Funds provided for multiple Navigator Pre-Conference Sessions in the following disciplines: (1) Liability in the 9-1-1 Center, (2) CSI ProQA and AQUA Reports: What you don't know may hurt you!, (3) Advanced AQUA Course, (4) Active Assailant Workshop (5) Presidential Leadership, (6) Train Them to Retain Them.

ENSB Project #16-108 Funds provided for sending two staff members to NAVIGATOR Pre-Conference Sessions for EMD-Q Certification and EFD-Q Certification.

ENSB Project #16-115 & Project #16-126 Funds provided for sending staff members to pre-conference workshops for at the NAVIGATOR Conference.

ENSB Project #16-117 Funds provided for the County's Fire and EMS Communications to purchase the latest versions of Quality Assurance Guides for the ED-Q.

ENSB Project #16-142 Funds provided for sending two staff members to pre-conference workshops for IAED High Performance EMD and IAED Policy EPD-Q Calibration and Performance Standards at the NAVIGATOR Conference.

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 was also provided for a Wireless data plan for a 5-year period through a portion of FY2016. This grant ended in FY2016.

Department:	Emergency Services	Account:	49 Fund
Division\Program:	Emergency Management	Fund:	Special Rev.
Program Administrator:	Michelle Lilly, Chief of Emergency Management	Source:	Grant

Maryland Institute for Emergency Medical Services Systems (MIEMSS) 50/50 Matching Grant
This grant funding for FY2016 was for the purchase of three Lifepak 1000 Automated External Defibrillators (AED's). 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.

MIEMSS Advanced Life Support (ALS) Education Grant
The purpose of this grant program is to fund initial ALS training and re-licensure which meet course requirement standards of the Nation Department of Transportation. The funding will be utilized to fund EMS employees to attend initial ALS Licensure at the College of Southern Maryland, for refresher re-licensure programs, and for re-licensure of inducting two Advanced Cardiac Life Support (ACLS) classes. This grant ended in FY2015.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Emergency Management	1.0	0.0	0.0	0.0	0.0
Allocation from General Fund	0.8	1.0	1.0	0.9	0.8
Total Full Time Equivalent	**1.8**	**1.0**	**1.0**	**0.9**	**0.8**

Department:	Volunteer Fire Protection & Emergency Medical Services	Account:	26 Fund
Division\Program:	Charles Co. Volunteer Fireman's Association (CCVFA) & Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)	Fund:	Spec. Rev
		Source:	Prop. Tax
Program Administrator:	Lynn Gilroy, CCVFA President / Lisa Yates, CCAEMS President		

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

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$15,000	$15,000	$15,000	$15,000	$0	0.0%
Operating Costs	775	7,800	7,800	7,800	0	0.0%
Agency Funding	11,580,170	11,817,655	11,817,655	12,192,495	374,840	3.2%
Total Expenditures	$11,595,945	$11,840,455	$11,840,455	$12,215,295	$374,840	3.2%

Changes and Useful Information:

- Increase in **Agency Funding** is the net result of increased property tax revenue and Senator William H. Amoss Fire, Rescue, and Ambulance Fund allocation for FY2017.

Description:

The Charles County Fire & Emergency Medical Services (EMS) Associations represent 11 volunteer joint Fire/EMS organizations, 2 independent fire companies, and 4 independent volunteer EMS companies. There is also one volunteer independent dive/rescue company to provide service for water related emergencies. These organizations are located in La Plata, Hughesville, Waldorf, Nanjemoy, Benedict, Cobb Island, Potomac Heights, the 10th district, Indian Head, Bel Alton, Bryan's Road, Westlake (Waldorf), Newburg, Ironsides, White Plains, and Dentsville.

The funding source for the expenditure budgets listed are from a County wide fire and rescue property tax and a State of Maryland Amoss grant. The Fire and Rescue Tax is based on $.064 per assessed value of real property and $.16 per assessed value of business property. The tax is broken down as follows: 62.50% for fire, 31.25% for EMS and 6.25% for the Length of Service Awards Program (LOSAP). Donations, fundraising and other sources of revenue are reported separately within each organizations financial statements.

The Volunteer Fire and Rescue organizations are independent companies, each operated under an elected body of operational and administrative officers. The business affairs of each organization are managed by the Board of Directors and membership vote. The goals of these Associations include outstanding performance in the following areas: fire protection, fire prevention, volunteer retention and emergency medical services (basic and advanced life support).

Positions:

There are nearly 1,200 active volunteers within the fire and emergency medical services system. Most of these have accumulated Length of Service Award Program Points.

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	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$40,000	$0	$79,680	$0	($79,680)	-100.0%
Operating Costs	82,366	134,000	135,500	155,000	19,500	14.4%
Transfers Out	0	0	0	0	0	N/A
Capital Outlay	0	30,000	30,000	0	(30,000)	-100.0%
Total Expenditures	$122,366	$164,000	$245,180	$155,000	($90,180)	-36.8%

Changes and Useful Information:

- **Personal Services** are not budgeted until needed.
- Increase in **Operating Costs** and decrease in **Capital Outlay** is due to one-time equipment or capital items.

Description:

This budget is used to manage the funds resulting from drug forfeitures. These funds are difficult to budget due to their unpredictability. The State's Attorney Office is designated as the forfeiting agent for drug forfeitures involving personal property, including vehicles, money, and real property.

Federal Asset Forfeiture / Equitable Share Program Program

The primary purpose of the federal asset forfeiture program is law enforcement: To deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instrumentalities of crime.

Shared funding is given to supporting law enforcement operations to result in further seizures and forfeitures, which includes additional training and equipment and part-time salaries, limited to one year, to carry out the operations. Funds must be expended within two years or returned.

Local and State Asset Forfeiture Program

Per County Commissioners of Charles County, Maryland Resolution No. 98-18, appropriation of funds is split at 30% State Attorney's Office, 20% County Commissioners Office, and 50% Sheriff's Office. Monies can only be spent as outlined in the Code of Charles County, Chapter 164 - Drug Enforcement and Education Special Reserve Fund to finance costs associated with the administration of drug enforcement and education by the Sheriff of Charles County, the State Attorney of Charles County and related agencies. Funds appropriated to the Sheriff of Charles County is for the purpose of drug and crime prevention, education and enforcement programs, investigations and narcotics-related equipment.

Department: Sheriff's Office — Account: 18 Fund
Division\Program: Sheriff's Special Programs — Fund: Special Rev.
Program Administrator: Troy D. Berry, Sheriff — www.ccso.us — Source: Srvc. Charge

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$119,120	$158,700	$151,700	$168,800	$17,100	11.3%
Fringe Benefits	43,231	50,500	50,500	44,000	(6,500)	-12.9%
Operating Costs	14,034	31,800	38,800	35,100	(3,700)	-9.5%
Total Expenditures	$176,385	$241,000	$241,000	$247,900	$6,900	2.9%

Changes and Useful Information:

- **Operating Costs** were reduced to meet current trends.

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.

Department:	Sheriff's Office		Account:	18 Fund
Division\Program:	Sheriff's Special Programs		Fund:	Special Rev.
Program Administrator:	Troy D. Berry, Sheriff	www.ccso.us	Source:	Srvc. Charge

Criminal Justice Program/Urinalysis

Urinalysis is a test done at the Charles County Correctional facility. Participants on work release, juveniles, court orders, social services, parole and probation and random in house workers can be tested for the use of drugs and alcohol. The goal of the testing is to ensure that staff safety, facility security and contraband control are not compromised by the use of drugs or alcohol.

Positions:	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 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**	**4.0**

Department:	Sheriff's Office		Account:	44 Fund
Division\Program:	Southern Maryland Criminal Justice Academy		Fund:	Special Rev.
Program Administrator:	Troy D. Berry, Sheriff	www.ccso.us	Source:	Reimburse

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Operating Costs	$79,333	$132,000	$144,600	$199,300	$54,700	37.8%
Capital Outlay	0	0	45,400	0	(45,400)	N\A
Total Expenditures	$79,333	$132,000	$190,000	$199,300	$9,300	4.9%

Changes and Useful Information:

- Increase in **Operating Costs** is for Charles County's share of the cost of the Director hired in FY2016 and employed by Calvert County as well as increased uniform expense. A Civilian Director will be hired in FY2017.
- Decrease in **Capital Outlay** is due to a one time capital purchase.

Description:

The Southern Maryland Criminal Justice Academy is a cooperative effort between the Sheriff's Offices in Charles, Calvert, & St. Mary's Counties, and its mission is to provide highly-trained and qualified sworn & corrections officers to Southern Maryland. Through skill scenarios, academic testing, physical training, and firearm training, the Academy successfully carries out its mission. The personnel at the academy are comprised of sworn and civilian personnel from all three counties.

In 2015 The Southern Maryland Criminal Justice Academy provided training for many different agencies. The academy two entry-level police classes (PELTP Session 40 & Session 42). The academy also instructed a comparative compliance course (Session 41). PELTP Session 40 graduated 21 recruits (Recruit breakdown of 6 Calvert County, 10 Charles County, and 5 St. Mary's County). PELTP Session 42 currently has 18 recruits (Recruit breakdown is 6 Calvert County, 3 Charles County, 7 St. Mary's County, and 2 State Fire Marshalls), which will complete instruction in the spring of 2016. The academy hosted two entry-level corrections classes (CELTP Session 52 and 53).

During 2015 the academy provided in-service for 258 sworn officers. In-service provided for Calvert County – 115, St. Mary's County – 134, Riverdale PD – 8, and Morningside PD – 1.

The Academy also hosted specialized courses such as an Enhanced Instructor Course, Emergency Response Team School for Corrections and Law Enforcement Officer's Flying Armed.

Community Services

Department: Community Services
Division\Program: Aging Services: Federal Grants
Program Administrator: Dina Barclay, Chief of Aging & Senior Programs
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Account: 40 fund
Fund: Spec. Rev.
Source: Grant

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$291,578	$222,011	$309,570	$278,753	($30,817)	-10.0%
Fringe Benefits	17,993	16,100	16,100	0	(16,100)	N\A
Operating Costs	318,047	288,962	405,648	278,090	(127,558)	-31.4%
Capital Outlay	0	0	23,000	0	(23,000)	N\A
Total Expenditures	$627,618	$527,073	$754,318	$556,843	($197,475)	-26.2%

Changes and Useful Information:

- The balance of Federal grants with a fiscal year end date of 09/30/16 or later will be carried over to FY2017. Budget Amendments are executed for the rollover funds.
- Decrease in **Capital Outlay** is due to one-time purchase of replacement vehicle for Nutrition Program.

Description:

Federal funds are provided as part of the Older Americans' Act (OAA), under the US Department of Health and Human Services, Administration for Community Living. All OAA programs stipulate that persons who are eligible for services must be at least age 60+ and participants may not be means tested, and services cannot be denied based upon eligible participant's capability or willingness to contribute to the cost of these programs.

Title III, Part B - Grants for Supportive Services and Senior Centers

Under Title III, Part B, a state-determined minimum percentage of funds are provided for three designated priority areas: in-home care, legal assistance and access services.

In-home and supportive services are available to frail and disabled persons aged 60 or older, who reside within Charles County. Services include such things as personal care, respite, homemaker, chore, and limited benefits that fill identified gaps in community-based care while clients wait for long-term benefits. All services are coordinated across agencies to ensure that there is no duplication of effort, and to make the best use of limited funds.

Senior Legal Assistance provides legal advice, counseling, and representation to senior citizens under an annual contract with the Legal Aid Bureau (LAB). LAB personnel devote an average of 12 hours/month to the provision of specific legal services described in the contractual agreement. These hours include at least four community education events during the contract year.

Legal services under Title III are limited to settling the following types of claims: Public Benefit Access, Housing, Consumer Protection, Advocacy for institutionalized persons, and Health Care Advanced Directives. The Area Agency on Aging (AAA) may also assist seniors with obtaining low-cost or free legal services not covered under its contract with LAB by coordinating services through the State's Senior Legal Hotline and local attorneys. Access Services include the full scope of services in areas such as Maryland Access Point / Senior Information & Assistance, Community Outreach & Education, Transportation, Assisted Transportation, and support for Senior Centers.

Title III, Part C - Nutrition Services

Charles County Senior Nutrition Programs are responsible for delivery of nutrition services to the elderly through programs supported at the federal, state, and local levels. Staff within the Aging and Senior Programs Division administer the Congregate and Home Delivered Meals programs through the coordination of many partners including: Charles County Public Schools, a large number of community volunteers, and support from the Maryland Department of Aging. Nutritionally balanced menus are written by a Registered Dietician and are required to meet the dietary needs for older adults as described by USDA and State Nutrition Policy guidelines.

With funding provided under Title III, Part C1, the Congregate Meal Program is effective in reducing social isolation and nutritional risk through the provision of nutritionally balanced meals in community settings such as Senior Centers. In compliance with federal grant requirements, the program requests voluntary donations from eligible participants, but may not deny services based upon an individual's willingness or capability to contribute toward the cost of the meal. Meal sites also offer opportunities for seniors to obtain information, access to benefits, nutrition education, physical fitness and health screening.

Funds designated under Title III, Part C2, provide Home Delivered Meals to eligible seniors and their spouses who are homebound and unable to shop for food or prepare nutritious meals for themselves due to increasing frailty. As with Congregate meals, participant contributions toward the cost of the home delivered meals are requested, but not required. Participants receive periodic screening for eligibility redetermination purposes, as well as, to secure additional benefits which facilitate ongoing community-based care.

Title III, Part D - Health Promotion and Disease Prevention
Effective October 1, 2014 the Maryland Department of Aging issued a new program directive (APD 14-14) that restricts the use of Title IIID funds to "highest tier evidence-based programs" which are defined by the US DHHS/Administration for Community Living in it its guidance document: http://www.acl.gov/Programs/CDAP/OPE/ADEPP.aspx. This policy change was made in an effort to comply with a new Congressional appropriation requirement for programs funded by Title IIID of the Older Americans Act. The Division offers several qualifying programs, so the Division will limit its Title IIID funds to support only these qualifying programs.

Title III, Part E - National Family Caregiver Support Programs (NFCSP)
Funded under Title III, Part E, the NFCSP provides respite and supportive services to family caregivers of persons aged 60+, and to grandparents who are the primary caregivers for young children. The NFCSP provides assistance to caregivers in five designated service categories: Information and Access to caregivers about available services; Care Coordination and Case Management for caregivers; Caregiver Training and Support Groups; Respite Care; and, Supplemental Services to compliment the care provided by caregivers. Unique compared to other Title III grants, this program requires a minimum 25% cash match from non-federal sources.

Title VII, Chapter 3 - Prevention of Elder Abuse, Neglect, and Exploitation
Title VII of the Older Americans Act requires the development of programs aimed at identifying and preventing abuse, neglect, and exploitation of older adults, particularly those who reside in institutional settings. The Long Term Care Ombudsman serves as an advocate for residents in licensed long term care facilities (nursing homes and assisted living), to maintain their legal rights, ensure quality of care, and uphold the highest levels of personal dignity.

The Ombudsman mediates concerns when possible, and forwards regulatory deficiencies to the appropriate State agencies and law enforcement units, as needed. Ombudsmen also encourage the formation of active, resident councils and family councils within long term care facilities. Elder Abuse Prevention programs are jointly funded by the State Ombudsman Initiative grant.

Money Follows the Person (MFP) Rebalancing Demonstration
MFP in Maryland helps people transition from an institution, for example a nursing facility, to community living in an apartment, private home, or small group setting. MFP initiatives increase outreach to individuals in institutions and decrease barriers to transition. 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 program is utilized to achieve specific goals in the MDoA 5-Year Strategic Plan for MAP. In FY2015, local agencies had to merge existing senior information and assistance programs under MAP to continue program expansion and strategic objectives. In FY2016, a subcontract with the designated disability services provider delivered regularly scheduled on-site options counseling services at designated locations. Funding supports a designated merit position titled “Home and Community Based Service Manager” to serve as the Charles County MAP Coordinator, and two part-time Program Assistants. In the 4th quarter of FY2016 MAP converted to a fee for service program under the Federal Financial Participation (FFP) Model from the federal government for costs associated with the “efficient and effective” administration of the Medicaid program. The County has entered into an agreement with the State as the administrator of the program. The program will be partially subsidized during the transition period through County matching funds. In order to remain eligible for FFP funds, a non-federal source of funds must be available to support this program on an ongoing basis.

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

Centers for Medicare and Medicaid Services Programs (CMS)

State Health Insurance Program (SHIP) - SHIP is a federal grant supported program which utilizes staff and trained volunteers to provide information and assistance for the elderly in areas such as: preparing and filing health insurance claims; understanding medical bills; and understanding Medigap and long-term care insurance policies. Individual and community education regarding access to health insurance, Medicare and Medicaid policies, options counseling, and enrollment services are ongoing services provided by both paid staff and volunteers.

Volunteers are also trained to identify other needs and to make appropriate referrals. The volume of SHIP services continues to increase steadily with the continuation of Health Care Reform & Medicare Reform at the Federal level and the changes to Medicare Drug Benefit Programs. Recent changes in SHIP policy at the State level have greatly expanded the target population to include persons of any age who are entitled to Medicare as a result of disability or chronic illness. In FY2015, CMS funding moved to the Administration for Community Living (ACL).

Medicare Improvements for Patients and Providers Act (MIPPA) - MIPPA grants have been instrumental in helping disadvantaged seniors regain their economic footing and lead healthy, independent lives through funding to help Medicare beneficiaries and apply for Medicare Part D Extra Help/Low Income Subsidy and Medicare Savings Program. MIPPA grantees work to identify low-income older adults throughout Maryland who may be missing out on these programs, and assist them with applying for them and educate vulnerable seniors about how to use and retain these programs.

The Aging and Senior Programs Division utilize these funds for existing MAP/I&A and SHIP staff to expand awareness about all Medicare and Medicaid programs to older adults residing in rural and geographically isolated areas and to under-served populations within Charles County. This grant is budgeted upon award.

Senior Medicare Patrol (SMP) - Maryland SMP is a health care fraud prevention project administered by the Maryland Department of Aging through the U.S. Department of Health and Human Services and the Administration on Community Living (ACL). The mission of Maryland SMP is to prevent the escalation of health care costs at the national level by developing programs that teach Medicare and Medicaid beneficiaries how to recognize and report health care fraud, waste, abuse, or error, and to assist beneficiaries with resolving fraudulent healthcare bills and claims.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Aging & Senior Programs	0.1	0.1	0.2	0.1	0.1
Aging and Disability Resource Center (ADRC) Mgr	1.0	1.0	0.9	1.0	1.0
Centers Administrator	0.2	0.2	0.2	0.1	0.1
ADRC Coordinator	0.0	0.2	0.2	0.2	0.3
Long Term Care Coordinator	0.4	0.4	0.4	0.3	0.4
Nutritionist	0.3	0.3	0.5	0.4	0.2
ADRC Program Specialist	0.3	0.4	0.6	0.6	0.5
Part-time positions	3.2	2.5	3.3	2.3	3.1
Total Full Time Equivalent	**5.3**	**5.0**	**6.3**	**5.0**	**5.7**

Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services
Division\Program: Aging Services: State Grants
Program Administrator: Dina Barclay, Chief of Aging & Senior Programs
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Account: 43 fund
Fund: Spec. Rev.
Source: Grant

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$208,005	$211,888	$214,633	$247,462	$32,829	15.3%
Fringe Benefits	25,970	21,780	21,780	24,350	2,570	11.8%
Operating Costs	138,728	141,919	173,120	155,698	(17,422)	-10.1%
Total Expenditures	$372,703	$375,587	$409,533	$427,510	$17,977	4.4%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes approved salary increases as well as the addition of a part time position for the Community Options Waiver Program.
- **Operating Costs** were adjusted to meet current trends.

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.

**This is still a separate grant but the goals are now integrated into the Maryland Access Point (MAP).*

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 licensed assisted living facilities. Subsidies available to residents in Charles County are extremely limited, based upon annual grant award total.

Senior Care

Senior care is a statewide long-term care service delivery system which coordinates home and community-based care (HCBC) for individuals age 65+ according to their needs. Senior Care is provided through a Joint Care Planning team comprised of staff from Charles County Department of Community Services and the Charles County Department of Health. The purpose of Senior Care is to prevent premature institutionalization of frail elderly who are at risk of nursing home placement, but do not qualify for Medicaid benefits.

All Senior Care clients receive a comprehensive, in-home assessment completed by a member of the Charles County Department of Health's Adult Evaluation and Review Services (AERS) team. Following the AERS assessment, the Joint Care Planning team develops a plan of care for the client which is designed to link individuals with all suitable and available resources and services. Senior Care funds are utilized as a "last resort" and are distributed to eligible clients based on a priority of need. Persons determined eligible who are not able to be served due to limited grant funds are placed on a priority-ranked wait list. Wait listed persons shall be re-assessed at least annually for both functional and financial eligibility as well as re-ranking. In FY2016, Charles County received a small increase in funds that partially restored previous losses. This grant is budgeted upon award.

Guardianship

In lieu of a suitable private guardian of person, the Chief of Aging & Senior Programs, may serve as the court-appointed Public Guardian for persons ages 65 and older who have been declared by Courts to be legally incompetent to make their own decisions. Designated long-term care staff members serve as case managers and authorized legal representatives to the Public Guardian and may be required to determine appropriate living arrangements, oversee the provision of services or consent to medical treatment for wards under their care. In accordance with the Maryland Estates & Trusts laws, Public Guardianship shall be a last resort. Therefore, the Area Agency on Aging (AAA) shall utilize a portion of its grant funds to engage in activities aimed at avoiding Public Guardianship, as possible.

Community Services

Department:	Community Services	Account:	43 fund
Division\Program:	Aging Services: State Grants	Fund:	Spec. Rev.
Program Administrator:	Dina Barclay, Chief of Aging & Senior Programs	Source:	Grant

State Ombudsman

As part of the Maryland Ombudsman Initiative, this program is partially State funded as determined by a formula that is heavily weighted by the number of nursing homes operating within the jurisdiction. The Ombudsman provides professional resident advocacy and complaint resolution services in all licensed long-term care facilities within Charles County. Long-term care facilities include nursing homes, transitional care centers, and licensed Assisted Living programs. Charles County received a small formula driven increase in state funds for FY2016. With the opening of a large assisted living facility in late FY2016, Charles County anticipates an increase in funds for FY2017.

This program utilizes trained volunteers and representatives from family and resident councils within each facility to increase the presence of the resident advocate. Cases involving allegations of resident abuse, neglect, or exploitation are investigated jointly with local law enforcement agencies and reported to appropriate State licensing authorities, as outlined in COMAR. Ombudsman services are Federally mandated under the Older Americans' Act (OAA).

Senior Nutrition

In accordance with statewide nutrition programs for the elderly, the County administers a variety of quality nutrition services to senior residents of the County. Programs include: Congregate Meals, Home Delivered Meals, Nutrition Education, Nutritional Risk Assessment, Individualized Nutrition Consultation, and the provision of shelf-stable meals for use in emergency/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. SCOF grant funds are currently utilized to support a Patient Navigator position as a compliment to the health promotion activities offered at the Nanjemoy Community / Senior Center through an Memorandum of Understanding (MOU) with the Charles County Department of Health's Western County Family Medical Center. Funds for these initiatives are awarded based a State formula and will be budgeted upon award.

Community Options Waiver

The Community Options Waiver is open to qualified disabled persons of all ages with long term care needs, including children. The purpose of the CO Waiver is to provide long term care via home & community based services to disabled persons who would otherwise warrant placement in a skilled nursing facility. The Waiver allows services that are typically covered by Medicaid only in a nursing facility to be provided to eligible persons in their own homes or in assisted living facilities.

Eligible persons must meet both financial and medical criteria to participate and are periodically reevaluated to determine ongoing eligibility. Administration of the Medicaid Waiver requires comprehensive case management and individualized coordination of community-based care services. The Community Options Waiver operates as a fee-for-service program, where associated personnel must track allowable case management activities and submit a monthly invoice for billable hours. Approved billable hours are subsequently reimbursed by the State at a fixed rate established by Medicaid and administered by DHMH.

Community First Choice (CFC) is also a new program under the renamed Community Options Waiver. It's fee for service Medicaid, similar to Waiver. The agency is taking an added role in the Medical Assistance Care Program (MAPC). Together these three programs provide a three tiered approach to serving persons with long-term care needs, while re-balancing Maryland's Medicaid Program to greater emphasize home and community based options.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Aging and Disability Resource Center (ADRC) Coordinator	0.2	0.0	0.0	0.0	0.0
Long Term Care Coordinator	0.2	0.2	0.2	0.2	0.2
Home & Community Based Srvcs Supervisor	1.0	1.0	1.0	1.0	1.0
Long Term Care Program Specialist	0.7	0.7	0.7	0.6	0.6
ADRC Program Specialist	0.1	0.0	0.0	0.0	0.0
Part-time positions	3.3	2.3	2.1	2.3	2.9
Total Full Time Equivalent	**5.5**	**4.2**	**4.0**	**4.1**	**4.7**

Objectives & Measurements:

See General Fund - Community Services: Aging & Senior Programs for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services
Division\Program: Housing Authority: 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	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$0	$0	$18,260	$0	($18,260)	-100.0%
Operating Costs	225,002	0	60,000	300,000	240,000	400.0%
Transfers Out	1,066	0	89,933	0	(89,933)	-100.0%
Total Expenditures	$226,068	$0	$168,193	$300,000	$131,807	78.4%

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. The FY2017 budget is for the Hughesville Tobacco Warehouse Façade Improvements & Plaza Project.

Description:

Community Development Block Grant (CDBG)

The Community Development Block Grant program, designed to assist units of local government with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities, is authorized under Title I of the Housing and Community Development Act of 1974 and administered by the Maryland Department of Housing & Community Development.

Charles County Government has competed in Community Development Block Grant (CDBG) since 1975 and received awards in 32 of those 40 years for 57 projects and over $10 million in CDBG funding. Because Charles County is not an entitlement county (one having a population of 200,000 or more), Charles County competes for funding with 134 other non-entitlement jurisdictions in Maryland. The County can apply for a maximum of $800,000 per State fiscal year which can be divided into several projects during an application cycle.

Community Services' responsibilities include assistance to interested groups or organizations wishing to fund projects; submission to the State of the grant application; program administration; administration of funds and reporting responsibilities.

CDBG Homebuyer Program

Funds were used to provide down payment assistance to eligible low and moderate income homebuyers. An estimated 16 households will receive assistance. This grant ended in FY2016.

CDBG Disaster Recovery

The purpose of the CDBG Disaster Recovery grant is for unmet needs related to identified storm events, targeted to mitigating future risk to people and property related to flooding. The FY2016 project was for the acquisition and demolition of structures within the flood area.

Community Legacy Grant Program

Community Legacy, a program of the Department of Housing & Community Development (DHCD), is designed to assist urban neighborhoods, suburban communities and small towns that are experiencing decline and disinvestment, but have the potential, with modest public and private investment to be vibrant places to live and work. The Community Legacy Areas are often referred to as "at-risk" or "transitional communities".

Community Legacy provides flexible capital and operating resources through annual competitive funding rounds to assist local governments and their nonprofit partners in planning and realizing comprehensive community revitalization initiatives. It is intended to fill key gaps in State support for such efforts.

Community Legacy Grant Program - Hughesville Tobacco Warehouse Façade Improvements & Plaza

This newly funded project consists of façade improvements to a historic tobacco warehouse and packing house, and an outdoor plaza with public art and landscaping between the two building. Part of the larger Hughesville Tobacco Warehouse Restoration Project, the tobacco buildings are ultimately envisioned to include a performing venue, event/community meeting space, cultural arts center/museum, and farmers market. The improved façade and plaza will contribute to a more attractive village image and thus help advance the implementation of the Hughesville Village Revitalization Plan. The façade improvements will also enable the larger warehouse project to move forward which, once completed will have many positive impacts on the village by providing a major community amenity and regional destination in Hughesville. Planning and Growth Management will take the lead on this project.

Community Services

Department: Community Services
Division\Program: Housing Authority: Housing Assistance
Program Administrator: Rita Wood, Chief of Housing Authority
www.charlescountymd.gov/cs/housing/housing-choice-voucher-program

Account: 14 Fund
Fund: Spec. Rev.
Source: Grant

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$628,557	$692,000	$674,970	$676,000	$1,030	0.2%
Fringe Benefits	217,467	239,500	236,700	213,100	(23,600)	-10.0%
Operating Costs	9,489,383	9,626,600	9,454,683	9,412,100	(42,583)	-0.5%
Total Expenditures	$10,335,408	$10,558,100	$10,366,353	$10,301,200	($65,153)	-0.6%

Changes and Useful Information:

- The County administers 785 Housing Choice Vouchers which accounts for the majority of operating costs in the form of rental payments. The decrease in **Operating Costs** is based on reductions in current trends. The budget is adjusted mid-year to accommodate funding award which occurs on a calendar year basis.

Description:

Housing Choice Vouchers

Charles County Government serves as the local Housing Authority for the tenant-based Housing Choice Voucher (HCV) Program. This U.S. Department of Housing and Urban Development (HUD) HCV program allows very-low income persons to choose and lease safe, decent, and affordable rental housing. Some participants may qualify for home purchase through the program as well. Charles County Government serves as the local Housing Authority for this program and approves rental vouchers for low-income county residents.

A rental voucher represents the difference between 30% of the family's adjusted income and the applicable payment standard. During initial lease-up, a family may pay no more than 40% of adjusted income toward housing costs. Any approved rents must be determined reasonable by the Housing Authority. Seventy-five percent of all new admissions to the program must be very-low income (having a household income less than 30% of median).

Reciprocal Agreement

The Reciprocal Agreement allows families to move from jurisdiction to jurisdiction and maintain their housing assistance. Charles County bills the original Housing Authority for payments made on behalf of participants.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Director of Community Services	0.3	0.3	0.3	0.3	0.3
Chief of Housing Authority	0.9	0.9	0.9	0.9	0.9
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspection Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspector	1.0	1.0	1.0	1.0	1.0
Occupancy Specialist	4.0	4.0	4.0	4.0	4.0
Administrative Associate	1.3	1.0	1.0	1.0	1.0
Housing Program Specialist	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	**10.5**	**10.2**	**10.2**	**10.2**	**10.2**

Objectives & Measurements:

See General Fund -Community Services: Housing Authority 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	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Operating Costs	$128,715	$405,000	$405,000	$405,000	0	0.0%
Total Expenditures	$128,715	$405,000	$405,000	$405,000	$0	0.0%

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 for listing of all Objectives & Measurements regardless of funding source.

Department: Community Services — Account: 19 Fund
Division\Program: Housing Authority: Community Development Administration — Fund: Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority — Source: Grant

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$4,033	$3,750	$7,756	$3,750	($4,006)	-51.7%
Operating Costs	176,517	36,250	480,630	36,250	(444,380)	-92.5%
Total Expenditures	$180,550	$40,000	$488,386	$40,000	($448,386)	-91.8%

Changes and Useful Information:

- The FY2017 budget is for the Rental Assistance Program (RAP) only. 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 (RAP)

In FY2016, the Rental Allowance Program provided fixed monthly rental allowance payments to approximately seven (7) low-income households that have critical and emergency housing needs. Any given household is limited to twelve (12) months participation in RAP.

Emergency Solutions Grant, Formerly the Emergency Shelter Grant, (ESG) Program

The ESG program provides funding for homeless prevention activities and funding for emergency and transitional homeless shelters that supply supportive services to their clients. Charles County applies for funding on behalf of local sub recipients and administers the grants when received. For FY2016, the local applicants were Robert J. Fuller Transitional House, Catholic Charities of the Archdiocese of Washington, Inc., d.b.a. Angel's Watch Shelter, and LifeStyles of Maryland Foundation, Inc.

Economic Development Initiative (EDI) – Indoor Plumbing

The EDI grant will assist Charles County households without indoor plumbing and/or potable water. The project will provide funding for the planning, design, and installation/rehabilitation of subject homes so that citizens can have these basic amenities. This is a multi-year grant ending 09/30/2017.

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	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$757,614	$907,039	$1,002,004	$849,282	($152,722)	-15.2%
Fringe Benefits	260,011	401,892	449,089	374,554	(74,535)	-16.6%
Operating Costs	593,238	738,002	1,621,673	323,561	(1,298,112)	-80.0%
Transfers Out	2,778	0	0	0	0	N/A
Capital Outlay	17,650	0	0	0	0	N/A
Total Expenditures	$1,631,291	$2,046,933	$3,072,766	$1,547,397	($1,525,369)	-49.6%

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease is due to suspension of the Juvenile Drug Court program and staff turnover.
- Reduction in **Operating Costs** is due to one time grants awarded in FY2016 that are not budgeted in FY2017. 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:

Child Support - State's Attorney's Office and Circuit Court

Special Family Magistrates 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 Family Magistrates 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 Family Magistrates for civil enforcement of payments under the support orders. At the end of FY2017, the SAO component of the Child Support program will move to the Department of Social Services.

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 Family Magistrate 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.

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

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.

Office of Problem Solving Courts Discretionary Grant (OPSCDG)
The OPSCDG is a state funded program that assists problem solving courts to develop and maintain a judicially led collaborative therapeutic system for individuals struggling with alcohol or drug related issues and who have an active court case. Grant funding may be used to support Judiciary staff assigned to problem solving courts, contracts and contractual employees, and any eligible ancillary services that will be utilized by and for the betterment of the community members served by this court program. In Charles County this grant currently supports the Family Recovery Court. In FY2016, grant funds are designated to support a full-time Drug Court Coordinator who oversees local drug court programs, the Family Resource Specialist who works with FRC clients, and services to program participants.

The **Juvenile Drug Court** experienced multiple unsurmountable barriers that impeded its ability to maintain a thriving program. In an attempt to overcome the barriers, the court sought technical assistance from the Maryland Judiciary's Office of Problem Solving Courts (OPSC) in the first few months of calendar year 2015. Specifically, the court requested that OPSC interview team members to determine commitment and attitudes, review program protocols and court procedures, and provide written findings and recommendations. The court received a draft summary of findings from the Office of Problem Solving Courts (OPSC) on August 31, 2015. Based on the information contained therein, the court determined to cease all JDC-related activities and disband the program effective September 30, 2015.

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.

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. Since its inception, seventeen clients have successfully completed and graduated from the program.

Department of Justice - Drug Court Discretionary Grant Program
Family Recovery Court (FRC)
The FRC program was funded under this program in October 2010. This grant provided 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 ended in 06/30/15.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Family Recovery Court
This grant program provides funds for assistance with fees incurred for Medically Assisted Treatment (MAT) and inpatient treatment for Family Recovery Court participants that are opioid dependent and have prior or current criminal charges.

Access to Justice Program - Resource Materials for Pro-Se Litigants
This Administrative Office of the Courts grant program provides funds for resource materials to pro se litigants, in English and Spanish, who face barriers in accessing the family justice system. Pamphlets and publications would address issues of divorce, custody, visitation, child support, and domestic violence.

Substance Abuse and Mental Health Services Administration Projects of Regional and National Significance (SAMHSA) - Family Recovery Court
The Charles County Circuit Court was awarded a new multi-year SAMHSA grant in FY2016 to enhance and expand its coordinated, multisystem approach for individuals with substance abuse issues engaging in FRC. Project goals are to expand the capacity of the FRC; improve access to rapid, convenient, and culturally-sensitive mental health assessment; increase commitment/retention in the FRC program through certified trauma informed care; augment existing treatment services available to participants via Medically Assisted Treatment (MAT) interventions; enhance parenting skills and positive family interactions; and offer aftercare services to improve and facilitate more positive outcomes related to relapse prevention. Funds support the cost of an Assistant Case Manager, and contract services for substance abuse treatment, inpatient treatment, MAT, transportation for clients, parenting programs, and a performance evaluation with data collection.

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		

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
STATE'S ATTORNEY OFFICE					
Assistant State's Attorney	1.8	1.8	1.8	1.8	1.8
Legal Specialist	6.0	6.0	6.0	6.0	6.0
Administrative Associate	0.0	0.0	1.0	1.0	1.0
Computer Technician	0.8	0.6	0.0	0.0	0.0
Part Time	0.0	0.0	0.6	0.6	0.6
Total State's Attorney Office	**8.6**	**8.4**	**9.4**	**9.4**	**9.4**
CIRCUIT COURT					
Drug Court Coordinator	1.0	0.8	1.0	0.8	1.0
Director of Family Programs	1.0	1.0	1.0	1.0	1.0
Family Resource Specialist	1.0	1.0	1.0	1.0	1.0
Assistant Case Manager	0.0	0.1	0.8	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Case Manager	1.0	1.0	1.0	1.0	1.0
Juvenile Drug Court Case Manager	0.0	0.0	0.0	1.0	0.0
Courtroom Clerk	2.0	2.0	2.0	2.0	2.0
Part Time	0.5	0.4	0.0	0.0	0.0
Total Circuit Court	**7.5**	**7.2**	**7.8**	**8.8**	**8.0**
Total Full time Equivalent	**16.1**	**15.7**	**17.2**	**18.2**	**17.4**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Child Support					
State's Attorney's Office					
Objective: Establishment and enforcement of paternity and support orders.					
FFY2014 Forward - % to be dispositioned for cases scheduled	*	75%	75%	95%	95%
Master's Office					
Objective: Establishment and enforcement of paternity and support orders.					
FFY2014 Forward - % to be dispositioned for cases scheduled	*	95%	97%	95%	95%

**Did not began tracking this measurement until FY 2014.*

Department:	Community Services	Account:	46 Fund
Division\Program:	Charles County Advocacy Council for Children, Youth, & Families	Fund:	Special Rev.
Program Administrator:	Carolyn Thompson, Local Management Board Coordinator	Source:	Grant

www.charlescountymd.gov/cs/transportation/local-management-board

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$107,148	$122,834	$142,584	$135,712	($6,872)	-4.8%
Fringe Benefits	21,757	40,872	39,060	44,743	5,683	14.5%
Operating Costs	125,874	10,784	426,023	17,482	(408,541)	-95.9%
Operating Contingency	0	0	24,257	9,499	(14,758)	-60.8%
Agency Funding	996,067	1,066,423	1,647,995	1,830,124	182,129	11.1%
Capital Outlay	8	0	0	0	0	N/A
Total Expenditures	$1,250,853	$1,240,913	$2,279,919	$2,037,560	($242,359)	-10.6%

Changes and Useful Information:

- The decrease in **Operating Costs** is due to Federal grants with a fiscal year end date of 09/29/16 that will be carried over to FY2017. Budget Amendments are executed for the rollover funds.
- FY2017 **Agency Funding** was adjusted to equal anticipated program funding.

Social Services

Department:	Community Services	Account:	46 Fund
Division\Program:	Charles County Advocacy Council for Children, Youth, & Families	Fund:	Special Rev.
Program Administrator:	Carolyn Thompson, Local Management Board Coordinator	Source:	Grant

www.charlescountymd.gov/cs/transportation/local-management-board

Description:

The Charles County Advocacy Council for Children, Youth, and Families (CCACCYF), the County's Local Management Board (LMB), plans, manages, and evaluates services to families and children. The CCACCYF is responsible for developing a comprehensive array of human services for all of Charles County's children, youth, and families as well as monitoring and evaluating contracts for services, outcomes and results provided by the county and private human services.

Except for advocacy and information & referral services, the CCACCYF does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the CCACCYF has received funding. It also provides technical assistance to interested human service agencies to help them incorporate best practices in their ongoing work and to evaluate the results achieved.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Transp. & Comm. Programs	0.1	0.1	0.1	0.1	0.0
CCACCYF Coordinator	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	0.3	0.3	0.3	0.3	0.4
Administrative Associate	0.0	0.0	0.0	0.3	0.3
LMB Program Specialist	0.8	0.8	0.8	0.8	0.8
Total Full Time Equivalent	**2.1**	**2.1**	**2.1**	**2.5**	**2.5**

Objectives & Measurements:

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Projected	FY17 Estimated
Objective: In accordance with the CCACCYF Strategic Plan, continually monitor progress in implementing developed programs.					
Grant/funding applications submitted	5	5	5	5	5
Grant/funding applications approved	5	5	5**	5	5
*** Grant applied for in FY15 was awarded in FY16*					
Vendor contracts executed	9	9	9	9	14
Program improvement plans reviewed	NA*	2	1	2	2
**No programs required an improvement plan*					

Planning and Growth Management

Department:	Planning and Growth Management	Account:	6 Fund
Division\Program:	Transit	Fund:	Spec. Rev.
Program Administrator:	Jeffry Barnett, Chief of Transit	Source:	Grant

http://www.charlescountymd.gov/pgm/vango/vango

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$329,422	$342,600	$343,975	$349,900	$5,925	1.7%
Fringe Benefits	104,795	116,000	115,434	102,800	(12,634)	-10.9%
Operating Costs	6,349,592	7,233,448	7,275,117	7,392,634	117,517	1.6%
Agency Funding	135,672	0	0	0	0	N/A
Capital Outlay	208,492	1,621,200	1,630,500	1,001,200	(629,300)	-38.6%
Total Expenditures	$7,127,973	$9,313,248	$9,365,026	$8,846,534	($518,492)	-5.5%

Changes and Useful Information:

- **Operating Costs** increase is due anticipated 3% increased cost of the vendor contract for route services.
- **Capital Outlay** includes a mandatory Transit Development Plan, five (5) replacement buses, two (2) sedans to be replaced with mini-buses, and bus shelter improvements for ADA accessibility. Capital grant purchases vary from year to year.

Planning and Growth Management

Department:	Planning and Growth Management	Account:	6 Fund
Division\Program:	Transit	Fund:	Spec. Rev.
Program Administrator:	Jeffry Barnett, Chief of Transit	Source:	Grant

Description:

All services defined below are coordinated and combine to form VanGO Transportation.

Public Transportation: VanGO or Rural Public Transportation Program (RPTP)

The Urban program provides the fixed-route services in La Plata and Waldorf. The Rural program provides deviated-fixed route services in Nanjemoy and Newburg, which connect with the other fixed-route services in the county.

Statewide Special Transportation Assistance Program (SSTAP)

Specialized transportation is offered through SSTAP funding to senior citizens and disabled individuals who cannot access the general public transportation. SSTAP services are demand-response and supplement other VanGO services.

Job Access and Department of Social Services (DSS) Transportation

The Job Access program expands VanGO services into the evening hours. Extended evening service is available on the 16 primary routes which serve the Waldorf, La Plata, Indian Head, St. Charles, and Pinefield areas as well as the Charlotte Hall route that connects with St. Mary's Transit. In support of the Department of Social Services' (DSS) welfare reform initiatives, the Department of Planning and Growth Management (PGM) has entered into a cooperative agreement to provide transportation services to DSS clients receiving job training and education classes as well as transportation to other services related to gaining or maintaining employment. DSS purchases VanGO fare booklets for distribution to clients, who can then access a combination (based on specific client needs) of VanGO public transportation and specialized/demand-response transportation services.

Medical Assistance Transportation

The County has administered the Medical Assistance Transportation Grant and services for Charles County Health Department for several years. In FY98, the County became the subrecipient for Medical Assistance grant funds and not only administers the grant, but consolidated service with other VanGO efforts. In recent years the arrangement has become a contract for services that includes transportation to medical appointments via fixed route and/or door to door demand response service and brokerage of all non emergency ambulance and aerial transports for eligible Medical Assistance recipients.

American Disabilities Act (ADA) Program

Complementary paratransit service is provided through the ADA program for individuals with disabilities who live in fixed-route areas but are unable to access these routes.

Dialysis/Senior Center Plus (SC+) Subscriptions

In combination with SSTAP, the dialysis/SC+ subscription service provides service area routes to the three (3) dialysis centers in Charles County and to the SC+ location.

Transportation - VanGO Capital Grant

Capital grants provide funds for the undertaking of public transportation capital improvement/acquisition projects and therefore are multi-year in nature. Unspent grant fund are carried over at the end of each fiscal year. Budget Amendments are executed for the rollover funds.

For FY2015, the capital grant funds support preventive maintenance, four (4) replacement vehicles that have exceed their useful life and one expansion bus as well as a half of a Transit Maintenance/ Operations facility feasibility study (Phase II).
For FY2016, the capital grant funds are for capitalized preventative maintenance, half of the Phase II Feasibility Study, six (6) replacement buses, four (4) Fare Boxes, and a security system.
For FY2017, the County has requested funding for capitalized preventative maintenance, a mandatory Transit Development Plan, five (5) replacement buses, two (2) sedans to be replaced with mini-buses, and bus shelter improvements for ADA accessibility.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Chief of Transit	0.9	0.9	0.9	0.9	1.0
Trans. Developer Administrator	1.0	1.0	1.0	1.0	1.0
Transportation Services Supervisor	0.0	0.0	0.0	0.0	0.0
Fiscal Specialist	0.2	0.2	0.2	0.2	0.0
Transportation Specialist	2.0	2.0	2.0	2.0	2.0
Total Full Time Equivalent	**4.1**	**4.1**	**4.1**	**4.1**	**4.0**

Objectives & Measurements:

See General Fund - Department of Planning and Growth Management: Transportation for listing of all Objectives & Measurements regardless of funding source.

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	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$23,380	$3,000	$3,000	$3,000	$0	0.0%
Fringe Benefits	0	0	0	0	0	N/A
Operating Costs	1,030	1,200	1,200	1,200	0	0.0%
Total Expenditures	$24,410	$4,200	$4,200	$4,200	$0	0.0%

Description:

The Maryland Agricultural Land Preservation Foundation (MALPF) was created in 1977 by the Maryland General Assembly as an agency of the Maryland Department of Agriculture and is governed by Agriculture Article, §2-501-2-515 of the Annotated Code of Maryland. MALPF partners with county governments to purchase agricultural land 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.

Tobacco Land Preservation Funds

Starting in FY2015, additional funding from the MALPF passes through the Southern MD Agriculture Development Commission to the Tri-County Council for Southern Maryland (TCCSM) for all three counties. The TCCSM, then passes those funds down to each respective county in Southern Maryland. Charles County will utilize these funds to purchase conservation easements on rural lands to support the continued transition to new agricultural enterprises in the wake of the tobacco buy-out. Funds are reserved for future use and budgeted once property has been identified for purchase

Positions:	FY13	FY14	FY15	FY16	FY17
Title	FTE	FTE	FTE	FTE	FTE
Agricultural Planner IV	0.8	1.0	0.0	0.0	0.0
Total Full Time Equivalent	**0.8**	**1.0**	**0.0**	**0.0**	**0.0**

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	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Personal Services	$6,668	$5,430	$5,430	$5,430	$0	0.0%
Fringe Benefits	2,332	3,570	3,570	3,570	0	0.0%
Operating Costs	156,210	0	45,652	0	(45,652)	-100.0%
Total Expenditures	$165,210	$9,000	$54,652	$9,000	($45,652)	-83.5%

Changes and Useful Information:

- The decrease in **Operating Costs** is due to multi-year Federal grants which if appropriated are carried over to the next fiscal year. Budget Amendments are executed for the rollover funds.

Description:

Charles County Critical Area Program www.charlescountymd.gov/pgm/planning/chesapeake-bay-critical-area-program

This State mandated program is partially funded by the Chesapeake Bay Critical Area Commission. The law governing the Program requires that development projects within 1,000 feet of the tidal influence of the Chesapeake Bay meet standards designed to mitigate adverse effects on water quality, fish, plant and wildlife habitat. The County reviews development projects located in the Critical Area to ensure compliance with the program.

Staff also reviews, updates, and incorporates new legislation into the zoning ordinance, subdivision regulations, and Comprehensive Plan. This may include enforcement of local Critical Area regulations by performing site visits, responding to complaints, issuing citations, "Stop Work" orders, and following up on mitigation and remediation efforts. The County also uses these funds to educate the public and provide general assistance to property owners.

Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies

This multi-year grant funds the preparation of a Joint Land Use Study for the Naval Support Facility Indian Head. The study is a cooperative land use planning effort between Charles County, Town of Indian Head, and NSF Indian Head to identify land use compatibility issues confronting the civilian community and the naval base, and to recommend strategies to address the issues in the context of the County's Comprehensive Plan and general zoning. The Study is intended to protect and preserve military readiness and defense capabilities while supporting continued community economic development and protecting the public health, safety and welfare of the community. Funds provide for a consultant, advertising, and printing and distribution of public outreach materials.

Historic Preservation Fund Grants-In-Aid

This grant project funds an archeological consultant to review and comment on preliminary subdivision plans in accordance with Section 55 of the Charles County Subdivision Code and Article XXXI of the Charles County Zoning Ordinance. This grant ended on 08/31/15.

Positions:

Title	FY13 FTE	FY14 FTE	FY15 FTE	FY16 FTE	FY17 FTE
Planners Hours	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	**0.1**	**0.1**	**0.1**	**0.1**	**0.1**

Planning and Growth Management

Department: Planning and Growth Management
Division\Program: Codes, Permits & Inspection Services\Inspections & Enforcement- Nuisance Abatement Program
Program Administrator: Frank Ward, Chief of Codes, Permits, and Inspection Services
www.charlescountymd.gov/pgm/cpis/inspections

Accounts: 3 Fund
Fund: Special Rev.
Source: Srvc. Charge

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Operating Costs	$101,292	$140,000	$140,000	$200,000	$60,000	42.9%
Total Expenditures	$101,292	$140,000	$140,000	$200,000	$60,000	42.9%

Changes and Useful Information:

- The FY 2017 **Operating Costs** increase is due to the estimated higher number of cases heard before the Nuisance & Abatement Board that will result in additional cleanup and repair under the Clean & Lien legislation. Expenses are for, but not limited to, demolition project costs related to fire, structural and safety repairs to be made on buildings, and/or property cleanup as determined by the Board.

Description:

Nuisance Abatement Fund

The Nuisance Abatement Fund is required to implement Charles County efforts to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up the property and abate the Code violations at the cost to the property owner. Clean & Lien provisions have been included in appropriate County regulations in order for the required costs to abate the found violations to be affixed on the violators property tax bill as a lien. The account enables the County to hire qualified contractors to abate the eyesore properties in those cases where violators have not met their legally required responsibility prior to payments being finalized by the violators.

Recreation, Parks, and Tourism

Department: Department of Recreation, Parks, and Tourism
Division\Program: Tourism
Program Administrator: Debra L. Pence, Chief of Tourism & Special Events
www.charlescountymd.gov/coadmin/tourism/tourism-office

Account: 39 Fund
Fund: Special Rev.
Source: Grant

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Operating Costs	$36,320	$34,734	$72,744	$34,734	($38,010)	-52.3%
Total Expenditures	$36,320	$34,734	$72,744	$34,734	($38,010)	-52.3%

Changes and Useful Information:

- **Operating Costs** is for the destination Marketing Organization Grant Program. Funds are awarded on a calendar year basis and budgets are adjusted upon award.

Description:

MD Department of Commerce - MD Tourism Development Board (MTBD) - Destination Marketing Organization Grant Agreement

The purpose of this grant is to undertake activities consistent with Section 4-202 of the Economic Development Article of the Maryland Code, which establishes as MTBD's mission: "To guide, stimulate, and promote the coordinated, efficient, and beneficial development of travel and tourism in the State so that the State can derive the economic, social, and cultural benefits of travel and tourism to the fullest extent possible." Grants are awarded annually in response to the opportunities provided by Senate Bill 458. Grants are allocated based on the Grantee's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of prior year's Comptroller-determined lodgings sales tax revenues over same tax revenues generated in their jurisdiction in the previous year to that year; and, on estimated impact of international visitation. Grant funds may only be used in the manner set forth in the County's Destination Marketing Organization Grant Marketing Plan. Grant funds are awarded on a calendar year basis. Any unspent funds are carried over at fiscal year end.

Economic Development

Department: Economic Development
Division\Program: Economic Development Loan Programs
Program Administrator: Darrell Brown, Director of Economic Development
www.meetcharlescounty.com

Account: 09 Fund
Fund: Special Rev.
Source: Grant

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2016 Amended	FY2017 Adopted	$ Change FY2016 Amended	% Chg.
Operating Costs	$20,281	$500,000	$500,000	$500,000	$0	0.0%
Total Expenditures	$20,281	$500,000	$500,000	$500,000	$0	0.0%

Description:

Targeted Industries Incentive Loan Fund

The purpose of this grant through the MD Department of Business and Economic Development is to serve as gap financing for businesses looking to expand or relocate into the County resulting in additional job creation. Eligible firms must be an established company, have at least 50% of project financing in hand at the time of financial request, and qualify as an identified targeted industry. All loans will be supported by an economic impact analysis. Ultimately, the program will be a self-sustaining Revolving Loan Fund.

Business Development Loan Fund for Women, Minorities, and Veterans

The intent of this fund is to help businesses grow or enhance their productivity or profitability. The applicant's primary business location must be in Charles County, must also qualify as a disadvantaged business either as a Minority, Women, or Veteran owned business enterprise, and meet the criteria of a Small Local Business Enterprise Program. Loan proceeds can be utilized as working capital, for inventory, staffing, and/or purchase of new or used equipment/machinery with the maximum loan value at $35,000. The program is not intended to replace commercial bank financing for borrowers who are able to secure bank loans.
http://www.meetcharlescounty.com/incentives/financing/

Debt Service Fund

Fund Description:

The Debt Service Fund is used to account for the annual payment of long-term debt (bond issues) which have a specific or legally binding revenue source. This revenue source is dedicated to the retirement of the principal outstanding on long-term debt and the annual interest expense. Charles County utilizes this fund to account for bonds issued on behalf of a local nursing home, a local hospital, a children learning center at the College of Southern Maryland, developer infrastructure bonds, and new school construction bonds.

Long-term note receivables provide the County with a funding source for the nursing home, hospital, developer, and college bond issues. The Nursing Home pre-paid their note in FY2010 and fund balance will be used to make debt service payments until these bonds are paid in full in FY2021. The County's Excise Tax is used to finance the debt service for bond issues sold for school construction.

		FY15 Actual	FY16 Budget	FY17 Budget	$ Change from FY16	% Change
University of Maryland Charles Regional Medical Center						
Revenues:	Interest Income	$217,377	$146,200	$115,600	($30,600)	-20.9%
	Miscellaneous	1,029,857	833,200	1,007,900	174,700	21.0%
Total Revenues		$1,247,234	$979,400	$1,123,500	$144,100	14.7%
Expenses:	Debt Service	$1,103,234	$979,400	$1,123,500	$144,100	14.7%
Variance		$144,000	$0	$0	$0	
Nursing Home						
Revenues:						
	Fund Balance Appropriation	$0	$91,500	$66,500	($25,000)	-27.3%
Total Revenues		$0	$91,500	$66,500	($25,000)	-27.3%
Expenses:	Debt Service	$137,353	$91,500	$66,500	($25,000)	-27.3%
Variance		($137,353)	$0	$0	$0	
Southern Maryland Stadium & Entertainment Complex						
Revenues:	Interest Income	$0	$0	$0	$0	N\A
	Miscellaneous	4,315,937	0	0	0	N\A
Total Operating Revenue		$4,315,937	$0	$0	$0	N\A
	Fund Balance Appropriation	0	805,300	0	(805,300)	N\A
Total Revenues		$4,315,937	$805,300	$0	($805,300)	N\A
Expenses:	Debt Service	$5,198,208	$805,300	$0	($805,300)	N\A
Variance		($882,271)	$0	$0	$0	

Debt Service Fund

	FY15 Actual	FY16 Budget	FY17 Budget	$ Change from FY16	% Change
School Construction Excise Tax					
Revenues: Interest Income	$1,044,316	$1,198,000	$1,286,600	$88,600	7.4%
Miscellaneous	12,249,903	8,145,200	7,956,600	(188,600)	-2.3%
Total Operating Revenue	$13,294,219	$9,343,200	$9,243,200	($100,000)	-1.1%
General Fund Transfer (Bond Premium)	651,500	0	0	0	N\A
Total Revenues	$13,945,719	$9,343,200	$9,243,200	($100,000)	-1.1%
Expenses: Debt Service	$8,624,912	$8,803,100	$7,481,200	($1,321,900)	-15.0%
Contingency	0	540,100	1,762,000	1,221,900	226.2%
Total Expenses	$8,624,912	$9,343,200	$9,243,200	($100,000)	-1.1%
Variance	$5,320,807	$0	$0	$0	
College of Southern Maryland (Children Learning Center)					
Revenues: Interest Income	$15,730	$14,700	$12,100	($2,600)	-17.7%
Miscellaneous	71,061	58,700	70,200	11,500	19.6%
Total Revenues	$86,791	$73,400	$82,300	$8,900	12.1%
Expenses: Debt Service	$90,897	$73,400	$82,300	$8,900	12.1%
Variance	($4,106)	$0	$0	$0	
The St. Charles Companies					
Revenues: Interest Income	$1,160,486	$1,032,800	$987,600	($45,200)	-4.4%
Miscellaneous	5,126,449	2,876,300	3,110,900	234,600	8.2%
Total Revenues	$6,286,935	$3,909,100	$4,098,500	$189,400	4.8%
Expenses: Debt Service	$6,162,771	$3,909,100	$4,098,500	$189,400	4.8%
Variance	$124,164	$0	$0	$0	
Miscellaneous					
Revenues: Interest Income	$248	$0	$0	$0	N\A
Miscellaneous	1,022	0	0	0	N\A
Total Revenues	$1,269	$0	$0	$0	N\A
Expenses: Debt Service	$0	$0	$0	$0	N\A
Variance	$1,269	$0	$0	$0	
TOTAL DEBT SERVICE FUND					
Total Revenues	$25,883,885	$15,201,900	$14,614,000	($587,900)	-3.9%
Total Expenses	$21,317,375	$15,201,900	$14,614,000	($587,900)	-3.9%
Variance	**$4,566,510**	**$0**	**$0**	**$0**	
Less Non-Spendable Fund Balance reduction	($4,475,693)				
Net change in Fund Balance	**$90,817**				

Personnel

PERSONNEL/SERVICE LEVEL CHANGES

The following graph presents the personnel history for Charles County Government from Fiscal Year 2013 through Fiscal Year 2017. A detail personnel listing by department/division follows. The personnel list is based on the number of full time and part time positions. Positions working less than full time have been converted to full time equivalents based on the number of hours worked. The information includes all county government departments that either currently follow or previously have followed the County Commissioner's personnel policy such as: Community Services, County Administrator's Office, County Commissioner's Office, Economic Development, Emergency Services, Fiscal and Administrative Services, Human Resources, Planning and Growth Management, Public Works, and Recreation, Parks, and Tourism. Due to a recent reorganization, several positions within Community Services, Planning and Growth Management, and County Administration were transferred and a new department was created. The reorganization will provide a more effective and efficient county government, and will provide the unique opportunity to advance recreation and tourism in Charles County. Information presented also includes county agencies which follow their own form of personnel policies, such as: Sheriff's Office, State's Attorney's Office, Circuit Court, and Soil Conservation. Agencies such as the Charles County Board of Education, Public Library, College of Southern Maryland, Health Department, Election Board and Department of Social Services are not included since these organizations make decisions independent of the county regarding personnel.

Starting in Fiscal Year 2013, the authorized strength began to increase in order to improve service levels in targeted areas of county government such as Public Safety. The authorized strength has risen by 113.3 full time equivalent positions since the end of Fiscal Year 2013.

The Fiscal Year 2017 authorized strength for all departments is 1,588.3 full time equivalent positions. Compared to the previous fiscal year the authorized strength increased by a net full time equivalency of 41.4 which included 20.3 new full time equivalent positions for public safety. Public safety continues to be one of the Commissioners' higher priorities. Also included in the new authorized strength are 5.4 new full time equivalent positions to assist departments in achieving the Commissioners Goals and Objectives.

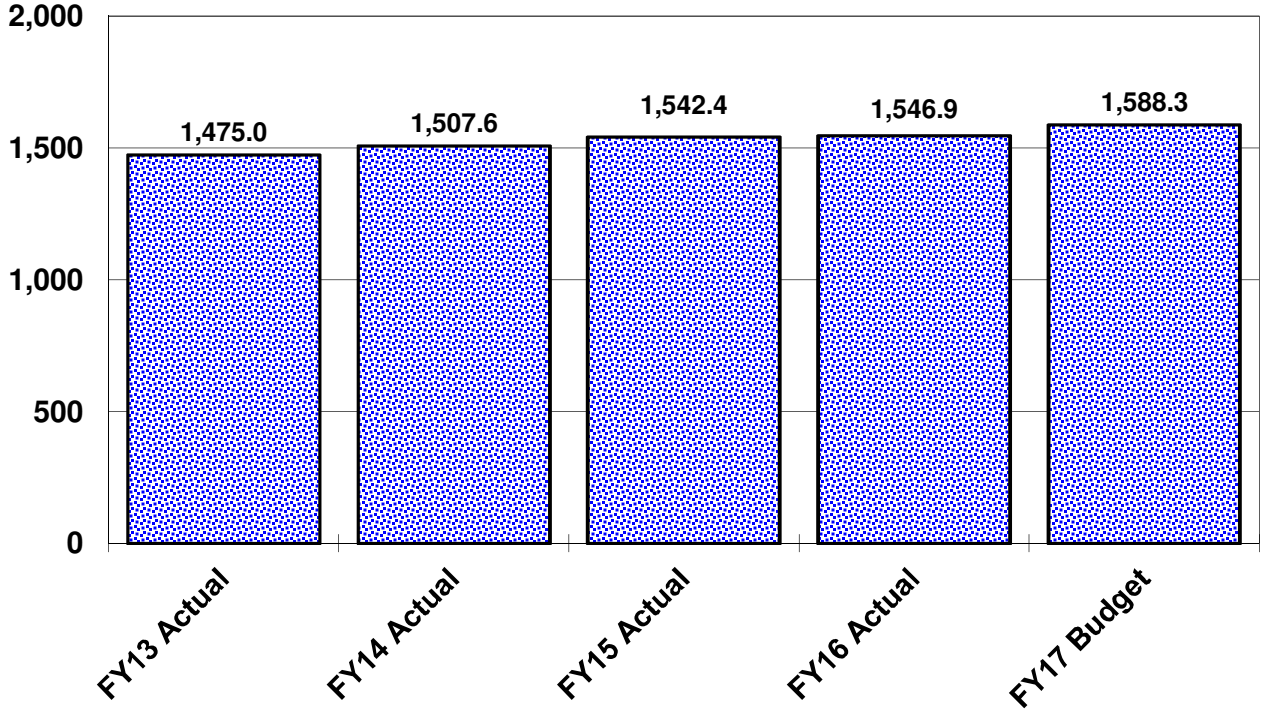
<u>New positions were added in Fiscal Year 2017 as follows:</u>

- The hiring of five additional Emergency Medical Services (EMS) personnel in the Emergency Services Department. The northern portion of the county, specifically Waldorf, has the highest call volume in the county and is routinely stressed for EMS resources. The new paramedics and emergency management technicians will address the emergency call volume, and EMS response times in the county. (Public Safety)
- The personnel listing assumes the Sheriff's Office will receive grant approval for the requested seven new Sworn Officers. If the County does not receive the grant, the General Fund will support five new Sworn Officers. (Public Safety)
- To support the growing work demands of the State Attorney's Office, two new support positions were approved and adjustments were made in the part time account to reflect actual usage. (Public Safety)
- Four Animal Shelter Attendants were approved for the Animal Shelter Division to help meet recommended industry standards for animal care at animal shelters. (Public Safety)
- To keep pace with the Sheriff's Office growing demand in their Fingerprinting Division, additional part time funding for a Fingerprint Technician was approved. (Public Safety)
- A Compliance and Wellness Administrator was also approved in Human Resources to assist with the mandatory Affordable Health Care Act regulations and other regulatory compliance issues. (Commissioner Goal: Transformational Government)
- To provide assistance with work load and research, a Paralegal position was approved for the County Attorney's office. (Commissioner Goal: Transformational Government)

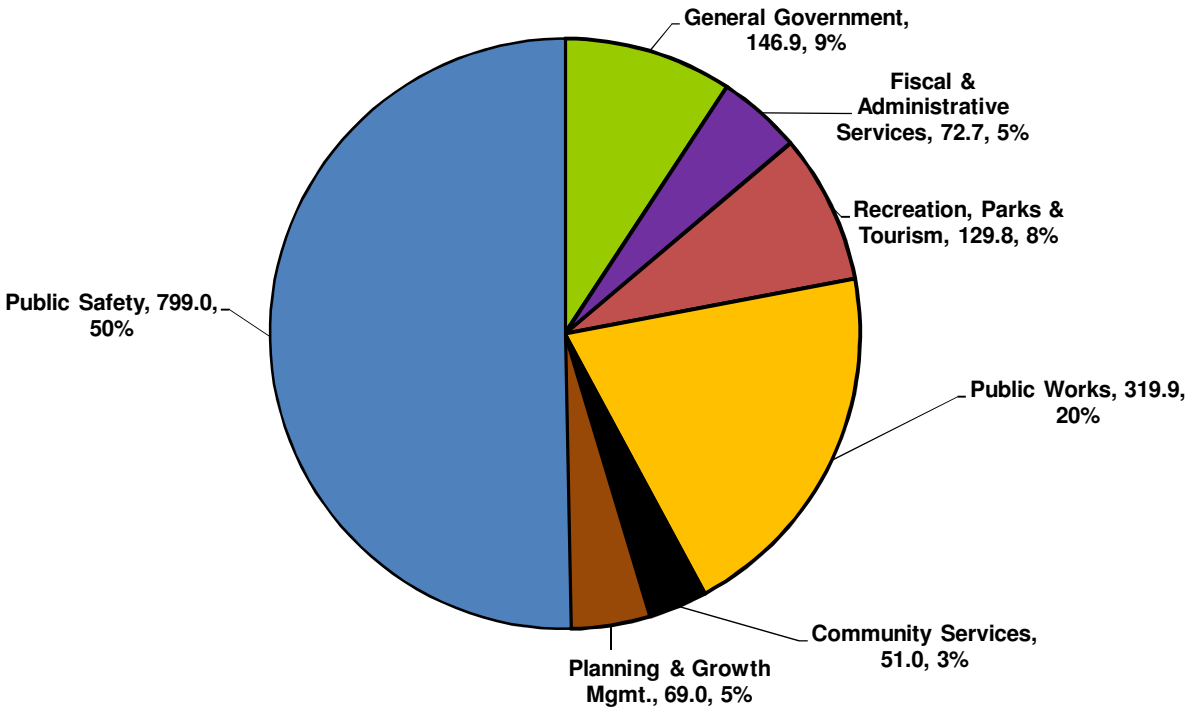
PERSONNEL/SERVICE LEVEL CHANGES

- To assist the Economic Development Department with providing high levels of outreach and engagement to support and retain businesses, a Marketing Coordinator position was approved in lieu of existing part time funds. (Commissioner Goal: Transformational Government)
- Due to the increase in Nuisance and Abatement cases, an additional Zoning Technician position was approved for the Department of Planning and Growth Management. (Commissioner Goal: Governance Leadership)
- Under Human Resources, the Summer Intern Program was re-established. (Commissioner Goal: Governance Leadership)
- To head the new Recreation, Parks and Tourism Department, a Director position was approved. Also approved for this department was an additional Multi-Center Coordinator position which will handle the operation of the Port Tobacco Recreational Center and Davis Middle School based recreation center. To assist at the White Plains Rail Trail and Mallows Bay additional part time funding was approved.
- An Internal Auditor and Assistant Internal Auditor were approved to establish a new Internal Auditor division.
- An Administrative Support Specialist for the County Administrator's Office was approved to provide assistance for performance measurements as well as administrative support.
- Additional part-time funds were approved in the Media Division for a Photo Video Specialist to assist with the increase in photo request and coverage for special events.
- An Accounting Officer position for the Accounting division was approved to enhance the decision making authority and operational efficiency.
- Codes, Permits & Inspections Services Division also received additional part time assistance for various administrative duties.
- The Resource & Infrastructure Division received approval Engineer II position to assist with completing Water/Sewer Modeling and engineering analysis and additional part time help to assist with completing the Water and Sewer Plan.
- The Department of Public Works – Facilities received additional part time funding for Road Flaggers to allow for service year round.
- A Recycling Supervisor was added to the Environmental Services Fund to meet the contract specifications requirements and additional workload due to customer demand. Additional part time funding was approved to provide coverage Piney Church Yard Waste Facility and the Citizen Disposal Area at the Landfill.
- Five positions were added to Public Works – Utilities. One position, Office Associate III will provide administrative support to Line Maintenance Supervisors and Operations Superintendents. An Equipment Technician I will help reduce the workload at Mattawoman Wastewater Treatment Plant, two Equipment Operator III will be repairing water and sewer mains, while the final position, a Line Maintenance Supervisor will assist in getting work orders completed.
- To facilitate pre-trial resolutions of cases, an Alternative Dispute Resolution Coordinator for the Circuit Court was approved.

TOTAL PERSONNEL



FY17 PERSONNEL BY FUNCTION



CHARLES COUNTY GOVERNMENT
PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY13 YEAR END	FY14 YEAR END	FY15 YEAR END	FY16 YEAR END	FY17 APPROVED
TOTAL PERSONNEL					
Total Full Time Personnel	1,314.1	1,348.1	1,377.3	1,383.8	1,419.9
Total Part Time Personnel	160.9	159.5	165.1	163.2	168.4
TOTAL PERSONNEL	**1,475.0**	**1,507.6**	**1,542.4**	**1,546.9**	**1,588.3**
COUNTY DEPARTMENTS					
CENTRAL SERVICES					
Internal Audit	0.0	0.0	0.0	0.0	2.0
COMMUNITY SERVICES					
Administration	7.2	7.2	7.7	8.1	6.0
Aging and Senior Programs	34.0	31.7	32.5	31.9	30.6
Housing Authority	14.7	14.7	14.7	14.4	14.4
	55.9	53.6	54.9	54.5	51.0
COUNTY ADMINISTRATOR'S OFFICE					
County Administrator	3.0	4.0	5.0	3.0	4.0
Security	2.9	2.9	2.9	2.9	2.9
Safety	1.0	1.0	1.0	1.0	1.0
Media	5.8	6.5	8.3	8.3	8.9
	12.8	14.4	17.2	15.2	16.9
COUNTY COMMISSIONER'S OFFICE					
County Commissioners	5.0	5.0	5.0	5.0	5.0
Commissioner Office Administration	6.6	6.6	6.6	6.6	6.6
County Attorney's Office	9.6	9.6	9.6	9.6	10.0
	21.3	21.3	21.3	21.3	21.6
ECONOMIC DEVELOPMENT					
Business Development	6.3	6.3	6.3	7.3	7.0
Waldorf Urban Redevelopment Corridor	0.0	0.0	0.0	2.0	2.0
	6.3	6.3	6.3	9.3	9.0
EMERGENCY SERVICES					
Administration	3.3	3.3	3.3	3.3	3.3
Animal Shelter	13.9	13.9	13.9	13.8	17.8
Animal Control	6.0	6.0	6.0	6.0	6.0
Fire/EMS Communications	24.7	26.7	31.7	31.7	31.7
Emegency Management	2.0	2.0	2.0	2.0	2.0
Emergency Medical Services	81.1	81.1	81.1	81.1	86.1
False Alarm	2.0	2.0	2.0	2.0	2.0
Tactical Response Team	1.7	1.7	1.7	1.7	1.7
	134.7	136.7	141.7	141.7	150.7

CHARLES COUNTY GOVERNMENT
PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY13 YEAR END	FY14 YEAR END	FY15 YEAR END	FY16 YEAR END	FY17 APPROVED
FISCAL & ADMINISTRATIVE SERVICES					
Administration	2.0	2.0	2.0	2.0	2.0
Accounting/Payroll	10.8	10.8	11.8	11.8	12.8
Budget and Financial Planning	5.0	5.0	5.0	5.0	5.0
Information Technology	21.5	21.5	23.7	24.7	24.7
Purchasing	6.0	6.0	7.0	6.0	6.0
Treasury	14.0	14.0	14.0	14.0	14.0
Water & Sewer Billing	7.1	7.3	7.3	8.3	8.3
	66.3	66.5	70.7	71.7	72.7
HUMAN RESOURCES	8.0	8.0	8.0	8.0	10.4
PLANNING & GROWTH MANAGEMENT					
Administration	4.0	4.0	4.0	3.6	3.3
Codes, Permits & Inspections Services	31.3	31.3	31.3	31.9	33.5
Transit	5.1	5.1	5.1	5.1	5.0
Resource & Infrastructure Management	7.0	7.0	7.0	7.1	8.3
Planning	17.7	18.7	18.7	18.6	18.9
	65.0	66.0	66.0	66.3	69.0
PUBLIC WORKS					
Facilities:					
Administration	11.0	12.0	12.0	12.0	11.0
Building & Trades	54.7	54.7	56.8	56.8	56.8
Landfill Operations	30.2	30.2	32.2	32.2	32.2
Roads	39.7	39.7	39.7	39.7	41.0
Recycling Operations	24.1	24.1	24.1	25.1	26.7
Vehicle & Equipment Maintenance	11.6	11.6	11.6	11.6	11.6
Subtotal Facilities	171.2	172.2	176.3	177.3	179.3
Capital Services	14.3	16.3	17.3	17.3	17.3
Utilities					
Water	35.1	35.1	35.4	37.1	38.9
Sewer	41.2	41.2	41.9	44.8	46.7
Mattawoman	31.0	31.0	31.0	30.4	31.8
Meters	6.1	6.1	6.1	6.1	6.1
Subtotal Utilities	113.4	113.4	114.4	118.4	123.4
Public Works Grand Total	298.9	301.9	308.0	313.0	319.9
RECREATION, PARKS, & TOURISM					
Administration	0.0	0.0	0.0	0.0	5.5
Recreation	54.6	54.6	57.3	57.1	58.1
Parks and Grounds	57.5	57.5	57.5	57.5	57.7
Tourism	6.2	8.5	8.5	8.5	8.5
	118.3	120.6	123.3	123.1	129.8
Total Full Time Personnel	655.5	664.7	682.9	690.0	716.0
Total Part Time Personnel	131.9	130.6	134.5	134.0	137.0
TOTAL COUNTY DEPARTMENTS	**773.2**	**779.0**	**800.1**	**806.7**	**835.8**

CHARLES COUNTY GOVERNMENT
PERSONNEL LISTING- FULL TIME EQUIVALENT

	FY13 YEAR END	FY14 YEAR END	FY15 YEAR END	FY16 YEAR END	FY17 APPROVED
OUTSIDE AGENCIES					
CIRCUIT COURT	21.7	21.7	22.2	22.0	23.2
STATE'S ATTORNEY OFFICE	36.9	45.9	54.8	55.2	58.8
SHERIFF					
Sheriff's Office:					
Sheriff	1.0	1.0	1.0	1.0	1.0
Uniformed Officers	291.0	301.0	301.0	301.0	308.0
Office of the Sheriff	6.2	6.2	6.1	6.0	6.0
Executive Services Division	10.7	10.7	9.1	6.0	6.0
Administrative Services Division	14.3	16.3	16.3	17.0	17.0
Criminal Investigations Division	13.2	13.6	13.1	12.2	12.2
Communications	21.0	21.0	21.6	20.9	20.9
Station Clerks	22.0	22.0	22.0	22.0	22.0
Records Management	11.6	11.6	11.6	11.6	11.6
Management Information System	11.6	11.6	11.6	11.6	11.6
Patrol Division	1.0	1.0	1.0	1.0	1.0
Special Operations Division	6.2	8.2	10.3	11.7	12.4
Court Security	21.6	21.0	21.0	21.0	21.0
Judicial Services	20.6	21.8	21.8	21.8	21.8
Property Management	11.6	12.4	12.6	12.6	12.6
Training Division	4.7	4.7	7.3	7.7	7.7
Subtotal Sheriff's Office	468.4	484.2	487.5	485.1	492.8
Detention Center					
Administration	2.0	2.0	2.0	2.0	2.0
Correctional Officers	141.0	141.0	141.0	141.0	141.0
Classified Personnel	12.6	12.6	12.6	12.6	12.6
Subtotal Detention Center	155.6	155.6	155.6	155.6	155.6
Sheriff Grand Total	624.0	639.7	643.1	640.7	648.3
SOIL CONSERVATION	5.0	5.0	5.0	5.0	5.0
Total Full Time Personnel	658.6	683.4	694.4	693.8	703.9
Total Part Time Personnel	29.0	29.0	30.6	29.1	31.4
TOTAL OUTSIDE AGENCIES	**687.6**	**712.3**	**725.0**	**722.9**	**735.3**

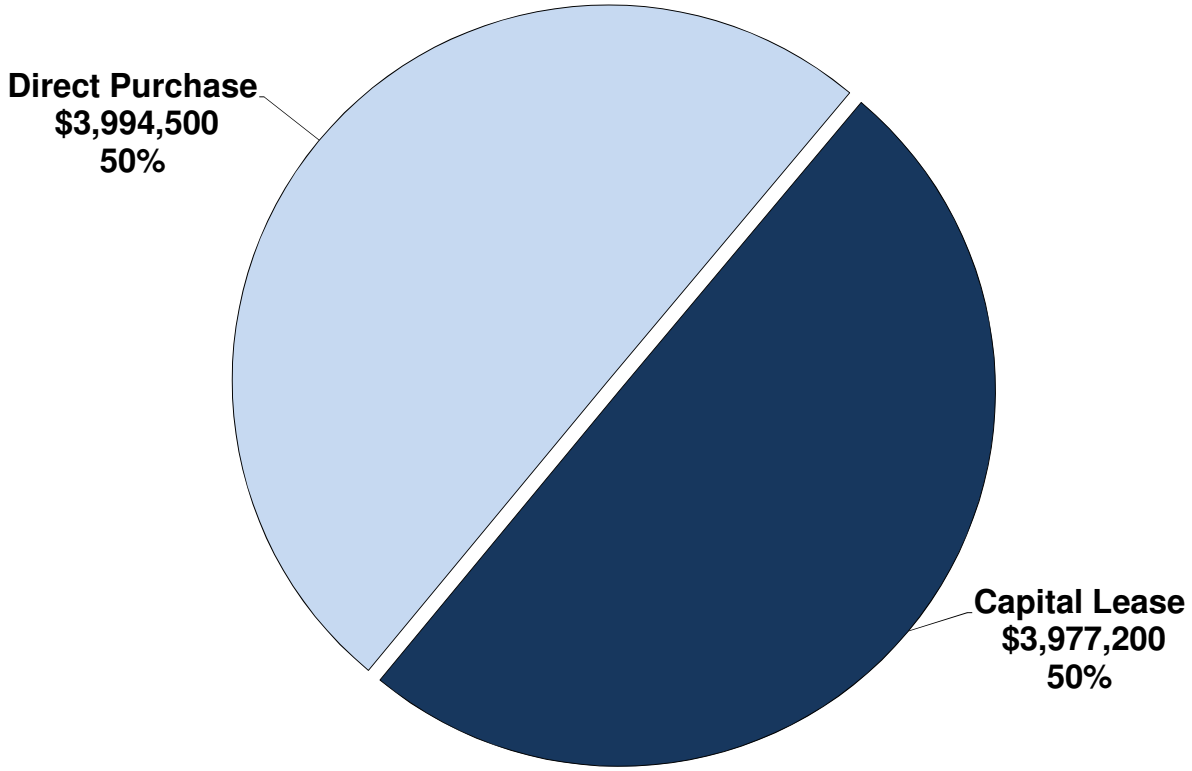
Vehicles & Equipment

FY 2017 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Asset Value of Leased	Annual Lease
Total General Fund	$5,124,900	$1,302,400	$3,342,500	$820,600
Total Transportation Fund	1,001,200	1,001,200	0	0
Total Inspection Services	859,900	859,900	0	0
Total Sheriff's Grants	28,900	28,900	0	0
Total Recreation Fund	9,500	9,500	0	0
Total Solid Waste	713,000	713,000	0	0
Total Water & Sewer Operations	371,200	0	371,200	79,400
Total Environmental Services Operations Fund	247,500	0	247,500	53,100
Total Cable TV/I-Net Fund	79,600	79,600	0	0
Total Watershed Restoration & Protection Fund	16,000	0	16,000	3,400
Total All Funds	$8,451,700	$3,994,500	$3,977,200	$956,500

Capital Lease Vs. Direct Purchase

The County Commissioners recognize the need for good equipment, and that new and improved equipment greatly assists staff with the completion of a growing list of tasks. To this end, the County has turned to capital leasing as an alternative to match equipment needs with financial limitations.



FY 2017 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
General Fund			
Fiscal & Administrative Services			
I.T. - Network 01.04.12.51.0500.000			
FOR PLANNING & GROWTH MANAGMENT, RESOURCE & INFRASTRUCTURE MANAGMENT			
Plotter/Scanner	14,900		3,200
Due to the age, wear, and slow production speed of the current plotter/scanner (over 10 years old), this unit needs to be replaced.			
FOR PLANNING & GROWTH MANAGMENT, ADMINISTRATION			
Copier	11,300		2,400
Replacement copier that has finisher/stapler/stacker and includes hole punch capability, 11x17 capability, B&W.			
FOR PLANNING & GROWTH MANAGMENT, PLANNING			
Copier	5,900		1,300
Replacement copier that has built in stapler/stacker and 11x17 capability.			
Total I.T. - Network	***32,100***		***6,900***
Total Fiscal & Administrative Services	**32,100**		**6,900**
Public Works - Facilities			
Building & Trades 01.05.33.0500.000			
2.5L Cargo Van	25,000		5,400
Replace B-72. Model Year 2000, with over 124,700 miles. Vehicle is in very poor condition.			
Full-Size 3.7L Cargo Van	34,000		7,300
Replace B-44. Model year 2000 with 115,342 miles. Vehicle is in a very poor state of condition and not reliable.			
Full-Size 3.7L Cargo Van	34,000		7,300
Replace B-56. Model year 2003 with 165,000 miles. Vehicle has high mileage and is in poor condition.			
Total Building and Trades	***93,000***		***20,000***
Vehicle Maintenance 01.05.44.0500.000			
5,000 lb. Forklift	42,000		9,000
Replace VMFL01, model year 1987. Existing forklift is an integral component of Vehicle Maintenance operations and used several times daily.			
Total Vehicle Maintenance	***42,000***		***9,000***
Roads 01.05.53.0500.000			
Wheel Loader	260,000		55,800
Replace R-70 loader. Model year 2004 that has over 725 hours.			

FY 2017 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Mini Excavator	75,000		16,100
Replace R-62 Backhoe. Model year 2002 backhoe, unreliable and has 4,750 hours.			
Mowing Tractor	115,000		24,700
Replace R-82. Model year 2000 tractor with 5,000 hours. Tractor needed for year round right of way clearing for sight distance and motorist safety.			
Asphalt Recycler/Hot Box Trailer	31,000		6,700
To recycle asphalt millings and keep new asphalt hot which will reduce waste. Eco-friendly and can reduce labor and fuel costs to make return trips to the Asphalt Plant. Currently used state wide by Maryland State Highway Administration (SHA).			
Boom Ax Tractor	125,000		26,800
Replace R-90. Model year 2004 Boom Ax Tractor with over 3,800 hours. Tractor needed for year round right of way mowing for sight distance and motorist safety.			
Total Roads	***606,000***		***130,100***
Total Public Works - Facilities	**741,000**		**159,100**
Community Services			
Housing **01.06.58.93.61.0500.000**			
Sport Utility Vehicle	26,400		5,700
Replace CS-24, mode year 2000 with 53,241 miles. Truck is well beyond replacement age.			
Total Housing	***26,400***		***5,700***
Total Community Services	**26,400**		**5,700**
Recreation, Parks, and Tourism			
Administration **01.30.06.0500.000**			
Sport Utility Vehicle (SUV)	26,400		5,700
Sport Utility Vehicle for the new Department of Recreation, Parks, and Tourism.			
Total Administration	***26,400***	***0***	***5,700***
Parks and Grounds **01.30.41.41.0500.000**			
Turf Mower	13,500		2,900
Replace PTC 24: Model year 2002 with 3,491 hours. Fleet mower is in very poor condition.			
Skid Steer Loader	69,000		14,800
Replace PL-4 with 5,635 hours. This loader is an important part of the grounds operation and is in very poor condition.			
White Plains Golf Course **01.30.41.70.0500.000**			
Front Deck Mower	18,500		4,000
Replace PTC 19 with 4,751 hours. Purchased in year 2000. Mower is in very poor condition.			

FY 2017 VEHICLE AND EQUIPMENT LISTING

Item Description		Asset Value of Request	Direct Purchase	Annual Lease
White Plains Park	**01.30.41.72.0500.000**			
4-Wheel Drive P/U Truck		34,000		7,300
Replace P-43. Model year 2003 Pick-up truck with 175,000 miles.				
Stethem Park	**01.30.41.75.0500.000**			
Zero-Turn Mower		13,500		2,900
Replace PTC 3. Model year 2001. Mower with 2,316 hours.				
Bryantown Soccer	**01.30.41.77.0500.000**			
Small 4x2 All-Terrain Utility Vehicle		6,800		1,500
Replace PUV 17. Model year 2005 with 2,586 hours.				
Oakridge Park	**01.30.41.78.0500.000**			
Compact Tractor 4 Wheel Drive with Loader		32,000		6,900
Replace PM 25. Model year 1996 Tractor with 3,246 hours which is in poor condition.				
Friendship Farm Park	**01.30.41.91.0500.000**			
4 Wheel Drive 72" Mower		22,000		4,700
Replace PTC 17 with 2,402 hours. Model year 2000 that is in poor condition.				
Compact Tractor 4 Wheel Drive with Loader		32,000		6,900
Replace PM 3. Model year 1994 tractor with 1,763 hours.				
Total Parks and Grounds		***241,300***		***51,900***
Total Recreation, Parks, and Tourism		**267,700**		**57,600**
Planning and Growth Management				
Inspection & Enforcement	**01.07.31.0500.000**			
Pick-Up Truck		25,000		5,400
Truck for New Zoning Technician Position				
Total Inspection & Enforcement		***25,000***		***5,400***
Transportation	**01.07.110.0500.000**			
(3) Fixed Route Buses*		480,000		103,000
Replace CS-79. Model year 2010 with over 198,000 miles. Also replaces CS-73 and CS-74. Model year 2011 with over 208,000 miles each.				
**Contingency- if grant funds are received funding will be converted to County matching funds.*				
Total Transportation		***480,000***		***103,000***
Total Planning & Growth Management		**505,000**		**108,400**

FY 2017 VEHICLE AND EQUIPMENT LISTING

Item Description		Asset Value of Request	Direct Purchase	Annual Lease
Circuit Court	**01.09.05.0500.000**			
Chairs for Training/Hearing Room *The chairs currently are in very poor condition.*		6,500	6,500	
Total Circuit Court		**6,500**	**6,500**	**0**
Central Services	**01.23.0500.000**			
Card Access *Initial start up for replacing the county wide card access system which is eight years old.*		69,000	69,000	
Camera Licenses, Video Storage, and Cameras: *Various camera and security upgrades.*		22,900	22,900	
Total Central Services		**91,900**	**91,900**	**0**
Charles County Sheriff's Office				
Sheriff's Office	**01.24.24.0500.000**			
All-Terrain Vehicles - 400 Class (2)		14,500	14,500	
2017 Police Vehicles (41)		1,251,500		268,500
2017 Patrol Vehicles (19)		548,500	548,500	
K-9 Dogs (2)		15,000	15,000	
Quadcopter (Drones) and Accessories (2)		22,000	22,000	
High Performance Network Switches (4)		40,000	40,000	
Network Routers for Disaster Recovery (2)		10,000	10,000	
Agency Phone System Servers (2)		20,000	20,000	
Fingerprint Systems for District III Station		23,000	23,000	
Exchange Server for Agency E-Mail		65,800	65,800	
Network Routers (4)		20,000	20,000	
Network Switches (9)		78,300	78,300	
Network Switches for Disaster Recovery (3)		26,100	26,100	
Main UPS for District I Station		39,000	39,000	
Vmware Server		30,000		6,400
Total Sheriff's Office		**2,203,700**	**922,200**	**275,000**

FY 2017 VEHICLE AND EQUIPMENT LISTING

Item Description		Asset Value of Request	Direct Purchase	Annual Lease
Detention Center	**01.24.37.0500.000**			
X-Ray Machine		50,000	50,000	
Cargo Van, Transport Vehicle, Network Switch		66,400	66,400	
Total Detention Center		**116,400**	**116,400**	**0**
Automated Enforcement Unit	**01.24.85.193.0500.000**			
Motorcycles (2)		70,000	70,000	
Total Automated Enforcement Unit		***70,000***	***70,000***	***0***
Fingerprinting Services	**01.24.99.0500.000**			
LiveScan Fingerprint Systems (2)		56,600	56,600	
Total Fingerprint		***56,600***	***56,600***	***0***
Total Charles County Sheriff's Operations		**2,446,700**	**1,165,200**	**275,000**
Emergency Services				
Animal Control	**01.26.27.0500.000**			
Full-Size Commercial Van and Conversion Packages *Replace AC-19. Model year 2006 commercial van with 224,000 miles.*		69,000		14,800
Full-Size Commercial Van and Conversion Packages *Replace AC-15. Model year 2007 commercial van with 205,000 miles.*		69,000		14,800
Full-Size Commercial Van and Conversion Packages *Replace AC-17. Model year 2006 commercial van with 177,000 miles.*		69,000		14,800
Full-Size Commercial Van and Conversion Packages *Replace AC-20. Model year 2006 commercial van with 164,000 miles.*		69,000		14,800
Total Animal Control		***276,000***	***0***	***59,200***
Tactical Response Team	**01.26.86.0500.000**			
Self-Contained Breathing Apparatus Bottles (25) *The breathing air bottle used with the SCBA are reaching the end of their service life (15 years) as defined by the manufacturer.*		38,800	38,800	
Total Tactical Response Team		***38,800***	***38,800***	***0***
Career EMS	**01.26.97.0500.000**			
Medic Unit - Full-Size Sport Utility Vehicle (SUV) *Requesting to replace ES-25 which is a model year 2007 full-size SUV with 218,000 miles.*		65,000		13,900
Cardiac Monitor/Defibrillators (4) *Requesting to replace four (4) cardiac monitor/defibrillators that have reached the end of their service life.*		158,800		34,100

FY 2017 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Mass Casualty Support Unit	189,000		40,600
Requesting to replace ES-26, a model year 2006 Mass Casualty Support Trailer.			
Ambulance	280,000		60,100
The Charles County Mobile Intensive Care Unit (MICU) and the Volunteer Emergency Medical Services (EMS) Association have expanded 24/7 personnel services at Station 60 in White Plains.			
Total Career EMS	***692,800***		***148,700***
Total Emergency Services	**1,007,600**	**38,800**	**207,900**
General Fund Total	**$5,124,900**	**$1,302,400**	**$820,600**
Total Cost of Items to Be Leased	**$3,342,500**		

Transportation Grants Fund

Community Services

Transportation (Capital)-Shelters	**06.06.110.139.0500.014**		
* **Bus Shelters**	50,000	50,000	
Many current VanGO bus stops are established on older curbing or sidewalks and some shelters are beyond their useful life.			
Transportation (Capital)-Fixed Route Vehicles	**06.06.110.139.0500.011**		
* **(5) Replacement Fixed Route Buses**	800,000	800,000	
Replaces CS68, 69, 70, 71, 72. Each bus is model year 2011 with over 228,000 miles.			
* **Transportation (Capital)-Specialized Vehicles**	**06.06.110.139.0500.012**		
* **(2) Replacement Specialized Buses**	151,200	151,200	
Replace CS54 and 60. Both are model year 2007 with over 147,000 miles.			
Total Transportation Fund	**$1,001,200**	**$1,001,200**	**$0**
**contingent on grant funds*			

Inspection and Review Fund

Planning and Growth Management

Administration - Technology Upgrade	**07.07.06.0500.000**		
Software	859,900	859,900	
Replacing the computer system associated with land use, subdivision, code enforcement, and permit activities.			
Total Administration	***859,900***	***859,900***	***0***
Total Inspection & Review Fund	**$859,900**	**$859,900**	**$0**

FY 2017 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Public Safety Grants Fund			
Sheriff's Office			
Child Support Grant 12.24.11.31.0500.000			
Child Support Vehicle*	28,900	28,900	
Replace one (1) child support vehicle with over 150,000 miles.			
**Contingency- if grant funds are received funding will be converted to County matching funds.*			
Total Child Support	***28,900***	***28,900***	***0***
Total Public Safety Grants Fund	**$28,900**	**$28,900**	**$0**
Recreation Fund			
Gymnastics 24.06.40.98.0500.000			
Security Cameras (2nd Phase)	9,500	9,500	
Second phase of the security cameras for the Elite Gymnastics Center.			
Total Community Services Recreation	***9,500***	***9,500***	***0***
Total Recreation Fund	**$9,500**	**$9,500**	**$0**
Landfill 27.05.38.0500.000			
Public Works - Facilities			
Heavy Duty 4WD Pick-Up Truck	38,000	38,000	
Replace S-11, a 2002 pick-up truck in fair/poor condition with 210,183 miles.			
Trash Compactor	675,000	675,000	
Replace S-56. Model year 2007 with 15,000 hours.			
Total Landfill	**$713,000**	**$713,000**	**$0**
Water and Sewer Operation Fund			
Public Works - Utilities			
Small Size Pick-Up Truck with Extended Cab	30,000		6,400
Replace U143. Model year 2001 with 202,000 miles.			
Small Size Pick-Up Truck with Extended Cab	30,000		6,400
Replaces U147. Model year 2003 with 193,000 miles.			
Pick-Up Truck, 1/2 ton, 4WD	36,000		7,700
Replace U140. Model year 2004 pick-up truck with 271,182 miles.			

FY 2017 VEHICLE AND EQUIPMENT LISTING

Item Description	Asset Value of Request	Direct Purchase	Annual Lease
Pick-Up Truck, 1/2 ton, 4WD	36,000		7,700
Replace U141. Model year 2004 pick-up truck with 219,164 miles.			
Pick-Up Truck, 1/2 ton, 4WD	36,000		7,700
Replace U6. Model year 2005 pick-up truck with 202,603 miles.			
Pick-Up Truck, 1/2 ton, 4WD	36,000		7,700
Replace U9. Model year 2005 pick-up truck with 201,264 miles.			
Pick-Up Truck, 1/2 ton, 4WD	36,000		7,700
Replace U116. Model year 2002 pick-up truck with 215,000 miles.			
Pick-Up Truck, 1/2 ton, 4WD	36,000		7,700
Replace U136. Model year 2004 pick-up truck with 213,797 miles.			
Lawn Tractor	19,000		4,100
Replace U74. Model year 1999 rotary tractor mower that has reached the end of its useful life.			
Utility Van	36,000		7,700
Replace U117. Model year 2005 utility van with 220,000 miles.			
Analytical Balance	6,000		1,300
Replace the current analytical balance.			
Pick-Up Truck	34,200		7,300
Vehicle for New Line Maintenance Supervisor.			
Total Water & Sewer Fund	**$371,200**	**$0**	**79,400**
Total Cost of Items to be Leased	**$371,200**		

Environmental Services Program Fund

Public Works - Facilities

Recycling **35.05.03.0500.000**

Open Top Containers	26,000		5,600
Four (4) open top containers to replace two containers. Existing containers are past their useful life and will soon pose a safety concern.			
Recycling Carts (1,500)	100,000		21,500
Will be used to fill in the gaps in the existing areas and expand to new homes.			
Attachment Forks for Wheel Loader	11,500		2,500
Enhance safety and allow for material handling and additional versatility of wheel loader with attachment.			
New Entrance Lighting at Landfill Recycling Center	10,000		2,100
New solar panel light lighting for entrance lighting at landfill recycling center.			

FY 2017 VEHICLE AND EQUIPMENT LISTING

Item Description		Asset Value of Request	Direct Purchase	Annual Lease
Litter Control	**35.05.03.20.0500.000**			
Heavy Duty Full Size 4x4 Crew Cab with Dump Body		50,000		10,700
Replace S-07. Model year 2007 full-size sports utility vehicle (SUV) with 181,323 miles.				
Heavy Duty Full Size 4x4 Crew Cab with Dump Body		50,000		10,700
Replace S-16. 2006 full-size sports utility vehicle (SUV) with 175,188 miles.				
Total Environmental Srvc. Fund		**$247,500**	**$0**	**53,100**
Total Cost of Items to be Leased		**$247,500**		
Cable TV/I-Net Fund				
County Administrator				
Media Services - CCGTV PEG Access Grant	**48.03.147.204.0500.000**			
Equipment Replacement		6,100	6,100	
Replace outdated cameras which are necessary for day-to-day operations.				
Total County Administrator Cable TV Fund		***6,100***	***6,100***	***0***
Fiscal Services				
Information Technology - PEG Access Grant	**48.04.12.204.0500.000**			
I-Net Equipment		73,500	73,500	
Replace (14) switches which have reached the end of their useful life.				
Total Fiscal Services IT Cable TV Fund		***73,500***	***73,500***	***0***
Total Cable TV/I-Net Fund		**$79,600**	**$79,600**	**$0**
Watershed Protection & Restoration Fund				
Public Works - Facilities/Administration	**50.05.06.0500.000**			
Slope Mower		16,000		3,400
Dam Maintenance - mow steep slopes of County dams.				
Watershed Protection & Restoration Fund		**$16,000**	**$0**	**3,400**
Total Cost of Items to be Leased		**$16,000**		
TOTAL ALL FUNDS		**$8,451,700**	**$3,994,500**	**$956,500**

Capital Budgets

CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program (CIP)

The CIP is a long-term planning and budget process which is reviewed annually to assist County Officials with the task of planning, constructing, and financing public infrastructure. The CIP consists of a number of capital projects and is categorized as: Board of Education, College of Southern Maryland, General Government, Parks, Transportation, Sewer, Water, Watershed Protection and Restoration, and Solid Waste. These projects are planned for over a five-year increment. Budget funds are appropriated by the County Commissioners for the most current fiscal year of the CIP. The "out years" (years following the approved fiscal year) are adopted for planning purposes only. Project costs in the "out years" are adjusted to reflect the anticipated consumer price index. A forward-looking CIP prepares the County to meet its obligation for the needs of the community and the financial resources available to fund those needs.

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

The CIP program is divided into two categories, **Governmental Projects** and **Enterprise Fund Projects**. Governmental projects include Board of Education, College of Southern Maryland, General Government, Parks, and Transportation. These projects are funded directly through general obligation bonds, new school capacity construction bonds, operating revenues, loans, state or federal grants, donations, and developer contributions. Project budgets and the accounting of these projects are tracked in a separate Capital Project Fund. Debt payments associated with the financing for these projects are recovered by the taxing authority of the County and accounted for in the General Fund Operating Budget. Debt payments for new school capacity construction bonds are accounted for in the Debt Service Fund and funded by excise tax revenue from new homes.

Enterprise Fund projects include Sewer, Water, Watershed Protection and Restoration, and Solid Waste projects. Financing for these projects are provided from revenue bonds, operating revenue, and federal or state grants. Project revenue and expenditures are accounted for in their respective Enterprise Funds. User fees are adjusted annually to support the associated capital or debt service costs associated with the CIP.

Capital Project Fund

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

Capital Project Revenues

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

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

The primary source of funds available to local governments is long-term financing, typically done through bond issues. Long-term financing is similar to a home mortgage. Cost to construct is spread over many years with an interest cost so as to make the acquisition affordable. General Obligation bonds are legally binding agreements to pay a specified sum of money, at specified dates in the future, together with periodic interest at a specified rate. These bonds are backed by the full faith and credit of the government. The financial impact of payments for general obligation bonds on taxpayers is much easier to manage than the burden of Pay-go financing of a capital project. A disadvantage of long-term financing is that the total cost of financing a project is greater due to the related interest expense.

CAPITAL IMPROVEMENT PROGRAM

To ease the burden on both operating revenues and the amount of long-term debt being issued by local governments, many counties have initiated a program with developers to accept developer contributions to assist in financing projects related to new growth. Charles County has adopted fees for water & sewer facilities for new capacity.

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

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

Other sources of funding from outside organizations include: individual communities, state, federal, and corporate sources. Finally, the Commissioners could choose to make an appropriation from fund balance or retained earnings within a fund. Fund balance is the difference between fund assets and fund liabilities of governmental, and would be similar to a personal savings account. The FY2017 budget was appropriated using $913,000 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	FY17 Excise Tax
Single Family Detached	$16,206
Townhouse	$16,213
Multi-Family	$13,567

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.

CAPITAL IMPROVEMENT PROGRAM

Project costs are estimated by the Board of Education, College of Southern Maryland, County Departments of Planning & Growth Management, Public Works, Recreation, Parks, and Tourism, and Emergency Services. Instead of adding inflationary costs to each individual project that is submitted by the project managers, a separate consolidated "Contingency- Inflation" account has been established. The account will be used as a reserve when needed to add additional funds to a project if/when inflation occurs. This method allows us to financially plan for cost inflation while at the same time present projects in today's dollars. Costs will be revised during each CIP cycle and the Contingency- Inflation account will be adjusted as needed.

Planning Commission

The purpose and functions of the Charles County Planning Commission are stated in the Land Use Article of the Annotated Code of Maryland, in the Charles County Code of Public Law, and the Charles County Zoning Ordinance. Primary functions of the Planning Commission are to prepare and recommend a comprehensive land use plan for the jurisdiction, as well as provide a framework for land use, economic development, water and sewerage facilities, and transportation infrastructure within the County. The Planning Commission reviews and approves development proposals against the County Comprehensive Plan, the County Zoning Ordinance and the Subdivision Regulations. As part of the formal review process for new Capital Budgets, the Planning Commission also reviews the CIP requests and provides a report as to its consistency with the goals and objectives of the Comprehensive Plan. The comments made by the Planning Commission are noted on each project page.

During this year’s review, emphasis was placed on projects that promote the County's land use and growth management policies, as well as projects that support the County's economic development efforts. The following criteria was used: (1) review of the Adequate Public Facilities (APF) inadequacies that have been identified; (2) review of new and previous CIP requests which were not funded; (3) projects which will implement the goals of the Comprehensive Plan; and (4) identification of any projects found to be inconsistent with the Comprehensive Plan. All projects were found to be consistent with the Charles County Comprehensive Plan or are routine upgrades or maintenance projects.

Comprehensive Plan

A new Comprehensive Plan was adopted by the Board of County Commissioners on July 12, 2016. This plan sets forth a variety of policies and action items to guide future development and preserve sensitive natural resources. The adoption of the plan completes a five year process in which the citizens of the county participated in framing the direction of the plan. The overall theme of the plan is a Smart Growth direction which further concentrates growth in the development district while protecting valuable farm and forest lands. A new 30,000 acre Watershed Conservation District was included in the plan to protect the Mattawoman Creek Watershed, one of the most ecologically productive water bodies in the Chesapeake Bay tributaries. The Plan also contains action items that promote a new transit corridor and urban redevelopment, continuing work on historic village revitalization plans, and eco-tourism economic development.

CAPITAL IMPROVEMENT PROGRAM

Deferred Capital Improvement Projects

The following is a list of projects that were either deferred, removed, did not require additional funding, or the scope of the project was substantially reduced from the prior approved FY16 – FY20 program.

Board of Education

- Full Day Kindergarten Addition: Malcolm Elementary School
- Milton Somers M.S. Gym Bleacher Replacement

Water and Sewer

- Marshall Hall Road Gravity Sewer
- In-Line Sewer Equalization Study

All projects were scrutinized and some projects were delayed while still remaining part of the adopted FY17-FY21 Capital Improvement Program.

Capital Project Impacts on Operating Budget

The major operating budgets and capital budgets are tied directly together with the use of five-year financial plans. A plan is developed for each of the major funds involving capital construction: general and enterprise. These plans are then reviewed prior to the capital budget request. Once the level of debt is established and the scope of construction is planned, then the operating impacts are reviewed a second time. Additional infrastructure usually results in more operating costs. These costs include, staff, maintenance, additional debt for lease payments, and other expenses.

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 FY21, the current FY17-FY21 CIP would result in the need to add an additional $285,400 to the General Fund budget for operating cost related to the various Government building and parks, an estimated $7.0 million increase in funding for the Board of Education due to the opening of a new Elementary School, and $206,700 for the College of Southern Maryland for the Healthcare Training Facility. Water and Sewer CIP impacts are estimated to result in operational savings. The MWWTP Belt Filter Press Replacement project is projected to generate $105,400 in operational savings by FY21. Solid Waste CIP impacts are estimated to generate operational savings as well. The Landfill Leachate Conveyance System project is estimated to generate $41,500 in operational savings by FY21. Operating Impacts are also shown for projects with impacts beyond FY21 in order to capture the operating side of capital projects that are being constructed in FY17-FY21. Cost estimates are reviewed and updated annually.

CUMULATIVE CIP OPERATING IMPACTS

FY2017-FY2021 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)

GOVERNMENTAL OPERATIONS

BOARD OF EDUCATION

Elementary School #22 *

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021	PERSONNEL	
No. of Personnel	0.00	0.00	88.60	88.60	88.60	88.60	Administrative Staff	2.00
Personnel Costs	$0.0	$0.0	$5,717.6	$5,946.3	$6,184.1	$6,431.5	Support Staff	14.80
Operating	0.0	0.0	488.1	497.8	507.8	523.0	Teachers	53.30
Start-Up Cost	0.0	0.0	2,420.3	0.0	0.0	0.0	Other	18.00
Total Operating	**$0.0**	**$0.0**	**$8,626.0**	**$6,444.1**	**$6,691.9**	**$6,954.5**		

* 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.

Total Board of Education	**$0.0**	**$0.0**	**$8,626.0**	**$6,444.1**	**$6,691.9**	**$6,954.5**

COLLEGE OF SOUTHERN MARYLAND

Healthcare Training Facility

No. of Personnel	0.00	0.00	5.00	5.00	5.00	5.00	Facilities & Grounds	
Personnel Costs	$0.0	$0.0	$273.7	$283.9	$283.9	$273.7	Technicians	2.50
Operating	0.0	0.0	469.7	487.4	487.4	483.0	Public Safety	2.00
Start-Up Cost	0.0	0.0	250.0	0.0	0.0	0.0	HVAC position p/t	0.50
Total Operating	**$0.0**	**$0.0**	**$993.4**	**$771.3**	**$771.3**	**$756.7**		
Total College of So. MD	**$0.0**	**$0.0**	**$993.4**	**$771.3**	**$771.3**	**$756.7**		
less: other funding	**0.0**	**0.0**	**(722.1)**	**(560.7)**	**(560.7)**	**(550.0)**		
Estimated County Cost	**$0.0**	**$0.0**	**$271.3**	**$210.6**	**$210.6**	**$206.7**		

COUNTY GOVERNMENTAL OPERATIONS

Lighting Retrofit

No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Operating	0.0	(3.7)	(3.8)	(3.9)	(3.9)	(4.1)
Total Operating	**$0.0**	**($3.7)**	**($3.8)**	**($3.9)**	**($3.9)**	**($4.1)**
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**($3.7)**	**($3.8)**	**($3.9)**	**($3.9)**	**($4.1)**

Generator Replacement Program

No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Operating	0.0	(1.1)	(2.2)	(3.3)	(4.5)	(4.6)
Total Operating	**$0.0**	**($1.1)**	**($2.2)**	**($3.3)**	**($4.5)**	**($4.6)**
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**($1.1)**	**($2.2)**	**($3.3)**	**($4.5)**	**($4.6)**

Replacement of County Financial Software Program

No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Operating	0.0	0.0	7.0	7.2	7.3	7.5
Total Operating	**$0.0**	**$0.0**	**$7.0**	**$7.2**	**$7.3**	**$7.5**
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$7.0**	**$7.2**	**$7.3**	**$7.5**

La Plata Library Relocation

No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
Operating	0.0	0.0	0.0	0.0	12.6	13.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$12.6**	**$13.0**
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**	**$12.6**	**$13.0**

CUMULATIVE CIP OPERATING IMPACTS

FY2017-FY2021 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021	PERSONNEL	
COUNTY GOVERNMENTAL OPERATIONS								
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	1.3	1.3	1.3	1.4	1.4		
Total Operating	**$0.0**	**$1.3**	**$1.3**	**$1.3**	**$1.4**	**$1.4**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0		
Total Impact	**$0.0**	**$1.3**	**$1.3**	**$1.3**	**$1.4**	**$1.4**		
Oak Ridge Development Phase II								
No. of Personnel	0.00	0.00	0.15	0.15	0.15	0.15	Part Time II	0.15
Personnel Costs	$0.0	$0.0	$3.6	$3.7	$3.9	$4.0		
Operating	0.0	0.0	10.8	11.0	11.3	11.6		
Total Operating	**$0.0**	**$0.0**	**$14.4**	**$14.7**	**$15.2**	**$15.6**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0		
Total Impact	**$0.0**	**$0.0**	**$14.4**	**$14.7**	**$15.2**	**$15.6**		
Gilbert Run/Oak Ridge Connection Trail								
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	$1.3		
Operating	0.0	0.0	0.0	0.0	0.0	4.3		
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$5.6**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	1.7		
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$7.3**		
COUNTY GOVERNMENTAL OPERATIONS								
Popes Creek Rail Trail								
No. of Personnel	0.00	0.31	0.31	0.31	0.31	0.31	Part Time	0.31
Personnel Costs	$0.0	$6.2	$6.5	$6.7	$7.0	$7.3		
Operating	0.0	7.8	8.0	8.1	8.3	8.5		
Total Operating	**$0.0**	**$14.0**	**$14.5**	**$14.8**	**$15.3**	**$15.8**		
Vehicle & Equipment Lease	0.0	0.9	1.7	1.7	1.7	2.6		
Total Impact	**$0.0**	**$14.9**	**$16.2**	**$16.5**	**$17.0**	**$18.4**		
Neighborhood Traffic Calming Program								
No. of Personnel	0.00	1.00	1.00	1.00	1.00	1.00	Engineer	1.0
Personnel Costs	$0.0	$78.4	$81.6	$84.8	$88.2	$91.7		
Operating	0.0	31.8	64.9	99.4	135.1	139.2		
Total Operating	**$0.0**	**$110.2**	**$146.5**	**$184.2**	**$223.3**	**$230.9**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0		
Total Impact	**$0.0**	**$110.2**	**$146.5**	**$184.2**	**$223.3**	**$230.9**		
Total Governmental Operations	**$0.0**	**$121.6**	**$179.4**	**$216.7**	**$268.4**	**$285.4**		

TOTAL GOVERNMENTAL IMPACT

No. of Personnel						
Board of Education	0.00	0.00	88.60	88.60	88.60	88.60
College of Southern Maryland	0.00	0.00	5.00	5.00	5.00	5.00
Governmental Operations	0.00	1.31	1.46	1.46	1.46	1.46
Total Personnel	0.00	1.31	95.06	95.06	95.06	95.06
Board of Education	$0.0	$0.0	$8,626.0	$6,444.1	$6,691.9	$6,954.5
College of Southern Maryland	0.0	0.0	271.3	210.6	210.6	206.7
Governmental Operations	0.0	121.6	179.4	216.7	268.4	285.4
Total Impact	**$0.0**	**$121.6**	**$9,076.7**	**$6,871.4**	**$7,170.9**	**$7,446.6**

CUMULATIVE CIP OPERATING IMPACTS

FY2017-FY2021 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)

WATER & SEWER OPERATIONS

MWWTP Belt Filter Press Replacement

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	(99.3)	(101.3)	(103.3)	(105.4)
Total Operating	**$0.0**	**$0.0**	**($99.3)**	**($101.3)**	**($103.3)**	**($105.4)**
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**($99.3)**	**($101.3)**	**($103.3)**	**($105.4)**

LANDFILL OPERATIONS

Landfill Leachate Conveyance System

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021	PERSONNEL	
No. of Personnel	0.00	0.00	(0.50)	(0.50)	(0.50)	(0.50)	Equipment Operator IV	(0.50)
Personnel Costs	$0.0	$0.0	($29.1)	($30.3)	($31.5)	($32.8)		
Operating	0.0	0.0	(8.2)	(8.4)	(8.5)	(8.7)		
Total Operating	**$0.0**	**$0.0**	**($37.3)**	**($38.7)**	**($40.0)**	**($41.5)**		
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0		
Total Impact	**$0.0**	**$0.0**	**($37.3)**	**($38.7)**	**($40.0)**	**($41.5)**		

Understanding a Capital Improvement Project Budget Form

<u>Please refer to the blank capital budget form on the following page.</u>

(all amounts are listed in thousands)

1. The Project Name is listed.
2. Represents how a water and/or sewer project is funded. The percentages listed here indicate the percentage of the project that is funded by Connection Fees or by User Fees as well as if the project is split between Water and Sewer.
3. Requested by: indicates the requesting Department which will be the Project Manager.
4. The Project Number is the internal number used for project tracking.
5. The Planning Commission reviews all projects annually and provides a report to the Commissioners and the Maryland Department of Planning to satisfy State Reporting requirements. The Planning Commission identifies Priority projects that support and promote the goals and objectives of the County's Comprehensive Plan. The Planning Commissions comments and priority indication are provided.
6. Expense Budget: lists the Approved FY2017 and tentatively approved FY2018-FY2021 expenditure budgets by category.
7. Prior Appropriation thru FY16 lists the amounts approved for this project to date.
8. Beyond FY2021 lists the future cost for the project that is outside the five-year planning model.
9. Project Total: the total cost of the project, including prior appropriations, amount being requested in the current five-year Capital Improvement Program, as well as any future cost (beyond FY21).
10. Financing Sources: lists the Approved FY2017 and tentatively approved FY2018-FY2021 revenue budgets by account classification; a subtotal of County Funding is provided.
11. It is necessary to provide an Operating Impact for Capital Improvement Projects in order to prepare for the completion of these projects. Some projects such as maintenance related projects do not have operating impacts and in some instances actually provide operating savings through the efficiency of replacing worn out equipment. Other projects related to constructing new buildings or parks will have an impact on future operating budgets upon completion.
12. Number of Personnel that will be required to staff the new facility or park.
13. The incremental impact in dollars for Personnel, Operating, and Start-up costs for schools, when appropriate.
14. The amount of future debt service payments associated with the Bond funding of the project.
15. Vehicle & Equipment Lease Payments: payments are associated with required equipment that has a value of more than $5K and a life expectancy of more than 5 years.
16. The Location section provides information as to where in the County the project is going to occur.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: 1. 2. 5.

Requested By: 3.
Project #: 4.

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total 17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering									
Land & ROW									
Construction									
Equipment			6.				7.	8.	9.
Administration									
Inspection									
Miscellaneous									
Contingency									
Total Outlay									

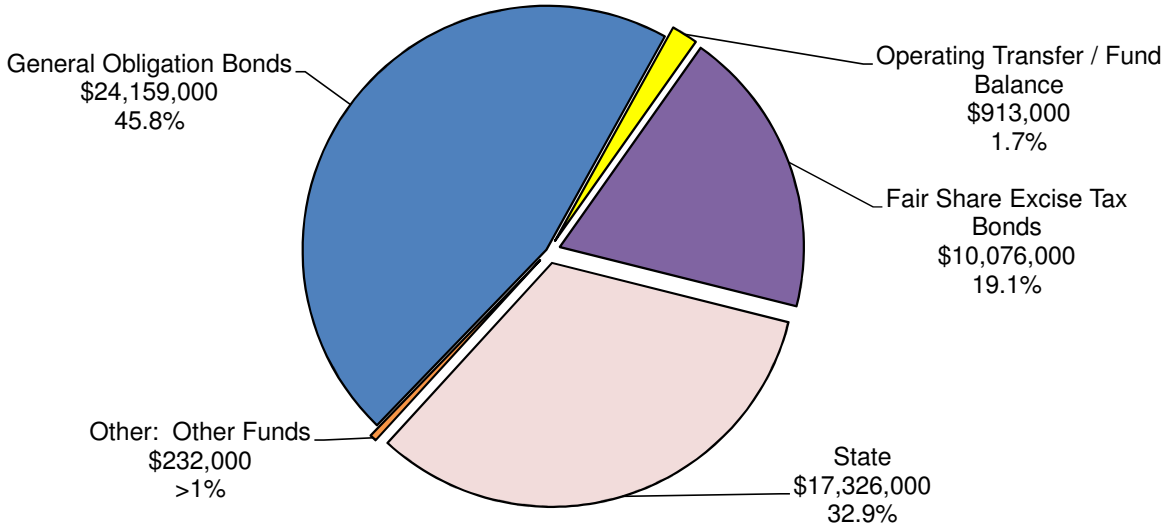
FINANCING SOURCES						5-Year Total 17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Bonds									
Fund Balance Appropriation									
Operating Transfer									
Total County Funding									
Federal			10				7.	8.	9.
State									
Other:									
Total Funding									

11.

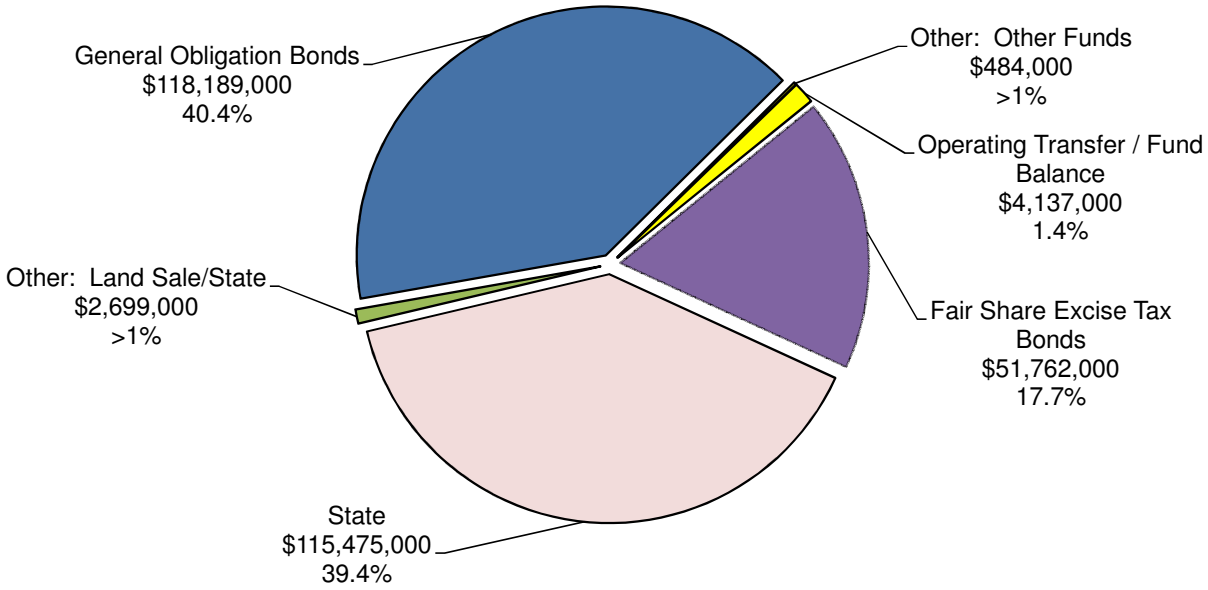
Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel							
Personnel Costs 12							
Operating				13		7.	8.
Start-Up Cost							
Total Operating							
Debt Service: Bonds 14							
Vehicle & Equipment Lease							
Total Impact 15.							

LOCATION: 16.

FY17 Governmental Projects by Funding Source
Total: $52,706,000

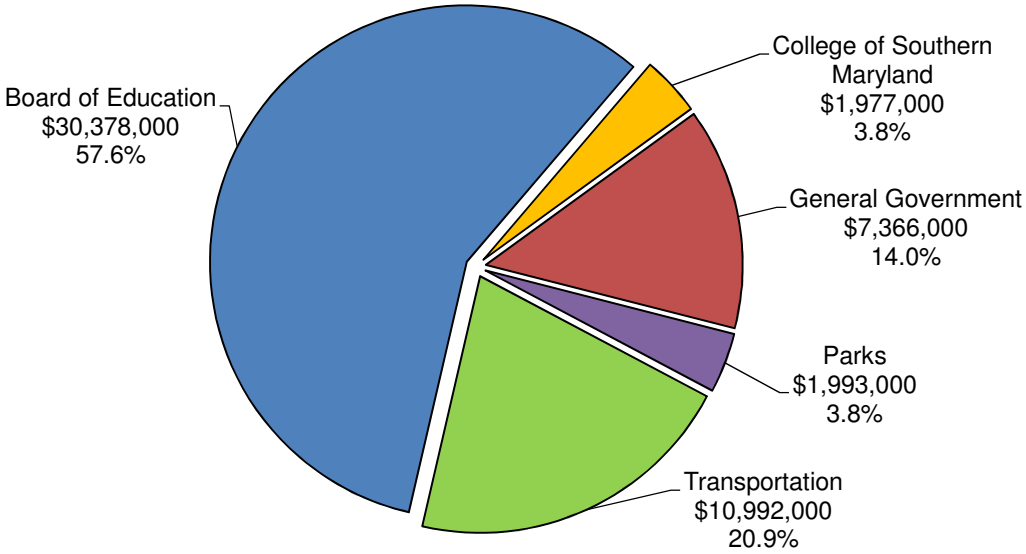


FY17-FY21 Governmental Projects by Funding Source
Total: $292,746,000

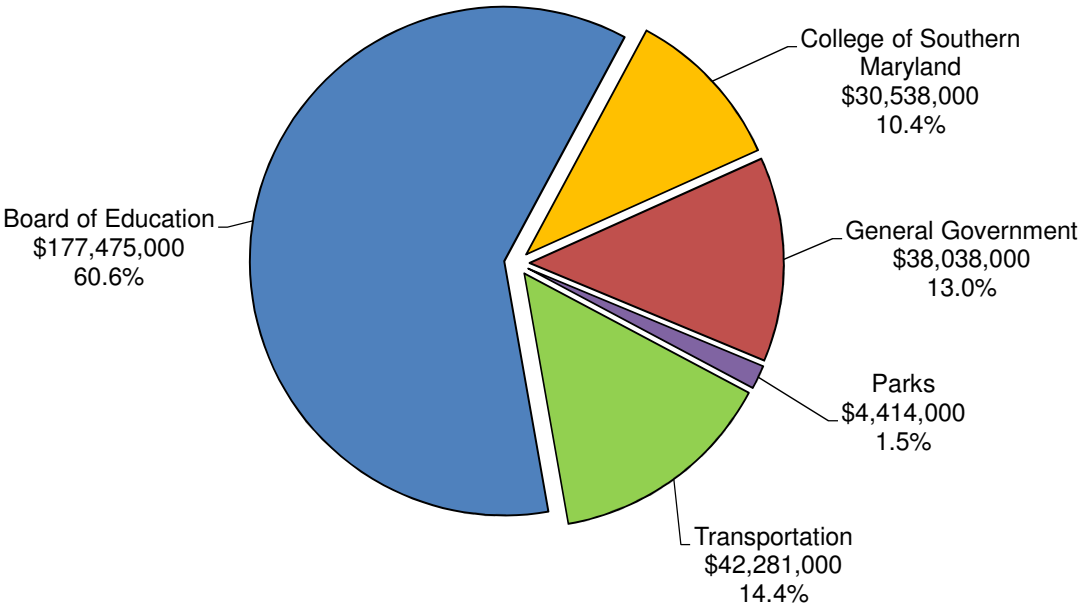


The majority of the County's financing for infrastructure is done by issuing long-term debt in the form of bonds. After utilizing grant funds and other funding sources the County must decide whether to bond or transfer funds from the General Fund to pay for General Government projects. The County typically 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.

FY17 Governmental Projects by Type
Total: $52,706,000



FY17-FY21 Governmental Projects by Type
Total: $292,746,000



- The majority of the funding for the Board of Education represents the construction of Elementary School #22 and the renovations at Dr. Samuel A. Mudd Elementary School, Eva Turner Elementary School, and Benjamin Stoddert Middle School.

- College of Southern Maryland projects are contingent on State funding which funds 75% of the costs.

CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2017 APPROVED CAPITAL PROJECT BUDGET
FY2017-FY2021 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Prior Approp. thru FY16	Beyond FY 2021	Project Total
Governmental Projects									
CAPITAL COSTS									
Board of Education	$30,378	$46,033	$53,132	$46,771	$1,161	$177,475	$7,459	$1,207	$186,141
College of Southern Maryland	1,977	24,193	4,368	0	0	30,538	0	0	30,538
General Government	7,366	10,189	9,891	6,987	3,605	38,038	4,015	45,632	87,685
Parks	1,993	870	404	439	708	4,414	2,865	671	7,950
Transportation	10,992	9,755	11,273	5,262	4,999	42,281	23,221	23,609	89,111
Total Governmental	**$52,706**	**$91,040**	**$79,068**	**$59,459**	**$10,473**	**$292,746**	**$37,560**	**$71,119**	**$401,425**
FINANCE SOURCES									
General Obligation Bonds	$24,159	$34,702	$30,420	$20,327	$8,581	$118,189	$28,692	$69,294	$216,175
Fair Share Excise Tax Bonds	10,076	17,155	14,031	10,500	0	51,762	5,226	0	56,988
General Fund - Fund Balance	320	0	0	0	0	320	1,080	0	1,400
General Fund Operating Transfer	593	1,205	808	681	530	3,817	617	408	4,842
Total County Funding	$35,148	$53,062	$45,259	$31,508	$9,111	$174,088	$35,614	$69,702	$279,405
Federal	0	0	0	0	0	0	982	0	982
State	17,326	37,254	32,639	26,894	1,362	115,475	964	1,417	117,856
Other	232	724	1,170	1,057	0	3,183	0	0	3,182
Total Governmental	**$52,706**	**$91,040**	**$79,068**	**$59,459**	**$10,473**	**$292,746**	**$37,560**	**$71,119**	**$401,425**
Enterprise Fund Projects									
CAPITAL COSTS									
Water	$8,058	$16,584	$19,149	$14,857	$6,775	$65,422	$17,146	$14,972	$97,539
Sewer	20,769	41,083	28,094	20,942	11,196	122,083	64,285	13,246	199,614
Solid Waste (Landfill)	1,629	1,018	1,042	0	0	3,689	687	0	4,376
Watershed Protection & Restoration	11,672	11,662	11,966	12,333	12,771	60,404	18,401	13,107	91,911
Total Enterprise Funds	**$42,127**	**$70,346**	**$60,251**	**$48,131**	**$30,742**	**$251,598**	**$100,518**	**$41,325**	**$393,441**
FINANCE SOURCES									
Water Bonds	$7,761	$16,250	$18,912	$14,615	$6,677	$64,214	$16,490	$14,874	$95,578
Sewer Bonds	19,265	34,409	23,794	17,325	8,876	103,668	54,530	11,180	169,378
Solid Waste Fund Bonds	856	1,018	1,042	0	0	2,916	687	0	3,603
Watershed Protection & Restoration Bonds	11,560	11,592	11,894	12,258	12,693	59,997	18,401	13,107	91,505
Enterprise Fund Operating Transfers	377	503	439	201	201	1,721	796	201	2,718
Solid Waste Fund Balance	773	0	0	0	0	773	0	0	773
Watershed Protection & Restoration Fund Balance	112	70	72	75	78	407	0	0	407
Total County Funding	$40,703	$63,841	$56,153	$44,473	$28,525	$233,696	$90,904	$39,362	$363,962
State	0	0	0	0	0	0	1,279	0	1,279
Federal	0	0	0	0	0	0	728	0	728
Other: WSSC	1,295	6,369	3,959	3,514	2,217	17,354	7,408	1,963	26,724
Other:	129	136	139	144	0	548	200	0	748
Total Enterprise Funds	**$42,127**	**$70,346**	**$60,251**	**$48,131**	**$30,742**	**$251,598**	**$100,518**	**$41,325**	**$393,441**
TOTAL PROJECTS	**$94,833**	**$161,386**	**$139,319**	**$107,590**	**$41,215**	**$544,344**	**$138,078**	**$112,444**	**$794,866**

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2017 APPROVED CAPITAL PROJECT BUDGET
FY2017-FY2021 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Prior Approp. thru FY16	Beyond FY 2021	Project Total
GOVERNMENTAL PROJECTS									
BOARD OF EDUCATION									
Dr. Samuel Mudd Elementary - Renovation & Addition	13,022	12,034	0	0	0	25,056	2,301	0	27,357
Elementary School #22	13,869	13,940	4,109	0	0	31,918	4,205	0	36,123
Full-Day Kindergarten Addition: Berry E.S.	367	2,695	0	0	0	3,062	0	0	3,062
Full Day Kindergarten Addition: Craik E.S.	450	3,764	0	0	0	4,214	0	0	4,214
Mary H. Matula E.S. Roof Replacement	0	246	1,575	0	0	1,821	0	0	1,821
Eva Turner Elementary School - Renovation & Study	0	2,101	13,621	13,965	0	29,687	251	0	29,938
Benjamin Stoddert Middle School - Renovation & Study	0	3,001	16,924	18,076	0	38,001	301	0	38,302
McDonough High School Renovation Study / Phase 1 Renovations	0	700	4,751	0	0	5,451	401	0	5,852
Westlake H.S. Roof Replacement	0	0	393	2,950	0	3,343	0	0	3,343
Indian Head E.S. Boiler Replacement	0	0	129	1,197	0	1,326	0	0	1,326
Smallwood M.S. Roof/Chiller/H&V/UV Replacement	0	0	478	3,950	0	4,428	0	0	4,428
Elementary Schools - Playground Replacement	266	266	266	266	0	1,064	0	0	1,064
Site Improvements/Asphalt Replacement Program	1,416	1,416	1,081	0	0	3,913	0	0	3,913
BOE: Various Maintenance Projects	600	600	600	600	600	3,000	0	600	3,600
Local Portable Classrooms - Various Schools	388	388	388	388	388	1,940	0	388	2,328
Elementary School - Site Acquisition	0	3,001	0	0	0	3,001	0	0	3,001
Middle School - Site Acquisition	0	0	4,001	0	0	4,001	0	0	4,001
Matthew Henson M.S. Water Line	0	0	378	0	0	378	0	0	378
Total without inflation	$30,378	$44,152	$48,694	$41,392	$988	$165,604	$7,459	$988	174,051
Contingency- Inflation	0	1,881	4,438	5,379	173	11,871		219	12,090
Total Board of Education	$30,378	$46,033	$53,132	$46,771	$1,161	$177,475	$7,459	$1,207	$186,141
COLLEGE OF SOUTHERN MARYLAND									
Healthcare Training Facility	1,977	22,832	4,001	0	0	28,810	0	0	28,810
Total without inflation	$1,977	$22,832	$4,001	$0	$0	$28,810	$0	$0	$28,810
Contingency- Inflation	0	1,361	367	0	0	1,728		0	1,728
Total College Southern Maryland	$1,977	$24,193	$4,368	$0	$0	$30,538	$0	$0	$30,538

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2017 APPROVED CAPITAL PROJECT BUDGET
FY2017-FY2021 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Prior Approp. thru FY16	Beyond FY 2021	Project Total
GENERAL GOVERNMENT									
Rural Legacy Program	$1,509	$1,509	$1,509	$1,509	$1,509	$7,545	$0	$1,509	$9,054
Agricultural Preservation	503	503	503	503	503	2,515	0	503	3,018
Purchase of Developments Rights (PDR) Program	303	603	678	753	753	3,090	715	753	4,558
Various Maintenance Projects	198	393	418	418	418	1,845	0	418	2,263
Various Planning and Growth Management Studies	141	211	211	135	90	788	0	90	878
Lighting Retrofit	53	106	106	53	0	318	212	0	530
Courthouse Renovation	103	103	79	79	0	364	617	0	981
Engineering Plan Digitization	0	33	33	0	0	66	109	0	175
Sheriff's Office Improvements	0	145	0	0	0	145	396	0	541
Robert J. Fuller Transitional Home Improvements	0	80	0	0	0	80	0	0	80
Generator Replacement Program	0	113	113	113	113	452	153	0	605
Develop Road Safety Prioritization Measure & Inventory	0	17	17	0	0	34	56	0	90
WURC Implementation Studies	0	91	91	91	91	364	212	91	667
Uninterrupted Power Supply (UPS) Replacement Program	0	58	58	58	0	174	0	0	174
Automation & Technology Master Plan- Facilities	0	328	0	0	0	328	988	0	1,316
Countywide Building Re-Keying	0	0	157	0	0	157	0	0	157
Health Department Roof Replacement	2,308	0	0	0	0	2,308	186	0	2,494
Charles County Courthouse HVAC Improvements	0	239	1,301	1,300	0	2,840	0	0	2,840
Government Building Water Infiltration Improvement	0	190	0	0	0	190	0	0	190
Detention Center Roof Replacement	0	1,346	1,126	0	0	2,472	0	0	2,472
Detention Center Annex Roof and Walls Improvements	0	470	397	0	0	867	0	0	867
Detention Center and Detention Center Annex Improvements	0	381	85	0	0	466	0	0	466
Detention Center Pump Station Rehabilitations	131	649	0	0	0	780	0	0	780
Replacement of County Financial Software Program	1,596	899	716	0	0	3,211	0	0	3,211
Public Facility Impact Fee Analysis	0	270	0	0	0	270	0	0	270
Government Center Master Plan	0	98	0	0	0	98	0	0	98
Radio Communications System Upgrade	471	0	0	0	0	471	371	34,006	34,848
La Plata Library Relocation	0	936	1,691	1,691	0	4,318	0	0	4,318
Animal Shelter Feasibility Study	50	0	0	0	0	50	0	0	50
Total without inflation	$7,366	$9,771	$9,289	$6,703	$3,477	$36,606	$4,015	$37,370	$77,991
Contingency- Inflation	0	418	602	284	128	1,432		8,262	9,694
Total General Government	$7,366	$10,189	$9,891	$6,987	$3,605	$38,038	$4,015	$45,632	$87,685
PARKS									
Park Repair & Maintenance Projects	$239	$318	$318	$318	$318	$1,511	$0	$318	$1,829
Various Pedestrian & Bicycle Facilities	0	80	80	80	80	320	176	80	576
Waterfront Acquisition	1,003	0	0	0	0	1,003	0	0	1,003
Milton Somers Football Stadium Improvements	88	0	0	0	0	88	0	153	241
Oak Ridge Development Phase II	0	443	0	0	0	443	0	0	443
Gilbert Run/Oak Ridge Connection Trail	0	0	0	28	251	279	0	0	279
Popes Creek Rail Trail	663	0	0	0	0	663	2,689	0	3,352
Total without inflation	$1,993	$841	$398	$426	$649	$4,307	$2,865	$551	$7,723
Contingency- Inflation	0	29	6	13	59	107		120	227
Total Parks	$1,993	$870	$404	$439	$708	$4,414	$2,865	$671	$7,950

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2017 APPROVED CAPITAL PROJECT BUDGET
FY2017-FY2021 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Prior Approp. thru FY16	Beyond FY 2021	Project Total
TRANSPORTATION									
Road Overlay Program	$3,078	$3,078	$3,078	$3,078	$3,078	$15,390	$0	$3,078	$18,468
County Drainage Systems Improvement Program	0	0	213	213	213	639	2,807	213	3,659
Safety Improvement Program- Existing Roadways	0	270	270	270	270	1,080	496	270	1,846
Traffic Signal Program	0	285	285	285	285	1,140	688	285	2,113
Sidewalk Improvement Program	153	153	153	153	153	765	0	153	918
Light Rail Transit Initiative	270	0	0	0	0	270	1,080	0	1,350
Billingsley Road Safety Improvements	1,462	0	0	0	0	1,462	2,200	8,000	11,662
Old Washington Road Reconstruction	1,074	3,049	3,047	0	0	7,170	1,087	0	8,257
Washington Ave.- Various Intersection Improvements	0	305	305	305	0	915	403	305	1,623
Neighborhood Traffic Calming Program	0	277	277	277	277	1,108	312	277	1,697
Middletown Road Phase 3	0	0	1,717	0	0	1,717	0	6,752	8,469
Old McDaniel Road to Ocelot Street	600	0	0	0	0	600	1,071	0	1,671
Middletown Road & Billingsley Road Roundabout	994	0	0	0	0	994	526	0	1,520
Radio Station Road/Rt. 488 Traffic Signal & Geometric Improvements	0	800	0	0	0	800	0	0	800
Intersection Analyses/Traffic Signal Warrant Analyses	50	100	100	100	0	350	50	0	400
Western Parkway Road Improvements Phase 2	911	914	914	0	0	2,739	2,812	0	5,551
Western Parkway Road Improvements Phase 3	2,400	0	0	0	0	2,400	9,689	0	12,089
Total without inflation	$10,992	$9,231	$10,359	$4,681	$4,276	$39,539	$23,221	$19,333	$82,093
Contingency- Inflation	0	524	914	581	723	2,742		4,276	7,018
Total Transportation	$10,992	$9,755	$11,273	$5,262	$4,999	$42,281	$23,221	$23,609	$89,111
Total Governmental	**$52,706**	**$91,040**	**$79,068**	**$59,459**	**$10,473**	**$292,746**	**$37,560**	**$71,119**	**$401,425**

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2017 APPROVED CAPITAL PROJECT BUDGET
FY2017-FY2021 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Prior Approp. thru FY16	Beyond FY 2021	Project Total
FINANCING SOURCES:									
GOVERNMENTAL OPERATIONS:									
BOARD OF EDUCATION									
Bonds	$6,920	$11,249	$10,899	$10,539	$1,161	$40,768	$2,163	$1,207	$44,138
Operating Transfer- General Fund	0	0	0	0	0	0	70	0	70
Fair Share Excise Tax Bonds	10,076	17,155	14,031	10,500	0	51,762	5,226	0	56,988
Total County Funding	16,996	28,404	24,930	21,039	1,161	92,530	7,459	1,207	101,196
State	13,382	17,629	28,202	25,732	0	84,945	0	0	84,945
Total Funding	$30,378	$46,033	$53,132	$46,771	$1,161	$177,475	$7,459	$1,207	$186,141
COLLEGE OF SOUTHERN MARYLAND									
Bonds	$495	$6,048	$1,093	$0	$0	$7,636	$0	$0	$7,636
Total County Funding	495	6,048	1,093	0	0	7,636	0	0	7,636
State	1,482	18,145	3,275	0	0	22,902	0	0	22,902
Total Funding	$1,977	$24,193	$4,368	$0	$0	$30,538	$0	$0	$30,538
GENERAL GOVERNMENT									
Bonds	$5,943	$7,683	$7,339	$4,678	$2,393	$28,036	$3,558	$44,323	$75,917
Fund Balance Appropriation	50	0	0	0	0	50	0	0	50
Operating Transfer- General Fund	141	782	382	252	211	1,768	457	90	2,315
Total County Funding	6,134	8,465	7,721	4,930	2,604	29,854	4,015	44,413	78,282
State	1,000	1,000	1,000	1,000	1,001	5,001	0	1,219	6,220
Other: _____	232	724	1,170	1,057	0	3,183	0	0	3,183
Total Funding	$7,366	$10,189	$9,891	$6,987	$3,605	$38,038	$4,015	$45,632	$87,685
PARKS									
Bonds	$451	$234	$86	$121	$190	$1,082	$950	$353	$2,385
Operating Transfer- General Fund	242	318	318	318	319	1,515	10	318	1,843
Total County Funding	693	552	404	439	509	2,597	960	671	4,228
Federal	0	0	0	0	0	0	942	0	942
State	1,300	318	0	0	199	1,817	964	0	2,781
Total Funding	$1,993	$870	$404	$439	$708	$4,414	$2,865	$671	$7,950
TRANSPORTATION									
Bonds	$10,350	$9,488	$11,003	$4,989	$4,837	$40,667	$22,021	$23,411	$86,100
Fund Balance Appropriation	270	0	0	0	0	270	1,080	0	1,350
Operating Transfer- General Fund	210	105	108	111	0	534	80	0	614
Total County Funding	10,830	9,593	11,111	5,100	4,837	41,471	23,181	23,411	88,063
Federal	0	0	0	0	0	0	40	0	40
State	162	162	162	162	162	810	0	198	1,008
Total Funding	$10,992	$9,755	$11,273	$5,262	$4,999	$42,281	$23,221	$23,609	$89,111
Total Governmental	**$52,706**	**$91,040**	**$79,068**	**$59,459**	**$10,473**	**$292,746**	**$37,560**	**$71,119**	**$401,425**

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2017 APPROVED CAPITAL PROJECT BUDGET
FY2017-FY2021 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Prior Approp. thru FY16	Beyond FY 2021	Project Total
ENTERPRISE FUND OPERATIONS									
WATER & SEWER									
Automation & Technology Master Plan	1,939	2,018	2,292	2,037	0	8,286	11,426	0	19,712
Underground Infrastructure Repairs	718	718	718	718	718	3,590	1,271	718	5,579
Water Model Update	131	98	98	98	98	523	430	98	1,051
South County Water Transmission Main	690	1,703	1,703	1,703	1,993	7,792	217	3,698	11,707
Satellite Water Facility Upgrades	711	711	711	711	711	3,555	2,886	711	7,152
Bensville Water Tower No. 8	2,251	1,930	0	0	0	4,181	2,465	0	6,646
Pinefield Water Tower Rehabilitation	90	568	568	0	0	1,226	0	0	1,226
Gleneagles 2MG Water Tower	0	1,850	1,850	1,849	0	5,549	713	0	6,262
Waldorf Fire House Water Tower Replacement	0	1,850	1,849	0	0	3,699	2,670	0	6,369
White Plains 2MG Water Tower	0	0	713	1,850	0	2,563	0	3,699	6,262
Settle Woods Water Tower Rehabilitation	67	309	309	0	0	685	0	0	685
Bryans Road 2MG Water Tower	0	350	1,223	1,223	0	2,796	0	1,223	4,019
Bensville Road Water Line Extension	0	0	403	1,649	0	2,052	0	0	2,052
Bensville/Bryans Road Water Systems Interconnection Study	0	100	0	0	0	100	0	0	100
Hughesville Water Line	166	2,061	2,061	0	0	4,288	507	0	4,795
Private Water System Interconnection Program	129	129	129	129	0	516	307	0	823
St. Charles Well #16 Replacement	1,610	0	0	0	0	1,610	0	0	1,610
WSSC Waldorf Interconnection	213	465	2,338	2,338	2,338	7,692	0	2,338	10,030
Water Detail Revisions	37	0	0	0	0	37	0	0	37
Chapel Point/Bel Alton Water System & Tank	275	1,819	1,819	0	0	3,913	0	0	3,913
Influent/Effluent Pump Station	2,547	2,643	0	0	0	5,190	12,077	0	17,267
MWWTP Electrical System Replacement	133	4,018	4,018	0	0	8,169	1,488	0	9,657
MWWTP Flow Equalization	349	9,299	5,789	3,929	1,649	21,015	5,228	0	26,243
Mattawoman Infiltration and Inflow	148	6,111	3,621	5,260	3,974	19,114	9,615	3,207	31,936
Mattawoman WWTP Automation	149	1,575	1,519	0	0	3,243	3,121	0	6,364
Pump Station Rehabs and Replacements	1,688	1,688	1,495	1,495	1,495	7,861	2,352	1,495	11,708
Satellite Wastewater Facility Upgrades	541	541	541	541	541	2,705	1,397	541	4,643
MWWTP Clarifier and Thickener Repairs	976	976	976	976	976	4,878	3,200	976	9,054
Swan Point and Cobb Island Sewer System	0	0	0	290	0	290	0	1,458	1,748
MWWTP Utility Water System Evaluation & Improvement	0	1,231	511	0	0	1,742	689	0	2,431
Sewer Model Update	172	172	158	103	103	708	334	103	1,145
Mattawoman WWTP Berm Relocation	333	235	302	282	180	1,332	942	1,366	3,640
Piney Branch Sewer Replacement (Upper	479	0	0	0	0	479	1,474	0	1,953
MD. Route 5 Pump Station Forcemain	177	717	0	0	0	894	1,083	0	1,977
Zekiah Pump Station Upgrade	0	0	598	598	598	1,794	819	0	2,613
Zekiah Pump Station Forcemain	164	164	598	1,143	0	2,069	938	0	3,007
Zekiah Interceptor Sewer Upgrades	799	799	799	0	0	2,397	1,216	0	3,613
Cliffton WWTP Improvements	1,503	1,503	0	0	0	3,006	240	0	3,246
Mt. Carmel Woods/College of Southern Maryland (CSM) Pump Stations & Forcemains Phase 3	3,575	0	0	0	0	3,575	11,015	0	14,590
MWWTP Belt Filter Press Replacement	4,050	4,050	0	0	0	8,100	1,205	0	9,305
MWWTP Primary Clarifiers #1-4 Demolition	0	0	0	190	158	348	0	1,900	2,248
Hughesville Sewer System	0	842	2,139	2,139	0	5,120	0	0	5,120
Southwinds Pump Station Outfall Gravity Sewer	498	0	0	0	0	498	106	0	604
MWWTP Septage Receiving Facility Improvements	60	90	268	508	0	926	0	0	926
Swan Pt. WWTP Electrical and Control System Improvements	573	393	278	250	0	1,494	0	0	1,494
Post Office Road Sewer Capacity Improvements	190	428	818	0	0	1,436	0	0	1,436
Sewer Easement Study & Acquisition	169	165	140	0	0	474	0	0	474
Line Maintenance Storage Building	489	0	0	0	0	489	0	0	489
Indian Head Manor Pump Station Removal	0	126	0	0	0	126	0	0	126
Sewer Pump Station Capacity Study	0	0	169	0	0	169	0	0	169
Sewer Detail Revisions	37	0	0	0	0	37	0	0	37
Total without inflation	$28,826	$54,445	$43,521	$32,009	$15,532	$174,331	$81,431	$23,531	$279,293
Contingency-inflation	(0)	3,222	3,723	3,790	2,440	13,174	0	4,687	17,861
Total Water & Sewer	$28,826	$57,666	$47,244	$35,798	$17,971	$187,505	$81,431	$28,218	$297,153
Water	8,058	16,584	19,149	14,857	6,775	65,422	17,146	14,972	97,539
Sewer	20,769	41,083	28,094	20,942	11,196	122,083	64,285	13,246	199,614
Total Water & Sewer	$28,826	$57,667	$47,244	$35,798	$17,971	$187,505	$81,431	$28,218	$297,153

CHARLES COUNTY COMMISSIONERS OF CHARLES COUNTY, MD
FISCAL YEAR 2017 APPROVED CAPITAL PROJECT BUDGET
FY2017-FY2021 CAPITAL IMPROVEMENT PROGRAM

($ in thousands)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Prior Approp. thru FY16	Beyond FY 2021	Project Total
SOLID WASTE FUND									
Automation & Technology Master Plan - Landfill	$773	$0	$0	$0	$0	$773	$0	$0	$773
Landfill Leachate Conveyance System	278	961	959	0	0	2,198	0	0	2,198
Landfill Storm Water Management Ponds	578	0	0	0	0	578	687	0	1,265
Total without inflation	$1,629	$961	$959	$0	$0	$3,549	$687	$0	$4,236
Contingency-inflation	0	57	83	0	0	140	0	0	140
Total Solid Waste	$1,629	$1,018	$1,042	$0	$0	$3,689	$687	$0	$4,376
WATERSHED PROTECTION & RESTORATION FUND									
NPDES Retrofit Projects	$10,783	$10,950	$10,950	$10,950	$10,950	$54,583	$17,705	$10,953	$83,240
Public Works Campus Stormwater Management Improvements	696	0	0	0	0	696	696	0	1,392
Floodplan Analysis Studies	112	67	67	67	67	380	0	0	380
Gilbert Run Watershed Dam Repairs	81	0	0	0	0	81	0	0	81
Total without inflation	$11,672	$11,017	$11,017	$11,017	$11,017	$55,740	$18,401	$10,953	$85,093
Contingency-inflation	0	645	949	1,316	1,754	4,664	0	2,154	6,818
Total WATERSHED PROTECTION & RESTOR/	$11,672	$11,662	$11,966	$12,333	$12,771	$60,404	$18,401	$13,107	$91,911
TOTAL ENTERPRISE FUNDS	**$42,127**	**$70,347**	**$60,252**	**$48,131**	**$30,742**	**$251,598**	**$100,518**	**$41,325**	**$393,441**
TOTAL ALL PROJECTS	**$94,833**	**$161,387**	**$139,320**	**$107,590**	**$41,215**	**$544,344**	**$138,078**	**$112,444**	**$794,866**

FINANCING SOURCES

ENTERPRISE FUND OPERATIONS:									
WATER AND SEWER FUND									
Water Projects									
Bonds	$7,761	$16,250	$18,912	$14,615	$6,677	$64,214	$16,490	$14,874	$95,578
Operating Transfer	168	198	98	98	98	660	430	98	1,188
Total County Funding	7,929	16,448	19,010	14,713	6,775	64,874	$16,920	$14,972	$96,766
State	0	0	0	0	0	0	25	0	25
Other: _____	129	136	139	144	0	548	200	0	748
Total Funding	$8,058	$16,584	$19,149	$14,857	$6,775	$65,422	$17,145	$14,972	$97,539
Sewer Projects									
Bonds	$19,265	$34,409	$23,794	$17,325	$8,876	$103,668	$54,530	$11,180	$169,378
Operating Transfer	209	305	341	103	103	1,061	366	103	1,530
Total County Funding	$19,474	$34,714	$24,135	$17,428	$8,979	$104,729	$54,896	$11,283	$170,908
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	1,254	0	1,254
Other: WSSC	1,295	6,369	3,959	3,514	2,217	17,354	7,408	1,963	26,724
Total Funding	$20,769	$41,083	$28,094	$20,942	$11,196	$122,083	$64,286	$13,246	$199,614
SOLID WASTE FUND									
Bonds	$856	$1,018	$1,042	$0	$0	$2,916	$687	$0	$3,603
Fund Balance Appropriation	773	0	0	0	0	773	0	0	773
Total County Funding	$1,629	$1,018	$1,042	$0	$0	$3,689	$687	$0	$4,376
WATERSHED PROTECTION & RESTORATION FUND									
Bonds	$11,560	$11,592	$11,894	$12,258	$12,693	$59,997	$18,401	$13,107	$91,505
Fund Balance Appropriation	112	70	72	75	78	407	0	0	407
Total Funding	$11,672	$11,662	$11,966	$12,333	$12,771	$60,404	$18,401	$13,107	$91,912
TOTAL ENTERPRISE FUNDS	**$42,127**	**$70,346**	**$60,251**	**$48,132**	**$30,742**	**$251,598**	**$100,519**	**$41,325**	**$393,441**
TOTAL ALL PROJECTS	**$94,833**	**$161,386**	**$139,319**	**$107,591**	**$41,215**	**$544,344**	**$138,078**	**$112,444**	**$794,866**

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

BOARD OF EDUCATION SUMMARY

State, County & Municipal governments are required to provide adequate school facilities for public education. School construction providing additional capacity or major renovations are typically approved at the State level. These projects are shared in cost by State funding, local County bonds, and County Fair Share Excise Tax Bonds; and are managed by the Charles County Board of Education Project Managers. Maintenance projects are 100% the responsibility of local governments.

The State of Maryland funds Charles County construction cost at a 61% share, with the other 39% of the construction, as well as, 100% design, equipment, and miscellaneous costs funded by the County.

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$1,041	$6,606	$1,269	$97	$72	$9,085	$5,400	$75	$14,560
Land & ROW	0	3,180	4,367	0	0	7,547	1,639	0	9,186
Construction	28,053	32,900	44,995	42,593	1,015	149,556	300	1,056	150,912
Equipment	32	2,519	611	3,362	38	6,562	0	39	6,601
Administration	0	0	0	0	0	0	115	0	115
Administration - FAS	7	11	13	8	2	41	5	2	48
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	390	90	670	0	0	1,150	0	0	1,150
Contingency	855	727	1,207	711	34	3,534	0	35	3,569
Total Outlay	**$30,378**	**$46,033**	**$53,132**	**$46,771**	**$1,161**	**$177,475**	**$7,459**	**$1,207**	**$186,141**
FINANCING SOURCES									
Bonds	$6,920	$11,249	$10,899	$10,539	$1,161	$40,768	$2,163	$1,207	$44,138
Operating Transfer General Fund	0	0	0	0	0	0	70	0	70
Fair Share Excise Tax Bonds	10,076	17,155	14,031	10,500	0	51,762	5,226	0	56,988
Total County Funding	$16,996	$28,404	$24,930	$21,039	$1,161	$92,530	$7,459	$1,207	$101,196
Federal	0	0	0	0	0	0	0	0	0
State	13,382	17,629	28,202	25,732	0	84,945	0	0	84,945
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$30,378**	**$46,033**	**$53,132**	**$46,771**	**$1,161**	**$177,475**	**$7,459**	**$1,207**	**$186,141**

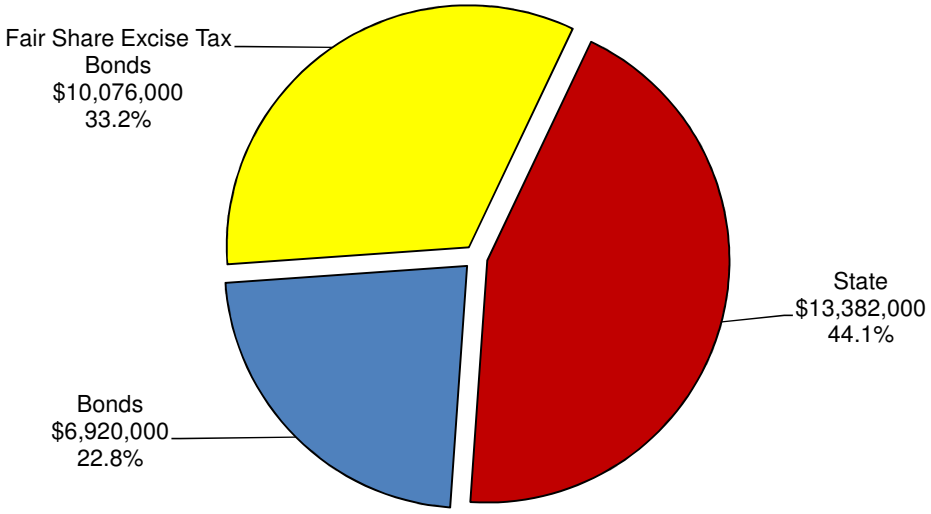
Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	88.60	88.60	88.60	0.00	88.60
Personnel Costs	0.0	0.0	5,717.6	5,946.3	6,184.1	0.0	6,431.5
Operating	0.0	0.0	488.1	497.8	507.8	0.0	523.0
Start-Up Cost	0.0	0.0	2,420.3	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$8,626.0**	**$6,444.1**	**$6,691.9**	**$0.0**	**$6,954.5**
Debt Service: Bonds	194.5	801.8	1,757.8	2,637.0	3,458.5	194.5	3,632.5
Debt Service: Excise Tax Bonds	644.3	1,903.7	3,946.1	5,557.3	6,721.5	644.3	6,721.5
Total Impact	**$838.9**	**$2,705.5**	**$14,329.9**	**$14,638.4**	**$16,871.9**	**$838.9**	**$17,308.5**

Projects with Future Operating Impacts:

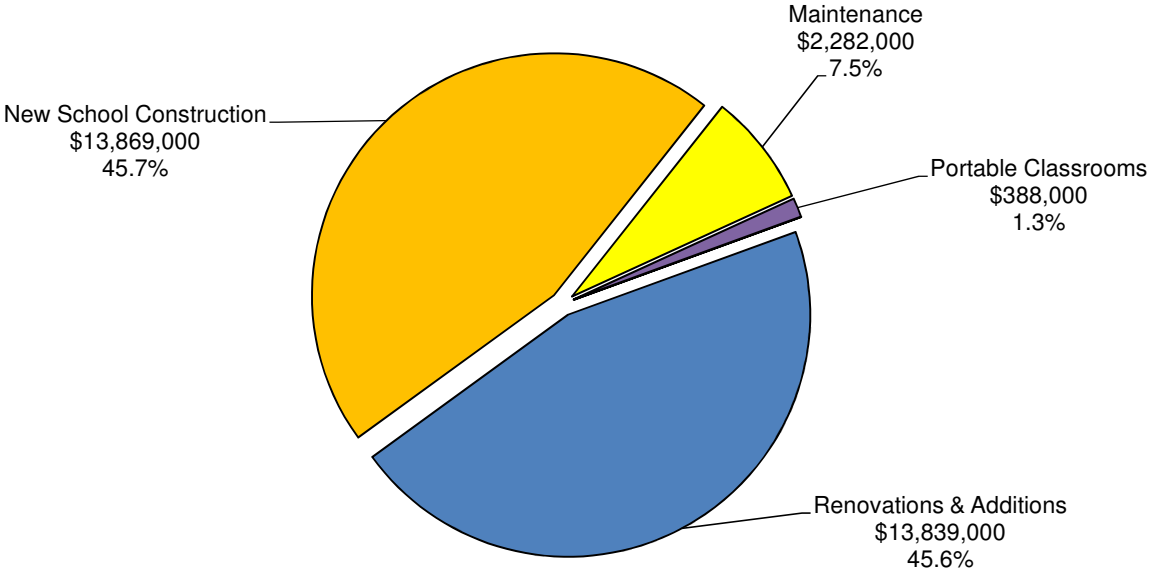
PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021	FTE
New Elementary School #22*	0.0	0.0	8,626.0	6,444.1	6,691.9	6,954.5	88.60
Total	**$0.0**	**$0.0**	**$8,626.0**	**$6,444.1**	**$6,691.9**	**$6,954.5**	**88.60**

* 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.

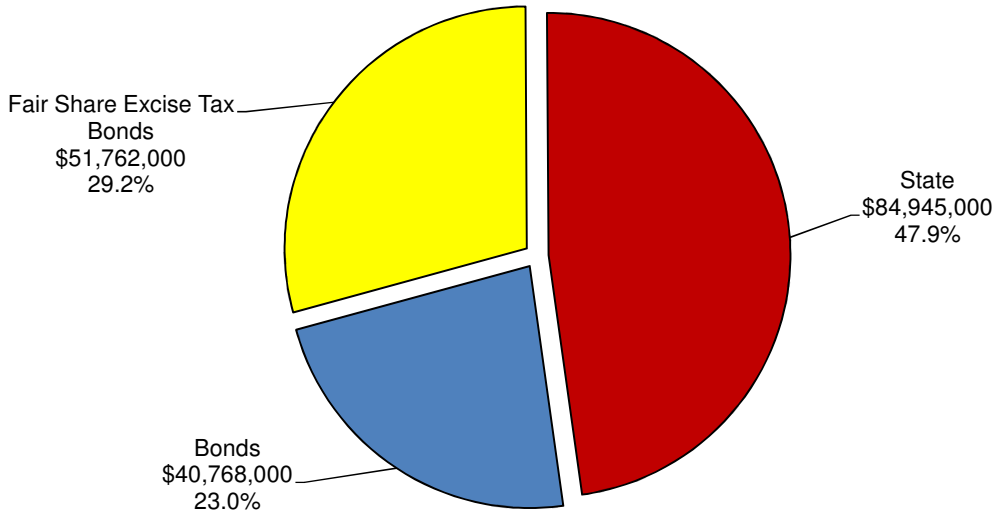
FY17 Board of Education Financing Sources
Total $30,378,000



FY17 Board of Education by Project Type
Total $30,378,000

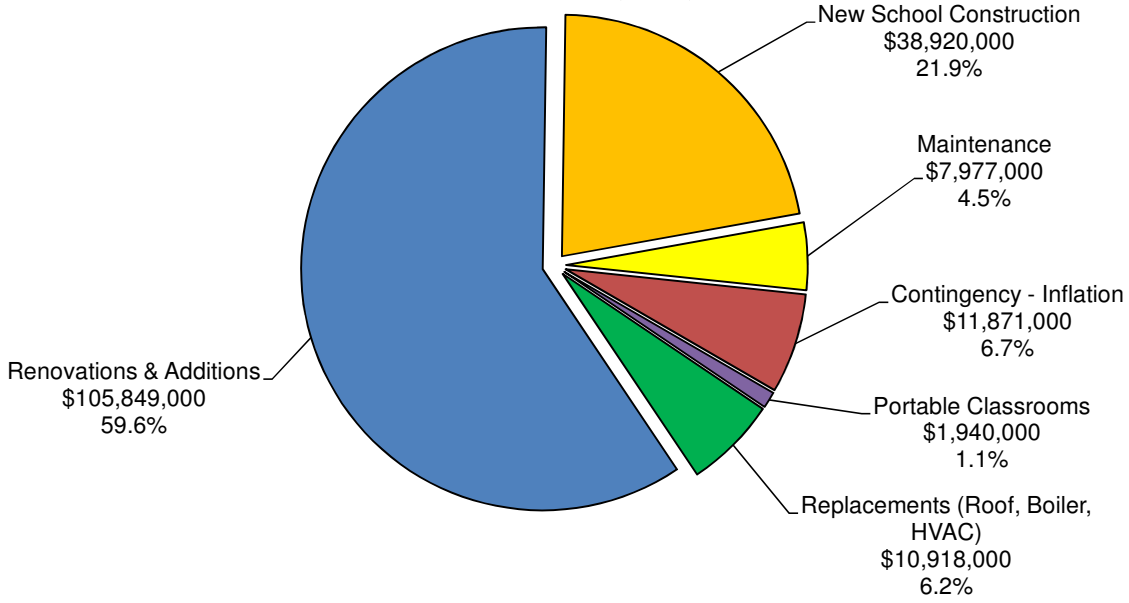


FY17-FY21 Board of Education Financing Sources
Total $177,475,000



Fair Share Excise Tax and State funding is being utilized to help fund the renovations at various elementary and middle schools and for full-day kindergarten additions. Also, Elementary School #22 is going to be funded with Fair Share Excise Tax and State funds.

FY17-FY21 Board of Education by Project Type
Total $177,475,000



Funding for new school construction includes New Elementary School #22, and site acquisition for an additional Elementary and Middle School. Funds provided for renovations and additions are to renovate Dr. Mudd Elementary, Eva Turner Elementary, Benjamin Stoddert Middle, and McDonough High School, accommodate full-day kindergarten additions at various schools throughout the county, and for the extension of County water to Matthew Henson Middle School.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity 64%** **Requested By: BOE**

Dr. Samuel Mudd Elementary - Renovation & Addition **New Capacity 36%** **Project #: 5139**

The need is for a renovation to Dr. Samuel A. Mudd Elementary School. Dr. Mudd Elementary was opened in 1967 and major building systems have reached the end of their useful life. The renovation will upgrade the mechanical and electrical systems to meet current standards and codes. All existing spaces will be modernized and modified to meet current educational program requirements. A new gymnasium addition and other programmatic spaces will be included in the project to enhance the instructional program, including Full-Day Kindergarten. The school is located in Smallwood Village in St. Charles and serves the development district. Local planning funds were approved in FY2016. State planning was received in FY2016. State and Local construction funding will be requested in FY2017 & FY2018.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$2,299	$0	$2,299
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	12,528	10,913	0	0	0	23,441	0	0	23,441
Equipment	0	1,068	0	0	0	1,068	0	0	1,068
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	0	0	0	2	2	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	80	0	0	0	0	80	0	0	80
Contingency	413	52	0	0	0	465	0	0	465
Total Outlay	**$13,022**	**$12,034**	**$0**	**$0**	**$0**	**$25,056**	**$2,301**	**$0**	**$27,357**

FINANCING SOURCES									
Bonds	$4,250	$3,617	$0	$0	$0	$7,867	$1,461	$0	$9,328
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	2,390	2,035	0	0	0	4,425	840	0	5,265
Total County Funding	$6,640	$5,652	$0	$0	$0	$12,292	$2,301	$0	$14,593
Federal	0	0	0	0	0	0	0	0	0
State	6,382	6,382	0	0	0	12,764	0	0	12,764
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$13,022**	**$12,034**	**$0**	**$0**	**$0**	**$25,056**	**$2,301**	**$0**	**$27,357**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	131.4	504.4	822.9	822.9	822.9	131.4	822.9
Debt Service: Excise Tax Bonds	103.6	402.3	657.3	657.3	657.3	103.6	657.3
Total Impact	**$235.0**	**$906.6**	**$1,480.1**	**$1,480.1**	**$1,480.1**	**$235.0**	**$1,480.1**

LOCATION:
Dr. Samuel A. Mudd Elementary

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** **Requested By: BOE**

Elementary School #22 **New Capacity 100%** **Project #: 5092**

Continued development in the County's development district will cause enrollment at the elementary level to exceed the capacity of the existing schools serving the area. Elementary School #22 is preliminarily planned for location west of Route 301 on Billingsley Road. The school will serve a population that includes students with special needs, students with low English proficiency, and children eligible to participate in the free and reduced meal program. A school with a rated capacity of 766 was approved for planning in FY2015. Construction funds will be requested in FY 2017, FY2018 and FY2019.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$2,151	$0	$2,151
Land & ROW	0	0	0	0	0	0	1,639	0	1,639
Construction	13,146	12,430	4,109	0	0	29,685	300	0	29,985
Equipment	0	1,068	0	0	0	1,068	0	0	1,068
Administration	0	0	0	0	0	0	115	0	115
Administration - FAS	0	0	0	0	0	0	0	0	0
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	310	0	0	0	0	310	0	0	310
Contingency	413	442	0	0	0	855	0	0	855
Total Outlay	**$13,869**	**$13,940**	**$4,109**	**$0**	**$0**	**$31,918**	**$4,205**	**$0**	**$36,123**
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 General Fund	0	0	0	0	0	0	70	0	70
Fair Share Excise Tax Bonds	6,869	6,940	0	0	0	13,809	4,135	0	17,944
Total County Funding	$6,869	$6,940	$0	$0	$0	$13,809	$4,205	$0	$18,014
Federal	0	0	0	0	0	0	0	0	0
State	7,000	7,000	4,109	0	0	18,109	0	0	18,109
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$13,869**	**$13,940**	**$4,109**	**$0**	**$0**	**$31,918**	**$4,205**	**$0**	**$36,123**

Operating Budget Impact*	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	88.60	88.60	88.60	0.00	88.60
Personnel Costs	0.0	0.0	5,717.6	5,946.3	6,184.1	0.0	6,431.5
Operating	0.0	0.0	488.1	497.8	507.8	0.0	523.0
Start-Up Cost	0.0	0.0	2,420.3	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$8,626.0**	**$6,444.1**	**$6,691.9**	**$0.0**	**$6,954.5**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	509.8	1,368.3	2,237.9	2,237.9	2,237.9	509.8	2,237.9
Total Impact	**$509.8**	**$1,368.3**	**$10,863.9**	**$8,682.0**	**$8,929.8**	**$509.8**	**$9,192.4**

* 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.

LOCATION:

West of Route 301- tbd

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity 100%** **Requested By: BOE**

Full-Day Kindergarten Addition: Berry E.S. **New Capacity** **Project #: 5147**

There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Berry Elementary School in Waldorf. This school opened in 1996. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. Berry currently houses six kindergarten classes and one pre-k class. An addition containing four kindergarten classrooms and an activity area is proposed. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires that one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. The existing kindergarten classrooms will be converted to regular classrooms. Planning will be requested in FY2017. Construction funding is requested in FY2018.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$366	$0	$0	$0	$0	$366	$0	$0	$366
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	2,429	0	0	0	2,429	0	0	2,429
Equipment	0	135	0	0	0	135	0	0	135
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	0	0	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	50	0	0	0	50	0	0	50
Contingency	0	80	0	0	0	80	0	0	80
Total Outlay	**$367**	**$2,695**	**$0**	**$0**	**$0**	**$3,062**	**$0**	**$0**	**$3,062**
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	367	1,219	0	0	0	1,586	0	0	1,586
Total County Funding	$367	$1,219	$0	$0	$0	$1,586	$0	$0	$1,586
Federal	0	0	0	0	0	0	0	0	0
State	0	1,476	0	0	0	1,476	0	0	1,476
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$367**	**$2,695**	**$0**	**$0**	**$0**	**$3,062**	**$0**	**$0**	**$3,062**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	45.9	198.6	198.6	198.6	0.0	198.6
Total Impact	**$0.0**	**$45.9**	**$198.6**	**$198.6**	**$198.6**	**$0.0**	**$198.6**

LOCATION:

Berry Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity 100%** **Requested By: BOE**

Full Day Kindergarten Addition: Craik E.S. **New Capacity** **Project #: 5148**

There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at Dr. James Craik Elementary School in Pomfret. This school originally opened in 1974. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. Craik currently houses four kindergarten classes and one pre-k class. An addition containing three kindergarten classrooms, one pre-kindergarten classroom, and an activity area is proposed. Additionally, there is one classroom in the existing building that will be renovated into a kindergarten classroom. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires that one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. The existing kindergarten classrooms will be converted to regular classrooms. Planning will be requested in FY2017. Construction funding is requested in FY2018.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$449	$0	$0	$0	$0	$449	$0	$0	$449
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	3,504	0	0	0	3,504	0	0	3,504
Equipment	0	134	0	0	0	134	0	0	134
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	0	0	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	40	0	0	0	40	0	0	40
Contingency	0	85	0	0	0	85	0	0	85
Total Outlay	**$450**	**$3,764**	**$0**	**$0**	**$0**	**$4,214**	**$0**	**$0**	**$4,214**
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	450	1,627	0	0	0	2,077	0	0	2,077
Total County Funding	$450	$1,627	$0	$0	$0	$2,077	$0	$0	$2,077
Federal	0	0	0	0	0	0	0	0	0
State	0	2,137	0	0	0	2,137	0	0	2,137
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$450**	**$3,764**	**$0**	**$0**	**$0**	**$4,214**	**$0**	**$0**	**$4,214**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	56.2	260.1	260.1	260.1	0.0	260.1
Total Impact	**$0.0**	**$56.2**	**$260.1**	**$260.1**	**$260.1**	**$0.0**	**$260.1**

LOCATION:
Dr. James Craik Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** **100%** **Requested By:** **BOE**

Mary H. Matula E.S. Roof Replacement **New Capacity** **Project #:**

The need is for a systemic renovation at Matula Elementary School, which opened in 1992 and is located in the town of La Plata. The original roof will have reached the end of its expected life in FY2012. It is proposed that a four-ply, built up-roof with positive drainage or other acceptable roofing system be installed. A full roof and building envelope investigation will be performed by our consultant prior to design to address any unseen problems. Local funding to initiate planning will be requested in FY 2018. State funding will be requested in FY2019.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$245	$0	$0	$0	$245	$0	$0	$245
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	1,424	0	0	1,424	0	0	1,424
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	1	0	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	150	0	0	150	0	0	150
Total Outlay	**$0**	**$246**	**$1,575**	**$0**	**$0**	**$1,821**	**$0**	**$0**	**$1,821**
FINANCING SOURCES									
Bonds	$0	$246	$642	$0	$0	$888	$0	$0	$888
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$246	$642	$0	$0	$888	$0	$0	$888
Federal	0	0	0	0	0	0	0	0	0
State	0	0	933	0	0	933	0	0	933
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$246**	**$1,575**	**$0**	**$0**	**$1,821**	**$0**	**$0**	**$1,821**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	21.7	78.2	78.2	0.0	78.2
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$21.7**	**$78.2**	**$78.2**	**$0.0**	**$78.2**

LOCATION:

Matula Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Eva Turner Elementary School - Renovation & Study

Existing Capacity 71%
New Capacity 29%

Requested By: BOE
Project #: 5142

Renovation and addition to Eva Turner E.S. located in the Bannister neighborhood of St. Charles, a planned unit development. The school recently received a pre-kindergarten addition in 1995 and an all-day kindergarten addition in 2011. The major building systems have exceeded their normal life and will be replaced as part of the renovation. The building will be modernized and expanded for increased enrollment and to meet current educational program requirements. New individual classroom spaces will be provided to replace existing open-space classrooms. Preparation of a feasibility study to review rehabilitation of existing school to ensure facility in existing neighborhoods are equal to new schools is requested in FY 2016. First desire is to renovate with addition to meet 21st century educational requirements and challenges. Local planning funds are requested in FY 2018. State and Local construction funds are requested in FY 2019 and FY 2020.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$2,100	$0	$0	$0	$2,100	$250	$0	$2,350
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	12,897	12,896	0	25,793	0	0	25,793
Equipment	0	0	0	1,068	0	1,068	0	0	1,068
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	1	1	0	3	1	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	310	0	0	310	0	0	310
Contingency	0	0	413	0	0	413	0	0	413
Total Outlay	**$0**	**$2,101**	**$13,621**	**$13,965**	**$0**	**$29,687**	**$251**	**$0**	**$29,938**
FINANCING SOURCES									
Bonds	$0	$1,492	$3,308	$3,552	$0	$8,352	$178	$0	$8,530
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	609	3,950	4,050	0	8,609	73	0	8,682
Total County Funding	$0	$2,101	$7,258	$7,602	$0	$16,961	$251	$0	$17,212
Federal	0	0	0	0	0	0	0	0	0
State	0	0	6,363	6,363	0	12,726	0	0	12,726
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$2,101**	**$13,621**	**$13,965**	**$0**	**$29,687**	**$251**	**$0**	**$29,938**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	16.0	16.0	147.4	438.7	751.5	16.0	751.5
Debt Service: Excise Tax Bonds	9.0	9.0	85.3	580.3	1,087.7	9.0	1,087.7
Total Impact	**$25.0**	**$25.0**	**$232.7**	**$1,018.9**	**$1,839.2**	**$25.0**	**$1,839.2**

LOCATION:
Eva Turner Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Benjamin Stoddert Middle School - Renovation & Study

Existing Capacity 41%
New Capacity 59%

Requested By: BOE
Project #: 5143

Renovation and addition to Benjamin Stoddert M.S. built in 1976. The school has not had any previous renovations or additions. The major building systems have exceeded their normal life and will be replaced as part of the renovation. The entire building will be modernized and expanded for increased enrollment and to meet current educational program requirements. New individual classroom spaces will be provided to replace existing open-space classrooms. Preparation of a feasibility study to review rehabilitation of existing school to ensure facility in existing neighborhoods are equal to new schools is requested in FY 2017. First desire is to renovate with addition to meet 21st century educational requirements and challenges. Local planning funds are requested in FY 2018.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$3,000	$0	$0	$0	$3,000	$300	$0	$3,300
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	16,200	16,200	0	32,400	0	0	32,400
Equipment	0	0	0	1,875	0	1,875	0	0	1,875
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	1	1	0	3	1	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	310	0	0	310	0	0	310
Contingency	0	0	413	0	0	413	0	0	413
Total Outlay	**$0**	**$3,001**	**$16,924**	**$18,076**	**$0**	**$38,001**	**$301**	**$0**	**$38,302**
FINANCING SOURCES									
Bonds	$0	$2,131	$426	$1,244	$0	$3,801	$123	$0	$3,924
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	870	4,908	5,242	0	11,020	178	0	11,198
Total County Funding	$0	$3,001	$5,334	$6,486	$0	$14,821	$301	$0	$15,122
Federal	0	0	0	0	0	0	0	0	0
State	0	0	11,590	11,590	0	23,180	0	0	23,180
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$3,001**	**$16,924**	**$18,076**	**$0**	**$38,001**	**$301**	**$0**	**$38,302**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	11.1	11.1	198.7	236.2	345.8	11.1	345.8
Debt Service: Excise Tax Bonds	21.9	21.9	131.0	745.9	1,402.7	21.9	1,402.7
Total Impact	**$33.0**	**$33.0**	**$329.7**	**$982.1**	**$1,748.5**	**$33.0**	**$1,748.5**

LOCATION:
Benjamin Stoddert Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: | **Existing Capacity** 100% | **Requested By:** BOE
New Capacity | **Project #:** 5144

McDonough High School Renovation
Study / Phase 1 Renovations

Preparation of a feasibility study to review rehabilitation of existing school to ensure facility in existing neighborhoods are equal to new schools. First desire is to renovate with addition to meet 21st century educational requirements and challenges. Maurice J. McDonough H.S. was built in 1977 and major building systems have reached the end of their useful life. The proposed Phase I will include; an elevator, stair modifications, improved accessibility, new secure building entrance and administrative office, renovations to convert the existing administrative spaces to program spaces, and enhancements to the performing arts area. Local funding to initiate planning will be requested in FY 2018.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$700	$0	$0	$0	$700	$400	$0	$1,100
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	4,450	0	0	4,450	0	0	4,450
Equipment	0	0	150	0	0	150	0	0	150
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	1	0	0	1	1	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	50	0	0	50	0	0	50
Contingency	0	0	100	0	0	100	0	0	100
Total Outlay	**$0**	**$700**	**$4,751**	**$0**	**$0**	**$5,451**	**$401**	**$0**	**$5,852**
FINANCING SOURCES									
Bonds	$0	$700	$1,895	$0	$0	$2,595	$401	$0	$2,996
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	$700	$1,895	$0	$0	$2,595	$401	$0	$2,996
Federal	0	0	0	0	0	0	0	0	0
State	0	0	2,856	0	0	2,856	0	0	2,856
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$700**	**$4,751**	**$0**	**$0**	**$5,451**	**$401**	**$0**	**$5,852**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	36.1	36.1	97.7	264.6	264.6	36.1	264.6
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$36.1**	**$36.1**	**$97.7**	**$264.6**	**$264.6**	**$36.1**	**$264.6**

LOCATION:
McDonough High School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** 100% **Requested By:** BOE
Westlake H.S. Roof Replacement **New Capacity** **Project #:**

The need is for a systemic renovation at Westlake High School, which opened in 1992 and is located in Westlake Village in St. Charles. The original roof will have reached the end of its expected life by FY2012. It is proposed that a four-ply, built-up roof with positive drainage or other acceptable roofing system be installed. A full roof and building envelope investigation will be performed by our consultant prior to design to address any unseen problems. Local funding to initiate planning will be requested in FY 2019. State funding will be requested in FY2020.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$392	$0	$0	$392	$0	$0	$392
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	2,749	0	2,749	0	0	2,749
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	1	1	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	200	0	200	0	0	200
Total Outlay	**$0**	**$0**	**$393**	**$2,950**	**$0**	**$3,343**	**$0**	**$0**	**$3,343**
FINANCING SOURCES									
Bonds	$0	$0	$393	$1,202	$0	$1,595	$0	$0	$1,595
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$393	$1,202	$0	$1,595	$0	$0	$1,595
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	1,748	0	1,748	0	0	1,748
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$393**	**$2,950**	**$0**	**$3,343**	**$0**	**$0**	**$3,343**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	34.6	140.5	0.0	140.5
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$34.6**	**$140.5**	**$0.0**	**$140.5**

LOCATION:
Westlake High School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** **100%** **Requested By:** **BOE**

Indian Head E.S. Boiler Replacement **New Capacity** **Project #:**

The need is for a systemic renovation at Indian Head Elementary School, which opened in 1976, and is located in the town of Indian Head. The two boilers and pump systems are over 30 years old and have outlived their expected usefulness. Installation of new units is proposed to increase overall efficiency of the heating system and reduce operating costs. Charles County Public Schools recently commissioned a team of consultants to provide a budget and scope analysis for mechanical, electrical, and plumbing. Their evaluation of the project and scope of work showed the need to increase the budget. Local funding to initiate planning will be requested in FY 2019. State approval will be requested for FY2020.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$128	$0	$0	$128	$0	$0	$128
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	1,096	0	1,096	0	0	1,096
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	1	1	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	100	0	100	0	0	100
Total Outlay	**$0**	**$0**	**$129**	**$1,197**	**$0**	**$1,326**	**$0**	**$0**	**$1,326**
FINANCING SOURCES									
Bonds	$0	$0	$129	$489	$0	$618	$0	$0	$618
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$129	$489	$0	$618	$0	$0	$618
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	708	0	708	0	0	708
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$129**	**$1,197**	**$0**	**$1,326**	**$0**	**$0**	**$1,326**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	11.4	54.4	0.0	54.4
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$11.4**	**$54.4**	**$0.0**	**$54.4**

LOCATION:
Indian Head Elementary School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** **100%** **Requested By:** **BOE**

Smallwood M.S. Roof/Chiller/H&V/UV Replacement **New Capacity** **Project #:**

The need is for a systemic renovation at Smallwood Middle School, which was renovated in 1979 and serves a portion of the development district. The roof, two heating and ventilating units, chiller and classroom unit ventilators were installed when the building was renovated in 1979 and are approaching the end of their useful life. Approximately 40 unit ventilators, fan-coil units, & convention units have been replaced as part of the FY 2013 & FY 2014 Aging Schools Program (ASP) at the school. The majority of the second floor units have been replaced and select areas on the first floor have been replaced. The installation of a four-ply, built-up roof with positive drainage or other approved roofing system is proposed. A full roof and building envelope investigation will be performed by our consultant prior to design to address any unseen problems. The installation of new efficient units is proposed, which are environmentally friendly, and will increase the overall efficiency of the heating cooling systems and reduce the operating costs. There are 16 single pane energy inefficient windows in the gymnasium at the roof level that are original and in poor condition and will be replaced. 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 2019. State and local construction funding will be requested in FY2020.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$477	$0	$0	$477	$0	$0	$477
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	3,649	0	3,649	0	0	3,649
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	1	1	0	2	0	0	2
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	300	0	300	0	0	300
Total Outlay	**$0**	**$0**	**$478**	**$3,950**	**$0**	**$4,428**	**$0**	**$0**	**$4,428**
FINANCING SOURCES									
Bonds	$0	$0	$478	$1,587	$0	$2,065	$0	$0	$2,065
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$478	$1,587	$0	$2,065	$0	$0	$2,065
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	2,363	0	2,363	0	0	2,363
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$478**	**$3,950**	**$0**	**$4,428**	**$0**	**$0**	**$4,428**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	42.1	181.9	0.0	181.9
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$42.1**	**$181.9**	**$0.0**	**$181.9**

LOCATION:
General Smallwood Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** 100% **Requested By:** BOE
Elementary Schools - Playground Replacement Program - Various Locations **New Capacity** **Project #:** 5153

This project is a multi-year program to replace outdated, non-ADA compliant playground equipment at 15 schools and install new ADA playground equipment in the existing locations. These schools include: Wade, Jenifer, Higdon, Barnhart, Gale-Bailey, Malcolm, Parks, Martin, Berry, Dr. Craik, Matula, Mt. Hope/Nanjemoy, Ryon, Mitchell, and Dr. Brown.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$25	$25	$25	$25	$0	$100	$0	$0	$100
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	240	240	240	240	0	960	0	0	960
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	1	0	4	0	0	4
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$266**	**$266**	**$266**	**$266**	**$0**	**$1,064**	**$0**	**$0**	**$1,064**

FINANCING SOURCES									
Bonds	$266	$266	$266	$266	$0	$1,064	$0	$0	$1,064
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	$266	$266	$266	$266	$0	$1,064	$0	$0	$1,064
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	**$266**	**$266**	**$266**	**$266**	**$0**	**$1,064**	**$0**	**$0**	**$1,064**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	23.3	46.8	70.2	93.6	0.0	93.6
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$23.3**	**$46.8**	**$70.2**	**$93.6**	**$0.0**	**$93.6**

LOCATION:
Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: | **Existing Capacity** 100% | **Requested By:** BOE
Site Improvements/Asphalt Replacement Program | **New Capacity** | **Project #:** 5154
Various Locations

This project is a multi-year program for site improvements and asphalt paving replacement at various schools throughout the County.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$140	$140	$80	$0	$0	$360	$0	$0	$360
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,275	1,275	1,000	0	0	3,550	0	0	3,550
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	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	**$1,416**	**$1,416**	**$1,081**	**$0**	**$0**	**$3,913**	**$0**	**$0**	**$3,913**

FINANCING SOURCES									
Bonds	$1,416	$1,416	$1,081	$0	$0	$3,913	$0	$0	$3,913
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	$1,416	$1,416	$1,081	$0	$0	$3,913	$0	$0	$3,913
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	**$1,416**	**$1,416**	**$1,081**	**$0**	**$0**	**$3,913**	**$0**	**$0**	**$3,913**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	124.3	249.0	344.2	344.2	0.0	344.2
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$124.3**	**$249.0**	**$344.2**	**$344.2**	**$0.0**	**$344.2**

LOCATION:
Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** **Requested By: BOE**

BOE: Various Maintenance Projects **New Capacity** **Project #: 5149**

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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$15	$15	$15	$15	$15	$75	$0	$15	$90
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	584	584	584	584	584	2,920	0	584	3,504
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	1	1	5	0	1	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$600**	**$600**	**$600**	**$600**	**$600**	**$3,000**	**$0**	**$600**	**$3,600**

FINANCING SOURCES									
Bonds	$600	$600	$600	$600	$600	$3,000	$0	$600	$3,600
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	$600	$600	$600	$600	$600	$3,000	$0	$600	$3,600
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	**$600**	**$600**	**$600**	**$600**	**$600**	**$3,000**	**$0**	**$600**	**$3,600**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	52.7	105.5	158.3	211.2	0.0	316.8
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$52.7**	**$105.5**	**$158.3**	**$211.2**	**$0.0**	**$316.8**

LOCATION:

Various schools throughout the County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** **100%** **Requested By:** **BOE**

Local Portable Classrooms - Various Schools **New Capacity** **Project #:** **5152**

This project requests funds for the design and purchase of new or relocation of existing locally-owned relocatable classrooms to meet the changes in attendance patterns, and to provide temporary capacity until a new school can be built. The exact number of new relocatable classrooms or the identification of specific local relocatables available for relocation are based on actual enrollment patterns and needs of the individual schools. Additional maintenance of locally-owned relocatable classrooms for longevity and efficiency of the unit.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$46	$46	$46	$46	$46	$230	$0	$46	$276
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	280	280	280	280	280	1,400	0	280	1,680
Equipment	32	32	32	32	32	160	0	32	192
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	1	1	5	0	1	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	29	29	29	29	29	145	0	29	174
Total Outlay	**$388**	**$388**	**$388**	**$388**	**$388**	**$1,940**	**$0**	**$388**	**$2,328**

FINANCING SOURCES									
Bonds	$388	$388	$388	$388	$388	$1,940	$0	$388	$2,328
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	$388	$388	$388	$388	$388	$1,940	$0	$388	$2,328
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	**$388**	**$388**	**$388**	**$388**	**$388**	**$1,940**	**$0**	**$388**	**$2,328**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	34.0	68.2	102.4	136.6	0.0	204.9
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$34.0**	**$68.2**	**$102.4**	**$136.6**	**$0.0**	**$204.9**

LOCATION:

Various schools

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** **100%** **Requested By:** **BOE**

Elementary School - Site Acquisition **New Capacity** **Project #:**

This project will provide funds to acquire a new elementary school site. The minimum site for an Elementary School should be 35-acres to cover minimum development area plus current forestation and solar feasibility requirements. A portion of the budget also includes a Site Analysis Report to meet the Maryland Department of Planning, Clearinghouse submittal requirements to satisfy the state which is a requirement prior to securing new school property

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	0	3,000	0	0	0	3,000	0	0	3,000
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	1	0	0	0	1	0	0	1
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$0**	**$3,001**	**$0**	**$0**	**$0**	**$3,001**	**$0**	**$0**	**$3,001**
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	0	3,001	0	0	0	3,001	0	0	3,001
Total County Funding	$0	$3,001	$0	$0	$0	$3,001	$0	$0	$3,001
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$3,001**	**$0**	**$0**	**$0**	**$3,001**	**$0**	**$0**	**$3,001**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	0.0	376.0	376.0	376.0	0.0	376.0
Total Impact	**$0.0**	**$0.0**	**$376.0**	**$376.0**	**$376.0**	**$0.0**	**$376.0**

LOCATION:

Site to be determined

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** 100% **Requested By:** BOE
Middle School - Site Acquisition **New Capacity** **Project #:**

This project will provide funds to acquire a new middle school site. The minimum site for a Middle School should be 50-acres to cover minimum development area plus current forestation and solar feasibility requirements. A portion of the budget also includes a Site Analysis Report to meet the Maryland Department of Planning, Clearinghouse submittal requirements to satisfy the state which is a requirement prior to securing new school property

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	0	0	4,000	0	0	4,000	0	0	4,000
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	1	0	0	1	0	0	1
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$0**	**$0**	**$4,001**	**$0**	**$0**	**$4,001**	**$0**	**$0**	**$4,001**
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	0	0	4,001	0	0	4,001	0	0	4,001
Total County Funding	$0	$0	$4,001	$0	$0	$4,001	$0	$0	$4,001
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$4,001**	**$0**	**$0**	**$4,001**	**$0**	**$0**	**$4,001**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	501.3	501.3	0.0	501.3
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$501.3**	**$501.3**	**$0.0**	**$501.3**

LOCATION:
Site to be determined

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Existing Capacity** **100%** **Requested By:** **BOE**

Matthew Henson M.S. Water Line **New Capacity** **Project #:**

The need is for the extension of County water to the school at Matthew Henson Middle School, which is located in the Bryans Road area. The County extended the a water main past the school as part of the development of the business park across from Maryland Airport. Matthew Henson MS is currently served by a well that is from 1955 and the adjacent school experienced several well problems last year. The water connection will also result in improved fire protection for the building. Funding will be requested in FY 2019.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	377	0	0	377	0	0	377
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	1	0	0	1	0	0	1
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$0**	**$0**	**$378**	**$0**	**$0**	**$378**	**$0**	**$0**	**$378**
FINANCING SOURCES									
Bonds	$0	$0	$378	$0	$0	$378	$0	$0	$378
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Fair Share Excise Tax Bonds	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$378	$0	$0	$378	$0	$0	$378
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**	**$378**	**$0**	**$0**	**$378**	**$0**	**$0**	**$378**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Start-Up Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	33.3	33.3	0.0	33.3
Debt Service: Excise Tax Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$33.3**	**$33.3**	**$0.0**	**$33.3**

LOCATION:

Matthew Henson Middle School

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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.

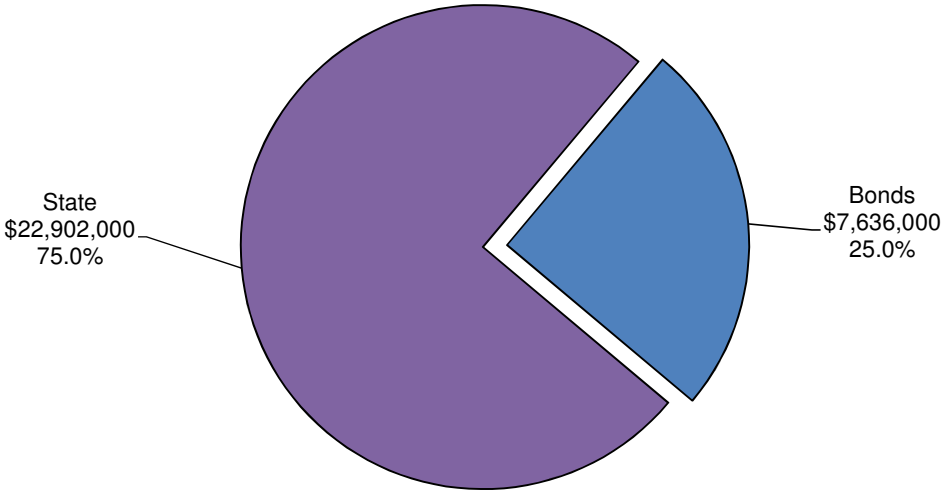
EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$1,976	$0	$0	$0	$0	$1,976	$0	$0	$1,976
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	22,606	0	0	0	22,606	0	0	22,606
Equipment	0	0	4,367	0	0	4,367	0	0	4,367
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	0	0	3	0	0	3
Inspection	0	478	0	0	0	478	0	0	478
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	1,108	0	0	0	1,108	0	0	1,108
Total Outlay	**$1,977**	**$24,193**	**$4,368**	**$0**	**$0**	**$30,538**	**$0**	**$0**	**$30,538**
FINANCING SOURCES									
Bonds	$495	$6,048	$1,093	$0	$0	$7,636	$0	$0	$7,636
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	$495	$6,048	$1,093	$0	$0	$7,636	$0	$0	$7,636
Federal	0	0	0	0	0	0	0	0	0
State	1,482	18,145	3,275	0	0	22,902	0	0	22,902
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$1,977**	**$24,193**	**$4,368**	**$0**	**$0**	**$30,538**	**$0**	**$0**	**$30,538**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	5.00	5.00	5.00	0.00	5.00
Personnel Costs	0.0	0.0	273.7	283.9	283.9	0.0	273.7
Operating	0.0	0.0	469.7	487.4	487.4	0.0	483.0
Start-Up Cost	0.0	0.0	250.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$993.4**	**$771.3**	**$771.3**	**$0.0**	**$756.7**
Debt Service: Bonds	0.0	43.4	546.1	634.3	634.3	0.0	634.3
Total Impact	**$0.0**	**$43.4**	**$1,539.5**	**$1,405.6**	**$1,405.6**	**$0.0**	**$1,391.0**

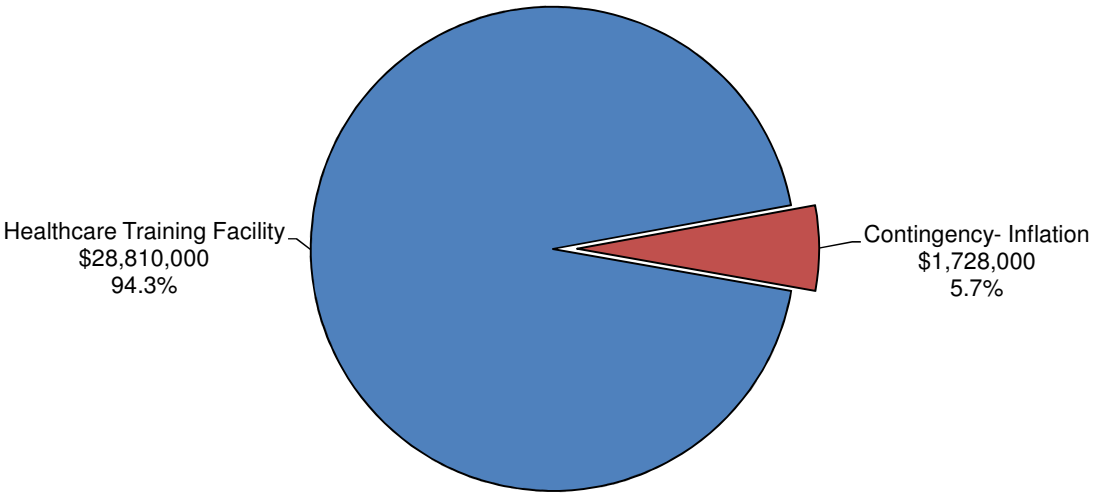
Projects with Future Operating Impacts:

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021	FTE
Healthcare Training Facility	0.0	0.0	993.4	771.3	771.3	756.7	5.00
Total	**0.0**	**0.0**	**993.4**	**771.3**	**771.3**	**756.7**	**5.00**

FY17-FY21 College of Southern Maryland Financing Sources
Total $30,538,000



FY17-FY21 College of Southern Maryland by Project
Total $30,538,000



For FY17, the CIP funds the construction of the Health Training Facility in Hughesville. The FY18-FY19 CIP includes the remaining construction, equipment, and inspection funding for this facility.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: CSM**
Project #: 1027

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.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$1,976	$0	$0	$0	$0	$1,976	$0	$0	$1,976
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	21,326	0	0	0	21,326	0	0	21,326
Equipment	0	0	4,000	0	0	4,000	0	0	4,000
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	1	1	1	0	0	3	0	0	3
Inspection	0	460	0	0	0	460	0	0	460
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	1,045	0	0	0	1,045	0	0	1,045
Total Outlay	**$1,977**	**$22,832**	**$4,001**	**$0**	**$0**	**$28,810**	**$0**	**$0**	**$28,810**

FINANCING SOURCES									
Bonds	$495	$5,708	$1,001	$0	$0	$7,204	$0	$0	$7,204
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	$495	$5,708	$1,001	$0	$0	$7,204	$0	$0	$7,204
Federal	0	0	0	0	0	0	0	0	0
State	1,482	17,124	3,000	0	0	21,606	0	0	21,606
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$1,977**	**$22,832**	**$4,001**	**$0**	**$0**	**$28,810**	**$0**	**$0**	**$28,810**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	5.00	5.00	5.00	0.00	5.00
Personnel Costs	0.0	0.0	273.7	283.9	283.9	0.0	273.7
Operating	0.0	0.0	469.7	487.4	487.4	0.0	483.0
Start-Up Cost	0.0	0.0	250.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$993.4**	**$771.3**	**$771.3**	**$0.0**	**$756.7**
Debt Service: Bonds	0.0	43.4	546.1	634.3	634.3	0.0	634.3
Total Impact	**$0.0**	**$43.4**	**$1,539.5**	**$1,405.6**	**$1,405.6**	**$0.0**	**$1,391.0**

LOCATION:
Regional Campus

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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.

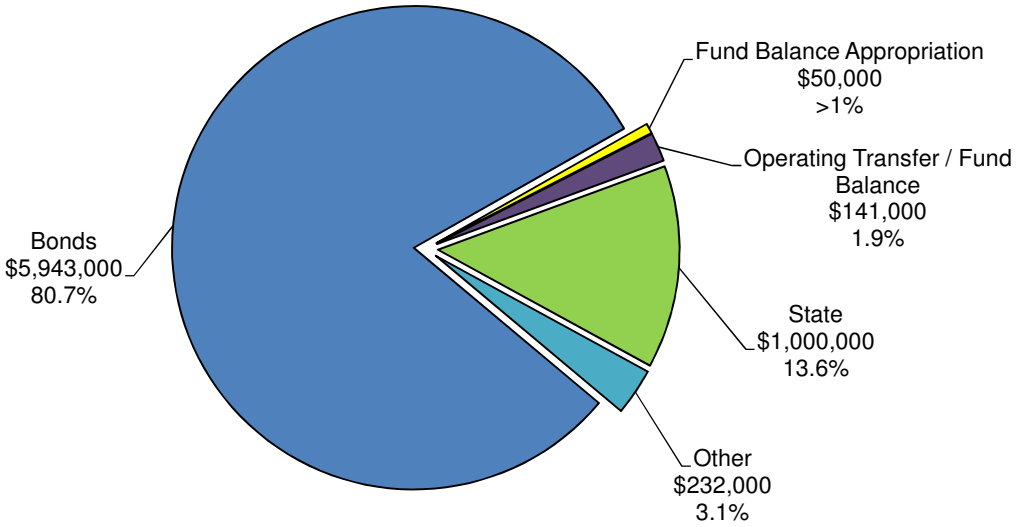
EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$747	$1,668	$355	$239	$184	$3,193	$1,296	$6,708	$11,197
Land & ROW	2,306	3,295	2,681	2,756	2,756	13,794	692	3,760	18,246
Construction	2,281	3,223	4,952	3,342	559	14,357	774	6,105	21,236
Equipment	1,634	1,276	977	46	0	3,933	967	26,780	31,680
Administration	129	129	207	132	6	603	51	105	759
Administration - FAS	36	72	57	36	28	229	58	36	323
Inspection	70	171	145	109	47	542	0	816	1,358
Miscellaneous	10	52	49	33	13	157	34	173	364
Contingency	153	303	468	294	12	1,230	143	1,149	2,522
Total Outlay	**$7,366**	**$10,189**	**$9,891**	**$6,987**	**$3,605**	**$38,038**	**$4,015**	**$45,632**	**$87,685**
FINANCING SOURCES									
Bonds	$5,943	$7,683	$7,339	$4,678	$2,393	$28,036	$3,558	$44,323	$75,917
Fund Balance Appropriation	50	0	0	0	0	50	0	0	50
Operating Transfer General Fund	141	782	382	252	211	1,768	457	90	2,315
Total County Funding	$6,134	$8,465	$7,721	$4,930	$2,604	$29,854	$4,015	$44,413	$78,282
Federal	0	0	0	0	0	0	0	0	0
State	1,000	1,000	1,000	1,000	1,001	5,001	0	1,219	6,220
Other: _____	232	724	1,170	1,057	0	3,183	0	0	3,183
Total Funding	**$7,366**	**$10,189**	**$9,891**	**$6,987**	**$3,605**	**$38,038**	**$4,015**	**$45,632**	**$87,685**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	(4.8)	1.0	0.0	11.5	0.0	11.8
Total Operating	**$0.0**	**($4.8)**	**$1.0**	**$0.0**	**$11.5**	**$0.0**	**$11.8**
Debt Service: Bonds	320.0	841.5	1,485.7	2,082.5	2,471.7	320.0	5,868.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$320.0**	**$836.7**	**$1,486.7**	**$2,082.5**	**$2,483.2**	**$320.0**	**$5,880.7**

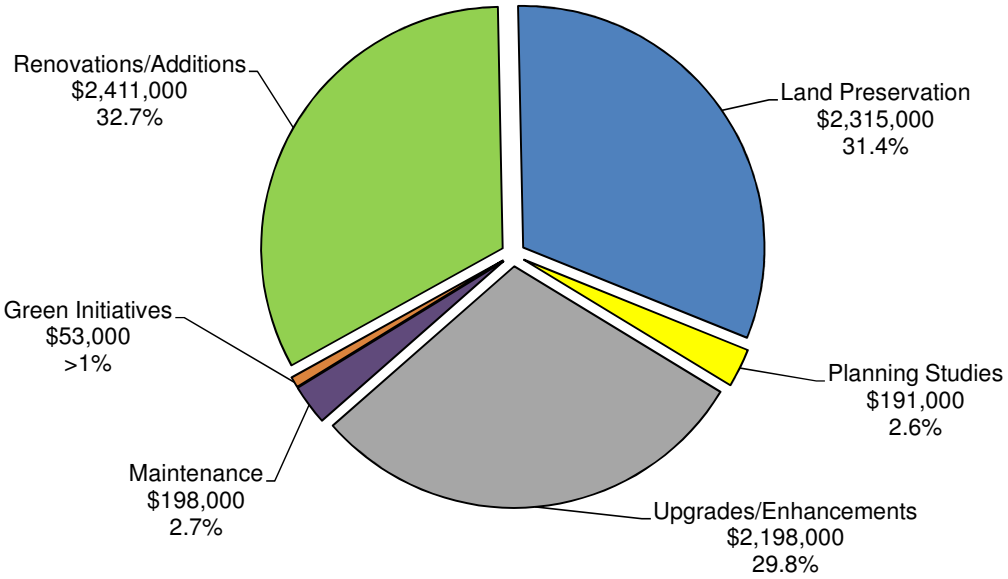
Projects with Future Operating Impacts:

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021	FTE
Lighting Retrofit	0.0	(3.7)	(3.8)	(3.9)	(3.9)	(4.1)	0.00
Financial Software Replacement	0.0	0.0	7.0	7.2	7.3	7.5	0.00
Generator Replacement Program	0.0	(1.1)	(2.2)	(3.3)	(4.5)	(4.6)	0.00
La Plata Library Relocation	0.0	0.0	0.0	0.0	12.6	13.0	0.00
Total	**0.0**	**(4.8)**	**1.0**	**0.0**	**11.5**	**11.8**	**0.0**

FY17 General Government Financing Sources
Total $7,366,000

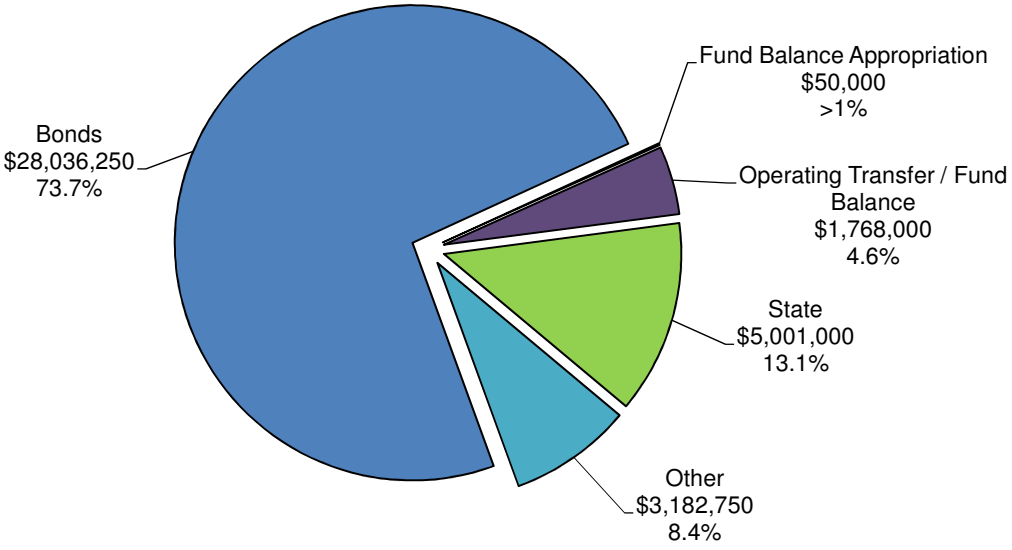


FY17 General Government by Project Type
Total $7,366,000

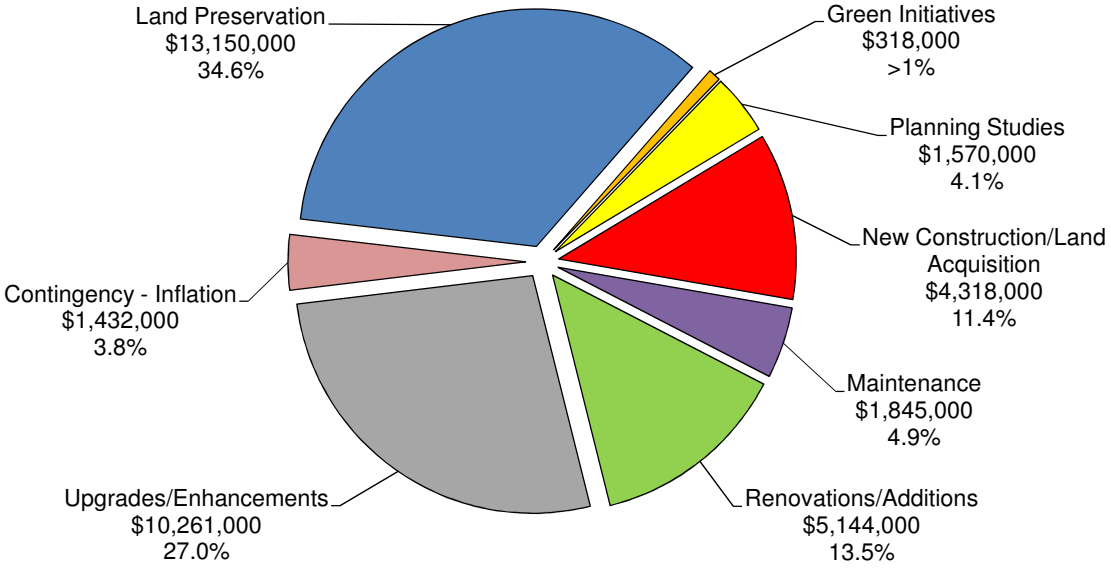


Included in Land Preservation is funding for the continuance of the Rural Legacy, Agricultural Preservation, and Purchase of Development Rights Programs. The Upgrades/Enhancements includes projects to replace the County Financial Software Program and the Radio Communication Systems Upgrade. The Animal Shelter Feasibility Study is part of the Planning Studies. Renovations/Additions includes the Health Department Roof Replacement.

FY17-FY21 General Government Financing Sources
Total $38,038,000



FY17-FY21 General Government by Project Type
Total $38,038,000



Included in Land Preservation are funds to allow the County to acquire land as part of its Rural Legacy, Agricultural Preservation, and Purchase of Development Rights Program. These projects are aimed at protecting the County's rural areas and natural resources. New Construction/Land Acquisition includes La Plata Library Relocation. Upgrades/Enhancements includes funding for the Courthouse HVAC Improvements, and the County Financial Software Program.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Rural Legacy Program **Project #: 3229**

This project will continue funding for an existing project allowing the purchase conservation easements on productive farm and forest land within the Zekiah Watershed Rural Legacy Area. This funding is also used to leverage additional funding from the State.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	1,506	1,506	1,506	1,506	1,506	7,530	0	1,506	9,036
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$1,509**	**$1,509**	**$1,509**	**$1,509**	**$1,509**	**$7,545**	**$0**	**$1,509**	**$9,054**
FINANCING SOURCES									
Bonds	$509	$509	$509	$509	$509	$2,545	$0	$509	$3,054
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$509	$509	$509	$509	$509	$2,545	$0	$509	$3,054
Federal	0	0	0	0	0	0	0	0	0
State	1,000	1,000	1,000	1,000	1,000	5,000	0	1,000	6,000
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$1,509**	**$1,509**	**$1,509**	**$1,509**	**$1,509**	**$7,545**	**$0**	**$1,509**	**$9,054**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	44.7	89.5	134.3	179.1	268.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$44.7**	**$89.5**	**$134.3**	**$179.1**	**$268.8**

LOCATION:
Zekiah Watershed Rural Legacy Area which runs north to south through Charles County. The boundary is Md. State Route 6.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 3230

Agricultural Preservation

This project will continue funding for an existing project allowing the purchase of conservation easements on productive farm and forest land. This funding is also used to leverage the additional funding from the State at a ratio of $1.00 of County funding for every $1.50 of state funding.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	500	500	500	500	500	2,500	0	500	3,000
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$503**	**$503**	**$503**	**$503**	**$503**	**$2,515**	**$0**	**$503**	**$3,018**

FINANCING SOURCES									
Bonds	$503	$503	$503	$503	$503	$2,515	$0	$503	$3,018
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$503	$503	$503	$503	$503	$2,515	$0	$503	$3,018
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$503**	**$503**	**$503**	**$503**	**$503**	**$2,515**	**$0**	**$503**	**$3,018**
State will match $1.50 for every $1 of County funds:	*$755*	*$755*	*$755*	*$755*	*$755*	*$3,773*			

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	44.1	88.4	132.7	177.0	265.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$44.1**	**$88.4**	**$132.7**	**$177.0**	**$265.6**

LOCATION:
Primarily for agricultural and forestry lands with productive soils within rural areas of the County.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 3182

Purchase of Developments Rights (PDR) Program

This Program would allow for the continued purchase of Transferrable Development Rights (TDR) and would create some stability to the County's TDR market. Funding this program has been a recommendation of several reports and studies, including the Report of the Charles County Rural Commission, the Assessment of the County's TDR Program, and the Land Preservation Parks and Recreation Plan.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	300	600	675	750	750	3,075	692	750	4,517
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	15	0	15
Administration - FAS	3	3	3	3	3	15	6	3	24
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	2	0	2
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$303**	**$603**	**$678**	**$753**	**$753**	**$3,090**	**$715**	**$753**	**$4,558**

FINANCING SOURCES									
Bonds	$303	$603	$678	$753	$753	$3,090	$715	$753	$4,558
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	$303	$603	$678	$753	$753	$3,090	$715	$753	$4,558
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	**$303**	**$603**	**$678**	**$753**	**$753**	**$3,090**	**$715**	**$753**	**$4,558**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	64.3	90.9	144.0	203.7	270.0	64.3	402.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$64.3**	**$90.9**	**$144.0**	**$203.7**	**$270.0**	**$64.3**	**$402.6**

LOCATION:
Targeted to farm and forest lands in rural areas of Charles County.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 3231

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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	175	350	375	375	375	1,650	0	375	2,025
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	20	40	40	40	40	180	0	40	220
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$198**	**$393**	**$418**	**$418**	**$418**	**$1,845**	**$0**	**$418**	**$2,263**

FINANCING SOURCES									
Bonds	$198	$393	$418	$418	$418	$1,845	$0	$418	$2,263
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$198	$393	$418	$418	$418	$1,845	$0	$418	$2,263
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$198**	**$393**	**$418**	**$418**	**$418**	**$1,845**	**$0**	**$418**	**$2,263**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	17.4	52.0	88.8	125.6	199.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$17.4**	**$52.0**	**$88.8**	**$125.6**	**$199.2**

LOCATION:
Various County Facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 3232

Various Planning and Growth Management Studies

1.) Maryland Geological Survey groundwater monitoring - required.
2.) Cultural Historic Resource Studies.
3.) Additional studies related to the Comprehensive Plan (as may be needed or directed by the Charles County Planning Commission and/or as directed by the Charles County Board of Commissioners).
4.) Planning studies as directed by the Charles County Board of Commissioners.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$125	$195	$195	$125	$80	$720	$0	$80	$800
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	8	8	8	2	2	28	0	2	30
Administration - FAS	3	3	3	3	3	15	0	3	18
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	**$141**	**$211**	**$211**	**$135**	**$90**	**$788**	**$0**	**$90**	**$878**

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 General Fund	141	211	211	135	90	788	0	90	878
Total County Funding	$141	$211	$211	$135	$90	$788	$0	$90	$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	**$141**	**$211**	**$211**	**$135**	**$90**	**$788**	**$0**	**$90**	**$878**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

LOCATION:
Various areas throughout Charles County.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	6	13	13	6	0	38	26	0	64
Equipment	41	82	82	41	0	246	164	0	410
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	0	12	6	0	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	3	8	8	3	0	22	16	0	38
Total Outlay	**$53**	**$106**	**$106**	**$53**	**$0**	**$318**	**$212**	**$0**	**$530**

FINANCING SOURCES									
Bonds	$53	$106	$106	$53	$0	$318	$212	$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	$53	$106	$106	$53	$0	$318	$212	$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	**$53**	**$106**	**$106**	**$53**	**$0**	**$318**	**$212**	**$0**	**$530**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	(3.7)	(3.8)	(3.9)	(3.9)	0.0	(4.1)
Total Operating	**$0.0**	**($3.7)**	**($3.8)**	**($3.9)**	**($3.9)**	**$0.0**	**($4.1)**
Debt Service: Bonds	19.1	23.7	33.1	42.4	47.1	19.1	47.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$19.1**	**$20.0**	**$29.3**	**$38.5**	**$43.2**	**$19.1**	**$43.0**

LOCATION:
Various County Facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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 twelve phases of construction, including renovation of existing bathrooms to meet ADA compliance.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$10	$10	$0	$20	$0	$0	$20
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	100	100	60	60	0	320	608	0	928
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	0	12	9	0	21
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	6	6	0	12	0	0	12
Total Outlay	**$103**	**$103**	**$79**	**$79**	**$0**	**$364**	**$617**	**$0**	**$981**
FINANCING SOURCES									
Bonds	$103	$103	$79	$79	$0	$364	$537	$0	$901
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	$103	$103	$79	$79	$0	$364	$617	$0	$981
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	**$103**	**$103**	**$79**	**$79**	**$0**	**$364**	**$617**	**$0**	**$981**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	48.3	57.3	66.4	73.4	80.3	48.3	80.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$48.3**	**$57.3**	**$66.4**	**$73.4**	**$80.3**	**$48.3**	**$80.3**

LOCATION:
Charles County Courthouse; La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 3187

Engineering Plan Digitization

Update and digitize existing engineering plans for buildings. This is to be phased in and ongoing to maintain records.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$30	$30	$0	$0	$60	$100	$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	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	3	0	0	6	9	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	**$0**	**$33**	**$33**	**$0**	**$0**	**$66**	**$109**	**$0**	**$175**

FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance- Bond Premium	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	33	33	0	0	66	109	0	175
Total County Funding	$0	$33	$33	$0	$0	$66	$109	$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	**$0**	**$33**	**$33**	**$0**	**$0**	**$66**	**$109**	**$0**	**$175**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 3197

Sheriff's Office Improvements

Upgrade existing infrastructure to include the following: Sheriff's Headquarters Renovation - $20K, Sheriff's Annex Freight Elevator - $100K (Quartermaster Building).

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$5	$0	$0	$0	$5	$0	$0	$5
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	120	0	0	0	120	0	0	120
Equipment	0	0	0	0	0	0	353	0	353
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	0	0	0	3	3	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	5	0	0	0	5	5	0	10
Contingency	0	12	0	0	0	12	35	0	47
Total Outlay	**$0**	**$145**	**$0**	**$0**	**$0**	**$145**	**$396**	**$0**	**$541**

FINANCING SOURCES									
Bonds	$0	$145	$0	$0	$0	$145	$396	$0	$541
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	$145	$0	$0	$0	$145	$396	$0	$541
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**	**$145**	**$0**	**$0**	**$0**	**$145**	**$396**	**$0**	**$541**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	35.6	35.6	48.4	48.4	48.4	35.6	48.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$35.6**	**$35.6**	**$48.4**	**$48.4**	**$48.4**	**$35.6**	**$48.4**

LOCATION:
Sheriff's Department facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	70	0	0	0	70	0	0	70
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	0	0	0	3	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	7	0	0	0	7	0	0	7
Total Outlay	**$0**	**$80**	**$0**	**$0**	**$0**	**$80**	**$0**	**$0**	**$80**

FINANCING SOURCES									
Bonds	$0	$60	$0	$0	$0	$60	$0	$0	$60
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	20	0	0	0	20	0	0	20
Total County Funding	$0	$80	$0	$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**	**$80**	**$0**	**$0**	**$0**	**$80**	**$0**	**$0**	**$80**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	5.3	5.3	5.3	5.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$5.3**	**$5.3**	**$5.3**	**$5.3**

LOCATION:
Robert J. Fuller Transitional Home, Waldorf

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 3208

Generator Replacement Program

Replace aging generators at various facilities that have exceeded their life cycle, have high repairs costs and/or are deemed unreliable.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total 15-'19	Approp. thru FY16	Beyond FY 2021	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	100	100	100	100	400	140	0	540
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	3	3	3	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	10	10	10	10	40	10	0	50
Total Outlay	**$0**	**$113**	**$113**	**$113**	**$113**	**$452**	**$153**	**$0**	**$605**

FINANCING SOURCES									
Bonds	$0	$113	$113	$113	$113	$452	$153	$0	$605
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$113	$113	$113	$113	$452	$153	$0	$605
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$113**	**$113**	**$113**	**$113**	**$452**	**$153**	**$0**	**$605**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	(1.1)	(2.2)	(3.3)	(4.5)	0.0	(4.6)
Total Operating	**$0.0**	**($1.1)**	**($2.2)**	**($3.3)**	**($4.5)**	**$0.0**	**($4.6)**
Debt Service: Bonds	13.8	13.8	23.7	33.7	43.6	13.8	53.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$13.8**	**$12.7**	**$21.5**	**$30.4**	**$39.1**	**$13.8**	**$49.0**

LOCATION:
Various County facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Develop Road Safety Prioritization Measure & Inventory **Project #: 3210**

Utilize a transportation safety consultant to develop a systematic safety inventory of County roads. This can be achieved by selecting a road safety prioritization measure from available methodologies, such as usRAP. Use this inventory to identify and prioritize several cost-effective safety measures which can be implemented to reduce crash rates on Charles County roads. Provide a database that can easily be maintained and updated by Charles County staff on a regular basis.
This tool would enable data-driven decisions for prioritization of the use of roadway safety funds, data could be available for informed decisions by the Traffic Safety Committee and the inventory could also be an objective basis for requiring improvements by developers.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total 15-'19	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$10	$10	$0	$0	$20	$40	$0	$60
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	1	1	0	0	2	4	0	6
Administration - FAS	0	3	3	0	0	6	6	0	12
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	3	3	0	0	6	6	0	12
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$0**	**$17**	**$17**	**$0**	**$0**	**$34**	**$56**	**$0**	**$90**

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 General Fund	0	17	17	0	0	34	56	0	90
Total County Funding	$0	$17	$17	$0	$0	$34	$56	$0	$90
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**	**$17**	**$17**	**$0**	**$0**	**$34**	**$56**	**$0**	**$90**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**

WURC Implementation Studies **Project #: 3213**

In support of the Waldorf Urban Redevelopment Corridor implementation, various studies and consultant services are anticipated. The studies include but are not limited to the Maryland Stadium Authority analysis for the WURC plans, a redevelopment study/analysis, and miscellaneous consultant services to assist with the redevelopment district.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$77	$77	$77	$77	$308	$184	$77	$569
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	3	3	3	3	12	6	3	21
Administration - FAS	0	3	3	3	3	12	6	3	21
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	8	8	8	8	32	16	8	56
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$0**	**$91**	**$91**	**$91**	**$91**	**$364**	**$212**	**$91**	**$667**

FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$91	$91
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	91	91	91	91	364	212	0	576
Total County Funding	$0	$91	$91	$91	$91	$364	$212	$91	$667
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**	**$91**	**$91**	**$91**	**$91**	**$364**	**$212**	**$91**	**$667**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	8.0
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**	**$8.0**

LOCATION:

Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**
Project #:

Uninterrupted Power Supply (UPS) Replacement Program

Replace existing Uninterrupted Power Supply (UPS) systems at various County facilities. FY2018 includes UPS replacements at the Charles County Government Building Commissioners Wing and P.D. Brown Library.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	50	50	50	0	150	0	0	150
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	3	3	0	9	0	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	5	5	5	0	15	0	0	15
Total Outlay	**$0**	**$58**	**$58**	**$58**	**$0**	**$174**	**$0**	**$0**	**$174**

FINANCING SOURCES									
Bonds	$0	$58	$58	$58	$0	$174	$0	$0	$174
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$58	$58	$58	$0	$174	$0	$0	$174
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$58**	**$58**	**$58**	**$0**	**$174**	**$0**	**$0**	**$174**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	5.1	10.2	15.3	15.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$5.1**	**$10.2**	**$15.3**	**$15.3**

LOCATION:
Various County facilities

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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 – Roads (approved), Phase III – Landfill which will be funded through the Solid Waste Fund, Phase IV – Parks & Grounds.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$70	$0	$0	$0	$70	$452	$0	$522
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	225	0	0	0	225	450	0	675
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	0	0	0	3	4	0	7
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	30	0	0	0	30	82	0	112
Total Outlay	**$0**	**$328**	**$0**	**$0**	**$0**	**$328**	**$988**	**$0**	**$1,316**

FINANCING SOURCES									
Bonds	$0	$328	$0	$0	$0	$328	$988	$0	$1,316
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$328	$0	$0	$0	$328	$988	$0	$1,316
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$328**	**$0**	**$0**	**$0**	**$328**	**$988**	**$0**	**$1,316**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	88.9	88.9	117.7	117.7	117.7	88.9	117.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$88.9**	**$88.9**	**$117.7**	**$117.7**	**$117.7**	**$88.9**	**$117.7**

LOCATION:
Department of Public Works- Facilities Building, Radio Station Road, La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #:

Countywide Building Re-Keying

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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	0	0	0	0	0	0	0
Administration - FAS	0	0	3	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	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 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	13.8	13.8	13.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$13.8**	**$13.8**	**$13.8**

LOCATION:
Various County Buildings

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 3218

Health Department Roof Replacement

A revised condition assessment report for the Health Department's roof is underway with the anticipation that a total roof replacement will be needed.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$170	$0	$170
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,000	0	0	0	0	2,000	0	0	2,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	100	0	0	0	0	100	8	0	108
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	50	0	0	0	0	50	0	0	50
Miscellaneous	5	0	0	0	0	5	5	0	10
Contingency	150	0	0	0	0	150	0	0	150
Total Outlay	**$2,308**	**$0**	**$0**	**$0**	**$0**	**$2,308**	**$186**	**$0**	**$2,494**

FINANCING SOURCES									
Bonds	$2,308	$0	$0	$0	$0	$2,308	$186	$0	$2,494
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	$2,308	$0	$0	$0	$0	$2,308	$186	$0	$2,494
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$2,308**	**$0**	**$0**	**$0**	**$0**	**$2,308**	**$186**	**$0**	**$2,494**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	16.7	219.3	219.3	219.3	219.3	16.7	219.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$16.7**	**$219.3**	**$219.3**	**$219.3**	**$219.3**	**$16.7**	**$219.3**

LOCATION:
White Plains, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**
Project #:

Charles County Courthouse HVAC Improvements

A study to identify existing conditions and deficiencies of the Charles County Courthouse's HVAC systems recommended improvements to the air handling system, air cooled chillers, fuel oil fired boiler system, hydronic pumping systems, building exhaust systems, and the energy management system.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$220	$0	$0	$0	$220	$0	$0	$220
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	1,100	1,100	0	2,200	0	0	2,200
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	11	52	52	0	115	0	0	115
Administration - FAS	0	3	3	3	0	9	0	0	9
Inspection	0	0	26	25	0	51	0	0	51
Miscellaneous	0	5	10	10	0	25	0	0	25
Contingency	0	0	110	110	0	220	0	0	220
Total Outlay	**$0**	**$239**	**$1,301**	**$1,300**	**$0**	**$2,840**	**$0**	**$0**	**$2,840**

FINANCING SOURCES									
Bonds	$0	$239	$1,301	$1,300	$0	$2,840	$0	$0	$2,840
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$239	$1,301	$1,300	$0	$2,840	$0	$0	$2,840
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$239**	**$1,301**	**$1,300**	**$0**	**$2,840**	**$0**	**$0**	**$2,840**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	21.0	135.6	250.1	0.0	250.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$21.0**	**$135.6**	**$250.1**	**$0.0**	**$250.1**

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**
Project #:

Government Building Water Infiltration Improvements Phase I

An evaluation to determine the cause of water infiltration in various areas of the Charles County Government Building recommended improvements/replacement of windows and spot repairs to the building's brick. The entire building was constructed at the same time and is subject to the same deterioration in other areas. It is a relatively unknown what may be encountered when the repair process begins which could escalate the costs of this project.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$14	$0	$0	$0	$14	$0	$0	$14
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	137	0	0	0	137	0	0	137
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	5	0	0	0	5	0	0	5
Administration - FAS	0	3	0	0	0	3	0	0	3
Inspection	0	15	0	0	0	15	0	0	15
Miscellaneous	0	2	0	0	0	2	0	0	2
Contingency	0	14	0	0	0	14	0	0	14
Total Outlay	**$0**	**$190**	**$0**	**$0**	**$0**	**$190**	**$0**	**$0**	**$190**

FINANCING SOURCES									
Bonds	$0	$190	$0	$0	$0	$190	$0	$0	$190
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	$190	$0	$0	$0	$190	$0	$0	$190
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**	**$190**	**$0**	**$0**	**$0**	**$190**	**$0**	**$0**	**$190**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	16.7	16.7	16.7	16.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$16.7**	**$16.7**	**$16.7**	**$16.7**

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**
Project #:

Detention Center Roof Replacement

An evaluation of the existing flat roof for the Detention Center looked at the existing condition of the flat membrane roof to determine the approximate remaining service life and provided recommendations for repair or replacement. Additionally, the roofing system was reviewed for Code implications to determine if the flat roof drainage capacity met the requirement for a 100 year storm event. Based on the findings of the study, replacement of the roof was recommended.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$190	$0	$0	$0	$190	$0	$0	$190
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	950	950	0	0	1,900	0	0	1,900
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	54	45	0	0	99	0	0	99
Administration - FAS	0	3	3	0	0	6	0	0	6
Inspection	0	24	24	0	0	48	0	0	48
Miscellaneous	0	11	10	0	0	21	0	0	21
Contingency	0	114	95	0	0	209	0	0	209
Total Outlay	**$0**	**$1,346**	**$1,126**	**$0**	**$0**	**$2,472**	**$0**	**$0**	**$2,472**

FINANCING SOURCES									
Bonds	$0	$1,346	$1,126	$0	$0	$2,472	$0	$0	$2,472
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$1,346	$1,126	$0	$0	$2,472	$0	$0	$2,472
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$1,346**	**$1,126**	**$0**	**$0**	**$2,472**	**$0**	**$0**	**$2,472**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	118.5	217.7	217.7	217.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$118.5**	**$217.7**	**$217.7**	**$217.7**

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**
Project #:

Detention Center Annex Roof and Walls Improvements

An evaluation of the existing roof and exterior walls found that a replacement of the flat roof along with various general repairs to the walls were recommended.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$67	$0	$0	$0	$67	$0	$0	$67
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	335	335	0	0	670	0	0	670
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	17	14	0	0	31	0	0	31
Administration - FAS	0	3	3	0	0	6	0	0	6
Inspection	0	10	8	0	0	18	0	0	18
Miscellaneous	0	4	3	0	0	7	0	0	7
Contingency	0	34	34	0	0	68	0	0	68
Total Outlay	**$0**	**$470**	**$397**	**$0**	**$0**	**$867**	**$0**	**$0**	**$867**
FINANCING SOURCES									
Bonds	$0	$470	$397	$0	$0	$867	$0	$0	$867
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	$470	$397	$0	$0	$867	$0	$0	$867
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**	**$470**	**$397**	**$0**	**$0**	**$867**	**$0**	**$0**	**$867**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	41.4	76.4	76.4	76.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$41.4**	**$76.4**	**$76.4**	**$76.4**

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**
Project #:

Detention Center and Detention Center Annex Improvements

Project consists for various improvements to include, flooring repairs, rebuild gating system, add personnel gate, intercom system replacement, upgrade sprinkler system, install hand rails, kitchen upgrades for Health Department compliance and various A&E studies for compliance issues.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$33	$3	$0	$0	$36	$0	$0	$36
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	341	75	0	0	416	0	0	416
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	3	0	0	6	0	0	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	4	4	0	0	8	0	0	8
Total Outlay	**$0**	**$381**	**$85**	**$0**	**$0**	**$466**	**$0**	**$0**	**$466**

FINANCING SOURCES									
Bonds	$0	$381	$85	$0	$0	$466	$0	$0	$466
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$381	$85	$0	$0	$466	$0	$0	$466
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$381**	**$85**	**$0**	**$0**	**$466**	**$0**	**$0**	**$466**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	33.6	41.0	41.0	41.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$33.6**	**$41.0**	**$41.0**	**$41.0**

LOCATION:
Charles County Detention Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 3226

Detention Center Pump Station Rehabilitations

The existing pump stations are aged and in need of rehabilitation. In addition, the pump stations experience heavy debris that causes routine cleaning and de-ragging of pumps. This project will evaluate the pump stations and implement the necessary improvements to improve system performance and reliability.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$125	$45	$0	$0	$0	$170	$0	$0	$170
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	475	0	0	0	475	0	0	475
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	3	0	0	0	6	0	0	6
Administration - FAS	3	3	0	0	0	6	0	0	6
Inspection	0	75	0	0	0	75	0	0	75
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	48	0	0	0	48	0	0	48
Total Outlay	**$131**	**$649**	**$0**	**$0**	**$0**	**$780**	**$0**	**$0**	**$780**

FINANCING SOURCES									
Bonds	$131	$649	$0	$0	$0	$780	$0	$0	$780
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	$131	$649	$0	$0	$0	$780	$0	$0	$780
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	**$131**	**$649**	**$0**	**$0**	**$0**	**$780**	**$0**	**$0**	**$780**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	11.5	68.6	68.6	68.6	68.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$11.5**	**$68.6**	**$68.6**	**$68.6**	**$68.6**

LOCATION:
Charles County Detention Center

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: FAS**
Project #: 3227

Replacement of County Financial Software Program

Replacement of software and conversion of existing data. This includes all financial applications (General Ledger, Accounts Payable, Accounts Receivable, Procurement, Budget, Project/Grant Accounting, Revenue Accounting, and Asset Tracking). This also includes Payroll Processing, Tax Billing/Collections, and Utility Billing. Current software was acquired in early '90s and is at end of life. The current software program is being purchased by another vendor and there is no guarantee as to how long this software will be supported.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	1,593	896	713	0	0	3,202	0	0	3,202
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$1,596**	**$899**	**$716**	**$0**	**$0**	**$3,211**	**$0**	**$0**	**$3,211**
FINANCING SOURCES									
Bonds	$1,364	$768	$612	$0	$0	$2,744	$0	$0	$2,744
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	$1,364	$768	$612	$0	$0	$2,744	$0	$0	$2,744
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: ___ Other Funds	232	131	104	0	0	467	0	0	467
Total Funding	**$1,596**	**$899**	**$716**	**$0**	**$0**	**$3,211**	**$0**	**$0**	**$3,211**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	7.0	7.2	7.3	0.0	7.5
Total Operating	**$0.0**	**$0.0**	**$7.0**	**$7.2**	**$7.3**	**$0.0**	**$7.5**
Debt Service: Bonds	0.0	119.7	187.3	241.2	241.2	0.0	241.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$119.7**	**$194.3**	**$248.4**	**$248.5**	**$0.0**	**$248.7**

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #:

Public Facility Impact Fee Analysis

In order for the County to gain a better understanding of the costs associated with growth and how to best meet the financial challenges brought on by growth, it is recommended that a County-wide public facility impact fee analysis be conducted as related to new development costs and impacts. This study may or may not result in recommendations for new or revised impact fees related to: sewer, water, roads, schools, parks, drainage, fire and emergency services or potentially other areas of impact such as farmland and open space preservation costs. A benefit/cost analysis of services in relation to the various development types will be conducted. Impact fees will be matched to projected public facility needs based on growth projections. A draft ordinance with potential fees will be considered.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$250	$0	$0	$0	$250	$0	$0	$250
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	13	0	0	0	13	0	0	13
Administration - FAS	0	3	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	4	0	0	0	4	0	0	4
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$0**	**$270**	**$0**	**$0**	**$0**	**$270**	**$0**	**$0**	**$270**

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	270	0	0	0	270	0	0	270
Total County Funding	$0	$270	$0	$0	$0	$270	$0	$0	$270
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$270**	**$0**	**$0**	**$0**	**$270**	**$0**	**$0**	**$270**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

LOCATION:
County-wide, potentially divided into various types of development areas.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #:

Government Center Master Plan

The proposal is to conduct a planning and conceptual urban design study to create a long-range Master Redevelopment Plan for the County government services in La Plata:
• Review existing facilities and potential long term county expansion needs;
• Review potential for redevelopment of county land of the existing administrative building, parking areas and adjacent developable lands;
• Work with County Commissioners and departments to project long range needs;
• Examine potential for a new Government Center Complex and multiple uses in the immediate area to be accommodated through redevelopment;
• Consider development of a parking garage to help stimulate adjacent redevelopment in the downtown area and to create a greater urban and pedestrian friendly environment;
• Estimate potential costs and revenues associated with redevelopment for public and private sectors as proposed in the design;
• Work with the Town of La Plata and the La Plata Development Corporation on common goals for the downtown area and consider their input;
• Help create a vibrant Town Center area that meets the future needs for the County and helps stimulate economic vitality in La Plata.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$80	$0	$0	$0	$80	$0	$0	$80
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	10	0	0	0	10	0	0	10
Administration - FAS	0	3	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	5	0	0	0	5	0	0	5
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$0**	**$98**	**$0**	**$0**	**$0**	**$98**	**$0**	**$0**	**$98**
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	98	0	0	0	98	0	0	98
Total County Funding	$0	$98	$0	$0	$0	$98	$0	$0	$98
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**	**$98**	**$0**	**$0**	**$0**	**$98**	**$0**	**$0**	**$98**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

LOCATION:
County Government Complex in La Plata, MD.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DES**

Radio Communications System Upgrade **Project #: 3220**

This project will upgrade the County's current Motorola 4.1 800 MHz Smartzone radio system to a P25 platform. The County's radio system is quickly falling out of support with Motorola. Some integral parts of the system are no longer supported and our service provider has to search with third party vendors such as Ebay to attempt to find replacements. The support for the rest of the system will end in December of 2018. We suffer insufficient system capacity issues due to the increased number of radio system users (more than 2,000) and their operational requirements. Our radios are not capable of using the most current encryption technology. Adding more frequencies and moving to a spectrum efficient (TDMA) technology to correct our capacity issues is also not possible with the current system. A radio system upgrade would allow the County to improve our interoperability with regional partners. Radio coverage problems, including the possibility of additional towers, will also be evaluated and corrected with as part of a radio system upgrade. Upgrading the Public Safety radio system directly impacts the safety and security of the County's citizens and first responders. Charles County users; Commissioner President, County Administrator, CCG Security, CCG Safety Officer, Public Works, VanGo, Planning & Growth, College of SoMD, Health Department, Charles Regional Med Ctr, Towns of Indian Head and La Plata, Emergency Services, Fire Dept, Emergency Medical Services, Sheriffs Dept, Corrections, State Police, Bridge Police. Given our proximity to the National Capital Region and shared responsibility for public safety on the Potomac River we have a number of external users; Fire Marshal's Office, Natural Resource Police, Forestry Dept., Dept of Environment, US Marshall, Bureau of Land Management, USMC Quantico FD, Naval District Washington Fire Dept - Indian Head and Dahlgren, FBI, US Park Police, St. Mary's, Calvert, Prince Georges, King George, Stafford, Prince William, Fairfax, Arlington, Alexandria, District of Columbia, Metropolitan Washington Airport Authority.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$450	$0	$0	$0	$0	$450	$350	$5,331	$6,131
Land & ROW	0	0	0	0	0	0	0	320	320
Construction	0	0	0	0	0	0	0	4,620	4,620
Equipment	0	0	0	0	0	0	0	21,911	21,911
Administration	18	0	0	0	0	18	18	81	117
Administration - FAS	3	0	0	0	0	3	3	12	18
Inspection	0	0	0	0	0	0	0	631	631
Miscellaneous	0	0	0	0	0	0	0	160	160
Contingency	0	0	0	0	0	0	0	940	940
Total Outlay	**$471**	**$0**	**$0**	**$0**	**$0**	**$471**	**$371**	**$34,006**	**$34,848**

FINANCING SOURCES									
Bonds	$471	$0	$0	$0	$0	$471	$371	$34,006	$34,848
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$471	$0	$0	$0	$0	$471	$371	$34,006	$34,848
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	**$471**	**$0**	**$0**	**$0**	**$0**	**$471**	**$371**	**$34,006**	**$34,848**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	33.4	74.7	74.7	74.7	74.7	33.4	3,069.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$33.4**	**$74.7**	**$74.7**	**$74.7**	**$74.7**	**$33.4**	**$3,069.4**

LOCATION:
N/A

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**

Project #:

La Plata Library Relocation

The current La Plata Library was built in 1967 and is located on Route 6 in La Plata adjacent to UM Charles Regional Medical Center. It contains 12,889 square feet used as a library and an additional 3,158 square feet of basement/mechanical storage room space. The Library sits on 1.507 acres and is located within the Town of La Plata. This request would replace that Library with a new 13,000 square-foot library also within the town of La Plata. This is consistent with a decision paper prepared by PGM which estimated the cost to be $2,860,000 and presented to the County Commissioners on April 9, 2012. Funding sources include possible State grants and sale proceeds from surplus property.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$286	$0	$0	$0	$286	$0	$0	$286
Land & ROW	0	650	0	0	0	650	0	0	650
Construction	0	0	1,430	1,430	0	2,860	0	0	2,860
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	69	69	0	138	0	0	138
Administration - FAS	0	0	3	3	0	6	0	0	6
Inspection	0	0	36	36	0	72	0	0	72
Miscellaneous	0	0	10	10	0	20	0	0	20
Contingency	0	0	143	143	0	286	0	0	286
Total Outlay	**$0**	**$936**	**$1,691**	**$1,691**	**$0**	**$4,318**	**$0**	**$0**	**$4,318**
FINANCING SOURCES									
Bonds	$0	$351	$634	$634	$0	$1,619	$0	$0	$1,619
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	$351	$634	$634	$0	$1,619	$0	$0	$1,619
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: ___ Land Sale / State	0	585	1,057	1,057	0	2,699	0	0	2,699
Total Funding	**$0**	**$936**	**$1,691**	**$1,691**	**$0**	**$4,318**	**$0**	**$0**	**$4,318**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	12.6	13.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$12.6**	**$13.0**
Debt Service: Bonds	0.0	0.0	30.9	86.8	142.6	142.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$30.9**	**$86.8**	**$155.2**	**$155.6**

LOCATION:

Downtown La Plata

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DES**
Project #: 3228

Animal Shelter Feasibility Study

To access the future needs of the Tri-County Animal Shelter.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

VARIANCE TO APPROVED PER FY16-FY20 CAPITAL IMPROVEMENT PROGRAM:

	FY 2017	FY 2018	FY 2019	FY 2020	TOTAL
Approved FY16-FY20 CIP	$0	$0	$0	$0	$0
Increase/(Decrease)	**$50**	**$0**	**$0**	**$0**	**$50**
% change	*new*	*n/a*	*n/a*	*n/a*	*new*

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$47	$0	$0	$0	$0	$47	$0	$0	$47
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$50**	**$0**	**$0**	**$0**	**$0**	**$50**	**$0**	**$0**	**$50**
FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	50	0	0	0	0	50	0	0	50
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$50	$0	$0	$0	$0	$50	$0	$0	$50
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	**$50**	**$0**	**$0**	**$0**	**$0**	**$50**	**$0**	**$0**	**$50**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PARKS SUMMARY

The County owns and operates over thirty parks, located throughout the county, for public use. In conjunction with land use plans and a growing population, the County plans for and constructs with State aid from Program Open Space (POS), new park facilities and expansion of existing parks.

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$5	$5	$34	$6	$50	$153	$6	$209
Land & ROW	1,000	0	0	0	0	1,000	1,382	0	2,382
Construction	610	480	58	60	326	1,534	1,280	83	2,897
Equipment	60	0	0	0	0	60	0	165	225
Administration	0	3	3	3	4	13	6	4	23
Administration - FAS	12	9	6	9	12	48	7	11	66
Inspection	0	5	5	6	6	22	17	6	45
Miscellaneous	236	320	320	320	320	1,516	11	389	1,916
Contingency	75	48	7	7	34	171	10	7	188
Total Outlay	**$1,993**	**$870**	**$404**	**$439**	**$708**	**$4,414**	**$2,865**	**$671**	**$7,950**
FINANCING SOURCES									
Bonds	$451	$234	$86	$121	$190	$1,082	$950	$353	$2,385
Operating Transfer General Fund	242	318	318	318	319	1,515	10	318	1,843
Total County Funding	$693	$552	$404	$439	$509	$2,597	$960	$671	$4,228
Federal	0	0	0	0	0	0	942	0	942
State	1,300	318	0	0	199	1,817	964	0	2,781
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$1,993**	**$870**	**$404**	**$439**	**$708**	**$4,414**	**$2,865**	**$671**	**$7,950**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.31	0.46	0.46	0.46	0.00	0.46
Personnel Costs	0.0	6.2	10.1	10.4	10.9	0.0	12.6
Operating	0.0	9.1	20.1	20.4	21.0	0.0	25.8
Total Operating	**$0.0**	**$15.3**	**$30.2**	**$30.8**	**$31.9**	**$0.0**	**$38.4**
Debt Service: Bonds	85.4	125.0	144.6	151.7	161.2	85.4	196.0
Vehicle & Equipment Lease	0.0	0.9	1.7	1.7	1.7	0.0	4.3
Total Impact	**$85.4**	**$141.2**	**$176.5**	**$184.2**	**$194.8**	**$85.4**	**$238.7**

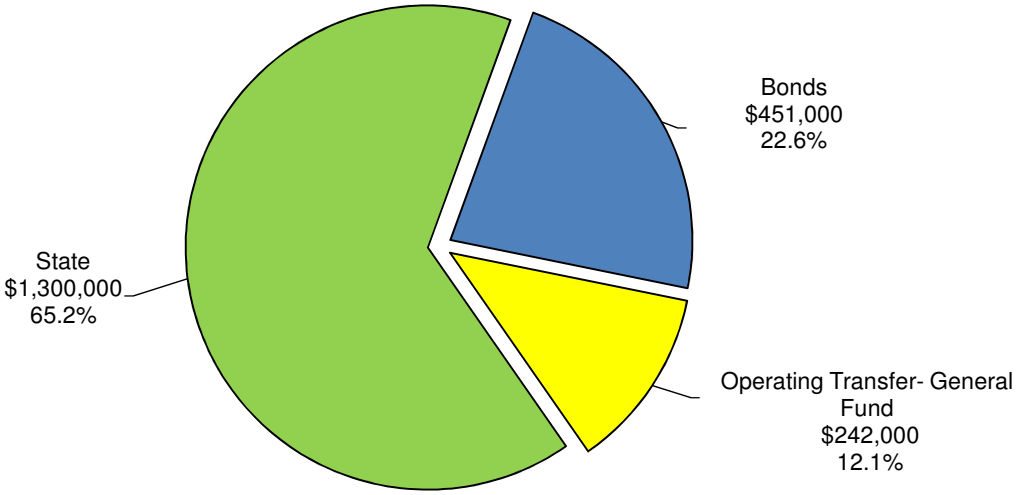
Projects with Future Operating Impacts:

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021	FTE
Milton Somers Football Stadium	$0.0	$1.3	$1.3	$1.3	$1.4	$1.4	0.00
Oak Ridge Development Ph II	0.0	0.0	14.4	14.7	15.2	15.6	0.15
Gilbert Run/Oak Ridge Trail	0.0	0.0	0.0	0.0	0.0	5.6	0.00
Popes Creek Rail Trail	0.0	14.0	14.5	14.8	15.3	15.8	0.31
Total	**$0.0**	**$15.3**	**$30.2**	**$30.8**	**$31.9**	**$38.4**	**0.46**

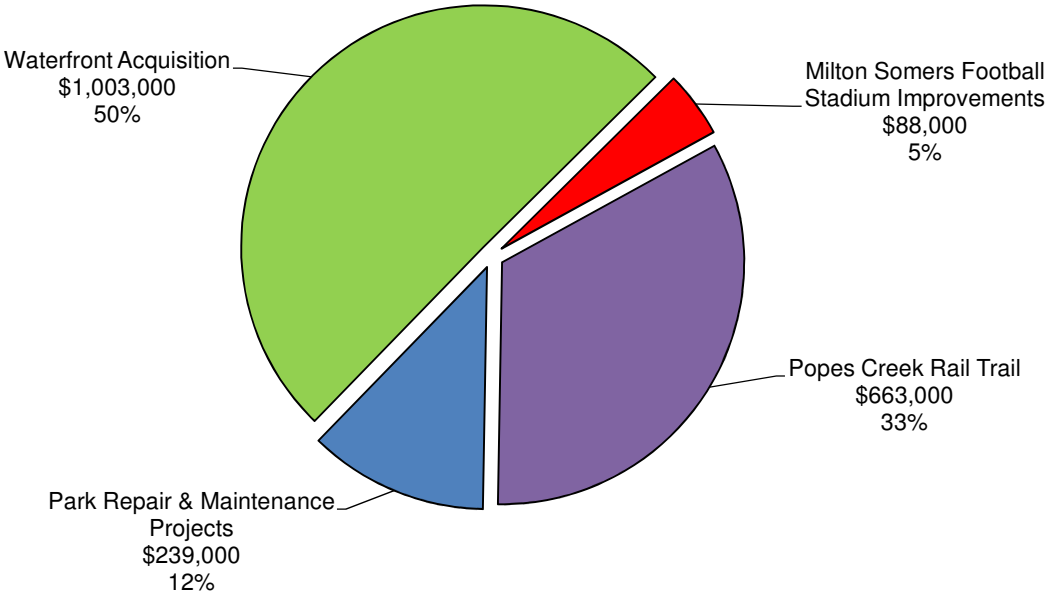
STATE-PROGRAM OPEN SPACE: ($ in '000's)

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	'17-'21
Waterfront Acquisition	$1,000	$0	$0	$0	$0	$1,000
Popes Creek Rail Trail	300	0	0	0	0	300
Oak Ridge Development	0	300	0	0	0	300
Gilbert Run/Oak Ridge Trail	0	0	0	0	169	169
Contingency	0	18	0	0	30	48
Total	**$1,300**	**$318**	**$0**	**$0**	**$199**	**$1,817**

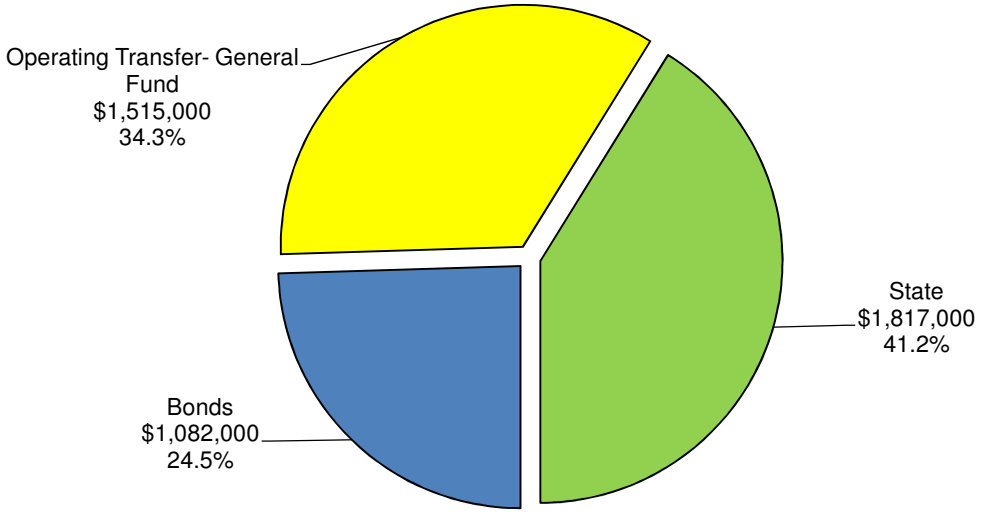
FY17 Parks Financing Sources
Total $1,993,000



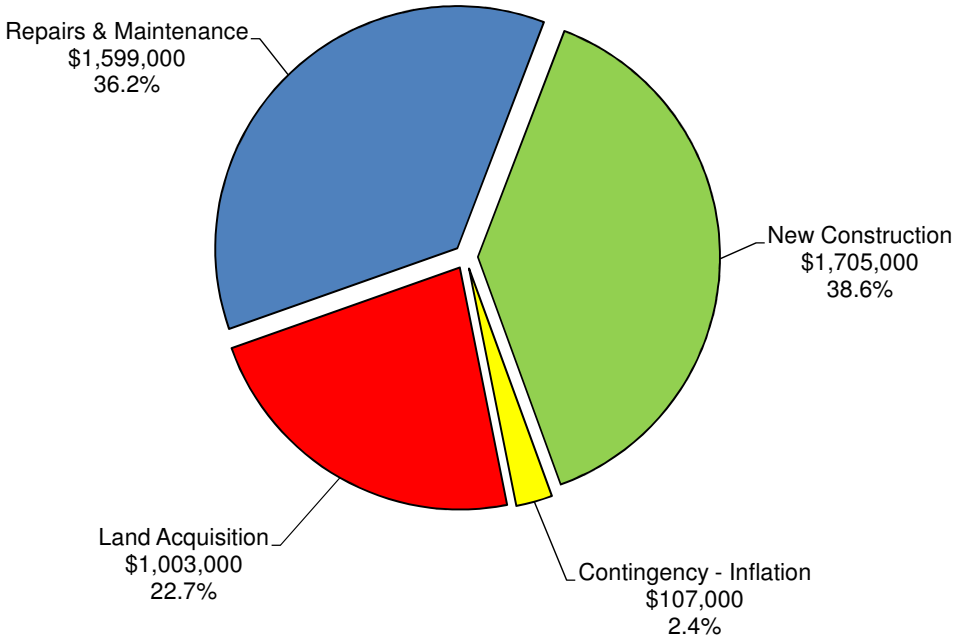
FY17 Parks by Project
Total $1,993,000



FY17-FY21 Parks Financing Sources
Total $4,414,000



FY17-FY21 Parks by Project Type
Total $4,414,000



New construction includes funds for the Various Pedestrian and Bicycle Facilities, Oak Ridge Park Development, Popes Creek Rail Trail, and Gilbert Run/Oak Ridge Connection Trail. Land acquisition includes the Waterfront Acquisition on the Potomac River or a tributary.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: RPT**
Park Repair & Maintenance Projects **Project #: 4098**

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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	236	315	315	315	315	1,496	0	315	1,811
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$239**	**$318**	**$318**	**$318**	**$318**	**$1,511**	**$0**	**$318**	**$1,829**

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 General Fund	239	318	318	318	318	1,511	0	318	1,829
Total County Funding	$239	$318	$318	$318	$318	$1,511	$0	$318	$1,829
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	**$239**	**$318**	**$318**	**$318**	**$318**	**$1,511**	**$0**	**$318**	**$1,829**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: RPT**
Project #: 4069

Various Pedestrian & Bicycle Facilities

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).

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$5	$5	$5	$5	$20	$20	$5	$45
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	53	53	53	53	212	111	53	376
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	3	3	3	3	12	6	3	21
Administration - FAS	0	3	3	3	3	12	2	3	17
Inspection	0	5	5	5	5	20	17	5	42
Miscellaneous	0	5	5	5	5	20	11	5	36
Contingency	0	6	6	6	6	24	10	6	40
Total Outlay	**$0**	**$80**	**$80**	**$80**	**$80**	**$320**	**$176**	**$80**	**$576**
FINANCING SOURCES									
Bonds	$0	$80	$80	$80	$80	$320	$166	$80	$566
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	9	0	9
Total County Funding	$0	$80	$80	$80	$80	$320	$176	$80	$576
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$80**	**$80**	**$80**	**$80**	**$320**	**$176**	**$80**	**$576**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	15.0	22.0	29.1	36.1	15.0	50.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$15.0**	**$15.0**	**$22.0**	**$29.1**	**$36.1**	**$15.0**	**$50.2**

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: RPT**
Project #: 4096

Waterfront Acquisition

Land acquisition of Potomac River (or tributary) to preserve open space, give citizens access to waterfront and to protect sensitive environmental areas.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	1,000	0	0	0	0	1,000	0	0	1,000
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$1,003**	**$0**	**$0**	**$0**	**$0**	**$1,003**	**$0**	**$0**	**$1,003**

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	3	0	0	0	0	3	0	0	3
Total County Funding	$3	$0	$0	$0	$0	$3	$0	$0	$3
Federal	0	0	0	0	0	0	0	0	0
State	1,000	0	0	0	0	1,000	0	0	1,000
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$1,003**	**$0**	**$0**	**$0**	**$0**	**$1,003**	**$0**	**$0**	**$1,003**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

LOCATION:
To be determined

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: RPT**
Project #: 4097

Milton Somers Football Stadium Improvements

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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	10	0	0	0	0	10	0	15	25
Equipment	60	0	0	0	0	60	0	135	195
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	0	3	6
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	15	0	0	0	0	15	0	0	15
Total Outlay	**$88**	**$0**	**$0**	**$0**	**$0**	**$88**	**$0**	**$153**	**$241**
FINANCING SOURCES									
Bonds	$88	$0	$0	$0	$0	$88	$0	$153	$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	$88	$0	$0	$0	$0	$88	$0	$153	$241
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	**$88**	**$0**	**$0**	**$0**	**$0**	**$88**	**$0**	**$153**	**$241**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	1.3	1.3	1.3	1.4	1.4
Total Operating	**$0.0**	**$1.3**	**$1.3**	**$1.3**	**$1.4**	**$1.4**
Debt Service: Bonds	0.0	7.7	7.7	7.7	7.7	21.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$9.0**	**$9.0**	**$9.0**	**$9.1**	**$22.6**

LOCATION:
Milton Somers Middle School, La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: RPT**
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 are to be included on at least two fields.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	400	0	0	0	400	0	0	400
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	3	0	0	0	3	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	40	0	0	0	40	0	0	40
Total Outlay	**$0**	**$443**	**$0**	**$0**	**$0**	**$443**	**$0**	**$0**	**$443**

FINANCING SOURCES									
Bonds	$0	$143	$0	$0	$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	$143	$0	$0	$0	$143	$0	$0	$143
Federal	0	0	0	0	0	0	0	0	0
State	0	300	0	0	0	300	0	0	300
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$443**	**$0**	**$0**	**$0**	**$443**	**$0**	**$0**	**$443**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
No. of Personnel	0.00	0.00	0.15	0.15	0.15	0.15
Personnel Costs	0.0	0.0	3.6	3.7	3.9	4.0
Operating	0.0	0.0	10.8	11.0	11.3	11.6
Total Operating	**$0.0**	**$0.0**	**$14.4**	**$14.7**	**$15.2**	**$15.6**
Debt Service: Bonds	0.0	0.0	12.6	12.6	12.6	12.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$27.0**	**$27.3**	**$27.8**	**$28.2**

LOCATION:
Bryantown, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: RPT**
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.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	0	0	0	0	0	0
Administration - FAS	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 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	1.3
Operating	0.0	0.0	0.0	0.0	0.0	4.3
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$5.6**
Debt Service: Bonds	0.0	0.0	0.0	0.0	2.5	9.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	1.7
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$2.5**	**$17.0**

LOCATION:
Gilbert Run/Oak Ridge Parks

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: RPT**
Popes Creek Rail Trail **Project #: 4047**

Development: Hiker/Biker trail to be developed along a three mile abandoned rail road corridor. This project will help the County provide passive recreation trail opportunities that are currently not available. It is consistent with the County's Land Preservation and Recreation Plan and Comprehensive Plans, as well as, the Tri-County Council Regional Trail & Bikeway Plan and the Maryland Greenways Plan.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$133	$0	$133
Land & ROW	0	0	0	0	0	0	1,382	0	1,382
Construction	600	0	0	0	0	600	1,170	0	1,770
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	5	0	8
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	60	0	0	0	0	60	0	0	60
Total Outlay	**$663**	**$0**	**$0**	**$0**	**$0**	**$663**	**$2,689**	**$0**	**$3,352**

FINANCING SOURCES									
Bonds	$363	$0	$0	$0	$0	$363	$783	$0	$1,146
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	1	0	1
Total County Funding	$363	$0	$0	$0	$0	$363	$784	$0	$1,147
Federal	0	0	0	0	0	0	942	0	942
State	300	0	0	0	0	300	964	0	1,264
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$663**	**$0**	**$0**	**$0**	**$0**	**$663**	**$2,689**	**$0**	**$3,352**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.31	0.31	0.31	0.31	0.00	0.31
Personnel Costs	0.0	6.2	6.5	6.7	7.0	0.0	7.3
Operating	0.0	7.8	8.0	8.1	8.3	0.0	8.5
Total Operating	**$0.0**	**$14.0**	**$14.5**	**$14.8**	**$15.3**	**$0.0**	**$15.8**
Debt Service: Bonds	70.4	102.3	102.3	102.3	102.3	70.4	102.3
Vehicle & Equipment Lease	0.0	0.9	1.7	1.7	1.7	0.0	2.6
Total Impact	**$70.4**	**$117.2**	**$118.5**	**$118.8**	**$119.3**	**$70.4**	**$120.7**

LOCATION:
Faulkner, Maryland (between Route 301 and Pope's Creek Road)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

TRANSPORTATION SUMMARY

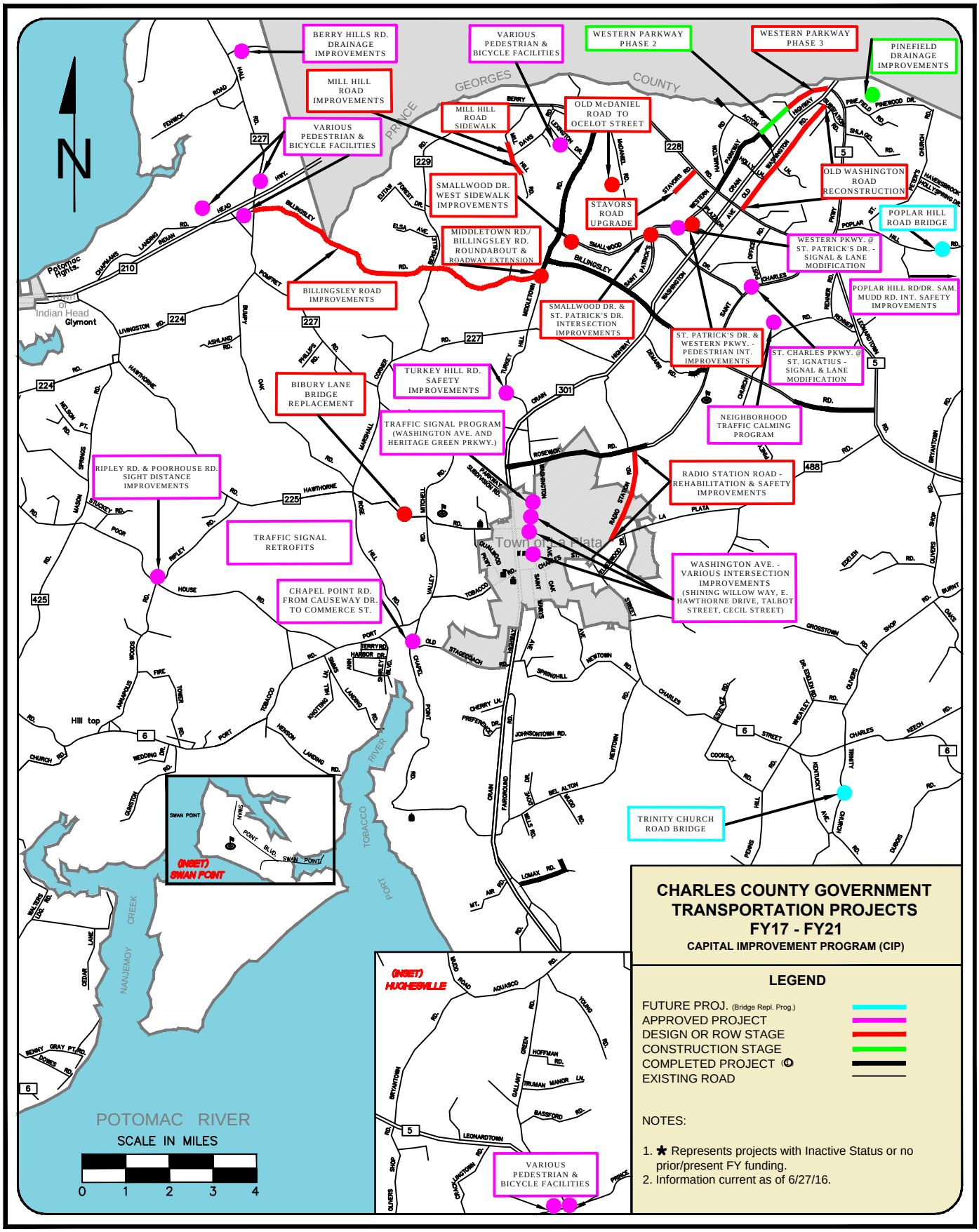
The County is responsible for new and existing local road infrastructure. The Public Works Roads Division maintains lane miles of existing roadway providing a variety of services including patching, overlay, and storm drain repair and replacement. New local road construction is primarily financed by local governments and occasionally with State or Federal grants. The County does receive tax revenue from gasoline sales, distributed by the State and in part applied to debt service from local bonds. Road projects are designed in accordance with the overall planning concept and are managed by Charles County Government employees.

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$534	$260	$655	$226	$83	$1,758	$4,129	$562	$6,449
Land & ROW	2,462	106	1,441	79	36	4,124	3,813	1,858	9,795
Construction	7,112	8,215	7,988	4,584	4,560	32,459	12,710	19,181	64,350
Equipment	0	13	13	14	14	54	1	15	70
Administration	236	209	205	75	51	776	652	365	1,793
Administration - FAS	27	30	33	21	24	135	75	33	243
Inspection	212	292	291	133	130	1,058	655	573	2,286
Miscellaneous	68	148	186	26	12	440	628	76	1,144
Contingency	341	482	461	104	89	1,477	559	946	2,982
Total Outlay	**$10,992**	**$9,755**	**$11,273**	**$5,262**	**$4,999**	**$42,281**	**$23,221**	**$23,609**	**$89,111**
FINANCING SOURCES									
Bonds	$10,350	$9,488	$11,003	$4,989	$4,837	$40,667	$22,021	$23,411	$86,100
Fund Balance Appropriation	270	0	0	0	0	270	1,080	0	1,350
Operating Transfer General Fund	210	105	108	111	0	534	80	0	614
Operating Transfer CIP	0	0	0	0	0	0	0	0	0
Total County Funding	$10,830	$9,593	$11,111	$5,100	$4,837	$41,471	$23,181	$23,411	$88,063
Federal	0	0	0	0	0	0	40	0	40
State	162	162	162	162	162	810	0	198	1,008
Total Funding	**$10,992**	**$9,755**	**$11,273**	**$5,262**	**$4,999**	**$42,281**	**$23,221**	**$23,609**	**$89,111**

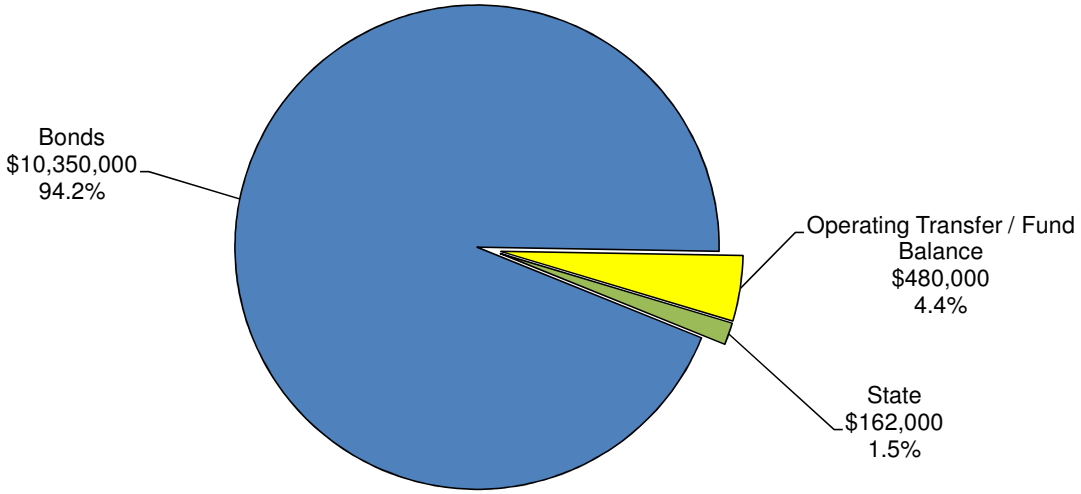
Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	1.00	1.00	1.00	1.00	0.00	1.00
Personnel Costs	0.0	78.4	81.6	84.8	88.2	0.0	91.7
Operating	0.0	31.8	64.9	99.4	135.1	0.0	139.2
Total Operating	**$0.0**	**$110.2**	**$146.5**	**$184.2**	**$223.3**	**$0.0**	**$230.9**
Debt Service: Bonds	1,991.0	2,778.2	3,485.3	4,273.7	4,653.4	1,991.0	6,452.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$1,991.0**	**$2,888.4**	**$3,631.8**	**$4,457.9**	**$4,876.7**	**$1,991.0**	**$6,683.4**

Projects with Future Operating Impacts:

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2020	Beyond FY 2021	FTE
Neighborhood Traffic Calming	0.0	110.2	146.5	184.2	223.3	230.9	1.00
Total	**$0.0**	**$110.2**	**$146.5**	**$184.2**	**$223.3**	**$230.9**	**1.00**

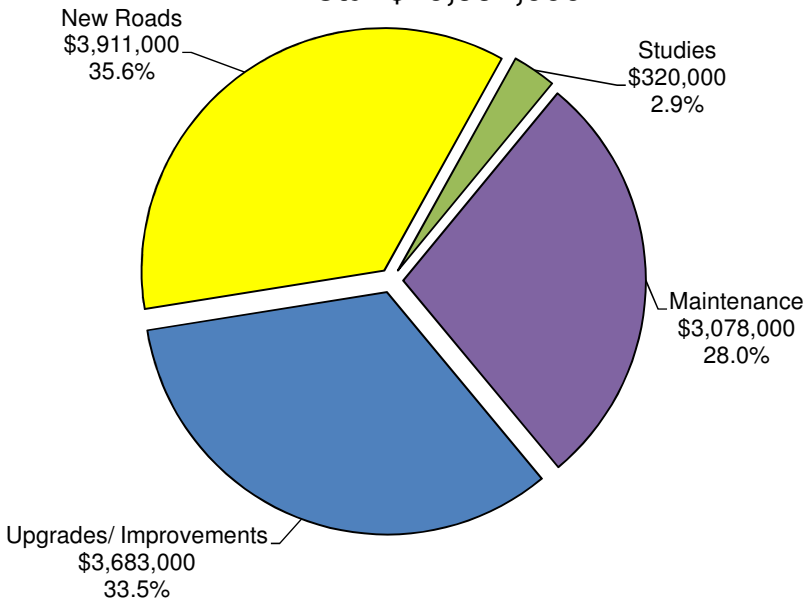

BERRY HILLS RD. DRAINAGE IMPROVEMENTS
VARIOUS PEDESTRIAN & BICYCLE FACILITIES
WESTERN PARKWAY PHASE 2
WESTERN PARKWAY PHASE 3
PINEFIELD DRAINAGE IMPROVEMENTS
MILL HILL ROAD IMPROVEMENTS
MILL HILL ROAD SIDEWALK
OLD McDANIEL ROAD TO OCELOT STREET
VARIOUS PEDESTRIAN & BICYCLE FACILITIES
SMALLWOOD DR. WEST SIDEWALK IMPROVEMENTS
STAVORS ROAD UPGRADE
OLD WASHINGTON ROAD RECONSTRUCTION
POPLAR HILL ROAD BRIDGE
MIDDLETOWN RD./ BILLINGSLEY RD. ROUNDABOUT & ROADWAY EXTENSION
WESTERN PKWY. @ ST. PATRICK'S DR. - SIGNAL & LANE MODIFICATION
BILLINGSLEY ROAD IMPROVEMENTS
SMALLWOOD DR. & ST. PATRICK'S DR. INTERSECTION IMPROVEMENTS
POPLAR HILL RD/DR. SAM. MUDD RD. INT. SAFETY IMPROVEMENTS
ST. PATRICK'S DR. & WESTERN PKWY. - PEDESTRIAN INT. IMPROVEMENTS
ST. CHARLES PKWY. @ ST. IGNATIUS - SIGNAL & LANE MODIFICATION
BIBURY LANE BRIDGE REPLACEMENT
TURKEY HILL RD. SAFETY IMPROVEMENTS
TRAFFIC SIGNAL PROGRAM (WASHINGTON AVE. AND HERITAGE GREEN PRKWY.)
NEIGHBORHOOD TRAFFIC CALMING PROGRAM
RIPLEY RD. & POORHOUSE RD. SIGHT DISTANCE IMPROVEMENTS
RADIO STATION ROAD - REHABILITATION & SAFETY IMPROVEMENTS
TRAFFIC SIGNAL RETROFITS
WASHINGTON AVE. - VARIOUS INTERSECTION IMPROVEMENTS (SHINING WILLOW WAY, E. HAWTHORNE DRIVE, TALBOT STREET, CECIL STREET)
CHAPEL POINT RD. FROM CAUSEWAY DR. TO COMMERCE ST.
TRINITY CHURCH ROAD BRIDGE
VARIOUS PEDESTRIAN & BICYCLE FACILITIES
PRINCE GEORGES COUNTY
Town of Indian Head
Glymont
Hill top
Town of La Plata
POTOMAC RIVER
TOBACCO RIVER
NANJEMOY CREEK
(INSET) SWAN POINT
(INSET) HUGHESVILLE
SCALE IN MILES
0 1 2 3 4
CHARLES COUNTY GOVERNMENT
TRANSPORTATION PROJECTS
FY17 - FY21
CAPITAL IMPROVEMENT PROGRAM (CIP)
LEGEND
FUTURE PROJ. (Bridge Repl. Prog.)
APPROVED PROJECT
DESIGN OR ROW STAGE
CONSTRUCTION STAGE
COMPLETED PROJECT
EXISTING ROAD
NOTES:
1. ★ Represents projects with Inactive Status or no prior/present FY funding.
2. Information current as of 6/27/16.

FY17 Transportation Financing Sources
Total $10,992,000



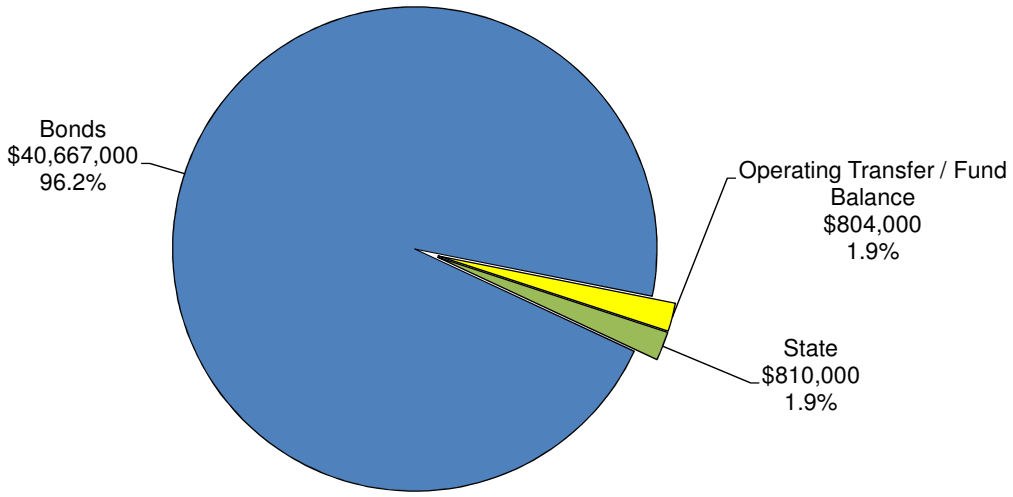
Bonds are the major source of financing for the transportation projects.

FY17 Transportation by Project Type
Total $10,992,000



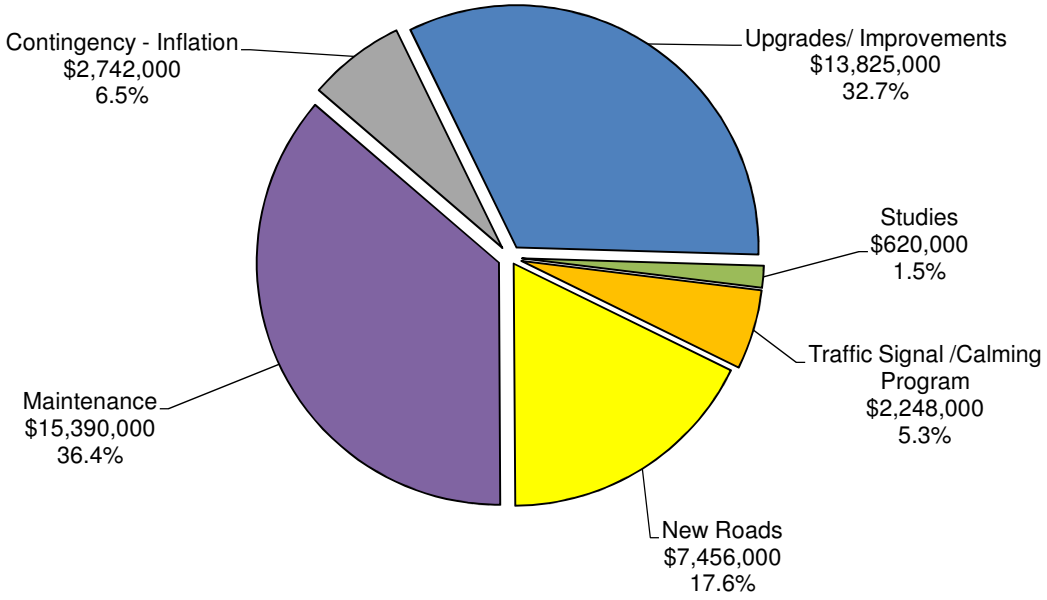
The Capital Budget for transportation/roads includes improving the existing road system and expanding for the future. Included are funds to improve drainage, safety, sidewalks and traffic intersection(s). New Roads includes funding for Phase II and Phase III of Western Parkway. Upgrade/Improvements includes funding for the Billingsley Road Safety Improvements and the Middletown/Billingsley Roads Roundabout Projects.

FY17-FY21 Transportation Financing Sources
Total $42,281,000



The County's Debt Affordability Plan provides for sufficient funds to pay the annual debt service on the necessary General Obligation Bonds.

FY17-FY21 Transportation by Project Type
Total $42,281,000



The majority of the Transportation program is for maintenance, upgrades, and improvements to the existing roads. New Roads includes funding for Phase II and Phase III of Western Parkway.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Road Overlay Program **Project #: 2209**

Highway Maintenance Program to complete asphalt overlay, modified seal, slurry seal, crack seal, line striping, deep patching, pavement markings, and repairs on various roads in the county. Roads for treatment to be determined.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	75	75	75	75	75	375	0	75	450
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$3,078**	**$3,078**	**$3,078**	**$3,078**	**$3,078**	**$15,390**	**$0**	**$3,078**	**$18,468**

FINANCING SOURCES									
Bonds (15 year)	$2,909	$2,916	$2,916	$2,916	$2,916	$14,573	$0	$2,916	$17,489
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	7	0	0	0	0	7	0	0	7
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 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	255.3	512.1	768.9	1,025.7	1,539.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$255.3**	**$512.1**	**$768.9**	**$1,025.7**	**$1,539.3**

LOCATION:
Roads throughout Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
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

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$15	$15	$15	$45	$394	$15	$454
Land & ROW	0	0	0	0	0	0	55	0	55
Construction	0	0	170	170	170	510	1,900	170	2,580
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	6	6	6	18	70	6	94
Administration - FAS	0	0	3	3	3	9	3	3	15
Inspection	0	0	0	0	0	0	9	0	9
Miscellaneous	0	0	2	2	2	6	45	2	53
Contingency	0	0	17	17	17	51	332	17	400
Total Outlay	**$0**	**$0**	**$213**	**$213**	**$213**	**$639**	**$2,807**	**$213**	**$3,659**

FINANCING SOURCES									
Bonds (20 year)	$0	$0	$213	$213	$213	$639	$2,767	$213	$3,619
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	$213	$213	$213	$639	$2,767	$213	$3,619
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	**$0**	**$0**	**$213**	**$213**	**$213**	**$639**	**$2,807**	**$213**	**$3,659**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	248.9	248.9	248.9	264.2	279.5	248.9	310.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$248.9**	**$248.9**	**$248.9**	**$264.2**	**$279.5**	**$248.9**	**$310.2**

LOCATION:
Various Sites throughout County. (See description above.)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Safety Improvement Program- Existing Roadways **Project #: 2177**

Design and construct various roadway safety improvements/upgrades as recommended by the Charles County Safety Committee:

1.) Lomax Rd. Upgrade - (Joe Court to eastern terminus).
2.) Ripley Rd. & Poorhouse Rd. (sight distance improvements).
3.) Poplar Hill Rd./Dr. Sam. Mudd Rd. (intersection safety Improvements).
4.) Fenwick Rd. northeast of Bluejay Way (drainage improvements).
5.) Berry Hills Rd. east of Marshall Hall Rd. (drainage improvements).
6.) Turkey Hill Rd. (eliminate 90 degree bend).
7.) Mitchell Rd. @ College of Southern Maryland (sight distance improvements).

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$18	$18	$18	$18	$72	$83	$18	$173
Land & ROW	0	15	15	15	15	60	34	15	109
Construction	0	185	185	185	185	740	269	185	1,194
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	15	15	15	15	60	23	15	98
Administration - FAS	0	3	3	3	3	12	12	3	27
Inspection	0	14	14	14	14	56	40	14	110
Miscellaneous	0	2	2	2	2	8	10	2	20
Contingency	0	18	18	18	18	72	25	18	115
Total Outlay	**$0**	**$270**	**$270**	**$270**	**$270**	**$1,080**	**$496**	**$270**	**$1,846**

FINANCING SOURCES									
Bonds (20 year)	$0	$270	$270	$270	$270	$1,080	$496	$270	$1,846
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	$270	$270	$270	$270	$1,080	$496	$270	$1,846
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	**$0**	**$270**	**$270**	**$270**	**$270**	**$1,080**	**$496**	**$270**	**$1,846**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	44.6	44.6	64.0	83.5	102.9	44.6	141.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$44.6**	**$44.6**	**$64.0**	**$83.5**	**$102.9**	**$44.6**	**$141.7**

LOCATION:
Various Sites throughout County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Traffic Signal Program **Project #: 2156**

Install new traffic signal at various locations throughout the county in conjunction with the Maryland State Highway Administration.
1) Western Prkwy @ St. Patrick's Dr. - Signal & lane modifications
2) St. Charles Prkwy @ St. Ignatius - Signal & lane modifications
3) Washington Rd. and Heritage Green Parkway

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$16	$16	$16	$16	$64	$40	$16	$120
Land & ROW	0	10	10	10	10	40	27	10	77
Construction	0	200	200	200	200	800	512	200	1,512
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	13	13	13	13	52	28	13	93
Administration - FAS	0	3	3	3	3	12	6	3	21
Inspection	0	18	18	18	18	72	43	18	133
Miscellaneous	0	5	5	5	5	20	6	5	31
Contingency	0	20	20	20	20	80	27	20	127
Total Outlay	**$0**	**$285**	**$285**	**$285**	**$285**	**$1,140**	**$688**	**$285**	**$2,113**

FINANCING SOURCES									
Bonds (20 year)	$0	$285	$285	$285	$285	$1,140	$659	$285	$2,084
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	0	0	0	0	0	0	30	0	30
Total County Funding	$0	$285	$285	$285	$285	$1,140	$688	$285	$2,113
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**	**$285**	**$285**	**$285**	**$285**	**$1,140**	**$688**	**$285**	**$2,113**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	59.3	59.3	79.8	100.3	120.8	59.3	161.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$59.3**	**$59.3**	**$79.8**	**$100.3**	**$120.8**	**$59.3**	**$161.8**

LOCATION:
County Wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 2210

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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$0	$0	$0
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	150	150	150	150	150	750	0	150	900
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$153**	**$153**	**$153**	**$153**	**$153**	**$765**	**$0**	**$153**	**$918**

FINANCING SOURCES									
Bonds (20 year)	$0	$153	$153	$153	$153	$612	$0	$153	$765
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	153	0	0	0	0	153	0	0	153
Total County Funding	$153	$153	$153	$153	$153	$765	$0	$153	$918
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$153**	**$153**	**$153**	**$153**	**$153**	**$765**	**$0**	**$153**	**$918**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	11.0	22.0	33.0	55.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$11.0**	**$22.0**	**$33.0**	**$55.1**

LOCATION:
To be determined.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 2180

Light Rail Transit Initiative

Funding is needed to start the project planning phase, consistent with the Federal Transit Administration's project development process, in cooperation with Prince George's County and the Maryland Department of Transportation (MDOT). The MDOT FY2014-2019 Consolidated Transportation Program (CTP) included $5,000,000 to initiate Project Planning. Funding is needed for local planning and engineering activities to support the transit planning and preliminary engineering. A series of consulting services are needed to provide the necessary data gathering and production, local level analysis, and assistance with project management and coordination as this top County transportation priority is developed. Technical services needed will include but not limited to traffic analysis, population and employment analyses, transit ridership generation projections, site analyses for potential future transit stations, right-of-way preservation coordination and associated site assessment activities, transit development project coordination with the transit project, and assistance with interagency data coordination among the project team.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$270	$0	$0	$0	$0	$270	$1,079	$0	$1,349
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	0	0	0	0	0	0	0	0	0
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	1	0	1
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$270**	**$0**	**$0**	**$0**	**$0**	**$270**	**$1,080**	**$0**	**$1,350**
FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	270	0	0	0	0	270	1,080	0	1,350
Operating Transfer General Fund	0	0	0	0	0	0	0	0	0
Total County Funding	$270	$0	$0	$0	$0	$270	$1,080	$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**	**$0**	**$0**	**$0**	**$0**	**$270**	**$1,080**	**$0**	**$1,350**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

LOCATION:

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 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 2178

Billingsley Road Safety Improvements

A preliminary report of a study to determine where safety improvements are warranted along the Billingsley Road corridor from Middletown Rd. to Md. Route 210 has identified several areas for which safety improvement measures should be implemented. The recommended improvements consist of short term (tree removal, shoulder repair, and signage), medium range (shoulder installation and drainage), and long term solutions (realignment, and intersection improvements). The next phase of this project is to implement the short term and mid range improvements. The long term improvements will require a formal design to construct the realignment and intersection improvements.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$280	$340	$620
Land & ROW	0	0	0	0	0	0	158	200	357
Construction	1,312	0	0	0	0	1,312	1,574	6,998	9,884
Equipment	0	0	0	0	0	0	0	0	0
Administration	36	0	0	0	0	36	47	99	182
Administration - FAS	3	0	0	0	0	3	9	3	15
Inspection	43	0	0	0	0	43	48	120	210
Miscellaneous	3	0	0	0	0	3	12	20	35
Contingency	65	0	0	0	0	65	73	220	358
Total Outlay	**$1,462**	**$0**	**$0**	**$0**	**$0**	**$1,462**	**$2,200**	**$8,000**	**$11,662**

FINANCING SOURCES									
Bonds (20 year)	$1,462	$0	$0	$0	$0	$1,462	$2,200	$8,000	$11,662
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	$1,462	$0	$0	$0	$0	$1,462	$2,200	$8,000	$11,662
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	**$1,462**	**$0**	**$0**	**$0**	**$0**	**$1,462**	**$2,200**	**$8,000**	**$11,662**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	197.9	302.4	302.4	302.4	302.4	197.9	878.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$197.9**	**$302.4**	**$302.4**	**$302.4**	**$302.4**	**$197.9**	**$878.1**

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 2186

Old Washington Road Reconstruction

Reconstruction of portions of Old Washington Road is necessary to support increases in North-South traffic flow and overall traffic circulation. This route is a vital link to supporting commercial businesses in the Waldorf community. Old Washington Road is not only a North-South link, but will also support East-West connectivity between Western Parkway, US 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

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$540	$0	$540
Land & ROW	500	0	0	0	0	500	500	0	1,000
Construction	470	2,495	2,495	0	0	5,460	0	0	5,460
Equipment	0	0	0	0	0	0	0	0	0
Administration	26	57	57	0	0	140	26	0	166
Administration - FAS	3	3	3	0	0	9	6	0	15
Inspection	0	129	129	0	0	258	0	0	258
Miscellaneous	25	111	110	0	0	246	15	0	261
Contingency	50	254	253	0	0	557	0	0	557
Total Outlay	**$1,074**	**$3,049**	**$3,047**	**$0**	**$0**	**$7,170**	**$1,087**	**$0**	**$8,257**

FINANCING SOURCES									
Bonds (20 year)	$1,074	$3,049	$3,047	$0	$0	$7,170	$1,087	$0	$8,257
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$1,074	$3,049	$3,047	$0	$0	$7,170	$1,087	$0	$8,257
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$1,074**	**$3,049**	**$3,047**	**$0**	**$0**	**$7,170**	**$1,087**	**$0**	**$8,257**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	97.8	174.5	393.9	613.2	613.2	97.8	613.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$97.8**	**$174.5**	**$393.9**	**$613.2**	**$613.2**	**$97.8**	**$613.2**

LOCATION:
Waldorf, Md. Route 5 to Substation Road

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 2191

Washington Ave.- Various Intersection Improvements

Provide left turn lanes at high-volume intersections, including the following:
• Heritage Green Parkway • Shining Willow Way • E. Hawthorne Drive • Talbot Street • Cecil Street

Washington Ave. is an urban major collector road. As such, the goal is to ultimately provide a center turn lane along the road. The Fire Department made a request in 2011 for a traffic signal at their location on Washington Ave. at Shining Willow Way due to a traffic accident that tied up their main access to the fire station. This is also the subject of a Traffic Safety Committee request for October 2012, requesting that the shoulder northbound be striped for a right turn lane. The best response to both concerns would be to provide a left-turn lane at Shining Willow Way so that vehicles could get around anyone stopped to turn left.
The US DOT and FHWA are encouraging the provision of left turn lanes as one of 9 proven safety measures, and are asking local and state jurisdictions to determine how and when they can consider these measures to improve safety, especially when federally funded investments are pursued. AASHTO recommends that left-turn lanes should be provided at street intersections along major arterials and collector roads wherever left turns are permitted. Studies have shown total crash reductions ranging from 28-44% and fatal/injury crash reductions of 35-55% when a left turn lane is provided on just one of the major street approaches and even more if on both approaches.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$50	$50	$50	$0	$150	$140	$50	$340
Land & ROW	0	40	40	40	0	120	40	40	200
Construction	0	170	170	170	0	510	170	170	850
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	13	13	13	0	39	18	13	70
Administration - FAS	0	3	3	3	0	9	3	3	15
Inspection	0	8	8	8	0	24	11	8	43
Miscellaneous	0	4	4	4	0	12	4	4	20
Contingency	0	17	17	17	0	51	17	17	85
Total Outlay	**$0**	**$305**	**$305**	**$305**	**$0**	**$915**	**$403**	**$305**	**$1,623**
FINANCING SOURCES									
Bonds (20 year)	$0	$305	$305	$305	$0	$915	$403	$305	$1,623
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	$305	$305	$305	$0	$915	$403	$305	$1,623
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**	**$305**	**$305**	**$305**	**$0**	**$915**	**$403**	**$305**	**$1,623**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	36.2	36.2	58.2	80.1	102.1	36.2	124.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$36.2**	**$36.2**	**$58.2**	**$80.1**	**$102.1**	**$36.2**	**$124.0**

LOCATION:
La Plata, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 2193

Neighborhood Traffic Calming Program

A neighborhood traffic calming program was adopted by the Board of County Commissioners. Additional staff and consultant resources are required for necessary studies as well as for the cost of constructing actual traffic calming practices. A survey of 21 jurisdictions showed traffic calming is budgeted from $30,000 to $600,000 per year. Initial cost of implementation may be greater.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total 15-'19	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$21	$21	$21	$21	$84	$59	$21	$164
Land & ROW	0	5	5	5	5	20	5	5	30
Construction	0	200	200	200	200	800	200	200	1,200
Equipment	0	12	12	12	12	48	1	12	61
Administration	0	9	9	9	9	36	13	9	58
Administration - FAS	0	3	3	3	3	12	3	3	18
Inspection	0	4	4	4	4	16	8	4	28
Miscellaneous	0	3	3	3	3	12	3	3	18
Contingency	0	20	20	20	20	80	20	20	120
Total Outlay	**$0**	**$277**	**$277**	**$277**	**$277**	**$1,108**	**$312**	**$277**	**$1,697**

FINANCING SOURCES									
Bonds (10 year)	$0	$277	$277	$277	$277	$1,108	$312	$277	$1,697
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	$277	$277	$277	$277	$1,108	$312	$277	$1,697
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**	**$277**	**$277**	**$277**	**$277**	**$1,108**	**$312**	**$277**	**$1,697**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	1.00	1.00	1.00	1.00	0.00	1.00
Personnel Costs	0.0	78.4	81.6	84.8	88.2	0.0	91.7
Operating	0.0	31.8	64.9	99.4	135.1	0.0	139.2
Total Operating	**$0.0**	**$110.2**	**$146.5**	**$184.2**	**$223.3**	**$0.0**	**$230.9**
Debt Service: Bonds	38.5	38.5	73.2	107.9	142.6	38.5	212.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$38.5**	**$148.7**	**$219.7**	**$292.1**	**$365.9**	**$38.5**	**$442.9**

LOCATION:
Various locations throughout the County that are yet to be determined.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #:

Middletown Road Phase 3

Upgrade of existing Middletown Road from two lanes to four lanes as identified in the Waldorf Subarea Plan. This stretch of Middletown Road will provide supplemental traffic flow capacity for north-south travel through Charles County from Billingsley Rd. to Md. Route 227 linking the two roads while relieving some of the traffic congestion from MD. Rte. 301.

Estimated costs are subject to change after preliminary engineering is completed.
Ex. ROW=30', Prop.R/W=150'; Length=1.25 mi. Minor Arterial

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$400	$0	$0	$400	$0	$0	$400
Land & ROW	0	0	1,250	0	0	1,250	0	1,250	2,500
Construction	0	0	0	0	0	0	0	4,620	4,620
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	19	0	0	19	0	145	164
Administration - FAS	0	0	3	0	0	3	0	3	6
Inspection	0	0	0	0	0	0	0	232	232
Miscellaneous	0	0	45	0	0	45	0	40	85
Contingency	0	0	0	0	0	0	0	462	462
Total Outlay	**$0**	**$0**	**$1,717**	**$0**	**$0**	**$1,717**	**$0**	**$6,752**	**$8,469**

FINANCING SOURCES									
Bonds (20 year)	$0	$0	$1,717	$0	$0	$1,717	$0	$6,752	$8,469
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$1,717	$0	$0	$1,717	$0	$6,752	$8,469
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$1,717**	**$0**	**$0**	**$1,717**	**$0**	**$6,752**	**$8,469**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
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	123.6	123.6	609.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$123.6**	**$123.6**	**$609.4**

LOCATION:
Middletown Road from Billingsley Road to Md. Route 227

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 2200

Old McDaniel Road to Ocelot Street

Per direction of the Board of County Commissioners, PGM evaluated alternative options to provide an alternate ingress/egress for Piney Grove Estates, in addition to providing greater roadway connectivity and circulation in the area. The extension of Old McDaniel Road as a Minor Collector roadway, from McDaniel Road to Ocelot Street, will connect the Piney Grove Estates, Charles Crossing, and Hampshire neighborhoods.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$134	$0	$134
Land & ROW	0	0	0	0	0	0	325	0	325
Construction	496	0	0	0	0	496	497	0	993
Equipment	0	0	0	0	0	0	0	0	0
Administration	22	0	0	0	0	22	30	0	52
Administration - FAS	3	0	0	0	0	3	6	0	9
Inspection	24	0	0	0	0	24	25	0	49
Miscellaneous	5	0	0	0	0	5	4	0	9
Contingency	50	0	0	0	0	50	50	0	100
Total Outlay	**$600**	**$0**	**$0**	**$0**	**$0**	**$600**	**$1,071**	**$0**	**$1,671**

FINANCING SOURCES									
Bonds (20 year)	$600	$0	$0	$0	$0	$600	$1,071	$0	$1,671
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$600	$0	$0	$0	$0	$600	$1,071	$0	$1,671
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$600**	**$0**	**$0**	**$0**	**$0**	**$600**	**$1,071**	**$0**	**$1,671**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	96.3	139.2	139.2	139.2	139.2	96.3	139.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$96.3**	**$139.2**	**$139.2**	**$139.2**	**$139.2**	**$96.3**	**$139.2**

LOCATION:
Old McDaniel Road and Ocelot Street, Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Middletown Road & Billingsley Road Roundabout

Requested By: DPW
Project #: 2179

Traffic backups exist 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. The project scope has been increased "to include construction of approximately 800 LF of 4-lane divided highway from the signalized" intersection to the roundabout to meet the ultimate roadway classification for Middletown Road.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$177	$0	$177
Land & ROW	0	0	0	0	0	0	75	0	75
Construction	776	0	0	0	0	776	224	0	1,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	50	0	0	0	0	50	26	0	76
Administration - FAS	3	0	0	0	0	3	6	0	9
Inspection	50	0	0	0	0	50	6	0	56
Miscellaneous	15	0	0	0	0	15	12	0	27
Contingency	100	0	0	0	0	100	0	0	100
Total Outlay	**$994**	**$0**	**$0**	**$0**	**$0**	**$994**	**$526**	**$0**	**$1,520**

FINANCING SOURCES									
Bonds (20 year)	$994	$0	$0	$0	$0	$994	$526	$0	$1,520
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	$994	$0	$0	$0	$0	$994	$526	$0	$1,520
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	**$994**	**$0**	**$0**	**$0**	**$0**	**$994**	**$526**	**$0**	**$1,520**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	47.3	118.3	118.3	118.3	118.3	47.3	118.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$47.3**	**$118.3**	**$118.3**	**$118.3**	**$118.3**	**$47.3**	**$118.3**

LOCATION:
Middletown/Billingsley Road intersection

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #:

Radio Station Road/Rt. 488 Traffic Signal & Geometric Improvements

The installation of a traffic signal along with geometric improvements to the Radio Station Road/Md. Route 488 intersection are warranted based on a traffic analysis performed during morning and afternoon peak traffic conditions. The upgrades will support the increased traffic volume experienced since the opening of St. Charles Parkway and will improve the traffic circulation during AM and PM peak traffic periods.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$60	$0	$0	$0	$60	$0	$0	$60
Land & ROW	0	30	0	0	0	30	0	0	30
Construction	0	600	0	0	0	600	0	0	600
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	37	0	0	0	37	0	0	37
Administration - FAS	0	3	0	0	0	3	0	0	3
Inspection	0	12	0	0	0	12	0	0	12
Miscellaneous	0	8	0	0	0	8	0	0	8
Contingency	0	50	0	0	0	50	0	0	50
Total Outlay	**$0**	**$800**	**$0**	**$0**	**$0**	**$800**	**$0**	**$0**	**$800**

FINANCING SOURCES									
Bonds (20 year)	$0	$800	$0	$0	$0	$800	$0	$0	$800
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	$800	$0	$0	$0	$800	$0	$0	$800
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$800**	**$0**	**$0**	**$0**	**$800**	**$0**	**$0**	**$800**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	57.6	57.6	57.6	0.0	57.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$57.6**	**$57.6**	**$57.6**	**$0.0**	**$57.6**

LOCATION:
Radio Station Road, La Plata MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Project #: 2204

Intersection Analyses/Traffic Signal Warrant Analyses

Intersection Analyses - Collect and analyze current vehicular, bicycle, and pedestrian activity data at major County arterial intersections in order to aid the County in making decisions for potential intersection improvements and/or traffic signal alterations. This analysis should include, but is not limited to, certain intersections along Smallwood Drive, St. Charles Parkway, Rosewick Road, St. Patrick's Drive, Billingsley Road, and Middletown Road. Current available data is very limited and requires analysis of site specific locations to make informed decisions for potential improvements relating to traffic safety.

Traffic Signal Warrant Analyses – Consulting services are needed to assist the Charles County Traffic Safety Committee (TSC) to determine the eligibility and need for the construction or enhancement of a traffic signal at an intersection of two or more County roads. It is estimated that approximately four warrant studies are needed per year.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '14-'18	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$40	$80	$80	$80	$0	$280	$40	$0	$320
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	2	7	7	10	0	26	2	0	28
Administration - FAS	3	3	3	0	0	9	3	0	12
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	5	10	10	10	0	35	5	0	40
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$50**	**$100**	**$100**	**$100**	**$0**	**$350**	**$50**	**$0**	**$400**

FINANCING SOURCES									
Bonds (20 year)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer General Fund	50	100	100	100	0	350	50	0	400
Total County Funding	$50	$100	$100	$100	$0	$350	$50	$0	$400
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$50**	**$100**	**$100**	**$100**	**$0**	**$350**	**$50**	**$0**	**$400**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**

LOCATION:
To be determined

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 2013

Western Parkway Road Improvements Phase 2

The construction of Western Parkway, Phase 2 from Acton Lane north to US 301 near the Charles County and Prince George's County line will provide for a completed north/south route that will facilitate local vehicular traffic within Waldorf, serving as an alternate to US 301. This project will also provide for the completion of missing links of the bicycle and pedestrian facilities within the Waldorf Urban Core area, particularly west of Crain Highway. Consistent with the Charles County Comprehensive Plan, Western Parkway will parallel US 301, resulting in a grid network street pattern. This additional north/south route will provide greater roadway connectivity and increased traffic circulation patterns, while ultimately relieving some traffic congestion on US 301/Crain Highway.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '14-'18	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$318	$0	$318
Land & ROW	0	0	0	0	0	0	108	0	108
Construction	758	759	759	0	0	2,276	1,858	0	4,134
Equipment	0	0	0	0	0	0	0	0	0
Administration	49	50	50	0	0	149	87	0	236
Administration - FAS	3	3	3	0	0	9	7	0	16
Inspection	20	21	21	0	0	62	141	0	203
Miscellaneous	5	5	5	0	0	15	279	0	294
Contingency	76	76	76	0	0	228	15	0	243
Total Outlay	**$911**	**$914**	**$914**	**$0**	**$0**	**$2,739**	**$2,812**	**$0**	**$5,551**
FINANCING SOURCES									
Bonds (20 year)	$911	$914	$914	$0	$0	$2,739	$2,812	$0	$5,551
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	$911	$914	$914	$0	$0	$2,739	$2,812	$0	$5,551
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	**$911**	**$914**	**$914**	**$0**	**$0**	**$2,739**	**$2,812**	**$0**	**$5,551**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	252.9	318.0	383.8	449.6	449.6	252.9	449.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$252.9**	**$318.0**	**$383.8**	**$449.6**	**$449.6**	**$252.9**	**$449.6**

LOCATION:
Phases 2 from Acton Lane north to US 301 near the Charles County and Prince George's County line

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Project #: 2013

Western Parkway Road Improvements Phase 3

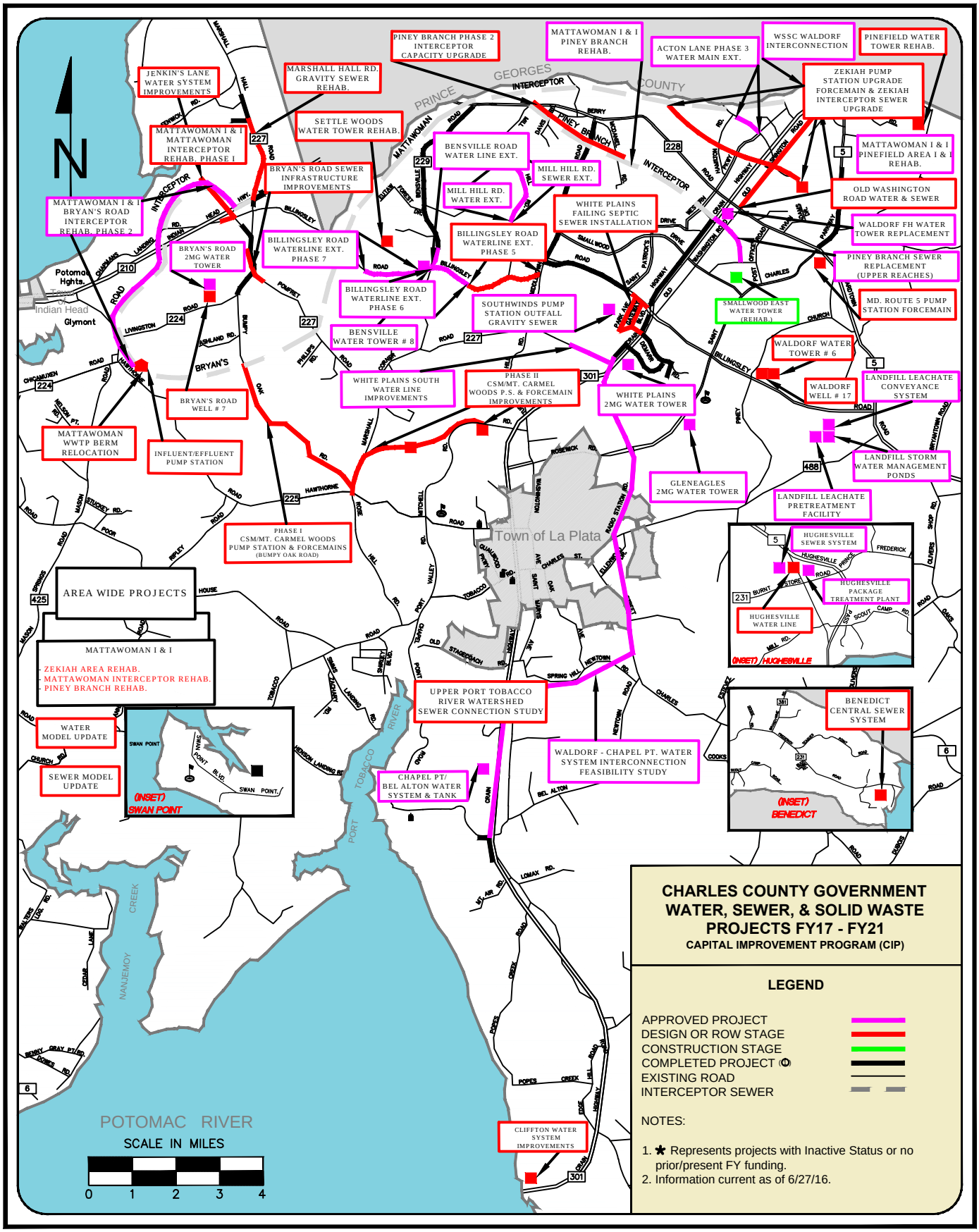
The completion of Western Parkway will connect Maryland Route 228, Acton Lane, Pierce Road, and US Route 301 at Mattawoman Lane. Phase 1A (2,600 l.f.) was constructed by the developers of the Waldorf Technology Park while Phases 1B (4,400 l.f.) was constructed by the County to provide the north/south local bypass of US Route 301 from Md. Route 228 to Acton Lane. Western Parkway Phase 2 (3,600 l.f.) will extend the bypass up to Pierce Road while Phase 3 (4,400 l.f.) will be the final leg of the Western Parkway bypass that will tie into US Route 301 at Mattawoman Lane.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '14-'18	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$224	$0	$0	$0	$0	$224	$845	$0	$1,069
Land & ROW	1,962	0	0	0	0	1,962	2,487	0	4,449
Construction	150	0	0	0	0	150	5,507	0	5,657
Equipment	0	0	0	0	0	0	0	0	0
Administration	51	0	0	0	0	51	282	0	333
Administration - FAS	3	0	0	0	0	3	11	0	14
Inspection	0	0	0	0	0	0	325	0	325
Miscellaneous	10	0	0	0	0	10	232	0	242
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$2,400**	**$0**	**$0**	**$0**	**$0**	**$2,400**	**$9,689**	**$0**	**$12,089**
FINANCING SOURCES									
Bonds (20 year)	$2,400	$0	$0	$0	$0	$2,400	$9,689	$0	$12,089
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	$2,400	$0	$0	$0	$0	$2,400	$9,689	$0	$12,089
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$2,400**	**$0**	**$0**	**$0**	**$0**	**$2,400**	**$9,689**	**$0**	**$12,089**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	871.4	1,043.0	1,043.0	1,043.0	1,043.0	871.4	1,043.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$871.4**	**$1,043.0**	**$1,043.0**	**$1,043.0**	**$1,043.0**	**$871.4**	**$1,043.0**

LOCATION:
Phase 3 from Pierce Road northward to US 301 at Mattawoman Lane


CHARLES COUNTY GOVERNMENT
WATER, SEWER, & SOLID WASTE
PROJECTS FY17 - FY21
CAPITAL IMPROVEMENT PROGRAM (CIP)
LEGEND
APPROVED PROJECT
DESIGN OR ROW STAGE
CONSTRUCTION STAGE
COMPLETED PROJECT
EXISTING ROAD
INTERCEPTOR SEWER
NOTES:
1. ★ Represents projects with Inactive Status or no prior/present FY funding.
2. Information current as of 6/27/16.
N
JENKIN'S LANE WATER SYSTEM IMPROVEMENTS
MARSHALL HALL RD. GRAVITY SEWER REHAB.
PINEY BRANCH PHASE 2 INTERCEPTOR CAPACITY UPGRADE
MATTAWOMAN I & I PINEY BRANCH REHAB.
ACTON LANE PHASE 3 WATER MAIN EXT.
WSSC WALDORF INTERCONNECTION
PINEFIELD WATER TOWER REHAB.
ZEKIAH PUMP STATION UPGRADE FORCEMAIN & ZEKIAH INTERCEPTOR SEWER UPGRADE
SETTLE WOODS WATER TOWER REHAB.
MATTAWOMAN I & I MATTAWOMAN INTERCEPTOR REHAB. PHASE I
BENSVILLE ROAD WATER LINE EXT.
MILL HILL RD. SEWER EXT.
MILL HILL RD. WATER EXT.
BRYAN'S ROAD SEWER INFRASTRUCTURE IMPROVEMENTS
MATTAWOMAN I & I PINEFIELD AREA I & I REHAB.
OLD WASHINGTON ROAD WATER & SEWER
MATTAWOMAN I & I BRYAN'S ROAD INTERCEPTOR REHAB. PHASE 2
WHITE PLAINS FAILING SEPTIC SEWER INSTALLATION
WALDORF FH WATER TOWER REPLACEMENT
BRYAN'S ROAD 2MG WATER TOWER
BILLINGSLEY ROAD WATERLINE EXT. PHASE 7
BILLINGSLEY ROAD WATERLINE EXT. PHASE 5
PINEY BRANCH SEWER REPLACEMENT (UPPER REACHES)
BILLINGSLEY ROAD WATERLINE EXT. PHASE 6
SOUTHWINDS PUMP STATION OUTFALL GRAVITY SEWER
SMALLWOOD EAST WATER TOWER (REHAB.)
MD. ROUTE 5 PUMP STATION FORCEMAIN
BENSVILLE WATER TOWER # 8
WALDORF WATER TOWER # 6
WHITE PLAINS SOUTH WATER LINE IMPROVEMENTS
PHASE II CSM/MT. CARMEL WOODS P.S. & FORCEMAIN IMPROVEMENTS
WHITE PLAINS 2MG WATER TOWER
WALDORF WELL # 17
LANDFILL LEACHATE CONVEYANCE SYSTEM
BRYAN'S ROAD WELL # 7
MATTAWOMAN WWTP BERM RELOCATION
INFLUENT/EFFLUENT PUMP STATION
LANDFILL STORM WATER MANAGEMENT PONDS
GLENEAGLES 2MG WATER TOWER
LANDFILL LEACHATE PRETREATMENT FACILITY
PHASE I CSM/MT. CARMEL WOODS PUMP STATION & FORCEMAINS (BUMPY OAK ROAD)
Town of La Plata
HUGHESVILLE SEWER SYSTEM
HUGHESVILLE PACKAGE TREATMENT PLANT
HUGHESVILLE WATER LINE
(INSET) HUGHESVILLE
AREA WIDE PROJECTS
MATTAWOMAN I & I
- ZEKIAH AREA REHAB.
- MATTAWOMAN INTERCEPTOR REHAB.
- PINEY BRANCH REHAB.
UPPER PORT TOBACCO RIVER WATERSHED SEWER CONNECTION STUDY
BENEDICT CENTRAL SEWER SYSTEM
WATER MODEL UPDATE
SEWER MODEL UPDATE
(INSET) SWAN POINT
WALDORF - CHAPEL PT. WATER SYSTEM INTERCONNECTION FEASIBILITY STUDY
CHAPEL PT/ BEL ALTON WATER SYSTEM & TANK
(INSET) BENEDICT
CLIFFTON WATER SYSTEM IMPROVEMENTS
POTOMAC RIVER
SCALE IN MILES
0 1 2 3 4

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

WATER SUMMARY

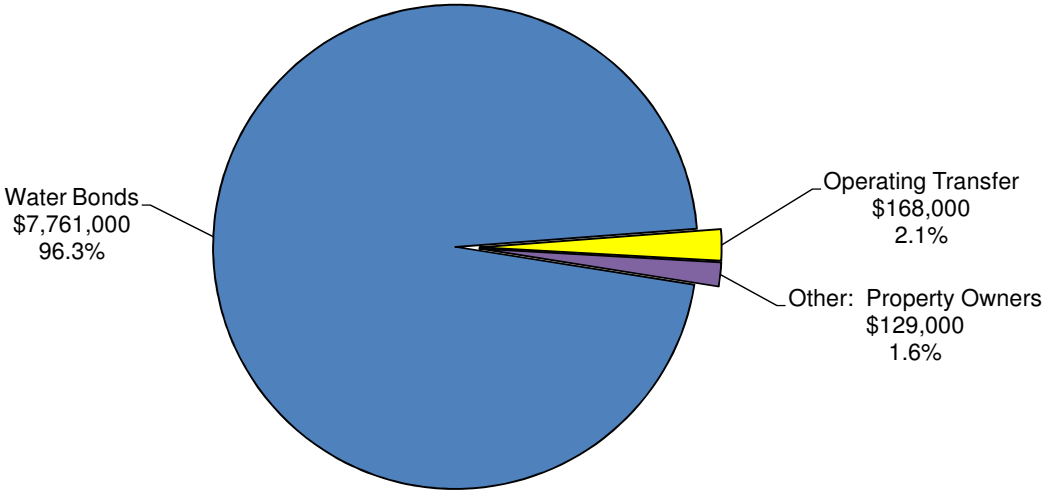
The County owns, maintains and constructs central water systems located throughout the County. New systems are built to accommodate growth, and often, developer contributions for part of the system are dedicated to the County. Infrastructure as a result of new growth is financed by a capital charge, 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 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$1,998	$1,476	$1,669	$864	$664	$6,670	$5,477	$632	$12,778
Land & ROW	475	219	385	0	0	1,079	680	0	1,759
Construction	4,525	12,547	14,308	11,891	5,155	48,425	8,303	12,387	69,115
Equipment	63	67	68	70	0	267	761	0	1,028
Administration	286	682	823	547	181	2,517	559	444	3,520
Administration - FAS	38	44	47	32	19	176	119	22	317
Inspection	210	417	473	396	224	1,719	582	407	2,708
Miscellaneous	41	55	88	34	12	230	55	21	306
Contingency	424	1,079	1,290	1,024	520	4,336	611	1,059	6,006
Total Outlay	**$8,058**	**$16,584**	**$19,149**	**$14,857**	**$6,775**	**$65,422**	**$17,145**	**$14,972**	**$97,539**

FINANCING SOURCES									
Bonds	$7,761	$16,250	$18,912	$14,615	$6,677	$64,214	$16,490	$14,874	$95,578
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	168	198	98	98	98	660	430	98	1,188
Total County Funding	7,929	16,448	19,010	14,713	6,775	64,874	16,920	14,972	96,766
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	25	0	25
Other: _____	129	136	139	144	0	548	200	0	748
Total Funding	**$8,058**	**$16,584**	**$19,149**	**$14,857**	**$6,775**	**$65,422**	**$17,145**	**$14,972**	**$97,539**

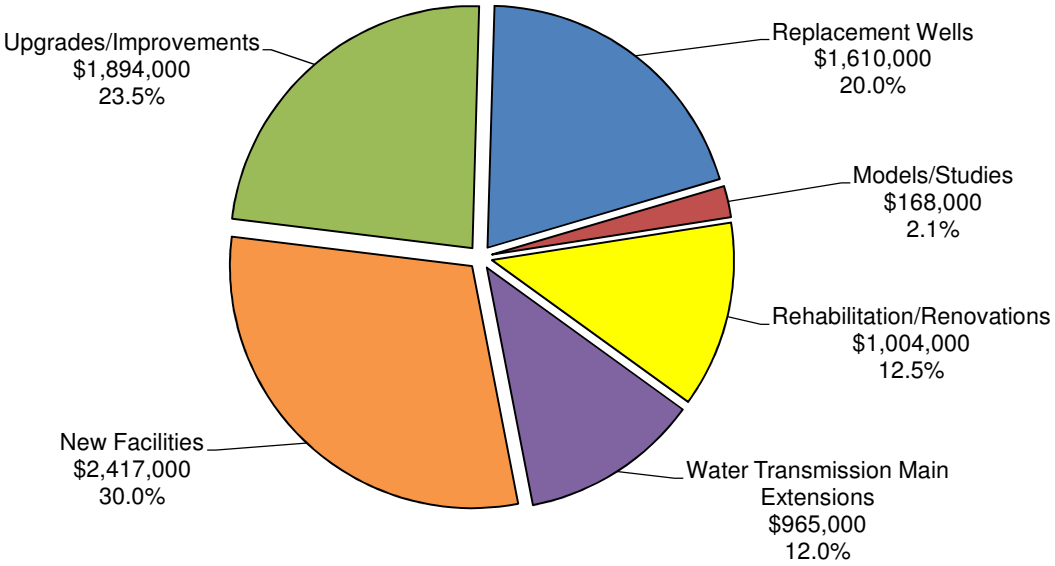
Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	1,562.6	2,276.0	3,742.7	5,449.7	6,774.8	1,562.6	8,360.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$1,929.4**	**$1,524.1**	**$2,426.9**	**$3,896.0**	**$7,611.0**	**$1,562.6**	**$8,360.2**
Increase to Water User Fee:	**48.6¢**	**70.1¢**	**96.0¢**	**$1.30**	**$1.49**	**47.8¢**	**$1.82**

FY17 Water Financing Sources
Total $8,058,000



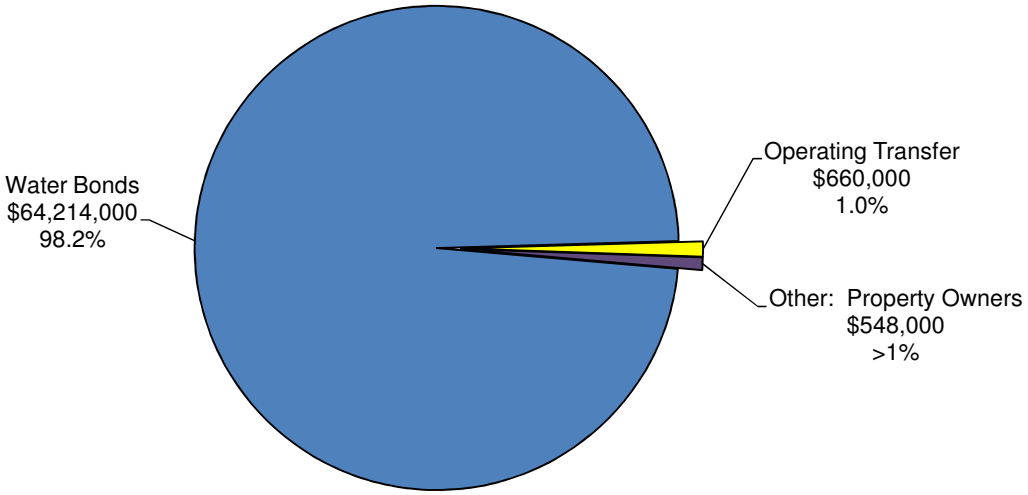
Bonds are the major source of financing for water projects.

FY17 Water Projects by Type
Total $8,058,000



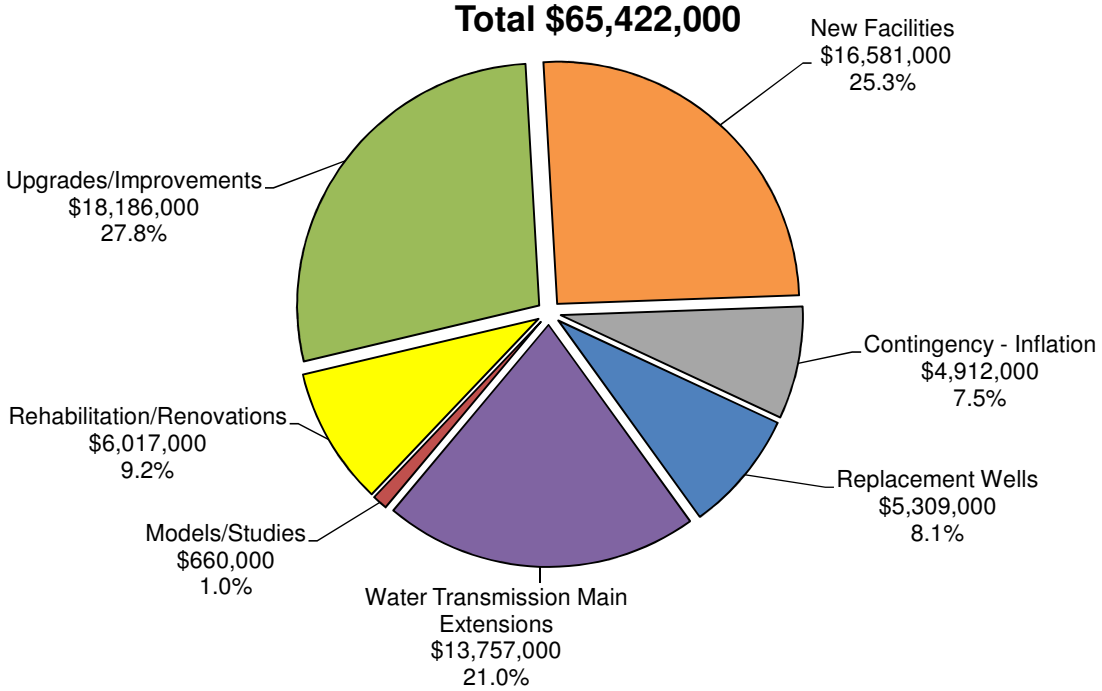
Included in upgrades/improvements are improvements to the Automation & Technology Master Plan and Satellite Water Facility Upgrades. New facilities includes the Bensville Water Tower and the Hughesville Water Line.

FY17-FY21 Water Financing Sources
Total $65,422,000



Financing the debt service associated with bonds for water projects is recovered primarily from water customer connection and user fees.

FY17-FY21 Water Projects by Type
Total $65,422,000



Included in upgrades/improvements are improvements to the Satellite Facilities Upgrades and continuation of the Automation and Technology Master Plan. New Facilities includes the Gleneagles 2MG Water Tower, Bensville Water Tower No. 8 and the Hughesville Water Line.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Underground Infrastructure Repairs

Water User	**100%**	**Requested By:**	**DPW**
Water Connection	**0%**	**Project #:**	**6105**

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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	650	650	650	650	650	3,250	1,150	650	5,050
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	3	3	3	3	15	6	3	24
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	65	65	65	65	65	325	115	65	505
Total Outlay	**$718**	**$718**	**$718**	**$718**	**$718**	**$3,590**	**$1,271**	**$718**	**$5,579**

FINANCING SOURCES									
Bonds (15 Year)	$718	$718	$718	$718	$718	$3,590	$1,271	$718	$5,579
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	$718	$718	$718	$718	$718	$3,590	$1,271	$718	$5,579
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	**$718**	**$718**	**$718**	**$718**	**$718**	**$3,590**	**$1,271**	**$718**	**$5,579**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	105.7	168.7	231.9	295.2	358.4	105.7	484.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$105.7**	**$168.7**	**$231.9**	**$295.2**	**$358.4**	**$105.7**	**$484.9**
Increase to Water User Fee:	**4.8¢**	**7.6¢**	**10.2¢**	**12.8¢**	**15.3¢**	**4.8¢**	**20.4¢**

LOCATION:
Development District

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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. FY 2017's Architectural & Engineering request is to perform an evaluation of existing County well infrastructure is needed to determine capacity limitations and maintenance needs of the public water systems. This analysis will provide the updated data for the County Water Model to assist in determining system limitations and determining necessary improvements.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$60	$27	$27	$27	$27	$168	$274	$27	$469
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	65	65	65	65	65	325	111	68	504
Administration - FAS	3	3	3	3	3	15	13	0	28
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	33	3	51
Total Outlay	**$131**	**$98**	**$98**	**$98**	**$98**	**$523**	**$430**	**$98**	**$1,051**
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	131	98	98	98	98	523	430	98	1,051
Total County Funding	$131	$98	$98	$98	$98	$523	$430	$98	$1,051
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	**$131**	**$98**	**$98**	**$98**	**$98**	**$523**	**$430**	**$98**	**$1,051**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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:	**0.8¢**	**-0.8¢**	**0.0¢**	**0.0¢**	**0.0¢**	**2.5¢**	**0.0¢**

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
South County Water Transmission Main

Water User 95%
Water Connection 5%

Requested By: DPW/PGM
Project #: 6101

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.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$550	$135	$135	$135	$425	$1,380	$200	$375	$1,955
Land & ROW	125	0	0	0	0	125	0	0	125
Construction	0	1,325	1,325	1,325	1,325	5,300	0	2,875	8,175
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	12	60	8	12	80
Administration - FAS	3	3	3	3	3	15	9	3	27
Inspection	0	95	95	95	95	380	0	145	525
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	133	133	133	133	532	0	288	820
Total Outlay	**$690**	**$1,703**	**$1,703**	**$1,703**	**$1,993**	**$7,792**	**$217**	**$3,698**	**$11,707**

FINANCING SOURCES									
Bonds (15 Year)	$690	$1,703	$1,703	$1,703	$1,993	$7,792	$217	$3,698	$11,707
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	$690	$1,703	$1,703	$1,703	$1,993	$7,792	$217	$3,698	$11,707
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	**$690**	**$1,703**	**$1,703**	**$1,703**	**$1,993**	**$7,792**	**$217**	**$3,698**	**$11,707**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	18.0	78.6	228.6	378.5	528.5	18.0	1,029.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$18.0**	**$78.6**	**$228.6**	**$378.5**	**$528.5**	**$18.0**	**$1,029.7**
Increase to Water User Fee:	**0.8¢**	**3.4¢**	**9.6¢**	**15.6¢**	**21.5¢**	**0.8¢**	**41.1¢**

LOCATION:
Southern portion of the County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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, Spring Valley, Beantown Woodley, Newtown Village, Mariellen, Ellenwood, St. Anne's, electrical/mechanical equipment replacement at Swan Pt. Wells #1 & #2, Newtown Village, Jude House Reverse Osmosis system, coating replacement at Chapel Pt. Woods standpipe, Jude House Well Replacement, and installation of additional standpipe at Chapel Pt. Woods.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$125	$125	$125	$125	$125	$625	$455	$125	$1,205
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	475	475	475	475	475	2,375	1,845	475	4,695
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	12	60	0	12	72
Administration - FAS	3	3	3	3	3	15	62	3	80
Inspection	48	48	48	48	48	240	327	48	615
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	48	48	48	48	48	240	197	48	485
Total Outlay	**$711**	**$711**	**$711**	**$711**	**$711**	**$3,555**	**$2,886**	**$711**	**$7,152**

FINANCING SOURCES									
Bonds (15 Year)	$711	$711	$711	$711	$711	$3,555	$2,886	$711	$7,152
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	$711	$711	$711	$711	$711	$3,555	$2,886	$711	$7,152
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	**$711**	**$711**	**$711**	**$711**	**$711**	**$3,555**	**$2,886**	**$711**	**$7,152**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	240.0	302.4	365.0	427.6	490.2	240.0	615.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$240.0**	**$302.4**	**$365.0**	**$427.6**	**$490.2**	**$240.0**	**$615.5**
Increase to Water User Fee:	**11.0¢**	**13.6¢**	**16.1¢**	**18.6¢**	**21.0¢**	**11.0¢**	**25.9¢**

LOCATION:
Various locations, see description above

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Bensville Water Tower No. 8

Water User 0%
Water Connection 100%

Requested By: DPW/PGM
Project #: 6107

As described in the Charles County Water & Sewer Engineering & Operations Plan, a 2 million gallon water storage tower will be needed in the Bensville area in 2020. The project will provide funding for preliminary engineering, design, and construction of a 2 MGD water storage tower.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$500	$0	$500
Land & ROW	300	0	0	0	0	300	10	0	310
Construction	1,667	1,666	0	0	0	3,333	1,667	0	5,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	98	77	0	0	0	175	94	0	269
Administration - FAS	3	3	0	0	0	6	6	0	12
Inspection	40	40	0	0	0	80	40	0	120
Miscellaneous	10	10	0	0	0	20	15	0	35
Contingency	133	134	0	0	0	267	133	0	400
Total Outlay	**$2,251**	**$1,930**	**$0**	**$0**	**$0**	**$4,181**	**$2,465**	**$0**	**$6,646**

FINANCING SOURCES									
Bonds (15 Year)	$2,251	$1,930	$0	$0	$0	$4,181	$2,465	$0	$6,646
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	$2,251	$1,930	$0	$0	$0	$4,181	$2,465	$0	$6,646
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$2,251**	**$1,930**	**$0**	**$0**	**$0**	**$4,181**	**$2,465**	**$0**	**$6,646**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	205.0	402.5	572.5	572.5	572.5	205.0	572.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$205.0**	**$402.5**	**$572.5**	**$572.5**	**$572.5**	**$205.0**	**$572.5**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:
Bensville Road corridor north of Billingsley Road

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Pinefield Water Tower Rehabilitation

Water User	**100%**	**Requested By:**	**DPW**
Water Connection	**0%**	**Project #:**	**6118**

The 1 MG Pinefield Water Tower is in need of rehabilitation. This project will include a preliminary assessment inspection and report, evaluation, recoating, and miscellaneous repairs.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$70	$0	$0	$0	$0	$70	$0	$0	$70
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	453	453	0	0	906	0	0	906
Equipment	0	0	0	0	0	0	0	0	0
Administration	7	36	36	0	0	79	0	0	79
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	0	30	30	0	0	60	0	0	60
Miscellaneous	10	0	0	0	0	10	0	0	10
Contingency	0	46	46	0	0	92	0	0	92
Total Outlay	**$90**	**$568**	**$568**	**$0**	**$0**	**$1,226**	**$0**	**$0**	**$1,226**
FINANCING SOURCES									
Bonds (15 Year)	$90	$568	$568	$0	$0	$1,226	$0	$0	$1,226
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	$90	$568	$568	$0	$0	$1,226	$0	$0	$1,226
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	**$90**	**$568**	**$568**	**$0**	**$0**	**$1,226**	**$0**	**$0**	**$1,226**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	7.9	57.9	107.9	107.9	0.0	107.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$7.9**	**$57.9**	**$107.9**	**$107.9**	**$0.0**	**$107.9**
Increase to Water User Fee:	**0.0¢**	**0.4¢**	**2.6¢**	**4.7¢**	**4.6¢**	**0.0¢**	**4.5¢**

LOCATION:
Pinefield, Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Gleneagles 2MG Water Tower

Water User 0% **Requested By:** PGM
Water Connection 100% **Project #:** 6109

Additional fire storage volume and another tank is needed to equalize pressure in the water distribution system along Rosewick Road. Residents are experiencing low water pressure. This project is for the acquisition of a tower site, design, and construction based on a study performed in 2010.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$500	$0	$500
Land & ROW	0	0	0	0	0	0	150	0	150
Construction	0	1,667	1,667	1,666	0	5,000	0	0	5,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	60	60	60	0	180	50	0	230
Administration - FAS	0	3	3	3	0	9	3	0	12
Inspection	0	30	30	30	0	90	0	0	90
Miscellaneous	0	0	0	0	0	0	10	0	10
Contingency	0	90	90	90	0	270	0	0	270
Total Outlay	**$0**	**$1,850**	**$1,850**	**$1,849**	**$0**	**$5,549**	**$713**	**$0**	**$6,262**

FINANCING SOURCES									
Bonds (15 Year)	$0	$1,850	$1,850	$1,849	$0	$5,549	$713	$0	$6,262
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$1,850	$1,850	$1,849	$0	$5,549	$713	$0	$6,262
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$1,850**	**$1,850**	**$1,849**	**$0**	**$5,549**	**$713**	**$0**	**$6,262**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	59.3	59.3	222.2	385.1	548.0	59.3	548.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$59.3**	**$59.3**	**$222.2**	**$385.1**	**$548.0**	**$59.3**	**$548.0**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:
St. Charles, Rosewick Road (proposed location)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Waldorf Fire House Water Tower Replacement

Water User	**10%**	**Requested By:**	**DPW**
Water Connection	**90%**	**Project #:**	**6110**

Based on a water distribution study performed in 2010, a new two (2) million gallon water tower is needed in the Waldorf Area to provide additional fire storage volume and equalize pressure in the system. An existing 100,000 gallon tank is scheduled to be relocated from the Fire House. This project will identify and acquire a suitable site for a new water tower, design, and construct an elevated water tower for the Waldorf water system.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$500	$0	$500
Land & ROW	0	0	0	0	0	0	250	0	250
Construction	0	1,667	1,666	0	0	3,333	1,667	0	5,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	60	60	0	0	120	117	0	237
Administration - FAS	0	3	3	0	0	6	6	0	12
Inspection	0	30	30	0	0	60	30	0	90
Miscellaneous	0	0	0	0	0	0	10	0	10
Contingency	0	90	90	0	0	180	90	0	270
Total Outlay	**$0**	**$1,850**	**$1,849**	**$0**	**$0**	**$3,699**	**$2,670**	**$0**	**$6,369**
FINANCING SOURCES									
Bonds (15 Year)	$0	$1,850	$1,849	$0	$0	$3,699	$2,670	$0	$6,369
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$1,850	$1,849	$0	$0	$3,699	$2,670	$0	$6,369
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$1,850**	**$1,849**	**$0**	**$0**	**$3,699**	**$2,670**	**$0**	**$6,369**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	222.0	222.0	385.0	547.8	547.8	222.0	547.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$222.0**	**$222.0**	**$385.0**	**$547.8**	**$547.8**	**$222.0**	**$547.8**
Increase to Water User Fee:	**1.0¢**	**1.0¢**	**1.7¢**	**2.4¢**	**2.3¢**	**1.0¢**	**2.3¢**

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Water User** 0% **Requested By:** DPW/PGM
White Plains 2MG Water Tower **Water Connection** 100% **Project #:**

Based on a study performed in 2010, a new two (2) million gallon water tower is needed in the White Plains area to provide additional fire storage volume and to equalize pressure in the system. This project will identify and acquire a suitable site for a new tower, design, and construct an elevated water tower.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$500	$0	$0	$500	$0	$0	$500
Land & ROW	0	0	150	0	0	150	0	0	150
Construction	0	0	0	1,667	0	1,667	0	3,333	5,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	50	60	0	110	0	123	233
Administration - FAS	0	0	3	3	0	6	0	3	9
Inspection	0	0	0	30	0	30	0	60	90
Miscellaneous	0	0	10	0	0	10	0	0	10
Contingency	0	0	0	90	0	90	0	180	270
Total Outlay	**$0**	**$0**	**$713**	**$1,850**	**$0**	**$2,563**	**$0**	**$3,699**	**$6,262**

FINANCING SOURCES									
Bonds (15 Year)	$0	$0	$713	$1,850	$0	$2,563	$0	$3,699	$6,262
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$713	$1,850	$0	$2,563	$0	$3,699	$6,262
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$713**	**$1,850**	**$0**	**$2,563**	**$0**	**$3,699**	**$6,262**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	62.8	225.7	0.0	551.5
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**	**$62.8**	**$225.7**	**$0.0**	**$551.5**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:
While Plains, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Settle Woods Water Tower Rehabilitation

Water User	**100%**	**Requested By:**	**DPW**
Water Connection	**0%**	**Project #:**	**6119**

The 500K-Gallon Settle Woods Water Tower is in need of rehabilitation to include a preliminary assessment inspection and report, evaluation, recoating, and miscellaneous repairs.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$50	$0	$0	$0	$0	$50	$0	$0	$50
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	250	250	0	0	500	0	0	500
Equipment	0	0	0	0	0	0	0	0	0
Administration	7	22	19	0	0	48	0	0	48
Administration - FAS	0	0	3	0	0	3	0	0	3
Inspection	0	12	12	0	0	24	0	0	24
Miscellaneous	10	0	0	0	0	10	0	0	10
Contingency	0	25	25	0	0	50	0	0	50
Total Outlay	**$67**	**$309**	**$309**	**$0**	**$0**	**$685**	**$0**	**$0**	**$685**
FINANCING SOURCES									
Bonds (15 Year)	$67	$309	$309	$0	$0	$685	$0	$0	$685
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$67	$309	$309	$0	$0	$685	$0	$0	$685
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$67**	**$309**	**$309**	**$0**	**$0**	**$685**	**$0**	**$0**	**$685**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	5.9	33.1	60.3	60.3	0.0	60.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$5.9**	**$33.1**	**$60.3**	**$60.3**	**$0.0**	**$60.3**
Increase to Water User Fee:	**0.0¢**	**0.3¢**	**1.5¢**	**2.6¢**	**2.6¢**	**0.0¢**	**2.5¢**

LOCATION:
Settle Woods, Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Water User** 0% **Requested By:** DPW

Bryans Road 2MG Water Tower **Water Connection** 100% **Project #:**

The Bryans Road has only a single tower providing system pressure and fire storage to the area's water system. An additional storage tower is needed to provide redundancy to the public water system. This project will provide the design and construction of a two (2) million gallon elevated water tower.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$300	$0	$0	$0	$300	$0	$0	$300
Land & ROW	0	7	0	0	0	7	0	0	7
Construction	0	0	1,000	1,000	0	2,000	0	1,000	3,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	25	77	77	0	179	0	77	256
Administration - FAS	0	3	3	3	0	9	0	3	12
Inspection	0	0	33	33	0	66	0	33	99
Miscellaneous	0	0	10	10	0	20	0	10	30
Contingency	0	15	100	100	0	215	0	100	315
Total Outlay	**$0**	**$350**	**$1,223**	**$1,223**	**$0**	**$2,796**	**$0**	**$1,223**	**$4,019**

FINANCING SOURCES									
Bonds (15 Year)	$0	$350	$1,223	$1,223	$0	$2,796	$0	$1,223	$4,019
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	$350	$1,223	$1,223	$0	$2,796	$0	$1,223	$4,019
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**	**$350**	**$1,223**	**$1,223**	**$0**	**$2,796**	**$0**	**$1,223**	**$4,019**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	30.8	138.5	246.2	0.0	353.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$30.8**	**$138.5**	**$246.2**	**$0.0**	**$353.9**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:
Md. Route 224 at Bumpy Oak Road

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Bensville Road Water Line Extension

Water User 0% **Water Connection** 100%

Requested By: PGM
Project #:

Design and construct approximately 6,800 linear feet extension of existing 16" waterline along Bensville Road from Elsa Avenue to Robey Manor Drive. This will initiate the development of a future interconnection of the Bryans Road and Waldorf water systems. This line will also provide public water service to Robey Manor if needed.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$136	$0	$0	$136	$0	$0	$136
Land & ROW	0	0	204	0	0	204	0	0	204
Construction	0	0	0	1,360	0	1,360	0	0	1,360
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	28	104	0	132	0	0	132
Administration - FAS	0	0	3	3	0	6	0	0	6
Inspection	0	0	0	41	0	41	0	0	41
Miscellaneous	0	0	15	5	0	20	0	0	20
Contingency	0	0	17	136	0	153	0	0	153
Total Outlay	**$0**	**$0**	**$403**	**$1,649**	**$0**	**$2,052**	**$0**	**$0**	**$2,052**

FINANCING SOURCES									
Bonds (15 Year)	$0	$0	$403	$1,649	$0	$2,052	$0	$0	$2,052
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	$403	$1,649	$0	$2,052	$0	$0	$2,052
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**	**$403**	**$1,649**	**$0**	**$2,052**	**$0**	**$0**	**$2,052**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	35.5	180.7	0.0	180.7
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**	**$35.5**	**$180.7**	**$0.0**	**$180.7**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:
Bensville Road

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:

Water User 50% **Requested By:** PGM
Water Connection 50% **Project #:**

Bensville/Bryans Road Water Systems Interconnection Study

Conduct a study to determine the feasibility of extending the existing 16" water line from Bensville Road via the Indian Rail Trail and Livingston Rd to interconnect with the Bryans Rd Water System. The link between the Bryans Road and Waldorf water systems has been a long term goal to ease the burden on the aquifers in the western part of Charles County. The primary objective of this study will be to explore this and alternative routes for the water line.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$83	$0	$0	$0	$83	$0	$0	$83
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	8	0	0	0	8	0	0	8
Administration - FAS	0	3	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	6	0	0	0	6	0	0	6
Contingency	0	0	0	0	0	0	0	0	0
Total Outlay	**$0**	**$100**	**$0**	**$0**	**$0**	**$100**	**$0**	**$0**	**$100**
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	0	100	0	0	0	100	0	0	100
Total County Funding	$0	$100	$0	$0	$0	$100	$0	$0	$100
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**	**$100**	**$0**	**$0**	**$0**	**$100**	**$0**	**$0**	**$100**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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¢**	**2.2¢**	**-2.2¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:
Billingsley Road

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Water User** 0% **Requested By:** **PGM**

Hughesville Water Line **Water Connection** 100% **Project #:** **6114**

Design and construct 9,000 linear feet of water line in Hughesville, a system well and 400,000 water gallon tower to serve the village core.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$150	$0	$0	$0	$0	$150	$180	$0	$330
Land & ROW	0	0	0	0	0	0	270	0	270
Construction	0	1,700	1,700	0	0	3,400	0	0	3,400
Equipment	0	0	0	0	0	0	0	0	0
Administration	11	128	128	0	0	267	16	0	283
Administration - FAS	3	3	3	0	0	9	3	0	12
Inspection	0	43	43	0	0	86	0	0	86
Miscellaneous	2	17	17	0	0	36	15	0	51
Contingency	0	170	170	0	0	340	23	0	363
Total Outlay	**$166**	**$2,061**	**$2,061**	**$0**	**$0**	**$4,288**	**$507**	**$0**	**$4,795**

FINANCING SOURCES									
Bonds (15 Year)	$166	$2,061	$2,061	$0	$0	$4,288	$507	$0	$4,795
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$166	$2,061	$2,061	$0	$0	$4,288	$507	$0	$4,795
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$166**	**$2,061**	**$2,061**	**$0**	**$0**	**$4,288**	**$507**	**$0**	**$4,795**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	42.2	56.7	238.2	419.7	419.7	42.2	419.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$42.2**	**$56.7**	**$238.2**	**$419.7**	**$419.7**	**$42.2**	**$419.7**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:

Leonardtown Road, Hughesville

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Private Water System Interconnection Program

Water User 0% **Water Other** 100%

Requested By: PGM
Project #: 6115

As part of the County's initiative to interconnect failing community water systems, funding is needed to offset the design and construction costs of water infrastructure replacements necessary to meet required County Standards. This project is supported by the County's Water Resource Advisory Committee recommendations to assist failing private water systems with infrastructure replacements that are currently cost prohibitive.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$25	$25	$25	$25	$0	$100	$50	$0	$150
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	75	75	75	75	0	300	200	0	500
Equipment	0	0	0	0	0	0	0	0	0
Administration	9	9	9	9	0	36	19	0	55
Administration - FAS	3	3	3	3	0	12	3	0	15
Inspection	4	4	4	4	0	16	10	0	26
Miscellaneous	5	5	5	5	0	20	5	0	25
Contingency	8	8	8	8	0	32	20	0	52
Total Outlay	**$129**	**$129**	**$129**	**$129**	**$0**	**$516**	**$307**	**$0**	**$823**
FINANCING SOURCES									
Bonds (15 Year)	$0	$0	$0	$0	$0	$0	$107	$0	$107
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$0	$0	$0	$0	$107	$0	$107
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: Property Owners	129	129	129	129	0	516	200	0	716
Total Funding	**$129**	**$129**	**$129**	**$129**	**$0**	**$516**	**$307**	**$0**	**$823**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	8.9	8.9	8.9	8.9	8.9	8.9	8.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$8.9**	**$8.9**	**$8.9**	**$8.9**	**$8.9**	**$8.9**	**$8.9**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: | **Water User** 100% | **Requested By:** DPW
St. Charles Well #16 Replacement | **Water Connection** 0% | **Project #:** 6120

This well is out of service and in need of replacement to address water system demands.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$125	$0	$0	$0	$0	$125	$0	$0	$125
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,250	0	0	0	0	1,250	0	0	1,250
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	0	0	0	0	12	0	0	12
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	95	0	0	0	0	95	0	0	95
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	125	0	0	0	0	125	0	0	125
Total Outlay	**$1,610**	**$0**	**$0**	**$0**	**$0**	**$1,610**	**$0**	**$0**	**$1,610**

FINANCING SOURCES									
Bonds (15 Year)	$1,610	$0	$0	$0	$0	$1,610	$0	$0	$1,610
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	$1,610	$0	$0	$0	$0	$1,610	$0	$0	$1,610
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	**$1,610**	**$0**	**$0**	**$0**	**$0**	**$1,610**	**$0**	**$0**	**$1,610**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	141.3	141.3	141.3	141.3	0.0	141.3
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$141.3**	**$141.3**	**$141.3**	**$141.3**	**$0.0**	**$141.3**
Increase to Water User Fee:	**0.0¢**	**6.3¢**	**6.2¢**	**6.1¢**	**6.0¢**	**0.0¢**	**5.9¢**

LOCATION:
Waldorf

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
WSSC Waldorf Interconnection

Water User	25%	**Requested By:**	**PGM**
Water Connection	75%	**Project #:**	**6121**

Substantial water infrastructure upgrades are necessary to prepare the Waldorf water system for an additional interconnection to the WSSC water system along US301 to Brandywine. This would include the design and construction.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$200	$250	$0	$0	$0	$450	$0	$0	$450
Land & ROW	0	200	0	0	0	200	0	0	200
Construction	0	0	2,000	2,000	2,000	6,000	0	2,000	8,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	10	12	75	75	75	247	0	75	322
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	0	0	50	50	50	150	0	50	200
Miscellaneous	0	0	10	10	10	30	0	10	40
Contingency	0	0	200	200	200	600	0	200	800
Total Outlay	**$213**	**$465**	**$2,338**	**$2,338**	**$2,338**	**$7,692**	**$0**	**$2,338**	**$10,030**

FINANCING SOURCES									
Bonds (15 Year)	$213	$465	$2,338	$2,338	$2,338	$7,692	$0	$2,338	$10,030
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	$213	$465	$2,338	$2,338	$2,338	$7,692	$0	$2,338	$10,030
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	**$213**	**$465**	**$2,338**	**$2,338**	**$2,338**	**$7,692**	**$0**	**$2,338**	**$10,030**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	18.7	59.6	265.5	471.4	0.0	883.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$18.7**	**$59.6**	**$265.5**	**$471.4**	**$0.0**	**$883.2**
Increase to Water User Fee:	**0.0¢**	**0.2¢**	**0.7¢**	**2.9¢**	**5.0¢**	**0.0¢**	**9.3¢**

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Water User** 0% **Requested By:** **PGM**

Water Detail Revisions **Water Connection** 100% **Project #:** **6122**

Consultant assistance is needed to prepare updated water infrastructure detail schematics to guide engineers designing public water infrastructure. Certain design detail schematics may not be consistent with the current industry standards.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$30	$0	$0	$0	$0	$30	$0	$0	$30
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	2	0	0	0	0	2	0	0	2
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	0	0	0	0	1	0	0	1
Contingency	1	0	0	0	0	1	0	0	1
Total Outlay	**$37**	**$0**	**$0**	**$0**	**$0**	**$37**	**$0**	**$0**	**$37**

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	37	0	0	0	0	37	0	0	37
Total County Funding	$37	$0	$0	$0	$0	$37	$0	$0	$37
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	**$37**	**$0**	**$0**	**$0**	**$0**	**$37**	**$0**	**$0**	**$37**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Water User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Chapel Point/Bel Alton Water System & Tank

Water User	**100%**	**Requested By:**	**PGM**
Water Connection	**0%**	**Project #:**	**6123**

In order to increase the reliability of the area public water system, the design and construction of a water line extension to interconnect the Bel Alton and Chapel Point Water systems is needed. This will include a water storage tank to provide adequate water pressure.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$200	$0	$0	$0	$0	$200	$0	$0	$200
Land & ROW	50	0	0	0	0	50	0	0	50
Construction	0	1,500	1,500	0	0	3,000	0	0	3,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	19	113	113	0	0	245	0	0	245
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	0	38	38	0	0	76	0	0	76
Miscellaneous	3	15	15	0	0	33	0	0	33
Contingency	0	150	150	0	0	300	0	0	300
Total Outlay	**$275**	**$1,819**	**$1,819**	**$0**	**$0**	**$3,913**	**$0**	**$0**	**$3,913**
FINANCING SOURCES									
Bonds (15 Year)	$275	$1,819	$1,819	$0	$0	$3,913	$0	$0	$3,913
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	$275	$1,819	$1,819	$0	$0	$3,913	$0	$0	$3,913
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	**$275**	**$1,819**	**$1,819**	**$0**	**$0**	**$3,913**	**$0**	**$0**	**$3,913**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	24.1	184.3	344.5	344.5	0.0	344.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$24.1**	**$184.3**	**$344.5**	**$344.5**	**$0.0**	**$344.5**
Increase to Water User Fee:	**0.0¢**	**1.1¢**	**8.1¢**	**15.0¢**	**14.7¢**	**0.0¢**	**14.5¢**

LOCATION:
Bel Alton, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$825	$905	$1,180	$925	$0	$3,835	$5,636	$0	$9,471
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	815	815	815	815	0	3,260	3,616	0	6,876
Equipment	125	125	125	125	0	500	1,521	0	2,021
Administration	44	43	43	43	0	173	288	0	461
Administration - FAS	3	3	3	3	0	12	15	0	27
Inspection	45	45	44	44	0	178	350	0	528
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	82	82	82	82	0	328	0	0	328
Total Outlay	**$1,939**	**$2,018**	**$2,292**	**$2,037**	**$0**	**$8,286**	**$11,426**	**$0**	**$19,712**
FINANCING SOURCES									
Bonds (10 Year)	$1,939	$2,018	$2,292	$2,037	$0	$8,286	$11,342	$0	$19,628
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	$1,939	$2,018	$2,292	$2,037	$0	$8,286	$11,342	$0	$19,628
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	50	0	50
Other: WSSC	0	0	0	0	0	0	34	0	34
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$1,939**	**$2,018**	**$2,292**	**$2,037**	**$0**	**$8,286**	**$11,426**	**$0**	**$19,712**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	1,322.9	1,557.8	1,802.9	2,081.2	2,328.7	1,322.9	2,328.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$1,322.9**	**$1,557.8**	**$1,802.9**	**$2,081.2**	**$2,328.7**	**$1,322.9**	**$2,328.7**
Increase to Water User Fee:	30.2¢	35.0¢	39.8¢	45.2¢	49.8¢	30.2¢	49.0¢
Increase to Sewer User Fee:	29.4¢	30.1¢	34.3¢	37.1¢	40.9¢	29.4¢	40.3¢
Combined Fee Increase:	**59.5¢**	**65.0¢**	**74.1¢**	**82.3¢**	**90.7¢**	**59.5¢**	**89.3¢**

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

SEWER SUMMARY

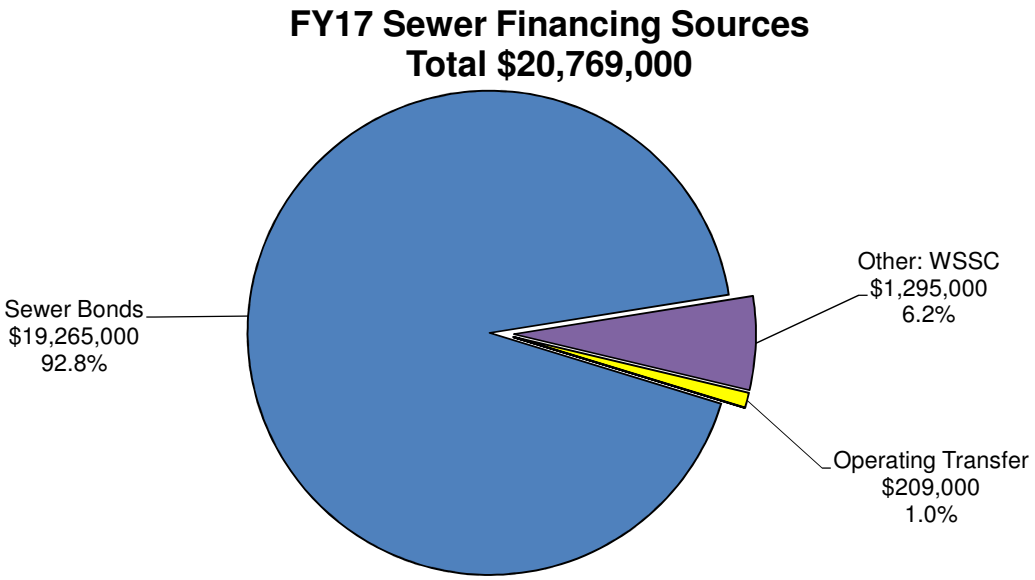
The County owns, operates, maintains, and constructs central sewer systems located throughout the county. These facilities consist of several small package treatment plants and a regional twenty million gallons per day plant. Similar to the water infrastructure, capital cost associated with additional 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 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$2,700	$3,156	$2,649	$2,458	$969	$11,931	$13,746	$1,481	$27,157
Land & ROW	1,888	769	303	112	116	3,188	2,567	60	5,815
Construction	13,108	31,956	21,302	15,794	8,728	90,887	37,397	10,143	138,427
Equipment	63	67	68	70	0	267	2,935	0	3,202
Administration	673	611	567	518	257	2,626	1,837	244	4,707
Administration - FAS	74	70	61	44	35	284	237	25	546
Inspection	773	1,534	1,223	804	522	4,855	2,639	694	8,188
Miscellaneous	110	105	49	42	26	332	274	36	642
Contingency	1,382	2,817	1,874	1,101	543	7,716	2,654	563	10,933
Total Outlay	**$20,769**	**$41,083**	**$28,094**	**$20,942**	**$11,196**	**$122,083**	**$64,286**	**$13,246**	**$199,614**
FINANCING SOURCES									
Bonds	$19,265	$34,409	$23,794	$17,325	$8,876	$103,668	$54,530	$11,180	$169,378
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	209	305	341	103	103	1,061	366	103	1,530
Total County Funding	$19,474	$34,714	$24,135	$17,428	$8,979	$104,729	$54,896	$11,283	$170,908
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	1,254	0	1,254
Other: WSSC	1,295	6,369	3,959	3,514	2,217	17,354	7,408	1,963	26,724
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$20,769**	**$41,083**	**$28,094**	**$20,942**	**$11,196**	**$122,083**	**$64,286**	**$13,246**	**$199,614**

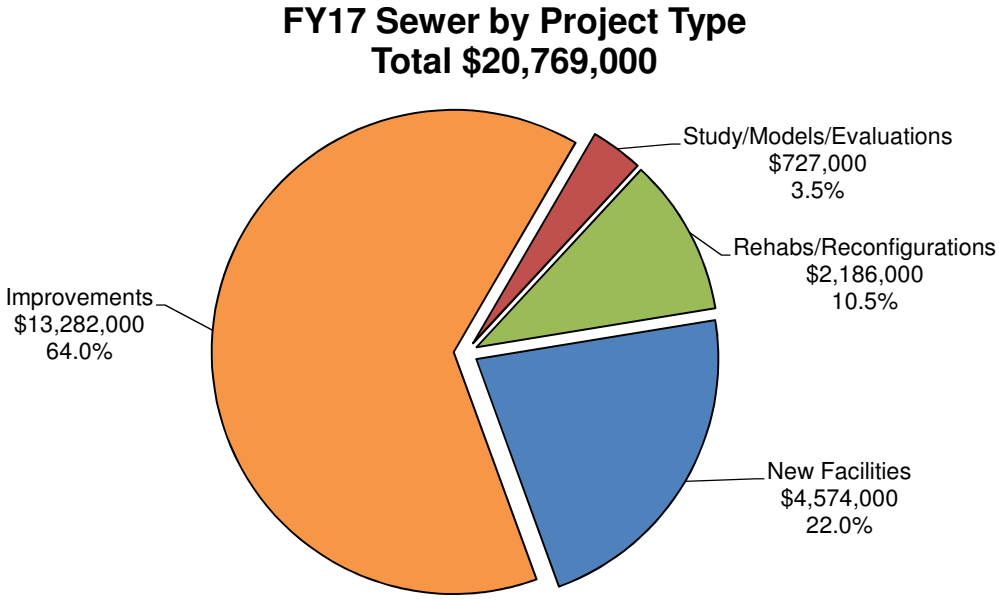
Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	-99.3	-101.3	-103.3	0.0	-105.4
Total Operating	**$0.0**	**$0.0**	**-$99.3**	**-$101.3**	**-$103.3**	**$0.0**	**-$105.4**
Debt Service: Bonds	3,690.9	5,112.4	7,590.8	9,377.5	10,597.6	3,690.9	11,388.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$3,690.9**	**$5,112.4**	**$7,491.5**	**$9,276.2**	**$10,494.3**	**$3,690.9**	**$11,283.4**
Increase to Sewer User Fee:	**$1.16**	**$1.46**	**$1.93**	**$2.16**	**$2.42**	**$1.14**	**$2.55**

Projects with Future Operating Impacts:

PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021	FTE
MWWTP Belt Filter Press	0.0	0.0	(99.3)	(101.3)	(103.3)	(105.4)	0.00

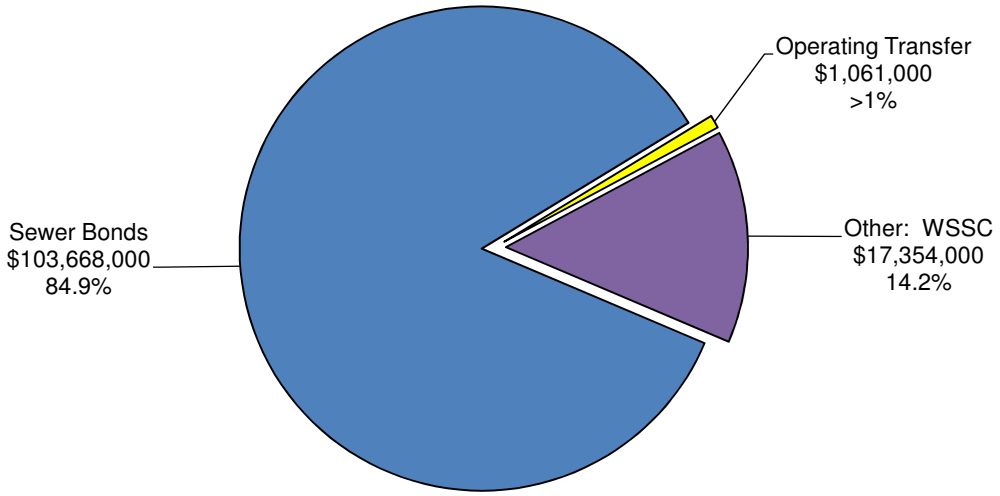


Financing the debt service associated with bonds for sewer projects is recovered primarily from sewer customer connection and user fees.

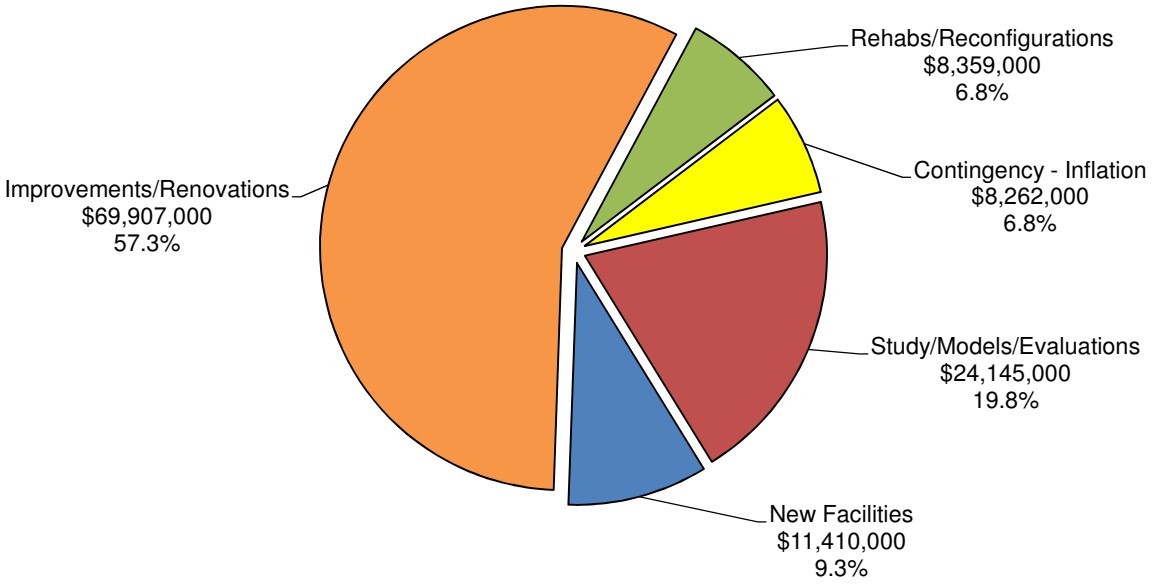


Improvements include funding for Satellite Wastewater Facility Upgrades, Mattawoman Wastewater Treatment Plant Clarifier and Thickener Repairs, Zekiah Pump Station Forcemain, Zekiah Interceptor Sewer Upgrades, Mattawoman Wastewater Treatment Plant Belt Filter Replacement, the Influent/Effluent Pump Station, and the Cliffton Wastewater Treatment Plant Improvements.

FY17-FY21 Sewer Financing Sources
Total $122,083,000



FY17-FY21 Sewer Projects by Type
Total $122,083,000



Improvements includes various improvements at the Mattawoman Wastewater Treatment Plant and various other locations.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Influent/Effluent Pump Station

Sewer User	**55%**	**Requested By:**	**DPW**
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, and/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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$88	$87	$0	$0	$0	$175	$1,094	$0	$1,269
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	2,050	2,050	0	0	0	4,100	8,453	0	12,553
Equipment	0	0	0	0	0	0	960	0	960
Administration	110	109	0	0	0	219	403	0	622
Administration - FAS	3	3	0	0	0	6	14	0	20
Inspection	53	52	0	0	0	105	325	0	430
Miscellaneous	33	32	0	0	0	65	92	0	157
Contingency	210	310	0	0	0	520	736	0	1,256
Total Outlay	**$2,547**	**$2,643**	**$0**	**$0**	**$0**	**$5,190**	**$12,077**	**$0**	**$17,267**
FINANCING SOURCES									
Bonds (30 Year)	$2,165	$2,247	$0	$0	$0	$4,412	$9,312	$0	$13,724
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	$2,165	$2,247	$0	$0	$0	$4,412	$9,312	$0	$13,724
Federal	0	0	0	0	0	0	728	0	728
State	0	0	0	0	0	0	383	0	383
Other: WSSC @ 15%	382	396	0	0	0	778	1,654	0	2,432
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$2,547**	**$2,643**	**$0**	**$0**	**$0**	**$5,190**	**$12,077**	**$0**	**$17,267**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	532.0	667.2	808.5	808.5	808.5	532.0	808.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$532.0**	**$667.2**	**$808.5**	**$808.5**	**$808.5**	**$532.0**	**$808.5**
Increase to Sewer User Fee:	**13.0¢**	**14.2¢**	**16.9¢**	**15.8¢**	**15.6¢**	**13.0¢**	**15.4¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
MWWTP Electrical System Replacement

Sewer User	**55%**	**Requested By:**	**DPW**
Sewer Connection	**45%**	**Project #:**	**7078**

This project includes replacement of the plant's electrical system. The existing electrical system is beyond its life expectancy (over 30 years) and a phased plan will be developed to replace this equipment in a programmed manner.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$115	$115	$115	$0	$0	$345	$801	$0	$1,146
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	3,375	3,375	0	0	6,750	550	0	7,300
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	15	15	0	0	45	49	0	94
Administration - FAS	3	3	3	0	0	9	11	0	20
Inspection	0	175	175	0	0	350	45	0	395
Miscellaneous	0	0	0	0	0	0	15	0	15
Contingency	0	335	335	0	0	670	17	0	687
Total Outlay	**$133**	**$4,018**	**$4,018**	**$0**	**$0**	**$8,169**	**$1,488**	**$0**	**$9,657**

FINANCING SOURCES									
Bonds (15 Year)	$113	$3,415	$3,415	$0	$0	$6,943	$1,265	$0	$8,208
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	$113	$3,415	$3,415	$0	$0	$6,943	$1,265	$0	$8,208
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	20	603	603	0	0	1,226	223	0	1,449
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$133**	**$4,018**	**$4,018**	**$0**	**$0**	**$8,169**	**$1,488**	**$0**	**$9,657**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	105.2	115.1	415.9	716.6	716.6	105.2	716.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$105.2**	**$115.1**	**$415.9**	**$716.6**	**$716.6**	**$105.2**	**$716.6**
Increase to Sewer User Fee:	**2.6¢**	**2.4¢**	**8.7¢**	**14.0¢**	**13.8¢**	**2.6¢**	**13.6¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
MWWTP Flow Equalization

Sewer User	**55%**	**Requested By:**	**DPW**
Sewer Connection	**45%**	**Project #:**	**7095**

Design and construction of flow equalization/storage system at MWWTP to buffer peak flows and prevent sanitary sewer overflows and unauthorized discharges. This project also includes unit process improvements to address hydraulic inefficiencies at the plant.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$325	$375	$315	$165	$125	$1,305	$765	$0	$2,070
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	7,750	4,750	3,250	1,250	17,000	3,800	0	20,800
Equipment	0	0	0	0	0	0	0	0	0
Administration	21	21	21	21	21	105	57	0	162
Administration - FAS	3	3	3	3	3	15	12	0	27
Inspection	0	375	225	165	125	890	213	0	1,103
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	775	475	325	125	1,700	381	0	2,081
Total Outlay	**$349**	**$9,299**	**$5,789**	**$3,929**	**$1,649**	**$21,015**	**$5,228**	**$0**	**$26,243**

FINANCING SOURCES									
Bonds (30 Year)	$297	$7,904	$4,921	$3,340	$1,402	$17,864	$4,444	$0	$22,308
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	$297	$7,904	$4,921	$3,340	$1,402	$17,864	$4,444	$0	$22,308
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	52	1,395	868	589	247	3,151	784	0	3,935
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$349**	**$9,299**	**$5,789**	**$3,929**	**$1,649**	**$21,015**	**$5,228**	**$0**	**$26,243**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	253.9	272.4	769.2	1,078.4	1,288.3	253.9	1,376.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$253.9**	**$272.4**	**$769.2**	**$1,078.4**	**$1,288.3**	**$253.9**	**$1,376.4**
Increase to Sewer User Fee:	**6.2¢**	**5.8¢**	**16.1¢**	**21.1¢**	**24.9¢**	**6.2¢**	**26.2¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Sewer User** 55% **Requested By: DPW/PGM**
Mattawoman Infiltration and Inflow **Sewer Connection** 45% **Project #: 7074**

The Mattawoman WWTP service area has high Inflow and Infiltration (I/I) during storm events entering the sanitary sewer causing sanitary sewer overflows (SSOs) where system capacity is not sufficient. SSOs range from backups into basements to overflows from the sewer manholes. In addition to being a public health risk, it is also a regulatory issue. This project will provide information on the condition of the Mattawoman sewer system, identify areas where I/I already exists or a high I/I potential exists, and design/construct repairs for I/I removal. This project will also investigate feasibility of providing in-line storage for flow equalization; identify locations for design and construction projects to implement the in-line flow equalization and acquisition of right of way needed to implement the projects. The repairs proposed will address the sewer basins with the highest I/I severity (Tier 1) resulting in the greatest amount of I/I removal for the lowest cost. This project will be on-going multi-year endeavor.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$221	$400	$500	$200	$1,321	$3,504	$600	$5,425
Land & ROW	63	100	100	100	100	463	50	50	563
Construction	0	5,705	3,000	4,500	3,514	16,719	5,370	2,400	24,489
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	15	15	15	15	75	334	15	424
Administration - FAS	3	3	3	3	3	15	16	3	34
Inspection	0	0	36	75	75	186	342	72	600
Miscellaneous	17	17	17	17	17	85	0	17	102
Contingency	50	50	50	50	50	250	0	50	300
Total Outlay	**$148**	**$6,111**	**$3,621**	**$5,260**	**$3,974**	**$19,114**	**$9,615.02**	**$3,207**	**$31,936**

FINANCING SOURCES									
Bonds (30 Year)	$92	$3,810	$2,258	$3,280	$2,478	$11,918	$6,136	$2,000	$20,054
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$92	$3,810	$2,258	$3,280	$2,478	$11,918	$6,136	$2,000	$20,054
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 37.65%	56	2,301	1,363	1,980	1,496	7,196	3,479	1,207	11,882
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$148**	**$6,111**	**$3,621**	**$5,260**	**$3,974**	**$19,114**	**$9,615**	**$3,207**	**$31,936**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	350.5	356.3	595.7	737.6	943.8	350.5	1,225.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$350.5**	**$356.3**	**$595.7**	**$737.6**	**$943.8**	**$350.5**	**$1,225.2**
Increase to Sewer User Fee:	**8.6¢**	**7.6¢**	**12.5¢**	**14.5¢**	**18.2¢**	**8.6¢**	**23.3¢**

LOCATION:
Mattawoman Sewer Service Area

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$125	$65	$65	$0	$0	$255	$725	$0	$980
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	1,275	1,225	0	0	2,500	975	0	3,475
Equipment	0	0	0	0	0	0	1,214	0	1,214
Administration	21	21	21	0	0	63	0	0	63
Administration - FAS	3	3	3	0	0	9	75	0	84
Inspection	0	83	82	0	0	165	85	0	250
Miscellaneous	0	0	0	0	0	0	1	0	1
Contingency	0	128	123	0	0	251	46	0	297
Total Outlay	**$149**	**$1,575**	**$1,519**	**$0**	**$0**	**$3,243**	**$3,121**	**$0**	**$6,364**

FINANCING SOURCES									
Bonds (15 Year)	$127	$1,339	$1,291	$0	$0	$2,757	$2,353	$0	$5,110
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	$127	$1,339	$1,291	$0	$0	$2,757	$2,353	$0	$5,110
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	300	0	300
Other: WSSC @ 15%	22	236	228	0	0	486	468	0	954
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$149**	**$1,575**	**$1,519**	**$0**	**$0**	**$3,243**	**$3,121**	**$0**	**$6,364**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	195.7	206.8	324.7	438.4	438.4	195.7	438.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$195.7**	**$206.8**	**$324.7**	**$438.4**	**$438.4**	**$195.7**	**$438.4**
Increase to Sewer User Fee:	**4.8¢**	**4.4¢**	**6.8¢**	**8.6¢**	**8.5¢**	**4.8¢**	**8.4¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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, Pinefield P.S. Forcemain, Bar Harbor PS, Bachelors Hope PS, Cuckolds Creek PS, Wisteria PS, Bath House PS, and a barscreen at PS3B.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$175	$175	$115	$115	$115	$695	$436	$115	$1,246
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,275	1,275	1,100	1,100	1,100	5,850	1,221	1,100	8,171
Equipment	0	0	0	0	0	0	0	0	0
Administration	52	52	52	52	52	260	72	52	384
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	55	55	115	115	115	455	452	115	1,022
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	128	128	110	110	110	586	171	110	867
Total Outlay	**$1,688**	**$1,688**	**$1,495**	**$1,495**	**$1,495**	**$7,861**	**$2,352**	**$1,495**	**$11,708**

FINANCING SOURCES									
Bonds (15 Year)	$1,688	$1,688	$1,495	$1,495	$1,495	$7,861	$2,352	$1,495	$11,708
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	$1,688	$1,688	$1,495	$1,495	$1,495	$7,861	$2,352	$1,495	$11,708
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	**$1,688**	**$1,688**	**$1,495**	**$1,495**	**$1,495**	**$7,861**	**$2,352**	**$1,495**	**$11,708**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	195.6	343.7	492.4	624.0	755.7	195.6	1,019.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$195.6**	**$343.7**	**$492.4**	**$624.0**	**$755.7**	**$195.6**	**$1,019.0**
Increase to Sewer User Fee:	**8.7¢**	**13.3¢**	**18.7¢**	**22.2¢**	**26.5¢**	**8.7¢**	**35.3¢**

LOCATION:
Various pumping stations countywide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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 Chemical Building at Swan Point WWTP. Construct building at Bel Alton WWTP that will aid in maintaining process temperatures for improved system performance. Structural, process, and mechanical improvements at Cliffton WWTP and Mt. Carmel WWTP. Sprayfield improvements at Breeze Farm and Cuckolds Creek facilities. Construct regional operation and maintenance facility at St. Charles PS2A site. Chemical feed system improvements at various satellite treatment plants.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$75	$75	$75	$75	$75	$375	$398	$75	$848
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	375	375	375	375	375	1,875	741	375	2,991
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	12	60	49	12	121
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	38	38	38	38	38	190	171	38	399
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	38	38	38	38	38	190	38	38	266
Total Outlay	**$541**	**$541**	**$541**	**$541**	**$541**	**$2,705**	**$1,397**	**$541**	**$4,643**

FINANCING SOURCES									
Bonds (15 Year)	$541	$541	$541	$541	$541	$2,705	$1,397	$541	$4,643
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	$541	$541	$541	$541	$541	$2,705	$1,397	$541	$4,643
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	**$541**	**$541**	**$541**	**$541**	**$541**	**$2,705**	**$1,397**	**$541**	**$4,643**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	116.2	163.7	211.3	259.0	306.6	116.2	401.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$116.2**	**$163.7**	**$211.3**	**$259.0**	**$306.6**	**$116.2**	**$401.9**
Increase to Sewer User Fee:	**5.2¢**	**6.3¢**	**8.0¢**	**9.2¢**	**10.8¢**	**5.2¢**	**13.9¢**

LOCATION:
Various Sites-see description

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
MWWTP Clarifier and Thickener Repairs

Sewer User 55%
Sewer Connection 45%

Requested By: DPW
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 mechanical, electrical, and structural repairs/replacements.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$150	$150	$150	$150	$150	$750	$675	$150	$1,575
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	675	675	675	675	675	3,375	2,170	675	6,220
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	12	60	63	12	135
Administration - FAS	3	3	3	3	3	15	0	3	18
Inspection	68	68	68	68	68	340	171	68	579
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	68	68	68	68	68	338	121	68	527
Total Outlay	**$976**	**$976**	**$976**	**$976**	**$976**	**$4,878**	**$3,200**	**$976**	**$9,054**
FINANCING SOURCES									
Bonds (30 Year)	$830	$830	$830	$830	$830	$4,148	$2,720	$830	$7,698
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	$830	$830	$830	$830	$830	$4,148	$2,720	$830	$7,698
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	146	146	146	146	146	730	480	146	1,356
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$976**	**$976**	**$976**	**$976**	**$976**	**$4,878**	**$3,200**	**$976**	**$9,054**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	155.4	207.3	259.4	311.5	363.6	155.4	467.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$155.4**	**$207.3**	**$259.4**	**$311.5**	**$363.6**	**$155.4**	**$467.9**
Increase to Sewer User Fee:	**3.8¢**	**4.4¢**	**5.4¢**	**6.1¢**	**7.0¢**	**3.8¢**	**8.9¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: | **Sewer User** | **Requested By: DPW**

Swan Point and Cobb Island Sewer System | **Sewer Connection** 100% | **Project #:**

Capacity Analysis and Improvements

This project will evaluate the capacity of the existing Swan Point and Cobb Island sewer systems and determine/implement the improvements necessary to support additional connections from within the existing service areas and from failing septics in the area.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$275	$0	$275	$0	$120	$395
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	1,200	1,200
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	12	0	12	0	15	27
Administration - FAS	0	0	0	3	0	3	0	3	6
Inspection	0	0	0	0	0	0	0	120	120
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**	**$290**	**$0**	**$290**	**$0**	**$1,458**	**$1,748**

FINANCING SOURCES									
Bonds (30 Year)	$0	$0	$0	$290	$0	$290	$0	$1,458	$1,748
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	$290	$0	$290	$0	$1,458	$1,748
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**	**$290**	**$0**	**$290**	**$0**	**$1,458**	**$1,748**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	18.2	0.0	109.9
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**	**$18.2**	**$0.0**	**$109.9**
Increase to Sewer User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:

Cobb Island, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Sewer User** 55% **Requested By:** **DPW**

MWWTP Utility Water System Evaluation & Improvement **Sewer Connection** 45% **Project #:** **7101**

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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$45	$45	$0	$0	$90	$205	$0	$295
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	975	375	0	0	1,350	375	0	1,725
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	12	0	0	24	27	0	51
Administration - FAS	0	3	3	0	0	6	9	0	15
Inspection	0	98	38	0	0	136	35	0	171
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	98	38	0	0	136	38	0	174
Total Outlay	**$0**	**$1,231**	**$511**	**$0**	**$0**	**$1,742**	**$689**	**$0**	**$2,431**
FINANCING SOURCES									
Bonds (30 Year)	$0	$1,046	$434	$0	$0	$1,480	$585	$0	$2,065
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$1,046	$434	$0	$0	$1,480	$585	$0	$2,065
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	185	77	0	0	262	104	0	366
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$1,231**	**$511**	**$0**	**$0**	**$1,742**	**$689**	**$0**	**$2,431**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	33.4	33.4	99.2	126.4	126.4	33.4	126.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$33.4**	**$33.4**	**$99.2**	**$126.4**	**$126.4**	**$33.4**	**$126.4**
Increase to Sewer User Fee:	**0.8¢**	**0.7¢**	**2.1¢**	**2.5¢**	**2.4¢**	**0.8¢**	**2.4¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ 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 lines and verifying system stability and identify deficiencies. An interactive component to the County sewer model is needed to determine available service areas for both new and existing sewage pump stations. FY 2017's funding is for a two different studies. (1) PSSA sewer model to ensure development projects are constructing or improving infrastructure in the appropriate sewershed, in order for the County to efficiently manage future flows in the most cost effective manner. An expansion of the current County sewer model is needed to include small diameter sewer pipes not currently being analyzed. PSSA is estimated to cost $30,000. (2) To develop a Dynamic Sewer Model which will demonstrate extended peak flows in the system from storm events, and assisting the County staff in determining previously unforeseen operational issues or system failures. This model will cost $176,000 over next three fiscal years (FY17-FY19).

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$93	$93	$80	$30	$30	$326	$180	$30	$536
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	66	66	66	66	66	330	116	66	512
Administration - FAS	3	3	3	3	3	15	14	3	32
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	1	1	0	0	3	0	0	3
Contingency	9	9	8	4	4	34	24	4	62
Total Outlay	**$172**	**$172**	**$158**	**$103**	**$103**	**$708**	**$334**	**$103**	**$1,145**
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	172	172	158	103	103	708	334	103	1,145
Total County Funding	$172	$172	$158	$103	$103	$708	$334	$103	$1,145
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	**$172**	**$172**	**$158**	**$103**	**$103**	**$708**	**$334**	**$103**	**$1,145**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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:	**1.7¢**	**0.0¢**	**-0.3¢**	**-1.1¢**	**0.0¢**	**2.5¢**	**0.0¢**

LOCATION:
County-wide

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Mattawoman WWTP Berm Relocation

Sewer User 0%
Sewer Connection 100%

Requested By: PGM
Project #: 7094

Design and relocation of the existing WWTP perimeter berm to the edge of the property to facilitate future expansion. This will include MDE permitting and wetland mitigation.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$298	$200	$200	$200	$0	$898	$338	$0	$1,236
Land & ROW	0	0	84	0	0	84	546	0	630
Construction	0	0	0	30	122	152	0	1,261	1,413
Equipment	0	0	0	0	0	0	0	0	0
Administration	15	15	15	15	15	75	17	15	107
Administration - FAS	3	3	3	3	3	15	4	3	22
Inspection	0	0	0	15	15	30	0	15	45
Miscellaneous	17	17	0	0	0	34	31	17	82
Contingency	0	0	0	19	25	44	6	55	105
Total Outlay	**$333**	**$235**	**$302**	**$282**	**$180**	**$1,332**	**$942**	**$1,366**	**$3,640**
FINANCING SOURCES									
Bonds (30 Year)	$333	$235	$302	$282	$180	$1,332	$942	$1,366	$3,640
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	$333	$235	$302	$282	$180	$1,332	$942	$1,366	$3,640
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	**$333**	**$235**	**$302**	**$282**	**$180**	**$1,332**	**$942**	**$1,366**	**$3,640**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	53.8	74.6	89.4	108.4	126.1	53.8	223.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$53.8**	**$74.6**	**$89.4**	**$108.4**	**$126.1**	**$53.8**	**$223.2**
Increase to Sewer User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Piney Branch Sewer Replacement (Upper Reaches)

Sewer User	**100%**	**Requested By:**	**DPW**
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.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$150	$0	$150
Land & ROW	0	0	0	0	0	0	90	0	90
Construction	400	0	0	0	0	400	1,113	0	1,513
Equipment	0	0	0	0	0	0	0	0	0
Administration	20	0	0	0	0	20	32	0	52
Administration - FAS	3	0	0	0	0	3	6	0	9
Inspection	12	0	0	0	0	12	16	0	28
Miscellaneous	4	0	0	0	0	4	7	0	11
Contingency	40	0	0	0	0	40	60	0	100
Total Outlay	**$479**	**$0**	**$0**	**$0**	**$0**	**$479**	**$1,474**	**$0**	**$1,953**
FINANCING SOURCES									
Bonds (15 Year)	$479	$0	$0	$0	$0	$479	$1,474	$0	$1,953
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	$479	$0	$0	$0	$0	$479	$1,474	$0	$1,953
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	**$479**	**$0**	**$0**	**$0**	**$0**	**$479**	**$1,474**	**$0**	**$1,953**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	122.6	164.6	164.6	164.6	164.6	122.6	164.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$122.6**	**$164.6**	**$164.6**	**$164.6**	**$164.6**	**$122.6**	**$164.6**
Increase to Sewer User Fee:	**5.4¢**	**6.4¢**	**6.3¢**	**5.9¢**	**5.8¢**	**5.4¢**	**5.7¢**

LOCATION:
ADC MAP 10(E4-D3)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
MD. Route 5 Pump Station Forcemain

Sewer User	**50%**	**Requested By:**	**DPW**
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.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$58	$0	$0	$0	$0	$58	$170	$0	$228
Land & ROW	80	0	0	0	0	80	60	0	140
Construction	0	580	0	0	0	580	750	0	1,330
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	46	0	0	0	58	27	0	85
Administration - FAS	3	3	0	0	0	6	6	0	12
Inspection	9	25	0	0	0	34	14	0	48
Miscellaneous	15	5	0	0	0	20	6	0	26
Contingency	0	58	0	0	0	58	50	0	108
Total Outlay	**$177**	**$717**	**$0**	**$0**	**$0**	**$894**	**$1,083**	**$0**	**$1,977**
FINANCING SOURCES									
Bonds (30 Year)	$177	$717	$0	$0	$0	$894	$1,083	$0	$1,977
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	$177	$717	$0	$0	$0	$894	$1,083	$0	$1,977
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	**$177**	**$717**	**$0**	**$0**	**$0**	**$894**	**$1,083**	**$0**	**$1,977**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	61.9	72.9	118.0	118.0	118.0	61.9	118.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$61.9**	**$72.9**	**$118.0**	**$118.0**	**$118.0**	**$61.9**	**$118.0**
Increase to Sewer User Fee:	**1.4¢**	**1.4¢**	**2.2¢**	**2.1¢**	**2.1¢**	**1.4¢**	**2.0¢**

LOCATION:
ADC MAP 10(K4-H5)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
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.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$200	$0	$200
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	500	500	500	1,500	500	0	2,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	25	25	25	75	35	0	110
Administration - FAS	0	0	3	3	3	9	6	0	15
Inspection	0	0	15	15	15	45	21	0	66
Miscellaneous	0	0	5	5	5	15	7	0	22
Contingency	0	0	50	50	50	150	50	0	200
Total Outlay	**$0**	**$0**	**$598**	**$598**	**$598**	**$1,794**	**$819**	**$0**	**$2,613**

FINANCING SOURCES									
Bonds (30 Year)	$0	$0	$598	$598	$598	$1,794	$819	$0	$2,613
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$598	$598	$598	$1,794	$819	$0	$2,613
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$598**	**$598**	**$598**	**$1,794**	**$819**	**$0**	**$2,613**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	46.8	46.8	46.8	84.4	122.0	46.8	159.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$46.8**	**$46.8**	**$46.8**	**$84.4**	**$122.0**	**$46.8**	**$159.5**
Increase to Sewer User Fee:	**0.5¢**	**0.4¢**	**0.4¢**	**0.7¢**	**1.0¢**	**0.5¢**	**1.3¢**

LOCATION:
ADC MAP 10(H2)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Zekiah Pump Station Forcemain

Sewer User	23%	**Requested By:**	**PGM**
Sewer Connection	77%	**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.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$110	$0	$110
Land & ROW	150	150	0	0	0	300	200	0	500
Construction	0	0	500	1,000	0	1,500	500	0	2,000
Equipment	0	0	0	0	0	0	0	0	0
Administration	11	11	25	50	0	97	41	0	138
Administration - FAS	3	3	3	3	0	12	6	0	18
Inspection	0	0	15	30	0	45	24	0	69
Miscellaneous	0	0	5	10	0	15	7	0	22
Contingency	0	0	50	50	0	100	50	0	150
Total Outlay	**$164**	**$164**	**$598**	**$1,143**	**$0**	**$2,069**	**$938**	**$0**	**$3,007**

FINANCING SOURCES									
Bonds (30 Year)	$164	$164	$598	$1,143	$0	$2,069	$938	$0	$3,007
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$164	$164	$598	$1,143	$0	$2,069	$938	$0	$3,007
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$164**	**$164**	**$598**	**$1,143**	**$0**	**$2,069**	**$938**	**$0**	**$3,007**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	53.6	63.8	74.1	111.7	183.6	53.6	183.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$53.6**	**$63.8**	**$74.1**	**$111.7**	**$183.6**	**$53.6**	**$183.6**
Increase to Sewer User Fee:	**0.5¢**	**0.6¢**	**0.6¢**	**0.9¢**	**1.5¢**	**0.5¢**	**1.5¢**

LOCATION:
ADC MAP 10(H2)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Zekiah Interceptor Sewer Upgrades

Sewer User	23%	**Requested By:**	**PGM**
Sewer Connection	77%	**Project #:**	**7109**

Design and construct approximately 6,500 l.f. of 36" Gravity sewer to provide additional capacity in the sewer system to serve the future development of the Zekiah service area.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$360	$0	$360
Land & ROW	20	20	20	0	0	60	40	0	100
Construction	650	650	650	0	0	1,950	650	0	2,600
Equipment	0	0	0	0	0	0	0	0	0
Administration	34	34	34	0	0	102	53	0	155
Administration - FAS	3	3	3	0	0	9	6	0	15
Inspection	20	20	20	0	0	60	31	0	91
Miscellaneous	7	7	7	0	0	21	11	0	32
Contingency	65	65	65	0	0	195	65	0	260
Total Outlay	**$799**	**$799**	**$799**	**$0**	**$0**	**$2,397**	**$1,216**	**$0**	**$3,613**

FINANCING SOURCES									
Bonds (30 Year)	$799	$799	$799	$0	$0	$2,397	$1,216	$0	$3,613
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$799	$799	$799	$0	$0	$2,397	$1,216	$0	$3,613
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$799**	**$799**	**$799**	**$0**	**$0**	**$2,397**	**$1,216**	**$0**	**$3,613**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	69.5	119.4	169.6	219.8	219.8	69.5	219.8
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$69.5**	**$119.4**	**$169.6**	**$219.8**	**$219.8**	**$69.5**	**$219.8**
Increase to Sewer User Fee:	**0.7¢**	**1.1¢**	**1.5¢**	**1.8¢**	**1.8¢**	**0.7¢**	**1.8¢**

LOCATION:
ADC MAP 4(D10 to G12)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Cliffton WWTP Improvements

Sewer User	**100%**	**Requested By:**	**DPW**
Sewer Connection	**0%**	**Project #:**	**7123**

Cliffton WWTP was constructed in the 1970's and is in need of equipment overhaul and replacement to improve treatment reliability and operability. Project includes complete evaluation of treatment plant and implementation of recommended improvements.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$125	$125	$0	$0	$0	$250	$225	$0	$475
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	1,125	1,125	0	0	0	2,250	0	0	2,250
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	0	0	0	24	12	0	36
Administration - FAS	3	3	0	0	0	6	3	0	9
Inspection	125	125	0	0	0	250	0	0	250
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	113	113	0	0	0	226	0	0	226
Total Outlay	**$1,503**	**$1,503**	**$0**	**$0**	**$0**	**$3,006**	**$240**	**$0**	**$3,246**

FINANCING SOURCES									
Bonds (15 Year)	$1,503	$1,503	$0	$0	$0	$3,006	$240	$0	$3,246
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	$1,503	$1,503	$0	$0	$0	$3,006	$240	$0	$3,246
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	**$1,503**	**$1,503**	**$0**	**$0**	**$0**	**$3,006**	**$240**	**$0**	**$3,246**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	20.0	151.9	284.2	284.2	284.2	20.0	284.2
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$20.0**	**$151.9**	**$284.2**	**$284.2**	**$284.2**	**$20.0**	**$284.2**
Increase to Sewer User Fee:	**0.9¢**	**5.9¢**	**10.8¢**	**10.1¢**	**10.0¢**	**0.9¢**	**9.8¢**

LOCATION:
Cliffton, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Mt. Carmel Woods/College of Southern Maryland (CSM) Pump Stations & Forcemains Phase 3

Sewer User	75%	**Requested By:**	**DPW**
Sewer Connection	25%	**Project #:**	**7058**

To provide sewer to meet the schedule for the proposed National Guard Readiness Center, the Mt. Carmel/CSM Pump Station and Forcemain project will be constructed in two phases. As a result of this phasing, design parameters were changed resulting in an increase in construction costs. Preliminary investigations resulted in the recommendation of a gravity sewer in lieu of the previously proposed force main along Bumpy Oak Rd. to tie into the Mattawoman Interceptor Sewer near the Indian Head Rail Trail. This new alignment also increases land acquisition costs significantly.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$296	$0	$296
Land & ROW	1,500	0	0	0	0	1,500	1,541	0	3,041
Construction	1,700	0	0	0	0	1,700	7,587	0	9,287
Equipment	0	0	0	0	0	0	0	0	0
Administration	130	0	0	0	0	130	298	0	428
Administration - FAS	3	0	0	0	0	3	9	0	12
Inspection	67	0	0	0	0	67	480	0	547
Miscellaneous	5	0	0	0	0	5	82	0	87
Contingency	170	0	0	0	0	170	721	0	891
Total Outlay	**$3,575**	**$0**	**$0**	**$0**	**$0**	**$3,575**	**$11,015**	**$0**	**$14,590**
FINANCING SOURCES									
Bonds (30 Year)	$3,575	$0	$0	$0	$0	$3,575	$10,437	$0	$14,012
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	32	0	32
Total County Funding	$3,575	$0	$0	$0	$0	$3,575	$10,469	$0	$14,044
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	546	0	546
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$3,575**	**$0**	**$0**	**$0**	**$0**	**$3,575**	**$11,015**	**$0**	**$14,590**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	596.3	819.6	819.6	819.6	819.6	596.3	819.6
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$596.3**	**$819.6**	**$819.6**	**$819.6**	**$819.6**	**$596.3**	**$819.6**
Increase to Sewer User Fee:	**20.9¢**	**23.7¢**	**23.4¢**	**21.9¢**	**21.6¢**	**20.9¢**	**21.3¢**

LOCATION:
Mt. Carmel Woods/College of SouthernMaryland (CSM)

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
MWWTP Belt Filter Press Replacement

Sewer User 55%
Sewer Connection 45%

Requested By: DPW
Project #: 7116

Belt Filter Presses #1 through #3 of the sludge process at MWWTP are aged and in need of replacement. Work includes replacement of all mechanical, electrical, and structural components.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$175	$175	$0	$0	$0	$350	$255	$0	$605
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	3,350	3,350	0	0	0	6,700	800	0	7,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	0	0	0	24	0	0	24
Administration - FAS	3	3	0	0	0	6	30	0	36
Inspection	175	175	0	0	0	350	40	0	390
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	335	335	0	0	0	670	80	0	750
Total Outlay	**$4,050**	**$4,050**	**$0**	**$0**	**$0**	**$8,100**	**$1,205**	**$0**	**$9,305**

FINANCING SOURCES									
Bonds (30 Year)	$3,442	$3,442	$0	$0	$0	$6,884	$1,024	$0	$7,908
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	$3,442	$3,442	$0	$0	$0	$6,884	$1,024	$0	$7,908
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	608	608	0	0	0	1,216	181	0	1,397
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$4,050**	**$4,050**	**$0**	**$0**	**$0**	**$8,100**	**$1,205**	**$0**	**$9,305**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	(99.3)	(101.3)	(103.3)	0.0	(105.4)
Total Operating	**$0.0**	**$0.0**	**($99.3)**	**($101.3)**	**($103.3)**	**$0.0**	**($105.4)**
Debt Service: Bonds	58.5	273.6	489.9	489.9	489.9	58.5	489.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$58.5**	**$273.6**	**$390.6**	**$388.6**	**$386.6**	**$58.5**	**$384.5**
Increase to Sewer User Fee:	**1.4¢**	**5.8¢**	**6.5¢**	**6.0¢**	**5.8¢**	**1.4¢**	**5.7¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
MWWTP Primary Clarifiers #1-4 Demolition

Sewer User 55%
Sewer Connection 45%

Requested By: DPW
Project #:

Existing Primary Clarifiers #1-4 at MWWTP are original to the plant. Flows at MWWTP have exceeded the capabilities of these units leaving them inoperative. Work includes proper demolition of these structures.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$175	$145	$320	$0	$145	$465
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	1,450	1,450
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	12	10	22	0	15	37
Administration - FAS	0	0	0	3	3	6	0	0	6
Inspection	0	0	0	0	0	0	0	145	145
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	145	145
Total Outlay	**$0**	**$0**	**$0**	**$190**	**$158**	**$348**	**$0**	**$1,900**	**$2,248**
FINANCING SOURCES									
Bonds (30 Year)	$0	$0	$0	$161	$134	$295	$0	$1,615	$1,910
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$0	$0	$0	$161	$134	$295	$0	$1,615	$1,910
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	29	24	53	0	285	338
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$0**	**$190**	**$158**	**$348**	**$0**	**$1,900**	**$2,248**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	10.1	0.0	120.0
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**	**$10.1**	**$0.0**	**$120.0**
Increase to Sewer User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.2¢**	**0.0¢**	**2.3¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Sewer User** 0% **Requested By:** PGM
Hughesville Sewer System **Sewer Connection** 100% **Project #:**

Design and construct a centralized sewer collection system for the Hughesville Village core. This project includes approximately 12,700 l.f. of 10" gravity sewer but does not include treatment facilities.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$350	$0	$0	$0	$350	$0	$0	$350
Land & ROW	0	380	0	0	0	380	0	0	380
Construction	0	0	1,750	1,750	0	3,500	0	0	3,500
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	57	133	133	0	323	0	0	323
Administration - FAS	0	3	3	3	0	9	0	0	9
Inspection	0	0	73	73	0	146	0	0	146
Miscellaneous	0	15	5	5	0	25	0	0	25
Contingency	0	37	175	175	0	387	0	0	387
Total Outlay	**$0**	**$842**	**$2,139**	**$2,139**	**$0**	**$5,120**	**$0**	**$0**	**$5,120**
FINANCING SOURCES									
Bonds (30 Year)	$0	$716	$1,818	$1,818	$0	$4,352	$0	$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	$0	$716	$1,818	$1,818	$0	$4,352	$0	$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%	0	126	321	321	0	768	0	0	768
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$842**	**$2,139**	**$2,139**	**$0**	**$5,120**	**$0**	**$0**	**$5,120**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	45.0	159.2	273.5	0.0	273.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$45.0**	**$159.2**	**$273.5**	**$0.0**	**$273.5**
Increase to Sewer User Fee:	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:
Hughesville

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Southwinds Pump Station Outfall Gravity Sewer

Sewer User	**100%**	**Requested By:**	**PGM**
Sewer Connection	**0%**	**Project #:**	**7125**

Redirect the Southwinds Pump Station sewer flows to the White Plains Failing Septic gravity system which flows to the Demar Pump Station. This project will remove flow from the Dorchester Pump Station and sewer outfall.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$40	$0	$40
Land & ROW	0	0	0	0	0	0	40	0	40
Construction	400	0	0	0	0	400	0	0	400
Equipment	0	0	0	0	0	0	0	0	0
Administration	32	0	0	0	0	32	8	0	40
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	18	0	0	0	0	18	0	0	18
Miscellaneous	5	0	0	0	0	5	15	0	20
Contingency	40	0	0	0	0	40	0	0	40
Total Outlay	**$498**	**$0**	**$0**	**$0**	**$0**	**$498**	**$106**	**$0**	**$604**
FINANCING SOURCES									
Bonds (15 Year)	$498	$0	$0	$0	$0	$498	$106	$0	$604
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	$498	$0	$0	$0	$0	$498	$106	$0	$604
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	**$498**	**$0**	**$0**	**$0**	**$0**	**$498**	**$106**	**$0**	**$604**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	8.8	52.5	52.5	52.5	52.5	8.8	52.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$8.8**	**$52.5**	**$52.5**	**$52.5**	**$52.5**	**$8.8**	**$52.5**
Increase to Sewer User Fee:	**0.4¢**	**2.0¢**	**2.0¢**	**1.9¢**	**1.8¢**	**0.4¢**	**1.8¢**

LOCATION:
Southwinds Pump Station

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
MWWTP Septage Receiving Facility Improvements

Sewer User	55%	**Requested By:**	**DPW**
Sewer Connection	45%	**Project #:**	**7130**

This facility does not have sufficient means of debris removal that causes constant clogging of pumps and extensive cleaning of the wetwell on a routine basis. This project will evaluate methods of debris removal for this facility and then implement the best approach.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$45	$75	$25	$25	$0	$170	$0	$0	$170
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	175	375	0	550	0	0	550
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	0	48	0	0	48
Administration - FAS	3	3	3	3	0	12	0	0	12
Inspection	0	0	35	55	0	90	0	0	90
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	0	18	38	0	56	0	0	56
Total Outlay	**$60**	**$90**	**$268**	**$508**	**$0**	**$926**	**$0**	**$0**	**$926**

FINANCING SOURCES									
Bonds (30 Year)	$51	$76	$228	$432	$0	$787	$0	$0	$787
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	$51	$76	$228	$432	$0	$787	$0	$0	$787
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	9	14	40	76	0	139	0	0	139
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$60**	**$90**	**$268**	**$508**	**$0**	**$926**	**$0**	**$0**	**$926**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	3.2	8.0	22.3	49.4	0.0	49.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$3.2**	**$8.0**	**$22.3**	**$49.4**	**$0.0**	**$49.4**
Increase to Sewer User Fee:	**0.0¢**	**0.1¢**	**0.2¢**	**0.4¢**	**1.0¢**	**0.0¢**	**0.9¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:

Sewer User	**100%**	**Requested By:**	**DPW**
Sewer Connection	**0%**	**Project #:**	**7131**

Swan Pt. WWTP Electrical and Control System Improvements

Problems experienced with the existing electrical and control systems have caused concern from a safety and reliability perspective. This project will evaluate these systems and then implement the best approach for repairs and/or replacement.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$125	$75	$25	$25	$0	$250	$0	$0	$250
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	325	225	175	150	0	875	0	0	875
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	12	0	48	0	0	48
Administration - FAS	3	3	3	3	0	12	0	0	12
Inspection	75	55	45	45	0	220	0	0	220
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	33	23	18	15	0	89	0	0	89
Total Outlay	**$573**	**$393**	**$278**	**$250**	**$0**	**$1,494**	**$0**	**$0**	**$1,494**

FINANCING SOURCES									
Bonds (15 Year)	$573	$393	$278	$250	$0	$1,494	$0	$0	$1,494
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	$573	$393	$278	$250	$0	$1,494	$0	$0	$1,494
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	**$573**	**$393**	**$278**	**$250**	**$0**	**$1,494**	**$0**	**$0**	**$1,494**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	50.3	84.9	109.4	131.4	0.0	131.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$50.3**	**$84.9**	**$109.4**	**$131.4**	**$0.0**	**$131.4**
Increase to Sewer User Fee:	**0.0¢**	**1.9¢**	**3.2¢**	**3.9¢**	**4.6¢**	**0.0¢**	**4.6¢**

LOCATION:

Swan Pt. WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Post Office Road Sewer Capacity Improvements

Sewer User	**100%**	**Requested By:**	**DPW**
Sewer Connection	**0%**	**Project #:**	**7132**

This project includes evaluation and implementation of recommended improvements to approximately 3,500 LF of sewer in the area of Post Office Road and St. Charles Parkway to address capacity and maintenance concerns.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$175	$35	$45	$0	$0	$255	$0	$0	$255
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	275	575	0	0	850	0	0	850
Equipment	0	0	0	0	0	0	0	0	0
Administration	12	12	12	0	0	36	0	0	36
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	0	75	125	0	0	200	0	0	200
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	0	28	58	0	0	86	0	0	86
Total Outlay	**$190**	**$428**	**$818**	**$0**	**$0**	**$1,436**	**$0**	**$0**	**$1,436**

FINANCING SOURCES									
Bonds (15 Year)	$190	$428	$818	$0	$0	$1,436	$0	$0	$1,436
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	$190	$428	$818	$0	$0	$1,436	$0	$0	$1,436
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	**$190**	**$428**	**$818**	**$0**	**$0**	**$1,436**	**$0**	**$0**	**$1,436**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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	16.7	54.4	126.4	126.4	0.0	126.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$16.7**	**$54.4**	**$126.4**	**$126.4**	**$0.0**	**$126.4**
Increase to Sewer User Fee:	**0.0¢**	**0.6¢**	**2.1¢**	**4.5¢**	**4.4¢**	**0.0¢**	**4.4¢**

LOCATION:
Waldorf, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Sewer Easement Study & Acquisition

Sewer User	**100%**	**Requested By:**	**PGM**
Sewer Connection	**0%**	**Project #:**	**7133**

This project will identify and map water and sewer easements that are needed for the Department of Public Works to access and maintain public water and sewer infrastructure. The Study will also identify where easements are missing and develop a list of necessary easements needed for proper maintenance, including logical access routes and ground cover maintenance.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$75	$75	$50	$0	$0	$200	$0	$0	$200
Land & ROW	75	75	75	0	0	225	0	0	225
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	8	2	2	0	0	12	0	0	12
Administration - FAS	3	5	5	0	0	13	0	0	13
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	5	5	5	0	0	15	0	0	15
Contingency	3	3	3	0	0	9	0	0	9
Total Outlay	**$169**	**$165**	**$140**	**$0**	**$0**	**$474**	**$0**	**$0**	**$474**
FINANCING SOURCES									
Bonds (15 Year)	$169	$165	$140	$0	$0	$474	$0	$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	$169	$165	$140	$0	$0	$474	$0	$0	$474
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$169**	**$165**	**$140**	**$0**	**$0**	**$474**	**$0**	**$0**	**$474**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	14.8	29.4	41.7	41.7	0.0	41.7
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$14.8**	**$29.4**	**$41.7**	**$41.7**	**$0.0**	**$41.7**
Increase to Sewer User Fee:	**0.0¢**	**0.6¢**	**1.1¢**	**1.5¢**	**1.5¢**	**0.0¢**	**1.4¢**

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Line Maintenance Storage Building

Sewer User	**100%**	**Requested By:**	**DPW**
Sewer Connection	**0%**	**Project #:**	**7134**

This project will construct a building located at Mattawoman WWTP to protect trucks and other equipment from the weather, especially during the winter months where freezing is a concern.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$35	$0	$0	$0	$0	$35	$0	$0	$35
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	375	0	0	0	0	375	0	0	375
Equipment	0	0	0	0	0	0	0	0	0
Administration	3	0	0	0	0	3	0	0	3
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	35	0	0	0	0	35	0	0	35
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	38	0	0	0	0	38	0	0	38
Total Outlay	**$489**	**$0**	**$0**	**$0**	**$0**	**$489**	**$0**	**$0**	**$489**

FINANCING SOURCES									
Bonds (15 Year)	$489	$0	$0	$0	$0	$489	$0	$0	$489
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	$489	$0	$0	$0	$0	$489	$0	$0	$489
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	**$489**	**$0**	**$0**	**$0**	**$0**	**$489**	**$0**	**$0**	**$489**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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	42.9	42.9	42.9	42.9	0.0	42.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$42.9**	**$42.9**	**$42.9**	**$42.9**	**$0.0**	**$42.9**
Increase to Sewer User Fee:	**0.0¢**	**1.7¢**	**1.6¢**	**1.5¢**	**1.5¢**	**0.0¢**	**1.5¢**

LOCATION:
Mattawoman WWTP

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME:
Indian Head Manor Pump Station Removal

Sewer User	**100%**	**Requested By:**	**DPW**
Sewer Connection	**0%**	**Project #:**	

The Indian Head Manor Sewer Pump Station will need to be abandoned in conjunction with the Guilford Subdivision

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**5-Year Total '17-'21**	**Approp. thru FY16**	**Beyond FY 2021**	**Project Total**
Architectural & Engineering	$0	$15	$0	$0	$0	$15	$0	$0	$15
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	75	0	0	0	75	0	0	75
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	12	0	0	0	12	0	0	12
Administration - FAS	0	3	0	0	0	3	0	0	3
Inspection	0	4	0	0	0	4	0	0	4
Miscellaneous	0	2	0	0	0	2	0	0	2
Contingency	0	15	0	0	0	15	0	0	15
Total Outlay	**$0**	**$126**	**$0**	**$0**	**$0**	**$126**	**$0**	**$0**	**$126**

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	0	126	0	0	0	126	0	0	126
Total County Funding	$0	$126	$0	$0	$0	$126	$0	$0	$126
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**	**$126**	**$0**	**$0**	**$0**	**$126**	**$0**	**$0**	**$126**

Operating Budget Impact	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**Approp. thru FY16**	**Beyond FY 2021**
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¢**	**4.9¢**	**-4.8¢**	**0.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:
Indian Head, MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Sewer User** 50% **Requested By:** PGM
Sewer Pump Station Capacity Study **Sewer Connection** 50% **Project #:**

A comprehensive update and analysis of existing County sewer pump stations is needed to accurately represent the true capacity and limitations of our sewer infrastructure for maintenance planning as well as analyzing the impact of currently proposed development on the sewer systems, as well as an impact analysis of future build-out.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$150	$0	$0	$150	$0	$0	$150
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	11	0	0	11	0	0	11
Administration - FAS	0	0	3	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	2	0	0	2	0	0	2
Contingency	0	0	3	0	0	3	0	0	3
Total Outlay	**$0**	**$0**	**$169**	**$0**	**$0**	**$169**	**$0**	**$0**	**$169**

FINANCING SOURCES									
Bonds (30 Year)	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	169	0	0	169	0	0	169
Total County Funding	$0	$0	$169	$0	$0	$169	$0	$0	$169
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: WSSC @ 15%	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$0**	**$0**	**$169**	**$0**	**$0**	**$169**	**$0**	**$0**	**$169**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Sewer User Fee:	**0.0¢**	**0.0¢**	**3.2¢**	**-3.0¢**	**0.0¢**	**0.0¢**	**0.0¢**

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Sewer User** 0% **Requested By:** PGM
Sewer Detail Revisions **Sewer Connection** 100% **Project #:** 7135

Consultant assistance is needed to prepare updated sewer infrastructure detail schematics to guide engineers designing public sewer infrastructure. Certain design detail schematics may not be consistent with the current industry standards.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$30	$0	$0	$0	$0	$30	$0	$0	$30
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	2	0	0	0	0	2	0	0	2
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	0	0	0	0	1	0	0	1
Contingency	1	0	0	0	0	1	0	0	1
Total Outlay	**$37**	**$0**	**$0**	**$0**	**$0**	**$37**	**$0**	**$0**	**$37**

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	37	0	0	0	0	37	0	0	37
Total County Funding	$37	$0	$0	$0	$0	$37	$0	$0	$37
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	**$37**	**$0**	**$0**	**$0**	**$0**	**$37**	**$0**	**$0**	**$37**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
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¢**	**0.0¢**	**0.0¢**

LOCATION:

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

LANDFILL SUMMARY

Local governments have the duty to provide for the disposal of solid waste (trash) generated within its borders. Charles County plans for this function by establishing cash reserves collected from tipping fee revenue and dedicates the reserves for the next landfill cell. The current facility is composed of four cells over a 114 acre site. Other capital maintenance projects to the landfill are financed from ongoing tipping fee revenues.

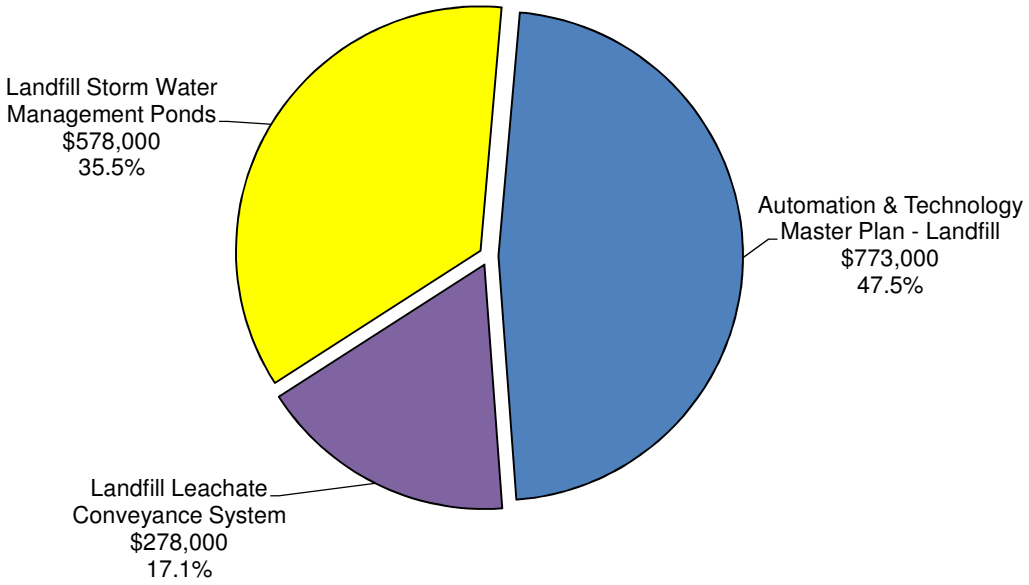
EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$510	$0	$0	$0	$0	$510	$95	$0	$605
Land & ROW	495	0	0	0	0	495	475	0	970
Construction	0	835	855	0	0	1,690	0	0	1,690
Equipment	400	0	0	0	0	400	0	0	400
Administration	33	43	43	0	0	119	29	0	148
Administration - FAS	9	3	3	0	0	15	6	0	21
Inspection	54	45	46	0	0	145	25	0	170
Miscellaneous	10	8	9	0	0	27	10	0	37
Contingency	118	84	86	0	0	288	47	0	335
Total Outlay	**$1,629**	**$1,018**	**$1,042**	**$0**	**$0**	**$3,689**	**$687**	**$0**	**$4,376**
FINANCING SOURCES									
Bonds	$856	$1,018	$1,042	$0	$0	$2,916	$687	$0	$3,603
Capital Budget Reserve	0	0	0	0	0	0	0	0	0
Fund Balance Appropriation	773	0	0	0	0	773	0	0	773
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$1,629	$1,018	$1,042	$0	$0	$3,689	$687	$0	$4,376
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	**$1,629**	**$1,018**	**$1,042**	**$0**	**$0**	**$3,689**	**$687**	**$0**	**$4,376**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	(0.50)	(0.50)	(0.50)	0.00	(0.50)
Personnel Costs	0.0	0.0	(29.1)	(30.3)	(31.5)	0.0	(32.8)
Operating	0.0	0.0	(8.2)	(8.4)	(8.5)	0.0	(8.7)
Total	**$0.0**	**$0.0**	**($37.3)**	**($38.7)**	**($40.0)**	**$0.0**	**($41.5)**
Debt Service: Bonds	57.1	123.3	180.0	238.1	238.1	57.1	238.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$57.1**	**$123.3**	**$142.7**	**$199.4**	**$198.1**	**$57.1**	**$188.8**

Projects with Future Operating Impacts:

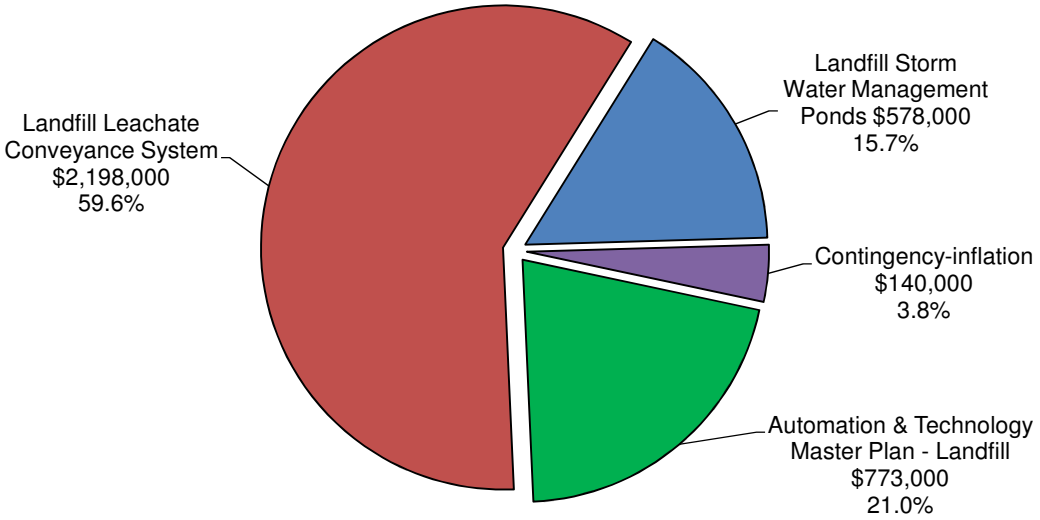
PROJECT	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Beyond FY 2021	FTE
Leachate Conveyance System	0.0	0.0	(37.3)	(38.7)	(40.0)	(41.5)	(0.50)
Total	**$0.0**	**$0.0**	**($37.3)**	**($38.7)**	**($40.0)**	**($41.5)**	**(0.50)**

FY17 Landfill Fund by Project
Total $1,629,000



The Landfill Projects are funded by Bonds which are paid for by the Landfill Tipping Fee. The FY 17 Fee is $75 per ton.

FY17-FY21 Landfill Fund by Project
Total $3,689,000



Projects will improve efficiency at the Landfill and are needed to meet environmental regulations.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**
Project #: **8067**

Automation & Technology Master Plan - Landfill

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, this project represent Phase III – Landfill only.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	400	0	0	0	0	400	0	0	400
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Contingency	70	0	0	0	0	70	0	0	70
Total Outlay	**$773**	**$0**	**$0**	**$0**	**$0**	**$773**	**$0**	**$0**	**$773**

FINANCING SOURCES									
Bonds **(10 Year)**	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	773	0	0	0	0	773	0	0	773
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$773	$0	$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	**$773**	**$0**	**$0**	**$0**	**$0**	**$773**	**$0**	**$0**	**$773**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Annual Tipping fee:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

LOCATION:
Charles County Landfill

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**
Project #: **8068**

Landfill Leachate Conveyance System

An analysis of the most effective means to dispose of the leachate from the landfill showed that a pump station to transmit the flow to the existing gravity sewer will decrease the operating costs by minimizing hauling of the leachate except for periods of high flows. This project is for the design and construction of a leachate conveyance system based on a study performed in 2013.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$210	$0	$0	$0	$0	$210	$0	$0	$210
Land & ROW	20	0	0	0	0	20	0	0	20
Construction	0	788	787	0	0	1,575	0	0	1,575
Equipment	0	0	0	0	0	0	0	0	0
Administration	11	41	40	0	0	92	0	0	92
Administration - FAS	3	3	3	0	0	9	0	0	9
Inspection	29	42	42	0	0	113	0	0	113
Miscellaneous	5	8	8	0	0	21	0	0	21
Contingency	0	79	79	0	0	158	0	0	158
Total Outlay	**$278**	**$961**	**$959**	**$0**	**$0**	**$2,198**	**$0**	**$0**	**$2,198**

FINANCING SOURCES									
Bonds **(30 Year)**	$278	$961	$959	$0	$0	$2,198	$0	$0	$2,198
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	$278	$961	$959	$0	$0	$2,198	$0	$0	$2,198
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	**$278**	**$961**	**$959**	**$0**	**$0**	**$2,198**	**$0**	**$0**	**$2,198**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	(0.50)	(0.50)	(0.50)	0.00	(0.50)
Personnel Costs	0.0	0.0	(29.1)	(30.3)	(31.5)	0.0	(32.8)
Operating	0.0	0.0	(8.2)	(8.4)	(8.5)	0.0	(8.7)
Total Operating	**$0.0**	**$0.0**	**($37.3)**	**($38.7)**	**($40.0)**	**$0.0**	**($41.5)**
Debt Service: Bonds	0.0	15.4	69.0	122.4	122.4	0.0	122.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$15.4**	**$31.7**	**$83.7**	**$82.4**	**$0.0**	**$80.9**
Increase to Annual Tipping fee:	$0.00	$0.21	$0.43	$1.13	$1.11	$0.00	$1.09

LOCATION:
Charles County Landfill

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By:** **DPW**
Landfill Storm Water Management Ponds **Project #:** **8042**

Sediment basins were constructed to handle storm water run-off during initial construction of the landfill in 1990's. The basins were to be used in this capacity for no more than 3 years and then converted to storm water management ponds in accordance with MD-378 pond criteria. Charles County Stormwater Conservation District and the Maryland Department of the Environment's Dam Safety Division require that the ponds now be brought up to MD 378 criteria. This project is for the design and construction of the permanent storm water management ponds.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$0	$0	$0	$0	$0	$0	$95	$0	$95
Land & ROW	475	0	0	0	0	475	475	0	950
Construction	0	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0	0
Administration	22	0	0	0	0	22	29	0	51
Administration - FAS	3	0	0	0	0	3	6	0	9
Inspection	25	0	0	0	0	25	25	0	50
Miscellaneous	5	0	0	0	0	5	10	0	15
Contingency	48	0	0	0	0	48	47	0	95
Total Outlay	**$578**	**$0**	**$0**	**$0**	**$0**	**$578**	**$687**	**$0**	**$1,265**
FINANCING SOURCES									
Bonds	$578	$0	$0	$0	$0	$578	$687	$0	$1,265
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$578	$0	$0	$0	$0	$578	$687	$0	$1,265
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$578**	**$0**	**$0**	**$0**	**$0**	**$578**	**$687**	**$0**	**$1,265**

Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	57.1	107.9	107.9	107.9	107.9	57.1	107.9
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$57.1**	**$107.9**	**$107.9**	**$107.9**	**$107.9**	**$57.1**	**$107.9**
Increase to Annual Tipping fee:	$0.79	$1.47	$1.46	$1.46	$1.46	$0.83	$1.46

LOCATION:
Charles County Landfill

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

WATERSHED PROTECTION & RESTORATION FUND SUMMARY

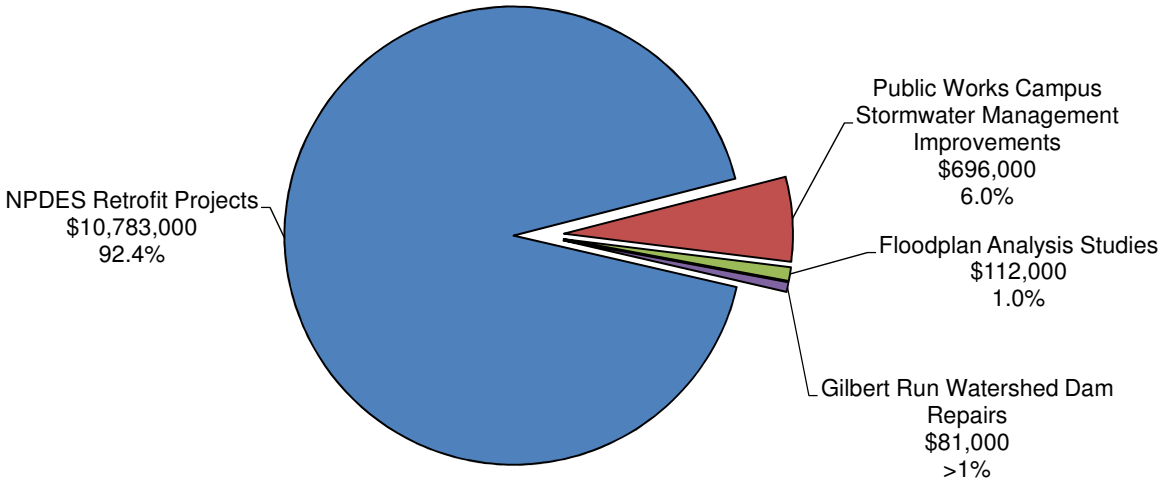
Charles County continues to design and construct stormwater facilities to manage the quantity and quality of stormwater runoff from untreated impervious surface. Cost associated with this program are part of the Watershed Protection and Restoration Enterprise Fund and paid for with the stormwater remediation fee.

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$920	$869	$891	$918	$950	$4,548	$231	$923	$5,702
Land & ROW	583	795	815	839	869	3,901	2,728	899	7,528
Construction	8,287	8,162	8,366	8,617	8,919	42,351	12,600	9,231	64,182
Equipment	0	5	5	6	6	22	0	0	22
Administration	577	555	578	601	625	2,936	731	642	4,309
Administration - FAS	12	6	6	6	8	38	28	4	70
Inspection	256	244	250	257	266	1,273	244	278	1,795
Miscellaneous	207	209	217	226	235	1,094	276	207	1,577
Contingency	830	817	838	863	893	4,241	1,563	923	6,727
Total Outlay	**$11,672**	**$11,662**	**$11,966**	**$12,333**	**$12,771**	**$60,404**	**$18,401**	**$13,107**	**$91,912**

FINANCING SOURCES									
Bonds	$11,560	$11,592	$11,894	$12,258	$12,693	$59,997	$18,401	$13,107	$91,505
Fund Balance Appropriation	112	70	72	75	78	407	0	0	407
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$11,672	$11,662	$11,966	$12,333	$12,771	$60,404	$18,401	$13,107	$91,912
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other: _____	0	0	0	0	0	0	0	0	0
Total Funding	**$11,672**	**$11,662**	**$11,966**	**$12,333**	**$12,771**	**$60,404**	**$18,401**	**$13,107**	**$91,912**

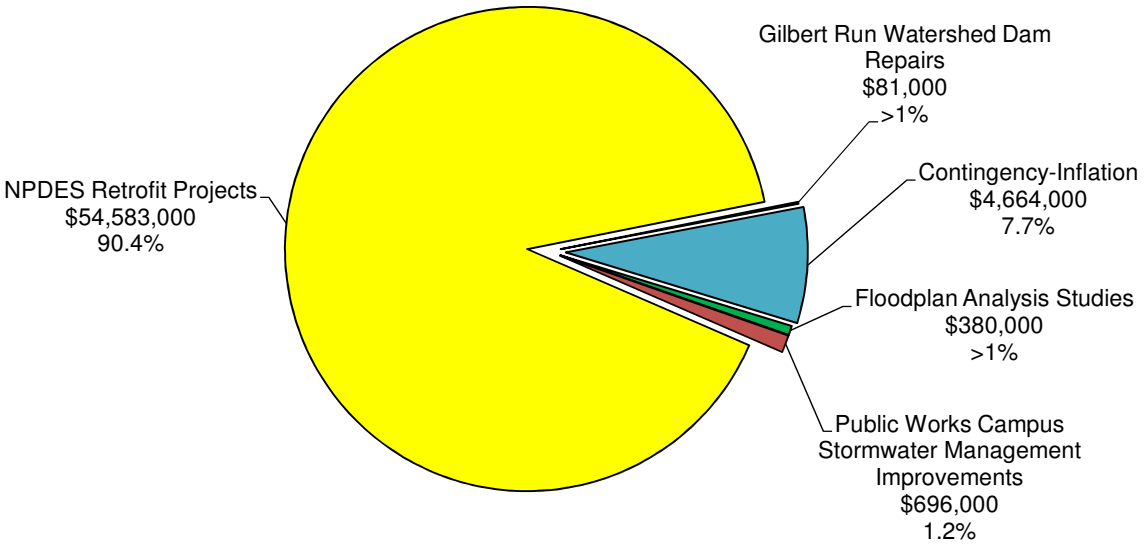
Operating Budget Impact	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	1,530.2	2,254.5	2,983.0	3,730.5	4,500.8	1,530.2	6,289.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$1,530.2**	**$2,254.5**	**$2,983.0**	**$3,730.5**	**$4,500.8**	**$1,530.2**	**$6,289.0**
Increase to Annual WPRF fee:	$30.07	$43.72	$57.11	$70.51	$84.01	$30.07	$115.92

FY17 Watershed Protection and Restoration Fund by Project
Total $11,672,000



NPDES Retrofit Projects are funded by Bonds which are paid for with the Stormwater Remediation Fee. A $39 fee is charged annually to each improved property within the County.

FY17-FY21 Watershed Protection and Restoration Fund by Project
Total $60,404,000



The County will continue to seek grant opportunities to aid in funding of Watershed Protection and Restoration projects.

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
NPDES Retrofit Projects **Project #: 8019**

The project is based on the County's 2014 NPDES municipal stormwater permit requirement to assess the impervious surface, and commence and complete implementation of restoration efforts for twenty percent of the County's impervious surface that has not already been restored to the maximum extent practicable.

Ongoing and potential project areas include Pinefield, Bryans Road, Holly Tree Lane, Acton-Hamilton, Fox Run, White Plains, Stavors Road, Tanglewood, Potomac Heights, Tenth District VFD, Port Tobacco Stream Restoration, Benedict Point, Department of Public Works Campus, Charles County Plaza, Post Office Lake, Wakefield Lake, Melwood, Bensville Park, Laurel Branch, Old Washington Road, and Waldorf Commercial Corridor. Additional projects will be identified by the impervious surface assessment, and the watershed assessments and restoration plans also required by the County's 2014 NPDES municipal stormwater permit.

Restoration of untreated impervious surface can be done by new or upgraded stormwater quality facilities and practices, step pool storm conveyances, stream restoration, shoreline management, septic practices, impervious land use conversion, outfall stabilization, and routinely performed street and drainage cleaning practices, per State Guidance for NPDES Stormwater Permits, August 2014.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$770	$770	$770	$770	$770	$3,850	$181	$770	$4,801
Land & ROW	583	750	750	750	750	3,583	2,728	750	7,061
Construction	7,700	7,700	7,700	7,700	7,700	38,500	12,083	7,700	58,283
Equipment	0	0	0	0	0	0	0	0	0
Administration	527	527	527	527	527	2,635	688	530	3,853
Administration - FAS	3	3	3	3	3	15	25	3	43
Inspection	230	230	230	230	230	1,150	218	230	1,598
Miscellaneous	200	200	200	200	200	1,000	271	200	1,471
Contingency	770	770	770	770	770	3,850	1,511	770	6,131
Total Outlay	**$10,783**	**$10,950**	**$10,950**	**$10,950**	**$10,950**	**$54,583**	**$17,705**	**$10,953**	**$83,241**

FINANCING SOURCES									
Bonds (30 Year)	$10,783	$10,950	$10,950	$10,950	$10,950	$54,583	$17,705	$10,953	$83,241
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	$10,783	$10,950	$10,950	$10,950	$10,950	$54,583	$17,705	$10,953	$83,241
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$10,783**	**$10,950**	**$10,950**	**$10,950**	**$10,950**	**$54,583**	**$17,705**	**$10,953**	**$83,241**

Operating Budget Impact						Approp. thru FY16	Beyond FY 2021
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	1,472.4	2,146.1	2,834.2	3,522.4	4,210.5	1,472.4	6,180.5
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$1,472.4**	**$2,146.1**	**$2,834.2**	**$3,522.4**	**$4,210.5**	**$1,472.4**	**$6,180.5**
Increase to Annual WPRF fee:	$28.93	$41.62	$54.26	$66.58	$78.59	$28.93	$113.92

LOCATION:
Charles County Development District- see description

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**

Public Works Campus Stormwater Management Improvements **Project #: 8055**

The County's 2014 NPDES municipal stormwater permit requires restoration for twenty percent of the County's impervious surface that has not already been restored to the maximum extent practicable. In an effort to comply with this mandate, the Department of Public Works managed a study to determine stormwater retrofits at their offices located on Radio Station Road in La Plata, MD. The study proposed numerous water quality measures to treat the complex's 29.5 impervious acres and remove 278.2 pounds of nitrogen, 82.6 pounds of phosphorus, and 13.7 tons of suspended sediment annually. The estimated construction cost of all the improvements is $1,034,000, with an average cost per acre treated of $35,000. The types of improvements include a wet pond retrofit, a bioretention basin, infiltration berms, a stream restoration project, and flow-through planters.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$50	$0	$0	$0	$0	$50	$50	$0	$100
Land & ROW	0	0	0	0	0	0	0	0	0
Construction	517	0	0	0	0	517	517	0	1,034
Equipment	0	0	0	0	0	0	0	0	0
Administration	43	0	0	0	0	43	43	0	86
Administration - FAS	3	0	0	0	0	3	3	0	6
Inspection	26	0	0	0	0	26	26	0	52
Miscellaneous	5	0	0	0	0	5	5	0	10
Contingency	52	0	0	0	0	52	52	0	104
Total Outlay	**$696**	**$0**	**$0**	**$0**	**$0**	**$696**	**$696**	**$0**	**$1,392**

FINANCING SOURCES									
Bonds (30 Year)	$696	$0	$0	$0	$0	$696	$696	$0	$1,392
Fund Balance Appropriation	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$696	$0	$0	$0	$0	$696	$696	$0	$1,392
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	**$696**	**$0**	**$0**	**$0**	**$0**	**$696**	**$696**	**$0**	**$1,392**

Operating Budget Impact						Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	57.9	101.4	101.4	101.4	101.4	57.9	101.4
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$57.9**	**$101.4**	**$101.4**	**$101.4**	**$101.4**	**$57.9**	**$101.4**
Increase to Annual WPRF fee:	$1.14	$1.97	$1.94	$1.92	$1.89	$1.14	$1.87

LOCATION:
La Plata MD

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: PGM**
Floodplan Analysis Studies **Project #: 8069**

Provide computations of major drainage courses of 30 Acres or more that are not mapped by FEMA studies for potential restoration projects.

Planning Commission Comments: Project is consistent with Comprehensive Plan. (Rating #1)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	Project Total
Architectural & Engineering	$100	$50	$50	$50	$50	$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	5	5	5	5	20	0	0	20
Administration	7	7	7	7	7	35	0	0	35
Administration - FAS	3	3	3	3	3	15	0	0	15
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	1	1	1	1	5	0	0	5
Contingency	1	1	1	1	1	5	0	0	5
Total Outlay	**$112**	**$67**	**$67**	**$67**	**$67**	**$380**	**$0**	**$0**	**$380**

FINANCING SOURCES									
Bonds	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fund Balance Appropriation	112	67	67	67	67	380	0	0	380
Operating Transfer	0	0	0	0	0	0	0	0	0
Total County Funding	$112	$67	$67	$67	$67	$380	$0	$0	$380
Federal	0	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0	0
Other:	0	0	0	0	0	0	0	0	0
Total Funding	**$112**	**$67**	**$67**	**$67**	**$67**	**$380**	**$0**	**$0**	**$380**

Operating Budget Impact						Approp. thru FY16	Beyond FY 2021
No. of Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personnel Costs	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Operating	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Operating	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Debt Service: Bonds	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**	**$0.0**
Increase to Annual WPRF fee:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

LOCATION:
Throughout Charles County

APPROVED CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2017
($ in thousands)

PROJECT NAME: **Requested By: DPW**
Gilbert Run Watershed Dam Repairs **Project #: 8070**

Repairs to drain valve at Trinity Lake and underdrain system at Jameson Lake, both part of the Gilbert Run Watershed.

Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

EXPENSE BUDGET	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	5-Year Total '17-'21	Approp. thru FY16	Beyond FY 2021	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	70	0	0	0	0	70	0	0	70
Equipment	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Administration - FAS	3	0	0	0	0	3	0	0	3
Inspection	0	0	0	0	0	0	0	0	0
Miscellaneous	1	0	0	0	0	1	0	0	1
Contingency	7	0	0	0	0	7	0	0	7
Total Outlay	**$81**	**$0**	**$0**	**$0**	**$0**	**$81**	**$0**	**$0**	**$81**

FINANCING SOURCES									
Bonds	$81	$0	$0	$0	$0	$81	$0	$0	$81
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	$81	$0	$0	$0	$0	$81	$0	$0	$81
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	**$81**	**$0**	**$0**	**$0**	**$0**	**$81**	**$0**	**$0**	**$81**

Operating Budget Impact						Approp. thru FY16	Beyond FY 2021
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	7.1	7.1	7.1	7.1	0.0	7.1
Vehicle & Equipment Lease	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Impact	**$0.0**	**$7.1**	**$7.1**	**$7.1**	**$7.1**	**$0.0**	**$7.1**
Increase to Annual WPRF fee:	$0.00	$0.14	$0.14	$0.13	$0.13	$0.00	$0.13

LOCATION:
Gilbert Run Watershed - Trinity and Jameson Lake

FISCAL YEAR 2015-FY2017
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY15 AMENDED	FY16 AMENDED	FY17 APPROVED
GOVERNMENTAL PROJECTS			
BOARD OF EDUCATION:			
State Shared			
New Elementary School #22	$2,066	$0	$13,869
St. Charles High School	3,860	240	0
Wade Full Day K Additions/Renovations	(350)	0	0
Matula Full Day K Additions/Renovations	50	3,481	0
La Plata High School Gym HVAC	549	0	0
Benjamin Stoddert M.S. RTU/Boiler Replacement	335	4,545	0
Dr. Mudd E.S. Renovation & Study	201	2,100	13,022
Jenifer E.S. Full Day Kindergarten Renovation	350	2,711	0
Subtotal	$7,061	$13,077	$26,891
Locally Funded, 100%			
Various Maintenance Projects	$600	$600	$600
Dr. Gustavus Brown E.S. RTU/Boiler Replacement	1,584	(240)	0
F.B. Gwynn Center Roof/Boiler Replacement	2,635	(785)	0
Local Portable Classrooms - Various Schools	388	1,385	388
Elementary Schools - Playground Replacement Program	266	0	266
Site Improvements/Asphalt Replacement Program	1,326	1,461	1,416
Thomas Stone H.S. - Parking Lot & Site Improvements	2,036	0	0
Eva Turner E.S. - Renovation Study	0	251	0
Benjamin Stoddert M.S. Renovation & Study	0	301	0
McDonough H.S. Renovation & Study	0	401	0
Berry E.S. Full Day K Addition	0	0	367
Craik E.S. Full Day K Addition	0	0	450
Contingency - Inflation	367	0	0
Subtotal	$9,202	$3,374	$3,487
TOTAL BOARD OF EDUCATION	$16,263	$16,451	$30,378
COLLEGE OF SOUTHERN MARYLAND:			
Inner Campus Program			
Center for Energy & Trades Training Building	$2,057	$300	$0
Upgrade Telecom, PBX, Safety & Security Systems	1,954	5,657	0
Healthcare Training Facility	0	0	1,977
Contingency - Inflation	122	0	0
TOTAL COLLEGE OF SOUTHERN MD	$4,133	$5,957	$1,977

FISCAL YEAR 2015-FY2017
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY15 AMENDED	FY16 AMENDED	FY17 APPROVED
GENERAL GOVERNMENT:			
Agricultural Preservation Land Acquisition	$515	$503	$503
Various Planning Studies	168	140	141
Detention Center Intake Area	808	391	0
Rural Legacy Program	1,521	1,481	1,509
Various Maintenance Projects	385	198	198
Port Tobacco Historic District Revitalization	4	0	0
Courthouse Renovation	101	0	103
County Government Building Electrical & Network Infrastructure System Upgrades	687	0	0
Purchase of Developments Rights Programs	515	0	303
Parking Lot Improvements	0	333	0
Engineering Plan Digitalization	53	0	0
Benedict Waterfront Village Revitalization	0	45	0
Waldorf Senior Center	(117)	0	0
Zoning Update (2012 Comprehensive Plan)	(22)	0	0
Lighting Retrofits	106	0	53
Detention Center Replacement Door Control System	0	(17)	0
Clark Senior Center - Roof Truss Repairs	0	0	0
Indian Head Science and Technology Park	6,437	24	0
FY15 Pt Tobacco Hist District Revitalization Implementation	516	0	0
Generator Replacement Program	153	0	0
Hazmat & EMS Relocation	457	0	0
Develop Road Safety Prioritization Measure & Inventory	38	18	0
State Attorney's Office Renovations	363	0	0
Animal Shelter Cremation Unit	117	0	0
WURC Implementation Studies	121	91	0
Rich Hill Farm House	750	0	0
Port Tobacco Historic Distric Jamieson	180	0	0
P.D. Brown Library Improvements	0	201	0
Security Upgrade	0	61	0
Health Department Roof Replacement	0	186	2,308
Tri- County Animal Shelter Improvements	0	47	0
Radio Communications Systems Upgrade	0	371	471
National Guard Armory Renovation Study	0	80	0
Detention Center Pump Station Rehabilitations	0	0	131
Replacement of County Financial Software Program	0	0	1,596
Animal Shelter Feasibility Study	0	0	50
Contingency - Inflation	182	0	0
TOTAL GENERAL GOVERNMENT	$14,038	$4,153	$7,366

FISCAL YEAR 2015-FY2017
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY15 AMENDED	FY16 AMENDED	FY17 APPROVED
PARKS:			
Development District Park	($3,497)	$0	$0
Various Pedestrian & Bicycle Facilities	(43)	0	0
Pope's Creek Rail Trail	1,988	492	663
Park Repair & Maintenance	252	238	239
Port Tobacco Parkland Acquisition	961	0	0
Friendship Farm Addition	838	0	0
Oakridge Park Playground Rehabilitation	140	0	0
Thoroughbred Court Sidewalks	(119)	0	0
Smallwood Drive West Sidewalks	101	0	0
Mill Hill Road Sidewalk	553	0	0
Marsh Hawk Dr/Chestnut Dr. Sidewalk	255	0	0
Middletown Road Park Acquisition	145	0	0
Waterfront Acquisition	0	0	1,003
Milton Somers Football Stadium Improvements	0	0	88
Contingency - Inflation	(94)	0	0
TOTAL PARKS	$1,479	$731	$1,993
TRANSPORTATION:			
Western Parkway Ph. I-III	$0	$862	$3,311
Traffic Signal Program	257	212	0
Jacob Smith Place	(217)	0	0
Acton Lane Improvements Phase II-III	(126)	0	0
Road Overlay Program	3,078	3,216	3,078
Mill Hill Road Extended	1,760	228	0
Radio Station Road Upgrades	25	0	0
Safety Improvement Program - Existing Roadways	277	105	0
County Drainage Systems Improvements Program	871	74	0
Various Land Acquisitions	(2,801)	0	0
Carrington Drainage Improvements	126	(1)	0
Pinefield Drainage Improvements	0	77	0
Billingsley Road Improvements	300	1,747	1,462
Middletown Road and Billingsley Road Roundabout	7	270	994
Light Rail Transit Initiative	270	270	270
Rosewick/Radio Station Road Traffic Signal	0	(62)	0
Gallant Green Rd @ MD 5 Traffic Signal	0	(5)	0
Old Washington Road Reconstruction	0	715	1,074
Cross County Connector	(1,000)	0	0
Old Sycamore Road Drainage Improvements	(16)	(4)	0
Washington Ave. - Various Intersection Improvements	403	0	0
St. Patrick Dr/Western Pkwy - Ped Intersection Improvements	177	147	0
Neighborhood Traffic Calming Program	312	0	0
Rosewick Road Phase 3	620	0	0
Sidewalk Improvement Program	153	153	153
New McDaniel Road	1,309	0	0
Old McDaniel to Ocelot Street	142	929	600

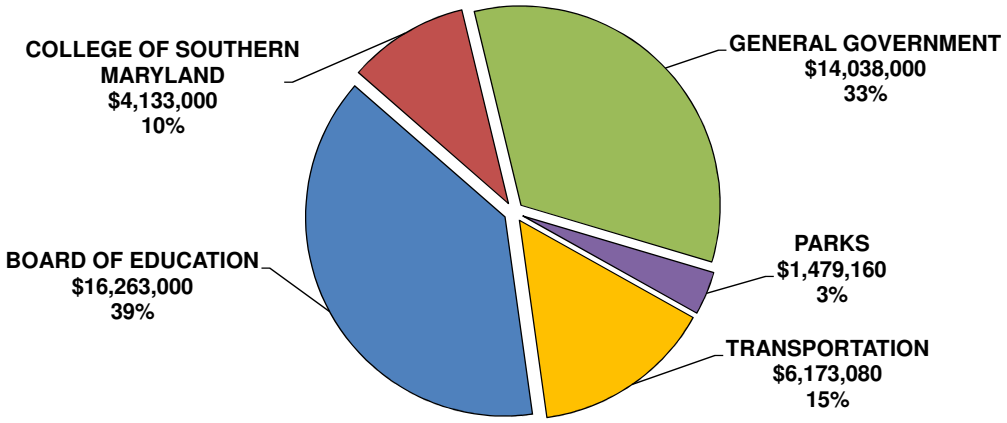
FISCAL YEAR 2015-FY2017
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

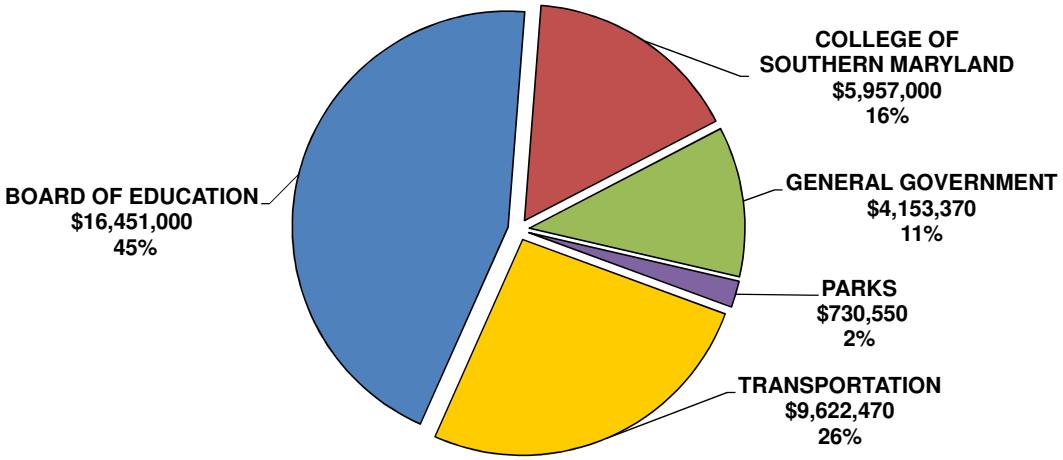
	FY15 AMENDED	FY16 AMENDED	FY17 APPROVED
TRANSPORTATION:			
Bridge Replacement Program	0	262	0
Bibury Lane Bridge Replacement	0	310	0
Intersection Analysis/Traffic Signal Warrant Analyses	0	50	50
Tawny Drive/Tubleweed Place Drainage Improvements	0	39	0
Troy Court Drainage Pipe Repair	0	23	0
Contingency - Inflation	247	5	0
TOTAL TRANSPORTATION	$6,173	$9,622	$10,992
TOTAL GOVERNMENTAL PROJECTS	**$42,086**	**$36,914**	**$52,706**

GOVERNMENTAL PROJECTS

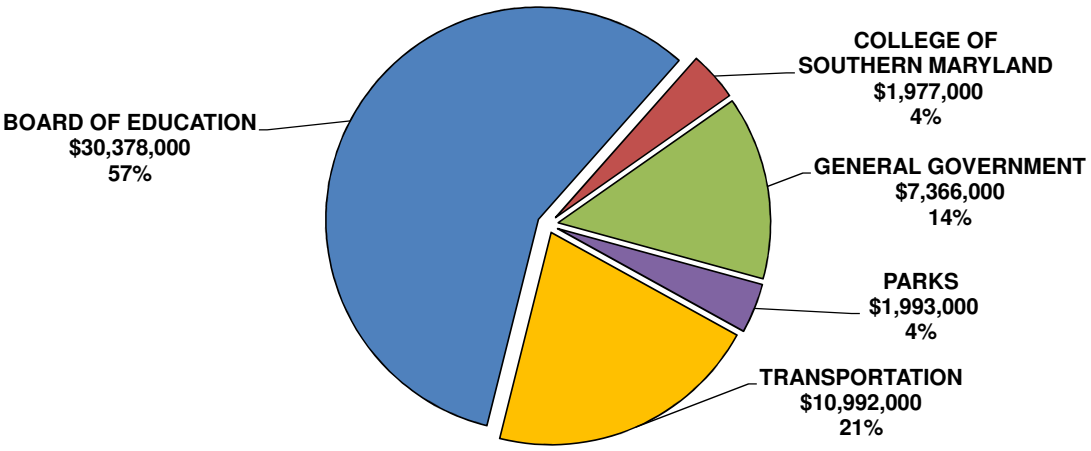
FY15 AMENDED BUDGET = $42,086,240



FY16 AMENDED BUDGET = $36,914,390



FY17 APPROVED BUDGET = $52,706,000



FISCAL YEAR 2015-FY2017
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

ENTERPRISE FUND PROJECTS

WATER PROJECTS: NOTE: (%) represents the percentage of the total project appropriation.

	FY15 AMENDED	FY16 AMENDED	FY17 APPROVED
Bryan's Road Business Park Water	($15)	$0	$0
Water Model Update	75	98	131
Cliffton Water System Improvements	0	(5)	0
Berry Hill Manor Water Tower Rehabilitation	(15)	(1,036)	0
Strawberry Hills Water Line Extension	30	5	0
Cliffton Replacement Well	0	763	0
Automation & Technology Master Plan (50% Sewer)	28	93	970
Well Site Automation	(22)	0	0
Underground Infrastructure Repairs	553	718	718
Various County Water Studies	89	(181)	0
Satellite Water Facility Upgrades	1,214	630	711
Smallwood Drive East Water Tower Rehab	0	1,036	0
Pinefield Underground Infrastructure Repairs	0	(4)	0
Benedict Water System Improvements	860	0	0
Waldorf/Chapel Pt. Water System Interconnection Feasibility Study	83	0	0
South County Water Transmission Main	0	7	690
Well Site Generator Installations	750	0	0
White Plains South Water Line Improvements	529	0	0
Bensville Water Tower No. 8	535	1,930	2,251
Chapel Point Water Tower (Relocated)	91	450	0
Gleneagles 2MG Water Tower	713	0	0
Waldorf Fire House Water Tower Replacement	713	1,957	0
Chapel Point Woods Standpipe Improvements	224	0	0
John Hanson Well Control Valve	22	0	0
Treasurer's Office Reconfiguration (50% Sewer)	0	67	0
Hughesville Water Line	0	507	166
Private Water Syustem Interconnection	0	307	129
Water Source Fasibility Study	0	270	0
Newtown Village Well	0	31	0
Pinefield Water Tower Rehabilitation	0	0	90
Settle Woods Water Tower Rehabilitation	0	0	67
St. Charles Well #16 Replacement	0	0	1,610
WSSC Waldorf Interconnection	0	0	213
Water Detail Revisions	0	0	37
Chapel Point/Bel Alton Water System & Tank	0	0	275
Contingency - Inflation	197	4	0
TOTAL WATER	$6,653	$7,647	$8,058

FISCAL YEAR 2015-FY2017
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

SEWER PROJECTS:	FY15 AMENDED	FY16 AMENDED	FY17 APPROVED
NOTE: (%) represents the percentage of the total project appropriation.			
Piney Branch Interceptor Capacity Upgrade	$60	$68	$0
Pumping Station 3B, Ph. 1-II	1,800	704	0
Mt. Carmel Woods WWTP Upgrade	25	3,649	3,575
Grit System Reconfiguration at MWWTP	965	0	0
Influent/Effluent Pump Station Evaluation	5,190	0	2,547
Zekiah Pump Station Upgrade	0	(717)	0
Benedict Central Sewer System	0	(68)	0
Mattawoman Infiltration & Inflow	2,417	0	148
MWWTP Electrical System Replacement Study	165	0	133
White Plains Failing Septic Sewer Installation	0	248	0
Mattawoman WWTP Automation	100	0	149
Pump Station Rehabs and Replacements	2,302	(244)	1,688
Sewer Model Update	80	103	172
Wakefield Pump Station Rehabs & Replacements	49	10	0
Hughesville Package Treatment Plant	894	2,132	0
Automation & Technology Master Plan (50% Water)	28	93	970
Treasurer's Office Reconfiguration	0	67	0
St. Mark Pump Station Rehabs & Replacements	0	600	0
MWWTP Clarifier and Thickener Repairs	1,071	976	976
Mattawoman WWTP Berm Relocation	10	343	333
Mattawoman Flow Equalization	711	4,013	349
Satellite Wastewater Facility Upgrades	70	430	541
Cobb Island/Swan Point Interconnection	0	987	0
MWWTP Utility Water System Evaluation & Improvement	130	498	0
Cliffton Pump Station #4	241	701	0
Piney Branch Sewer Replacement (Upper Reaches)	670	0	479
Marshall Corner Road Gravity Sewer	653	0	0
MD Route 5 Pump Station Forcemain	1,000	0	177
Zekiah Pump Station Upgrade	0	598	0
Zekiah Pump Station Forcemain	0	706	164
Zekiah Interceptor Sewer Interceptor	0	799	799
Cliffton WWTP Walkway Repairs	68	0	0
Cobb Island Sewer Capacity & Feasibility Study	164	0	0
Old Washington Road Sewer	203	2,173	0
MWWTP Belt Filter Press Replacement	230	975	4,050
Checkers Pump Station	40	0	0
Chemical System Improvements at Various Sites	0	25	0
Bel Alton WWTP Building	200	0	0
MWWTP Effluent PS Forcemain Improvements	2,040	1,253	0
Strawberry Hills Pump Station	100	0	0
Pinefield Pump Station Forcemain Replacement	70	0	0
Cliffton WWTP Improvements	0	240	1,503
In-Line Sewer Equalization Study	0	246	0

FISCAL YEAR 2015-FY2017
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY15 AMENDED	FY16 AMENDED	FY17 APPROVED
SEWER PROJECTS:			
Southwinds Pump Station Outfall Gravity Sewer	0	106	498
Mt. Carmel Woods WWTP Improvements	0	31	0
Thomas Stone Pump Station	0	116	0
Route 925B Pump Station	0	111	0
Cobb Island Pump Station Generator Replacement	0	45	0
MWWTP Septage Receiving Facility Improvements	0	0	60
Swan PT WWTP Electrical & Control Systems Improvements	0	0	573
Post Office Rd Sewer Capacity Improvements	0	0	190
Sewer Easement Study & Acquisition	0	0	169
Line Maintenance Storage Building	0	0	489
Sewer Detail Revisions	0	0	37
Contingency - Inflation	665	0	0
TOTAL SEWER	$22,410	$22,017	$20,769
TOTAL WATER AND SEWER	$29,063	$29,663	$28,826
WATERSHED PROTECTION AND RESTORATION FUND			
Various NPDES Retrofit Projects	($132)	$6,247	$10,783
Acton/Hamilton NPDES Retrofit Project	0	3	0
La Plata Subwatershed Restoration	(180)	0	0
White Plains NPDES Retrofits	537	0	0
NPDES Mapping	240	0	0
Pinefield Temi Drive NPDES Retrofits	0	530	0
Holly Tree Stream Restoration NPDES	2	1,685	0
Cobb Island Drainage Study	60	35	0
White Plains NPDES Improvements	(537)	0	0
Feasibility & Concept Design	1,537	5	0
NPDES - Port Tobacco	35	0	0
NPDES - Tanglewood	68	1,337	0
NPDES - Charles County Plaza	74	0	0
NPDES - Tenth District	106	0	0
NPDES - Swann Point WWTP Shoreline Stabilization	1,147	0	0
Public Works Campus Stormwater Managmenent Imprv.	0	696	696
NPDES - General Smallwood Middle School	0	107	0
NPDES - Lackey High School	0	120	0
NPDES - Poplar Court - Laurel Branch	0	109	0
NPDES - TC Martin Elementary School	0	80	0
NPDES - JP Ryon Elementary School	0	76	0
NPDES - Piccowaxen M.S. / Dr. Higdon E.S.	0	93	0

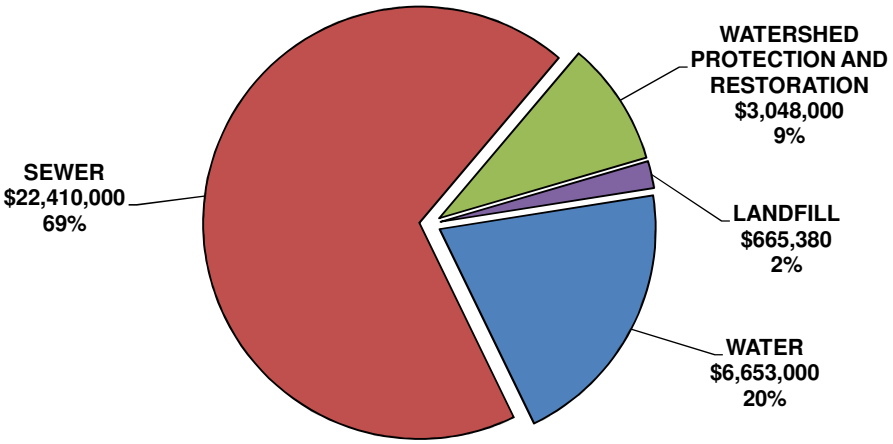
FISCAL YEAR 2015-FY2017
CAPITAL IMPROVEMENT PROGRAM

(cost estimated in thousand of dollars)

	FY15 AMENDED	FY16 AMENDED	FY17 APPROVED
WATERSHED PROTECTION AND RESTORATION FUND			
NPDES - McDonough High School	0	98	0
NPDES - JC Parks E.S. / Matthew Henson M.S.	0	98	0
NPDES - Mattawoman M.S. / Berry E.S.	0	108	0
NPDES - Apple Creek Court	0	86	0
Floodplan Analysis Studies	0	0	112
Gilbert Run Watershed Dam Repairs	0	0	81
Contingency - Inflation	93	0	0
TOTAL	$3,048	$11,514	$11,672
ENVIRONMENTAL SERVICE FUND:			
Composting Facility	($1,012)	$0	$0
Pisgah Flare Station	0	78	0
TOTAL ENVIRONMENTAL SERVICE FUND	($1,012)	$78	$0
LANDFILL:			
Citizen Waste Disposal Facility	$263	($7)	$0
Landfill Leachate Pretreatment Facility	280	2,968	0
Landfill Storm Water Management Ponds	110	577	578
Automation & Technology Master Plan	0	0	773
Landfill Leachate Conveyance System	0	0	278
Contingency - Inflation	12	7	0
TOTAL LANDFILL	$665	$3,545	$1,629
TOTAL ENTERPRISE FUND PROJECTS	**$31,765**	**$44,800**	**$42,127**

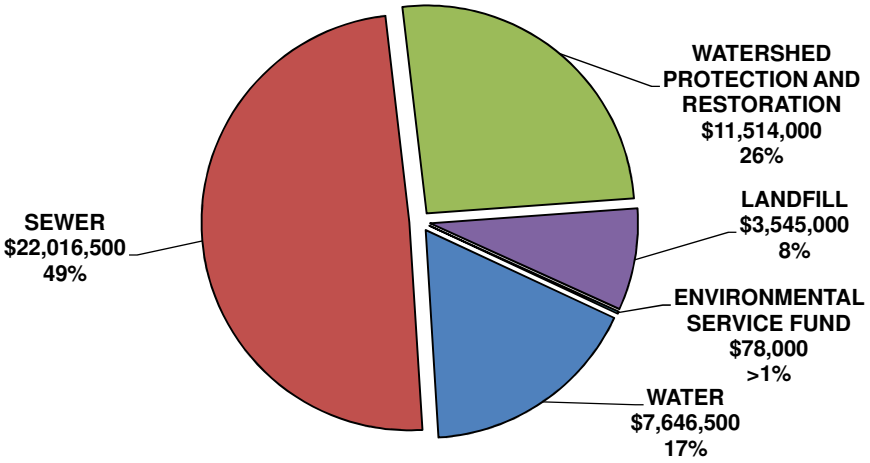
ENTERPRISE PROJECTS

FY15 AMENDED BUDGET = $32,776,380

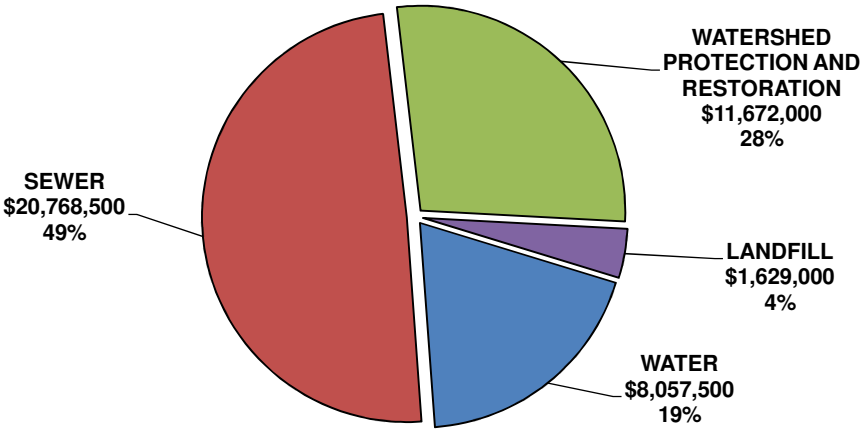


The FY15 Amended Budget for Environmental Service is not included in the above graph. Due to the elimination of a project, the Environmental Service FY15 Amended Budget was reduced below the adopted level.

FY16 AMENDED BUDGET = $44,800,000



FY17 APPROVED BUDGET = $42,127,000



Capital Projects

Department: Department of Public Works - Facilties 02.05.32
Division \ Program: Capital Services Fund: Capital
Program Administrator: John Stevens, Chief of Capital Services
http://www.charlescountymd.gov/pw/cs/capital-services

Expenditure Category	FY2015 Actual	FY2016 Adopted	FY2017 Proposed	FY2017 Adopted	$ Change FY2016	% Chg.
Personal Services	$1,313,442	$1,478,700	$1,348,700	$1,348,700	($130,000)	-8.8%
Fringe Benefits	421,065	489,000	400,400	400,400	(88,600)	-18.1%
Operating Costs	52,525	126,700	103,700	103,700	(23,000)	-18.2%
Transfers Out *(charged to capital projects)*	(1,791,105)	(2,094,400)	(1,852,800)	(1,852,800)	241,600	-11.5%
Total Expenditures	($4,073)	$0	$0	$0	$0	N\A

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** decrease based on staffing levels after reorganization. The staff from Planning and Growth Management, Resource and Infrastructure Management, are now budgeted in a separate division.
- The FY2016 **Operating Costs** budget was adjusted to current trends and includes the purchase of a replacement copier.

Description

The primary responsibility of the Capital Services (CS) Division is to ensure that the needs of the end users are met while incorporating quality design and construction principles and practices.
The CS Division provides professional project management services during the development and implementation of public infrastructure improvement projects within Charles County. Projects include but are not limited to roads, water, sewer, building/facility, and environmental projects. The CS Division is responsible for managing capital improvements projects from the conceptual stages, onto design and construction, and final completion. The CS Division actively participates annually in the budget development process by coordinating with other County Departments to establish estimated budgets to be submitted for consideration by the County Administrator.

Positions:

Title	FY 2013 FTE	FY 2014 FTE	FY 2015 FTE	FY 2016 FTE	FY 2017 FTE
Director of Planning & Growth Mgmt	0.3	0.3	0.3	0.3	0.0
Director of Public Works	0.0	0.0	0.0	0.0	0.3
Assistant Dir. Public Works - Facilities	0.0	0.0	0.0	0.0	0.3
Chief of Capital Services	1.0	1.0	1.0	1.0	1.0
Chief of Resource & Infrastructure Mgmt	0.2	0.2	0.2	0.2	0.0
Capital Services Program Manager	2.0	2.0	2.0	2.0	2.0
Resource Analyst - GIS	0.2	0.2	0.2	0.2	0.0
Administration Manager	0.3	0.3	0.3	0.3	0.0
Capital Services Senior Project Manager	3.0	4.0	4.0	4.0	4.0
Utilities Engineer	0.1	0.1	0.1	0.1	0.1
Planner I- III	0.7	0.7	0.7	0.7	0.0
Capital Services Project Manager I-II	3.0	3.0	3.0	3.0	3.0
Right of Way Agent I / II	2.0	2.0	2.0	2.0	2.0
Project Administrative Specialist	2.0	2.0	2.0	2.0	2.0
Administrative Associate	1.7	1.7	1.7	1.7	1.0
Office Associate I- III	1.3	2.0	2.0	2.0	2.0
Part Time	0.2	0.2	0.2	0.2	0.2
Total Full Time Equivalent	**17.9**	**19.6**	**19.6**	**19.6**	**17.8**
Allocated for County Attorney Support	0.8	0.8	0.8	0.8	0.8
	18.7	**20.4**	**20.4**	**20.4**	**18.6**

Capital Projects

Department: Planning & Growth Management 02.05.32
Division \ Program: Capital Services Fund: Capital
Program Administrator: John Stevens, Chief of Capital Services

Objectives & Measurements:	**FY13 Actual**	**FY14 Actual**	**FY15 Actual**	**FY16 Projected**	**FY17 Estimated**
Objective: to provide infrastructure planning, design and construction for roadways, water and wastewater systems,					
# of active projects	88	63	75	75	79
Projects per FTE	6.3	4.2	5.8	5.4	5.7
$'s expended for A&E	$3,105,345	$1,487,989	$1,860,272	$2,151,202	$2,258,762
$'s expended for ROW	$1,783,751	$1,611,195	$881,674	$1,425,540	$1,468,306
$'s expended for Construction	$5,578,243	$7,457,302	$4,066,567	$5,700,704	$5,871,725
$'s expended for Inspection	$452,493	$395,483	$537,746	$461,907	$475,764
$'s expended for Administration	$531,548	$532,346	$531,886	$531,927	$547,885
$'s expended for Other	$133,498	$556,862	$738,162	$476,174	$490,459
$'s expended on Change Orders (const.)	$156,191	$96,945	$176,277	$159,647	$169,370
Change orders as % of construction costs	2.8%	1.3%	4.3%	2.8%	2.9%
# of contracts administered	176	254	290	240	247

Capital Projects

Department: Planning & Growth Management 02.07.91
Division \ Program: Resource & Infrastructure Management (RIM) Fund: Capital
Program Administrator: Jason Groth, Chief of Resource & Infrastructure Mgmt

Expenditure Category	**FY2015 Actual**	**FY2016 Adopted**	**FY2017 Proposed**	**FY2017 Adopted**	**$ Change FY2016**	**% Chg.**
Personal Services	$0	$0	$118,600	$118,600	$118,600	N/A
Fringe Benefits	0	0	30,200	30,200	30,200	N/A
Transfers Out *(charged to capital projects)*	0	0	(148,800)	(148,800)	(148,800)	N\A
Total Expenditures	$0	$0	$0	$0	$0	N\A

Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** based on staffing levels after reorganization. Positions were previously included the Capital Services Division's budget.

Description

The Resource and Infrastructure Management Division of PGM is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and 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, administration of the County petition process, drafting and writing of the solid waste & water /sewer plans; & coordination with Federal, State, & local resource agencies.

Positions: Title	**FY 2013 FTE**	**FY 2014 FTE**	**FY 2015 FTE**	**FY 2016 FTE**	**FY 2017 FTE**
Chief of Resource & Infrastructure Mgmt	0.0	0.0	0.0	0.0	0.2
Resource Analyst - GIS	0.0	0.0	0.0	0.0	0.2
Planner I- III	0.0	0.0	0.0	0.0	0.7
Administrative Associate	0.0	0.0	0.0	0.0	0.4
Total Full Time Equivalent	**0.0**	**0.0**	**0.0**	**0.0**	**1.5**

Financial Planning

GENERAL FUND FIVE-YEAR PLAN

The Connection between Operating & Capital Planning

The goal of a five-year financial plan is to measure future operating and capital costs and to fund those costs in the most efficient and responsible manner possible. The County implements five-year financial forecast models for all major funds to aid with both operating and capital budget plans. Five-year plans are used for its General Fund, Water & Sewer Fund, Solid Waste Fund, and Watershed Protection & Restoration Fund. Our financial models have the ability to adjust current and future revenues to fulfill the desired service level requirements. The outcome of compiling financial plans is to determine the amount of additional debt that the County can issue over a five-year period in order to make fiscally sound management decisions as it relates to future infrastructure.

Trends and Assumptions for Estimates

Numerous assumptions are required in order to plan five years of revenues and expenditures. Financial forecasts can and will have many factors that affect the estimates. Two of the major factors are economic conditions and political policy. Few economists can accurately predict when the next major recession or the next recovery will occur, however, changes in the economy must be measured along with the growth in businesses and population of the community. Political policies and philosophies such as land use, smart growth, and "no new taxes," contribute significantly toward future estimates. The Comprehensive Plan is taken into consideration when developing assumptions for the five-year plans. The Comprehensive Plan is a long range plan that guides policy, investment, program, and land use decisions within the County. A new Comprehensive Plan was adopted in July 2016.

Revenue forecasts are generally based on recent historical data mixed with any known facts that may affect future revenues. For example, if the prior year growth rate for new property was 7%, but a policy adopting a 5% tax cap increase were to take effect, historical information is less important. If future rate or fee changes are unknown then it is assumed that they will remain at the current level. Revenue estimates are extremely important in our financial plans, as they tend 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 assumes a merit increase of approximately 3%. Operating costs assume the current adopted adjusted for inflation plus the operating impacts from the Capital Improvement Program. Debt service is estimated based on what is required to pay the existing debt service, new capital leases, and the bonds required to complete the proposed CIP.

GENERAL FUND FIVE-YEAR PLAN

Linking the County's Goals and Long Range Financial Plans

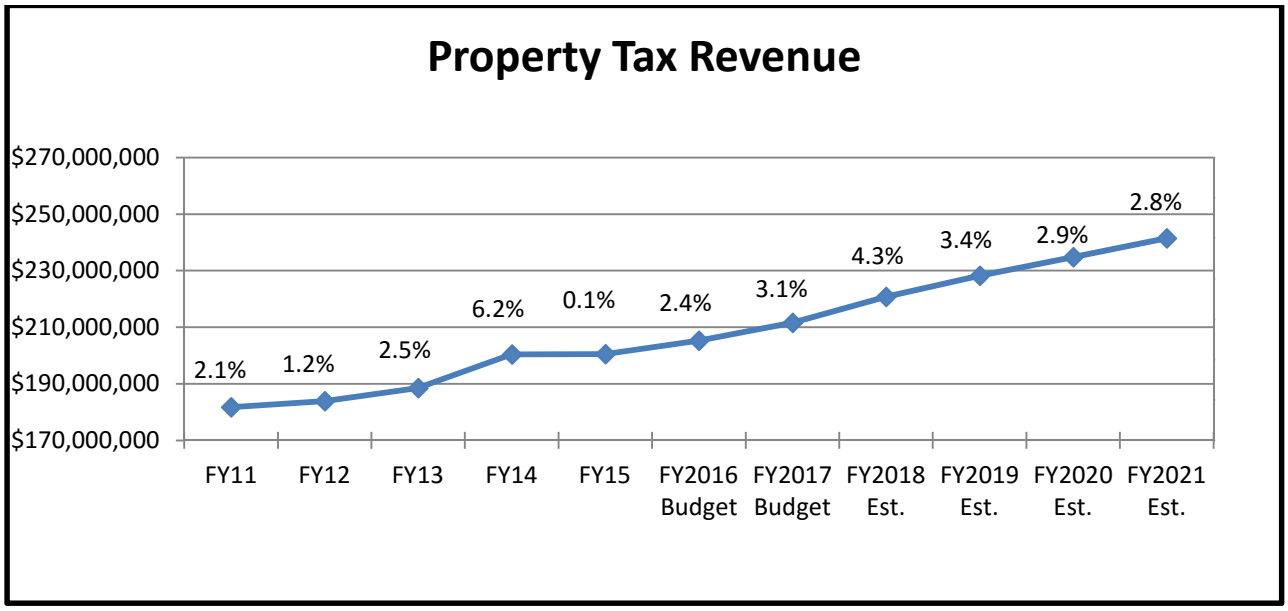
The goals of the County must be considered and incorporated into the County's Five Year Plans. These goals may have a direct impact on the operating budget or may impact the operating budget due to the increase in debt service related to bonds issued for capital projects.

Goal	Budget Impact
Transformational Government	• A new Paralegal position was approved for FY 2017 to assist the County Attorney's Office with Public Information Act Requests. • Five year financial plan includes funding to replace the remaining portable radios in FY 2018 to maintain radio system reliability at 99.9%. • Waldorf Urban Redevelopment Corridor program was transferred to the Economic Development Department. • Training budgets in Human Resources Department were increased. • A new Compliance and Wellness Administrator position was approved in Human Resources to assist with Affordable Care Act reporting. • New automation software programs were funded to improve efficiencies.
Promote Quality of Life and Resources	• Provided additional funding to Tourism to sponsor an additional fishing tournament. • New positions were approved in the Emergency Services Department to meet the growing demands of service in the Waldorf area. • Added funding to the five year capital improvement plan for the Eva Turner Elementary School, Benjamin Stoddert Middle School and the McDonough High School Renovations. • Provided additional capital funding to complete the Popes Creek Rail Trail.
Establish a Cohesive, Sustainable Community through Collaboration	• The Transit Division submitted a FY 2017 capital grant request for bus shelter improvements for ADA accessibility. • Waldorf Urban Redevelopment Corridor program was transferred to the Economic Development Department. • Added funding to the five year capital improvement plan for the Eva Turner Elementary School, Benjamin Stoddert Middle School and the McDonough High School Renovations. • Five year capital improvement plan also includes funding to protect the county's sensitive natural resources (Rural Legacy Program, Agricultural Preservation, Purchase of Development Rights Program and historic revitalization efforts (Hughesville Water Line and Hughesville Sewer System). • Training budgets in Human Resources Department were increased. • New automation software programs were funded to improve efficiencies. • Funding was provided to expand the wellness program in the Human Resources Department.
Governance Leadership	• The Summer Intern Program was re-established to support performance data driven government. • New automation software programs were funded to improve efficiencies. • Funding for a new Zoning Technician position was approved in Planning & Growth Management to assist with the continued increase in Nuisance & Abatement Board cases. • The Economic Development budget was aligned with the department's goals and objectives. • Funding in the five year capital improvement plan includes automation and technology advancements for the Public Works department, as well as, funding to upgrade the County's financial software/hardware program.

GENERAL FUND FIVE-YEAR PLAN

General Fund:

The major revenue source for the General Fund is **Property Tax** which accounts for 56% of the County's General Fund revenue. Tax revenues are derived from the assessed values provided by the Maryland Department of Assessments and Taxation. The County takes the current data from the tri-annual assessment and estimates a future growth rate. Growth in property tax revenue is expected to range from 2.9% to 4.3% in FY2017 to FY2021. For planning purposes, the property tax rate is assumed to stay constant in FY2017 to FY2021.



Income tax is the County's second largest revenue source. The FY2017 Adopted Budget is estimated to be 7.7% greater than the FY2016 Adopted Budget. The FY2017-FY2021 Income Tax revenue is estimated to increase by 4.5% in the out years due to increased wages and population growth in the County. It is assumed that the local income tax rate remains at 3.03% of an individual's Maryland taxable income. All other revenue sources are expected to grow at moderate rates. **Overall operating revenue** growth is expected to range from 3.2% to 4.1% between FY2018 to FY2021.

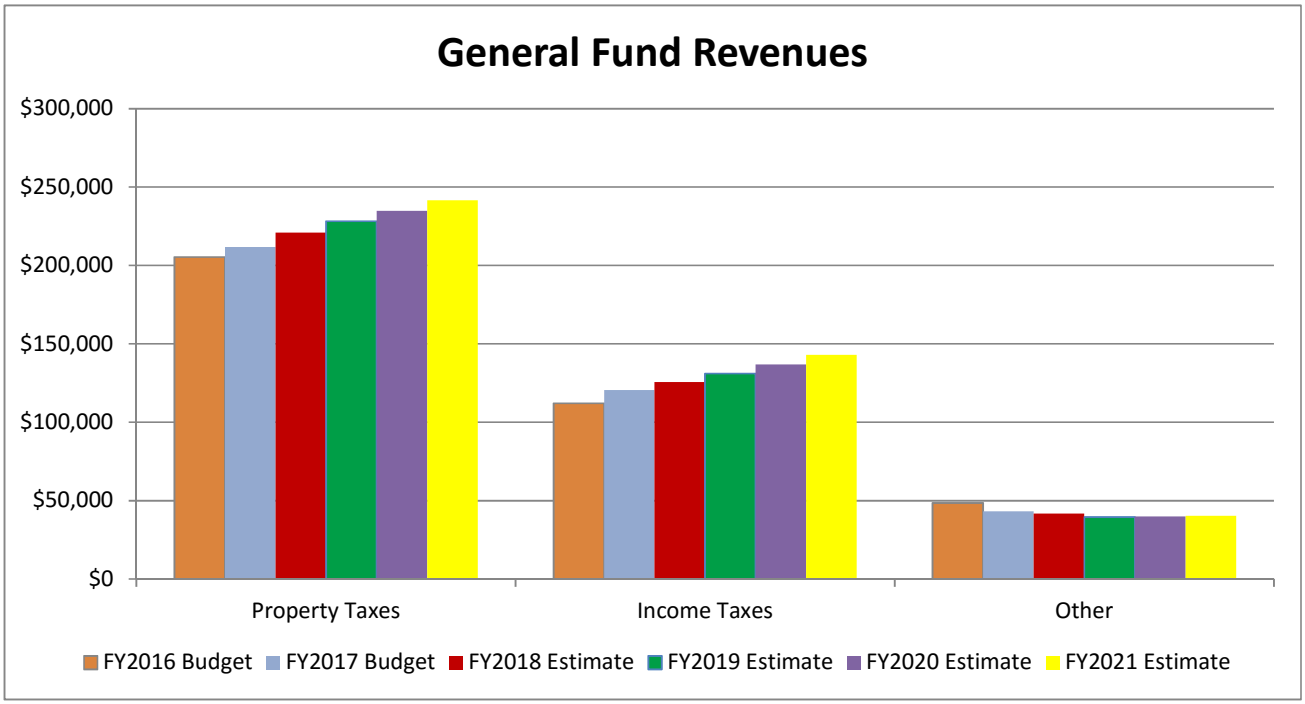
Total growth in **expenditures** is expected to range from 2.8% to 4.2% in the out years. Other exceptions to the principle of inflating the FY2017 adopted expenditure budgets are:

- **Board of Education**: In FY2018-FY2021 estimates assume that the County continues to fund the Maintenance of Effort, includes a step increase for their employees and provides additional funding for the opening of a new elementary school in FY2019.
- **Debt Service:** The amount of operating revenues dedicated to debt service is currently 6.1%. FY2017-FY2021 estimates assume that debt service will begin to gradually increase to 7.5% of Operating Revenues. The maximum percentage of Operating Revenues allowed per the County's debt policy is 8.0%. Additional capital lease debt service costs in order to replace the remaining portable radios for County Government personnel are included.
- **Operating Impacts:** The current Five Year plan also takes into consideration the operating cost impacts of the Capital Improvement Program.

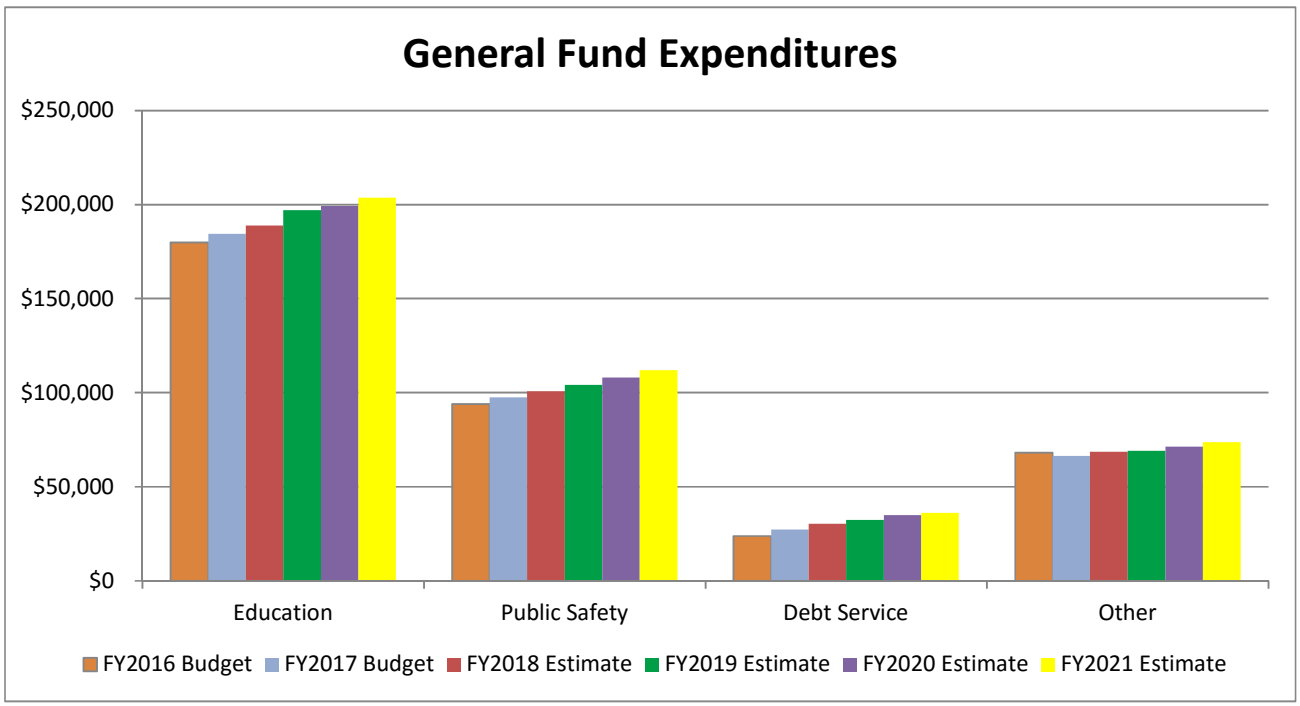
GENERAL FUND FIVE-YEAR PLAN

($ in thousands)	FY2016 Budget	FY2017 Budget	FY2018 Estimate	FY2019 Estimate	FY2020 Estimate	FY2021 Estimate
Revenues						
Property Taxes	$205,278	$211,639	$220,812	$228,288	$234,833	$241,476
Income Taxes	111,931	120,591	125,716	131,059	136,957	143,120
Recordation Tax	11,300	11,300	11,300	11,300	11,300	11,300
Transfer Tax	4,683	5,000	5,000	5,000	5,000	5,000
Other Local Taxes	2,697	2,704	2,758	2,813	2,869	2,926
Service Charges	6,237	7,028	7,764	7,919	8,077	8,239
Intergovernmental	2,044	2,175	2,143	2,186	2,229	2,274
Licenses & Permits	1,034	1,010	1,030	1,051	1,072	1,093
Fines & Forfeitures	3,466	3,466	3,535	3,606	3,678	3,752
Rent/Miscellaneous	2,115	2,112	2,135	2,160	2,184	2,210
Operating Revenues	**$350,785**	**$367,024**	**$382,193**	**$395,380**	**$408,200**	**$421,389**
Total Revenues % increase over prior year		*4.6%*	*4.1%*	*3.5%*	*3.2%*	*3.2%*
Expenditures						
Education	$179,849	$184,393	$188,850	$196,991	$199,178	$203,642
Public Safety	93,872	97,577	100,676	104,070	108,000	111,940
Debt Service	23,871	27,223	30,304	32,290	34,888	36,055
Public Works	14,348	14,210	14,735	15,510	15,987	16,494
Fiscal & Administrative Services	5,985	6,275	6,269	6,465	6,672	6,887
Community Services	2,802	2,290	2,363	2,442	2,525	2,611
Recreation, Parks and Tourism	7,197	7,857	8,065	8,317	8,581	8,855
Planning & Growth Management	5,814	5,933	6,144	6,358	6,584	6,820
General Government	16,230	16,838	17,783	18,654	19,561	20,501
Health & Social Services	4,111	4,335	4,342	4,350	4,357	4,365
Conservation of Natural Resources	656	665	684	703	724	746
Economic Development	1,672	1,967	2,014	2,063	2,115	2,168
Reserve for Contingency	100	1,174	200	300	400	500
Total Expenditures	**$356,507**	**$370,737**	**$382,428**	**$398,512**	**$409,571**	**$421,583**
Total Expenditures % increase over prior year		*4.0%*	*3.2%*	*4.2%*	*2.8%*	*2.9%*
Operating Surplus/(Deficit)	**($5,722)**	**($3,713)**	**($235)**	**($3,132)**	**($1,371)**	**($194)**
Financing Sources / (Uses)						
Source: Fund Transfers In	3,903	1,200	1,000	1,000	1,000	1,000
Source: Lease Proceeds	6,979	3,343	4,217	2,530	2,581	2,633
Source: Fund Balance Appropriation	4,016	3,976	968	0	0	0
Use: Watershed Fund Subsidy	(550)	(550)	(550)	(550)	(550)	(550)
Use: Lease Purchase	(6,979)	(3,343)	(4,217)	(2,530)	(2,581)	(2,633)
Use: Capital Projects	(1,647)	(913)	(1,205)	(808)	(681)	(530)
Projected Surplus/(Deficit)	**$0**	**$0**	**($22)**	**($3,490)**	**($1,602)**	**($274)**

GENERAL FUND FIVE-YEAR PLAN



Tax Revenue from Property and Income are the primary contributors now and in the foreseeable future.



The current budget can be broken down as approximately 49% Education, 26% Public Safety, 7% Debt Service, and the remaining 18% for all other functions.

GENERAL FUND DEBT AFFORDABILITY

Debt Affordability represents the marginal amount of long term debt that can be added to current debt and still maintain a reasonable ratio of annual principal and interest expenditures to total operating revenue, exclusive of additional revenue sources. Per the County's Debt Policy, the five-year financial plan will help determine the amount of debt that can be issued while maintaining a debt service ratio to the operating revenues of less than 8%. The current tax structure is assumed in estimating future year revenues.

New bond issue with a : 15 year term and interest rates of:

	3.63%	3.65%	3.70%	3.70%	3.70%

($ in thousands)

HOW MUCH CAN WE AFFORD?	**FY2017**	**FY2018**	**FY2019**	**FY2020**	**FY2021**	**FY2022**	**FY17-FY21**
Affordable Bond Issue	$24,159	$23,789	$17,048	$23,229	$31,260		$119,485
FY17-FY21 CIP	(24,159)	(34,702)	(30,420)	(20,327)	(8,581)		(118,189)
Variance per Fiscal Year (Affordable vs. Requested)	$0	($10,913)	($13,372)	$2,902	$22,679		$1,296

ADDITIONAL AFFORDABLE DEBT

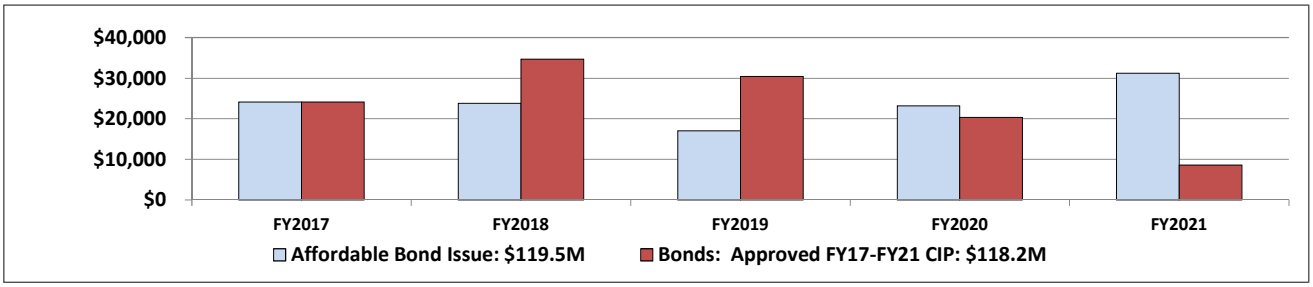
How we calculate the additional affordable debt:

Total Operating Revenue Projection	$367,024	$382,193	$395,380	$408,200	$421,389	$435,012
Less: Dedicated Revenues	(4,195)	(4,258)	(4,324)	(4,395)	(4,466)	(4,530)
Total Adjusted Operating Revenues	$362,829	$377,935	$391,057	$403,805	$416,923	$430,482
Multiply the Adjusted Operating Revenue by % of Debt Policy Target:	6.14%	6.97%	7.09%	7.20%	7.33%	7.47%
Subtotal	$22,274	$26,342	$27,726	$29,074	$30,560	$32,157
Dedicated Stadium & Courthouse Rent	703	703	703	703	703	703
Total Available for Debt Service Payments	**$22,977**	**$27,045**	**$28,429**	**$29,777**	**$31,264**	**$32,860**
Subtract: Existing Obligations and Future Planned Debt-						
Existing Debt Service	$22,609	$23,163	$21,497	$20,623	$20,089	$18,954
Approved debt not issued	368	1,876	2,934	3,770	3,770	3,770
FY17 Annual Debt Service from Debt Affordability Model			2,006	2,006	2,006	2,006
FY18 Annual Debt Service from Debt Affordability Model				1,993	1,993	1,993
FY19 Annual Debt Service from Debt Affordability Model					1,385	1,385
FY20 Annual Debt Service from Debt Affordability Model						2,021
Total Debt Service Payments	**$22,977**	**$25,039**	**$26,436**	**$28,392**	**$29,243**	**$30,128**
Amount of Funds Available for New Debt	**$0**	**$2,006**	**$1,993**	**$1,385**	**$2,021**	**$2,732**

The annual debt service, reported one line above, would fund a bond issue in the amount of:						**FY17-FY21**
Affordable Bond Issue	**$24,159**	**$23,789**	**$17,048**	**$23,229**	**$31,260**	**$119,485**

(Note: Bond Issues are estimated based on the Amount of Funds Available for New Debt in the subsequent year.)

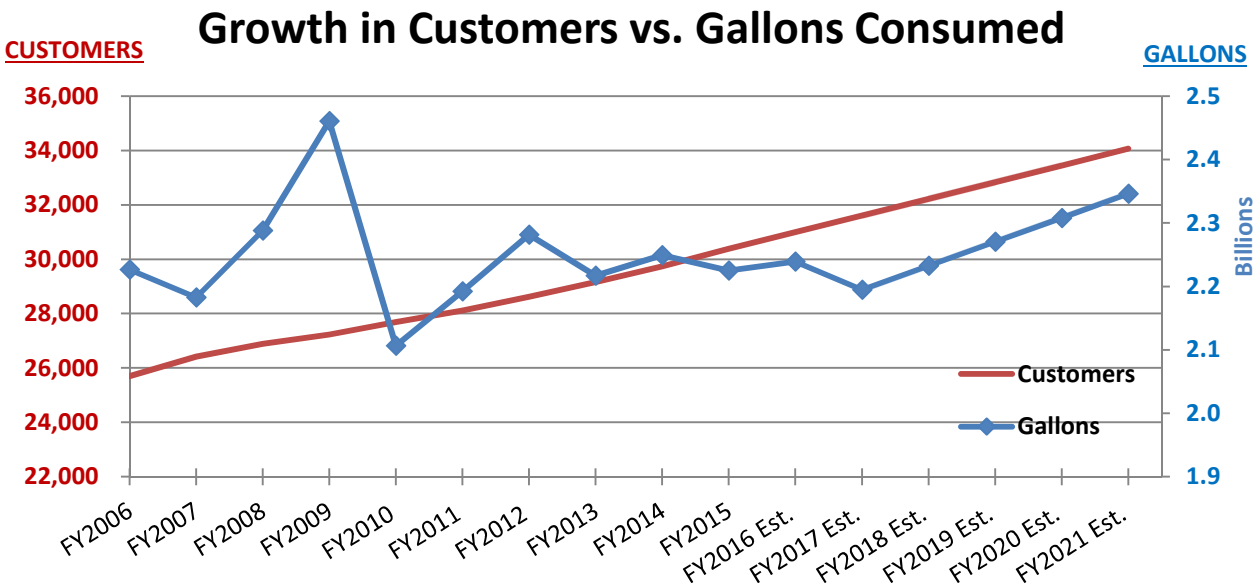
FY17-FY21 APPROVED CIP BOND FUNDING:	**FY2017**	**FY2018**	**FY2019**	**FY2020**	**FY2021**	**FY17-FY21**
Board of Education	$6,920	$11,249	$10,899	$10,539	$1,161	$40,768
College of Southern Maryland	495	6,048	1,093	0	0	7,636
General Government	5,943	7,683	7,339	4,678	2,393	28,036
Parks	451	234	86	121	190	1,082
Transportation	10,350	9,488	11,003	4,989	4,837	40,667
Total Approved CIP Bond Funding	**$24,159**	**$34,702**	**$30,420**	**$20,327**	**$8,581**	**$118,189**



WATER & SEWER FUND FIVE-YEAR PLAN

Water & Sewer Fund:

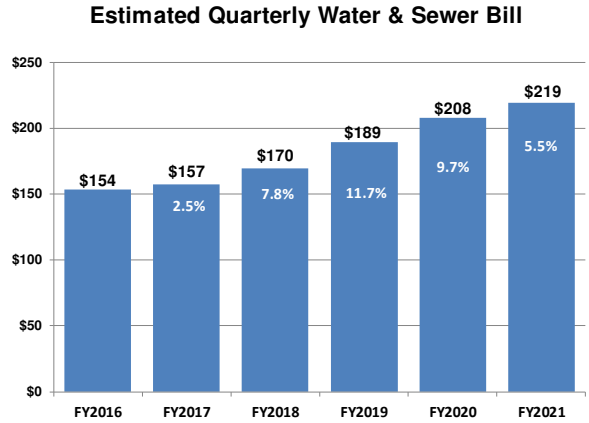
This fund is used to manage all water and sewer operations within the County. These efforts are supported primarily by user fees, connection fees, and front foot fees. The assumptions for revenue estimates are based on trend, population growth, weather conditions, and customer demand. The annual user fee revenue budget is based on an average flow per customer. The FY2017 was based on 152 gallons per day multiplied by the estimated number of customers. New customers are added to our existing base from historical data and estimated new construction. New residential customers that will be connecting to the water and sewer system are currently estimated to grow approximately 1.9% per year from FY2017 to FY2021. For planning purposes, the water rate, sewer rate, and customer account fee are assumed to remain constant.



This graph depicts that while growth in customers has remained consistent, growth in consumption has fluctuated mainly due to water conservation and weather conditions. Future growth in consumption is expected to keep pace with the growth in customers.

As for expenditures, in addition to inflating the baseline budget, operating expense estimates take into consideration the funding needs involving enterprise fund capital projects, the impact from customer growth, and future project operating costs. Future rate adjustments are calculated on a break-even basis and recommended to the Commissioners so current decisions regarding programs and infrastructures can be quantitatively measured for future fiscal impact.

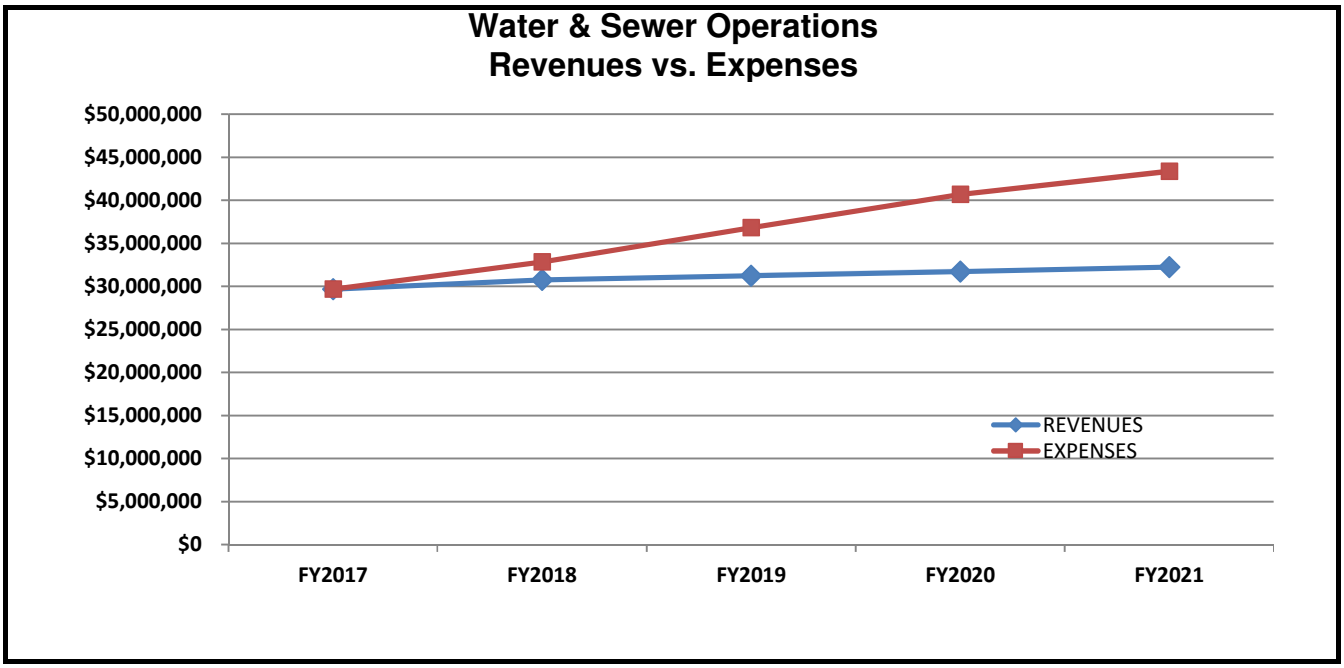
The model on the next page shows expenditures out pacing revenues. The average gallons per day are assumed to remain at 152 gallons. Fee increases will be needed in future years in order to fund the existing program and absorb the debt service and operating impact related to capital projects placed in service, such as a new well or treatment plant. The combined average water and sewer bill increase is projected to range from 2.5% to 11.7% in FY2017 to FY2021. A fee increase generally will be needed in this fund as expenses will continue to be greater than the growth in customer base.



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

	FY2016 Budget	FY2017 Budget	FY2018 Estimate	FY2019 Estimate	FY2020 Estimate	FY2021 Estimate
WATER						
Revenues	$9,986,000	$10,467,100	$10,692,200	$10,876,700	$11,061,300	$11,249,300
Expenses	(9,986,000)	(10,467,100)	(11,467,500)	(12,569,600)	(13,807,300)	(14,771,000)
Income/(Loss)	$0	$0	($775,300)	($1,692,900)	($2,746,000)	($3,521,700)
Estimated Annual Rate Increase		*7.7%*	*7.8%*	*8.2%*	*8.4%*	*5.4%*
SEWER						
Revenues	$18,060,500	$19,208,600	$20,040,400	$20,350,300	$20,662,800	$20,983,600
Expenses	(18,060,500)	(19,208,600)	(21,372,000)	(24,247,800)	(26,850,600)	(28,596,000)
Net Income/(Loss)	$0	$0	($1,331,600)	($3,897,500)	($6,187,800)	($7,612,400)
Estimated Annual Rate Increase		*0.0%*	*8.4%*	*14.5%*	*11.0%*	*5.8%*



NOTE: Revenues assume FY2017 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 2017	FY 2018	FY 2019	FY 2020	FY 2021
Marginal Revenue generated from a one cent rate adjustment:	**$21,908**	**$22,278**	**$22,648**	**$23,017**	**$23,393**

PROJECT IMPACT ON WATER USER FEE:	Prior	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Project Impact on Rate	Project Impact on Qtrly. Bill
DEBT SERVICE								
Automation & Technology Master Plan	661,400	661,400	778,900	901,400	1,040,600	1,164,300	**49.8¢**	**$6.81**
Underground Infrastructure Repairs	105,700	105,700	168,700	231,900	295,200	358,400	**15.3¢**	**$2.10**
South County Water Transmission Main	17,100	17,100	74,700	217,100	359,600	502,100	**21.5¢**	**$2.94**
Satellite Water Facility Upgrades	240,000	240,000	302,400	365,000	427,600	490,200	**21.0¢**	**$2.87**
Pinefield Water Tower Rehabilitation	0	0	7,900	57,900	107,900	107,900	**4.6¢**	**$0.63**
Waldorf Fire House Water Tower Replacement	22,200	22,200	22,200	38,500	54,800	54,800	**2.3¢**	**$0.32**
Settle Woods Water Tower Rehabilitation	0	0	5,900	33,100	60,300	60,300	**2.6¢**	**$0.35**
St. Charles Well #16 Replacement	0	0	141,300	141,300	141,300	141,300	**6.0¢**	**$0.83**
WSSC Waldorf Interconnection	0	0	4,700	14,900	66,400	117,900	**5.0¢**	**$0.69**
Chapel Point/Bel Alton Water System & Tank	0	0	24,100	184,300	344,500	344,500	**14.7¢**	**$2.01**
Contingency Inflation	0	0	0	39,000	100,500	153,200	**6.5¢**	**$0.90**
Total Debt Service	$1,046,400	$1,046,400	$1,530,800	$2,224,400	$2,998,700	$3,494,900		
OPERATING								
Water Model Update	53,900	72,050	53,900	53,900	53,900	53,900	**0.0¢**	**$0.00**
Bensville/Bryans Road Water Systems	0	0	50,000	0	0	0	**0.0¢**	**$0.00**
Contingency Inflation	0	0	0	0	0	0	**0.0¢**	**$0.00**
Total Operating Costs	$53,900	$72,050	$103,900	$53,900	$53,900	$53,900		
Total Cost per Year:	**$1,100,300**	**$18,150**	**$516,250**	**$643,600**	**$774,300**	**$496,200**	**$1.49**	**$20.44**
FY17-FY21 Cumulative Cost:		**$18,150**	**$534,400**	**$1,178,000**	**$1,952,300**	**$2,448,500**		

Required CIP Water Rate Adjustment Per Year:

	Prior	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Impact on Rate
Rate Adjustment per Year *	**47.8¢**	**0.8¢**	**21.5¢**	**25.8¢**	**34.3¢**	**19.1¢**	**$1.49**
Estimated % change due to CIP:		*0.2%*	*5.1%*	*5.9%*	*7.4%*	*3.8%*	

* Note: Rate Adjustment will vary due to tiered billing system for Residential Users.

WATER & SEWER FUND FIVE-YEAR PLAN

Capital Improvement Program Operating Impact

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Marginal Revenue generated from a one cent rate adjustment:	**$22,533**	**$25,916**	**$26,283**	**$28,072**	**$28,471**

PROJECT IMPACT ON SEWER USER FEE:	Prior	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Project Impact on Rate	Project Impact on Qtrly. Bill
DEBT SERVICE								
Automation & Technology Master Plan	661,400	661,400	778,900	901,500	1,040,700	1,164,400	**40.9¢**	**$5.59**
Influent/Effluent Pump Station	292,600	292,600	367,000	444,700	444,700	444,700	**15.6¢**	**$2.14**
MWWTP Electrical System Replacement	57,900	57,900	63,300	228,700	394,100	394,100	**13.8¢**	**$1.89**
MWWTP Flow Equalization	139,600	139,600	149,800	423,000	593,100	708,600	**24.9¢**	**$3.40**
Mattawoman Infiltration and Inflow	192,800	192,800	196,000	327,700	405,700	519,100	**18.2¢**	**$2.49**
Mattawoman WWTP Automation	107,600	107,600	113,700	178,600	241,100	241,100	**8.5¢**	**$1.16**
Pump Station Rehabs and Replacements	195,600	195,600	343,700	492,400	624,000	755,700	**26.5¢**	**$3.63**
Satellite Wastewater Facility Upgrades	116,200	116,200	163,700	211,300	259,000	306,600	**10.8¢**	**$1.47**
MWWTP Clarifier and Thickener Repairs	85,500	85,500	114,000	142,700	171,300	200,000	**7.0¢**	**$0.96**
MWWTP Utility Water System Evaluation & Improvement	18,400	18,400	18,400	54,500	69,500	69,500	**2.4¢**	**$0.33**
Piney Branch Sewer Replacement (Upper Reaches)	122,600	122,600	164,600	164,600	164,600	164,600	**5.8¢**	**$0.79**
MD. Route 5 Pump Station Forcemain	30,900	30,900	36,500	59,000	59,000	59,000	**2.1¢**	**$0.28**
Zekiah Pump Station Upgrade	10,800	10,800	10,800	10,800	19,400	28,000	**1.0¢**	**$0.13**
Zekiah Pump Station Forcemain	12,300	12,300	14,700	17,100	25,700	42,200	**1.5¢**	**$0.20**
Zekiah Interceptor Sewer Upgrades	16,000	16,000	27,500	39,000	50,600	50,600	**1.8¢**	**$0.24**
Cliffton WWTP Improvements	20,000	20,000	151,900	284,200	284,200	284,200	**10.0¢**	**$1.37**
Mt. Carmel Woods/CSM Pump Stations & Forcemains Phase 3	447,200	447,200	614,700	614,700	614,700	614,700	**21.6¢**	**$2.95**
MWWTP Belt Filter Press Replacement	32,200	32,200	150,500	269,400	269,400	269,400	**9.5¢**	**$1.29**
MWWTP Primary Clarifiers #1-4 Demolition	0	0	0	0	0	5,600	**0.2¢**	**$0.03**
Southwinds Pump Station Outfall Gravity	8,800	8,800	52,500	52,500	52,500	52,500	**1.8¢**	**$0.25**
MWWTP Septage Receiving Facility	0	0	1,800	4,400	12,300	27,200	**1.0¢**	**$0.13**
Swan Pt. WWTP Electrical & Control System Improvements	0	0	50,300	84,900	109,400	131,400	**4.6¢**	**$0.63**
Post Office Road Sewer Capacity	0	0	16,700	54,400	126,400	126,400	**4.4¢**	**$0.61**
Sewer Easement Study & Acquisition	0	0	14,800	29,400	41,700	41,700	**1.5¢**	**$0.20**
Line Maintenance Storage Building	0	0	42,900	42,900	42,900	42,900	**1.5¢**	**$0.21**
Contingency Inflation	0	0	0	88,300	173,000	247,800	**8.7¢**	**$1.19**
Total Debt Service	$2,568,400	$2,568,400	$3,658,700	$5,220,700	$6,289,000	$6,992,000		
OPERATING								
Sewer Model Update	56,700	94,600	94,600	(64,400)	(30,200)	0	**0.0¢**	**$0.00**
MWWTP Belt Filter Press Replacement	0	0	0	(99,300)	(2,000)	(2,000)	**-3.6¢**	**-$0.50**
Indian Head Manor Pump Station Removal	0	0	126,000	(126,000)	0	0	**0.0¢**	**$0.00**
Sewer Pump Station Capacity Study	0	0	0	84,500	(84,500)	0	**0.0¢**	**$0.00**
Contingency Inflation	0	0	7,000	7,000	0	0	**0.0¢**	**$0.00**
Total Operating Costs	$56,700	$94,600	$227,600	($198,200)	($116,700)	($2,000)		
Total Cost per Year:	**$2,625,100**	**$37,900**	**$1,223,300**	**$1,136,200**	**$1,149,800**	**$817,700**	**$2.42**	**$33.10**
FY17-FY21 Cumulative Cost:		**$37,900**	**$1,261,200**	**$2,397,400**	**$3,547,200**	**$4,364,900**		

Required CIP Sewer Rate Adjustment Per Year:

	Prior	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Impact on Rate
Rate Adjustment per Year	**$1.14**	**1.7¢**	**29.6¢**	**46.7¢**	**24.1¢**	**25.9¢**	**$2.42**
Estimated % change due to CIP:		*0.2%*	*4.1%*	*6.3%*	*3.0%*	*3.2%*	

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.

For the FY 2017 budget, the tipping fee was increased to $75 per ton to fund the future development of the remaining space at the Landfill. For the future years, the tipping fee revenues is assumed to remain constant at $75. The FY2017-FY2021 billable tonnage received at the Landfill is estimated to range between 72,016 tons and 79,900 tons. Billable tons exclude tonnage related to items that charge a reduced fee such as tons resulting from the tag-a-bag program. The tag-a-bag program allows an individual to purchase a tag for each trash bag regardless of the weight and is currently set at $2.25 per tag. It is anticipated that the growth rate in tonnage will equal the population growth of 1.2% to 1.3% in the out years.

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 2015 and it is estimated that it will be full in FY 2023. The landfill is approximately 50% filled and is currently estimated to last until Fiscal Year 2034.

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. The landfill has a healthy Fund Balance which could be used to fund small operating deficits if needed.

	FY 2016 Adopted	FY 2017 Adopted	FY 2018 Estimate	FY 2019 Estimate	FY 2020 Estimate	FY 2021 Estimate
Revenues						
Operating Revenues	$5,511,300	$5,891,100	$6,269,600	$6,342,800	$6,416,000	$6,489,200
Fund Balance Reserves	0	713,000	796,900	798,000	688,000	119,400
Total Revenues	**$5,511,300**	**$6,604,100**	**$7,066,500**	**$7,140,800**	**$7,104,000**	**$6,608,600**
Expenses:						
Operating Expenses	3,081,700	3,196,100	3,292,500	3,358,400	3,453,000	3,564,500
Debt Service:	18,700	61,300	241,700	468,900	571,400	570,000
Capital Outlay	0	713,000	796,900	798,000	688,000	119,400
Equipment/Tech Reserve	570,400	570,400	570,400	570,400	570,400	570,400
Capital Fund Reserve	1,840,500	2,063,300	2,233,100	2,244,000	2,301,900	2,329,700
Total Expenses	**$5,511,300**	**$6,604,100**	**$7,134,600**	**$7,439,700**	**$7,584,700**	**$7,154,000**
Surplus\Deficit:	**$0**	**$0**	**($68,100)**	**($298,900)**	**($480,700)**	**($545,400)**

Estimated Annual Tipping Fee		**$5**	**$1**	**$3**	**$2**	**$1**
Tipping Fee	**$70**	**$75**	**$76**	**$79**	**$81**	**$82**
% rate change	*0.0%*	*7.1%*	*1.3%*	*3.9%*	*2.5%*	*1.2%*

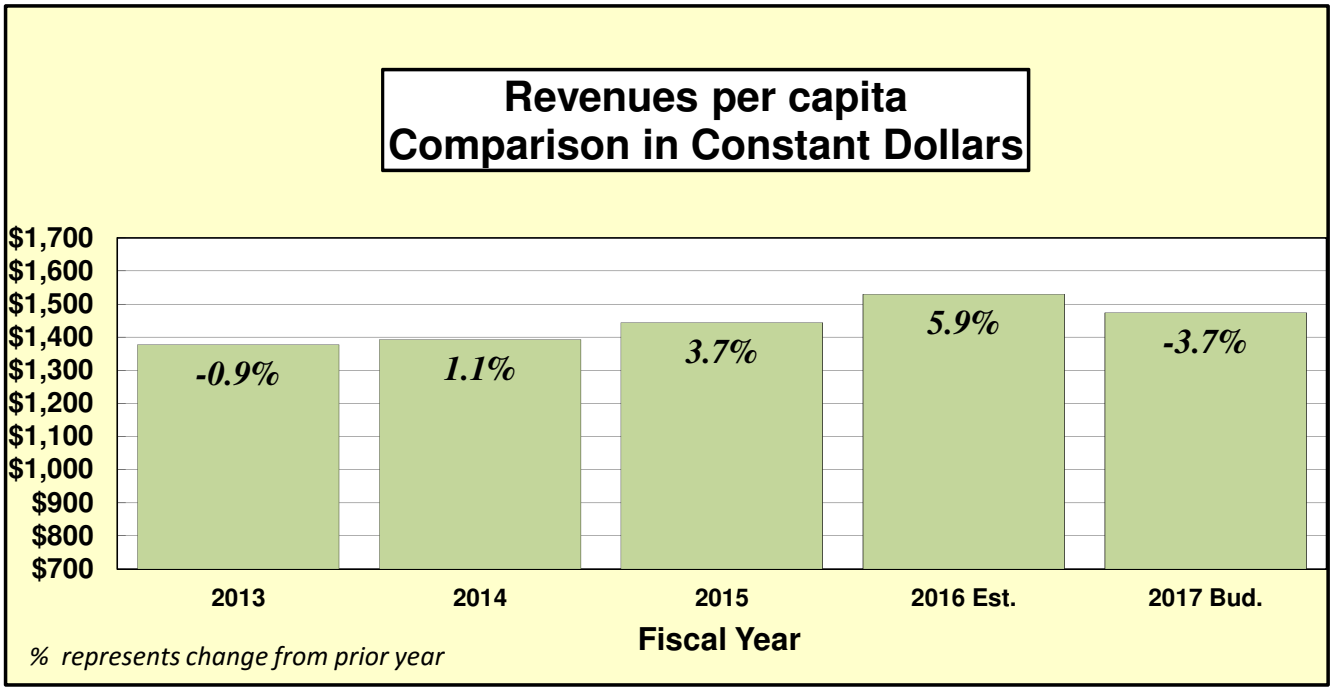
WATERSHED PROTECTION & RESTORATION FUND FIVE-YEAR PLAN

The County's Watershed Protection and Restoration Fund is for implementation of local stormwater management plans and practices, and stream and wetland restoration activities. The fund covers related planning, mapping, monitoring, inspections, enforcement, operations and maintenance, public education and outreach, grants to non-profits, administrative costs, and debt service payments to cover the cost of capital improvements. Revenues to the fund are generated primarily by the Stormwater Remediation Fee, which is charged annually to each improved property within the County and accounts for 73% of revenues. The Stormwater Remediation fee was increased to $39 in FY17. The fee is established annually based on the estimated cost of various programs divided by the number of improved properties. Properties within the Town of La Plata are not charged the fee, since the Town has a stormwater fee for similar purposes.

	FY16 Budget	FY17 Adopted	FY18 Estimate	FY19 Estimate	FY20 Estimate	FY21 Estimate
Revenues						
Stormwater Remediation Fee	$1,799,800	$1,969,600	$1,994,300	$2,019,000	$2,043,700	$2,068,400
Transfer from General Fund	550,000	550,000	550,000	550,000	550,000	550,000
Miscellaneous	50,900	54,000	55,100	55,800	56,400	57,100
Fund Balance	75,000	112,000	70,000	72,000	75,000	78,000
Total Revenues	**$2,475,700**	**$2,685,600**	**$2,669,400**	**$2,696,800**	**$2,725,100**	**$2,753,500**
Expenses						
Salaries & Fringe	$307,600	$327,300	$338,900	$351,400	$361,300	$371,400
Operating	1,243,400	1,192,600	1,216,400	1,240,700	1,265,400	1,290,500
Debt	889,700	1,053,700	2,162,600	3,547,600	4,452,000	5,216,800
Drainage Studies CIP	35,000	112,000	70,000	72,000	75,000	78,000
Total Expenses	**$2,475,700**	**$2,685,600**	**$3,787,900**	**$5,211,700**	**$6,153,700**	**$6,956,700**
Surplus / (Deficit)	**$0**	**$0**	**($1,118,500)**	**($2,514,900)**	**($3,428,600)**	**($4,203,200)**
Revenue based on Flat Fee per improved property:	**$35**	**$39**				
$1 on fee generates approximately:	$50,218	$50,895	$51,565	$52,235	$52,905	$53,575
Estimated Fee:			**$61**	**$87**	**$104**	**$118**
Increase over FY 2017 adoption			***$22***	***$48***	***$65***	***$79***

A fee increase will be needed in this fund as expenses are anticipated to grow faster than the growth in customer base. Expenditure estimate is based on funding the existing program and includes additional debt service costs related to funding the NDPDES Retrofit capital projects.

REVENUE INDICATOR



Warning Trend:
Decreasing net operating revenues per capita (constant dollars)

Formula:
$$\frac{\text{Gross operating revenues}}{\text{Population}}$$

Fiscal Year:	2013	2014	2015	2016 Est.	2017 Bud.
Gross operating revenues	$314,916,844	$327,670,516	$345,000,882	$373,280,830	$367,023,800
Consumer price index	151.3	153.9	155.0	156.3	157.5
Gross operating revenues (constant dollars)	$208,126,921	$212,891,258	$222,613,529	$238,830,948	$233,032,359
Current population	151,148	152,865	154,172	156,118	158,099
Gross operating revenues per capita (constant dollars)	**$1,377**	**$1,393**	**$1,444**	**$1,530**	**$1,474**

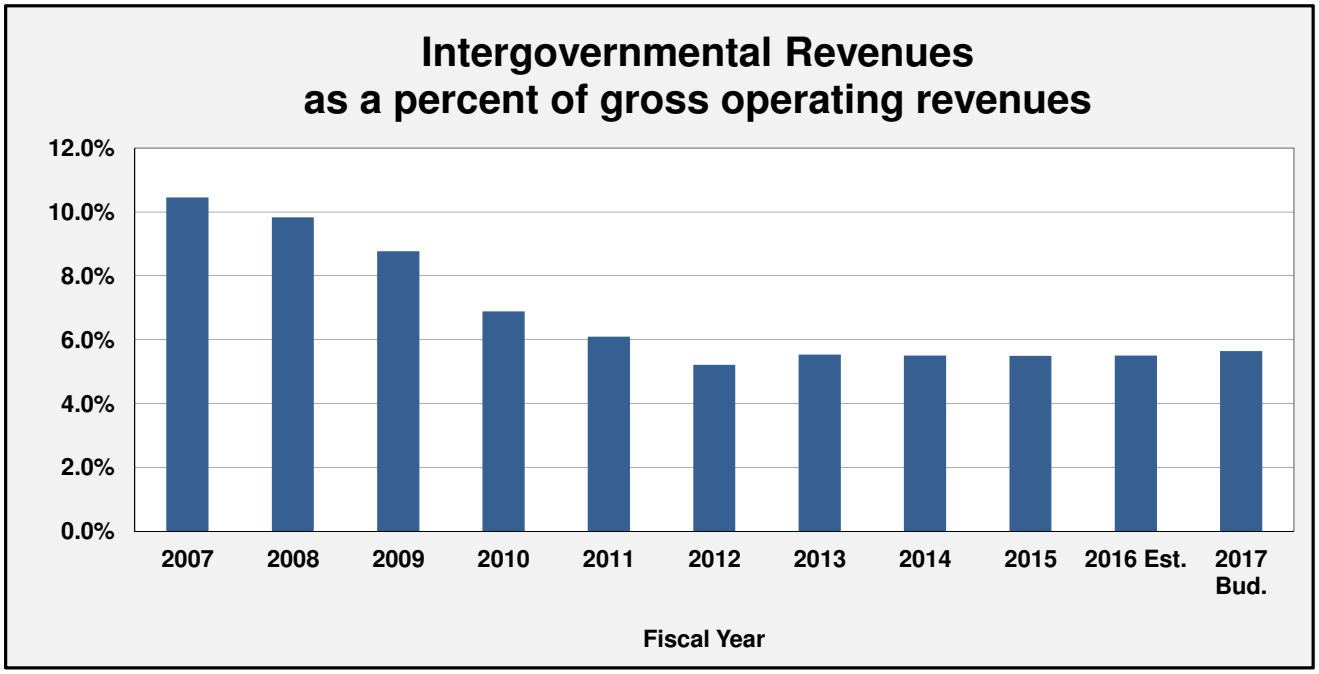
Description:

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:

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. FY2013 per capita revenue was the low point and the County began to rebound in FY2014. Tax rate increases enacted in FY2014 for both property tax and income tax helped with this rebound. FY2016 increase includes the establishment of the real property transfer tax and an increase in income tax revenues. FY2017 budget was adjusted for one time reconciling items received in FY2016.

REVENUE INDICATOR



Warning Trend:
Increasing amount of intergovernmental operating revenues as a percentage of gross operating revenues

Formula:
Intergovernmental operating revenue*
Gross operating revenues

Fiscal Year:	2013	2014	2015	2016 Est.	2017 Bud.
Intergovernmental operating revenues*	$18,420,623	$19,081,226	$20,027,461	$21,733,420	$21,958,913
Gross operating revenues (General/Special Revenue)	$333,337,467	$346,751,742	$365,028,344	$395,014,250	$388,982,713
Intergovernmental operating revenues as percent of gross operating income	**5.5%**	**5.5%**	**5.5%**	**5.5%**	**5.6%**

** Intergovernmental operating revenue includes general fund revenue and special revenue funds received to support various grant programs.*

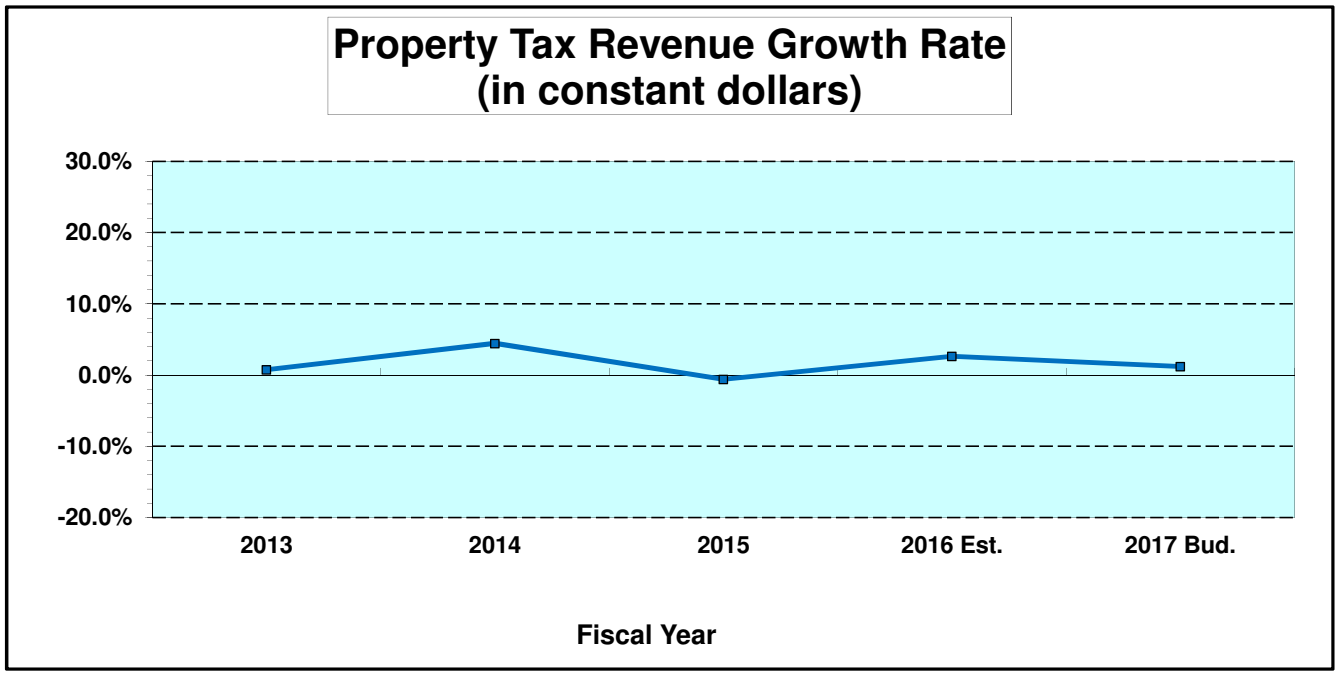
Description:

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:

State budget cuts have significantly reduced the amount of Intergovernmental revenue received by the County. For example Highway User Tax was reduced from approximately $9 million per year to less than $500,000 between FY2008 to FY2010. Beginning in FY2013, Highway User Tax was increased to $900,000. Intergovernmental operating revenues as percent of gross operating income has ranged between 5-6% for the past five years and is expected to stay in this range.

REVENUE INDICATOR



Warning Trend:
Decline in property tax revenues (constant dollars)

Formula:
$$\frac{\text{Property Tax revenues}}{\text{(constant dollars)}}$$

Fiscal Year:	2013	2014	2015	2016 Est.	2017 Bud.
Property Tax Revenues	$188,561,693	$200,342,806	$200,502,004	$207,527,100	$211,639,000
Consumer price index	151.3	153.9	155.0	156.3	157.5
Property Tax Revenue in constant dollars	$124,619,452	$130,164,998	$129,374,912	$132,779,104	$134,374,761
Growth rate in constant dollars	0.7%	4.4%	-0.6%	2.6%	1.2%

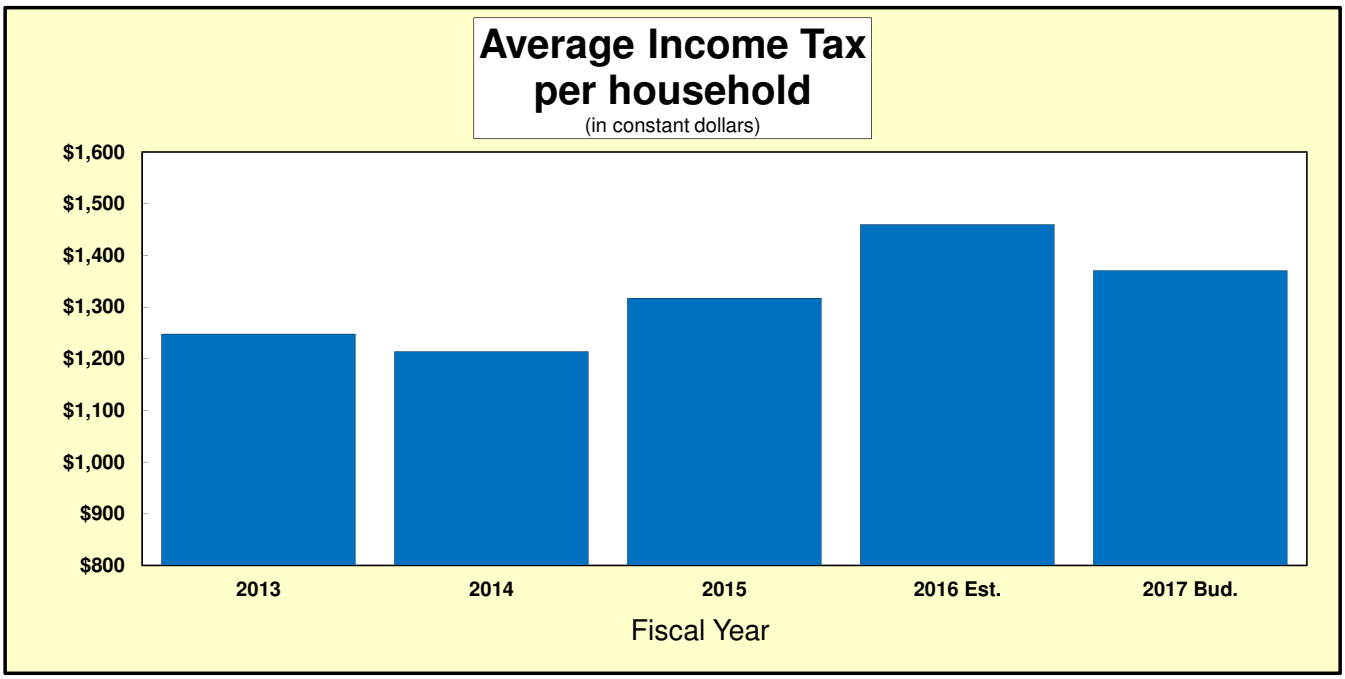
Description:

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 increases. Tax rates have remained constant since FY2015. The County is starting to see a small growth in revenues due to increased assessments.

REVENUE INDICATOR



Warning Trend:
Decline in income tax revenues (constant dollars)

Formula:

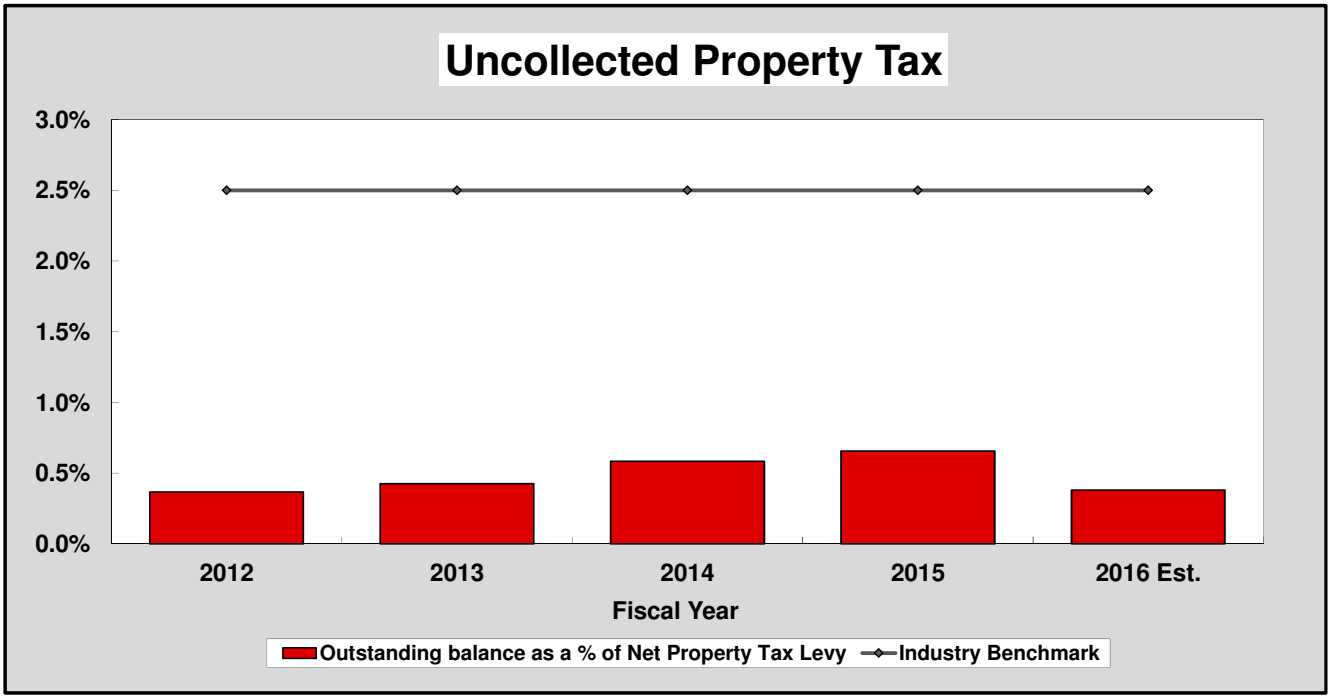
$$\frac{\text{Income Tax Revenues (constant dollars)}}{\text{Number of Households}}$$

Fiscal Year:	2013	2014	2015	2016 Est.	2017 Bud.
Income Tax Revenues	$99,440,598	$99,513,353	$109,709,956	$125,817,400	$120,591,000
Consumer price index	151.3	153.9	155.0	156.3	157.5
Income Tax Revenue (in constant dollars)	$65,719,779	$64,654,956	$70,790,893	$80,499,952	$76,566,166
Households	52,666	53,285	53,741	55,166	55,866
Avg. Income Tax per Household (in constant dollars)	**$1,248**	**$1,213**	**$1,317**	**$1,459**	**$1,371**

Comment:

Income tax revenue continues to increase compared to the average income tax per household. The income tax rate increased by 4.5% in January 2014, so the full year impact was not realized until FY2015. FY2017 budget was adjusted for one time reconciling items received in FY2016.

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:	2012	2013	2014	2015	2016 Est.
Net Property Tax Levy	$190,760,517	$192,660,818	$202,699,932	$203,588,665	$207,718,985
Current year tax levy outstanding at year end	$698,300	$818,101	$1,182,617	$1,336,527	$791,242
Outstanding balance as a % of Net Property Tax Levy	0.4%	0.4%	0.6%	0.7%	0.4%

Description:

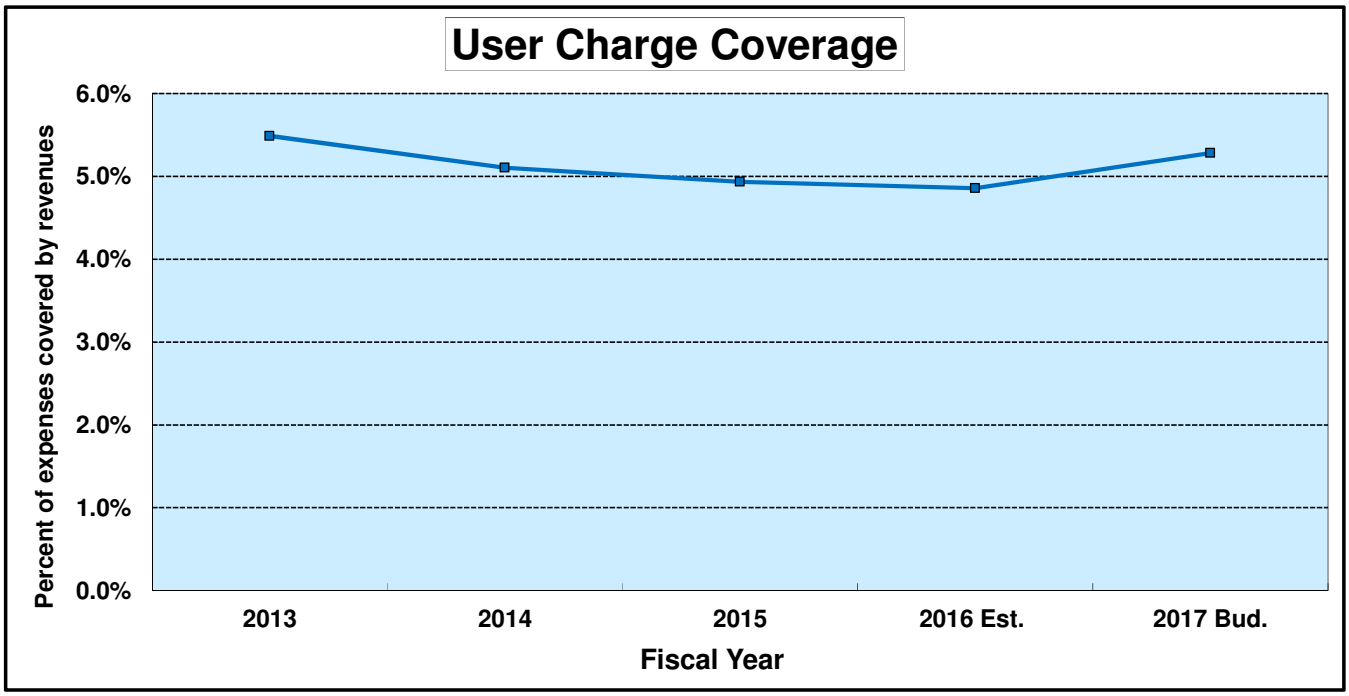
Each year, a percentage of property tax owners are unable to pay property taxes. If the percentage increases over time, it may indicate overall decline in the local governments economic health. Additionally, as uncollected property taxes rise, liquid is decreased and there is less cash on hand to pay 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.

Uncollected property tax revenue has ranged from .4% to .6% in recent years which is well below the industry benchmark.

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:	2013	2014	2015	2016 Est.	2017 Bud.
General Fund License & Permit/ Service Fee Revenue	$6,745,676	$6,889,812	$7,032,980	$7,207,300	$8,037,600
General Fund Expense (excl. transfers & debt service)	$122,898,198	$134,970,478	$142,511,990	$148,353,360	$152,146,300
Percent of expenses covered by revenues	5.5%	5.1%	4.9%	4.9%	5.3%

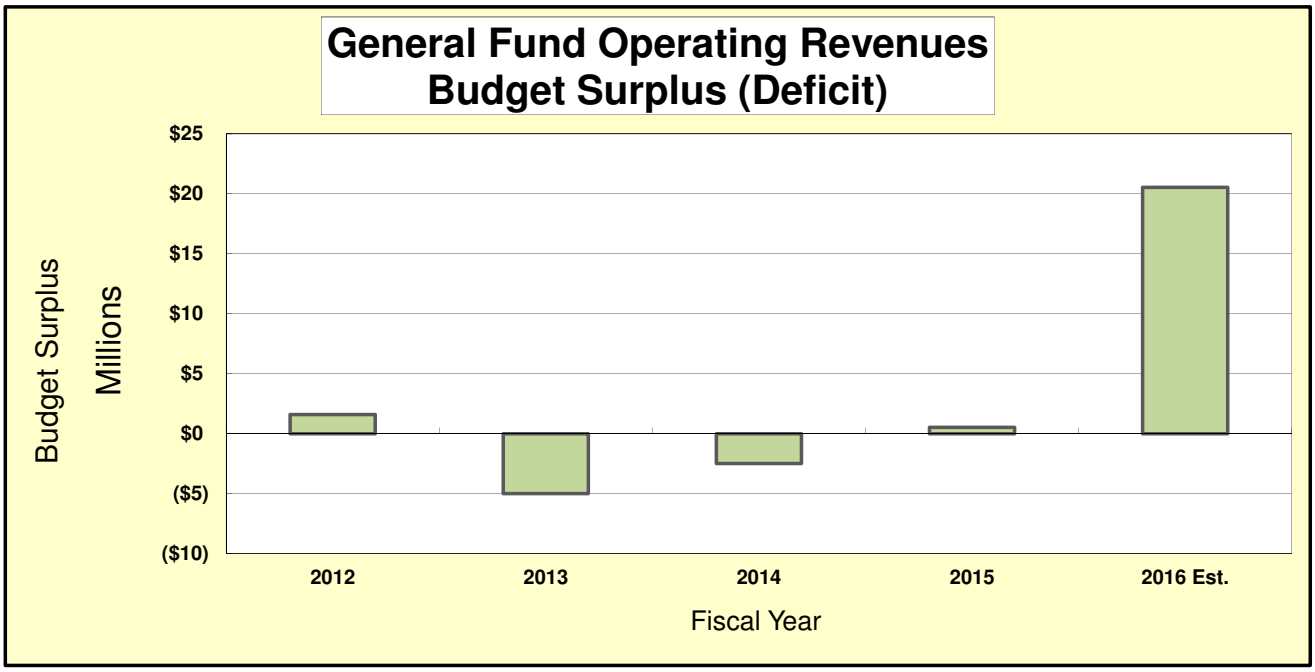
Description:

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. FY2017 budget anticipates an improvement in user charge coverage.

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:	2012	2013	2014	2015	2016 Est.
Actual Gross Operating Revenues	$307,979,739	$314,916,844	$327,670,516	$345,000,882	$373,280,830
Amended Budgeted Operating Revenues	$306,380,350	$319,919,530	$330,143,610	$344,470,220	$352,743,090
Revenue (Shortfall)/Surplus	$1,599,389	($5,002,686)	($2,473,094)	$530,662	$20,537,740
Revenue Variance as a % of Gross Operating Revenues	0.5%	-1.6%	-0.8%	0.2%	5.5%

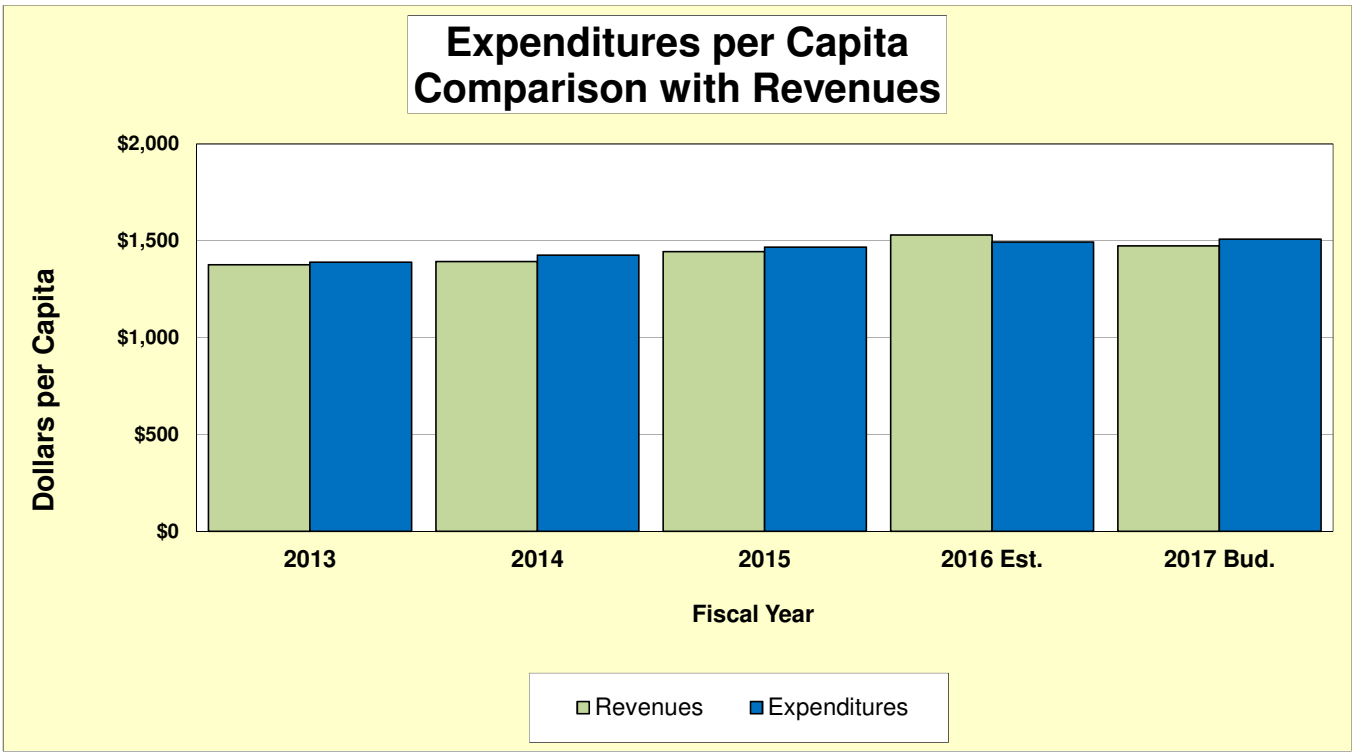
Description:

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:

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. The FY2014 shortfall is due mainly to Income Tax revenues performing lower than anticipated. Fiscal Year 2016 is currently estimated to end the year greater than budget due primarily to Income Tax and Recordation Tax revenues exceeding expectations.

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:	2013	2014	2015	2016 Est.	2017 Bud.
Net operating expenditures and transfers	$317,716,633	$335,440,222	$350,435,978	$364,603,010	$375,442,600
Consumer price index	151.3	153.9	155.0	156.3	157.5
Constant dollar expenditures	$209,977,287	$217,939,325	$226,120,552	$233,278,742	$238,377,661
Per capita expenditures (constant dollars)	$1,389	$1,426	$1,467	$1,494	$1,508
Gross operating revenues per capita	$1,377	$1,393	$1,444	$1,530	$1,474
Estimated population	151,148	152,865	154,172	156,118	158,099
Estimated households	52,666	53,285	53,741	55,166	55,866
Household per capita expenditures	$3,987	$4,090	$4,208	$4,229	$4,267

Description:

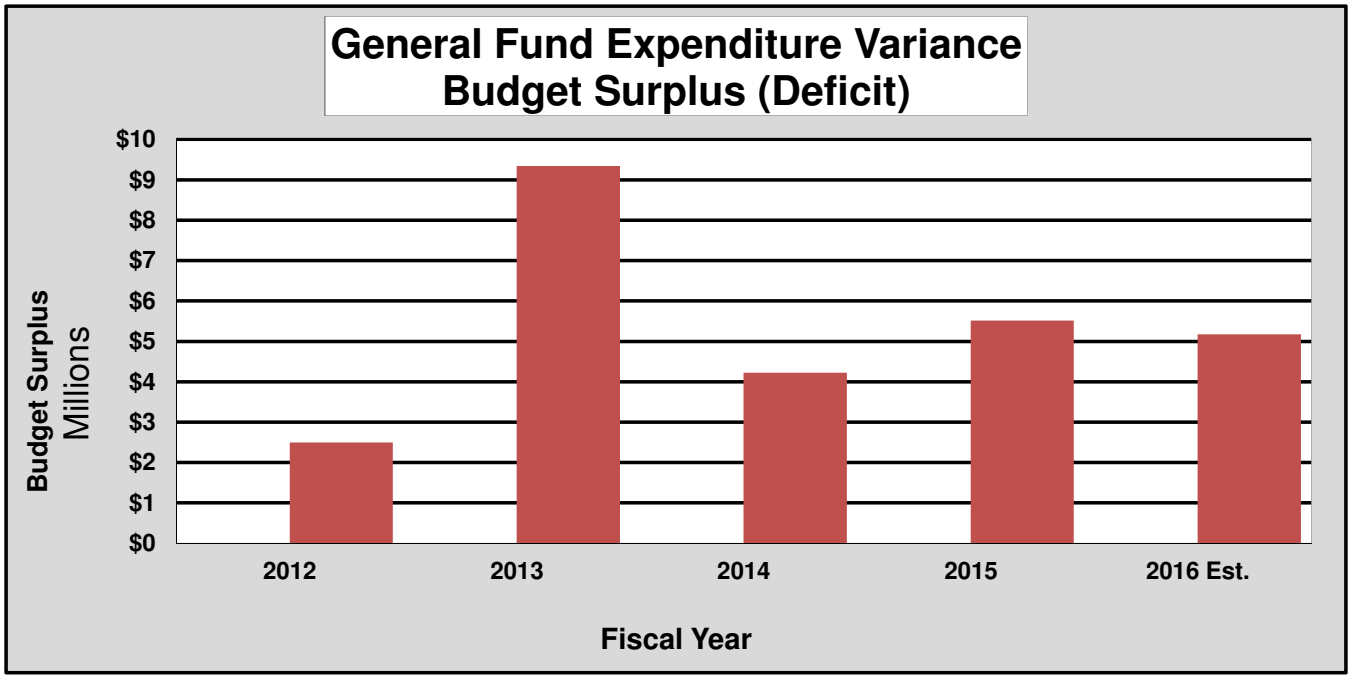
Changes in per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures can indicate that the cost of providing services is outstripping the community's ability to pay, especially, if spending is increasing faster than the residents' collective personal income.

From a different perspective, if the increase in spending is greater than can be accounted for by inflation or the addition of new services, it may indicate declining productivity - that is, that the government is spending more real dollars to support the same level of services.

Comment:

Household per capita expenditures are estimated to remain steady in FY2017.

EXPENDITURE INDICATOR



Formula:

$$\frac{\text{Expenditure Shortfalls}}{\text{Gross Operating Expenditure}}$$

Fiscal Year:	2012	2013	2014	2015	2016 Est.
Actual Expenditures	$311,567,139	$318,133,842	$335,440,222	$350,435,978	$364,603,010
Amended Budgeted Expenditures	$314,060,470	$327,475,160	$339,660,600	$355,948,330	$369,775,930
Budget Surplus/(Deficit)	$2,493,331	$9,341,318	$4,220,378	$5,512,352	$5,172,920
Expenditure Variance as a % of Budget	0.79%	2.85%	1.24%	1.55%	1.40%

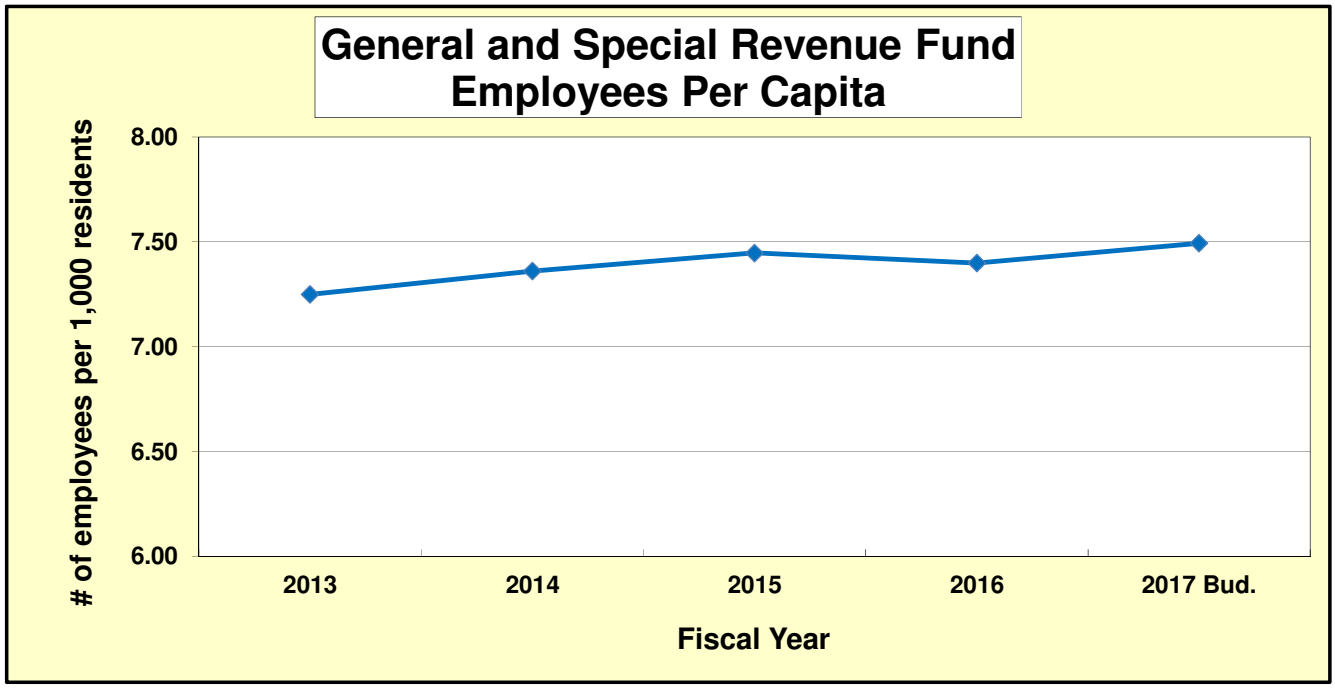
Description:

This indicator examines the differences between expenditure estimates and expenditures actually incurred during the fiscal year.

Comment:

Budget surpluses in FY2012, FY2013, FY2015 and FY2016 were generated by a general overall under spending of operating budgets without specific budget actions required. The budget was amended in FY2014 due to an anticipated revenue shortfall in Income Tax revenue. In addition to this budget action, conservation was encouraged and resulted in an estimated budget surplus of $4.2 million.

EXPENDITURE INDICATOR



Warning Trend:
Increasing number of employees per capita

Formula:

$$\frac{\text{\# of general \& special revenue fund employees}}{\text{Population}}$$

Fiscal Year:	2013	2014	2015	2016	2017 Bud.
Number of Full Time Employees*	1,096	1,125	1,148	1,155	1,185
Population	151,148	152,865	154,172	156,118	158,099
# of County employees per capita	**0.0072**	**0.0074**	**0.0074**	**0.0074**	**0.0075**

** excludes Enterprise funded positions which are self-supporting.*

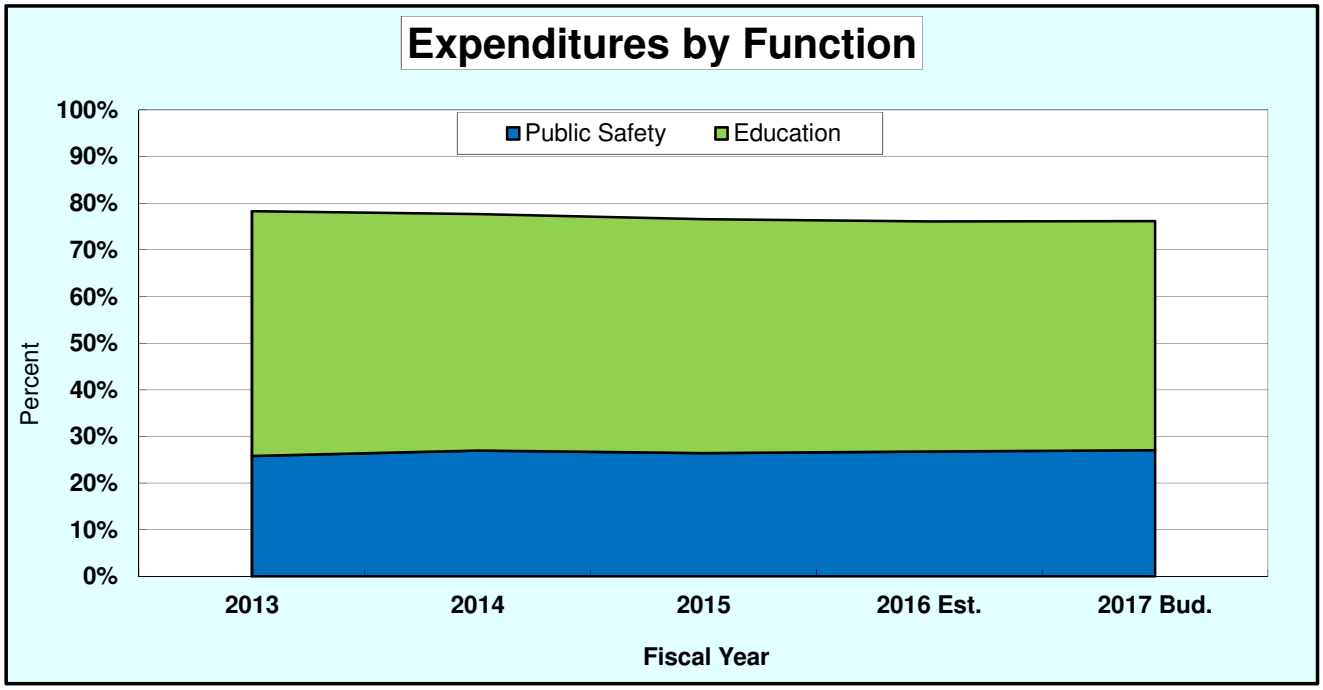
Description:

Personnel costs are a major portion of a local government's operating budget, therefore, tracking changes in the number of employees per capita is a good way to measure changes in expenditures. An increase in employees per capita might indicate that expenditures are rising faster than revenues, that the government is becoming more labor intensive, or that personnel productivity is declining.

Comment:

Staffing in key areas such as Public Safety and the State's Attorney's Office have seen increased staffing in recent years.

EXPENDITURE INDICATOR



Warning Trend:
Increasing operating expenditures for one function as a percentage of total net operating expenditures

Formula:
Operating expenditures per function / Total net operating expenditures

Fiscal Year	2013	2014	2015	2016 Est.	2017 Bud.
Education	**$167,007,793**	**$170,238,686**	**$175,587,302**	**$179,754,800**	**$184,393,300**
% of Total Funds	**52.5%**	**50.8%**	**50.1%**	**49.3%**	**49.1%**
Public Safety	**$82,104,519**	**$90,500,199**	**$92,825,495**	**$97,748,800**	**$101,767,500**
% of Total Funds	**25.8%**	**27.0%**	**26.5%**	**26.8%**	**27.1%**
Debt Service	$20,473,883	$20,587,087	$21,860,546	$24,717,100	$27,223,400
% of Total Funds	6.4%	6.1%	6.2%	6.8%	7.2%
Remaining	$48,547,647	$54,114,250	$60,162,635	$62,382,310	$62,158,400
% of Total Funds	15.3%	16.1%	17.2%	17.1%	16.6%
Total Funds:	$318,133,842	$335,440,222	$350,435,978	$364,603,010	$375,542,600

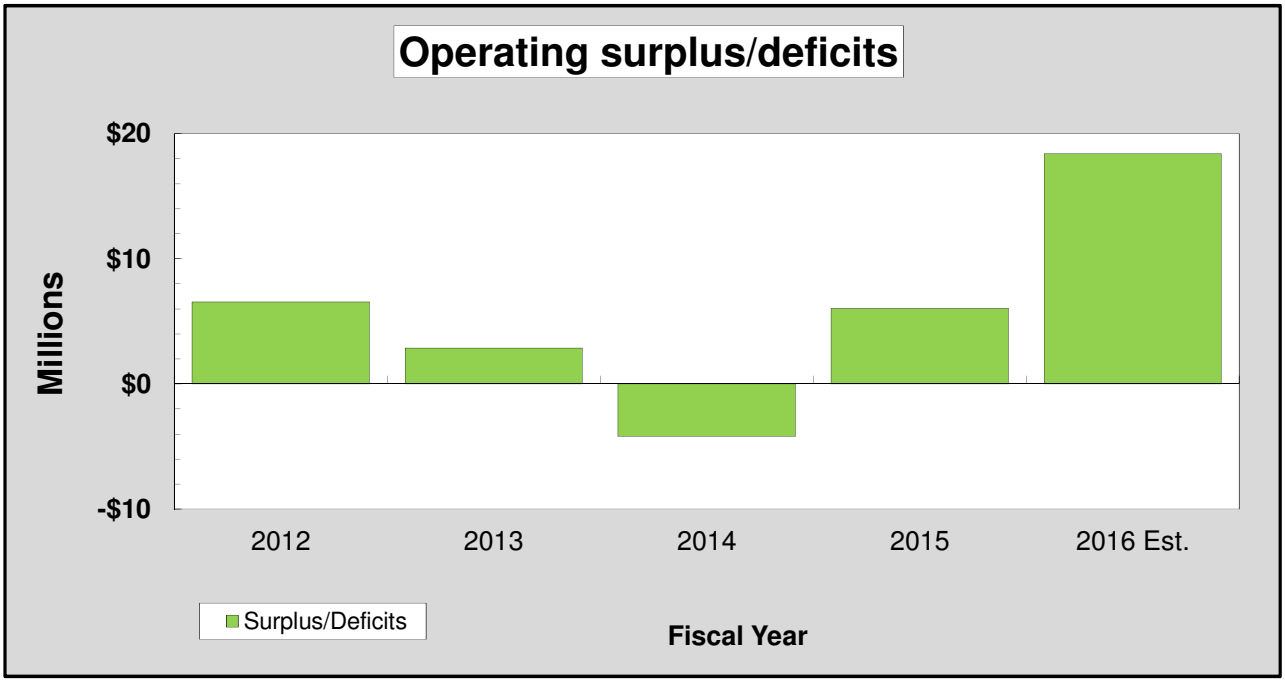
Description:

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.

$$\frac{\text{Operating Surplus (Deficit)}}{\text{Operating Revenues}}$$

Fiscal Year:	2012	2013	2014	2015	2016 Est.
General fund operating deficits/surplus	$6,554,396	$2,880,457	($4,179,607)	$6,044,092	$18,398,320
Gross operating revenues	$307,979,739	$314,916,844	$327,670,516	$345,000,882	$373,280,830
General Fund operating surplus/deficits as a % of operating revenues	2.1%	0.9%	-1.3%	1.8%	4.9%

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.

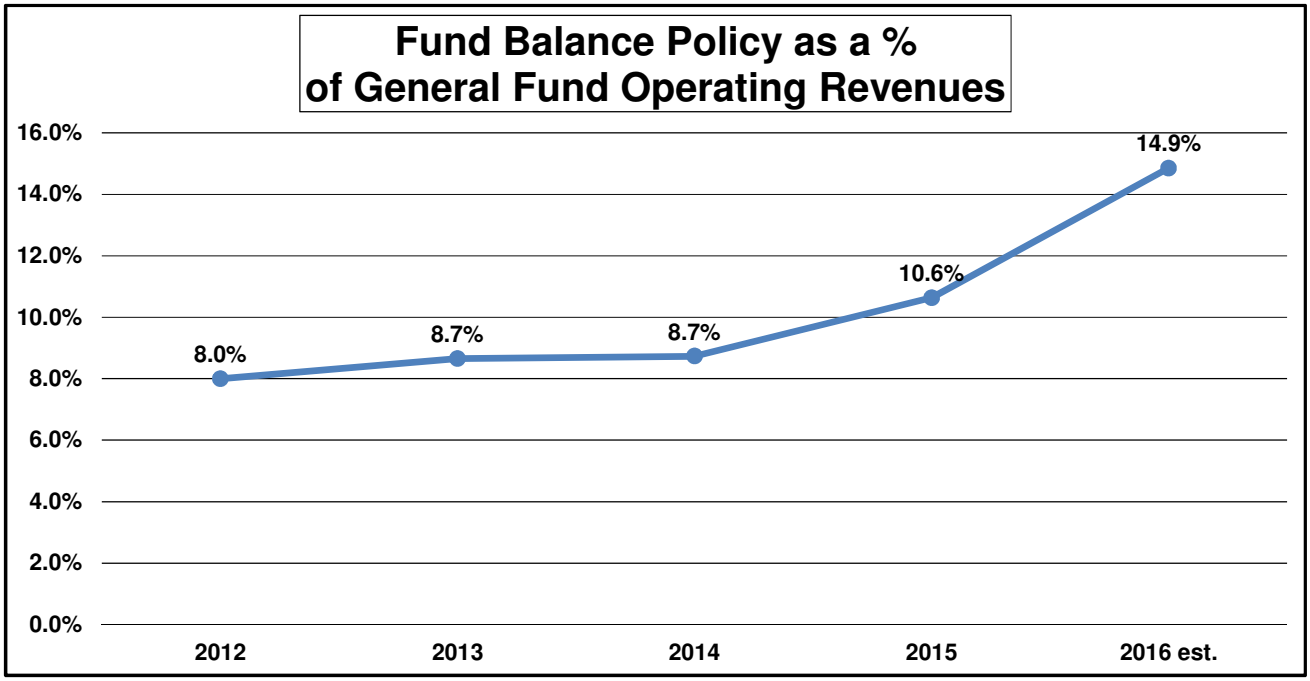
CREDIT INDUSTRY BENCHMARKS- A credit-rating firm would regard a current-year operating deficit as a minor warning signal; funding practices and the reasons for the deficit would be carefully assessed before it would be considered a negative factor. The following situations, however, would be given considerably 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. For FY2012 a budget surplus of $6.6 million was primarily due to a $4 million sale of surplus land. The FY2013 amended budget included the use of $5.5 million, which was offset by expense savings. The FY2014 amended budget included the use of $5.9 million in fund balance which was partially offset with expenditure savings. The FY2015 surplus is due mainly to the receipt of $3.9 million in Bond Premium as well as expenditure savings. The FY2016 surplus is due to conservative spending and income tax revenue exceeding expectations.

OPERATING POSITION INDICATOR



Warning Trend:

Declining Fund Balances Policy reserve as a % of net operating revenues

Formula:

$$\frac{\text{Fund Balance Policy}}{\text{Gross operating revenues}}$$

Fiscal Year:	2012	2013	2014	2015	2016 est.
Total fund balance	$45,506,927	$48,387,384	$44,207,777	$50,251,868	$68,650,188
Fund Balance Policy	$24,638,379	$27,271,541	$28,627,496	$36,692,494	$55,454,504
Other Committed fund balances	$6,887,662	$5,285,292	$4,722,864	$1,596,282	$2,100,350
Restricted/Assigned fund balances	$10,021,861	$12,933,171	$9,835,022	$10,940,697	$11,095,334
Unassigned fund balances	$3,959,025	$2,897,380	$1,022,395	$1,022,395	$0
Gross operating revenues *	$307,979,739	$314,916,844	$327,670,516	$345,000,882	$373,280,830
Fund Balance Policy as a % of General Fund operating revenues	8.0%	8.7%	8.7%	10.6%	14.9%

Description:

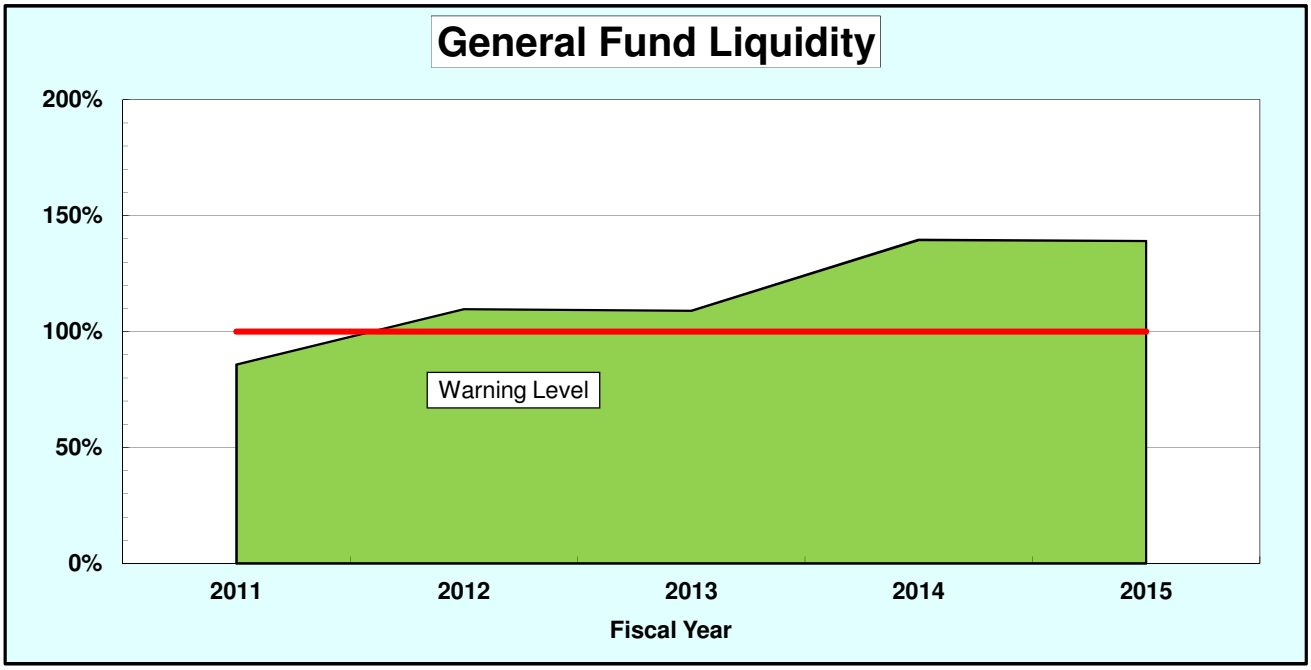
The size of a local government's fund balances can affect its ability to withstand financial emergencies. It can affect its ability to accumulate funds for capital purchases without having to borrow. Nonspecific or general reserves are usually carried on the books as an unreserved fund balance. The fund 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:

Since Fiscal Year 2012, as the operating revenues have increased so has the Fund Balance Policy reserve of 8% - 15%. The County has slowly but intentionally drawn from its Unassigned fund balances over the years to fund one-time costs and absorb revenue shortfalls.

* excludes extraordinary income from storm events

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:	2011	2012	2013	2014	2015
Cash and Short Term Investments	$73,892,718	$103,218,069	$120,106,784	$96,824,805	$114,685,794
Current Liabilities (excludes unearned revenues)	$86,120,814	$94,101,613	$110,174,247	$69,411,425	$82,481,606
Cash and Short-term Investments as a percentage of Current Liabilities	85.8%	109.7%	109.0%	139.5%	139.0%

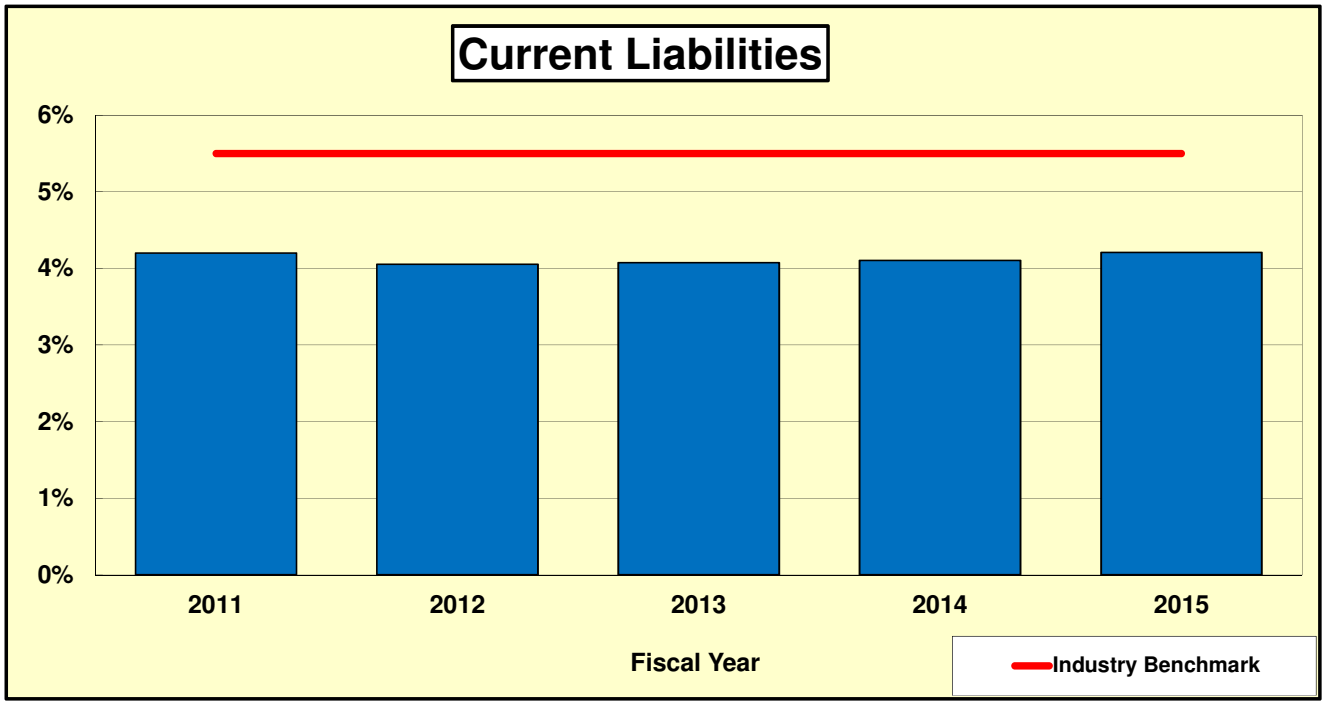
Description:

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:	2011	2012	2013	2014	2015
Current liabilities *	$12,528,201	$12,481,160	$12,826,279	$13,453,566	$14,521,986
Gross Operating Revenues	$298,392,949	$307,979,739	$314,916,844	$327,670,516	$345,000,882
Current liabilities as a percentage of operating revenues	4.2%	4.1%	4.1%	4.1%	4.2%

** excludes unearned revenues and amounts due other funds considered long term in nature.*

Description:

Current liabilities are defined as the sum of all liabilities due at the end of the fiscal year, including short-term debt, all accounts payable, accrued liabilities, and other current liabilities. A major component of current liabilities may be short-term debt in the form of tax or bond anticipation notes.

Although short-term borrowing is an accepted way to deal with uneven cash flows, an increasing amount of short term debt outstanding at the end of successive years can indicate liquidity problems, deficit spending, or both.

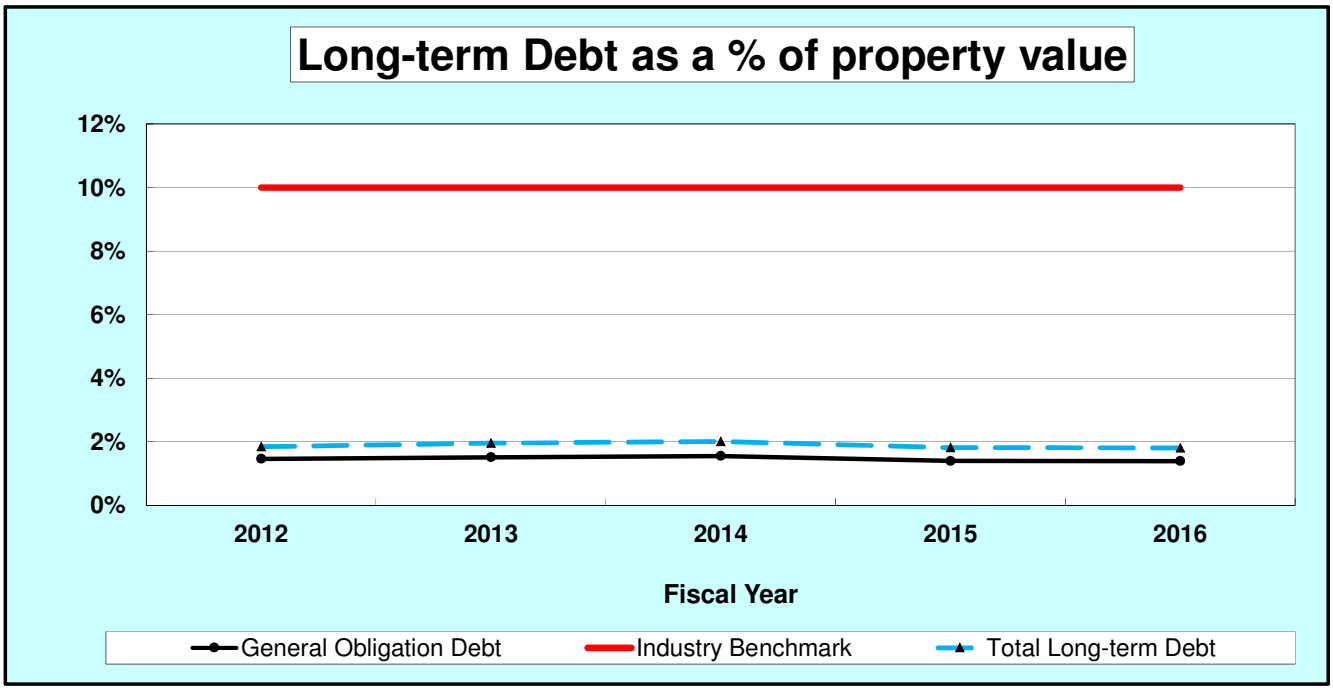
Credit industry benchmarks:

The credit industry considers the following situations negative factors: (1) Short-term debt outstanding at the end of the year exceeding 5 percent of operating revenues including tax anticipation notes (TAN's), but excluding bond anticipation notes (BAN's), and (2) a two-year trend of increasing short-term debt outstanding at the end of the fiscal year (including TANs).

Comment:

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:
Long-Term Debt / Assessed Valuation of Property

Fiscal Year:	2012	2013	2014	2015	2016
General Obligation Long -Term Debt	$259,051,233	$255,572,995	$256,153,979	$232,439,022	$234,030,211
Total Long-term Debt	$327,005,002	$330,421,161	$331,450,002	$301,485,002	$304,360,001
Assessed Valuation	$17,662,354,499	$16,855,700,814	$16,441,435,644	$16,549,777,913	$16,767,443,936
Debt as a % of Assessed Valuation:					
General Obligation Debt	1.5%	1.5%	1.6%	1.4%	1.4%
Total Debt Outstanding	1.9%	2.0%	2.0%	1.8%	1.8%
Increase/(decrease) from prior year:					
Ratio of General Obligation Debt to Assessed Value	-1.7%	3.4%	2.8%	-9.9%	-0.6%
Ratio of Total Debt to Assessed Value	0.8%	5.9%	2.8%	-9.6%	-0.4%

Description:

An increase in net direct bonded long-term debt as a percentage of assessed valuation can mean that the government's ability to repay is diminishing - especially when the government depends on property taxes to pay for its debt.

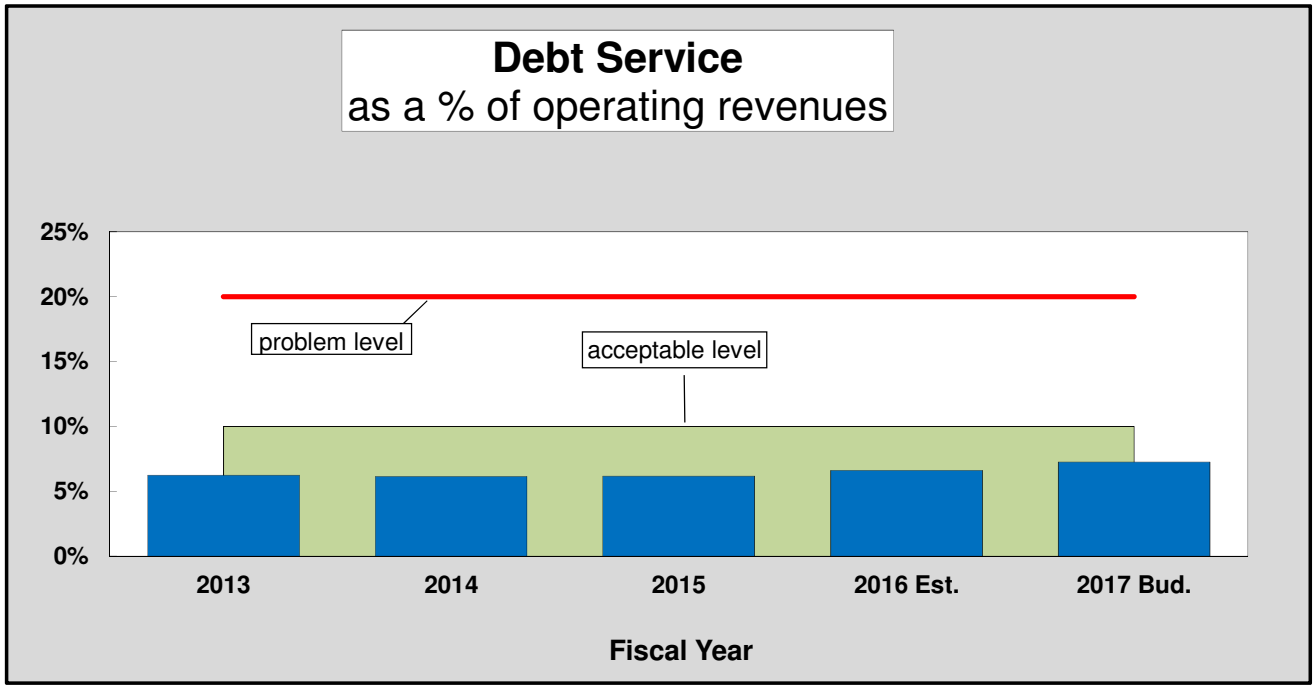
Credit Industry Benchmarks:

- 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:	2013	2014	2015	2016 Est.	2017 Bud.
Debt Service	$19,635,938	$20,137,526	$21,308,243	$24,717,100	$26,613,100
Operating Revenues	$314,916,844	$327,670,516	$345,000,882	$373,280,830	$367,023,800
Net direct long-term debt service as a percentage of operating revenues	6.2%	6.1%	6.2%	6.6%	7.3%

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.

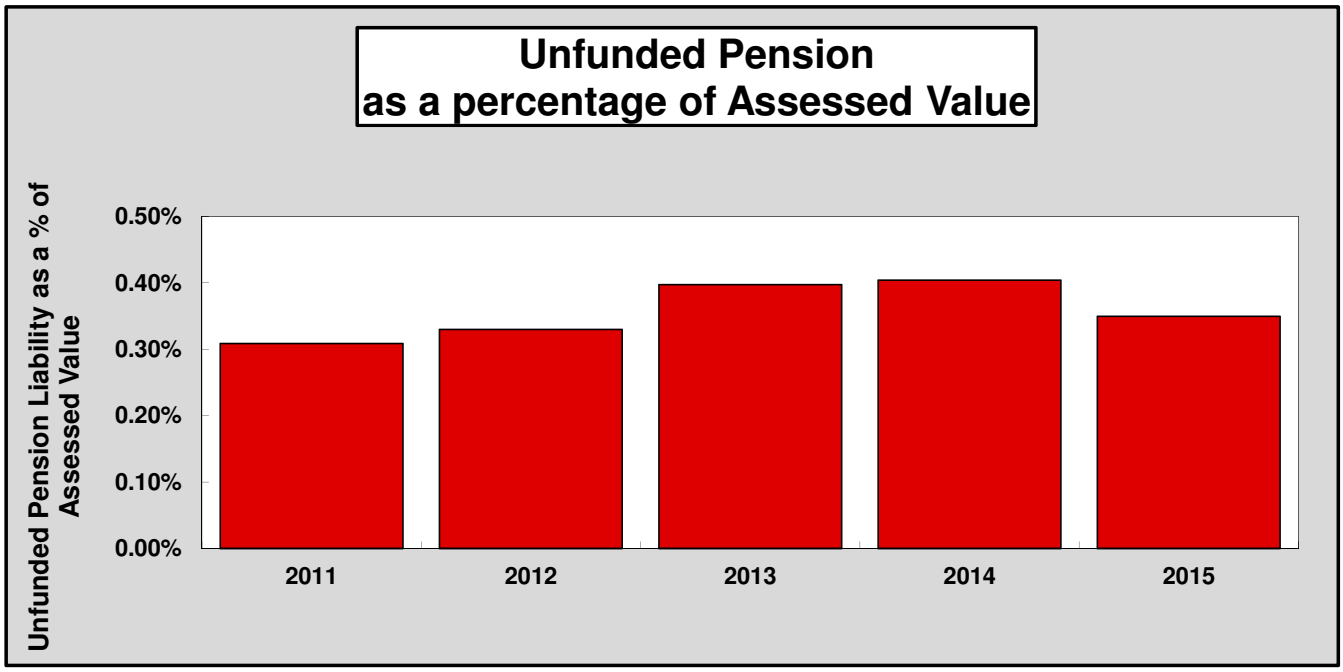
Credit Industry Benchmarks:

- 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:	2011	2012	2013	2014	2015
Unfunded Pension Liability	$58,559,097	$58,255,080	$66,975,875	$66,439,248	$57,793,714
Assessed Valuation	$18,973,018,802	$17,662,354,499	$16,855,700,814	$16,441,435,644	$16,549,777,913
Unfunded Pension Liability as a percentage of Assessed Value	0.31%	0.33%	0.40%	0.40%	0.35%

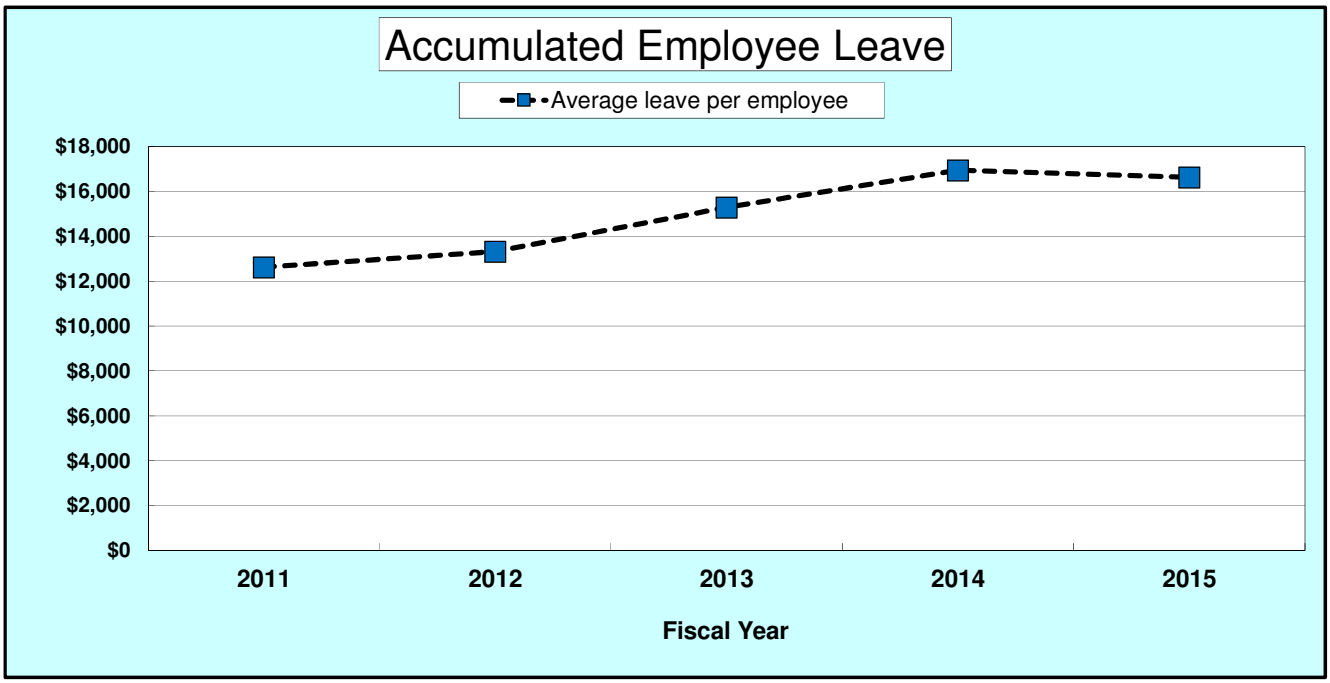
Description:

Growth in the unfunded liability for vested benefits places an increasing burden on the tax base. The significance of this burden in relation to the community's ability to pay can be measured by comparing the unfunded liability to changes in assessed valuation, as would be the case when property taxes are the primary revenue source.

Comment:

The ratio of the unfunded pension liability to assessed property value remained relatively flat during a period of time assessments were rising, however, the affect of the Great Recession on property assessments has negatively affected the ratio of Unfunded Pension Liability. An improvement can be seen in FY2015.

UNFUNDED LIABILITY INDICATOR



Warning Trend:
Increasing accumulated leave

Formula:
Accumulated Employee Leave

Fiscal Year:	2011	2012	2013	2014	2015
Accumulated Employee Leave *	$13,488,868	$14,374,520	$16,755,799	$19,070,830	$19,095,038
% change over prior year	0.1%	6.6%	16.6%	13.8%	0.1%
Full-time Employees	1,068	1,078	1,096	1,125	1,148
Average leave per employee	$12,628	$13,328	$15,292	$16,951	$16,632

** excludes employee sick leave which is not payable upon termination*

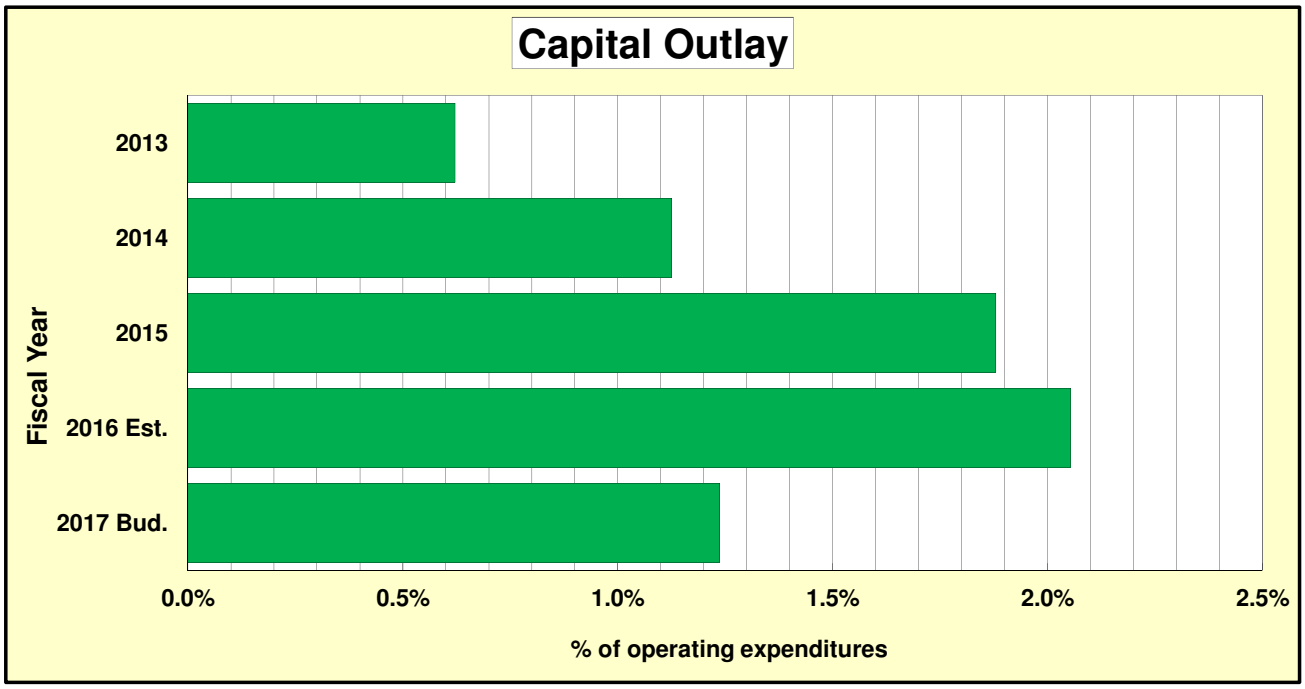
Description:

Local governments usually allow their employees to accumulate some portion of unused employee leave to be paid at termination or retirement. Although leave benefits initially represent only the opportunity cost of not having work performed, these benefits become a real cost when employees are actually paid for their employment or at termination or retirement.

Comment:

County employees are eligible for reimbursement for accumulated annual leave up to a maximum of 337.5 hours and accumulated compensatory leave up to 240 hours. Employees classified as critical employees are eligible for up to 720 hours annual leave and 480 compensatory hours.

CAPITAL INDICATOR



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:	2013	2014	2015	2016 Est.	2017 Bud.
Capital outlay purchases	$244,272	$1,236,181	$448,119	$496,400	$1,302,400
Capital lease agreements to purchase equipment	$1,729,200	$2,540,100	$6,139,500	$6,993,000	$3,342,500
Operating expenditures and transfers	$317,716,633	$335,440,222	$350,435,978	$364,603,010	$375,442,600
Capital purchases as a % of operating expenditures	0.6%	1.1%	1.9%	2.1%	1.2%

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.

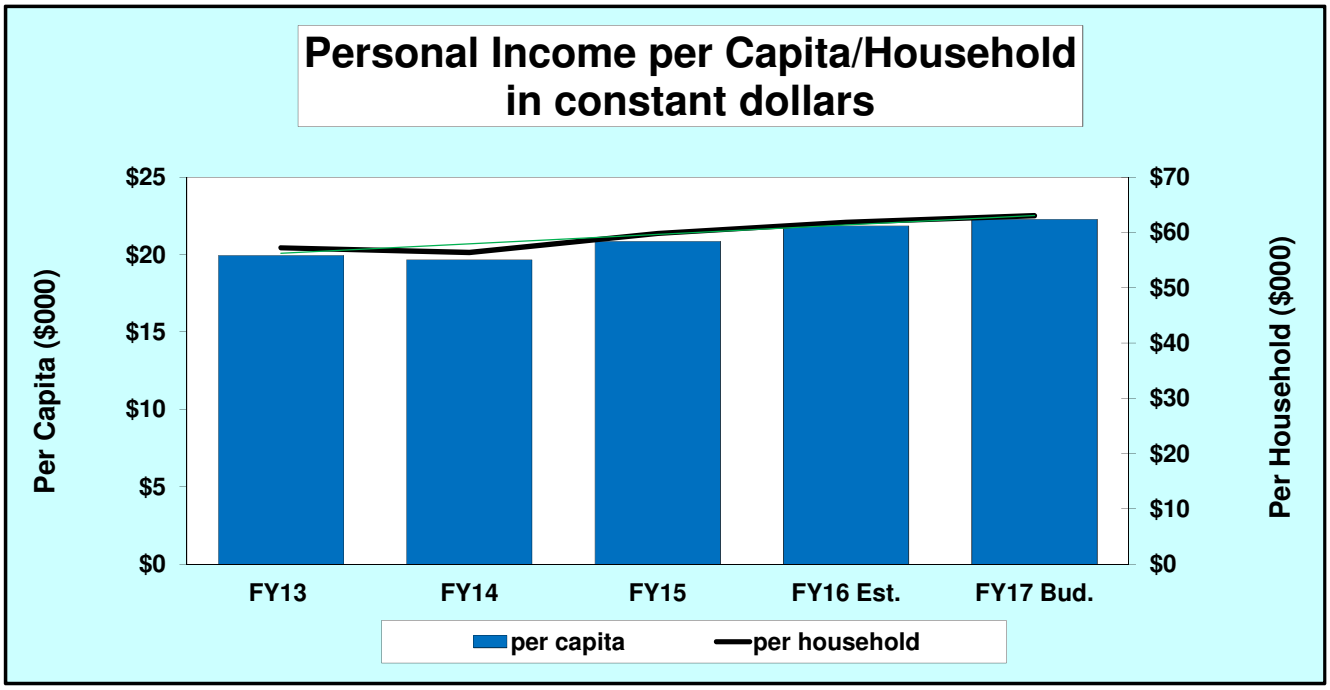
If this ratio declines in the short run (one to three years), it may mean that the local government's needs are temporarily satisfied, since most equipment lasts more than one year. A decline persisting over three or more years can indicate that capital outlay needs are being deferred, which can result 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 FY2012 and FY2013 budgets, which resulted in cutbacks to many items including capital outlay. An effort to keep up with replacement capital outlay began in FY2014. The FY2015 capital lease includes mobile radio replacements in the amount of $4.1 million. The FY2016 capital lease includes portable radio replacements in the amount of $4.9 million. The FY2017 capital outlay purchases are for Public Safety.

COMMUNITY NEEDS and RESOURCE INDICATORS



Warning Trend:
Decline in the level, or growth rate, of personal inco
(in constant dollars)

Formula:

$$\frac{\text{Personal Income in constant dollars}}{\text{Population/Households}}$$

Fiscal Year:	FY13	FY14	FY15	FY16 Est.	FY17 Bud.
Adjusted Gross Income	$4,562,352,275	$4,624,474,654	$4,985,031,364	$5,333,983,600	$5,547,342,900
Consumer Price Index in decimal	1.513	1.539	1.550	1.563	1.575
Adjusted Gross Income (in constant dollars)	$3,015,235,130	$3,004,573,743	$3,216,616,195	$3,412,766,627	$3,522,143,261
Population	151,148	152,865	154,172	156,118	158,099
Income per Capita (in constant dollars)	$19,949	$19,655	$20,864	$21,860	$22,278
Households	52,666	53,285	53,741	55,166	55,866
Income per Household (in constant dollars)	$57,252	$56,387	$59,854	$61,864	$63,046

Description:

Personal income per capita is one measure of a community's ability to pay taxes: the higher the per capita income, the more property tax, sales tax, income tax, and business tax the community can generate. Changes in personal income are especially important for communities(such as bedroom suburbs) that have little commercial or industrial tax base, because personal income is the primary source from which taxes can be paid.

Comment:

Due to the great recession, personal income per capita has been on a gradual decline and is now starting to show slight increases.

BALANCE SHEET

	FY11 ACTUAL	FY12 ACTUAL	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL
ASSETS					
Cash	17,653,219	13,803,284	16,034,724	19,993,114	20,102,971
Short-term Investments	56,239,499	89,414,785	104,072,060	76,831,691	94,582,823
Total Liquid Assets	$73,892,718	$103,218,069	$120,106,784	$96,824,805	$114,685,794
Property Tax Receivable	2,716,488	2,762,740	3,184,568	3,794,085	4,067,607
Accounts & Notes Receivable	74,117,583	45,718,923	39,635,944	17,271,138	23,799,900
Inventory	1,537,974	1,775,484	1,798,527	1,577,748	1,598,914
Other Assets	1,750,304	1,552,247	1,372,978	1,694,433	2,284,684
Total Other Assets	$80,122,349	$51,809,394	$45,992,017	$24,337,404	$31,751,105
TOTAL ASSETS	**$154,015,067**	**$155,027,463**	**$166,098,801**	**$121,162,209**	**$146,436,899**
LIABILITIES					
Vouchers Payable	2,076,167	3,241,379	2,443,721	1,756,266	2,050,140
Accrued Expenditures	3,248,099	1,640,018	1,618,782	1,004,327	1,257,642
Unearned Revenues	27,509,952	15,418,923	7,537,170	121,409	128,079
Due to other funds	72,120,499	80,561,138	96,038,805	54,515,247	66,246,371
Other Liabilities	7,203,935	7,599,763	8,763,776	10,692,973	11,214,204
Payable from restricted assets	1,472,114	1,059,315	1,309,163	1,442,612	1,713,249
Total Liabilities	$113,630,766	$109,520,536	$117,711,417	$69,532,834	$82,609,685
DEFERRED INFLOWS OF RESOURCES[1]:					
Unavailable Revenue				7,421,598	13,575,346
FUND EQUITY					
Nonspendable Fund Balance	1,805,165	2,257,418	1,853,656	1,604,951	2,156,136
Restricted Fund Balance	699,770	3,896,913	6,830,594	4,032,708	5,301,900
Committed Fund Balance	27,022,596	31,526,041	32,556,833	33,350,360	38,288,776
Assigned Fund Balance	8,806,694	3,867,530	4,248,921	4,197,363	3,482,661
Unreserved Fund Balance	2,050,076	3,959,025	2,897,380	1,022,395	1,022,395
Total Fund Balance	$40,384,301	$45,506,927	$48,387,384	$44,207,777	$50,251,868
TOTAL LIABILITIES AND FUND BALANCES	**$154,015,067**	**$155,027,463**	**$166,098,801**	**$121,162,209**	**$146,436,899**

[1] *Per GASB 60 & 65: Unavailable Revenue is listed separately beginning in FY2014. In prior years, Unavailable Revenue was included in the Liabilities section of the Balance Sheet.*

ACCOUNT GROUPS

GENERAL LONG TERM DEBT ACCOUNT GROUP

AMOUNT AVAILABLE FOR:					
Employee Benefits	53,226,897	64,106,741	76,653,457	151,341,671	179,037,795
Retirement of Long-term Debt	269,694,659	268,688,943	269,125,298	249,539,485	262,104,845
Total Assets	$322,921,556	$332,795,684	$345,778,755	$400,881,156	$441,142,639
Bonds Payable	266,620,586	266,372,697	266,505,077	244,022,652	252,157,320
Notes Payable	68,701	60,261	51,540	1,452,874	1,418,832
Capital Lease Obligations	2,458,503	2,255,985	2,568,681	4,063,959	8,528,693
Other Liabilities	53,773,766	64,106,741	76,653,457	151,341,671	179,037,795
Total Liabilities	$322,921,556	$332,795,684	$345,778,755	$400,881,156	$441,142,639
GENERAL FIXED ASSETS	$445,807,122	$459,939,706	$457,209,477	$460,109,778	$502,276,179

PENSION TRUST FUNDS

(includes County Employees and Sheriff's Department)

Actuarial Value of Assets	236,872,933	255,673,648	274,230,185	301,822,176	346,263,394
Actuarial Liability for accrued benefits	295,432,030	313,928,728	341,206,060	368,261,424	404,057,108
Unfunded Pension Liability	($58,559,097)	($58,255,080)	($66,975,875)	($66,439,248)	($57,793,714)

INCOME STATEMENT

	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 ESTIMATE	FY17 BUDGET
REVENUES					
Property Tax	$188,561,693	$200,342,806	$200,502,004	$207,527,100	$211,639,000
Income Tax	99,440,598	99,513,353	109,709,956	125,817,400	120,591,000
Local Tax	12,964,497	12,791,031	18,710,159	22,771,900	18,076,500
Licenses & Permits	955,738	1,019,415	1,000,048	1,094,000	1,010,100
Charges for Services	5,789,938	5,870,397	6,032,932	6,113,300	7,027,500
Interest	184,262	171,306	84,417	419,700	225,000
Miscellaneous	4,327,307	4,944,229	5,839,692	5,545,500	5,352,500
Total Local Operating	$312,224,033	$324,652,538	$341,879,207	$369,288,900	$363,921,600
Highway User Tax	852,425	881,979	931,891	887,500	927,000
Intergovernmental	1,840,386	2,135,999	2,189,784	3,104,430	2,175,200
Total Non-Local Operating	$2,692,811	$3,017,978	$3,121,675	$3,991,930	$3,102,200
Gross Operating Revenues *	$314,916,844	$327,670,516	$345,000,882	$373,280,830	$367,023,800
EXPENDITURES					
Salaries & Wages	$69,320,858	$74,270,304	$75,922,604	$79,977,600	$82,326,500
Fringe Benefits	27,549,604	29,461,929	32,832,593	33,743,870	34,943,400
Supplies	5,485,467	6,396,714	6,280,246	5,652,500	6,958,300
Other Services & Charges	18,740,945	20,708,154	21,613,976	21,484,100	23,273,200
Capital Outlay	244,272	1,236,181	448,119	496,400	1,302,400
Other Capital	1,557,053	2,897,197	5,414,451	6,998,890	3,342,500
Debt Service	19,635,938	20,137,526	21,308,243	24,717,100	26,613,100
Agency Funding	3,220,361	3,892,676	3,319,079	3,445,350	4,335,100
Education	167,007,793	170,234,686	175,587,302	179,754,800	184,379,700
Total Operating Expenditures	$312,762,291	$329,235,366	$342,726,614	$356,270,610	$367,474,200
Excess (Deficiency) Revenues over Expenditures	$2,154,553	($1,564,850)	$2,274,268	$17,010,220	($450,400)
OTHER FINANCING SOURCES/(USES)					
Operating Transfers In	350,000	1,050,000	1,200,000	0	5,176,300
Bond Premium	5,740,278	0	6,739,644	2,727,500	0
Proceeds from Refunded Debt	16,031,904	0	27,266,193	0	0
Payment to Refunded Debt Escrow	(18,171,135)	0	(29,866,150)	0	0
Capital Lease Proceeds	1,729,200	2,540,100	6,139,500	6,993,000	3,342,500
Extraordinary Revenue (storms)	417,209	0	0	0	0
TRANSFERS OUT:					
EDUCATION- CAPITAL					
Capital Project Fund	(1,100,000)	(1,262,500)	(896,000)	(2,037,900)	(913,000)
Special Revenue Fund	(3,162,802)	(3,815,399)	(4,935,039)	(4,396,000)	(4,743,100)
Debt Service Fund	0	0	(651,500)	0	0
Trust & Agency Fund	(509,620)	(758,658)	(762,356)	(1,025,000)	(1,260,000)
Enterprise Fund	(599,130)	(368,300)	(464,468)	(873,500)	(1,052,300)
Excess (Deficiency) Revenues over Expenditures & Other Uses	$2,880,457	($4,179,607)	$6,044,092	$18,398,320	$100,000
FUND BALANCE					
Beginning Balance	45,506,927	48,387,384	44,207,777	50,251,868	
Ending Balance	$48,387,384	$44,207,777	$50,251,868	$68,650,188	

* excludes extraordinary income from storm events

Budget gain/loss consists of:	
Contingency	$100,000
Fund Balance Appropriation	0
	$100,000

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 (AAA), and Fitch Investors Service (AAA). During FY2016, the County maintained their ratings from all three agencies. During their review, Moody's Investor Service's upgraded their outlook from stable to positive. These independent rating services rate organizations by evaluating their creditworthiness. The chart below displays the various ratings each service provides. Charles County's rating is shaded.

Moody's	Standard & Poor's	Fitch
Rating Symbol		
Aaa	AAA	AAA
Aa1	AA+	AA+
Aa2	AA	AA
Aa3	AA-	AA-
A1	A+	A+
A2	A	A
A3	A-	A-
Baa1	BBB+	BBB+
Baa2	BBB	BBB
Baa3	BBB-	BBB-
Ba1	BB+	BB+
Ba2	BB	BB
Ba3	BB-	BB-
B1	B+	B+
B2	B	B
B3	B-	B-

DEBT SERVICE

Types of bonds

There are several types of bonds that can be issued. Charles County typically issues General Obligation (G.O.) bonds and double-barrel revenue bonds for Enterprise Fund (EF) projects. G.O. bonds are backed by the full faith and credit of the government. These types of bonds get favorable ratings due to the taxing power of governments and their ability to raise revenues to repay the debt. The annual debt service on double-barreled revenue bonds is funded by the revenues from enterprise operations and is further insured by the general fund should the enterprise fund earnings fail or fall short in any given year. The County makes a point during the budgetary process for enterprise funds to include the borrowing cost in the budget estimates so that the General Fund's risk of insuring the debt service is significantly reduced.

Pursuant to Section 20-804 of the Local Government Article of the Annotated Code of Maryland, the County may issue bonds necessary to finance the cost incurred to construct new capacity for public school facilities within Charles County. The debt service on these bonds is paid for by a special tax assessment (excise tax) on new home starts after June 30, 2003, payable over a 10-year period at level amortized payments of principal and interest and may be prepaid at any time. The rate of interest payable by a property owner will be the rate of interest paid by the County on the new school capacity construction bonds issued in the first year the tax is levied on that property owner. The excise tax payment becomes part of the annual property tax bill. The proceeds of the fair share school construction excise tax may only be used to pay principal and interest on a new school capacity construction bonds.

On March 25, 2008, the Board of County Commissioners approved the creation of the Swan Point Economic Development District (the "TIF District"), a tax increment district, and the Swan Point Special Taxing District (the "Special Taxing District"), a special taxing district, and approved the issuance of up to $38,000,000 of tax increment bonds to finance public infrastructure improvements in the TIF District. The tax increment bonds will not be general obligations of the County, but will be payable solely from the incremental real property taxes, if any, collected from property owners in the TIF District and, if necessary, special taxes levied on the commercial properties located in the Special Taxing District. The incremental real property taxes must be used first to pay debt service on the bonds and related expenses before such funds can be used for other County purposes. The tax increment bonds have not yet been issued and no closing date has been scheduled.

Debt Limitations

The County may only issue general obligation and revenue bonds under authority conferred by the Maryland General Assembly. As a Code Home Rule county, the County may also authorize the issuance of general obligation and revenue bonds by a public local law enacted by the County Commissioners. There are no statutory limits on the amount of general obligation or revenue bonds that may be authorized by the County Commissioners. The County may refund any of its outstanding general obligation or revenue bonds under the authority of Section 19-207 of the Local Government Article of the Annotated Code of Maryland. No referendum is required.

The County may issue economic development revenue bonds under State law which provides that such bonds shall not constitute indebtedness or charge against the general credit or taxing power of the County. In addition, the County may participate in State loans for school and highway construction, which is secured solely by the County's portion of certain State-shared revenues.

The County is authorized to issue bonds for water and sewer and solid waste management purposes in an amount not to exceed 10% of the total value of the property assessed, as described in the Water and Sewerage Debt section.

Future Plans to Incur Debt

The County may issue general obligation and revenue bonds under existing authority conferred by the Maryland General Assembly. As a Code Home Rule county, the County has also enacted public local laws authorizing the issuance of general obligation bonds. The County currently has $143,528,100 in authority for future issues generally designated as follows:

Public Facilities	$135,290,100
Detention Center Facilities	3,180,000
Landfill Facilities	5,058,000
Total	**$143,528,100**

DEBT SERVICE

Water and Sewerage Debt

The County is authorized to issue general obligation bonds to finance water systems, sewerage systems, solid waste disposal systems and solid waste acceptance systems in the Waldorf Special Taxing District One, the Mattawoman Special Taxing District Number Two and Special Taxing District Number Three. The three special taxing districts are authorized to levy charges, assessments and taxes to pay the debt service on bonds. The County expects to pay debt service on its water and sewerage debt from special assessments, connection charges, and charges for the upkeep of sewer, and sewer service charges pertaining to the respective systems for which the indebtedness was incurred. If required at any time to pay debt service on water and sewerage debt incurred to finance water and sewer facilities in a particular special taxing district, the County is authorized to levy a tax on the assessable property in the special taxing district. If for any reason any such levy should prove inadequate, the County is authorized to levy a tax on the assessable property throughout the County in order to raise the required funds to pay such debt service.

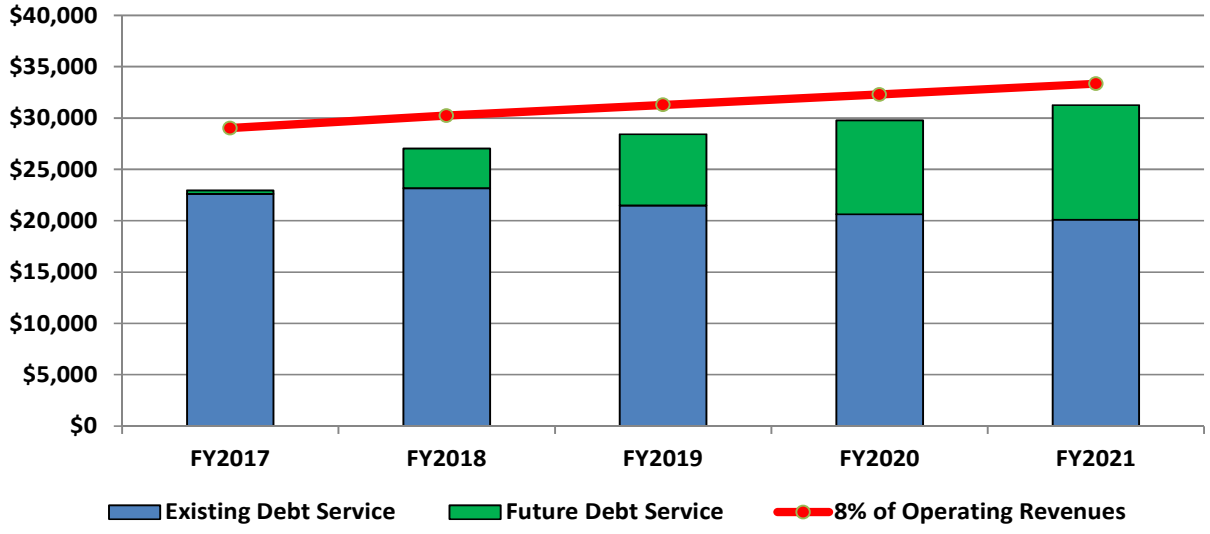
The principal amount of outstanding bonds relating to such improvements in any special taxing district cannot exceed 10% of the total value of the property assessed by County taxation purposes. The respective special taxing districts are as follows:

	Market Value*	Outstanding Principal Amount**	% of Market Value
Waldorf Special Taxing District	$7,093,997,842	$39,556,080	0.56%
Mattawoman Special Taxing District	4,010,944,666	29,411,232	0.73%
Special Taxing District Number Three	5,938,038,132	8,935,718	0.15%
Total	**$17,042,980,640**	**$77,903,030**	**0.46%**

**As of July 1, 2016 **As of June 30, 2016.*

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	Total Bond Debt Service Interest	Total Bond Debt Service Principal + Interest	Bonds Outstanding	% Outstanding
2018	$31,465,181	$10,773,762	$42,238,943	$240,329,319	88.4%
2019	30,944,724	9,412,565	40,357,288	209,384,596	77.0%
2020	29,169,221	8,060,941	37,230,162	180,215,375	66.3%
2021	28,003,673	6,773,119	34,776,792	152,211,701	56.0%
2022	26,708,079	5,552,706	32,260,786	125,503,622	46.2%
2023	25,782,486	4,477,328	30,259,814	99,721,136	36.7%
2024	20,646,801	3,372,851	24,019,652	79,074,335	29.1%
2025	18,006,161	2,620,574	20,626,735	61,068,174	22.5%
2026	12,535,430	2,060,240	14,595,671	48,532,744	17.9%
2027	12,329,791	1,595,263	13,925,054	36,202,953	13.3%
2028	10,244,152	1,074,703	11,318,855	25,958,801	9.6%
2029	8,523,512	816,724	9,340,236	17,435,289	6.4%
2030	4,542,918	554,218	5,097,136	12,892,370	4.7%
2031	3,157,370	420,775	3,578,146	9,735,000	3.6%
2032	1,015,000	344,100	1,359,100	8,720,000	3.2%
2033	530,000	304,300	834,300	8,190,000	3.0%
2034	550,000	285,350	835,350	7,640,000	2.8%
2035	570,000	266,313	836,313	7,070,000	2.6%
2036	590,000	246,484	836,484	6,480,000	2.4%
2037	615,000	224,881	839,881	5,865,000	2.2%
2038	640,000	202,094	842,094	5,225,000	1.9%
2039	665,000	178,269	843,269	4,560,000	1.7%
2040	695,000	153,313	848,313	3,865,000	1.4%
2041	715,000	127,434	842,434	3,150,000	1.2%
2042	745,000	100,634	845,634	2,405,000	0.9%
2043	780,000	72,634	852,634	1,625,000	0.6%
2044	815,000	43,331	858,331	810,000	0.3%
2045	605,000	17,763	622,763	205,000	0.1%
2046	205,000	3,588	208,588	0	0.0%
	$271,794,500	**$60,136,257**	**$331,930,757**		

The Schedule of Debt Outstanding

The Schedule of Debt Outstanding displays the actual principal and interest payments for all funds and includes bonds with dedicated revenue sources to fund the associated debt service. The County issues Public Improvement Bonds (PIB), Excise Tax Bonds for school construction, and Taxable Bonds. The schedule also reflects the amounts of capital lease financing associated with each type of fund. Capital leasing has become a popular financing mechanism, especially during times of low interest rate markets. This type of debt generally provides cash resources for major equipment and vehicles. The annual principal and interest payments have been incorporated into the various operating budgets of the County. The size of pending 2016 Bond Issue is unknown at this time and is not included in this schedule.

FY2017 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-17 PRINCIPAL	FY-17 INTEREST	FY-17 TOTAL	PRINCIPAL OUTSTANDING
GENERAL FUND						
2007 Public Improvement Bond	2022	3.500-5.000	38,924	1,946	40,870	0
2008 Public Improvement Bond	2023	3.000-5.000	905,232	92,381	997,613	942,397
2009 Public Improvement Bond	2029	2.000-4.250	125,949	15,573	141,522	263,385
2010 Public Improvement Bond	2025	2.000-5.300	71,570	31,090	102,660	709,511
2010 PIB refunding	2017	2.000-5.300	142,354	5,692	148,046	0
2011 Public Improvement Bond	2028	2.000-5.000	192,339	101,833	294,172	2,656,062
2011 PIB refunding	2020	4.000-5.000	216,192	27,422	243,614	573,371
2012 Public Improvement Bond	2027	2.000-5.000	122,132	77,350	199,482	1,592,219
2012 PIB refunding	2022	5.00	467,791	128,859	596,650	2,109,380
2013 PIB refunding	2023	2.000-4.000	3,797	222,880	226,677	5,580,207
2013 Public Improvement Bond	2029	3.000-5.000	134,262	108,158	242,420	2,096,028
2014 Public Improvement Bond	2030	3.000-5.000	119,483	83,704	203,187	1,963,563
2015 PIB refunding	2029	2.000-4.000	0	59,975	59,975	1,722,256
2015 Public Improvement Bond	2031	3.000-5.000	261,247	212,922	474,169	5,238,753
Subtotal Board of Education			$2,801,271	$1,169,787	$3,971,058	$25,447,132
2007 Public Improvement Bond	2022	3.500-5.000	14,154	708	14,862	0
2008 Public Improvement Bond	2023	3.000-5.000	22,655	2,312	24,967	23,585
2010 Public Improvement Bond	2025	2.000-5.300	103,190	44,807	147,997	1,021,678
2011 Public Improvement Bond	2028	2.000-5.000	65,152	34,494	99,646	899,697
2011 PIB refunding	2020	4.000-5.000	148,740	18,343	167,083	355,742
2012 Public Improvement Bond	2027	2.000-5.000	207,263	131,266	338,529	2,702,058
2012 PIB refunding	2021	5.00	265,779	73,212	338,991	1,198,462
2013 PIB refunding	2023	2.000-4.000	482	8,435	8,917	214,312
2013 Public Improvement Bond	2029	3.000-5.000	15,267	12,299	27,566	238,339
2014 Public Improvement Bond	2030	3.000-5.000	172,707	120,991	293,698	2,838,241
2015 Public Improvement Bond	2031	3.000-5.000	94,999	77,426	172,425	1,905,001
Subtotal College of Southern MD			$1,110,387	$524,293	$1,634,680	$11,397,114
2009 Public Improvement Bond	2029	2.000-4.250	269,653	33,342	302,995	563,899
2010 Public Improvement Bond	2025	2.000-5.300	12,920	5,604	18,524	127,470
2010 PIB refunding	2017	2.000-5.300	141,225	5,649	146,874	0
2011 Public Improvement Bond	2028	2.000-5.000	1,089,590	120,596	1,210,185	2,380,626
2013 Public Improvement Bond	2029	3.000-5.000	7,579	6,106	13,685	118,324
2014 Public Improvement Bond	2030	3.000-5.000	35,791	25,073	60,864	588,176
2015 PIB refunding	2029	2.000-4.000	0	128,406	128,406	3,687,303
2015 Public Improvement Bond	2031	3.000-5.000	18,287	14,905	33,192	366,713
Subtotal Public Safety			$1,575,044	$339,680	$1,914,724	$7,832,511

FY2017 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-17 PRINCIPAL	FY-17 INTEREST	FY-17 TOTAL	PRINCIPAL OUTSTANDING
2007 Public Improvement Bond	2022	3.500-5.000	506,651	25,333	531,984	0
2008 Public Improvement Bond	2023	3.000-5.000	139,416	14,228	153,644	145,140
2008 Taxable Bond	2023	5.000-5.250	519,371	52,774	572,145	546,502
2009 Public Improvement Bond	2029	2.000-4.250	693,112	85,702	778,814	1,449,438
2010 Public Improvement Bond	2025	2.000-5.300	373,830	162,310	536,140	3,700,196
2010 PIB refunding	2017	2.000-5.300	171,084	6,843	177,927	0
2011 Public Improvement Bond	2028	2.000-5.000	324,625	171,871	496,496	4,482,838
2011 PIB refunding	2020	4.000-5.000	324,534	34,485	359,019	681,295
2012 Public Improvement Bond	2027	2.000-5.000	200,308	126,861	327,169	2,611,385
2012 PIB refunding	2022	5.00	113,150	31,169	144,319	510,220
2013 PIB refunding	2023	2.000-4.000	15,270	142,799	158,069	3,693,711
2013 Public Improvement Bond	2029	3.000-5.000	153,264	123,466	276,730	2,392,683
2014 Public Improvement Bond	2030	3.000-5.000	127,412	89,259	216,671	2,093,872
2015 Taxable refunding	2023	3.000-4.000	38,759	126,471	165,230	3,292,577
2015 PIB refunding	2029	2.000-4.000	0	330,052	330,052	9,477,792
2015 Public Improvement Bond	2031	3.000-5.000	123,166	100,383	223,549	2,469,834
2015 Taxable Bond	2031	3.000-3.450	152,874	81,957	234,831	2,569,126
Subtotal General Government			$3,976,825	$1,705,962	$5,682,788	$40,116,610
2007 Public Improvement Bond	2022	3.500-5.000	1,277,244	63,862	1,341,106	0
2009 Public Improvement Bond	2029	2.000-4.250	166,401	20,575	186,976	347,979
2010 Public Improvement Bond	2025	2.000-5.300	349,180	151,585	500,765	3,454,655
2010 PIB refunding	2017	2.000-5.300	599,063	23,963	623,026	0
2011 Public Improvement Bond	2028	2.000-5.000	403,656	213,714	617,370	5,574,209
2011 PIB refunding	2029	3.000-5.000	0	614,715	614,715	17,985,000
2011 PIB refunding	2020	4.000-5.000	825,434	188,472	1,013,906	4,747,606
2012 Public Improvement Bond	2027	2.000-5.000	293,785	186,062	479,847	3,830,031
2012 PIB refunding	2022	5.00	763,465	210,305	973,770	3,442,644
2013 PIB refunding	2023	2.000-4.000	37,496	276,962	314,458	7,236,747
2013 Public Improvement Bond	2029	3.000-5.000	355,524	286,400	641,924	5,550,247
2014 Public Improvement Bond	2030	3.000-5.000	256,073	179,394	435,467	4,208,273
2015 PIB refunding	2029	2.000-4.000	0	79,238	79,238	2,275,412
2015 Public Improvement Bond	2031	3.000-5.000	331,356	270,063	601,419	6,644,644
2015 Public Improvement Bond	2026	3.000-5.000	1,945	1,036	2,981	22,055
Subtotal Roads			$5,660,622	$2,766,348	$8,426,970	$65,319,503
TOTAL GENERAL FUND BONDS			$15,124,149	$6,506,069	$21,630,220	$150,112,870
73 FHA Loan	2024	3.649	9,939	1,009	10,948	13,466
Community Bank Loan	2035	3.450	25,630	21,406	47,036	606,501
USDA Loan	2049	4.510	9,611	31,918	41,529	702,005
TOTAL GENERAL FUND OTHER OBLIGATIONS			$45,180	$54,333	$99,513	$1,321,972
2012 Capital Lease	2017	1.652	108,411	895	109,306	0
2013 Capital Lease	2018	1.100	351,535	4,852	356,387	177,219
2014 Capital Lease	2019	1.298	514,202	15,186	529,388	778,847
2015 Capital Lease	2020	1.270	1,062,638	42,385	1,105,023	2,702,162
2016 Capital Lease	2021	2.244	1,365,937	85,529	1,451,466	4,937,481
2017 Capital Lease	2022	1.193	325,378	19,933	345,311	3,022,488
TOTAL GENERAL FUND LEASE DEBT			$3,728,100	$168,780	$3,896,880	$11,618,196
TOTAL GENERAL FUND DEBT			**$18,897,430**	**$6,729,183**	**$25,626,614**	**$163,053,038**

FY2017 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-17 PRINCIPAL	FY-17 INTEREST	FY-17 TOTAL	PRINCIPAL OUTSTANDING
DEBT SERVICE FUND						
2011 PIB refunding	2020	4.000-5.000	1,007,889	115,619	1,123,508	2,159,359
Subtotal Charles Regional Medical Center			$1,007,889	$115,619	$1,123,508	$2,159,359
2011 PIB refunding	2020	4.000-5.000	70,136	12,045	82,181	266,047
Subtotal CSM (St. Charles Children Center)			$70,136	$12,045	$82,181	$266,047
2007 Excise Tax Bond	2017	3.500-5.000	1,915,000	95,750	2,010,750	0
2008 Excise Tax Bond	2018	3.000-5.000	180,000	18,250	198,250	185,000
2009 Excise Tax Bond	2019	2.000-4.250	95,000	11,600	106,600	195,000
2011 Excise Tax Bond	2023	2.000-5.300	1,470,000	392,150	1,862,150	9,850,000
2013 Excise Tax Bond	2024	3.000-5.000	456,349	195,536	651,885	3,682,540
2014 Excise Tax Bond	2025	4.000-5.000	1,260,000	606,750	1,866,750	11,505,000
2015 Excise Tax Bond	2026	3.000-5.000	405,172	215,819	620,991	4,594,828
Subtotal Excise Tax			$5,781,522	$1,535,855	$7,317,376	$30,012,367
2010 PIB refunding	2017	2.000-5.300	8,743	350	9,093	0
2011 PIB refunding	2020	4.000-5.000	19,422	1,971	21,393	39,557
2012 PIB refunding	2022	5.00	28,199	7,768	35,967	127,158
Subtotal Nursing Homes			$56,364	$10,088	$66,452	$166,714
2007 Taxable Bond	2022	5.25-5.75	215,000	11,825	226,825	0
2008 Taxable Bond	2023	5.00-5.25	201,000	20,424	221,424	211,500
2009 Taxable Bond	2024	4.00-5.375	130,000	19,600	149,600	275,000
2011 Taxable Bond	2028	2.000-4.500	225,000	127,600	352,600	3,130,000
2012 Taxable Bond	2027	2.000-3.250	250,000	91,463	341,462	2,855,000
2012 PIB refunding	2022	2.00-5.00	1,765,000	472,500	2,237,500	7,685,000
2013 Taxable Bond	2029	3.000-4.000	225,000	103,153	328,153	3,030,000
2015 Taxable refunding	2023	3.000-4.000	15,000	48,945	63,945	1,274,250
2015 Non-taxable refunding	2024	2.000-4.000	0	30,400	30,400	840,000
2015 Taxable	2031	3.000-3.450	27,126	14,543	41,669	455,874
2015 Public Improvement Bond	2031	3.000-5.000	57,807	47,114	104,921	1,159,193
Subtotal St. Charles Companies			$3,110,933	$987,566	$4,098,499	$20,915,817
2008 Taxable Bond	2023	5.00-5.25	619,629	62,962	682,591	651,998
2015 Taxable refunding	2023	3.000-4.000	46,241	150,884	197,125	3,928,173
Subtotal Southern MD Sports & Entertainment Complex			$665,870	$213,846	$879,716	$4,580,171
TOTAL DEBT SERVICE FUND DEBT			**$10,692,715**	**$2,875,019**	**$13,567,732**	**$58,100,475**

FY2017 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-17 PRINCIPAL	FY-17 INTEREST	FY-17 TOTAL	PRINCIPAL OUTSTANDING
INSPECTION & REVIEW						
2014 Capital Lease	2019	1.298	25,773	761	26,535	39,463
TOTAL INSPECTION & REVIEW DEBT			$25,773	$761	$26,535	$39,463
SOLID WASTE FUND						
2014 Public Improvement Bond	2030	3.000-5.000	21,724	15,219	36,943	357,011
2015 Public Improvement Bond	2031	3.000-5.000	4,750	3,871	8,621	95,250
TOTAL SOLID WASTE FUND DEBT			$26,475	$19,090	$45,564	$452,262
ENVIRONMENTAL SERVICE						
2009 Public Improvement Bond	2029	2.000-4.250	2,760	341	3,101	5,771
2015 PIB refunding	2029	2.000-4.000	0	1,314	1,314	37,734
TOTAL ENVIRONMENTAL SERVICE BONDS			$2,760	$1,655	$4,415	$43,505
2012 Capital Lease	2017	1.652	4,547	38	4,585	0
2014 Capital Lease	2019	1.298	510,445	15,075	525,521	781,577
2015 Capital Lease	2020	1.270	44,878	1,790	46,668	117,003
2016 Capital Lease	2021	2.244	86,116	5,392	91,508	311,285
2017 Capital Lease	2022	1.193	24,093	1,476	25,569	223,804
TOTAL ENVIRONMENTAL SERVICE OTHER OBLIGATION			$670,078	$23,771	$693,850	$1,433,669
TOTAL ENVIRONMENTAL SERVICE DEBT			$672,839	$25,426	$698,265	$1,477,174
WATERSHED PROTECTION AND RESTORATION FUND (WPRF)						
2007 Public Improvement Bond	2022	3.500-5.000	70,772	3,539	74,310	0
2008 Public Improvement Bond	2023	3.000-5.000	26,850	2,740	29,591	27,952
2009 Public Improvement Bond	2029	2.000-4.250	21,293	2,633	23,926	44,528
2010 Public Improvement Bond	2025	2.000-5.300	30,430	13,195	43,625	300,103
2011 Public Improvement Bond	2028	2.000-5.000	79,315	41,993	121,308	1,095,283
2011 PIB refunding	2020	4.000-5.000	3,157	362	3,519	6,764
2012 Public Improvement Bond	2027	2.000-5.000	38,949	24,667	63,616	507,769
2012 PIB refunding	2021	5.00	7,050	1,942	8,992	31,789
2013 PIB refunding	2023	2.000-4.000	2,156	21,703	23,859	559,867
2013 Public Improvement Bond	2044	3.000-5.000	29,865	73,809	103,674	1,617,297
2014 Public Improvement Bond	2045	3.000-5.000	59,211	105,759	164,970	2,881,579
2015 PIB refunding	2029	2.000-4.000	0	10,140	10,140	291,169
2015 Public Improvement Bond	2046	3.000-5.000	34,211	71,105	105,316	1,965,789
TOTAL WPRF BONDS			$403,257	$373,588	$776,845	$9,329,892
2013 Capital Lease	2018	1.100	5,082	70	5,152	2,562
2017 Capital Lease	2022	1.193	1,558	95	1,653	14,468
TOTAL WPRF OTHER OBILIGATIONS			$6,640	$165	$6,805	$17,030
TOTAL WPRF DEBT			$409,897	$373,753	$783,650	$9,346,922

FY2017 Schedule of Debt Outstanding

	SERIES MATURES	INTEREST RATE	FY-17 PRINCIPAL	FY-17 INTEREST	FY-17 TOTAL	PRINCIPAL OUTSTANDING
RECREATION FUND						
2002 Public Improvement Bond	2017	2.000-5.300	142,681	5,708	148,389	0
2011 PIB refunding	2020	4.000-5.000	2,962	183	3,144	3,091
TOTAL RECREATION DEBT			$145,643	$5,891	$151,534	$3,091
WATER & SEWER						
2007 Public Improvement Bond	2022	3.500-5.000	477,255	23,863	501,118	0
2008 Public Improvement Bond	2023	3.000-5.000	610,846	62,339	673,185	635,925
2009 Public Improvement Bond	2029	2.000-4.250	255,833	31,633	287,466	535,000
2010 Public Improvement Bond	2020	2.000-5.000	205,000	40,950	245,950	655,000
2010 Public Improvement Bond	2025	2.000-5.300	758,880	329,491	1,088,371	7,511,389
2010 PIB refunding	2017	2.000-5.300	139,851	5,595	145,446	0
2011 Public Improvement Bond	2023	2.000-5.000	125,000	33,650	158,650	845,000
2011 Public Improvement Bond	2028	2.000-5.000	9,914	5,249	15,163	136,910
2011 PIB refunding	2020	4.000-5.000	1,731,945	197,303	1,929,247	3,986,543
2012 Public Improvement Bond	2027	2.000-5.000	222,564	140,956	363,521	2,901,538
2012 Public Improvement Bond	2022	2.000-5.000	280,000	95,500	375,500	1,630,000
2012 Public Improvement Bond	2032	2.000-5.000	280,000	280,850	560,850	6,085,000
2012 PIB refunding	2022	5.00	249,565	68,746	318,310	1,125,346
2013 PIB refunding	2023	2.000-4.000	15,799	248,170	263,968	6,320,156
2013 Public Improvement Bond	2029	3.000-5.000	119,103	95,947	215,050	1,859,379
2013 Public Improvement Bond	2024	3.000-5.000	118,651	50,839	169,490	957,460
2013 Public Improvement Bond	2044	3.000-5.000	35,135	86,834	121,970	1,902,703
2014 Public Improvement Bond	2030	3.000-5.000	211,810	148,385	360,196	3,480,862
2014 Public Improvement Bond	2045	3.000-5.000	90,789	162,165	252,955	4,418,421
2015 PIB refunding	2029	2.000-4.000	0	121,825	121,825	3,498,333
2015 Public Improvement Bond	2026	3.000-5.000	62,883	33,495	96,378	713,117
2015 Public Improvement Bond	2046	3.000-5.000	30,789	63,995	94,784	1,769,211
2015 Public Improvement Bond	2031	3.000-5.000	138,888	113,197	252,086	2,785,112
TOTAL WATER & SEWER BONDS			$6,170,502	$2,440,977	$8,611,479	$53,752,406
Revolving Loan (BNR)	2026	1.200	741,058	93,886	834,944	7,082,771
2007 Meter Replacement Lease	2022	4.140	411,877	117,722	529,599	2,530,545
2012 Capital Lease	2017	1.652	21,659	179	21,838	0
2013 Capital Lease	2018	1.100	143,424	1,980	145,403	72,304
2014 Capital Lease	2019	1.298	224,548	6,632	231,179	343,820
2015 Capital Lease	2020	1.270	201,851	8,051	209,901	520,921
2016 Capital Lease	2021	2.244	202,157	12,658	214,815	730,742
2017 Capital Lease	2022	1.193	36,135	2,214	38,348	335,661
TOTAL WATER & SEWER OTHER OBLIGATIONS			$1,982,708	$243,321	$2,226,028	$11,616,764
TOTAL WATER & SEWER DEBT			$8,153,210	$2,684,297	$10,837,507	$65,369,170
TOTAL ALL FUNDS						
TOTAL BONDS - EXISTING			$32,565,500	$12,222,289	$44,787,789	$271,794,500
TOTAL OTHER OBLIGATIONS			6,458,480	491,132	6,949,613	26,047,095
TOTAL DEBT SERVICE OBLIGATIONS			**$39,023,980**	**$12,713,420**	**$51,737,402**	**$297,841,595**

NOTE: The size of pending 2016 Bond Issue is unknown at this time and is not included in this schedule.

Debt Ratios

The table below shows trends for the County for the eight most recent fiscal years ended 2015, in various debt and property value ratios, and an estimate for the fiscal year ending June 30, 2016 and 2017.

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
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	174,534,173	0.99	1,170.35
2013	151,148	16,855,700,814	111,518	161,280,264	0.96	1,067.04
2014	152,865	16,441,435,644	107,555	163,927,570	1.00	1,072.37
2015	154,749	16,549,777,913	106,946	168,741,576	1.02	1,090.42
2016 Est.	156,118	16,834,846,294 (3)	107,834	178,602,603	1.06	1,144.02
2017 Est.	158,099	17,319,011,940 (3)	109,545	163,620,587 (4)	0.94	1,034.92

(1) Source: U.S. Department of Commerce, Bureau of the Census, Maryland Office of Planning, and Charles County Planning Division.
(2) Source: Maryland State Department of Assessments and Taxation.
(3) Source: Charles County Department of Fiscal Services and Administrative Services, estimate.
(4) Does not include the pending 2016 Bond Issue. Bond size has yet to be determined.

General Fund Bonded Debt Service Expenditures as a percentage of General Fund Revenues:

Fiscal Year	General Fund Total Debt Service(1)	General Fund G.O. Bond Debt Service	Total Operating Revenue	Bonded Debt as % of Revenue
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 …….....	20,473,883	18,160,040	315,684,053	5.8%
2014.....	20,429,600	19,043,259	328,720,516	5.8%
2015…….....	21,706,100	19,554,114	343,981,200	5.7%
2016 Budget.....	23,871,100	20,077,900	350,785,200	5.7%
2017 Budget.....	27,223,400	22,508,200	367,023,800	6.1%

(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.

COMPREHENSIVE PLAN: A long range plan that guides policy, investment, program, and land use decisions.

CONNECTION FEE: Fee charged for access to a central water or sewer system to pay for the infrastructure cost that provided the capacity.

CONTINGENCY: Budget account in which funds are set aside for unforeseen expenditures which may become necessary during the year and which have not been provided for in the context of the budget.

CONTINGENCY- INFLATION: Account set up in the CIP budget that will be used as a reserve when needed to add to a project if/when inflation occurs. This method provides for proper financial planning for cost inflation while at the same time presenting projects that are in today's dollars.

CONSTRUCTION IN PROGRESS: Significant outlays for capital assets and improvements are capitalized as Construction in Progress while projects are being constructed. Projects are not depreciated until completed or substantially completed and available for use.

D

DEBT: Duty or obligation to pay money, deliver goods, or render services under an express or implied agreement.

DEBT SERVICE FUND: Accounts for the accumulation of designated revenues for the periodic payment of principal and interest on long-term debt. The Debt Service Fund is a major fund.

DEPARTMENT: A County agency or office consisting of one or more divisions. Examples are the Department of Public Works and Department of Community Services.

DEPRECIATION EXPENSE: Annual loss of value for equipment or other asset.

E

ENCUMBRANCE: A financial commitment for services, contracts, or goods which have not as yet been delivered or performed.

ENTERPRISE FUND: Funds established for operations that have a defined customer base and are primarily funded by a service fee associated directly with the operation. These operations are accounted for in a manner similar to the private sector, where budgets are used as a management tool and are subject to the amount of activity.

EXPENSE LINE: A breakdown of operating costs into a specific area of cost. Examples are Full Time Salaries and Supplies.

GLOSSARY

F

FIDUCIARY FUNDS: Are used to report assets held in a trustee or agency capacity for others and therefore are not available to support County programs. The reporting focus for fiduciary funds is on net assets and changes in net assets and accounting principles used are similar to proprietary funds.

FISCAL YEAR (FY): An accounting period covered by the County budget. Charles County's fiscal year commences July 1st and ends the following June 30th.

FIXED ASSET: An asset of long-term character. For budgetary purposes, a fixed asset is defined as an item costing $5,000 or more with an expected life of more than five years.

FRINGE BENEFITS: Any employer cost associated with the benefits for County personnel. These include FICA, health, pension, life insurance, unemployment, workers compensation, and long term disability insurance.

FRONT FOOT FEE: Per foot fee assessed on a property fronting a water and/or sewer line. Revenues are applied to the debt associated with the cost of the water and sewer lines.

FULL-TIME: Status of an employee whose combined weekly hours total 37.5 or more.

FULL-TIME EQUIVALENT (FTE): A method of measuring the equivalent full-time personnel based on the number of hours worked.

FULL TIME REDUCED HOURS: Employees working more than 24 hours but less than 37.5 hours. These employees are eligible for Full Time benefits.

FUND: A separate budget/account grouping with its own revenues and appropriations. The general fund, for example, is used to manage most of the daily operations of the County agencies and is funded by a variety of taxes and other revenues.

FUND BALANCE: The difference between assets and liabilities in governmental funds. The balance in this account is the cumulative results of actual revenues and expenditures over time.

G

GENERAL FUND: The general operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is considered a major fund.

GENERAL OBLIGATION BONDS: Bonds issued by a government which are backed by the full faith and credit of its taxing authority.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): A collection of commonly-followed accounting rules and standards for financial reporting. The purpose of GAAP is to ensure that financial reporting is transparent and consistent from one organization to another.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB): The independent, private-sector organization that established accounting and financial reporting standards for U.S. state and local governments that follow Generally Accepted Accounting Principles (GAAP).

GOVERNMENTAL FUNDS: The measurement focus of the governmental fund financial statements is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income The following comprises the County's Governmental Fund: General Fund, Capital Projects Fund, Debt Service Fund, and Special Revenue Funds.

GRANT: A contribution of assets (usually cash) from one governmental unit (typically the State or Federal Government or other organization) to another. The contribution is usually provided in support of a particular public function, project, or program.

I

INDIRECT COST: The component of the total cost for a service which is provided by and budgeted within another department or division. Indirect costs are budgeted to more accurately reflect the true total cost for such services such as those provided by administrative departments.

INDEMNITY MORTGAGE: Includes any mortgage, deed of trust, or other security interest in real property that secures a guarantee of repayment of a loan for which the guarantor is not primarily liable.

INFRASTRUCTURE: Refers to the technical structures that support a society, such as roads, water facilities, wastewater, power grids, flood management systems, communications (internet, phone lines, broadcasting), and so forth.

GLOSSARY

INTERAGENCY COMMITTEE (IAC): A State agency that assists in determining how state funds will be used to aid localities in the construction of public schools.

INTERFUND TRANSACTIONS: Type of transaction in which one fund transfers resources to another fund. One fund recognizes an Other Financing Source or Transfer In and the other fund recognizes an Other Financing Source or Transfer Out.

INTERGOVERNMENTAL REVENUES: Revenues from other governments (State, Federal, or Local) which can be in the form of grants, shared revenues, or entitlement.

INTERNAL SERVICE FUND: This type of fund is used to account for the financing of goods or services provided by one department of a government to other departments or agencies on a cost reimbursement basis.

INVENTORIES: Consist of expendable supplies held for the County's use and are valued at the lower of cost or market using the First-In/First-Out Method. Inventories in all funds are initially recorded in the inventory account and recognized as expenditures when consumed.

L

LEASE PURCHASE: A financing method of purchasing equipment in which payments are spread over a period of time.

LEVY: The amount of tax, service charge, and assessments imposed by the government.

LIABILITY: Loan, expense, or any other form of claim on the assets of an entity that must be paid or otherwise honored by that entity.

M

MAJOR FUNDS: Under GASB No. 24 the focus of the fund financial statements is on major funds. Defined based on a numerical formula, these funds generally represent the government's most important funds. Once identified, each major governmental and enterprise fund is presented in its own column in the governmental and proprietary fund statements.

MODIFIED ACCRUAL BASIS: The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Measurable" means knowing or able to reasonably estimate the amount. "Available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period.

N

NATIONAL 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): Benefits (other than pensions) that U.S. state and local governments provide to their retired employees. These benefits principally involve heath care benefits, but also may include life insurance, disability, legal and other servies.

OUTSIDE AGENCIES: Agencies of the County which are not subject to full County appropriation authority due to State Law, such as College of Southern Maryland, Public Library, Health Department, the Board of Education, and the Volunteer Fireman's Association.

P

PART-TIME: Period of hours worked by an employee totaling less than 25 hours per week.

PAY-GO: Pay-Go funding is the application of operating revenues for projects. The County typically uses this type of financing for projects that are relatively small in nature, have short life spans, or as a supplement to long-term financing.

PERSONAL SERVICES: Labor costs associated with the payment of County personnel. These include salaries and other wages, such as overtime, part-time, and shift differential.

PROGRAM OPEN SPACE (POS): A State program that helps finance investment in new facilities and parks.

GLOSSARY

PROPRIETARY FUNDS: The focus of proprietary fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The County's enterprise funds are proprietary funds.

R

REVENUES: Monies received by the County to support its budget and enable the employees to provide services needed by the public. Property taxes, building permits, and receipts from State and Federal sources are examples.

RIGHT-OF-WAY (ROW): The land used by a public utility.

RISK MANAGEMENT: The coordinated and continuous effort to minimize the potential financial and human resource losses arising from worker's compensation, liability and property exposures.

S

SPECIAL REVENUE FUNDS: Account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Special Revenue Funds of the county are non-major funds.

STORMWATER MANAGEMENT: The management of stormwater which is rainwater and melted snow that runs off streets, lawns, and other sites. When stormwater is absorbed into the ground, it is filtered and ultimately replenishes aquifers or flows into streams and rivers. In developed areas, however, impervious surfaces such as pavement and roofs prevent precipitation from naturally soaking into the ground. Instead, the water runs rapidly into storm drains, sewer systems, and drainage ditches and can cause: downstream flooding, stream bank erosion, increased turbidity (muddiness created by stirred up sediment) from erosion, habitat destruction, changes in the stream flow hydrograph (a graph that displays the flow rate of a stream over a period of time), combined sewer overflows, infrastructure damage, and contaminated streams, rivers, and coastal water.

T

TAG-A-BAG: Rather than paying a per-ton fee for usage of the Sanitary Landfill, an individual may opt to purchase a tag for each trash bag. The price of each tag roughly equates with its per-ton usage fee.

TAX INCREMENTAL FINANCING (TIF): A financing method that capitalizes on the difference between current and future assessments generated by the increased value of a redeveloped area. The ad valorem revenues are used to offset the public expense incurred in connection with the redevelopment. In most jurisdictions, tax increment financing is associated with bond issues.

TRANSFERS IN: Financial inflows from other funds of the government reporting entity that are not classified as interfund services provided and used, reimbursements or loans.

TRANSFER OF DEVELOPMENT RIGHTS (TDR): A government created market allowing the sale of certain rights (development rights) from rural areas to designated growth areas.

TRANSFERS OUT: This category type is used for transferring funds from one fund to another. Typically this represents the County's local match of a State or Federal grant.

TRI-COUNTY: Three Southern Maryland counties consisting of Charles, Calvert, and St. Mary's.

U / V

USER FEE: A service charge for the use of water and/or sewer utilities billed on a per 1,000 gallon consumption basis.

VanGO: All transportation services offered by Department of Planning & Growth Management are combined to form the VanGO program.

VOLUNTEERS IN COMMUNITY SERVICE (VICS): A court ordered alternative to incarceration. Individuals perform court ordered community services in lieu of points and/or incarceration.

W

WATERSHED: A land area that drains to a stream, lake, river, bay or ocean. In each watershed all of the water that falls in it, and drains off of it, goes to a common outlet, such as a reservoir outflow, mouth of a bay, or any point along a stream channel. Watersheds include surface water, like lakes, streams, reservoirs, and wetlands, and underlying groundwater.

WATERSHED IMPLEMENTATION PLAN: In December 2010, the U.S. Environmental Protection Agency (EPA) approved Maryland's Phase I Watershed Implementation Plan to reduce the nutrient and sediment pollution to the Chesapeake Bay. The next phase, known as Phase II, divides the statewide nutrient and sediment reduction goals among the localities. This affords jurisdictions autonomy in determining the most cost effective best management practices to meet nutrient and sediment reduction goals.

ACRONYMS/ABBREVIATIONS

A

A&E: Architectural & Engineering

ACA: Affordable Care Act

ACO: Animal Control Office

ADA: American with Disabilities Act

ADR: Alternative Dispute Resolution

AEU: Automated Enforcement Unit

ALS: Advanced Life Support

APFO: Adequate Public Facilities Ordinance

APF: Adequate Public Facilities

ARRA: Adoptable/Rescuable/Reclaimable Animals

ASA: Amateur Softball Association

ASP: Aging Schools Program

B

BJAG: Byrne Memorial Justice Assistance Grants

BLS: Basic Life Support

BOCA: Building Official and Code Administrators

BOE: Board of Education

BNR: Bio-Nutrient Removal

BRAC: Base Realignment and Closure

C

CAD: Computer-aided Design

CARF: Comprehensive Annual Financial Report

CCACCYF: Charles County Advocacy Council for Children, Youth, and Families

CCAEMS: Charles County Association of Emergency Medical Services

CCBJIG: Coordinating Communications between the Juvenile Intervention Unit

CCG: Charles County Government

CCGTV: Charles County Government Television

CCPL: Charles County Public Library

CCPS: Charles County Public Schools

CCSO: Charles County Sheriff's Office

CCVFA: Charles County Volunteer Fireman's Association

CDBG: Community Development Block Grant

CDL: Commercial Drivers License

CIP: Capital Improvement Program

CMOM: Capacity, Management, Operation, and Maintenance

CNS: Citizen Notification System

COLA: Cost of living adjustment

COMAR: Code of Maryland Regulations

COPS: Community Oriented Policing Services

CPI: Consumer Price Index

CS: Community Services

C-SAFE: Collaborative Supervision and Focused Enforcement

CSM: College of Southern Maryland

CTE: Career Technology Education

CY: Calendar Year

D

D.A.R.E. Drug Abuse Resistance Education

DCS: Department of Community Services

DHR: Department of Human Resources

DNR: Department of Natural Resources

DoD: Department of Defense

DOT: Department of Transportation

DPW: Department of Public Works

DRRA: Developer's Rights and Responsibilities

DSS: Department of Social Services

ACRONYMS/ABBREVIATIONS

E

EAP: Employee Assistance Program

EDD: Economic Development Department

EEO: Equal Employment Opportunity

EF: Enterprise Fund

EMS: Emergency Medical Services

EMT: Emergency Medical Technician

EOC: Emergency Operations Center

E.S.: Elementary School (in reference to schools)

ES: Emergency Services (in reference to public safety)

ESD: Environmentally Sensitive Design

ETC: Energetics Technology Center

F

FARU: False Alarm Reduction Unit

FB: Fund Balance

FAS: Fiscal and Administrative Services

FEMA: Federal Emergency Management Agency

FFY: Federal Fiscal Year

FMLA: Family Medical Leave Act

FTA: Federal Transit Administration

FTE: Full Time Equivalent

FY: Fiscal Year

G

GAAP: Generally Accepted Accounting Practices

GASB: Governmental Accounting Standards Board

GFOA: Government Finance Officers Association

GIS: Geographic Information System

GO: General Obligation

GOCCP: Governor's Office of Crime Control & Prevention In Maryland

GPS: Global Positioning System

H

H & CD: Housing and Community Development

HAZMAT: Hazardous Materials

HCV: Housing Choice Voucher Program

HOA: Homeowners Association

HOADRB: Homeowners Association Dispute Review Board

HR: Human Resources

H.S.: High School

HUB Zone: Historically Underutilized Business Zone

HUD: U.S. Department of Housing and Urban Development

HVAC: Heating, Ventilating, and Air Conditioning

I

IAC: Interagency Committee on School Construction

ICC: International Code Council

ICMA: International City/County Management Association

IH: Indian Head

IT: Information Technology

IVR: Interactive Voice Response

J

JDC: Juvenile Drug Court

JLUS: Joint Land Use Study

L

LEED: Leadership in Energy and Environmental Design

LOSAP: Length of Service Awards Program

LPRP: Land Preservation and Recreation Plan

ACRONYMS/ABBREVIATIONS

M

MACo: Maryland Association of Counties

MALPF: Maryland Agricultural Land Preservation Foundation

MAP: Maryland Access Point

Matt.: Mattawoman

MBE: Minority Business Enterprise

MD: Maryland

MDE: Maryland Department of the Environment

MDOT: Maryland Department of Transportation

MGD: Millions of Gallons per Day

MGS: Maryland Geological Survey

MIEMSS: Maryland Institute for Emergency Medical Services

MICU: Mobile Intensive Care Unit

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

N

NACo: National Association of Counties

NEPA: National Environmental Protection Act

NPDES: National Pollutant Discharge Elimination System

NPW: Non-Potable Water

NSF: Naval Support Facility

NSWC: Naval Surface Warfare Center

NWS: New World System

O

OAA: Older Americans' Act

OPEB: Other Post-Employment Benefits

OSHA: Occupational Safety and Health Administration

P

PC: Personal Computer

PDR: Purchase of Development Rights

PEP: Planned Employment Park

P.G.: Prince George's County

PGM: Planning and Growth Management

PIB: Public Improvement Bonds

PILOT: Payment in lieu of taxes

PIO: Public Information Office

P.O.: Purchase Order

POS: Program Open Space

PS: Pump Station

PSA: Public Service Announcement

PUD: Planned Urban Development

PW: Public Works

R

RAP: Rental Assistance Program

RC&D: Resource Conservation and Development

RFP: Requisition for Purchase

RIM: Resource & Infrastructure Management

ROW: Right of Way

RPT: Recreation, Parks & Tourism

ACRONYMS/ABBREVIATIONS

RPTP: Rural Public Transportation Program

RTU: Rooftop Units

S

SAO: State's Attorney's Office

SBDC: Small Business Development Center

SCADA: Supervisor, Control, and Data Acquisition

SCC: St. Charles Companies

SDAT: State Department of Assessments and Taxation

SDARB: Site Design & Architecture Review Board

SELP: Settlement Expense Loan Program

SFD: Single Family Dwelling

SF: Square Foot

SHIP: State Health Insurance Program

SHSP: State Homeland Security Program

SLBE: Small Local Business Enterprise Program

SMECO: Southern Maryland Electric Cooperative

SMCJA: Southern Maryland Criminal Justice Academy

SOP: Standard Operating Procedure

SR: Special Revenue

SRF: Special Revenue Fund

SUV: Sports Utility Vehicle

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

TCCSM: Tri-County Council for Southern Maryland

TCYSB: Tri-County Youth Services Bureau

TDR: Transferrable Development Rights

TIF: Tax Incremental Financing

TOD: Transit Oriented Development

TRT: Tactical Response Team

U

UCR: Uniform Crime Report

U&O: Use and Occupancy

UM: University of Maryland

UPS: Uninterrupted Power Supply

U.S. United States

USACE: United States Army Corps of Engineers

UV: Ultraviolet

V

VICS: Volunteers in Community Service

VITAL: Vision in Teamwork and Leadership

VFD: Volunteer Fire Department

W

W&S: Water & Sewer

WIP: Watershed Implementation Program

WPRF: Watershed Protection and Restoration Fund

WRAC: Water Resource Advisory Committee

WSSC: Washington Suburban Sanitation Commission

WUDS: Waldorf Urban Design Study

WURC: Waldorf Urban Revitalization Corridor

WWTP: Wastewater Treatment Plant

Y

YTD: Year to Date

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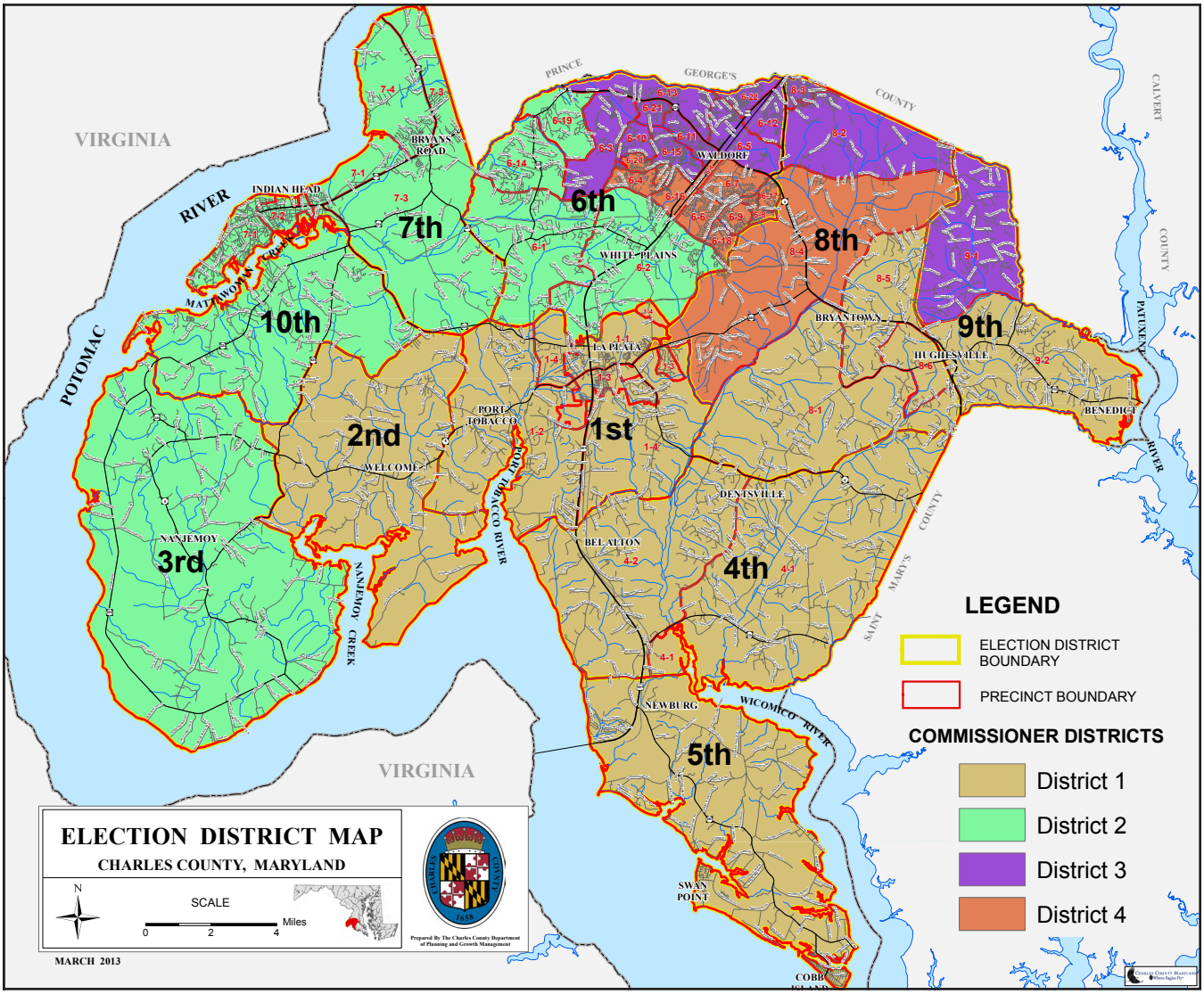
Charles County, Maryland

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

Michael D. Mallinoff
County Administrator

The Charles County Government is responsible for the writing, production, and distribution of this publication.

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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.

Equal Opportunity Employer

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Charles County Maryland

For the Fiscal Year Beginning

July 1, 2015

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, 2015**. 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.