

# Charles County Administrator's MONTHLY REPORT

Reporting Period: June 1-30, 2016



Charles County Government  
[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)



# CONTENTS

## Department and Division Updates

|   |    |
|---|----|
| <b>County Administration</b> .....              | 1  |
| Clerk to the Commissioners .....                | 2  |
| Commissioners' Citizen Response .....           | 2  |
| Media Services .....                            | 2  |
| Safety and Security .....                       | 3  |
| Tourism .....                                   | 3  |
| <b>Community Services</b> .....                 | 4  |
| <b>County Attorney</b> .....                    | 5  |
| <b>Economic Development</b> .....               | 6  |
| <b>Emergency Services</b> .....                 | 7  |
| <b>Fiscal and Administrative Services</b> ..... | 8  |
| <b>Human Resources</b> .....                    | 9  |
| <b>Planning and Growth Management</b> .....     | 10 |
| <b>Public Works</b> .....                       | 11 |

## County Highlights

|  |    |
|--|----|
| Dashboard of Exceptional<br>Highlights ..... | 12 |
|--|----|

## Performance Measures

|                                       |    |
|---------------------------------------|----|
| Department Performance Measures ..... | 13 |
|---------------------------------------|----|

## Capital Improvement Projects

|                  |    |
|------------------|----|
| CIP Update ..... | 18 |
|------------------|----|

## Reports and Analysis

### Commissioners' Citizen Response

|  |    |
|--|----|
| Case Load by Commissioner District ..... | 20 |
| Case Load by Department .....            | 21 |

### Emergency Services

|   |    |
|---|----|
| FY2016 Countywide EMS Fiscal Transports .....                                 | 22 |
| FY2016 First Due Service Delivery and<br>Deficits Per Geographic Region ..... | 23 |
| FY2016 Unavailable Calls for Service<br>Per Station .....                     | 24 |
| FY2016 EMS Service Delivery Per Station .....                                 | 25 |

### Fiscal and Administrative Services Budget Reporting

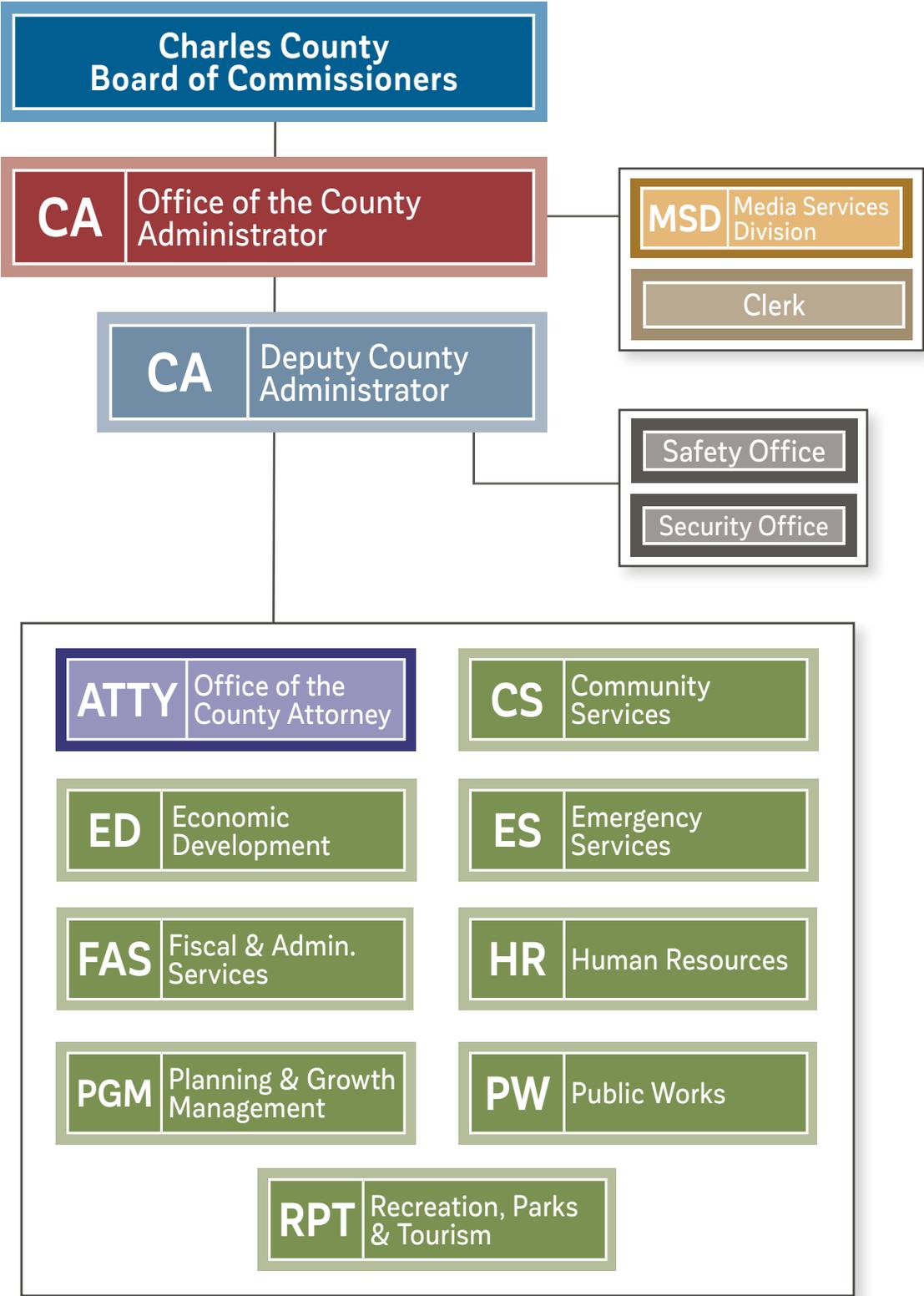
|   |    |
|---|----|
| General Fund .....  | 26 |
| Water & Sewer Fund .....  | 26 |
| Landfill Fund .....   | 27 |
| Environmental Service Fund .....  | 27 |
| Cable TV/I-Net Fund .....   | 28 |
| Watershed Protection and Restoration Fund .....                             | 28 |
| Investment Reporting: Three Month T-Bill<br>versus County Investments ..... | 29 |

### Human Resources

|                        |    |
|------------------------|----|
| County Positions ..... | 30 |
|------------------------|----|

### Planning and Growth Management

|   |    |
|---|----|
| Building Applications Submitted .....       | 31 |
| Building Permits Issued .....               | 32 |
| Use and Occupancy Certificates Issued ..... | 33 |





## County Administrator's Monthly Report to the Commissioners for Period Ending Period Ending June 2016

Please find our latest edition of the *County Administrator's Monthly Report*. The Monthly Report is designed to provide up-to-date data and information on County Government operations. Within you will find department and division updates, department reports and analysis, and county goals and objectives.

The majority of June was spent focusing on the upcoming County Government reorganization. In April, the county announced there would be a major County Government reorganization to better align departments and match needs with available resources. After touring the county and meeting with Commissioners, department directors, and staff, and reviewing other county government structures, it was determined a reorganization is the best way to structure our staff and skills to meet the short- and long-range goals the Commissioners established for our community. These changes set the foundation for a more effective and efficient County Government.

One major change is the creation of a new county Department of Recreation, Parks, and Tourism. Our current Director of Community Services Eileen Minnick, will serve as director of the new department. The county is in the process of recruiting a director for the Department of Community Services. Charles County has been unique in having recreation, parks, and tourism located within separate departments. The development of this new department will bring together, under one roof, three dynamic and related divisions. This perfect pairing will formulate great synergies and teamwork, and further promote the county's outstanding recreational and tourism opportunities.

We have several additional County Government reorganizations, the first of which is to move the Capital Services Division, which prepares and manages capital projects, from the Department of Planning and Growth Management to the Department of Public Works. Over the years, primarily the Department of Public Works has been directly involved in utility project management. Combining the project management functions into one department creates efficiencies and streamlines capital projects within County Government.

The Transportation Division, which provides general public transit services through VanGO, will move from the Department of Community Services to the Department of Planning and Growth Management. This change will allow for better coordination of public transit services alongside long-range planning for transportation projects.

On behalf of Charles County Government's directors and employees, I hope you find this report to be an informative tool that assists you, the policymakers, in better serving Charles County, and provides transparency and useful information to the Charles County community at large. I look forward to hearing your feedback.

*Mike Mallinoff*

Michael D. Mallinoff, Esq., ICMA-CM  
County Administrator



# Department Updates

Reporting Period: June 1-30, 2016



## County Administration

**Michael D. Mallinoff, Esq., ICMA-CM, County Administrator**

**Deborah E. Hall, CPA, Deputy County Administrator**



- ◆ Reviewed memo from the chief of Transportation and Community Programs, which outlined several security options for the county to consider. Currently, evaluating the cost and effectiveness of the options available.
- ◆ Attended the Other Post Employee Benefits (OPEB) meeting on June 2. The committee reviewed several different types of retiree health plans, compared how other jurisdictions are addressing OPEB, and noted several changes that needed to be made to the committee bylaws.
- ◆ Met with Southern Maryland Electric Cooperative (SMECO) leadership team to discuss solar panel installation on several potential sites. Reviewed several unique ideas on how to move the project forward. In follow-up, our vendor will contact and coordinate with SMECO.
- ◆ Met with College of Southern Maryland President Dr. Bradley Gottfried to discuss several topics. The college and the county agreed to provide reduced cost gym access to individual Charles County Government employees who enroll in the plan. This is another important element in the county's wellness efforts.
- ◆ Interviewed and hired an intern from Towson University. The intern will assist the County Administrator's Office with the International City/County Management Association (ICMA) Insights software tool. Our goal is to enhance our use of available data and charts on the county's performance measurements.
- ◆ Set up meetings with all department heads and The Ferguson Group, LLC. The goal of the meetings was to discuss county government operations with The Ferguson Group to determine if the county can apply for federal funds to meet the Commissioners' Goals and Objectives.
- ◆ Attended the Army National Guard meeting held at the new Rose Hill Armory Building. There were several topics discussed, including sewer connection for the new armory; Maryland Historical Easements on the old armory building; signage and a park recognizing the Welch's donation of the property; and lease extension for the old armory.
- ◆ Installed the historic landmark sign at the Bel Alton High School building.
- ◆ Prepared and presented the Lowering of the Charles County Flags to half-staff and presentation procedure, in conjunction with the Media Services Division.

---

# Department Updates

Reporting Period: June 1-30, 2016

---

## Clerk to the Commissioners

Danielle Mitchell, Clerk

- » Confirmed several high-priority agenda items to be Confirmed with the Charles County Delegation the 2016 Legislative Proposals Hearing scheduled for Sept. 13. Rescheduled the Southern Maryland Blue Crabs Annual Meeting for Sept. 13. Scheduled and completed four work sessions for the 2016 Draft Charles County Comprehensive Plan. During the same time, individual Commissioners submitted 24 amendments to the draft plan.
- » Prepared three proclamations and 55 certificates the Commissioners will present at events throughout the county and in Commissioners' sessions.
- » Held three public hearings, garnering a total of 72 public comments.
- » Prepared and submitted for publication an enactment notice for Bill #2016-04: Benefit Assessments for Infrastructure Improvements, and a public hearing notice for the second Comprehensive Plan hearing.
- » Presented scholarship awards to North Point High School graduating seniors as the Commissioners' representative to the Board of Directors for the Charles County Scholarship Fund.
- » Requested a new email address, PublicRecord@CharlesCountyMD.gov, exclusively for receiving public comments during an open record period. This is in an effort to streamline and better organize comments received for the public record.

## Commissioners' Citizen Response

Julie Bryson, Executive Office Manager

- » Received 118 cases for action to county departments and outside agencies, such as the Charles County Board of Education, Charles County Sheriff's Office, Maryland State Highway Administration, and Maryland Aviation Commission.
- » Completed 112 cases.
- » Addressed resident correspondence primarily regarding the Waldorf Wal-Mart support, nuisance properties, the 2016 Charles County Comprehensive Plan, drainage, and zoning issues.

## Media Services

Crystal Hunt, Chief

The Media Services Division received confirmation from Fox5 News that the Town of La Plata will be its featured "Zip Trip" location on Aug. 5. On this date, Fox5 News will broadcast its morning show live from La Plata, and Charles County will have an opportunity to show all we have to offer. This unique media coverage opportunity is a result of successful pitching efforts, which spanned several months. In May, our team continued working with the manager and assistant manager from the Town of La Plata to discuss preparations for the Zip Trip event.

- » Worked with the Treasurer's Office to prepare the 2016 tax bills, including submitting multi-part print quotes, preparing special inserts, and acting as the print liaison for transferring information to and from the print vendor.
- » Conducted media training for the Board of Appeals.
- » Produced two public service announcements and a radio commercial, in partnership with LifeStyles of Maryland, Inc., Charles County Department of Health, and Charles County Sheriff's Office, to discourage tobacco product use by children and youth.
- » Produced a video, in partnership with the Information Technology Division, to help individuals presenting in the Commissioners' Meeting Room.
- » Facilitated the first Charles County mobile app committee meeting with County Government department representatives to discuss the objectives, goals, and desired end results of the project.
- » Redesigned Charles County Government stationery, and updated other files to include the Equal Opportunity Employer statement.
- » Prepared and finalized the summer edition of the Parks and Recreation GUIDE publication.
- » Drafted content for the 2016 Summer edition of the Charles County Government employee newsletter, The Eagle Eye.

---

# Department Updates

Reporting Period: June 1-30, 2016

---

## Safety and Security

**Joane Gulvas, Safety Officer &**

**John McConnell, Building Security Officer**

- » Investigated three workers' compensation claims, all of which were minor injuries with no lost time.
- » Facilitated one unannounced fire drill in the County Government building. Participation was exemplary. Accounted for all employees during the drill.
- » Facilitated and taught accident/injury reporting training to Emergency Medical Services supervisory personnel. Provided automatic external defibrillator training to the Department of Public Works, Utilities Division. Facilitated CPR/First training for county employees. Provided safety new hire orientation for new employees.
- » Completed a safety inspection, including a report on the Old Waldorf School.
- » Attended/participated in multiple County Government meetings, such as the Human Resources Employee Committee, Traffic Safety Committee, Commission on Individuals with Disabilities, and the July 4 Incident Management Team meeting.
- » Attended several meetings regarding personnel safety issues/concerns.
- » Restored card access to Treasurer's Office following the recent construction.
- » Ordered cameras for the Richard R. Clark Senior Center camera system.
- » Organized new panic button system with local contractor.
- » Continued working with Information Technology Division to set up the Department of Community Services building for the Employee Emergency Notification system.

## Tourism

**Deborah E. Hall, CPA, Deputy County Administrator**

- » Welcomed Debra L. Pence as the chief of Tourism and Special Events for the Tourism Division under the direction of the new Department of Recreation, Parks, and Tourism.

- » Assisted 9,215 Charles County visitors at the Crain Memorial Welcome Center with travel arrangements, directions, and hotel reservations, and celebrated the unveiling of the Governor Harry W. Nice Memorial Bridge painting by Vicki Marckel. The event inspired staff to initiate planning to update the site's exhibits for 2017.
- » Participated in Mallows Bay Potomac River National Marine Sanctuary Steering Committee conference call to discuss the April 2017 World War I Anniversary visitor center themes and formalizing the partnership with project stakeholders and build the capacity for implementation.
- » Designed a Mallows Bay themed exhibit to showcase the Mallows Bay – Potomac National Marine Sanctuary Nomination project for the Maryland Association of Counties summer convention.
- » Completed the marketing campaign for Celebrate Charles: A Fun-Filled Fourth, which included print advertising in the Maryland Independent, Calvert Recorder, and The Enterprise newspapers. The campaign also included a social media campaign reaching more than 30,000 people and an event commercial, which had more than 3,000 views, and more than 2,000 event webpage visits.
- » Participated with the selection committee to hire a new executive director for the Southern Maryland Heritage Area Consortium. Attended phase one of the Religious Freedom National Scenic Byway strategic plan consultant site visit at the Crain Memorial Welcome Center.
- » Closed out the fiscal 2016 Tourism Division budget, and aligned our projected projects with the Tourism Division budget for fiscal 2017.
- » Created marketing materials for the new Discover Quest Festival being held at the Indian Head Village Green, in conjunction with the Bassmaster Elite Series fishing tournament, Aug. 13 - 14.
- » Toured Port Tobacco Village with the community planner to review current projects and future plans. Funded the first interpretive panel for the Stagg Hall historic home.

---

# Department Updates

Reporting Period: June 1-30, 2016

---



## Community Services

Eileen Minnick, Director

- ◆ Began testing DoubleMap, a product that will allow VanGO patrons to track buses using smart phones or computers. In addition to seeing the bus move along its route, users will be able to select a particular bus stop to see the next times a bus is due.
- ◆ Upgraded Housing Authority inspectors' phones to smart phones, allowing more efficiency through advanced technology, such as voice dictation for inspection findings and Google Maps for route planning.
- ◆ Submitted a Community Development Block Grant (CDBG) application to the Maryland Department of Housing and Community Development for funding a Waldorf senior/community center.
- ◆ Completed a multi-year Disaster Recovery CDBG project. The Department of Emergency Services was the lead on the project, and Community Services obtained partial project funding through CDBG funds.
- ◆ Attended extensive Maryland Family Network training as part of the Building Resiliency from Infancy through Development, Growth, and Empowerment (BRIDGE) System of Care project to facilitate parent cafes, in partnership with Charles County Public Schools, to bring an additional resource to Vision 2020 Program participating families.
- ◆ Continued a partnership with the Charles County Interagency Collaboration, assisting with the Summer Meal Program and providing summer pool passes to displaced Charles County Public Schools students.
- ◆ Opened and began summer operations for the outdoor pools at La Plata, Maurice J. McDonough, and Thomas Stone High Schools.
- ◆ Began summer camps on June 21. Summer Camp opportunities include: day camps, Camp Co-Op, Campnastics, Tightline Basketball, Sensible Soccer, Junior Lifeguard, Counselor-in-Training, and a variety of specialty camps.
- ◆ Partnered with the Greater Waldorf Jaycees to host the annual countywide summer picnic for senior citizens. With nearly 500 seniors in attendance, the event included a delicious picnic style lunch, live entertainment, dancing, and door prizes.



## County Attorney

### Rhonda L. Weaver, County Attorney

The primary mission of the County Attorney's Office is to support the Board of County Commissioners, County Administrator's Office, and the other county departments, boards, and commissions in serving the residents of this great county. Our service to these entities is accomplished by providing legal advice, representation, and other legal assistance for the essential tasks they perform on a daily basis. Some of the specific activities performed during the month were:

- ◆ Continued coordination with the Department of Planning and Growth Management and outside consultant to provide a comprehensive review of school funding, capacity, and development issues.
- ◆ Provided counsel and assistance to County Commissioners on a wide range of issues, including the 2016 Charles County Comprehensive Plan adoption and drafting legislation.
- ◆ Reviewed procedural rules for several boards and commissions.
- ◆ Participated in continuing education, legal webinars, and informational meetings (i.e., conversational Spanish; Reed v. Town of Gilbert re 1st Amendment; Americans with Disabilities Act and Reasonable Accommodation World; and Land Use).
- ◆ Provided legal counsel to county departments and officials. Drafted, reviewed, and approved documents for legal form and sufficiency.
- ◆ Reviewed and compiled financial disclosure forms from positions identified in the Code of Ethics.
- ◆ Issued 21 gaming licenses and four temporary alcoholic beverage licenses.
- ◆ Represented the county before the courts or administrative boards in various matters involving zoning, building and sign regulation compliance, collections, and other matters. Received four new requests with the Department of Planning and Growth Management to implement litigation.
- ◆ Provided staffing and counsel to 11 board and commission meetings.
- ◆ Logged 376 documents for review and further processing.

---

# Department Updates

Reporting Period: June 1-30, 2016

---



## Economic Development

**Darrell Brown, Director**

June focused on the discussion of implementing the county's five-year Economic Development Strategic Plan. Next steps include the development of employee work plans, prioritizing recommendations, determining short-term and long-term goals, and incorporating the Strategic Plan in ongoing economic development activities, programs, and other initiatives.

- ◆ Executed a Business Development Loan Fund mailing campaign to 1,500 qualified Charles County minority businesses.
- ◆ Attended the College of Southern Maryland's 16th Annual Leading Edge Awards.
- ◆ Presented the Property Assessed Clean Energy program to the Commissioners in open session. Next steps include a public hearing on July 27.
- ◆ Participated in the Southern Maryland Technology Commercialization Pilot Program (SWOT) Analysis Focus Group.
- ◆ Submitted revisions and amendments to the 2016 Charles County Comprehensive Plan. Staff attended the Comprehensive Plan work session and public hearing.
- ◆ Participated in a "Lunch and Learn" speaker series, where department representatives promoted the county to potential investors.
- ◆ Attended the Military Advisory Council's Board of Advisor's strategic planning session.
- ◆ Met with all Commissioners to provide economic development perspectives on the Comprehensive Plan.
- ◆ Attended the International Economic Development Council's Credit Analysis course.
- ◆ Participated in the first video segment for the County Administrator's Monthly Report. In the video, the discussion centered on the five-year Economic Development Strategic Plan and its impact on the county.



## Emergency Services

**William Stephens, Director**

In June, the department began a needs assessment process to chart a path forward for the Tri-County Animal Shelter while considering four potential scenarios for the shelter's future. The four scenarios include: 1) continue our partnership with St. Mary's County and renovate the existing facility, 2) continue our partnership with St. Mary's County, and construct a new shelter at the existing site or an alternative location, 3) renovate and operate a single county animal shelter at the existing site, and 4) construct and operate a new, single-county shelter at the existing site or an alternative location. The first step in that process was to convene a group of individuals representing various community animal interests, along with representatives from the Animal Control Division and the Tri-County Animal Shelter, to develop a "wish list" of what the group believes a modern animal sheltering facility would include. The community representatives included: members of the Tri-County Shelter's Advisory Committee, a board member and the executive director of the Humane Society of Charles County, a local veterinarian, and a local attorney with extensive experience in animal matters. The group will develop a report of their findings and recommendations to the four possible scenarios, which will be submitted to the Board of Commissioners by Nov. 1. Once an option is selected and funded, the Capital Services Division will take approximately 90 days to develop a Request for Proposals, and another 90 days for solicitation and award.

- ◆ Received EMS (Emergency Medical Services) for Children's Day Proclamation from the Board of County Commissioners.
- ◆ Conducted Run, Hide, Fight, and Treat training for Southern Maryland Blue Crabs baseball team staff and players.
- ◆ Participated in Touch-A-Truck, a community event for children.
- ◆ Conducted the annual Teddy Bear Clinic held at Regency Furniture Stadium.
- ◆ Assisted with the Muscular Dystrophy Association Summer Camp.
- ◆ Assisted with the American Cancer Society Relay for Life event.
- ◆ Welcomed three new organizations—Happy Go Lucky Mastiff Rescue, MJ's Animal Sanctuary, and Above and Beyond English Setter Rescue—as Tri-County Animal Shelter (TCAS) rescue partners.
- ◆ Conducted a tour of the Tri-County Animal Shelter for the Boy Scout/Eagle Scout Project.
- ◆ Held two promotional events, Adopt-a-Shelter-Cat Month and National Dog Party Day. During these events, 56 cats and two dogs were adopted.
- ◆ Participated in four off-site adoption events: Pet Value in Dunkirk, Pet Value in Brandywine, Tractor Supply Company Purina Days, and Bark in the Park. During these events, two cats and two dogs were adopted.

# Department Updates

Reporting Period: June 1-30, 2016



## Fiscal and Administrative Services

David Eicholtz, Director

This time of year tasks our Treasury Division with sending out more than 60,000 tax bills to Charles County property owners. Between the Accounting Division closing out the year, the Budget Division posting the new fiscal year budget, and the Purchasing Division managing all new orders coming in, June is typically a very busy time.

- ◆ Awarded Invitation to Bid (ITB) #16-20, Asphalt Repair Services to A-Plus Paving (\$230,440). Contractors to perform pavement repairs for the Department of Public Works, Utilities Division. Awarded ITB #16-26, Hot Mix Asphalt (HMA) Millings and Grinding for Shoulder Edge Drop Offs to B&B Site Management (\$40 per ton/\$120,000 total). Contractors to provide HMA millings or grindings for the shoulder drop off on Charles County Roads. Awarded Request for Qualifications #16-21, Sewer and Water Main Right of Way Clearing to Honey Cove Lawn Care, LLC (\$44,100). Contractors to clear vegetative growth from approximately 90,000 linear feet on county-owned sewer and water main right-of-ways on the Charles County sewer collection and water distribution systems.
- ◆ Coordinated with other county departments in releasing five solicitations for bid.
- ◆ Completed the annual insurance renewal process with Local Government Insurance Trust.
- ◆ Analyzed website statistics. The top visited pages, in order, were: tax inquiry, Tri-County Animal Shelter, Human Resources recruitment, and permit inquiry. The top search terms, in order, were: “jobs/employment,” “permits,” and “water.” The busiest day was Monday, June 20.
- ◆ Upgraded Cartegraph to the latest geographic information system-integrated version to more efficiently maintain and track county assets, such as pavement, bridges, sidewalks, and stormwater assets. While in the field, Roads Division staff can now use iPads and the Cartegraph application to determine the exact location of assets, and document asset work and costs.
- ◆ Implemented a new Intranet website for county employees.
- ◆ Upgraded Tri-County Animal Shelter software to incorporate new features, including scanning capabilities and signature pads.
- ◆ Restructured the Department of Public Works data warehouse to use Software Integration Services SQL (Structured Query Language), expanding its capabilities by allowing more information to be included in a centralized reporting location.
- ◆ Assisted with the implementation of the Motorola WAVE application for the Department of Emergency Services. This application provides authorized personnel with the ability to use a smartphone for Emergency Services’ radio channels communications.
- ◆ Completed the upgrade of all Wireless Access Points (WAP) in the county’s WiFi network with the implementation of state-of-the art “controller-less” WAP. This upgrade resulted in increased data transfer speeds, eliminated a single point of failure, and enhanced our ability to manage and report on our wireless infrastructure.

---

# Department Updates

Reporting Period: June 1-30, 2016

---



## Human Resources

**Paul M. Rensted, Director**

In June, Department of Human Resources staff members worked on finalizing the reorganization of the Department of Community Services, Department of Planning and Growth Management, Department of Public Works, and the newly formed Department of Recreation, Parks, and Tourism. Staff also finalized reclassifications for numerous County Government positions. Additionally, the Other Post Employment Benefits (OPEB) committee continued working on future retiree health insurance options.

- ◆ Offered a daytime concert to employees, the Town of La Plata, and the Chamber of Commerce.
- ◆ Updated changes to Chapters 2, 19, 22, 23, and 27 of the Personnel Policy and Procedures Manual. Presented and received Commissioner approval.
- ◆ Offered employee wellness opportunities, including the walking club, yoga, Tai Chi, Pilates, cooking demonstrations, and seated massages at multiple building locations.
- ◆ Coordinated the summer 2016 Intern Program. Departments interviewed and selected candidates.
- ◆ Continued working on the Volunteer/Intern Program Standard Operating Procedures.
- ◆ Secured approval from the County Administrator to require supervisor participation in the Leadership Academy Supervisory Training Program, and to require all employees complete a sexual harassment/diversity awareness training on a bi-annual basis. Notified employees of the change.
- ◆ Completed interviews with employees in one division to identify strengths and weaknesses, and address retention issues. Continued compiling the feedback and drafting a summary report for the department.
- ◆ Updated the Leadership Academy training records, and notified all departments of employee/supervisor participation.
- ◆ Conducted and compiled extensive research on training vendors regarding Charles County Government's needs for the fiscal 2017 Training Plan.
- ◆ Submitted the Cost Savings Idea Standard Operating Procedure to the Deputy County Administrator. This is an employee-led initiative to find cost savings and efficiencies in County Government operations.

# Department Updates

Reporting Period: June 1-30, 2016



## Planning and Growth Management

Peter Aluotto, Director

It is with a heavy heart that I write this, my last introductory paragraph, to Planning and Growth Management's monthly update. It has been a very busy month and an even busier fiscal year. And now, as the Comprehensive Planning process draws to a close, the Comprehensive Zoning process will begin. Under new leadership, the newly reorganized department will rise to the challenge of implementing the county's goals, policies and objectives. For my part, I will attempt to bring electronic automation to the department's workflows so that it can be as efficient and effective as possible.

- ◆ Met with Lockwood Brothers, Inc. representatives about a "heavy haul" towing proposal to use county roads in Benedict and north of Route 5 to transport large transformers and related equipment to the Keys Energy project in Prince George's County. Permits have been submitted for Zoning and Blanket Permit review; however, no permits have been issued to date.
- ◆ Met with consultant working on a rural, high-speed, wireless Internet project. Reviewed a general proposal for an area of the county not currently served by Comcast or Verizon. Reviewed permitting issues and requested concept plans to provide additional information so the project may proceed.
- ◆ Continued construction of Temi Drive Stormwater Management Improvements project, part of the NPDES (National Pollutant Discharge Elimination System) Retrofit Program.
- ◆ Supported the Nuisance and Abatement Hearing Board at the June meeting. There are 27 cases being handled under the county's Clean and Lien program, 34 cases under action, and 15 new cases presented to the Board for decision.
- ◆ Attended the Transportation Planning Board Meeting of the Metropolitan Washington Council of Governments to discuss the Constrained Long Range Plan, the regional document describing long-term transportation plans.
- ◆ Met with Maryland Department of the Environment staff regarding the early findings of the ongoing Water Source Feasibility Study. The meeting resulted in an agreement to limit the number of alternatives moving forward. Selecting fewer alternatives will enable each alternative to be studied in greater depth.
- ◆ Granted a substantial completion for the Competitive Power Ventures (CPV) reclaimed waterline running from the Mattawoman Wastewater Treatment Plant to the CPV power plant site. Inspections are ongoing for the pump station being constructed to pump the water to the power plant.
- ◆ Coordinated a decision paper on permit extensions. The County Commissioners reviewed the decision paper, and passed a resolution granting a final deadline for certain permits, plans, and school allocations to be finalized by May 4, 2017.
- ◆ Met with Swan Point residents to discuss the status of private drainage easements and next steps for their maintenance.
- ◆ Issued a permit to initiate site construction associated with a 60,000-square-foot office building proposed for White Plains Corporate Plaza.

---

# Department Updates

Reporting Period: June 1-30, 2016

---



## Public Works

### Bill Shreve, Director

- ◆ Began developing a department-wide safety program. An employee safety committee will work with the Safety Office to ensure Public Works employees are provided a safe and healthy workplace in full compliance with all state and federal regulations.
- ◆ Completed a regulatory, required Annual Water Loss Audit of the Waldorf Water Distribution system, which documented a 1.3 percent loss (unaccounted for water from the system). This percentage is well within acceptable limits.
- ◆ Completed phase two of the ongoing Mattawoman Manhole Securing Project, which now includes repairs and reinforcement made to 14 sensitive manholes running along the Mattawoman Creek near the Mattawoman Waste Water Treatment Plant, to prevent sewage leaks during high flow situations.
- ◆ Completed the final development district street sweeping effort for fiscal 2016, which resulted in the removal of more than 100 tons of dirt and debris from 200 lane miles of roadway. Completed all fiscal 2015 and fiscal 2016 Capital Improvement Road Surface Treatment projects.
- ◆ Went live with the upgraded Cartegraph software system, completing the Roads Division's automation project. All Roads Division staff are using Cartegraph daily to document requests from residents, task completion, maintenance resource scheduling, and crew sheet information tracking to improve costs documentation.
- ◆ Started uni-directional flushing of the North Point area water distribution system in Waldorf to remove built up sediments in the lines that lead to discolored water.
- ◆ Implemented beta testing of the automation software programs that will be used to go paperless and improve management for all of the sampling and testing data collected and reported by the county's water and wastewater treatment facilities. The goal is to go live with full automation late this fall or early winter.
- ◆ Updated the County Commissioners on June 28 on the potential for a drone park at the closed Pisgah Landfill. Staff received Commissioner approval to move ahead, and are working on final Maryland Department of Environment approval.
- ◆ Met with National Guard staff and county staff on the plan for a memorial garden park to be dedicated to the patriarch of the Welch family at the National Guard Readiness Center property on Rose Hill Road.
- ◆ Started construction to relocate the Pinefield Basketball Court to another area in the park to prevent those using the court from disturbing nearby residents. This is phase one of a small improvement project for this facility.

## Environmental



**51%**

**1,540 Tons to Recycling Rate**  
State Mandate Rate: 35%

## Public Transit



**96.9%**

**On Time Performance**  
National standard is 95% within a 10 minute window

**7.6%**

**Farebox Recovery Ratio**  
MTA's standard for small urban systems in Maryland is 10 to 20%

## Roads



**98%**

**Paved Land Miles Assessed as Satisfactory**

## Planning & Growth Management



**62%**

**Commercial Building Permits Approved within 21 days**

**99%**

**Resident Building Permits Approved within 14 days**

## Public Safety



**24%**

**Cardiac Arrest Patients arriving at hospital with a pulse**  
National average: 9.5%

**59%**

**EMS dispatch to arrival response time in 9 minutes or under**  
Industry standard is 90% for dispatch to arrival in 9 minutes or under

## Fiscal Services



**13%**

**Fund Balance Ratio for May 2016**  
The industry standard for fund balance ratio is 8% to 15%

**AAA & Aa1**

**Current Fitch & Standard and Poor's Rating. Moody's: Aa1**  
Standard goal for bond ratings is "AAA" from three rating agencies

**5**

**Vehicle Claims (includes Charles County Sheriff's Office)**  
May vehicle claims: 3 (includes CCSO)

## Organizational Excellence



**51%**

**County Government Employees Attended Trainings**  
Target: 25%

# Performance Measures

Reporting Period: June 1-30, 2016

|  | May 2016  | June 2016   | FY Total |
|--|---|---|----------|
| <b>COMMUNITY SERVICES</b>  |   |   |          |
| Vision 2020 - Total number of participant contacts made                                      | 200   | 262   | 1,838    |
| Number of passengers transported per service hour on fixed route service                     | 12.24   | 13.44   | N/A      |
| Number of passengers transported per service hour for door to door service                   | 1.71  | 1.75  | N/A      |
| Total number of low income housing assistance provided                                       | 740   | 743   | 6,952    |
| Total number of recreation activity registrations  | 1,628   | 1,934   | 13,651   |
| Percentage of online registrations   | 59%   | 52%   | N/A      |
| Total number of senior served  | 1,554   | 1,627   | 13,993   |
| Total number of seniors who access MAP (MD Access Point)                                     | 697   | 587   | 5,399    |
| <b>ECONOMIC DEVELOPMENT</b>  |   |   |          |
| County unemployment rate   | 4.3% (April, 2016)  | 4.0% (May 2016)   | N/A      |
| Increased population   | 1,431 (Population change between July 2014-July 2015)   |   | N/A      |
| Average annual employment in Charles County  | 41,853 (3rd Qtr. 2015)  | 43,853 (4th Qtr. 2015)  | N/A      |
| Job creation (above average salary of \$40k per year)  | 243(Employment increases in construction, manufacturing, professional and business services, education and health services between 2nd Qtr 2015 and 3rd Qtr 2015) | 396(Employment increases in construction, financial activities, education and health services between 3rd Qtr 2015 and 4th Qth Qtr) | N/A      |
| Revenue increase (facilitate capital investment that leads to increased commercial tax base) | \$0 (As reported from the PGM Building Estimates and Revenue of New Commercial Estimated Construction Costs Report)   |   | N/A      |

# Performance Measures

Reporting Period: June 1-30, 2016

|   | May 2016   | June 2016 | FY Total |
|---|--|-----------|----------|
| <b>EMERGENCY SERVICES</b>   |  |           |          |
| FARU - Control the ratio of false alarms to registered accounts.  | 0.028  | 0.029     | N/A      |
| ACO - Reduce the ratio of sustained to non-sustained complaints related to animal control field services.             | 0  | 0         | N/A      |
| TCAS- Improve ratio of live releases of Adoptable/Rescueable/Reclaimable Animals (ARRA) to total intakes.             | 78.1%  | 60.5      | N/A      |
| 911 - Ensure that calls are processed and dispatched within two (2) minutes or less ninety percent (90%) of the time. | 65%  | 49%       | N/A      |
| 911 - Maintain Radio System Reliability at 99.9%.   | 99.90%   | 99.90%    | N/A      |
| 911 - Maintain Radio System Saturation at less than 40%.  | 21%  | 21%       | N/A      |
| 911 - Maintain Radio System Reliability at 99.9%.   | 99.90%   | 99.90%    | N/A      |
| 911 - Maintain Radio System Saturation at less than 40%.  | 21%  | 21%       | N/A      |
| <b>FISCAL &amp; ADMIN SERVICES</b>  |  |           |          |
| County Bond Rating (one-time)   | AAA - Fitch / AAA - S&P / Aa1 - Moody's  |           | N/A      |
| Accuracy of revenue and expense estimates per major fund (FY15 Actual) (one-time)                                     | <ul style="list-style-type: none"> <li>• General Fund Revenue - 99.1%</li> <li>• General Fund Expense - 98.8%</li> <li>• Cable Revenue - 99.1%</li> <li>• Cable Expense - 96.0%</li> <li>• W &amp; S Revenue - 96.1%</li> <li>• W &amp; S Expense - 91.4%</li> <li>• ESF Revenue - 97.3%</li> <li>• ESF Expense - 99.5%</li> <li>• Landfill Revenue - 89.1%</li> <li>• Landfill Expense - 94.3%</li> <li>• Watershed Revenue - 98.2%</li> <li>• Watershed Expense - 85.4%</li> </ul> |           | N/A      |
| Average number of days for approval of budget transfer requests   | 4.00   | 6.95      | N/A      |
| Percent of IT (Information Technology) work request completed   | 98%  | 98%       | N/A      |

# Performance Measures

Reporting Period: June 1-30, 2016

|   | May 2016             | June 2016            | FY Total |
|---|----------------------|----------------------|----------|
| Average website page views per month  | 325,519              | 328,979              | N/A      |
| Number of PC/laptops/tablets supported  | 968                  | 1,079                | N/A      |
| Average number of days to process purchase orders (YTD)   | 0.112                | 0.105                | N/A      |
| Cost avoidance - savings to the County as a result of formal solicitation (YTD)                   | 2,064,096            | 2,455,117            | N/A      |
| Minority business participation percentage (YTD)  | 20.9%                | 20.1%                | N/A      |
| Percent of ACH payments to total payments   | 36.99%               | 37.55%               | N/A      |
| Average days to process payment   | 4.63                 | 4.80                 | N/A      |
| Average time to respond to public inquiries (Hours)   | 4                    | 4                    | N/A      |
| Average days to deposit receipts  | 1                    | 1                    | N/A      |
| Number of days after SDAT notification for public availability of tax information (one-time July) | FY2016 Tax Bills - 5 | FY2016 Tax Bills - 5 | N/A      |
| <b>HUMAN RESOURCES</b>  |                      |                      |          |
| Number of full-time positions filled  | 4                    | 3                    | 50       |
| Diversity of all applicants (%women/% minority)   | 58%/57%              | 54%/64%              | N/A      |
| Average number of applications per job  | 33                   | 26                   | N/A      |
| Number of new retirees processed  | 1                    | 0                    | 17       |
| Number of formal staff grievances   | 0                    | 0                    | 3        |
| Number of training classes offered  | 19                   | 26                   | 156      |
| <b>MEDIA</b>  |                      |                      |          |
| Number of news/press releases   | 38                   | 28                   | 316      |
| Number of social media posts  | 362                  | 362                  | 3,366    |
| Number of media inquiries   | 11                   | 5                    | 106      |
| <b>PLANNING AND GRWOTH MANAGEMENT</b>   |                      |                      |          |
| Total number of subdivision lots recorded   | 2                    | 64                   | 464      |
| Total number of plans submitted   | 5                    | 8                    | 39       |

# Performance Measures

Reporting Period: June 1-30, 2016

|  | May 2016             | June 2016            | FY Total |
|--|----------------------|----------------------|----------|
| Total number of plans approved   | 8                    | 6                    | 72       |
| Total number of inspections per inspector                                  | 249.06               | 259.37               | 2051     |
| Total number of residential living permits received                        | 65                   | 164                  | 695      |
| Number of same-day permits process per specialist                          | 84                   | 77                   | 392      |
| Number of electrical permits issued  | 287                  | 326                  | 2462     |
| Total number of Permanent Use & Occupancy permits issued                   | 127                  | 142                  | 1,055    |
| Total number of Temporary Use & Occupancy permits issued                   | 52                   | 53                   | 464      |
| Inventory of inadequate water, sewer and drainage facilities               | 3                    | 3                    | N/A      |
| Inventory of inadequate water, sewer and drainage facilities               | 3                    | 3                    | N/A      |
| <b>PUBLIC WORKS FACILITIES</b>   |                      |                      |          |
| Total building square footage maintained by custodians (\$/sq ft)          | 676,683/\$.14        | 676,683/\$.12        | N/A      |
| Number of requested work orders (% Corrective vs Preventive)               | 1,617/3% vs 97%      | 427/23% vs 77%       | N/A      |
| Landfill tons received (\$/Ton)  | 7,843/\$70           | 7,206/\$70           | N/A      |
| Number (acres or sq ft) of fields maintained (\$/sq ft or \$/acre)         | 187/\$620            | 187/\$620            | N/A      |
| Number of sports participants (\$/participant)                             | 25,252/\$27.52       | 20,576/\$27.52       | N/A      |
| Average number of games per athletic field                                 | 10                   | 10                   | N/A      |
| Building site acres maintained (\$/acre)                                   | 810/\$156            | 810/\$156            | N/A      |
| Number of vehicles maintained (% Corrective vs. Preventive and \$/vehicle) | 371/29% vs 71%/\$177 | 400/36% vs 64%/\$122 | N/A      |
| Number of road miles resurfaced (\$/mile)                                  | 0                    | .73/\$216,511.40     | N/A      |
| Number of lane miles maintained (\$/mile)                                  | 1,680.63/\$2,575.04  | 1,680.63/\$2,575.04  | N/A      |
| Number of pothole reports (\$/repair)                                      | 48/\$70              | 53/\$70              | N/A      |

## Performance Measures

Reporting Period: June 1-30, 2016

|   | May 2016          | June 2016         | FY Total |
|---|-------------------|-------------------|----------|
| Customer complaints (% resolved vs. reported and average time to resolve)   | 16/100%/24 Hours  | 14/100%/24 Hours  | N/A      |
| Number of injury and property damage claims reported (#/month)  | 1                 | 0                 | 4        |
| Number of injury and property damage claims reported (#/month)  | 1                 | 1                 | 4        |
| <b>PUBLIC WORKS UTILITIES</b>   |                   |                   |          |
| Water/Sewer line breaks (number of and \$/ event)   | 4 @ \$25,963.88   | 3 @ \$18,821.963  | 0        |
| Water/Sewer Regulatory Compliance (% Violations vs. Potential Violations).  | 0% vs 51          | 0% vs 51          | 0        |
| Total meters installed per month: New, Replacement and Change Out Program   | 88                | 96                | 1452     |
| Water/Sewer delivered/treated. Statistic is for previous month, in order to allow for multiple site calculations.                 | 168.3 mg/390.0 mg | 217.1 mg/300.2 mg | 0        |
| Customer complaints (% resolved vs. reported and average time to resolve)   | 3/86%/48          | 7/82%/48          | 0        |
| Number of injury and property damage claims reported (#/month)  | 2                 | 3                 | 32       |
| <b>SAFETY</b>   |                   |                   |          |
| Safety inspections completed  | 0                 | 1                 | 7        |
| Number of work related injuries   | 8                 | 3                 | 44       |
| <b>TOURISM</b>  |                   |                   |          |
| Number of tourism constituents that have adopted the brand in their marketing materials (i.e. museums, tourist attractions, etc.) | TBD               | TBD               | 0        |
| Number of places where the brand is used  | TBD               | TBD               | 0        |
| Lodging dollars generated   | 134,143.79        | (1 month lag)     | 773,976  |
| Amusement taxes collected   | (3 month lag)     | (3 month lag)     | 505,737  |
| Visitor attendance at historic sites  | 3,661             | 3401              | 17,393   |

---

# Capital Improvement Projects

Reporting Period: June 1-30, 2016

---

## Senior Center/ Multi-Generational Building

Waiting for a site to be designated; Budget for \$375,000 in A/E only (No Construction Funding); Note: Project DOES NOT appear in the recently approved FY2017 - FY2021 budget

---

## La Plata Armory

Draft Feasibility Report/Study is due on July 5, 2016 (On Schedule)

---

## Health Department Roof

Structural Site Evaluation performed on June 24, 2016; Structural report due on July 12, 2016; 95% Drawing due on August 2, 2016

---

## Western Parkway Phase 2

RFP sent to Purchasing on June 7, 2016. Date of advertising to be determined.

---

## Western Parkway Phase 3

Met with MDE on July 5, 2016 to discuss status of permit since County will revert back to original alignment.

---

## National Pollutant Discharge Elimination System – Tanglewood

Project brought to substantial completion 6 months ahead of schedule; Substantial Completion 6/28/16

---

## Popes Creek Rail Trail

Chief of Parks now has in hand a CD containing all of the work that Vista Design has completed to date and will begin receiving monthly updates on the progress of the work they are contracted to do.

---

## Solar Energy

### **Solar City (Govt. Bldg. Solar Parking Canopies)**

Solar City currently is performing system analysis design for interconnections and anticipates submitting to Charles County for preliminary review and then to Town of La Plata within next 30 days for permitting.

### **GroSolar (Davis Road and Willets Crossing)**

Meeting held with SMECO on June 16, 2016 to discuss solar options. Alternative agreements are currently being considered.

### **Energy Ventures (non-county owned site)**

Energy Ventures performing system design analysis and coordinating interconnection requirements with SMECO.

---

---

# Capital Improvement Projects

Reporting Period: June 1-30, 2016

---

## Middletown Road/ Billingsley Road Roundabout

Procurement Request form approved; Invitation for Bids (IFB) sent to Purchasing Division on 6/17/16; Tentative Schedule; Advertise for Bid 6/29/16; Pre-Bid Meeting 7/14/16; Last Day For Questions 7/21/16; Bids Due 8/4/16

Issues: Right of way acquisitions are needed from 2 property owner's which include getting appraisals and making final offers.

---

## Animal Shelter Needs Assesment – Feasibility Study

During the month of June the Emergency Services Department began a needs assessment process to chart a path forward for the Tri-County Animal Shelter while considering four potential scenarios for the shelter's future. The four scenarios include:

1. Continue our partnership with St. Mary's and renovate the existing facility.
2. Continue our partnership with St. Mary's and construct a new shelter at the existing site or alternative location.
3. Renovate and operate a single county animal shelter at the existing site.
4. Construct and operate a new single county shelter at the existing site or alternative location.

The first step in that process was to convene a group of individuals representing various community animal interests along with representatives from Animal Control and the Tri-County Animal Shelter to develop a "wish list" of what the group believes a modern animal sheltering facility would include. The community representatives included: members of the Tri-County Shelter's Advisory Committee, a Board member and the Executive Director of the Humane Society of Charles County, a local veterinarian, and a local attorney both with extensive experience in animal matters. The group will develop a report of their findings and recommendations as to the four possible scenarios for submittal to the Board of Commissioners no later than November 1, 2016.

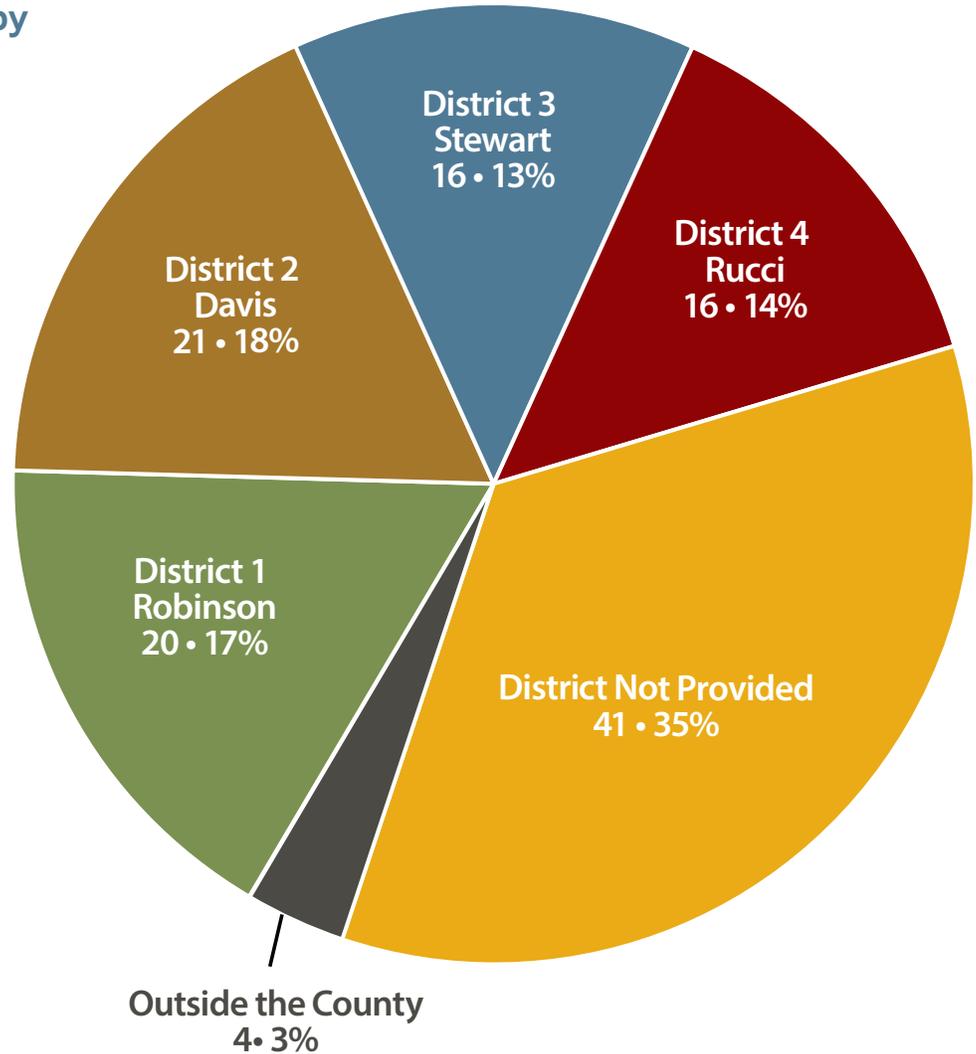
Once a decision is made as which option will be selected and funded, the Capital Services Division indicates that it will take approximately ninety (90) days to develop a Request for Proposal (RFP), and another ninety (90) days to for solicitation and project award.

---

**Citizen Response Office**  
**New Case Percentages by**  
**Commissioner District**

**TOP 5 ISSUES REPORTED IN MAY**

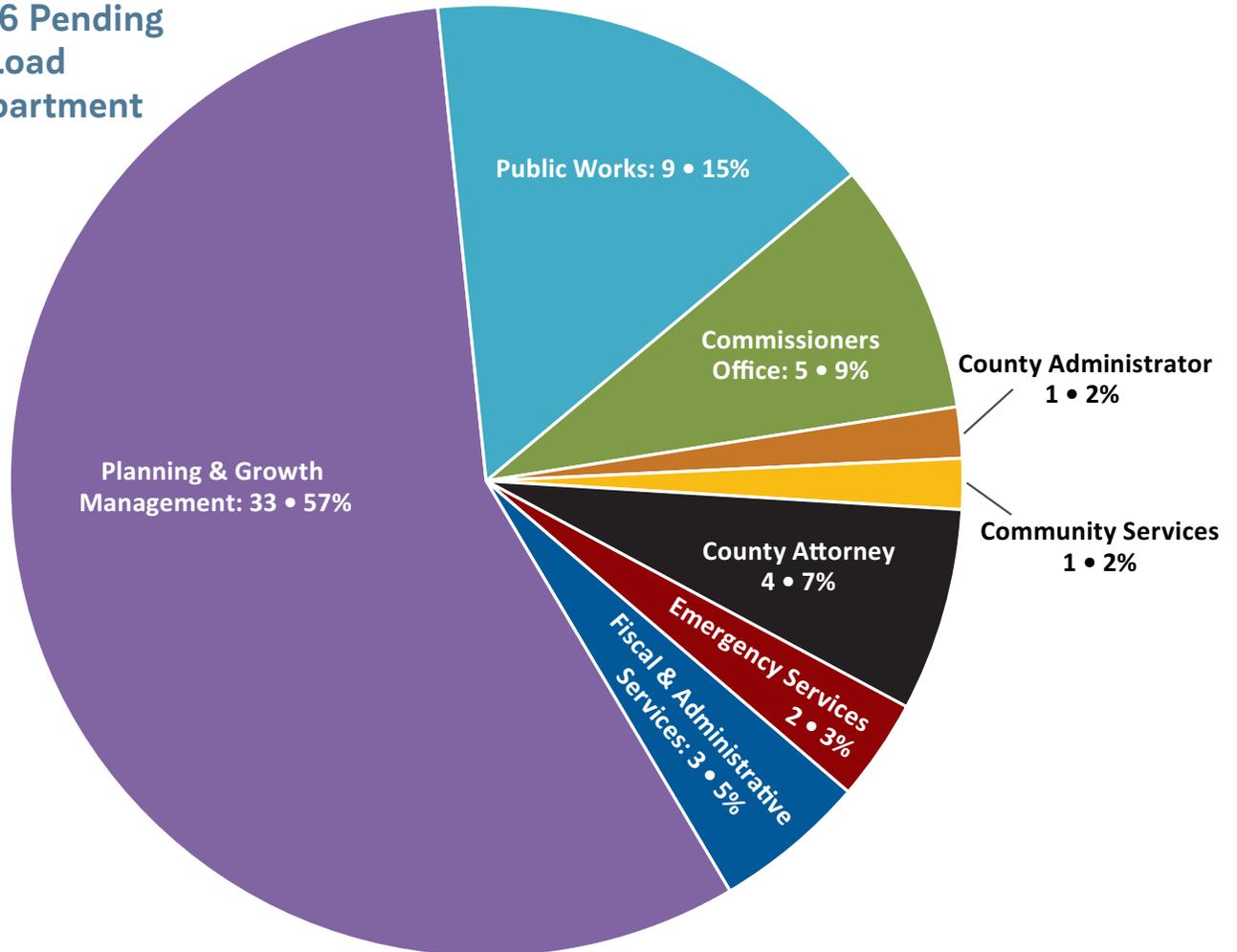
- Waldorf Wal-Mart • 45
- Nuisance Properties • 12
- Comprehensive Plan • 9
- Draining • 4
- Zoning • 4



|                       | Cases Received in FY2016 | New Cases Received in June | Cases Closed in June | Pending/Open Cases |
|-----------------------|--------------------------|----------------------------|----------------------|--------------------|
| District 1 (Robinson) | 160                      | 20                         | 14                   | 16                 |
| District 2 (Davis)    | 189                      | 21                         | 24                   | 7                  |
| District 3 (Stewart)  | 159                      | 16                         | 20                   | 6                  |
| District 4 (Rucci)    | 92                       | 16                         | 11                   | 13                 |
| District Not Provided | 333                      | 41                         | 41                   | 13                 |
| Outside the County    | 26                       | 4                          | 2                    | 3                  |
| Multiple Districts    | 35                       | 0                          | 0                    | 0                  |
| <b>Grand Total</b>    | <b>994</b>               | <b>118</b>                 | <b>112</b>           | <b>58</b>          |

## Citizen Response Office

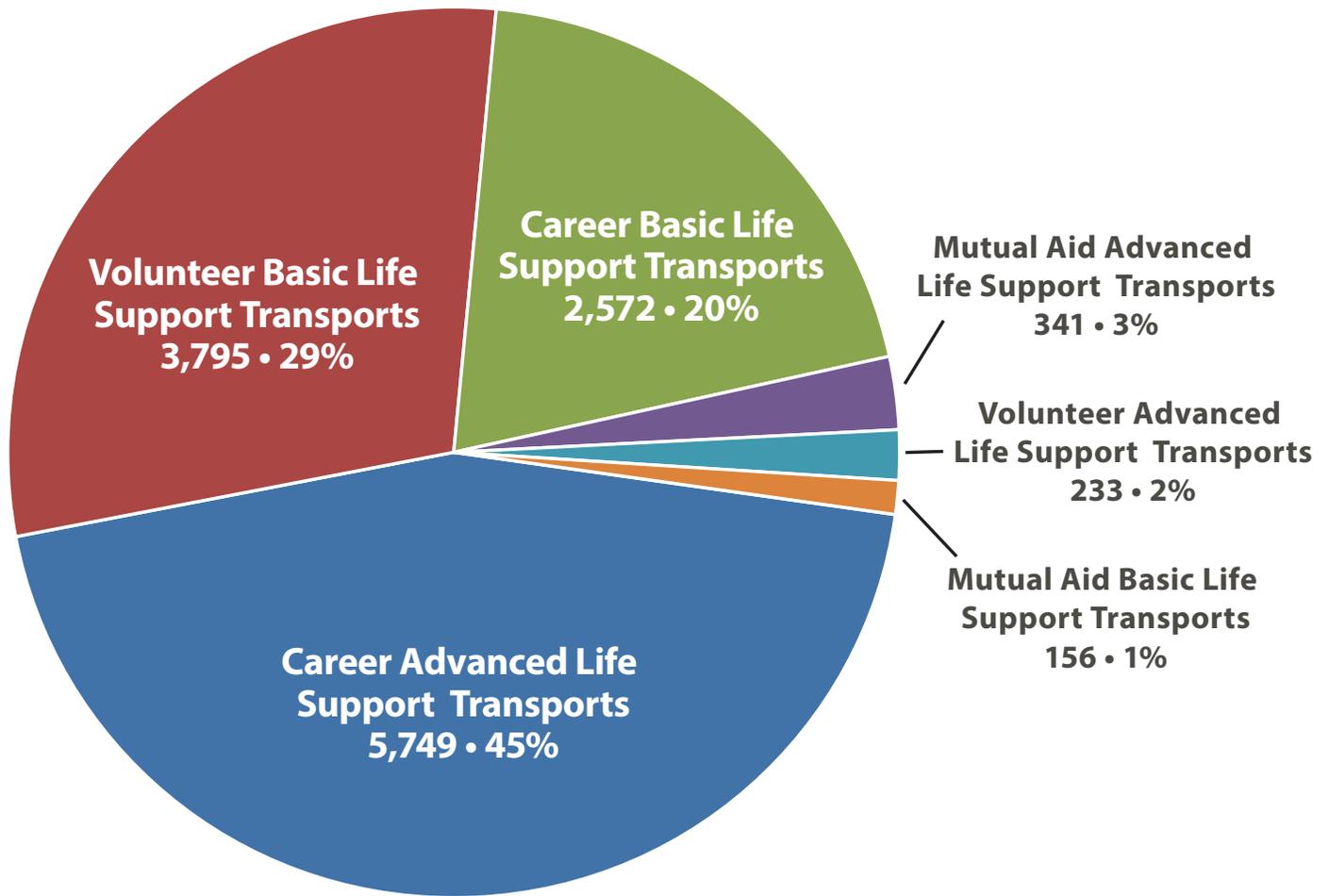
### FY2016 Pending Case Load by Department



|                                  | Cases Received in FY2016 | New Cases Received in June | Cases Closed in June | Pending/Open Cases |
|----------------------------------|--------------------------|----------------------------|----------------------|--------------------|
| Commissioners Office             | 221                      | 17                         | 20                   | 5                  |
| County Administrator             | 20                       | 4                          | 3                    | 1                  |
| Community Services               | 24                       | 1                          | 0                    | 1                  |
| County Attorney                  | 14                       | 2                          | 2                    | 4                  |
| Economic Development             | 3                        | 2                          | 2                    | 0                  |
| Emergency Services               | 37                       | 1                          | 0                    | 2                  |
| Fiscal & Administrative Services | 38                       | 2                          | 2                    | 3                  |
| Human Resources                  | 3                        | 0                          | 0                    | 0                  |
| Planning & Growth Management     | 280                      | 65                         | 58                   | 33                 |
| Public Works                     | 277                      | 17                         | 18                   | 9                  |
| Outside Agencies                 | 77                       | 7                          | 7                    | 0                  |
| <b>Grand Total</b>               | <b>994</b>               | <b>118</b>                 | <b>112</b>           | <b>58</b>          |

**Emergency Services**  
**Response & Transport Reporting**

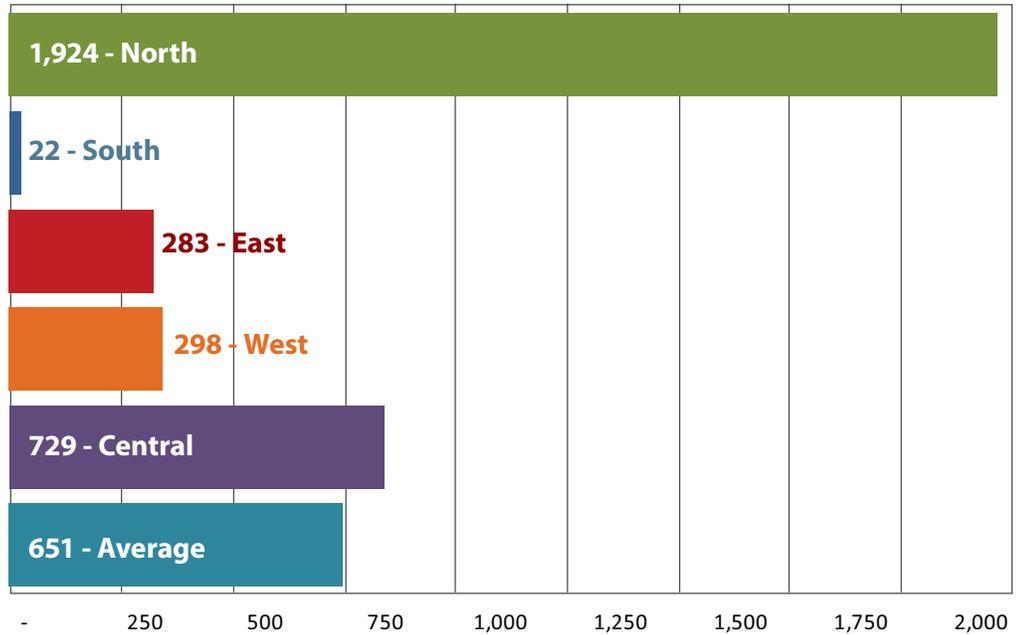
**FY2016 Countywide EMS Fiscal Transports**



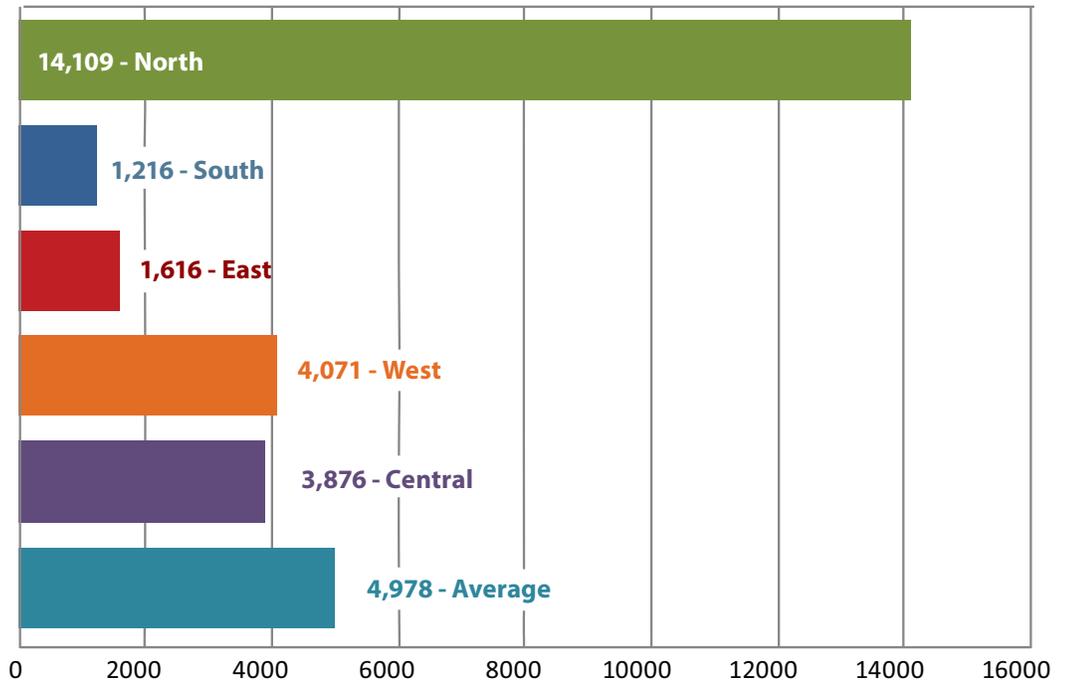
BLS = Basic Life Support  
ALS = Advanced Life Support

## Emergency Services Response & Transport Reporting

### FY2016 First Due Service Delivery Per Geographic Region



### FY2016 First Due Service Deficits Per Geographic Region



**NORTH SIDE**

Waldorf, Westlake and White Plains

**SOUTH SIDE**

Newburg and Cobb Island

**EAST SIDE**

Hughesville and Benedict

**WEST SIDE**

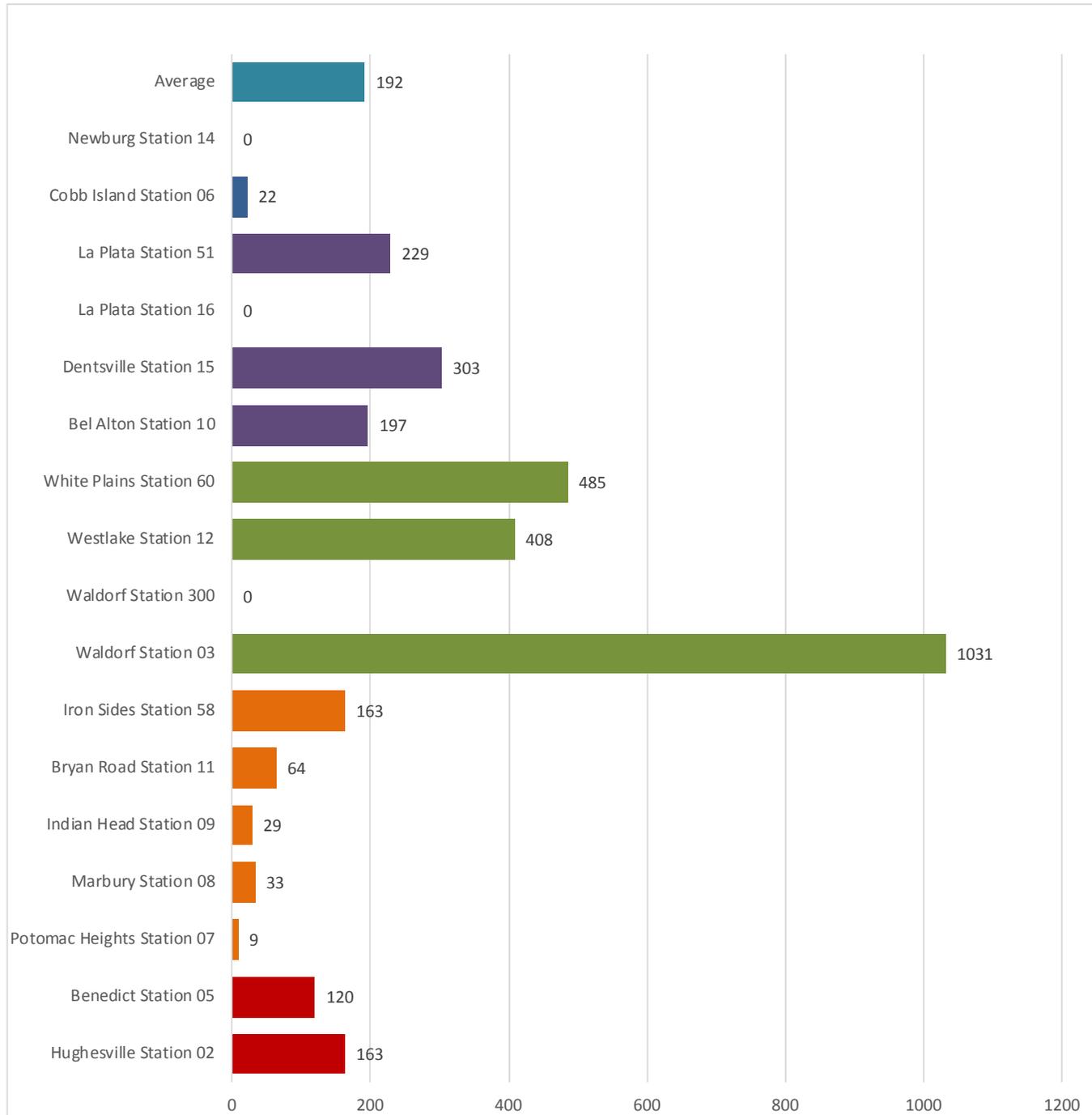
Ironsides, Marbury, Potomac Heights, Bryans Road and Indian Head

**CENTRAL**

La Plata, Dentsville and Bel Alton

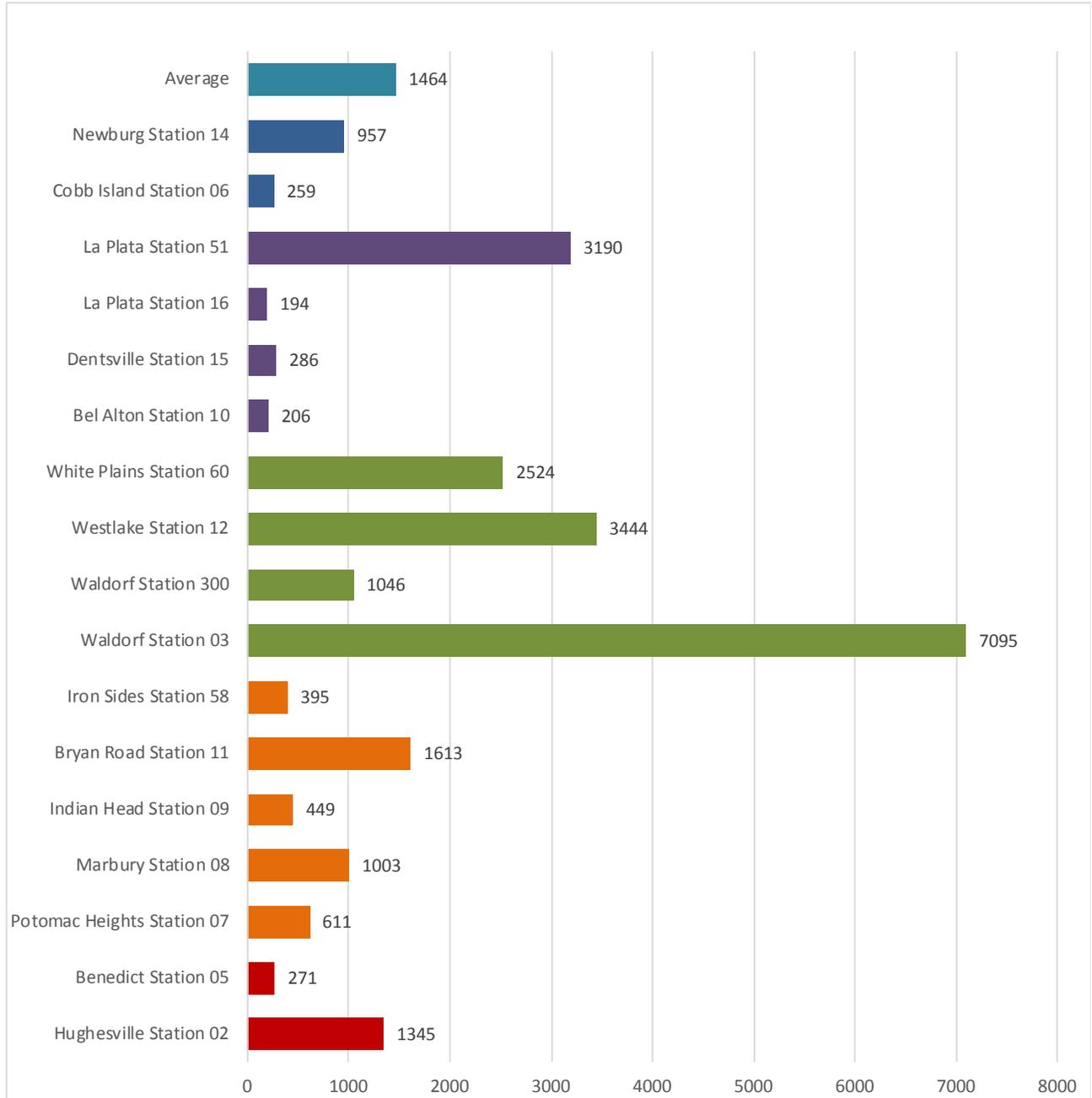
## Emergency Services Response & Transport Reporting

### FY2016 First Ambulance Dispatched Unavailable



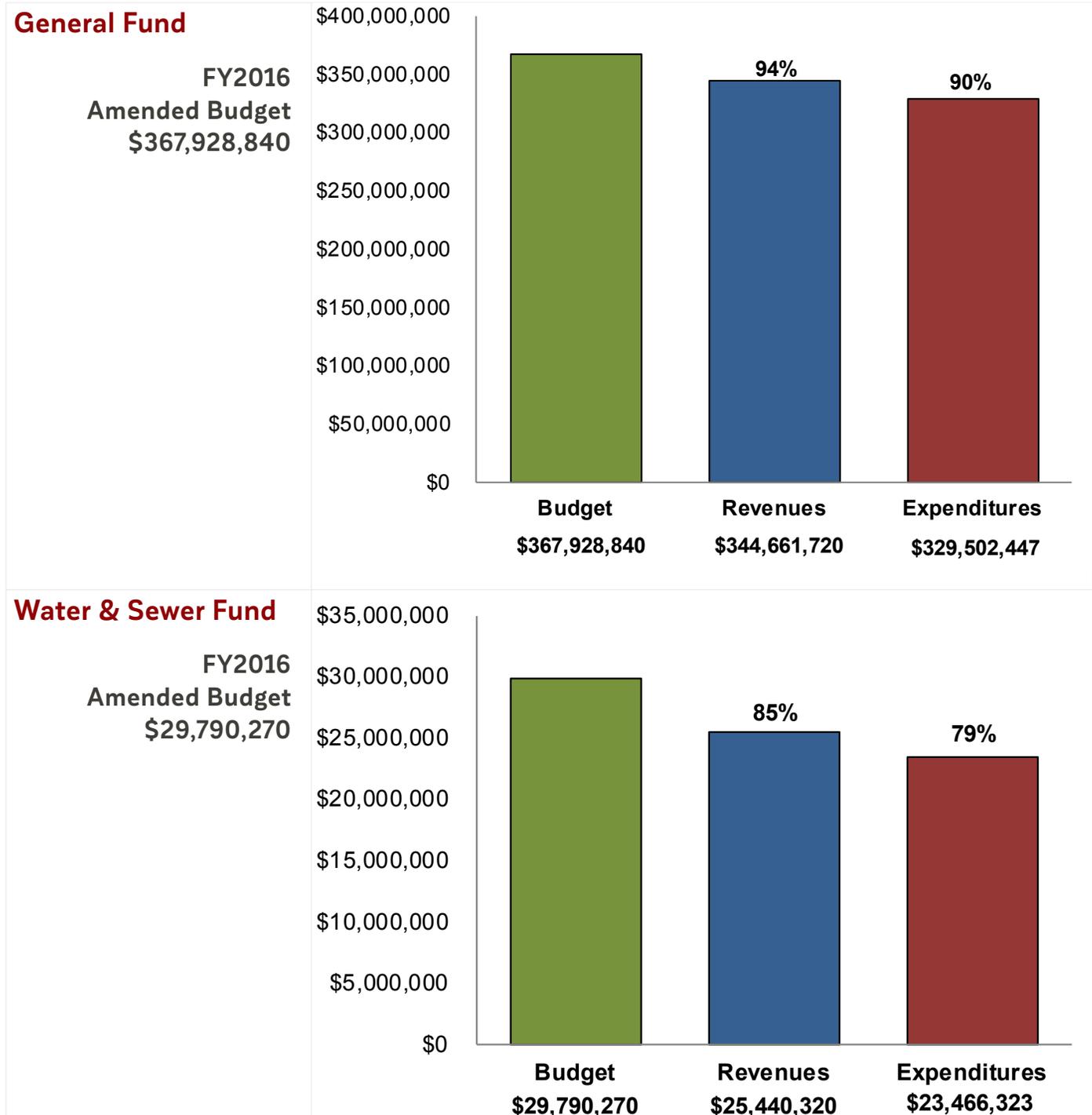
## Emergency Services Response & Transport Reporting

### FY2016 EMS Service Delivery Per Station



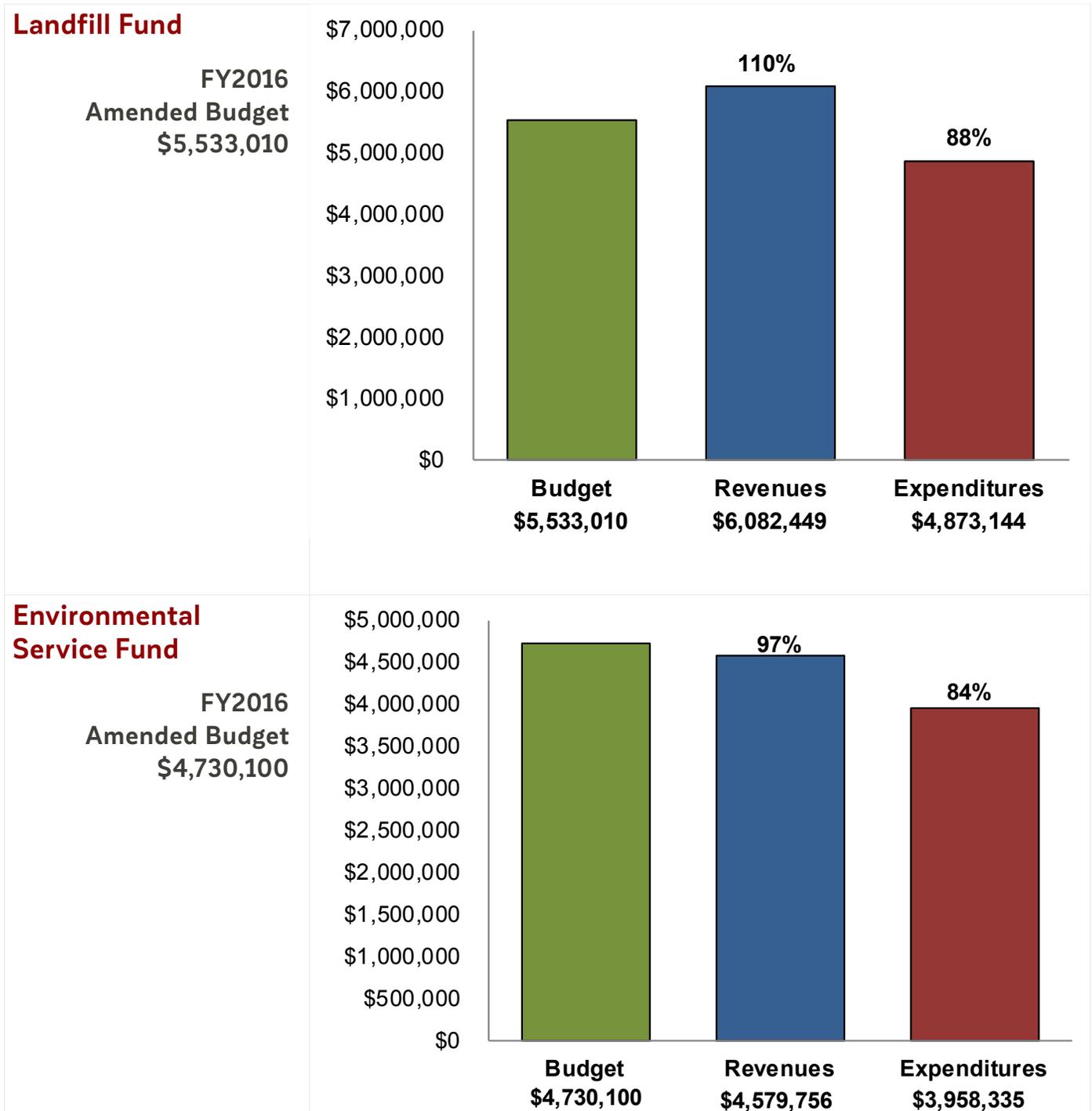
**Fiscal & Administrative Services**  
**Comparison of Annual Budget to**  
**Year-to-Date Revenues & Expenditures**

Data Shown Reflects  
 FY2016 May 1-31, 2016



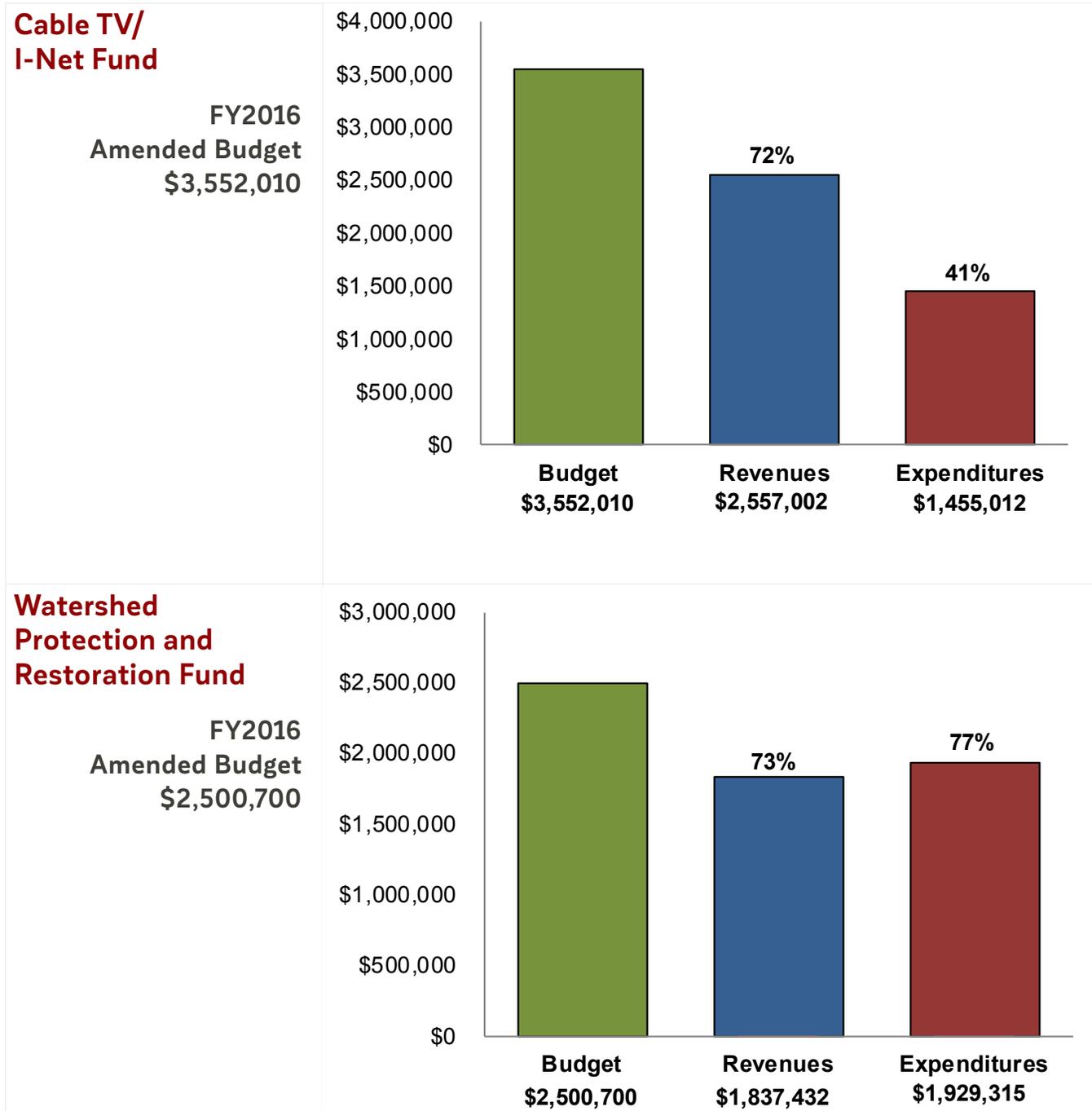
**Fiscal & Administrative Services**  
**Comparison of Annual Budget to**  
**Year-to-Date Revenues & Expenditures**

Data Shown Reflects  
 FY2016 May 1-31, 2016



**Fiscal & Administrative Services**  
**Comparison of Annual Budget to**  
**Year-to-Date Revenues & Expenditures**

*Data Shown Reflects  
 FY2016 May 1-31, 2016*

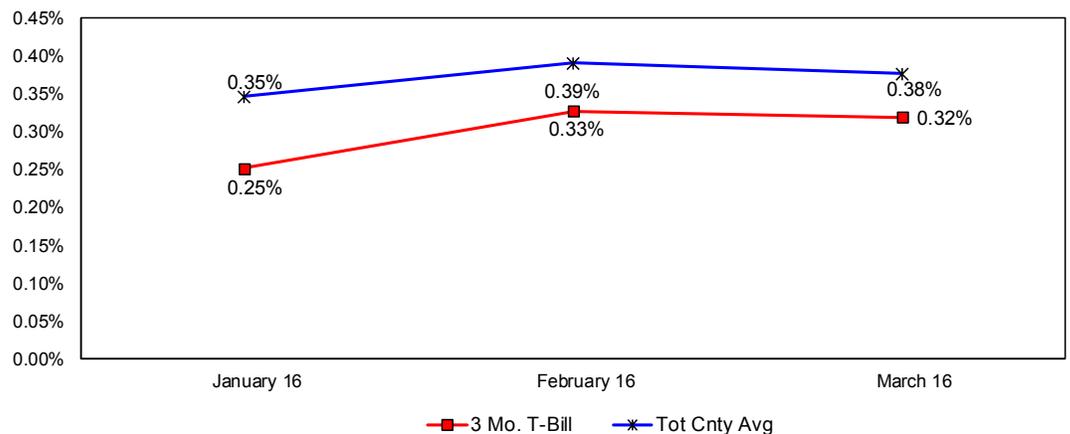
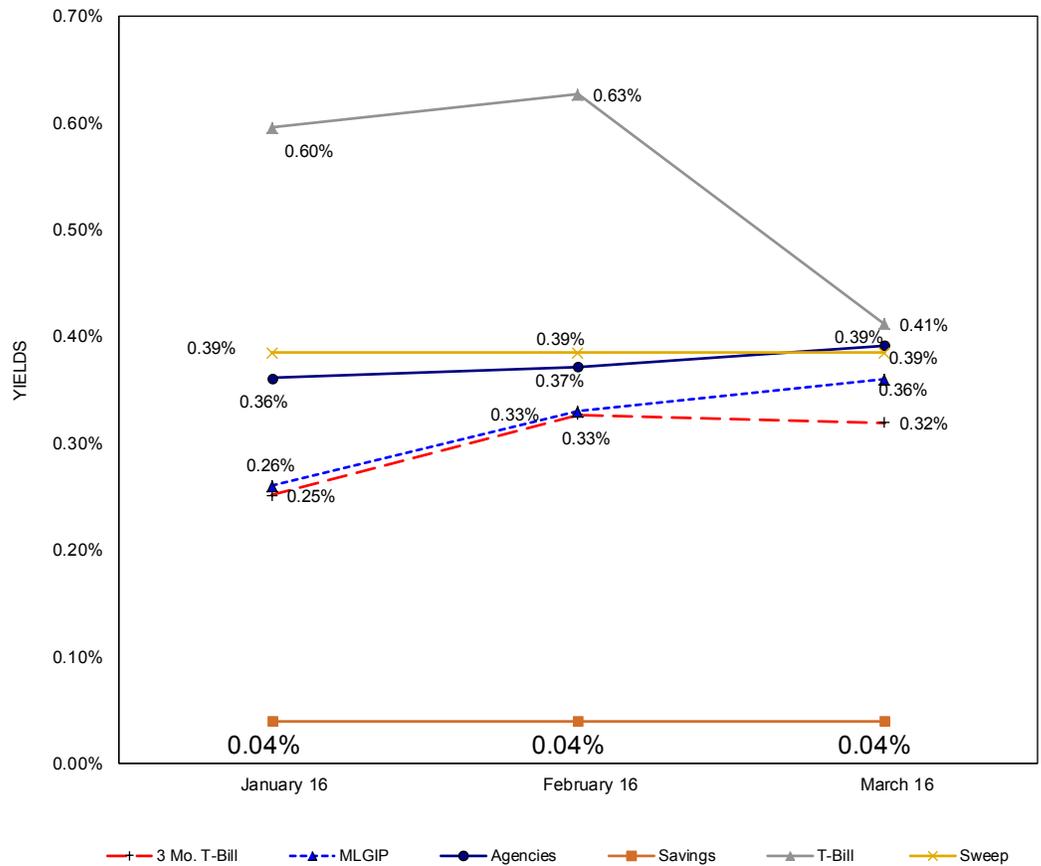


## Fiscal & Administrative Services

### Investment Reporting

#### Quarterly Analysis (Jan. 2016 to March 2016)

### Three Month T-Bills vs. County Investments



## Human Resources • County Positions

### May 1-31, 2016

#### POSITIONS RECRUITED

- ★ ADRC Specialist
- ★ Animal Shelter Attendant (3 positions)
- ★ Assistant Project Manager/Utilities
- ★ Capital Services Project Manager II (2 positions)
- ★ Chief of Tourism
- ★ Director of CS
- ★ Director of PGM
- ★ Equipment Operator II/Roads (2 positions)
- ★ Equipment Operator III/Utilities (2 positions)
- ★ Permits Specialist (2 positions)
- ★ Portability Specialist - Housing
- ★ Program Manager - Elite
- ★ Telecommunication Specialist
- ★ Wastewater Operator Trainee (this one still has 1 pending Req.)
- ★ Weigh Clerk
- ★ Plus: Intern positions - 10 of them.

#### POSITIONS FILLED

- ★ Chief of Parks & Grounds
- ★ Line Maintenance Worker
- ★ LMB Program Specialist
- ★ Public Safety Dispatcher Eligibility List (finalized)
- ★ WURC Project Coordinator
- ★ Public Safety Dispatcher I
- ★ Revenue Specialist
- ★ Wastewater Operator Trainee

### June 1-30, 2016

#### POSITIONS RECRUITED

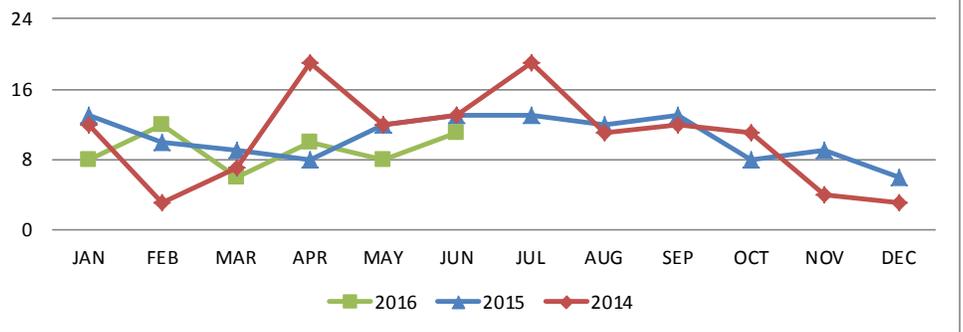
- ★ Animal Shelter Attendant (4 positions)
- ★ Assistant Project Manager/Utilities
- ★ Capital Services Project Manager II (2 positions)
- ★ Chief of Purchasing
- ★ Director of Community Services
- ★ Equipment Maintenance Technician I
- ★ Equipment Operator II/Roads (1 position)
- ★ Equipment Operator III/Utilities (2 positions)
- ★ Line Maintenance Supervisor
- ★ Office Associate III/Utilities
- ★ Portability Specialist – Housing
- ★ Program Manager - Elite
- ★ Solid Waste Worker (3 positions)
- ★ Telecommunication Specialist
- ★ Wastewater Operator Trainee (1 pending Req.)
- ★ Weigh Clerk

#### POSITIONS FILLED

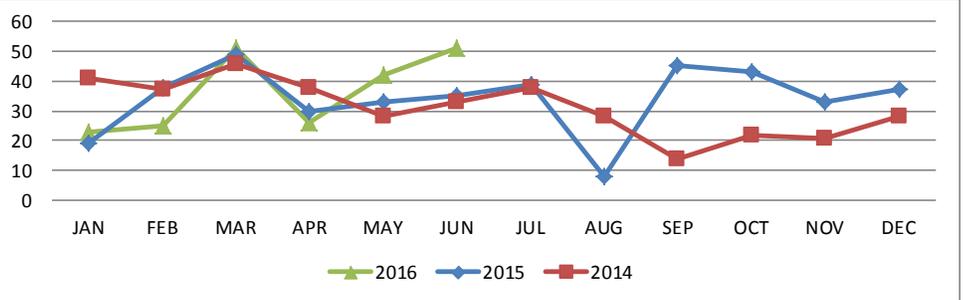
- ★ ADRC Specialist
- ★ Chief of Tourism & Special Events
- ★ Equipment Operator II/Roads (1 pos)
- ★ Wastewater Operator Trainee

## Planning & Growth Management Building Applications Submitted

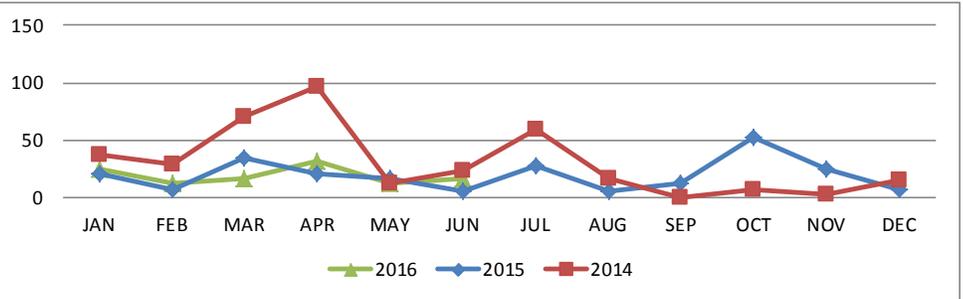
**New Single Family Units on Well/Septic**



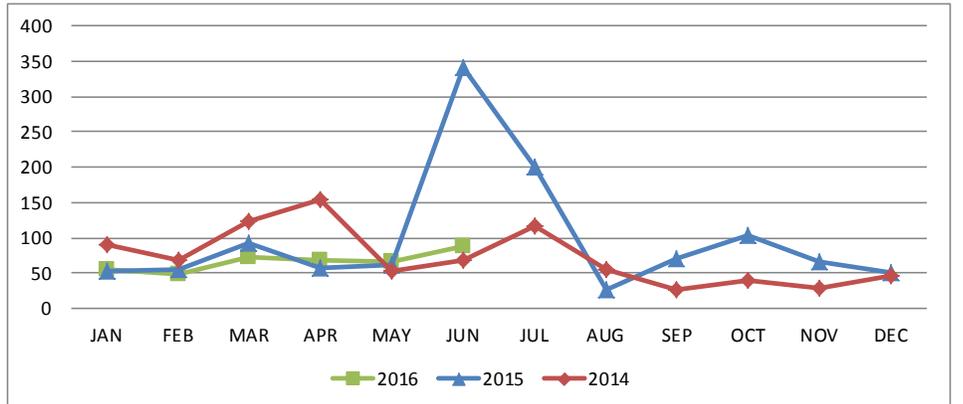
**New Single Family Units on Public Water/Sewer**



**New Townhouse Units**



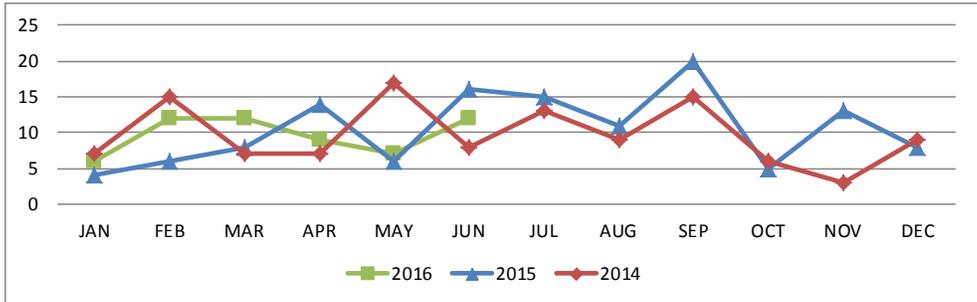
**Total New Residential Living Units**



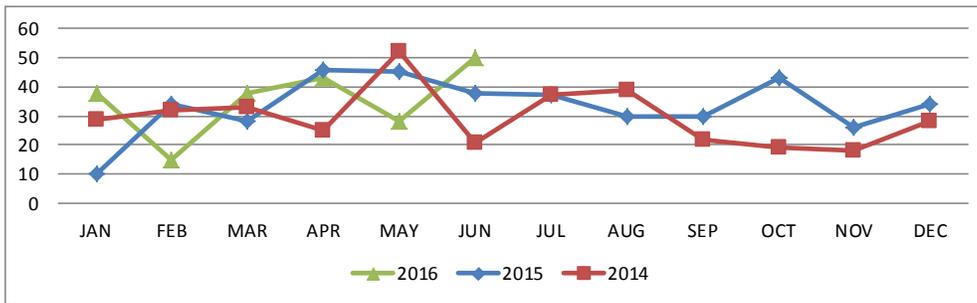
## Planning & Growth Management

### Building Permits Issued

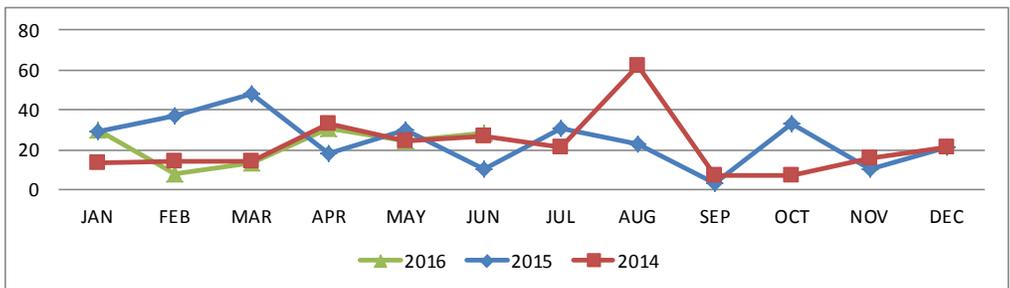
#### New Single Family Units on Well/Septic



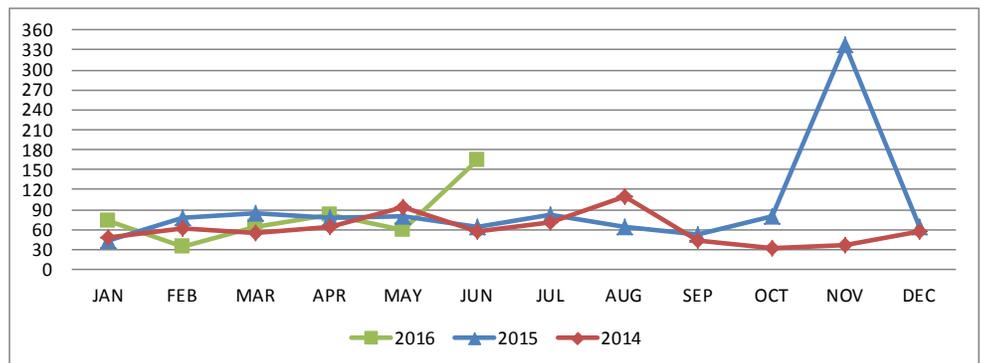
#### New Single Family Units on Public Water/Sewer



#### New Townhouse Units

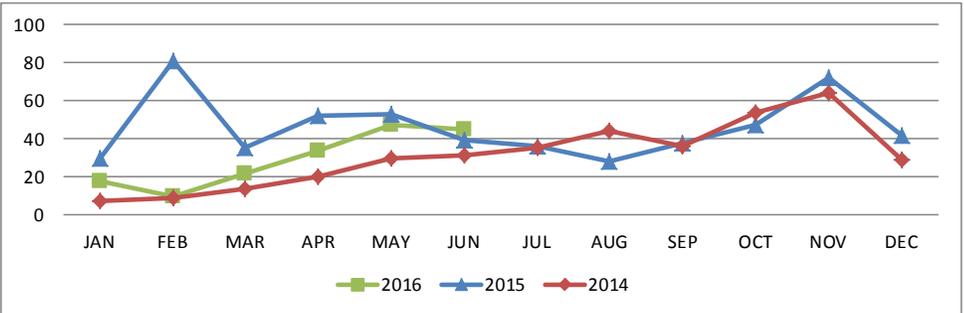


#### Total New Residential Living Units

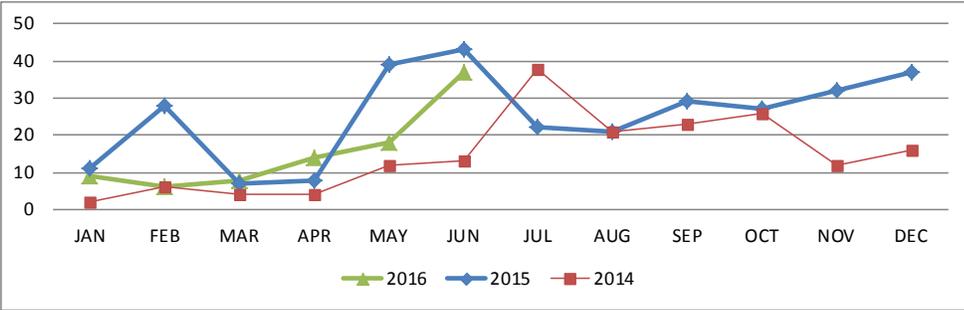


## Planning & Growth Management Use and Occupancy Certificates Issued

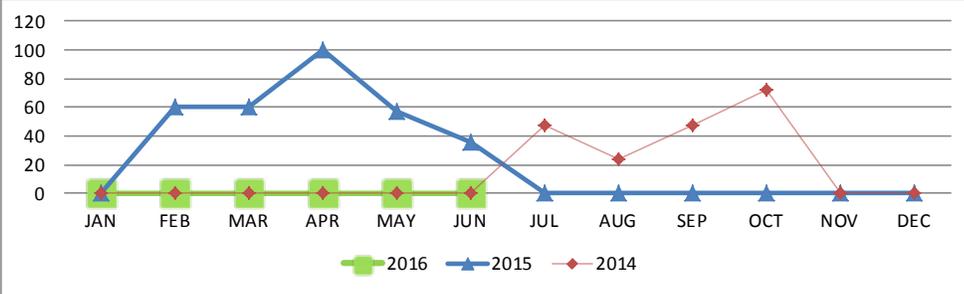
### New Single Family Units on Well/Septic



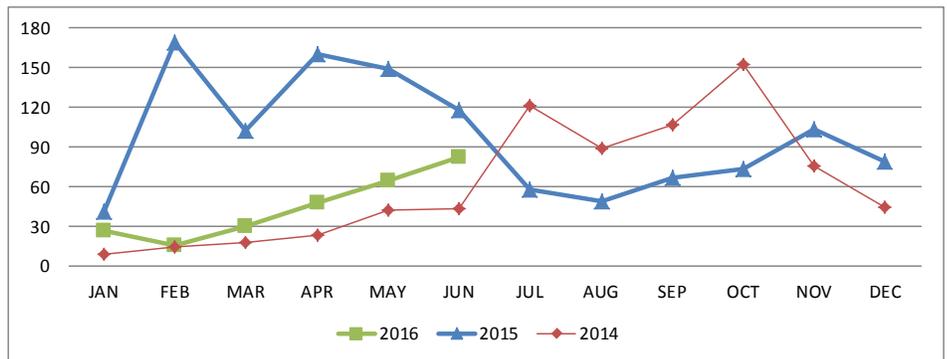
### New Townhouse Units



### New Apartment Units



### Total New Residential Living Units



# Charles County Government



Michael D. Mallinoff , Esq., ICMA-CM  
County Administrator

**The Charles County Government is responsible for the writing, production, and distribution of this publication.**

---

## CHARLES COUNTY GOVERNMENT

Deborah E. Hall, CPA  
Deputy County Administrator

### DIRECTORS

Peter M. Aluotto  
Planning and Growth Management

Darrell Brown, Esq.  
Economic Development

Dave Eicholtz  
Fiscal and Administrative Services

Eileen B. Minnick  
Community Services

Paul M. Rensted  
Human Resources

Bill Shreve  
Public Works

Bill Stephens  
Emergency Services

---

### EDITOR

Crystal Hunt  
Media Services Division

### GRAPHIC DESIGN

Tina Kozloski  
Media Services Division

---

## CHARLES COUNTY GOVERNMENT

P.O. Box 2150 | 200 Baltimore Street  
La Plata, MD 20646

301-645-0550 | 301-870-3000  
Fax 301-645-0560

e-mail: [Commissioner@CharlesCountyMD.gov](mailto:Commissioner@CharlesCountyMD.gov)

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

# CHARLES COUNTY COMMISSIONERS



## Charles County Government

P.O. Box 2150 • 200 Baltimore Street • La Plata, Maryland 20646  
301-645-0550 • 301-870-3000 • MD Relay Service: 7-1-1 • Relay TDD: 1-800-735-2258  
e-mail: [Commissioner@CharlesCountyMD.gov](mailto:Commissioner@CharlesCountyMD.gov)

Learn more at...

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



**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.