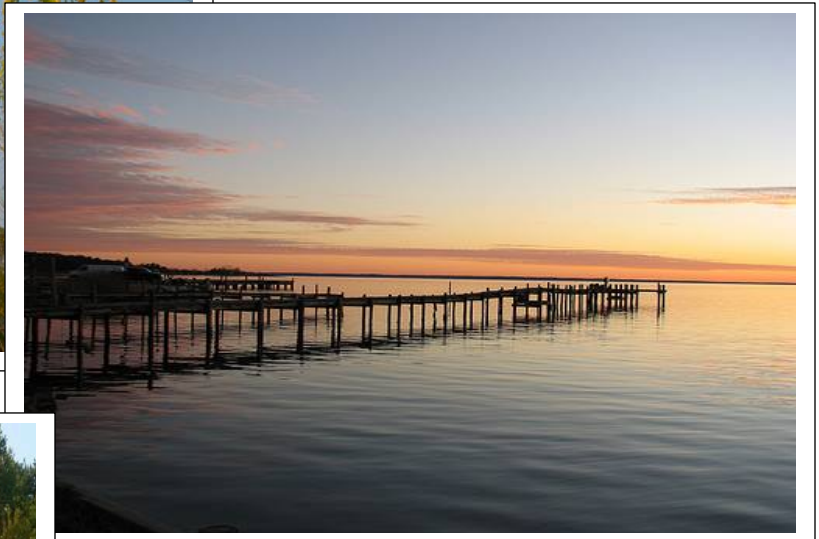




# FISCAL YEAR 2019

## COMMISSIONERS OF ST. MARY'S COUNTY APPROVED BUDGET



ST. MARY'S COUNTY, MARYLAND

APPROVED REVENUES AND APPROPRIATIONS  
OPERATING AND CAPITAL BUDGETS

FISCAL YEAR 2019

COMMISSIONERS OF ST. MARY'S COUNTY



Standing: Tom Jarboe, John E. O'Connor, Michael L. Hewitt  
Seated: Todd B. Morgan, James R. Guy, President

St. Mary's County Government  
Chesapeake Building  
P.O. Box 653  
41770 Baldrige Street  
Leonardtown, Maryland 20650  
(301) 475-4200



# St. Mary's County Government

Dr. Rebecca Bolton Bridgett  
County Administrator

Prepared by:  
Department of Finance

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Officer  
Patricia M. Stiegman...Deputy Director  
M. Carlotta Bell .....Budget Analyst  
Patricia L. Litten .....Budget Analyst  
Sonyia L. Staats .....Budget Analyst  
Eleanor N. Abell.....Administrative  
Coordinator

ST. MARY'S COUNTY  
GOVERNMENT  
P.O. BOX 653, 41770 Baldrige Street  
Leonardtown, MD 20650  
301.475.4200  
[www.stmarysmd.com](http://www.stmarysmd.com)



Equal Opportunity

### *Mission Statement*

*The mission of St. Mary's County Government is to be responsible and accountable to the County's citizens, provide high quality, cost effective and efficient services, preserve the Counties environment, heritage, and rural character, and foster opportunities for present and future generations.*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Commissioners of St. Mary's County  
Maryland**

For the Fiscal Year Beginning  
July 1, 2017

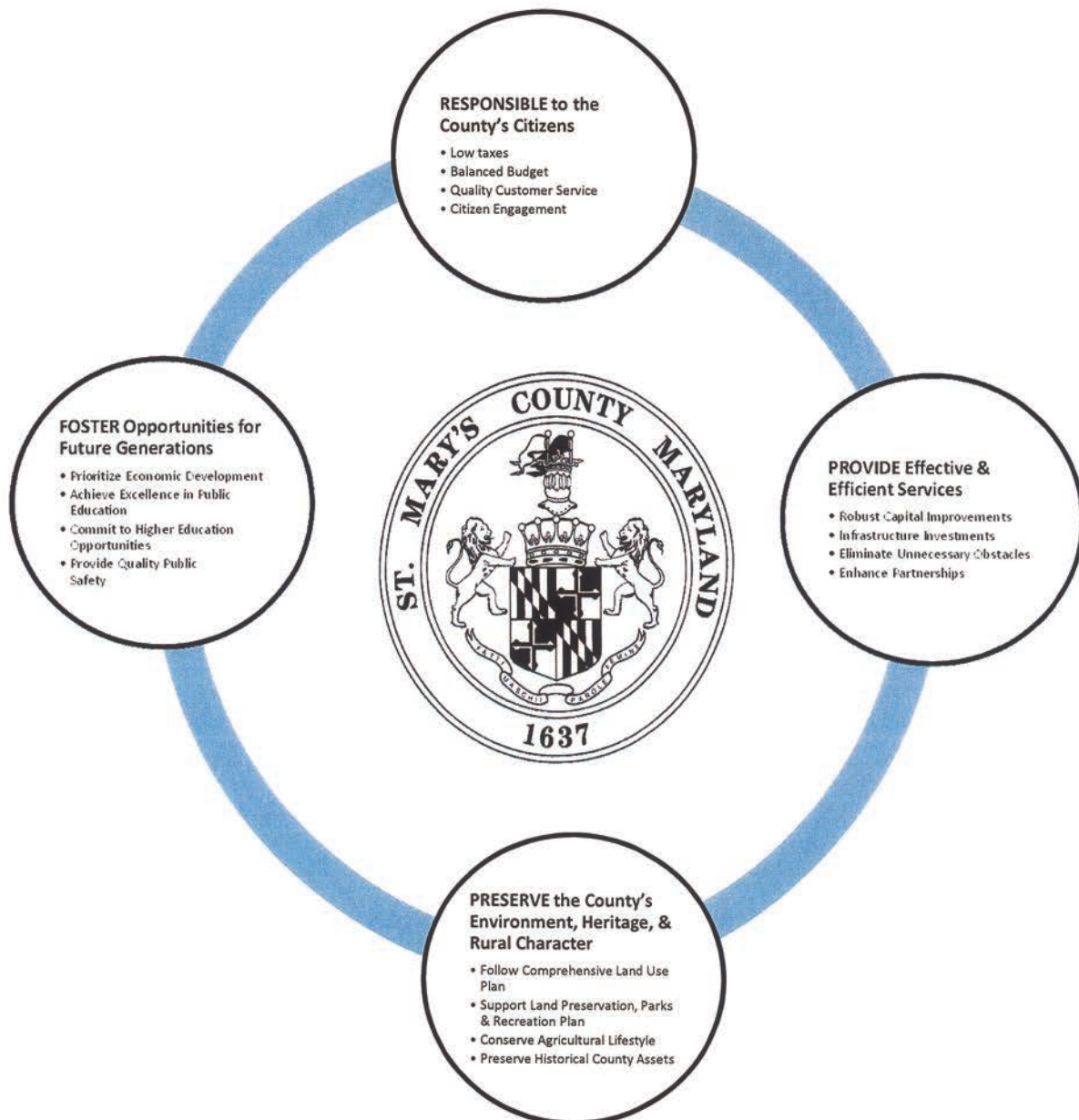
*Christopher P. Morill*

Executive Director

The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

THE MISSION OF  
THE....

COMMISSIONERS  
OF ST. MARY'S  
COUNTY





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ST. MARY'S COUNTY

APPROVED OPERATING AND CAPITAL BUDGETS

FOR FISCAL YEAR 2018-2019

The Approved Budget for St. Mary's County for Fiscal Year beginning July 1, 2018 and ending June 30, 2019, as represented by the detailed and fully itemized statement contained within the "Approved Budget Document", is this date, May 15, 2018 approved by the Commissioners of St. Mary's County.

THIS DATE:

May 15, 2018

BY ORDER OF  
THE COMMISSIONERS  
OF  
ST. MARY'S COUNTY



James R. Guy  
James R. Guy, President

— NAY —  
Michael L. Hewitt, Commissioner

Tom Jarboe  
Tom Jarboe, Commissioner

ATTEST:

Rebecca Bolton Bridgett  
Dr. Rebecca Bolton Bridgett  
County Administrator

Todd B. Morgan  
Todd B. Morgan, Commissioner

L. Jeannett Cudmore  
L. Jeannett Cudmore  
Chief Financial Officer

John E. O'Connor  
John E. O'Connor, Commissioner

# FY2019 APPROVED BUDGET MESSAGE

## TO THE CITIZENS OF ST. MARY'S COUNTY:

The Commissioners of St. Mary's County approved this FY2019 Budget on May 15, 2018. It is based on recurring revenues of \$228,070,443 and the use of fund balance \$2,085,000, combined increase of \$8,831,338 or 4% compared to the FY2018. Recurring expenses are limited to recurring revenues. Allocation to the Board of Education increases their recurring funding by \$1,662,585. Funding for the Sheriff's Office is increased by \$1,868,557 over the FY2018 approved. The capital improvement program (CIP) budget includes funding for FDR Boulevard Extended, Patuxent Park Neighborhood Preservation, Three Notch Trail – Phase Seven, and \$13.3 million in public school projects, for a total of \$58.7 million.

### REVENUE RATES

The County's Property tax rate remains at .8478. Assessments from the State grew by 1.8% compared to final assessments for FY2018, reflecting a modest growth. The Property Tax Revenue increase is approximately \$2.1 million or 2%, over the FY2018 Approved Budget. The senior tax credit programs collectively reduce property taxes by an estimated \$1,030,000.

The County's Income tax rate will remain at 3% and revenue is expected to increase \$1.8 million over the FY2018 Approved Budget. The income tax revenue for FY2019 reflects an assumed 3.5% growth in taxable income – lower than the prior year. The average 3 year growth TY2014 – TY2016 is 3.5%. Income Tax receipts in FY2018 are currently exceeding FY2017 by 4.1% for the same time period.

Revenues, excluding grants, are estimated to increase by approximately \$8.2 million over FY2018. From a total budget perspective revenue growth in future budgets is projected to be between 2% and 3%. As we made decisions about this budget, we considered the long term and recurring impact of any changes we proposed, including the review of a multi-year operating plan through FY2023.

### ALLOCATIONS REFLECT COMMUNITY PRIORITIES

The County's recurring funding for the Sheriff's Office increased by 1.8% for non-grant activities. Funding increase reflects promotional ranks and increased medical care contracts for the ADC. The ADC project has construction funding starting in FY2020, for a total project cost of \$25.9 million. Project includes \$10.1 million of State funding. Merit increase was included along with additional costs for the Sheriff's Office Retirement Plan.

We increased the Board of Education recurring funding by 1.6%, which brings total county funding to \$103,852,525; State-mandated maintenance of effort requires \$102,352,525. Funding for the BOE represents over 47% of the County's non-grant revenue. When combined with State and other funding, the Board of Education operating is \$214,259,915, 1.9% increase over FY2018 Approved Budget.

Funding for County department based activities and programs, excluding grants, increased by \$1.9 million, 5%. Departments reflect a net increase of 9.2 positions and increased costs for technology upgrades and maintenance. A merit increase was provided to full time and regular part-time employees. Fee increase for the Solid Waste & Recycling Fund from \$72 to \$91 per household and increase to various Land Use & Growth Management fees.



Responding to the requests of Lexington Park Volunteer Rescue and Second District Fire & Rescue and support from the Emergency Services Committee, the Lexington Park Volunteer Rescue tax rate increased to 2.3 cents, and the Second and Ninth District fire tax rate increased to 5.6 cents, and rescue tax to 1.7 cents, per \$100 of assessment.

Updated calculation for the Economic Impact Fee – based on dwelling and phased in over five years.

### **MAINTAINING ADEQUATE RESERVES**

The June 30, 2017 audit reflects an unassigned general fund balance of \$30.3 million. The ratio of County reserves to Revenue percentage is 20.55%. This Approved Budget includes the use of \$1,085,000 for CIP Pay-Go for the Public Administration Enterprise Software Upgrade and the Public Safety Computer Aided Dispatch Replacement/Enhancement projects, additional funding planned use in FY2020 and FY2021. \$1,000,000 is also using unassigned fund balance for School Safety in the General Fund for FY2019. Maintaining a healthy fund balance can help the County to weather negative revenue results and avoid sudden disruption or elimination of services, by allowing time for a plan to be developed to address negative trends.

Retiree Health Benefits are funded at \$3.2 million; this reflects payment to current retirees only. The County Net OPEB Obligation Credit is estimated to be \$16 million at June 30, 2018. Debt Service reflects an increase of \$412,202, related to plan borrowing of \$30 million in FY2019.

Debt Capacity is analyzed during the Capital Improvement Process using two ratios: 1) The Debt to Assessed Value, below our Legal Debt Limit of 2.15%, to include the debt of METCOM and 2) Debt Service expense to Operating Revenues below 10%. In the six year plan, Debt to Assessed Value ratio ranges from 1.57% to 2.09%. The Debt Service expense to Operating Revenues ratio ranges from 5.15% to 6.00%. We are well within Debt Affordability on both ratios.

### **POSITIONING COUNTY SERVICES FOR STABILITY**

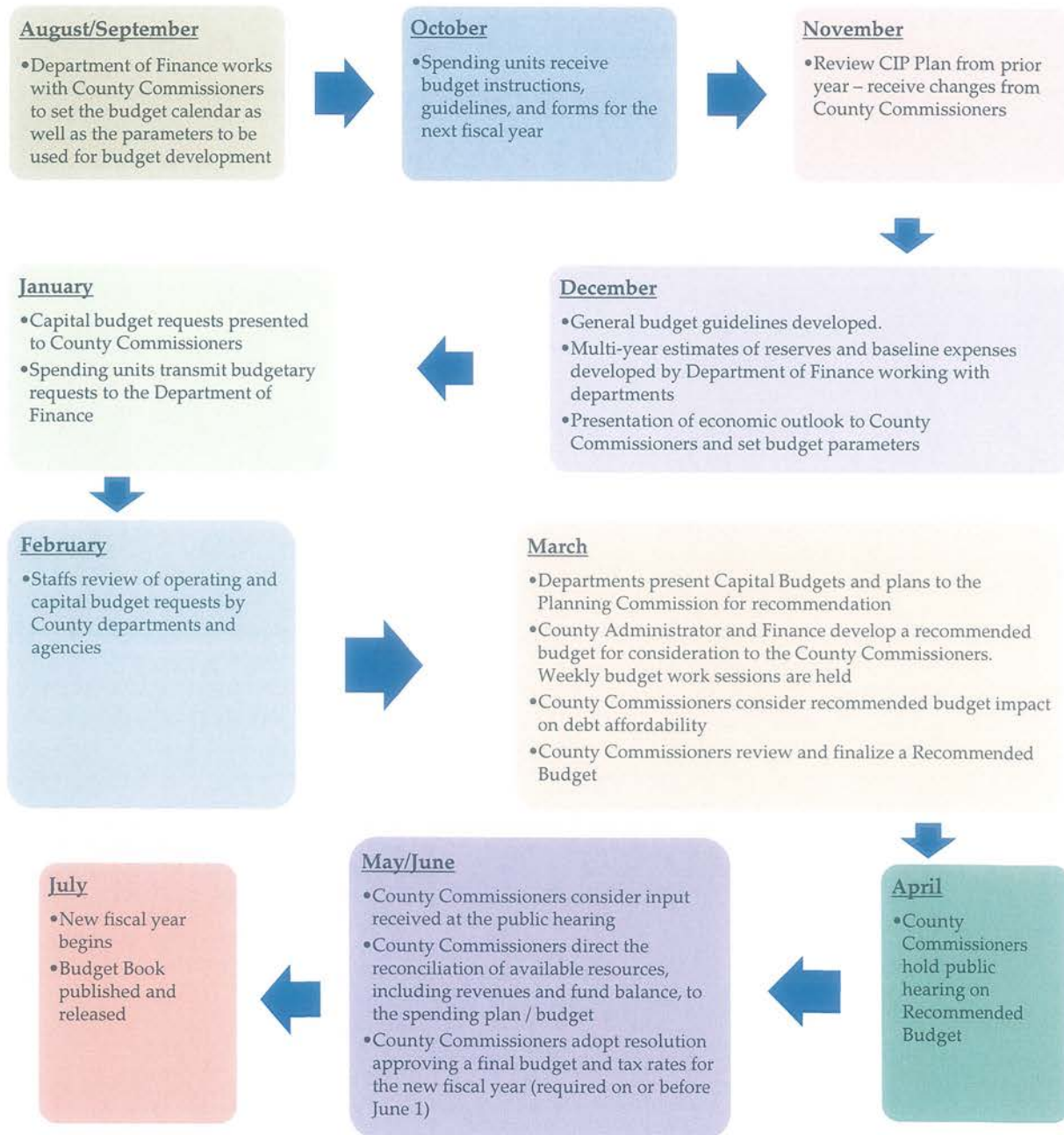
This Approved Budget is our proposed fiscal plan for FY2019. We review each budget request carefully and apply resources based on the needs and priorities of this community. It is challenging to strike a good balance between available resources and sustainable spending.

A stable financial position doesn't start or end with a budget. It takes ongoing focus and commitment. Through the efforts of our dedicated staff, we continually explore ways to streamline efforts, save costs, leverage technology, and collaborate with partners, to meet the needs and expectations of our citizens as well as unfunded mandates, within our current budget projections.

**COMMISSIONERS OF ST. MARY'S COUNTY**

# THE ST. MARY'S COUNTY BUDGET PROCESS

The County budget consists of the current expense operating budget, the capital budget and program, and the budget message. It represents a complete financial plan of the County and reflects receipts and disbursements from all sources. The County budget formulation process begins in August for the fiscal year that begins on the following July 1. The steps in the budget process are as follows:





## READERS' BUDGET GUIDE

The Introduction includes information with respect to the County's budget process.

The Operating Budget section presents summary and detailed information concerning the General Fund revenue structure and projections. The General Fund expenditure structure is described; summary and detailed information is included by spending unit and departments. Spending unit budgets are individually presented by the following sections: County Departments, Elected Officials, State Agencies/Independent Boards, and Other Budget Costs. Each spending unit budget displays a categorization of expenditures for the actual FY2017 expenditures, the approved FY2018, and the requested and approved FY2019 budgets. It also includes a description of the spending unit's programs and responsibilities, and highlights of the budget for FY2019. Performance indicators provide citizens and decision-makers with a clear understanding of both the size and scope of County services, as well as service and activity trends. Also provided is a Multi-year General Fund projection for FY2020 – FY2023. Summary financial information is also presented on the County's Enterprise and Special Revenue Funds, Special Assessments Funds, and Fire/Rescue District Tax.

The Capital Budget section includes summary and detailed information relative to the Capital Improvements Fund and highlights of the FY2019 Capital Budget and Five-Year Capital Program (FY2020 to FY2024). Individual project pages are presented within the following project categories: Land Conservation, Highways, Marine, Public Facilities, Public Schools, Recreation and Parks, and Solid Waste. Each project page contains a project description, reference compliance with the Comprehensive Plan, discussion of operating budget impact, project cost by phase and year, funding source, and a section on impact on annual operating budget for current fiscal year and future five years.

The Appendix provides supplemental information on the County government organization, authorized positions and salary schedules, the property tax and other local taxes, outstanding County debt, fund balance, and legal budgetary and fiscal procedures. It also includes demographic information about St. Mary's County and a brief history. A glossary of terms is also included.



# FISCAL YEAR 2019 BUDGET – How to Read the Budget Page

<p><i>Reading a typical budget page</i></p>	<p><b>Operating Budget</b>                  The budget document presents in a standard format –                  A description of functions, activities, and goals for each department, or spending unit. Then followed with additional information as shown on the next two pages.</p>
---	---

Name of organization →

	<h2>COUNTY COMMISSIONERS / ADMINISTRATOR</h2>
	<p><b>DESCRIPTION</b></p> <p>The Commissioners of St. Mary’s County establishes all County policies, enacts ordinances which have the force and effect of law, reviews and approves annual budgets and work plans for all departments and agencies receiving county funds, conducts public hearings and makes decisions on land use matters involving zoning, and water and sewer categories. The County Commissioners appoint all department heads and members of boards, committees and commissions, purchase and maintain county property, approve road construction and maintenance, and serve as the county’s chief elected officials in dealing with other counties, and the state and federal governments. The County Commissioners’ office serves as a contact point for citizens and responds directly to citizens on a variety of areas ranging from general information to specific assistance with government procedures and programs. The Commissioners’ Office provides staff support for County Commissioner meetings and individual County Commissioners. The Commissioners’ Office maintains the Commissioners’ meeting records, resolutions and ordinances, correspondence and administrative files, the official “Seal of St. Mary’s County,” and prepares their agenda and schedules for future events.</p> <p>An appointed County Administrator is responsible for the day-to-day administration of county government, supervision of all government department heads, and coordination of staff activities under the County Commissioners’ jurisdiction. The County Administrator assigns and reports on general business actions and functions of county government and provides periodic performance reports on projects or problems. The County Administrator oversees the Public Information Office. The County Administrator is responsible for the follow-up actions that result from developments at meetings as directed by the Commissioners of St. Mary’s County. The County Administrator serves as the official County Commissioner representative at court actions, hearings, and inquiries at the local, regional and state level. The County Administrator coordinates proposed legislation annually for submission to the legislators. The office also processes incoming mail to the Commissioners and operates and staffs the county’s switchboard.</p> <p>The Public Information Office oversees communications with the media and the public, including news releases, the county’s website, social media sites (Facebook, Twitter, YouTube and Flickr) and the dissemination of emergency information. The office also manages the county’s cable station St. Mary’s County Government TV 95 (SMCG TV 95). The Public Information Office plans and provides staff support for Commissioners of St. Mary’s County events such as the annual Flag Day ceremony and the Veteran’s Day Parade. The Public Information Office prepares proclamations, commendations and special awards from the commissioners to recognize special accomplishments of individuals, organizations and employees. The office plays a central role in the dissemination of information in emergency situations as well as issuing news releases and other information to the media and the public. This office is also responsible for overseeing the content and organization of information on the county website and other social media sites on behalf of the Commissioners.</p>

# FISCAL YEAR 2019 BUDGET – How to Read the Budget Page

<p><i>Reading a typical budget page</i></p>	<p><b>Operating Budget</b>                  The Description is followed by the operating budget. The budget page shows actual and estimated expenditures over a three-year period, and major highlights of the new budget. Staffing, and quantitative indicators of workload and performance are also presented.</p>
---	--

Will show the budget for organization by division (if applicable) & total →

Overview of the budget for the new year, including major changes from the prior budget →

Specific quantitative measures of work to be performed or accomplished or results obtained →

## COUNTY COMMISSIONERS / ADMINISTRATOR

---

### OPERATING BUDGET

County Commissioners / County Administrator	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Legislative/County Commissioners	\$437,409	\$458,748	\$458,748	\$477,634
County Administrator	379,391	403,051	489,313	404,934
Public Information	\$233,561	\$246,787	\$247,787	\$247,909
<b>Total Department</b>	<b>\$1,050,361</b>	<b>\$1,108,586</b>	<b>\$1,195,848</b>	<b>\$1,130,477</b>

### HIGHLIGHTS

The budget for the County Commissioners/Administrator is \$1,130,477, an increase of \$21,891 or 2.0%. It includes the county employee compensation changes mentioned in the budget highlights.

### STAFFING

County Commissioners / County Administrator	FY2018 Approved	FY2019 Request	FY2019 Approved
Legislative/County Commissioners	6.5	6.5	6.5
County Administrator	3	4	3
Public Information	3	3	3
<b>Total Department</b>	<b>12.5</b>	<b>13.5</b>	<b>12.5</b>

### PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Resolutions and Ordinances passed by CSMC	42	31	32
Minutes prepared for meetings	52	60	60
SMC Public Schools joint meetings with CSMC	2	2	2
MetCom joint meetings with CSMC	2	2	2
NAS/PAX River joint meetings with CSMC	2	2	2
CSMC Business Meetings	36	36	36
CSMC Budget Work Sessions	10	9	9
CSMC Public Forums	4	4	4
CSMC Public Hearings	15	17	18
CSMC Executive Sessions	41	46	46
Boards, Committees and Commissions	42	31	32
Tri-County Council full council meetings	4	4	4
Written responses to citizens from CSMC	243	172	180

Funds requested in New Year

Funds approved in New Year

Original approved budget

Audited actual expense for prior year

Full-time and Part-time staff by Division for prior, requested and approved budgets



## FISCAL YEAR 2019 BUDGET – How to Read the Budget Page

<p><i>Reading a typical budget page</i></p>	<p><i>Operating Budget</i></p> <p>The amount of pages for departments or spending unit will vary.</p>
---	---

### COUNTY COMMISSIONERS / ADMINISTRATOR

#### PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
CSMC emails processed	2,200	2,170	2,200
News releases issued	309	360	350
Proclamations and commendations issued	501	456	450
Events attended by CSMC	125	225	200
Video-tape productions (in-house meetings, off-site shoots, special projects)	162	160	160
Special events: Fire/Rescue, Law Enforcement Day, Flag Day, Veterans Day, Ribbon Cuttings, groundbreaking, etc.	75	88	81
Phone calls from citizens	20,703	21,500	22,000
Incoming USPS mail processed	724	700	650
OPEB meetings	5	5	5
Sheriff's Retirement Board meetings	5	5	5
County Administrator Business Items Approved	225	220	220
XMT – Executive Management meetings	22	22	22
Managers meetings	11	10	10
Coffee w/County Administrator	8	8	8
Wednesday Walkers	40	40	40



# FISCAL YEAR 2018 BUDGET – How to Read the Budget Page

**Reading a typical budget page**


**Capital Budget**  
 A separate project page is presented for each capital project approved in either the budget year or planned for future program years. The project purpose and scope are described, estimated costs are broken down by project phase, and funding is indicated by specific revenue source. The specific location of the project is also indicated.

## A TYPICAL CAPITAL BUDGET PAGE

**Capital Improvement Program** FY19 - FY24

**Project Title:** FDR Boulevard (MD4 to Pegg Rd.) **Project Number:** HW-1202 **Classification:** Highways

**Project Description:**  
 Construct 3.7 miles of a two lane residential access way from MD Route 4 to Pegg Road (NAS Patuxent River main gate) to help relieve congestion and reduce delays along the MD 235 corridor by providing an alternative means for residents to travel to and from shopping and work, especially in the Lexington Park development district. Project could remove up to thousands of trips per day in portions of the MD 235 corridor. Right-of-way width needed is 80-100'. Project is being completed in 3 phases in the following order: Phase 2 (completed): 0.2 miles between MD 246 to Shangri-La Drive; Phase 1: 1.7 miles between First Colony Blvd and MD 237 in 3 sub-phases (2 phases substantially completed, 3rd phase under construction, to be completed by fall 2018), along with a wetlands mitigation site (completed); Phase 3: 1.8 miles between MD 237 to Pegg Road in 2 phases. The total project is 3.7 miles in length, including a raised 8-20' median with extensive use of traffic calming devices (i.e. Narrow 10-11' wide lanes, chokers and roundabouts), 5' pedestrian / 5' bicycle accommodations, streetscaping / furniture / lighting, especially through residentially developed areas. Phase 3 of the project also includes construction of the Three Notch Trail.



**Compliance With Comprehensive Plan Section 11.3.2.A:** Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1

**Discussion of Operating Budget Impact:**  
 Estimated roadway maintenance costs are between \$2-\$5 per linear foot. At 3.7 miles of construction, this equates to between \$39,000-\$98,000 per year. Utility costs are for electricity (28 LED 80W lights are included in Phase 2), (212 LED 80 W lights in Phase 1) and (200 LED 80W lights in Phase 3). Cost for electric service is estimated at \$4.50 per light per month.

Appropriation Phase	Total Project	Prior Approval	5-Year Capital Plan					Balance to Complete
			Budget FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	1,600,000	1,600,000						
LAND/ESMT ACQUISITION	5,658,772	5,658,772						
PH1- FIRST COLONY to M237	13,806,800	13,806,800						
PH3- MD237 to PEGG RD	15,215,640	3,537,886	10,362,598	1,315,156				
PH2 - MD246 to SHANGRI LA DR	1,112,000	1,112,000						
WETLANDS MITIG./REFORESTATION	350,000	275,000		75,000				
UTILITY RELOCATION (7-15%)	1,692,814	627,750	324,888	540,176				
MATERIAL TESTING/ INSPECTION (3%)	868,756	412,300	224,352	231,504				
CONSTRUCTION MANAGEMENT	300,000	100,000	100,000	100,000				
CONTINGENCIES (10%)	2,895,570	1,374,050	749,840	771,680				
<b>TOTAL COSTS</b>	<b>43,500,352</b>	<b>28,504,558</b>	<b>11,962,278</b>	<b>3,033,516</b>				

Funding Schedule							
COUNTY FUNDS: COUNTY BONDS	39,312,907	24,662,113	11,767,278	2,883,516			
LOCAL TRANSFER TAX	275,200	275,200					
IMPACT FEES	2,907,905	2,607,905	150,000	150,000			
GENERAL FUND TRANSFER	459,340	459,340					
STATE/FEDERAL FUNDS							
FEES IN LIEU/MITIGATION	545,000	500,000	45,000				
<b>TOTAL FUNDS</b>	<b>43,500,352</b>	<b>28,504,558</b>	<b>11,962,278</b>	<b>3,033,516</b>			

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
SUPPLIES & MATERIALS (HIGHWAY DIVISION)		30,000	30,000			
UTILITIES (COUNTY HWYS ELECTRIC)			10,800			
<b>TOTAL COSTS</b>		<b>30,000</b>	<b>40,800</b>			

## FY2019 APPROVED BUDGET SUMMARY

FUND DESCRIPTION	FY2017 ACTUAL	FY2018 APPROVED	FY2019 REQUESTED	FY2019 APPROVED
<u>General Fund</u>	\$ 211,285,434	\$ 221,324,105	\$ 232,303,405	\$ 230,155,443
<u>Enterprise Funds</u>				
Recreation and Parks Activity Fund	2,400,161	3,811,816	3,982,994	4,006,391
Wicomico Shores Golf Fund	1,240,590	1,407,361	1,415,130	1,423,807
Solid Waste & Recycling	4,070,411	4,374,568	4,573,751	4,694,832
<u>Special Revenue Funds</u>				
Miscellaneous Revolving Fund	294,322	535,714	800,764	802,626
Special Assessments Fund	42,369	48,694	48,694	48,694
Emergency Services Support Fund	2,932,363	3,287,863	3,664,772	3,730,366
<u>Other Operating Funds-Independent Boards</u> (Non-Appropriated State, Federal, Miscellaneous Funds)				
Board of Education-General Operating	104,100,148	108,136,810	109,976,896	110,407,390
Board of Education - Restricted Fund	13,737,650	21,574,861	21,046,694	21,621,450
Board of Education - Revolving Fund	6,743,017	7,610,701	7,505,100	7,505,100
Board of Library Trustees	846,634	986,281	986,281	986,281
College of Southern Maryland	8,042,274	10,254,168	10,520,292	10,520,292
<u>Capital Projects Fund</u>	23,804,493	49,538,291	57,992,775	58,702,945

### THE TOTAL BUDGET FOR ST. MARY'S COUNTY

The General Fund is the portion of the budget where general tax revenues such as property and income taxes are collected, and where general expenditures such as the County's cost for education, law enforcement, highway maintenance, and libraries are reported.

Additionally, County expenditures are incurred in several other funds. There are two separate enterprise funds which account for the operations of various county-wide recreation programs and the operations of the County's public golf course, as well as the solid waste enterprise fund. There are also special revenue funds which account for the emergency services support tax, special tax district costs, and other miscellaneous programs. These miscellaneous revolving funds include several Department of Aging and Human Service activities.

In addition to the county funding, the Library, Public Schools, and College of Southern Maryland receive significant resources from other sources, such as the State of Maryland, which are reflected as Other Operating Funds. As part of the annual budget process, the Commissioners of St. Mary's County must also authorize the expenditure of State, Federal, and other revenues of the independent boards which manage the school system, public libraries, and the College of Southern Maryland. These revenues are received by the respective boards and not by the County government; thus, the revenues are not appropriated in the annual budget ordinance but are still authorized for expenditure by the Commissioners.

The combination of the general fund, enterprise funds, special funds, and the non-county operating funds of the independent boards comprise the entire operating budget for St. Mary's County. The Commissioners of St. Mary's County adopts a separate capital budget for the financing of long-term capital improvements.



## DESCRIPTION OF FUNDS

### Governmental Funds:

Governmental funds are used to account for essentially the same functions reported as governmental activities, focusing on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources. The Commissioners of St. Mary's County maintains five individual governmental funds: general, capital projects, special assessments, fire and rescue revolving funds, and emergency support.

*General* – The general fund is the largest fiscal activity of St. Mary's County and accounts for all the revenues and expenditures for basic services provided to citizens. These services include education, public safety, public works, regulatory services, library services, and various health and human services. Revenue for the general fund is from a broad array of taxes and revenues such as property taxes, income taxes, other local taxes, licenses and permits, service charges, grants, highway user fees, investment income and fund balance.

*Capital Projects* – Capital project expenditures and revenues are accounted for in a separate Capital Improvements Fund. The St. Mary's County Code requires the annual adoption by the Commissioners of St. Mary's County of a separate capital budget and program. The budget and plan are categorized according to the following project classifications: land conservation, highways, marine, public facilities, public schools, recreation and parks, and solid waste. Financial resources include debt-borrowing, federal and state grants, general fund revenues, and other local government and private sector contributions.

*Miscellaneous Revolving Fund* – This is a special revenue fund established to account for certain earmarked revenue sources designed to finance particular functions or activities. The combination of audited fund balance and projected revenues should equal or exceed the requested expenses.

*Special Assessments* – In St. Mary's County there are four distinct classifications of special assessments. These include: shore erosion control, roadway improvements and lighting, storm water drainage, and waterway dredging. Depending upon the type of special assessment, the project may require interfund loans. Provision is then made for the benefiting property owner to pay installments through the property tax system on an annual basis.

*Emergency Support* – Through an Emergency Services Tax, the County dedicates a funding stream for the County's emergency services activities and organizations, funded by that tax. Funding supports the county's volunteer fire departments and rescue squads as well as the advanced life supporting operation. The funds are remitted by the Treasurer and credited to this revolving fund.

### Enterprise Funds:

Enterprise Funds are used to report the same functions presented as business-type activities. The Commissioners of St. Mary's County uses enterprise funds to account for Wicomico Golf Course, fee-based Solid Waste and Recycling Activities, and Recreation Activities.

*Wicomico Golf Course* – The Wicomico Shores Golf Enterprise fund finances the public golf operation in St. Mary's County. This complex includes an 18-hole golf course, restaurant, banquet room, club house, pro shop and two tennis courts.

*Solid Waste and Recycling* – This enterprise captures the direct operating costs and related fees. The Solid Waste and Recycling Fee is collected annually through the Property Tax bills (Environmental Service Fee).

*Recreation Activities* – Programs offered through the Recreation Division of the Department of Recreation and Parks are financed through fees established for the different activities. Programs and facilities include child care centers, summer day camps, sports programs, youth and adult leisure programs, amusement park ticket sales, gymnastics center, regional park, indoor recreation center, teen center and museums.



## DEPARTMENT or AGENCY / FUND RELATIONSHIP

The following table shows which funds are utilized for each Department / Agency:

	GOVERNMENTAL			ENTERPRISE		
	General Fund	Capital Projects	Other	Solid Waste/ Recycling	Wicomico Golf	Recreation Activities
<b>County Departments</b>						
County Commissioners/County Administrator	√					
Aging & Human Services	√		√			
County Attorney	√					
Economic Development	√	√				
Finance	√					
Human Resources	√		√			
Information Technology	√					
Land Use & Growth Management	√		√			
Public Works & Transportation	√	√	√	√		
Recreation & Parks	√	√			√	√
Emergency Services	√	√	√			
<b>Elected Officials</b>						
Circuit Court	√					
Orphans' Court	√					
Office of the Sheriff	√	√	√			
Office of the State's Attorney	√		√			
Office of the County Treasurer	√					
<b>Boards and State Agencies*</b>						
Department of Health	√					
Department of Social Services	√					
Alcohol Beverage Board	√					
Board of Elections	√					
University of Maryland Extension (UME)	√					
Ethics Commission	√					
So. MD Forest Conservation Board	√					
Soil Conservation District	√					
So. MD Resource Conservation & Development	√					
So. MD Tri-County Community Action Committee, Inc.	√					
Tri-County Council for Southern Maryland	√					
Tri-County Youth Services Bureau, Inc.	√					
SDAT - Leonardtown Office	√					
Southern Maryland Higher Education Center	√					
Board of Education	√	√				
College of Southern Maryland	√	√				
Board of Library Trustees	√	√				

\*County Funding relationship only

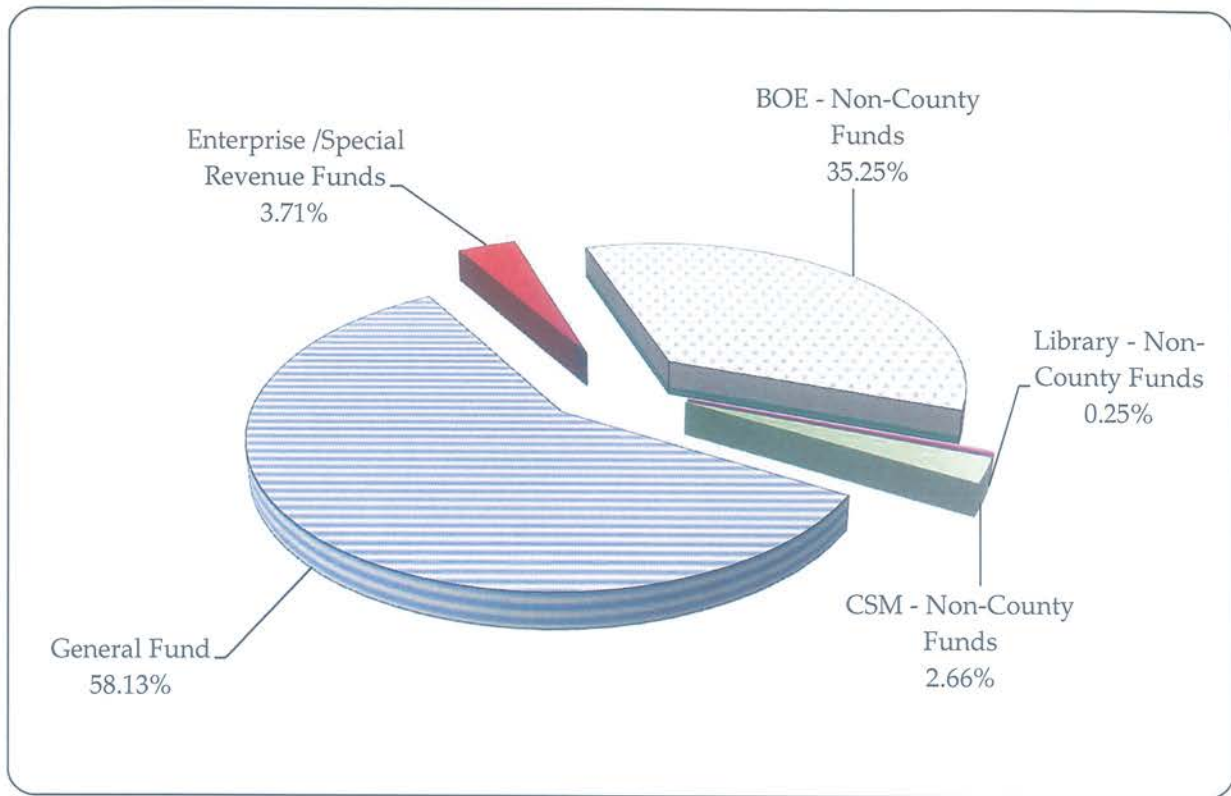
## BASIS OF ACCOUNTING / BUDGETING

Basis of accounting refers to the point at which revenues or 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.

### Basis of Accounting – Accrual, Modified Accrual and Budget Basis

- a. *Accrual Basis* – The Commissioners of St. Mary’s County, for both governmental and business-type activities use the accrual basis of accounting in their financial statements and also, 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 of 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.
- b. *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, and “Available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the County considers revenues to be available if they are collected within 60 days after year-end. All other revenue items are considered to be measurable and available only when cash is received by the County. Expenditures (including capital outlay) are recorded when the related liability is incurred. However, debt service expenditures (principal and interest), as well as expenditures related to compensated absences and claims and judgments, are recorded only when due.
- c. *Budget Basis of Accounting* – The County also utilizes a budget basis of accounting, in order to provide a meaningful comparison of actual results with budget estimates. Under the budget basis, encumbrances are recorded as the equivalent of expenditures, as opposed to only a reservation of fund balance.

## FISCAL YEAR 2019 TOTAL OPERATING BUDGET - BY FUND




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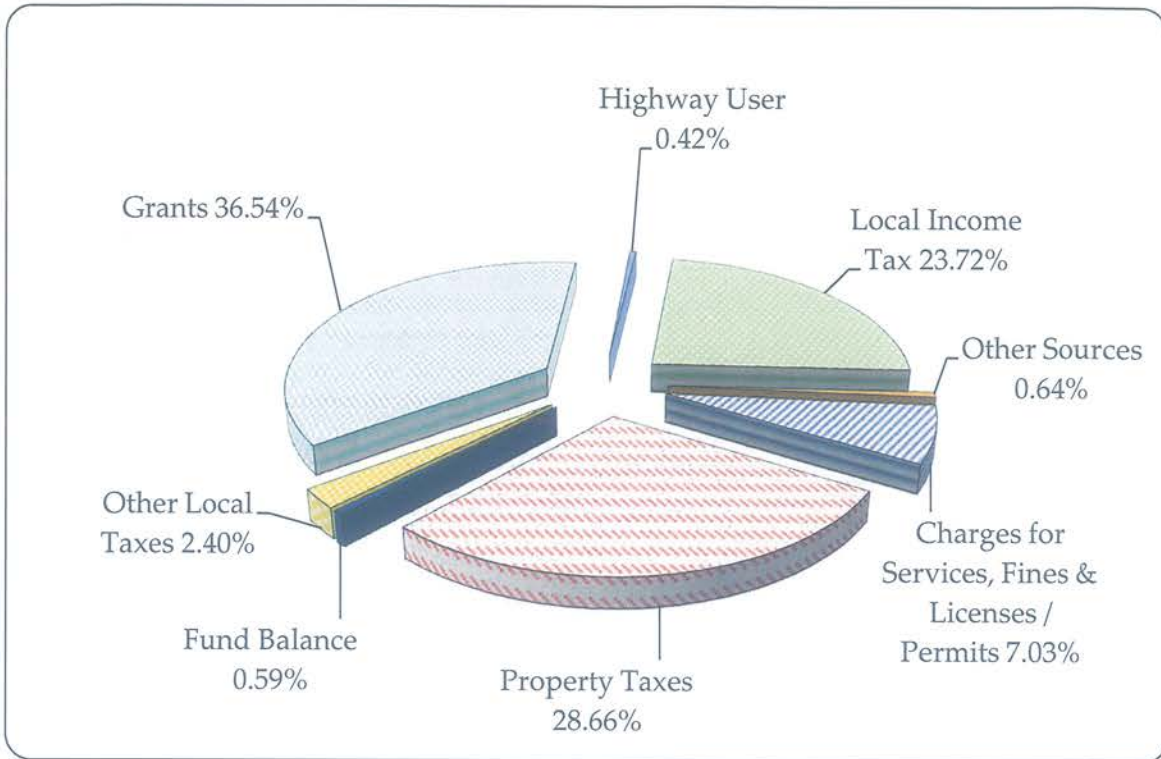


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General Fund	\$230,155,443
Bd. of Education - Non-County Funds	139,533,940
Enterprise / Special Revenue Funds	14,706,716
CSM - Non-County Funds	10,520,292
Library - Non-County Funds	<u>986,281</u>
<b>Total - All Funds</b>	<b><u>\$395,902,672</u></b>

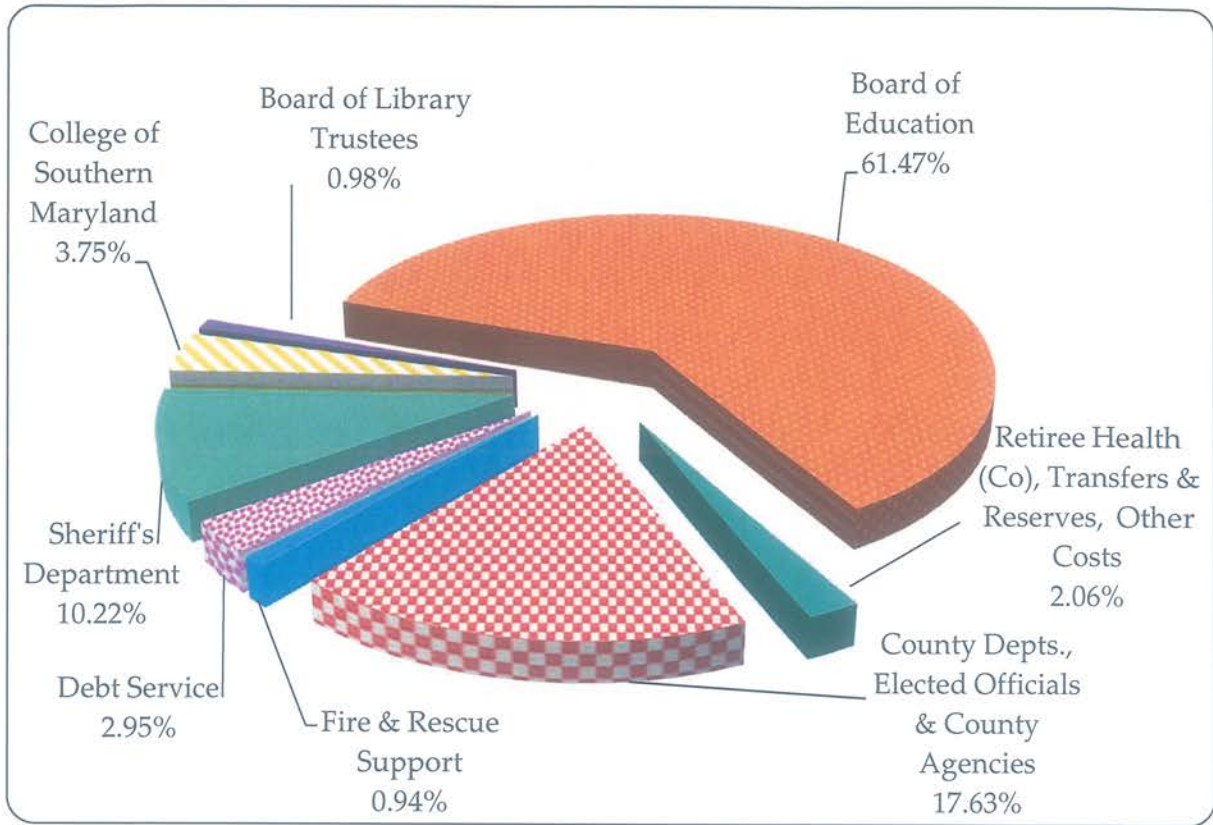


## FY2019 TOTAL BUDGET - REVENUES



State / Federal Grants	\$144,650,218
Property Taxes	113,468,505
Local Income Tax	93,904,332
Charges for Services / Licenses / Fines	27,834,442
Other Local Taxes	9,508,694
Other Sources	2,533,524
Highway User Revenues	<u>1,650,897</u>
Sub-Total	393,550,612
Appropriation of Fund Balance	<u>2,352,060</u>
\$2,085,000 – County	
\$200,000 – Board of Ed	
\$67,060 – by Library	
Total Budget – Revenues	<b><u>\$395,902,672</u></b>

## FY2019 TOTAL BUDGET - EXPENDITURES



Board of Education	\$243,386,465
County Departments, Other Elected Officials & Co. Agencies	69,809,426
Sheriff's Department	40,443,930
College of Southern Maryland	14,847,253
Debt Service	11,667,432
Transfers & Reserves	4,839,976
Board of Library Trustees	3,864,331
Fire & Rescue Support	3,730,366
Retiree Health (County)	3,200,000
Other Costs	<u>113,493</u>
<b>Total Budget-Expenditures</b>	<b><u>\$ 395,902,672</u></b>

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**GENERAL  
OPERATING  
FUND**

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# BUDGET HIGHLIGHTS

## FY2019 APPROVED OPERATING BUDGET

The following represents brief highlights of budget changes between FY2018 and FY2019. For more detail, please refer to the appropriate sections of this Approved Budget book.

### **GENERAL:**

\$230,155,443 general fund budget, \$8,831,338 or 4% more than the Approved FY2018.

This is comprised of revenues totaling \$228,070,443 a 3.0% increase from FY2018 revenues and the use of Fund Balance of \$2,085,000 for Non-Recurring funds to Capital Improvement Projects and School Safety.

### **REVENUES:**

Real Property Tax Rate is recommended to be \$.8478 per \$100 of assessed value; this is .0035 higher than the Constant Yield Rate that is .8443. If the Constant Yield Rate was recommended, Revenue loss would have been \$430,536. Property tax revenue is estimated to increase \$2,148,375 over the FY2018 budget – to approximately \$110.4 million, 2%. Property tax revenue is calculated using the State's estimated assessed value multiplied by the County's tax rates. The County continues to cap the increase in taxable assessed value at 5% for primary residences. Taxes saved by the qualifying senior residents as a result of Senior Tax Credits have decreased from approximately \$1,185,000 in FY2018 to \$1,030,000 in FY2019. Reduction of the Senior Tax Credits is due to the reduced number of anticipated applicants.

St. Mary's County Income Tax rate remains at 3% of net taxable income. Income tax revenues are projected to increase \$1,797,033 over the FY2018 budget, 2% to a total of \$93.9 million. Tax year 2016 returns demonstrated a growth rate of 1.8%, which was a decrease from the 2015 tax return results of 4.8%. This small increase indicates that the County is receiving less tax revenue per unit of economic growth than in the past – this was also the case around the State, with the average increase of .6%. For FY2019, we are growing tax year 2016 receipts by 3.5%, based on the County's average last three tax years. We will continue to monitor the payments that are received in FY2018, which are currently 4.1% higher than payments in FY2017 for the same time period. Recognizing that the tax year is different than fiscal year, we estimate the tax year amounts and then recognize each half of the year in the fiscal year to which it belongs. For example, FY2019 is based upon half of estimated tax for calendar/tax years 2018 and 2019. We also included \$5.3 million as an estimated distribution the State makes of unallocated receipts, penalties, and interest. \$1 million was also added to the estimate for FY2019 for the additional receipts coming to the County due to the federal tax law changes.

## **REVENUES (cont'd):**

Other Local Taxes increase by 8.4% to a total of \$9,460,000. Each of these taxes has different patterns of activity during the year, and the estimates for FY2019 are based on the FY2018 amounts to date, compared to prior trends. The principal area of increase is in recordation taxes, which likely reflects the increase in average homes sold in FY2016 (\$293,300) compared to FY2017 (\$299,900). Rates remain unchanged.

Highway User Revenue is a State formula driven distribution. The formula which includes motor fuel, vehicle titling taxes, and vehicle registration fees, has been severely reduced as a part of the State budget balancing initiated in the 2010 Budget. FY2019 Estimate from the State is \$1,650,897; this is \$469,339 more than the FY2018 Approved. Included in this estimate is \$854,891 for a non-recurring grant from the State being used as pay-go funding to the CIP fund allocated to the Asphalt Overlay project – similar process as in the last fiscal year.

Charges for Services revenue is projected to increase from \$2,900,560 in FY2018 to an estimated \$3,175,645 in FY2019, an increase of \$275,085. The largest increase is in Sheriff Fingerprinting for \$112,000, bringing the total for this to \$140,000. Included in this Approved Budget is an increase to various Land Use & Growth Management fees, increasing estimated revenue by approximately \$140,000.

State and federal grants are projected to be \$7,902,066 in FY2019, which is 8.6% higher than the approved FY2018. This is primarily due to the increase in the STS – Capital Grant for \$391,654, this grant is used to purchase replacement buses; and \$373,731 more funds from the Emergency Numbers Board.

Other Revenues include a \$330,127 refund from Carefirst for the June 30, 2017 Settlement. This revenue will be used to fund the County's share of the 7% increase in employee health insurance costs.

## **FUND BALANCE:**

The June 30, 2017 audit reflects an unassigned general fund balance of \$30,394,751. With the County's Fund Balance Policy approved in August 2015, the ratio of County Reserves to Revenues should be above 15%. County reserves total \$45,349,772 consisting of the Unassigned Fund Balance, the Bond Rating Reserve, and the Rainy Day Fund, brings the ratio for FY2017 to 20.55%. \$1,085,000 of the unassigned general fund balance is included in the FY2019 Adopted Budget for CIP Pay-Go for the Public Administration Enterprise Software Upgrade (\$1,000,000) and Public Safety Computer Aided Dispatch Replacement/Enhancement (\$85,000) projects. These projects are planned through FY2021 and use of unassigned general fund balance is planned in FY2020 (\$2,000,000) and FY2021 (\$2,000,000). \$1 million is also being used to address School Safety needs in FY2019.

It is important to the County and the Rating Agencies to maintain an adequate level of reserves to avoid sudden disruption or elimination of services. These County Reserves allow time to plan and address changes such as revenue shortfalls, or cost shifts.



## **EXPENSES:**

### **COUNTY DEPARTMENTS**

- 2.2 positions are included for the Department of Aging & Human Services with the Senior Office Specialist for the Garvey Senior Center starting in January 2019, to be in place prior to the new facility being completed.
- Transition to Contracted Tourism activities in FY2019 eliminated two (2) positions in the Department of Economic Development. The budget in FY2019 for Tourism is level funded.
- The Department of Public Works & Transportation has an increase of eight (8) positions of which two are grant funded for STS. This increase was needed due to the increased County facilities and monitoring of the County's Capital Improvements.
- Five (5) Hourly employee positions were added: a Food Service Tech in Aging & Human Services as part of the Food Services to Cedar Lane; a Senior Office Specialist in the County Attorney's Office; a Museum Tech/Boat Captain for Recreation & Parks; and two (2) Engineer II's in the Department of Public Works & Transportation.
- Funds are included in the Information Technology Department for the migration to Office 365 Software and Cable Expansion / Technology Audits.
- Increase in the Environmental and Solid Waste Service Fee is included changing from \$72 to \$91 to cover the increased expenses in the Solid Waste & Recycling Enterprise Fund.
- The Department of Emergency Services includes the increase for maintenance costs related to equipment, and one (1) position – Chief of Communications.
- Non-Profit funding was increased by \$33,662 for a total of \$1,044,109 – included in the Department of Aging & Human Services, Economic Development, and Recreation and Parks.
- Merit increase included for Full and Regular Part-time employees, and 1% COLA to Hourly Scale for Hourly employees.

### **ELECTED OFFICIALS**

- Circuit Court funding includes furniture for the new Administrative Judge.
- The Sheriff's Office Budget is currently \$1.8 million over the FY2018 Approved. It includes an increase in the Sheriff's Office Retirement Plan from 39% to 40%, based on the last actuarial report. Also included in the budget, are eligible ranks for Law Enforcement and Correctional Officers; hourly positions for fingerprinting with matching revenue; and increased funding for medical contract costs and monitoring services for the Adult Detention Center; and hiring bonuses to help in recruitment. As in the past two fiscal years, a reduction of \$700,000 is included for a vacancy reserve.
- Both the State's Attorney Office and Treasurer's budget includes additional funds for temporary positions.

### **EXPENSES (cont'd):**

- Merit increase included for Full and Regular Part-time employees, and 1% COLA to Hourly Scale for Hourly employees.

### **BOARDS and STATE AGENCIES**

- The Health Department's budget includes \$22,000 to purchase Naloxone for distribution to community members and \$8,400 for accreditation fees.
- The Alcohol Beverage Board's budget contains additional funding for enforcement offset by matching revenues.
- The Board of Education's (BOE) funding from the County totals \$103,852,525; \$1,500,000 more than State-Mandated maintenance of effort (MOE). MOE is based on the MSDE Official enrollment of 17,154.75, an increase of 27.25 students when compared to September 30, 2016. Recurring funding for the BOE is increased by \$1,662,585 over FY2018.
- The Library's County Funding is increased by \$77,478 which includes funding for the employers share of the 7% health insurance increase for employees, additional funding to purchase digital content, and merit increase.
- County continues 50% share of the costs for the local SDAT Office, \$439,394.
- Tri-County Youth Services was approved \$33,600 to continue youth employment initiatives by implementing the Ready4Life - SOMD program.

### **OTHER BUDGET COSTS**

- The net Other Post-Employment Benefits (OPEB) obligation currently has a credit estimated to be \$16,010,760 as of June 30, 2018. For FY2019, approval was given to fund an additional \$200,000 Pay-Go for a total of \$3,200,000, which covers the employer's cost for current retirees.
- Debt service increased by \$412,202 for half year interest, based on planned borrowing of \$30 million in FY2019.

### **TRANSFERS and RESERVES**

- This Approved Budget includes \$400,000 to maintain a Bond Rating Reserve equal to 6% of revenues and \$500,085 for the Reserve for Emergency Appropriations, to address unbudgeted expenditures, such as severe weather events, unbudgeted grant opportunities that may require a match, or budget shortfalls due to unexpected costs.
- Use of June 30, 2017 Unassigned Fund Balance is \$2,085,000 for CIP Pay-Go and School Safety.



## GENERAL FUND REVENUE STRUCTURE

St. Mary's County General Fund Revenues are categorized into several classifications for estimating and recording purposes. The broad revenue classifications are broken-down further into specific accounts. The revenue classifications include the following:

Property Taxes - Includes all revenues from real and personal property taxes, penalties and interest, and property tax credit adjustments.

Income Taxes - Local subdivisions in Maryland levy a percent of tax based upon individual State taxable income.

Other Local Taxes - Includes admissions and amusement taxes, recordation taxes, CATV franchise tax, energy taxes, trailer park tax, and public accommodations tax.

Highway User – The County's allocation of revenues collected by the State of motor fuel taxes, vehicle titling taxes and registration fees.

Licenses and Permits - Revenues received from individuals, firms, and corporations who must have a license or permit to engage in a particular trade, business, or activity. Examples include alcohol beverage licenses, trader's licenses, amusement licenses, building permits, grading permits, and plumbing permits.

Charges for Services - Fees and charges assessed by the County to offset the costs of various services. Examples include zoning and subdivision fees, sheriff's fees, inspection fees, client fees, 911 fees, and various correctional program fees.

Fines and Forfeitures - This classification relates primarily to revenues generated within the judicial system.

State/Federal Grants – Revenues received from State and Federal governments. This revenue can take the form of a general formula principally aid (e.g. Police Protection Aid) or specific program grants (e.g. Aging - Title III - Congregate Meals)

Other Revenues - Includes investment income, tax sale revenue, grant program contributions and donations, and miscellaneous sources.

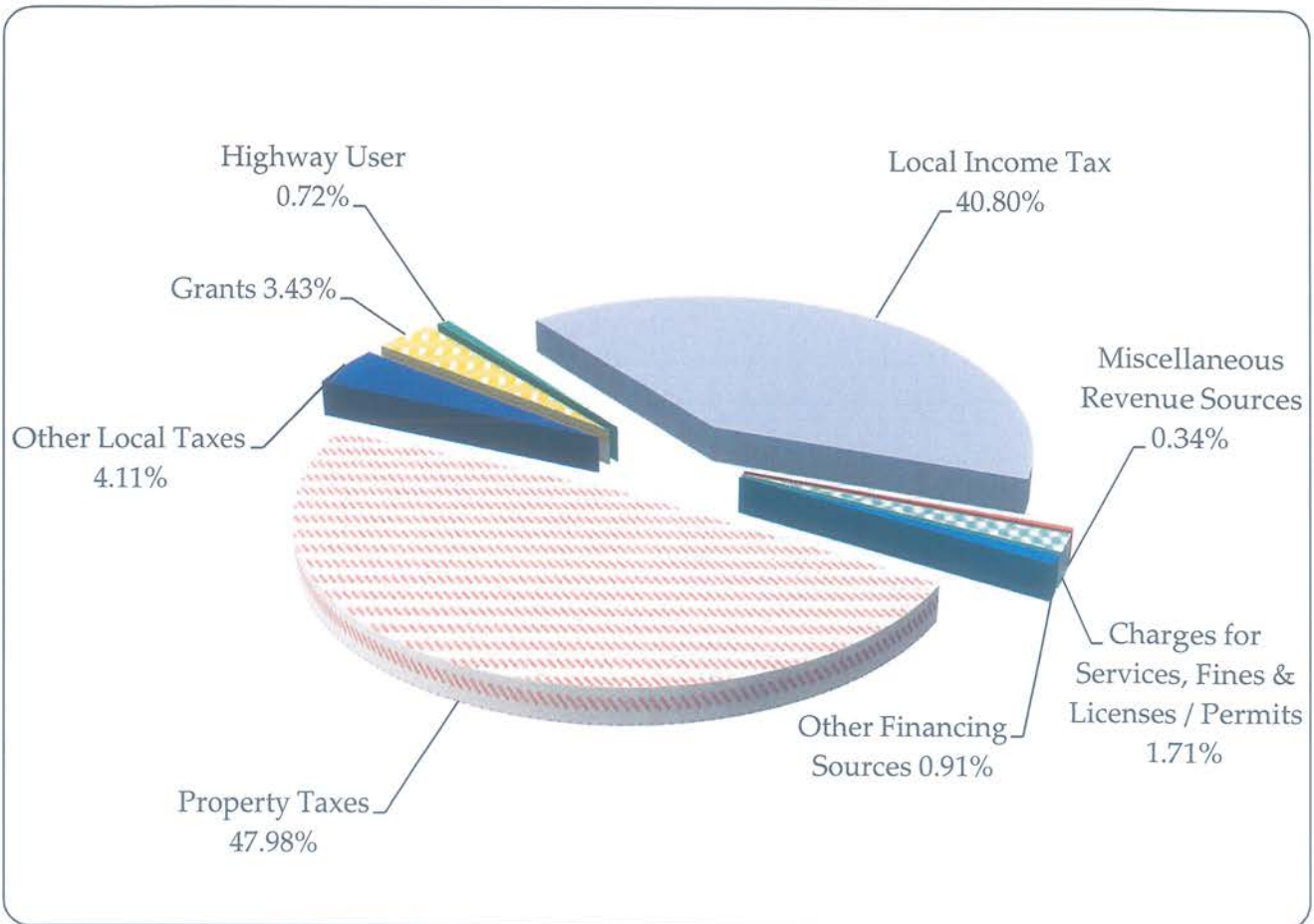
Fund Balance - Use of prior year fund balance as a funding source for the current budget, used principally to fund non-recurring costs and, at times, revenue replacement if shortfalls are expected to be temporary.

**FY2019 BUDGET  
REVENUES - SUMMARY**

REVENUE SOURCE	FY2017	FY2018	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
Total, Property Taxes	107,137,471	108,280,130	110,428,505	2,148,375	2.0%
Total, Income Taxes	88,167,869	92,107,299	93,904,332	1,797,033	2.0%
Total, Other Local Taxes	9,291,989	8,730,000	9,460,000	730,000	8.4%
Total, Highway User	900,948	1,181,558	1,650,897	469,339	39.7%
Total, Licenses and Permits	870,557	568,350	735,921	167,571	29.5%
Total, Charges for Services	3,557,061	2,900,560	3,175,645	275,085	9.5%
Total, Fines and Forfeitures	26,481	36,000	27,500	(8,500)	-23.6%
Total, State / Federal Grants	9,837,254	7,274,508	7,902,066	627,558	8.6%
Total, Other Revenues	410,454	245,700	785,577	539,877	219.7%
Total, Other Financing Sources	0	0	2,085,000	2,085,000	100.0%
<b>TOTAL, GENERAL FUND REVENUES</b>	<b><u>\$220,200,084</u></b>	<b><u>\$221,324,105</u></b>	<b><u>\$230,155,443</u></b>	<b><u>\$8,831,338</u></b>	<b><u>4.0%</u></b>



## FY2019 GENERAL FUND - REVENUES



Property Taxes	\$110,428,505
Local Income Tax	93,904,332
Other Local Taxes	9,460,000
State / Federal Grants	7,902,066
Charges for Services / Licenses / Fines	3,939,066
Other Financing Sources – Fund Balance	2,085,000
Highway User Revenues	1,650,897
Miscellaneous Revenue Sources	<u>785,577</u>
<b>TOTAL GENERAL FUND - REVENUES</b>	<b><u>\$230,155,443</u></b>

**FY2019 BUDGET  
REVENUES - DETAIL**

REVENUE SOURCE	FY2017	FY2018	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
<b>PROPERTY TAXES</b>					
Real Property - Full Year	101,487,761	102,329,077	104,077,654	1,748,577	1.7%
Real Property - Half Year	438,695	441,840	295,235	(146,605)	-33.2%
Personal Property - Sole Prop	207,422	170,798	189,546	18,748	11.0%
Public Utilities	2,221,241	2,527,949	2,689,751	161,802	6.4%
Ordinary Bus Corporation	2,867,426	3,426,375	3,601,371	174,996	5.1%
Additions and Abatements	199,579	(500,000)	(500,000)	0	0.0%
Penalties and Interest	876,869	875,000	915,000	40,000	4.6%
Enterprise Zone Credit	(76,751)	(90,000)	(85,000)	5,000	-5.6%
Homeowners Tax Credit (County)	(881,642)	(850,000)	(900,000)	(50,000)	5.9%
Other Tax Reimbursement	2,820	(10,000)	(10,000)	0	0.0%
Tax Sale Revenue	21,309	6,000	16,000	10,000	166.7%
Payments In Lieu of Taxes	294,059	338,091	318,948	(19,143)	-5.7%
Senior Tax Cap Credit 70	(631,460)	(650,000)	(650,000)	0	0.0%
Senior Tax Credit	(275,894)	(285,000)	(280,000)	5,000	-1.8%
Local Sr. Tax Credit 65-10	0	(250,000)	(100,000)	150,000	-60.0%
Local State Assessors Fee	(450,122)	0	0	0	0.0%
State Homeowners Credit	881,642	850,000	900,000	50,000	5.9%
Agricultural Deduction	(1,064)	0	(45,000)	(45,000)	>100%
Tobacco Barn Tax Credit	(44,419)	(50,000)	(5,000)	45,000	-90.0%
<b>Total, Property Taxes</b>	<b>107,137,471</b>	<b>108,280,130</b>	<b>110,428,505</b>	<b>2,148,375</b>	<b>2.0%</b>
<b>INCOME TAXES</b>					
Local Income Tax	88,167,869	92,107,299	93,904,332	1,797,033	2.0%
<b>Total, Income Taxes</b>	<b>88,167,869</b>	<b>92,107,299</b>	<b>93,904,332</b>	<b>1,797,033</b>	<b>2.0%</b>
<b>OTHER LOCAL TAXES</b>					
Admissions and Amusement	148,321	130,000	150,000	20,000	15.4%
CATV Franchise Fee	1,060,117	1,050,000	1,050,000	0	0.0%
Energy Taxes	973,359	1,000,000	1,000,000	0	0.0%
Public Accommodations Tax	1,146,862	950,000	1,150,000	200,000	21.1%
Recordation Taxes	5,656,026	5,300,000	5,800,000	500,000	9.4%
Trailer Park Tax	307,304	300,000	310,000	10,000	3.3%
<b>Total, Other Local Taxes</b>	<b>9,291,989</b>	<b>8,730,000</b>	<b>9,460,000</b>	<b>730,000</b>	<b>8.4%</b>
<b>HIGHWAY USER</b>					
Highway Users Revenue	900,948	1,181,558	1,650,897	469,339	39.7%
<b>Total, Highway User</b>	<b>900,948</b>	<b>1,181,558</b>	<b>1,650,897</b>	<b>469,339</b>	<b>39.7%</b>
<b>LICENSES AND PERMITS</b>					
Amusement Licenses	7,844	8,500	8,500	0	0.0%
Animal Licenses	100	6,000	6,000	0	0.0%
Auto Tag Fees	1,304	2,900	2,000	(900)	-31.0%
Beer, Wine, Liquor Licenses	72,432	84,000	90,000	6,000	7.1%
Beer, Wine, Liquor Transfer	700	800	800	0	0.0%
LUGM Inspections & Compliance	59,055	47,600	158,075	110,475	232.1%
LUGM Business Licenses & Permit Services	240,999	250,000	296,846	46,846	18.7%
Marriage Licenses	6,460	6,500	6,500	0	0.0%
DPW & T Constr. & Inspections-Materials Testing	261,423	2,000	2,000	0	0.0%
DPW & T Railroad Right of Way	56,347	0	0	0	0.0%
Taxicab Licenses, Peddlers & Bingo	197	50	200	150	300.0%
Traders Licenses	163,696	160,000	165,000	5,000	3.1%
<b>Total, Licenses and Permits</b>	<b>870,557</b>	<b>568,350</b>	<b>735,921</b>	<b>167,571</b>	<b>29.5%</b>

**FY2019 BUDGET  
REVENUES - DETAIL**

REVENUE SOURCE	FY2017	FY2018	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
<b>CHARGES FOR SERVICES</b>					
Alcohol Beverage - Application Fees	0	0	5,000	5,000	100.0%
Aging - Passenger Fares	1,092	1,000	2,000	1,000	100.0%
Circuit Court Juror Fee Reimbursement/Other	21,955	27,000	32,000	5,000	18.5%
Corrections - Home Detention	25,364	16,000	22,000	6,000	37.5%
Corrections - Housing State Prisoners	111,285	90,000	90,000	0	0.0%
Corrections - Juvenile Transport	45,716	47,000	47,000	0	0.0%
Corrections - Sex Offender Fees	7,000	6,800	6,800	0	0.0%
Corrections - Weekenders Fees	16,751	17,000	20,000	3,000	17.6%
Corrections - Work Release Fees	77,778	50,000	60,000	10,000	20.0%
Dodge Reports	0	480	0	(480)	-100.0%
DPW & T Development Review	1,080	1,000	1,000	0	0.0%
DPW & T Engineering Services	121,465	119,540	121,915	2,375	2.0%
DPW & T Highways Fees	50	75	75	0	0.0%
DPW & T Passenger Fees	351,690	379,019	380,294	1,275	0.3%
DPW & T Airport Charges	103,232	115,000	115,000	0	0.0%
DPW & T Private Funding Sources	1,926	0	37,500	37,500	100.0%
General Gov't - Other Fees	4,077	286	1,000	714	249.7%
HR-LGIT Training	8,610	0	0	0	0.0%
HR-Medicare Drug Subsidy	126,987	120,000	130,000	10,000	8.3%
LUGM Board of Electrical Examiners	49,775	20,050	45,050	25,000	124.7%
LUGM Boards & Commissions	9,250	11,000	10,500	(500)	-4.5%
LUGM Comprehensive Planning (Permit review)	9,350	10,000	11,860	1,860	18.6%
LUGM Concept Site Plan Review	205	1,500	500	(1,000)	-66.7%
LUGM Development Services	75,208	117,550	87,685	(29,865)	-25.4%
LUGM Metropolitan Planning Organization	33,967	35,100	39,000	3,900	11.1%
LUGM Other Income/Advertising	2,110	3,000	2,200	(800)	-26.7%
LUGM Zoning Administration	1,000	1,000	500	(500)	-50.0%
Maps & Publications	294	0	600	600	100.0%
Other Revenue -Incl.Ins. Proceeds/ComData					
Rebates & Other Reimb. Excl. Admin.Recovery	609,159	105,000	105,000	0	0.0%
Other Revenue - Admin Recovery	106,458	12,500	1,500	(11,000)	-88.0%
ES 911 Service Fees	609,644	625,000	625,000	0	0.0%
ES - Exelon - Other Grant	27,479	20,000	50,000	30,000	150.0%
ES Tower Revenue	130,383	130,000	142,000	12,000	9.2%
R & P Grass Cutting & Parks Lighting	1,094	1,550	800	(750)	-48.4%
R & P Museum	26,622	30,500	38,100	7,600	24.9%
R & P Park Entrance Fees	120,655	105,000	105,000	0	0.0%
R & P Rents & Concessions	1,113	2,500	1,100	(1,400)	-56.0%
Regional Library	30,469	19,000	19,000	0	0.0%
Rents and Concessions	17,016	17,059	17,059	0	0.0%
Security Interest	345	0	0	0	0.0%
Sheriff - Alcohol Enforcement	67,974	121,665	164,602	42,937	35.3%
Sheriff - Fingerprinting	27,071	28,000	140,000	112,000	400.0%
Sheriff - LGIT Training	4,600	4,600	4,600	0	0.0%
Sheriff - Overtime Reimb/Other-Corrections	208,281	99,700	99,700	0	0.0%
Sheriff - Town Patrol	21,634	50,000	50,000	0	0.0%
Sheriff's - Fees	113,739	119,200	120,200	1,000	0.8%
Sheriff's - NADDI Law Enforcement	5,000	5,000	5,000	0	0.0%
Sheriff's - School Bus Stop Light Enforcement	23,125	15,000	20,000	5,000	33.3%
Social Services Reimbursement	109,355	121,197	124,017	2,820	2.3%
States Attorney Reimbursement	39,150	50,000	50,000	0	0.0%
States Attorney Services for Drug Court	23,219	28,689	23,488	(5,201)	-18.1%
Tourism - Cooperative	26,259	0	0	0	0.0%
<b>Total, Charges for Services</b>	<b>3,557,061</b>	<b>2,900,560</b>	<b>3,175,645</b>	<b>275,085</b>	<b>9.5%</b>



**FY2019 BUDGET  
REVENUES - DETAIL**

REVENUE SOURCE	FY2017	FY2018	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
<b>FINES AND FORFEITURES</b>					
Alcohol Beverage Fines	8,000	7,000	500	(6,500)	-92.9%
Animal Control Fines	3,360	0	4,000	4,000	100.0%
Court Fees, Fines, Forfeitures	13,292	17,000	17,000	0	0.0%
LUGM Fines	200	7,000	1,000	(6,000)	-85.7%
State's Attorney Other Fines & Forfeitures	1,629	5,000	5,000	0	0.0%
<b>Total, Fines and Forfeitures</b>	<b>26,481</b>	<b>36,000</b>	<b>27,500</b>	<b>(8,500)</b>	<b>-23.6%</b>
<b>STATE / FEDERAL GRANTS</b>					
<u><b>Aging &amp; Human Services</b></u>					
BHA Administration	68,654	0	0	0	0.0%
BHA HS Ambulatory Services	349,931	0	0	0	0.0%
BHA HS Anchor Residential Services - State	1,396,185	0	0	0	0.0%
BHA Prevention Program	101,601	0	0	0	0.0%
BHA Recovery Oriented Systems of Care (ROSC)	680,586	0	0	0	0.0%
CSA 5 County Administration	12,222	0	0	0	0.0%
CSA 5 County Jail Services	66,000	0	0	0	0.0%
CSA Administration	188,383	0	0	0	0.0%
CSA Client Support Funds	10,679	0	0	0	0.0%
CSA Homeless Shelter	3,180	0	0	0	0.0%
CSA Jail Mental Health Services	38,221	0	0	0	0.0%
CSA Wellness & Recovery	109,040	0	0	0	0.0%
Drug Court - Anchor Residential	(19,910)	0	0	0	0.0%
Emergency Solutions Grant (Fmr. Shelters Grant)	204,964	127,193	127,193	0	0.0%
Emergency Transitional Housing Services	81,353	81,506	81,506	0	0.0%
Guardianship	13,509	9,762	9,762	0	0.0%
LMB Administration	73,556	70,000	70,000	0	0.0%
LMB After School Program	50,000	50,000	50,000	0	0.0%
LMB Drug Screening Grant (Fmr. CASA Start)	15,000	15,000	15,000	0	0.0%
LMB Local Access Plans	97,042	97,043	97,043	0	0.0%
LMB Mentoring Grant	57,320	57,320	57,320	0	0.0%
LMB Youth Services Bureau	112,356	112,355	112,355	0	0.0%
Federal Financial Participation (FFP) frmr (MAP)	14,921	17,916	35,832	17,916	100.0%
Maryland Living Well Project	2,300	0	0	0	0.0%
Community Options Waiver (FFS)	111,053	128,353	100,000	(28,353)	-22.1%
MIPPA & MIPPA-AAAs, ADRC	6,383	6,769	6,769	0	0.0%
NSIP (Nutrition Services)	48,169	48,820	49,116	296	0.6%
Nutrition (Senior)	48,387	48,387	48,387	0	0.0%
Ombudsman (State & Elder)	33,123	28,595	28,630	35	0.1%
PATH	44,140	0	0	0	0.0%
Partnership for Success - BHA	120,731	0	0	0	0.0%
Retired Senior Volunteers (RSVP)	39,763	40,000	40,000	0	0.0%
Senior Care	100,000	100,000	100,000	0	0.0%
Senior Center Operating Fund (SCOF)	0	0	8,350	8,350	100.0%
Senior Health Insurance Program (SHIP)	14,750	13,686	14,332	646	4.7%
Senior Info. & Assistance	9,680	9,680	9,680	0	0.0%
Senior Medicare Patrol & Expansion	2,180	2,250	2,250	0	0.0%
Senior Rides	18,092	18,092	22,100	4,008	22.2%

**FY2019 BUDGET  
REVENUES - DETAIL**

REVENUE SOURCE	FY2017	FY2018	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
<b>STATE / FEDERAL GRANTS - Continued</b>					
<b><u>Aging &amp; Human Services - Continued</u></b>					
State Hold Harmless	1,996	1,997	0	(1,997)	-100.0%
STOP Grant - BHA	602,258	0	0	0	0.0%
Continuum of Care Housing/Fmr. Shelter Care Plu	185,973	0	0	0	0.0%
Temporary Cash Assistance - BHA	53,918	0	0	0	0.0%
Three Oaks Homeless Shelter Crisis Grant	67,241	67,241	67,241	0	0.0%
Title III B - Community Services	97,126	73,480	73,683	203	0.3%
Title III C1 - Congregate Meals	168,733	97,244	97,654	410	0.4%
Title III C2 - Home Del. Meals	84,916	50,419	50,555	136	0.3%
Title III D - Preventive Health	9,238	9,000	9,000	0	0.0%
Title III E - Caregiver	53,775	32,522	32,609	87	0.3%
Vulnerable Elderly Program Initiative (VEPI)	6,583	6,583	6,583	0	0.0%
<b><u>Economic Development</u></b>					
CDBG Rogers Drive Extension	0	330,473	0	(330,473)	-100.0%
Cooperative State Marketing Tourism	34,009	45,000	0	(45,000)	-100.0%
Destination Marketing Org	17,207	0	0	0	0.0%
Technology Incubator	230,000	0	0	0	0.0%
<b><u>Land Use &amp; Growth Management (LUGM)</u></b>					
Critical Area	8,000	8,000	8,000	0	0.0%
MHT Cert Local Gov't - Educational	0	1,000	1,000	0	0.0%
<b><u>Public Works and Transportation (DPW&amp;T)</u></b>					
St. Mary's Transit System (STS) - ADA	135,000	135,000	135,000	0	0.0%
STS - DSS Sunday	40,000	40,000	40,000	0	0.0%
STS - Public 5311	831,684	835,238	835,238	0	0.0%
STS - SSTAP	130,577	131,054	134,098	3,044	2.3%
STS - Capital	76,126	354,520	746,174	391,654	110.5%
TDP - Technical Assistance	0	81,000	0	(81,000)	-100.0%
Tall Timbers Mitigation	0	0	112,500	112,500	100.0%
Piney Point Mitigation	95,852	0	0	0	0.0%
<b><u>Recreation and Parks</u></b>					
Countywide Maintenance	43,905	0	0	0	0.0%
Derelict Boat Removal	0	0	5,000	5,000	100.0%
Elms Beach	10,000	10,000	10,000	0	0.0%
Portable Toilets/Trash	10,000	10,000	10,000	0	0.0%
TNT All Terrain Vehicle	13,745	0	0	0	0.0%
Waterway Improvement program	1,234	0	0	0	0.0%
<b><u>Emergency Services and Technology</u></b>					
Emergency Management	91,813	92,500	92,500	0	0.0%
Emergency Numbers Board	46,778	100,000	473,731	373,731	373.7%
Homeland Security	116,035	87,000	88,496	1,496	1.7%
Pre-Disaster Mitigation	19,200	0	22,500	22,500	100.0%
<b><u>Circuit Court</u></b>					
Cooperative Reimbursement	6,266	6,860	6,882	22	0.3%
Court House Security Enhancements	42,813	0	0	0	0.0%
Drug Court	233,197	265,162	331,294	66,132	24.9%
Family Services	132,816	188,482	160,257	(28,225)	-15.0%
MDH/BHA Grant	0	0	69,077	69,077	100.0%
Foster Care Court Improvement	18,263	0	5,575	5,575	100.0%
Highway Safety-Adult Drug Ct	30,865	50,300	36,014	(14,286)	-28.4%
Mediation & Conflict Manage Skills Training	2,400	2,400	0	(2,400)	-100.0%



**FY2019 BUDGET  
REVENUES - DETAIL**

REVENUE SOURCE	FY2017	FY2018	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
<b>STATE / FEDERAL GRANTS - Continued</b>					
<u>Sheriff's Office</u>					
Bulletproof Vest Partnership	0	23,527	23,527	0	0.0%
BJAG Grant - Equipment	0	18,783	19,464	681	3.6%
Edward J. Byrne - NARCAN	0	0	19,980	19,980	100.0%
Cooperative Reimbursement	282,255	340,650	368,547	27,897	8.2%
Highway Safety - (Sobriety Checkpoints)	24,257	42,500	42,500	0	0.0%
Heroin Coordinator	25,070	0	0	0	0.0%
Mental Health Services	0	154,411	159,970	5,559	3.6%
Police Protection Aid	928,193	940,659	944,767	4,108	0.4%
School Bus Safety	11,095	14,000	16,000	2,000	14.3%
Sex Offender Registry	17,168	17,169	14,135	(3,034)	-17.7%
Sex Offender Registration	14,031	23,800	22,600	(1,200)	-5.0%
State Criminal Alien Assistance Program	0	500	500	0	0.0%
Tobacco Enforcement	7,583	11,000	5,000	(6,000)	-54.5%
<u>State's Attorney's Office</u>					
Cooperative Reimbursement	373,872	410,402	433,699	23,297	5.7%
<u>Alcohol Beverage Board</u>					
Highway Safety	146	0	0	0	0.0%
<u>Social Services</u>					
Legal Services Grant	80,500	81,905	85,091	3,186	3.9%
<u>Other / Multi-Departmental Grants</u>					
Adjustment to Misc Receivables w/No Project #	(2)	0	0	0	0.0%
Appropriation Reserve	0	1,000,000	1,000,000	0	0.0%
<b>Total, State /Federal Grants</b>	<b>9,837,254</b>	<b>7,274,508</b>	<b>7,902,066</b>	<b>627,558</b>	<b>8.6%</b>
<b>OTHER REVENUES</b>					
Investment Income	340,589	139,000	350,000	211,000	151.8%
Disposal of Fixed Assets	33,453	30,000	30,000	0	0.0%
Health Insurance Refund	0	0	330,127	330,127	100.0%
<u>Contributions and Donations:</u>					
Aging Grant Programs	19,670	65,000	65,750	750	1.2%
Community Services	6,482	5,700	5,700	0	0.0%
CC-Drug Court Donations / Reimbursements	9,035	5,000	3,000	(2,000)	-40.0%
HR-Fire & Rescue Appreciation Day	1,225	1,000	1,000	0	0.0%
<b>Total - Other Revenues</b>	<b>410,454</b>	<b>245,700</b>	<b>785,577</b>	<b>539,877</b>	<b>219.7%</b>
<b>Total, General Fund Revenues - (Excl. Other Financing Sources)</b>	<b>220,200,084</b>	<b>221,324,105</b>	<b>228,070,443</b>	<b>6,746,338</b>	<b>3.0%</b>
<b>OTHER FINANCING SOURCES</b>					
Appropriation of Fund Balance:					
Fund Balance - CIP Pay-Go & School Security	0	0	2,085,000	2,085,000	100.0%
<b>Total - Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>2,085,000</b>	<b>2,085,000</b>	<b>100.0%</b>
<b>TOTAL, GENERAL FUND REVENUE:</b>	<b>\$220,200,084</b>	<b>\$221,324,105</b>	<b>\$230,155,443</b>	<b>\$8,831,338</b>	<b>4.0%</b>

**FY2019 BUDGET**  
**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	OVER FY2018 APPROVED	PERCENT
					AMOUNT	
<b>GENERAL GOVERNMENT</b>						
<b>Legislative/County Commissioners</b>						
Legislative/County Commissioners	437,409	458,748	458,748	477,634	18,886	4.1%
County Administrator	379,391	403,051	489,313	404,934	1,883	0.5%
Public Information	233,561	246,787	247,787	247,909	1,122	0.5%
County Attorney	655,639	692,294	756,580	754,937	62,643	9.0%
<b>Total - Legislative/County Commissioners</b>	<b>1,706,000</b>	<b>1,800,880</b>	<b>1,952,428</b>	<b>1,885,414</b>	<b>84,534</b>	<b>4.7%</b>
<b>Finance</b>						
Administration/Budget	687,376	714,451	694,451	708,002	(6,449)	-0.9%
Accounting	555,600	614,158	614,158	608,607	(5,551)	-0.9%
Auditing	48,299	50,980	50,980	50,980	0	0.0%
Procurement	288,970	319,743	319,743	315,439	(4,304)	-1.3%
<b>Total - Finance</b>	<b>1,580,245</b>	<b>1,699,332</b>	<b>1,679,332</b>	<b>1,683,028</b>	<b>(16,304)</b>	<b>-1.0%</b>
<b>Total - Information Technology</b>	<b>2,838,081</b>	<b>3,451,839</b>	<b>3,675,393</b>	<b>3,742,751</b>	<b>290,912</b>	<b>8.4%</b>
<b>Human Resources</b>						
Human Resources	867,559	988,637	949,927	975,158	(13,479)	-1.4%
Risk Management	636,887	809,310	810,152	812,944	3,634	0.4%
Grants	8,610	0	0	0	0	0.0%
<b>Total - Human Resources</b>	<b>1,513,056</b>	<b>1,797,947</b>	<b>1,760,079</b>	<b>1,788,102</b>	<b>(9,845)</b>	<b>-0.5%</b>
<b>Public Works &amp; Transportation (DPW&amp;T)</b>						
Development Review	173,203	196,515	196,515	175,035	(21,480)	-10.9%
Mailroom/Messenger Services	86,904	124,110	117,910	110,718	(13,392)	-10.8%
Vehicle Maintenance Shop	1,452,746	1,661,083	1,655,119	1,623,444	(37,639)	-2.3%
Building Services/Grant	3,587,276	3,985,678	4,229,434	4,175,588	189,910	4.8%
<b>Total - Public Works &amp; Transportation</b>	<b>5,300,129</b>	<b>5,967,386</b>	<b>6,198,978</b>	<b>6,084,785</b>	<b>117,399</b>	<b>2.0%</b>
<b>Land Use &amp; Growth Management</b>						
Administration	660,364	799,650	799,650	791,042	(8,608)	-1.1%
Comprehensive Planning	486,263	365,821	364,481	373,441	7,620	2.1%
Development Services	346,702	396,133	381,133	389,222	(6,911)	-1.7%
Zoning Administration	320,199	333,214	333,214	345,701	12,487	3.7%
Planning Commission	22,342	26,764	26,764	26,765	1	0.0%
Boards and Commissions	17,611	20,036	20,036	20,037	1	0.0%
Historical Preservation	2,279	3,580	3,580	3,580	0	0.0%
Permit Services	337,840	363,782	363,782	372,209	8,427	2.3%
Inspections & Compliance	532,773	719,154	733,204	614,666	(104,488)	-14.5%
Board of Electrical Examiners	13,773	14,300	14,300	14,300	0	0.0%
Building Code Appeals Board	0	2,900	2,900	2,900	0	0.0%
Commission on the Environment	1,025	2,825	2,825	2,825	0	0.0%
Plumbing & Gas Board	1,479	1,850	1,850	1,850	0	0.0%
Grants	33,967	2,000	2,000	2,000	0	0.0%
<b>Total - Land Use &amp; Growth Management</b>	<b>2,776,617</b>	<b>3,052,009</b>	<b>3,049,719</b>	<b>2,960,538</b>	<b>(91,471)</b>	<b>-3.0%</b>
<b>Circuit Court</b>						
Administration	904,721	973,878	1,040,691	1,021,216	47,338	4.9%
Law Library	65,666	69,950	69,950	69,950	0	0.0%
Grant	602,985	672,718	758,372	759,632	86,914	12.9%
<b>Orphans' Court</b>	<b>55,791</b>	<b>56,152</b>	<b>71,692</b>	<b>64,394</b>	<b>8,242</b>	<b>14.7%</b>
<b>Total - Circuit Court / Orphans' Court</b>	<b>1,629,163</b>	<b>1,772,698</b>	<b>1,940,705</b>	<b>1,915,192</b>	<b>142,494</b>	<b>8.0%</b>
<b>Office of the State's Attorney</b>						
Judicial	2,720,224	2,895,841	2,902,113	2,943,401	47,560	1.6%
Grants	601,059	659,574	697,017	705,735	46,161	7.0%
<b>Total - State's Attorney</b>	<b>3,321,283</b>	<b>3,555,415</b>	<b>3,599,130</b>	<b>3,649,136</b>	<b>93,721</b>	<b>2.6%</b>
<b>Total - County Treasurer</b>	<b>453,254</b>	<b>459,565</b>	<b>464,565</b>	<b>485,617</b>	<b>26,052</b>	<b>5.7%</b>



**FY2019 BUDGET**  
**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>GENERAL GOVERNMENT - Continued</b>						
Total - Alcohol Beverage Board	196,539	298,157	298,157	329,772	31,615	10.6%
Total - Board of Elections	931,941	1,101,591	1,112,541	1,112,625	11,034	1.0%
Total - Ethics Commission	650	833	833	833	0	0.0%
Total - SDAT - Leonardtown Office	0	450,872	848,298	439,394	(11,478)	-2.5%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>22,246,958</b>	<b>25,408,524</b>	<b>26,580,158</b>	<b>26,077,187</b>	<b>668,663</b>	<b>2.6%</b>
<b>PUBLIC SAFETY</b>						
<b>Emergency Services</b>						
Emergency Communications Center	2,570,359	2,757,392	2,829,369	2,991,259	233,867	8.5%
Emergency Radio Communications	1,860,339	1,072,186	1,357,786	1,258,292	186,106	17.4%
Emergency Management	305,940	327,884	347,234	357,574	29,690	9.1%
Animal Control	721,621	806,921	805,899	795,287	(11,634)	-1.4%
Grants (Recov-Princ FEMA & Emerg Events)	330,927	299,500	406,296	727,227	427,727	142.8%
<b>Total Emergency Services</b>	<b>5,789,186</b>	<b>5,263,883</b>	<b>5,746,584</b>	<b>6,129,639</b>	<b>865,756</b>	<b>16.4%</b>
<b>Office of the Sheriff</b>						
Law Enforcement	22,495,601	23,898,363	26,858,433	25,592,844	1,694,481	7.1%
Corrections	11,062,302	12,498,419	13,326,350	12,593,203	94,784	0.8%
Training	332,823	413,389	425,239	413,389	0	0.0%
Canine	22,118	38,800	38,800	38,800	0	0.0%
Court Security	797,070	859,687	859,687	872,402	12,715	1.5%
Grants	560,983	866,715	925,584	933,292	66,577	7.7%
<b>Total Office of the Sheriff</b>	<b>35,270,897</b>	<b>38,575,373</b>	<b>42,434,093</b>	<b>40,443,930</b>	<b>1,868,557</b>	<b>4.8%</b>
<b>TOTAL PUBLIC SAFETY</b>	<b>41,060,083</b>	<b>43,839,256</b>	<b>48,180,677</b>	<b>46,573,569</b>	<b>2,734,313</b>	<b>6.2%</b>
<b>PUBLIC WORKS</b>						
<b>Public Works &amp; Transportation (DPW&amp;T)</b>						
Administration	390,543	431,000	433,875	425,551	(5,449)	-1.3%
Engineering Services	780,323	930,631	1,083,345	1,104,281	173,650	18.7%
Construction & Inspections	635,744	674,731	676,131	783,786	109,055	16.2%
County Highways	4,342,576	4,284,261	4,601,219	4,564,678	280,417	6.5%
St Mary's County Airport	10,640	25,475	124,044	126,544	101,069	396.7%
Grants (principally STS)	2,427,852	3,283,672	3,631,887	3,168,530	(115,142)	-3.5%
<b>TOTAL PUBLIC WORKS</b>	<b>8,587,678</b>	<b>9,629,770</b>	<b>10,550,501</b>	<b>10,173,370</b>	<b>543,600</b>	<b>5.6%</b>
<b>HEALTH</b>						
<b>Total - Department of Health</b>	<b>2,138,656</b>	<b>2,253,275</b>	<b>2,345,385</b>	<b>2,283,676</b>	<b>30,401</b>	<b>1.3%</b>
<b>Aging &amp; Human Services</b>						
Human Services-Admin Grants (0409)	368,841	70,000	70,000	71,102	1,102	1.6%
Grants - Human Services (Non-Admin.-440)	4,541,302	607,658	607,658	607,658	0	0.0%
<b>Total - Aging &amp; Human Services</b>	<b>4,910,143</b>	<b>677,658</b>	<b>677,658</b>	<b>678,760</b>	<b>1,102</b>	<b>0.2%</b>
<b>TOTAL HEALTH</b>	<b>7,048,799</b>	<b>2,930,933</b>	<b>3,023,043</b>	<b>2,962,436</b>	<b>31,503</b>	<b>1.1%</b>

**FY2019 BUDGET  
EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>SOCIAL SERVICES</b>						
<b>Aging &amp; Human Services</b>						
Aging Administration	1,638,827	1,712,569	1,901,070	1,953,055	240,486	14.0%
Grants - Aging	982,952	988,690	1,055,686	1,062,105	73,415	7.4%
Non-Profit Allocation	906,415	826,612	826,612	831,512	4,900	0.6%
<b>Total - Aging &amp; Human Services</b>	<b>3,528,194</b>	<b>3,527,871</b>	<b>3,783,368</b>	<b>3,846,672</b>	<b>318,801</b>	<b>9.0%</b>
<b>Total - Department of Social Services</b>	<b>411,927</b>	<b>433,974</b>	<b>477,727</b>	<b>451,237</b>	<b>17,263</b>	<b>4.0%</b>
<b>Other State Agencies</b>						
So.MD Tri-County Comm. Action	16,000	16,000	16,000	16,000	0	0.0%
Tri-County Youth Services Bureau, Inc.	110,000	143,600	143,600	143,600	0	0.0%
<b>Total - Other State Agencies</b>	<b>126,000</b>	<b>159,600</b>	<b>159,600</b>	<b>159,600</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL SOCIAL SERVICES</b>	<b>4,066,121</b>	<b>4,121,445</b>	<b>4,420,695</b>	<b>4,457,509</b>	<b>336,064</b>	<b>8.2%</b>
<b>PRIMARY &amp; SECONDARY EDUCATION</b>						
County Appropriation - BOE	102,690,393	102,189,940	106,154,743	103,852,525	1,662,585	1.6%
Non-Public School Bus Transportation	1,996,263	2,172,494	2,344,959	2,344,983	172,489	7.9%
Non-Profit Allocation	18,175	18,175	18,175	8,175	(10,000)	-55.0%
<b>TOTAL PRIMARY &amp; SECONDARY EDUCATION</b>	<b>104,704,831</b>	<b>104,380,609</b>	<b>108,517,877</b>	<b>106,205,683</b>	<b>1,825,074</b>	<b>1.7%</b>
<b>POST SECONDARY EDUCATION</b>						
County Appropriation - College of So MD	4,207,365	4,207,365	4,326,961	4,326,961	119,596	2.8%
Southern MD Higher Education Center	0	40,000	40,000	40,000	0	0.0%
Non-Profit Allocation	60,000	25,000	25,000	25,000	0	0.0%
<b>TOTAL POST SECONDARY EDUCATION</b>	<b>4,267,365</b>	<b>4,272,365</b>	<b>4,391,961</b>	<b>4,391,961</b>	<b>119,596</b>	<b>2.8%</b>
<b>PARKS, RECREATION &amp; CULTURE</b>						
<b>Recreation &amp; Parks - Department</b>						
Administration	1,189,249	1,187,090	1,186,635	1,202,087	14,997	1.3%
Parks Maintenance	2,044,221	2,055,104	2,263,278	2,156,478	101,374	4.9%
Grants Division	82,320	20,000	25,000	25,000	5,000	25.0%
Museum Division	445,102	556,969	581,845	561,720	4,751	0.9%
Non-Profit Allocation	87,580	94,580	94,580	115,842	21,262	22.5%
<b>TOTAL PARKS, RECREATION, &amp; CULTURE</b>	<b>3,848,472</b>	<b>3,913,743</b>	<b>4,151,338</b>	<b>4,061,127</b>	<b>147,384</b>	<b>3.8%</b>
<b>County Appropriation - TOTAL LIBRARY</b>	<b>2,684,574</b>	<b>2,800,572</b>	<b>3,083,501</b>	<b>2,878,050</b>	<b>77,478</b>	<b>2.8%</b>
<b>CONSERVATION OF NATURAL RESOURCES</b>						
University of MD Extension-St. Mary's	241,528	257,400	257,400	257,400	0	0.0%
Soil Conservation District	74,920	73,946	77,063	77,063	3,117	4.2%
SMC Forest Conservation Board	2,500	2,500	2,500	2,500	0	0.0%
Southern Maryland RC&D	12,470	13,300	13,300	13,300	0	0.0%
Non-Profit Allocation	0	12,500	12,500	30,000	17,500	140.0%
Allocation of Agriculture & Seafood (75% DED)	177,656	250,830	250,830	257,935	7,105	2.8%
<b>TOTAL CONSV. OF NATURAL RESOURCES</b>	<b>509,074</b>	<b>610,476</b>	<b>613,593</b>	<b>638,198</b>	<b>27,722</b>	<b>4.5%</b>



**FY2019 BUDGET**  
**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

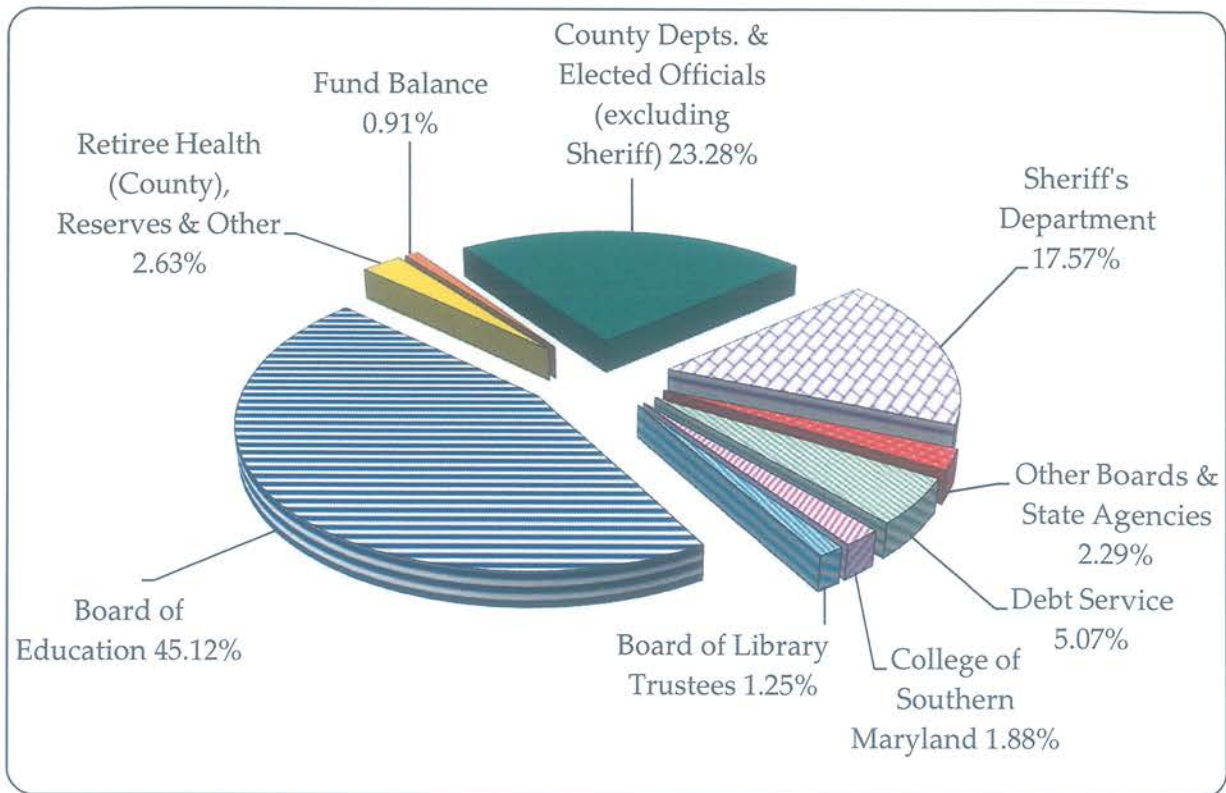
DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>ECONOMIC &amp; DEVELOPMENT</b>						
<b>Economic Development - Department</b>						
Administration/Office of the Director	410,105	414,096	414,096	410,166	(3,930)	-0.9%
Tourism Development	418,680	430,937	430,937	430,937	0	0.0%
Agriculture & Seafood Development	236,875	334,440	334,440	343,913	9,473	2.8%
Less Allocation (See above)	(177,656)	(250,830)	(250,830)	(257,935)	(7,105)	2.8%
Business Development	404,700	316,528	316,528	321,483	4,955	1.6%
Non-Profit Allocation	28,580	33,580	33,580	33,580	0	0.0%
Grants	281,216	375,473	0	0	(375,473)	-100.0%
<b>Total - Economic Development</b>	<b>1,602,500</b>	<b>1,654,224</b>	<b>1,278,751</b>	<b>1,282,144</b>	<b>(372,080)</b>	<b>-22.5%</b>
<b>Human Resources</b>						
Commission for the Disabled	0	0	2,300	2,300	2,300	100.0%
<b>Total - Human Resources</b>	<b>0</b>	<b>0</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>100.0%</b>
<b>Office of Community Services</b>						
Community Services	395,284	448,274	525,034	527,958	79,684	17.8%
Human Relations Commission	0	1,850	1,850	1,850	0	0.0%
Commission for the Disabled	2,300	2,300	0	0	(2,300)	-100.0%
Commission for Women	8,471	7,000	7,000	7,000	0	0.0%
<b>Total - Office of Community Services</b>	<b>406,055</b>	<b>459,424</b>	<b>533,884</b>	<b>536,808</b>	<b>77,384</b>	<b>16.8%</b>
<b>Tri-County Council for Southern Maryland</b>	<b>94,200</b>	<b>94,200</b>	<b>94,200</b>	<b>94,200</b>	<b>0</b>	<b>0.0%</b>
<b>Total - Tri-County Council for Southern Maryland</b>	<b>94,200</b>	<b>94,200</b>	<b>94,200</b>	<b>94,200</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL ECONOMIC &amp; DEVELOPMENT</b>	<b>2,102,755</b>	<b>2,207,848</b>	<b>1,909,135</b>	<b>1,915,452</b>	<b>(292,396)</b>	<b>-13.2%</b>
<b>DEBT SERVICE / INTER-GOVERNMENTAL</b>						
<b>TOTAL DEBT SERVICE</b>	<b>10,002,778</b>	<b>11,255,230</b>	<b>11,667,433</b>	<b>11,667,432</b>	<b>412,202</b>	<b>3.7%</b>
<b>TOTAL INTER-GOVERNMENTAL - LEONARDTOWN TAX REBATE</b>	<b>43,943</b>	<b>44,916</b>	<b>43,493</b>	<b>43,493</b>	<b>(1,423)</b>	<b>-3.2%</b>
<b>OTHER</b>						
Employer Contributions - Retiree Health Benefits	3,026,204	3,000,000	3,200,000	3,200,000	200,000	6.7%
Employer Contributions - Unemployment	30,768	30,000	35,000	35,000	5,000	16.7%
Bank / GOB Costs	28,023	30,000	35,000	35,000	5,000	16.7%
<b>TOTAL OTHER</b>	<b>3,084,995</b>	<b>3,060,000</b>	<b>3,270,000</b>	<b>3,270,000</b>	<b>210,000</b>	<b>6.9%</b>
<b>RESERVES</b>						
Reserve - Grant/Appropriation	0	1,000,000	1,000,000	1,000,000	0	0.0%
Reserve - School Safety	0	0	0	1,000,000	1,000,000	100.0%
Reserve - Bond Rating	0	400,000	400,000	400,000	0	0.0%
Reserve - Emergency	0	1,082,900	500,000	500,085	(582,815)	-53.8%
<b>TOTAL RESERVES</b>	<b>0</b>	<b>2,482,900</b>	<b>1,900,000</b>	<b>2,900,085</b>	<b>417,185</b>	<b>16.8%</b>
<b>TRANSFERS</b>						
Capital Projects - Pay-Go	(2,972,992)	365,518	0	1,939,891	1,574,373	430.7%
<b>TOTAL TRANSFERS</b>	<b>(2,972,992)</b>	<b>365,518</b>	<b>0</b>	<b>1,939,891</b>	<b>1,574,373</b>	<b>430.7%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$211,285,434</b>	<b>\$221,324,105</b>	<b>\$232,303,405</b>	<b>\$230,155,443</b>	<b>\$8,831,338</b>	<b>4.0%</b>

**BUDGET**  
**EXPENDITURES - SUMMARY**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
County Commissioners/County Administrator	1,050,361	1,108,586	1,195,848	1,130,477	21,891	2.0%
Aging & Human Services	8,844,392	4,664,953	4,994,910	5,062,240	397,287	8.5%
County Attorney	655,639	692,294	756,580	754,937	62,643	9.0%
Economic Development	1,858,331	1,960,729	1,585,256	1,603,254	(357,475)	-18.2%
Finance	1,580,245	1,699,332	1,679,332	1,683,028	(16,304)	-1.0%
Information Technology	2,838,081	3,451,839	3,675,393	3,742,751	290,912	8.4%
Human Resources	1,513,056	1,797,947	1,762,379	1,790,402	(7,545)	-0.4%
Land Use & Growth Management	2,776,617	3,052,009	3,049,719	2,960,538	(91,471)	-3.0%
Public Works & Transportation	15,884,070	17,769,650	19,094,438	18,603,138	833,488	4.7%
Recreation & Parks	3,848,472	3,913,743	4,151,338	4,061,127	147,384	3.8%
Emergency Services	5,789,186	5,263,883	5,746,584	6,129,639	865,756	16.4%
<b>Total, County Departments</b>	<b>46,638,450</b>	<b>45,374,965</b>	<b>47,691,777</b>	<b>47,521,531</b>	<b>2,146,566</b>	<b>4.7%</b>
Circuit Court	1,573,372	1,716,546	1,869,013	1,850,798	134,252	7.8%
Orphans' Court	55,791	56,152	71,692	64,394	8,242	14.7%
Office of the Sheriff	35,270,897	40,375,373	42,434,093	41,143,930	768,557	1.9%
Office of the Sheriff - Vacancy Reserve	0	(1,800,000)	0	(700,000)	1,100,000	
Office of the State's Attorney	3,321,283	3,555,415	3,599,130	3,649,136	93,721	2.6%
Office of the County Treasurer	453,254	459,565	464,565	485,617	26,052	5.7%
<b>Total, Elected Officials</b>	<b>40,674,597</b>	<b>44,363,051</b>	<b>48,438,493</b>	<b>46,493,875</b>	<b>2,130,824</b>	<b>4.8%</b>
Department of Health	2,138,656	2,253,275	2,345,385	2,283,676	30,401	1.3%
Department of Social Services	411,927	433,974	477,727	451,237	17,263	4.0%
Alcohol Beverage Board	196,539	298,157	298,157	329,772	31,615	10.6%
Board of Elections	931,941	1,101,591	1,112,541	1,112,625	11,034	1.0%
University of Maryland Extension (UME)	241,528	257,400	257,400	257,400	0	0.0%
Ethics Commission	650	833	833	833	0	0.0%
So. MD Forest Conservation Board	2,500	2,500	2,500	2,500	0	0.0%
Soil Conservation District	74,920	73,946	77,063	77,063	3,117	4.2%
So. MD Resource Conservation & Development	12,470	13,300	13,300	13,300	0	0.0%
So. MD Tri-County Community Action Commi	16,000	16,000	16,000	16,000	0	0.0%
Tri-County Council for Southern Maryland	94,200	94,200	94,200	94,200	0	0.0%
Tri-County Youth Services Bureau, Inc.	110,000	143,600	143,600	143,600	0	0.0%
SDAT - Leonardtown Office	0	450,872	848,298	439,394	(11,478)	-2.5%
Southern Maryland Higher Education Center	0	40,000	40,000	40,000	0	0.0%
BOE - Recurring	99,717,401	102,189,940	104,233,739	103,852,525	1,662,585	1.6%
BOE - Non-Recurring	2,972,992	0	1,921,004	0	0	0.0%
County Funds - College of Southern Maryland	4,207,365	4,207,365	4,326,961	4,326,961	119,596	2.8%
County Funds - Board of Library Trustees	2,684,574	2,800,572	3,083,501	2,878,050	77,478	2.8%
<b>Total, Boards and State Agencies</b>	<b>113,813,663</b>	<b>114,377,525</b>	<b>119,292,209</b>	<b>116,319,136</b>	<b>1,941,611</b>	<b>1.7%</b>
<b>SUB-TOTAL</b>	<b>201,126,710</b>	<b>204,115,541</b>	<b>215,422,479</b>	<b>210,334,542</b>	<b>6,219,001</b>	<b>3.0%</b>
<b>Other Budget Costs</b>						
Leonardtown Tax Rebate	43,943	44,916	43,493	43,493	(1,423)	-3.2%
Employer Contributions - Retiree Health Costs	3,026,204	3,000,000	3,200,000	3,200,000	200,000	6.7%
Employer Contributions - Unemployment	30,768	30,000	35,000	35,000	5,000	16.7%
Bank / GOB Costs	28,023	30,000	35,000	35,000	5,000	16.7%
Debt Service	10,002,778	11,255,230	11,667,433	11,667,432	412,202	3.7%
<b>Total, Other Budget Costs</b>	<b>13,131,716</b>	<b>14,360,146</b>	<b>14,980,926</b>	<b>14,980,925</b>	<b>620,779</b>	<b>4.3%</b>
<b>Subtotal, Excludes Transfers</b>	<b>214,258,426</b>	<b>218,475,687</b>	<b>230,403,405</b>	<b>225,315,467</b>	<b>6,839,780</b>	<b>3.1%</b>
<b>Transfers &amp; Reserves</b>						
CIP / Pay-Go	(2,972,992)	365,518	0	1,939,891	1,574,373	430.7%
Reserve - Grant/Appropriation	0	1,000,000	1,000,000	1,000,000	0	0.0%
Reserve - School Safety	0	0	0	1,000,000	1,000,000	100.0%
Reserve - Bond Rating	0	400,000	400,000	400,000	0	0.0%
Reserve - Emergency	0	1,082,900	500,000	500,085	(582,815)	-53.8%
<b>Total, Transfers &amp; Reserves</b>	<b>(2,972,992)</b>	<b>2,848,418</b>	<b>1,900,000</b>	<b>4,839,976</b>	<b>1,991,558</b>	<b>69.9%</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>\$211,285,434</b>	<b>\$221,324,105</b>	<b>\$232,303,405</b>	<b>\$230,155,443</b>	<b>\$8,831,338</b>	<b>4.0%</b>



## FY2019 GENERAL FUND - EXPENDITURES



Board of Education	\$103,852,525
County Departments, Elected Officials (excluding Sheriff)	53,571,476
Sheriff's Department	40,443,930
Debt Service	11,667,432
Retiree Health (County), Reserves, & Other Costs	6,068,469
Other Boards & State Agencies	5,261,600
College of Southern Maryland	4,326,961
Board of Library Trustees	2,878,050
Fund Balance	<u>2,085,000</u>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b><u>\$230,155,443</u></b>

## THE GENERAL FUND EXPENDITURES STRUCTURE

The detailed budget pages which follow provide a breakdown by department/spending unit of the audited FY2017 expenditures, the original approved FY2018 budget, and both the requested and approved FY2019 budget. The categorization of expenditures within each department/spending unit is in accordance with the County's automated financial system and chart of accounts. Expenditures are further refined within the chart of accounts for budgeting and expenditure tracking purposes.

PERSONAL SERVICES - Includes regular salaries, overtime, shift differential, and associated costs such as employer contributions to social security, pension and health insurance.

OPERATING EXPENSES - Includes the day-to-day operating expenses of the County categorized as follows:

1. Operating Supplies - Includes the cost of office supplies, advertising and legal notices, printing and binding, books and publications, uniforms and clothing, supplies and materials, food and staff development.
2. Professional Services - Includes the use of architects and engineers, consultants, individuals who perform services for the County but are not employees, use of outside firms to maintain County office equipment, and employment of accounting, auditing and medical experts.
3. Communication - Includes costs associated with telephone, postage and freight.
4. Transportation - Includes purchased fuel and oil, vehicle maintenance and repair, and costs reimbursed to employees when traveling on County business.
5. Public Utility Service - Includes such utility costs as electricity, gas, water and sewer, and heating oil.
6. Repairs and Maintenance - Includes the costs to repair and maintain County facilities (heating, air-conditioning, ventilation, electrical, plumbing, and roofing).
7. Rentals - Includes the cost whenever the County must rent facilities, tools, equipment or land.
8. Insurance - Consists of the costs for which the County must insure its fixed assets as well as general public liability and officials performance bonds.
9. Miscellaneous - Consists primarily of funds to be allocated to independent spending units outside the County government. Also includes costs of conferences, lodging, professional memberships, and other costs not identified in other expense categories. This category will also include any transfers from the general fund to enterprise/special revenue funds to cover on-going subsidy.

EQUIPMENT - Costs of acquiring new and replacement vehicles, shop and custodial equipment, and office and communications equipment. Equipment/vehicles lease payment, includes the acquisition of new or replacement equipment, using 5-year exempt financing; the amount shown is the annual lease cost.

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>COUNTY DEPARTMENTS</b>						
<u>County Commissioners/County Admin.</u>						
Legislative/County Commissioners						
Personal Services	397,562	402,148	402,148	421,034	18,886	4.7%
Operating Supplies	2,772	4,500	4,500	4,500	0	0.0%
Communications	3,542	5,100	5,100	5,100	0	0.0%
Transportation	1,489	5,000	5,000	5,000	0	0.0%
Miscellaneous	32,044	42,000	42,000	42,000	0	0.0%
Legislative/County Commissioners	437,409	458,748	458,748	477,634	18,886	4.1%
County Administrator						
Personal Services	354,774	365,088	452,850	372,971	7,883	2.2%
Operating Supplies	11,669	17,031	15,531	15,531	(1,500)	-8.8%
Professional Services	6,834	11,732	8,732	8,732	(3,000)	-25.6%
Communications	1,566	2,900	2,900	2,900	0	0.0%
Transportation	58	2,500	1,000	1,000	(1,500)	-60.0%
Miscellaneous	3,564	3,800	3,800	3,800	0	0.0%
Equipment	926	0	4,500	0	0	0.0%
County Administrator	379,391	403,051	489,313	404,934	1,883	0.5%
Public Information						
Personal Services	219,470	223,227	223,227	223,349	122	0.1%
Operating Supplies	3,081	8,040	7,040	7,040	(1,000)	-12.4%
Communications	962	1,000	1,000	1,000	0	0.0%
Transportation	57	1,100	1,100	1,100	0	0.0%
Miscellaneous	9,991	13,420	15,420	15,420	2,000	14.9%
Public Information	233,561	246,787	247,787	247,909	1,122	0.5%
<b>Total - County Commissioners/County Admin.</b>	<b>1,050,361</b>	<b>1,108,586</b>	<b>1,195,848</b>	<b>1,130,477</b>	<b>21,891</b>	<b>2.0%</b>
<u>Aging &amp; Human Services</u>						
Aging Administration						
Personal Services	1,247,214	1,274,891	1,346,837	1,398,822	123,931	9.7%
Operating Supplies	255,050	260,040	350,040	350,040	90,000	34.6%
Professional Services	66,947	81,562	81,562	81,562	0	0.0%
Communications	23,099	30,000	30,000	30,000	0	0.0%
Transportation	25,210	44,200	44,200	44,200	0	0.0%
Miscellaneous	5,239	5,876	7,211	7,211	1,335	22.7%
Equipment	2,852	0	28,000	28,000	28,000	100.0%
Other - Lease Payments	13,216	16,000	13,220	13,220	(2,780)	-17.4%
Aging Administration	1,638,827	1,712,569	1,901,070	1,953,055	240,486	14.0%
Aging - Grants						
Personal Services	613,542	647,967	705,089	727,331	79,364	12.2%
Operating Supplies	198,637	173,203	178,320	163,310	(9,893)	-5.7%
Professional Services	138,754	133,769	137,620	136,807	3,038	2.3%
Communications	1,491	400	700	700	300	75.0%
Transportation	20,615	26,845	25,845	25,845	(1,000)	-3.7%
Insurance	1,157	1,196	1,196	1,196	0	0.0%
Miscellaneous	6,611	5,310	6,916	6,916	1,606	30.2%
Equipment	2,145	0	0	0	0	0.0%
Aging - Grants	982,952	988,690	1,055,686	1,062,105	73,415	7.4%



**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Aging &amp; Human Services - continued</b>						
Human Services-Admin Grants						
Personal Services	311,828	58,249	58,248	59,729	1,480	2.5%
Operating Supplies	23,984	6,251	5,752	5,510	(741)	-11.9%
Professional Services	25,453	4,500	5,000	4,863	363	8.1%
Communication	1,670	0	0	0	0	0.0%
Transportation	1,546	1,000	1,000	1,000	0	0.0%
Rentals	435	0	0	0	0	0.0%
Miscellaneous	3,925	0	0	0	0	0.0%
<b>Human Services-Admin Grants</b>	<b>368,841</b>	<b>70,000</b>	<b>70,000</b>	<b>71,102</b>	<b>1,102</b>	<b>1.6%</b>
Community Services						
Personal Services	218,487	261,856	338,616	341,540	79,684	30.4%
Operating Supplies	1,000	6,361	6,361	6,361	0	0.0%
Professional Services	22,561	28,172	28,172	28,172	0	0.0%
Communications	3,098	3,500	3,500	3,500	0	0.0%
Transportation	1,014	2,000	2,000	2,000	0	0.0%
Rentals	0	335	335	335	0	0.0%
Miscellaneous	144,200	146,050	146,050	146,050	0	0.0%
Other - Lease Payments	4,924	0	0	0	0	0.0%
<b>Community Services</b>	<b>395,284</b>	<b>448,274</b>	<b>525,034</b>	<b>527,958</b>	<b>79,684</b>	<b>17.8%</b>
Human Relations Commission						
Operating Supplies	0	250	250	250	0	0.0%
Professional Services	0	1,400	1,400	1,400	0	0.0%
Miscellaneous	0	200	200	200	0	0.0%
<b>Human Relations Commission</b>	<b>0</b>	<b>1,850</b>	<b>1,850</b>	<b>1,850</b>	<b>0</b>	<b>0.0%</b>
Commission for the Disabled						
Operating Supplies	1,300	600	0	0	(600)	-100.0%
Professional Services	1,000	1,700	0	0	(1,700)	-100.0%
<b>Commission for the Disabled</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>	<b>0</b>	<b>(2,300)</b>	<b>-100.0%</b>
Commission for Women						
Operating Supplies	1,372	765	765	765	0	0.0%
Professional Services	4,060	5,335	5,335	5,335	0	0.0%
Rentals	0	400	400	400	0	0.0%
Miscellaneous	3,039	500	500	500	0	0.0%
<b>Commission for Women</b>	<b>8,471</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>	<b>0.0%</b>
Non-Profits - Aging & Human Services						
Miscellaneous (Operating Allocation)	906,415	826,612	826,612	831,512	4,900	0.6%
<b>Non-Profits - Aging &amp; Human Services</b>	<b>906,415</b>	<b>826,612</b>	<b>826,612</b>	<b>831,512</b>	<b>4,900</b>	<b>0.6%</b>
Grants - Human Services (Non-Admin.)						
Personal Services	54,460	0	0	0	0	0.0%
Operating Supplies	9,536	0	0	0	0	0.0%
Professional Services	4,476,397	607,658	607,658	607,658	0	0.0%
Communications	664	0	0	0	0	0.0%
Transportation	177	0	0	0	0	0.0%
Miscellaneous	68	0	0	0	0	0.0%
<b>Grants - Human Services (Non-Admin.)</b>	<b>4,541,302</b>	<b>607,658</b>	<b>607,658</b>	<b>607,658</b>	<b>0</b>	<b>0.0%</b>
<b>Total - Aging &amp; Human Services</b>	<b>8,844,392</b>	<b>4,664,953</b>	<b>4,994,910</b>	<b>5,062,240</b>	<b>397,287</b>	<b>8.5%</b>
<b>County Attorney</b>						
Personal Services	571,427	582,639	639,685	638,042	55,403	9.5%
Operating Supplies	48,684	48,630	42,390	42,390	(6,240)	-12.8%
Professional Services	24,669	25,025	35,885	35,885	10,860	43.4%
Communications	5,198	3,100	3,100	3,100	0	0.0%
Transportation	579	600	600	600	0	0.0%
Miscellaneous	3,224	32,300	32,420	32,420	120	0.4%
Equipment	1,858	0	2,500	2,500	2,500	100.0%
<b>Total - County Attorney</b>	<b>655,639</b>	<b>692,294</b>	<b>756,580</b>	<b>754,937</b>	<b>62,643</b>	<b>9.0%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b><u>Economic Development</u></b>						
Administration/Office of the Director						
Personal Services	373,924	370,808	370,808	366,878	(3,930)	-1.1%
Operating Supplies	8,634	12,060	12,060	12,060	0	0.0%
Professional Services	9,007	4,100	4,100	4,100	0	0.0%
Communications	12,586	14,400	14,400	14,400	0	0.0%
Transportation	1,161	3,360	3,360	3,360	0	0.0%
Rentals	182	168	168	168	0	0.0%
Miscellaneous	3,940	9,200	9,200	9,200	0	0.0%
Equipment	671	0	0	0	0	0.0%
Administration/Office of the Director	410,105	414,096	414,096	410,166	(3,930)	-0.9%
Tourism Development						
Personal Services	126,650	163,326	0	0	(163,326)	-100.0%
Operating Supplies	156,043	91,751	0	0	(91,751)	-100.0%
Professional Services	115,515	119,742	430,937	430,937	311,195	259.9%
Communications	80	1,560	0	0	(1,560)	-100.0%
Transportation	67	3,500	0	0	(3,500)	-100.0%
Miscellaneous	20,325	51,058	0	0	(51,058)	-100.0%
Tourism Development	418,680	430,937	430,937	430,937	0	0.0%
Agriculture & Seafood Development						
Personal Services	228,284	322,259	322,259	331,732	9,473	2.9%
Operating Supplies	6,040	7,050	7,067	7,067	17	0.2%
Transportation	12	800	683	683	(117)	-14.6%
Miscellaneous	2,539	4,331	4,431	4,431	100	2.3%
Agriculture & Seafood Development	236,875	334,440	334,440	343,913	9,473	2.8%
Business Development						
Personal Services	126,585	142,382	142,382	147,337	4,955	3.5%
Operating Supplies	31,453	45,499	45,499	45,499	0	0.0%
Professional Services	66,464	66,447	66,447	66,447	0	0.0%
Transportation	0	1,000	1,000	1,000	0	0.0%
Miscellaneous	175,452	61,200	61,200	61,200	0	0.0%
Equipment	4,746	0	0	0	0	0.0%
Business Development	404,700	316,528	316,528	321,483	4,955	1.6%
Non-Profits - Economic Development						
Miscellaneous-Conservation	0	12,500	12,500	30,000	17,500	140.0%
Miscellaneous-Economic Development	28,580	33,580	33,580	33,580	0	0.0%
Miscellaneous-Post Secondary Education	60,000	25,000	25,000	25,000	0	0.0%
Miscellaneous-Primary & Secondary Education	18,175	18,175	18,175	8,175	(10,000)	-55.0%
Non-Profits - Economic Development	106,755	89,255	89,255	96,755	7,500	8.4%
Grants						
Operating Supplies	51,216	45,000	0	0	(45,000)	-100.0%
Professional Services	0	330,473	0	0	(330,473)	-100.0%
Miscellaneous	230,000	0	0	0	0	0.0%
Grants	281,216	375,473	0	0	(375,473)	-100.0%
<b>Total - Economic Development</b>	<b>1,858,331</b>	<b>1,960,729</b>	<b>1,585,256</b>	<b>1,603,254</b>	<b>(357,475)</b>	<b>-18.2%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Finance</b>						
Administration/Budget						
Personal Services	628,421	642,271	642,271	655,822	13,551	2.1%
Operating Supplies	13,490	20,000	20,000	20,000	0	0.0%
Professional Services	28,592	32,480	12,480	12,480	(20,000)	-61.6%
Communications	12,266	14,200	14,200	14,200	0	0.0%
Transportation	384	1,000	1,000	1,000	0	0.0%
Miscellaneous	3,690	4,500	4,500	4,500	0	0.0%
Equipment	533	0	0	0	0	0.0%
Administration/Budget	687,376	714,451	694,451	708,002	(6,449)	-0.9%
Accounting						
Personal Services	539,921	593,208	593,208	587,657	(5,551)	-0.9%
Operating Supplies	4,496	7,900	7,900	7,900	0	0.0%
Professional Services	600	1,650	1,931	1,931	281	17.0%
Transportation	51	400	400	400	0	0.0%
Miscellaneous	9,883	11,000	10,719	10,719	(281)	-2.6%
Equipment	649	0	0	0	0	0.0%
Accounting	555,600	614,158	614,158	608,607	(5,551)	-0.9%
Auditing						
Professional Services	48,299	50,980	50,980	50,980	0	0.0%
Auditing	48,299	50,980	50,980	50,980	0	0.0%
Procurement						
Personal Services	285,251	313,293	313,293	308,989	(4,304)	-1.4%
Operating Supplies	2,060	3,750	3,750	3,750	0	0.0%
Communications	673	1,000	1,000	1,000	0	0.0%
Transportation	11	200	200	200	0	0.0%
Miscellaneous	430	1,500	1,500	1,500	0	0.0%
Equipment	545	0	0	0	0	0.0%
Procurement	288,970	319,743	319,743	315,439	(4,304)	-1.3%
<b>Total - Finance</b>	<b>1,580,245</b>	<b>1,699,332</b>	<b>1,679,332</b>	<b>1,683,028</b>	<b>(16,304)</b>	<b>-1.0%</b>
<b>Information Technology</b>						
Personal Services	1,465,467	2,004,801	1,862,804	1,930,162	(74,639)	-3.7%
Operating Supplies	758,644	801,692	1,016,743	1,016,743	215,051	26.8%
Professional Services	151,706	125,158	252,658	252,658	127,500	101.9%
Communications	116,106	131,520	132,320	132,320	800	0.6%
Transportation	784	2,000	1,200	1,200	(800)	-40.0%
Rentals	77	1,000	1,000	1,000	0	0.0%
Miscellaneous	1,394	4,200	2,200	2,200	(2,000)	-47.6%
Equipment	305,389	381,468	406,468	406,468	25,000	6.6%
Other - Lease Payments	38,514	0	0	0	0	0.0%
<b>Total - Information Technology</b>	<b>2,838,081</b>	<b>3,451,839</b>	<b>3,675,393</b>	<b>3,742,751</b>	<b>290,912</b>	<b>8.4%</b>



**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Human Resources</b>						
Human Resources						
Personal Services	630,286	642,026	642,026	667,257	25,231	3.9%
Operating Supplies	56,463	82,560	81,760	81,760	(800)	-1.0%
Professional Services	105,006	53,256	54,456	54,456	1,200	2.3%
Communications	3,588	4,500	4,500	4,500	0	0.0%
Transportation	98	800	800	800	0	0.0%
Miscellaneous	72,118	205,495	166,385	166,385	(39,110)	-19.0%
Human Resources	867,559	988,637	949,927	975,158	(13,479)	-1.4%
Risk Management						
Personal Services	67,024	68,050	68,050	70,842	2,792	4.1%
Operating Supplies	2,922	3,502	3,207	3,207	(295)	-8.4%
Professional Services	1,273	1,500	1,500	1,500	0	0.0%
Transportation	0	100	100	100	0	0.0%
Insurance	564,083	734,573	735,310	735,310	737	0.1%
Miscellaneous	1,585	1,585	1,985	1,985	400	25.2%
Risk Management	636,887	809,310	810,152	812,944	3,634	0.4%
Comm for People w/Disabilities						
Operating Supplies	0	0	600	600	600	100.0%
Professional Services	0	0	1,700	1,700	1,700	100.0%
Comm for People w/Disabilities	0	0	2,300	2,300	2,300	100.0%
Grants						
Operating Supplies	1,900	0	0	0	0	0.0%
Miscellaneous	6,710	0	0	0	0	0.0%
Grants	8,610	0	0	0	0	0.0%
<b>Total - Human Resources</b>	<b>1,513,056</b>	<b>1,797,947</b>	<b>1,762,379</b>	<b>1,790,402</b>	<b>(7,545)</b>	<b>-0.4%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b><u>Land Use &amp; Growth Management (LUGM)</u></b>						
Administration						
Personal Services	586,893	679,742	679,742	671,134	(8,608)	-1.3%
Operating Supplies	35,687	59,180	59,180	59,180	0	0.0%
Professional Services	18,968	34,634	34,634	34,634	0	0.0%
Communications	12,689	18,000	18,000	18,000	0	0.0%
Transportation	184	2,500	2,384	2,384	(116)	-4.6%
Rentals	120	200	200	200	0	0.0%
Miscellaneous	737	5,394	5,510	5,510	116	2.2%
Equipment	5,086	0	0	0	0	0.0%
Administration	660,364	799,650	799,650	791,042	(8,608)	-1.1%
Comprehensive Planning						
Personal Services	462,842	333,412	333,412	342,372	8,960	2.7%
Operating Supplies	1,766	4,000	4,000	4,000	0	0.0%
Professional Services	19,307	1,844	2,144	2,144	300	16.3%
Transportation	111	1,300	1,300	1,300	0	0.0%
Rentals	290	750	450	450	(300)	-40.0%
Miscellaneous	1,947	3,815	3,815	3,815	0	0.0%
Lease Payment	0	20,700	19,360	19,360	(1,340)	-6.5%
Comprehensive Planning	486,263	365,821	364,481	373,441	7,620	2.1%
Development Services						
Personal Services	342,860	376,333	376,333	384,422	8,089	2.1%
Operating Supplies	47	1,200	1,200	1,200	0	0.0%
Professional Services	1,239	15,000	0	0	(15,000)	-100.0%
Transportation	251	800	800	800	0	0.0%
Miscellaneous	2,305	2,800	2,800	2,800	0	0.0%
Development Services	346,702	396,133	381,133	389,222	(6,911)	-1.7%
Zoning Administration						
Personal Services	317,966	324,374	324,374	336,861	12,487	3.8%
Operating Supplies	268	5,300	5,300	5,300	0	0.0%
Transportation	0	200	200	200	0	0.0%
Miscellaneous	1,965	3,340	3,340	3,340	0	0.0%
Zoning Administration	320,199	333,214	333,214	345,701	12,487	3.7%
Planning Commission						
Personal Services	21,447	23,646	23,646	23,647	1	0.0%
Transportation	0	500	500	500	0	0.0%
Miscellaneous	895	2,618	2,618	2,618	0	0.0%
Planning Commission	22,342	26,764	26,764	26,765	1	0.0%
Boards and Commissions						
Personal Services	16,716	16,518	16,518	16,519	1	0.0%
Transportation	0	500	500	500	0	0.0%
Miscellaneous	895	3,018	3,018	3,018	0	0.0%
Boards and Commissions	17,611	20,036	20,036	20,037	1	0.0%
Historical Preservation						
Operating Supplies	1,429	2,250	2,250	2,250	0	0.0%
Professional Services	0	100	100	100	0	0.0%
Transportation	0	200	200	200	0	0.0%
Miscellaneous	850	1,030	1,030	1,030	0	0.0%
Historical Preservation	2,279	3,580	3,580	3,580	0	0.0%

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b><u>LUGM - Continued</u></b>						
Permit Services						
Personal Services	337,547	359,732	359,732	368,159	8,427	2.3%
Operating Supplies	0	1,500	1,500	1,500	0	0.0%
Professional Services	293	1,350	1,350	1,350	0	0.0%
Transportation	0	200	200	200	0	0.0%
Miscellaneous	0	1,000	1,000	1,000	0	0.0%
Permit Services	337,840	363,782	363,782	372,209	8,427	2.3%
Inspections & Compliance						
Personal Services	441,358	546,324	546,324	427,786	(118,538)	-21.7%
Operating Supplies	4,959	9,850	9,850	9,850	0	0.0%
Professional Services	79,073	120,320	135,320	135,320	15,000	12.5%
Transportation	6,103	12,100	12,100	12,100	0	0.0%
Miscellaneous	240	10,090	10,090	10,090	0	0.0%
Equipment	1,040	0	0	0	0	0.0%
Other - Lease Payments	0	20,470	19,520	19,520	(950)	-4.6%
Inspections & Compliance	532,773	719,154	733,204	614,666	(104,488)	-14.5%
Board of Electrical Examiners						
Operating Supplies	719	1,400	1,400	1,400	0	0.0%
Professional Services	11,990	12,000	12,000	12,000	0	0.0%
Communications	91	300	300	300	0	0.0%
Transportation	278	350	350	350	0	0.0%
Miscellaneous	695	250	250	250	0	0.0%
Board of Electrical Examiners	13,773	14,300	14,300	14,300	0	0.0%
Building Code Appeals Board						
Operating Supplies	0	2,800	2,800	2,800	0	0.0%
Miscellaneous	0	100	100	100	0	0.0%
Building Code Appeals Board	0	2,900	2,900	2,900	0	0.0%
Commission on the Environment						
Operating Supplies	1,000	1,725	1,725	1,725	0	0.0%
Communications	0	100	100	100	0	0.0%
Rentals	25	500	500	500	0	0.0%
Miscellaneous	0	500	500	500	0	0.0%
Commission on the Environment	1,025	2,825	2,825	2,825	0	0.0%
Plumbing & Gas Board						
Operating Supplies	1,479	1,750	1,750	1,750	0	0.0%
Communications	0	100	100	100	0	0.0%
Plumbing & Gas Board	1,479	1,850	1,850	1,850	0	0.0%
Grants						
Miscellaneous	33,967	2,000	2,000	2,000	0	0.0%
Grants	33,967	2,000	2,000	2,000	0	0.0%
<b>Total - Land Use &amp; Growth Management</b>	<b>2,776,617</b>	<b>3,052,009</b>	<b>3,049,719</b>	<b>2,960,538</b>	<b>(91,471)</b>	<b>-3.0%</b>



**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Public Works &amp; Transportation (DPW&amp;T)</b>						
Administration						
Personal Services	370,437	406,963	406,963	401,489	(5,474)	-1.3%
Operating Supplies	7,660	9,977	10,327	9,977	0	0.0%
Professional Services	2,934	3,400	3,400	3,400	0	0.0%
Communications	8,609	10,260	10,260	10,260	0	0.0%
Transportation	63	0	200	0	0	0.0%
Miscellaneous	840	400	2,725	425	25	6.3%
Administration	390,543	431,000	433,875	425,551	(5,449)	-1.3%
Engineering Services						
Personal Services	768,949	913,148	1,045,332	1,066,268	153,120	16.8%
Operating Supplies	4,525	5,370	7,650	7,650	2,280	42.5%
Professional Services	1,353	6,475	6,475	6,475	0	0.0%
Transportation	295	250	750	750	500	200.0%
Miscellaneous	2,803	5,388	6,138	6,138	750	13.9%
Equipment	2,398	0	17,000	17,000	17,000	100.0%
Engineering Services	780,323	930,631	1,083,345	1,104,281	173,650	18.7%
Development Review						
Personal Services	171,236	193,365	193,365	171,885	(21,480)	-11.1%
Operating Supplies	1,175	1,675	1,675	1,675	0	0.0%
Professional Services	500	800	800	800	0	0.0%
Transportation	82	200	200	200	0	0.0%
Miscellaneous	210	475	475	475	0	0.0%
Development Review	173,203	196,515	196,515	175,035	(21,480)	-10.9%
Construction & Inspections						
Personal Services	510,515	497,611	497,611	606,666	109,055	21.9%
Operating Supplies	4,066	4,850	6,250	4,850	0	0.0%
Professional Services	93,576	155,150	155,150	155,150	0	0.0%
Communications	3,204	3,620	3,620	3,620	0	0.0%
Transportation	10,467	13,500	13,500	13,500	0	0.0%
Other - Lease Payment	13,916	0	0	0	0	0.0%
Construction & Inspections	635,744	674,731	676,131	783,786	109,055	16.2%
County Highways						
Personal Services	2,778,893	2,818,542	2,940,066	3,005,375	186,833	6.6%
Operating Supplies	46,497	60,888	62,888	62,888	2,000	3.3%
Professional Services	94,221	65,220	95,220	125,220	60,000	92.0%
Communications	5,794	5,620	5,620	5,620	0	0.0%
Transportation	132,242	344,050	344,050	344,050	0	0.0%
Public Utility Service	80,746	103,000	103,000	103,000	0	0.0%
Rentals	34,732	18,900	30,000	30,000	11,100	58.7%
Snow Removal	537,689	254,750	254,750	254,750	0	0.0%
Miscellaneous	185,024	201,890	217,640	216,890	15,000	7.4%
Equipment	20,540	0	20,000	20,000	20,000	0.0%
Other - Lease Payment	426,198	411,401	527,985	396,885	(14,516)	-3.5%
County Highways	4,342,576	4,284,261	4,601,219	4,564,678	280,417	6.5%
Mailroom/Messenger Services						
Personal Services	65,326	102,500	102,500	95,308	(7,192)	-7.0%
Operating Supplies	1,951	3,910	1,710	1,710	(2,200)	-56.3%
Communications	5,461	800	800	800	0	0.0%
Transportation	850	3,000	1,000	1,000	(2,000)	-66.7%
Rentals	8,961	13,900	11,900	11,900	(2,000)	-14.4%
Other - Lease Payment	4,355	0	0	0	0	0.0%
Mailroom/Messenger Services	86,904	124,110	117,910	110,718	(13,392)	-10.8%

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>DPW &amp; T - Continued</b>						
Vehicle Maintenance Shop						
Personal Services	833,195	890,822	890,822	873,407	(17,415)	-2.0%
Operating Supplies	37,657	52,492	52,492	52,492	0	0.0%
Professional Services	24,855	26,270	25,470	25,470	(800)	-3.0%
Communications	1,985	4,220	4,220	4,220	0	0.0%
Transportation	454,349	591,000	586,000	586,000	(5,000)	-0.8%
Equipment	15,752	3,014	3,014	3,014	0	0.0%
Other - Lease Payment	84,953	93,265	93,101	78,841	(14,424)	-15.5%
Vehicle Maintenance Shop	1,452,746	1,661,083	1,655,119	1,623,444	(37,639)	-2.3%
Non-Public School Bus Transportation						
Personal Services	73,759	75,260	75,260	78,069	2,809	3.7%
Operating Supplies	2,364	1,955	3,350	3,350	1,395	71.4%
Professional Services	1,883,404	2,054,848	2,222,197	2,222,197	167,349	8.1%
Communications	10,216	12,120	12,120	12,120	0	0.0%
Transportation	0	154	154	154	0	0.0%
Insurance	26,520	28,007	31,728	28,943	936	3.3%
Miscellaneous	0	150	150	150	0	0.0%
Non-Public School Bus Transportation	1,996,263	2,172,494	2,344,959	2,344,983	172,489	7.9%
St. Mary's County Airport						
Personal Services	0	0	97,469	97,469	97,469	100.0%
Operating Supplies	231	1,450	1,950	1,950	500	34.5%
Professional Services	3,353	12,700	12,700	12,700	0	0.0%
Communications	1,627	3,000	3,600	3,600	600	20.0%
Public Utility Service	4,353	5,000	5,000	5,000	0	0.0%
Repairs and Maintenance	751	0	0	0	0	0.0%
Rentals	0	3,000	3,000	3,000	0	0.0%
Miscellaneous	325	325	325	325	0	0.0%
Equipment	0	0	0	2,500	2,500	100.0%
St Mary's County Airport	10,640	25,475	124,044	126,544	101,069	396.7%
Grants (principally STS)						
Personal Services	1,703,674	1,695,988	1,792,490	1,860,570	164,582	9.7%
Operating Supplies	31,769	42,917	105,549	105,549	62,632	145.9%
Professional Services	28,976	122,970	33,770	43,770	(79,200)	-64.4%
Communications	2,717	6,425	7,025	7,025	600	9.3%
Transportation	465,664	988,220	967,037	425,600	(562,620)	-56.9%
Public Utility Service	30,527	29,000	29,000	29,000	0	0.0%
Repairs and Maintenance	2,111	3,450	3,450	3,450	0	0.0%
Rentals	582	0	0	0	0	0.0%
Insurance	40,137	75,000	75,000	75,000	0	0.0%
Miscellaneous	75,632	5,700	5,700	5,700	0	0.0%
Equipment	46,063	314,002	612,866	612,866	298,864	95.2%
Grants (principally STS)	2,427,852	3,283,672	3,631,887	3,168,530	(115,142)	-3.5%
Building Services						
Personal Services	1,341,590	1,339,095	1,518,237	1,570,091	230,996	17.3%
Operating Supplies	135,144	173,464	160,378	160,378	(13,086)	-7.5%
Professional Services	559,069	678,190	631,290	551,290	(126,900)	-18.7%
Communications	23,016	22,451	22,451	22,451	0	0.0%
Transportation	28,235	34,000	34,750	34,750	750	2.2%
Public Utility Service	1,302,376	1,557,953	1,499,953	1,499,953	(58,000)	-3.7%
Repairs and Maintenance	105,100	138,648	143,648	138,648	0	0.0%
Rentals	1,352	2,352	2,352	2,352	0	0.0%
Equipment	34,222	0	7,500	7,500	7,500	100.0%
Other - Lease Payment	34,095	39,525	58,875	38,175	(1,350)	-3.4%
Building Services	3,564,199	3,985,678	4,079,434	4,025,588	39,910	1.0%
Grants (1299)						
Professional Services	23,077	0	150,000	150,000	150,000	100.0%
Grants (1299) - Building Services	23,077	0	150,000	150,000	150,000	100.0%
<b>Total - Public Works &amp; Transportation</b>	<b>15,884,070</b>	<b>17,769,650</b>	<b>19,094,438</b>	<b>18,603,138</b>	<b>833,488</b>	<b>4.7%</b>



**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Recreation &amp; Parks</b>						
<b>Administration</b>						
Personal Services	1,157,799	1,130,030	1,130,030	1,145,482	15,452	1.4%
Operating Supplies	11,050	15,275	15,275	15,275	0	0.0%
Professional Services	2,970	4,980	5,880	5,880	900	18.1%
Communications	4,618	5,620	5,620	5,620	0	0.0%
Transportation	2,544	4,400	3,500	3,500	(900)	-20.5%
Miscellaneous	3,386	11,255	11,255	11,255	0	0.0%
Equipment	1,360	0	0	0	0	0.0%
Other - Lease Payments	5,522	15,530	15,075	15,075	(455)	-2.9%
<b>Administration</b>	<b>1,189,249</b>	<b>1,187,090</b>	<b>1,186,635</b>	<b>1,202,087</b>	<b>14,997</b>	<b>1.3%</b>
<b>Parks Maintenance</b>						
Personal Services	1,236,154	1,269,148	1,281,817	1,311,917	42,769	3.4%
Operating Supplies	59,150	58,499	64,714	60,714	2,215	3.8%
Professional Services	45,965	58,170	66,795	66,795	8,625	14.8%
Communications	4,782	5,400	5,400	5,400	0	0.0%
Transportation	31,047	40,700	39,785	39,785	(915)	-2.2%
Public Utility Service	98,357	97,800	107,800	107,800	10,000	10.2%
Repairs and Maintenance	406,945	438,378	483,078	469,078	30,700	7.0%
Rentals	54,233	52,234	59,234	59,234	7,000	13.4%
Miscellaneous	1,375	7,315	8,315	8,315	1,000	13.7%
Equipment	41,939	10,000	110,500	10,000	0	0.0%
Other - Lease Payments	64,274	17,460	35,840	17,440	(20)	-0.1%
<b>Parks Maintenance</b>	<b>2,044,221</b>	<b>2,055,104</b>	<b>2,263,278</b>	<b>2,156,478</b>	<b>101,374</b>	<b>4.9%</b>
<b>Non-Profits - Recreation &amp; Parks</b>						
Miscellaneous (Operating Allocation)	87,580	94,580	94,580	115,842	21,262	22.5%
<b>Non-Profits - Recreation &amp; Parks</b>	<b>87,580</b>	<b>94,580</b>	<b>94,580</b>	<b>115,842</b>	<b>21,262</b>	<b>22.5%</b>
<b>Grants</b>						
Personal Services	1,448	1,005	1,098	1,109	104	10.3%
Operating Supplies	1,941	0	0	0	0	0.0%
Professional Services	1,546	1,884	6,905	6,894	5,010	265.9%
Public Utility Service	171	252	231	231	(21)	-8.3%
Repairs & Maintenance	43,198	0	0	0	0	0.0%
Rentals	11,835	11,859	11,766	11,766	(93)	-0.8%
Miscellaneous	5,000	5,000	5,000	5,000	0	0.0%
Equipment	17,181	0	0	0	0	0.0%
<b>Grants Division</b>	<b>82,320</b>	<b>20,000</b>	<b>25,000</b>	<b>25,000</b>	<b>5,000</b>	<b>25.0%</b>
<b>Museum Division</b>						
Personal Services	342,978	453,453	478,329	458,204	4,751	1.0%
Operating Supplies	9,385	22,042	21,100	21,100	(942)	-4.3%
Professional Services	15,160	13,715	14,062	14,062	347	2.5%
Communications	7,100	7,900	7,800	7,800	(100)	-1.3%
Transportation	6,000	7,900	7,800	7,800	(100)	-1.3%
Public Utility Service	30,333	37,955	38,700	38,700	745	2.0%
Repairs & Maintenance	5,474	0	0	0	0	0.0%
Rentals	825	1,000	1,000	1,000	0	0.0%
Insurance	4,979	5,679	5,679	5,679	0	0.0%
Miscellaneous	500	800	850	850	50	6.3%
Equipment	16,846	1,000	1,000	1,000	0	0.0%
Other - Lease Payments	5,522	5,525	5,525	5,525	0	0.0%
<b>Museum Division</b>	<b>445,102</b>	<b>556,969</b>	<b>581,845</b>	<b>561,720</b>	<b>4,751</b>	<b>0.9%</b>
<b>Total - Recreation &amp; Parks</b>	<b>3,848,472</b>	<b>3,913,743</b>	<b>4,151,338</b>	<b>4,061,127</b>	<b>147,384</b>	<b>3.8%</b>



**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	OVER FY2018 APPROVED	AMOUNT PERCENT
<b>Emergency Services</b>						
Emergency Communications Center						
Personal Services	2,313,843	2,544,649	2,610,626	2,772,516	227,867	9.0%
Operating Supplies	7,755	28,200	28,900	28,900	700	2.5%
Professional Services	67,157	28,543	30,043	30,043	1,500	5.3%
Communications	174,425	150,100	150,100	150,100	0	0.0%
Transportation	8	1,300	1,300	1,300	0	0.0%
Miscellaneous	1,805	4,600	8,400	8,400	3,800	82.6%
Equipment	56	0	0	0	0	0.0%
Other - Lease Payment	5,310	0	0	0	0	0.0%
Emergency Communications Center	2,570,359	2,757,392	2,829,369	2,991,259	233,867	8.5%
Emergency Radio Communications						
Personal Services	138,591	0	224,603	149,369	149,369	100.0%
Operating Supplies	22,114	27,300	27,850	27,850	550	2.0%
Professional Services	309,947	710,651	828,968	804,708	94,057	13.2%
Communications	728	1,000	1,000	1,000	0	0.0%
Transportation	1,934	4,000	4,000	4,000	0	0.0%
Miscellaneous / Land Rentals	30,440	36,500	36,500	36,500	0	0.0%
Equipment	15,311	57,500	57,500	57,500	0	0.0%
Other - Lease Payments	1,341,274	235,235	177,365	177,365	(57,870)	-24.6%
Emergency Radio Communications	1,860,339	1,072,186	1,357,786	1,258,292	186,106	17.4%
Emergency Management						
Personal Services	246,480	254,499	256,999	256,539	2,040	0.8%
Operating Supplies	2,170	20,800	21,200	21,200	400	1.9%
Professional Services	14,062	24,850	26,050	26,050	1,200	4.8%
Communications	21,387	8,800	8,800	19,600	10,800	122.7%
Transportation	628	1,700	1,950	1,950	250	14.7%
Miscellaneous	15,980	12,000	12,000	12,000	0	0.0%
Equipment	0	0	15,000	15,000	15,000	100.0%
Other - Lease Payments	5,233	5,235	5,235	5,235	0	0.0%
Emergency Management	305,940	327,884	347,234	357,574	29,690	9.1%
Animal Control						
Personal Services	350,449	356,810	356,810	346,198	(10,612)	-3.0%
Operating Supplies	2,702	8,200	10,400	10,400	2,200	26.8%
Professional Services	313,453	392,125	390,813	390,813	(1,312)	-0.3%
Communications	1,873	2,506	2,506	2,506	0	0.0%
Transportation	16,665	20,000	22,500	22,500	2,500	12.5%
Miscellaneous	597	5,000	1,500	1,500	(3,500)	-70.0%
Equipment	1,115	0	0	0	0	0.0%
Other - Lease Payments	34,767	22,280	21,370	21,370	(910)	-4.1%
Animal Control	721,621	806,921	805,899	795,287	(11,634)	-1.4%
Grants						
Operating Supplies	27,870	20,000	27,400	27,400	7,400	37.0%
Professional Services	53,140	84,450	133,900	454,831	370,381	438.6%
Equipment	249,917	195,050	244,996	244,996	49,946	25.6%
Grants (Equip.,Recov-Princ FEMA & EmergEvts)	330,927	299,500	406,296	727,227	427,727	142.8%
<b>Total - Emergency Services</b>	<b>5,789,186</b>	<b>5,263,883</b>	<b>5,746,584</b>	<b>6,129,639</b>	<b>865,756</b>	<b>16.4%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>ELECTED OFFICIALS</b>						
<b>Circuit Court</b>						
Administration						
Personal Services	791,313	812,280	812,280	851,848	39,568	4.9%
Operating Supplies	21,954	36,085	37,085	37,085	1,000	2.8%
Professional Services	38,740	46,326	49,096	49,096	2,770	6.0%
Communications	20,744	19,137	21,137	21,137	2,000	10.5%
Transportation	519	3,000	3,000	3,000	0	0.0%
Miscellaneous	24,534	49,050	54,050	54,050	5,000	10.2%
Equipment	6,917	8,000	64,043	5,000	(3,000)	-37.5%
Administration	904,721	973,878	1,040,691	1,021,216	47,338	4.9%
Law Library						
Operating Supplies	65,666	69,950	69,950	69,950	0	0.0%
Law Library	65,666	69,950	69,950	69,950	0	0.0%
Grants						
Personal Services	275,282	310,830	357,163	360,839	50,009	16.1%
Operating Supplies	2,317	4,410	2,541	2,394	(2,016)	-45.7%
Professional Services	263,142	323,397	381,798	379,929	56,532	17.5%
Communications	820	720	970	970	250	34.7%
Transportation	194	400	400	0	(400)	-100.0%
Miscellaneous	13,617	18,611	15,500	15,500	(3,111)	-16.7%
Equipment	47,613	14,350	0	0	(14,350)	-100.0%
Grants	602,985	672,718	758,372	759,632	86,914	12.9%
<b>Total - Circuit Court</b>	<b>1,573,372</b>	<b>1,716,546</b>	<b>1,869,013</b>	<b>1,850,798</b>	<b>134,252</b>	<b>7.8%</b>
<b>Orphans' Court</b>						
Personal Services	43,101	43,200	43,200	44,160	960	2.2%
Operating Supplies	765	1,000	1,000	1,000	0	0.0%
Professional Services	0	0	2,040	0	0	0.0%
Communications	1,965	1,992	1,992	1,992	0	0.0%
Miscellaneous	9,960	9,960	9,960	9,960	0	0.0%
Equipment	0	0	13,500	7,282	7,282	100.0%
<b>Total - Orphans' Court</b>	<b>55,791</b>	<b>56,152</b>	<b>71,692</b>	<b>64,394</b>	<b>8,242</b>	<b>14.7%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Office of the Sheriff</b>						
Law Enforcement						
Personal Services	20,108,995	22,654,786	23,377,061	23,282,142	627,356	2.8%
Personal Services - Vacancy Reserve	0	(1,800,000)	0	(700,000)	1,100,000	-61.1%
Operating Supplies	340,848	468,785	562,679	537,659	68,874	14.7%
Professional Services	192,419	241,677	244,827	241,677	0	0.0%
Communications	93,819	101,100	104,300	101,100	0	0.0%
Transportation	347,431	673,613	673,613	673,613	0	0.0%
Public Utility	2,161	8,000	6,000	6,000	(2,000)	-25.0%
Rentals	94,486	94,870	94,870	94,870	0	0.0%
Miscellaneous	100,670	168,750	198,750	168,750	0	0.0%
Equipment	245,610	138,574	65,600	49,800	(88,774)	-64.1%
Other - Lease Payments	969,162	1,148,208	1,530,733	1,137,233	(10,975)	-1.0%
<b>Law Enforcement</b>	<b>22,495,601</b>	<b>23,898,363</b>	<b>26,858,433</b>	<b>25,592,844</b>	<b>1,694,481</b>	<b>7.1%</b>
Corrections						
Personal Services	9,244,674	10,048,548	10,523,000	9,869,457	(179,091)	-1.8%
Operating Supplies	574,038	1,011,178	1,060,174	1,051,178	40,000	4.0%
Professional Services	904,737	1,233,617	1,487,717	1,447,117	213,500	17.3%
Communications	9,166	11,500	11,900	11,500	0	0.0%
Rentals	145,331	170,500	170,500	170,500	0	0.0%
Miscellaneous	3,079	11,241	16,341	11,241	0	0.0%
Equipment	152,845	0	9,400	9,400	9,400	100.0%
Other - Lease Payments	28,432	11,835	47,318	22,810	10,975	92.7%
<b>Corrections</b>	<b>11,062,302</b>	<b>12,498,419</b>	<b>13,326,350</b>	<b>12,593,203</b>	<b>94,784</b>	<b>0.8%</b>
Training						
Operating Supplies	115,495	128,910	138,570	138,570	9,660	7.5%
Professional Services	9,660	9,660	0	0	(9,660)	-100.0%
Miscellaneous	207,668	274,819	286,669	274,819	0	0.0%
<b>Training</b>	<b>332,823</b>	<b>413,389</b>	<b>425,239</b>	<b>413,389</b>	<b>0</b>	<b>0.0%</b>
Canine						
Operating Supplies	8,771	8,000	8,000	8,000	0	0.0%
Professional Services	13,347	17,400	17,400	17,400	0	0.0%
Miscellaneous	0	500	500	500	0	0.0%
Equipment	0	12,900	12,900	12,900	0	0.0%
<b>Canine</b>	<b>22,118</b>	<b>38,800</b>	<b>38,800</b>	<b>38,800</b>	<b>0</b>	<b>0.0%</b>
Court Security						
Personal Services	795,915	858,387	858,387	871,102	12,715	1.5%
Operating Supplies	1,155	1,300	1,300	1,300	0	0.0%
<b>Court Security</b>	<b>797,070</b>	<b>859,687</b>	<b>859,687</b>	<b>872,402</b>	<b>12,715</b>	<b>1.5%</b>
Grants						
Personal Services	522,230	505,430	597,718	544,588	39,158	7.7%
Operating Supplies	3,979	28,569	27,355	27,355	(1,214)	-4.2%
Professional Services	84	211,026	183,534	244,483	33,457	15.9%
Communications	2,451	3,005	3,485	3,485	480	16.0%
Transportation	10,427	21,334	20,000	20,000	(1,334)	-6.3%
Miscellaneous	11,705	27,041	22,201	22,090	(4,951)	-18.3%
Equipment	10,107	70,310	71,291	71,291	981	1.4%
<b>Grants</b>	<b>560,983</b>	<b>866,715</b>	<b>925,584</b>	<b>933,292</b>	<b>66,577</b>	<b>7.7%</b>
<b>Total - Office of the Sheriff</b>	<b>35,270,897</b>	<b>38,575,373</b>	<b>42,434,093</b>	<b>40,443,930</b>	<b>1,868,557</b>	<b>4.8%</b>



**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b><u>Office of the State's Attorney</u></b>						
Judicial						
Personal Services	2,622,485	2,752,024	2,758,296	2,799,584	47,560	1.7%
Operating Supplies	37,089	54,576	56,376	56,376	1,800	3.3%
Professional Services	25,174	50,286	49,786	49,786	(500)	-1.0%
Communications	10,990	14,755	13,455	13,455	(1,300)	-8.8%
Transportation	3,134	7,400	7,400	7,400	0	0.0%
Rentals	235	300	300	300	0	0.0%
Miscellaneous	12,059	16,500	16,500	16,500	0	0.0%
Equipment	9,058	0	0	0	0	0.0%
Judicial	2,720,224	2,895,841	2,902,113	2,943,401	47,560	1.6%
Grants						
Personal Services	584,243	605,831	659,433	622,213	16,382	2.7%
Operating Supplies	4,422	4,440	6,691	6,691	2,251	50.7%
Professional Services	3,417	29,156	12,763	58,701	29,545	101.3%
Communications	3,478	4,540	4,540	4,540	0	0.0%
Transportation	112	1,388	1,388	1,388	0	0.0%
Miscellaneous	5,387	14,219	11,663	11,663	(2,556)	-18.0%
Equipment	0	0	539	539	539	100.0%
Grants	601,059	659,574	697,017	705,735	46,161	7.0%
<b>Total - Office of the State's Attorney</b>	<b>3,321,283</b>	<b>3,555,415</b>	<b>3,599,130</b>	<b>3,649,136</b>	<b>93,721</b>	<b>2.6%</b>
<b><u>Office of the County Treasurer</u></b>						
Personal Services	404,897	410,285	410,285	431,337	21,052	5.1%
Operating Supplies	10,549	15,000	15,000	15,000	0	0.0%
Professional Services	12,875	6,500	11,500	11,500	5,000	76.9%
Communications	23,965	26,980	26,980	26,980	0	0.0%
Transportation	703	600	600	600	0	0.0%
Equipment	265	200	200	200	0	0.0%
<b>Total - Office of the County Treasurer</b>	<b>453,254</b>	<b>459,565</b>	<b>464,565</b>	<b>485,617</b>	<b>26,052</b>	<b>5.7%</b>
<b>STATE AGENCIES / INDEPENDENT BOARDS</b>						
<b><u>Department of Health</u></b>						
Operating Allocation	2,066,403	2,177,579	2,269,689	2,207,979	30,400	1.4%
Personal Services	16,153	16,196	16,196	16,197	1	0.0%
Mosquito Control/Gypsy Moth	56,100	59,500	59,500	59,500	0	0.0%
<b>Total - Department of Health</b>	<b>2,138,656</b>	<b>2,253,275</b>	<b>2,345,385</b>	<b>2,283,676</b>	<b>30,401</b>	<b>1.3%</b>
<b><u>Department of Social Services</u></b>						
Operating Allocation	259,346	266,226	309,979	276,038	9,812	3.7%
Personal Services	68,255	79,343	79,343	83,608	4,265	5.4%
Professional Services	3,680	6,500	6,500	6,500	0	0.0%
Grant	80,646	81,905	81,905	85,091	3,186	3.9%
<b>Total - Department of Social Services</b>	<b>411,927</b>	<b>433,974</b>	<b>477,727</b>	<b>451,237</b>	<b>17,263</b>	<b>4.0%</b>
<b><u>Alcohol Beverage Board</u></b>						
Personal Services	105,068	121,475	121,475	126,465	4,990	4.1%
Operating Supplies	3,691	9,305	9,305	9,305	0	0.0%
Professional Services	13,439	18,500	18,500	18,500	0	0.0%
Communications	1,447	1,800	1,800	1,800	0	0.0%
Transportation	1,812	5,000	5,000	5,000	0	0.0%
Miscellaneous	69,704	142,077	142,077	168,702	26,625	18.7%
Equipment	1,378	0	0	0	0	0.0%
<b>Total - Alcohol Beverage Board</b>	<b>196,539</b>	<b>298,157</b>	<b>298,157</b>	<b>329,772</b>	<b>31,615</b>	<b>10.6%</b>

**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b><u>Board of Elections</u></b>						
Personal Services	60,344	45,010	45,010	45,094	84	0.2%
Operating Supplies	46,289	53,877	53,877	53,877	0	0.0%
Professional Services	769,578	955,099	955,099	955,099	0	0.0%
Communications	30,009	25,250	33,200	33,200	7,950	31.5%
Transportation	10,069	7,950	7,950	7,950	0	0.0%
Rentals	4,938	3,175	6,175	6,175	3,000	94.5%
Miscellaneous	10,714	11,230	11,230	11,230	0	0.0%
<b>Total - Board of Elections</b>	<b>931,941</b>	<b>1,101,591</b>	<b>1,112,541</b>	<b>1,112,625</b>	<b>11,034</b>	<b>1.0%</b>
<b><u>University of Maryland Extension - St. Mary's Co.</u></b>						
Operating Supplies	3,997	6,500	5,200	5,200	(1,300)	-20.0%
Professional Services	206,690	216,855	220,968	220,968	4,113	1.9%
Communications	4,021	4,600	4,000	4,000	(600)	-13.0%
Transportation	16,000	18,000	18,000	18,000	0	0.0%
Public Utilities	3,644	4,200	4,400	4,400	200	4.8%
Rentals	950	1,500	1,200	1,200	(300)	-20.0%
Miscellaneous	3,440	3,000	3,132	3,132	132	4.4%
Equipment	2,786	2,745	500	500	(2,245)	-81.8%
<b>Total - University of MD Extension-St. Mary's</b>	<b>241,528</b>	<b>257,400</b>	<b>257,400</b>	<b>257,400</b>	<b>0</b>	<b>0.0%</b>
<b><u>Ethics Commission</u></b>						
Operating Supplies	0	183	183	183	0	0.0%
Professional Services	650	650	650	650	0	0.0%
<b>Total - Ethics Commission</b>	<b>650</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>0</b>	<b>0.0%</b>
<b><u>St. Mary's County Forest Conservation Board</u></b>						
Operating Allocation	2,500	2,500	2,500	2,500	0	0.0%
<b>Total - SMC Forest Conservation Board</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>0.0%</b>
<b><u>Soil Conservation District</u></b>						
Personal Services	22,005	21,031	22,005	23,546	2,515	12.0%
Operating Allocation	52,915	52,915	55,058	53,517	602	1.1%
<b>Total - Soil Conservation District</b>	<b>74,920</b>	<b>73,946</b>	<b>77,063</b>	<b>77,063</b>	<b>3,117</b>	<b>4.2%</b>
<b><u>So. MD Resource Conservation &amp; Development</u></b>						
Operating Allocation	12,470	13,300	13,300	13,300	0	0.0%
<b>Total - Southern Maryland RC&amp;D</b>	<b>12,470</b>	<b>13,300</b>	<b>13,300</b>	<b>13,300</b>	<b>0</b>	<b>0.0%</b>
<b><u>So. MD Tri-County Community Action Committee, Inc.</u></b>						
Operating Allocation	16,000	16,000	16,000	16,000	0	0.0%
<b>Total - So. MD Tri-County Community Action</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>0</b>	<b>0.0%</b>
<b><u>Tri-County Council for Southern Maryland</u></b>						
Operating Allocation	94,200	94,200	94,200	94,200	0	0.0%
<b>Total - Tri-County Council for Southern Maryland</b>	<b>94,200</b>	<b>94,200</b>	<b>94,200</b>	<b>94,200</b>	<b>0</b>	<b>0.0%</b>



**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b><u>Tri-County Youth Services Bureau, Inc.</u></b>						
Operating Allocation	110,000	143,600	143,600	143,600	0	0.0%
<b>Total - Tri-County Youth Services Bureau, Inc.</b>	<b>110,000</b>	<b>143,600</b>	<b>143,600</b>	<b>143,600</b>	<b>0</b>	<b>0.0%</b>
<b><u>SDAT - Leonardtown Office</u></b>						
Operating Allocation	0	450,872	848,298	439,394	(11,478)	-2.5%
<b>Total - SDAT Leonardtown Office</b>	<b>0</b>	<b>450,872</b>	<b>848,298</b>	<b>439,394</b>	<b>(11,478)</b>	<b>-2.5%</b>
<b><u>Southern Maryland Higher Education Center</u></b>						
Operating Allocation	0	40,000	40,000	40,000	0	0.0%
<b>Total - Southern Maryland Higher Education Center</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>0.0%</b>
<b><u>Board of Education</u></b>						
Administration	3,251,617	3,347,430	3,380,544	3,357,329	9,899	0.3%
Mid-Level Administration	15,321,883	15,961,565	17,548,823	16,304,178	342,613	2.1%
Instructional Salaries	75,873,888	78,494,384	80,460,995	80,590,442	2,096,058	2.7%
Instructional Textbooks & Supplies	7,860,881	2,783,434	3,138,876	2,769,776	(13,658)	-0.5%
Other Instructional Costs	1,003,891	1,228,982	1,334,555	1,535,572	306,590	24.9%
Special Education	18,581,452	18,903,974	19,426,767	19,390,370	486,396	2.6%
Student Personnel Services	1,569,374	1,211,779	1,183,947	1,183,947	(27,832)	-2.3%
Student Health Services	2,224,841	2,347,005	2,454,363	2,432,313	85,308	3.6%
Student Transportation	15,010,998	16,195,293	16,710,739	16,718,358	523,065	3.2%
Operation of Plant	14,776,842	15,498,982	15,816,060	15,302,848	(196,134)	-1.3%
Maintenance of Plant	4,284,136	3,935,248	4,063,336	4,063,336	128,088	3.3%
Fixed Charges	46,297,074	49,648,905	49,819,196	49,818,008	169,103	0.3%
Capital Outlay	733,664	769,769	793,438	793,438	23,669	3.1%
<b>Sub-Total - General Operations</b>	<b>206,790,541</b>	<b>210,326,750</b>	<b>216,131,639</b>	<b>214,259,915</b>	<b>3,933,165</b>	<b>1.9%</b>
Funding other than County Appropriation						
Fund Balance - Used (generated)	(568,589)	57,566	0	200,000	142,434	247.4%
State, Federal, Other Revenue Sources	104,668,737	108,079,244	109,976,896	110,207,390	2,128,146	2.0%
<b>County Funding - Board of Education:</b>						
BOE - Recurring	99,717,401	102,189,940	104,233,739	103,852,525	1,662,585	1.6%
BOE - Non-Recurring	2,972,992	0	1,921,004	0	0	0.0%
<b>County Appropriation - BOE</b>	<b>102,690,393</b>	<b>102,189,940</b>	<b>106,154,743</b>	<b>103,852,525</b>	<b>1,662,585</b>	<b>1.6%</b>
<b><u>College of Southern Maryland</u></b>						
Compensation (incl. OPEB Trust Contribution)	5,571,916	7,643,719	7,551,301	7,614,249	(29,470)	-0.4%
Contracted Services	1,073,393	1,326,662	1,823,062	1,915,020	588,358	44.3%
Supplies & Materials	609,270	326,570	334,435	334,435	7,865	2.4%
Communications	83,466	81,999	84,999	84,999	3,000	3.7%
Conferences & Meetings	59,542	71,596	68,099	68,099	(3,497)	-4.9%
Scholarships & Fellowships	29,884	30,000	30,480	30,480	480	1.6%
Utilities	434,024	500,000	500,000	500,000	0	0.0%
Fixed Charges	105,535	154,271	154,271	154,271	0	0.0%
Furniture & Equipment	121,685	158,006	83,721	83,721	(74,285)	-47.0%
Mandatory Transfers	4,172,770	4,168,710	4,216,885	4,216,885	48,175	1.2%
<b>Sub-Total - General Operations</b>	<b>12,261,485</b>	<b>14,461,533</b>	<b>14,847,253</b>	<b>15,002,159</b>	<b>540,626</b>	<b>3.7%</b>
Funding other than County Appropriation						
State, Federal, Other Revenue Sources	8,054,120	10,254,168	10,520,292	10,675,198	421,030	4.1%
County Appropriation	4,207,365	4,207,365	4,326,961	4,326,961	119,596	2.8%
<b>County Appropriation - CSM</b>	<b>4,207,365</b>	<b>4,207,365</b>	<b>4,326,961</b>	<b>4,326,961</b>	<b>119,596</b>	<b>2.8%</b>



**BUDGET  
EXPENDITURES - DETAIL**

DEPARTMENT / SPENDING UNIT	FY2017	FY2018	FY2019	FY2019	INCREASE (DECREASE) OVER FY2018 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Board of Library Trustees</b>						
Lexington Park Library	911,336	926,924	999,733	939,312	12,388	1.3%
Leonardtown Library	751,149	780,666	947,949	791,659	10,993	1.4%
Charlotte Hall Library	524,319	601,385	629,676	613,057	11,672	1.9%
Administration	1,344,404	1,477,878	1,518,069	1,520,303	42,425	2.9%
<b>Sub-Total - General Operations</b>	<b>3,531,208</b>	<b>3,786,853</b>	<b>4,095,427</b>	<b>3,864,331</b>	<b>77,478</b>	<b>2.0%</b>
Funding other than County Appropriation						
Fund Balance - Used (Generated)	(8,261)	67,060	74,926	67,060	0	0.0%
State, Federal, Other Revenue Sources	854,895	919,221	937,000	919,221	0	0.0%
County Appropriation	2,684,574	2,800,572	3,083,501	2,878,050	77,478	2.8%
<b>County Appropriation - Library</b>	<b>2,684,574</b>	<b>2,800,572</b>	<b>3,083,501</b>	<b>2,878,050</b>	<b>77,478</b>	<b>2.8%</b>
<b>OTHER BUDGET COSTS</b>						
Leonardtown Tax Rebate	43,943	44,916	43,493	43,493	(1,423)	-3.2%
Employer Contributions - Retiree Health Benefits	3,026,204	3,000,000	3,200,000	3,200,000	200,000	6.7%
Employer Contributions - Unemployment	30,768	30,000	35,000	35,000	5,000	16.7%
Bank / GOB Costs	28,023	30,000	35,000	35,000	5,000	16.7%
Debt Service	10,002,778	11,255,230	11,667,433	11,667,432	412,202	3.7%
<b>Total - Other Budget Costs</b>	<b>13,131,716</b>	<b>14,360,146</b>	<b>14,980,926</b>	<b>14,980,925</b>	<b>620,779</b>	<b>4.3%</b>
<b>TRANSFERS &amp; RESERVES</b>						
Capital Projects - Pay-Go	(2,972,992)	365,518	0	1,939,891	1,574,373	430.7%
Reserve - Grant/Appropriation	0	1,000,000	1,000,000	1,000,000	0	0.0%
Reserve - School Safety	0	0	0	1,000,000	1,000,000	100.0%
Reserve - Bond Rating	0	400,000	400,000	400,000	0	0.0%
Reserve - Emergency	0	1,082,900	500,000	500,085	(582,815)	-53.8%
<b>Total - Transfers &amp; Reserves</b>	<b>(2,972,992)</b>	<b>2,848,418</b>	<b>1,900,000</b>	<b>4,839,976</b>	<b>1,991,558</b>	<b>69.9%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$211,285,434</b>	<b>\$221,324,105</b>	<b>\$232,303,405</b>	<b>\$230,155,443</b>	<b>\$8,831,338</b>	<b>4.0%</b>

**GENERAL FUND FY2019 & FOUR-YEAR PROJECTIONS (2020 - 2023)**

(\$ IN THOUSANDS)	FY2019	FY2020	FY2021	FY2022	FY2023
	APPROVED BUDGET	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE
<b>Revenues</b>					
Property Taxes	110,429	112,306	114,215	116,157	118,131
Income Taxes	93,904	96,970	99,880	102,876	105,962
Local Taxes	9,460	9,602	9,746	9,892	10,040
Highway User	1,651	808	820	832	845
Licenses and Permits	736	736	736	736	736
Charges for Services	3,176	3,303	3,435	3,572	3,715
Fines and Forfeitures	28	28	28	28	28
State/Federal Grants	7,902	7,981	8,061	8,142	8,223
Other Revenues	786	455	455	455	455
CIP Pay-Go/School Safety	2,085	2,000	2,000	0	0
<b>REVENUES</b>	<b>230,155</b>	<b>234,189</b>	<b>239,375</b>	<b>242,690</b>	<b>248,136</b>
<b>Expenditures:</b>					
Aging & Human Services	5,062	5,113	5,164	5,216	5,268
Information Technology	3,743	3,780	3,818	3,856	3,895
Public Works & Transportation	18,603	18,789	18,977	19,167	19,359
Recreation & Parks	4,061	4,102	4,143	4,184	4,226
Emergency Services	6,130	6,191	6,253	6,315	6,379
Other County Departments	9,923	10,022	10,122	10,223	10,326
<b>Total, Departments</b>	<b>47,522</b>	<b>47,997</b>	<b>48,477</b>	<b>48,961</b>	<b>49,451</b>
Office of the Sheriff	40,444	40,848	41,257	41,669	42,086
Office of the State's Attorney	3,649	3,686	3,722	3,760	3,797
Other Elected Officials	2,401	2,425	2,449	2,474	2,498
<b>Total, Elected Officials</b>	<b>46,494</b>	<b>46,959</b>	<b>47,428</b>	<b>47,903</b>	<b>48,382</b>
Department of Health	2,284	2,307	2,330	2,353	2,376
County Funds - Board of Ed	103,853	104,391	104,761	105,499	106,050
County Funds - College of Southern Maryland	4,327	4,370	4,414	4,458	4,503
County Funds - Board of Library Trustees	2,878	2,907	2,936	2,965	2,995
Other Boards and State Agencies	2,978	2,971	2,998	3,025	3,053
<b>Total, Boards and State Agencies</b>	<b>116,319</b>	<b>116,946</b>	<b>117,438</b>	<b>118,301</b>	<b>118,977</b>
Employer Contributions - Retiree Health Costs	3,200	3,200	3,300	3,400	3,500
Debt Service	11,667	13,786	12,973	13,828	14,273
Other Budget Costs	1,113	1,104	1,104	1,105	1,105
<b>Total, Other Budget Costs</b>	<b>15,981</b>	<b>18,090</b>	<b>17,378</b>	<b>18,333</b>	<b>18,878</b>
Transfers & Reserves	3,840	2,900	2,900	900	900
<b>Total, Transfers &amp; Reserves</b>	<b>3,840</b>	<b>2,900</b>	<b>2,900</b>	<b>900</b>	<b>900</b>
<b>EXPENDITURES</b>	<b>230,155</b>	<b>232,892</b>	<b>233,621</b>	<b>234,397</b>	<b>236,588</b>
<i>DIFFERENCE REVENUE OVER (EXPENDITURES)</i>	<i>0</i>	<i>1,297</i>	<i>5,754</i>	<i>8,292</i>	<i>11,548</i>
<i>Operating Impacts FTE's</i>	<i>2</i>	<i>10</i>	<i>28</i>	<i>25</i>	<i>18</i>
<i>CIP Operating Impacts - In year started</i>	<i>0</i>	<i>1,059</i>	<i>4,225</i>	<i>2,272</i>	<i>1,452</i>
<i>CIP Operating Impacts - recurring</i>	<i>0</i>	<i>1,059</i>	<i>5,284</i>	<i>7,556</i>	<i>9,008</i>

# COUNTY

# DEPARTMENTS

- Program Description
- Operating Budget
- Highlights
- Staffing
- Performance Measures

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## GOALS

- ✓ *Responsible to the County's Citizens*
- ✓ *Provide Effective & Efficient Services*
- ✓ *Foster Opportunities for Future Generations*
- ✓ *Preserve the County's Environment, Heritage & Rural Character*



# COUNTY COMMISSIONERS / ADMINISTRATOR

## DESCRIPTION

The Commissioners of St. Mary's County establishes all County policies, enacts ordinances which have the force and effect of law, reviews and approves annual budgets and work plans for all departments and agencies receiving county funds, conducts public hearings and makes decisions on land use matters involving zoning, and water and sewer categories. The County Commissioners appoint all department heads and members of boards, committees and commissions, purchase and maintain county property, approve road construction and maintenance, and serve as the county's chief elected officials in dealing with other counties, and the state and federal governments. The County Commissioners' office serves as a contact point for citizens and responds directly to citizens on a variety of areas ranging from general information to specific assistance with government procedures and programs. The Commissioners' Office provides staff support for County Commissioner meetings and individual County Commissioners. The Commissioners' Office maintains the Commissioners' meeting records, resolutions and ordinances, correspondence and administrative files, the official "Seal of St. Mary's County," and prepares their agenda and schedules for future events.

An appointed County Administrator is responsible for the day-to-day administration of county government, supervision of all government department heads, and coordination of staff activities under the County Commissioners' jurisdiction. The County Administrator assigns and reports on general business actions and functions of county government and provides periodic performance reports on projects or problems. The County Administrator oversees the Public Information Office. The County Administrator is responsible for the follow-up actions that result from developments at meetings as directed by the Commissioners of St. Mary's County. The County Administrator serves as the official County Commissioner representative at court actions, hearings, and inquiries at the local, regional and state level. The County Administrator coordinates proposed legislation annually for submission to the legislators. The office also processes incoming mail to the Commissioners and operates and staffs the county's switchboard.

The Public Information Office oversees communications with the media and the public, including news releases, the county's website, social media sites (Facebook, Twitter, YouTube and Flickr) and the dissemination of emergency information. The office also manages the county's cable station St. Mary's County Government TV 95 (SMCG TV 95). The Public Information Office plans and provides staff support for Commissioners of St. Mary's County events such as the annual Flag Day ceremony and the Veteran's Day Parade. The Public Information Office prepares proclamations, commendations and special awards from the commissioners to recognize special accomplishments of individuals, organizations and employees. The office plays a central role in the dissemination of information in emergency situations as well as issuing news releases and other information to the media and the public. This office is also responsible for overseeing the content and organization of information on the county website and other social media sites on behalf of the Commissioners.

# COUNTY COMMISSIONERS / ADMINISTRATOR

## OPERATING BUDGET

County Commissioners / County Administrator	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Legislative/County Commissioners	\$437,409	\$458,748	\$458,748	\$477,634
County Administrator	379,391	403,051	489,313	404,934
Public Information	<u>233,561</u>	<u>246,787</u>	<u>247,787</u>	<u>247,909</u>
<b>Total Department</b>	<b>\$1,050,361</b>	<b>\$1,108,586</b>	<b>\$1,195,848</b>	<b>\$1,130,477</b>

## HIGHLIGHTS

The budget for the County Commissioners/Administrator is \$1,130,477, an increase of \$21,891 or 2.0%. It includes the county employee compensation changes mentioned in the budget highlights.

## STAFFING

County Commissioners / County Administrator	FY2018 Approved	FY2019 Request	FY2019 Approved
Legislative/County Commissioners	6.5	6.5	6.5
County Administrator	3.0	4.0	3.0
Public Information	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
<b>Total Department</b>	<b>12.5</b>	<b>13.5</b>	<b>12.5</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Resolutions and Ordinances passed by CSMC	42	31	32
Minutes prepared for meetings	52	60	60
SMC Public Schools joint meetings with CSMC	2	2	2
MetCom joint meetings with CSMC	2	2	2
NAS/PAX River joint meetings with CSMC	2	2	2
CSMC Business Meetings	36	36	36
CSMC Budget Work Sessions	10	9	9
CSMC Public Forums	4	4	4
CSMC Public Hearings	15	17	18
CSMC Executive Sessions	41	46	46
Boards, Committees and Commissions	42	31	32
Tri-County Council full council meetings	4	4	4
Written responses to citizens from CSMC	243	172	180



# COUNTY COMMISSIONERS / ADMINISTRATOR

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
CSMC emails processed	2,200	2,170	2,200
News releases issued	309	360	350
Proclamations and commendations issued	501	456	450
Events attended by CSMC	125	225	200
Video-tape productions (in-house meetings, off-site shoots, special projects)	162	160	160
Special events: Fire/Rescue, Law Enforcement Day, Flag Day, Veterans Day, Ribbon Cuttings, groundbreakings, etc.	75	88	81
Phone calls from citizens	20,703	21,500	22,000
Incoming USPS mail processed	724	700	650
OPEB meetings	5	5	5
Sheriff's Retirement Board meetings	5	5	5
County Administrator Business Items Approved	225	220	220
XMT – Executive Management meetings	22	22	22
Managers meetings	11	10	10
Coffee w/County Administrator	8	8	8
Wednesday Walkers	40	40	40



# DEPARTMENT OF AGING & HUMAN SERVICES

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## DESCRIPTION

The Department of Aging & Human Services' (DOA&HS) basic purpose and mission are to provide an array of programs and services to the senior community, people with disabilities, as well as to children and families. The Department fosters continued good physical and mental health and promotes "healthy" aging within the senior community; provides appropriate supportive and health services that enable seniors to live independently in their homes and communities, and offers social, educational, and recreational activities that give members of the senior community ample opportunity to remain engaged with their peers. A significant portion of the Department of Aging & Human Services' general fund budget is financed from Federal and State grants as well as income from program fees and donations. Federal grants support the operation of senior activity centers and nutrition sites, home and community-based services, and provide some funding for administrative support.

The Division of Human Services' areas of responsibility include, but are not limited to: supportive services for children and youth and, offer social, educational, and recreational activities to children and families. This division facilitates an integrated network of services to improve conditions for people in need. The division brings together local agencies, providers, consumers of services, public and private entities, and other community representatives to empower local stakeholders in addressing the needs of and setting priorities for St. Mary's County. This division also serves as the Local Management Board and point of contact for State-funded community development projects

Starting in 2017, the Governor's Office for Children required all Local Management Board Programs be associated with one or more of the following areas: Families affected by incarceration; Childhood hunger; Disconnected youth (youth between the ages of 16 and 24 who are not in school or at work); Homeless youth who are not in the physical custody of a parent or guardian and who are between the ages of 14 and 25, a population known as unaccompanied homeless youth.

The Department of Aging & Human Services provides staff and administrative support to the following county government advisory boards: the Commission on Aging, the Human Relations Commission, and the Commission for Women, the Local Management Board, the Public Guardianship Review Board, and the Family Violence Coordinating Council. Administrative support includes attending scheduled meetings, preparation and distribution of minutes and correspondence, coordinating logistics for programs and special events, maintaining required memberships and overseeing budgetary matters. The Commission for People with Disabilities previously supported by Aging & Human Services is now supported by the Human Resources Department.

This Departmental Budget also focuses on Non-Profit Agencies—Aging & Human Services. The Non-Profit Categories for Aging & Human Services include: Behavioral Health, Community Services, Disability Services, and Homelessness Prevention.

# DEPARTMENT OF AGING & HUMAN SERVICES

## OPERATING BUDGET

Aging & Human Services	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Aging Administration	\$1,638,827	\$1,712,569	\$1,901,070	\$1,953,055
Grants – Aging	982,952	988,690	1,055,686	1,062,105
Human Services (HS) – Admin. Grants	368,841	70,000	70,000	71,102
Community Services (CS)	395,284	448,274	525,034	527,958
Human Relations Commission	0	1,850	1,850	1,850
Commission for People w/Disabilities	2,300	2,300	0	0
Commission for Women	8,471	7,000	7,000	7,000
Non-Profits–Aging & Human Services	906,415	826,612	826,612	831,512
Grants – HS (Non-Admin.)	<u>4,541,302</u>	<u>607,658</u>	<u>607,658</u>	<u>607,658</u>
<b>Total Department – General Fund</b>	<b>\$8,844,392</b>	<b>\$4,664,953</b>	<b>\$4,994,910</b>	<b>\$5,062,240</b>
<b>Miscellaneous Revolving Fund-Aging</b>	<b>\$108,597</b>	<b>\$120,000</b>	<b>\$120,000</b>	<b>\$120,000</b>
<b>Miscellaneous Revolving Fund – CS</b>	<b>\$757</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>

## HIGHLIGHTS

The general fund budget for the Department of Aging & Human Services is \$5,062,240, an increase of \$397,287 or 8.5%. This budget includes:

- The addition of a new Senior Office Specialist, full-time position, approved for the Garvey Senior Center, to be effective January 2019 and in place prior to the new facility being completed;
- The conversion of an hourly Case-worker position in the Home and Community Services Division Grant to be full-time grant;
- The conversion of the Teen Court Coordinator position from .80 regular part-time to full-time; and
- The addition of an hourly Food Service Technician position as part of the Food Services Program added for Cedar Lane.

This budget also continues funding of \$144,050 for the Three Oaks WARM program agreement and incorporates the county employee compensation changes mentioned in the budget highlights.



# DEPARTMENT OF AGING & HUMAN SERVICES

## HIGHLIGHTS (continued)

Non-Profit Funding continues to be reflected in County Departments based on content area. The following was approved for Non-Profits having categories that fall within the Department of Aging & Human Services:

Agency	Category	Amount
Center for Children, Inc.	Behavioral Health	\$15,000
St. Mary's Caring Soup	Behavioral Health	3,000
Walden Sierra, Inc.	Behavioral Health	224,632
Center for Children, Inc.	Community Services	1,000
Community Mediation of SMC	Community Services	2,500
Promise Resource Center	Community Services	15,980
So MD Center for Family Advocacy	Community Services	100,000
Special Olympics MD SMC	Community Services	12,592
ARC of So MD	Disability Services	130,000
Bay Community Support Services, Inc.	Disability Services	3,900
Center for Life Enrichment	Disability Services	150,908
Greenwell Foundation	Disability Services	34,500
So MD Center for Independent Living	Disability Services	7,500
Three Oaks Center	Homelessness Prevention	<u>130,000</u>
	<b>Total</b>	<b>\$831,512</b>

## STAFFING

Aging & Human Services	FY2018 Approved	FY2019 Request	FY2019 Approved
Aging Administration	16.5	17.5	17.5
Grants – Aging	8.25	9.25	9.25
Human Services – Administration Grants	.54	.54	.54
Community Services (CS)	<u>2.26</u>	<u>3.46</u>	<u>3.46</u>
<b>Total Department</b>	<b>27.55</b>	<b>30.75</b>	<b>30.75</b>



# DEPARTMENT OF AGING & HUMAN SERVICES

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Senior Activity Centers and Nutrition Sites</u></b>			
Serve mid-day congregate meals to support healthy nutrition	15,994	16,212	32,623
Seniors Served	1,547	1,197	1,317
<b><u>Social / Recreational / Educational Activities</u></b>			
Seniors Served	7,212	6,683	7,017
Units of Service	74,940	75,886	79,680
Number of Contacts – UNITS (Newsletter)	23,943	25,105	26,360
<b><u>Physical Fitness &amp; Health Education and Screening Programs</u></b>			
Seniors participating (Nutrition Education from newsletter included in all stats)	9,907	10,514	11,040
Units of Service (Nutrition Education from newsletter included in all stats)	58,852	61,514	64,590
<b><u>Home and Community-Based Services</u></b>			
<b>Medicaid Waiver (Home &amp; Community-Based Options Waiver, Community First Choice (CFC))</b>			
Persons Served	101	119	120
Admissions	21	16	20
Discharges / Deaths / Transfers	16	14	15
Applications Taken	19	26	28
<b>Senior Care</b>			
Seniors Served (aged 65 and over)	64	62	65
Admissions	16	16	16
Discharges	18	18	17
<b>National Family Caregivers Support Program and County (In-Home Services)</b>			
Consumers Served	202	200	220
Caregivers Serviced	8,702	8,400	8,600
<b>Home-Delivered Meals</b>			
Meals Served	53,154	55,438	54,310
Seniors Served	423	414	420

# DEPARTMENT OF AGING & HUMAN SERVICES

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Senior I&amp;A Program</u></b>			
MAP Information and Assistance – Client Calls / Visits	2,665	3,111	3,250
SHIP Client Calls / Visits	1,013	1,350	1,410
<b><u>Senior Rides</u></b>			
Number of Unduplicated Clients Served	62	79	92
Number of Trips Taken	401	543	685
<b><u>Retired &amp; Senior Volunteer Program (RSVP)</u></b>			
Number of Volunteers	307	342	350
Hours of Volunteer Service	34,083	36,650	38,850
Number of Stations	31	32	33
<b><u>Local Management Board</u></b>			
Participants - After School Programs	33	35	30
Parents Served - Family Navigation & Single Point of Access *	320	300	300
Counseling Formal and Informal Cases –Early Intervention & Prevention *	400	300	300
Participants - Court Drug Assessor and Mentoring	140	140	140
Meetings/Programs - Early Childhood Council	14	14	14
<b><u>Youth Coordination</u></b>			
<b>Teen Court</b>			
Adult Volunteers / Juvenile Volunteers	25	26	28
Cases Heard in Court	55	60	65
<b>Project Graduation</b>			
Graduate Attendees	1,150	1,200	1,200
Number of Volunteers	40	45	45
Number of Students / Guest Attendees	400	400	400

# COUNTY ATTORNEY

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## DESCRIPTION

The County Attorney is responsible for providing legal services to the Commissioners of St. Mary's County, the County Administrator and the County departments, offices, agencies, boards, committees and commissions. Activities include: researching legal issues and providing legal opinions; coordinating and monitoring legal representation of the County by independent contract and insurance defense counsel; drafting or reviewing all resolutions and ordinances to be considered and adopted by the Commissioners; providing legal representation regarding enforcement of all local ordinances and locally-adopted regulations; collection of various funds due and owing to the County; acquiring title to real property purchased by the County at tax sales; representing the County in judicial proceedings; approving grant applications and agreements as to form and legal sufficiency, contracts; and drafting of documents and representation of the County in real estate transactions related to acquisitions, dispositions, leases, and easements.

## OPERATING BUDGET

County Attorney	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Administration	\$655,639	\$692,294	\$756,580	\$754,937
<b>Total Department</b>	<b>\$655,639</b>	<b>\$692,294</b>	<b>\$756,580</b>	<b>\$754,937</b>

## HIGHLIGHTS

The budget for the County Attorney is \$754,937, an increase of \$62,643 or 9.0%. This increase is attributed to the county employee compensation changes mentioned in the budget highlights. Also included in this budget is funding for an hourly Senior Office Specialist position.

## STAFFING

County Attorney	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total Department</b>	<b>5</b>	<b>6</b>	<b>5</b>



# COUNTY ATTORNEY

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## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Complaints	7	10	12
Guardianship Cases	13	15	17
Legislative Bills Reviewed (changed tracking method*)	3,100	300*	320*
Legislative Fiscal Note Requests Processed	73	54	65
St. Mary's County Legislation Passed	18	5	10
Legislative Items Tracked & Maintained-SMC Website	69	14	25
Notice of Claim	17	20	25
Municipal Infractions	45	75	85
Public Information Requests	119	125	125
Tax Sales	40	14	15

# DEPARTMENT OF ECONOMIC DEVELOPMENT

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## DESCRIPTION

The Department of Economic Development (DED) works to increase opportunities for business and job growth in St. Mary's County. Economic Development has three focus areas: Tourism and Hospitality, Agriculture & Seafood and Business Development.

These three focus areas are reflected in the budget. The Agriculture and Seafood Division provides direct support to local farmers, farm markets, and a cheese dairy and produce auction to promote local agriculture in addition to managing a multi-million dollar agriculture land preservation program. The Business Development Division markets commercial office, warehouse and industrial land and buildings, produces the Technology Resource Book that includes a profile of more than 200 technology companies located in St. Mary's, and provides direct support to new or expanding businesses and works to attract new businesses. This year, DED, with its tourism industry partners, has established a new non-profit entity, Visit St. Mary's MD, to grow the tourism industry in the county. The funding allocated to the former Tourism Division will go to Visit St. Mary's MD.

In recent years, the Commissioners approved the Department's *Strategic Plan to Build an Innovation Driven Economy*. The goal of this Plan is to broaden the local economy and, thereby, reduce the County's current dependency on federal defense spending. The Department focuses considerable resources on 1) growing the targeted industries: unmanned and autonomous systems, agricultural and aquaculture, tourism, advanced manufacturing, and aircraft modification; 2) growing an environment for innovation and entrepreneurship; 3) supporting strategies to attract and retain the workforce of the future; and 4) protect and grow the mission of Naval Air Station Patuxent River. This Departmental Budget also focuses on work conducted by non-profits that provides a direct benefit to the County's economy including primary and post-secondary education and business organizations.

The Department staffs the St. Mary's County Economic Development Commission and the Agriculture, Seafood and Forestry Board. DED's employees participate in many other citizen-led groups including the Agricultural Land Preservation Board, local and regional Tourism Boards, The Patuxent Partnership, the Southern Maryland Innovation and Technology initiative, St. Mary's County Chamber of Commerce, Southern Maryland Navy Alliance, and the Farmers' Market Association.

# DEPARTMENT OF ECONOMIC DEVELOPMENT

## OPERATING BUDGET

Economic Development	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Administration/Office of the Director	\$410,105	\$414,096	\$414,096	\$410,166
Tourism Development	418,680	430,937	430,937	430,937
Agriculture & Seafood Development	236,875	334,440	334,440	343,913
Business Development	404,700	316,528	316,528	321,483
Non-Profits – Economic Development	106,755	89,255	89,255	96,755
Grants	<u>281,216</u>	<u>375,473</u>	<u>0</u>	<u>0</u>
<b>Total Department</b>	<b>\$1,858,331</b>	<b>\$1,960,729</b>	<b>\$1,585,256</b>	<b>\$1,603,254</b>

## HIGHLIGHTS

The budget for the Department of Economic Development is \$1,603,254, a decrease of \$357,475 or -18.2%. This budget incorporates compensation changes, and includes the transition to contracted Tourism activities for the County and the elimination of two (2) Tourism related positions. It reflects the removal of \$375,473 in grant funding.

Non-Profit Funding continues to be included in County Department's based on content area. The following was approved for Non-Profits having categories that fall within the Department of Economic Development:

Agency	Category	Amount
Watermen's Association of SMC	Conservation of Natural Resources	\$12,500
Patuxent Habitat for Humanity	Economic Development	7,500
SMC Literacy Council	Economic Development	10,000
So MD Navy Alliance	Economic Development	33,580
CSM Foundation	Post-Secondary Education	25,000
Promise Resource Center	Post-Secondary/Primary Education	<u>8,175</u>
	<b>Total</b>	<b>\$96,755</b>



# DEPARTMENT OF ECONOMIC DEVELOPMENT

## STAFFING

Economic Development	FY2018 Approved	FY2019 Request	FY2019 Approved
Administration/Office of the Director	3	3	3
Tourism Development	2	0	0
Agriculture & Seafood Development	3	3	3
Business Development	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Department</b>	<b>10</b>	<b>8</b>	<b>8</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b>Tourism</b>			
Total Unique Tourism Website Users	307,185	266,000	293,000
Tourism Social Media Followers (Twitter & Facebook)	25,707	26,364	28,000
Tourism E-Newsletter Subscribers	4,250	5,000	5,000
Tourism Taxes - Local Sales Tax - Hotel Collected	\$1,146,861	\$1,100,000	1,150,000
<b>Agriculture &amp; Seafood</b>			
Maryland Agriculture Land Preservation Foundation (MALPF) – (Acres). Acreage preserved to date = 11,648	122	840	800
Rural Legacy-preserve land in the Huntersville & Mattapany Rural Legacy Areas using State, County & Navy funding-(Acres). Acreage preserved to date = 4,031	0	600	650
St. Mary's County Agriculture Land Preservation Five-Year Tax Credit Agreement (Acres)	15,481	15,600	15,750
Farmers' Markets -Vendor participation ≥50 / \$ sales	\$1,690,703	\$1,500,000	\$1,550,000
<b>Business Development</b>			
Promote diversity in Economic Development with focus on increasing tax base. Business prospects pursued.	20	20	20
Garner support and partner with other agencies to leverage county resources in the quest for sustainable economic development. Number of organizations.	15	15	15
Respond to requests regarding local economy, demographics, markets, business, rules and regulations	75	100	100
Technology Resource Book Hardcover Distribution / Number of Online Edition Visits	6,000 / 500	3,000 / 700	1,000 / 800
Plan/attend events in support of business development and bring the St. Mary's County story to trade shows, conferences and forums.	12	12	12
Assist small business owner's with start-ups/expansions. (Business tours, retention visits, chamber ribbon cuttings)	150	150	150

# DEPARTMENT OF FINANCE

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## DESCRIPTION

The mission of the Department of Finance is to provide a full range of financial, budget, accounting, procurement and other related services and support to all departments and units of County Government as well as a number of affiliated programs and entities. The Department is comprised of three divisions: Administration/Budget, Accounting, and Procurement.

The Administration/Budget Division is responsible for overall management of the Finance Department and serves as fiscal policy advisor to the Commissioners of St. Mary's County and the County Administrator. Responsibilities of this division, includes: budget formulation and management, cash flow, and debt management to include monitoring debt capacity for both the current and planned capital programs for conformance with debt affordability parameters set by the Commissioners of St. Mary's County, bond sales, and other special fiscal services, such as grants or capital projects monitoring, and the administration of the County's Other Post-Employment Benefits (OPEB) and Length Of Service Awards Program (LOSAP) trusts. This division reviews all County Commissioner agenda items involving financial commitment and is also responsible for the financial aspects of a variety of agreements to which the County is a party.

The Accounting Division provides centralized accounting services for the County and is responsible for paying bills, receiving revenues, cash management, audit activities, payroll, fixed assets accounting, and reporting and other accounting functions. Responsibilities include: maintenance of general accounting and payroll/leave systems, revenue and disbursement systems, investment of County funds, annual financial audit activities and other external financial reporting. In addition, this division is responsible for processing refunds for the County's Energy Tax Program and processing invoices and collections for the Mosquito Control Program.

The Procurement Office provides centralized procurement of materials, supplies, services and construction contracting for all St. Mary's County Government. Responsibilities include: processing numerous small purchases during the year as well as working with departments to develop appropriate specifications and preparation and release of solicitations, and the evaluation and negotiation of bids and contracts. In addition, the County participates in collaborative procurements with both Calvert and Charles counties as well as the St. Mary's County Board of Education, the St. Mary's County Library, and the St. Mary's County Metropolitan Commission.

The Department is the custodian of all fiscal records and manages the security of the related financial systems used. This Department plays a strategic role in the development of new initiatives county wide.



# DEPARTMENT OF FINANCE

## OPERATING BUDGET

Finance	FY2017	FY2018	FY2019	FY2019
	Actual	Approved	Request	Approved
Administration/Budget	\$687,376	\$714,451	\$694,451	\$708,002
Accounting	555,600	614,158	614,158	608,607
Auditing	48,299	50,980	50,980	50,980
Procurement	<u>288,970</u>	<u>319,743</u>	<u>319,743</u>	<u>315,439</u>
<b>Total Department</b>	<b>\$1,580,245</b>	<b>\$1,699,332</b>	<b>\$1,679,332</b>	<b>\$1,683,028</b>

## HIGHLIGHTS

The budget for the Department of Finance is \$1,683,028, a decrease of \$16,304 or -1.0%. This includes employee compensation changes discussed in the highlights.

## STAFFING

Finance	FY2018	FY2019	FY2019
	Approved	Request	Approved
Administration/Budget	6	6	6
Accounting	7	7	7
Procurement	<u>4</u>	<u>4</u>	<u>4</u>
<b>Total Department</b>	<b>17</b>	<b>17</b>	<b>17</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Capital Projects Monitored - \$Millions	\$87M	\$140M	\$160M
Bonds and exempt financing – new issuance	\$25M	\$5M	\$30M
Accounts Receivable	\$2.6M	\$1.5M	\$1.5M
Fire & Rescue Loans Monitored	11	12	15
Personnel Actions Reviewed-Budget	172	190	200
Payroll / LOSAP Checks & Advices Processed	3,309	3,719	3,514
Vendor Checks/VCard & ACH (Payments)	8,286	8,478	8,382
Budget Amendments Processed, including CSMC Actions	518	475	500
Percent Change to General Fund Budget	3.2%	3.5%	3%
Grants/Agreements/Actions Reviewed	217	200	200
Requisitions/FPO's Reviewed & Approved	7,887	7,651	8,000
Purchase Orders Issued	4,038	4,212	4,380
Journal Entries Processed	1,429	1,206	1,318
E-Maryland Market Place Postings - Solicitations	43	30	50
Energy Tax Refund Checks	1,527	1,550	1,539



# DEPARTMENT OF INFORMATION TECHNOLOGY

## DESCRIPTION

The Information Technology Department has the overall responsibility for managing the County's technology and telecommunication resources, including computer hardware, software, and telephones. Services of the Technology Department include technical support, systems support, equipment maintenance, technology training, technical planning, telephone support, telecommunications, infrastructure, access control and security.

## OPERATING BUDGET

Information Technology	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Technology	\$2,838,081	\$3,451,839	\$3,675,393	\$3,742,751
<b>Total Department</b>	<b>\$2,838,081</b>	<b>\$3,451,839</b>	<b>\$3,675,393</b>	<b>\$3,742,751</b>

## HIGHLIGHTS

The budget for the Department of Information Technology is \$3,742,751, an increase of \$290,912 or 8.4%. This increase supports efforts to upgrade software programs; cable expansions/audits; and enhance network security and training. The budget also incorporates the county employee compensation changes mentioned in the budget highlights.

## STAFFING

Information Technology	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total Department</b>	<b>23</b>	<b>20</b>	<b>20</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Information Technology Help Desk Requests	7,525	7,460	7,500

# DEPARTMENT OF HUMAN RESOURCES

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## DESCRIPTION

The Department of Human Resources is responsible for all personnel and benefits administration for the County workforce and for maintaining compliance with applicable employment regulations. The department functions include employee relations, position classification, job advertising, applicant interviewing, testing, personnel actions, maintenance of personnel records, update, maintenance and implementation of the Personnel Manual, administration for the State Retirement and Pension System, and Plan Administration for the Sheriff's Office Retirement Plan, employee health and life insurance programs, employee deferred compensation programs, unemployment compensation, as well as the Employee Assistance Program, Savings Bond Program, a Length of Service Awards Program for local Volunteer Fire and Rescue Companies and employee wellness and recognition programs.

The department handles Risk Management, including the County's general liability and property insurance costs and self-insured workers compensation, and is responsible for claims and risk management through activities and programs designed to reduce risk and improve the loss experience. Administration of the American with Disabilities Act for citizens and employees is also a responsibility of the Human Resources Department with work that includes ensuring ADA regulatory compliance and coordinating employee training and education.

The Fire/EMS Volunteer Coordinator increases awareness of Volunteer opportunities, is a partner in administering the High School Cadet recruiting program and assists with volunteer recognition and retention efforts.

## OPERATING BUDGET

Human Resources	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Human Resources	\$867,559	\$988,637	\$949,927	\$975,158
Risk Management	636,887	809,310	810,152	812,944
Commission for People w/Disabilities	0	0	2,300	2,300
Grants	8,610	0	0	0
<b>Total Department – General Fund</b>	<b>\$1,513,056</b>	<b>\$1,797,947</b>	<b>\$1,762,379</b>	<b>\$1,790,402</b>
<b>Emergency Services Support Fund - Recruiting</b>	<b>\$86,465</b>	<b>\$94,826</b>	<b>\$168,684</b>	<b>\$184,817</b>

## HIGHLIGHTS

The general fund budget for the Department of Human Resources is \$1,790,402, a decrease of \$7,545 or -0.4%. The budget incorporates the county employee compensation changes mentioned in the budget highlights.



# DEPARTMENT OF HUMAN RESOURCES

## STAFFING

Human Resources	FY2018 Approved	FY2019 Request	FY2019 Approved
Human Resources	7	7	7
Risk Management	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Department – General Fund</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Emergency Services Support Fund - Recruitment</b>	<b>1</b>	<b>1</b>	<b>1</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Human Resources</u></b>			
Employment Applications	1089	1049	1069
New Hires (includes PT, Temp, Sub, and Seasonal)	52	66	59
Retirees/Separations/Other	30	52	41
Employee Evaluations Processed/Tracked	637	623	630
<b><u>Risk Management</u></b>			
Risk Claims	234	203	230
Workers' Compensation Claims	116	104	99
Employee Safety Trainings Coordinated/Conducted	46	42	44
Safety/Loss Control Meetings Coordinated/Conducted	8	8	8
<b><u>American with Disabilities Act (ADA)</u></b>			
ADA Inspections/Buildings	10	30	40
Presentations	3	4	5
Inquiries	6	8	10
<b><u>Employee Benefits</u></b>			
Health Care Participants (County Active & Retired)	751	770	775
State Retirement Retirees (County)	223	246	250
Sheriff's Office Retirees	100	117	120
Benefit Educational Events	8	13	15
Employee Wellness Events	14	18	20
<b><u>Fire/EMS Volunteer Recruiting</u></b>			
New Recruits	24	26	28
Recruiting Events	13	15	15



# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## DESCRIPTION

The Department of Land Use and Growth Management is responsible for land use planning, zoning, site development review, permits, inspections, and final approval / issuing certificates of use and occupancy. Department staff is committed to customer service while fulfilling their responsibilities to promote quality development and protect the environmental and historic resources of St. Mary's County. Regulations are amended to better serve County residents promptly, efficiently, fairly, and courteously while safeguarding health, safety, and welfare. The department continues to work with the Maryland Department of Transportation and Calvert County on the Calvert – St. Mary's Metropolitan Planning Organization (C-SMMPO). The Inspections and Compliance Division is responsible for the new state-mandated task of annual and three-year inspections of stormwater management devices on single-family properties. The Critical Area Regulations have been revised as required by the State of Maryland. Staff support is provided to the Commissioners of St. Mary's County, Planning Commission, Board of Appeals, Historic Preservation Commission, Commission on the Environment, and Technical Evaluation Committee among others.

## OPERATING BUDGET

Land Use & Growth Management	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Administration	\$660,364	\$799,650	\$799,650	\$791,042
Comprehensive Planning	486,263	365,821	364,481	373,441
Development Services	346,702	396,133	381,133	389,222
Zoning Administration	320,199	333,214	333,214	345,701
Planning Commission	22,342	26,764	26,764	26,765
Boards and Commissions	17,611	20,036	20,036	20,037
Historical Preservation	2,279	3,580	3,580	3,580
Permit Services	337,840	363,782	363,782	372,209
Inspections & Compliance	532,773	719,154	733,204	614,666
Board of Electrical Examiners	13,773	14,300	14,300	14,300
Building Code Appeals Board	0	2,900	2,900	2,900
Commission on the Environment	1,025	2,825	2,825	2,825
Plumbing Fuel & Gas Board	1,479	1,850	1,850	1,850
Grants	<u>33,967</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Total Department – General Fund</b>	<b>\$2,776,617</b>	<b>\$3,052,009</b>	<b>\$3,049,719</b>	<b>\$2,960,538</b>
<b>Miscellaneous Revolving Fund</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,000</b>

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## HIGHLIGHTS

The general fund budget for the Land Use and Growth Management Department is \$2,960,538, a decrease of \$91,471 or -3.0%. The budget incorporates the county employee compensation changes mentioned in the budget highlights. Included in this budget is an increase to various Land Use & Growth Management fees, increasing estimated revenue by approximately \$140,000.

## STAFFING

Land Use & Growth Management	FY2018 Approved	FY2019 Request	FY2019 Approved
Administration	7	7	7
Comprehensive Planning	4	4	4
Development Services	5	5	5
Zoning Administration	4	4	4
Permit Services	5	5	5
Inspections & Compliance	7	6	6
<b>Total Department – General Fund</b>	<b>32</b>	<b>31</b>	<b>31</b>
Boards and Commissions	6	6	6
Planning Commission	8	8	8

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Administration</u></b>			
Planning Commission Regular Meetings	18	18	18
Board of Appeals Regular Meetings	12	12	12
Contractors / Agencies Meetings	178	343	330
Elms Committee Meetings	1	1	1
Focus Group Meeting	0	9	12
Purchase Orders / Field Purchase Orders	103	152	155
Front Counter Inquiries	8,132	14,568	14,570
Front Counter Telephone Calls	6,865	11,652	11,700
New Entrance Permits Bonds / Reimbursement	298	613	575
New Over Lot Grading Permits Bonds / Reimbursement	57	48	50
<b><u>Comprehensive Planning</u></b>			
Comprehensive Plan review / update / mapping including Lexington Park Dev. District.	2	1	1
Participation at Planning Commission & Commissioners of St. Mary's County meetings	30	20	12
MACO Planners affiliate monthly meetings.	4	4	12
<b><u>Historic Preservation</u></b>			
Participation at monthly meetings of Historic Preservation Commission	12	12	12
Participation in Commission training	5	5	5
Demolition Review	50	50	50
Private Cemetery Project	60	40	0
Response to customer service requests (HPC)	300	200	200
Comprehensive Plan review / update / mapping / briefings including Lexington Park and North County small area plans.	2	1	1
CWSP Update	1	1	1



# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Water and Sewerage</u></b>			
Process amendments	12	6	6
Triennial report and review per COMAR	1	1	1
Update allocation tables for the wastewater treatment plants and community water systems (monthly report)	12	12	12
<b><u>Transportation</u></b>			
Adequate Public Facilities Reports	24	12	12
<b><u>Schools</u></b>			
Annual report on capacity and July update	1	1	1
Adequate Public Facilities for TEC	12	12	12
Contribute to preparation-school facilities in master plan	1	1	1
<b><u>Development Services</u></b>			
Zoning & Subdivision Ordinance Amendments	1	2	2
CWSP Amendments	11	14	15
Map Amendments	2	1	2
Pre-Applications Case Load	31	30	30
Major / Minor Subdivision Reviews	45	43	43
Planning Commission Public Hearings	34	36	40
<b><u>Plat Review</u></b>			
Boundary Line Adjustment Plat	55	50	50
Plat Review	72	80	92
TDR Reviews	3	4	6
Concept Site Plan Reviews	8	12	12
Re-Reviews	179	196	200
<b><u>Forest Conservation Review</u></b>			
Forest Stand Delineations	5	12	12
Forest Conservation Plan	9	12	15

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Board of Appeals</u></b>			
Regular Meetings	10	12	12
Administrative Hearings	2	2	2
Demolition Review	50	50	50
<b><u>Regional Preservation Planning Projects</u></b>			
National Scenic Byways, National Park Service	4	2	2
Potomac Heritage National Scenic Trail	4	2	2
Maryland Scenic Byways	4	4	2
<b>Permits</b> Reviewed (All types)	2,620	2,436	2,551
<b><u>Inspections</u></b>			
Minimum Livability Cases	40	75	25
Critical Area Planting Agreement Inspections	39	68	97
Stormwater Management Residential	279	299	319
Certificates of Use & Occupancy	437	445	450
Zoning Inspection Inquires Received / Resolved	187 / 137	210 / 166	200 / 150
Zoning Inspections	9,170	9,230	9,200
Critical Area Inspections Performed	1,053	1,174	1,200
<b>Permits</b> Reviewed (All types)	2,620	2,436	2,551
<b><u>Board of Electrical Examiners</u></b>			
Regular Meetings	12	12	12
MUELEC Meeting (two members attending meeting)	5	5	5
Electrical Exams - (Homeowners)	5	5	5
Electrical Licenses Renewed - (Every 2 years)	253	0	300
Electrical Board will adopt the latest edition of the National Electrical Code (NEC) – (Every 3 years)	1	0	0
Administer Master’s Exam	2	2	2
<b><u>Building Code Board of Appeals</u></b>			
Meetings	0	2	2
<b><u>Zoning Administration</u></b>			
Home Occupations	62	62	60
Zoning Determinations	2	2	2
<b><u>Zoning Administration Board of Appeals</u></b>			
Critical Area Variances	6	6	6
Other Zoning Variances / Appeals	4	2	2
Administrative Variances	3	0	0



# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Shoreline Protection Measures</u></b>			
Piers, bulkheads, revetments and living shoreline	100	90	90
<b><u>Environmental Permits</u></b>			
Critical Area	185	400	400
Environmental - *A separate permit is not issued for work in a floodplain. Floodplain reviews typically fall under a Critical Area building permit application.	80	80	80
<b><u>Meetings</u></b>			
Zoning & Critical Area Meetings	300	374	374
Monthly Regular Meetings	12	12	12
<b><u>Commission on the Environment</u></b>			
Regular Meetings	11	11	11
Public Outreach Events	3	3	3
<b><u>Plumbing &amp; Fuel Gas Board</u></b>			
Meetings	6	6	6
<b><u>Metropolitan Planning Organization</u></b>			
Regular Meetings	3	3	7
Conferences	1	2	2
<b><u>Critical Area Grant</u></b>			
Critical Area Permits Processed	570	326	326
Critical Area Subdivisions and Site Plans Processed (average 3 hours each)	40	4	4
Critical Area Subdivision Planning Commission Hearings	1	0	0
Floodplain Approvals Processed	300	291	291
Flood Elevation Certificates Approved	7	14	14
Phone Consultations	1,300	600	600
Site Visits	40	12	12
In-Office Consultations	260	250	250
State Agency Consultations	156	250	250
CBCAC / Planners Quarterly Meetings			
Other Meetings with CBCAC	7	5	5



# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## DESCRIPTION

The Department of Public Works & Transportation's (DPW&T's) mission is to serve the community of St. Mary's County by assuring its transportation, facilities management, development review, and solid waste and recycling programs are properly planned, implemented and maintained. The department is responsible for County Highways, Stormwater Management, Marine and Shoreline Protection, County-Owned Vehicles Maintenance, Development and Plan Review, Engineering Services and Capital Projects, STS Transit and Non-Public School Bus Transportation, Airport Operations, Constructions and Inspections, Solid Waste Disposal, Recycling Services, and Building Services.

Specific responsibilities for this department include performing highway maintenance activities on all County roads: snow and ice control, roadside debris removal, litter control, animal carcass disposal, street lighting, incident management, eviction assistance, grass cutting, tree trimming, pavement patching, drainage resolution, severe weather response, culvert replacement, bridge repair, shoulder maintenance, safety improvements, traffic/street name signage and pavement management; Transportation planning and design: roadway and bridge, shore erosion and dredging projects, marine / shoreline protection, GIS/ GPS mapping, land acquisition, facility/building capital construction, special taxing districts, post-construction audits, materials testing, utility coordination, quality control, guardrail replacement, maintenance paving, pavement markings, line-striping, contractor management, inspections, construction of new subdivision roads, site development, and administering capital projects. The Transportation Division includes the transit operations and bus driver training for the STS transit system, Job Access, ADA Transportation, and contracted non-public school transportation. The fleet management part consists of vehicle maintenance-acquisition for all county owned vehicles and replacement of all tagged vehicles and heavy construction equipment, titling and tags. In addition, that Division maintains the county vehicle fuel operations with two locations, monitoring fuel deliveries and submitting required state reports and taxes. This division also operates a central mailroom and delivery program for all of county government.

Other responsibilities include airport management and master planning for St. Mary's County Regional Airport, commuter air service development, airport compliance, security and safety, tie-down and lease management, business development and airspace protection. Services provided at the Airport include: hangar leasing, tie-down rental, flight school instructions, unmanned aircraft research and development, charter services, maintenance/repair services, Maryland State Police Medevac/MedStar operations; and assuring that private and public sector projects are completed in accordance with project design and specifications.

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

## DESCRIPTION (continued)

Solid Waste and Recycling programs include: providing post closure environmental monitoring, sampling, testing, record keeping, and remediation for two (2) closed sanitary landfills as outlined in state and federal regulations; sustaining the efficient operation of the St. Andrews Landfill (six days/week) and the six (6) residential convenience centers (seven days/week) located throughout the County; and administrating recycling programs. Facilities management services include maintaining all of the County-owned and/or leased facilities while providing energy management, janitorial services, preventive maintenance, carpentry, electrical, plumbing, and painting repairs, and paying utility costs for all buildings maintained by or reimbursed to the County.

Miscellaneous responsibilities include: Provide assistance to the County's Planning Commission and Board of Appeals by providing technical assistance on a variety of issues; Review and approve designs and construction plans to assure compliance with the adopted Road Ordinance, Storm Water Management, Grading, Erosion & Sediment Control Ordinance and adequate public facilities requirements. Issue and enforce public works agreements and grading permits for new development projects.

## OPERATING BUDGET

Public Works & Transportation	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Administration	\$390,543	\$431,000	\$433,875	\$425,551
Engineering Services	780,323	930,631	1,083,345	1,104,281
Development Review	173,203	196,515	196,515	175,035
Construction & Inspections	635,744	674,731	676,131	783,786
County Highways	4,342,576	4,284,261	4,601,219	4,564,678
Mailroom	86,904	124,110	117,910	110,718
Vehicle Maintenance Shop	1,452,746	1,661,083	1,655,119	1,623,444
Non-Public School Bus Transportation	1,996,263	2,172,494	2,344,959	2,344,983
St. Mary's County Airport	10,640	25,475	124,044	126,544
St. Mary's Transit System (Grants)	2,427,852	3,283,672	3,631,887	3,168,530
Building Services	3,564,199	3,985,678	4,079,434	4,025,588
Building Services (Grants)	23,077	0	150,000	150,000
<b>Total Department – General Fund</b>	<b>\$15,884,070</b>	<b>\$17,769,650</b>	<b>\$19,094,438</b>	<b>\$18,603,138</b>
<b>Solid Waste &amp; Recycling Fund</b>	<b>\$4,070,411</b>	<b>\$4,374,568</b>	<b>\$4,573,751</b>	<b>\$4,694,832</b>
<b>Miscellaneous Revolving Fund</b>	<b>\$7,753</b>	<b>\$17,700</b>	<b>\$10,000</b>	<b>\$10,000</b>



# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## HIGHLIGHTS

The general fund budget for the Department of Public Works & Transportation is \$18,603,138, an increase of \$833,488 or 4.7%. The budgeted amount incorporates the county employee compensation changes mentioned in the budget highlights and includes the following eight (8) new full-time positions: (1) Manager - St. Mary's County Airport; (1) Lead Maintenance Mechanic and (2) Janitor II positions - Building Services; (2) Equipment Operator II positions - Highways; (1) grant funded STS Transportation Specialist; and (1) grant funded STS Bus Driver. This budget maintains contracted services for non-public school bus transportation. The County's share of the St. Mary's Transit System decreased to a total county share of \$903,726. An increase of the Environmental Service Fee to \$91 is included to cover the increased expenses in the Solid Waste & Recycling Enterprise.

## STAFFING

<b>Public Works &amp; Transportation</b>	<b>FY2018 Approved</b>	<b>FY2019 Request</b>	<b>FY2019 Approved</b>
Administration	4	4	4
Engineering Services	7	7	7
Development Review	2	2	2
Construction & Inspections	5	6	6
County Highways	40	42	42
Mailroom	2	2	2
Vehicle Maintenance Shop	12	12	12
Non-Public School Bus Transportation	1	1	1
St. Mary's County Airport	0	1	1
St. Mary's Transit System (Grant)	18.5	19.5	20.5
Building Services/Courthouse Custodian	<u>20</u>	<u>23</u>	<u>23</u>
<b>Total Department – General Fund</b>	<b>111.5</b>	<b>119.5</b>	<b>120.5</b>
<b>Solid Waste &amp; Recycling Funds</b>	<b>14</b>	<b>14</b>	<b>14</b>



# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Administration</u></b>			
Budget Spent on Staff Development / Seminars	<1%	<1%	<1%
Workman Comp Claims / # per 100 FTE's (MD Range: 6.5-8.1)	13/.07	14/.07	13/.07
<b><u>Engineering Services</u></b>			
Capital Projects under Design / Construction	22/10	27/19	27/27
<b><u>Development &amp; Plan Review</u></b>			
Subdivision Plans Reviewed	327	380	400
Average Duration of Subdivision Review (# of days)	23	20	20
Record Plat Submissions Reviewed	11	12	14
Average Plat Review Time- Target: < 15 days	9	9	9
New Grading Permits Approved	21	18	20
New Public Works Agreements Approved	4	4	4
<b><u>Construction &amp; Inspections</u></b>			
Inspections (capital, subdivision & grading permits)	2,571	2,318	2,600
Active Construction Permit Bonding	12,000,000	8,480,654	9,000,000
Active Grading Permit Bonding	12,700,000	10,612,261	11,000,000
Inspections per Inspector per Day @ 260 days per year	9.8	8.9	10.0
Asphalt Overlay & Slurry/Modified Seal Program(mi)	19.21/ 37.58	18.47/31.39	18.0/30.0
<b><u>County Highways</u></b>			
Highway Maintenance Mileage (centerline miles)	641	650	655
County Maintained Roads	1,637	1,645	1,655
Maintenance Requests Received	815	830	850
Utility Permits Issued	34	38	42
Metal/Plastic Pipes Replaced (feet)	3,260	4,000	4,000
<b><u>Solid Waste &amp; Recycling</u></b>			
Est. Total County MRA Waste Generated (tons)	*Est.77,000	79,750	82,250
Total Rubble from Landfill (tons) Exported	6,172	6,400	6,650
Total MSW from Convenience Stations (tons)- Export	17,981	18,750	19,250
# Customers Served at St. Andrews Landfill	32,404	34,050	35,750
# Customers Served at Convenience Centers	850,354	853,750	857,000
County MRA Recycling Rate including Source Reduction (%)	*Estimated. State 1 yr. behind 30%	30%	30%

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Mailroom</u></b>			
Pieces of Mail Processed	133,053	116,500	117,500
<b><u>Vehicle Maintenance</u></b>			
Ratio: # of Sheriff Vehicles / Total # County Fleet (%)	47%	49%	49%
# Un-tagged Vehicles and Equipment in Fleet	114	115	115
# Tagged Vehicles and Equipment in Fleet	445	455	455
Total Maintenance monies spent / Replacement Value of Fleet (%)	6%	7%	6%
Job Orders for Law Enforcement/Total # Job Orders %	35%	35%	35%
Type "A-C" Preventive Scheduled Maintenance (PM)	1,126	1,292	1,460
Type "D" Corrective Unscheduled Maintenance (CM)	3,245	2,836	2,800
<b><u>Non Public School Bus Transportation</u></b>			
Buses Under Contract	36 Reg + 6 Spares = 42	36 Reg + 8 Spares = 44	36 Reg + 12 Spares = 48
Total Riders including transfers / # Out of County	1,718 / 12	1,606 / 13	1,650 / 13
Average Riders per Bus	48	45	46
Annual Bus Route Mileage	639,612	631,170	633,000
Cost per Mile Goal is < \$3.00 (State avg is \$4.39 / mile)	\$1,178	\$1,353	\$1,427
<b><u>St. Mary's Transit System</u></b>			
Total STS System Ridership (#)	387,817	384,016	391,696
Annual Route Mileage (All Routes & Services)	1,193,343	1,179,490	1,203,080
Oper. Cost per Hour (Public) Range: < \$65 - \$85 / hr.	\$63.38	\$64.01	\$65.29
Oper. Cost per Mile (Public) Range: < \$4 - \$6 / mi	\$2.80	\$2.83	\$2.89
Oper. Cost per Passenger Trip (ADA/SSTAP) Range:\$20-\$40/trip	\$4.19 / \$27.90	\$4.23 / \$28.18	\$4.31 / \$28.74
Passenger Trips per Hour (ADA / SSTAP) Range: 1.5 - 3.0 / hr.	1.50 / .91	1.52 / .92	1.55 / .94
<b><u>Airport Operations</u></b> (*Note: CY data vs. FY)			
FAA Fixed Base Aircraft Inventory	180*	178*	185*
# Transient Visitors (Estimates)	402*	383*	425*
Rotary Wing Helicopter Operations (MSP & MedStar)	1,462*	1,289*	1,350*
Private T-Hangar & Tie-Down Capacity	196*	231*	231*
Aircraft Landings / Takeoffs (State MAA Operational Estimates)	29,926*	33,558*	37,000*
Jet A & 100 Low-Lead Fuel Purchased (gal.)	275,000	260,000	275,000



# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Building Services</u></b>			
Total Square Footage of Buildings Maintained (GSF)	841,445	841,445	841,445
FTE's Needed to Inspect Facilities / Day @ 50,000 safe / hour	2.2	2.2	2.2
Total # of Staff Needed per APPA: 1 per 45,000 safe maintained	18.7	19	19.3
Buildings Maintained / Buildings with Janitorial Services	23	23	23
Complete Replacement Value (CRV) in dollars (\$)	136,257,720	138,982,874	141,762,531
Total Budget (non-capital) Expenses per safe (Standard: \$5-\$6.15)	\$5.12	\$5.38	\$5.65
Public Utility Expenses per safe (Range: \$1.51 - \$2.22 / safe)	\$1.44	\$1.51	\$1.59
Custodial Services: "Occupied" Square Footage Cleaned	296,745	296,745	296,745
Custodial Costs & Supplies / Occupied S.F. (Standard: > \$3.25)	\$1.50	\$1.55	\$1.65
# Work Order Requests for Maintenance and Service	11,993	12,150	12,300
Average # Work Orders per Mechanic per Year (14)	857	868	879
Average # Work Orders per Mechanic per Day (260 days)	3.29	3.34	3.39
# Mechanics Needed per M.S.F. (max. 20 / mos.)	17	17	17
<b><u>Purchasing - Fuel Service</u></b>			
Permanent / Mobile or Temp Fueling Facilities	2	2	2
Gallons of Gasoline / Gallons of Diesel - Pumped	299,146/ 241,354	375,044/ 200,174	400,090/ 186,585
Average Cost of Fuel Gas / Diesel - per Gallon	\$1.87/ \$1.61	\$2.07/ \$1.88	\$2.14/ \$1.96

# DEPARTMENT OF RECREATION & PARKS

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## DESCRIPTION

The Department of Recreation and Parks is responsible for providing County citizens with a comprehensive program of leisure opportunities through services, activities, events, facilities and outdoor spaces. The Department also develops and maintains a park system, operates a golf course, manages two museums, and offers programs and services that address social issues and community problems. The Department is organized into the following divisions: Administration, Non-Profits - Recreation & Parks, Parks Maintenance, Museums, Recreation, and Golf Course.

The Administration Division provides general direction and guidance to the Recreation and Parks Department and serves as the staff liaison to three advisory boards. The Non-Profits-Recreation & Parks Divisional Categories are Historical, Cultural, and Community Events. The Parks Division provides the grounds, turf and facility maintenance at parks, numerous school ball fields, public landings, libraries and county buildings and manages park use operations. The function of the Museum Division is to administer and operate the St. Clement's Island Museum, the Little Red Schoolhouse, the Piney Point Lighthouse Museum and Park and historic boat collection, and the Drayden African American Schoolhouse.

The Recreation Division is responsible for planning, implementing, supervising, and evaluating a broad range of recreational programs, services, and activities for county residents, utilizing both county facilities and public schools. Responsibilities currently include the supervision and management of the Gymnastics Center; the Leonard Hall, Margaret Brent, Hollywood and Carver Recreation Centers; Chancellor's Run Activity Center; a skate park; a water spray ground; and the Great Mills Swimming Pool. Recreational programs are self-supporting through the Recreation and Parks Enterprise Fund.

The Wicomico Shores Golf Course is a 145-acre recreational facility providing golfing, food service and banquet facilities. The golf and restaurant operations are self-supporting through the Wicomico Shores Golf Enterprise Fund.

## OPERATING BUDGET

Recreation & Parks	FY2017	FY2018	FY2019	FY2019
	Actual	Approved	Request	Approved
Administration	\$1,189,249	\$1,187,090	\$1,186,635	\$1,202,087
Parks Maintenance	2,044,221	2,055,104	2,263,278	2,156,478
Non-Profits – Recreation & Parks	87,580	94,580	94,580	115,842
Grants	82,320	20,000	25,000	25,000
Museum	<u>445,102</u>	<u>556,969</u>	<u>581,845</u>	<u>561,720</u>
<b>Total Department – General Fund</b>	<b>\$3,848,472</b>	<b>\$3,913,743</b>	<b>\$4,151,338</b>	<b>\$4,061,127</b>
<b>Recreation Activity – Enterprise Fund</b>	<b>\$2,400,161</b>	<b>\$3,811,816</b>	<b>\$3,982,994</b>	<b>\$4,006,391</b>
<b>Wicomico Shores Golf</b>	<b>\$1,240,590</b>	<b>\$1,407,361</b>	<b>\$1,415,130</b>	<b>\$1,423,807</b>



# DEPARTMENT OF RECREATION & PARKS

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## HIGHLIGHTS

The general fund budget for the Department of Recreation & Parks is \$4,061,127, an increase of \$147,384 or 3.8%. This budget includes the county employee compensation changes mentioned in the budget highlights and an additional hourly employee Museum Technician/Boat Captain position. Non-Profit Funding continues to be reflected in County Department's based on content area. The following was approved for Non-Profits having categories that fall within the Department of Recreation & Parks:

Agency	Category	Amount
Rotary Club of Lexington Park	Community Event	\$200
SMC Arts Council	Community Event	5,000
7 <sup>th</sup> District Optimist Club	Community Event	12,000
Summerseat Farm, Inc.	Community Event	562
Unified Comm. For Afro-American	Community Event	4,000
SMC River Concert Series	CommEvent/Cultural Activities	500
Historic Sotterley, Inc.	Historical & Heritage	<u>63,580</u>
	<b>Total</b>	<b>\$85,842</b>

## STAFFING

Recreation & Parks	FY2018 Approved	FY2019 Request	FY2019 Approved
Administration	13	13	13
Parks Maintenance	16	16	16
Museum	<u>5</u>	<u>5</u>	<u>5</u>
<b>Total Department – General Fund</b>	<b>34</b>	<b>34</b>	<b>34</b>
Wicomico Shores Golf	6	6	6

# DEPARTMENT OF RECREATION & PARKS

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b>Parks and Facility Maintenance</b>			
Parks, public landings, county facilities (grounds) and school sites (ball fields) maintained	105	119	119
Parks, schools (ball fields), facilities-acres maintained	2,275	2,275	2,275
Athletic fields, courts, playgrounds, other facilities	214	214	214
Recreation buildings, restroom buildings and other structures maintained	67	68	68
Park improvement / construction projects	7	6	11
Park/facility users (estimated)	1,245,000	1,250,000	1,260,000
Sports leagues using fields / teams / league participants	24 / 850 / 12,500	24 / 850 / 12,500	24 / 850 / 12,500
<b>Museums</b>			
Visitors (daily admission and special events)	47,640	53,000	55,000
Museum outreach education programs	16	18	21
Museum outreach education program participants	576	600	750
Volunteers / # Volunteer hours	30 / 1,747.5	35 / 2,000	45 / 3000
Value of volunteer service	\$40,280	\$46,100	\$69,150
Boat passengers to St. Clements Island	1,614	2,200	3,000
Guided Tours and Education Programs – Number of tours/ participants	25 / 916	30 / 1,250	50 / 2,000
<b>Recreation Division</b>			
Recreation program participants	83,933	82,000	84,500
Camps	1,398	2,100	1,500
Child care	332	380	400
Gymnastics	2,581	2,500	2,600
Leisure classes	1,714	2,500	1,600
Special events	5,920	5,500	6,000
Sports	20,291	19,050	20,000
Teen	740	500	750
Pool	39,827	35,000	40,000
Spray Park	2,649	2,600	2,700
Skate Park	500	550	500
Regional Park	7,537	14,500	8,000
Therapeutic	444	375	450
Volunteers / Volunteer hours	1,600 / 80,000	1,600 / 80,000	1,600 / 80,000
Value of volunteer services	\$1,300,000	\$1,300,000	\$1,300,000



# DEPARTMENT OF RECREATION & PARKS

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Wicomico Shores Golf Course</u></b>			
Rounds of golf / Season pass users	23,145 / 164	26,000 / 175	27,000 / 200
Junior golf program participants	36	54	54
Outings held	20	25	30

# DEPARTMENT OF EMERGENCY SERVICES

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## DESCRIPTION

St. Mary's County Department of Emergency Services is comprised of four divisions: Emergency 9-1-1 Communications, Radio Technical Services, Animal Control, and Emergency Management.

The department provides services in the following areas:

- 911 Call Taking/ Computer Aided Dispatch,
- Radio Repair,
- Animal Control,
- Hazardous Materials Response Team, and
- 911 support of Fire/Rescue/Sheriff's Office response.
- Emergency Management-coordination of all emergency services and disaster response activities in St. Mary's County.
- Ensuring Emergency Management responses are in compliance with all Federal, State, and local laws, regulations and policies.

## OPERATING BUDGET

Emergency Services	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Emergency Communications Center	\$2,570,359	\$2,757,392	\$2,829,369	\$2,991,259
Emergency Radio Tech Services	1,860,339	1,072,186	1,357,786	1,258,292
Emergency Management	305,940	327,884	347,234	357,574
Animal Control	721,621	806,921	805,899	795,287
Grants	<u>330,927</u>	<u>299,500</u>	<u>406,296</u>	<u>727,227</u>
<b>Total Department – General Fund</b>	<b>\$5,789,186</b>	<b>\$5,263,883</b>	<b>\$5,746,584</b>	<b>\$6,129,639</b>
<b>Emergency Services Support Fund</b>	<b>\$2,845,898</b>	<b>\$3,193,037</b>	<b>\$3,496,088</b>	<b>\$3,567,549</b>

## HIGHLIGHTS

The general fund budget for the Department of Emergency Services is \$6,129,639, an increase of \$865,756 or 16.4%. This budget incorporates the county employee compensation changes mentioned in the budget highlights, (1) new full-time position - Chief of Communications, and includes increased maintenance costs related to equipment.

The Emergency Services Support Fund includes the continuation of the Emergency Services Support Tax to provide for costs related to the Length of Service Awards Program (LOSAP) for current retirees and trust and other Fire and Rescue related costs and programs.



# DEPARTMENT OF EMERGENCY SERVICES

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## STAFFING

Emergency Services	FY2018 Approved	FY2019 Request	FY2019 Approved
Emergency Communications Center	31.5	32.5	33.5
Emergency Radio Tech Services	0	2	2
Emergency Management	3	3	3
Animal Control	5	5	5
<b>Total Department</b>	<b>39.5</b>	<b>42.5</b>	<b>43.5</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Animal Control – Animals Captured	1,532	1,850	2,000
Animal Control – Animal Bite Investigations	208	240	300
Emergency Communications–Sheriff’s Office Incidents	70,620	72,378	74,000
Emergency Communications –EMS Incidents	11,629	13,534	14,000
Emergency Communications –Fire Incidents	3,801	4,409	4,500

# ELECTED OFFICIALS

- Program Description
- Operating Budget
- Highlights
- Staffing
- Performance Measures



# CIRCUIT COURT

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## DESCRIPTION

The Circuit Court for St. Mary's County is a court of general trial jurisdiction established pursuant to Article IV of the Maryland Constitution. The objective of the Court, as stated in the Plan of Action, is to provide a fair and impartial forum for the resolution of disputes falling within its jurisdiction. The Court manages its case load through a Differentiated Case Management Plan, which establishes time standards for the resolution of cases. The Circuit Court has full common-law power and jurisdiction in civil cases involving over thirty thousand dollars, and in criminal matters in misdemeanor crimes that the Defendant requests a jury trial or cases originally charged as felonies. The Court exercises concurrent jurisdiction with the District Court in civil and equity cases if the amount in controversy exceeds five thousand dollars and is less than thirty thousand dollars, in criminal cases in certain statutorily defined circumstances, and in certain family law proceedings such as domestic violence. The Court exercises appellate review of District Court cases and certain County administrative decisions. All juvenile matters fall within the Court's jurisdiction. The Court also is responsible for grand and petit juries.

The Circuit Court has two successful drug court programs, one for juveniles and one for adults, which offers intensive treatment, counseling, and drug testing as an alternative to incarceration for certain non-violent juveniles and adults with substance-abuse issues. The court's drug court programs are funded by federal/state grants and matching funds from our county.

## OPERATING BUDGET

Circuit Court	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Administration	\$904,721	\$973,878	\$1,040,691	\$1,021,216
Law Library	65,666	69,950	69,950	69,950
Grants	<u>602,985</u>	<u>672,718</u>	<u>758,372</u>	<u>759,632</u>
<b>Total - Circuit Court</b>	<b>\$1,573,372</b>	<b>\$1,716,546</b>	<b>\$1,869,013</b>	<b>\$1,850,798</b>

## HIGHLIGHTS

The budget for the Circuit Court is \$1,850,798, an increase of \$134,252 or 7.8%. This budget includes the county employee compensation changes mentioned in the budget highlights as well as an increase in grant funding. Additional funding has been included for the purchase of furniture for the new Judge who will be replacing the current judge who has recently retired and had used her privately owned office furniture.

# CIRCUIT COURT

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## STAFFING

Circuit Court	FY2018 Approved	FY2019 Request	FY2019 Approved
Administration	8.90	8.90	8.90
Grants	<u>4.10</u>	<u>4.10</u>	<u>4.10</u>
<b>Total - Circuit Court</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>
Bailiffs / Chief Bailiff	4.0	4.0	4.0

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Family Services Grant	141,564	156,564	158,479
Juvenile & Adult Drug Court Grant (State)	243,662	284,165	343,055
Highway Safety Grant (Adult Drug Court)	43,505	30,895	23,536
Child Support Cooperative Reimbursement	13,212	11,026	11,081

# ORPHAN'S COURT

## DESCRIPTION

The Orphan's Court consists of three judges elected to serve concurrent four-year terms. The Court is responsible for hearing matters involving decedents' estates which are probated judicially, approves administration accounts and awards of personal representatives' commissions and attorneys' fees in all estates, has concurrent jurisdiction with the Circuit Court in the guardianship of minors and their property, and handles the validity of wills and transfer of property in which legal questions and disputes occur.

## OPERATING BUDGET

Orphan's Court	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total - Orphan's Court</b>	<b>\$55,791</b>	<b>\$56,152</b>	<b>\$71,692</b>	<b>\$64,394</b>

## HIGHLIGHTS

The budget for the Orphan's Court is \$64,394, an increase of \$8,242 or 14.7%. This increase is primarily attributed to compensation changes and the purchase of laptops for the judges.

## STAFFING

Orphan's Court	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total - Orphan's Court - Judges</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Decedent's Estates Opened	561	570	575
Judicial Probate Proceedings	43	50	55
Estate Hearings	78	85	90
Show Cause Orders Issued	48	50	60
General Court Orders Issued	347	350	355
Court Order Issued Approving Extension of Time	63	75	85
Limited Orders to Locate Will or Assets	3	10	15
Orders Approving Funeral Costs	35	40	45
Orders Approving Attorney Fees & Personal Representative Commissions	95	100	105
Guardianship Proceedings	15	20	20
Administration Accounts Reviewed and Approved	399	400	415



# OFFICE OF THE SHERIFF

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## DESCRIPTION

The St. Mary's County Sheriff's Office is organized into six divisions: Administration, Criminal Investigations, Patrol, Narcotics, Special Operations and Corrections. Major functions within the Office of the Sheriff include: investigation of all incidents, crimes and complaints, which includes keeping victims informed of investigation status; expanded drug enforcement efforts directed against high level drug dealers and street level sellers; public awareness and educational programs that focus on the harmful effects of drugs and alcohol abuse; enhanced crime prevention programs, including grants, which provide high visibility of police patrols in high crime areas of the County; neighborhood crime watch programs in which citizens participate; home and commercial security surveys; service of criminal and civil process; security for the Courthouse and Circuit Courts; traffic safety/enforcement and accident reconstruction; safe and secure schools; and management of the St. Mary's County Adult Detention and Rehabilitation Center.

The Corrections Division is responsible for the overall management of the St. Mary's County Adult Detention and Rehabilitation Center. For the most recent calendar year, the average daily population of the St. Mary's County Adult Detention and Rehabilitation Center ranged from 212 to 236 inmates. Additionally, the Corrections Division administers the Pre-Trial Supervision Program which monitors offenders in the community awaiting trial with an average monthly population ranging from 34 to 57.

The Training portion of the budget ensures all mandatory qualifications are met and or exceeded for sworn and correctional officers. This budget allocation not only provides funding for the qualifications but the ammunition needed to qualify. This allocation provides for St. Mary's County's share of the funds needed to operate the Southern Maryland Criminal Justice Academy.

The Canine Unit responds to and assists with all major functions and responsibilities of the Sheriff's Office, including but not limited to; burglaries (burglar alarms), building searches, article searches, rescue situations (lost/missing persons), drug scans, and bomb threats (searches).

## OPERATING BUDGET

Sheriff's Office	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Law Enforcement	\$22,495,601	\$23,898,363	\$26,858,433	\$25,592,844
Corrections	11,062,302	12,498,419	13,326,350	12,593,203
Training	332,823	413,389	425,239	413,389
Canine	22,118	38,800	38,800	38,800
Court Security	797,070	859,687	859,687	872,402
Grants	<u>560,983</u>	<u>866,715</u>	<u>925,584</u>	<u>933,292</u>
<b>Total - Sheriff – General Fund</b>	<b>\$35,270,897</b>	<b>\$38,575,373</b>	<b>\$42,434,093</b>	<b>\$40,443,930</b>
<b>Miscellaneous Revolving Fund</b>	<b>\$48,714</b>	<b>\$62,500</b>	<b>\$329,500</b>	<b>\$329,500</b>

# OFFICE OF THE SHERIFF

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## HIGHLIGHTS

The general fund budget for the Office of the Sheriff is \$40,443,930, an increase of \$1,868,557 or 4.8% more than the prior year, including grant funding. This funding level takes into consideration the number of vacancies at the close of recent fiscal years and includes a reduction of \$700,000 for a vacancy reserve, consistent with the past two years. Recurring funding without the vacancy reduction is only 1.9%. In addition to incorporating the county employee compensation changes mentioned in the budget highlights, the Sheriff's budget includes:

- An increase in Sheriff's Pension for sworn personnel from 39% to 40% based on actuarial update;
- 11 additional promotional ranks (law enforcement and corrections);
- Hourly employee positions for fingerprinting (with matching revenue);
- Funding for hiring bonuses to assist in recruitment;
- Increased funding in overtime for sworn positions based on actual; and
- Increased funding for medical contract costs and monitoring services for the Adult Detention Center.

## STAFFING

Sheriff's Office	FY2018 Approved	FY2019 Request	FY2019 Approved
Sheriff	1	1	1
Law Enforcement			
Civilians	52	56	51.4
Sworn	133	133	133
Corrections			
Civilians	16	19	16
Sworn	84	84	84
Court Security	12	12	12
Grants			
Civilians	1	1	1.6
Sworn	<u>3</u>	<u>3</u>	<u>3</u>
<b>Total - Sheriff - General Fund</b>	<b>302</b>	<b>309</b>	<b>302</b>



# OFFICE OF THE SHERIFF

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Incidents Requiring Police Response	69,709	71,103	72,525
Average Time Calls Waiting to be Dispatched	16 m 1 s	16 m 20 s	16 m 40s
Average Response Time	10m 10s	10m 10s	10m 35s
Average Time from Receipt of Call to Completion	47m 0s	47m 56s	48m 54s
Arsons	7	7	7
Breaking and Entering	428	437	445
Felony Assaults & Misdemeanors	1,384	1,412	1,440
Murders	4	4	4
Rapes	15	15	16
Robberies	47	48	49
Thefts (Includes Auto Thefts)	1,281	1,307	1,333
Child Abuse Cases	57	58	59
Narcotics Violations	386	394	402
Larceny After Trust Cases	27	28	28
Forgeries	27	28	28
Fraud Cases	363	370	378
Possession/Weapon Cases	32	33	33
Sex Offenses	101	103	105
Vandalism	465	474	484
DWI's	145	148	151
Liquor Law Violations	56	57	58
Disorderly Conduct Cases	40	41	42
Battered Spouse Cases	617	629	642
Other Offenses (Premises check, loud noise, burglar alarms, suspicious persons/vehicles)	3,200	3,264	3,329
Arrests Made - Adults (Warrants, Civil/Criminal)	2,841	2,898	2,956
Arrests Made - Juveniles (Investigations)	490	500	510
<b>Narcotics Cases Investigated: Local</b>			
Arrests Made (calendar year)	300	200	210
Value of Drugs Seized (calendar year)	\$136,151	\$140,000	\$142,000
Number of Search Warrants (calendar year)	200	205	210
Money Seized (FY)	\$73,379	\$70,000	\$70,000
Money Awarded (FY)	\$5,000	\$5,500	\$6,000
Vehicles Seized (calendar year)	10	10	10
<b>Alcohol Enforcement</b>			
Civil Alcohol Citations (Adults) / (Juveniles)	62	63	64



# OFFICE OF THE SHERIFF

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Child Support Enforcement</u></b>			
Summonses - Received	1,797	1,833	1,870
Summonses - Served	1,701	1,735	1,770
Warrants – Received	208	212	216
Warrants – Served	146	149	152
Civil Process – Received / Served - (Summonses, writs, replevin, evictions, subpoenas, etc.)	15,209	15,513	15,823
Civil Process Fees Received	\$14,077	\$14,359	\$14,646
<b><u>Traffic</u></b>			
Accidents	3,687	3,761	3,836
Citations	3,951	4,030	4,111
Warnings	8,541	8,712	8,886
Accident Reconstructions	12	12	12
Child Safety Seat Inspections/Installations	25	30	35
Traffic Speeding Complaints	35	40	45
Traffic Safety Demonstrations	4	4	4
<b><u>Emergency Services Team Operations</u></b>			
Search Warrants Executed	27	30	35
Barricades	7	8	10
Hostage Situations	0	1	1
Training Incidents	48	48	48
<b><u>Crime Prevention</u></b>			
Presentations	100	110	110
Number of Citizens Attending	3,400	3,500	3,500
<b><u>Crime Lab</u></b>			
Number of Crime Scenes Processed	145	160	176
Search Warrant Assist	14	24	30
<b><u>Volunteer Program</u></b>			
Number of Volunteer Hours	225	230	230
<b><u>K-9 Program</u></b>			
Number of Crimes Investigated	1,225	612	1,200
Number of Investigations Assisted	1,728	864	1,700
Value of Drugs Seized	\$23,708	\$11,854	\$20,000
Money Seized Due to Drug Detection	\$16,022	\$10,000	\$15,000
Felony Suspects Apprehended by Canine Teams	41	25	35

# OFFICE OF THE SHERIFF

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b><u>Corrections</u></b>			
Recruited (*Based on current officer staffing level.)	3	16	11
Resigned/Retired/Terminated	19	16	11
Promoted	15	12	14
Correctional Officer In-Service Training Hours	10,234	10,439	10,648
<b><u>Inmates</u></b>			
Annual Number of Arrestees Processed	3,993	3,752	3,827
Average Daily Population	221	220	225
Inmates Attendance in Education Program (GED)	22	25	26
Inmates Attendance in IEP/Tutoring/Creative Writing/English 900	6	7	8
Inmates Attendance in Drug/Alcohol/HIV/Domestic Violence Treatment Programs/Transition	13	22	23
Number of Inmates Referred to the Mental Health Program	512	494	504
Inmates Attendance in Walden Jail Substance Abuse Program	25	33	24
Inmates Attendance in Computers	13	10	11
Inmates Sentenced to Home Detention (Monthly Average)	7	10	11
Inmates Sentenced to Weekenders (Mo. Average)	11	9	10
Defendants Sentenced to Work Release Program (Mo. Avg.)	19	13	14
Inmate Work Hours for County Projects	81,356	82,356	84,007
<b><u>Alternative to Incarceration</u></b>			
Pre-Trial Services Offenders Monitored in the Community (Monthly Average) Program (Began November, 2015)	44	52	62
Pre-Trial Services Screened Program Eligibility Screening (Began November, 2015)	862	936	946
Drug Court and Family Court Participant Substance Abuse Screenings	3,780	3,518	3,593



# OFFICE OF THE STATE'S ATTORNEY

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## DESCRIPTION

The State's Attorney for each county and the City of Baltimore is empowered by the Constitution of Maryland and the Annotated Code of Maryland, to prosecute and defend, on the part of the State, all cases in which the State may be interested. State's Attorney, in the county in which he or she services, is considered to be the highest law enforcement officer of that jurisdiction. The State's Attorney is vested with the discretion to prosecute all criminal cases charged in both the District and Circuit Court of this county, as well as any juvenile proceeding charged in the Circuit Court. In addition, the State's Attorney serves as legal advisor to the Grand Jury, and attends all Grand Jury sessions. In an advisory capacity the State's Attorney assists all police agencies in criminal investigatory matters, as well as conducts its own criminal investigations when determined by the State's Attorney to be appropriate. The Office of State's Attorney maintains a Child Support Division that is responsible for establishing paternity and child support orders as well as representing custodial parents and the Bureau of Child Support Enforcement in contempt proceedings. In addition, this office administers the community service and bad check program that diverts minor offenders from the criminal justice system. The Office of State's Attorney is one of the leading participants in Project Graduation and the Adult and Juvenile Drug courts, all established for the purposes of keeping our youth away from the detrimental impact of alcohol and drugs. The Office of State's Attorney, several years ago, established a Domestic Violence Division, staffed with an attorney, a coordinator and an investigator. This division has been charged with the responsibility of working closely with other agencies and the victim/witness coordinators to assure that the victims of domestic violence have all the necessary support to end the cycle of violence associated with domestic violence. In addition, the Office of States Attorney collects restitution in many criminal proceedings to assure that victims are compensated for losses caused by criminal acts.

## OPERATING BUDGET

State's Attorney's Office	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Judicial	\$2,720,224	\$2,895,841	\$2,902,113	\$2,943,401
Grants	<u>601,059</u>	<u>659,574</u>	<u>697,017</u>	<u>705,735</u>
<b>Total – General Fund</b>	<b>\$3,321,283</b>	<b>\$3,555,415</b>	<b>\$3,599,130</b>	<b>\$3,649,136</b>
Miscellaneous Revolving Fund	\$104,246	\$148,439	\$148,439	\$149,993



# OFFICE OF THE STATE'S ATTORNEY

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## HIGHLIGHTS

The general fund budget for the Office of the State's Attorney is \$3,649,136, an increase of \$93,721 or 2.6% more than the prior year, including grant funding. This increase includes the county employee compensation changes mentioned in the budget highlights and additional funds to increase hours of existing temporary position.

## STAFFING

State's Attorney's Office	FY2018 Approved	FY2019 Request	FY2019 Approved
Judicial	28.2	28.2	28.2
Grants	<u>7.8</u>	<u>7.8</u>	<u>7.8</u>
<b>Total Office of the State's Attorney</b>	<b>36.0</b>	<b>36.0</b>	<b>36.0</b>
Miscellaneous Revolving Fund	1.0	1.0	1.0

# OFFICE OF THE COUNTY TREASURER

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## DESCRIPTION

The primary function of the Treasurer's Office is the billing and collection of real and personal property taxes for the State and County. Related responsibilities include the billing and collection of erosion, road, agricultural, and other miscellaneous special taxes, penalties and interest; verification and inspection of records and stamping of real property deeds for tax clearance prior to recordation; intake and processing of qualified senior tax credit applicants, completion and submission of bankruptcy documentation on real property accounts to the bankruptcy court; conducting the annual tax sale; the billing, collection, and remittance of the Fire and Rescue District Tax to the Volunteer Fire Departments and Rescue Squads in St. Mary's County. Other duties include the issuance of motor vehicle registration renewals, and liquor licenses. The Treasurer's Office is responsible for the preparation, dissemination, and maintenance of all relevant financial reports to local and state authorities.

## OPERATING BUDGET

Treasurer	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Administration	\$453,254	\$459,565	\$464,565	\$485,617
<b>Total - Treasurer</b>	<b>\$453,254</b>	<b>\$459,565</b>	<b>\$464,565</b>	<b>\$485,617</b>

## HIGHLIGHTS

The budget for the Office of the County Treasurer is \$485,617, an increase of \$26,052 or 5.7%. This budget incorporates the county employee compensation changes mentioned in the budget highlights and includes additional funds for temporary help during peak season.

## STAFFING

Treasurer	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total - Treasurer</b>	<b>5</b>	<b>5</b>	<b>5</b>

# OFFICE OF THE COUNTY TREASURER

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## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Amount of Revenue collected and disbursed to County, State, Fire & Rescue Agencies for Real Estate and Personal Property Taxes, MVA Tag Renewals, Agricultural Transfer Tax, Tax Sale Redemptions, Liquor Licenses, etc.	136,949,262	139,174,087	141,374,087
Delinquent Personal Property Collections Revenue	170,590.96	81,208	60,878
Tax bills mailed for real property, local personal property, corporations, 1/2 year new construction and 2nd semi-annual notices	50,853	50,902	51,003
Delinquent bills, final notices, 60 day notices processed and mailed	4,030	4,081	4,081
Tax payments collected and processed	72,000	72,000	72,000
Walk-in customers for tax payments, MVA registration renewals, liquor licenses, real property deeds and business licenses researched and stamped prior to recordation, County Senior Tax Credit and County Matching Credit applicants, etc.	7,500	7,500	7,500
Customer Inquiries via Phone, Email or Fax	10,000	10,000	10,000
Tax Sale preparation & annual auction	479	419	403
Treasurer's Website Usage (visits recorded)	441,227	949,254	1,300,000
Online payments processed	1,474	2,221	3,100
Property transfers processed in tax records	3,712	3,283	3,500
Senior Tax Credits processed (Cap, Matching and 6510 programs)	1,706	1,740	1,750
State Homeowners' Tax Credits processed	689	780	750
Adjustments to real and personal property accounts including increases and decreases, refunds, voids, transfers, abatements, credits, etc.	19,917	21,031	21,000



# STATE AGENCIES / INDEPENDENT BOARDS

- Program Description
- Operating Budget
- Highlights
- Staffing
- Performance Measures

# DEPARTMENT OF HEALTH

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## DESCRIPTION

The St. Mary's County Health Department (SMCHD) provides critical public health services to the whole community, in accordance with federal, state, and local policy and the needs of county residents. Funding for these services is via a combination of state core funding, local county funding, grants, and fee collections. With significant decreases in state core funding and fees-for services being far below the actual costs of those services, SMCHD relies heavily on local county funding to continue working to protect and promote the health of county residents. County funding contributes to the costs of administration, as well as school health, behavioral health, chronic disease prevention, infectious disease and emergency preparedness, environmental health, and mosquito control / gypsy moth.

## OPERATING BUDGET

Department of Health	FY20187 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Operating Allocation	\$2,066,403	\$2,177,579	\$2,269,689	\$2,207,979
Personal Services	16,153	16,196	16,196	16,197
Mosquito Control / Gypsy Moth	<u>56,100</u>	<u>59,500</u>	<u>59,500</u>	<u>59,500</u>
<b>Total – Department of Health</b>	<b>\$2,138,656</b>	<b>\$2,253,275</b>	<b>\$2,345,385</b>	<b>\$2,283,676</b>

## HIGHLIGHTS

The allocation to the Department of Health is \$2,283,676, which is \$30,401 or 1.3% more than the prior year. The County exceeds State mandated funding of \$589,764 by \$1,693,912. This includes \$22,000 for the purchase of Naloxone for distribution to community members and \$8,400 for accreditation fees.

# DEPARTMENT OF HEALTH

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Birth / Death records certified	2,831 / 2,909	2,915 / 2,996	3003 / 3,086
Patient Admissions / Discharges	10,183 / 6,838	10,489 / 7,043	10,804 / 7,254
PWC Admissions / Eligible	1,846	1,901	1,958
Number of volunteers / Hours served	30 / 213	10 / 150	13 / 175
Accounts Receivable processed	181,816	184,000	190,000
Budgets prepared	47	55	60
Invoices processed / amounts	1,730 / \$2,184,199	1,775 / \$4,500,000	1,775 / \$4,500,000
Information Technology customer service requests	1,777	1,954	2,150
Number of Users	87	99	100
Number of Workstations	119	131	135
Number of fleet vehicles / Number of fleet miles	26 / 239,942	25 / 247,142	25 / 255,642
Agency New Hires (including BOE nurse subs)	39	16	18
Agency Resignations / Retirement / Layoffs / Terminations	34	5	8
Public Health Complaints	250	250	250
NCT Water Supply Samples	702	500	500
Certify potability of wells / Number of water samples collected	280 / 497	275 / 475	275 / 475
Anti-rabies clinics / Vaccinations administered	9 / 825	9 / 800	9 / 800
Number of Positive Rabies Cases	6	3	10
Food Service Facility Inspections	1,264	1,250	1,250
Number of Soil Evaluations Conducted (new)	163	225	125
Number of individuals in the general public educated about colorectal / skin / lung cancer	15,676	16,000	16,000
Number of colonoscopies/patient navigation clients	12 / 9	12 / 4	12 / 4
Number of individuals in the general public educated on tobacco smoking health risk, including pregnant women	1,951	2,000	2,200
Number of participants in smoking cessation classes conducted by SMCHD	110	185	185
Number of youth educated on health risk of e-cigarettes	2,285	2,000	2,000
Number of merchants educated on Tobacco Youth Access Law and product placement	83	108	108



# DEPARTMENT OF HEALTH

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Number of women screened through the Breast and Cervical Cancer program including patient navigation clients	36	33	35
Number of adult patients receiving dental emergency treatment	85	120	135
Total number of all requests for services from Administrative Care Coordination Program	1,009	850	900
Number of Adult Evaluation and Review Service (AERS) assessments	247	250	275
Number of Nurse Monitoring Visits	834	850	860
Number of new and recertification MCHP applications processed	1,240 / 606	1,300 / 700	1,300 / 700
Number of children immunized during School Flu Clinics (doses provided, includes initial and booster doses)(labor intensive)	2,498	2,650	2,750
Cases of reportable diseases and investigations (labor intensive)	2,320	2,500	2,700
Cases of tuberculosis (ongoing case management of active and latent cases)	18	20	20
Number of Infectious & Communicable Disease Outbreaks	16	20	20
Number of immunization activities (including clinics, information sessions, alerts, press releases or in-Serv)	407	450	450
Number of Family Planning visits as transmitted to the Family Planning data system	1,313	1,400	1,500
Number of mandatory Public Health Emergency Preparedness training and meetings	53	66	70
Engage internal and external partners in Emergency Preparedness efforts (includes training, drills & exercises, volunteer management coordination)	61	84	85
Coordination with community partners in emerging infectious disease efforts (press releases, alerts, information sharing, PPE training, and policy/protocol development.	103	110	110

# DEPARTMENT OF SOCIAL SERVICES

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## DESCRIPTION

The Department of Social Services is a state agency which provides a broad range of programs and services from public assistance to child welfare. Funding for these programs and services is via a combination of federal, state and local county funding, and grants. County funding contributes to the costs of the Child Support Enforcement, Adult Foster Care, Foster Care Aide, Legal Services, and Burial Services Programs. The primary function of the Child Support Enforcement IV-D program is to enforce the support obligations owed by non-custodial parents to their children and spouse (or former spouse) with whom such children are living. The function of the Adult Foster Care Program is to delay or eliminate the need for institutionalizing disabled and/or elderly adults. The Foster Care Aide Program provides temporary continuous 24-hour care and supportive services for a child whom the local department and the Court have determined shall live outside the home; provides services to families of children in foster care; and facilitates the achievement of a permanent family situation through adoption for a child who is unable to return home. The Legal Services Program provides a paralegal to support the in-house legal representation for the Department of Social Services. The Burial Services Program assures that burial funding is provided for all the indigent citizens of St. Mary's County who are deceased and without the resources to contribute toward the cost of their funeral.

## OPERATING BUDGET

Social Services	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Total - Social Services	\$411,927	\$433,974	\$477,727	\$451,237

## HIGHLIGHTS

The local portion of the Social Services budget is \$451,237 (including the grant), which is an increase of \$17,263 or 4.0% more than the prior year. The increase is primarily attributed to grant and non-grant compensation changes on the County's payroll and the Child Support Enforcement position, indirect administrative costs and water testing for the Adult Care customers.

## STAFFING

Social Services	FY2018 Approved	FY2019 Request	FY2019 Approved
Total - Social Services	2	2	2



# DEPARTMENT OF SOCIAL SERVICES

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Child Support Collections	\$13,225,958	\$13,358,000	\$13,491,580
Child Support Paternities Established	116	118	120
Support Orders Established	396	400	404
Petition for Contempt / Show Cause Orders	1,396	1,410	1,424
Downward Modifications to Child Support Orders	239	241	244
Certified Adult Foster Care Homes	8	8	9
Adult Clients Living in Provider's Home (mo.avg.)	11	11	12
Adult Clients Served with Purchase of Care Funds	9	10	10
Children in Foster Care (mo. avg.)	83	80	80
Children in Out-of-county Placements (avg.)	40	37	40
Children with Supervised Visitation/Average # Visits Weekly	42 / 21	36 / 20	35 / 25
Number of Children Receiving Medical / Psychological Services from Specialists Out-of-Co.	44	45	45
Parents Court Ordered to Attend Alcohol/Drug/Mental Health Treatment	75%	75%	75%
Children Placed for Adoption	10	8	9
Continuous Training for Staff	5	5	5
Number of deceased citizens not having funds/resources to go toward the cost of their burial / Total Annual Burial Costs	6 / \$3,680	6 / \$3,900	10 / \$6,500



# ALCOHOL BEVERAGE BOARD

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## DESCRIPTION

The Alcohol Beverage Board of St. Mary's County consists of five members appointed by the Governor. The Board is given full power and authority by the Alcoholic Beverages Article of the Annotated Code of Maryland to adopt such reasonable rules and regulations as deemed necessary to enable it to effectively discharge the duties imposed by the Article. The Board is responsible for administering and controlling the issuance of alcoholic beverage licenses to businesses and non-profit organizations in St. Mary's County and enforcing all laws relating to the sale and service of alcoholic beverages at those licensed establishments. The Board provides and promotes training in responsible alcohol service to ensure that all businesses are compliant with both State and County laws and regulations for the well-being of all businesses and the community at large.

## OPERATING BUDGET

Alcohol Beverage Board	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Total - Alcohol Beverage Board	\$196,539	\$298,157	\$298,157	\$329,772

## HIGHLIGHTS

The budget for the Alcohol Beverage Board is \$329,772, which is a net increase of \$31,615 or 10.6%. This increase is attributed to increased compensation costs for employees and the Alcohol Enforcement Officer.

## STAFFING

Alcohol Beverage Board	FY2018 Approved	FY2019 Request	FY2019 Approved
Alcohol Beverage Board - Staff	1.75	1.75	1.75
Alcohol Beverage Board - Chairman & Members	5.0	5.0	5.0

# ALCOHOL BEVERAGE BOARD

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## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
License Fees (net Corporate Town of Leonardtown fees)	\$85,609	\$92,213	\$90,000
Transfer Fees	\$700	\$900	\$800
Fines	\$8,000	\$750	\$500
Number of Licenses (at FY end)	165	179	184
Number of Special/Temporary Licenses Issued	175	164	170
Number of Inspections	266	225	230
Number of Violations Cited	14	2	2
Number of Compliance Checks by AEC	180	5	-
Number of RAST/ID Check Trainings held	10	12	12

# BOARD OF ELECTIONS

## DESCRIPTION

The Board of Elections operates under State election laws, receiving direction from the State Administrative Board of Election Laws. Responsibilities include supervision of elections, registering eligible voters, and receiving applications for candidates filing for elected office in St. Mary's County.

## OPERATING BUDGET

Board of Elections	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total - Board of Elections</b>	<b>\$931,941</b>	<b>\$1,101,591</b>	<b>\$1,112,541</b>	<b>\$1,112,625</b>

## HIGHLIGHTS

The budget for the Board of Elections is \$1,112,625, which is an increase of \$11,034 or 1.0%. This increase is attributed to increased postage and election hall rental costs for the election.

## STAFFING

Board of Elections	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total-Board of Elections Members</b>	<b>3</b>	<b>3</b>	<b>3</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Voter Registration	75,400	74,000	77,000
Changes to Voters Registrations	16,700	14,000	17,000
Confirmation Mailings	8,800	3,500	10,000
Voter Notification Cards	15,300	13,500	16,000
Election Judges	480	425	480
Early Voting Judges	38	30	38
Election Estimated Turnout	72%	60%	65%
Absentee Ballots	2,980	400	1,000
Provisional Ballots	970	500	600



# UNIVERSITY OF MARYLAND EXTENSION – ST. MARY’S COUNTY

## DESCRIPTION

The University Of Maryland Extension (UME) is a statewide, informal education system within the College of Agriculture and Natural Resources, University of Maryland at College Park and the University of Maryland Eastern Shore. It provides research-backed unbiased information, together with educational opportunities, developed by the University of Maryland System and other institutes of higher education to all adults and youth. Funding for this office is shared by Federal, State and Local governments, thus making this service a cooperative effort. All UME programs are developed and presented to implement the following initiatives: agriculture profitability; natural resource issues; improving diet, nutrition and health; building and developing human capital; increasing family economic stability; commercial horticulture and pest management; and aquaculture and marine resources.

## OPERATING BUDGET

Extension – St. Mary’s	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total - Extension St. Mary’s</b>	<b>\$241,528</b>	<b>\$257,400</b>	<b>\$257,400</b>	<b>\$257,400</b>

## HIGHLIGHTS

The local budget for the University Of Maryland Extension (UME) is \$257,400, which continues the funding level from the prior year

## PERFORMANCE MEASURES

Indicators	Actual CY2017	Estimated CY2018	Projected CY2019
Beginner Farmer Training	190	210	210
Vineyard Research Outreach	65	120	120
Nutrient Voucher Training	65	75	75
Nutrient Management Plans	329	400	480
Acres in Nutrient Management	10,887	12,000	14,500
Pesticide License Renewals	240	190	175
Direct Farmer Consultations	386	350	350
Child Care Provider Training Participants (So. MD cluster)	-	50	100
Food Safety and Preservation Education Participants	-	15	30
Food Supplement Nutrition Education (FSNE) Participants (Youth and Adult)	1,220	500	2,300
FSNE Teachers Trained	32	25	45

# UNIVERSITY OF MARYLAND EXTENSION – ST. MARY'S COUNTY

## PERFORMANCE MEASURES (continued)

Indicators	Actual CY2017	Estimated CY2018	Projected CY2019
ReFresh Nutrition Education 4 <sup>th</sup> /5 <sup>th</sup> Graders	-	20	40
Growing Healthy Habits Youth Participants	-	0	10
Farm to School Participants	700	900	800
Master Gardener Volunteer Hours	2,564	2,800	2,800
Master Gardener Certified Volunteers	75	90	95
Master Gardener Interns/Trainees	8	15	20
Plant Clinics	34	34	34
4-H UME Certified Volunteers / NEW Volunteers Certified	165 / 7	183 / 12	190 / 12
Youth, 5-18 years old, 4-H Community Clubs / Military	162 / 467	180 / 475	180 / 475
4-H After-School Youth	0	50	50
4-H Youth School Enrichment Programs	261	280	280
4-H Special Interest Short-Term Programs	489	400	400
4-H County Fair Exhibits	1,474	1,500	1,500
4-H Youth Projects Completed	270	275	300
4-H Recruitment Contacts	109	200	250
4-H Club-Sponsored Community Service	45	50	50
4-H Volunteer Hours	30,000	30,000	30,000
4-H Day Camping Programs	3	50	50
Watershed Steward Trainees	0	15	0
Watershed Steward Certified Volunteers	10	25	25
Watershed Steward Volunteer Hours	300	400	800
Watershed/Stormwater Educational Projects	8	15	20
Stormwater BMP Implementation: Sq. ft. of Rain Gardens	793	1,000	1,000
Stormwater BMP Implementation: # Rain Barrels	46	60	60
Stormwater BMP Implementation: # Native Plants	254	500	750
Stormwater BMP Implementation: # Trees	15	25	25
Participants in Well and Septic Clinics	22	30	40

# ETHICS COMMISSION

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## DESCRIPTION

There is a five member St. Mary's County Ethics Commission appointed by the Commissioners of St. Mary's County in accordance with the County Public Ethics Ordinance. The Commission is the advisory body responsible for interpreting the Ordinance and advising persons subject to its application. The Commission hears and decides complaints; is the custodial of all statements, registrations, reports, and complaints; and conducts information and education programs.

## OPERATING BUDGET

Ethics Commission	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Total - Ethics Commission	\$650	\$833	\$833	\$833

## HIGHLIGHTS

The budget is \$833, which continues the funding level from the prior year.



# FOREST CONSERVATION BOARD

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## DESCRIPTION

The St. Mary's County Forest Conservation Board promotes the stewardship, conservation, management and wise use of Maryland's forest resources, both urban and rural. Most of this promotion is done through educational programs such as the Natural Resources Careers Camp (NRCC) and community and civic tree planting. The Board has no paid employees, but exists on all volunteer participants.

## OPERATING BUDGET

Forest Conservation	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Total - Forest Conservation	\$2,500	\$2,500	\$2,500	\$2,500

## HIGHLIGHTS

The budget is \$2,500, which continues the funding level from the prior year. This funding continues to help support Arbor Day activities, student tuition costs for the MD Department of Natural Resources-Natural Resource Conservation Camp (NRCC), and refurbishing of the School Forests.

# SOIL CONSERVATION DISTRICT

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## DESCRIPTION

The Soil Conservation District functions to promote the wise and efficient use of the County's soils and water resources. This is accomplished through a cooperative relationship between the county, state and federal governments. Through soil conservation and water quality planning, nutrient management planning and the implementation of best management practices, the agriculture community is actively working towards reaching the reduction of nitrogen and phosphorous loads to the Chesapeake Bay. The District also has a non-agriculture program which includes urban sediment control plans review, pond designs, and forest harvest sediment control plans.

## OPERATING BUDGET

Soil Conservation District	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Total -Soil Conservation District	\$74,920	\$73,946	\$77,063	\$77,063

## HIGHLIGHTS

The County will fund \$77,063, which continues the funding level from the prior year. This funding will assist in covering the District Manager's compensation and operating costs.

# SOIL CONSERVATION DISTRICT

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
<b>Approved Erosion and Sediment Control Plans</b>			
Single Lot development disturbing < than .5 acres	248	250	250
Sediment Control Plans for Development that disturbs > .5 acres	224	225	230
Review & provide comments for the Technical Evaluation Committee (TEC)	21	25	30
Pre-construction meetings for erosion & sediment control projects > .5 acres of total disturbance	114	120	130
Reduce sedimentation to tributaries by the development of Soil Conservation and Water Quality Plans. Watershed implementation Plan goals on new acres per year.	22,960	25,342	26,161
Reduce sedimentation to tributaries by the application of Structural Soil Conservation and Water Quality BMP's on Agricultural land. Total number of BMP's implemented can vary based on weather conditions.	57	60	65
Reduce sedimentation to tributaries by the application of Agronomic Soil Conservation and Water Quality BMP's on Agricultural land. Number of People / Number of Practices (can vary based on weather conditions).	73 people/ 234 practices	90 people/ 250practices	100 people/ 300 practices
Review of Storm Water Management Plans	6	2	2
Increase Student Participation in the Envirothon Program	87	100	125
Schedule and hold annual cooperators' dinner meeting to provide information to the agricultural community	291	250	250
Provide public outreach through various formats	10	10	10
Perform site visits at the request of property owners	109	100	100
Lease District owned conservation equipment to agricultural producers to reduce sediment and nutrient loads to the Chesapeake Bay. Number of times leased / Number of acres	63 / 1557 ac	60 / 1500 ac	65 / 1500 ac



# SOUTHERN MARYLAND RESOURCE CONSERVATION AND DEVELOPMENT (RC&D)

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## DESCRIPTION

Southern Maryland Resource Conservation and Development (RC&D) Board, Inc. is a resource conservation and development organization which serves Anne Arundel, Calvert, Charles, and St. Mary's Counties. Working with diverse project partners, Southern Maryland RC&D brings together technical disciplines and local knowledge to help our communities address important, emerging conservation and quality of life concerns. The RC&D Board works closely with project partners to identify, develop, fund, and implement a wide array of projects ranging from support for environmental education at schools to administering local, state, and federal funding programs to place conservation easements on precious farmland in our community to large-scale environmental conservation projects with the Navy on their installations.

## OPERATING BUDGET

RC&D	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total - RC&amp;D</b>	<b>\$12,470</b>	<b>\$13,300</b>	<b>\$13,300</b>	<b>\$13,300</b>

## HIGHLIGHTS

The County will fund \$13,300, which continues the funding level from the prior year. This funding is designated to partially finance salary and benefit costs for a full-time Office Associate and to fund office administration costs. Grants provide most of the funding used by the RC&D, to support environmental education, conservation, development, and community outreach programs.

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Total Number of Partners / Clients* Served	8	11	13
Population Positively Affected	38,450	41,400	52,500
Number of Clients Served – St. Mary's County	4	5	8
Percent of Clients Served from St. Mary's County	48	52	62
Current Number of Full-time employees	2	2	2
Number of Volunteers	51	42	60
Number of Volunteer Hours	1,320	985	1,500
(FTE) jobs created as a result of Cooperative Agreement administered	8	8	8
Navy Environmental Projects Completed	4	2	4
Dry Fire Hydrants Installed	1	1	1
Other Grants Completed	4	4	4

# SOUTHERN MARYLAND TRI-COUNTY COMMUNITY ACTION COMMITTEE, INC.

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## DESCRIPTION

The Southern Maryland Tri-County Community Action Committee, Inc. (SMTCCAC) is governed by a volunteer board of directors. The board has equal representation from consumers of SMTCCAC services, representatives of local elected officials, and the private sector. This agency is committed to addressing the problems associated with poverty in Calvert, Charles, and St. Mary's Counties. Services provided are focused on assisting people to live successful, independent lives. This contributes to the improvement of the entire community. By addressing the needs of people with limited resources and creating opportunities for them to enter the economic mainstream. Program activities administered by the agency include Commercial Driver's License Training, Child and Family Services, Adult Day Care, Energy Assistance, Comprehensive Housing Counseling Services, The Emergency Food Assistance Program (TEFAP), Rental Management and the Senior Companion Program.

## OPERATING BUDGET

Tri-County Community Action Committee- TCCAC	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total - TCCAC</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>

## HIGHLIGHTS

The County will fund \$16,000, which continues level funding from the prior year.

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Total Number of Clients Served	32,000	33,000	34,000
Number of Clients Served – St. Mary's County	7,740	7,880	7,900
Percent of total Clients Served from St. Mary's County	33	33	33
Current number of paid employees (full-time equiv.)	42	42	42
Number of Volunteer / Volunteer Hours for Senior Companion Care	57 / 53,682	63 / 65,772	65 / 67,860
Number of Individuals Receiving their Class B CDL	4	4	4
Number of households provided supplementary food	5,227	5,513	5,700
Number of hours disabled, elderly residents served	53,682	65,772	67,860
Number of households receiving energy assistance	2,139	2,600	2,600
Number of affordable rental housing units provided	70	70	70



# TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND

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## DESCRIPTION

The Tri-County Council for Southern Maryland is a partnership of Federal, State and local governments, established over fifty years ago as the regional development and planning organization for Southern Maryland – Calvert, Charles and St. Mary’s Counties. The Council serves as a forum for the discussion and resolution of region-wide issues and the attainment of regional goals. The Tri-County Council selects, advocates, and advances activities which best serve the interests of all the people of Southern Maryland. These activities shall promote the social and economic development of the region, environmental protection, and include research, information management, and the preparation of a regional plan. All of the activities of the Council are designed to assist Federal, State, and County governments in better performing their respective duties.

## OPERATING BUDGET

Tri-County Council	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Total - Tri-County Council	\$94,200	\$94,200	\$94,200	\$94,200

## HIGHLIGHTS

The County will fund \$94,200, which continues recurring costs from the prior year.

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Total Number of Clients Served	335,742	345,211	362,650
Number of Clients Served – St. Mary’s County	110,382	111,706	113,900
Percent of total Clients Served from St. Mary’s County	32%	32%	32%
Number of Volunteers	195	195	195
Customized Recruitments	22	29	31
Training Dollars spent	95,774	136,462	150,108
Number of Participants	56	85	94
American Job Center Visits	3,557	3,913	4,034



# TRI-COUNTY YOUTH SERVICES BUREAU

## DESCRIPTION

The Tri-County Youth Services Bureau, Inc. (TCYSB) is a community-based, non-residential organization serving the children, youth, and families of Calvert, Charles and St. Mary's counties. Services are focused on the prevention of delinquency, abuse, violence, substance abuse, suicide, and other devastating outcomes for youth and their families. The mission is to provide a respectful and compassionate atmosphere for youth and their families in Southern Maryland to learn through educational and counseling services how to communicate more creatively and how to effectively understand and promote the values that are unique to each family.

## OPERATING BUDGET

Youth Services Bureau	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total – Youth Services Bureau</b>	<b>\$110,000</b>	<b>\$143,600</b>	<b>\$143,600</b>	<b>\$143,600</b>

## HIGHLIGHTS

The County will fund \$143,600, which includes \$33,600 to continue funding the youth employment initiative by implementing the Ready4Life-SOMD program in St. Mary's County.

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Total Number of Clients Served (all counties)	3,515	3,600	3,600
Number of Clients Served – St. Mary's County	1,020	2,406	1,200
Percent of total Clients Served - St. Mary's County	33%	42%	30%
Current number of paid employees (full-time equiv.)	4	5	4
Number of Volunteer/Volunteer Hours	22 / 132	35 / 275	40 / 300
Formal counseling services to children and youth	364	300	300
Families assisted through Family Navigation services	390	200	200
Response to families calling for information	266	260	260
Number of Youth Mappers engaged	N/A	32	16
Number of Youth receiving Youth Development	104	136	120

# STATE DEPARTMENT OF ASSESSMENTS & TAXATION (SDAT)

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## DESCRIPTION

The State Department of Assessments and Taxation provides an unbiased review of all real property values in Maryland on a triennial cycle. The department reviews approximately 16,000 properties each year in St. Mary's County and submits the results to the County Treasurers office each year for tax billing purposes.

## OPERATING BUDGET

SDAT	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Total - SDAT	\$0	\$450,872	\$848,298	\$439,394

## HIGHLIGHTS

This budget includes \$439,394 to be funded by the County for the State Department of Assessments and Taxation's local office, per current legislation at 50 percent.

# SOUTHERN MARYLAND HIGHER EDUCATION CTR.

## DESCRIPTION

The principal function of Southern Maryland Higher Education Center (SMHEC) is to recruit and present complete doctorate, graduate and upper division degrees, certificate programs and education certification programs to the citizens of Southern Maryland. The objective is to provide a broad range of academic programs responsive to the region’s workforce needs of Southern Maryland that includes not only Patuxent River Naval Air Station and its military, civil servants and supporting contractors, but also those in education, social services, nursing and law enforcement.

Since its’ inception, a variety of graduate programs in professional fields have been made available to the citizens of St. Mary’s County and Southern Maryland by SMHEC. This resource has expanded opportunities for professional growth to the citizens of St. Mary’s County and Southern Maryland without the need to travel great distances. With SMHEC’s university and college partners, SMHEC offers academic programs in these fields of study: Engineering and Technology, Education, Business, Social Work, Nursing, and Criminal Justice.

## OPERATING BUDGET

Higher Education Center	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>Total – Higher Education Center</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>

## HIGHLIGHTS

The County continues to fund \$40,000 in this budget, which continues level funding from the prior year.

## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Total Number of Clients Served	1,505	1,530	1,565
Number of Clients Served – St. Mary’s County	1,048	1,100	1,120
Percent of total Clients Served from St. Mary’s County	70	70	70
Academic Degree & Certification Programs Offered	80	80+	80+
Number of Courses Offered	222	230	240
Number of Degree & Certificates Awarded by University & College Partners	150	160	170



# BOARD OF EDUCATION

## DESCRIPTION

The Education Article of the Annotated Code of Maryland governs the conduct of public education in the State. The law provides that there shall be, throughout the State of Maryland, a general system of free public schools. A State Department of Education is established as a principal department of the State government. The State Board of Education determines overall elementary and secondary educational policies of the State. The law further provides that there is a county board of education for each county school system and that educational matters that affect the counties shall be under the control of the county board. The St. Mary's County Board of Education consists of five voting members and one student member. The Annotated Code of Maryland also requires that each county board prepare an annual budget for submission to the county fiscal authorities according to major budget categories.

## OPERATING BUDGET

BOARD OF EDUCATION	ACTUAL FY2017	APPROVED FY2018	REQUEST FY2019	% CHANGE
BOE - Recurring	\$99,717,401	\$102,189,940	\$104,233,739	1.6%
BOE - Non-Recurring	<u>2,972,992</u>	<u>0</u>	<u>1,921,004</u>	<u>0.0%</u>
<b>Total County - BOE</b>	<b>\$102,690,393</b>	<b>\$102,189,940</b>	<b>\$106,154,743</b>	<b>1.6%</b>

### EXPENDITURES BY CATEGORY:

Administration	\$3,251,617	\$3,347,430	\$3,380,544	0.3%
Mid-Level Admin	15,321,883	15,961,565	17,548,823	2.1%
Instructional Salaries	75,873,888	78,494,384	80,460,995	2.7%
Instructional Textbooks & Supplies	7,860,881	2,783,434	3,138,876	-0.5%
Other Instructional Costs	1,003,891	1,228,982	1,334,555	24.9%
Special Education	18,581,452	18,903,974	19,426,767	2.6%
Student Personnel Serv.	1,569,374	1,211,779	1,183,947	-2.3%
Student Health Serv.	2,224,841	2,347,005	2,454,363	3.6%
Student Transportation	15,010,998	16,195,293	16,710,739	3.2%
Operation of Plant	14,776,842	15,498,982	15,816,060	-1.3%
Maintenance of Plant	4,284,136	3,935,248	4,063,336	3.3%
Fixed Charges	46,297,074	49,648,905	49,819,196	0.3%
Capital Outlay	<u>733,664</u>	<u>769,769</u>	<u>793,438</u>	<u>3.1%</u>
<b>TOTAL- GENERAL FUND-ALL SOURCES</b>	<b><u>\$206,790,541</u></b>	<b><u>\$210,326,750</u></b>	<b><u>\$216,131,639</u></b>	<b><u>1.9%</u></b>

# BOARD OF EDUCATION

## STAFFING

Board of Education	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Unrestricted	1,944.25	1,980.25	1,991.12	1,991.12
Restricted	119.52	127.62	136.23	135.23
Food Service	<u>155.90</u>	<u>155.90</u>	<u>155.90</u>	<u>155.90</u>
<b>Board of Education</b>	<b>2,219.67</b>	<b>2,263.77</b>	<b>2,283.25</b>	<b>2,282.25</b>

Note: Includes Chesapeake Public Charter School

The budget of the Board of Education is based upon the following student data:

Level	FY2017 Actual	FY2018 Budget	FY2018 Actual	FY2019 Budget
Elementary/Pre-K	8,185	8,288	8,039	7,983
Middle	3,919	3,983	3,966	4,038
High	5,024	5,067	5,149	5,222
<b>K to 12 FTE's</b>	<b>17,128</b>	<b>17,338</b>	<b>17,154</b>	<b>17,243</b>

## HIGHLIGHTS

The County's funding for the Board of Education (BOE) is budgeted at \$103,852,525, an increase of \$1,662,585 or 1.6% in recurring funding, over the prior year. State-mandated Maintenance of Effort (MOE) requires county funding of \$102,352,525 based on the MSDE Official Enrollment of 17,154.75 at September 30, 2017. County funding is towards the Board of Education's negotiated agreements for merit and health insurance.

When combined with the State/Federal/Other funding \$110,207,390, and \$200,000 of the Board of Education's Fund Balance, the total budget is \$214,259,421. The final BOE budget was presented to and adopted by the County on June 12, 2018.

The Board of Education's budget also includes a revolving fund of \$7,505,100 for food services and a Restricted Fund of \$21,621,450, for Grants. The Capital Projects are presented separately and projects for Public Schools in FY2019 total \$13,358,000, including \$6,958,000 funded by the County.



# COLLEGE OF SOUTHERN MARYLAND

## DESCRIPTION

The College of Southern Maryland (CSM) is an open-admission, comprehensive regional community college that fosters academic excellence and enhances lives in Southern Maryland. CSM's mission is to meet 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 of Southern Maryland operates four campuses in the tri-county area with locations in Charles County, Calvert County, and St. Mary's County. The Leonardtown Campus is situated in St. Mary's County and provides comprehensive community college services to county residents. The college offers high quality transfer and occupational programs. Continuing education courses are offered for specialized training and for enrichment. The college supports and encourages economic development and community services. The college's primary purpose is instruction. Services, cultural and research activities are developed to the degree that they enhance and complement the instructional program or meet a specific community need. The college's open-door admissions policy encourages those who can benefit to participate in programs and activities.

## OPERATING BUDGET

College of Southern Maryland	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
<b>County Funding</b>	<b>\$4,207,365</b>	<b>\$4,207,365</b>	<b>\$4,326,961</b>	<b>\$4,326,961</b>
Tuition/Fees	5,410,235	6,607,436	6,518,500	6,538,048
State, Federal, Other Revenue	<u>3,153,253</u>	<u>3,646,732</u>	<u>4,001,792</u>	<u>4,137,150</u>
<b>Total – CSM Revenues- All Sources</b>	<b>\$12,770,853</b>	<b>\$14,461,533</b>	<b>\$14,847,253</b>	<b>\$15,002,159</b>

## HIGHLIGHTS

The total budget for the College of Southern Maryland (CSM), Leonardtown Campus is increasing from \$14,461,533 to \$15,002,159 or \$540,626 more than the prior year. County funding is at \$4,326,961, which is an increase of \$119,596 or 2.8%.

## PERFORMANCE MEASURES

Indicators	Fall 2015	Fall 2016	Fall 2017
FTE Students – Leonardtown Campus Enrollment	2,286	2,136	2,146



# BOARD OF LIBRARY TRUSTEES

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## DESCRIPTION

The St. Mary's County Library provides public library services seven days a week to all County citizens. Branch libraries are located in the three major population centers - Lexington Park, Leonardtown, and Charlotte Hall. The Leonardtown library houses the administrative office. The libraries currently consist of approximately 56,000 square feet of floor space and have the capacity to hold over 265,000 items. The library also offers over 450,000 digital titles: e-books and magazines, digital audiobooks, music, movies and television shows. Major activities of the libraries include: collection development and maintenance; cataloguing and processing; circulation; reference; access to electronic resources and computer workshops; children's programming; interlibrary loan; and administration.

## OPERATING BUDGET

Board of Library Trustees	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Lexington Park Library	\$911,336	\$926,924	\$999,733	\$939,312
Leonardtown Library	751,149	780,666	947,949	791,659
Charlotte Hall Library	524,319	601,385	629,676	613,057
Administration	<u>1,344,404</u>	<u>1,477,878</u>	<u>1,518,069</u>	<u>1,520,303</u>
<b>Total Expenses - Library</b>	<b>\$3,531,208</b>	<b>\$3,786,853</b>	<b>\$4,095,427</b>	<b>\$3,864,331</b>
<b>County Funds – Library</b>	<b>\$2,684,574</b>	<b>\$2,800,572</b>	<b>\$3,083,501</b>	<b>\$2,878,050</b>
State, Federal, Other Revenue Sources	854,896	919,221	937,000	919,221
Fund Balance (Library)	<u>(8,262)</u>	<u>67,060</u>	<u>74,926</u>	<u>67,060</u>
<b>Total Revenues, All Sources</b>	<b>\$3,531,208</b>	<b>\$3,786,853</b>	<b>\$4,095,427</b>	<b>\$3,864,331</b>

## HIGHLIGHTS

The total budget for the Board of Library Trustees is \$3,864,331, which is a net increase of \$77,478, or 2.0% over the prior year. County funding is approved at \$2,878,050 which is a net increase of \$77,478 or 2.8% more than the prior year. This increase is primarily attributed to the 7% increase in employee health insurance costs and for the County's share of the purchase of digital resources.

# BOARD OF LIBRARY TRUSTEES

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## PERFORMANCE MEASURES

Indicators	Actual FY2017	Estimated FY2018	Projected FY2019
Physical Circulation of Books and Other Materials	1,559,417	1,600,000	1,600,000
Digital Circulation	76,115	88,000	100,000
Customer Visits	597,520	598,000	599,000
Program attendance	32,325	34,000	35,000
Hours Open Per Week (total for 3 libraries)	184	184	184
Physical Items in Collection	250,869	250,000	250,000
Digital Titles Accessible	565,043	600,000	625,000
Uses of PC's	86,710	86,184	87,000
Number of Public PC's	120	120	120

**OTHER**

**BUDGET**

**COSTS**



## **APPROPRIATION RESERVE**

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This represents funding authority recognized in the expense budget, which has corresponding (supplemental) revenue from grants or other revenues, but which is not specifically known at this time and therefore is not appropriated for a specific purpose. Generally, this is used for new or increased grant awards during the year, which have corresponding revenues. As funds are received, the revenues and associated expenditures will be re-allocated, through a budget amendment approved by the Commissioners of St. Mary's County, to the appropriate department appropriation authority, both revenues and expenses, is budgeted at \$1,000,000.

## **LEONARDTOWN TAX REBATE**

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The County Commissioners appropriate funds to the town of Leonardtown in recognition that the town provides certain services such as, planning and zoning, road maintenance and other public works services to its residents in lieu of the county providing those services. The amount is calculated based upon the assessed value of County-owned tax exempt property within the Leonardtown corporate limits. The major properties within the town limits include the Court House, Governmental Center, Hayden Farm, Health Department, and the Library. The formula equates to a tax differential rate of .91 cents per \$100 of assessed value for the taxpayers of Leonardtown. This is a decrease from last year's differential rate of .94 cents. The assessed value of the County Owned Nontaxable Real Property Assessments is \$37,015,400, requiring a payment of \$43,493.

# EMPLOYER CONTRIBUTIONS – RETIREE HEALTH BENEFITS & UNEMPLOYMENT COSTS

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This portion of the budget includes principally retiree health insurance, as well as unemployment insurance costs. The County government provides health insurance to its retirees based upon years of service.

Requirements from the Government Accounting Standards Board (GASB) require the recognition in financial statements beginning in FY2008 of the expense being incurred while employees work for the benefits that they will be paid as retirees. This is similar to current accounting for pension plans. Prior to FY2008, these costs were reflected in the budget based on actual premium payments for current retirees only.

The County has an actuarial valuation performed bi-annually. The actuary estimated the County’s total liability for FY2019 at \$109,844,000; however, the County has set aside funds for a trust, which reduced this to an *unfunded* accrual liability of \$39,708,000. The total required contribution for FY2019 is \$6,097,000. The County has maintained its practice of budgeting and contributing the full actuarially determined contribution, of which \$23,000 is included in the Solid Waste & Recycling and \$36,000 in the Wicomico Golf Course Enterprise Funds, respectively. Based on the Net OPEB Obligation estimated credit of \$16,010,760 at June 30, 2018, approval was given to only fund the pay-go amount for current retirees; this amount is budgeted to be \$3.2 million for FY2019.

\$35,000 is included in FY2019 for Unemployment; this is an increase in the amount from the prior year due to the anticipated increase in County costs.

# GENERAL / BANK ADMINISTRATION COSTS

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\$35,000 is allocated to cover service and related charges from financial institutions, including administrative fees for bond escrow accounts related to outstanding general obligation bonds.

# DEBT SERVICE

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This appropriation of \$11,667,432 funds the payment of debt service - principal and interest on debt for capital projects. Included in the FY2019 estimate for debt service includes a full year principal and interest payment on the borrowing of \$25,000,000 in FY2017 and one-half year interest on the planned borrowing of \$30,600,000 in FY2019. The estimated allocation of debt service, based on the capital projects being funded, is as follows:

	Principal	Interest	Total
<b>General Obligation</b>	\$8,630,188	\$2,697,387	\$11,327,575
<b>State Loans</b>	\$325,972	\$13,885	\$339,857

Project Type	Current Debt
Board of Education	\$5,711,907
Other Facilities	1,183,213
Roads	1,702,256
Solid Waste	267,418
CSM	629,086
Library	553,343
Parks	357,168
Public Safety	708,041
2019 Proposed	<u>555,000</u>
<b>Total</b>	<b>\$11,667,432</b>



# TRANSFERS & RESERVES

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## CAPITAL PROJECTS – GENERAL FUND TRANSFER –

\$1,939,891 is reflected as a transfer from the General Fund to the Capital Projects Fund to fund some costs for a number of capital projects' costs.

\$1,085,000 Public Facilities

854,891 Highways

\$1,939,891 Total

## RAINY DAY –

This fund was established as a source of funding for budget years when the revenue estimates indicate a temporary shortfall from the level required to fund the County's operations and activities. It is part of Committed Fund Balance and is funded through budgeted additions that are set-aside at the start of the fiscal year. *This budget includes no funding for this reserve.* The Rainy Day Reserve balance is retained at \$1,625,000.

## BOND RATING –

This reserve is part of the Committed Funds in the Fund Balance, set at 6% of general fund revenues. The appropriation for FY2019 is \$400,000, level with the prior year. The Bond Rating Reserve balance is \$13,330,021 as of June 30, 2017.

## EMERGENCY RESERVE –

This reserve represents funding set aside annually which can be allocated during the fiscal year at the discretion of the Commissioners of St. Mary's County to fund unanticipated or under budgeted expenditures, such as weather related events, or respond to other funding requests for items or activities not budgeted. The budget allocates \$500,085 to this reserve. Uses require specific action by the Commissioners of St. Mary's County.



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# ENTERPRISE AND SPECIAL REVENUE FUNDS

Enterprise funds are used to account for certain services and programs which are operated similar to separate business enterprises. Generally, fees and charges are levied at rates necessary to cover the costs of operation; thus enterprise fund activities are not dependent on taxes for their operating revenue.

The Department of Recreation and Parks operates two enterprise funds: the Recreation and Parks Activity Fund accounts for the operation of numerous countywide recreation programs, and the Wicomico Shores Enterprise Fund accounts for the operations of the County's public golf course.

The Solid Waste and Recycling Fund is a separate fund to capture the direct operating costs of the Solid Waste and Recycling divisions/ activities and related fees. A Solid Waste and Recycling fee is used to partially fund the costs.

The Miscellaneous Revolving Fund is a special revenue fund established to account for certain earmarked revenue sources designated to finance particular functions or activities.

The Emergency Services Support Fund is a separate fund to collect revenue (Emergency Service Support Fees) and expend resources for Advanced Life Support, LOSAP and base operating allocations to Fire & Rescue entities. This also funds the principal and interest on the Fire and Rescue Revolving Loan Fund debt.



## RECREATION AND PARKS ENTERPRISE FUND

Source and Use of Funds	FY2017	FY2018	FY2019	FY2019
	Actual	Approved	Request	Approved
Child Care Programs	\$ 1,054,832	\$ 1,825,950	\$ 1,860,550	\$ 1,860,550
Therapeutic Division	116,377	293,350	293,350	293,350
Gymnastics Department	362,797	377,380	408,580	408,580
Leisure / Special Programs	121,255	195,309	191,909	191,909
Special Facilities	340,282	387,238	501,709	497,709
Sports Programs	459,957	523,465	519,490	519,490
General Administration	74,466	205,700	197,200	117,200
Appropriation Reserve	-	-	-	80,000
<b>Total Revenues</b>	<b>\$ 2,529,966</b>	<b>\$ 3,808,392</b>	<b>\$ 3,972,788</b>	<b>\$ 3,968,788</b>
Child Care Programs	\$ 844,404	\$ 1,688,626	\$ 1,725,170	\$ 1,737,570
Therapeutic Division	116,736	292,521	292,521	294,637
Gymnastics Department	325,694	350,646	384,462	386,763
Leisure / Special Programs	101,302	150,512	153,951	153,967
Special Facilities	492,444	594,997	697,583	702,080
Sports Programs	330,161	444,250	449,693	451,365
General Administration	189,420	290,264	279,614	200,009
Appropriation Reserve	-	-	-	80,000
<b>Total Expenditures</b>	<b>\$ 2,400,161</b>	<b>\$ 3,811,816</b>	<b>\$ 3,982,994</b>	<b>\$ 4,006,391</b>
Revenues Over(Under) Expenditures	\$ 129,805	\$ (3,424)	\$ (10,206)	\$ (37,603)
<b>Fund Equity (deficit) at June 30 - audited *</b>	<b>\$ 693,650</b>			

An enterprise fund is established to account for governmental services which are entirely or predominantly funded by user charges. Programs offered through the Recreation Division of the Department of Recreation and Parks are financed through fees established for the different activities. Programs and facilities include child care centers, summer day camps, sports programs, youth and adult leisure programs, amusement park ticket sales, gymnastics center, regional park, indoor recreation center, teen center, and museums.

\* Page 23 - FY2017 Audit

## WICOMICO SHORES GOLF ENTERPRISE FUND

Source and Use of Funds	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Golf Operations	\$ 809,449	\$ 898,500	\$ 889,000	\$ 889,000
Government/Other Income	-	-	-	826
Restaurant	340,057	386,000	386,000	386,000
House	20,241	30,000	30,000	30,000
Interest Income	343	1,500	1,500	1,500
Golf Shop	43,520	64,300	69,000	69,000
Other/Miscellaneous	379	800	800	800
Appropriation Reserve	-	50,000	50,000	50,000
<b>Total Revenues</b>	<b>\$ 1,213,989</b>	<b>\$ 1,431,100</b>	<b>\$ 1,426,300</b>	<b>\$ 1,427,126</b>
Golf Operations	\$ 131,604	\$ 149,652	\$ 151,436	\$ 152,275
Greens and Grounds	398,849	428,649	435,730	444,149
Restaurant	370,637	400,518	385,763	382,943
House	66,653	81,730	82,500	82,500
Administration	119,049	141,055	142,792	144,992
Golf Shop	27,554	25,584	33,914	33,953
Capital	19,879	21,919	24,720	24,720
OPEB (post-retirement health)	36,000	36,000	36,000	36,000
Appropriation Reserve	-	50,000	50,000	50,000
<b>Total Expenditures, before debt service</b>	<b>\$ 1,170,225</b>	<b>\$ 1,335,107</b>	<b>\$ 1,342,855</b>	<b>\$ 1,351,532</b>
Debt Service - Building	\$ 70,365	\$ 72,254	\$ 72,275	\$ 72,275
<b>Total Expenditures, including debt service</b>	<b>\$ 1,240,590</b>	<b>\$ 1,407,361</b>	<b>\$ 1,415,130</b>	<b>\$ 1,423,807</b>
Revenues Over(Under) Expenditures-incl. debt	\$ (26,601)	\$ 23,739	\$ 11,170	\$ 3,319
<b>Fund Equity (deficit) at June 30, exclusive of net capital assets, net of debt to General Fund, audited *</b>	<b>\$ (58,282)</b>			

The Wicomico Shores Golf Enterprise fund finances the public golf operation in St. Mary's County. The Wicomico Golf Course and Recreation Complex includes an 18-hole golf course, restaurant, banquet room, club house, pro shop, and two tennis courts. Primary revenue sources for this self-supporting enterprise are the greens fees generated through golf course operations and the revenue collections from the restaurant and banquet facility. All expenditures, including debt service on the financing, is funded by net revenues of the golf course operation.

\* Page 23 - FY2017 Audit - Unrestricted (\$875,958) + Advanced from General Fund \$817,676



## SOLID WASTE AND RECYCLING FUND

Source and Use of Funds	FY2017	FY2018	FY2019	FY2019
	Actual	Approved	Request	Approved
SW and Recycling Fees-Residential	\$ 3,132,641	\$ 3,132,000	\$ 3,132,000	\$ 4,009,055
General Gov/Other Income	-	-	-	12,848
Landfill Tipping Fee	386,502	360,000	360,000	360,000
Recycle Containers	72,337	46,000	60,000	90,000
State Grant	12,000	-	28,000	28,000
Appropriation Reserve	-	200,000	200,000	200,000
<b>Total Revenues</b>	<b>\$ 3,603,480</b>	<b>\$ 3,738,000</b>	<b>\$ 3,780,000</b>	<b>\$ 4,699,903</b>
<u>Solid Waste</u>				
Personal Services	\$ 933,076	\$ 948,508	\$ 948,508	\$ 961,253
Operating Supplies	32,370	35,500	35,500	35,500
Hauling & Post-Closure Costs	1,044,452	1,154,984	1,146,640	1,219,960
Communications	5,949	5,760	5,760	5,760
Transportation	55,855	60,000	60,000	60,000
Public Utility	31,488	28,167	28,167	28,167
Tipping Fees	1,140,805	1,160,500	1,298,393	1,298,393
Equipment	10,299	-	-	-
Retiree Health	23,000	23,000	23,000	23,000
Lease Payments	225,968	167,253	199,120	199,120
Appropriation Reserve	-	200,000	200,000	200,000
<b>Total, Solid Waste</b>	<b>\$ 3,503,262</b>	<b>\$ 3,783,672</b>	<b>\$ 3,945,088</b>	<b>\$ 4,031,153</b>
<u>Recycling</u>				
Personal Services	\$ 89,312	\$ 90,761	\$ 90,761	\$ 94,217
Operating Supplies	19	1,800	1,400	1,400
Professional Services	335,857	360,000	373,819	405,379
Communications	-	160	60	60
Transportation	2,510	3,000	3,000	3,000
Rentals	57,650	60,000	56,448	56,448
Hazardous Waste Day Events	67,536	75,175	75,175	75,175
Equipment & Furniture	2,265	-	-	-
Recycling Grant	12,000	-	28,000	28,000
<b>Total, Recycling</b>	<b>\$ 567,149</b>	<b>\$ 590,896</b>	<b>\$ 628,663</b>	<b>\$ 663,679</b>
<b>Total Expenditures</b>	<b>\$ 4,070,411</b>	<b>\$ 4,374,568</b>	<b>\$ 4,573,751</b>	<b>\$ 4,694,832</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ (466,931)</b>	<b>\$ (636,568)</b>	<b>\$ (793,751)</b>	<b>\$ 5,071</b>
<b>Fund Equity (deficit) at June 30 - audited*</b>	<b>\$628,460</b>			

This enterprise fund captures the direct operating costs and related fees. The Solid Waste and Recycling Fee is collected annually through the Property Tax bills. Not included above are expenditures for capital projects and related debt service, indirect costs, overhead and administration; these are still carried as General Fund or Capital Project expenditures.

FY2019 - Environmental Service Fee \$91

\* Page 23 - FY2017 Audit



## MISCELLANEOUS REVOLVING FUND

Source and Use of Funds	FY2017	FY2018	FY2019	FY2019
	Actual	Approved	Request	Approved
Fuel Operations	\$ 9,301	\$ 15,000	\$ 10,000	\$ 10,000
State's Attorney Drug Enforcement	50,856	5,000	5,000	5,000
Community Service Teen Court	-	1,000	1,000	1,000
Department of Aging Special Events/CRAC	110,745	120,000	120,000	120,000
LUGM - Historic Book	1,150	4,000	4,000	4,000
Sheriff's Federal Forfeiture Fund	8,620	-	-	-
Sheriff's "350 Years" Book	5,090	25,000	25,000	25,000
Sheriff's Local Forfeiture Fund	116,098	40,000	40,000	40,000
State's Attorney Project Graduation	88,671	71,050	71,050	71,050
St. Mary's County Weed Control	52,500	42,075	47,825	48,133
Appropriation Reserve	-	140,000	140,000	140,000
<b>Total Revenues</b>	<b>\$ 443,031</b>	<b>\$ 463,125</b>	<b>\$ 463,875</b>	<b>\$ 464,183</b>
Fuel Operations	\$ 7,753	\$ 17,700	\$ 10,000	\$ 10,000
Community Service Teen Court	757	1,000	1,000	1,000
Department of Aging Special Events/CRAC	108,597	120,000	120,000	120,000
LUGM - Historic Book	-	4,000	4,000	4,000
Sheriff's Federal Forfeiture Fund	7,898	-	200,000	200,000
Sheriff's 350 years Book	20,185	25,000	25,000	25,000
Sheriff's Local Forfeiture Fund	20,631	37,500	104,500	104,500
State's Attorney Drug Enforcement	49,554	77,389	77,389	78,943
State's Attorney Project Graduation	54,692	71,050	71,050	71,050
St. Mary's County Weed Control	24,255	42,075	47,825	48,133
Appropriation Reserve	-	140,000	140,000	140,000
<b>Total Expenditures</b>	<b>\$ 294,322</b>	<b>\$ 535,714</b>	<b>\$ 800,764</b>	<b>\$ 802,626</b>
Revenues Over (Under) Expenditures	\$ 148,709	\$ (72,589)	\$ (336,889)	\$ (338,443)
<b>Fund Equity (deficit) at June 30 - audited</b>	<b>* \$875,278</b>			

The Miscellaneous Revolving Fund is a special revenue fund established to account for certain earmarked revenue sources designed to finance particular functions or activities.

The combination of audited fund balance and projected revenues should equal or exceed the requested expenses.

\* Page 71 - FY2017 Audit

## EMERGENCY SERVICES SUPPORT FUND

Through an Emergency Services Tax, the County dedicates a funding stream for the County's emergency services activities and organizations, funded by that tax. By identifying a special tax, based on assessed property values, the Commissioners set into place a funding mechanism to allow emergency services organizations, including fire and rescue, to plan for the future.

The Emergency Services Support Tax funds are remitted by the Treasurer and credited to this revolving fund. Revenues generated are budgeted to support base allocations of \$23,000 and \$19,000 to each volunteer fire department and rescue squad, respectively, as well as for the other purposes listed below. The Emergency Services Support tax is \$0.024. It was set in FY2017.

FY2019 includes budget authority to establish a New Program, St. Mary's County Volunteer Fire & EMS Dependent Care Benefit Program. The Program is intended to supplement the cost of dependent child care and/or elderly parent care of eligible volunteers during the hours they are volunteering to staff an emergency apparatus at their station or taking pre-authorized training programs - included in Emergency Management Recruiting and pending analysis by the County's Human Resources Department.

Source and Use of Funds	FY2017 Actual	FY2018 Approved	FY2019 Request	FY2019 Approved
Emergency Services – Support Tax	\$ 2,987,250	\$ 2,986,000	\$ 2,986,000	\$ 3,040,000
General Government - Other Income	-	-	-	1,880
Amoss (508) Grant - Fire & Rescue	300,000	300,000	300,000	300,000
Appropriation Reserve - Emergency Services	-	-	-	50,000
<b>Total Revenues</b>	<b>\$ 3,287,250</b>	<b>\$ 3,286,000</b>	<b>\$ 3,286,000</b>	<b>\$ 3,391,880</b>
Emergency Management Recruiting	\$ 86,465	\$ 94,826	\$ 168,684	\$ 184,817
Advanced Life Support Operating	408,404	585,281	702,531	702,531
Emergency Services Committee	144,028	238,418	179,560	179,560
Fire Department Operating Allocation	207,000	207,000	207,000	207,000
Fire Department LOSAP	685,703	732,586	752,212	752,212
Amoss (508) Grant - Fire	150,000	150,000	150,000	150,000
Rescue Squad Operating Allocation	133,000	133,000	133,000	133,000
Rescue Squad LOSAP	238,865	268,076	293,109	293,109
Amoss (508) Grant - Rescue	150,000	150,000	150,000	150,000
LOSAP OPEB	600,375	600,000	800,000	800,000
F & R Revolving Loan Fund, Debt Service	128,523	128,676	128,676	128,137
Appropriation Reserve - Emergency Services	-	-	-	50,000
<b>Total Expenditures</b>	<b>\$ 2,932,363</b>	<b>\$ 3,287,863</b>	<b>\$ 3,664,772</b>	<b>\$ 3,730,366</b>
Revenues Over (Under) Expenditures	\$ 354,887	\$ (1,863)	\$ (378,772)	\$ (338,486)
<b>Fund Equity (deficit) at June 30 - audited*</b>	<b>\$ 999,146</b>			

\* Page 115 - FY2017 Audit

## FIRE TAX

According to the St. Mary's County Code, a Fire Tax is to be assessed on every \$100 of assessed valuation of all real and personal property. The proceeds from the tax are distributed to those fire companies located in the election districts in which the money is collected. The fire companies submit an annual budget and independent audit report to the Commissioners of St. Mary's County. The funds received by the fire companies shall be used for the purpose of purchasing, repairing, replacing, operating, maintaining and housing their fire-fighting equipment and apparatus, and for the training of new volunteer firefighters.

DISTRICT	NUMBER OF PROPERTIES	RATES
Ridge - 1st Election District	3,607	3.6¢ per \$100 of assessment
Valley Lee - 2nd Election District	3,711	5.6¢ per \$100 of assessment*
Leonardtown - 3rd Election District	7,662	2.4¢ per \$100 of assessment
Mechanicsville - 5th Election District 5th District Accounts 5,115 4th District Accounts 3,892	9,007	4.6¢ per \$100 of assessment
Hollywood - 6th Election District	5,777	4.4¢ per \$100 of assessment
Avenue - 7th Election District 7th District Accounts 3,166 4th District Accounts 1,035	4,201	5.6¢ per \$100 of assessment
Bay District - 8th Election District	13,012	5.0¢ per \$100 of assessment
St. George Island - 9th Election District	228	5.6¢ per \$100 of assessment*

2018 Property taxable information

\*Reflects approved rate FY2019



# RESCUE TAX

The Rescue Tax is assessed at a rate per \$100 of assessed valuation of all real and personal property on property in each election district, as identified below. The proceeds from the tax are distributed by the Treasurer to those rescue squads located in the election districts in which the money is collected. The Rescue Squads submit an annual budget and audit report to support the expenditure of these funds, which are to be used for the purpose of purchasing, repairing, replacing, operating, maintaining and housing their Rescue equipment, and for the training of volunteer Rescue Personnel.

DISTRICT	NUMBER OF PROPERTIES *	RATES
Ridge – 1st Election District	3,607	1.1¢ per \$100 of assessment
Valley Lee - 2nd Election District	3,711	1.7¢ per \$100 of assessment*
Leonardtown - 3rd Election District	7,662	.9¢ per \$100 of assessment
Mechanicsville 5th Election District 5,114 4th Election District 3,892	9,007	1.4¢ per \$100 of assessment
Hollywood - 6th Election District	5,777	1.4¢ per \$100 of assessment
Avenue 7th Election District 3,166 4th Election District 1,035	4,201	1.1¢ per \$100 of assessment
Lexington Park - 8th Election District	13,012	2.3¢ per \$100 of assessment*
St. George’s Island - 9th Election District	228	1.7¢ per \$100 of assessment*

2018 Property taxable information

\*Reflects approved rate FY2019

# SPECIAL ASSESSMENT FUND

In St. Mary's County there are four distinct classifications of special assessments. These include: Shore erosion control, Roadway improvements and lighting, Storm water drainage, and Waterway dredging. Following are the current districts:

DISTRICT	NUMBER OF PROPERTIES	RATES
<b>Erosion Control</b>		
Holly Point Shore Erosion Control	4	\$3,139.12 – 25 years through 2032.
Holly Point Shore Erosion Control		\$2,160.20 – 25 years through 2032.
Holly Point Shore Erosion Control		\$2,270.30 – 25 years through 2032.
Holly Point Shore Erosion Control		\$3,933.03 – 25 years through 2032.
Villas on Waters Edge Shore Erosion	91	\$243.24 per property – 20 years through 2032.
<b>Roadway Improvement</b>		
Golf Course Drive	59	\$217.99 per property – 20 years through 2026.
Mallard Creek	8	\$259.26 per owner – 20 years through 2019.
Mulberry South	23	\$283.76 per owner – 20 years through 2021.
<b>Waterway Improvement</b>		
Kingston Creek Waterway	22	\$34.14 per parcel – 20 years through 2027.
Little Kingston Creek	21	\$136.35 per owner – 20 years through 2019.
Kingston Creek Waterway #2	25	\$674.75 per property – 25 years through 2037.
<b>Street Lights</b>		
SouthHampton Lighting	75	\$19.76 per lot - prior year SMECO charges

Depending upon the type of special assessment, the project may require interfund loans. Provision is then made for the benefiting property owner to pay installments through the property tax system on an annual basis. Debt Service required in FY2019 for existing Special Assessments will be \$48,694.

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PICTURES FROM THE PAST IN ST. MARY'S COUNTY





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## CAPITAL IMPROVEMENTS FUND

The St. Mary's County Code requires the annual adoption, by the Commissioners of St. Mary's County, of a separate capital budget and program. The capital *budget* is the plan of the County to receive and expend funds for capital projects during the first fiscal year included in the capital program. The capital *program* is the plan of the County to receive and expend funds for capital projects during the fiscal year covered by the capital budget and the succeeding five years thereafter.

The following pages are divided into three sections:

- 1) Fiscal Year 2019 Approved Capital Budget - by project and funding source
- 2) Fiscal Year 2020 – Fiscal Year 2024 Approved Capital Program
- 3) Detail project information showing funding sources and uses throughout the period covered by the budget and plan are categorized according to the following project classifications:

Land Conservation  
Highways  
Marine  
Public Facilities  
Public Schools  
Recreation and Parks  
Solid Waste

Projects are shown for the Approved FY2019 appropriation year as well as the planned projects for fiscal years 2020 through 2024. Approved financing is presented in total for each of the respective years.

Capital project expenditures and revenues are accounted for in a separate Capital Improvements Fund.

## APPROVED CAPITAL BUDGET - FY2019

CAPITAL PROJECT	Total	Bonds	X-fer Tax	Impact Fees	Pay-Go	State /Fed	Other
<b>LAND CONSERVATION</b>							
Agricultural Land Preservation Programs	3,333,333		386,654			2,000,000	946,679
Rural Legacy Program	3,650,360		912,590			2,737,770	
<b>Total Land Conservation</b>	<b>6,983,693</b>	<b>0</b>	<b>1,299,244</b>	<b>0</b>	<b>0</b>	<b>4,737,770</b>	<b>946,679</b>
<b>HIGHWAYS</b>							
Patuxent Park Neighborhood Preservation	5,644,000	5,644,000					
FDR Boulevard Extended (MD 4 to Pegg	11,962,278	11,767,278		150,000			45,000
Bridge/Culvert Replacement & Repair	370,000	370,000					
Retrofit Sidewalk Program	280,000						
Asphalt Overlay	3,250,000	2,395,109			854,891		
Modified Seal Surface Treatment	674,000		674,000				
Roadway Safety Improvement	260,000		260,000				
Mattapany Road	250,000	250,000					
Essex South Drainage Rehabilitation	100,000	100,000					
<b>Total Highways</b>	<b>22,790,278</b>	<b>20,806,387</b>	<b>934,000</b>	<b>150,000</b>	<b>854,891</b>	<b>0</b>	<b>45,000</b>
<b>MARINE</b>							
St. Jerome's Creek Jetties	130,000	130,000					
St. Patrick Creek Maintenance Dredge	100,000					100,000	
South Sandgates Revetment	140,300					140,300	
<b>Total Marine</b>	<b>370,300</b>	<b>130,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240,300</b>	<b>0</b>
<b>PUBLIC FACILITIES</b>							
Parking and Site Improvements	100,000		100,000				
Northern Senior Center Addition	892,000	892,000					
Adult Detention Center Upgrades,							
Housing and Med Units	477,000	238,500				238,500	
Airport Improvements	4,375,000		575,000			3,800,000	
Public Administration Enterprise Software	1,000,000				1,000,000		
Salt Storage Facility Replacement	50,000	50,000					
Energy & Efficiency Conservation Projects	40,000		40,000				
Health Department Renovations	282,000	282,000					
Fire and Rescue Revolving Loan Fund	150,000		150,000				
Building Maintenance & Repair - Critical	540,000		540,000				
Building Maintenance & Repair-							
Programmatic	307,000		307,000				
Public Safety Computer Aided Dispatch							
and Replacement Enhancement Project	85,000				85,000		
<b>Total Public Facilities</b>	<b>8,298,000</b>	<b>1,462,500</b>	<b>1,712,000</b>	<b>0</b>	<b>1,085,000</b>	<b>4,038,500</b>	<b>0</b>
<b>PUBLIC SCHOOLS</b>							
Relocatables - for various sites	385,000		385,000				
Aging School Program	60,000		7,000			53,000	
Park Hall ES Roof/HVAC Replace & Sewer	4,526,000	2,148,000				2,378,000	
Hollywood ES Roof/HVAC Replace &	4,425,000	2,165,000				2,260,000	
Building Infrastructure - Critical	674,000	564,000	110,000				
Building Infrastructure - Programmatic	811,000	436,000	375,000				
Green Holly ES - Partial Roof Replacement	1,012,000	153,000				859,000	
Great Mills HS - Partial Roof Replacement	1,075,000		225,000			850,000	
Green Holly ES - Switch Gear & HVAC Rep	125,000	125,000					
Dynard ES Roof/HVAC Replacement & Emu	265,000	265,000					
<b>Total Public Schools</b>	<b>13,358,000</b>	<b>5,856,000</b>	<b>1,102,000</b>	<b>0</b>	<b>0</b>	<b>6,400,000</b>	<b>0</b>
<b>RECREATION &amp; PARKS</b>							
St. Clement's Island Museum Renovations	181,500	101,500				80,000	
Park Land and Facility Acquisition	246,431					246,431	
Three Notch Trail - Phase Seven	4,915,743	454,000		170,000		4,245,743	46,000
Snow Hill Park	150,000	150,000					
Recreation Facilities & Parks Improvement	1,209,000	1,209,000					
Sports Complex	75,000		75,000				
Shannon Park Property	75,000	75,000					
<b>Total Parks Acquisition /Development</b>	<b>6,852,674</b>	<b>1,989,500</b>	<b>75,000</b>	<b>170,000</b>	<b>0</b>	<b>4,572,174</b>	<b>46,000</b>

## APPROVED CAPITAL BUDGET - FY2019

CAPITAL PROJECT	Total	Bonds	X-fer Tax	Impact Fees	Pay-Go	State /Fed	Other
<b>SOLID WASTE</b>							
Clements Convenience Center Improvements	50,000		50,000				
<b>Total Solid Waste</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>\$58,702,945</b>	<b>\$30,244,387</b>	<b>\$5,172,244</b>	<b>\$320,000</b>	<b>\$1,939,891</b>	<b>\$19,988,744</b>	<b>\$1,037,679</b>

## SUMMARY

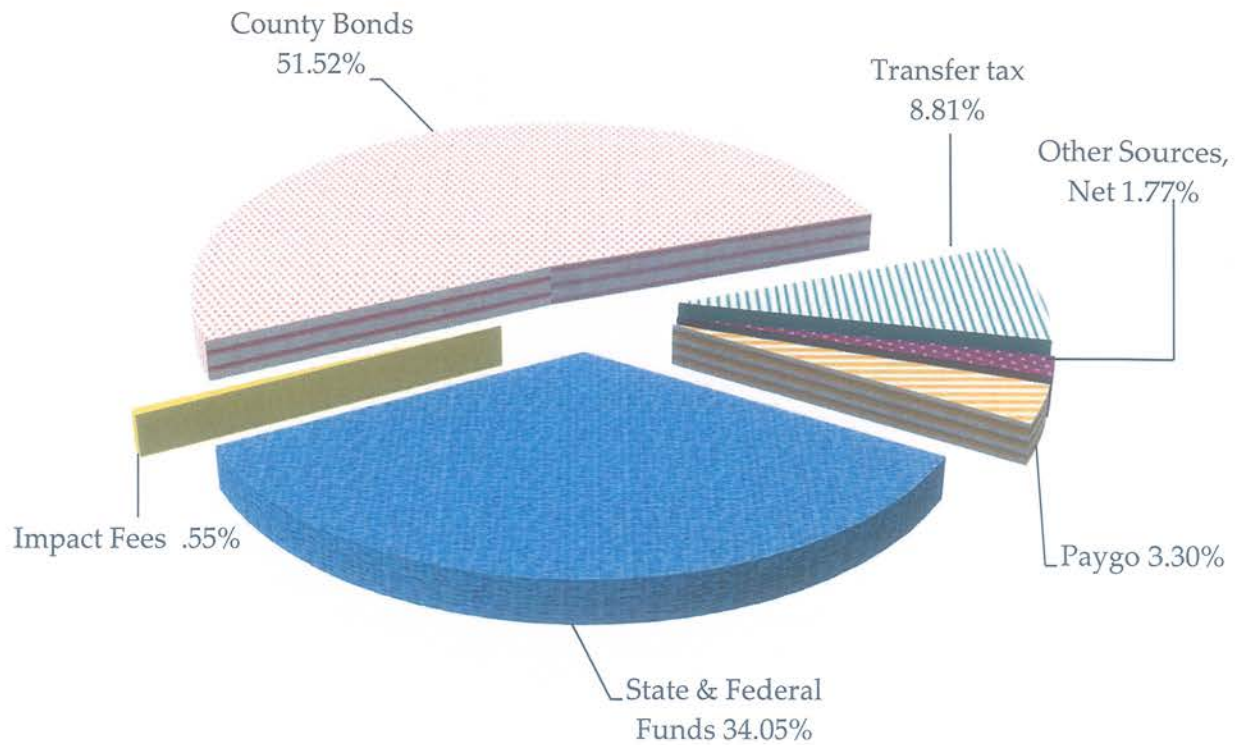
Project Type	Total	Bonds	X-fer Tax	Impact Fees	Pay-Go	State /Fed	Other
Land Conservation	6,983,693	0	1,299,244	0	0	4,737,770	946,679
Highways	22,790,278	20,806,387	934,000	150,000	854,891	0	45,000
Marine	370,300	130,000	0	0	0	240,300	0
Public Facilities	8,298,000	1,462,500	1,712,000	0	1,085,000	4,038,500	0
Public Schools	13,358,000	5,856,000	1,102,000	0	0	6,400,000	0
Recreation & Parks	6,852,674	1,989,500	75,000	170,000	0	4,572,174	46,000
Solid Waste	50,000	0	50,000	0	0	0	0
<b>Total</b>	<b>\$58,702,945</b>	<b>\$30,244,387</b>	<b>\$5,172,244</b>	<b>\$320,000</b>	<b>\$1,939,891</b>	<b>\$19,988,744</b>	<b>\$1,037,679</b>

Included in the funding identified above are the normal annual collections of capital project funding sources as well as accumulated unapplied resources, which may result from collections that exceed estimates or expenditures that are less than budgeted. To the extent that such variances occur, these excess funds are retained within the capital projects fund and applied to subsequent years' capital projects, based on the approved budget.

Estimated annual impact fee collections for FY2019 are: Roads-\$150,000; Parks-\$170,000; Schools-\$1,300,000.



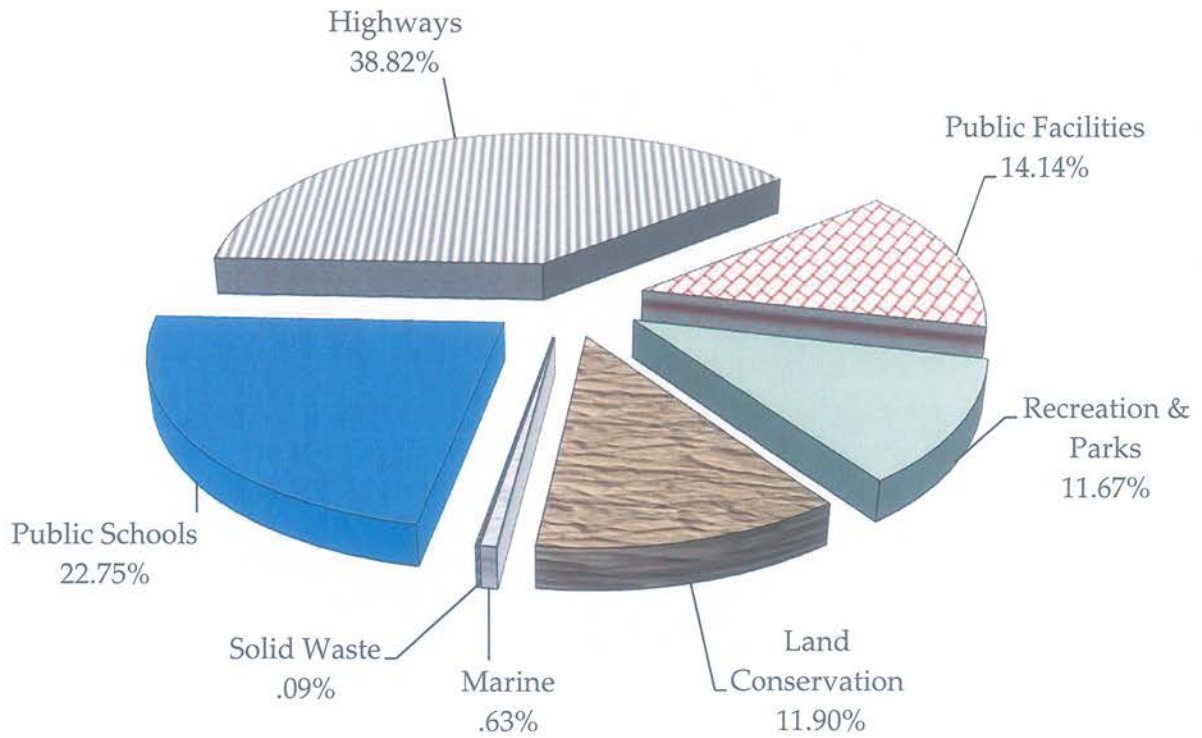
## FISCAL YEAR 2019 CAPITAL BUDGET - FUNDING SOURCES




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State & Federal Funding	\$ 19,988,744
Local Funds:	
County Bonds	30,244,387
Transfer Taxes	5,172,244
Pay-go	1,939,891
Other Sources: Recordation Fees/Agricultural Tax/Fee-in-Lieu	1,037,679
Impact Fees	<u>320,000</u>
Total	<u>\$58,702,945</u>

## FISCAL YEAR 2019 CAPITAL BUDGET - PROJECTS




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Highways	\$ 22,790,278
Public Schools	13,358,000
Public Facilities	8,298,000
Land Conservation	6,983,693
Recreation & Parks (includes Public Landings)	6,852,674
Marine	370,300
Solid Waste	<u>50,000</u>
<b>Total</b>	<b><u>\$58,702,945</u></b>

**APPROVED FY2019 CAPITAL BUDGET AND FY2020 TO FY2024 PLAN**

CAPITAL PROJECT	Approved 5-Year Capital Plan					
	FY2019 Total	FY2020 Total	FY2021 Total	FY2022 Total	FY2023 Total	FY2024 Total
<b>LAND CONSERVATION</b>						
Agricultural Land Preservation Programs	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333
Rural Legacy Program	3,650,360	0	0	0	0	0
<b>Total Land Conservation</b>	<b>6,983,693</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>
<b>HIGHWAYS</b>						
Patuxent Park Neighborhood Preservation	5,644,000	0	0	0	0	0
Regional Water Quality & Nutrient Removal	0	0	0	0	6,315,300	0
FDR Boulevard Extended (MD 4 to Pegg Rd)	11,962,278	3,033,516	0	0	0	0
Buck Hewitt Road Sidewalk - North Side	0	0	0	620,000	0	0
Street Lighting & Streetscape Improvements	0	60,000	0	60,000	0	0
Bridge/Culvert Replacement & Repair	370,000	350,000	275,000	120,000	160,000	100,000
Retrofit Sidewalk Program	280,000	280,000	280,000	280,000	280,000	280,000
Roadway Base Widening	0	0	266,500	0	0	0
Asphalt Overlay	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000
Modified Seal Surface Treatment	674,000	674,000	674,000	674,000	674,000	674,000
Roadway Safety Improvements	260,000	140,000	100,000	40,000	0	0
Mattapany Road	250,000	0	0	0	0	0
Essex South Drainage Rehabilitation	100,000	0	0	0	0	0
Southampton Neighborhood Revitalization	0	579,000	0	1,800,000	0	2,040,000
CSM/Governmental Center Interparcel Access	0	0	212,250	0	1,415,000	0
<b>Total Highways</b>	<b>22,790,278</b>	<b>8,366,516</b>	<b>5,057,750</b>	<b>6,844,000</b>	<b>12,094,300</b>	<b>6,344,000</b>
<b>MARINE</b>						
St. Jerome's Creek Jetties	130,000	0	4,798,377	0	0	0
St Patrick Creek Maintenance Dredge	100,000	600,000	100,000	0	0	0
South Sangates Revetment	140,300	0	0	0	0	0
<b>Total Marine</b>	<b>370,300</b>	<b>600,000</b>	<b>4,898,377</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PUBLIC FACILITIES</b>						
Parking & Site Improvements	100,000	200,000	135,000	0	90,000	0
Northern Senior Center Addition	892,000	0	0	0	0	0
St. Mary's County Animal Shelter New Bldg	0	5,268,420	0	0	0	0
Adult Detention Center Upgrades, Housing & Med Units	477,000	14,335,575	10,143,079	0	0	0
Airport Improvements	4,375,000	3,865,000	3,453,000	15,000	75,000	0
Public Administration Enterprise Software	1,000,000	0	2,000,000	0	0	0
Salt Storage Facility Replacement	50,000	0	1,050,700	0	0	0
Energy & Efficiency Conservation Projects	40,000	0	0	0	0	0
Health Department Renovations	282,000	0	2,600,500	104,500	0	0
Fire and Rescue Revolving Loan Fund	150,000	1,000,000	0	0	0	0
Building Maintenance & Repairs - Critical	540,000	403,000	134,300	373,000	403,000	300,000
Building Maintenance & Repairs-Programmatic	307,000	277,000	225,000	300,000	325,000	395,000
Sheriff's Office Headquarters	0	0	0	0	0	100,000
Public Safety Computer Aided Dispatch and Replacement \ Enhancement Project	85,000	2,000,000	0	0	0	0
Leonardtown Armory Renovations	0	0	361,000	3,604,000	0	0
<b>Total Public Facilities</b>	<b>8,298,000</b>	<b>27,348,995</b>	<b>20,102,579</b>	<b>4,396,500</b>	<b>893,000</b>	<b>795,000</b>
<b>PUBLIC SCHOOLS</b>						
Relocatables for Various Sites	385,000	385,000	385,000	385,000	0	0
Aging School Program	60,000	0	0	0	0	0
New Elementary School - Central County	0	930,000	18,549,000	16,448,000	342,000	0
Park Hall ES Roof/HVAC Replace & Sewer Lift	4,526,000	1,725,000	0	0	0	0
Hollywood ES Roof/HVAC Replace & Building Infrastructure - Critical	4,425,000	1,537,000	0	0	0	0
Building Infrastructure - Critical	674,000	473,000	35,000	279,000	264,000	90,000
Building Infrastructure - Programmatic	811,000	618,000	910,000	529,000	210,000	147,000
Green Holly ES - Partial Roof Replacement	1,012,000	1,000,000	0	0	0	0
Great Mills HS Partial Roof Replacement	1,075,000	2,441,562	0	0	0	0
Green Holly ES - Switch Gear & HVAC	125,000	483,000	3,174,000	0	0	0
Dynard ES Roof/HVAC Replacement & Lettie Marshall Dent ES Addition, HVAC,	265,000	1,191,000	4,484,000	0	0	0
Secondary Capacity Option Study	0	0	503,000	5,326,000	1,100,000	0
Mechanicsville Elementary School	0	0	35,000	0	0	0
Great Mills HS Partial Roof Replacement	0	0	331,000	3,174,000	3,330,000	2,500,000
New Middle & High School Facility	0	0	0	0	225,000	3,500,000
<b>Total Public Schools</b>	<b>13,358,000</b>	<b>10,783,562</b>	<b>28,406,000</b>	<b>26,141,000</b>	<b>5,471,000</b>	<b>8,480,000</b>



**APPROVED FY2019 CAPITAL BUDGET AND FY2020 TO FY2024 PLAN**

CAPITAL PROJECT	FY2019 Total	Approved 5-Year Capital Plan				
		FY2020 Total	FY2021 Total	FY2022 Total	FY2023 Total	FY2024 Total
<b>RECREATION &amp; PARKS</b>						
Leonardtown Park	0	2,516,914	0	0	0	0
St. Clement's Island Museum Renovations	181,500	940,500	0	330,000	0	0
Park Land and Facility Acquisition	246,431	246,431	246,431	246,431	246,431	246,431
Three Notch Trail - Phase Seven	4,915,743	700,000	0	0	0	0
Elms Beach Park Improvements	0	200,000	1,408,637	1,156,275	0	0
Chaptico Park - Phased Development	0	0	1,900,000	0	0	0
Snow Hill Park	150,000	150,000	275,000	0	3,000,000	3,000,000
Recreation Facility & Park Improvements	1,209,000	1,290,000	405,000	300,000	285,000	275,000
Sports Complex	75,000	370,000	0	7,803,750	0	0
Central County Park	0	350,000	0	0	3,920,000	0
Myrtle Point Park	0	275,000	0	2,900,000	0	0
Three Notch Trail - Phase Eight	0	0	350,000	0	5,100,000	0
Shannon Farm Property	75,000	150,000	0	0	0	2,360,000
Rec/Community Center	0	0	0	500,000	0	0
<b>Total Parks Acquisition /Development</b>	<b>6,852,674</b>	<b>7,188,845</b>	<b>4,585,068</b>	<b>13,236,456</b>	<b>12,551,431</b>	<b>5,881,431</b>
<b>SOLID WASTE</b>						
Clements Convenience Center Improvements	50,000	500,000	0	0	0	0
<b>Total Solid Waste</b>	<b>50,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>\$58,702,945</b>	<b>\$58,121,251</b>	<b>\$66,383,107</b>	<b>\$53,951,289</b>	<b>\$34,343,064</b>	<b>\$24,833,764</b>

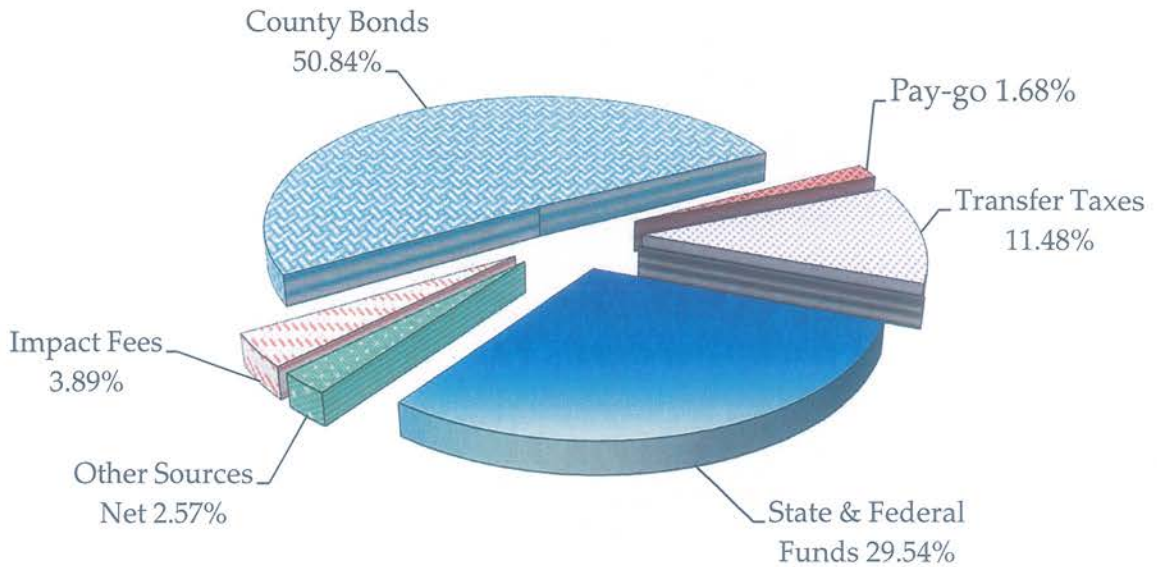
**Capital Project Summary - By Type**

Land Conservation	6,983,693	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333
Highways	22,790,278	8,366,516	5,057,750	6,844,000	12,094,300	6,344,000
Marine	370,300	600,000	4,898,377	0	0	0
Public Facilities	8,298,000	27,348,995	20,102,579	4,396,500	893,000	795,000
Public Schools	13,358,000	10,783,562	28,406,000	26,141,000	5,471,000	8,480,000
Parks Acquisition & Development	6,852,674	7,188,845	4,585,068	13,236,456	12,551,431	5,881,431
Solid Waste	50,000	500,000	0	0	0	0
<b>Total</b>	<b>\$58,702,945</b>	<b>\$58,121,251</b>	<b>\$66,383,107</b>	<b>\$53,951,289</b>	<b>\$34,343,064</b>	<b>\$24,833,764</b>

**Capital Project Summary - By Source of Funds**

State/Federal	19,988,744	18,655,994	23,626,425	15,165,431	8,510,431	4,246,431
Impact Fees - Schools	0	930,000	2,970,000	1,300,000	342,000	2,243,000
Impact Fees -Roads	150,000	150,000	150,000	0	300,000	0
Impact Fees - Parks	170,000	170,000	170,000	170,000	170,000	170,000
Transfer Taxes	5,172,244	5,589,154	4,964,454	5,239,654	5,936,840	5,542,654
Ag/Recordation	500,000	500,000	500,000	500,000	500,000	500,000
Ag/Transfer	50,000	50,000	50,000	50,000	50,000	50,000
Cigarette Restitution Funds	346,679	346,679	346,679	346,679	346,679	346,679
Mitigation	91,000	0	0	0	0	0
Forestation/Critical Area/Private	50,000	25,000	25,000	1,525,000	25,000	25,000
Pay-Go	1,939,891	2,000,000	2,000,000	0	0	0
Bonds	30,244,387	29,704,424	31,580,549	29,654,525	18,162,114	11,710,000
<b>Total</b>	<b>\$58,702,945</b>	<b>\$58,121,251</b>	<b>\$66,383,107</b>	<b>\$53,951,289</b>	<b>\$34,343,064</b>	<b>\$24,833,764</b>

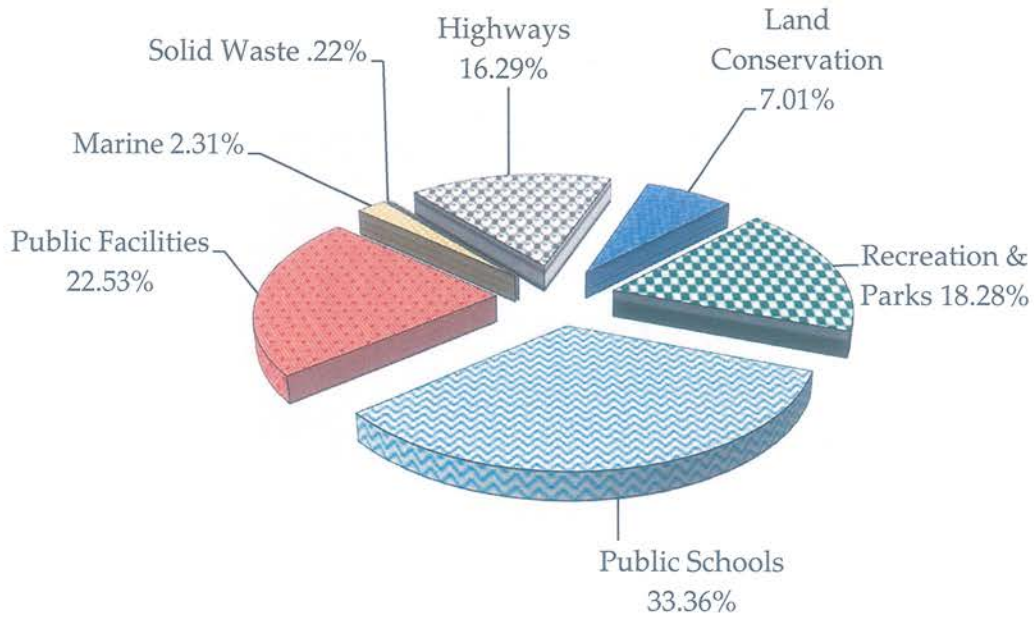
## FISCAL YEAR 2020 – FISCAL YEAR 2024 CAPITAL PLAN - FUNDING SOURCES




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State & Federal Funding	\$70,204,712
Local Funds:	
County Bonds	120,811,612
Transfer Taxes	27,272,756
Impact Fees	9,235,000
Other Sources Recordation Fees/Agricultural Tax/Mitigation	6,108,395
Pay-go	<u>4,000,000</u>
Total	<u>\$237,632,475</u>

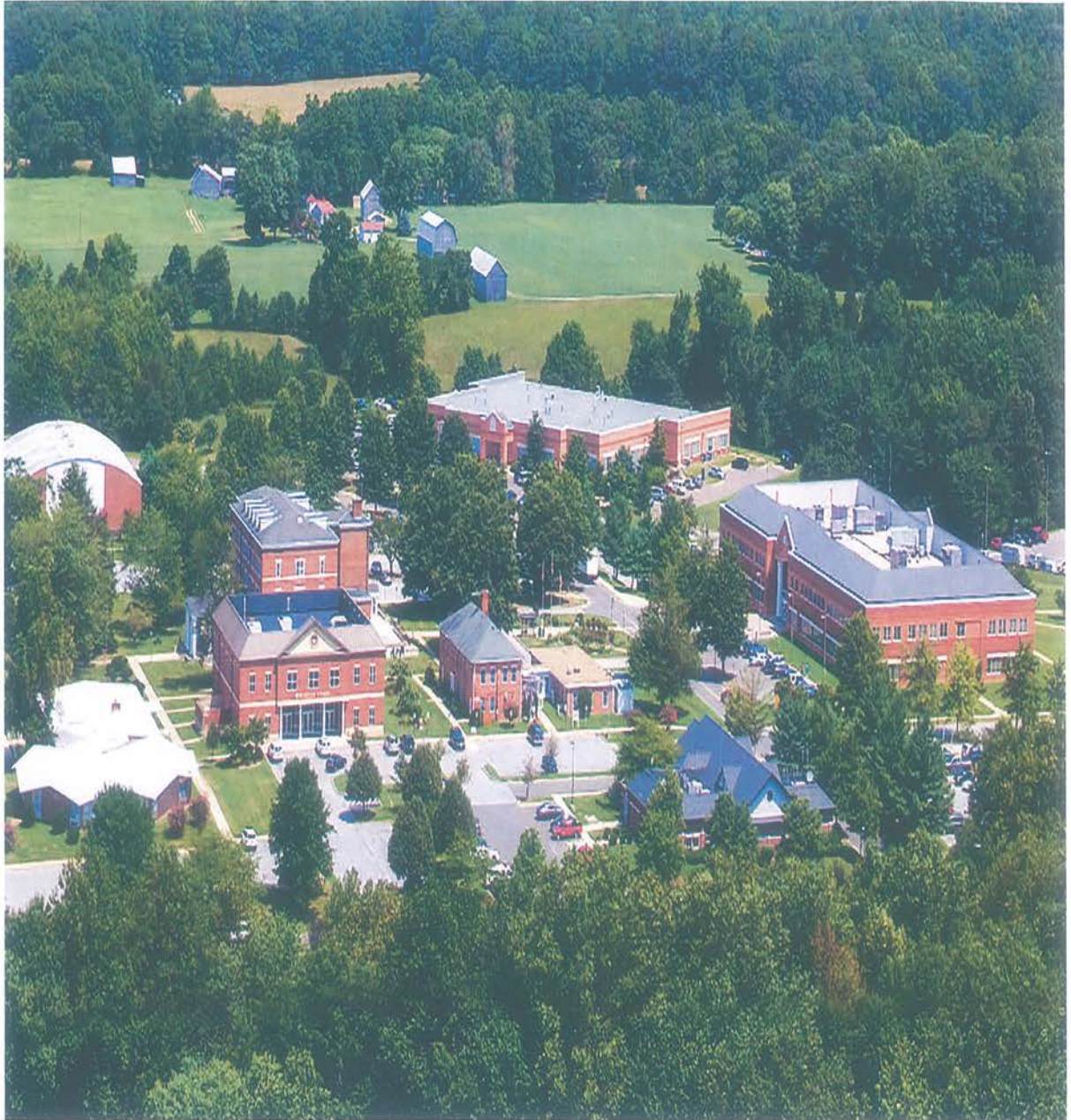
## FISCAL YEAR 2020 - FISCAL YEAR 2024 CAPITAL PLAN - PROJECTS




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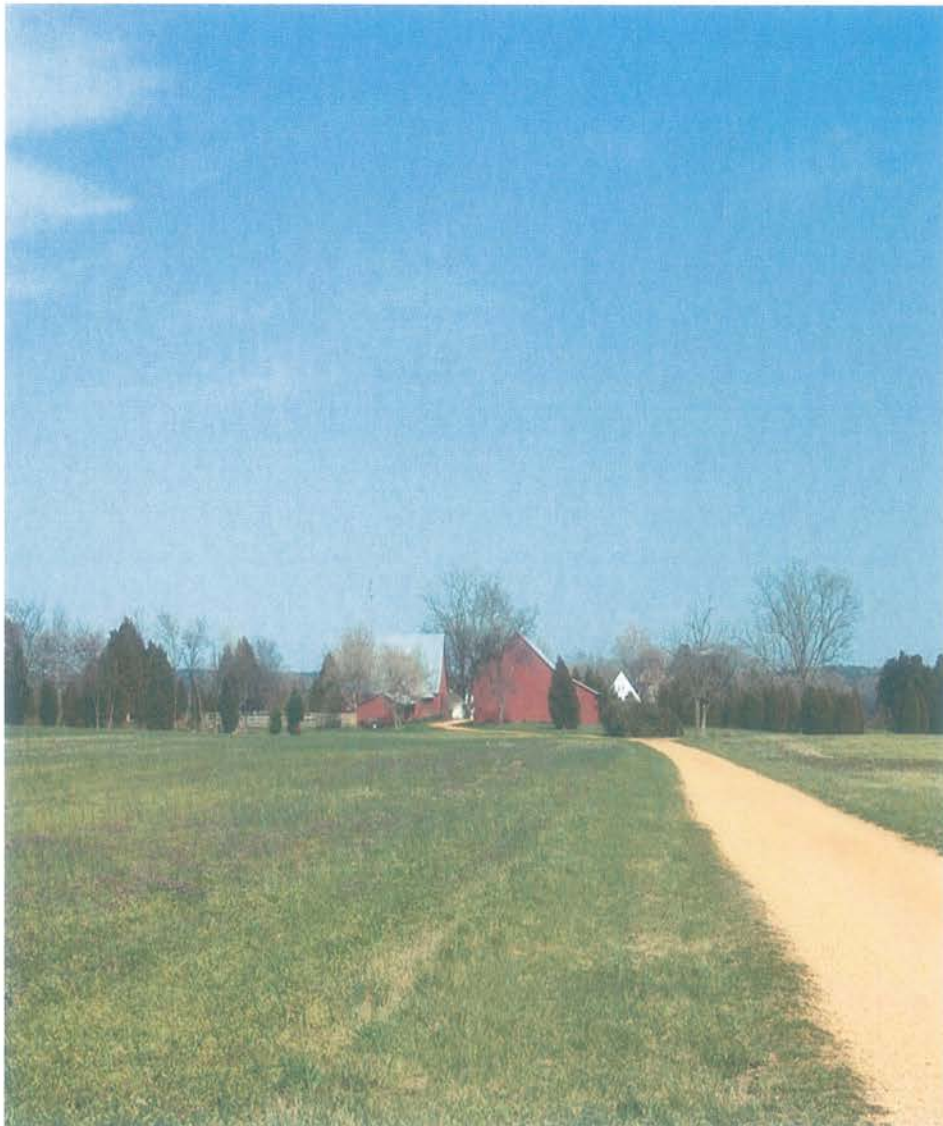
Public Schools	\$79,281,562
Public Facilities	53,536,074
Recreation and Parks (includes Public Landings)	43,443,231
Highways	38,706,566
Land Conservation	16,666,665
Marine	5,498,377
Solid Waste	<u>500,000</u>
<b>Total</b>	<b><u>\$237,632,475</u></b>






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# LAND CONSERVATION





<b>Project Title</b> Agriculture Land Preservation Programs	<b>Project Number</b> AP-1701	<b>Classification</b> Land Conservation
<p><b>Project Description</b>                  Dedicated funding sources for all agriculture land preservation programs come from the agriculture transfer tax, local transfer tax, a portion of the County Recordation Tax (\$.35 of every \$4.00 collected), Transfer of Development Rights Fee-In-Lieu, and Forest Conservation Fee-In-Lieu funds. The following programs are funded through this CIP utilizing the actual collections of these funding sources.</p> <p>A. The County provides matching funds for the Maryland Agriculture Land Preservation Foundation Program. Each year the Maryland Agricultural Land Preservation Foundation (MALPF) requests the amount of matching funds the County has available to commit to the MALPF program. The State has a general allotted amount of \$658,380 available to every County. In the matching funds program, for every dollar the County allocates, the State matches it with \$1.50 up to a maximum of \$2,000,000. When the State provides this level of matching funds and there is a demand for the program the County expects to continue to provide the maximum amount of matching funds to leverage the most state dollars.</p> <p>B. The County also provides matching funds for the Rural Legacy Program through CIP AP-1702.</p>		 <p><b>Compliance With Comprehensive Plan Section</b>                  5.14.1 Preserve available agricultural and rural resource areas. P. 5-26</p>
<p><b>Discussion of Operating Budget Impact</b></p>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	
EASEMENT ACQUISITION	24,133,331	4,133,333	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333	3,333,333
LAND ACQUISITIONS									
CONSULTING									
INSPECTION									
DIRECT VENDOR PAY									
<b>TOTAL COSTS</b>	<b>24,133,331</b>	<b>4,133,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>


**Funding Schedule**

COUNTY FUNDS: LOCAL TRANSFER TAX	2,644,924	200,000	386,654	411,654	411,654	411,654	411,654	411,654	411,654
RECORDATION TAX	3,715,202	715,202	500,000	500,000	500,000	500,000	500,000	500,000	500,000
TDR FEE-IN-LIEU									
AG TAX	350,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
CIGARETTE RESTITUTION FUND	2,426,753	346,679	346,679	346,679	346,679	346,679	346,679	346,679	346,679
FOREST CONSERVATION FEE	196,452	21,452	50,000	25,000	25,000	25,000	25,000	25,000	25,000
STATE FUNDS	14,800,000	2,800,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
<b>TOTAL FUNDS</b>	<b>24,133,331</b>	<b>4,133,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>3,333,333</b>

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Rural Legacy Program	<b>Project Number</b> AP-1702	<b>Classification</b> Land Conservation
<p><b>Project Description</b> Dedicated funding sources for all agriculture land preservation programs come from the agriculture transfer tax, local transfer tax, a portion of the County Recordation Tax (\$.35 of every \$4.00 collected), Transfer of Development Rights Fee-In-Lieu, and Forest Conservation Fee-In-Lieu funds. The following programs are funded through this CIP utilizing the actual collections of these funding sources.</p> <p>A. The County provides matching funds for the Rural Legacy Program. The Patuxent Tidewater Land Trust, Maryland Department of Natural Resources and St. Mary's County Government are co-sponsors of the Rural Legacy project in the Huntersville Rural Legacy Area. The Patuxent Tidewater Land Trust, Southern Maryland Resource &amp; Conservation Development, United States Navy, Maryland Department of Natural Resources and St. Mary's County Government are co-sponsors of the Rural Legacy project in the Mattapany Rural Legacy Area. St. Mary's County has prioritized funding for the Mattapany Rural Legacy Area.</p> <p>B. The County is matching 25%, DNR is matching 25%, and REPI is matching 50% of the total easement cost. Easements are held in perpetuity.</p> <p>C. The County also provides matching funds for the Maryland Agriculture Land Preservation Foundation Program through CIP AP-1701.</p>		
<p><b>Discussion of Operating Budget Impact</b></p>		<p><b>Compliance With Comprehensive Plan Section</b> 5.14.1 Preserve available agricultural and rural resource areas. P. 5-26</p>

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
EASEMENT ACQUISITION	9,607,352	5,956,992	3,650,360						
LAND ACQUISITION									
CONSULTING									
INSPECTION									
DIRECT VENDOR PAY									
<b>TOTAL COSTS</b>	<b>9,607,352</b>	<b>5,956,992</b>	<b>3,650,360</b>						

**Funding Schedule**

	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: LOCAL TRANSFER TAX	1,916,445	1,003,855	912,590						
RECORDATION TAX	314,798	314,798							
TDR FEE-IN-LIEU									
AG TAX	50,000	50,000							
CIGARETTE RESTITUTION FUND	1,538,339	1,538,339							
FOREST CONSERVATION FEE	50,000	50,000							
STATE FUNDS(DNR)	1,912,590	1,000,000	912,590						
FEDERAL FUNDS (REPI)	3,825,180	2,000,000	1,825,180						
<b>TOTAL FUNDS</b>	<b>9,607,352</b>	<b>5,956,992</b>	<b>3,650,360</b>						

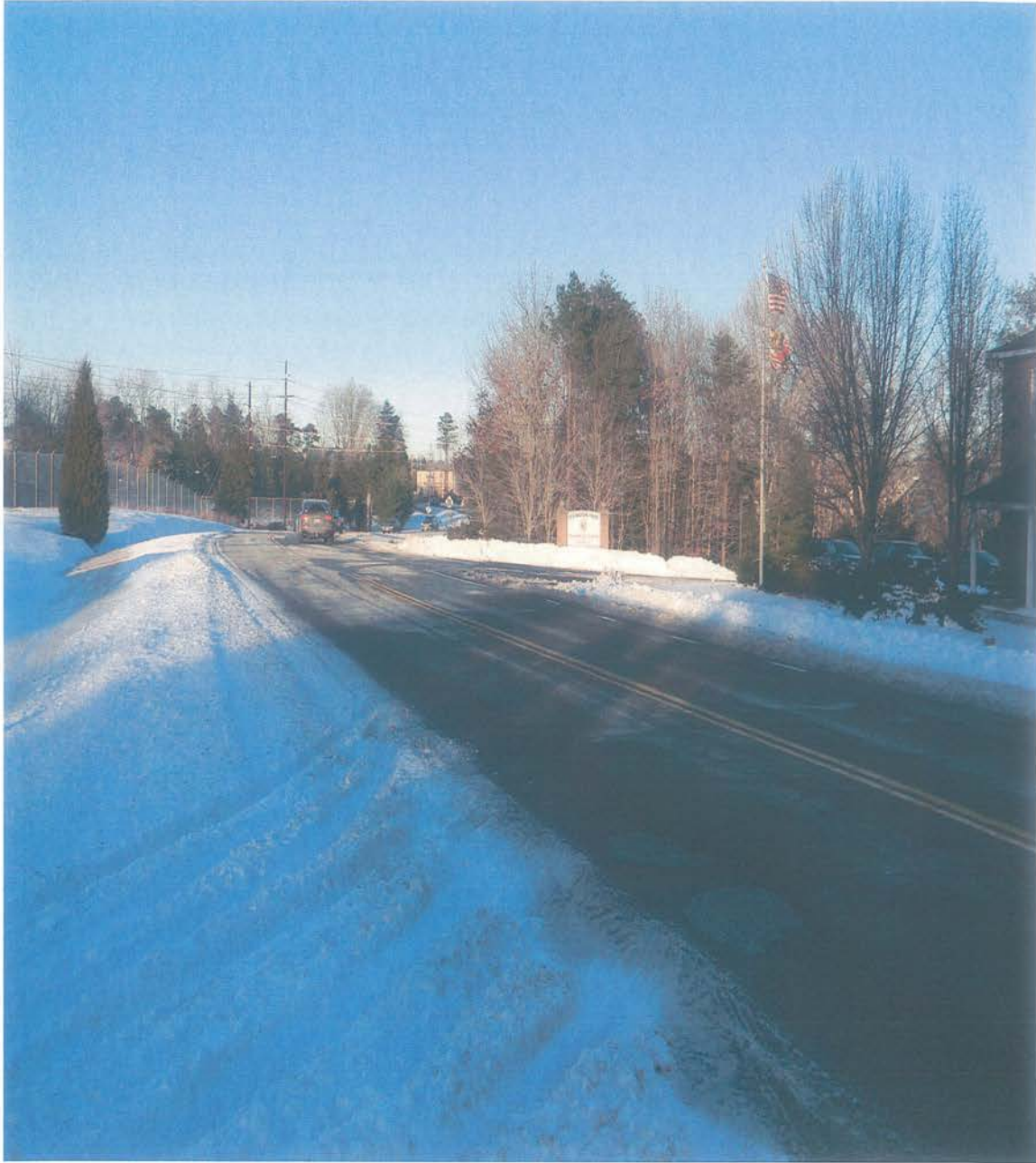
Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						






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# HIGHWAYS





<b>Project Title</b> Patuxent Park Neighborhood Preservation Program	<b>Project Number</b> HW-0803	<b>Classification</b> Highways
<b>Project Description</b> Project includes the infrastructure improvements to the Patuxent Park Subdivision in conjunction with preservation and revitalization efforts in the immediate area, which will provide new and/or reconstructed infrastructure (sidewalks, curb & gutter, storm drainage, utility and street improvements) in areas where substandard, deteriorated, or no infrastructure exists. Patuxent Park Subdivision is the oldest subdivision in the County and was constructed in 1948. Upgrades include approximately 16,100 linear feet of roadways and are planned in several phases. Section 1: Construction completed August 2010; Section 2: Construction completed July 2015; Sections 3 and 4: Design completion Summer 2016. Section 4: construction substantially completed Fall 2017; Section 3: Anticipated construction Spring 2018 Section 5: Design began in summer 2017, with construction anticipated summer 2018.		 <p data-bbox="816 741 1521 856"> <b>Compliance With Comprehensive Plan Section 11.3.2.A</b> Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1                 </p>
<b>Discussion of Operating Budget Impact</b> There will be an undefined savings in road maintenance costs due to a reduction in repairs to the substandard roadway features. This savings will be partially offset by an increase in stormwater management		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ENGINEERING/SURVEY	894,500	894,500							
UNSUITABLE SOILS	825,000	625,000	200,000						
RECONSTRUCTION	10,322,760	5,906,760	4,416,000						
STORMWATER MGMT	518,000	334,000	184,000						
CONSTR MGMT/STAKEOUT	400,000	260,000	140,000						
MATERIALS TESTING (2%)	208,000	120,000	88,000						
UTILITIES (4%)	601,000	425,000	176,000						
CONTINGENCIES/INCIDENTALS	861,163	421,163	440,000						
<b>TOTAL COSTS</b>	<b>14,630,423</b>	<b>8,986,423</b>	<b>5,644,000</b>						


**Funding Schedule**

Funding Source	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	12,953,500	7,309,500	5,644,000						
LOCAL TRANSFER TAX	1,226,923	1,226,923							
IMPACT FEES									
GENERAL FUND TRANSFER	400,000	400,000							
STATE FUNDS	50,000	50,000							
FEDERAL FUNDS									
OTHER SOURCE (DEVELOPER)									
<b>TOTAL FUNDS</b>	<b>14,630,423</b>	<b>8,986,423</b>	<b>5,644,000</b>						

**Operating Impacts**

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING-FTEs						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
STORMWATER MANAGEMENT MAINTENANCE	4,500	4,500				
<b>TOTAL COSTS</b>	<b>4,500</b>	<b>4,500</b>				




<b>Project Title</b> Regional Water Quality & Nutrient Removal	<b>Project Number</b> HW-1201	<b>Classification</b> Highways
<b>Project Description</b> This project provides the basic planning, documentation, and implementation funding to satisfy the federally mandated National Pollution Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) permit requirements. The Maryland Department of the Environment issued a "Final Determination" on March 30, 2018, with a five-year permit effective date of October 30, 2018. The permit will contain six control measures which require County compliance: Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Stormwater Runoff Control, Post Construction Stormwater Management, and Pollution Prevention and Good Housekeeping. The funds will be used for projects that obtain/demonstrate compliance with those permit requirements. One additional permit area that will require substantial future funding is the impervious area restoration requirement, which will help to demonstrate compliance with the Chesapeake Bay Total Maximum Daily Load (TMDL) requirements (treatment for 20% of unmanaged impervious surfaces within the urbanized area will need to be provided). Compliance will require additional stormwater management projects, such as those funded by the related HW-1508, Water Quality and Nutrient Removal Grant.		 <p data-bbox="813 709 1510 793"><b>Compliance With Comprehensive Plan Section 7.9.1.A.i</b> Develop a comprehensive water quality protection framework for both point and nonpoint sources of pollution. P. 7-30</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	2,636,725	2,636,725							
GIS IMPLEMENTATION/ANALYSIS	85,000	85,000							
CONSTRUCTION	200,000	200,000							
TMDL IDENTIFICATION	50,000	50,000							
DISCHARGE CHARACTERIZATION	32,486	32,486							
MANAGEMENT PROGRAM	100,000	100,000							
PHASE 2 WIP RETROFIT CONSTRUCTION	6,315,300						6,315,300		
<b>TOTAL COSTS</b>	<b>9,419,511</b>	<b>3,104,211</b>					<b>6,315,300</b>		

Funding Schedule									
COUNTY FUNDS: COUNTY BONDS	8,891,283	2,575,983					6,315,300		
LOCAL TRANSFER TAX	495,742	495,742							
IMPACT FEES									
GENERAL FUND TRANSFER	32,486	32,486							
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>9,419,511</b>	<b>3,104,211</b>					<b>6,315,300</b>		

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



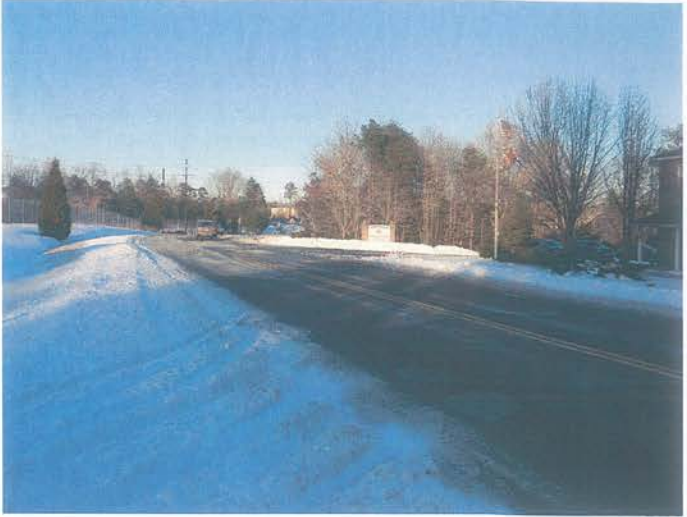
<b>Project Title</b> FDR Boulevard (MD4 to Pegg Rd.)	<b>Project Number</b> HW-1202	<b>Classification</b> Highways
<b>Project Description</b> Construct 3.7 miles of a two lane residential access way from MD Route 4 to Pegg Road (NAS Patuxent River main gate) to help relieve congestion and reduce delays along the MD 235 corridor by providing an alternative means for residents to travel to and from shopping and work, especially in the Lexington Park development district. Project could remove up to thousands of trips per day in portions of the MD 235 corridor. Right-of-way width needed is 80-100'. Project is being completed in 3 phases in the following order: Phase 2 (completed): 0.2 miles between MD 246 to Shangri-La Drive; Phase 1: 1.7 miles between First Colony Blvd and MD 237 in 3 sub-phases (2 phases substantially completed, 3rd phase under construction, to be completed by fall 2018), along with a wetlands mitigation site (completed); Phase 3: 1.8 miles between MD 237 to Pegg Road in 2 phases. The total project is 3.7 miles in length, including a raised 8-20' median with extensive use of traffic calming devices (i.e.. Narrow 10-11' wide lanes, chokers and round-a-bouts), 5' pedestrian / 6' bicycle accommodations, streetscaping / furniture / lighting, especially through residentially developed areas. Phase 3 of the project also includes construction of the Three Notch Trail.		
		<b>Compliance With Comprehensive Plan Section 11.3.2.A</b> Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1
<b>Discussion of Operating Budget Impact</b> Estimated roadway maintenance costs are between \$2-\$5 per linear foot. At 3.7 miles of construction, this equates to between \$39,000-\$98,000 per year. Utility costs are for electricity (25 LED 80W lights are included in Phase 2), (212 LED 80 W lights in Phase 1) and (200 LED 80W lights in Phase 3). Cost for electric service is estimated at \$4.50 per light per month.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	1,600,000	1,600,000							
LAND/ESM'T AQUISITION	5,658,772	5,658,772							
PH1-FIRST COLONY to M237	13,806,800	13,806,800							
PH3- MD237 to PEGG RD	15,215,640	3,537,886	10,362,598	1,315,156					
PH2 - MD246 to SHANGRI LA DR	1,112,000	1,112,000							
WETLANDS MITIG/REFORESTATION	350,000	275,000		75,000					
UTILITY RELOCATION (7-15%)	1,692,814	627,750	524,888	540,176					
MATERIAL TESTING/ INSPECTION (3%)	868,756	412,300	224,952	231,504					
CONSTRUCTION MANAGEMENT	300,000	100,000	100,000	100,000					
CONTINGENCIES (10%)	2,895,570	1,374,050	749,840	771,680					
<b>TOTAL COSTS</b>	<b>43,500,352</b>	<b>28,504,558</b>	<b>11,962,278</b>	<b>3,033,516</b>					

Funding Schedule									
COUNTY FUNDS: COUNTY BONDS	39,312,907	24,662,113	11,767,278	2,883,516					
LOCAL TRANSFER TAX	275,200	275,200							
IMPACT FEES	2,907,905	2,607,905	150,000	150,000					
GENERAL FUND TRANSFER	459,340	459,340							
STATE/FEDERAL FUNDS									
FEES IN LIEU/MITIGATION	545,000	500,000	45,000						
<b>TOTAL FUNDS</b>	<b>43,500,352</b>	<b>28,504,558</b>	<b>11,962,278</b>	<b>3,033,516</b>					

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
SUPPLIES & MATERIALS (HIGHWAY DIVISION)	30,000	30,000				
UTILITIES (COUNTY HWYS ELECTRIC)		10,800				
<b>TOTAL COSTS</b>	<b>30,000</b>	<b>40,800</b>				




<b>Project Title</b> Buck Hewitt Road Sidewalk- North Side	<b>Project Number</b> HW-1403	<b>Classification</b> Highways
<b>Project Description</b> Construction of approximately 2,845 linear feet of sidewalk, curb and gutter, drainage facilities, and stormwater management improvements on the north side of Buck Hewitt Road between Oriole Drive and Old Hewitt Road, to complete sidewalk connectivity between Three Notch Road (MD235) and Chancellor's Run Road. The project will improve pedestrian circulation and safety to shopping, parks, and adjacent residential communities. Prior Approval - Begin initial design for a sidewalk retrofit project on Buck Hewitt Road (north side) with 80% State Aid funding and a 20% County match, and perform final design and property / easement acquisition. A related project is HW 1103 (Buck Hewitt Road - Phase 4).		 <p data-bbox="816 705 1507 785"><b>Compliance With Comprehensive Plan Section</b>                  11.5.2.A.i Construct sidewalk networks between neighborhoods, schools, parks and other activity nodes / centers. P. 11-10</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
DESIGN: BUCK HEWITT RD SW	150,000	150,000							
CONSTR: BUCK HEWITT RD SW	1,084,000	464,000				620,000			
LAND ACQUISITION	15,000	15,000							
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>1,249,000</b>	<b>629,000</b>				<b>620,000</b>			

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	325,000	200,000				125,000			
IMPACT FEES									
GENERAL FUND TRANSFERS									
STATE FUNDS	924,000	429,000				495,000			
<b>TOTAL FUNDS</b>	<b>1,249,000</b>	<b>629,000</b>				<b>620,000</b>			

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTE'S						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Street Lighting & Streetscape Improvements	<b>Project Number</b> HW-1404	<b>Classification</b> Highways
<b>Project Description</b> Provide and conduct major maintenance of neighborhood safety /security lighting, street tree plantings, and other streetscape improvements (street trees, sidewalk benches, crosswalk pavers, specialized signage etc.) along designated County roadways and in established priority funding areas, Village / Town Centers, Development Districts and approved Master Plans (i.e.. Tulagi Place & Lexington Park). Project may also include the development of public/private partnerships for streetscape improvements by the Department of Economic Development. Address priority safety / security lighting needs along County roadways as identified by citizen requests, Sheriff patrols, traffic studies, etc. to help improve public safety and deter criminal activity. Retrofit existing County maintained street lighting to LED. Lighting projects are usually installed and billed by SMECO, on an individual basis.		 <p data-bbox="812 703 1437 787"><b>Compliance With Comprehensive Plan Section</b> 9.1.1.D Revitalize established business and commercial centers in designated growth areas. P. 9-7</p>
<b>Discussion of Operating Budget Impact</b> Cost for electric service and maint. is approximately \$19-\$20 per light per month if capital costs are included in the billing. For LED 80 Watt retrofits, the operating cost is only about \$4.50 per light per month		


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING									
LAND ACQUISITION									
CONSTRUCTION	300,000	180,000		60,000		60,000			
DEMOLITION									
INSPECTION									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>300,000</b>	<b>180,000</b>		<b>60,000</b>		<b>60,000</b>			

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	240,000	120,000		60,000		60,000			
IMPACT FEES									
GENERAL FUND TRANSFER	60,000	60,000							
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>300,000</b>	<b>180,000</b>		<b>60,000</b>		<b>60,000</b>			

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES (electric)	4,800		4,800			
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>	<b>4,800</b>		<b>4,800</b>			



<b>Project Title</b> Bridge/Culvert Replacement & Repair	<b>Project Number</b> HW-1405	<b>Classification</b> Highways
<b>Project Description</b> Design, replace, rehabilitate, inspect, line and/or upgrade deteriorated/inadequate culvert crossings and outfall channels throughout the County's HighwayMaintenance road network. Project may also include the upgrade of failing or inadequate storm drain systems and eroded outfalls. Approved monies will be utilized to address consultant recommendations for structural repair and maintenance based on bi-annual Bridge Inspection Reports to include replacement of decking, safety railings, pilings, structural beams and bulkheads. Upcoming projects include, but are not limited to: Poplar Road, Airport Rd, Friendship School Road, Mechanicsville Road @ Coffee Hill Run, Bayside Rd, Blake Creek Rd, Foley-Mattingly Rd, Lockes Crossing Rd, Mill Cove Rd, Patuxent Blvd, Paul Ellis Rd, Trent Hall Rd, Bishop Rd, Wildewood Pkwy, Contrail Rd, and Harrisburg Ct at Three Notch Trail. The project also includes \$100k per year to begin a new initiative to have routine driveway culvert replacements performed using contract services.		
<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1		
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	100,000	60,000	20,000			20,000			
LAND ACQUISITION									
CONSTRUCTION/REPAIR	1,275,000	150,000	275,000	275,000	275,000	100,000	100,000	100,000	
WILDWOOD PARKWAY	150,000	150,000							
FRIENDSHIP SCHOOL ROAD	75,000		75,000						
ALL FAITH CHURCH ROAD	60,000						60,000		
BAPTIST CHURCH ROAD	75,000			75,000					
<b>TOTAL COSTS</b>	<b>1,735,000</b>	<b>360,000</b>	<b>370,000</b>	<b>350,000</b>	<b>275,000</b>	<b>120,000</b>	<b>160,000</b>	<b>100,000</b>	

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	1,280,000		370,000	275,000	275,000	100,000	160,000	100,000	
LOCAL TRANSFER TAX	435,000	340,000		75,000		20,000			
IMPACT FEES									
GENERAL FUND TRANSFER	20,000	20,000							
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>1,735,000</b>	<b>360,000</b>	<b>370,000</b>	<b>350,000</b>	<b>275,000</b>	<b>120,000</b>	<b>160,000</b>	<b>100,000</b>	

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Retrofit Sidewalk Program	<b>Project Number</b> HW-1503	<b>Classification</b> Highways
<b>Project Description</b> Installation of new sidewalks in warranted locations along County roads and at County facilities, retrofit of existing sidewalks and ramps to comply with Americans with Disabilities (ADA) requirements, and major repairs of existing failed sidewalks. Includes compliance studies, design of improvements, update of transition plan, field inventory, and GIS database, and post construction compliance certification. 2019 funding includes S. Shangri-La Drive retrofit project between MD 246 and Willows Road.		 <p data-bbox="812 703 1502 787"><b>Compliance With Comprehensive Plan Section</b> 11.5.2.A.i Construct sidewalk networks between neighborhoods, schools, parks and other activity nodes / centers. P. 11-10</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ASSESSMENT	120,000	120,000							
RETROFIT CONSTRUCTION	1,700,000	200,000	250,000	250,000	250,000	250,000	250,000	250,000	
UTILITIES									
EQUIPMENT									
OTHER									
Design	180,000		30,000	30,000	30,000	30,000	30,000	30,000	
<b>TOTAL COSTS</b>	<b>2,000,000</b>	<b>320,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	

Funding Schedule									
	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	1,180,000		280,000	280,000	30,000	280,000	30,000	280,000	
LOCAL TRANSFER TAX	820,000	320,000			250,000		250,000		
IMPACT FEES									
GENERAL FUNDS TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,000,000</b>	<b>320,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	<b>280,000</b>	

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Roadway Base Widening & Repair	<b>Project Number</b> HW-1507	<b>Classification</b> Highways
<b>Project Description</b> This project addresses a prioritized listing of existing County maintained roadways that are recommended for widening to meet the minimum eighteen (18) foot width requirement or are in need of extensive base repairs prior to overlay. The proposed improvements also include a prioritized listing of shoulder improvements to address traffic safety issues in areas where higher bicycle/horse carriage volumes have been observed, and to address the need for improved pedestrian / bicycle access. Projects will be prioritized based on need, function, traffic volumes, and safety considerations. A minimum qualifying / eligibility criteria was established (i.e. an ADT below 300) as not all roadways less than 18' in width need to be widened. Several inquiries from communities have been received as previously recorded subdivisions have building rights and are not required to meet current Adequate Public Facilities requirements for roads.		
		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHEOLOGY/ENGINEERING	75,000	50,000				25,000			
LAND ACQUISITION									
CONSTRUCTION	815,000	573,500				241,500			
DEMOLITION									
INSPECTION/TESTING									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>890,000</b>	<b>623,500</b>				<b>266,500</b>			


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	890,000	623,500			266,500				
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>890,000</b>	<b>623,500</b>			<b>266,500</b>				

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Asphalt Overlay	<b>Project Number</b> HW-1901	<b>Classification</b> Highways
<b>Project Description</b> Overlay, widen, upgrade, and perform pavement and system preservation improvements to existing roads throughout the County. Update the Pavement Management Program annually. May include crack sealing and Hot In Place Asphalt Recycling as appropriate. The County's Asphalt Overlay Program is used to widen, upgrade and strengthen roadway surfaces on collector roads. The overlay thickness varies from 1.5" to 2", depending on the surface condition. Preparatory and follow-up work, as necessary, is performed to include re-striping which is approximately \$0.052 / l.f. Approximately 16 to 20 miles of roadway are overlaid annually. Approximately 20%-25% of the budget is for rental equipment and labor, 10% for materials (i.e., pipes, gravel, seed, mulch, paving fabric, etc.), 6.5% for driveway tie-ins, 5% for pavement patching, and 53.5% for asphalt. Varies depending on roadway condition, curb and gutter, paved shoulders. As part of the Pavement Management Program (PMP), a system wide conditions assessment is funded and was completed in CY2016 to help guide the system preservation programs (asphalt overlay and modified seal). A large number of subdivision street pavements are at or approaching their 20-25 year service life, urban sections with curb and gutter will require milling operations. The County currently averages acceptance of 4 to 6 miles of new roads per year.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section 11.3.2.A</b> Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING (PMP)									
LAND ACQUISITION									
CONSTRUCTION	16,380,000		2,730,000	2,730,000	2,730,000	2,730,000	2,730,000	2,730,000	
DEMOLITION									
INSPECTION									
UTILITIES									
EQUIPMENT RENTAL	3,120,000		520,000	520,000	520,000	520,000	520,000	520,000	
<b>TOTAL COSTS</b>	<b>19,500,000</b>		<b>3,250,000</b>	<b>3,250,000</b>	<b>3,250,000</b>	<b>3,250,000</b>	<b>3,250,000</b>	<b>3,250,000</b>	


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	12,907,923		2,395,109	3,250,000	3,250,000	1,522,000	2,490,814		
LOCAL TRANSFER TAX	5,737,186					1,728,000	759,186	3,250,000	
IMPACT FEES									
GENERAL FUND TRANSFER	854,891		854,891						
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>19,500,000</b>		<b>3,250,000</b>	<b>3,250,000</b>	<b>3,250,000</b>	<b>3,250,000</b>	<b>3,250,000</b>	<b>3,250,000</b>	

**Operating Impacts**

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING- FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Modified Seal Surface Treatment	<b>Project Number</b> HW-1902	<b>Classification</b> Highways
<b>Project Description</b> Seal lower volume (less than 2,000 ADT) roadways throughout the County, with an aggregate modified single surface treatment and crack sealing. Modified seal replaced the slurry seal and surface treatment programs. The application extends the road's service life approximately four (4) to eight(8) years. Crack sealing (\$2.97 / pound) and re-striping (\$0.052 / lf) is also funded under this project. Modified Seal uses an emulsion that is rapid setting, which allows traffic to be placed quickly back on the roadway. The mix seals old, cracked, oxidized pavement and can help extend service life of existing pavements. The potential for citizen complaints related to loose aggregate in residential areas has been significantly reduced through the use of the modified surface treatment program in lieu of the standard surface treatment. Program is typically used on low volume collector roadways (not usually within neighborhoods). The contract price for this application is \$1.635/sy (varied from \$1.39/sy to \$169/sy in the past 5 years). Approximately 35-40 miles of road are now sealed throughout the County on an annual basis.		
<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1		
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING									
LAND ACQUISITION									
CONSTRUCTION	3,624,000		604,000	604,000	604,000	604,000	604,000	604,000	
DEMOLITION									
INSPECTION/TESTING									
UTILITIES									
OTHER (CRACKSEALING)	120,000		20,000	20,000	20,000	20,000	20,000	20,000	
OTHER (BERM REMOVAL)	300,000		50,000	50,000	50,000	50,000	50,000	50,000	
<b>TOTAL COSTS</b>	<b>4,044,000</b>		<b>674,000</b>	<b>674,000</b>	<b>674,000</b>	<b>674,000</b>	<b>674,000</b>	<b>674,000</b>	

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	4,044,000		674,000	674,000	674,000	674,000	674,000	674,000	
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>4,044,000</b>		<b>674,000</b>	<b>674,000</b>	<b>674,000</b>	<b>674,000</b>	<b>674,000</b>	<b>674,000</b>	

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Roadway Safety Improvements	<b>Project Number</b> HW-1903	<b>Classification</b> Highways
<b>Project Description</b> Grading, tree removal, cut and fill operations, intersection safety / capacity improvements, guardrail installation/upgrade, utility relocations, extending the length of drainage culverts etc., to reduce the potential and severity of roadway run-off collisions. Traffic calming projects to improve safety and the quality of life in neighborhoods. Installation of special traffic control devices such as rumble strips, raised pavement markings, etc to improve motorist warning/safety. Minor intersection realignments/improvements to improve safety and traffic operations. Sight distance improvements and removal of other roadside hazards are necessary to assure highway safety is maintained.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section 11.3.2.A</b> Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	80,000			40,000		40,000			
LAND ACQUISITION									
CONSTRUCTION	260,000		260,000						
GUARDRAIL ENDSECTION RETRO	200,000			100,000	100,000				
INSPECTION/TESTING									
UTILITIES									
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>540,000</b>		<b>260,000</b>	<b>140,000</b>	<b>100,000</b>	<b>40,000</b>			


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	540,000		260,000	140,000	100,000	40,000			
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>540,000</b>		<b>260,000</b>	<b>140,000</b>	<b>100,000</b>	<b>40,000</b>			

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Mattapan Road	<b>Project Number</b> HW-1904	<b>Classification</b> Highways
<b>Project Description</b> Archeological study, survey, and 30% plans for widening and realigning Mattapan Road to minor collector standards between MD 5 and St. Mary's College eastern boundary (0.6 miles). Includes coordination with historic St. Mary's City to identify and minimize disturbance to archeological resources, as well as initial coordination with other State and Federal agencies. Mattapan Rd has been widened between the eastern College boundary and MD 235 in the past.		 <p data-bbox="813 705 1451 810"><b>Compliance With Comprehensive Plan Section 11.3.2.A</b> Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship.</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
DESIGN/ENGINEERING	250,000		250,000						
CONSTRUCTION									
UTILITY RELOCATION									
MATERIAL TESTING									
CONTINGENCIES									
<b>TOTAL COSTS</b>	<b>250,000</b>		<b>250,000</b>						

Funding Schedule									
	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	250,000		250,000						
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>250,000</b>		<b>250,000</b>						

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Essex South Drainage Rehabilitation	<b>Project Number</b> HW-1905	<b>Classification</b> Highways
<b>Project Description</b> Relining or replacement of deteriorated drainage system in the Essex South neighborhood, on Bryan Ct., Hilary Ct, Panters Ct, and Mary Margaret Ct. Assumes rehabilitation of all 18 inlets, and 50% rehabilitation of 1606 lf of 15" pipe, 167 lf of 18" pipe, 147 lf of 24" pipe, 25 lf of 27" pipe, and 320 lf of 30" pipe.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 11.7.1.B.ii.c Address existing storm conveyance systems/bridge structures that are inadequate to handle the runoff. Page 11-12

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
CONSTRUCTION	100,000		100,000						
UTILITY RELOCATION									
MATERIAL TESTING									
CONTINGENCIES									
<b>TOTAL COSTS</b>	<b>100,000</b>		<b>100,000</b>						

Funding Schedule									
	Total Project	Prior Approval	Budget	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	100,000		100,000						
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>100,000</b>		<b>100,000</b>						

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Southampton Neighborhood Revitalization	<b>Project Number</b> HW-2001	<b>Classification</b> Highways
<b>Project Description</b> Project includes the infrastructure improvements to the Southampton Subdivision (formerly Patuxent Heights) in conjunction with preservation and revitalization efforts in the immediate area, which will provide new and/or reconstructed infrastructure (sidewalks, curb & gutter, storm drainage, utility and street improvements) for over 6,700 linear feet of existing roadways where substandard, deteriorated, or no infrastructure exists. Upgrades include approximately 6,715 linear feet of roadways that are anticipated to be designed at one time, but constructed in several phases. Reconstruction costs for the rehabilitation work are based on experience with the Patuxent Park Neighborhood Preservation Program project. Phase 1 includes a portion of Lincoln Avenue and Southampton Drive, Bristol Avenue, and Windsor Drive (2,165 l.f.). Phase 2 includes a portion of Lincoln Avenue and Southampton Drive, Cambridge Avenue, Brighton Avenue (2,364 l.f. ). Phase 3, formerly known as Carver Heights, includes a portion of Lincoln Avenue and Thurman Davis Lane (2,186 l.f.).		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
PHASE 1- DESIGN/SURVEY	180,000			180,000					
CONSTRUCTION	3,200,000					1,500,000		1,700,000	
UTILITY RELOCATION (7%)	224,000					105,000		119,000	
MATERIAL TESTING/INSPECTION (3%)	96,000					45,000		51,000	
CONTINGENCIES(10%)	320,000					150,000		170,000	
PHASE 2-DESIGN/SURVEY	204,000			204,000					
PHASE 3- DESIGN/SURVEY	195,000			195,000					
<b>TOTAL COSTS</b>	<b>4,419,000</b>			<b>579,000</b>		<b>1,800,000</b>		<b>2,040,000</b>	

Funding Schedule									
COUNTY FUNDS: COUNTY BONDS	4,419,000			579,000		1,800,000		2,040,000	
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>4,419,000</b>			<b>579,000</b>		<b>1,800,000</b>		<b>2,040,000</b>	

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE &EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> College of Southern Maryland/Government Center Interparcel Access	<b>Project Number</b> HW-2101	<b>Classification</b> Highways
<b>Project Description</b> Provide a 1,400 linear foot interparcel connection between the College of Southern Maryland (CSM) and the County Government Center campuses. Roadway will be a minor collector with curb and gutter with pedestrian sidewalk connectivity. A traffic link between the CSM and County Government Complex would provide an opportunity to share parking and increase the number of ingress / egress points for both institutions. A traffic planning study and analysis report has already been completed for the project. The analysis included 2012, 2015, 2020 and 2030 traffic volume projections. The alignment of the CSM internal access roads were coordinated with the Governmental Center Master Plan in anticipation of a future connection. A preliminary design with horizontal and vertical grades was completed in 1999 in-house. Storm water management must be addressed under the latest ordinance, and is a part of the project budget.		 <p data-bbox="816 737 1490 814"><b>Compliance With Comprehensive Plan Section 11.3.2.A.i.d</b> In growth areas, create local roads parallel to arterial routes to reduce peak traffic flow. P. 11-2</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	212,250				212,250				
LAND ACQUISITION									
CONSTRUCTION	1,340,000						1,340,000		
DEMOLITION									
INSPECTION/TESTING(2%)	15,000						15,000		
UTILITIES (4%)									
OTHER (SWM)	60,000						60,000		
<b>TOTAL COSTS</b>	<b>1,627,250</b>				<b>212,250</b>		<b>1,415,000</b>		

Funding Schedule									
COUNTY FUNDS: COUNTY BONDS	1,177,250				62,250		1,115,000		
LOCAL TRANSFER TAX									
IMPACT FEES	450,000				150,000		300,000		
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>1,627,250</b>				<b>212,250</b>		<b>1,415,000</b>		

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



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# MARINE



St. Patrick Creek Maintenance Dredge MA-1801


<b>Project Title</b> St. Jerome's Creek Jetties	<b>Project Number</b> MA-1101	<b>Classification</b> Marine
<b>Project Description</b> Provide long term corrective measures to address channel shoaling of sediment transport/deposition from north and south of the inlet requiring dredging of the federal navigation channel/County Southern Prong. Prior approved funding of a feasibility study yielded many concepts, none of which were economically feasible. Project MA-0401 was completed in 2006, dredging 66,000 cubic yards and lease of Dredge Material Placement (DMP) site. Bathymetric data collected by the Army Corps of Engineers (ACoE) modeled shoaling, wave, littoral drift patterns, shoaling rates and channel elevation data between 1991-2009 to determine most effective option(s). Improving navigation, auxiliary structures and private property impacts were included as a part of the analysis. Initial estimate based on parallel jetties, 50-year maintenance by the ACoE. Project is 90% Federal Funding and 10% local funding. However, MD DNR could fund County's share through an eligible grant. DMP site lease is 100% County responsibility. Sec 107 Federal program funding limits are \$10M threshold. Costs above Continuing Authorities Program (CAP) Sec 107 funding limit of \$10M, must be funded by the County. 6 year extension to DMP site used during the prior dredge executed by the CSMC on December 4, 2012, with another extension due to begin in November 2018 for a minimum of 6 years. \$450,000 anticipated County cost for close-out of the DMP site. DMP sites are a 100% local responsibility. Project MA1702 funded an emergency dredge of the Federal Channel in December 2017.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section 5.9.1</b> Facilitate and manage installation of shoreline erosion control measures.P. 5-18

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
COMPLETE FEASIBILITY STUDY	43,250	43,250							
PLANS & SPECIFICATIONS									
LAND ACQUISITION/LERRD									
CONSTRUCTION OF JETTIES	4,798,377				4,798,377				
US TREASURY PAYBACK									
DMP SITE LEASE/CLOSEOUT	705,000	125,000	130,000						450,000
<b>TOTAL COSTS</b>	<b>5,546,627</b>	<b>168,250</b>	<b>130,000</b>		<b>4,798,377</b>				<b>450,000</b>

Funding Schedule									
	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	1,059,838		130,000		479,838				450,000
LOCAL TRANSFER TAX	168,250	168,250							
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
FEDERAL FUNDS CONSTRUCTION	4,318,539				4,318,539				
<b>TOTAL FUNDS</b>	<b>5,546,627</b>	<b>168,250</b>	<b>130,000</b>		<b>4,798,377</b>				<b>450,000</b>

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS & UTILITIES						
FUEL & OIL						
<b>TOTAL COSTS</b>						



<b>Project Title</b> St. Patrick Creek Maintenance Dredge	<b>Project Number</b> MA-1801	<b>Classification</b> Marine
<b>Project Description</b> Federal Navigation Maintenance Dredge Project through the U.S. Army Corps of Engineers (ACOE). Design is expected to begin in FY2017. A. Staff performed field visit in Spring of 2010 as per request of Colton's Point Marina to verify severe shoaling of navigation channel. B. Army Corps of Engineers December 2009 Conditions survey confirmed field visit findings. C. Army Corps of Engineers estimates 13,000-15,000 cubic yards of dredge material needs to be dredged. Would require 3 acre Dredge Material Placement (DMP) site or alternatively, the material could be used as beach replenishment nearby as suggested by the Corps. D. ACOE estimates \$140,000 for design and \$600,000 for dredge construction. Project will require a Dredge Material Placement (DMP) site. A DMP site lease is included as a project cost, with additional cost to close-out the site in the future (estimated \$100,000 prior to FY2020). DMP costs are a 100% County responsibility. E. Staff will apply for MD Dept. of Natural Resources Waterway Improvement Grant to acquire the DMP site lease assuming beach replenishment will not be selected. F. The Corps is currently evaluating two areas at the mouth of the Creek and at St. Catherine's Island as possible beach nourishment sites. If feasible, this would relieve the County of any fiscal participation in the project. G. A bathymetric and shoreline survey was completed by the Army Corps of Engineers in August 2016 in preparation of the design. should the White's Neck Creek Dredge Project move forward.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 9.1.5 Encourage recreation oriented businesses.P. 9-10


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	140,000	140,000							
DMP SITE LEASE	100,000		100,000						
DREDGING	600,000			600,000					
INSPECTION									
DMP CLOSEOUT	100,000				100,000				
MAINTENANCE FEE(10%)									
<b>TOTAL COSTS</b>	<b>940,000</b>	<b>140,000</b>	<b>100,000</b>	<b>600,000</b>	<b>100,000</b>				

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	100,000				100,000				
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS	100,000		100,000						
FEDERAL FUNDS	740,000	140,000		600,000					
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>940,000</b>	<b>140,000</b>	<b>100,000</b>	<b>600,000</b>	<b>100,000</b>				

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS & UTILITIES						
FUEL & OIL						
<b>TOTAL COSTS</b>						



<b>Project Title</b> South Sandgates Revetment	<b>Project Number</b> MA-1802	<b>Classification</b> Marine
<b>Project Description</b> Design and construct approximately 200 feet of living shoreline along the South Sandgates Road/ Patuxent River waterfront to provide the needed shore erosion protection to the County maintained road. Project consists of the design and installation of living shoreline along the actively eroding shoreline adjacent to existing South Sandgates Road. Supplemental beach grass plantings at the existing fringe marsh as well as critical area planting mitigation will be performed as required. The FY2019 construction costs is based on the FY2013 \$500 per linear foot cost and are escalated at 2.5% to FY2019 (\$580 / l.f.). The projected cost is subject to further increase due to the wave climate at this site as compared to the prior site. The Department of Natural Resources Shore Erosion Control Program may have funds available for non-structural shoreline erosion control projects on public lands. This DNR is usually provided by a no/low interest loan This road is a loop road that provides a detour route during MD 235 closures beyond the affected portion of the roadway, as well as alternate emergency vehicular access.		 <p data-bbox="813 709 1446 789"><b>Compliance With Comprehensive Plan Section</b> 5.9.1 Facilitate and manage installation of shoreline erosion control measures.P. 5-18</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	20,000	20,000							
LAND ACQUISITION									
CONSTRUCTION	116,000		116,000						
INSPECTION	9,300		9,300						
DMP SITE LEASE									
CRITICRITICAL AREA MITIGATION	15,000		15,000						
<b>TOTAL COSTS</b>	<b>160,300</b>	<b>20,000</b>	<b>140,300</b>						

**Funding Schedule**

	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTYFUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE LOAN FUNDS	160,300	20,000	140,300						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>160,300</b>	<b>20,000</b>	<b>140,300</b>						

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS & UTILITIES						
FUEL AND OIL						
<b>TOTAL COSTS</b>						


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# PUBLIC FACILITIES



St. Mary's Regional Airport



<b>Project Title</b> Parking and Site Improvements	<b>Project Number</b> PF-1605	<b>Classification</b> Public Facilities
<b>Project Description</b> Parking area improvements, security lighting, safety, drainage and perimeter fencing and regrading improvements, facility and directional signage (Governmental Center), concrete wheel stop replacement, curb, gutter and sidewalk repairs, landscaping / synthetic mulch and other exterior features at various County locations. Project may also include minor convenience center improvements, pothole / base repairs, crack sealing, painting and restriping, parking lot expansions / repaving, and additional STS solar and standard bus stop shelters. Prior Approval : Parking lot paving and restriping of portions of the Public Works, Oakville Convenience Center circulation, Clements Convenience Center concrete pad / asphalt repairs, Recreation and Parks, County Highways, Vehicle Maintenance & Inspections Maintenance Compounds - Est. cost: \$180,000. FY 2016 funding included: Garvey Senior Center, Charlotte Hall/Lexington Park Libraries, Chancellors Run Activity Center, Public Safety building perimeter grading and parking lot paving/seal coat, sidewalk repairs at Lexington Park Library and EOC. Est. cost: \$100,000. FY2017 funding included: Seal coat and restripe various parking lots: Courthouse, EOC, Potomac Building, Arnold Building, Charlotte Hall Welcome Center, Detention Center, old Lexington Park Library, Leonard Hall School, Board of Elections, old Carver Elementary School, Lexington Park and Charlotte Hall Libraries - Est cost: \$70,000.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.A Provide infrastructure to accommodate development in growth areas and address adequate facilities and services outside of growth areas. P. 10-1

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
DESIGN/PLANNING	30,000	30,000							
CONSTRUCTION	464,500	264,500		200,000					
SEAL COAT & RESTRIPE	82,000	82,000							
MILL & REPAVE	215,000		80,000		135,000				
EQUIPMENT/LIGHTING	105,000		15,000				90,000		
OTHER -SITE REPAIRS	5,000		5,000						
<b>TOTAL COSTS</b>	<b>901,500</b>	<b>376,500</b>	<b>100,000</b>	<b>200,000</b>	<b>135,000</b>		<b>90,000</b>		


**Funding Schedule**

	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	787,000	262,000	100,000	200,000	135,000		90,000		
IMPACT FEES									
GENERAL FUND TRANSFER	114,500	114,500							
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>901,500</b>	<b>376,500</b>	<b>100,000</b>	<b>200,000</b>	<b>135,000</b>		<b>90,000</b>		

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING-FTEs						
IMPACTON ANNUAL OPERATING BUDGET						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
FURNITURE & EQUIPMENT						
OTHER (DESCRIBE SIGNIFICANT ITEMS)						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Northern Senior Activity Center Addition	<b>Project Number</b> PF-1702	<b>Classification</b> Public Facilities
<b>Project Description</b> This project will add health and fitness program space to the Northern Senior Activity Center. During the initial planning phases of the 2001 project, the facility was envisioned to be a 19,350 square foot structure, based upon the Calvert Pines facility in Calvert County. However the project was never funded to construct that size of a facility. The current building was constructed in 2005 within the previously approved budget at 11,840 square feet. The original 2001 program request was for an exercise room large enough to handle classes and some workout equipment. The existing room is approximately 21' x 20' (420 square feet), which is not adequate to meet a dual function for classes and equipment. A dedicated fitness room at least 1,600 (40, x 40') net assignable square feet (2,544 gsf) is needed to provide health/wellness/ exercise programs to address scheduling, space and privacy needs associate with the senior center programming efforts. More fitness outreach is not possible because space and schedules restrict the ability to provide regular offerings at the times best suited to hold classes or to offer higher level movement-based programs.		 <p data-bbox="816 709 1446 789"><b>Compliance With Comprehensive Plan Section 10.2.2.B</b> Meet the existing and future demands of the population for community and social services. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b> Additional maintenance, custodial care, and utilities will be required. For planning purposes, anticipated figures were developed based on pro-rated costs from the Northern Senior Center facility.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	96,000	96,000							
CONSTRUCTION/SITWORK	670,000		670,000						
ESCALATION (2% PER YEAR)	27,000		27,000						
CONSTR MGMT & TESTING	46,000		46,000						
FURNITURE & EQUIPMENT	58,000		58,000						
OTHER COSTS (10% CONT & 3% BONDS)	91,000		91,000						
<b>TOTAL COSTS</b>	<b>988,000</b>	<b>96,000</b>	<b>892,000</b>						

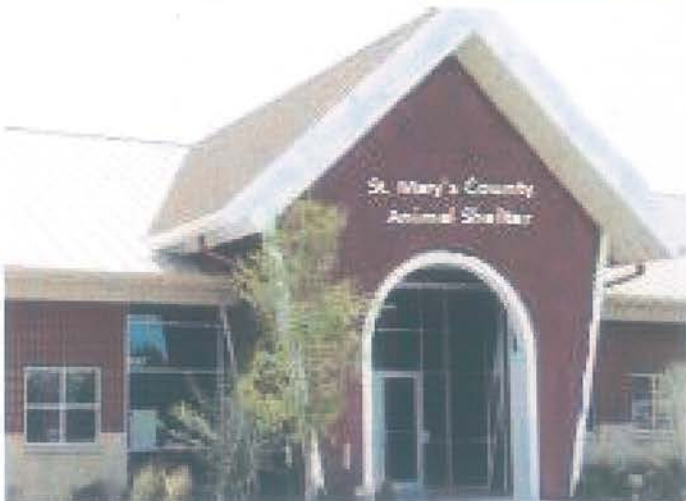
**Funding Schedule**

	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	988,000	96,000	892,000						
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>988,000</b>	<b>96,000</b>	<b>892,000</b>						

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES (Custodial)			2,120			
OTHER COSTS (alarm/fire ext./pest contr.)			1,130			
UTILITIES(WATER, SEWER, ELECTRIC, ETC)			6,100			
FURNITURE & EQUIPMENT						
OTHER (IT)			9,350			
<b>TOTAL COSTS</b>			<b>18,700</b>			



<b>Project Title</b> St. Mary's County Animal Shelter New Building	<b>Project Number</b> PF-1705	<b>Classification</b> Public Facilities
<b>Project Description</b> Open admission (No/Low Kill) Shelter for St. Mary's County has an estimated project cost range of \$2,971,375 to \$3,511,625 per DEST presentation to CSMC on October 24, 2017, which is based upon the information provided in the Animal Shelter Feasibility Study. This is assumed to be building cost only without site development, which should be at least 15%. This number could increase based upon ultimate site selection and such variable factors as road entrance improvements, grading, clearing, utility connections, SWM and paving. Therefore, the planning estimate for construction at this point should be increased to approximately \$4,040,000, increasing the current site development by \$205,000. If the construction schedule changes a 3% escalation on construction per year will be recommended. Construction Management costs typically run 5% of construction cost, so an additional \$200,000 is added to ensure the construction meets the requirements of the design. A planning phase contingency of 20% is added as well (\$808,000), which will be adjusted as the project develops from the planning to the design phase. Connectivity within the building and to the county network is estimated to \$50,000.		
<b>Discussion of Operating Budget Impact</b> Adding 7 FTEs & 12 RPT employees and relocate 4 K-9 employees will require desks, chairs, phone, computer, and software (approx. 12 x \$4,000 = \$36,000)		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.A.vi.e.i Support adequate facilities and services to collect, house, and care for stray, abandoned, abused and/or nuisance animals. P. 10-3


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ENGINEERING / SURVEY	230,000	230,000							
CONSTRUCTION / SITEWORK	4,039,738			4,039,738					
MISCELLANEOUS	184,682	50,000		134,682					
CONTINGENCY	808,000			808,000					
INSPECTION	200,000			200,000					
INFORMATION TECHNOLOGY	50,000			50,000					
EQUIPMENT	36,000			36,000					
<b>TOTAL COSTS</b>	<b>5,548,420</b>	<b>280,000</b>		<b>5,268,420</b>					

**Funding Schedule**

	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY BONDS	5,268,420			5,268,420					
FEDERAL FUNDS									
LOCAL TRANSFER TAX	280,000	280,000							
IMPACT FEES									
STATE FUNDS									
GENERAL FUND TRANSFER									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,548,420</b>	<b>280,000</b>		<b>5,268,420</b>					

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING - FTEs			13			
PERSONAL SERVICES COSTS			753,660			
UTILITIES			28,000			
SUPPLIES & MATERIALS			34,600			
FURNITURE & EQUIPMENT			36,000			
CONTRACTED SERVICES						
<b>TOTAL COSTS</b>			<b>852,260</b>			



<b>Project Title</b> Adult Detention Center Upgrades, Housing and Medical Units	<b>Project Number</b> PF-1706	<b>Classification</b> Public Facilities
<b>Project Description</b> The Project includes: (1) The construction of a 64 bed housing unit to segregate the female population, provide swing space during the renovations, address average daily population issues, and provide some relief for future population growth. (2) The construction of a medical services unit which will include spaces for clinic, infirmary, and medical administration, new central control, and shell space. (3) Renovation of the vacated existing medical services area for Pre-trial Services office space and laundry services area. (4) Remaining upgrades identified in a prior PF 1405 project associated with HVAC and Security: Upgrading the HVAC system and heating / hot water upgrades to incorporate air-conditioning for improved air quality, staff working environment and inmate living conditions; flat roof and facility floor tile replacement; upgrade of electrical panels for the new HVAC system; kitchen floor replacement; replacement of special confinement cell doors / food chutes and food chute stainless steel upgrades to dayrooms. Security system biometric upgrades, replacement of the 1989 electronic locking control panels / mechanisms, full upgrade of the control booth consoles and central control as well as installation of IP based cameras. Timing to request State funds: Facility Program Part I - Project Justification (Aug 2016), Facility Program Part II - Detailed Project Description (March 2017), Grant Funding Request (June 2017), State Public Hearings (Sept 2017), State decision on funding (April 2018)		 <p data-bbox="816 730 1507 814"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.A.vi Meet increasing health and public safety needs of the population. P. 10-2</p>
<b>Discussion of Operating Budget Impact</b> The costs for the relocation of inmates during construction is \$150 per inmate / day. Starting in FY2020 -26-FTE's are phase in between FY2020 and FY2022 @ an estimated \$104,901 each. FY2021 reflects FTE's and operating impact expenses, based on input from the consultant 2-8-2018.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	954,569	954,569							
CONSTRUCTION/SITE WORK	13,835,575			13,835,575					
CONST MGMT	1,008,000	31,000	477,000	500,000					
TOWN EDU IMPACT FEES	426,569				426,569				
RENOVATIONS/REPLACEMENTS	1,048,790				1,048,790				
SECURITY / HVAC UPGRADES	8,667,720				8,667,720				
<b>TOTAL COSTS</b>	<b>25,941,223</b>	<b>985,569</b>	<b>477,000</b>	<b>14,335,575</b>	<b>10,143,079</b>				


**Funding Schedule**

	Total Project	Prior Approval	Budget	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	15,810,696	492,784	238,500	7,167,788	7,911,624					
LOCAL TRANSFER TAX										
IMPACT FEES										
GENERAL FUND TRANSFER										
STATE FUNDS	10,130,527	492,785	238,500	7,167,787	2,231,455					
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>25,941,223</b>	<b>985,569</b>	<b>477,000</b>	<b>14,335,575</b>	<b>10,143,079</b>					

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
PERSONNEL SERVICES -FTEs (\$104,901X26)		629,406	1,363,713	734,307		
INMATE MOVEMENT, TRANSPORTATION, CENTRAL BOOKING			86,400			
SECURITY POSTS, ACTING CAPACITY, KITCHEN, LAUNDRY			1,178,650			
TEMPORARY KITCHEN AND OFFICE SPACE			297,225			
UTILITIES (INCREASE FOR NEW HOUSING AND MEDICAL)			96,900			
EQUIPMENT AND TRANSPORTATION			5,836			
<b>TOTAL COSTS</b>		<b>629,406</b>	<b>3,028,724</b>	<b>734,307</b>		



<b>Project Title</b> Airport Improvements	<b>Project Number</b> PF-1809	<b>Classification</b> Public Facilities
<b>Project Description</b> Airport Master Plan - This project provides for numerous Master Plan improvements at the St. Mary's County Regional Airport. Improvements are directly correlated with the completion of the Environmental Assessment (2007) and Wetland Mitigation projects (2013). The projects listed are eligible for 90% Federal, 5% State, and 5% County funding. As these projects are approved by the Federal Aviation Administration (FAA) during the federal grant budget cycle, the County will establish separate purchase orders under this project for reimbursement and tracking purposes.  Airport Improvements - This project provides for numerous capital improvements at the St. Mary's County Regional Airport. Several projects are necessary to maintain safety, manage risk, and improve operations. These projects are 100% County funded, and are not expected to be eligible for grant funding via the Federal Aviation Administration (FAA) Airport Capital Improvement Plan (ACIP), but are not high enough of a priority to be included in annual Federal allocations.		 <p data-bbox="816 709 1442 762"><b>Compliance With Comprehensive Plan Section</b> 11.4.4.A.i Continue to support the expansion of the airport. P. 11-7</p>
<b>Discussion of Operating Budget Impact</b> A full time airport manager position was approved as part of the FY2019 budget submission due to the significant increase in capital planning and economic development responsibilities related to the airport.		

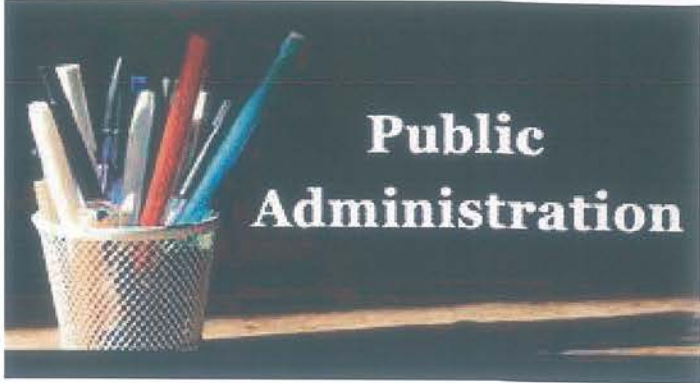
Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT / ENGINEERING	264,560	14,560		250,000					
CONSTRUCTION - AIRFIELD	4,221,109	221,109	4,000,000						
LAND ACQUISITION									
CONSTRUCTION - ROADS	4,748,655	1,348,655		3,400,000					
APRON & RAMP EXP. / REPLACE/OTHER COSTS	3,685,626	87,626	375,000	215,000	3,008,000				
SURVEY / PLATS									
UTILITY EXTENSIONS	520,000				445,000		75,000		
TIE-DOWN REPLACEMENT	15,000					15,000			
LED LIGHTING UPGRADES									
<b>TOTAL COSTS</b>	<b>13,454,950</b>	<b>1,671,950</b>	<b>4,375,000</b>	<b>3,865,000</b>	<b>3,453,000</b>	<b>15,000</b>	<b>75,000</b>		

**Funding Schedule**

COUNTY BONDS									
LOCAL TRANSFER TAX	2,205,201	349,701	575,000	397,500	793,000	15,000	75,000		
IMPACT FEES									
GENERAL FUND TRANSFER	41,027	41,027							
STATE FUNDS	589,932	67,432	200,000	182,500	140,000				
FEDERAL FUNDS	10,618,790	1,213,790	3,600,000	3,285,000	2,520,000				
<b>TOTAL FUNDS</b>	<b>13,454,950</b>	<b>1,671,950</b>	<b>4,375,000</b>	<b>3,865,000</b>	<b>3,453,000</b>	<b>15,000</b>	<b>75,000</b>		

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING - FTEs	1					
PERSONAL SERVICES COSTS	97,469					
CONTRACTED SERVICES						
SUPPLIES & MATERIALS	500					
TELEPHONE/CELL PHONE	600					
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>	<b>98,569</b>					



<b>Project Title</b> Public Administration Enterprise Software Upgrade	<b>Project Number</b> PF-1901	<b>Classification</b> Public Facilities
<b>Project Description</b> The current Superior (formerly H.T.E\Sungard) software was purchased in 1999 and has been upgraded numerous times over the past 18 years. The software is installed on the IBM AS-400 platform; the current hardware end-of-life date is 2019. This project provides funding to replace two AS-400's currently in service. The county utilizes a number of modules for all Public Administration and Community Services corporate applications. Modules to be upgraded include Budget, Accounts Payable, Accounts Receivable, Procurement, Payroll, Human Resources, Land Management, Permits, Code Enforcement, RecTrac, and Tax Collection. Best practices for a number of these modules have surpassed the capabilities of the existing software applications capabilities and significant technology enhancements have occurred in the last 18 years. Superior has a Windows platform that the county could migrate to that would significantly reduce cost and implementation time because of their intimate knowledge of both platforms. Current Information Technology staffing is based upon a single vendor Enterprise Solution operating on single server platform.		
<b>Discussion of Operating Budget Impact</b> Since most of these modules are currently operational, the maintenance costs for the existing applications is likely to be comparable to any replacement application. However, the addition of an actual HR module will require additional software maintenance funding. Add one Information Technology support position.		
<b>Compliance With Comprehensive Plan Section</b> 4.5.4.B.vii.e.iv Develop plans to maintain and enhance levels of service for public safety.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ENGINEERING/SURVEY									
LAND ACQUISITION									
CONSTRUCTION/SITWORK									
FURNITURE & EQUIPMENT	200,000		200,000						
OTHER	2,800,000		800,000		2,000,000				
<b>TOTAL COSTS</b>	<b>3,000,000</b>		<b>1,000,000</b>		<b>2,000,000</b>				


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER	3,000,000		1,000,000		2,000,000				
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCE TRI COUNTY COUNCIL									
<b>TOTAL FUNDS</b>	<b>3,000,000</b>		<b>1,000,000</b>		<b>2,000,000</b>				

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs			1			
PERSONAL SERVICES COSTS			88,000			
SOFTWARE MAINTENANCE						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>			<b>88,000</b>			



<b>Project Title</b> Salt Storage Facility Replacement	<b>Project Number</b> PF-1902	<b>Classification</b> Public Facilities
<b>Project Description</b> Replace the existing wooden salt barn facility that is in excess of 30 years old and is 10 years over the useful life expectancy. A structural evaluation was performed and the facility has been bolstered with cables to prevent collapse. In it's current condition, the facility can only be filled to approximately half it's 2,000 ton capacity. The salt barn also has adjacent storage areas for County highways supplies and materials. As a part of the project, it is recommended that the replacement facility be larger in size to allow an increased storage capacity (ie. 3,000-4,000 tons).		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.A.vi Meet increasing health and public safety needs of the population. P. 10-2		
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	
ENGINEERING/SURVEY	50,000		50,000						
LAND ACQUISITION									
CONSTRUCTION/SITWORK	735,500					735,500			
ADJACENT LEAN-TO STORAGE	157,600					157,600			
FURNITURE & EQUIPMENT									
OTHER (SWM/passive vent system)	157,600					157,600			
<b>TOTAL COSTS</b>	<b>1,100,700</b>		<b>50,000</b>			<b>1,050,700</b>			

**Funding Schedule**

	Total Project	Prior Approval	Budget	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	1,100,700		50,000		1,050,700				
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>1,100,700</b>		<b>50,000</b>		<b>1,050,700</b>				

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Energy Efficiency and Conservation Projects	<b>Project Number</b> PF-1903	<b>Classification</b> PUBLIC FACILITIES
<b>Project Description</b> This project provides funding for energy conservation projects intended to help achieve reductions in energy consumption for County facilities. Projects have been established according to Energy Conservation Measures (ECM's) based upon the 2014 Level I Energy Audits. Major ECM classifications include HVAC, Lighting, Building Envelope, Electrical Load Management, and Water Conservation.  FY2019 projects include: Lighting ECM's: Replace existing parking lot lighting with LED fixtures at the Chancellors Run Activity Center and the Lexington Park Library - \$25,000; Replace existing sidewalk lighting with LED fixtures at the Adult Detention Center - \$15,000.		
		<b>Compliance With Comprehensive Plan Section</b> 10.2.4.A.ii Promote conservation of energy and resources. P. 10-7
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
DESIGN									
CONSULATING SERVICES									
HVAC ECM's									
LIGHTING ECM's	40,000		40,000						
BLDG ENVELOPE ECM's									
LOAD MANAGEMENT ECM's									
WATER CONSERVATION ECM's									
<b>TOTAL COSTS</b>	<b>40,000</b>		<b>40,000</b>						

Funding Schedule										
COUNTY FUNDS: COUNTY BONDS										
LOCAL TRANSFER TAX	40,000		40,000							
IMPACT FEES										
GENERAL FUND TRANSFER										
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>40,000</b>		<b>40,000</b>							

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING - FTEs						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES	-27,000					
OTHER						
<b>TOTAL COSTS</b>	<b>-27,000</b>					



<b>Project Title</b> Health Department Renovations	<b>Project Number</b> PF-1904	<b>Classification</b> Public Facilities
<b>Project Description</b> Provide interior renovations of a portion of the existing facility to provide improved / more efficient public health services and direct clinical care. This will help address accreditation standards (i.e.. National Public Health Accreditation Board ), operational needs, and records management requirements associated with population growth and change in demographics. Project includes: (a) family consultation area (with central viewing);( b) clinical area for patient evaluation and treatment (lab, medical equipment storage, vaccination area, temperature controlled medical supply storage, direct patient care); (c) case management consultation rooms x4; (d) multifunction / integrated / consolidated front entrance and lobby area with waiting rooms/children's area; (e) computer kiosk terminals for public access, enrollment, and document acquisition; (f) community education room with restroom access for approximately 30 individuals; (g) vital, medical, case management, infectious disease, and environmental health records storage and management areas; (h) ADA accessibility upgrades to the facility may be required due to the extent of the renovation work (an evaluation of the facility was performed in January 2015 with minor modification completed). Renovation costs are based on \$185 per square foot Design Solicitation: September 2018 Design Award: January 2019 Design: February - October 2019		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.B Meet the existing and future demands of the population for community and social services. P. 10-3		
<b>Discussion of Operating Budget Impact</b> The incremental costs are for the temporary relocation of the Health Clinic and patient case management services (e.g., WIC, Medicaid enrollment, infants & toddlers program, administrative care coordination, healthy families, healthy start, etc.) into temporary trailer facilities. The services require individual rooms where a staff member could have their office, space for consultation with the client, and often space for children accompanying the		

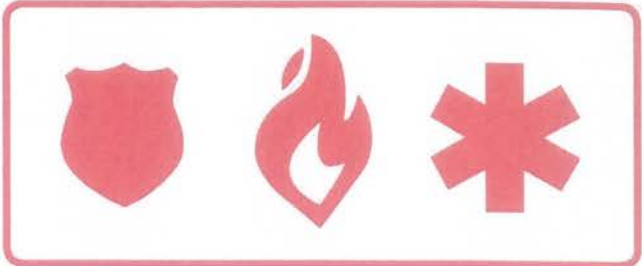
Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	282,000		282,000						
LAND ACQUISITION									
RENOVATION/RETROFIT	2,100,000				2,100,000				
CONDITION IMPROVEMENTS	255,000				150,500	104,500			
INSPECTION/CONSTR SERVICES	85,000				85,000				
EQUIPMENT (F&E and IT)	55,000				55,000				
OTHER (CONTINGENCIES ADN BONDS)	210,000				210,000				
<b>TOTAL COSTS</b>	<b>2,987,000</b>		<b>282,000</b>		<b>2,600,500</b>	<b>104,500</b>			

**Funding Schedule**

	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	2,987,000		282,000		2,600,500	104,500			
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS (State Bond Bill)									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,987,000</b>		<b>282,000</b>		<b>2,600,500</b>	<b>104,500</b>			

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES (moving)			5,000			
TRAILER FACILITY RENTAL (12 months)			75,000			
UTILITIES			10,000			
RECORDS STORAGE			4,000			
OTHER (Information Technology)						
<b>TOTAL COSTS</b>			<b>94,000</b>			


<b>Project Title</b> Fire & Rescue Revolving Loan Fund	<b>Project Number</b> PF-1906	<b>Classification</b> Public Facilities																																																								
<b>Project Description</b> Volunteer Fire Departments and Rescue Squads have submitted their plan for FY2019 to FY2024 which outlines the expected loan requests they will make from the Revolving Loan Fund maintained by the County.																																																										
<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">FY19</th> <th style="text-align: center;">FY20</th> <th style="text-align: center;">FY21</th> <th style="text-align: center;">FY22</th> <th style="text-align: center;">FY23</th> <th style="text-align: center;">FY24</th> <th></th> </tr> </thead> <tbody> <tr> <td>BDVFD</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">810,000</td> <td></td> <td style="text-align: right;">RS</td> </tr> <tr> <td>MVRS</td> <td style="text-align: right;">280,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">RS</td> </tr> <tr> <td>HVRS</td> <td style="text-align: right;">337,370</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">375,000</td> <td style="text-align: right;">RS</td> </tr> <tr> <td>2DVRSFD</td> <td></td> <td style="text-align: right;">1,750,000</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">BLD</td> </tr> <tr> <td>Ridge VRS</td> <td style="text-align: right;">140,000</td> <td></td> <td style="text-align: right;">145,000</td> <td></td> <td></td> <td></td> <td style="text-align: right;">RS</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>757,370</b></td> <td style="text-align: right;"><b>1,750,000</b></td> <td style="text-align: right;"><b>0</b></td> <td style="text-align: right;"><b>145,000</b></td> <td style="text-align: right;"><b>810,000</b></td> <td style="text-align: right;"><b>375,000</b></td> <td></td> </tr> </tbody> </table>			FY19	FY20	FY21	FY22	FY23	FY24		BDVFD					810,000		RS	MVRS	280,000						RS	HVRS	337,370					375,000	RS	2DVRSFD		1,750,000					BLD	Ridge VRS	140,000		145,000				RS	<b>TOTAL</b>	<b>757,370</b>	<b>1,750,000</b>	<b>0</b>	<b>145,000</b>	<b>810,000</b>	<b>375,000</b>		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.A.vi Meet increasing health and public safety needs of the population. P. 10-2
	FY19	FY20	FY21	FY22	FY23	FY24																																																				
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<b>Discussion of Operating Budget Impact</b>																																																										

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING									
CONSTRUCTION	1,150,000		150,000	1,000,000					
LAND ACQUISITION									
INSPECTION									
DEMOLITION									
UTILITIES									
EQUIPMENT/ROLLING STOCK									
<b>TOTAL COSTS</b>	<b>1,150,000</b>		<b>150,000</b>	<b>1,000,000</b>					

Funding Schedule									
COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	1,150,000		150,000	1,000,000					
IMPACT FEES									
GENERAL FUND TRANSFER									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>1,150,000</b>		<b>150,000</b>	<b>1,000,000</b>					

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Building Maintenance and Repair Projects- Critical	<b>Project Number</b> PF-1907	<b>Classification</b> Public Facilities
<b>Project Description</b> This program provides funds for major equipment replacement, deferred maintenance & repair projects, system upgrades and critical maintenance and major repair items to include: building envelope, mechanical, electrical, HVAC, roofing, alarm, and security systems. Projects typically require minimal use of architect/ engineering design services. FY2018: Full replacement of old metal frame and single pane windows at Old Carver School - \$160,000. HVAC computerized control system upgrade for the Patuxent Building - \$100,000. Replace HVAC equipment at Public Safety facility - \$86,000. Replace air handler and HVAC equipment at u/g emergency communications backup center - \$125,000. Unanticipated Repairs - \$20,000. FY2019 Old Carver School roof replacement - \$200,000. Old Carver School chiller replacement - \$125,000. Old Hollywood School Heat pump replacements - \$115,000. Navy Museum Building B metal roof resurfacing that wasn't included in remodel - \$80,000. Unanticipated repairs - \$20,000. FY2020: Leonard Hall Drill Hall (Rec Center) - \$60K and Old Lexington Park Library window replacements - \$40K. St. Clements Island Museum replace gutters, downspouts and decking - \$36,000. Reseal and recoat metal roofs at Charlotte Hall Library and Wicomico Building - \$50,000. Transportation Building roof replacement - \$35,000. Old Hollywood heat pumps - \$112,500. HVAC computerized control system upgrade for the Old Carver Elementary School - \$50,000. Unanticipated Repairs - \$20,000.		 <p data-bbox="816 735 1513 840"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A Provide infrastructure to accommodate development in growth areas and address adequate facilities and services outside of growth areas. P. 10-1                 </p>
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	
WINDOW REPLACEMENT	215,000			100,000	25,000			90,000	
ALARM SYSTEMS	50,000			50,000					
HVAC- CONST	411,300		240,000	112,000	19,300			40,000	
ROOF/GUTTER-CONST	1,057,000		280,000	121,000	70,000	203,000	383,000		
SIDING/EXTERIOR-CONST									
EQUIPMENT-CONST	150,000					150,000			
OTHER (unanticipated)	270,000		20,000	20,000	20,000	20,000	20,000	170,000	
<b>TOTAL COSTS</b>	<b>2,153,300</b>		<b>540,000</b>	<b>403,000</b>	<b>134,300</b>	<b>373,000</b>	<b>403,000</b>	<b>300,000</b>	

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	2,153,300		540,000	403,000	134,300	373,000	403,000	300,000	
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES- LGIT									
<b>TOTAL FUNDS</b>	<b>2,153,300</b>		<b>540,000</b>	<b>403,000</b>	<b>134,300</b>	<b>373,000</b>	<b>403,000</b>	<b>300,000</b>	

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACT SVS-Alarm Monitoring @\$30/mo/bldg						
UTILITIES (propane)						
UTILITIES (water)						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Building Maintenance and Repair Projects- Programmatic	<b>Project Number</b> PF-1908	<b>Classification</b> Public Facilities
<b>Project Description</b> This program provides funds for minor programmatic construction & repair projects to include; carpet/tile replacement, interior painting, upgrades to partitions, exterior doors, entrance canopies, redecking, energy conservation measures & general maintenance items. Anticipated projects typically require no architect/engineering services. Based on need and the criteria outlined in the Division's Comprehensive Facilities Maintenance Plan and space needs planning. A Facilities Condition Assessment was completed in CY2014, which included a banding of priorities for funding consideration. Projects are prioritized and managed by the DPW&T Building Services Division. Long-term operating costs can manifest themselves in facilities in a variety of ways. The most visible is simple deferred maintenance, where systems, equipment and materials are not taken care of and they age or fail prematurely. This project attempts to address this need through a variety of capital projects. Remote programming / monitoring, lockdown capability, entrance controls, burglar alarms, video surveillance (\$1,300 per camera w/ software) and panic button installations are typical applications. Estimated costs: Computerized HVAC panels & controls for facility - \$50,000 per facility; automated alert system - \$10,000 per facility; door retrofit or expand - \$1,000 per door; new security cards - \$10 each.		 <p data-bbox="813 737 1479 842"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A Provide infrastructure to accommodate development in growth areas and address adequate facilities and services outside of growth areas. P. 10-1                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING									
CONSTRUCTION	55,000		55,000						
CARPET/TILE REPLACE	635,000			150,000			185,000	300,000	
PAINTING/CARPENTRY	380,000		140,000		160,000			80,000	
SAFETY/SECURITY	212,000		40,000	62,000		35,000	75,000		
EQUIPMENT (INCLUDES LIGHTING)	200,000					200,000			
CODE COMPLIANCE	257,000		57,000	50,000	50,000	50,000	50,000		
OTHER (unanticipated, repairs & H2O heater replace)	90,000		15,000	15,000	15,000	15,000	15,000	15,000	
<b>TOTAL COSTS</b>	<b>1,829,000</b>		<b>307,000</b>	<b>277,000</b>	<b>225,000</b>	<b>300,000</b>	<b>325,000</b>	<b>395,000</b>	


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	1,829,000		307,000	277,000	225,000	300,000	325,000	395,000	
IMPACT FEES									
GENERAL FUND TRANSFER									
FEDERAL FUNDS									
STATE FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>1,829,000</b>		<b>307,000</b>	<b>277,000</b>	<b>225,000</b>	<b>300,000</b>	<b>325,000</b>	<b>395,000</b>	

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
UTILITIES (electric)						
OTHER (describe significant items)						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Public Safety Computer Aided Dispatch Replacement/Enhancement Project	<b>Project Number</b> PF-1909	<b>Classification</b> Public Facilities
<b>Project Description</b> The current Computer Aided Dispatch system was purchased in 1999. This software, produced by the Superior Corporation, is installed on the IBM AS-400 platform, which is scheduled for replacement in FY 2019. This software has been updated numerous times since implementation, but it is no longer meeting the needs of the end user community it supports. The manufacturer's support for this system will be phased out in 2019, requiring overall replacement. Enhancements have been developed or initiated externally to meet the needs of our users that our aging system cannot meet. Some of these systems are (NCIC, text paging, Active 911, etc.) Additionally, the CAD system replacement will be a public safety – multi - discipline solution (police, fire, emergency medical services & advanced life support) that will provide enhanced emergency services dispatching, information sharing, and increased effectiveness for each of the stakeholders in this project. This will improve the efficiency of communications specialists dispatching efficiency, recording of relevant data and dissemination of information to first responders. This will greatly assist public safety efforts in providing service to our community.		 <p data-bbox="813 737 1513 821"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.A.vi Meet increasing health and public safety needs of the population. P.10-2</p>
<b>Discussion of Operating Budget Impact</b> Two Grade 9 FTE's (1-FY20, 1-FY21).		


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ENGINEERING\SURVEY									
LAND AQUISITION									
CONSTRUCTION\SITE WORK									
FURNITURE & EQUIPMENT									
OTHER	2,000,000			2,000,000					
CONSULTING	85,000		85,000						
<b>TOTAL COSTS</b>	<b>2,085,000</b>		<b>85,000</b>	<b>2,000,000</b>					

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX									
GENERAL FUND TRANSFER	2,085,000		85,000	2,000,000					
STATE FUNDS									
OTHER SOURCE									
<b>TOTAL FUNDS</b>	<b>2,085,000</b>		<b>85,000</b>	<b>2,000,000</b>					

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING - FTEs		1	1			
PERSONAL SERVICES COSTS		88,000	88,000			
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>		<b>88,000</b>	<b>88,000</b>			


<b>Project Title</b> Leonardtown Armory Renovations	<b>Project Number</b> PF-2101	<b>Classification</b> Public Facilities
<b>Project Description</b> This project programs the funding of future renovations to the former Leonardtown Library for a new tenant(s) after the Library vacates to new quarters. Renovations are anticipated to include electrical / mechanical upgrades, additional security provisions, new lighting, restrooms, and an elevator. On August 7, 2015, the Maryland Historic Trust confirmed that a new MHT approval package must be resubmitted in its entirety once a new building program has been identified. The Leonardtown Armory building has 12,169 net assignable square feet (nasf), with 9,135 on the 1st floor and 3,034 on the 2nd.		 <p data-bbox="816 716 1507 793"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.A.vi.a.iii Provide adequate satellite office space in growth areas. P. 10-2</p>
<b>Discussion of Operating Budget Impact</b> IT estimates based upon installation of 3 new switches and network cabling in the redesigned facility.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ENGINEERING/SURVEY	361,000				361,000				
ROOF REPLACEMENT-EPDM	191,000					191,000			
CONSTRUCTION/SITWORK	3,005,750					3,005,750			
CONSTRUCTION INSP/MGMT	93,000					93,000			
FURNITURE & EQUIPMENT (IT)	88,000					88,000			
OTHER(CONTINGENCIES)	226,250					226,250			
<b>TOTAL COSTS</b>	<b>3,965,000</b>				<b>361,000</b>	<b>3,604,000</b>			

Funding Schedule										
COUNTY FUNDS: COUTY BONDS	3,965,000					361,000	3,604,000			
LOCAL TRANSFER TAX										
IMPACT FEES										
GENERAL FUND TRANSFER										
STATE FUNDS										
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>3,965,000</b>					<b>361,000</b>	<b>3,604,000</b>			

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS				15,000		
UTILITIES						
FURNITURE & EQUIPMENT				45,000		
<b>TOTAL COSTS</b>				<b>60,000</b>		



<b>Project Title</b> Sheriff's Office Headquarters	<b>Project Number</b> PF-2401	<b>Classification</b> PUBLIC FACILITIES
<b>Project Description</b> The 2014 Space Needs Assessment indicates that the Sheriff's Office requires a total of 23,265 SF of program space, which equates to 33,500 SF of construction. Planning assumption is that the new construction will be on County owned property.		<div style="text-align: center;">  </div> <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.A.vi Meet increasing health and public safety needs of the population. P.10-2</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
Design	703,500							100,000	603,500
Construction	10,050,000								10,050,000
Construction Management	703,500								703,500
Network Infrastructure	100,000								100,000
Furnishings & Equipment	1,474,000								1,474,000
<b>TOTAL COSTS</b>	<b>13,031,000</b>							<b>100,000</b>	<b>12,931,000</b>

Funding Schedule										
COUNTY FUNDS: COUNTY BONDS	13,031,000								100,000	12,931,000
LOCAL TRANSFER TAX										
IMPACT FEES										
GENERAL FUND TRANSFER										
STATE FUNDS										
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>13,031,000</b>								<b>100,000</b>	<b>12,931,000</b>


Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						

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# ST. MARY'S COUNTY PUBLIC SCHOOLS





<b>Project Title</b> Relocatables for Various Sites	<b>Project Number</b> PS-1403	<b>Classification</b> St Mary's County Public Schools
<b>Project Description</b> Based on current and projected enrollment, this project is to provide relocatable classrooms to meet the capacity needs at various locations. The current and projected enrollments are evaluated, both in the fall and the spring, to identify which schools will need relocatables for the following year. Based on the availability of funding in July of each year, relocatables relocated and/or purchased during the summer will not be available for use at the opening of school in August of each year due to the amount of time necessary for construction. This project provides for the relocation of several relocatables or the purchase of two (2) double classroom units annually in FY 2019 - FY 2022, as determined in the spring of each year, based on actual and projected enrollment. The intention of the school system is to design and place units so that they are available for August of each year, which requires design funding to be funded a year prior to installation.		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3		
<b>Discussion of Operating Budget Impact</b> There will be no change in staffing based on the increased square footage.		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	194,000	106,000	22,000	22,000	22,000	22,000	22,000		
CONSTRUCTION	2,321,700	1,005,700	329,000	329,000	329,000	329,000	329,000		
DEMOLITION									
INSPECTION/ PROJ. MGMT	57,500	27,500	7,500	7,500	7,500	7,500	7,500		
UTILITIES	92,500	42,500	12,500	12,500	12,500	12,500	12,500		
EQUIPMENT	70,000	14,000	14,000	14,000	14,000	14,000	14,000		
OTHER									
<b>TOTAL COSTS</b>	<b>2,735,700</b>	<b>1,195,700</b>	<b>385,000</b>	<b>385,000</b>	<b>385,000</b>	<b>385,000</b>	<b>385,000</b>		

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	2,735,700	1,195,700	385,000	385,000	385,000	385,000			
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,735,700</b>	<b>1,195,700</b>	<b>385,000</b>	<b>385,000</b>	<b>385,000</b>	<b>385,000</b>			

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES	8,215	8,215	8,215	8,215		
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>	<b>8,215</b>	<b>8,215</b>	<b>8,215</b>	<b>8,215</b>		

<b>Project Title</b> Aging School Program	<b>Project Number</b> PS-1506	<b>Classification</b> St. Mary's County Public School
<b>Project Description</b> Maryland's Aging Schools Program (ASP) is a state grant program funded from proceeds from State general obligation bonds. Eligible projects are restricted to those having at least a 15-year anticipated lifespan. These grant funds are distributed at the beginning of each fiscal year for eligible projects and expenditures for capital improvements to public school buildings and sites that, when completed, would protect the school building from deterioration, improve the safety of students and staff, and enhance the delivery of educational programs. These grant funds are distributed at the beginning of each fiscal year for eligible projects. Projects are reviewed and identified for submission based on the Capital Plan and the Comprehensive Maintenance Plan for Educational Facilities.		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3		
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	35,000	28,000	7,000						
LAND ACQUISITION									
CONSTRUCTION	264,000	211,000	53,000						
DEMOLITION									
INSPECTION/ PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>299,000</b>	<b>239,000</b>	<b>60,000</b>						

**Funding Schedule**

	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS									
LOCAL TRANSFER TAX	21,000	14,000	7,000						
IMPACT FEES									
GENERAL FUND TRANSFER	14,000	14,000							
STATE FUNDS*	264,000	211,000	53,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>299,000</b>	<b>239,000</b>	<b>60,000</b>						

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING- FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




<b>Project Title</b> New Elementary School- Central County	<b>Project Number</b> PS-1605	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for a new elementary school to meet capacity needs generated by new student growth for planned housing developments in the Lexington Park and Leonardtown development districts. The proposed location of the school is to be in the central portion of the county on the recently acquired Eliff property. The facility will be a 77,628 s.f. facility and have a state rated capacity of 644. The design of Evergreen Elementary School and Captain Walter Francis Duke Elementary School will be repeated to the extent possible, given knowledge gained from those projects, as well as site specific factors. One of these site specific factors, which may dictate design changes, is that the site is located along the Religious Freedom Tour Scenic Byway. Comments from the Maryland Clearinghouse stated that the design for the facility should be coordinated with the Maryland Scenic Byways Program to ensure functionality while maintaining and enhancing the byway's visual quality. This school will be located in the Lexington Park Development District and will be served by public utilities. This project is required to address projected elementary school capacity issues countywide, based on local rated capacity. Even with the completion of the Captain Walter Francis Duke Elementary School, there will still be overcrowding projected countywide at the elementary school level.		 <p data-bbox="818 709 1463 793"><b>Compliance With Comprehensive Plan Section 10.2.2.C.i</b> Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b> Several administration and support staff would be added in FY 2022 and the remaining in FY 2023. The staffing plan will be updated based on the Educational Specifications and existing staff figures.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	2,361,000	1,043,000		930,000	350,000	38,000			
LAND ACQUISITION									
CONSTRUCTION	32,952,000				16,424,000	16,186,000	342,000		
DEMOLITION									
INSPECTION/PROJ.MGMT	125,000				125,000				
UTILITIES	750,000				750,000				
EQUIPMENT	1,124,000				900,000	224,000			
OTHER CONTINGENCY									
<b>TOTAL COSTS</b>	<b>37,312,000</b>	<b>1,043,000</b>		<b>930,000</b>	<b>18,549,000</b>	<b>16,448,000</b>	<b>342,000</b>		

Funding Schedule									
	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	14,464,000				6,670,000	7,794,000			
LOCAL TRANSFER TAX	50,000	50,000							
IMPACT FEES	6,212,000	993,000		930,000	2,970,000	977,000	342,000		
GENERAL FUND TRANSFER									
STATE FUNDS	16,586,000				8,909,000	7,677,000			
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>37,312,000</b>	<b>1,043,000</b>		<b>930,000</b>	<b>18,549,000</b>	<b>16,448,000</b>	<b>342,000</b>		

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING-FTEs				18	18	
PERSONAL SERVICES COSTS				848,964	848,974	
CONTRACTED SERVICES						
SUPPLIES & MATERIALS				446,500	446,500	
UTILITIES				117,000	117,000	
FURNITURE & EQUIPMENT						
OTHER				23,440	23,440	
<b>TOTAL COSTS</b>				<b>1,435,904</b>	<b>1,435,914</b>	



<b>Project Title</b> Park Hall Elementary School - Roof/HVAC Replacement & Sewer Lift Station	<b>Project Number</b> PS-1801	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual update of the CMP, the roof and HVAC replacement projects are reviewed and were combined into one project. This will enable the utilization of a single AE team, roofing consultant, and prime contractor. This will ensure coordination, consistency, and efficiency and has been a method successfully utilized in similar past projects. Included is approximately 35,000 sq. ft. of existing coal tar roofing which was replaced in 1989 and 28,000 sq. ft. of built-up roofing (including canopies), some of which is single ply. The existing built-up roof will be replaced with a 4-ply built up roof with a 1/4" slope, with alternates for any potential cost overages. Based on the height of the new tapered insulation, work will be done on the through wall flashing at adjoining walls. Overflow drains are not conforming and will require interior plumbing work. The HVAC system was also installed in 1994 and requires replacement. This includes the following equipment: 1 water chiller, 2 boilers, 5 rooftop units, 28 unit ventilators, 9 fan coil units, 2 cabinet heaters, making 1 air handling unit OA, 1 five ton system, and 15 exhaust fans, with all related accessories and controls. In addition, low voltage data systems will be reviewed and included in the project, if warranted. These include PA, fire, and security systems. Maintenance monitors the roof and HVAC system and provides repairs on an as-needed basis, pending the replacements.		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3
<b>Discussion of Operating Budget Impact</b> Dependent upon the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	502,000	256,000	246,000						
LAND ACQUISITION									
CONSTRUCTION	6,650,000	695,000	4,230,000	1,725,000					
DEMOLITION									
INSPECTION/ PROJ. MGMT	15,000		15,000						
UTILITIES	35,000		35,000						
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>7,202,000</b>	<b>951,000</b>	<b>4,526,000</b>	<b>1,725,000</b>					


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	3,495,000	536,000	2,148,000	811,000					
LOCAL TRANSFER TAX									
IMPACT FEE									
GENERAL FUND TRANSFER									
STATE FUNDS	3,707,000	415,000	2,378,000	914,000					
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>7,202,000</b>	<b>951,000</b>	<b>4,526,000</b>	<b>1,725,000</b>					

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES			13,810			
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>			<b>13,810</b>			



<b>Project Title</b> Hollywood Elementary School - Roof/HVAC Replacement & Emergency Power	<b>Project Number</b> PS-1802	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> The roof and HVAC replacement projects are part of the CMP and EFMP and were combined into one project. This will enable the utilization of a single AE team, roofing consultant, and prime contractor. This ensures coordination, consistency, and efficiency and has been a method successfully utilized in similar past projects. Included is approximately 24,700 sq. ft. of existing 1 ply roofing (including canopies) and 40,500 sq. ft. of shingled roof, built in 1993. The hypalon roof has been problematic and required major repairs. The flat portion of the roof will be replaced with a 4-ply built up roof with 1/4" per sf slope tapered insulation and will include work on the flashing and roof drains. The shingled roof will be replaced with a standing seam metal roof. The HVAC system was constructed in 1992 and this project includes the replacement of the heating plant and installation of a fire suppression system for the entire facility. This includes the following equipment: 2 boilers, 1 chiller, 5 rooftop units, 14 fan powered mixing boxes, 17 variable air volume terminals, 25 unit and cabinet heaters, 16 fan coil units, and 5 exhaust fans, with all related accessories and controls. Alternates will be included for the roof and HVAC to allow for a bid award. In addition, low voltage data systems will be reviewed and included in the project, if warranted. These include PA, fire, and security systems. Maintenance monitors the roof and HVAC system and provides repairs on an as-needed basis, pending the replacements.	 <p>08/27/2012 01:35 pm</p>	<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3
<b>Discussion of Operating Budget Impact</b> Dependent upon the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	483,000	241,000	142,000	100,000					
LAND ACQUISITION									
CONSTRUCTION	6,365,000	695,000	4,233,000	1,437,000					
DEMOLITION									
INSPECTION/PROJ. MGMT	15,000		15,000						
UTILITIES	35,000		35,000						
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>6,898,000</b>	<b>936,000</b>	<b>4,425,000</b>	<b>1,537,000</b>					

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	3,343,000	536,000	2,165,000	642,000					
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS	3,555,000	400,000	2,260,000	895,000					
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>6,898,000</b>	<b>936,000</b>	<b>4,425,000</b>	<b>1,537,000</b>					

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES			12,885			
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>			<b>12,885</b>			


<b>Project Title</b> Building Infrastructure-Critical	<b>Project Number</b> PS-1804	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This program provides funds for major replacement, deferred maintenance and repair projects, system upgrades, and critical maintenance and repairs to critical building components to include: air handlers, chillers, cooling towers, fire alarms, oil tanks, water feeds, and well pumps.  FY 2019: Town Creek E.S. Oil Tank Replacement - \$110,000, High School Auditorium A/V \$564,000 FY 2020: Benjamin Banneker E.S. Well Pump/Controls - \$73,000, Leonardtown H.S. Stadium Lights/Sound - \$400,000 FY 2021: White Marsh E.S. Plumbing - \$35,000 FY 2022: Margaret Brent M.S. Water Feed - \$75,000, Chopticon H.S. Cooling Tower - \$154,000, Hollywood E.S. Well/Pump - \$50,000 FY 2023: Ridge E.S. Air Handlers - \$264,000 FY 2024: Lettie Marshall Dent E.S. Well Pump Replacement - \$57,000, Green Holly E.S. Lift Station - \$33,000		
		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	71,000		35,000	15,000			2,000	15,000	4,000
LAND ACQUISITION									
CONSTRUCTION	2,220,000	476,000	639,000	458,000	35,000	277,000	249,000	86,000	
DEMOLITION									
INSPECTION / PROJ. MGMT.									
UTILITIES									
EQUIPMENT									
OTHER -CONTINGENCY									
<b>TOTAL COSTS</b>	<b>2,291,000</b>	<b>476,000</b>	<b>674,000</b>	<b>473,000</b>	<b>35,000</b>	<b>279,000</b>	<b>264,000</b>	<b>90,000</b>	

Funding Schedule									
COUNTY FUNDS: COUNTY BONDS	564,000		564,000						
LOCAL TRANSFER TAX	1,727,000	476,000	110,000	473,000	35,000	279,000	264,000	90,000	
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,291,000</b>	<b>476,000</b>	<b>674,000</b>	<b>473,000</b>	<b>35,000</b>	<b>279,000</b>	<b>264,000</b>	<b>90,000</b>	

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Building Infrastructure- Programmatic	<b>Project Number</b> PS-1805	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This program provides funds for programmatic construction and repairs of projects identified in the Comprehensive Maintenance Plan for Educational Facilities for life cycle replacement, to include: site paving, playgrounds, and flooring. Anticipated projects typically require minimal design services.  FY 2019: Park Hall E.S. and Piney Point E.S. Paving - \$440,000 (\$250,000 & \$190,000), Playgrounds - \$280,000, Dynard E.S. Flooring - \$91,000 FY 2020: Town Creek E.S. & Esperanza M.S. Paving - \$369,000 (\$111,000 & \$258,000), Playgrounds - \$150,000, & Green Holly E.S. (A) Flooring - \$99,000 FY 2021: Greenview Knolls E.S. & Chopticon H.S. Paving - \$820,000 (\$90,000 & \$730,000) & Greenview Knolls E.S. Flooring - \$90,000 FY 2022: Hollywood E.S., Piney Point E.S., Esperanza M.S., and Chopticon H.S. Flooring - \$529,000 (\$83,000, \$89,000, \$71,000, & \$286,000) FY 2023: Leonardtown H.S. Flooring - \$210,000 FY 2024: Benjamin Banneker E.S. & Leonardtown E.S. Flooring - \$100,000 (\$38,000 & \$62,000) & Benjamin Banneker/Benjamin Banneker Early Childhood Center Paving - \$47,000		 <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	44,000	13,000	13,000	9,000	6,000			3,000	
LAND ACQUISITION									
CONSTRUCTION	4,546,000	1,352,000	798,000	609,000	904,000	529,000	210,000	144,000	
DEMOLITION									
INSPECTION/PROJ. MGMT.									
UTILITIES									
EQUIPMENT									
OTHER- CONTINGENCY									
<b>TOTAL COSTS</b>	<b>4,590,000</b>	<b>1,365,000</b>	<b>811,000</b>	<b>618,000</b>	<b>910,000</b>	<b>529,000</b>	<b>210,000</b>	<b>147,000</b>	

Funding Schedule										
COUNTY FUNDS: COUNTY BONDS	1,801,000	1,365,000	436,000							
LOCAL TRANSFER TAX	2,789,000		375,000	618,000	910,000	529,000	210,000	147,000		
IMPACT FEES										
GENERAL FUND TRANSFER										
STATE FUNDS										
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>4,590,000</b>	<b>1,365,000</b>	<b>811,000</b>	<b>618,000</b>	<b>910,000</b>	<b>529,000</b>	<b>210,000</b>	<b>147,000</b>		

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Green Holly Elementary School- Partial Roof Replacement	<b>Project Number</b> PS-1902	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the CMP, the roof replacement projects are reviewed. This project will replace approximately 51,740 s.f. of existing asphalt shingles with a standing seam metal roof. This improves the life of the roof from 15 to 35 years. Maintenance monitors the roof and provides repairs on an as-needed basis, pending roof replacement. The roof is currently 28 years old and at the time of completion the existing roof will be 30 years old.	 <p data-bbox="808 737 1505 814"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>	
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	153,000		153,000						
LAND ACQUISITION									
CONSTRUCTION	1,849,000		849,000	1,000,000					
DEMOLITION									
INSPECTION/PROJ.MGMT.	10,000		10,000						
UTILITIES									
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>2,012,000</b>		<b>1,012,000</b>	<b>1,000,000</b>					

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	1,153,000		153,000	1,000,000					
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS	859,000		859,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,012,000</b>		<b>1,012,000</b>	<b>1,000,000</b>					

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Great Mills High School- Partial Roof Replacement	<b>Project Number</b> PS-1903	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the CMP, the roof replacement projects are reviewed. This project will replace approximately 90,982 s.f. of existing bituminous roof that is failing. This area was not replaced during the 1997 renovation and addition and will be 26 years old at the time of replacement. The existing built-up roof will be replaced with a 4-ply built up roof with a 1/4" slope, with alternates for any potential cost overages. Maintenance monitors the roof and provides repairs on an as-needed basis, pending the roof replacement.		 <p data-bbox="816 741 1511 821"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	225,000		225,000						
LAND ACQUISITION									
CONSTRUCTION	3,281,562		850,000	2,431,562					
DEMOLITION									
INSPECTION/PROJ. MGMT.	10,000			10,000					
UTILITIES									
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>3,516,562</b>		<b>1,075,000</b>	<b>2,441,562</b>					

Funding Schedule									
COUNTY FUNDS: COUNTY BONDS	1,558,000			1,558,000					
LOCAL TRANSFER TAX	225,000		225,000						
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS	1,733,562		850,000	883,562					
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>3,516,562</b>		<b>1,075,000</b>	<b>2,441,562</b>					

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Green Holly Elementary School -Switch Gear & HVAC Replacement	<b>Project Number</b> PS-1904	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for the replacement of the electrical switchgear in the 1973 portion of the Green Holly Elementary School building, along with the replacement of the HVAC system for this portion of the building. At the time of completion of the project, the system will be 49 years old. The HVAC system replacement will include the heating plant 4000 MBH, all self-contained air conditioning units 1800 MBH with the associated 18 exhaust fans and 32 reheat cools, and installation of a fire suppression system. It is recommended that this be either a variable air volume system or fan coil system with a separate and dedicated tempered outside air source. The project includes local funding for completion of a study and partial design in FY 2019 in advance of the project.		 <p data-bbox="812 735 1510 861"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	288,000		125,000	163,000					
LAND ACQUISITION									
CONSTRUCTION	3,459,000			285,000	3,174,000				
DEMOLITION									
INSPECTION /PROJ. MGMT.	10,000			10,000					
UTILITIES	25,000			25,000					
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>3,782,000</b>		<b>125,000</b>	<b>483,000</b>	<b>3,174,000</b>				


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	2,316,000		125,000	225,000	1,966,000				
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS	1,466,000			258,000	1,208,000				
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>3,782,000</b>		<b>125,000</b>	<b>483,000</b>	<b>3,174,000</b>				

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES				10,533		
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>				<b>10,533</b>		



<b>Project Title</b> Dynard Elementary School -Roof/HVAC Replacement & Emergency Power	<b>Project Number</b> PS-1905	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the CMP, the roof and HVAC replacement projects are reviewed. This project will replace approximately 41,050 s.f. of existing roofing which was constructed in 1992. The installation of an emergency generator and upgrades to a number of low voltage systems will provide electrical power for egress lighting and life safety systems. A transfer switch will be installed that will allow for large roll-off generators to power essential portions of the building. Replacement of the HVAC system, which was installed in 1992, will include the heating plant and installation of a fire suppression system. Maintenance monitors the roof and HVAC system and provides repairs on an as-needed basis, pending the replacements. This project includes local funding for completion of a study and partial design in FY 2019 in advance of the project.		 <p data-bbox="815 730 1510 808"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b> Dependent upon the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	432,000		265,000	167,000					
LAND ACQUISITION									
CONSTRUCTION	5,447,000			963,000	4,484,000				
DEMOLITION									
INSPECTION/PROJ. MGMT.	15,000			15,000					
UTILITIES	46,000			46,000					
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>5,940,000</b>		<b>265,000</b>	<b>1,191,000</b>	<b>4,484,000</b>				

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	3,536,000		265,000	250,000	3,021,000				
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS	2,404,000			941,000	1,463,000				
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,940,000</b>		<b>265,000</b>	<b>1,191,000</b>	<b>4,484,000</b>				

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES				11,933		
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>				<b>11,933</b>		


<b>Project Title</b> Lettie Marshall Dent Elementary School - Addition, HVAC, Electrical & Tank	<b>Project Number</b> PS-2101	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project includes an addition of 17,904 s.f., with an increased capacity of 138 seats. These additional seats will address the overcrowding at Lettie Marshall Dent, Mechanicsville, and White Marsh elementary schools. As part of the annual review and update of the Comprehensive Maintenance Plan for Educational Facilities, HVAC replacement projects are reviewed. This project will replace the HVAC system which was installed in 1992. A transfer switch will be installed that will allow for large roll-off generators to power essential portions of the building. Replacement of the existing underground fuel tank. Maintenance monitors the HVAC system and provides repairs on an as-needed basis, pending the replacement.		 <p data-bbox="812 735 1510 819"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	503,000				503,000				
LAND ACQUISITION									
CONSTRUCTION	6,356,000					5,256,000	1,100,000		
DEMOLITION									
INSPECTION/PROJ.MGMT.	15,000					15,000			
UTILITIES	55,000					55,000			
EQUIPMENT									
<b>TOTAL COSTS</b>	<b>6,929,000</b>				<b>503,000</b>	<b>5,326,000</b>	<b>1,100,000</b>		

Funding Schedule									
	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	3,903,000				503,000	3,400,000			
LOCAL TRANSFER TAX									
IMPACT FEES	323,000					323,000			
GENERAL FUND TRANSFER									
STATE FUNDS	2,703,000					1,603,000	1,100,000		
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>6,929,000</b>				<b>503,000</b>	<b>5,326,000</b>	<b>1,100,000</b>		

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Secondary Capacity Option Study	<b>Project Number</b> PS-2102	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for a study of the secondary capacity needs countywide and development of options for a long-term solution to those needs. It will include an analysis of enrollment and projections, review of methods to incorporate new secondary capacity, and system specific options for expansion and/or new facilities. The analysis will cover middle school and high school student needs and options.		 <p data-bbox="813 709 1461 793"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	35,000				35,000				
LAND ACQUISITION									
CONSTRUCTION									
DEMOLITION									
INSPECTION/PROJ. MGMT.									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>35,000</b>				<b>35,000</b>				

Funding Schedule										
COUNTY FUNDS: COUNTY BONDS										
LOCAL TRANSFER TAX	35,000				35,000					
IMPACT FEES										
GENERAL FUND TRANSFER										
STATE FUNDS										
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>35,000</b>				<b>35,000</b>					

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Mechanicsville Elementary School - Modernization	<b>Project Number</b> PS-2103	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project will address key components including electrical upgrade, ceiling, flooring, fire alarm, public address system, and windows. This building was constructed in 1951 and had additions in 1960 and 1979. The roof and HVAC components have been addressed through previous capital projects.		 <p data-bbox="812 735 1510 829"><b>Compliance With Comprehensive Plan Section 10.2.2.C.i</b> Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	638,000				331,000	307,000			
LAND ACQUISITION									
CONSTRUCTION	8,272,000					2,542,000	3,230,000	2,500,000	
DEMOLITION									
INSPECTION/PROJ. MGMT.	20,000					10,000	10,000		
UTILITIES	30,000					15,000	15,000		
EQUIPMENT	375,000					300,000	75,000		
<b>TOTAL COSTS</b>	<b>9,335,000</b>				<b>331,000</b>	<b>3,174,000</b>	<b>3,330,000</b>	<b>2,500,000</b>	

Funding Schedule									
	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	6,087,000				331,000	330,000	2,926,000	2,500,000	
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS	3,248,000					2,844,000	404,000		
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>9,335,000</b>				<b>331,000</b>	<b>3,174,000</b>	<b>3,330,000</b>	<b>2,500,000</b>	

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Great Mills High School - Partial Roof Replacement	<b>Project Number</b> PS-2302	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the Comprehensive Maintenance Plan for Educational Facilities, the roof replacement projects are reviewed. This project will replace approximately 125,652 s.f. of existing bituminous roof that is deteriorating. This project does not include the area (90,982) of the partial roof replacement project being requested in FY 2020. This area of the roof was last replaced in 1997 as part of the addition/renovation project and will be 27 years old at the time of replacement. Maintenance monitors the roof and provides repairs on an as-needed basis, pending the roof replacement.	 <p data-bbox="816 737 1511 814"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>	
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	418,000						225,000	193,000	
LAND ACQUISITION									
CONSTRUCTION	4,342,000							3,297,000	1,045,000
DEMOLITION									
INSPECTION/PROJ. MGMT	10,000							10,000	
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>4,770,000</b>						<b>225,000</b>	<b>3,500,000</b>	<b>1,045,000</b>

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	2,683,000						225,000	2,000,000	458,000
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS	2,087,000							1,500,000	587,000
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>4,770,000</b>						<b>225,000</b>	<b>3,500,000</b>	<b>1,045,000</b>

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING - FTEs						
SUPPLIES & MATERIALS						
PERSONAL SERVICES COSTS						
UTILITIES						
<b>TOTAL COSTS</b>						

<b>Project Title</b> New Middle & High School Facility	<b>Project Number</b> PS-2401	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for a new multi-grade facility to meet capacity needs generated by new student growth for planned housing developments in the central portion of the county and the Leonardtown development district. The proposed location of the school is to be in the central portion of the county. The facility will address the overcrowding at the middle school and high school level. Over the next few years as enrollment continues to increase, the project will be further defined as all options are considered. A local study is being conducted in FY 2021 to review options. During the master plan design for any future secondary facility, consideration will be given to future expansion options. At this time enrollment projections would support 509 middle school seats and 608 high school seats.		 <p data-bbox="803 703 1515 787"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	5,893,000							2,243,000	3,650,000
LAND ACQUISITION									
CONSTRUCTION	79,639,000								79,639,000
DEMOLITION									
INSPECTION/PROJ. MGMT.	175,000								175,000
UTILITIES	125,000								125,000
EQUIPMENT	2,500,000								2,500,000
OTHER									
<b>TOTAL COSTS</b>	<b>88,332,000</b>							<b>2,243,000</b>	<b>86,089,000</b>

Funding Schedule										
COUNTY FUNDS: COUNTY BONDS	47,923,000									47,923,000
LOCAL TRANSFER TAX										
IMPACT FEES	3,310,000							2,243,000		1,067,000
GENERAL FUND TRANSFER										
STATE FUNDS	37,099,000									37,099,000
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>88,332,000</b>							<b>2,243,000</b>		<b>86,089,000</b>

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						





*Chopticon High School*



*Great Mills High School*



*Leonardtwn High School*


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# RECREATION & PARKS

Three-Notch Trail





<b>Project Title</b> Leonardtown Park	<b>Project Number</b> RP-1202	<b>Classification</b> Recreation and Parks
<p><b>Project Description</b> Design and construct a community park in Leonardtown. This proposed park project will include two (2) lighted multi-purpose athletic fields, a playground, parking and restroom facilities. There is a need for additional athletic facilities for community sports in the central part of the County as Dorsey Park is extremely overcrowded. Funding for park design was allocated in FY2012 to enable site plan coordination between the Board of Education and R&amp;P. Funding is requested in FY2020 for park construction.</p> <p>Anticipated Design Approvals - Fall 2019 Anticipated Construction Start - Spring 2020 Anticipated Project Completion - Spring 2021</p>		
		<p><b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5</p>
<p><b>Discussion of Operating Budget Impact</b> \$12,500 for hourly groundskeeper for park maintenance (870 hrs.); \$7,500 for grass cutting; and \$1,000 for park supplies and restroom paper products.</p>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	221,754	221,754							
LAND ACQUISITION									
CONSTRUCTION	2,450,160	408,246		2,041,914					
DEMOLITION									
INSPECTION/PROJ. MANAGEMENT	75,000			75,000					
UTILITIES									
EQUIPMENT (PLAYGROUND)	400,000			400,000					
OTHER -REMEDICATION	150,000	150,000							
<b>TOTAL COSTS</b>	<b>3,296,914</b>	<b>780,000</b>		<b>2,516,914</b>					


**Funding Schedule**

	Total Project	Prior Approval	Budget FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	2,116,572	417,122		1,699,450					
LOCAL TRANSFER TAX	67,698	67,698							
IMPACT FEES	215,180	65,180		150,000					
GENERAL FUND TRANSFER	30,000	30,000							
STATE FUNDS-Program Open Space	667,464	200,000		467,464					
STATE FUNDS-Community Parks & Playgrounds	200,000			200,000					
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>3,296,914</b>	<b>780,000</b>		<b>2,516,914</b>					

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS				12,500		
CONTRACTED SERVICES				7,500		
SUPPLIES & MATERIALS				1,000		
<b>TOTAL COSTS</b>				<b>21,000</b>		



<b>Project Title</b> St. Clement's Island Museum Renovations	<b>Project Number</b> RP-1401	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This multi-phase project will address museum building renovations, overflow parking, public access, health, and safety issues as well as update exhibit and interpretive spaces at the St. Clement's Island Museum, the site "Where Maryland Begins." Funding was approved in FY2017 for a conceptual design of the interior museum exhibit and public spaces. Funding is requested in FY2019, FY2020 and FY2022 for renovations of the existing museum building to include additional exhibit spaces. Many of the current exhibits are more than twenty years old and in need of updating to continue attracting local visitors and out of town tourists.  Prior Approval: - Replaced guttering around the museum building. Professional services to produce a conceptual design that updates the interior museum exhibit and public spaces - \$30,000. FY2019: Renovate St. Clement's Island Museum building to include construction preparation - \$100,000; exhibit design - \$45,000; relocation and storage expenses - \$20,000 and project management - \$16,500. FY2020: Complete renovations of St. Clement's Island Museum building - \$700,000; project management - \$70,000; exhibit fabrication and preparation for installation- \$170,500. FY2022: New exhibit installation - \$100,000; return staff to renovated building and workstation set-up - \$50,000; project management - \$15,000; and overflow parking - \$165,000.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	75,000	30,000	45,000						
LAND ACQUISITION									
CONSTRUCTION	1,203,985	2,485	120,000	870,500		211,000			
DEMOLITION									
INSPECTION/PROJ. MANAGEMENT	101,500		16,500	70,000		15,000			
UTILITIES									
EQUIPMENT	4,000					4,000			
OTHER- Plans and Exhibits	100,000					100,000			
<b>TOTAL COSTS</b>	<b>1,484,485</b>	<b>32,485</b>	<b>181,500</b>	<b>940,500</b>		<b>330,000</b>			


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	716,750		101,500	505,250		110,000			
LOCAL TRANSFER TAX	32,485	32,485							
IMPACT FEES	170,000					170,000			
GENERAL FUND TRANSFER									
STATE FUNDS-MHHA and/or MHT	70,000		20,000			50,000			
FEDERAL FUNDS-NPS	85,250			85,250					
STATE -Bond Bill	410,000		60,000	350,000					
<b>TOTAL FUNDS</b>	<b>1,484,485</b>	<b>32,485</b>	<b>181,500</b>	<b>940,500</b>		<b>330,000</b>			

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Park Land and Facility Acquisition	<b>Project Number</b> RP-1404	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Utilizing Local Program Open Space (POS) funds, this project enables property acquisition for County parks, public landings, and recreation facilities. Several potential acquisition projects are included in both the 2012 and 2017 Land Preservation, Parks, and Recreation Plans adopted by the Commissioners of St. Mary's County. Those projects include land for expanded parking at Wicomico Shores Public Landing; Patuxent River Waterfront Park and Public Landing; park land acquisition in Lexington Park; central and lower Patuxent Public Landing; and land acquisition for an indoor recreation center.		
<b>Discussion of Operating Budget Impact</b>		


**Compliance With Comprehensive Plan Section**  
 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING									
LAND ACQUISITION	2,103,019	624,433	246,431	246,431	246,431	246,431	246,431	246,431	
CONSTRUCTION									
DEMOLITION									
INSPECTION									
UTILITIES									
EQUIPMENT									
OTHER -Master Plan									
<b>TOTAL COSTS</b>	<b>2,103,019</b>	<b>624,433</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	

**Funding Schedule**

COUNTY FUNDS:COUNTY BONDS									
LOCAL TRANSFER TAX									
IMPACT FEES	7,950	7,950							
GENERAL FUND TRANSFER									
STATE FUND-Program Open Space	2,095,069	616,483	246,431	246,431	246,431	246,431	246,431	246,431	
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,103,019</b>	<b>624,433</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	<b>246,431</b>	

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Three Notch Trail- Phase Seven	<b>Project Number</b> RP-1501	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Phase Seven: Wildewood to Hollywood (3.33 mile section). This project continues development of the Three Notch Trail (TNT), a 10 ft. wide multi-use trail on the former railroad right-of-way. Funding for design and engineering of the trail was allocated in FY2015, a four mile section from Wildewood to Hollywood. Funding in FY2018 for potential easements and acquisition and FY2019 and FY2020 for the construction of the trail. The TNT will enable walking, bicycling, running and roller blading. The trail will also serve as a transportation alternative from residential neighborhoods to shopping, restaurants, and businesses.  Anticipated Design Approvals - Fall 2018 Anticipated Construction Start - Fall 2019 Anticipated Project Completion - Fall 2021		
<b>Discussion of Operating Budget Impact</b> \$12,062 for a groundskeeper (842 hrs.); grass cutting along the sides of the trail as each section is developed (contracted services) and for supplies and materials for minor repairs to signs, benches, etc.(\$3,630)		<b>Compliance With Comprehensive Plan Section</b> 11.5.3.A Provide expanded pedestrian and bicycle recreational and transportation opportunities. P. 11-10

Appropriation Phase	Total Project	Prior Approval	5-Year Capital Plan					Balance to Complete
			Budget FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECH/ENGINEERING	397,753	397,753						
LAND ACQUISITION	100,000	100,000						
CONSTRUCTION	5,483,743		4,783,743	700,000				
INSPECTION/PROJ. MGMT	81,000		81,000					
UTILITIES								
EQUIPMENT								
OTHER: SIGNAGE/LANDSCAPE	51,000		51,000					
<b>TOTAL COSTS</b>	<b>6,113,496</b>	<b>497,753</b>	<b>4,915,743</b>	<b>700,000</b>				

Funding Schedule								
COUNTY FUNDS: COUNTY BONDS	1,154,000		454,000	700,000				
LOCAL TRANSFER TAX	156,256	156,256						
IMPACT FEES	352,320	182,320	170,000					
GENERAL FUND TRANSFER	78,724	78,724						
STATE FUND -POS / MD BIKEWAYS	815,393	80,453	734,940					
FEDERAL FUNDS - TAP	3,510,803		3,510,803					
MITIGATION-PARKS	46,000		46,000					
<b>TOTAL FUNDS</b>	<b>6,113,496</b>	<b>497,753</b>	<b>4,915,743</b>	<b>700,000</b>				

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING- FTEs						
PERSONAL SERVICES COSTS - HOURLY GROUNDSKEEPER EMPLOYEE			12,062			
CONTRACTED SERVICES			2,380			
SUPPLIES & MATERIALS			1,250			
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>			<b>15,692</b>			




<b>Project Title</b> Elms Beach Park Improvements	<b>Project Number</b> RP-1601	<b>Classification</b> Recreation & Parks
<b>Project Description</b> This project addresses needed facility improvements at Elms Beach Park. This is the County's most heavily used waterfront park and is sometimes closed to additional visitors when overcrowding occurs on summer weekends and holidays. The master plan recommendations for the park includes: upgrade facilities that are at the end of their life cycle; optimize and delineate parking; improve access to the Chesapeake Bay; install new playground; improve the park entry and provide for crowd control; provide ADA accessible paths to facilities; provide a composting toilet system; a well for drinking water; and provide gathering spaces for individuals and families. Funding in FY2016 was used to develop the park master plan, design and engineering in FY2020 and construction in FY2021 and FY2022..		 <p data-bbox="813 709 1453 814"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5</p>
<b>Discussion of Operating Budget Impact</b> \$12,500 is requested for a hourly groundskeeper (870 hrs.) to assist with the expanded park facility. Also, funding will be needed for grass cutting, cleaning supplies, paper products and electric costs (\$3,600).		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	200,000			200,000					
LAND ACQUISITION									
CONSTRUCTION	2,514,912				1,358,637	1,156,275			
DEMOLITION									
INSPECTION/PROJ. MGMT	25,000				25,000				
UTILITIES	25,000				25,000				
EQUIPMENT									
OTHER-Master Plan	75,000	75,000							
<b>TOTAL COSTS</b>	<b>2,839,912</b>	<b>75,000</b>		<b>200,000</b>	<b>1,408,637</b>	<b>1,156,275</b>			

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	1,554,912				398,637	1,156,275			
LOCAL TRANSFER TAX	760,000	50,000		200,000	510,000				
IMPACT FEES									
GENERAL FUND TRANSFER	25,000	25,000							
STATE FUNDS									
FEDERAL FUNDS	500,000				500,000				
OTHER									
<b>TOTAL FUNDS</b>	<b>2,839,912</b>	<b>75,000</b>		<b>200,000</b>	<b>1,408,637</b>	<b>1,156,275</b>			

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING FTEs						
PERSONAL SERVICES COSTS					12,500	
CONTRACTED SERVICES					1,000	
SUPPLIES & MATERIALS					1,400	
UTILITIES					1,200	
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>					<b>16,100</b>	

<b>Project Title</b> Chaptico Park- Phased Development	<b>Project Number</b> RP-1704	<b>Classification</b> Recreation & Parks
<b>Project Description</b> This project proposes to continue development of park facilities at Chaptico Park per the master plan adopted by the Commissioners of St. Mary's County in 2002. Additional recreational amenities including two basketball courts, picnic areas and two 21' x 25' shelters, one baseball and one softball fields. The project proposes design and engineering in FY2017 and facility construction in FY2021.		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5		
<b>Discussion of Operating Budget Impact</b> \$12,350 will be needed in FY2022 for grass cutting (contracted services); portable toilets and supplies and materials.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	175,000	175,000							
LAND ACQUISITION									
CONSTRUCTION	1,795,000				1,795,000				
DEMOLITION									
INSPECTION/PROJ. MGMT	75,000				75,000				
UTILITIES									
EQUIPMENT-Picnic Tables	30,000				30,000				
OTHER									
<b>TOTAL COSTS</b>	<b>2,075,000</b>	<b>175,000</b>			<b>1,900,000</b>				


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	1,810,000				1,810,000				
LOCAL TRANSFER TAX	175,000	175,000							
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS-POS	90,000				90,000				
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,075,000</b>	<b>175,000</b>			<b>1,900,000</b>				

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES				11,600		
SUPPLIES & MATERIALS				750		
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>				<b>12,350</b>		



<b>Project Title</b> Snow Hill Park	<b>Project Number</b> RP-1901	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Design and construct a new waterfront park. The park is envisioned to include, but not limited to: hiking and nature trails, forested/conservation areas and nature interpretation, fishing, canoeing and kayaking, motorized boat ramp and pier, picnic areas, playground, flexible use practice athletic fields, parking and restrooms. Funding is requested in FY2019 for determination of eligibility for the property to inventory its historic resources, a master plan in FY2020, design in FY2021 and construction in FY2023 and FY2024.		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced parks and recreation facilities that link existing parks and communities to provide expanded recreational opportunities while preserving environmental, aesthetic, and cultural		
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	575,000		150,000	150,000	275,000				
CONSTRUCTION	5,870,000						2,900,000	2,970,000	
DEMOLITION									
INSPECTION/PROJECT MANAGEMENT	100,000						100,000		
EQUIPMENT AND FURNITURE	30,000							30,000	
<b>TOTAL COSTS</b>	<b>6,575,000</b>		<b>150,000</b>	<b>150,000</b>	<b>275,000</b>		<b>3,000,000</b>	<b>3,000,000</b>	

**Funding Schedule**

COUNTY BONDS	5,405,000		150,000	150,000	275,000		2,500,000	2,330,000	
LOCAL TRANSFER TAX									
IMPACT FEES	170,000							170,000	
GENERAL FUND TRANSFER									
STATE FUNDS	1,000,000						500,000	500,000	
FEDERAL FUNDS									
OTHER FUNDS									
<b>TOTAL FUNDS</b>	<b>6,575,000</b>		<b>150,000</b>	<b>150,000</b>	<b>275,000</b>		<b>3,000,000</b>	<b>3,000,000</b>	

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING - FTEs						
SUPPLIES AND MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Recreation Facilities and Park Improvements	<b>Project Number</b> RP-1903	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This project addresses capital improvements at existing recreation facilities and parks. FY2019: Lighting system for multi-purpose athletic field (5th District Park) -\$380,000; replace playground (Wicomico Public Landing) -\$66,600; asphalt existing gravel road (St. Clement's Shores Park) -\$75,900; paving of road/parking lot/sidewalks around the USCT Interpretative Center - \$75,000; renovate tennis courts/replace fencing around courts (Town Creek and Cardinal Gibbons) -\$142,000; CRRP stairway replacement - \$40,000; Wicomico improvements -\$260,000; park entrance road (Great Mills Pool) -\$30,000; replacement bleachers -\$17,500; Cecil Park tennis courts color coating/stripping -\$22,000; and Skate Park improvements - \$100,000. FY2020: New lighting system for multi-purpose athletic fields (Lancaster Park) -\$300,000; replace pavilion roofs -\$40,000; paving park roads/parking areas -\$30,000; replace playgrounds (Dorsey, Town Creek and St. Andrews) -\$300,000; Wicomico improvements -\$210,000; Carver Rec Center improvements -\$150,000; Hollywood Rec Center - Playground -\$150,00; and repl tennis court lights (Town Creek) - \$110,000. FY2021: Replace shingle roofs on the restroom and concession buildings (Lancaster Park) -\$10,000; replace playground (Lancaster Park) - \$200,000; and Wicomico improvements -\$195,000. FY2022: -\$300,000. FY2023 -\$285,000. FY2024 -\$275,000.		 <p data-bbox="813 705 1510 814"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5</p>
<b>Discussion of Operating Budget Impact</b> \$6,800 in FY2019 is needed for extra grass cutting, fertilizer, weed control and irrigation to maintain the new Bermuda grass on the football field at Dorsey Park.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
PARK IMPROVEMENTS & FENCING	50,000			40,000	10,000				
WICOMICO GOLF COURSE IMPROVEMENTS	665,000		260,000	210,000	195,000				
COURT REFURBISHING	394,000		164,000	110,000			120,000		
BALLFIELD LIGHTING	680,000		380,000	300,000					
STAIRWAY REPLACEMENT	40,000		40,000						
PLAYGROUNDS	1,016,600		66,600	450,000	200,000	300,000			
PARK ROADS & WALKWAYS	590,900		180,900	30,000			165,000	215,000	
EQUIPMENT - BLEACHERS	23,000		17,500	5,500					
CARVER RECREATION CENTER IMPROVEMENTS	144,500			144,500					
SKATE PARK IMPROVEMENTS	100,000		100,000						
LEONARD HALL RECREATION CENTER PAINT	60,000							60,000	
<b>TOTAL COSTS</b>	<b>3,764,000</b>		<b>1,209,000</b>	<b>1,290,000</b>	<b>405,000</b>	<b>300,000</b>	<b>285,000</b>	<b>275,000</b>	


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	2,904,000		1,209,000	1,290,000	405,000				
LOCAL TRANSFER TAX	860,000					300,000	285,000	275,000	
IMPACT FEES									
GENERAL FUND TRANSFER									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>3,764,000</b>		<b>1,209,000</b>	<b>1,290,000</b>	<b>405,000</b>	<b>300,000</b>	<b>285,000</b>	<b>275,000</b>	

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
CONTRACTED SERVICES(GRASS CUTTING)	2,500					
SUPPLIES & MATERIALS	3,300					
OTHER(IRRIGATION)	1,000					
<b>TOTAL COSTS</b>	<b>6,800</b>					



<b>Project Title</b> Sports Complex	<b>Project Number</b> RP-1904	<b>Classification</b> Recreation and Parks
<b>Project Description</b> To build a state-of-the-art, multi-sports complex (9 playing fields) on donated or county owned property located in the Leonardtown or California area. The sports complex is envisioned to have numerous multi-purpose athletic fields that will be able to support youth soccer, lacrosse, field hockey and football games and tournaments. Phase I to include: four multi-purpose Synthetic Sports Turf athletic fields, restroom/concessions building and adequate parking facilities with lighting. Phase II to include: five additional multi-purpose Bermuda Grass athletic fields and additional parking. The project proposes a feasibility study in FY2019, design and engineering in FY2020, Phase I construction in FY2022 and Phase II construction in FY2025.		 <p data-bbox="812 703 1510 819"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced parks and recreation facilities that link existing parks and communities to provide expanded recreational opportunities while preserving environmental, aesthetic, and cultural                 </p>
<b>Discussion of Operating Budget Impact</b> There will be a need for grass cutting, electricity for field lighting, hourly staff, and turf maintenance once the Sport Complex is operational.		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	
ENGINEERING/SURVEY	445,000		75,000	370,000					
LAND ACQUISITION									
CONSTRUCTION/SITWORK	9,250,000						6,937,500		2,312,500
CONSTRUCTION MANAGEMENT	230,000						172,500		57,500
FURNITURE & EQUIPMENT (IT)	100,000								100,000
OTHER-CONTINGENCY	925,000						693,750		231,250
<b>TOTAL COSTS</b>	<b>10,950,000</b>		<b>75,000</b>	<b>370,000</b>			<b>7,803,750</b>		<b>2,701,250</b>

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	8,425,000			220,000			6,303,750		1,901,250
LOCAL TRANSFER TAX	75,000		75,000						
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS(Program Open Space)	450,000			150,000					300,000
FEDERAL FUNDS									
OTHER SOURCES (Private Partnership)	2,000,000						1,500,000		500,000
<b>TOTAL FUNDS</b>	<b>10,950,000</b>		<b>75,000</b>	<b>370,000</b>			<b>7,803,750</b>		<b>2,701,250</b>

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING-FTEs						
PERSONAL SERVICES COSTS						75,000
SUPPLIES & MATERIALS						
UTILITIES						50,000
GRASS & GROUNDS						25,000
OTHER						
<b>TOTAL COSTS</b>						<b>150,000</b>

<b>Project Title</b> Shannon Farm Property	<b>Project Number</b> RP-1905	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Design and construct a community park in the Lexington Park area. The proposed park is envisioned to provide additional passive recreational and waterfront activities such as walking, hiking trails, kayaking, canoeing, fishing, sailing, educational and cultural activities and horseback riding on approximately 212-acre property with beach access to the Chesapeake Bay. This project proposes a master plan in FY2019, design and engineering in FY2020 and development in FY2024.		 <p data-bbox="812 709 1453 819"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	150,000			150,000					
LAND ACQUISITION									
CONSTRUCTION	2,280,000							2,280,000	
DEMOLITION									
INSPECTION/PROJ. MGMT	80,000							80,000	
UTILITIES									
EQUIPMENT- Picnic Tables, etc.									
OTHER- Master Plan	75,000		75,000						
<b>TOTAL COSTS</b>	<b>2,585,000</b>		<b>75,000</b>	<b>150,000</b>				<b>2,360,000</b>	


**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	2,585,000		75,000	150,000				2,360,000	
LOCAL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS									
OTHER									
<b>TOTAL FUNDS</b>	<b>2,585,000</b>		<b>75,000</b>	<b>150,000</b>				<b>2,360,000</b>	

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Central County Park	<b>Project Number</b> RP-2004	<b>Classification</b> Recreation and Parks
<p><b>Project Description</b> Design and construct a community park in the California area . The proposed park is envisioned as active recreation to include two multi-purpose athletic fields, four tennis courts, parking and restroom facilities on approximately half of the 76-acre property, owned by the County on Indian Bridge Road. The remaining portion will be left in its natural state and be used as passive recreation such as picnic areas and nature trails. There is a need for additional athletic facilities for community sports in the central part of the County to include California and Leonardtown areas. This project proposes design and engineering in FY2020 and park construction in FY2023.</p>		
<p><b>Discussion of Operating Budget Impact</b></p>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	350,000			350,000					
LAND ACQUISITION									
CONSTRUCTION	3,780,000						3,780,000		
DEMOLITION									
INSPECTION/PROJ. MGMT	80,000						80,000		
UTILITIES									
EQUIPMENT-(Picnic Tables etc.)	60,000						60,000		
OTHER									
<b>TOTAL COSTS</b>	<b>4,270,000</b>			<b>350,000</b>			<b>3,920,000</b>		

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	3,870,000			300,000			3,570,000		
LOCAL TRANSFER TAX									
IMPACT FEES	190,000			20,000			170,000		
GENERAL FUND TRANSFER									
STATE FUNDS-POS	210,000			30,000			180,000		
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>4,270,000</b>			<b>350,000</b>			<b>3,920,000</b>		

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING-FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Myrtle Point Park	<b>Project Number</b> RP-2005	<b>Classification</b> Recreation and Parks
<b>Project Description</b> The 192-acre property on the Patuxent River was acquired for a county park in January 1997 and has been open for public use for hiking, picnicking, nature study, and other passive uses since that time. The Commissioners of St. Mary's County adopted a park master plan in October 2005 that formally established Myrtle Point as a nature park. Park facilities and amenities presented in the master plan include a canoe and kayak launch, picnic areas, trails, restrooms, environmental boardwalks, parking, and shoreline access. Funding is requested in FY2020 for design and engineering and park development in FY2022.		 <p data-bbox="813 705 1521 829"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5</p>
<b>Discussion of Operating Budget Impact</b> Operating impacts include grass cutting.		


Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	275,000			275,000					
LAND ACQUISITION									
CONSTRUCTION	2,812,500					2,812,500			
DEMOLITION									
INSPECTION/PROJ. MGMT.	80,000					80,000			
UTILITIES									
EQUIPMENT -Picnic Tables	7,500					7,500			
OTHER CONTINGENCY									
<b>TOTAL COSTS</b>	<b>3,175,000</b>			<b>275,000</b>		<b>2,900,000</b>			

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	2,650,000					2,650,000			
LOCAL TRANSFER TAX	275,000			275,000					
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS-POS									
FEDERAL FUNDS	250,000					250,000			
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>3,175,000</b>			<b>275,000</b>		<b>2,900,000</b>			

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING FTEs						
PERSONAL SERVICES COSTS						
GRASS & GROUNDS						15,000
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						<b>15,000</b>



<b>Project Title</b> Three Notch Trail - Phase Eight	<b>Project Number</b> RP-2104	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Phase Eight: MD 245 Hollywood Road to Friendship School Road. This project continues development of the Three Notch Trail (TNT), a 10 ft. wide multi-use trail on the former railroad right-of-way. Funding requested in FY2021 will enable design and engineering of Phase Eight, a four and one-half mile section from MD 245 Hollywood Road to Friendship School Road. Funding for construction will be requested in 2023. The TNT will enable walking, bicycling, running and roller blading. The trail will also serve as a transportation alternative from residential neighborhoods to shopping, restaurants, and businesses.		 <p data-bbox="813 709 1446 787"><b>Compliance With Comprehensive Plan Section</b> 11.5.3.A Provide expanded pedestrian and bicycle recreational and transportation opportunities. P. 11-10</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ARCHITECT/ENGINEERING	350,000				350,000				
LAND ACQUISITION									
CONSTRUCTION	4,950,000						4,950,000		
DEMOLITION									
INSPECTION/PROJ. MGMT	90,000						90,000		
UTILITIES									
EQUIPMENT									
OTHER: SIGNAGE/LANDSCAPING	60,000						60,000		
<b>TOTAL COSTS</b>	<b>5,450,000</b>				<b>350,000</b>		<b>5,100,000</b>		

Funding Schedule									
COUNTY FUNDS:COUNTY BONDS	1,200,000				180,000		1,020,000		
LOCAL TRANSFER TAX									
IMPACT FEES	170,000				170,000				
GENERAL FUND TRANSFER									
STATE FUNDS									
FEDERAL FUNDS-TAP	4,080,000						4,080,000		
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,450,000</b>				<b>350,000</b>		<b>5,100,000</b>		

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Recreation/Community Center	<b>Project Number</b> RP-2204	<b>Classification</b> Recreation and Parks
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**Project Description**

This project would construct a 70,000 s.f. multiple use Recreation Center at Nicolet Park. The facility would include a gymnasium, fitness center, competitive gymnastics training room, locker rooms, restrooms, storage, basketball courts, multi-purpose rooms (2), meeting/social hall, catering kitchen, office spaces and vehicle parking. The project proposes design and engineering in FY2022 and construction in FY2025.



**Compliance With Comprehensive Plan Section**

10.2.2.D Create new and enhanced parks and recreation facilities that link existing parks and communities to provide expanded recreational opportunities while preserving environmental, aesthetic, and cultural

**Discussion of Operating Budget Impact**

Appropriation Phase	Total Project	Prior Approval	Budget FY2019	5-Year Capital Plan					Balance to Complete
				FY2020	FY2021	FY2022	FY2023	FY2024	
ENGINEERING/SURVEY	500,000					500,000			
LAND ACQUISITION									
CONSTRUCTION/SITWORK	14,000,000								14,000,000
CONSTRUCTION MANAGEMENT	200,000								200,000
FURNITURE & EQUIPMENT	200,000								200,000
OTHER	1,400,000								1,400,000
<b>TOTAL COSTS</b>	<b>16,300,000</b>					<b>500,000</b>			<b>15,800,000</b>

**Funding Schedule**

COUNTY FUNDS: COUNTY BONDS	15,100,000					500,000			14,600,000
LOACL TRANSFER TAX									
IMPACT FEES									
GENERAL FUND TRANSFER									
STATE FUNDS(Program Open Space)	200,000								200,000
FEDERAL FUNDS									
OTHER SOURCES(PRIVATE PARTNERSHIP)	1,000,000								1,000,000
<b>TOTAL FUNDS</b>	<b>16,300,000</b>					<b>500,000</b>			<b>15,800,000</b>

**Operating Impacts**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						





Point Lookout State Park



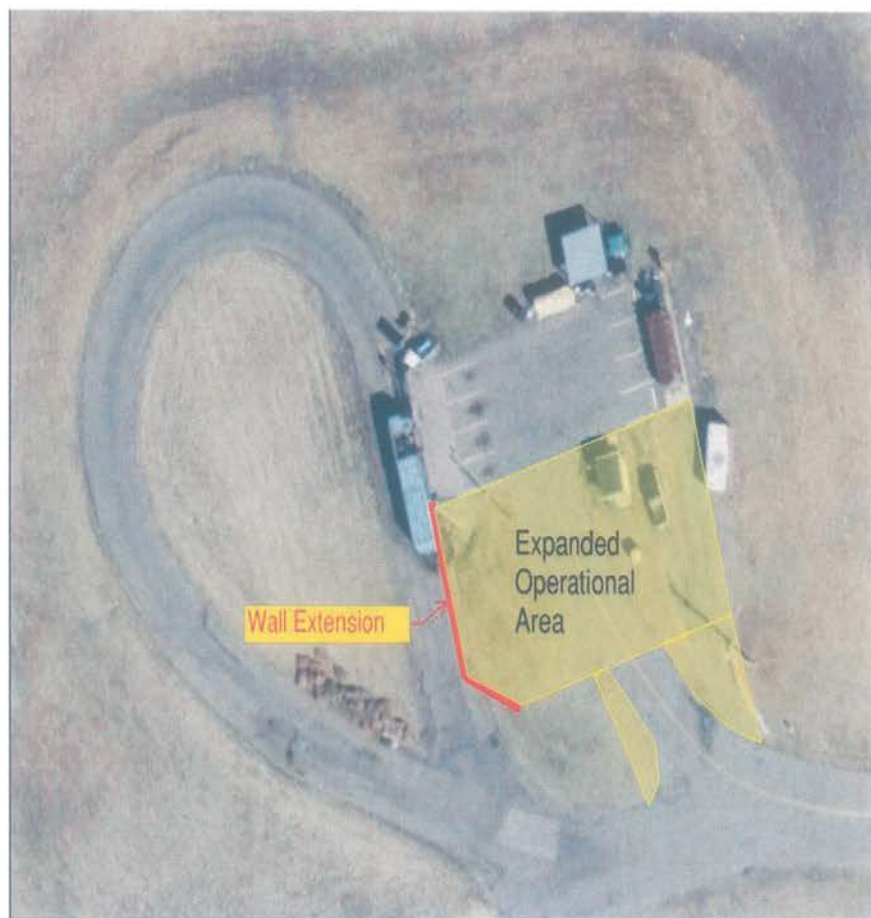
St. Mary's River State Park

St. Clement's Island Museum




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# SOLID WASTE





<b>Project Title</b> Clements Convenience Center Improvements	<b>Project Number</b> SW-1901	<b>Classification</b> Solid Waste
<b>Project Description</b> Completion of planned site expansion to improve operations at the Clements Convenience Center. Includes a wall extension to allow a second trash compactor, relocation of attendant booth, pavement widening to improve vehicle movements, and stormwater management improvements.		 <p data-bbox="816 709 1502 793"><b>Compliance With Comprehensive Plan Section 10.2.2.A.v</b> Meet increasing demand for solid waste management through use of traditional and innovative methods. P.10-1</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
CONSTRUCTION	500,000			500,000					
DESIGN	50,000		50,000						
ENGINEERING/SURVEY									
LAND ACQUISITION									
CONSTRUCTION MANAGEMENT									
<b>TOTAL COSTS</b>	<b>550,000</b>		<b>50,000</b>	<b>500,000</b>					

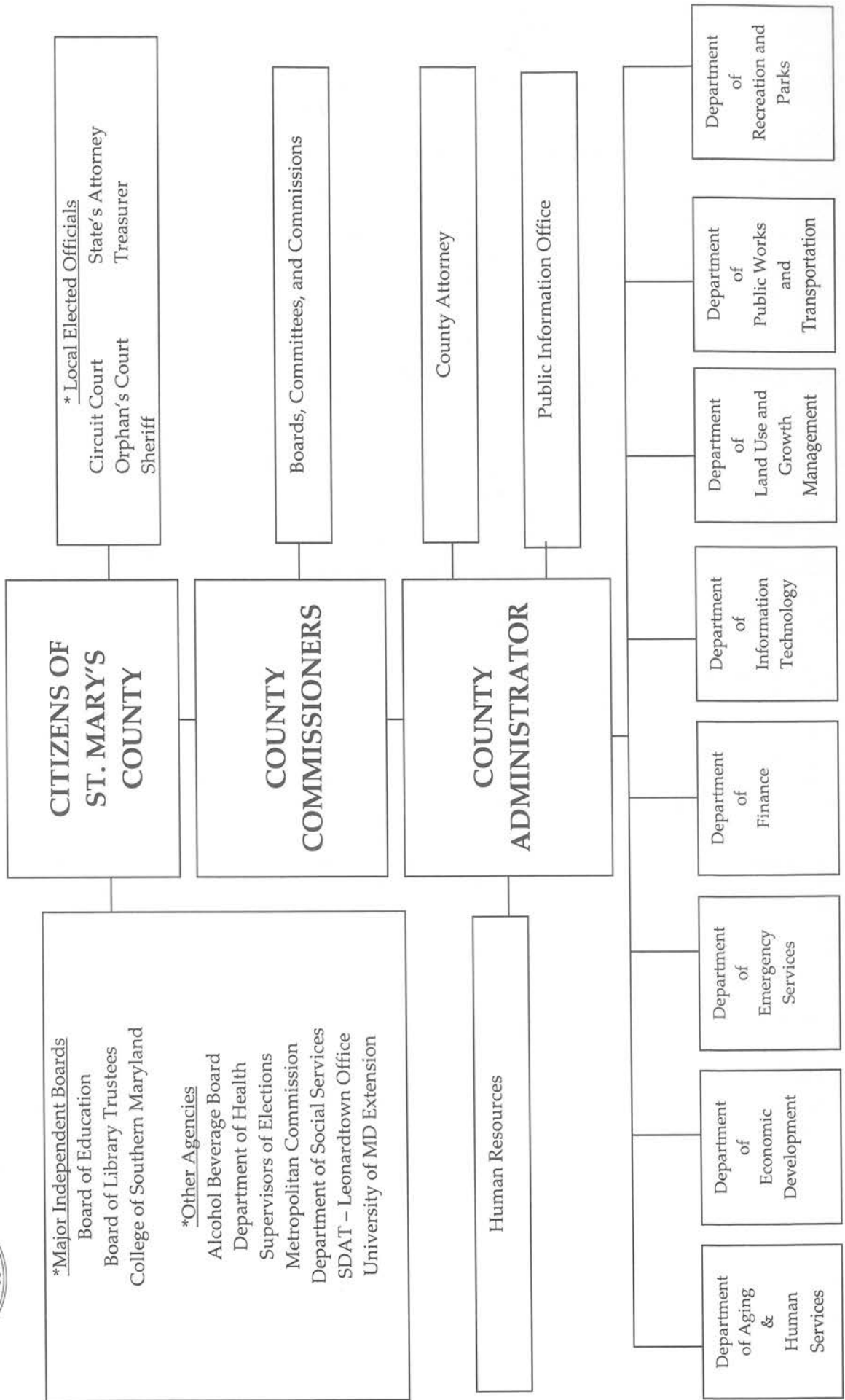
Funding Schedule										
	Total Project	Prior Approval	Budget	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Balance to Complete
COUNTY FUNDS: COUNTY BONDS	500,000			500,000						
LOCAL TRANSFER TAX	50,000		50,000							
IMPACT FEES										
GENERAL FUND TRANSFER										
STATE FUNDS										
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>550,000</b>		<b>50,000</b>	<b>500,000</b>						

Operating Impacts	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
<b>TOTAL COSTS</b>						



# ST. MARY'S COUNTY GOVERNMENT

## Organizational Chart



\* County Commissioners have funding responsibility only



**CHANGES IN POSITIONS FOR COUNTY DEPARTMENTS and  
ELECTED OFFICIALS ~ FY2019 APPROVED BUDGET**

INCREASE/ (DECREASE)	POSITION DESCRIPTION	GRADE
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**FULL-TIME EQUIVALENT**

**AGING & HUMAN SERVICES**

1.00	NEW	* Senior Office Specialist Garvey Senior Activity Center (PF-1601)	3/1
1.00	Convert	Hourly Case Worker to Full-time US1962	6/7
0.20	Convert	Teen Court Coordinator from RPT (0.80) to FTE	7/6

**ECONOMIC DEVELOPMENT - funds are contract savings**

(1.00)	Remove	Manager II (Tourism)	10/9
(1.00)	Remove	Senior Admin Coordinator (Tourism)	5/5

**PUBLIC WORKS & TRANSPORTATION**

1.00	NEW	St. Mary's County Airport Manager	10/1
1.00	NEW	Building Services Lead Maintenance Mechanic	5/1
2.00	NEW	Building Services Janitor II	3/1
2.00	NEW	Highways Equipment Operator II	4/1
1.00	NEW	STS Transportation Specialist (STS - Grant)	4/1
1.00	NEW	Bus Driver (STS - Grant)	3/1

**EMERGENCY SERVICES**

1.00	NEW	Chief of Communications	10/1
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**SHERIFF'S OFFICE - RANKS**

**Law Enforcement**

Eligible DFC Ranks (1)  
Eligible Corporal Ranks (4)

**Corrections**

Eligible CFC Ranks (5)  
Eligible Corporal Ranks (1)

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**9.2 Total**

*\*Effective Hiring Date 1/1/2019*

*All other new positions effective hiring date 7/1/2018*



## AUTHORIZED COUNTY GOVERNMENT POSITIONS SUMMARY

STAFFING SUMMARY	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
Commissioners of St. Mary's County	6.50	6.50	6.50	6.50	6.50
County Administrator	6.00	6.00	6.00	7.00	6.00
Department on Aging & Human Services	30.35	27.55	28.55	30.75	30.75
County Attorney	5.00	5.00	5.00	6.00	5.00
Economic Development	9.00	10.00	10.00	8.00	8.00
Department of Finance	17.00	17.00	17.00	17.00	17.00
Human Resource	8.00	9.00	9.00	9.00	9.00
Land Use & Growth Management	35.00	32.00	31.00	31.00	31.00
Planning Commission	8.00	8.00	8.00	8.00	8.00
Board of Appeals	6.00	6.00	6.00	6.00	6.00
Public Works and Transportation	124.50	125.50	126.50	133.50	134.50
Recreation & Parks	40.00	40.00	40.00	40.00	40.00
Emergency Services	42.00	42.50	42.50	42.50	43.50
Information Technology	17.00	20.00	20.00	20.00	20.00
Circuit Court	17.00	17.00	17.00	17.00	17.00
Orphans Court	3.00	3.00	3.00	3.00	3.00
Sheriff	297.00	302.00	302.00	309.00	302.00
States Attorney	37.00	37.00	37.00	37.00	37.00
Treasurer	5.00	5.00	5.00	5.00	5.00
Social Services	2.00	2.00	2.00	2.00	2.00
Alcohol Beverage Office	1.50	1.75	1.75	1.75	1.75
Alcohol Beverage Board	5.00	5.00	5.00	5.00	5.00
Board of Elections	3.00	3.00	3.00	3.00	3.00
<b>TOTAL COUNTY GOVERNMENT</b>	<b>724.85</b>	<b>730.80</b>	<b>731.80</b>	<b>748.00</b>	<b>741.00</b>



**AUTHORIZED COUNTY GOVERNMENT POSITIONS**

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.

M	Merit	Appointed	A
C	Contract	Revenue	R
G	Grant	Elected	E

POSITION		Level	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
<b>COUNTY COMMISSIONERS</b>							
Commissioner	E		5.00	5.00	5.00	5.00	5.00
Administrative Assistant to CSMC	M	C08	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator -RPT	M	C05	0.50	0.50	0.50	0.50	0.50
<b>TOTAL</b>			<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>
<b>COUNTY ADMINISTRATOR</b>							
County Administrator	C		1.00	1.00	1.00	1.00	1.00
Communications Director	C		0.00	0.00	1.00	1.00	1.00
Public Information Officer	C		1.00	1.00	0.00	0.00	0.00
Continuous Quality Improvement Coord.	M	C09	0.00	0.00	0.00	1.00	0.00
Admin. Asst. to the County Administrator	M	C07	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator	M	C05	1.00	1.00	0.00	0.00	0.00
Communications Coordinator	M	C05	0.00	0.00	1.00	1.00	1.00
Admin. Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Video Media Producer	M	C04	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.00</b>
<b>DEPARTMENT ON AGING &amp; HUMAN SERVICES</b>							
<b>Administrative/Grants</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Manager, Division of Operations	M	C10	1.00	1.00	1.00	1.00	1.00
Manager, Home & Com Ser	G	C10	1.00	1.00	1.00	1.00	1.00
Operations Manager	M	C08	3.00	3.00	3.00	3.00	3.00
Program Managers	G	C08	2.00	2.00	2.00	2.00	2.00
Project Manager	G	C08	1.00	1.00	1.00	1.00	1.00
Supervisor, Fiscal	M	C08	1.00	1.00	1.00	1.00	1.00
Program Coordinators	M/G	C07	3.00	3.00	3.00	3.00	3.00
Case Worker	G	C06	0.00	0.00	0.00	1.00	1.00
Coordinator I	M	C06	0.00	0.00	1.00	1.00	1.00
I & A Caseworker	M	C06	1.00	1.00	1.00	1.00	1.00
Data Base Specialist	M	C05	0.00	0.00	1.00	1.00	1.00
Fiscal Specialist III	M/G	C05	1.00	1.00	1.00	1.00	1.00
Program Specialists	M	C05	3.00	3.00	3.00	3.00	3.00
Senior Administrative Coordinator	M	C05	1.00	1.00	0.00	0.00	0.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Data Base Specialist	M	C04	1.00	1.00	0.00	0.00	0.00
Food Service Tech	M/G	C03	2.25	2.25	2.25	2.25	2.25
Food Transporter	M/G	C03	0.50	0.50	0.50	0.50	0.50
Senior Office Specialist	M/G	C03	0.80	1.00	1.00	2.00	2.00

POSITION		Level	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
<b>AGING &amp; HUMAN SERVICES cont.</b>							
<b>Human Services</b>							
Coordinator III	G	C08	1.00	0.00	0.00	0.00	0.00
Office Manager	M/G	C07	1.00	0.00	0.00	0.00	0.00
Administrative Coordinator	G	C04	1.00	0.00	0.00	0.00	0.00
<b>Community Services</b>							
Manager, Community Services	M/G	C10	1.00	1.00	1.00	1.00	1.00
Coordinator, Community Services	M/G	C08	1.00	1.00	1.00	1.00	1.00
Teen Court Coordinator	M	C07	0.80	0.80	0.80	1.00	1.00
Coordinator I	M	C06	0.00	0.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>30.35</b>	<b>27.55</b>	<b>28.55</b>	<b>30.75</b>	<b>30.75</b>
<b>COUNTY ATTORNEY</b>							
County Attorney	C		1.00	1.00	1.00	1.00	1.00
Deputy County Attorney	M	C12	1.00	1.00	1.00	1.00	1.00
Paralegal	M	C08	2.00	2.00	2.00	2.00	2.00
Coordinator	M	C06	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	C03	0.00	0.00	0.00	1.00	0.00
<b>TOTAL</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>
<b>ECONOMIC DEVELOPMENT</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Deputy Director	M	C11	1.00	1.00	1.00	1.00	1.00
Agricultural Development Manager	M	C10	1.00	1.00	1.00	1.00	1.00
Tourism Manager	M	C10	1.00	1.00	1.00	0.00	0.00
Planner IV	M	C09	0.00	1.00	1.00	1.00	1.00
Coordinator III, Business Development	M	C08	2.00	2.00	2.00	2.00	2.00
Sr. Administrative Coordinator	M	C05	3.00	3.00	3.00	2.00	2.00
<b>TOTAL</b>			<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>8.00</b>	<b>8.00</b>
<b>FINANCE DEPARTMENT</b>							
Chief Financial Officer	C		1.00	1.00	1.00	1.00	1.00
Accounting Officer	M	C11	1.00	1.00	1.00	1.00	1.00
Deputy Director, Finance	M	C11	1.00	1.00	1.00	1.00	1.00
Procurement Manager	M	C11	1.00	1.00	1.00	1.00	1.00
Budget Analyst	M	C10	3.00	3.00	3.00	3.00	3.00
Senior Accountant	M	C09	0.00	0.00	1.00	1.00	1.00
Senior Accountant	M	C08	1.00	1.00	0.00	0.00	0.00
Senior Buyer	M	C08	1.00	1.00	1.00	1.00	1.00
Buyer	M	C07	1.00	1.00	1.00	1.00	1.00
Accountant	M	C06	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV - Payroll	M	C06	2.00	2.00	2.00	2.00	2.00
Fiscal Specialist III	M	C05	2.00	2.00	2.00	2.00	2.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Procurement Specialist	M	C04	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>



POSITION		Level	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
<b>HUMAN RESOURCES</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Deputy Director, Human Resources	M	C11	1.00	1.00	1.00	1.00	1.00
Benefits Coordinator	M	C08	0.00	0.00	1.00	1.00	1.00
Risk Analyst	M	C08	1.00	1.00	1.00	1.00	1.00
ADA Coordinator	M	C07	1.00	1.00	1.00	1.00	1.00
Benefits Coordinator	M	C07	1.00	1.00	0.00	0.00	0.00
Fire/EMS Volunteer Coordinator	R	C07	0.00	1.00	1.00	1.00	1.00
Coordinator I	M	C06	0.00	0.00	1.00	1.00	1.00
Senior HR Specialist	M	C05	2.00	2.00	2.00	2.00	2.00
Sr. Administrative Coordinator	M	C05	1.00	1.00	0.00	0.00	0.00
<b>TOTAL</b>			<b>8.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>LAND USE &amp; GROWTH MANAGEMENT</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Deputy Director	M	C11	1.00	1.00	1.00	1.00	1.00
Office Manager I	M	C08	0.00	0.00	1.00	1.00	1.00
Office Manager	M	C07	1.00	1.00	0.00	0.00	0.00
Fiscal Specialist IV	M	C06	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Sr. Office Specialist	M	C03	1.00	1.00	1.00	1.00	1.00
<b>Comprehensive Planning</b>							
Senior Planner	M	C10	1.00	1.00	1.00	1.00	1.00
Planner III	M	C08	2.00	2.00	2.00	2.00	2.00
MPO Planner	M	C05	1.00	1.00	1.00	1.00	1.00
<b>Development Services</b>							
Planner IV	M	C09	1.00	0.00	0.00	0.00	0.00
Planner IV	M	C09	1.00	1.00	1.00	1.00	1.00
Planner III	M	C09	0.00	1.00	1.00	1.00	1.00
GIS/Database Specialist	M	C08	1.00	0.00	0.00	0.00	0.00
Planner II	M	C07	0.00	2.00	2.00	2.00	2.00
GIS/CADD Operator	M	C06	1.00	0.00	0.00	0.00	0.00
Planner I	M	C06	1.00	0.00	0.00	0.00	0.00
Sr. Planning Specialist	M	C05	1.00	0.00	0.00	0.00	0.00
Addressing Technician	M	C04	1.00	0.00	0.00	0.00	0.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
<b>Permits</b>							
Permits Coordinator	M	C08	1.00	1.00	1.00	1.00	1.00
Planner II Stormwater Management	M	C07	1.00	1.00	1.00	1.00	1.00
Permits Specialist II	M	C05	1.00	1.00	1.00	1.00	1.00
Permits Specialist I	M	C04	2.00	2.00	2.00	2.00	2.00
<b>Inspections &amp; Compliance</b>							
Zoning Compliance Supervisor	M	C08	1.00	1.00	1.00	1.00	1.00
Inspector III	M	C07	1.00	1.00	0.00	0.00	0.00
Inspector II	M	C06	4.00	4.00	4.00	4.00	4.00
Inspections Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00

POSITION		Level	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
<b>LAND USE &amp; GROWTH MANAGEMENT cont.</b>							
<b>Zoning</b>							
Planner IV	M	C09	1.00	1.00	1.00	1.00	1.00
Planner III	M	C08	1.00	1.00	1.00	1.00	1.00
Planner II	M	C07	1.00	1.00	1.00	1.00	1.00
Sr. Planning Specialist	M	C05	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>35.00</b>	<b>32.00</b>	<b>31.00</b>	<b>31.00</b>	<b>31.00</b>
<b>PLANNING COMMISSION</b>							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		7.00	7.00	7.00	7.00	7.00
<b>TOTAL</b>			<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>BOARD OF APPEALS</b>							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		5.00	5.00	5.00	5.00	5.00
<b>TOTAL</b>			<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>PUBLIC WORKS &amp; TRANSPORTATION</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Manager II - Fiscal	M	C10	0.00	0.00	1.00	1.00	1.00
Fiscal Manager	M	C09	1.00	1.00	0.00	0.00	0.00
Coordinator II	M	C07	1.00	1.00	1.00	1.00	1.00
Development Review Coordinator	M	C06	1.00	1.00	1.00	1.00	1.00
<b>Project Management</b>							
Deputy Director	M	C13	1.00	1.00	1.00	1.00	1.00
Manager, Capital Projects	M	C12	1.00	1.00	1.00	1.00	1.00
Senior Project Manager	M	C12	1.00	1.00	1.00	1.00	1.00
Engineer III	M	C11	0.00	1.00	1.00	1.00	1.00
Engineer II	M	C10	1.00	1.00	1.00	1.00	1.00
Project Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Senior Engineer Technician	M	C08	1.00	1.00	1.00	1.00	1.00
<b>Development Review</b>							
Engineer III	M	C11	1.00	1.00	1.00	1.00	1.00
Engineer Technician	M	C07	1.00	1.00	1.00	1.00	1.00
<b>Construction &amp; Inspection</b>							
Manager II	M	C10	0.00	0.00	1.00	1.00	1.00
Manager, Construction/Inspection	M	C09	1.00	1.00	0.00	0.00	0.00
Inspector III	M	C07	4.00	4.00	5.00	5.00	5.00
<b>County Highways</b>							
Manager II, Highway	M	C10	1.00	1.00	1.00	1.00	1.00
Supervisor II, Highway	M	C07	1.00	1.00	1.00	1.00	1.00
Coordinator I	M	C06	0.00	0.00	1.00	1.00	1.00
Road Foreman	M	C06	5.00	5.00	5.00	5.00	5.00
Supervisor, Traffic & Permits	M	C06	1.00	1.00	1.00	1.00	1.00
Equipment Operator III	M	C05	5.00	5.00	5.00	5.00	5.00
Equipment Operator II	M	C04	6.00	6.00	6.00	8.00	8.00
Fiscal Specialist II	M	C04	1.00	1.00	0.00	0.00	0.00
Sign Maintenance Operator	M	C04	1.00	1.00	1.00	1.00	1.00
Equipment Operator I	M	C03	4.00	4.00	4.00	4.00	4.00



POSITION		Level	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
<b>PUBLIC WORKS &amp; TRANSPORTATION cont.</b>							
<b>County Highways cont.</b>							
Maintenance Worker	M	C02	15.00	15.00	15.00	15.00	15.00
<b>Solid Waste &amp; Recycling</b>							
Manager, Solid Waste/Recycling	R	C09	1.00	1.00	1.00	1.00	1.00
Equipment Operator III	R	C05	4.00	4.00	4.00	4.00	4.00
Weighmaster	R	C03	2.00	2.00	2.00	2.00	2.00
Landfill Attendant	R	C01	7.00	7.00	7.00	7.00	7.00
<b>Airport</b>							
Airport Manager	M	10	0.00	0.00	0.00	1.00	1.00
<b>Transportation &amp; Non-Public SchoolBus</b>							
Manager II	M	C10	1.00	1.00	1.00	1.00	1.00
Supervisor III	M/G	C08	2.00	2.00	2.00	2.00	2.00
Coordinator II	M	C07	1.00	1.00	1.00	1.00	1.00
Supervisor II	M	C07	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	G	C06	1.00	1.00	1.00	1.00	1.00
Supervisor Shop Transportation	M	C06	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic II	M	C05	3.00	3.00	3.00	3.00	3.00
Inventory Control Specialist	M	C05	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic I	M	C04	4.00	4.00	3.00	3.00	3.00
Equipment Mechnic - Mobile	M	C04	0.00	0.00	1.00	1.00	1.00
Transportation Spec/Trainer	G	C04	1.00	1.00	1.00	1.00	1.00
Transportation Specialist	G	C04	3.00	3.00	3.00	4.00	4.00
Bus Driver	G	C03	12.50	12.50	12.50	12.50	13.50
<b>Mailroom</b>							
Mail Clerk	M	C03	2.00	2.00	2.00	2.00	2.00
<b>Building Services</b>							
Building Service Manager	M	C10	0.00	0.00	1.00	1.00	1.00
Building Service Manager	M	C09	1.00	1.00	0.00	0.00	0.00
Supervisor, Building Services	M	C07	1.00	1.00	1.00	1.00	1.00
Coordinator	M	C06	1.00	1.00	1.00	1.00	1.00
Sr. Maintenace Mechanic	M	C06	1.00	1.00	1.00	1.00	1.00
Lead Maintenance Mechanic	M	C05	5.00	5.00	6.00	7.00	7.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Janitor III	M	C04	1.00	1.00	1.00	1.00	1.00
Court House Day Custodian	M	C03	1.00	1.00	1.00	1.00	1.00
Facilities Mechanic	M	C03	0.00	0.00	1.00	1.00	1.00
Janitor III	M	C03	0.00	0.00	0.00	2.00	2.00
Maintenance Mechanic	M	C03	7.00	7.00	6.00	6.00	6.00
Facilities Mechanic	M	C02	1.00	1.00	0.00	0.00	0.00
<b>TOTAL</b>			<b>124.50</b>	<b>125.50</b>	<b>126.50</b>	<b>133.50</b>	<b>134.50</b>
<b>RECREATION &amp; PARKS</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Manager, R & P Activity Fund	M	C10	1.00	1.00	1.00	1.00	1.00
Coordinator III	M	C08	1.00	1.00	2.00	2.00	2.00
Coordinator, Activity Fund	M	C08	3.00	3.00	3.00	3.00	3.00
Therapeutic Recreation Specialist	M	C08	1.00	1.00	1.00	1.00	1.00
Coordinator II	M	C07	1.00	1.00	0.00	0.00	0.00
Fiscal Specialist IV	M	C06	2.00	2.00	2.00	2.00	2.00

POSITION		Level	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
<b>RECREATION &amp; PARKS cont.</b>							
Senior Admin Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	M	C04	2.00	2.00	2.00	2.00	2.00
<b>Parks Maintenance</b>							
Manager, Parks	M	C10	1.00	1.00	1.00	1.00	1.00
Coordinator, Parks	M	C08	1.00	1.00	1.00	1.00	1.00
Maintenance Foreman	M	C06	4.00	4.00	4.00	4.00	4.00
Shop Foreman	M	C06	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Maintenance Crew Chief	M	C04	1.00	1.00	1.00	1.00	1.00
Senior Groundskeeper	M	C03	2.00	2.00	2.00	2.00	2.00
Groundskeeper	M	C02	5.00	5.00	5.00	5.00	5.00
<b>Museum</b>							
Museum Director	M	C10	1.00	1.00	1.00	1.00	1.00
Coordinator II	M	C07	1.00	1.00	1.00	1.00	1.00
Museum Supervisor	M	C07	1.00	1.00	1.00	1.00	1.00
Museum Specialist	M	C06	1.00	1.00	1.00	1.00	1.00
Museum Technician	M	C04	1.00	1.00	1.00	1.00	1.00
<b>Golf Course</b>							
Manager, Golf Course	C/R		1.00	1.00	1.00	1.00	1.00
Manager, Golf Course	R	C09	0.00	0.00	0.00	0.00	0.00
Supervisor	R	C07	1.00	1.00	1.00	1.00	1.00
Food and Beverage Specialist	R	C06	0.00	0.00	1.00	1.00	1.00
Food and Beverage Specialist	R	C04	1.00	1.00	0.00	0.00	0.00
Senior Groundskeeper	R	C03	1.00	1.00	1.00	1.00	1.00
Groundskeeper, Golf Course	R	C02	2.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>			<b>40.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>
<b>EMERGENCY SERVICES</b>							
Director	C		0.00	0.00	1.00	1.00	1.00
Medical Director - RPT	C		0.00	0.50	0.50	0.50	0.50
Deputy Director, Emergency Services	M	C11	0.00	1.00	0.00	0.00	0.00
Chief of Communications	M	C10	0.00	0.00	0.00	0.00	1.00
Manager	M	C10	1.00	0.00	0.00	0.00	0.00
Training & Quality Assur. Coordinator	M	C09	0.00	0.00	1.00	1.00	1.00
Radio Systems Manager	M	C09	0.00	1.00	0.00	0.00	0.00
Emergency Management Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Emergency Services Coordinator	M	C08	1.00	1.00	1.00	1.00	1.00
Lead Technician - RF	M	C08	1.00	1.00	1.00	1.00	1.00
Tech Service Coordinator	M	C08	1.00	1.00	1.00	1.00	1.00
Comm. Specialist IV	M	C07	4.00	4.00	4.00	4.00	4.00
Fire/EMS Volunteer Coordinator	R	C07	1.00	0.00	0.00	0.00	0.00
Office Manager	M	C07	1.00	1.00	1.00	1.00	1.00
Supervisor-Animal Control	M	C07	1.00	1.00	1.00	1.00	1.00
Animal Warden	M	C06	4.00	4.00	4.00	4.00	4.00
Communications Specialist III	M	C06	8.00	8.00	8.00	8.00	8.00
Fiscal Specialist IV	M	C06	0.00	0.00	1.00	1.00	1.00
Radio Frequency Technician I	M	C06	1.00	1.00	1.00	1.00	1.00
Comm. Specialist II	M	C05	12.00	12.00	11.00	11.00	11.00



POSITION		Level	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
<b>EMERGENCY SERVICES cont.</b>							
Communications Specialist I	M	C04	4.00	4.00	5.00	5.00	5.00
Senior Administrative Coordinator	M	C05	1.00	1.00	0.00	0.00	0.00
<b>TOTAL</b>			<b>42.00</b>	<b>42.50</b>	<b>42.50</b>	<b>42.50</b>	<b>43.50</b>
<b>INFORMATION TECHNOLOGY</b>							
Chief Information Officer	C		1.00	1.00	1.00	1.00	1.00
Deputy Director, Technology	M	C13	1.00	1.00	1.00	1.00	1.00
Network Manager	M	C12	1.00	1.00	0.00	0.00	0.00
AS 400 System Analyst	M	C11	1.00	1.00	1.00	1.00	1.00
GIS Supervisor	M	C11	1.00	1.00	1.00	1.00	1.00
WAN Administrator	M	C11	1.00	1.00	1.00	1.00	1.00
Sr. Program Analyst	M	C11	0.00	0.00	1.00	1.00	1.00
AS/400 Programmer Analyst	M	C09	0.00	0.00	1.00	1.00	1.00
Lead Technician - PC	M	C09	1.00	1.00	1.00	1.00	1.00
Program Analyst	M	C09	1.00	1.00	1.00	1.00	1.00
AS/400 Programmer Analyst	M	C08	1.00	1.00	0.00	0.00	0.00
PC Technician II	M	C08	1.00	1.00	1.00	1.00	1.00
Webmaster	M	C08	1.00	1.00	1.00	1.00	1.00
GIS/Database Specialist	M	C08	0.00	1.00	1.00	1.00	1.00
Archives Manager	M	C07	1.00	1.00	1.00	1.00	1.00
Help Desk Tech	M	C07	3.00	3.00	3.00	3.00	3.00
PC Technician I	M	C07	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	M	C06	1.00	1.00	1.00	1.00	1.00
GIS/CADD Operator	M	C06	0.00	1.00	1.00	1.00	1.00
Addressing Technician	M	C04	0.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>17.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b>CIRCUIT COURT</b>							
Court Administrator	A	C09	1.00	1.00	1.00	1.00	1.00
Manager - Drug Court	G	C08	1.00	1.00	1.00	1.00	1.00
Real Time Court Reporter	A	C08	1.00	1.00	1.00	1.00	1.00
Coordinator II	G	C07	1.00	1.00	1.00	1.00	1.00
Senior Legal Assistant I	A	C07	1.00	1.00	1.00	1.00	1.00
Senior Legal Assistant	A/G	C06	4.00	4.00	4.00	4.00	4.00
Sr. Assignment Clerk	A	C06	1.00	1.00	1.00	1.00	1.00
Drug Court Case Coordinator	G	C05	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist III	G	C05	1.00	1.00	1.00	1.00	1.00
Admin Coordinator	A	C04	1.00	1.00	1.00	1.00	1.00
Legal Assistant I	A	C04	0.00	0.00	0.00	0.00	0.00
Bailiff	A		3.50	3.50	3.50	3.50	3.50
Chief Bailiff	A		0.50	0.50	0.50	0.50	0.50
<b>TOTAL</b>			<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
<b>ORPHAN'S COURT</b>							
Judge	E		3.00	3.00	3.00	3.00	3.00
<b>TOTAL</b>			<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

POSITION		Level	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
<b>SHERIFF'S DEPARTMENT</b>							
<b>Law Enforcement</b>							
Sheriff	E		1.00	1.00	1.00	1.00	1.00
<u>SWORN</u>							
Corporal	M/G	M07	49.00	43.00	46.00	46.00	49.00
Major	M	M06	1.00	1.00	1.00	1.00	1.00
Captain	M	M05	4.00	4.00	4.00	4.00	4.00
Lieutenant	M	M04	9.00	9.00	9.00	9.00	9.00
Sergeant	M	M03	17.00	17.00	17.00	17.00	17.00
Deputy First Class	M/G	M02	17.00	15.00	17.00	17.00	21.00
Deputy	M/C	M01	40.00	47.00	42.00	42.00	35.00
<u>CIVILIAN</u>							
Chief of Staff	C		0.00	0.00	1.00	1.00	1.00
Civilian Administrator	M	C11	1.00	1.00	0.00	0.00	0.00
Community Mental Health Liaison	M	C10	0.00	1.00	1.00	1.00	1.00
Digital Forensic Lab Technician	M	C10	0.00	0.00	0.00	1.00	0.00
Public Information Officer	M	C10	1.00	1.00	1.00	1.00	1.00
Manager-Fiscal	M	C10	0.00	1.00	1.00	1.00	1.00
Human Resources Manager	M	C09	0.00	0.00	1.00	1.00	1.00
Manager-Fiscal	M	C09	1.00	0.00	0.00	0.00	0.00
Civilian Investigator	M	C08	0.00	0.00	0.00	1.00	0.00
Civilian Training Instructor	M	C08	1.00	1.00	1.00	1.00	1.00
Coordinator III	M	C08	1.00	1.00	0.00	0.00	0.00
Supervisor III - Crime Lab	M	C08	1.00	1.00	1.00	1.00	1.00
Systems Administrator	M	C08	1.00	1.00	1.00	1.00	1.00
Armorer	M	C07	1.00	1.00	1.00	1.00	1.00
Coordinator II	M	C07	1.00	1.00	1.00	1.00	1.00
Crime Analyst	M	C07	1.00	3.00	3.00	3.00	3.00
Crime Lab Technician	M	C07	4.00	4.00	4.00	4.00	4.00
Supervisor II	M	C07	0.00	0.00	1.00	1.00	1.00
Coordinator I	M	C06	2.00	2.00	2.00	2.00	2.00
Fiscal Specialist IV	M	C06	3.00	3.00	3.00	3.00	3.00
Investigator	M	C06	2.00	4.00	4.00	4.00	4.00
NCIC Validation Coordinator	M	C06	1.00	1.00	1.00	1.00	1.00
Police Services Coordinator	M	C06	1.00	1.00	1.00	1.00	1.00
Recruiter	M	C06	0.00	1.00	1.00	1.00	1.00
Supervisor	M	C06	2.00	2.00	1.00	1.00	1.00
Automated Enforcement Tech.	M	C05	0.00	0.00	1.00	1.00	1.00
Coordinator - Victim Witness	M	C05	1.00	1.00	1.00	1.00	1.00
Investigator Detective	M	C05	2.00	2.00	2.00	2.00	2.00
Senior Admin Coordinator	M	C05	0.00	0.00	0.00	1.00	0.00
Admin Coordinator	G/M	C04	5.00	5.00	5.00	5.00	5.00
Classification Coordinator	G/M	C04	5.00	5.00	5.00	5.00	5.00
Police Services Specialist	M	C04	0.00	0.00	0.00	1.00	0.00
Property Specialist	M	C04	2.00	2.00	2.00	2.00	2.00
Senior Classification Specialist	M	C04	1.00	1.00	1.00	1.00	1.00
Station Clerks	M	C04	0.00	0.00	5.00	5.00	5.00
Station Clerks	M	C03	6.00	6.00	0.00	0.00	0.00



POSITION		Level	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
<b>SHERIFF'S DEPARTMENT cont.</b>							
<b>Corrections</b>							
<u>SWORN</u>							
Captain/Warden	M	M05	1.00	1.00	1.00	1.00	1.00
Captain	M	V07	3.00	3.00	3.00	3.00	3.00
Lieutenant	M	V05	5.00	5.00	5.00	5.00	5.00
Sergeant	M	V04	10.00	10.00	10.00	10.00	10.00
Corporal	M	V03	16.00	10.00	16.00	16.00	16.00
Correctional Officer First Class	M	V02	20.00	15.00	14.00	14.00	13.00
Correctional Officer	M	V01	31.00	40.00	35.00	35.00	36.00
<u>CIVILIAN</u>							
Support Services Coordinator	M	C10	0.00	1.00	1.00	1.00	1.00
Inmate Services Coordinator	M	C09	0.00	1.00	1.00	1.00	1.00
Pre-Trial Case Services Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Coordinator III	M	C08	1.00	0.00	0.00	0.00	0.00
Gang Intelligence Coordinator	M	C08	1.00	1.00	1.00	1.00	1.00
Inmate Services Coordinator	M	C08	1.00	0.00	0.00	0.00	0.00
Booking Specialists	M	C06	0.00	2.00	2.00	4.00	2.00
Coordinator I	M	C06	1.00	1.00	1.00	1.00	1.00
Pre-Trial Specialist	M	C06	0.00	0.00	0.00	1.00	0.00
Sr. Administrative Coordinator	M	C05	1.00	1.00	8.00	8.00	8.00
Supply Coordinator	M	C05	0.00	0.00	1.00	1.00	1.00
Admin Coordinator	M	C04	7.00	7.00	0.00	0.00	0.00
Supply Coordinator	M	C04	1.00	1.00	0.00	0.00	0.00
<b>Court Security</b>							
Court Security Officer	M	C06	0.00	0.00	6.00	6.00	6.00
Central Security Rm Specialist	M	C05	0.00	0.00	1.00	1.00	1.00
Court Security Officer	M	C05	7.00	7.00	0.00	0.00	0.00
Security Specialist	M	C04	1.00	1.00	1.00	1.00	1.00
Process Server	M	C03	4.00	4.00	4.00	4.00	4.00
<b>TOTAL</b>			<b>297.00</b>	<b>302.00</b>	<b>302.00</b>	<b>309.00</b>	<b>302.00</b>
<b>OFFICE OF STATE'S ATTORNEY</b>							
States Attorney	E		1.00	1.00	1.00	1.00	1.00
Deputy States Attorney	A	SA7	1.00	1.00	1.00	1.00	1.00
Senior Asst. States Attorney	A	SA5	1.00	1.00	1.00	1.00	1.00
Senior Asst. States Attorney	A	SA4	1.00	1.00	1.00	1.00	1.00
Asst. States Attorney II	A/G	SA2	7.00	7.00	7.00	7.00	7.00
Chief Investigator	M	C09	1.00	1.00	1.00	1.00	1.00
Investigator	M	C08	1.00	1.00	1.00	1.00	1.00
Program Manager	G	C08	1.00	1.00	1.00	1.00	1.00
Office Manager	M	C07	2.00	2.00	2.00	2.00	2.00
Fiscal Specialist IV	M	C06	1.00	1.00	1.00	1.00	1.00
Law Clerk	R	C06	1.00	1.00	1.00	1.00	1.00
Senior Legal Assistant	M/G	C06	7.00	11.00	11.00	11.00	11.00
Bad Check Coordinator (Sr. Leg. Assist.)	M	C06	0.00	1.00	1.00	1.00	1.00

POSITION		Level	FY2017 Adjusted	FY2018 Approved	FY2018 Adjusted	FY2019 Request	FY2019 Approved
<b>OFFICE OF STATE'S ATTORNEY cont.</b>							
Bad Check Coordinator	M	C05	1.00	0.00	0.00	0.00	0.00
Legal Assistant II	M/G	C05	9.00	6.00	6.00	6.00	6.00
Legal Assistant I	M/G	C04	2.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>37.00</b>	<b>37.00</b>	<b>37.00</b>	<b>37.00</b>	<b>37.00</b>
<b>TREASURER</b>							
County Treasurer	E		1.00	1.00	1.00	1.00	1.00
Fiscal Technician	M	C08	0.00	0.00	1.00	1.00	1.00
Fiscal Technician	M	C07	1.00	1.00	0.00	0.00	0.00
Fiscal Specialist IV	M	C06	3.00	3.00	3.00	3.00	3.00
<b>TOTAL</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>SOCIAL SERVICES</b>							
Human Service Case Worker	M	C08	1.00	1.00	1.00	1.00	1.00
Senior Legal Assistant	G	C06	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>ALCOHOL BEVERAGE OFFICE</b>							
Al Bev Bd Administrator	M	C07	0.00	0.00	1.00	1.00	1.00
Al Bev Bd Administrator	M	C05	1.00	1.00	0.00	0.00	0.00
Admin Coordinator	M	C04	0.50	0.75	0.75	0.75	0.75
<b>TOTAL</b>			<b>1.50</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>
<b>ALCOHOL BEVERAGE BOARD</b>							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		4.00	4.00	4.00	4.00	4.00
<b>TOTAL</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>BOARD OF ELECTIONS</b>							
Member	A		3.00	3.00	3.00	3.00	3.00
<b>TOTAL</b>			<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>TOTAL COUNTY GOVERNMENT</b>							
			<b>724.85</b>	<b>730.80</b>	<b>731.80</b>	<b>748.00</b>	<b>741.00</b>



ST. MARY'S COUNTY SALARY SCALE

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	Annual Salary:	\$24,586	\$25,189	\$25,834	\$26,478	\$27,123	\$27,810	\$28,496	\$29,224	\$30,701
	Bi-Weekly Pay:	\$946.00	\$969.00	\$994.00	\$1,018.00	\$1,043.00	\$1,070.00	\$1,096.00	\$1,124.00	\$1,181.00
	Hourly Rate:	\$11.82	\$12.11	\$12.42	\$12.73	\$13.04	\$13.37	\$13.70	\$14.05	\$14.76
1	Annual Salary:	\$27,082	\$27,768	\$28,454	\$29,162	\$29,890	\$30,638	\$31,408	\$32,198	\$33,821
	Bi-Weekly Pay:	\$1,042.00	\$1,068.00	\$1,094.00	\$1,122.00	\$1,150.00	\$1,178.00	\$1,208.00	\$1,238.00	\$1,301.00
	Hourly Rate:	\$13.02	\$13.35	\$13.68	\$14.02	\$14.37	\$14.73	\$15.10	\$15.48	\$16.26
2	Annual Salary:	\$29,723	\$30,472	\$31,242	\$32,011	\$32,822	\$33,634	\$34,466	\$35,339	\$37,128
	Bi-Weekly Pay:	\$1,143.00	\$1,172.00	\$1,202.00	\$1,231.00	\$1,262.00	\$1,294.00	\$1,326.00	\$1,359.00	\$1,428.00
	Hourly Rate:	\$14.29	\$14.65	\$15.02	\$15.39	\$15.78	\$16.17	\$16.57	\$16.99	\$17.85
3	Annual Salary:	\$32,677	\$33,488	\$34,341	\$35,194	\$36,067	\$36,982	\$37,898	\$38,834	\$40,810
	Bi-Weekly Pay:	\$1,257.00	\$1,288.00	\$1,321.00	\$1,354.00	\$1,387.00	\$1,422.00	\$1,458.00	\$1,494.00	\$1,570.00
	Hourly Rate:	\$15.71	\$16.10	\$16.51	\$16.92	\$17.34	\$17.78	\$18.22	\$18.67	\$19.62
4	Annual Salary:	\$35,901	\$36,795	\$37,710	\$38,667	\$39,624	\$40,622	\$41,642	\$42,682	\$44,845
	Bi-Weekly Pay:	\$1,381.00	\$1,415.00	\$1,450.00	\$1,487.00	\$1,524.00	\$1,562.00	\$1,602.00	\$1,642.00	\$1,725.00
	Hourly Rate:	\$17.26	\$17.69	\$18.13	\$18.59	\$19.05	\$19.53	\$20.02	\$20.52	\$21.56
5	Annual Salary:	\$40,123	\$41,122	\$42,162	\$43,202	\$44,283	\$45,386	\$46,488	\$47,694	\$50,107
	Bi-Weekly Pay:	\$1,543.00	\$1,582.00	\$1,622.00	\$1,662.00	\$1,703.00	\$1,746.00	\$1,788.00	\$1,834.00	\$1,927.00
	Hourly Rate:	\$19.29	\$19.77	\$20.27	\$20.77	\$21.29	\$21.82	\$22.35	\$22.93	\$24.09
6	Annual Salary:	\$44,886	\$46,010	\$47,174	\$48,339	\$49,546	\$50,794	\$52,062	\$53,373	\$56,056
	Bi-Weekly Pay:	\$1,726.00	\$1,770.00	\$1,814.00	\$1,859.00	\$1,906.00	\$1,954.00	\$2,002.00	\$2,053.00	\$2,156.00
	Hourly Rate:	\$21.58	\$22.12	\$22.68	\$23.24	\$23.82	\$24.42	\$25.03	\$25.66	\$26.95
7	Annual Salary:	\$50,253	\$51,522	\$52,811	\$54,122	\$55,474	\$56,867	\$58,282	\$59,738	\$62,774
	Bi-Weekly Pay:	\$1,933.00	\$1,982.00	\$2,031.00	\$2,082.00	\$2,134.00	\$2,187.00	\$2,242.00	\$2,298.00	\$2,414.00
	Hourly Rate:	\$24.16	\$24.77	\$25.39	\$26.02	\$26.67	\$27.34	\$28.02	\$28.72	\$30.18
8	Annual Salary:	\$56,160	\$57,574	\$59,010	\$60,486	\$61,984	\$63,544	\$65,125	\$66,768	\$70,138
	Bi-Weekly Pay:	\$2,160.00	\$2,214.00	\$2,270.00	\$2,326.00	\$2,384.00	\$2,444.00	\$2,505.00	\$2,568.00	\$2,698.00
	Hourly Rate:	\$27.00	\$27.68	\$28.37	\$29.08	\$29.80	\$30.55	\$31.31	\$32.10	\$33.72
9	Annual Salary:	\$64,501	\$66,102	\$67,766	\$69,451	\$71,198	\$72,966	\$74,797	\$76,669	\$80,558
	Bi-Weekly Pay:	\$2,481.00	\$2,542.00	\$2,606.00	\$2,671.00	\$2,738.00	\$2,806.00	\$2,877.00	\$2,949.00	\$3,098.00
	Hourly Rate:	\$31.01	\$31.78	\$32.58	\$33.39	\$34.23	\$35.08	\$35.96	\$36.86	\$38.73
10	Annual Salary:	\$74,110	\$75,962	\$77,854	\$79,810	\$81,806	\$83,845	\$85,946	\$88,088	\$92,560
	Bi-Weekly Pay:	\$2,850.00	\$2,922.00	\$2,994.00	\$3,070.00	\$3,146.00	\$3,225.00	\$3,306.00	\$3,388.00	\$3,560.00
	Hourly Rate:	\$35.63	\$36.52	\$37.43	\$38.37	\$39.33	\$40.31	\$41.32	\$42.35	\$44.50
11	Annual Salary:	\$85,218	\$87,360	\$89,544	\$91,770	\$94,078	\$96,429	\$98,842	\$101,296	\$106,434
	Bi-Weekly Pay:	\$3,278.00	\$3,360.00	\$3,443.00	\$3,530.00	\$3,618.00	\$3,709.00	\$3,802.00	\$3,896.00	\$4,094.00
	Hourly Rate:	\$40.97	\$42.00	\$43.05	\$44.12	\$45.23	\$46.36	\$47.52	\$48.70	\$51.17
12	Annual Salary:	\$98,010	\$100,464	\$102,960	\$105,539	\$108,181	\$110,885	\$113,651	\$116,501	\$122,408
	Bi-Weekly Pay:	\$3,770.00	\$3,864.00	\$3,960.00	\$4,059.00	\$4,161.00	\$4,265.00	\$4,371.00	\$4,481.00	\$4,708.00
	Hourly Rate:	\$47.12	\$48.30	\$49.50	\$50.74	\$52.01	\$53.31	\$54.64	\$56.01	\$58.85

ST. MARY'S COUNTY SALARY SCALE

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
1	Annual Salary:	\$31,470	\$32,261	\$33,051	\$33,883	\$34,736	\$35,610	\$36,483	\$37,398	\$38,334	\$39,291
	Bi-Weekly Pay:	\$1,210.00	\$1,241.00	\$1,271.00	\$1,303.00	\$1,336.00	\$1,370.00	\$1,403.00	\$1,438.00	\$1,474.00	\$1,511.00
	Hourly Rate:	\$15.13	\$15.51	\$15.89	\$16.29	\$16.70	\$17.12	\$17.54	\$17.98	\$18.43	\$18.89
2	Annual Salary:	\$34,674	\$35,547	\$36,421	\$37,336	\$38,272	\$39,229	\$40,206	\$41,205	\$42,245	\$43,306
	Bi-Weekly Pay:	\$1,334.00	\$1,367.00	\$1,401.00	\$1,436.00	\$1,472.00	\$1,509.00	\$1,546.00	\$1,585.00	\$1,625.00	\$1,666.00
	Hourly Rate:	\$16.67	\$17.09	\$17.51	\$17.95	\$18.40	\$18.86	\$19.33	\$19.81	\$20.31	\$20.82
3	Annual Salary:	\$38,043	\$39,000	\$39,978	\$40,976	\$41,995	\$43,056	\$44,138	\$45,240	\$46,363	\$47,528
	Bi-Weekly Pay:	\$1,463.00	\$1,500.00	\$1,538.00	\$1,576.00	\$1,615.00	\$1,656.00	\$1,698.00	\$1,740.00	\$1,783.00	\$1,828.00
	Hourly Rate:	\$18.29	\$18.75	\$19.22	\$19.70	\$20.19	\$20.70	\$21.22	\$21.75	\$22.29	\$22.85
4	Annual Salary:	\$41,829	\$42,869	\$43,950	\$45,053	\$46,176	\$47,320	\$48,506	\$49,733	\$50,960	\$52,250
	Bi-Weekly Pay:	\$1,609.00	\$1,649.00	\$1,690.00	\$1,733.00	\$1,776.00	\$1,820.00	\$1,866.00	\$1,913.00	\$1,960.00	\$2,010.00
	Hourly Rate:	\$20.11	\$20.61	\$21.13	\$21.66	\$22.20	\$22.75	\$23.32	\$23.91	\$24.50	\$25.12
5	Annual Salary:	\$45,968	\$47,112	\$48,277	\$49,483	\$50,731	\$52,000	\$53,290	\$55,994	\$57,387	\$58,827
	Bi-Weekly Pay:	\$1,768.00	\$1,812.00	\$1,857.00	\$1,903.00	\$1,951.00	\$2,000.00	\$2,050.00	\$2,101.00	\$2,154.00	\$2,207.00
	Hourly Rate:	\$22.10	\$22.65	\$23.21	\$23.79	\$24.39	\$25.00	\$25.62	\$26.26	\$26.92	\$27.59
6	Annual Salary:	\$51,355	\$52,645	\$53,955	\$55,307	\$56,701	\$58,115	\$59,571	\$61,048	\$62,587	\$64,147
	Bi-Weekly Pay:	\$1,975.00	\$2,025.00	\$2,075.00	\$2,127.00	\$2,181.00	\$2,235.00	\$2,291.00	\$2,348.00	\$2,407.00	\$2,467.00
	Hourly Rate:	\$24.69	\$25.31	\$25.94	\$26.59	\$27.26	\$27.94	\$28.64	\$29.35	\$30.09	\$30.84
7	Annual Salary:	\$57,470	\$58,906	\$60,382	\$61,880	\$63,440	\$65,021	\$66,643	\$68,307	\$70,013	\$71,760
	Bi-Weekly Pay:	\$2,210.00	\$2,266.00	\$2,322.00	\$2,380.00	\$2,440.00	\$2,501.00	\$2,563.00	\$2,627.00	\$2,693.00	\$2,760.00
	Hourly Rate:	\$27.63	\$28.32	\$29.03	\$29.75	\$30.50	\$31.26	\$32.04	\$32.84	\$33.66	\$34.50
8	Annual Salary:	\$64,334	\$65,957	\$67,600	\$69,285	\$71,011	\$72,800	\$74,610	\$76,482	\$78,395	\$80,350
	Bi-Weekly Pay:	\$2,474.00	\$2,537.00	\$2,600.00	\$2,665.00	\$2,731.00	\$2,800.00	\$2,870.00	\$2,942.00	\$3,015.00	\$3,091.00
	Hourly Rate:	\$30.93	\$31.71	\$32.50	\$33.31	\$34.14	\$35.00	\$35.87	\$36.77	\$37.69	\$38.63
9	Annual Salary:	\$71,885	\$73,694	\$75,525	\$77,418	\$79,352	\$81,349	\$83,387	\$85,467	\$87,589	\$89,794
	Bi-Weekly Pay:	\$2,765.00	\$2,834.00	\$2,905.00	\$2,978.00	\$3,052.00	\$3,129.00	\$3,207.00	\$3,287.00	\$3,369.00	\$3,454.00
	Hourly Rate:	\$34.56	\$35.43	\$36.31	\$37.22	\$38.15	\$39.11	\$40.09	\$41.09	\$42.11	\$43.17
10	Annual Salary:	\$82,576	\$84,635	\$86,736	\$88,920	\$91,146	\$93,413	\$95,742	\$98,155	\$100,589	\$103,106
	Bi-Weekly Pay:	\$3,176.00	\$3,255.00	\$3,336.00	\$3,420.00	\$3,506.00	\$3,593.00	\$3,682.00	\$3,775.00	\$3,869.00	\$3,966.00
	Hourly Rate:	\$39.70	\$40.69	\$41.70	\$42.75	\$43.82	\$44.91	\$46.03	\$47.19	\$48.36	\$49.57
11	Annual Salary:	\$94,869	\$97,240	\$99,674	\$102,149	\$104,707	\$107,328	\$110,011	\$112,757	\$115,586	\$118,477
	Bi-Weekly Pay:	\$3,649.00	\$3,740.00	\$3,834.00	\$3,929.00	\$4,027.00	\$4,128.00	\$4,231.00	\$4,337.00	\$4,446.00	\$4,557.00
	Hourly Rate:	\$45.61	\$46.75	\$47.92	\$49.11	\$50.34	\$51.60	\$52.89	\$54.21	\$55.57	\$56.96
12	Annual Salary:	\$109,096	\$111,821	\$114,608	\$117,478	\$120,411	\$123,427	\$126,506	\$129,688	\$132,912	\$136,240
	Bi-Weekly Pay:	\$4,196.00	\$4,301.00	\$4,408.00	\$4,518.00	\$4,631.00	\$4,747.00	\$4,866.00	\$4,988.00	\$5,112.00	\$5,240.00
	Hourly Rate:	\$52.45	\$53.76	\$55.10	\$56.48	\$57.89	\$59.34	\$60.82	\$62.35	\$63.90	\$65.50
13	Annual Salary:	\$125,466	\$128,586	\$131,810	\$135,096	\$138,486	\$141,939	\$145,496	\$149,136	\$152,859	\$156,686
	Bi-Weekly Pay:	\$4,826.00	\$4,946.00	\$5,070.00	\$5,196.00	\$5,326.00	\$5,459.00	\$5,596.00	\$5,736.00	\$5,879.00	\$6,026.00
	Hourly Rate:	\$60.32	\$61.82	\$63.37	\$64.95	\$66.58	\$68.24	\$69.95	\$71.70	\$73.49	\$75.33



## St. Mary's County Salary Schedule - Law Enforcement

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
DEP 1	\$46,446	\$48,797	\$51,355	\$54,038	\$57,054	\$58,074	\$59,114	\$60,278	\$62,546	\$63,773
Bi-Weekly Pay:	\$1,786.40	\$1,876.80	\$1,975.20	\$2,078.40	\$2,194.40	\$2,233.60	\$2,273.60	\$2,318.40	\$2,405.60	\$2,452.80
Hourly Rate:	\$22.33	\$23.46	\$24.69	\$25.98	\$27.43	\$27.92	\$28.42	\$28.98	\$30.07	\$30.66
MO1										
DFC 2	\$49,608	\$52,208	\$54,995	\$58,032	\$61,235	\$62,317	\$63,482	\$64,750	\$67,101	\$68,411
Bi-Weekly Pay:	\$1,908.00	\$2,008.00	\$2,115.20	\$2,232.00	\$2,355.20	\$2,396.80	\$2,441.60	\$2,490.40	\$2,580.80	\$2,631.20
Hourly Rate:	\$23.85	\$25.10	\$26.44	\$27.90	\$29.44	\$29.96	\$30.52	\$31.13	\$32.26	\$32.89
MO2										
CPL 7	\$53,082	\$55,952	\$58,989	\$62,234	\$65,707	\$66,934	\$68,203	\$69,493	\$71,968	\$73,341
Bi-Weekly Pay:	\$2,041.60	\$2,152.00	\$2,268.80	\$2,393.60	\$2,527.20	\$2,574.40	\$2,623.20	\$2,672.80	\$2,768.00	\$2,820.80
Hourly Rate:	\$25.52	\$26.90	\$28.36	\$29.92	\$31.59	\$32.18	\$32.79	\$33.41	\$34.60	\$35.26
MO7										
SGT 3	\$56,930	\$60,050	\$63,357	\$66,872	\$70,616	\$71,926	\$73,237	\$74,630	\$77,210	\$78,707
Bi-Weekly Pay:	\$2,189.60	\$2,309.60	\$2,436.80	\$2,572.00	\$2,716.00	\$2,766.40	\$2,816.80	\$2,870.40	\$2,969.60	\$3,027.20
Hourly Rate:	\$27.37	\$28.87	\$30.46	\$32.15	\$33.95	\$34.58	\$35.21	\$35.88	\$37.12	\$37.84
MO3										
LT 4	\$61,069	\$64,480	\$68,058	\$71,843	\$75,816	\$77,334	\$78,707	\$80,226	\$82,888	\$84,510
Bi-Weekly Pay:	\$2,348.80	\$2,480.00	\$2,617.60	\$2,763.20	\$2,916.00	\$2,974.40	\$3,027.20	\$3,085.60	\$3,188.00	\$3,250.40
Hourly Rate:	\$29.36	\$31.00	\$32.72	\$34.54	\$36.45	\$37.18	\$37.84	\$38.57	\$39.85	\$40.63
MO4										
CAPT 5	\$71,510	\$75,296	\$79,290	\$83,533	\$87,984	\$89,544	\$91,125	\$92,893	\$95,763	\$97,594
Bi-Weekly Pay:	\$2,750.40	\$2,896.00	\$3,049.60	\$3,212.80	\$3,384.00	\$3,444.00	\$3,504.80	\$3,572.80	\$3,683.20	\$3,753.60
Hourly Rate:	\$34.38	\$36.20	\$38.12	\$40.16	\$42.30	\$43.05	\$43.81	\$44.66	\$46.04	\$46.92
MO5										
MAJ 6	\$76,565	\$80,642	\$84,926	\$89,440	\$94,203	\$95,909	\$97,635	\$99,507	\$102,502	\$104,458
Bi-Weekly Pay:	\$2,944.80	\$3,101.60	\$3,266.40	\$3,440.00	\$3,623.20	\$3,688.80	\$3,755.20	\$3,827.20	\$3,942.40	\$4,017.60
Hourly Rate:	\$36.81	\$38.77	\$40.83	\$43.00	\$45.29	\$46.11	\$46.94	\$47.84	\$49.28	\$50.22
MO6										

## St. Mary's County Salary Schedule - Law Enforcement

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
<b>DEP 1</b>										
Annual Salary:	\$64,979	\$66,206	\$67,496	\$68,765	\$70,117	\$71,490	\$72,862	\$74,277	\$75,712	\$77,147
Bi-Weekly Pay:	\$2,499.20	\$2,546.40	\$2,596.00	\$2,644.80	\$2,696.80	\$2,749.60	\$2,802.40	\$2,856.80	\$2,912.00	\$2,967.20
Hourly Rate:	\$31.24	\$31.83	\$32.45	\$33.06	\$33.71	\$34.37	\$35.03	\$35.71	\$36.40	\$37.09
<b>MO1</b>										
Annual Salary:	\$69,680	\$71,032	\$72,384	\$73,798	\$75,234	\$76,690	\$78,125	\$79,643	\$81,203	\$82,763
Bi-Weekly Pay:	\$2,680.00	\$2,732.00	\$2,784.00	\$2,838.40	\$2,893.60	\$2,949.60	\$3,004.80	\$3,063.20	\$3,123.20	\$3,183.20
Hourly Rate:	\$33.50	\$34.15	\$34.80	\$35.48	\$36.17	\$36.87	\$37.56	\$38.29	\$39.04	\$39.79
<b>MO2</b>										
Annual Salary:	\$74,714	\$76,170	\$77,646	\$79,165	\$80,683	\$82,264	\$83,845	\$85,426	\$87,069	\$88,691
Bi-Weekly Pay:	\$2,873.60	\$2,929.60	\$2,986.40	\$3,044.81	\$3,103.19	\$3,164.00	\$3,224.80	\$3,285.60	\$3,348.80	\$3,411.20
Hourly Rate:	\$35.92	\$36.62	\$37.33	\$38.06	\$38.79	\$39.55	\$40.31	\$41.07	\$41.86	\$42.64
<b>MO3</b>										
Annual Salary:	\$80,226	\$81,786	\$83,408	\$84,926	\$86,528	\$88,192	\$89,898	\$91,603	\$93,392	\$95,160
Bi-Weekly Pay:	\$3,085.60	\$3,145.60	\$3,208.00	\$3,266.40	\$3,328.00	\$3,392.00	\$3,457.60	\$3,523.20	\$3,592.00	\$3,660.00
Hourly Rate:	\$38.57	\$39.32	\$40.10	\$40.83	\$41.60	\$42.40	\$43.22	\$44.04	\$44.90	\$45.75
<b>MO4</b>										
Annual Salary:	\$86,091	\$87,714	\$89,419	\$91,104	\$92,851	\$94,619	\$96,429	\$98,280	\$100,173	\$102,086
Bi-Weekly Pay:	\$3,311.20	\$3,373.60	\$3,439.20	\$3,504.00	\$3,571.20	\$3,639.20	\$3,708.80	\$3,780.00	\$3,852.80	\$3,926.40
Hourly Rate:	\$41.39	\$42.17	\$42.99	\$43.80	\$44.64	\$45.49	\$46.36	\$47.25	\$48.16	\$49.08
<b>MO5</b>										
Annual Salary:	\$99,466	\$101,358	\$103,334	\$105,290	\$107,328	\$109,387	\$111,467	\$113,630	\$115,814	\$118,061
Bi-Weekly Pay:	\$3,825.60	\$3,898.40	\$3,974.40	\$4,049.60	\$4,128.00	\$4,207.20	\$4,287.20	\$4,370.40	\$4,454.40	\$4,540.80
Hourly Rate:	\$47.82	\$48.73	\$49.68	\$50.62	\$51.60	\$52.59	\$53.59	\$54.63	\$55.68	\$56.76
<b>MO6</b>										
Annual Salary:	\$106,434	\$108,555	\$110,656	\$112,736	\$114,899	\$117,166	\$119,392	\$121,680	\$124,072	\$126,464
Bi-Weekly Pay:	\$4,093.60	\$4,175.20	\$4,256.00	\$4,336.00	\$4,419.20	\$4,506.40	\$4,592.00	\$4,680.00	\$4,772.00	\$4,864.00
Hourly Rate:	\$51.17	\$52.19	\$53.20	\$54.20	\$55.24	\$56.33	\$57.40	\$58.50	\$59.65	\$60.80



## St. Mary's County Salary Schedule - Corrections

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>Correctional Officer</b>										
Annual Salary:	\$42,515	\$43,368	\$44,304	\$45,198	\$46,051	\$46,883	\$47,861	\$48,755	\$49,650	\$50,565
Bi-Weekly Pay:	\$1,635.20	\$1,668.00	\$1,704.00	\$1,738.40	\$1,771.20	\$1,803.20	\$1,840.80	\$1,875.20	\$1,909.60	\$1,944.80
Hourly Rate:	\$20.44	\$20.85	\$21.30	\$21.73	\$22.14	\$22.54	\$23.01	\$23.44	\$23.87	\$24.31
<b>Correctional Officer First Class</b>										
Annual Salary:	\$47,590	\$48,568	\$49,566	\$50,544	\$51,480	\$52,499	\$53,498	\$54,434	\$55,390	\$56,410
Bi-Weekly Pay:	\$1,830.40	\$1,868.00	\$1,906.40	\$1,944.00	\$1,980.00	\$2,019.20	\$2,057.60	\$2,093.60	\$2,130.40	\$2,169.60
Hourly Rate:	\$22.88	\$23.35	\$23.83	\$24.30	\$24.75	\$25.24	\$25.72	\$26.17	\$26.63	\$27.12
<b>Corporal</b>										
Annual Salary:	\$50,086	\$51,147	\$52,208	\$53,310	\$54,267	\$55,349	\$56,410	\$57,491	\$58,490	\$59,530
Bi-Weekly Pay:	\$1,926.40	\$1,967.20	\$2,008.00	\$2,050.40	\$2,087.20	\$2,128.80	\$2,169.60	\$2,211.20	\$2,249.60	\$2,289.60
Hourly Rate:	\$24.08	\$24.59	\$25.10	\$25.63	\$26.09	\$26.61	\$27.12	\$27.64	\$28.12	\$28.62
<b>Sergeant</b>										
Annual Salary:	\$53,622	\$54,683	\$55,890	\$56,930	\$58,094	\$59,218	\$60,341	\$61,442	\$62,587	\$63,669
Bi-Weekly Pay:	\$2,062.40	\$2,103.20	\$2,149.60	\$2,189.60	\$2,234.40	\$2,277.60	\$2,320.80	\$2,363.17	\$2,407.20	\$2,448.80
Hourly Rate:	\$25.78	\$26.29	\$26.87	\$27.37	\$27.93	\$28.47	\$29.01	\$29.54	\$30.09	\$30.61
<b>Lieutenant</b>										
Annual Salary:	\$58,323	\$59,530	\$60,694	\$62,005	\$63,190	\$64,438	\$65,666	\$66,810	\$68,058	\$69,181
Bi-Weekly Pay:	\$2,243.20	\$2,289.60	\$2,334.40	\$2,384.80	\$2,430.40	\$2,478.40	\$2,525.60	\$2,569.60	\$2,617.60	\$2,660.80
Hourly Rate:	\$28.04	\$28.62	\$29.18	\$29.81	\$30.38	\$30.98	\$31.57	\$32.12	\$32.72	\$33.26
<b>Captain</b>										
Annual Salary:	\$68,578	\$69,971	\$71,427	\$72,842	\$74,256	\$75,691	\$77,126	\$78,541	\$79,934	\$81,411
Bi-Weekly Pay:	\$2,637.60	\$2,691.20	\$2,747.20	\$2,801.60	\$2,856.00	\$2,911.20	\$2,966.40	\$3,020.80	\$3,074.40	\$3,131.20
Hourly Rate:	\$32.97	\$33.64	\$34.34	\$35.02	\$35.70	\$36.39	\$37.08	\$37.76	\$38.43	\$39.14
<b>Major/Warden</b>										
Annual Salary:	\$81,138	\$82,722	\$84,337	\$85,983	\$87,661	\$89,372	\$91,117	\$92,895	\$94,709	\$96,554
Bi-Weekly Pay:	\$3,120.69	\$3,181.61	\$3,243.71	\$3,307.03	\$3,371.58	\$3,437.40	\$3,504.50	\$3,572.90	\$3,642.65	\$3,713.62
Hourly Rate:	\$39.01	\$39.77	\$40.55	\$41.34	\$42.14	\$42.97	\$43.81	\$44.66	\$45.53	\$46.42

### St. Mary's County Salary Schedule - Corrections

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
<b>Correctional Officer</b>										
CO	\$51,438	\$52,270	\$53,227	\$54,101	\$55,058	\$55,910	\$56,805	\$57,658	\$58,552	\$59,322
VO1	\$1,978.38	\$2,010.40	\$2,047.20	\$2,080.80	\$2,117.60	\$2,150.40	\$2,184.80	\$2,217.60	\$2,252.00	\$2,281.60
Hourly Rate:	\$24.73	\$25.13	\$25.59	\$26.01	\$26.47	\$26.88	\$27.31	\$27.72	\$28.15	\$28.52
<b>Correctional Officer First Class</b>										
CO I	\$57,366	\$58,386	\$59,363	\$60,362	\$61,360	\$62,296	\$63,253	\$64,314	\$65,312	\$66,373
VO2	\$2,206.40	\$2,245.60	\$2,283.20	\$2,321.60	\$2,360.00	\$2,396.00	\$2,432.80	\$2,473.60	\$2,512.00	\$2,552.80
Hourly Rate:	\$27.58	\$28.07	\$28.54	\$29.02	\$29.50	\$29.95	\$30.41	\$30.92	\$31.40	\$31.91
<b>Corporal</b>										
CO II	\$60,528	\$61,589	\$62,691	\$63,690	\$64,730	\$65,811	\$66,810	\$67,912	\$68,931	\$69,950
VO3	\$2,328.00	\$2,368.80	\$2,411.20	\$2,449.60	\$2,489.60	\$2,531.19	\$2,569.60	\$2,612.00	\$2,651.20	\$2,690.40
Hourly Rate:	\$29.10	\$29.61	\$30.14	\$30.62	\$31.12	\$31.64	\$32.12	\$32.65	\$33.14	\$33.63
<b>Sergeant</b>										
CO III	\$64,792	\$65,936	\$67,038	\$68,162	\$69,306	\$70,408	\$71,510	\$72,717	\$73,757	\$74,838
VO4	\$2,492.00	\$2,536.00	\$2,578.40	\$2,621.60	\$2,665.60	\$2,708.00	\$2,750.40	\$2,796.80	\$2,836.80	\$2,878.40
Hourly Rate:	\$31.15	\$31.70	\$32.23	\$32.77	\$33.32	\$33.85	\$34.38	\$34.96	\$35.46	\$35.98
<b>Lieutenant</b>										
CO IV	\$70,450	\$71,635	\$72,862	\$74,090	\$75,317	\$76,544	\$77,792	\$78,957	\$80,142	\$81,432
VO5	\$2,709.60	\$2,755.20	\$2,802.40	\$2,849.60	\$2,896.80	\$2,944.00	\$2,992.00	\$3,036.80	\$3,082.40	\$3,132.02
Hourly Rate:	\$33.87	\$34.44	\$35.03	\$35.62	\$36.21	\$36.80	\$37.40	\$37.96	\$38.53	\$39.15
<b>Captain</b>										
CO V	\$82,867	\$84,261	\$85,717	\$87,152	\$88,566	\$90,002	\$91,437	\$92,789	\$94,245	\$95,763
VO7	\$3,187.20	\$3,240.80	\$3,296.80	\$3,352.00	\$3,406.40	\$3,461.60	\$3,516.80	\$3,568.80	\$3,624.80	\$3,683.20
Hourly Rate:	\$39.84	\$40.51	\$41.21	\$41.90	\$42.58	\$43.27	\$43.96	\$44.61	\$45.31	\$46.04
<b>Major/Warden</b>										
CO VI	\$98,292	\$99,918	\$101,570	\$103,250	\$104,958	\$106,694	\$108,459	\$110,253	\$112,076	\$113,934
VO9	\$3,780.46	\$3,842.99	\$3,906.55	\$3,971.17	\$4,036.85	\$4,103.62	\$4,171.49	\$4,240.49	\$4,310.63	\$4,382.08
Hourly Rate:	\$47.26	\$48.04	\$48.83	\$49.64	\$50.46	\$51.30	\$52.14	\$53.01	\$53.88	\$54.78



## ST. MARY'S COUNTY STATE'S ATTORNEY SALARY SCALE

Grade - SA		Step 1	Step 2	Step 3	Step 4	Step 5
1	Annual Salary:	\$80,000	\$82,000	\$84,000	\$86,000	\$88,000
	Bi-Weekly Pay:	\$3,076.92	\$3,153.85	\$3,230.77	\$3,307.69	\$3,384.62
	Hourly Rate:	\$38.46	\$39.42	\$40.38	\$41.35	\$42.31
2	Annual Salary:	\$90,000	\$92,000	\$94,000	\$96,000	\$98,000
	Bi-Weekly Pay:	\$3,461.54	\$3,538.46	\$3,615.38	\$3,692.31	\$3,769.23
	Hourly Rate:	\$43.27	\$44.23	\$45.19	\$46.15	\$47.12
3	Annual Salary:	\$100,000	\$102,000	\$104,000	\$106,000	\$108,000
	Bi-Weekly Pay:	\$3,846.15	\$3,923.08	\$4,000.00	\$4,076.92	\$4,153.85
	Hourly Rate:	\$48.08	\$49.04	\$50.00	\$50.96	\$51.92
4	Annual Salary:	\$110,000	\$112,000	\$114,000	\$116,000	\$118,000
	Bi-Weekly Pay:	\$4,230.77	\$4,307.69	\$4,384.62	\$4,461.54	\$4,538.46
	Hourly Rate:	\$52.88	\$53.85	\$54.81	\$55.77	\$56.73
5	Annual Salary:	\$120,000	\$122,000	\$124,000	\$126,000	\$128,000
	Bi-Weekly Pay:	\$4,615.38	\$4,692.31	\$4,769.23	\$4,846.15	\$4,923.08
	Hourly Rate:	\$57.69	\$58.65	\$59.62	\$60.58	\$61.54
6	Annual Salary:	\$130,000	\$132,000	\$134,000	\$136,000	\$138,000
	Bi-Weekly Pay:	\$5,000.00	\$5,076.92	\$5,153.85	\$5,230.77	\$5,307.69
	Hourly Rate:	\$62.50	\$63.46	\$64.42	\$65.38	\$66.35
7	Annual Salary:	\$140,000	\$142,000	\$144,000	\$146,000	\$148,000
	Bi-Weekly Pay:	\$5,384.62	\$5,461.54	\$5,538.46	\$5,615.38	\$5,692.31
	Hourly Rate:	\$67.31	\$68.27	\$69.23	\$70.19	\$71.15

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# MISCELLANEOUS INFORMATION

- TAXES
- FUND BALANCE
- HISTORY & FACTS
- ORDINANCES
- POLICIES
- FEES



## ST. MARY'S COUNTY TAX RATES

TAX	BASIS	FY2018 APPROVED RATE	FY2019 APPROVED RATE
Property Tax	Per \$100 of assessed value	0.8478	0.8478
Local Income Tax	Percentage of taxable income	3.00%	3.00%
Admissions & Amusement Tax	Percentage of receipts	2%	2%
Recordation Tax	Per each \$500 of value when property is sold and title recorded	Oper \$3.65 CIP Ag .35	Oper \$3.65 CIP Ag .35
Transfer Tax	Property transfer value	1%	1%
Trailer Park Tax	Space rental receipts	10%	10%
Cable T.V. Franchise Tax	Percentage of subscriber revenues	5%	5%
911 Fee (Local)	Monthly telephone bill	75¢	75¢
Public Accommodations Tax	Percentage of transient charge	5%	5%
Energy Taxes:			
Electricity Tax	% of the billed unit charge per kilowatt-hour	1.25%	1.25%
Fuel Oil	% of the billed unit charge per gallon	1.25%	1.25%
Liquefied Petroleum	% of the billed unit charge per lb.	1.25%	1.25%
Natural Gas	% of the billed unit sales	1.25%	1.25%
Impact Fees:			
Schools	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$4,125	\$4,625
	1,200 to 2,399 sq. ft.		\$4,784
	2,400+ sq. ft.		\$4,943
Parks	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$825	\$178
	1,200 to 2,399 sq. ft.		\$184
	2,400+ sq. ft.		\$190
Roads	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$550	\$1,268
	1,200 to 2,399 sq. ft.		\$1,312
	2,400+ sq. ft.		\$1,356
Total Impact Fees	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$5,500	\$6,071 *
	1,200 to 2,399 sq. ft.		\$6,280 *
	2,400+ sq. ft.		\$6,489 *

\* Phase-in year one, approved methodology on March 6, 2018. Full fee calculated FY2019 \$10,446.

## COMPARISON OF SELECTED TAXES AND FEES BY SUBDIVISION - FY2018

Subdivision	Real Property Tax (1)	Homestead Property Tax Credit	Local Income Tax (2)	Recordation Tax	Local Transfer Tax	Admissions & Amusement Tax	Trailer Park Tax	Local "911" Fee	Hotel/Motel Tax	Single Dwelling Impact Fee	Residential Energy Taxes	Cable Tax
ALLEGANY	0.9770	4%	3.05%	\$3.50	0.5%	7.5%	15.0%	\$0.75	8.0%	None	.30 / ton coal	5.0%
ANNE ARUNDEL	0.9070	2%	2.50%	\$3.50	1.0%	10.0%	7.5%	\$0.75	7.0%	\$ 8,196	\$0.0025 NR Elec	5.0%
BALTIMORE CITY	0.0225	4%	3.20%	\$5.00	1.5%	10.0%	0.0%	\$0.75	9.5%	None	\$0.008174 kWh Comm - Elect.	5.0%
BALTIMORE COUNTY	1.1000	4%	2.83%	\$2.50	1.5%	10.0%	7.0%	\$0.75	8.0%	None	\$.00530 / kwh - NR Electric	5.0%
CALVERT	0.9520	10%	3.00%	\$5.00	0.0%	1.0%	20.0%	\$0.75	5.0%	None	0.0%	5.0%
CAROLINE	0.9800	5%	2.73%	\$5.00	0.5%	0.0%	\$15.00	\$0.75	5.0%	None	0.0%	5.0%
CARROLL	1.0180	5%	3.03%	\$5.00	0.0%	10.0%	\$ 10.00	\$0.75	5.0%	\$ 533	0.0%	5.0%
CECIL	1.0414	4%	3.00%	\$4.10	0.5%	6.0%	\$20.00	\$0.75	6.0%	None	0.0%	5.0%
CHARLES	1.1410	7%	3.03%	\$5.00	0.5%	10.0%	\$15.00	\$0.75	5.0%	\$ 15,229	0.00%	5.0%
DORCHESTER	0.9740	5%	2.62%	\$5.00	0.75%	0.5%	15.0%	\$0.75	5.0%	None	0.00%	n/a
FREDERICK	1.0600	5%	2.96%	\$6.00	0.0%	0.0%	0.0%	\$0.75	5.0%	\$ 14,747	0.00%	n/a
GARRETT	0.9900	5%	2.65%	\$3.50	1.0%	6.0%	15.0%	\$0.75	6.0%	None	.30 / ton coal	n/a
HARFORD	1.0420	5%	3.06%	\$3.30	1.0%	5.0%	\$10/mo	\$0.75	6.0%	\$ 6,000	0.00%	3.0%
HOWARD**	1.0140	5%	3.20%	\$2.50	1.0%	7.5%	10.0%	\$0.75	7.0%	None	0.00%	5.0%
KENT	1.0220	5%	2.85%	\$3.30	0.5%	4.5%	0.0%	\$0.75	5.0%	None	0.00%	3.0%, 5.0%
MONTGOMERY	1.0013	10%	3.20%	\$4.45	1.0%	7.0%	0.0%	\$0.75	7.0%	regional rates	\$.01978/kwh - NR Electric	5.0%
PRINCE GEORGE'S	1.0000	0%	3.20%	\$2.75	1.4%	10.0%	\$5/mo	\$0.75	7.0%	\$ 15,972	\$.009366kwh Electric	5.0%
QUEEN ANNE'S	0.8471	5%	3.20%	\$4.95	0.5%	5.0%	0.0%	\$0.75	5.0%	\$4.96 sf ft	0.00%	5.0%
ST. MARY'S ***	0.8478	5%	3.00%	\$4.00	1.0%	2.0%	10.0%	\$0.75	5.0%	\$ 5,500	1.25% Unit	5.0%
SOMERSET	1.0000	10%	3.20%	\$3.30	0.0%	4.0%	0.0%	\$0.75	5.0%	None	0.00%	3.0%
TALBOT	0.5708	0%	2.40%	\$6.00	1.0%	5.0%	\$50/qtr	\$0.75	4.0%	\$ 6,416	0.00%	5.0%
WASHINGTON	0.9480	5%	2.80%	\$3.80	0.5%	5.0%	15.0%	\$0.75	6.0%	None	0.00%	n/a
WICOMICO	0.9398	5%	3.20%	\$3.50	0.0%	6.0%	15.0%	\$0.75	6.0%	None	0.00%	5.0%
WORCESTER	0.8350	3%	1.75%	\$3.30	0.5%	3.0%	15.0%	\$0.75	4.5%	None	0.00%	n/a

\*The first \$22,000 of consideration in residential sales is exempt from transfer tax

\*\*Admissions & Amusement Rate is 5% on concerts, golf course fees, and live performances

\*\*\* Impact Fees increase July 1, 2018 to \$6,071 per dwelling size up to 1,199 sq. ft.; \$6,280 per size 1,200 to 2,399 sq. ft.; \$6,489 per size 2,400+ sq. ft.

(1) Per \$100 of assessed value.

Many counties levy special service property taxes by district. (St. Mary's County has an additional Fire tax of 2.4 to 5.6 cents depending upon election district and Rescue tax ranging from .8 to 1.7 cents.)

(2) As percent of Maryland State taxable income.

Sources: Maryland Association of Counties - Budgets, Tax Rates, & Selected Statistics, Fiscal Year 2018



## IMPACT OF LOCAL TAXES

### Using Average Values and Income for St. Mary's County

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#### Average Residential Property Taxpayer

Fair Market Value		\$299,900 *
Current Property Tax Bill:		
	<i>Rate per \$100</i>	
County Property Tax	0.8478	\$2,543
Fire Tax	0.056	168
Rescue Tax	0.017	51
Emergency Services Support Tax	0.024	72
Sub-Total		\$ 2,833
Solid Waste & Recycling Fee	per property	\$91
Total		\$ 2,924

#### Average St. Mary's County Personal Income Tax Return

MD Adjusted Gross Income		\$83,164 **
Net Taxable Income		\$67,267 **
Net County Income Tax	3.00%	\$ 2,018

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\* Based on average value of homes sold in FY2017 from State Department of Assessments and Taxation

\*\*Based on 41,155 taxable returns filed for tax year 2016

Source: Income Tax Summary Report, Tax Year 2016, State Comptroller's Office.

# ST. MARY'S COUNTY PROPERTY TAX RATES

FISCAL YEAR	APPROVED TAX RATE	CONSTANT YIELD TAX RATE
2000	2.08	2.02
2001	2.27	2.03
2002	.908	.883
2003	.908	.889
2004	.908	.887
2005	.878	.880
2006	.872	.833
2007	.857	.812
2008	.857	.791
2009	.857	.782
2010	.857	.798
2011	.857	.8192
2012	.857	.8607
2013	.857	.8608
2014	.857	.8526
2015	.857	.8532
2016	.8523	.8523
2017	.8523	.8468
2018	.8478	.8478
2019	.8478	.8443

The approved property tax rate for FY2019 is \$.8478 per \$100 of assessed valuation. This is .0035 higher than the "constant yield" tax rate that is .8443, which is certified to the County by the State Department of Assessments and Taxation letter of February 14, 2018. The "constant yield" rate is that rate necessary to offset any overall increase/decrease in the level of assessments on existing properties.

The estimated revenue yield from each 1¢ on the property tax rate is approximately \$1.3 million.

The difference in the tax rate from tax year 2001 to 2002 reflects the change to the rate necessitated when the assessed value to which it was applied changed from 40% to 100% assessed value.

The reduction of the rate from tax year 2004 to 2005 coincides with the implementation of the emergency services support tax and adding the rescue tax.



## ST. MARY'S COUNTY ASSESSABLE PROPERTY BASE

	BUDGET ESTIMATE FY2018	BUDGET ESTIMATE FY2019
<b>Real Property-Full Value:</b>		
Full Year	\$12,137,669,785	\$12,276,203,620
Half Year		69,647,380
Business Personal Property	169,942,000	178,859,000
Public Utilities	124,505,000	126,905,000
<b>Total Assessable Base</b>	<b>\$12,432,116,785</b>	<b>\$12,651,615,000</b>

Source: State Department of Assessments and Taxation (SDAT), Constant Yield Letter dated February 14, 2018 and SDAT website March 31, 2018 - Assessment increase is 1.8%

# DEBT AND FUND BALANCE

## DEBT

The St. Mary's County Code requires that the budget include a statement of the bonded and other indebtedness of the County government and its agencies, including self-liquidating and special taxing district debts. The following statement of long-term obligations is included in the Annual Financial Statement and Independent Auditors' Report of the County Commissioners of St. Mary's County for the year ended June 30, 2017.

Another statement is included which summarizes the legal debt margin of the County under existing law. Section 27-11 of the Code of St. Mary's County provides that the aggregate amount of bonds outstanding at any one time may not exceed 2% upon the assessable basis of the County. Excluded from the debt limitation calculation are bonds issued for special taxing districts or self-liquidating projects. Also included is information regarding debt capacity and, and some key debt affordability measures are discussed.

In April 2015, the "Debt Policy Study" was completed with the following positive comments:

- A five-year financial analysis shows the County's reserve levels in the "Best Practice" range;
- The County's debt amortization is rapid, providing opportunities for future deployment of cash into other projects (via Pay-Go or debt funding);
- The County's debt level is below several peers and national averages for similar-sized governments;
- The County's current Debt to Assessed Value ratio is well below its 2% policy, demonstrating ample debt capacity; and
- The County's current Debt Service to Revenues ratio is well below its 10% policy, demonstrating strong debt affordability.

## FUND BALANCE

Included are selected pages from the most recent audited financial statements regarding fund balance. These include: a schedule summarizing the key elements of fund balance, as reported, and a brief discussion of the designations.

The June 30, 2017 audit reflects an unassigned general fund balance of \$30,394,751. The County's Fund Balance Policy approved in August 2015, states we will maintain or be above 15%. As of June 30, 2017, the ratio of County Reserves to Revenues is 20.55%. County reserves consist of the Unassigned Fund Balance, the Bond Rating Reserve, and the Rainy Day Fund.

It is important to the County and the Rating Agencies to maintain a high level of reserves to avoid sudden disruption or elimination of services. These County Reserves allow time to plan and address changes such as revenue shortfalls, or cost shifts. The FY2019 Approved Budget includes designation of Fund Balance from the Unassigned for CIP Pay-Go for the Public Administration Enterprise Software Upgrade (\$1,000,000) and Public Safety Computer Aided Dispatch Replacement/Enhancement (\$85,000) projects, for a total of \$1,085,000. Also \$1,000,000 was approved for School Safety initiatives, bringing total unassigned fund balance for FY2019 to \$2,085,000.



**Commissioners of St. Mary's County**  
**Notes to Financial Statements**  
**June 30, 2017**

The annual requirements to amortize all debt outstanding as of June 30, 2017 including interest of \$16,637,639, except for the accrued landfill closure and postclosure costs, accumulated unpaid leave benefits, exempt financing, surplus property debt and Maryland Water Quality Loans, are as follows:

<u>Years ending June 30,</u>	<u>Governmental Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 8,647,582	\$ 2,381,596	\$ 11,029,178
2019	8,871,440	2,125,014	10,996,454
2020	9,113,440	1,869,187	10,982,627
2021	6,926,440	1,648,762	8,575,202
2022	7,130,440	1,456,667	8,587,107
2023-2027	20,975,957	4,824,145	25,800,102
2028-2032	12,692,463	1,806,249	14,498,712
2033-2037	8,282,711	526,019	8,808,730
<b>Total</b>	<b><u>\$ 82,640,473</u></b>	<b><u>\$ 16,637,639</u></b>	<b><u>\$ 99,278,112</u></b>

A summary of the totals above by debt type is as follows:

	<u>General</u>		<u>Special</u>	
	<u>Obligation</u>		<u>Assessment</u>	
	<u>Bonds</u>	<u>State Loans</u>	<u>Fund</u>	<u>Total</u>
Principal	\$ 81,158,000	\$ 794,237	\$ 688,236	\$ 82,640,473
Interest	<u>16,637,639</u>	<u>-</u>	<u>-</u>	<u>16,637,639</u>
	<b><u>\$ 97,795,639</u></b>	<b><u>\$ 794,237</u></b>	<b><u>\$ 688,236</u></b>	<b><u>\$ 99,278,112</u></b>

**Note that this is a copy of page 61 & 62 from the Commissioners of St. Mary's County, MD FY2017 Audited Financial Statements**

# DEBT AFFORDABILITY

Debt affordability is evaluated from both a legal and a financial perspective. St Mary's County is one of a number of jurisdictions, which has established a legal limitation on the amount of debt, which the government can incur. In Chapter 27 of the St. Mary's Code, the legal debt limitation is based on the aggregate amount of debt outstanding at any one time, which may not exceed 2% of the County's assessable property tax base. Excluded from this calculation are bonds issued for projects to be paid from other than county government sources. These other sources currently consist of special-taxing districts, St. Mary's Hospital, Wicomico Golf Course Enterprise Fund, and the St. Mary's Nursing Center.

With the passing of the 2017 State Legislation, the County's legal debt limit was increased to 2.15% and is to include the debt of the St. Mary's County Metropolitan Commission (Metcom), the County's water and sewer utility.

A legal ceiling on debt, however, is just a part of the determination of debt affordability. There is a need to examine the economics of debt, not just its legality. Under the most favorable circumstances, a local government's debt is:

- proportional in size and rate of growth to its tax base;
- does not extend past the useful life of the facilities that it finances;
- is not used to balance the operating budget;
- does not require repayment schedules that put excessive burdens on operating expenditures;
- not so high as to jeopardize the government's credit rating.

Evaluations of the County's credit worthiness by the three major credit rating agencies (Moody's Investors Service, Standard & Poor's, and Fitch) in October 2017 resulted in the conclusion that debt levels were moderate, debt service requirements were manageable, amortization of outstanding debt was rapid, and that overall debt was within various parameters established for assessing debt burden. The agencies recognized the pressures on the county capital plan as the result of population growth and the need for significant infrastructure improvements. However, the agencies felt that with the growing economy in St. Mary's County and with continued strong management performance, that the debt position would remain manageable.

The County's ratings currently are AA+ (stable outlook) for Fitch, AA+ (stable outlook) for Standard & Poor's and Aa1 (positive outlook) for Moody's Investors Service. These ratings apply to all outstanding general obligation bond debt.

There are two key debt affordability measures that the County considers in developing its operating and capital budgets and will closely monitor in the future. These are:

- Outstanding general obligation bond debt as a percent of the assessable base

St. Mary's County Legal Debt Limit	2.15%
St. Mary's County 7/1/2018 Debt Percentage	1.37%
- General Fund Debt Service as a percent of General Fund Expenditures

St. Mary's County Debt Policy	10.00%
St. Mary's County FY2019	5.15%

Current projections indicate that based on the FY2019 Capital Budget and 5 year plan, the County will stay well within the parameters set by the Commissioners of St. Mary's County in connection with its debt affordability study. It is their intention to continue to monitor debt affordability measures in the context of the entire County financial position, and to continue to manage the balance between programmatic needs and fiscal affordability.



## ST. MARY'S COUNTY LEGAL DEBT MARGIN UNDER EXISTING LAW

Estimated July 1, 2018 assessed property value	\$12,581,967,620
Legal debt limit	2.15%
Borrowing limitation under the law	\$270,512,303
Outstanding debt issued as of July 1, 2018*	\$172,579,455
Debt margin as of July 1, 2018	\$97,932,848
Ratio of debt to assessed property value	1.37%

Note:

The St. Mary's County Code Legal Debt Limit may not exceed 2.15% of the assessable property base of the County. Excluded from this calculation are bonds issued for projects to be paid from other than County government sources (e.g., special-taxing districts). The County's ratio of debt to estimated assessed property value as of July 1, 2018 is estimated to be 1.37%. By comparison, the ratio as of July 1, 2017 was 1.58%. Based on the plan, and other assumptions, the ratio is estimated to range from 1.37% to 2.09% in the 6 year capital plan.

The legal debt limit must be analyzed in conjunction with other debt affordability measures such as debt service as a percent of general fund revenues, debt per capita, and debt as a percentage of per capita personal income. The County policy also calls for debt service to be less than 10% of the expenses. These debt measures are reviewed with each budget phase by the Department of Finance. The ratio of debt service to the operating budget stays well below the 10% required by the County's debt policy. The ratio for FY2018 was 5.12%. Based on the capital plan, and other assumptions, the ratio is expected to be 5.15% in FY2019, and is expected to range from 5.15% to 6.00% in the 6 year plan.

\*Includes the debt of Metcom as of July 1, 2018 in the amount of \$100,496,413 plus the County's debt of \$72,083,042 – general obligation debt.

Commissioners of St. Mary's County  
Notes to Financial Statements  
June 30, 2017

**7. Fund balances**

A summary of the nonspendable, restricted, committed, assigned and unassigned fund balances as of June 30, 2017 is as follows:

	Special Revenue Funds				Debt Service Fund	
	General Fund	Fire & Rescue Revolving	Emergency Support	Special Assessments	Capital Projects Fund	
<b>Nonspendable</b>						
Inventory	\$ 1,315,646	\$ -	\$ -	\$ -	\$ -	-
Prepaid expenses	30,665					
Interfund advance (Wicomico)	817,676					
<b>Total nonspendable</b>	<u>2,163,987</u>					
<b>Restricted</b>						
Domestic Violence Programs	5,190					
County matching funds for approved grants	287,193					
Funding sources specified for capital projects						1,722,075
Land preservation						13,297,910
Various capital projects - transfer tax						3,493,697
County pay-go						188,861
Roads- impact fees						295,472
Roads- mitigation						231,705
Parks- impact fees						46,753
Parks- mitigation						3,840,210
Schools-impact fees						34,125
Schools-mitigation						23,150,808
<b>Total restricted</b>	<u>292,383</u>					
<b>Committed</b>						
Bond rating reserve	13,330,021					
Rainy day fund	1,625,000					
Operating budget, non-recurring items						
Other, net, including grants		369,741	999,146		396,065	4,107,988
<b>Total committed</b>	<u>14,955,021</u>	<u>369,741</u>	<u>999,146</u>		<u>396,065</u>	<u>4,107,988</u>
<b>Assigned</b>	2,025,064					
<b>Unassigned</b>	<u>30,394,751</u>					
<b>Total fund balances</b>	<u>\$ 49,831,206</u>	<u>\$ 369,741</u>	<u>\$ 999,146</u>	<u>\$ 396,065</u>	<u>\$ 27,258,796</u>	

Note that this is a copy of page 70 from the Commissioners of St. Mary's County, MD  
FY2017 Audited Financial Statements



Commissioners of St. Mary's County  
Notes to Financial Statements  
June 30, 2017

7. Fund balances (continued)

St. Mary's County spends funds in the following order: committed, then assigned, then unassigned.

The Board of County Commissioners (Board) is the highest level of decision-making authority, and committed funds are established by resolution, legislation, ordinance, and/or contractual action through the budget process. Those committed amounts cannot be used for any other purpose without Board action.

The authority for assigning fund balance is delegated to the Finance Department by the Board to carry out their approved plan.

The nonspendable fund balance includes:

Inventory - The amount of inventory at June 30, 2017, carried as an asset.

The restricted fund balance includes:

Domestic violence programs - The amount of marriage license fees committed for domestic violence programs, by resolution.

County matching funds for approved grants – The amount of county funding that is committed as a match to grants that were budgeted in FY2017, but for which the period extends beyond June 30, 2017. These funds will be needed to meet the obligations of the grant.

Revenues appropriated for capital projects - The amount of revenue collected to date, which has been obligated through the budget process for specific capital projects, and will be used for future capital project expenses.

The committed fund balance includes:

Bond Rating Reserve – set by ordinance, at a minimum of 6% of the next year's revenues

Bond Rainy Day Fund – established by the Commissioners for unanticipated events.

The debt service fund assigned fund balance includes:

Retirement of long-term obligations - The amount of future revenue (collections) of Special Assessments that is legally restricted to expenditures for specified purposes. This future revenue will be used for the retirement of long-term obligations.

The general fund assigned fund balance is composed of:

Encumbrances	\$ 1,149,786
Miscellaneous revolving fund	<u>875,278</u>
	<u>\$ 2,025,064</u>

**Note that this is a copy of page 71 from the Commissioners of St. Mary's County, MD  
FY2017 Audited Financial Statements**

Commissioners of St. Mary's County  
Notes to Financial Statements  
June 30, 2017

7. Fund balances (continued)

As a part of our FY2018 budget process, unassigned fund balance was not used.

When unassigned fund balance is used, it is for one-time, non-recurring expenses.

In May 2017, as a part of the approval of the FY2018 budget, the Board approved not to use unassigned fund balance to increase reserves percent to revenue above 15% per fund balance policy.

UNASSIGNED (\$21,526,626)

Remains unassigned; to help avoid sudden disruption or elimination of services, by allowing time for a plan to be developed to address such changes, revenue shortfalls, or cost shifts. And, given the still uncertain economy and the federal budget situation and its impact on the County's largest employment sector, it can help the County to weather negative revenue results for a limited period of time.

Each subsequent budget will include evaluation of the fund balance levels and assumptions upon which the plan was developed to determine whether it needs to be revised.

**Note that this is a copy of page 72 from the Commissioners of St. Mary's County, MD  
FY2017 Audited Financial Statements**



**General Fund**  
**Statement of Operating Revenues and Expenditures**

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<b>Revenues</b>					
Property Taxes	107,137,471	105,273,048	104,538,846	103,011,131	100,806,373
Income Taxes	88,167,869	85,525,116	81,002,813	77,384,719	76,746,270
Other Local Taxes	8,231,872	7,791,980	7,397,844	7,679,306	7,647,307
Highway User Revenues	900,948	901,966	762,266	721,923	683,079
Licenses & Permits	1,654,929	1,574,154	1,581,154	1,504,387	1,497,437
Intergovernmental	9,837,258	9,859,122	10,364,668	10,418,326	9,581,499
Charges for Services	3,895,412	2,679,243	3,048,393	2,790,407	3,519,566
Fines & Forfeitures	289,646	212,776	264,853	208,573	227,571
Other Revenues	527,714	345,909	469,855	312,298	273,236
<b>Total Revenues</b>	<u>220,643,119</u>	<u>214,163,314</u>	<u>209,430,692</u>	<u>204,031,070</u>	<u>200,982,338</u>
<b>Expenditures</b>					
General Government	22,324,501	21,943,087	20,662,550	20,288,779	19,559,509
Public Safety	41,428,865	43,357,839	38,266,497	39,631,748	44,072,846
Public Works	9,019,174	9,288,129	9,076,657	10,202,985	8,401,057
Health	7,048,799	7,383,969	7,038,830	6,605,425	6,495,400
Social Services	4,213,410	4,356,043	4,114,893	4,135,430	3,826,738
Primary & Secondary Education	104,704,831	99,922,025	95,846,940	91,990,408	87,616,703
Post-Secondary Education	4,267,365	4,257,845	3,995,506	3,873,943	3,781,289
Parks, Recreation & Culture	3,848,472	3,855,553	3,800,521	3,621,272	3,680,293
Libraries	2,684,574	2,588,064	2,498,064	2,476,561	2,404,204
Conservation of Natural Resources	533,329	478,171	491,408	437,638	399,618
Housing	0	0	0	0	1,100,256
Economic Development & Opportunity	2,118,755	1,818,051	1,515,675	1,505,754	1,570,887
Debt Service	10,012,559	9,356,779	9,787,899	9,959,968	10,884,872
Other, principally OPEB	3,197,456	9,700,366	7,036,710	6,867,002	7,422,174
<b>Total Expenditures</b>	<u>215,402,090</u>	<u>218,305,921</u>	<u>204,132,150</u>	<u>201,596,913</u>	<u>201,215,846</u>
<b>Excess of Revenues Over (Under) Expenditures</b>	5,241,029	-4,142,607	5,298,542	2,434,157	-233,508
<b>Other Financing Sources &amp; Uses</b>					
Exempt Financing Proceeds	0	2,917,045	1,659,342	3,684,217	6,711,403
Subsidy to Enterprise Fund	0		-950,000	-1,000,000	-980,065
Capital Projects-General Fund PayGo	2,972,992	-5,790,621	-3,815,092	-12,855,816	-11,368,059
<b>Total Other Financing &amp; Uses</b>	2,972,992	-2,873,576	-3,105,750	-10,171,599	-5,636,721
<b>Net Increase(Decrease) in Fund Balances</b>	8,214,021	-7,016,183	2,192,792	-7,737,442	-5,870,229
<b>FUND BALANCE</b>					
Beginning of the year	41,617,185	48,633,368	46,440,576	54,178,018	60,048,247
End of Year	49,831,206	41,617,185	48,633,368	46,440,576	54,178,018

Source: St. Mary's County Department of Finance

**General Fund  
Summary of Fund Balance  
Fiscal Years Ended June 30**

Fund Balances:	Fiscal Year				
	2017	2016	2015	2014	2013
Non-Spendable	2,163,987	2,182,860	2,233,637	2,050,354	2,009,203
Restricted	292,383	1,744,731	1,795,465	212,629	108,340
Committed	14,955,021	14,955,021	26,425,661	18,993,769	26,148,468
Assigned	2,025,064	1,207,947	1,498,441	2,311,819	2,424,822
Unassigned	<u>30,394,751</u>	<u>21,526,626</u>	<u>16,680,164</u>	<u>22,872,005</u>	<u>23,487,185</u>
Total Fund Balance	<u>49,831,206</u>	<u>41,617,185</u>	<u>48,633,368</u>	<u>46,440,576</u>	<u>54,178,018</u>

Source: St. Mary's County Department of Finance.

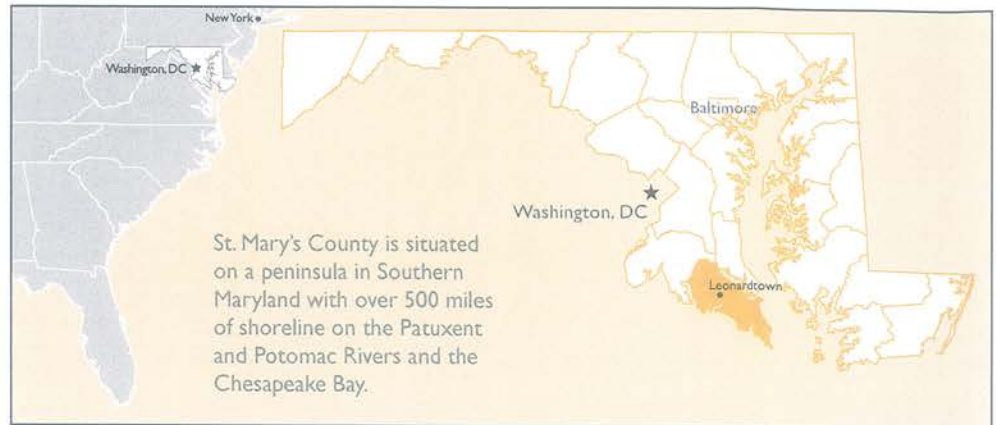


# Brief Economic Facts

## ST. MARY'S COUNTY, MARYLAND

St. Mary's County is situated on a peninsula in Southern Maryland with over 500 miles of shoreline on the Patuxent River, Potomac River and Chesapeake Bay. The Naval Air Station, Patuxent River, employing 22,400 military, civilians and defense contractors, is home to the U.S. Naval Air Systems Command (NAVAIR), including the Naval Air Warfare Center Aircraft Division (NAWCAD). With over 200 high-tech aerospace and defense contractors, the county has emerged as a world-class center for maritime aviation research, development, testing, evaluation, and acquisition.

The area combines access to technology with a rich heritage and a myriad of outdoor sports and recreational opportunities. The county's location allows for easy access to major metropolitan areas while offering residents a high quality of life and affordable lifestyles.



### LOCATION

Driving distance from Leonardtown:	Miles	Kilometers
Atlanta, Georgia	613	986
Baltimore, Maryland	81	131
Boston, Massachusetts	477	768
Chicago, Illinois	741	1,192
New York, New York	266	428
Philadelphia, Pennsylvania	177	284
Pittsburgh, Pennsylvania	277	446
Richmond, Virginia	95	152
Washington, DC	54	87

### CLIMATE AND GEOGRAPHY<sup>1</sup>

Yearly Precipitation (inches)	46.2
Yearly Snowfall (inches)	14.5
Summer Temperature (°F)	75.3
Winter Temperature (°F)	37.6
Days Below Freezing	81.4
Land Area (square miles)	372.5
Water Area (square miles)	37.7
Shoreline (miles)	536
Elevation (feet)	sea level to 192

St. Mary's County's 2,030 businesses employ 29,000 workers; nearly 50 of these businesses have 100 or more workers. Businesses include DynCorp International, Wyle, BAE Systems, SAIC, Engility, Lockheed Martin, Northrop Grumman, and many others. Non-defense employers include MedStar St. Mary's Hospital, St. Mary's College of Maryland, Burch Oil, and the Paul Hall Center for Maritime Training and Education.

### POPULATION<sup>2,3</sup>

	St. Mary's County Households	St. Mary's County Population	Maryland Population
2000	30,642	86,211	5,296,486
2010	37,604	105,151	5,773,552
2020*	43,634	120,150	6,141,900

\*Projections

Selected places population (2010): California 11,857; Lexington Park 11,626; Golden Beach 3,796; Leonardtown 2,930; Mechanicsville 1,508; Charlotte Hall 1,420

### POPULATION DISTRIBUTION<sup>2,3</sup> (2016)

Age	Number	Percent
Under 5	7,231	6.4
5 - 19	23,455	20.8
20 - 44	37,173	33.0
45 - 64	30,581	27.2
65 and over	14,147	12.6
Total	112,587	100.0
Median age		36.4 years

# Brief Economic Facts ST. MARY'S COUNTY, MARYLAND

## LABOR AVAILABILITY<sup>3,4,5</sup> (BY PLACE OF RESIDENCE)

Civilian Labor Force (2016 avg.)	Labor Mkt.	
	County	Area*
Total civilian labor force	54,683	184,452
Employment	52,440	176,936
Unemployment	2,243	7,516
Unemployment rate	4.1%	4.1%

Residents commuting outside the county to work (2012-2016)	Number	Percent
	14,335	26.0%

### Employment in selected occupations (2012-2016)

Management, business, science and arts	24,208	44.6%
Service	8,601	15.8%
Sales and office	11,291	20.8%
Production, transp. and material moving	4,126	7.6%

\* St. Mary's, Calvert and Charles counties

## MAJOR EMPLOYERS<sup>6,7</sup> (2017)

Employer	Product/Service	Employment
Naval Air Station Patuxent River*	Military installation	11,725
MedStar St. Mary's Hospital	Medical services	1,200
DynCorp International	Prof. and technical services	985
Wyle	Tech. research services	910
BAE Systems	Tech. products and services	580
St. Mary's College of Maryland	Higher education	460
HMR of Maryland / Charlotte Hall	Nursing care	440
Booz Allen Hamilton	Systems engineering and management	400
PAE Applied Technologies	Prof. and technical services	395
Northrop Grumman	Systems and software devt.	380
General Dynamics	Aeronautics, systems engr.	350
J.F.Taylor	Technology simulations	335
Lockheed Martin	Aeronautics, systems engineering	315
Boeing	Engineering services	280
McKay's Food & Drug	Groceries	275
Eagle Systems	Systems engr. and mgmt.	260
Sabre Systems	Engineering services	250
Burch Oil	Fuel oil	230
Smartertronix	Information technology	215
Engility	Systems engr. and mgmt.	200
SAIC	Engr. and mgmt. services	200
CACI	Systems engr. and mgmt.	165

Excludes post offices, state and local governments, national retail and national foodservice; includes higher education

\* Employee counts for federal and military facilities exclude contractors to the extent possible; embedded contractors may be included

## EMPLOYMENT<sup>4</sup> (2016, BY PLACE OF WORK)

Industry	Estab-lishments	Annual Avg. Empl.	Emp. %	Avg. Wkly. Wage
Federal government	41	9,590	22.1	\$2,039
State government	11	919	2.1	928
Local government	59	3,827	8.8	945
Private sector	2,030	28,987	66.9	1,032
Natural resources and mining	17	73	0.2	628
Construction	281	1,660	3.8	1,000
Manufacturing	35	378	0.9	1,093
Trade, transportation and utilities	453	6,780	15.6	765
Information	20	172	0.4	1,328
Financial activities	146	818	1.9	1,016
Professional and business services	454	9,616	22.2	1,609
Education and health services	248	4,518	10.4	946
Leisure and hospitality	216	3,971	9.2	313
Other services	160	1,001	2.3	544
<b>Total</b>	<b>2,141</b>	<b>43,323</b>	<b>100.0</b>	<b>1,245</b>

Includes civilian employment only

## HOURLY WAGE RATES<sup>4</sup> (2016)

Selected Occupations	Median	Entry	Experienced
Accountants	\$35.97	\$23.49	\$44.98
Aerospace engineers	52.37	36.51	60.10
Bookkeeping/accounting clerks	19.19	14.53	23.01
Computer systems analysts	40.31	26.97	50.33
Computer user support specialists	24.97	14.96	30.79
Customer service representatives	15.83	10.29	19.82
Electrical engineers	46.94	32.79	56.58
Electronics engineering technicians	42.22	29.24	47.06
Freight, stock and material movers, hand	12.19	9.98	16.61
Industrial truck operators	18.42	15.40	21.85
Information security analyst	43.10	24.86	50.60
Maintenance and repair workers	18.33	12.53	23.79
Network administrators	47.75	33.06	56.24
Packers and packagers, hand	8.90	8.74	10.09
Secretaries	18.73	11.96	22.72
Shipping/receiving clerks	13.70	10.29	17.82

Wages are an estimate of what workers might expect to receive in Southern Maryland (Calvert, Charles and St. Mary's counties) and may vary by industry, employer and locality



# Brief Economic Facts ST. MARY'S COUNTY, MARYLAND

## SCHOOLS AND COLLEGES<sup>3,8</sup>

### Educational Attainment - age 25 & over (2012-2016)

High school graduate or higher	89.9%
Bachelor's degree or higher	29.9%

### Public Schools

Number: 18 elem.; 4 mid.; 3 high; 1 career/tech; 1 charter  
 Enrollment: 18,053 (Sept. 2017)  
 Cost per pupil: \$12,171 (2014-2015)  
 Students per teacher: 16.7 (Oct. 2016)  
 High school career / tech enrollment: 1,807 (2017)  
 High school graduates: 1,156 (July 2016)

### Nonpublic Schools

Number: 38 (Sept. 2016)

### Higher Education

	Enrollment ('17)	Degrees ('16)
--	------------------	---------------

#### 2-year institutions

Seafarers Harry Lundeberg School of Seamanship	NA	NA
College of Southern Maryland*	7,061	1,123

#### 4-year institution

St. Mary's College of Maryland	1,600	553
--------------------------------	-------	-----

Johns Hopkins University, the University of Maryland College Park, and 8 other institutions offer programs at the Southern Maryland Higher Education Center. In addition, the University of Maryland University College and other national universities offer programs at the Frank Knox Center at NAS Patuxent River.

\* Includes four campuses in Calvert, Charles and St. Mary's counties

## TAX RATES<sup>9</sup>

	St. Mary's Co.	Maryland
<b>Corporate Income Tax (2018)</b>	none	8.25%
Base – federal taxable income		

<b>Personal Income Tax (2018)</b>	3.00%	2.0%-5.75%*
Base – federal adjusted gross income		
*Graduated rate peaking at 5.75% on taxable income over \$300,000		

<b>Sales &amp; Use Tax (2018)</b>	none	6.0%
Exempt – sales for resale; manufacturer's purchase of raw materials; manufacturing machinery and equipment; purchases of materials and equipment used in R&D and testing of finished products; purchases of computer programs for reproduction or incorporation into another computer program for resale		

<b>Real Property Tax (FY 18)</b>	\$0.8478	\$0.112
Effective rate per \$100 of assessed value		
In an incorporated area a municipal rate will also apply		

<b>Business Personal Property Tax (FY 18)</b>	\$2.1195	none
Rate per \$100 of depreciated value		
Exempt – manufacturing and R&D machinery, equipment, materials and supplies; manufacturing, R&D and warehousing inventory		

### Major Tax Credits Available

Job Creation, More Jobs for Marylanders, R&D, Biotechnology and Cybersecurity Investment, Arts & Entertainment District

## INCOME<sup>3</sup> (2012-2016)

Distribution	Percent Households		
	St. Mary's Co.	Maryland	U.S.
Under \$25,000	11.8	14.9	22.3
\$25,000 - \$49,999	15.2	17.6	23.1
\$50,000 - \$74,999	15.9	16.9	17.8
\$75,000 - \$99,999	15.2	13.3	12.2
\$100,000 - \$149,999	23.5	18.4	13.5
\$150,000 - \$199,999	10.0	9.2	5.4
\$200,000 and over	8.4	9.7	5.7
Median household	\$86,810	\$76,067	\$55,322
Average household	\$100,183	\$100,071	\$77,866
Per capita	\$36,814	\$37,756	\$29,829
Total income (millions)	\$3,905	\$217,904	\$9,166,046

## HOUSING<sup>2,3,10</sup>

Occupied Units (2011-2015) 38,978 (71.9% owner occupied)

Housing Transactions	Units	Median Selling Price
All arms-length transactions (2016)	1,225	\$295,000
All multiple-listed properties (2017)*	1,621	\$269,967

\*Excludes auctions and FSBO

## BUSINESS AND INDUSTRIAL PROPERTY<sup>6</sup>

A variety of business sites are available in St. Mary's County. Industrial and office parks offer raw acreage, furnished office space and everything in between. Utilities including fiber-optic lines, public water, sewer, broadband service and natural gas are available at most locations.

High tech firms are clustered in and around Lexington Park. Major business parks include Wildewood, Lexington Park Corporate Center, Exploration, Expedition, Willows Run and Pine Hill. Manufacturing is concentrated in St. Mary's Industrial Park in Hollywood, adjoining the regional airport.

St. Mary's County has one business incubator located at the regional airport focusing on unmanned and autonomous systems and Navy technology transfer. The St. Mary's County Dept. of Economic Development publishes a directory of tech companies and resources and can assist businesses in finding office, warehouse, and industrial space to suit their needs.

**Business Incubator**  
TechPort at the Airport, Leonardtown

Market Profile Data (2017)	Low	High	Average
<b>Land – cost per acre</b>			
Industrial	NA	NA	\$174,000
Office/Commercial	\$9,100	\$2,525,000	\$268,000
<b>Rental Rates – per square foot</b>			
Warehouse / Industrial	NA	NA	\$5.50
Flex / R&D / Technology	NA	NA	\$14.00
Class A Office	\$21.00	\$28.00	\$24.23



# Brief Economic Facts // ST. MARY'S COUNTY, MARYLAND

## TRANSPORTATION

**Highways:** Maryland arteries in the county connect with U.S. 301, I-95 and I-495 (Washington D.C. Beltway)

**Rail:** The closest rail depot, CSX Transportation, is in adjacent Charles County at Waldorf

**Truck:** 57 local and long-distance trucking establishments are located in Southern Maryland

**Water:** Served by the Port of Baltimore, 50' channel; a leading U.S. automobile and break-bulk port; seven public terminals including the state-of-the-art Intermodal Container Transfer Facility; 81 miles from Leonardtown

**Air:** Served by Baltimore/Washington International Thurgood Marshall Airport (BWI), Washington Dulles International Airport and Ronald Reagan Washington National Airport; St. Mary's County Regional Airport ([www.co.saint-marys.md.us/dpw/Airportinfo.asp](http://www.co.saint-marys.md.us/dpw/Airportinfo.asp)) is available for private planes; 4150' runway

## RECREATION AND CULTURE

**Parks:** Five state parks and 22 county parks, two year-round pools, boat ramps, beaches, fishing piers, tennis courts, picnic facilities, playgrounds, a skate park, and a disc golf course

**Recreation and Leisure:** Boating, sailing, fishing, camping, hiking, cycling, paddling trails, golf courses, and three motor sports venues; waterside restaurants and marinas dot the county's miles of shoreline; historic Leonardtown, the county seat, features a variety of shops, galleries, restaurants, a waterfront park and a winery

**Sports and Athletics:** Team sports include soccer, basketball, roller hockey, lacrosse, football, and baseball; sports venues include a gymnastics center, four county recreation centers, and a variety of public parks with sports fields

**Attractions:** St. Clement's Island, site of Maryland's founding; Historic St. Mary's City, Maryland's first capital and one of the nation's premier archaeological and outdoor living history museums; Point Lookout Lighthouse, Blackstone Lighthouse, Point No Point Lighthouse and Piney Point Lighthouse, the oldest lighthouse on the Potomac River; 18th-century Sotterley Plantation; and Patuxent River Naval Air Museum

**Arts & Entertainment District:** Leonardtown

**Events:** Over 50 festivals and fairs include the River Concert Series, Crab Festival, County Fair, Blessing of the Fleet, Oyster Festival/National Oyster Shucking Championships, Wine Festival and Monster Rockfish Festival

For more information, contact St. Mary's County Division of Tourism: 1.800.327.9023, [www.visitsmmarysmd.com](http://www.visitsmmarysmd.com)

## UTILITIES

**Electricity:** Southern Maryland Electric Cooperative; customers of investor-owned utilities and major cooperatives may choose their electric supplier

**Gas:** Natural gas is available from Washington Gas; customers may choose their gas supplier; propane is available from Burch Propane and Taylor Gas Co.

**Water and Sewer:** St. Mary's County Metropolitan Commission serves greater Lexington Park-Hollywood area and Piney Point; municipal system serves Leonardtown

**Telecommunications:** Local carrier is Verizon Maryland; cable internet or broadband service is available from MetroCast or Comcast; Long distance carriers include AT&T, Sprint Nextel, Verizon and others

## GOVERNMENT<sup>11</sup>

**County Seat:** Leonardtown

**Government:** Five commissioners elected for four-year terms; commissioner form of government limits county legislative power to areas authorized by the General Assembly  
James R. Guy, President, Commissioners of St. Mary's County  
301.475.4200, ext. 1350

Rebecca Bolton Bridgett, County Administrator  
301.475.4200, ext. 1321

**Website:** [www.stmarysmd.com](http://www.stmarysmd.com)

**County Bond Rating:** AA+ (S&P); Aa2 (Moody's); AA+ (Fitch)

**St. Mary's County Department of Economic Development**

Chris Kaselemis, Director  
23115 Leonard Hall Drive  
P. O. Box 653, Potomac Building  
Leonardtown, Maryland 20650  
Telephone: 301.475.4200 x1405  
Email: [ded@stmarysmd.com](mailto:ded@stmarysmd.com)  
[www.stmarysmd.com/ded](http://www.stmarysmd.com/ded)

### Sources:

- 1 National Oceanic and Atmospheric Administration (1981-2010 normals); Maryland Geological Survey
- 2 Maryland Department of Planning
- 3 U.S. Bureau of the Census
- 4 Maryland Department of Labor, Licensing and Regulation, Office of Workforce Information and Performance
- 5 U.S. Bureau of Labor Statistics
- 6 St. Mary's County Department of Economic Development
- 7 Maryland Department of Commerce
- 8 Maryland State Department of Education; Maryland Higher Education Commission
- 9 Maryland State Department of Assessments and Taxation; Comptroller of the Treasury
- 10 Maryland Association of Realtors
- 11 Maryland State Archives; Maryland Association of Counties



NO: 95-38

SUBJ: Investment Policy

BOOK 0000 PAGE 0522

**RESOLUTION**

WHEREAS, Article 95, §22F, Annotated Code of Maryland and State Finance and Procurement Article §6-222 requires that local government investment guidelines be published and meet certain criteria, and

WHEREAS, it is the policy of St. Mary's County to invest public funds in a manner which will conform to all State of Maryland and County statutes governing the investment of public funds while meeting its daily cash flow demands and providing a return at least equal to the three month Treasury bill yield.

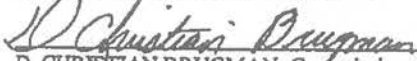
NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the County Commissioners of St. Mary's County, Maryland effective this date, that the attached St. Mary's County Investment Policy is established and ordered to be followed effective September 1, 1995. Any conflicting investment policies, including Chapter 163-1 of the Code of St. Mary's County, are hereby repealed.

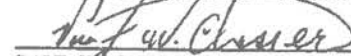
DATE OF ADOPTION: August 22, 1995

EFFECTIVE DATE: September 1, 1995


BOARD OF COUNTY COMMISSIONERS  
OF ST MARY'S COUNTY, MARYLAND

  
BARBARA R. THOMPSON, President

  
D. CHRISTIAN BRUGMAN, Commissioner

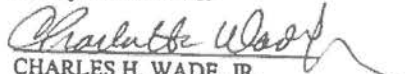
  
PAUL W. CHESSER, Commissioner

  
FRANCES P. EAGAN, Commissioner

  
LAWRENCE D. JARBOE, Commissioner


ATTEST:

  
W. ALECK LOKER  
County Administrator

  
CHARLES H. WADE, JR.  
Director of Finance

RECORDING FEE 3.00  
TOTAL 6.00  
Res: 95-38 Rec: 9999999  
EHA TB 811-11342  
Aug 25, 1995 03:51 PM

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
DOUGLAS S. DURKIN  
County Attorney

BOOK 0000 PAGE 0523

ST. MARY'S COUNTY  
INVESTMENT POLICY

Adopted: August 22, 1995



ST. MARY'S COUNTY  
INVESTMENT POLICY

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ST. MARY'S COUNTY  
INVESTMENT POLICY

I POLICY

It is the policy of St. Mary's County (hereinafter referred to as "the County") to invest public funds in a manner which will conform to all State of Maryland and County statutes governing the investment of public funds while meeting its daily cash flow demands and providing a return at least equal to the three month Treasury bill yield.

II SCOPE

This investment policy applies to all financial assets of the County. These funds are accounted for in the County's Comprehensive Annual Financial Report and include:

- A. General Fund
- B. Special Revenue Funds
- C. Capital Project Funds
- D. Enterprise Funds
- E. Special Assessment Funds
- F. Trust and Agency Funds
- G. Any new funds as provided by county ordinance.

III PRUDENCE

A. The standard of prudence to be applied by the investment officer shall be the "prudent person" rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The prudent person shall be applied in the context of managing the overall portfolio.

B. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall not be held personally responsible for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.



#### IV. OBJECTIVE

The primary objective, in priority order, of the County's investment activities shall be:

A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the County shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification, third party collateralization and safekeeping, and delivery versus payment will be required.

B. Liquidity: The County's investment portfolio will remain sufficiently liquid to enable the County to meet all operating requirements which might be reasonably anticipated.

C. Return on Investment: The County's investment portfolio shall be designed with the objective of attaining a return at least equal to the three month U.S. Treasury bill yield. The three month Treasury benchmark was selected after considering the County's investment risk constraints and the cash flow characteristics of the portfolio.

#### V. DELEGATION OF AUTHORITY

A. Authority to manage the County's investment program is derived from State law (Article 95 and Title 6 of the Finance and Procurement Article of the Annotated Code of Maryland).

B. The Director of Finance shall develop and maintain written administrative procedures, with the approval of the Board of County Commissioners of St. Mary's County, for the operation of the investment program, consistent with this investment policy. Such procedures shall include:

1. Explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance.

2. Procedures should include reference to safekeeping, Public Securities Administration approved repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service agreements.

3. The Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials (investment officers).

#### VI. ETHICS AND CONFLICTS OF INTEREST

Officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Director of Finance any material financial interests in financial institutions that conduct business

within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the County's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the County, particularly with regard to the time of purchases and sales.

## VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Director of Finance shall maintain a list of approved security broker dealers selected by credit worthiness who are authorized to provide investment services in the state of Maryland who provide investment services to St. Mary's County. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1. No deposit shall be made except in an institution which is a qualified public depository as established by the State of Maryland. All financial institutions and broker/dealers who desire to become qualified brokers for investment transactions must supply the Investment Officer with the following: audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of registration with the State of Maryland, and certification of having read the County's Investment Policy and depository contracts. An annual review of the financial condition and registrations of qualified bidders will be conducted by the Director of Finance. A current audited financial statement is required to be on file for each financial institution or broker/dealer through which the County invests.

1. All dealers must agree to the County's policy of delivery-versus-payment as described in Section XI of this policy.
2. The firm must provide copies of its audited financial statements, which are reviewed carefully to assure that the firm is on sound financial footing. The firm must also have adequate capital to fulfill its commitments under adverse market conditions.
3. The firm must be registered in the State of Maryland with a record for responsible business practices and professional integrity. The dealer must also provide adequate research facilities and market related information.
4. The County will deal only through knowledgeable and experienced salesmen. To meet this criterion, the firm will send resume information on the salesman with whom the County will be dealing. The firm will also send a list of other Governments that buy and sell securities through their firm in order for the County to obtain references.

### A. Commercial Banks:

The County can only invest in banks located in the State of Maryland (Certificates of Deposit) with the exception of Bankers Acceptances which are discussed in Section VIII of this policy. Commercial Banks must have a short-term rating of at least investment grade from the appropriate bank rating agencies. All banks shall provide their most recent Consolidated Report of Condition ("call" report) at the request of the County. The county shall conduct an annual evaluation of each bank's credit worthiness to determine whether it should be on the "Qualified Institution" listing.



**B. Money Market Treasury Funds:**

The fund must be comprised only of obligations issued or guaranteed as to principal and interest by the U.S. Government and to repurchase agreements fully collateralized by U.S. Government obligations. The management company of the fund must take delivery of the collateral either directly or through an authorized custodian. The County is also authorized to invest in the Maryland Local Government Investment Pool which functions as a U.S. Treasury Money Market Fund.

**VIII. DIVERSIFICATION IN AUTHORIZED & SUITABLE INVESTMENTS**

The County will diversify to avoid unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Maryland State law pertaining to authorized instruments is attached.

		Maximum Percent of <u>Portfolio</u>
<b>A. <u>Diversification by Instrument</u></b>		
1.	U.S. Treasury Obligations	100%
2.	U.S. Government Agency and U.S. Government-sponsored instrumentalities	50%
3.	Repurchase Agreements (Master Repurchase Agreement required)	100%
4.	Collateralized Certificates of Deposit (Only Maryland Commercial Banks)	40%
5.	Bankers' Acceptances BA's from domestic banks which also include the United States affiliates of large international banks. Short term rating of A1 from Standard and Poor's Corporation and P1 from Moody's Investors Service.	40%
6.	Money Market Mutual Funds Highest rating by at least one recognized rating agency.	100%
<b>B. <u>Diversification of Maturities</u></b>		

In order to meet the objectives of the County's investment activities as listed in Section IV of this policy, the majority of the investments of the County will be on a short term basis. (Less than one year). However, a portfolio can contain investments with longer maturities (up to two years) without jeopardizing adequate safety and liquidity standard of the portfolio and at the same time increasing the overall yield of the portfolio. The investments in long-term maturities will be limited to direct federal government obligations and to securities issued by the U.S. Government agencies. The length of maturity of the security will not exceed two years from the time of the County's purchase.

**IX. BORROWING**

The County may not borrow solely for the purpose of investment and may not invest in a manner inconsistent with the Investment Policy.

**X. COLLATERALIZATION**

A. Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at least 102% of market value of principal and accrued interest.

B. Collateral will always be held by an independent third party with whom the County has a current custodial agreement.

C. Acceptable collateral is specified under Section 6-202 of Title 6 of the State Finance and Procurement Article of the Annotated Code of Maryland. However, the third party trust custodian, who holds the collateral, has the right to reject otherwise acceptable collateral based on their discretion concerning market conditions.

D. The right of collateral substitution is granted, and all associated costs will be paid by the seller. (Financial institution).

**XI. SAFEKEEPING AND CUSTODY**

All security transactions, including collateral for repurchase agreements, entered into by the County shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Director of Finance. All repurchase agreements will be governed by a Master Repurchase Agreement signed by the appropriate officials of the County and the government dealer.

**XII. INTERNAL CONTROLS**

The Director of Finance shall establish a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and investment officers of the County. An audit of the internal controls of the investment operation is part of the annual financial audit conducted by an outside independent audit company.

**XIII. PERFORMANCE STANDARDS**

The County's investment strategy in general is passive. However, the strategy is active under special extenuating circumstances. Given this strategy and taking into account the County's investment risk constraints and cash flow needs, the three month U.S. Treasury Bill yield was selected to gauge the County's investment portfolio performance.



**XIV. REPORTING REQUIREMENTS**

An investment officer shall generate quarterly reports for management purposes. In addition, the County Commissioners will be provided quarterly reports which will include data on investment instruments being held, as well as any narrative necessary for clarification.

**XV. INVESTMENT POLICY ADOPTION**

The Director of Finance may recommend changes in these policies for approval by the County Commissioners at any time as long as the changes are in compliance with the Annotated Code of Maryland. These changes should be written and provided to the County Commissioners of St. Mary's County. Exceptions to these policies may be made by securing the approval of the Director of Finance and documented in writing.

## GLOSSARY

AGENCIES:	Federal agency securities.
BANKERS' ACCEPTANCE (BA):	A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.
BROKER:	A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.
COLLATERAL:	Securities, evidences of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
CERTIFICATE OF DEPOSIT (CD):	A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.
DEALER:	A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.
DELIVERY VERSUS PAYMENT:	There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.
DISCOUNT SECURITIES:	Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury bills.
DIVERSIFICATION:	Dividing investment funds among a variety of securities offering independent returns.
FEDERAL CREDIT AGENCIES:	Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.



FEDERAL FUNDS RATE:	The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.
FEDERAL OPEN MARKET COMMITTEE (FOMC):	Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.
FEDERAL RESERVE SYSTEM:	The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 Regional Banks and about 5,700 commercial banks that are members of the system.
FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):	A federal agency that insures bank deposits, currently up to \$100,000 per deposit.
FEDERAL HOME LOAN BANKS (FHLB):	The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.
FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):	FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing & Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENT NATIONAL  
MORTGAGE ASSOCIATION  
(GNMA or Ginnie Mae)

Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA, VA or FMHM mortgages. The term pass-throughs is often used to describe Ginnie Mae's.

LIQUIDITY:

A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT  
INVESTMENT POOL (LGIP):

The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE:

The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE  
AGREEMENT:

A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that established each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY:

The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET:

The market in which short-term debt instruments (bills, commercial paper, banker's acceptances, etc.) are issued and traded.

OPEN MARKET OPERATIONS:

Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.



- PORTFOLIO:** Collection of securities held by an investor.
- PRUDENT PERSON RULE:** An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the State - the so-called legal list. In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.
- PRIMARY DEALER:** A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker dealers, banks, and a few unregulated firms.
- RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.
- QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use of ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.
- REPURCHASE AGREEMENT  
(Repo or Repos)** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and terms of the agreement are structured to compensate him for this. Dealers use Repos extensively to finance their positions. Exception: When the Fed is said to be doing Repo, it is lending money, that is, increasing bank reserves.
- SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

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- SECONDARY MARKET A market made for the purchase and sale of outstanding issues following the initial distribution.
- SEC RULE 15C3-1: See uniform net capital rule.
- SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.
- TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.
- TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more than ten years.
- TREASURY NOTES: Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.
- YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.
- UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as non-member broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.



RESOLUTION

PERTAINING TO THE ADOPTION OF A DEBT POLICY

WHEREAS, the Board of County Commissioners of St. Mary's County, Maryland, (hereinafter referred to as the "Board of County Commissioners") has general authority to adopt policies for St. Mary's County, Maryland; and

WHEREAS, pursuant to Chapter 693 of the 2009 Laws of Maryland, each local government unit shall adopt a local debt policy by resolution, motion or ordinance; and

WHEREAS, the local debt policy shall be consistent with the Maryland Constitution, State law, and all other applicable local laws; and

WHEREAS, the local debt policy must also meet the individual needs of the local government unit; and

WHEREAS, the Board of County Commissioners in FY2000 caused to be performed a Debt Affordability Study, and based on this study incorporated into its annual budget process beginning with FY2001 goals related to outstanding debt as a per cent of assessed value, debt service as a per cent of the budget, and bond rating reserve as a per cent of revenues, each of which is articulated in the debt policy; and

WHEREAS, the Board of County Commissioners wish to provide and formalize such a written policy to promote the continued sound financial management of St. Mary's County; and

WHEREAS, the local debt policy is intended to promote proper fiscal management, maintain intergenerational equity and meet the individual needs of St. Mary's County, Maryland; and

WHEREAS, the purpose of adopting a local debt policy for St. Mary's County is to provide guidelines for implementing procedures for issuing debt, monitoring debt management and other related services; and

WHEREAS, the Department of Finance has prepared the St. Mary's County, Maryland Debt Policy, attached as Exhibit "A."

WHEREAS, the Board of County Commissioners met in public session on September 29, 2009 and determined to adopt the Debt Policy.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED, by the Board of County Commissioners that the Debt Policy, attached hereto as Exhibit A, BE and the same hereby IS adopted as the official Debt Policy for St. Mary's County, Maryland.

BE IT FURTHER RESOLVED, by the Board of County Commissioners that a copy of this Resolution be sent to the Maryland State Treasurer.

BE IT FURTHER RESOLVED, by the Board of County Commissioners that the foregoing recitals are adopted as if fully rewritten herein.

BE IT FURTHER RESOLVED, by the Board of County Commissioners that this Resolution shall be effective upon the date written below.

Those voting aye: 5

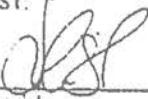
Those voting nay: 0

Those abstaining or absent: 0

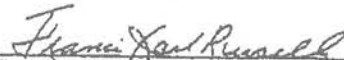
Approval Date: 9/29/09

Effective Date: 9/29/09

ATTEST.

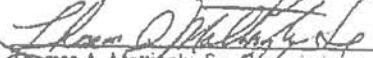
  
\_\_\_\_\_  
John Savich  
County Administrator

BOARD OF COUNTY COMMISSIONERS  
FOR ST. MARY'S COUNTY, MARYLAND

  
\_\_\_\_\_  
Francis Jack Russell, Commissioner President


  
\_\_\_\_\_  
Kenneth R. Dement, Commissioner

  
\_\_\_\_\_  
Lawrence D. Jarhoe, Commissioner

  
\_\_\_\_\_  
Thomas A. Mattingly, Sr., Commissioner

  
\_\_\_\_\_  
Daniel H. Raley, Commissioner

Approved as to form and legal  
sufficiency:

  
\_\_\_\_\_  
Christy Hoff Chesser  
County Attorney



St. Mary's County, Maryland  
Debt Policy

Attachment A  
to Resolution  
2009-28

### Purpose

The following policies are enacted in an effort to standardize and rationalize the issuance and management of debt by St. Mary's County. A debt policy sets forth the parameters for issuing new debt and managing outstanding debt and provides guidance to decision makers.

The debt policy recognizes a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. Adherence to a debt policy helps to ensure that a government maintains a sound debt position and that credit quality is protected. Advantages of a debt policy are as follows:

- enhances the quality of decisions;
- rationalizes the decision-making process;
- identifies objectives for staff to implement;
- demonstrates a commitment to long-term financial planning objectives; and
- is regarded positively by the rating agencies.

Regular, updated debt policies can be an important tool to ensure the use of the County's resources to meet its commitments to provide needed services to the citizens of St. Mary's County and to maintain sound financial management practices. The County's debt program and capital budget and plan should be continuously monitored to ensure that it is in compliance with the debt policy. The debt policy should also be periodically updated to ensure that it remains consistent with financial and management objectives and capital market trends.

### Use of Debt Financing

Before issuing debt, the County should consider other sources of funding available for capital project costs, including but not limited to transfer taxes, dedicated land preservation funding, impact fees, and pay-go, prior to issuing debt. Debt financing, to include general obligation bonds, revenue bonds, certificates of participation, commercial paper, lease/purchase agreements, and other obligations permitted to be issued or incurred, shall only be used to:

- 1) purchase capital assets, as long as the life of such assets is equal to or greater than the term of the debt;
- 2) to fund capital project costs, as identified in the County's Capital Budget and Plan
- 3) to finance Installment Purchase Agreements (IPA) related to land preservation
- 4) to fund the Fire and Rescue Revolving Loan Fund
- 5) when it is an appropriate means to achieve a fair allocation of costs between current and future beneficiaries.

- 6) as a conduit for public purpose entities such as St. Mary's Hospital, the Metropolitan Commission, and the Nursing Center, where such debt is re-paid by such entities

County debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed. Debt should not be issued to fund operating deficits or the County's funding commitments related to post employment benefits including those of the Sheriff's Office Retirement Plan or the Retiree Benefit Trust of St. Mary's County.

The net proceeds of the sale of County bonds shall be used and applied exclusively and solely for the acquisition, construction, improvement or development of public facilities for which the bonds are sold, in accordance with State law, subject to re-alignment between eligible capital projects when excess proceeds are available.

### **Comprehensive Capital Planning**

The County will prepare a multi-year capital program for consideration and adoption by the County Commissioners as part of the County's budget process. The plan is updated annually. The Plan shall contain a comprehensive description of revenue sources and expenditures, the timing of capital projects for future operating and capital budgets, and consider the effect of the Plan on future debt sales, debt outstanding and debt service requirements.

The County plans long- and short-term debt issuance to finance its capital program based on its cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions. The Chief Financial Officer oversees and coordinates the timing, issuance process and marketing of the County's borrowing and capital funding activities required in support of the capital improvement plan. The County finances its capital needs on a regular basis dictated by its capital spending pattern. The County monitors market conditions and takes advantage of refunding opportunities to reduce its interest cost as far as practicable.

### **Debt Affordability Measures**

General Obligation Bonds. Debt capacity shall be evaluated on an annual basis, at the time of the adoption of the Capital Improvement Plan. The County should examine statistical measures to determine debt capacity and affordability. Only two measures are legally binding -- the County's debt cannot exceed 2% of the total assessed valuation of all of the property in the County that is subject to County taxation during the County's most recent fiscal year and General Fund Debt Service shall not exceed 10% of the General Fund Budget.

Outstanding Debt as a percentage of assessed value is an important measure of the County's wealth to support present and future revenue/taxing capacity to meet obligations. Debt Service as a percentage of the General Fund Budget measures the resources that are available for day-to-day operations, as debt service is essentially paid for with General Fund revenues.



## Types of Debt

The County generally will issue long-term, tax-exempt revenue or General Obligation debt. It is acknowledged that circumstances may warrant the use of other debt instruments, and decisions should be made on a case-by-case basis, as follows:

General Obligation Bonds – General Obligation Bonds (GOB) are the most common form of debt instrument for St. Mary's County. These are generally tax-exempt and are backed by the full faith and credit of St. Mary's County. General Obligation Bonds are issued to finance the purchase and construction of infrastructure and facilities for a wide variety of functions such as transportation, public schools, community college, public safety, roads and highways, bridges and other programs. St. Mary's County issues General Obligation Bonds pursuant to chapter laws adopted from time to time by the Maryland General Assembly at the request of the County ("Chapter Law Authorization").

State/Federal Loan Programs – The County regularly participates in loan programs offered through Maryland Department of the Environment, Maryland Water Quality Loan Administration, and the Maryland department of Natural Resources. Additionally, the County may enter into similar debt pursuant to participation in other State or Federal programs. Interest rates are generally lower than those for which the County qualifies on its own merit in the open market. On occasion, loans may be for no interest. On some loans, the State or federal entity assesses fees to supplement the low interest rates.

The recently enacted American Recovery and Reinvestment Act ("ARRA") provides a number of taxable and tax-exempt financing options, some with a limited duration. St. Mary's County will review appropriate ARRA options and utilize them where such an issuance would benefit the County.

Short-Term Debt and Interim Financing. Use of short-term borrowing, such as bond anticipation notes (BANs) and tax-exempt commercial paper, should be undertaken only if the transaction costs plus interest of the debt are less than the cost of internal financing, or available cash is insufficient to meet working capital requirements. The term of short-term financing will be limited to the usual useful life of the asset, but in no case will exceed ten years.

Variable-Rate Debt. When appropriate, the County may choose to issue securities that pay a rate of interest that varies according to results from a periodic remarketing of the securities. The County should have no more than 15% of its outstanding general obligation bonds in variable rate form.

Lease/Purchase Agreements. The County may enter into short-term lease/purchase obligations to finance the acquisition of capital equipment and furnishings with estimated useful lives of less than ten years.

Conduit Financings. Conduit financings are securities issued by a government agency to finance a project of a third party, such as a non-profit organization or other private entity.

The County may sponsor conduit financings for those activities (e.g., economic development, housing, etc.) that have a general public purpose and are consistent with the County's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the County's faith and credit.

The County will require such third parties to provide such information to the County as the County deems appropriate or necessary, including the provision of annual audited financial statements. Existing conduit financings do not in any way pledge the County's faith and credit. The County is not restricted from utilizing new conduit debt financing programs sponsored by the Federal or State governments that require a pledge of the full faith and credit of the County.

Installment Purchase Agreements. The County may enter into installment purchase agreements pursuant to Chapter 27 of the Code of St. Mary's County, to acquire under certain criteria development rights in tracts or parcels of agricultural and forestry land located in St. Mary's County as part of the County's Agricultural Land Preservation Program. An individual easement can be purchased from a landowner using an installment purchase agreement, as long as the maturity date of such agreement does not exceed 30 years from the date of execution. The county's obligation to make payments shall be a general obligation of the County made upon its full faith and credit. Such installment purchase agreements shall not be reflected as bonds or other evidences of indebtedness for the purpose of complying with the debt affordability measures defined previously as long as the County holds investment instruments that are guaranteed to yield proceeds adequate to pay the county's indebtedness under the installment purchase agreement.

Taxable Debt. State and local governments can gain several advantages by issuing taxable debt, namely the removal of arbitrage regulations and volume cap restraints. However, taxable debt also carries a higher interest rate than tax-exempt debt and eliminates one of the main advantages of purchasing municipal debt for bondholders. Accordingly, if the use of taxable debt is considered, the County will complete a thorough analysis of all attributes of such use, and only upon the advice of its Financial advisor.

Tax Increment Financing. Tax Increment Financing (TIF) zones may be established when revenues will recover the public cost of debt with adequate safety margin.

Capital Leases and/or Exempt Financing This form of financing is used regularly for the purchase of vehicles and equipment that may not qualify to be financed with General Obligation Bonds, or for which the term of the GOB is not appropriate. The term of this form of financing is typically five years, but may be longer depending upon the asset. The equipment being purchased is sometimes the collateral for the leases. Such agreements are subject to annual appropriation.



Interfund Loans Loans may be extended between funds of the County. In such an event, interest will accrue to the borrowing fund at least equal to the short-term interest rate the County receives on its idle proceeds. This rate shall be calculated monthly for any funds outstanding during that month. No interfund loans will be executed without a plan of repayment, approved by the Board of County Commissioners. The routine interfund balances that occur due to the pooling of the county's cash accounts does not constitute inter-fund debt.

Other Obligations Classified as Debt.

The amount of vested leave that may be reflected in the financials statements as debt is not included in measures used to evaluate the County's debt affordability.

Landfill closure and post closure care cost, which may be accrued consistent with generally accepted accounting principles and reflected in the financials statements as debt is not included in measures used to evaluate the County's debt affordability.

### Structural Features

Structure. Debt will be structured to achieve the lowest possible net cost to the County given market conditions, the urgency of the capital project, and the nature and type of security provided. The County may choose to structure debt repayment so as to wraparound existing obligations or to achieve other financial planning goals, but in most cases, it should strive for level debt service.

Repayment Schedule. To the extent possible, the County will design the repayment of its overall debt so as to recapture rapidly its credit capacity for future use. The County will strive to repay at least 20% of the principal amount of its general obligation debt within five years and at least 50% within ten years. Debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed, and the date of maturity on County debt should not exceed 20 years, except for conduit debt or IPA related debt.

Credit Enhancement. The County may use credit enhancement (letters of credit, bond insurance, etc.) when net debt service on the bonds is reduced by more than the costs of the enhancement or to achieve the County's minimum bond rating requirement.

Derivative Products. The use of derivatives in administering debt can be useful to minimize risk, reduce costs, and provide flexibility. However, they can also add risk, restrict flexibility, or add cost. Accordingly, if the use of derivatives is considered, the County will complete a thorough analysis of all attributes of such use, giving consideration to factors outlined in GFOA's *Recommended Practice on Use of Derivatives by State and Local Governments*, and establish a policy for each such use.

It is the County policy to refrain from using derivatives. This policy is not intended to preclude the investment by the County in U.S. Treasury STRIPS (Separate Trading in

Registered Interest and Principal Securities) and, in particular, the County may invest in STRIPS in connection with its agricultural land preservation program.

#### Method of Sale

Competitive Sale. Long-term bonds are generally issued through a competitive sale. The County and its financial advisor will set the terms of the sale to encourage as many bidders as possible. By maximizing bidding, the County seeks to obtain the lowest possible interest rates on its bonds. Bids will be awarded on a true interest cost basis (TIC), providing other bidding requirements are satisfied. In such instances where the County in a competitive bidding deems the bids received unsatisfactory, it may enter into negotiation for sale of the securities. The County shall adopt a form of notice of sale and advertisement in accordance with State law.

Negotiated Sale. Negotiated sales of debt will be considered only in extraordinary circumstances when the complexity of the issue requires specialized expertise, when a change of underwriter may result in losses (for example, changing the remarketing agent in midprogram for variable rate debt), when the negotiated sale would result in substantial savings in time or money, or when market conditions or County credit are unusually volatile or uncertain. Selection of the underwriting team shall be made pursuant to selection procedures set forth in this Debt Policy.

Electronic Sale. When deemed appropriate for cost savings, time savings, or marketing purposes, the County may conduct electronic bond sales. Selection of the electronic bidding platform shall be made based on the advice of the County's financial advisor.

Private Placement. In some unusual circumstance, the County may elect to sell its debt through a private placement or limited public offering.

#### Selection of Finance Consultants and Service Providers

The County employs outside financial consultants to assist in developing a bond issuance strategy, preparing bond documents and marketing bonds to investors. The key players in the County's financing transactions include its financial advisor and bond counsel, the underwriter (on a negotiated sale) and County representatives (the Chief financial Officer, Deputy Director of finance, and the County Administrator, among others). Other outside firms, such as those providing paying agent/registrars, trustee, credit enhancement, auditing, or printing services, are retained as required.

The County's Chief Financial Officer shall be responsible for securing professional services that are required to develop and implement the County's debt program, with emphasis placed on the qualifications and experience of the service providers, and securing such services at competitive prices.



Financial Advisor. For each County bond sale the financial advisor should provide the Chief Financial Officer with information on pricing and underwriting fees for comparable sales by other issuers. The financial advisor Firm should also be advising the county on opportunities for refunding of its current debt.

Bond Counsel. The County will retain external bond counsel for all debt issues. All debt issued by the County will include a written opinion by bond counsel affirming that the County is authorized to issue the debt, stating that the County has met all requirements necessary for issuance, and determining the debt's federal income tax status.

Underwriters. The County shall retain underwriting services for all debt issued in a negotiated sale mode. The selection of underwriters may be for an individual or series of financings or a specified time period.

#### **Debt Refunding**

Periodic reviews of all outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints and the authority granted by the State) if and when there is a net economic benefit of the refunding or the refunding is essential in order to modernize covenants essential to operations and management.

Debt Service Savings. In general, advance refundings for economic savings will be undertaken when a net present value savings of at least 3 percent of the refunded debt can be achieved. Current refundings which produce a net present value savings of less than three percent will be considered on a case-by-case basis. Refundings with negative savings will not be considered unless there is a compelling public policy objective.

Restructuring of Debt. The County may choose to refund outstanding indebtedness when existing bond covenants or other financial structures impinge on prudent and sound financial management. Savings requirements for current or advance refundings undertaken to restructure debt may be waived upon a finding that such a restructuring is in the County's overall best financial interests. The County should not extend the maturity date of a debt issue through a refunding.

#### **Investment of Bond Proceeds**

All investments of bond proceeds will be consistent with those authorized by existing state law and the County's investment policies.

#### **Credit Ratings**

Rating Agency Relationships. The Chief Financial Officer, in coordination with the County's financial advisor, shall be responsible for maintaining relationships with the rating agencies that currently assign ratings to the County's various debt obligations. This effort shall include providing regular updates on the County's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance.

Use of Rating Agencies. The County requests ratings prior to the sale of securities from each of the three major rating agencies for municipal bond issues: Moody's Investors Service, Standard & Poor's Rating Services and Fitch Ratings. The County may provide a written and/or oral presentation to the rating agencies to help each credit analyst make an informed evaluation. The County will make every reasonable effort to maintain its high quality credit ratings to aid in minimizing borrowing costs and preserving access to credit.

### Management Practices

The County has instituted sound management practices and will continue to follow practices that will reflect positively on it in the rating process. Among these are the County development of and adherence to long-term financial and capital improvement plans, management of expenses which are in line with revenues, sustainability reviews, and maintenance of an adequate level of operating reserves.

Bond Rating Reserve – The County should maintain a Bond Rating Reserve that is equal to at least 6% of its net recurring revenues (revenues net of the amounts designated in the budget for stabilization). This is separate from the Rainy Day Fund, which is a reserve account that was established to address shortfalls in revenue estimates that are expected to be no more than a year in duration.

Rebate Reporting and Covenant Compliance. The Chief Financial Officer is responsible for maintaining a system of record keeping and reporting to meet the arbitrage rebate and other requirements of the federal tax code. This effort includes tracking investment earnings, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the County's outstanding debt issues. Additionally, other requirements embodied in bond covenants, such as restrictions on private use of bond-financed projects, are monitored to ensure that all covenants are complied with.

Reporting Practices. The County will meet GAAP (Generally Accepted Accounting Principles) and GASB (Government Accounting Standards Board) standards in its financial reporting, including independent audit of its financial statements.

The County is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share clear, comprehensible, and accurate financial information. The County is committed to meeting secondary disclosure requirements on a timely and comprehensive basis. The Department of Finance shall be responsible for providing ongoing disclosure information to established national information repositories and for maintaining compliance with disclosure standards promulgated by state and national regulatory bodies.



Subject: Finance - To Adopt a Written Policy to Comply with the Requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type

**RESOLUTION**

**TO ADOPT A WRITTEN POLICY TO COMPLY WITH THE REQUIREMENTS OF THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54 FUND REPORTING AND GOVERNMENTAL FUND TYPE**

WHEREAS, the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type mandates that a governmental entity establish the order in which source funds will be spent to meet the expenditures of the governmental entity; and

WHEREAS, the Commissioners for St. Mary's County find that it is in the best interest of the health, safety and welfare of the citizens of St. Mary's County to adopt a written policy that complies with the requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of St. Mary's County, that:

SECTION I. The following policy is adopted to establish the order in which fund balances will be spent when multiple fund balance types are available for a specific purpose: nonspendable, restricted, committed, assigned and unassigned:

**Fund Balance Policy  
Commissioners of St. Mary's County**

*Purpose*

The Commissioners of St. Mary's County recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the County and is fiscally advantageous for both the County and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the County to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

*Definitions*

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

GASB Statement 54 distinguishes fund balance classifications based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

Subject: Finance - To Adopt a Written Policy to Comply with the Requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type

- 1) **Nonspendable** (*inherently nonspendable*) - amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2) **Restricted** (*externally enforceable limitations on use*) – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- 3) **Committed** (*self-imposed limitations set in place prior to the end of the period*) - amounts that can be used only for the specific purposes determined by a formal action of the Board of Commissioners. Commitments may be changed or lifted only by formal action of the Board of Commissioners.
- 4) **Assigned** (*limitation resulting from intended use*) – amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the Board of Commissioners or by a designee to whom the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned** – total fund balance in the general fund in excess of non-spendable, restricted, committed, and assigned fund balance (i.e. surplus). Excess of non-spendable, restricted, and committed fund balance over total fund balance (i.e., deficit). This includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

#### *Policy*

The Commissioners of St. Mary's County is the County's highest level of decision-making authority, and formal action is required to be taken to establish, modify, or rescind a fund balance commitment is by a resolution approved by the Board, as recommended by the Chief Financial Officer.

#### *Minimum Fund Balance/Reserves*

It is the goal of the County to achieve and maintain fund balance/reserves in the general fund at fiscal year-end of not less than 15% of general fund revenues. The fund balance/reserves include the County Bond Rating Reserve, the Rainy Day Fund, and the Unassigned. The 15% is the "Best Practice" as defined by Rating Agencies. The County, like other governments, is subject to a number of factors that could require the use of fund balances. Therefore, it is incumbent on the Board to minimize the use of fund balance, except in very specific circumstances.



Subject: Finance - To Adopt a Written Policy to Comply with the Requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type

*Use of Unassigned Fund Balance*

Unassigned Fund Balance should only be used for one-time, non-recurring items during the following year budget process. Example of non-recurring items would be one-time purchase of equipment, study, or capital improvements pay-go funding. Pay-Go funding in the Capital Improvement Fund, would be used to reduce or avoidance of Debt Service. Recovering from an extreme event, such as a weather event, the Commissioners of St. Mary's shall approve a resolution outside of the budget process to assist the County in the recovery.

*Replenishment of Minimum Fund Balance/Reserves*

If the fund balance/reserves at fiscal year-end falls below the aforementioned goal, the Board shall develop a restoration plan to replenish the fund balance. The goal would be to replenish fund balances within one to three years of use as it is a financial management priority to ensure the County is properly prepared for contingencies. While this policy will serve as a foundation, the County would refer to their long-term financial planning and budget process to develop a more detailed strategy for using and replenishing fund balance, if and when the need arises.

SECTION II. The Chief Financial Officer, or the designee of the Chief Financial Officer, is authorized to identify the fund balance components from which funds are to be drawn to pay a particular expenditure

SECTION III. This Resolution shall be effective upon the date written below.

Those voting Aye: 5

Those voting Nay: 0

Those Abstaining: 0

Date of Adoption: 8/4/15

Effective Date: 8/18/15

ATTEST:

COMMISSIONERS OF ST. MARY'S COUNTY

  
 \_\_\_\_\_  
 Rebecca B. Bridgett  
 County Administrator

  
 \_\_\_\_\_  
 James R. Guy, Commissioner President

Subject: Finance - To Adopt a Written Policy to Comply with the Requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54 Fund Reporting and Governmental Fund Type


  
\_\_\_\_\_  
Michael L. Hewitt, Commissioner

Approved as to form and legal sufficiency:

  
\_\_\_\_\_  
Tom Jarboe, Commissioner

  
\_\_\_\_\_  
George R. Sparling  
County Attorney

  
\_\_\_\_\_  
Todd B. Morgan, Commissioner

  
\_\_\_\_\_  
John E. O'Connor, Commissioner



LIBER 0026 FOLIO 132

SUBJECT: FINANCE - ORDINANCE FOR  
LEVYING RATES FOR ST. MARY'S  
COUNTY REVENUE TAXES,  
EMERGENCY SERVICES TAX  
RATES, PROPERTY TAX RATE,  
SERVICE CHARGE, ENERGY AND  
FUEL TAX RATES, AND SPECIAL  
DISTRICT TAX RATES FOR  
FISCAL YEAR 2019

## REVENUE TAX ORDINANCE

### Budget Authority

WHEREAS, Sections 27-1 through 27-11 of the *Code of St. Mary's County, Maryland*, authorize and empower the Commissioners of St. Mary's County to adopt the Annual Budget and Appropriation Act by June 1 of each year; and

### Compliance with Budget Procedures

WHEREAS, in accordance with Section 27-5 of the *Code of St. Mary's County, Maryland*, the Recommended Budget was filed in the office of the Commissioners of St. Mary's County on March 22, 2018, a public hearing was held on April 16 2018 and April 17, 2018, pursuant to a notice of a public hearing published in *The Enterprise*, a newspaper of general circulation in St. Mary's County, on April 6, 2018, and April 13, 2018; and

### Emergency Services Property Tax Levy Authority

WHEREAS, pursuant to Section 49-1, *et seq.*, of the *Code of St. Mary's County, Maryland*, the Commissioners of St. Mary's County are authorized to impose an Emergency Services tax, which includes the Fire Tax, a tax for Rescue Squads and certain support services organizations, and sets the maximum rate of the fire tax of not more than five and six-tenths cents (\$0.056) on every One hundred dollars (\$100.00) of assessed valuation of all real property and fourteen cents (\$0.14) on every One hundred dollars (\$100.00) of assessed valuation of personal property; and

SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2019

**Authority for a Service Charge for the Semi-Annual Payment of Property Taxes**

WHEREAS, Sections 6-202, 6-204, 6-302, 6-306 and 6-308 of the *Tax-Property Article* of the *Annotated Code of Maryland*, and Section 27-7(C) of the *Code of St. Mary's County, Maryland*, authorizes and empowers the Commissioners of St. Mary's County to levy a property tax rate for each fiscal year; and

WHEREAS, Section 10-204.3 of the *Tax-Property Article* of the *Annotated Code of Maryland* requires the Commissioners of St. Mary's County to adopt a service charge for the semi-annual payment of property taxes after approval by the Maryland Department of Assessments and Taxation, and a service charge of Thirty-Nine Hundredths percent (.39%) of the amount of tax due at the second installment has been approved by the Maryland Department of Assessments and Taxation; and

**Income Tax Levy Authority**

WHEREAS, pursuant to Section 10-106(a) (iii) of the *Tax-General Article* of the *Annotated Code of Maryland* and Section 267-15 of the *Code of St. Mary's County, Maryland*, the Commissioners of St. Mary's County shall set, by ordinance or resolution, a County Income Tax equal to at least One percent, (1.00%), but not more than Three and two-tenths percent, (3.20%), of an individual's Maryland taxable income for the taxable years beginning after December 31, 2001; and

WHEREAS, Section 10-106(a)(2) of the *Tax-General Article* of the *Annotated Code of Maryland*, and Section 267-16 of the *Code of St. Mary's County, Maryland*, provide that the County income tax continue until the County changes the rate by ordinance or resolution; and

**Energy and Fuel Tax Rate Levy Authority**

WHEREAS, Section 20-606 of the *Local Government Article* of the *Annotated Code of*



SUBJECT: FINANCE - ORDINANCE FOR  
LEVYING RATES FOR ST. MARY'S  
COUNTY REVENUE TAXES,  
EMERGENCY SERVICES TAX  
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SERVICE CHARGE, ENERGY AND  
FUEL TAX RATES, AND SPECIAL  
DISTRICT TAX RATES FOR  
FISCAL YEAR 2019

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*Maryland* authorizes and empowers the Commissioners of St. Mary's County to impose, by ordinance, and collect a sales and use tax on any form of energy or fuel used or consumed in St. Mary's County, and that the sales and use tax on energy or fuel may not exceed Five percent (5.00%) of the vendor's unit charges to customers billed in the County by all vendors for energy and fuel subject to the tax within classifications separated by energy or fuel; and

**WHEREAS**, the Commissioners of St. Mary's County have imposed such a sales and use tax on energy or fuel pursuant to Sections 267-23 through 267-28 of the *Code of St. Mary's County, Maryland*; and

**WHEREAS**, Section 267-24 (F) provides that the Commissioners of St. Mary's County shall levy the Energy and Fuel tax rates for each fiscal year ensuing after the fiscal year beginning after June 30, 1990, in accordance with the procedures set forth in that sub-section of the ordinance; and

#### Special District Tax Rate Levy Authority

**WHEREAS**, the Commissioners of St. Mary's County are empowered by virtue of Sections 21-301 through 21-305 of the *Local Government Article* of the *Annotated Code of Maryland*, to establish, create, repair, and maintain shore erosion control districts; and

**WHEREAS**, the Commissioners of St. Mary's County are authorized to act as a District Council pursuant to Section 21-305 of the *Local Government Article* of the *Annotated Code of Maryland* and Section 8-705 of the *Natural Resources Article* of the *Annotated Code of Maryland* for the Special Districts created as Shore Erosion, Erosion Control Districts and/or Waterway Improvement Districts; and

**WHEREAS**, pursuant to Section 109-2(C) and (D) of the *Code of St. Mary's County, Maryland*, the Commissioners of St. Mary's County are empowered to construct and improve private roads and drainage incident thereto and to impose an annual benefit assessment for said construction and/or improvement after the approval of a petition of a majority of the property owners whose property benefits from said improvements; and

**WHEREAS**, the Commissioners of St. Mary's County, acting as District Council, shall certify the amount of each assessment to the Treasurer of St. Mary's County, Maryland on or before May 1 of each year for debt service on the capital construction costs, utilizing a uniform assessment method whereby each property within the district, as defined above, shall pay an

SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2019

equal share; and

WHEREAS, pursuant to Section 21-801 of the Local Government Article of the Annotated Code of Maryland, the Commissioners of St. Mary's County are empowered to provide for electric lighting along all or any part of the streets, lanes, alleys and public ways of the County, and enter into agreements with any person, partnership or corporation for the installation, maintenance and operation of electric lighting, which costs shall be paid by ad valorem taxes levied upon the property within the area to be served by the electric lighting upon the approval of a petition of at least 60.0% of the property owners within the district; and

NOW, THEREFORE, BE IT ORDAINED, by the Commissioners of St. Mary's County, that:

Section 1. Levy of Emergency Services Tax Rate

The Fire Tax component of the Emergency Services Tax is hereby assessed on every one hundred dollars \$100.00 of assessed valuation of all real and personal property, effective July 1, 2018, as follows:

Fire Tax Rates:		<u>Real</u>	<u>Personal/Other</u>
	Election District 1	\$0.036	\$0.09
	Election District 2	\$0.056	\$0.14
	Election District 3	\$0.024	\$0.06
	Election District 5	\$0.046	\$0.115
	Election District 6	\$0.044	\$0.11
	Election District 7	\$0.056	\$0.14
	Election District 8	\$0.050	\$0.125
	Election District 9	\$0.056	\$0.14; and

The Rescue Squad component of the Emergency Services Tax is hereby assessed on every \$100.00 of assessed valuation of all real and personal property, effective July 1, 2018, as follows:

Rescue Squad	<u>Real</u>	<u>Personal/Other</u>
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SUBJECT: FINANCE - ORDINANCE FOR  
LEVYING RATES FOR ST. MARY'S  
COUNTY REVENUE TAXES,  
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Tax Rates:	Election District 1	\$0.011	\$0.0275
	Election District 2	\$0.017	\$0.0425
	Election District 3	\$0.009	\$0.0225
	Election District 5	\$0.014	\$0.0350
	Election District 6	\$0.014	\$0.0350
	Election District 7	\$0.011	\$0.0275
	Election District 8	\$0.023	\$0.0575
	Election District 9	\$0.017	\$0.0425; and

The Support Services Organizations component of the Emergency Services Tax is hereby assessed at two and fourth-tenths cents (\$0.024) on every \$100.00 of assessed valuation of all real property and at four cents (\$0.04) on every \$100.00 of assessed valuation of all personal property, effective July 1, 2018.

**Section 2. Levy of Property Tax and Service Charge for the Semi-Annual Payment of Property Taxes**

The property tax rate for St. Mary's County for Fiscal Year 2019, is established at Eight thousand four hundred seventy-eight ten thousandths Dollars (\$.8478) per One hundred dollars, (\$100.00), of assessed valuation, for real property and Two and one thousand one hundred ninety five thousandths Dollars (\$2.1195) per One hundred dollars (\$100.00) of assessed valuation for other property; and

**Section 3. Service Charge for the Semi-Annual Payment of Property Taxes**

The service charge applicable to the optional semiannual payment schedule for State, County and special taxing district property taxes due on owner-occupied residential property pursuant to Section 10-204.3 of the *Tax-Property Article* of the *Annotated Code of Maryland* is established at Thirty-Nine Hundredths percent (.39%) of the amount of tax due at the second installment.

**Section 4. Levy of County Income Tax Rate**

The Income Tax Rate is Three percent, (3.00%), of an individual's Maryland taxable income, effective January 1, 2019.

LIBER 0026 FOLIO 37

SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2019

**Section 5. Levy of Energy and Fuel Tax Rate**

The energy and fuel tax rates are enacted for St. Mary's County for Fiscal Year 2019 as follows:

Electricity	1.25% of the billed unit charge.
Fuel Oil	1.25% of the billed unit charge.
Liquefied Petroleum Gas	1.25% of the billed unit charge.

**Section 6. Levy of Special District Tax Rate**

The following Special District tax rates are established for the following districts for Fiscal Year 2019:

Southampton Lighting	\$19.76 per lot.
Mallard Creek	\$259.26 per owner
Little Kingston Creek	\$136.35 per owner
Mulberry South	\$283.76 per owner
Golf Course Drive	\$217.99 per property
Holly Point Shore Erosion	\$11,502.65 per year
Kingston Creek Waterway	\$34.14 per parcel
Villas on Waters Edge Shore Eros.	\$243.24 per property
Kingston Creek Waterway #2	\$674.75 per property



SUBJECT: FINANCE - ORDINANCE FOR LEVYING RATES FOR ST. MARY'S COUNTY REVENUE TAXES, EMERGENCY SERVICES TAX RATES, PROPERTY TAX RATE, SERVICE CHARGE, ENERGY AND FUEL TAX RATES, AND SPECIAL DISTRICT TAX RATES FOR FISCAL YEAR 2019

Section 7. Development Impact Fee


Development Impact fee for Fiscal Year 2019 is set at \$10,446 full fee to be phased in over five years. First year of phase-in by dwelling is: 0 to 1,199 sq. ft. \$6,071; 1,200 to 2,399 sq. ft. \$6,280; and \$2,400+ square feet \$6,489.

Those voting Aye: 4  
Those voting Nay: 1  
Those Abstaining: 0

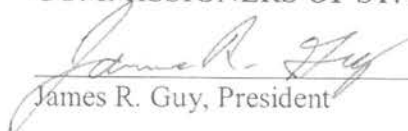
Adoption Date: May 15, 2018

Effective Date of Ordinance: July 1, 2018  
Effective Date of Emergency Service Tax Rates: July 1, 2018  
Effective Date of Property Tax & Service Charge: July 1, 2018  
Effective Date of Income Tax Rate: January 1, 2019  
Effective Date of Energy and Fuel Tax Rate: July 1, 2018  
Effective Date of Special District Tax Rate: July 1, 2018  
Effective Date of Impact Fee: July 1, 2018

ATTEST:

  
Rebecca B. Bridgett  
County Administrator

COMMISSIONERS OF ST. MARY'S COUNTY

  
James R. Guy, President

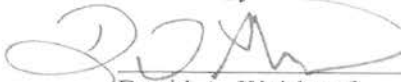
- NH4 -  
Michael L. Hewitt, Commissioner

  
Tom Jarboe, Commissioner

  
Todd B. Morgan, Commissioner

  
John E. O'Connor, Commissioner

Approved as to form and legal sufficiency:

  
David A. Weiskopf  
Acting County Attorney

LIBER 0026 FOLIO 140

**APPROPRIATION ORDINANCE**

**WHEREAS**, Sections 27-1 through 27-11 of the *Code of St. Mary's County, Maryland*, authorizes and empowers the Commissioners of St. Mary's County to adopt the Annual Budget and Appropriation Act by June 1 of each year; and

**WHEREAS**, in accordance with Section 27-5 of the *Code of St. Mary's County, Maryland*, the Recommended Budget was filed in the office of the Commissioners of St. Mary's County on March 22, 2018, a public hearing was held on April 16 and April 17, 2018, pursuant to a separate notice of each public hearing published in *The Enterprise*, a newspaper of general circulation in St. Mary's County, on April 6, 2018, and April 13, 2018,

**NOW, THEREFORE, BE IT ORDAINED** by the Commissioners of St. Mary's County, that the operating budget for fiscal year 2019 (FY2019) is hereby adopted as set forth in the St. Mary's County Approved Budget for Fiscal Year 2019, a copy of which is incorporated herein by reference. In accordance with Section 27-8 of the *Code of St. Mary's County, Maryland*, transfer of appropriations between general classification of expenditures as outlined in this Ordinance may be authorized by the Commissioners of St. Mary's County; and

**NOW, THEREFORE, BE IT FURTHER ORDAINED**, by the Commissioners of St. Mary's County, that the following appropriations and capital improvement program are enacted for St. Mary's County for the fiscal year beginning July 1, 2018 (FY2019) as follows:

**SECTION 1. OPERATING APPROPRIATIONS**

County Departments

County Commissioners/County Administrator	\$ 1,130,477
Aging & Human Services	5,062,240
County Attorney	754,937
Department of Economic Development	1,603,254
Department of Finance	1,683,028
Department of Information Technology	3,742,751
Department of Human Resources	1,790,402
Department of Land Use and Growth Management	2,960,538
Department of Public Works & Transportation	18,603,138
Department of Recreation and Parks	4,061,127
Department of Emergency Services	<u>6,129,639</u>
Total County Departments	\$47,521,531



LIBER 0026 FOLIO 141

Elected Officials

Circuit Court	\$ 1,850,798
Orphan's Court	64,394
Office of the Sheriff	40,443,930
Office of the State's Attorney	3,649,136
County Treasurer	<u>485,617</u>
Total Elected Officials	<u>\$46,493,875</u>

State Agencies and Independent Boards

Department of Health	\$2,283,676
Department of Social Services	451,237
Alcohol Beverages Board	329,772
Board of Elections	1,112,625
University of Maryland Extension Service	257,400
Ethics Commission	833
Forest Conservation Board	2,500
Soil Conservation District	77,063
Resource Conservation & Development	13,300
Tri-County Community Action Committee	16,000
Tri-County Council	94,200
Tri-County Youth Services Bureau	143,600
SDAT – Leonardtown Office	439,394
Southern Maryland Higher Education Center	40,000
Board of Education	103,852,525
College of Southern Maryland	4,326,961
Board of Library Trustees	<u>2,878,050</u>
Total State Agencies and Independent Boards	<u>\$116,319,136</u>

Other Government Budget Costs

Leonardtown Tax Rebate	43,493
Employer Contributions	3,235,000
Bank Fees	35,000
Debt Service	<u>11,667,432</u>
Total Other Government Budget Costs	<u>\$14,980,925</u>

Transfers & Reserves

Reserve – CIP Pay-Go	\$1,939,891
Appropriation Reserve	1,000,000
Reserve – School Safety	1,000,000
Reserve - Bond Rating	400,000
Reserve – Emergency	<u>500,085</u>

Total Transfers & Reserves \$4,839,976

TOTAL GENERAL FUND \$230,155,443

Enterprise and Special Revenue Funds

Recreation and Parks Activities Fund	\$4,006,391
Wicomico Shores Golf Fund	1,423,807
Solid Waste & Recycling	4,694,832
Miscellaneous Revolving Fund	802,626
Special Assessment Fund	48,694
Emergency Services Support Fund	<u>3,730,366</u>

TOTAL ENTERPRISE & SPECIAL REVENUE FUNDS \$14,706,716

**SECTION 2. CAPITAL IMPROVEMENTS FUND APPROPRIATIONS**

Public Facilities

Parking and Site Improvements	\$100,000
Northern Senior Center Addition	892,000
ADC Upgrades/Housing/Medical Units	477,000
Health Department Renovations	282,000
Airport Improvements	4,375,000
Public Administration Enterprise Software Upgrade	1,000,000
Salt Storage Facility Replacement	50,000
Energy & Efficiency Conservation Projects	40,000
Fire and Rescue Revolving Loan Fund	150,000
Building Maintenance & Repairs – Critical	540,000
Building Maintenance & Repairs - Programmatic	307,000
Public Safety/Replacement Enhancement Project	<u>85,000</u>

Total Public Facilities \$8,298,000



Highways	Patuxent Park Neighborhood Preservation Program	\$5,644,000
	FDR Boulevard Extended (MD 4 to Pegg Rd)	11,962,278
	Bridge/Culvert Replacement & Repair	370,000
	Retrofit Sidewalk Program	280,000
	Asphalt Overlay	3,250,000
	Modified Seal Surface Treatment	674,000
	Roadway Safety Improvement	260,000
	Mattapany Road	250,000
	Essex South Drainage Rehabilitation	<u>100,000</u>
	Total Highways	<u>\$22,790,278</u>
Marine	St. Jerome's Creek Jetties	\$130,000
	St. Patrick Creek Maintenance Dredge	100,000
	South Sandgates Revetment	<u>140,300</u>
	Total Marine	<u>\$370,300</u>
Land Conservation	Agricultural Land Preservation Programs	\$3,333,333
	Rural Legacy Program	<u>3,650,360</u>
	Total Land Conservation	<u>\$6,983,693</u>
Recreation and Parks	St. Clement's Island Museum Renovations	\$181,500
	Park Land and Facility Acquisition	246,431
	Three Notch Trail – Phase Seven	4,915,743
	Snow Hill Park	150,000
	Recreation Facilities & Park Improvements	1,209,000
	Sports Complex	75,000
	Shannon Park Property	<u>75,000</u>
	Total Recreation and Parks	<u>\$6,852,674</u>
Solid Waste	Clements Convenience Center Improvements	<u>\$50,000</u>
	Total Solid Waste	<u>\$50,000</u>

LIBER 0026 FOLIO 144

Public Schools	Relocatables - for various sites	\$385,000
	Aging School Program	60,000
	Park Hall ES Roof/HVAC Replace & Sewer Lift	4,526,000
	Hollywood ES Roof/HVAC Replace & Emergency	4,425,000
	Building Infrastructure – Critical	674,000
	Building Infrastructure – Programmatic	811,000
	Green Holly ES – Partial Roof Replacement	1,012,000
	Great Mills HS - Partial Roof Replacement	1,075,000
	Green Holly ES – Switch Gear & HVAC Replacement	125,000
	Dynard ES Roof/HVAC Replacement & Emergency Power	<u>265,000</u>
	Total Public Schools	<u>\$13,358,000</u>
TOTAL CAPITAL IMPROVEMENTS FUND		<u>\$58,702,945</u>



LIBER 0026 FOLIO 145

**AND BE IT FURTHER ORDAINED**, by the Commissioners of St. Mary's County, that, in accordance with Section 27-3 of the *Code of St. Mary's County, Maryland*, the Capital Program for the fiscal years ending June 30, 2020; June 30, 2021; June 30, 2022; June 30, 2023 and June 30, 2024; is hereby adopted as set forth in the St. Mary's County Approved Budget for Fiscal Year 2019, a copy of which is incorporated herein by reference, by the Commissioners of St. Mary's County.

Those voting Aye: 4  
Those voting Nay: 1  
Those Abstaining: 0

Adoption Date: . . . . . May 15, 2018  
Effective Date: . . . . . July 1, 2018


**COMMISSIONERS OF ST. MARY'S COUNTY**

  
James R. Guy, President

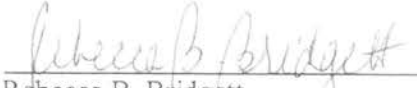
— NAY —  
Michael L. Hewitt, Commissioner

  
Tom Jarboe, Commissioner

  
Todd B. Morgan, Commissioner

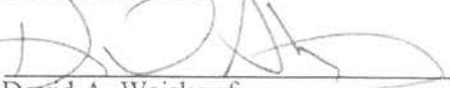
  
John E. O'Connor, Commissioner

**ATTEST:**

  
Rebecca B. Bridgett  
County Administrator

  
L. Jeannett Cudmore  
Chief Financial Officer

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY:**

  
David A. Weiskopf  
Acting County Attorney

LIBERO 026 FOLIO 116

Subject: To Amend Chapter 223 of the *Code of St. Mary's County, Maryland*, to Provide for and Set the Environmental and Solid Waste Service Fee

**ORDINANCE**

**TO AMEND CHAPTER 223 OF THE *CODE OF ST. MARY'S COUNTY, MARYLAND*, TO PROVIDE FOR AND SET THE ENVIRONMENTAL AND SOLID WASTE SERVICE FEE**

**WHEREAS**, pursuant to §13-403(b)(3) of the *Local Government Article* of the *Annotated Code of Maryland*, the Commissioners of St. Mary's County are authorized to set and collect reasonable service charges and fees for the maintenance and operation of facilities for the disposal of garbage; and

**WHEREAS**, a notice of a public hearing was advertised on April 6, 2018 and April 13, 2018 in *The Enterprise*, a newspaper of general circulation in St. Mary's County, and a public hearing was held on April 17, 2018, to receive public comment and consider the setting of the Environmental and Solid Waste Service Fee; and

**WHEREAS**, the Commissioners of St. Mary's County find that it is in the best interest of the health, safety and welfare of the citizens of St. Mary's County to set the Environmental and Solid Waste Service Fee,

**NOW, THEREFORE, BE IT ORDAINED** by the Commissioners of St. Mary's County, pursuant to §13-403(b)(3) of the *Local Government Article* of the *Annotated Code of Maryland* that

**SECTION I.** Article X of Chapter 223 of the *Code of St. Mary's County, Maryland*, be repealed and re-enacted to read as follows:

**ARTICLE X. - ENVIRONMENTAL AND SOLID WASTE SERVICE FEE**

**Sec. 223-31. - Authority.**

This article is adopted pursuant to §13-403(b)(3) of the *Local Government Article* of the *Annotated Code of Maryland*.

**Sec. 223-32. - Definitions.**

For the purpose of this article, the terms defined in this section shall have the meanings given them, unless the context clearly indicates otherwise.

1. *County* is St. Mary's County, Maryland.
2. *Assessor* is the person appointed to the office of the Department of Assessment and Taxation for St. Mary's County, Maryland.



LIBER 0026 FOLIO 117

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Environmental and Solid Waste Service Fee

3. *County Treasurer* is the person elected to the office of the County Treasurer for St. Mary's County, Maryland.
4. *[Intentionally omitted]*
5. *Environmental and Solid Waste Service Fee* is the charge established by the Commissioners of St. Mary's County payable by persons who own improved residential property in St. Mary's County for solid waste management and recycling services available to the property. Each improved residential property will be assessed based on the number of dwelling units.
6. *Residential property* is all improved real property in St. Mary's County that is residentially zoned and contains one or more dwelling units, including mobile homes or agricultural residences as established by the Department of Assessment and Taxation. A residential property includes, but is not limited to, a single-family home, a duplex, a triplex, a four-plex, an apartment building, a mobile home and/or trailer, condominium, a townhouse, a cooperative housing unit, or a residential building on a perma-lease.
7. *Nonresidential property* is all improved real property in St. Mary's County containing improvements on properties zoned for uses other than residential and classified by the Maryland Department of Assessment and Taxation as commercial, industrial, institutional, etc.

**Sec. 223-33. - General provisions.**

1. *Administration.* This article shall be administered by the County Treasurer with assistance of the Department of Assessment and Taxation and County staff.
2. *Establishment of an official service area.* For purposes of collecting an environmental and solid waste service fee, the boundaries of the County shall constitute the boundaries of the solid waste and recycling service area.

**Sec. 223-34. - Establishment of residential Environmental and Solid Waste Service Fee amount.**

1. *Establishment.* The County hereby imposes an Environmental and Solid Waste Service Fee on all improved residential properties in St. Mary's County as defined herein. The owner of the property shall be responsible for payment of the Environmental and Solid Waste Service Fee imposed in the manner set forth by the Commissioners of St. Mary's County.
2. *Categories of residential property.* All owners of improved residential property, as defined herein, shall pay an Environmental and Solid Waste Service Fee for said properties as set forth herein.
3. *Rates.* Beginning July 1, 2018, the established annual rate for the residential Environmental and Solid Waste Service Fee is Ninety-one dollars (\$91.00) per dwelling unit with a two percent increase every year on July 1.
4. *Split classifications.* The owner of property classified as both residential and nonresidential shall pay the Environmental and Solid Waste Service Fee pursuant to the provisions of this article.

LIBER 0026 FOLIO 118

Subject: To Amend Chapter 223 of the *Code of St. Mary's County, Maryland*, to Provide for and Set the Environmental and Solid Waste Service Fee

**Sec. 223-35. - Residential Environmental and Solid Waste Service Fee billing and collection.**

The County Treasurer shall bill the residential Environmental and Solid Waste Service Fee on the property tax statements as a separate item, which shall be due, payable and collected in the same manner as real property taxes and subject to the same penalties and interest as overdue real property taxes.

**Sec. 223-36. - Appeals.**

1. *Requests for appeals.* Written requests for appeal of the Environmental and Solid Waste Service Fee shall be made to the office of the County Treasurer and must be received or postmarked on or before December 31 of the year in which the fee is due.
2. *General appeal requirements.*
  - A. Written requests for appeal may be submitted by the property owner or their duly authorized representative.
  - B. The burden is on the property owner to provide evidence demonstrating that the property qualifies for a reduction in the Environmental and Solid Waste Service Fee.
  - C. This article requires that the property owner pay the Environmental and Solid Waste Service Fee pending disposition of the appeal.
3. *Appeal procedures and criteria.* The Commissioners of St. Mary's County hereby adopt the following guidelines for determining whether an appeal of a residential Environmental and Solid Waste Service Fee may be granted to owner(s) of an improved residential property. Appeals shall not be based upon the value of the property, and may be granted, in whole or in part, only under the circumstances as described in subsections A., B., and C., below.
  - A. Administrative or clerical errors may be the basis of an appeal.
  - B. Misclassification of the residential property for purpose of calculating the charge as of January 2 of the year in which the fee is due; i.e., the number of dwelling units is inaccurate.
  - C. A dwelling unit was (1) uninhabitable, or (2) was destroyed or demolished as of January 2 of the year in which the fee is due and the property owner provides convincing evidence that demonstrates to the County's satisfaction that it is likely that this condition will continue for the entire year.
4. *Appeals process.* The following steps shall be used in deciding appeals of Environmental and Solid Waste Service Fee(s):
  - A. Written requests for appeal shall be filed with the St. Mary's County Treasurer.
  - B. The Treasurer or the designee of the Treasurer will review the requests for appeal and information regarding the classification of the property from the Department of Assessment and Taxation, and shall decide the appeal based on this information. The Treasurer may grant an appeal in full or in part, and may deny an appeal. The property owner shall be notified in writing of the decision.



LIBER 0026 FOLIO 119

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Environmental and Solid Waste Service Fee

SECTION II. This Ordinance shall be effective July 1, 2018.

Those voting Aye: 4

Those voting Nay: 1

Those Abstaining: 0

Date of Adoption: may 15, 2018

ATTEST:

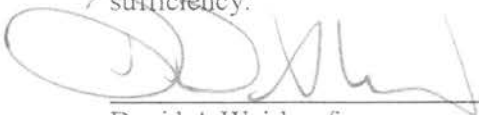
COMMISSIONERS OF ST. MARY'S COUNTY

  
Rebecca B. Bridgett  
County Administrator

  
James R. Guy, Commissioner President

— NAY —  
Michael L. Hewitt, Commissioner

Approved as to form and legal sufficiency:

  
David A. Weiskopf  
Acting County Attorney

  
Tom Jarboe, Commissioner

  
Todd B. Morgan, Commissioner

  
John E. O'Connor, Commissioner

Subject: To Amend Chapter 223 of the *Code of St. Mary's County, Maryland*, to Provide for and Set the Schedule of Fees

**ORDINANCE**

**TO AMEND CHAPTER 223 OF THE *CODE OF ST. MARY'S COUNTY, MARYLAND*, TO PROVIDE FOR AND SET THE SCHEDULE OF FEES**

**WHEREAS**, pursuant to the *Land Use Article* of the *Annotated Code of Maryland*, the Commissioners of St. Mary's County are authorized to adopt a Comprehensive Zoning Ordinance; and

**WHEREAS**, St. Mary's County Comprehensive Zoning Ordinance §22.8 of Chapter 285 of the Code of St. Mary's County, Maryland states that the Commissioners of St. Mary's County may establish a schedule of fees, charges, expenses and fines and a collection and refund procedure for zoning certificates, appeals, violations, and other matters pertaining to the Comprehensive Zoning Ordinance; and

**WHEREAS**, a notice of a public hearing was advertised on April 6, 2018 and April 13, 2018 in *The Enterprise*, a newspaper of general circulation in St. Mary's County, and a public hearing was held on April 17, 2018, to receive public comment and consider the setting of the Schedule of Fees; and

**WHEREAS**, the Commissioners of St. Mary's County find that it is in the best interest of the health, safety and welfare of the citizens of St. Mary's County to set the Schedule of Fees,

**NOW, THEREFORE, BE IT ORDAINED** by the Commissioners of St. Mary's County, pursuant to §22.8 of Chapter 285 of the Code of St. Mary's County, Maryland that:

**SECTION I.** Article III of Chapter 223 of the *Code of St. Mary's County, Maryland*, be repealed and re-enacted to read as follows:



Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

SCHEDULE OF FEES FOR ST. MARY'S COUNTY

FEES

1. LAND USE AND GROWTH MANAGEMENT (LUGM) AND PUBLIC WORKS AND TRANSPORTATION (DPWT) REVIEW, APPLICATION AND INSPECTION FEES.

A. **Minor Subdivision:** 1-7 Lots

LUGM TEC & Review Fees	\$ 600 + \$ 60 per lot
DPWT TEC & Review Fees	\$ 150 + \$ 40 per lot
Total	\$ 750 + \$ 100 per lot

Additional DPWT inspection fees of \$60 per re-inspection are charged for all re-inspections. Resubmitted plans that do not address all DPWT comments are subject to an additional charge of 50% of the DPWT review fee.

B. **Major Subdivision:** More than 7 lots

LUGM TEC & Review Fees	\$ 1,500 + \$ 70 per lot
DPWT TEC & Review Fees	\$ 400 + \$ 30 per lot
Total	\$ 1,900 + \$100 per lot

Additional DPWT inspection fees of \$60 per re-inspection are charged for all re-inspections. Resubmitted plans that do not address all DPWT comments are subject to an additional charge of 50% of the DPWT review fee. Where submitted plans require outside review due to technical matters beyond the expertise of the staff, the applicant will be charged the consultant's fee plus 5% processing charge.

C. **Major Site Plan:**

LUGM TEC & Review Fee	\$ 1,100 per acre of disturbed area
DPWT TEC & Review Fee	\$ 400 per acre of disturbed area
Total	\$ 1,500 per acre of disturbed area

D. **Minor Site Plan:**

LUGM Review Fee – Over 500 Square Feet of Development; or	\$ 250
LUGM Review Fee – Under 500 Square Feet of Development	\$ 125
DPWT Review Fee	\$ 125

E. **Boundary Line Adjustment Plat**

LUGM Application & Review Fee	\$ 80
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LIBER0026 FOLIO 123

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

- F. **Confirmatory Plat:**  
 LUGM Application & Review Fee \$ 80
  
- G. **Plat Exempt:**  
 LUGM Application & Review Fee \$ 80  
 FCP/FSD/TDR/Deed/Non-POR
  
- H. **Review of Resubmission:**  
 LUGM Re-Submission Review \$ 25 each after the first
  
- I. **Review of Recording Documents/Plat Package Review:**  
 LUGM Review Fee \$ 60 + recording costs  
 DPWT 1-10 Lots; or \$ 30 (if determined applicable)  
 DPWT more than 10 Lots \$ 60 (if determined applicable)
  
- J. **Concept Site Plan:**  
 LUGM Application Fee \$ 20  
 LUGM TEC & Review Fee \$ 760  
 DPWT TEC & Review Fee \$ 160  
 Total \$ 940
  
- K. **PUD Application:**  
 LUGM \$ 10,000

PUD fee collected will be credited against future charges (TEC & Review Fees) incurred for project which are initiated as part of the PUD. The purpose is to encourage quality development.

- L. **Zoning Map or Text Amendment (including Growth Allocation)**  
 LUGM TEC & Review Fee \$ 3,000

The Planning Director may waive the Map Amendment fee for "H" Overlay Districts.

LIBERO 026 FOLIO 124

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

M. **Inspection Fees:**

LUGM Over Lot Grading	\$ 160 per visit
LUGM SWM Engineered Plan	\$ 160 per plan
DPWT Public Works Agreement	3% of construction cost
DPWT Grading Permit	\$ 310 per disturbed acre
DPWT Offsite Entrance Improvement	3% of construction cost
DPWT Inspection Extension Fee	3% of bond balance after 3 years

N. **Board of Appeals Action**

Conditional Use	\$ 750 + \$ 50 advertising fee (as required)
Expansion of Non-Conforming Use	\$ 670 + \$ 50 advertising fee (as required)
Variance of Zoning Ordinance	\$ 500 + \$ 50 advertising fee (as required)

O. **Administrative Variance**

LUGM Fee	\$ 500 + \$ 50 advertising fee (as required)
DPWT Fee	\$ 500

P. **Consultant Review Fee for projects other than major subdivisions where submitted plans require outside review**

LUGM Fee	*Consultant fee + 5%
DPWT Fee	*Consultant fee + 5%
	*Contact LUGM and/or DPWT for Consultant fee cost

Q. **Zoning Permit**

LUGM Application Fee	\$ 20
LUGM Environmental Review	\$ 30
LUGM SWM Eng. Plan Review	\$ 30
LUGM Re-Submission Review	\$ 25 each after the first

R. **BOCC Railroad Right-of-Way**

DPWT Railroad ROW Review Fee	\$ 500 each per easement
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LINER 0026 FOLIO 125

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

S. **Bond Reduction & Re-Inspection Fee**

DPWT Grading Permit or Public Works Agreement Bond Reduction & Re-Inspection Fee \$ 250 each

T. **Traffic Impact Study Review**

DPWT Traffic Impact Study Review Fee \$ 200 per study

U. **DPWT Application Fees**

Public Works Agreement \$ 100  
Grading Permit \$ 50  
Construction Right-of-Way Permit \$ 25  
Utility Permit \$ 25

V. **Critical Area and Forest Conservation Fees, Bonds and Fines for Violations**

Fee in lieu of required plantings in Critical Area \$ 1.50 per square foot  
Bond amount for Critical Area compliance \$ 1.50 per square foot of required planting  
Fine for unauthorized clearing in Critical Area \$ 1.80 per square foot of area cleared  
Fee in lieu of planting in Forest Conservation \$ .30 per sq. foot of area in PFA  
Fee in lieu of planting in Forest Conservation \$ .36 per sq. foot of area outside PFA  
Bond amount for Forest Conserv. compliance Cost of afforestation and/or reforestation  
Fine for violation of Forest Conservation \$ 1,000 per day

W. **Certificate of Use & Occupancy Permits**

Single Family Dwelling, Townhouse, Duplex \$ 20 per dwelling unit  
Multi-family Dwellings (Apartments, Condos) \$ 20 + \$ 5 per dwelling unit  
Mobile Home/RV Park Pads, Lots, Spaces \$ 20 per each 10 or less pads, lots, spaces  
Hotels, Motels, Inns, Bed & Breakfasts \$ 20 + \$ 5 per guest room  
Commercial, Industrial, Non-Residential \$ 20 per structure or building  
Home Based Business (Home Occupation) \$ 20  
Non-Profit/Religious Organizations No Fee

X. **Coin Operated Amusement Machines**

Annual fee for coin operated pool tables \$ 100 each, due July 1<sup>st</sup> of each year

Requested by: Department of Finance

LIBER 0026 FOLIO 26

Ordinance No. 2018 - 14

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

Page 6 of 6

SECTION II. This Ordinance shall be effective July 1, 2018.

Those voting Aye: 4


Those voting Nay: 1

Those Abstaining: 0

Date of Adoption: May 15, 2018

ATTEST:

COMMISSIONERS OF ST. MARY'S COUNTY

  
Rebecca B. Bridgett  
County Administrator

  
James R. Guy, Commissioner President

— MAY —  
Michael L. Hewitt, Commissioner

Approved as to form and legal sufficiency:

  
Tom Jarboe, Commissioner

  
David A. Weiskopf  
County Attorney

  
Todd B. Morgan, Commissioner

  
John E. O'Connor, Commission

**ORDINANCE**

**TO REPEAL AND REPLACE ORDINANCE 2004-19 AND TO SET THE BUILDING PERMIT FEES**

**WHEREAS**, pursuant to § 13-906 of the *Local Government Article* of the *Annotated Code of Maryland*, the Commissioners of St. Mary's County may adopt a building code to provide for constructing, maintaining and repairing buildings and other structures; and

**WHEREAS**, the Commissioners of St. Mary's County did adopt building construction codes pursuant to Ordinance 2016-29; and

**WHEREAS**, pursuant to § 20-706 of the *Local Government Article* of the *Annotated Code of Maryland*, the Commissioners of St. Mary's County shall set building permit fees and the current fees have remained unchanged since 2004; and

**WHEREAS**, a notice of a public hearing was advertised on April 6, 2018 and April 13, 2018 in *The Enterprise*, a newspaper of general circulation in St. Mary's County, and a public hearing was held on April 17, 2018, to receive public comment and consider the setting of the Schedule of Fees; and

**WHEREAS**, the Commissioners of St. Mary's County find that it is in the best interest of the health, safety and welfare of the citizens of St. Mary's County to set the building permit fees,

**NOW, THEREFORE, BE IT ORDAINED** by the Commissioners of St. Mary's County, pursuant to § 20-706 of the *Local Government Article* of the *Annotated Code of Maryland* that Ordinance 2004-19 regarding the building permit fees for St. Mary's County is hereby rescinded and replaced as follows:

**SECTION I.**

**SCHEDULE OF PERMIT FEES FOR ST. MARY'S COUNTY**

**1. BUILDING PERMIT FEES**

**Structures and Related Uses**

Agricultural, forestry and fishery structures	No Fee
Construction of all single family and two family dwelling structures and mobile homes and appurtenances thereto (porches, decks, etc.)	\$ .16 per square foot



LIBER 0026 FOLIO 129

Subject: To Repeal and Replace Ordinance 2004-19 and to set the Building Permit Fees

Townhouses, apartments, multi-family dwellings and appurtenances thereto (porches, decks, etc.)	\$ .16 per square foot
Detached residential accessory structures	\$ .03 per square foot
Commercial, industrial and non-residential buildings and structures	\$ .16 per square foot
Retail petroleum storage tanks	\$ .16 per cubic yard
Retail petroleum pumps	\$ 20 each
Rental parking lots	\$ .05 per square foot
Private swimming pools	\$ 20
Community swimming pools	\$ 40
Private piers, revetments, shoreline structures	\$ 20
Mobile Home/RV Park lots, pads, spaces	\$ 20 each
Antenna structures exceeding 30 feet in height	\$ 20
Additions to existing structures	computed at same rate for existing structure use shown above
Demolition Permits	\$ 20
Minimum Permit Fee	\$ 20
Permit Revision Fee	\$ 20
Permit Transfer Fee	\$ 80

**2. ELECTRICAL PERMIT FEES**

Electrical Permit	\$ 20
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LIBER 0026 FOLIO 130

Subject: To Repeal and Replace Ordinance 2004-19 and to set the Building Permit Fees

**NOTE:** For any fees for use or structures not covered herein, the Planning Director or designee shall equate the fee to the nearest use or structure on the schedule above.

**SECTION II.** This Ordinance shall be effective December 1, 2018.

Those voting Aye: 5

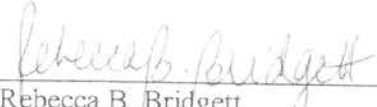
Those voting Nay: 0

Those Abstaining: 0

Date of Adoption: May 15, 2018

**ATTEST:**

**COMMISSIONERS OF ST. MARY'S COUNTY**


  
\_\_\_\_\_  
Rebecca B. Bridgett  
County Administrator

  
\_\_\_\_\_  
James R. Guy, Commissioner President

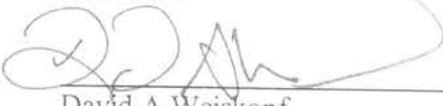
  
\_\_\_\_\_  
Michael L. Hewitt, Commissioner

  
\_\_\_\_\_  
Tom Jarboe, Commissioner

  
\_\_\_\_\_  
Todd B. Morgan, Commissioner

  
\_\_\_\_\_  
John E. O'Connor, Commissioner

Approved as to form and legal sufficiency:

  
\_\_\_\_\_  
David A. Weiskopf  
Acting County Attorney

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

**27-1 Fiscal and tax year.**

The fiscal or budget year and the tax year of the county shall begin on July 1, and shall end on June 30 of the succeeding year, unless otherwise prescribed by State Law.

**27-2 Definitions.**

In this chapter the following words have the meaning indicated:

**CAPITAL BUDGET** - The plan of the county to receive and expend funds for capital projects during the first fiscal year included in the capital program.

**CAPITAL PROGRAM** - The plan of the county to receive and expend funds for capital projects during the fiscal year covered by the capital budget and the next succeeding five (5) fiscal years thereafter.

**CAPITAL PROJECT:**

- (A) Any physical public betterment or improvement and any preliminary studies and surveys relative thereto;
- (B) The acquisition of property of a permanent nature for public use; and
- (C) The purchase of equipment for any public betterment or improvement when first constructed.

**COUNTY GOVERNMENT** - Includes all offices, courts, departments, institutions, corporations, boards, commissions, agencies and their officers, agents and employees who receive or disburse county funds.

**CURRENT EXPENSE BUDGET** - The plan of the county to receive and expend the funds for charges incurred for operation, maintenance, interest and other charges for the ensuing fiscal year.

**27-3 Submission of lists of proposed projects by county agencies.**

- (A) The county budget shall consist of the current expense budget, the capital budget and capital program and the budget message. It shall represent a complete financial plan for the county reflecting all receipts and disbursements from all sources, including all revenues, all expenditures and the surplus or deficit in the general and all special funds of the county government.
- (B) Annual work programs.
  - (1) When the Board of County Commissioners directs, each office, court, department, institution, board, commission, corporation or other agency of the county government shall submit to the Chief Financial Officer annual work programs setting forth the nature, volume, cost and other factors concerning the work to be performed and the estimates of the revenues and expenditures of their operations for the ensuing fiscal year. Estimated revenues shall be detailed as to source and estimated expenditures as to function, activity or otherwise, as directed by the Chief Financial Officer.
  - (2) The proposed current expense budget shall contain not less than the following information:
    - (a) A statement of all revenue estimated to be received by the county during the ensuing fiscal year, classified so as to show the receipts by funds and source of income;
    - (b) A statement of debt service requirement for the ensuing fiscal year;
    - (c) A statement of the estimated cash surplus, if any, available for expenditure during the ensuing fiscal year;
    - (d) A statement of the bonded and other indebtedness of the county government and its agencies, including self-liquidating and special taxing district debts;



# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

- (e) A detailed statement of the estimated receipts and budget outlays of the current ending fiscal year, listing such budgetary items by function, activity and sub activity, and a detailed statement of the recommended and approved expenditures for the ensuing fiscal year, listing such expenditures by function, activity, and sub activity; and
    - (f) Any other material which the County Commissioners may deem advisable.
  - (C) List of Capital Projects.
    - (1) At whatever times the Board of County Commissioners may direct, each office, court, department, institution, board, commission, corporation, or other agency of the county government shall submit to the Chief Financial Officer for transmission to the Planning Commission an itemized list of the capital projects which each agency proposes to undertake in the ensuing fiscal year and the next succeeding five (5) fiscal years thereafter. After consideration by the Planning Commission, the Director of Planning and Zoning function shall transmit to the Chief Financial Officer the list of projects recommended by the Commission together with his recommendations on the projects to be undertaken in the periods aforesaid and estimates of the cost thereof. The County Commissioners, with the assistance of the Chief Financial Officer, shall consider such recommendations with the other budget proposals and shall recommend to the general public, together with the current expense budget, a complete capital budget and capital program.
    - (2) The proposed capital budget and capital program shall be so arranged as to set forth clearly the plan of proposed capital projects to be undertaken in the ensuing fiscal year and in each of the next five (5) fiscal years and also the proposed means of financing them. The capital budget shall include a statement of the receipts anticipated during the ensuing fiscal year from all borrowing and from other sources for capital projects.
  - (D) The budget message shall contain supporting summary tables and shall explain the proposed current expense budget and capital program, both in fiscal terms and in terms of work to be done. It shall outline the proposed financial policies of the county for the ensuing fiscal year and describe the important features of the current expense budget. It shall indicate any major changes in financial policies and in expenditures, appropriations and revenues, as compared with the fiscal year currently ending, and shall set forth the reasons for such changes. The message shall also include such other material as the County Commissioners may deem desirable.
- 27-4 Deadline for preparation and signing; inspection by public.**  
Before April 1 in each year, the County budget shall have been prepared and signed by a majority of the Board of County Commissioners. At least three (3) complete copies shall be open to inspection by the public during regular business hours at the office of the Board of County Commissioners. One (1) copy shall be supplied to each newspaper of general circulation in the county and to each county library.
- 27-5 Notice of hearings; hearing dates.**  
Upon approval of the proposed county budget, the Budget Officer of the county shall cause to be published in at least one (1) or more newspapers of general circulation published in the county, a notice of the places and times of the public hearings on the proposed budget. The hearings shall be held not less than twenty (20) nor more than forty (40) days after the date of the filing of the proposed budget.

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

**27-6 Revisions after public hearing; adoption of budget.**

After the public hearings specified in the preceding section, the Board of County Commissioners may revise the proposed budget and any part of it by increasing, decreasing, eliminating, or adding items. Items may not be consolidated in such a manner as to reduce the detailed statements of the appropriations. The Board of County Commissioners shall further be authorized to revise the schedule of anticipated receipts and estimated rates for general and special taxes. The annual budget and appropriation act shall be adopted by June 1, or if June 1 is a legal holiday, the first day thereafter. The adoption of the budget shall be by the affirmative vote of not less than three (3) members of the Board of County Commissioners.

**27-7 Distribution of copies of budget; levy of taxes.**

- (A) The budget, as adopted, shall be reproduced in sufficient copies for distribution, free of charge, to the press and the head of each office, department or agency of the county government. Copies of the budget shall likewise be given to any interested person on request. However, in order to discourage waste, the County Commissioners may prescribe a charge for each copy of the adopted budget, but that charge is not to exceed the actual cost of its reproduction.
- (B) The adopted budget shall take effect on the first day of the fiscal year to which it applies.
- (C) When the county budget shall have been finally adopted in the Annual Budget and Appropriation Act, the County Commissioners shall levy and cause to be raised the amount of taxes required by the budget in the manner provided by law so that the budget shall be balanced as to proposed income and expenditures.

**27-8 Transfer of appropriations; unexpended and unencumbered appropriations.**

- (A) Transfers of appropriations between general classifications of expenditures in the current expense budget may be authorized by the County Commissioners.
- (B) Interproject transfers of appropriations between capital projects in the capital budget may be authorized by the County Commissioners.
- (C) These provisions may not be construed to prevent the County Commissioners from providing interfund cash borrowing to meet temporary cash requirements nor to prevent reimbursements among funds to services rendered.
- (D) Unless otherwise provided by public general law, all unexpended and unencumbered appropriations in the current expense budget remaining at the end of the fiscal year shall revert to the county treasury. An appropriation for a capital project in the capital budget does not revert until the purpose for which the appropriation was made has been accomplished or abandoned. However, any capital project shall stand abandoned if three (3) fiscal years elapse without any expenditure from or encumbrance of that appropriation. The balances remaining to the credit of the completed or abandoned capital projects shall be available for appropriation in subsequent capital budgets.

**27-9 Additional or emergency appropriations.**

- (A) During any fiscal year, the County Commissioners, upon the recommendation of the Chief Financial Officer, by ordinance, may make additional, supplementary or emergency appropriations from contingent funds, from revenues received from anticipated sources but in excess of budget estimates therefor or from revenues received from sources not anticipated in the budget for the current fiscal year, provided that the Chief Financial Officer shall first certify, in writing, that such funds are available for such appropriation. A supplemental appropriation may not exceed the amount of the funds so certified.



# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

- B) To the extent that there are not any available unappropriated revenues to meet such emergency appropriations, the County Commissioners, by ordinance, may authorize the issuance of emergency notes which may be renewed from time to time. However, such notes and renewals shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made. The total of emergency appropriations in any fiscal year shall not exceed one percent (1%) of all appropriations, including those for debt service, made in the budget for such year.

**27-10 Expenditures in excess of amounts appropriated.**

An office, department, institution, board, commission or other agency of the county government during any fiscal year may not expend, or contract to expend, any money or incur any liability or enter into any contract, which by its terms involves the expenditure of money, for any purpose in excess of the amounts appropriated or allotted for the same general classification of expenditure in the budget for such fiscal year or in any supplemental appropriation as hereinabove provided. A payment may not be made nor any obligation or liability incurred, except for small purchases in an amount less than one hundred dollars (\$100), unless the chief financial officer first certifies that the funds for the designated purpose are available. Any contract, verbal or written, made in violation of this section is null and void.

**27-11 Percentage limitation for certain evidences of indebtedness; exceptions.**

- (A) Unless and until otherwise provided by ordinance of the County Commissioners within the limitations provided by public general law, the aggregate amount of bonds and other evidences of indebtedness outstanding at any one time may not exceed two percent (2%) upon the assessable basis of the county. However, tax anticipation notes or other evidences of indebtedness having a maturity not in excess of twelve (12) months, bonds or other evidences of indebtedness issued or guaranteed by the county payable primarily or exclusively from taxes levied in or on or other revenues of special taxing areas or districts heretofore or hereafter established by law, and bonds or other evidences of indebtedness issued for self-liquidating and other projects payable primarily or exclusively from the proceeds of assessments or charges for special benefits or services, are not subject to or to be included as bonds or evidences of indebtedness in computing or applying the percent limitation above provided.
- (B) All bonds or other evidences of indebtedness issued under the authority of the Sanitary Commission Act shall be construed as exempt, under Subsection A above, from the percent limitation in this section provided but shall continue as heretofore to be subject to the percent limitation as from time to time provided in said Act.
- (C) All bonds or other evidences of indebtedness issued by the County Commissioners for the benefit of St. Mary's Hospital of St. Mary's County may not be included as bonds or other evidences of indebtedness in computing or applying the percent limitation provided in Subsection A of this section.



**ST MARY'S COUNTY**  
**FY 2019 FEES CHARGES**

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All fees / charges are subject to change through-out the Fiscal Year.

**ST MARY'S COUNTY**  
**FY 2019 FEES CHARGES**

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All fees / charges are subject to change through-out the Fiscal Year.

**ST MARY'S COUNTY**  
**FY 2019 FEES CHARGES**

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All fees / charges are subject to change through-out the Fiscal Year.



# FY2019 FEES AND CHARGES

Current Fiscal Year  
July 1, 2018 - June 30, 2019

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**GENERAL FUND REVENUES:**

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**AGING & HUMAN SERVICES**

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Aging Division

Passenger (Senior Rides)	STS Transportation:		
	Seniors/Medicare Holders/Persons with Disabilities		
	One-Way	\$	0.50
	Transfer	\$	0.25
	All Day	\$	3.00
	Monthly	\$	20.00
	Personal Door-to-Door:		
	Less than 15 miles	\$	10.00
	More than 15 / less than 30 miles	\$	15.00
	More than 30 / less than 60 miles	\$	20.00
	Annapolis/Baltimore/Washington,DC area	\$	50.00

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**EMERGENCY SERVICES & TECHNOLOGY**

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Animal Control Division

Regulations and detailed descriptions of violations are located under St. Mary's County Ordinance No 2017-03 and The Code of St. Mary's County Maryland, Chapter 212

	Rabies Prevention:		
	Failure to vaccinate		
	Failure to quarantine		
	Failure to License (Commercial)		
	Animal Care/Cruelty		
	Animal at Large		
	Public Nuisance		
	Dangerous and/or Vicious		
Animal Fines	1st Offense	\$	50.00
	2nd Offense	\$	100.00
	3rd Offense	\$	250.00

Communications Division

911 Service Fee	Tax charge per subscriber on all switched local exchange services, wireless telephone services or other 911 accessible services		\$0.75 per month
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Emergency Services Support

Emergency Services Support	Emergency Services Support Tax	\$	0.024
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**LAND USE & GROWTH MANAGEMENT**

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Administrative Division

Advertising Fees		\$	50.00
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Comprehensive Planning Division

LUGM Environmental Permit Review		\$	30.00
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LUGM Impervious Surface \$1.20 per square foot

Development Services Division

Minor Subdivision	1 - 7 Lots > Technical Evaluation Committee (TEC) & Review fee per lot	\$	750.00
		\$	100.00
Major Subdivision	7+ Lots		\$1,500 per acre of disturbed area + Zoning permit fee
Major Site Plan	Per acre of disturbed area	\$	1,500.00
Minor Site Plan under 144	Review fee for under 500 square feet	\$	250.00
	Fee for over 500 square feet	\$	375.00

# FY2019 FEES AND CHARGES

Current Fiscal Year  
July 1, 2018 - June 30, 2019

## GENERAL FUND REVENUES:

### LAND USE & GROWTH MANAGEMENT cont.

#### Development Services Division

Boundary Line Adjust Plat	Development review application fee	\$	70.00
	Recording package review fee	\$	60.00
Confirmatory Plats	Development review application fee	\$	70.00
	Recording package review fee	\$	60.00
Plat Exempt by Deed/Plat	Development review application fee	\$	70.00
	Recording package review fee	\$	60.00
Re-Review of Submissions	2nd review		<b>\$25 each</b>
Review of Recording Doc/P	Development review application fee	\$	70.00
	Recording package review fee	\$	60.00
Concept Site Plan Review			<b>\$920 each + \$20 Zoning permit fee</b>
LUGM Farmsteads Sub 15+	Technical Evaluation Committee fee & Review fee per lot		<b>No cost No cost</b>

#### Board of Appeals

LUGM BOA Conditional Use	Per Appeal	\$	750.00
	Advertising Fees	\$	50.00
LUGM BOA Exp NonConform	Per Appeal	\$	670.00
	Advertising Fees	\$	50.00
LUGM BOA Variance of Zoning	Per Appeal	\$	500.00
	Advertising Fees	\$	50.00

#### Permits Services Division

Zoning Permit	Application Fee	\$	20.00
	<b>NEW Electrical Permit</b>	\$	<b>20.00</b>
	Environmental Review Fee	\$	25.00
Sign Permit	Sign Area up to 32 square feet	\$	60.00
	Sign Area over 32 square feet	\$	110.00
Building Permits	Regular Cost (Individual items, i.e. swimming pool, piers, pumps, etc. costs listed when inquiring)		<b>\$0.16 cents per square footage</b>

#### Inspections & Compliance Division

Occupancy Permits	Per Structure	\$	20.00
	<b>NEW - Single Family Dwellings</b>	\$	<b>20.00</b>
LUGM Overlot Grading Insp NEW Stormwater Management Inspections (Engineer Plans)	Per Inspection	\$	160.00
Critical Area Fines		\$	160.00
Non-Critical Area Fines		\$	500.00
Zoning Violations		\$	200.00
Blight Properties Violations		\$	200.00
			1,000.00

#### Board of Electrical Exam

Electrical Exam	Per License	\$	150.00
LUGM Homeowner Elec Exam	Each Exam	\$	25.00

#### Zoning Administration

LUGM Zoning/Text Amendment			\$3,000 each
LUGM Admin Variances	Application	\$	500.00
	Advertising Fee	\$	50.00

## PUBLIC WORKS & TRANSPORTATION

#### Engineering Services Division

DPW & T GP Inspection Fee			\$310 per disturbed area
Bond Reduction&Reinspection			\$250 each
Inspection Extension Fees			3% of bond balance after 3 years
DPW's PWA Inspection Fees			3% of construction costs

All fees / charges are subject to change through-out the Fiscal Year.

# FY2019 FEES AND CHARGES

Current Fiscal Year  
July 1, 2018 - June 30, 2019

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**GENERAL FUND REVENUES:**

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**PUBLIC WORKS & TRANSPORTATION cont.**

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Engineering Services Division

DPWT Offsite Ent. Inspect			3% of construction costs
Administrative Variances			\$500 each
Permit Ext. Fee over 3			\$100 each
Application Construction			\$25 each
Application Fee			\$100 each
App Fee-Grading Permit			\$50 each
Permit Transfer Fee			\$100 each
Application Fee - PWA			\$100 each
Concept Site Plan Review			<b>\$160 each</b>
Traffic Impact Study Review			\$200 per traffic impact study
DPW&T Contract Review Fee (Engineering)			Reimbursement of actual cost from 3rd party reviewer plus 5%
Major Subdivision 6+ lots			\$400 plus \$30 per lot
Minor Subdivision			\$150 plus \$40 per lot
Major Site Plan			\$400 per acre of disturbed area
Minor Site Plan			\$125 each
Review of Recording	1 up to 10 Lots	\$	30.00
	More than 10 Lots	\$	60.00

Construction & Inspection Division

Material Testing			Reimbursement of actual costs from contract
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Highways Division

Application Utility Permit			\$25 each
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Non-Public School Bus Transportation Division

Passenger / Non Public School Bus	Out of County Student Transport Fee			
	Full-Time Student Rider: per year / student	\$		900.00
	Half-Time Student Rider: per year / student - those students who ride the school bus either in the AM only, PM only or will only ride the school bus for one semester	\$		450.00
Passenger / Non Public School Bus continued	Part-Time Student Rider: per year / student - those students who ride the bus a total of less than one semester, regardless of the number of days or weeks that ridership is requested	\$		225.00

Airport

Airport Charges	Transient Ramp Fee			
	All single piston & twin-engine aircraft			No Fee
	All small turbine aircraft < 12,500 lbs*		(1-8 hours) \$20 / (8-24 Hours)	\$35
	All large turbine aircraft ≥ 12,500 lbs*		(1-8 hours) \$40 / (8-24 Hours)	\$70
	Transient Ramp Fees Overnight			\$10
	Long term		The lesser of the sum of the overnight fees and the monthly tie-down fee	
	*certified gross weight			
	NOTE: Fee Waivers are available under the following conditions: -purchase of 100 gallons or more for turbine aircraft - temporary ramp occupancy of less than 1 hr - special events (single			
Rents and Concessions / Airport	Lease/Rent Payments		vary between \$1 per year & \$809.43 per month	
	Fuel is market driven		Co is paid \$950 per month or a fuel flow rate fee per gallon (\$0.08), which ever is greater	



## FY2019 FEES AND CHARGES

Current Fiscal Year  
July 1, 2018 - June 30, 2019

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**GENERAL FUND REVENUES:**

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**PUBLIC WORKS & TRANSPORTATION continued**

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Vehicle Maintenance / Transportation

Passenger Fares	General Public		
	One-Way Trip	\$	1.00
	Transfer Fee	\$	0.50
	All Day Passes	\$	3.00
	Monthly Passes	\$	40.00
	Seniors/Medicare Holders/Disabled		
	One-Way	\$	0.50
	Transfer	\$	0.25
	All Day	\$	3.00
	Monthly	\$	20.00
	Discount & Reduced Tickets		
	Purchased in sheets of 10 tickets:		
	General Public - One Way Trip	\$	0.85
	General Public - Transfer Fee	\$	0.50
	Seniors / Persons with Disabilities/Students with I.D. /	\$	0.50
	Children - all ages / Medicare Card Holder - One Way		
	Seniors / Persons with Disabilities/Students with I.D. /	\$	0.25
	Children - all ages / Medicare Card Holder - Transfer		
	Summer Youth Cruiser Monthly passes (June 1 - August 31)	\$	20.00
	Special Programs and Fares		
	ADA Paratransit - One Way Trip (Per Stop)	\$	2.00
	ADA Paratransit - Round Trip	\$	4.00
	Additional per stop charge for above	\$	2.00
	Certified Personal Care Attendant with ADA Paratransit		No Fee
	 SSTAP Program (Transportation Service for areas in St. Mary's County that are not served by Public Transportation or ADA transportation for Seniors & Persons with Disabilities)		
	One Way Trip (Per Stop)	\$	3.00
	Round Trip	\$	6.00
	Additional per stop charge for above	\$	3.00

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**SOLID WASTE AND RECYCLING FUND REVENUES:**

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Property Taxes - Environmental & Solid Waste Service Fee	Annual Environmental Surcharge	\$	91.00
Landfill Tipping Fee	Residential - per pickup	\$	10.00
	Excessive Loads		\$65 per ton
	Commercial		\$64 per ton
	Green Waste Excessive Loads		\$40 per ton
	Tires		No Fee for 5 tires but in excess of 5 tires \$158 per ton
	Appliances		No Fee

# FY2019 FEES AND CHARGES

Current Fiscal Year  
July 1, 2018 - June 30, 2019

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## MISCELLANEOUS REVOLVING FUNDS REVENUES:

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PW&T / Fuel Operations	Only Authorized Departments & Agencies allowed	5% Surcharge
LUGM / Historical Preservation	Book Sales: I'm Goin' Down County: An Architectural Journey through St. Mary's County (A Maryland Historical Trust Press Publication)	\$25 each (Book)

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## CAPITAL IMPROVEMENTS REVENUE:

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Agricultural/Develop Tax - Other		Recordation Tax Property is sold & title recorded @ 0.35
Transfer Tax		Property transfer value 1%
Mitigation - Roads	The project cost varies by the project & there are exceptions / fee-in-lieu amounts allowable	Mitigation Fee= Project cost x Percent intersection capacity used by development. Percent intersection capacity used by development= (Critical Lane Volume total - Critical Lane Volume background) / Critical Lane Volume background.
Critical Area Fee-in-Lieu	20% to 30% of Forest Area Cleared	\$1.20 per square feet
	Over 30% of Forest Area Cleared	\$1.80 per square feet
Forest Cons. Fee-in-Lieu		\$0.30 per sq. ft.
Impact Fees - Schools	Per Residential Dwelling Size:	
	0 to 1,199 square ft.	\$ 4,625
	1,200 to 2,399 square ft.	\$ 4,784
	2400+ square ft.	\$ 4,943
Impact Fees - Parks	Per Residential Dwelling Size:	
	0 to 1,199 square ft.	\$ 178
	1,200 to 2,399 square ft.	\$ 184
	2400+ square ft.	\$ 190
Impact Fees - Roads	Per Residential Dwelling Size:	
	0 to 1,199 square ft.	\$ 1,268
	1,200 to 2,399 square ft.	\$ 1,312
	2400+ square ft.	\$ 1,356

# FY2019 FEES AND CHARGES

Current Fiscal Year  
July 1, 2018 - June 30, 2019

## RECREATION & PARKS - WICOMICO SHORES:

### Golf Course

#### Season Pass Fees

Five (5) Day (Weekdays Only)		
Individual	\$	800.00
Family (2 passes)	\$	1,250.00
Senior (60 and over)	\$	720.00
Senior Family (2 passes)	\$	1,125.00
Junior (17 and under)	\$	400.00
Additional pass requested	\$	75.00
Seven (7) Day Limited Pass (after 12 pm on weekends/holidays)		
Individual	\$	1,025.00
Family (2 passes)	\$	1,490.00
Senior (60 or over)	\$	905.00
Senior Family (2 passes)	\$	1,330.00
Junior (17 or under)	\$	513.00
Seven (7) Day Unlimited Pass (no restrictions)		
Individual	\$	1,300.00
Family (2 passes)	\$	1,850.00
Senior (60 or over)	\$	1,175.00
Senior Family (2 passes)	\$	1,675.00
Junior (17 or under)	\$	650.00

#### Green Fees

18 Hole		
Individuals - Weekdays	\$	28.00
Individuals - Weekends / Holidays	\$	35.00
Seniors (60 and over) - Weekdays	\$	21.00
Seniors - Weekends / Holidays	\$	32.00
Juniors (17 and under) - Weekdays	\$	14.00
Juniors - Weekends / Holidays	\$	17.50
"Twilight" Play - Weekdays	\$	15.00
"Twilight" Play - Weekends / Holidays	\$	19.00
"Twilight" Play - Winter / Summer Special w/Cart	\$	31.50
9 Hole		
Individuals - Weekdays	\$	15.00
Individuals - Weekends / Holidays	\$	19.00
Seniors (60 and over) - Weekdays	\$	11.00
Seniors - Weekends / Holidays	\$	17.00
Juniors (17 and under) - Weekdays	\$	8.00
Juniors - Weekends / Holidays	\$	10.00
"Twilight" Play - Weekdays	\$	15.00
"Twilight" Play - Weekends / Holidays	\$	19.00
"Twilight" Play - Winter / Summer Special w/Cart	\$	31.50

#### Cart Fees

2 Players - 18 Hole	\$	34.00
2 Players - 9 Hole	\$	21.00
1 Player - 18 Hole	\$	17.00
1 Player - 9 Hole	\$	10.50

#### Miscellaneous Fees

Range Balls (bucket)	\$	4.00
Golf Handicap Fee	\$	30.00
Club Rental		
18 holes	\$	15.00
9 holes	\$	10.00
Trail Fee	\$	600.00
Golf Lessons / Instructions (see County website for more information)		
Tournaments (see County website for more information)		



# FY2019 FEES AND CHARGES

Current Fiscal Year  
July 1, 2018 - June 30, 2019

## RECREATION & PARKS - WICOMICO SHORES:

- Riverview Restaurant Bar and Grill Restaurant - see County website for more information  
Banquet Room (seating capacity 175 people) see County website for rental details for meetings and special events
- The Pro Shop The Pro Shop has a variety of golf attire, accessories and gift ideas for the golf enthusiast.

## RECREATION & PARKS ENTERPRISE FUNDS:

<u>Child Care Programs</u>		All Programs require 1-time registration fee of \$50	
1	Green Holly	Costs same for 1 - 8	
		Before / After MONTHLY	
2	Hollywood Rec Center	One (1) Child	\$ 375.00
		Sibling	\$ 355.00
3	Leonardtown	Before / After MONTHLY including "Out of School Camp"	
		One (1) Child	\$ 410.00
4	Letti Dent	Sibling	\$ 370.00
		Before Only MONTHLY	
5	Oakville	One (1) Child	\$ 250.00
		Sibling	\$ 235.00
6	Duke	After Only MONTHLY	
		One (1) Child	\$ 260.00
7	Evergreen	Sibling	\$ 245.00
		Teens	
8	Banneker	Drop In - Daily	
		One (1) Teen	\$ 275.00
		Sibling	\$ 260.00

See St. Mary's County Recreation and Parks (Seasonal Guide published 4 times each year) located on the St. Mary's County Website under Recreation & Parks for Activities and Programs

## Therapeutic

New Horizons	New Horizons is a FIVE-week summer camp program for children with various disabilities, provided in partnership with St. Mary's County Public Schools	\$750 per participant (3rd Party donations from DSS, SMCPs, ARC, Personal Donors, etc.)
Camp Inspire	Camp Inspire is a four week, co-ed, day camp designed specifically for children and young adults diagnosed with Autism Spectrum Disorder (ASD) and is offered in partnership with St.	\$600 per participant (3rd Party fees from DSS, SMCPs, ARC, Personal Donors, etc.)
Paralympics / Special Olympics	Various Activities and Events	0-\$180 per participant / program

Additional Therapeutic Programs / Classes / Events on County website under Recreation & Parks

## Gymnastics

St. Mary's County Gymnastics Center	Membership is required to register for classes & includes various discounts	Membership rates \$15 to \$60
	St. Mary's Recreational Gymnastics programs offer classes over 5	Class costs vary
	Gymnastics Center Rental for Parties (2 hours):	
	Small Room	
	Member - 12 children	\$ 125.00
	Non-Member - 12 children	\$ 150.00
	Large Room	
	Member - 18 children	\$ 175.00
	Non-Member - 18 children	\$ 200.00
	Additional children (each) up to 6 additional	\$ 5.00
	Whole Gym	
	Member - 24 children	\$ 225.00
	Non-Member - 24 children	\$ 250.00
	Additional children (each)	\$ 5.00

Classes & Programs can be located under Recreation & Parks on County website

# FY2019 FEES AND CHARGES

Current Fiscal Year  
July 1, 2018 - June 30, 2019

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**RECREATION & PARKS ENTERPRISE FUNDS:**

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**Leisure / Special Programs**

For Various Classes, Programs, Special Events and Trips - see Recreation & Parks under County website

**Special Facilities**

Elms Beach & Myrtle Point & Snow Hill Park	Admission - County per vehicle (or walk-in group of 4 to one single)	\$	6.00
	Admission - Non-County per vehicle	\$	12.00
	Season Pass (1) Park - County	\$	20.00
	Season Pass (1) Park - Non-County	\$	40.00
	Season Pass Both Parks - County	\$	50.00
	Season Pass Both Parks - Non-County	\$	75.00
Nicolet Skate Park	Daily Entrance Fee		no cost
	Season Pass (County)		no cost
	Season Pass (Non-County)		no cost
Aquatic Center (Great Mills Pool)	Daily		
	Youth (17 & Under)	\$	5.00
	Adult	\$	6.00
	Senior (60 & Up)	\$	4.00
	Lap Swim	\$	4.00
	Non-Swimmer	\$	3.00
	Annual Pass		
	Household	\$	400.00
	Youth (17 & Under)	\$	200.00
	Adult	\$	300.00
	Senior (60 & Up)	\$	200.00
	24 Punch Pass		
	Youth (17 & Under)	\$	85.00
	Adult	\$	115.00
	Senior (60 & Up)	\$	85.00
	Lap Swim	\$	70.00
	Bubble Pass (Sept. - May)		
	Household	\$	325.00
	Youth (17 & Under)	\$	130.00
	Adult	\$	180.00
	Senior (60 & Up)	\$	130.00
Aquatic Center (Great Mills Pool)	Lessons & Classes also available - see Recreation & Parks under County website.		
Nicolet Spray Park	For children 2 through 12; ADA accessible		
	Admission per person	\$	3.00
	Season Pass	\$	25.00
	Family Season Pass	\$	60.00
	Rental Reservations		
	1 hour for 50 people	\$	75.00
	2 hours for 50 people	\$	150.00

St. Mary's County offers numerous opportunities for recreational activities at a variety of Park locations throughout the County.  
See Recreation & Parks on the County website.

**Sports Programs** - see Recreation & Parks on the County website

## GLOSSARY

Accounting System	The total structure of records and procedures which are used to record, classify, and report information on the financial position and operations of a governmental unit.
Accrual Basis of Accounting	The method of accounting under which revenues are recorded when earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).
Appropriation	An authorization granted by a legislative body to incur obligations and make expenditures for specific purposes within a specific time frame.
Appropriation Ordinance	The official enactment by the Board of County Commissioners establishing the legal authority for officials to obligate and expend resources.
Appropriation Phase	Different distinct stages of a capital improvements project requiring commitment of funds, usually over multiple fiscal years (i.e., land acquisition, architect/engineering, construction, inspection, utilities, equipment).
Assessable Tax Base	The total valuation placed upon real and personal property, less certain exemptions, by the State Department of Assessments and Taxation for the purposes of levying property taxes. The Board of County Commissioners determines the tax rate to be applied against the tax base to generate tax revenues to support the annual budget.
Assessed Valuation	The valuation established for individual real estate or other property by the State for purposes of taxation.
Authorized Position	Employee positions authorized in the annual budget by the Board of County Commissioners. Position status will vary depending upon factors such as full or part-time status, merit system or contract position, etc.
Bond Rating	Evaluation of the credit quality of bonds usually made by independent rating services. Ratings generally measure the probability of the timely repayment of principal of and interest on municipal bonds. Before a bond issuance, rating agencies may require information on demographics, debt burden, economic base, finances and management structure. The information is evaluated and the bond issue is assigned a letter rating which reflects the creditworthiness of the bonds.
Bonds	A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date, together with periodic interest at a specified rate. Bonds are primarily used to finance capital projects.
Budget	A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.
Budget Calendar	The schedule of key dates which St. Mary's County follows in the preparation and adoption of the budget.
Budget Document	The document prepared by the Department of Finance to present the comprehensive financial program of the Board of County Commissioners. Included in the document are the Commissioner's budget message, the planned expenditures, estimated revenues, program and project descriptions, budget highlights, performance and workload indicators, various supporting schedules and other



## GLOSSARY

	supplemental information. The County's long-term capital improvements program is also incorporated in the document.
Budget Message	A general discussion of the budget by the Board of County Commissioners which contains an overview of the approved budget, explains some of the principal budget issues and major items funded, and describes how the budget is financed.
Capital Budget	A plan of capital expenditures and the means of financing them usually based on the first year of the capital improvement program; represents the appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.
Capital Improvements Program	A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures. Annually the Board of County Commissioners adopts a capital budget and five-year capital program.
Capital Improvements Fund	A fund created to account for all capital project expenditures and revenues.
Capital Project	Major construction, acquisition or renovation activities which add value to a government's physical assets or significantly increases useful life.
Cost-of-Living Adjustment (COLA)	An increase in salaries to offset the impact of inflation on compensation.
Debt Limit	The maximum amount of gross or net debt which is legally permitted. The St. Mary's County Code requires that the aggregate amount of bonds outstanding at any one time may not exceed two percent of the assessable property tax base of the County.
Debt Service	The required principal and interest payments due on debt issued by the County for financing long-term capital improvements according to a predetermined payment schedule.
Deficit	The excess of liabilities over assets or the excess of expenditures over revenues during a single accounting period.
Department	A basic organizational unit of a government which is functionally unique in its delivery of services.
Energy Tax	A local tax imposed on the sale of electricity, natural gas, liquefied petroleum gas, and fuel oil used or to be used in the County.
Encumbrances	A commitment of funds against an appropriation which may be in the form of a purchase order or contract. The encumbrance reserves the appropriated funds for a future expenditure. The total of expenditures and encumbrances for a department in a given fiscal year may not exceed its total appropriation.
Enterprise Fund	A fund established to account for operations that are financed and operated in a manner similar to business enterprises and where operations are entirely or predominantly self-supporting by user charges. Examples in St. Mary's County are two Recreation and Parks funds – one for various county-wide recreation programs and the other for operations of the County's public golf course.

## GLOSSARY

Expenditures	The payment for goods delivered or services rendered and which decreases net financial resources.
Fire Tax	A separate ad valorem tax based upon property value which is used as a source of funding for the volunteer fire services in St. Mary's County. The tax is assessed per \$100 of assessed valuation and a separate tax rate is set for each election district.
Fiscal Year	A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. St. Mary's County's fiscal year begins on July 1 and ends on June 30 of the following year.
Fixed Assets	Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.
Fund	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.
Fund Balance	The excess of the assets of a fund over its liabilities and reserves. A negative fund balance is sometimes called a deficit.
General Fund	The general operating fund that is used to account for all transactions of a governmental unit which are not accounted for in another fund. Generally, the governmental accounting fund that accounts for the ordinary operations of a governmental unit which are financed from taxes and other general revenues.
General Fund Transfer	In St. Mary's County this refers to the transfer of general fund current revenues from the operating budget to the capital budget to finance certain capital projects in lieu of borrowing funds. Utilizing current revenues instead of long-term financing is often referred to as "pay go".
General Obligation Bonds	Bonds that are secured by the full faith and credit of the issuing body and generally are considered to be payable from taxes and other general revenues.
Grade/Step	Refers to the placement on the St. Mary's County salary schedule and depends on the position classification and the individual employee status and longevity.
Grant	A contribution of assets by one governmental unit or entity to another unit. Typically, these contributions are made to local governments from the state and federal governments and are usually made to aid in the support of a specified function, but may also be for general purposes.
Homestead Tax Credit	A State property tax credit program that limits the increase in residential taxable assessments each year to a fixed percentage. Each county is required to limit taxable assessment increases to 10% or less.
Impact Fees	One-time charges assessed against new development that attempt to recover from the developer the capital cost of the additional public facilities needed to serve that development.



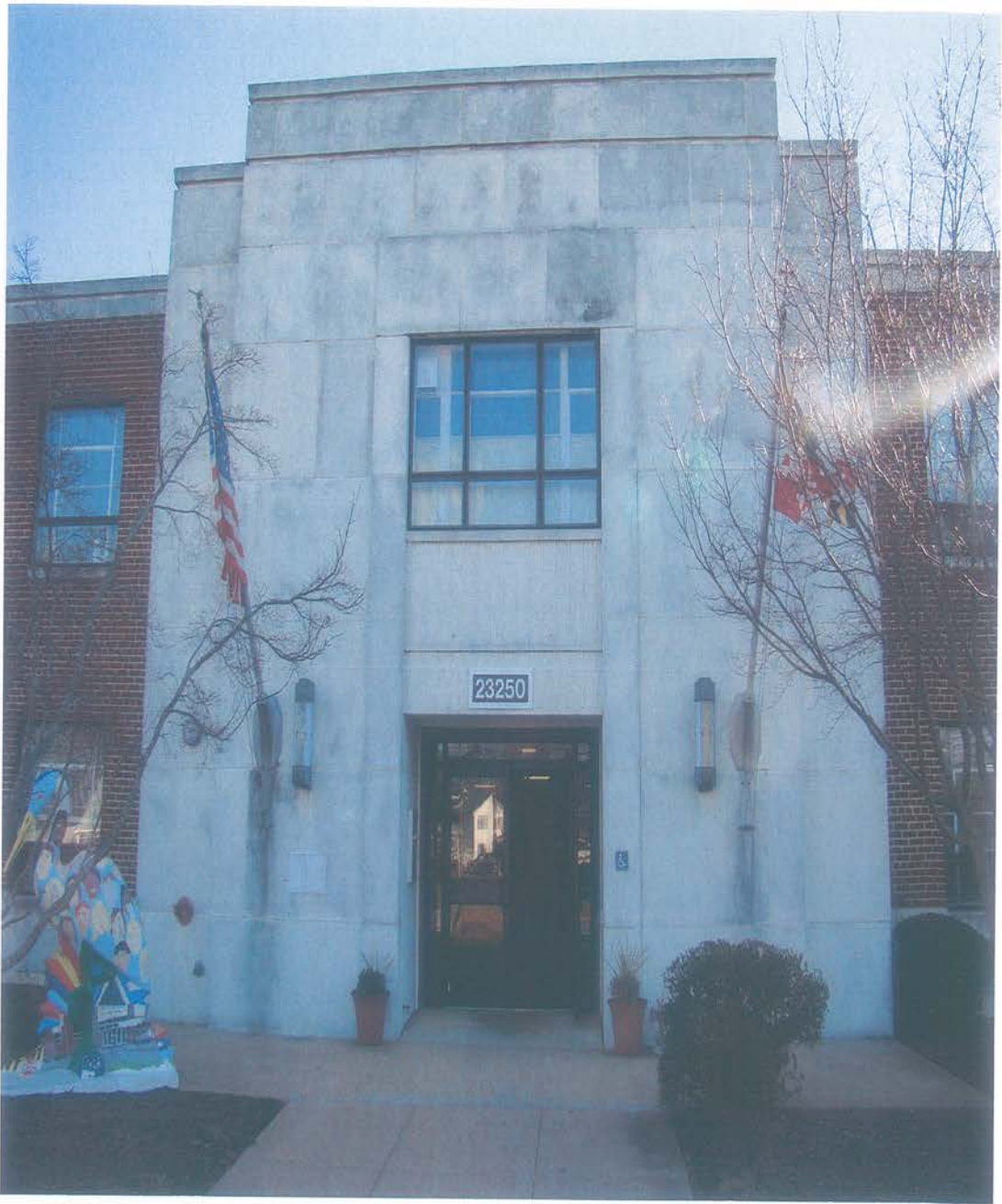
## GLOSSARY

Income Tax	Until tax year 1999, the local rate was expressed as a percentage of the State personal income tax liability. Effective with tax year 1999, the ratio is expressed as a percentage of taxable income.
Investment	Securities purchased and held for the production of income in the form of interest and dividends. An investment instrument is the specific type of security which a government purchases and holds.
Modified Accrual	The basis of accounting under which expenditures are recorded when the related fund liability is incurred and revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). In St. Mary's County, the modified accrual basis of accounting is used by all governmental fund types which include the general fund.
Non-County Agencies	Those public entities, non-profit private entities, and private entity agents of County government which may receive some funding from the County government in support of their efforts but where no legal funding requirement exists.
Object of Expenditure	Expenditure classifications based upon the types of categories of goods and services purchased. In St. Mary's County government, this includes personal services, operating supplies, professional services, communications, transportation, utilities, repairs and maintenance, operating expenses, rentals, insurance, miscellaneous, and equipment and furniture. These objects of expenditures are delineated in more detail in the accounting system according to account elements.
Operating Budget	The annual budget which supports the day-to-day operations of the County government. Most of the expenditures occur in the general fund, but there are also some operational costs funded through enterprise and special revenue funds.
Operating Expenditures	The costs of day-to-day operations such as personnel, materials, and equipment required for a department to function.
Performance/Workload Indicator	Specific quantitative and qualitative measures of work performed or to be accomplished within an activity or program (e.g., total number of permits processed). Also, a specific quantitative measure of results obtained through an activity or program (e.g., percentage of library materials available within seven days of the request at a specific branch library).
Personal Services	Expenditures related to compensating employees, including salaries, wages, and fringe benefit costs.
Property Tax	Tax on the value of real and personal property and is levied almost exclusively by local governments. In Maryland, the State Department of Assessments and Taxation is responsible for the valuation and assessment of all property in the State. The local government is responsible for setting the tax rate to be applied to the property assessments to generate revenues in support of the local budget. The property tax is the major revenue source in Maryland county governments and is collected by the Treasurer.
Reserve	A portion of a fund's assets that is restricted for a specific purpose and not available for appropriation or expenditure.
Revenue	Funds that a government receives as income and represents an increase in net financial resources. These receipts may include tax payments, interest earnings,



## GLOSSARY

	service charges, fees, grants, intergovernmental payments, and other miscellaneous sources.
Special Assessment Fund	A fund to account for the provision and financing of certain public improvements which primarily benefit particular taxpayers against whose properties special assessments are levied (e.g., shore erosion control districts). The special assessments fund the repayment of costs increased for the capital improvements, including debt service.
Special Revenue Fund	A fund used to account for revenues from specific taxes or other earmarked revenue sources which by law are designated to finance particular functions or activities of government.
State Agencies/	Certain organizational entities are either State agencies or legally independent Boards and not directly responsible to the Board of County Commissioners. However, the County is responsible for providing partial or full funding support. Examples include the Supervisors of Elections and the Board of Education.
Transfer Tax	A tax imposed on instruments transferring title to real property. Transfer tax revenues in St. Mary's County are a dedicated source of revenue for the capital budget.
User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.



Old Leonardtown Armory (Library)