



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



**APPROVED BUDGET
FISCAL YEAR 2018**



ST. MARY'S COUNTY, MARYLAND

APPROVED REVENUES AND APPROPRIATIONS
OPERATING AND CAPITAL BUDGETS

FISCAL YEAR 2018

COMMISSIONERS OF ST. MARY'S COUNTY



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

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St. Mary's County Government

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Equal Opportunity County

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, 2016

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

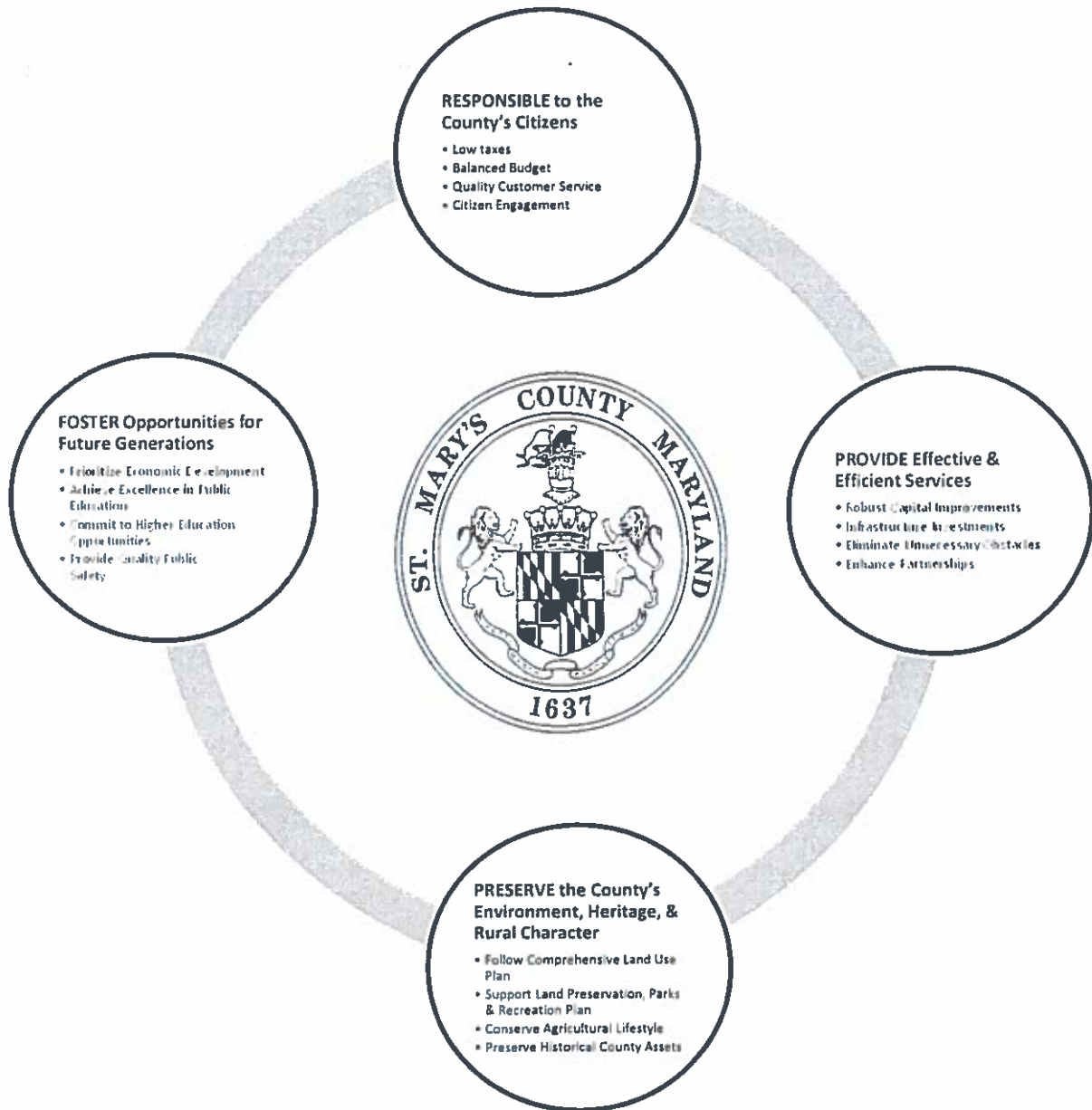


TABLE OF CONTENTS

PAGES

GFOA Distinguished Budget Presentation Award.....	I
The Mission of the Commissioners of St. Mary's County.....	II
Table of Contents.....	III-VII

INTRODUCTION

Introduction

Approved Operating & Capital Budget Signature Page.....	1
Budget Message	2-3
The St. Mary's County Budget Process.....	4
The Budget Timeline Chart.....	5
Readers' Budget Guide	6
Reading a Typical Budget Page – Operating Budget	7
Reading a Typical Budget Page – Capital Budget.....	8-9
Total Approved FY2018 Budget Summary.....	10
Description of Funds.....	11
Department or Agency / Fund Relationship.....	12
Basis of Accounting / Budgeting	13
FY2018 Total Operating Budget By Fund – Chart.....	14
FY2018 Total Budget Revenues – Chart.....	15
FY2018 Total Budget Expenditures – Chart.....	16

OPERATING BUDGET

General Operating Fund

Budget Highlights.....	18-20
General Fund Revenue Structure.....	21
General Fund Revenues – Summary.....	22
General Fund Revenues – Summary Chart.....	23
General Fund Revenues – Detail.....	24-28
General Fund Expenditures – Summary By Function Detail.....	29-32
General Fund Expenditures – Summary By Department/Spending Unit.....	33
General Fund Expenditures – Summary Chart.....	34
General Fund Budget Structure.....	35
General Fund Expenditures – Detail By Department/Spending Unit.....	36-51
General Fund – Multi-Year Projections.....	52

Department / Spending Units - Program Description / Highlights

County Commissioners/County Administrator.....	54-55
Department of Aging and Human Services.....	56-59
Office of County Attorney.....	60
Department of Economic Development.....	61-62
Department of Finance.....	63
Department of Human Resources.....	64-65
Department of Land Use and Growth Management.....	66-72
Department of Public Works and Transportation.....	73-76
Department of Recreation and Parks.....	77-78
Department of Emergency Services and Technology.....	79

TABLE OF CONTENTS

	<u>PAGES</u>
<u>Elected Officials</u>	
Circuit Court.....	81
Orphans' Court.....	82
Office of the Sheriff.....	83-86
Office of the State's Attorney.....	87-88
Office of the County Treasurer.....	89
<u>State Agencies / Independent Boards</u>	
Department of Health.....	91-92
Department of Social Services.....	93
Alcohol Beverage Board.....	94
Board of Elections.....	95
University of Maryland Extension Service – St. Mary's County.....	96-97
Ethics Commission.....	97
Forest Conservation Board.....	98
Soil Conservation District.....	99
Southern Maryland Resource Conservation & Development Board, Inc.....	100
Southern MD Tri-County Community Action Committee, Inc.....	101
Tri-County Council for Southern Maryland.....	102
Tri-County Youth Services Bureau, Inc.....	103
State Department of Assessments & Taxation (SDAT).....	104
Southern Maryland Higher Education Center.....	104
Board of Education.....	105-106
College of Southern Maryland.....	106
Board of Library Trustees.....	107
<u>Other Budget Costs</u>	
Appropriation Reserve.....	109
Leonardtown Tax Rebate.....	109
Employer Contributions – Retiree Health Benefits & Unemployment Costs.....	109
General / Bank Administration Costs.....	109
Debt Service.....	110
Transfers & Reserves.....	110
<u>Enterprise and Special Revenue Funds</u>	
Enterprise and Special Revenue Funds Narrative.....	111
Recreation and Parks Enterprise Fund.....	112
Wicomico Shores Golf Enterprise Fund.....	113
Solid Waste and Recycling Fund.....	114
Miscellaneous Revolving Fund.....	115
Emergency Services Support Fund.....	116
Fire Tax.....	117
Rescue Tax.....	118
Special Assessment Fund.....	119
<u>CAPITAL BUDGET</u>	
<u>Capital Improvements Fund</u>	
St. Mary's County Approved FY2018 Capital Improvement Budget.....	122-123
FY2018 Capital Budget Funding Sources – Chart.....	124

TABLE OF CONTENTS

	<u>PAGES</u>
FY2018 Capital Budget Projects – Chart	125
Capital Improvements Budget & 5-Year Plan.....	126-128
FY2019-2023 Capital Plan Funding Sources – Chart.....	129
FY2019-2023 Capital Plan Projects – Chart.....	130
<u>Capital Projects - Public Facilities</u>	
Airport Master Plan.....	132-133
Airport Improvements.....	134-135
Fire & Rescue Revolving Loan Fund.....	136-137
Energy Efficiency and Conservation Projects.....	138-139
Parking and Site Improvements.....	140-141
Advanced Life Support New Building.....	142-143
Leonardtown Library and Garvey Senior Center.....	144-145
Northern Senior Activity Center Addition.....	146-147
Bi-County Regional Animal Shelter New Building.....	148-149
Adult Detention Center Upgrades, Housing and Medical Units.....	150-151
Health Department Renovations.....	152-153
Charlotte Hall Farmers Market Relocation.....	154-155
Building Maintenance and Repair Projects – Critical.....	156-157
Building Maintenance and Repair Projects – Programmatic.....	158-159
Enterprise Software Upgrade.....	160-161
Leonardtown Armory Renovations.....	162-163
Salt Storage Facility Replacement.....	164-165
<u>Capital Projects – Highways</u>	
Patuxent Park Neighborhood Preservation Program.....	168-169
Buck Hewitt Road – Phase 4.....	170-171
Regional Water Quality & Nutrient Removal.....	172-173
FDR Boulevard Extended (MD4 to Pegg Rd.).....	174-175
Buck Hewitt Road Sidewalk – North Side.....	176-177
Street Lighting & Streetscape Improvements.....	178-179
Bridge / Culvert Replacement and Repair.....	180-181
Retrofit Sidewalk Program.....	182-183
Roadway Base Widening & Repairs.....	184-185
Removal of Roadside Obstacles.....	186-187
Asphalt Overlay.....	188-189
Modified Seal Surface Treatment.....	190-191
Southampton Neighborhood Revitalization.....	192-193
CSM/Government Center Inter-parcel Access.....	194-195
<u>Capital Projects - Marine</u>	
St. Jerome's Creek Jetties.....	198-199
St. Patrick Creek Maintenance Dredge.....	200-201
South Sandgates Revetment	202-203
<u>Capital Projects - Land Conservation</u>	
Agricultural Land Preservation Programs.....	206-207
Rural Legacy Program.....	208-209

TABLE OF CONTENTS

	<u>PAGES</u>
<u>Capital Projects - Recreation and Parks</u>	
Leonardtwn Park.....	212-213
St. Clement's Island Museum Renovations.....	214-215
Park Land and Facility Acquisition.....	216-217
Three Notch Trail Phase Seven.....	218-219
Elms Beach Park Improvements.....	220-221
Chaptico Park – Phased Development.....	222-223
Recreation Facilities and Park Improvements.....	224-225
Sports Complex.....	226-227
Central County Park.....	228-229
Myrtle Point Park.....	230-231
Three Notch Trail Phase Eight.....	232-233
Shannon Farm Property.....	234-235
Recreation / Community Center.....	236-237
<u>Capital Projects - Public Landings</u>	
Derelict Boat Removal.....	240-241
<u>Capital Projects - Public Schools</u>	
Relocatables for Various Sites.....	244-245
Qualified Zone Academy Bond.....	246-247
Aging School Program.....	248-249
New Elementary School – Central County.....	250-251
DSS IT and Warehouse Facility.....	252-253
Park Hall E. S. – Roof/HVAC Replacement & Sewer Lift Station.....	254-255
Hollywood E. S. – Roof / HVAC Replacement & Emergency Power.....	256-257
High School Science Lab Study.....	258-259
Building Infrastructure – Critical.....	260-261
Building Infrastructure – Programmatic.....	262-263
Green Holly Elementary School – Partial Roof Replacement.....	264-265
Great Mills High School – Partial Roof Replacement.....	266-267
Green Holly Elementary School – Switch Gear & HVAC Replacement.....	268-269
Dynard E. S. – Roof & HVAC Replacement / Emergency Power.....	270-271
Lettie Marshall Dent E. S. – Addition, HVAC, Electrical & Tank.....	272-273
Secondary Capacity Option Study.....	274-275
Mechanicsville Elementary School Modernization.....	276-277
New Middle & High School Facility.....	278-279
<u>APPENDIX</u>	
<u>St. Mary's County Organization and Employees</u>	
St. Mary's County Government Organizational Chart.....	281
Change in FTE Positions – Approved FY2018 Operating Budget.....	282
Authorized County Government Positions – Summary.....	283
Authorized County Government Positions – Detail.....	284-292
St. Mary's County Salary Schedule – Regular County Employees.....	293-294
St. Mary's County Salary Schedule – Law Enforcement.....	295-296
St. Mary's County Salary Schedule – Corrections.....	297-298
St. Mary's County Salary Schedule – State's Attorney.....	299

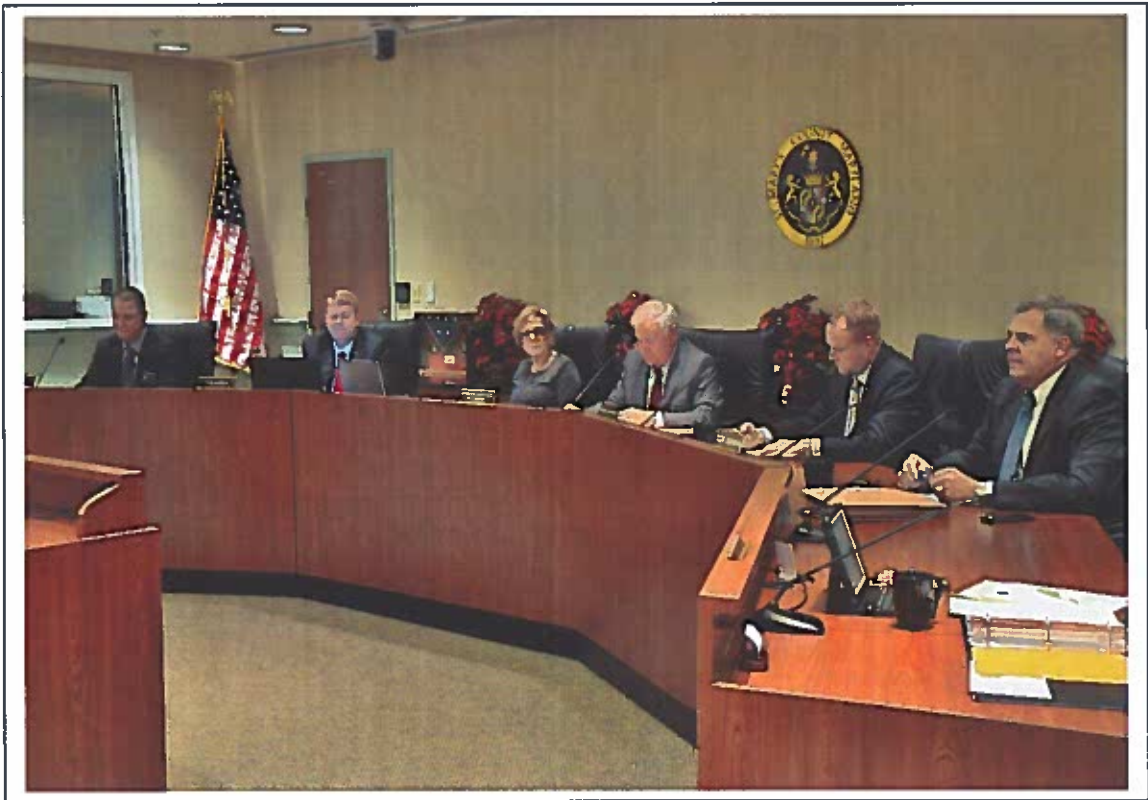
TABLE OF CONTENTS

PAGES

Miscellaneous Information-

Taxes/History&Facts/Ordinances/Policies/ Fees

St. Mary's County Tax Rates.....	301
Comparison of Selected Taxes and Fees by Subdivision – FY2017.....	302
Impact of Local Taxes.....	303
St. Mary's County Property Tax Rates.....	304
St. Mary's County Assessable Property Base.....	305
Debt and Fund Balance Narrative.....	306
Long-term Obligations.....	307
Debt Affordability.....	308
St. Mary's County Legal Debt Margin Under Existing Law.....	309
Fund Balance - Summary FY2016 Audit.....	310
Fund Balance - Notes to Financial Statements FY2016.....	311-312
History – General Fund Revenues/Expenditures & Fund Balance.....	313
History – General Fund Summary of Fund Balance.....	314
St. Mary's County – Brief Economic Facts.....	315-318
Investment Policy Resolution 1995-38.....	319
St. Mary's County Investment Policy.....	320-332
Debt Policy Resolution 2009-28.....	333-334
St. Mary's County Debt Policy.....	335-342
Fund Balance Policy Resolution 2015-30.....	343-346
Revenue Tax Ordinance 2017-13.....	347-354
Appropriation Ordinance 2017-14.....	355-359
Repeal & Re-enact Development Impact Fee Ordinance 2017-15.....	360-365
Tax Credit for Certain Elderly / Veterans Ordinance 2017-16.....	366-368
Code of St. Mary's County Chapter 27 – Budgetary and Fiscal Procedures.....	369-371
St. Mary's County Fees and Charges FY2018.....	372-382
Glossary.....	383-386



ST. MARY'S COUNTY
APPROVED OPERATING AND CAPITAL BUDGETS
FOR FISCAL YEAR 2017-2018

The Approved Budget for St. Mary's County for Fiscal Year beginning July 1, 2017 and ending June 30, 2018, as represented by the detailed and fully itemized statement contained within the "Approved Budget Document", is this date, May 16, 2017 approved by the Commissioners of St. Mary's County.

THIS DATE:

May 16, 2017

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





James R. Guy, President



Michael L. Hewitt, Commissioner



Tom Jarboe, Commissioner



Todd B. Morgan, Commissioner



John E. O'Connor, Commissioner

ATTEST:



Dr. Rebecca Bolton Bridgett
County Administrator



L. Jeannett Cudmore
Chief Financial Officer

FY2018 APPROVED BUDGET MESSAGE

TO THE CITIZENS OF ST. MARY'S COUNTY:

The Commissioners of St. Mary's County approved this FY2018 Budget on May 16, 2017. It is based on recurring revenues of \$221,324,105, a decrease of \$842,918 compared to the FY2017, principally due to the reduction of non-recurring grants. Recurring expenses are limited to this funding level. Allocation to the Board of Education increases their recurring funding by \$2.4 million. Funding for the Sheriff's Office is increased by \$1.8 million over the FY2017 approved. The capital budget includes funding for the Replacement Leonardtown Library & Garvey Senior Center facilities, FDR Boulevard, Advanced Life Support New Building, Asphalt Overlay, and \$7.2 million in public school projects, for a total of \$50.5 million.

Revenue Rates

The County's Property tax is reduced by \$566,050 as a result of implementing the Constant Yield Tax (CYT) rate of \$.8478, a reduction of .0045. Assessments from the State grew by 2.1% compared to final assessments for FY2017, reflecting a modest growth. The Property Tax Revenue increase is approximately \$1.4 million or 1.4%, over the FY2017 Approved Budget. A new senior tax credit is reflected for those 65 years old that are either a retired veteran or who have lived in the same dwelling for the last 40 years is set at 10%. The senior tax credit programs collectively reduce property taxes by an estimated \$1,185,000.

The County's Income tax rate will remain at 3% and revenue is expected to increase \$3 million. The income tax revenue for FY2018 reflects an assumed 4.0% growth in taxable income – same as the prior year. The average 3 year growth TY2013 – TY2015 is 3.3%, payments received in FY2017 reflect a 1.3% increase over FY2016 for same time period.

Revenues, excluding grants, are estimated to increase by approximately \$5.2 million over FY2017. 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 FY2022.

Allocations Reflect Community Priorities

The County's allocation to the Sheriff increased by 4.7% for non-grant activities. Funding increase reflects a net increase of 5 positions, increased overtime and promotional ranks. The ADC project has A/E funding in FY2018 with construction in FY2019 & FY2020, for a total project cost of \$25.2 million. Project includes \$9.8 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 2.5%, which brings total county funding to \$102,189,940; State-mandated maintenance of effort requires \$100,850,888. When combined with State and other funding, the Board of Education operating is \$210,326,750, 1.1% increase over FY2017 Approved Budget.

Funding for County department based activities and programs, excluding grants decreased by 2.5%, primarily from employee turnover and the removal of non-recurring items. A merit increase was provided to employees as well as vehicle replacements.

Maintaining Adequate Reserves

The June 30, 2016 audit reflects an unassigned general fund balance of \$21.5 million. The ratio of County reserves to Revenue percentage is 17.03%. We maintained our practice of not using fund balance for recurring costs, since that only compounds the effect in future years, as fund balance needs to be replaced with recurring and sustainable revenues. 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 \$3.0 million; this reflects payment to current retirees only. The County Net OPEB Obligation Credit is estimated to be \$18 million at June 30, 2017. Debt Service reflects an increase of \$620,911 for full payment of Bonds sold in FY2017.

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 under 10%.

In the six year plan, Debt to Assessed Value ratio ranges from 1.47% to 2.0%. The Debt Service expense to Operating Revenues ratio ranges from 5.12% to 5.98%. We are well within Debt Affordability on both ratios.

Positioning County Services for Stability

This Approved Budget is our proposed fiscal plan for FY2018. 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:

August/September

- Department of Finance works with Commissioners of St. Mary's County to set the budget calendar as well as the parameters to be used for budget development

October

- Spending units receive budget instructions, guidelines, and forms for the next fiscal year.

November

- Review CIP Plan from prior year – receive changes from Commissioners

December

- General budget guidelines developed.
- Multi-year estimates of reserves and baseline expenses developed by Department of Finance working with departments
- Presentation of economic outlook to County Commissioners and set budget parameters.

January

- Capital budget requests presented to Commissioners of St. Mary's County.

February

- Spending units transmit budgetary requests to the Department of Finance.
- Departments present Capital Budgets and plans to the Planning Commission for recommendation
- Staffs review of operating and capital budget requests by County departments and agencies.

March

- County Administrator and Finance develop a recommended budget for consideration to the County Commissioners. Weekly budget work sessions are held.
- County Commissioners consider recommended budget impact on debt affordability.
- County Commissioners review and finalize a Recommended Budget.

April

- County Commissioners hold public hearing on Recommended Budget.

May

- Commissioners of St. Mary's County consider input received at the public hearing.
- Commissioners direct the reconciliation of available resources, including revenues and fund balance, to the spending plan / budget.
- Commissioners adopt resolution approving a final budget and tax rates for the new fiscal year (required on or before June 1).

July / August

- New fiscal year begins
- Budget Book published and released

THE BUDGET TIMELINE CHART

	Jul-Aug	Sep-Oct	Nov-Dec	Jan-Feb	Mar-Apr	May-Jun
Fiscal Year Begins						
Budget Book published & released						
BUDGET DEVELOPMENT TO REQUESTS:						
Budget Calendar presented & approved by CSMC						
Budget parameters for next fiscal year developed and approved by CSMC						
Spending Units receive budget instructions & guidelines for next fiscal year						
<u>CSMC Work Sessions</u> - discuss specific projects, changes / development to CIP; review of unexpended; debt capacity						
<u>CSMC Work Sessions</u> - Review of revenue estimates, selected cost parameters, topical issues & multi-year budget plan						
Presentation of economic outlook to County Commissioners						
Capital budget requests submitted & presented to CSMC						
Training for budget preparation to fiscal staff of spending units by Finance						
Volunteer Fire/Rescue tax rate changes (only) submitted, reviewed, approved by CSMC for local public hearing; public hearing held						
Spending Units budget requests submitted to Finance & reviewed for inclusion to the Recommended Budget						
BUDGET REQUESTS TO APPROVED BUDGET:						
<u>CSMC Work Sessions</u> - Complete CIP budget package for Recommended Budget is reviewed & finalized including operating impact and multi-year budget plan; approved by CSMC						
Planning Commissioner approval of CIP Recommended Budget						
<u>CSMC Work Sessions</u> - review and finalization of Recommended Operating Budget; approved by CSMC						
County Commissioners hold public hearing on Recommended Budget						
Public comment & final revisions of both Operating & CIP completed including set tax rates						
Commissioners adopt resolution approving a final budget and tax rates for the new fiscal year						

*CSMC - Commissioners of St. Mary's County

Operating & Capital Budgets



Capital (CIP)



Operating



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 FY2016 expenditures, the approved FY2017, and the requested and approved FY2018 budgets. It also includes a description of the spending unit's programs and responsibilities, and highlights of the budget for FY2018. 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 FY2019 – FY2022. 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 FY2018 Capital Budget and Five-Year Capital Program (FY2019 to FY2023). Individual project pages are presented within the following project categories: Public Facilities, Highways, Marine, Land Conservation, Recreation and Parks, Public Landings, and Public Schools. Each project page contains a project description, planning justification, location, project cost by phase and year, funding source, other background information/comments, discussion of changes from the prior approved budget/plan, and a section on impact on annual operating budget.

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 2018 BUDGET – How to Read the Budget Page

<p>Reading a typical budget page</p>	<p>Operating Budget</p> <p>The budget document presents in a standard format, the operating budget for each department and spending unit. The typical budget page describes the functions of the organization, actual and estimated expenditures over a three-year period, and major highlights of the new budget. Quantitative indicators of workload and performance are also presented.</p>
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The name of the organization

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

Describes functions, activities, and goals of the organization positions

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

OFFICE OF THE COUNTY ATTORNEY				
	FY2016 Actual	FY2017 Approved	FY2018 Request	FY2018 Approved
Total County Attorney	630,686	681,776	681,776	692,294
Program Description				
<p>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.</p>				
Budget Highlights				
<p>The budget for the County Attorney is \$692,294, an increase of \$10,518 or 1.5%. This increase is attributed to the county employee compensation changes mentioned in the budget highlights. Included in this budget is the realignment of expenditures related to the tax sale to be in a designated account specific to those costs for tracking purposes.</p>				
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018	
Animal Control/Municipal Infractions	19	25	35	
Boards & Commissions Inquiries	830	840	845	
Complaints	5	10	12	
Guardianship Cases	8	10	12	
Legislation				
Bills Reviewed	3,100	3,200	3,250	
Fiscal Note Requests Processed	65	73	80	
St. Mary's County Legislation Passed	7	18	12	
Legislative Items Tracked & Maintained on SMC Website	60	69	75	
Notice of Claim	12	17	20	
Municipal Infractions	10	8	15	
Public Information Requests	79	95	100	
Tax Sales	41	38	54	

Funds requested in New Year

Funds approved in New Year

Original approved budget

Audited actual expense

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

FISCAL YEAR 2018 BUDGET – How to Read the Budget Page

<p>Reading a typical budget page</p>	<p>Capital Budget</p> <p>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.</p>
---	---

A TYPICAL CAPITAL BUDGET PAGE

Project Number

Specific capital project →

Description of project purpose and scope →

Planning details →

Specific address →

Prior year funding →

Project expenses →

Total estimated project costs →

Specific source of funds for project by year →

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Health Department Renovations	PF-1803	Public Facilities

DESCRIPTION:
 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

PLANNING JUSTIFICATION:

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:
 10.2.2.B Meet the existing and future demands of the population for community and social services P. 10-3

LOCATION:
 3rd Election District, St. Mary's County Health Department in Leonardtown, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Five Year Capital Program					Balance to Complete	
			Budget FY2018	FY2019	FY2020	FY2021	FY2022		FY2023
ARCHITECT/ENGINEERING	282,000	0	0	282,000	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
RENOVATION / RETROFIT	2,100,000	0	0	0	0	2,100,000	0	0	0
CONDITION IMPROVEMENTS	255,000	0	0	0	0	150,500	104,500	0	0
INSPECTION / CONSTR SERVICES	85,000	0	0	0	0	85,000	0	0	0
EQUIPMENT (F&E and IT)	55,000	0	0	0	0	55,000	0	0	0
OTHER (Contingencies and bonds)	210,000	0	0	0	0	210,000	0	0	0
TOTAL COSTS	2,987,000	0	0	282,000	0	2,600,500	104,500	0	0

FUNDING SOURCE	Total Project	Prior Approval	Five Year Capital Program					Balance to Complete	
			Budget FY2018	FY2019	FY2020	FY2021	FY2022		FY2023
COUNTY FUNDS:									
COUNTY BONDS	2,987,000	0	0	282,000	0	2,600,500	104,500	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS (State Bond Bill)	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	2,987,000	0	0	282,000	0	2,600,500	104,500	0	0

General budget category of capital project ←

Funds appropriated in current year for the project ←

Estimated costs of project phases over the next 5 years ←

Total funding for project ←

FISCAL YEAR 2018 BUDGET – How to Read the Budget Page

Reading a typical budget page	<p>Capital Budget</p> <p>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.</p>
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CONTINUATION SHEET

Specific capital project →	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 45%;">PROJECT TITLE</th> <th style="width: 15%;">PROJ. NO.</th> <th style="width: 40%;">PROJECT CLASSIFICATION</th> </tr> <tr> <td>Health Department Renovations</td> <td>PF-1803</td> <td>Public Facilities</td> </tr> </table>	PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION	Health Department Renovations	PF-1803	Public Facilities	← General budget category of capital project																																																										
PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION																																																																
Health Department Renovations	PF-1803	Public Facilities																																																																
Other background information / comments →	<p>OTHER BACKGROUND INFORMATION/COMMENTS: The existing facility is 29,600 square feet and was extensively renovated in 1987/88 when it was converted from the St. Mary's County Nursing Home to the St. Mary's County Health Department. Project includes the renovation of a portion of the interior space that will be vacated by the Cooperative Extension Service and adjacent operational areas (9,000 s.f.) as well as the community education areas (2,500 s.f.). Recommendations from the facilities systems condition evaluations (to include the HVAC system) was performed in FY2014 and is incorporated as a part of the scope. Minor restriping of the parking lot on the northeast side of the facility will provide additional dedicated parking for customers and for persons with disabilities. Space needs was also evaluated during CY2014 as a part of project PF1409. Construction cost includes upgrade of fire/burglar alarms and installation of 911 auto dial-up for HVAC maintenance systems. Updated design costs based on scope. Results of Facilities Conditions Assessments (completed in CY2014) were added to the scope of the limited renovation project. FY2021: replace exterior windows (\$100K), replace AC chiller and IT closet split system (\$32K), replace back-up generator and hot water heaters (\$18.5K). FY2022: Clean, repair (tuck-point) exterior masonry walls, stairs, handrails (\$53.5K), exterior paint (\$28.5K), replace rooftop HVAC unit (\$22.5K). The two existing flag poles will be relocated and a third pole added.</p>																																																																	
Prior budget →	<p>DISCUSSION OF SHIFT CHANGE FROM FY2017 APPROVED BUDGET/PLAN: Shift project one (1) year as no State Bond Bill(s) are available for design and construction and change funding to County Bonds. Expenditure of County funding is contingent upon confirmed and available Federal/State funds. On December 7, 2015 and January 14, 2016, DPWT requested the Health Department provide an update on the status of Bond Bills, if any. There may also be approximately \$5.2M in grant funds available annually from DHMH Office of Capital Planning and Engineering Services to assist with the project (a very competitive process).</p>																																																																	
Staffing requirements →	<p>INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr> <th style="width: 35%;">DESCRIPTION</th> <th style="width: 7%;">FY2018</th> <th style="width: 7%;">FY2019</th> <th style="width: 7%;">FY2020</th> <th style="width: 7%;">FY2021</th> <th style="width: 7%;">FY2022</th> <th style="width: 7%;">FY2023</th> </tr> </thead> <tbody> <tr> <td>STAFFING -FTEs</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PERSONAL SERVICES COSTS</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>CONTRACTED SERVICES (moving)</td> <td>0</td> <td>0</td> <td>0</td> <td>5,000</td> <td>0</td> <td>0</td> </tr> <tr> <td>TRAILER FACILITY RENTAL (12 months)</td> <td>0</td> <td>0</td> <td>0</td> <td>75,000</td> <td>0</td> <td>0</td> </tr> <tr> <td>UTILITIES</td> <td>0</td> <td>0</td> <td>0</td> <td>10,000</td> <td>0</td> <td>0</td> </tr> <tr> <td>RECORDS STORAGE</td> <td>0</td> <td>0</td> <td>0</td> <td>4,000</td> <td>0</td> <td>0</td> </tr> <tr> <td>OTHER (Information Technology)</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>TOTAL COSTS</td> <td>0</td> <td>0</td> <td>0</td> <td>94,000</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	STAFFING -FTEs	0	0	0	0	0	0	PERSONAL SERVICES COSTS	0	0	0	0	0	0	CONTRACTED SERVICES (moving)	0	0	0	5,000	0	0	TRAILER FACILITY RENTAL (12 months)	0	0	0	75,000	0	0	UTILITIES	0	0	0	10,000	0	0	RECORDS STORAGE	0	0	0	4,000	0	0	OTHER (Information Technology)	0	0	0	0	0	0	TOTAL COSTS	0	0	0	94,000	0	0	Incremental operating costs in current year for the project
DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023																																																												
STAFFING -FTEs	0	0	0	0	0	0																																																												
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TOTAL COSTS	0	0	0	94,000	0	0																																																												
Discussion of operating budget impact →	<p>DISCUSSION OF OPERATING BUDGET IMPACT: 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 client to the visit). Hence the two trailers. Temporary lobby/waiting rooms must also be provided.</p>		Incremental operating costs of project – over the next 5 years																																																															
Additional impact on operating budget, if applicable →																																																																		

FY2018 APPROVED BUDGET SUMMARY

<u>FUND DESCRIPTION</u>	<u>FY2016 ACTUAL</u>	<u>FY2017 APPROVED</u>	<u>FY2018 REQUESTED</u>	<u>FY2018 APPROVED</u>
General Fund	\$220,662,067	\$222,167,023	\$ 221,913,672	\$221,324,105
Enterprise Funds				
Recreation and Parks Activity Fund	2,326,792	3,602,861	3,811,816	3,811,816
Wicomico Shores Golf Fund	1,224,683	1,385,283	1,426,562	1,407,361
Solid Waste & Recycling	3,951,884	4,462,501	4,659,703	4,374,568
Special Revenue Funds				
Miscellaneous Revolving Fund	212,249	510,166	535,096	535,714
Special Assessments Fund	48,951	55,615	55,615	48,694
Emergency Services Support Fund	2,860,898	3,113,277	3,485,706	3,287,863
Other Operating Funds - Independent Boards (Non-Appropriated State, Federal, Miscellaneous Funds)				
Board of Education - General Operating	90,637,466	105,247,353	108,088,153	108,136,810
Board of Education - Restricted Fund	12,870,181	20,787,264	21,340,757	21,574,861
Board of Education - Revolving Fund	7,166,287	7,650,703	7,880,420	7,880,420
Board of Library Trustees	901,350	986,387	1,009,800	986,281
College of Southern Maryland	8,492,131	10,257,448	10,306,382	10,254,168
Capital Projects Fund	37,342,012	36,460,838	54,964,397	50,581,291

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: public facilities, highways, marine, land conservation, recreation and parks, public landings, and public schools. 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, and 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
County Departments						
County Commissioners/County Administrator	✓					
Aging & Human Services	✓		✓			
County Attorney	✓					
Economic Development	✓	✓				
Finance	✓					
Human Resources	✓		✓			
Land Use & Growth Management	✓		✓			
Public Works & Transportation	✓	✓	✓	✓		
Recreation & Parks	✓	✓			✓	✓
Emergency Services & Technology	✓	✓	✓			
Elected Officials						
Circuit Court	✓					
Orphans' Court	✓					
Office of the Sheriff	✓	✓	✓			
Office of the State's Attorney	✓		✓			
Office of the County Treasurer	✓					
Boards and State Agencies*						
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

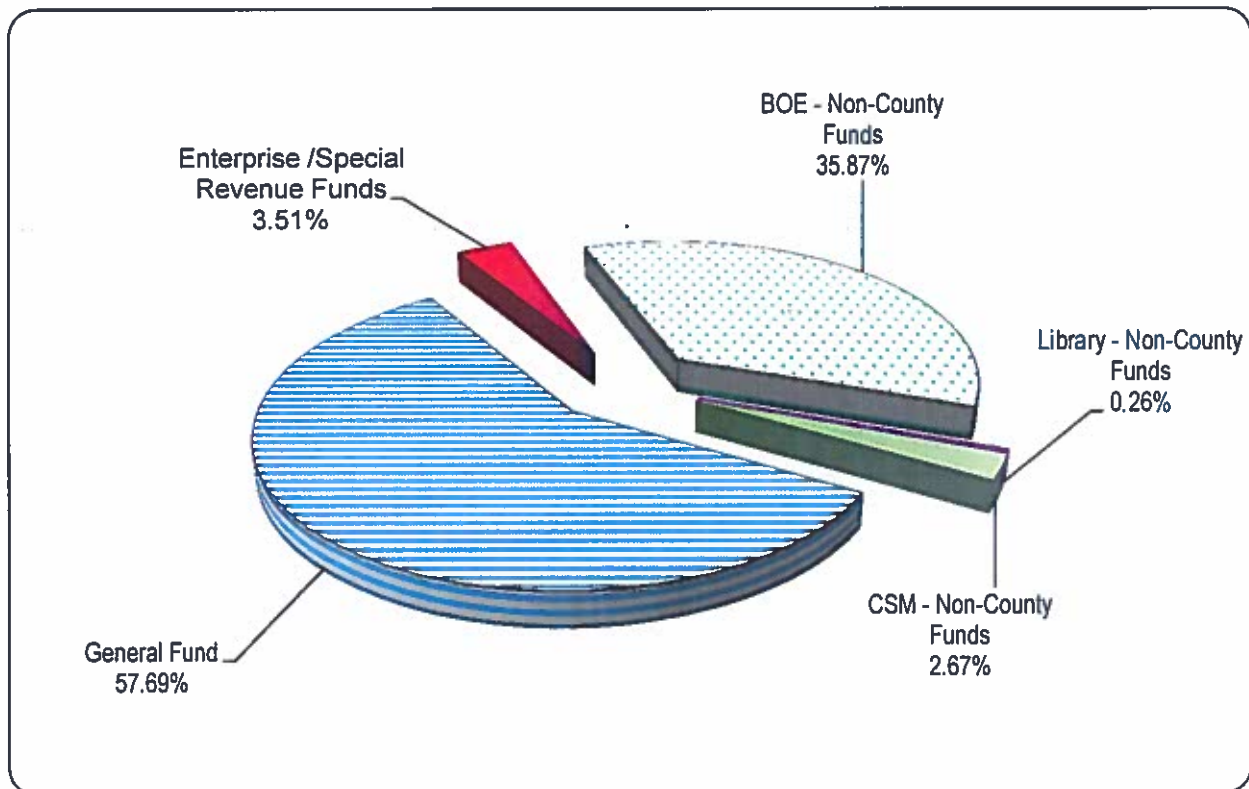
BASIS OF ACCOUNTING / BUDGETING

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

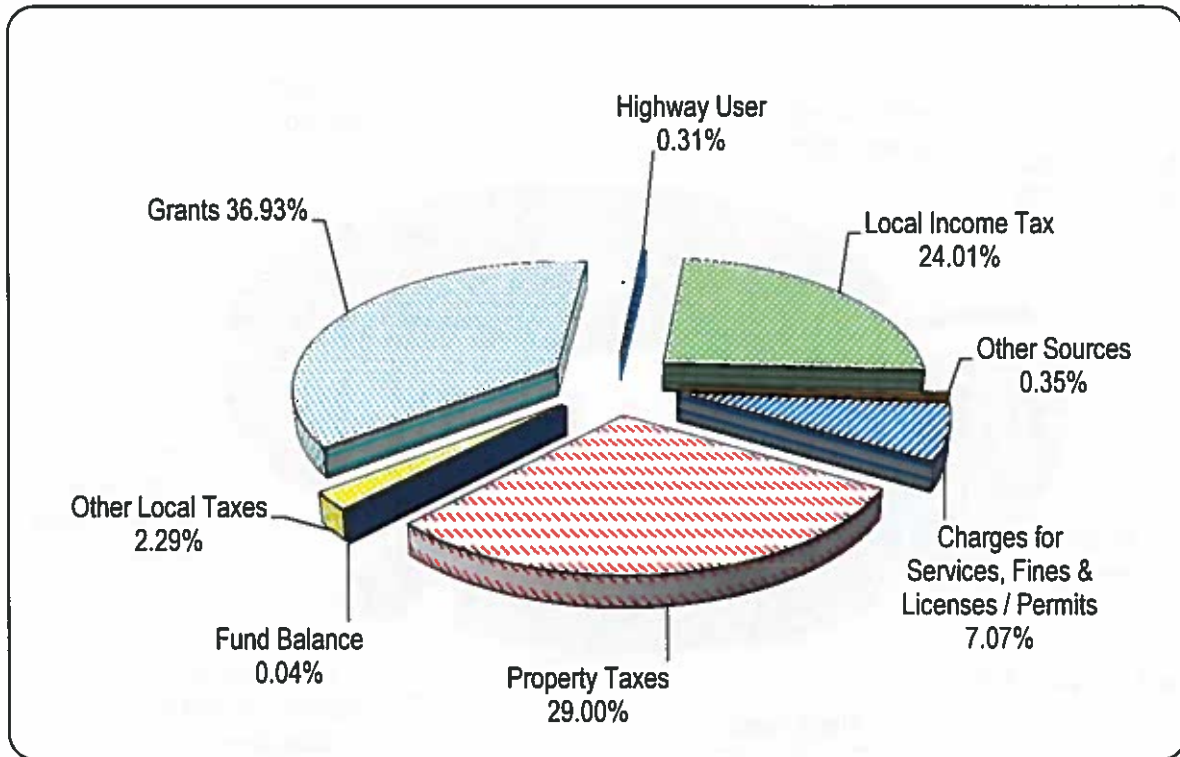
- a. **Accrual Basis** – The Commissioners of St. Mary's County, for both governmental and business-type activities use the accrual basis of accounting in their financial statements and also, the proprietary and fiduciary fund financial statements. Under the accrual basis of accounting, revenues are 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 2018 TOTAL OPERATING BUDGET - BY FUND



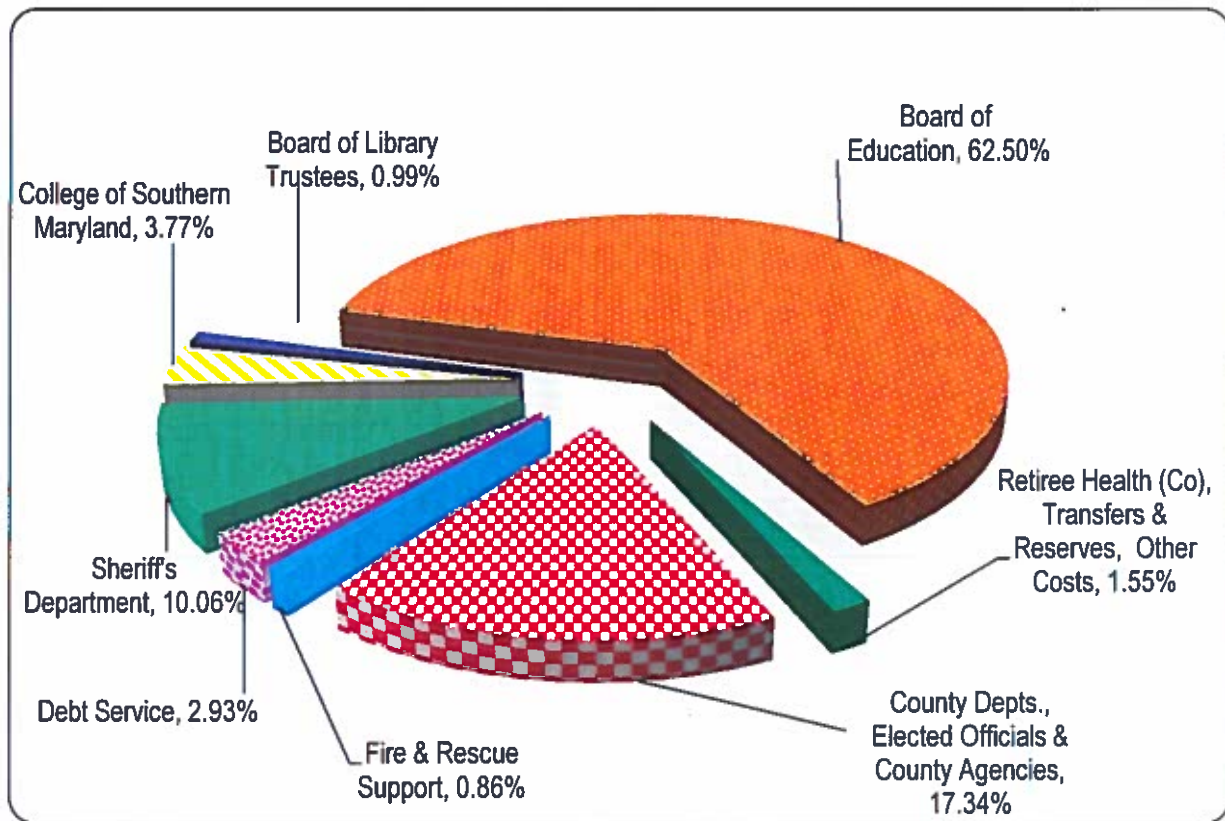
General Fund	\$221,324,105
Bd. of Education - Non-County Funds	137,592,091
Enterprise / Special Revenue Funds	13,466,016
CSM - Non-County Funds	10,254,168
Library - Non-County Funds	<u>986,281</u>
Total - All Funds	<u>\$383,622,661</u>

FY2018 TOTAL BUDGET - REVENUES



State / Federal Grants	\$141,682,469
Property Taxes	111,266,130
Local Income Tax	92,107,299
Charges for Services / Licenses / Fines	27,126,554
Other Local Taxes	8,778,694
Other Sources	1,355,331
Highway User Revenues	<u>1,181,558</u>
Sub-Total	383,498,035
Appropriation of Fund Balance	<u>124,626</u>
\$67,060 – by Library	
\$57,566 – by BOE	
Total Budget – Revenues	<u>\$383,622,661</u>

FY2018 TOTAL BUDGET - EXPENDITURES



Board of Education	\$239,782,031
County Departments, Other Elected Officials & Co. Agencies	66,520,444
Sheriff's Department	38,575,373
College of Southern Maryland	14,461,533
Debt Service	11,255,230
Board of Library Trustees	3,786,853
Fire & Rescue Support	3,287,863
Retiree Health (County)	3,000,000
Transfers & Reserves	1,848,418
Other Costs	<u>1,104,916</u>
Total Budget-Expenditures	<u>\$ 383,622,661</u>

GENERAL OPERATING FUND

BUDGET HIGHLIGHTS FY2018 APPROVED OPERATING BUDGET

Following represents brief highlights of budget changes between FY2017 and FY2018. For more detail, please refer to the appropriate sections of this Approved Budget Book.

GENERAL \$221,324,105 general fund budget, (\$842,918) or 0.4% less than the Approved FY2017.

This is comprised of revenues totaling \$221,324,105 a 0.4% decrease from FY2017 revenues. Fund Balance was not used in either the FY2017 or this Approved FY2018 Budget, reduction is due to non-recurring items in FY2017 which were removed.

Revenues

Real Property Tax Rate is approved to be reduced to \$.8478 per \$100 of assessed value, the Constant Yield Rate. Revenue loss by reducing to the Constant Yield Tax Rate decrease revenues by \$566,050 for both real and non-real property combined. Tax relief for residents is estimated at \$12 per household. Property tax revenue is estimated to increase \$1,469,145 over the FY2017 budget – to approximately \$108.3 million, 1.4%. 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. Enabling legislation passed by the State in the 2016 session, MD Code 9-258, allowing Counties to offer up to a 20% Senior Tax Credit for those that are 65 years old and has either lived in the same dwelling for at least the preceding 40 years; or who are retired veterans. In this Approved Budget, the County is increasing their Senior Tax Credits to include this credit at 10%. Based on the estimated number of seniors in this age group; the average credit will be \$250. Taxes saved by the qualifying senior residents as a result of these programs have increased from approximately \$935,000 in FY2017 to \$1,185,000 in FY2018.

St. Mary's County Income Tax rate remains at 3% of net taxable income. Income tax revenues are projected to increase \$3 million over the FY2017 budget, 3.5% to a total of \$92.1 million. Tax year 2015 returns demonstrated a growth rate of 4.8%, which was an increase from the 2014 tax return results of 4%. This demonstrates an improved economy since tax year 2013 which was only 1.1%. We are growing the estimate for FY2018 from tax year 2015 by 4% based on the average last three tax years, 3.3%. We are hopeful this trend continues. Recognizing that 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, FY2018 is based upon half of estimated tax for calendar/tax years 2017 and 2018. We also included \$5 million as an estimated distribution the State makes of unallocated receipts, penalties, and interest.

Other Local Taxes increase by 1.7% to a total of \$8,730,000. Each of these taxes has different patterns of activity during the year, and the estimates for FY2018 are based on the FY2017 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 FY2015 (\$281,650) compared to FY2016 (\$293,300). 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. Both FY2017 and FY2018 the State included an additional grant for Highway User, in FY2017 the grant was \$113,820 and FY2018 the State included \$365,518 above the planned allocation of \$816,040. The additional grant is being used as CIP Pay-Go to the Asphalt Overlay project in FY2018. Total State estimated revenues for St. Mary's are \$1,181,558, an increase of \$359,783 or 43.8%.

Charges for Services revenue is projected to increase from \$2,824,602 in FY2017 to an estimated \$2,900,560 in FY2018, an increase of \$75,958. The largest increase is in Sheriff Overtime Reimbursement for \$67,798, bringing the total for this to \$99,700. The out-of-county student fee for non-public school bus transportation was increased from \$750 per student to \$900 per student.

State and federal grants are projected to be \$7,274,508 in FY2018, which is 45.4% lower than the approved FY2017. This reduction is primarily from the transfer of the Behavioral Health grants in the Department of Aging & Human Services to the Health Department, in excess of \$4 million, and also the removal of the \$2 million Technology Incubator Grant in the Economic Development Department which was a one-time grant for three years. A \$330,473 Community Development Block Grant (CDBG) is included in the Economic Development to be passed through to the Community Development Corporation for the extension of Rogers Drive in Lexington Park in FY2018.

Fund Balance

The June 30, 2016 audit reflects an unassigned general fund balance of \$21,526,626. 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 \$36,481,647 consisting of the Unassigned Fund Balance, the Bond Rating Reserve, and the Rainy Day Fund, brings the ratio for FY2016 to 17.03%. The unassigned general fund balance is not used in this Approved Budget.

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

Compensation applicable to County employees

- The changes made to the Health Care Plan in FY2017 made a positive impact on the plan, and rates for FY2018 will remain unchanged for the County.
- Wellness incentives will be provided to eligible employees upon completion of certain health and wellness requirements.
- 1 – Step increase for regular and RPT employees on their anniversary date, costing approximately \$600,000.

County Departments

- Six positions were reorganized amongst five departments based on function and related activity as a budget neutral cost.
- Three positions were eliminated in the Aging and Human Services Department with the Behavioral Health Grants moving to the Health Department as of July 1, 2017. Included in this budget is the conversion of an existing Senior Office Specialist position from regular part-time to full-time for the Northern Senior Center.
- 34 Replacement vehicles are included in the Approved Budget at the estimated five year exempt financing cost of \$371,000.
- Increase for Non-Public School Bus Drivers to match hourly rate of the BOE drivers and replacement of one bus.
- Radio Systems Manager was included in Emergency Services & Technology Department to manage the activity from the additional cell towers (NextGen project) to be completed in FY2018 to ensure support for first responders in the County.
- Medical Director was changed from a contract position to regular part-time position.

Elected Officials

- Circuit Court funding included furniture for the new administrative judge.
- Sheriff's Office Budget is currently \$1.7 million over the FY2017 Approved. This budget includes: an additional five positions over the FY2017 Approved; the funding for the reclassification of three positions, contingent upon approval by Human Resources; and requested promotional ranks for Law DFC and Corporal, and Corrections CFC and Corporal. Additional funding also includes Overtime funds for sworn positions to match actual.
- Sheriff's budget includes the increased pension funding for their plan of \$133,000, rate increasing from 38% to 39% based on actuarial update.
- Exempt Financing includes 44 Replacement vehicles at the five year exempt financing cost of \$566,000, plus one (1) non-financed grant funded vehicle.
- State's Attorney's Office Budget is increased to include funding for the reclassification of eight positions, pending approval by Human Resources.
- Treasurer's budget includes funds for temporary help for peak season.

Boards and State Agencies

- Health Department Budget includes \$70,322 cost-neutral transfer of the Behavioral Health Grants from the Department of Aging & Human Services, of this \$20,000 is matching funds for Jails Mental Health grant.
- The Alcohol Beverage Board includes funding for increasing the hours of the regular part-time position to .75.
- Board of Education's (BOE) funding from the County totals \$102,189,940, an increase of \$2,472,539 in recurring funding over FY2017. State-Mandated maintenance of effort (MOE) is \$100,850,888, based on increased students of 192.5.
- Library's County Funds increased by \$116,000 for employee merit increases, change in insurance selections, and funding for their current retirees post-employment benefit.
- The Southern MD Higher Education Center is now funded in the Boards & State Agencies, removed from the Department of Economic Development as Non-Profit – level funding \$40,000.
- \$450,872 is a cost shift by the State for 50% of the Local Assessor's office.
- Tri-County Youth Services - \$33,600 to launch a Community Youth Mapping Project for Community Center.

Other Budget Costs

- The Net OPEB Obligation current credit is estimated to be \$18,001,753 at the end of June 30, 2017; approval was given to fund only the Pay-Go, for current retirees. Employer funding to the OPEB trust for retiree health costs for County employees is level funded at \$3,000,000 for FY2018.
- Debt service increased by \$620,911 to reflect full payment of the Bonds borrowed in FY2017.

Transfers and Reserves

- This Approved Budget includes \$400,000 to maintain a Bond Rating Reserve equal to 6% of revenues and \$1,082,900 for the Reserve for Emergency Appropriations, which is \$412,799 more than the prior year, to address unbudgeted expenditures, such as severe weather events, unbudgeted grant opportunities that may require a match, or budget shortfalls due to unexpected costs.
- Pay-Go funding for Asphalt Overlay CIP project from Highway User Grant \$365,518.

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, landfill tipping 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)

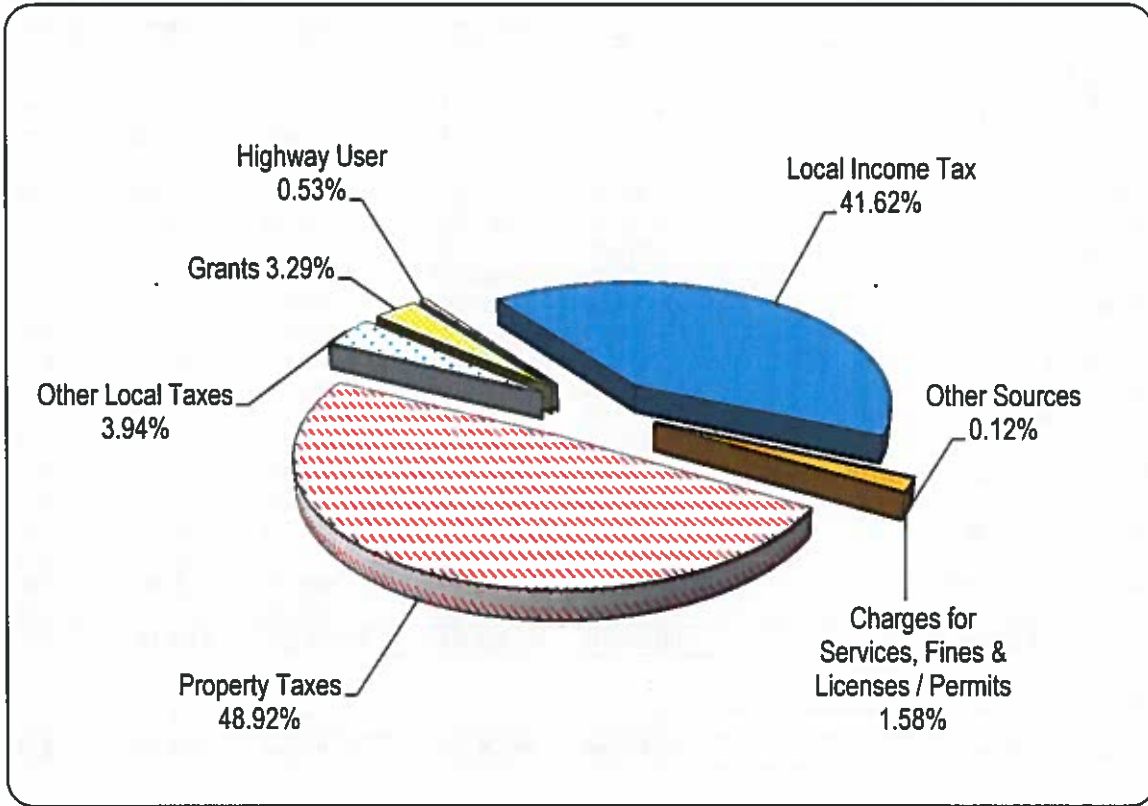
Other Revenues - Includes investment income, tax sale revenue, grant program contributions and donations, and miscellaneous sources.

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.

FY2018 BUDGET REVENUES - SUMMARY

<u>REVENUE SOURCE</u>	FY2016	FY2017	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
Total, Property Taxes	105,273,048	106,810,985	108,280,130	1,469,145	1.4%
Total, Income Taxes	85,525,116	89,028,917	92,107,299	3,078,382	3.5%
Total, Other Local Taxes	8,822,279	8,580,000	8,730,000	150,000	1.7%
Total, Highway User	901,966	821,775	1,181,558	359,783	43.8%
Total, Licenses and Permits	564,095	594,350	568,350	(26,000)	-4.4%
Total, Charges for Services	2,638,925	2,824,602	2,900,560	75,958	2.7%
Total, Fines and Forfeitures	31,929	42,000	36,000	(6,000)	-14.3%
Total, State/Federal Grants	9,859,122	13,325,194	7,274,508	(6,050,686)	-45.4%
Total, Other Revenues	187,937	139,200	245,700	106,500	76.5%
	213,804,417	222,167,023	221,324,105	(842,918)	-0.4%
Appropriation of Fund Balance:					
Fund Balance - Operations (Non-recurring)	2,781,384	2,972,992	0	(2,972,992)	-100.0%
Fund Balance - CIP Pay-Go	9,090,621	(2,972,992)	0	2,972,992	100.0%
Total - Other Financing Sources	11,872,005	0	0	0	0.0%
TOTAL, GENERAL FUND REVENUE	\$225,676,422	\$222,167,023	\$221,324,105	(842,918)	-0.4%

FY2018 GENERAL FUND - REVENUES



Property Taxes	\$108,280,130
Local Income Tax	92,107,299
Other Local Taxes	8,730,000
State / Federal Grants	7,274,508
Charges for Services / Licenses / Fines	3,504,910
Highway User Revenues	1,181,558
Other Sources	<u>245,700</u>
TOTAL GENERAL FUND - REVENUES	<u>\$221,324,105</u>

**FY2018 BUDGET
REVENUES - DETAIL**

<u>REVENUE SOURCE</u>	FY2016	FY2017	FY2018	INCREASE (DECREASE)	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
PROPERTY TAXES					
Real Property - Full Year	99,823,038	101,619,944	102,329,077	709,133	0.7%
Real Property - Half Year	245,241	244,447	441,840	197,393	80.8%
Personal Property - Sole Prop	157,619	168,010	170,798	2,788	1.7%
Public Utilities	2,300,566	2,484,859	2,527,949	43,090	1.7%
Ordinary Bus Corporation	3,134,834	3,192,183	3,426,375	234,192	7.3%
Personal Property - Collection Fees	(101,367)	0	0	0	0.0%
Additions and Abatements	(199,585)	(500,000)	(500,000)	0	0.0%
Penalties and Interest	954,660	800,000	875,000	75,000	9.4%
Enterprise Zone Credit	(86,783)	(90,000)	(90,000)	0	0.0%
Homeowners Tax Credit (County)	(855,051)	(800,000)	(850,000)	(50,000)	6.3%
Other Tax Reimbursement	(5,486)	(10,000)	(10,000)	0	0.0%
Tax Sale Revenue	7,430	0	6,000	6,000	100.0%
Payments in Lieu of Taxes	464,406	338,091	338,091	0	0.0%
Senior Tax Cap Credit 70	(619,172)	(650,000)	(650,000)	0	0.0%
Senior Tax Credit	(277,791)	(285,000)	(285,000)	0	0.0%
Local Sr. Tax Credit 65-10	0	0	(250,000)	(250,000)	-100.0%
Local State Assessors Fee	(478,955)	(451,549)	0	451,549	100.0%
State Homeowners Credit	855,051	800,000	850,000	50,000	6.3%
Tobacco Barn Tax Credit	(45,607)	(50,000)	(50,000)	0	0.0%
Total, Property Taxes	105,273,048	106,810,985	108,280,130	1,469,145	1.4%
INCOME TAXES					
Local Income Tax	85,525,116	89,028,917	92,107,299	3,078,382	3.5%
Total, Income Taxes	85,525,116	89,028,917	92,107,299	3,078,382	3.5%
OTHER LOCAL TAXES					
Admissions and Amusement	129,371	110,000	130,000	20,000	18.2%
CATV Franchise Fee	1,030,299	1,000,000	1,050,000	50,000	5.0%
Energy Taxes	939,672	1,300,000	1,000,000	(300,000)	-23.1%
Public Accommodations Tax	958,383	775,000	950,000	175,000	22.6%
Recordation Taxes	5,463,166	5,100,000	5,300,000	200,000	3.9%
Trailer Park Tax	301,388	295,000	300,000	5,000	1.7%
Total, Other Local Taxes	8,822,279	8,580,000	8,730,000	150,000	1.7%
Shared Revenues					
Highway Users Revenue	901,966	821,775	1,181,558	359,783	43.8%
Total, Shared Revenues	901,966	821,775	1,181,558	359,783	43.8%
LICENSES AND PERMITS					
Amusement Licenses	8,729	5,700	8,500	2,800	49.1%
Animal Licenses	2,968	6,000	6,000	0	0.0%
Auto Tag Fees	1,334	2,900	2,900	0	0.0%
Beer, Wine, Liquor Licenses	83,590	84,000	84,000	0	0.0%
Beer, Wine, Liquor Transfer	800	1,200	800	(400)	-33.3%
LUGM Inspections & Compliance	48,852	47,500	47,600	100	0.2%
LUGM Business Licenses & Permit Services	246,453	285,000	250,000	(35,000)	-12.3%
Marriage Licenses	6,455	6,500	6,500	0	0.0%
DPW & T Constr. & Inspections-Materials Testing	630	1,500	2,000	500	33.3%
Taxicab Licenses, Peddlers & Bingo	18	50	50	0	0.0%
Traders Licenses	164,266	154,000	160,000	6,000	3.9%
Total, Licenses and Permits	564,095	594,350	568,350	(26,000)	-4.4%

**FY2018 BUDGET
REVENUES - DETAIL**

REVENUE SOURCE	FY2016	FY2017	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
CHARGES FOR SERVICES					
Aging - Passenger Fares	2,335	5,000	1,000	(4,000)	-80.0%
Circuit Court Juror Fee Reimbursement/Other	26,360	42,000	27,000	(15,000)	-35.7%
Corrections - Home Detention	21,607	15,375	16,000	625	4.1%
Corrections - Housing State Prisoners	75,645	89,000	90,000	1,000	1.1%
Corrections - Juvenile Transport	63,174	45,000	47,000	2,000	4.4%
Corrections - Sex Offender Fees	9,600	9,300	6,800	(2,500)	-26.9%
Corrections - Weekenders Fees	24,860	21,000	17,000	(4,000)	-19.0%
Corrections - Work Release Fees	57,791	34,000	50,000	16,000	47.1%
Dodge Reports	0	480	480	0	0.0%
DPW & T Development Review	2,331	0	1,000	1,000	0.0%
DPW & T Engineering Services	119,621	123,780	119,540	(4,240)	-3.4%
DPW & T Highways Fees	100	0	75	75	0.0%
DPW & T Passenger Fees	349,349	377,294	379,019	1,725	0.5%
DPW & T Airport Charges	96,206	75,000	115,000	40,000	53.3%
DPW & T Private Funding Sources	6,825	0	0	0	0.0%
General Gov't - Other Fees	0	286	286	0	0.0%
HR-Medicare Drug Subsidy	108,782	120,000	120,000	0	0.0%
LUGM Board of Electrical Examiners	21,300	20,050	20,050	0	0.0%
LUGM Boards & Commissions	13,240	10,500	11,000	500	4.8%
LUGM Comprehensive Planning	8,925	10,500	10,000	(500)	-4.8%
LUGM Concept Site Plan Review	150	1,500	1,500	0	0.0%
LUGM Development Services	87,558	128,250	117,550	(10,700)	-8.3%
LUGM Metropolitan Planning Organization	0	22,500	35,100	12,600	56.0%
LUGM Other Income/Advertising	4,265	3,000	3,000	0	0.0%
LUGM Zoning Administration	500	4,000	1,000	(3,000)	-75.0%
Maps & Publications	878	0	0	0	0.0%
Other Revenue -Incl.Ins. Proceeds/ComData Reb.	135,233	72,000	116,000	44,000	61.1%
Other Revenue - Admin Recovery	3,755	3,816	1,500	(2,316)	-60.7%
ES & T 911 Service Fees	618,917	625,000	625,000	0	0.0%
ES & T - Exelon Technology	0	0	20,000	20,000	100.0%
ES & T Tower Revenue	109,664	130,000	130,000	0	0.0%
R & P Grass Cutting & Parks Lighting	76	1,550	1,550	0	0.0%
R & P Museum	25,711	31,000	30,500	(500)	-1.6%
R & P Park Entrance Fees	17,399	115,000	105,000	(10,000)	-8.7%
R & P Rents & Concessions	0	2,500	2,500	0	0.0%
Regional Library	22,365	19,000	19,000	0	0.0%
Rents and Concessions	17,014	20,449	17,059	(3,390)	-16.6%
Security Interest	735	0	0	0	0.0%
Sheriff - Alcohol Enforcement	120,579	137,977	121,665	(16,312)	-11.8%
Sheriff - Fingerprinting	22,878	28,000	28,000	0	0.0%
Sheriff - LGIT Training	0	8,800	4,600	(4,200)	-47.7%
Sheriff - Overtime Reimb/Other-Corrections	28,003	31,902	99,700	67,798	212.5%
Sheriff - Town Patrol	49,572	59,577	50,000	(9,577)	-16.1%
Sheriff's - Fees	119,068	120,200	119,200	(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	16,875	15,000	15,000	0	0.0%
Social Services Reimbursement	117,618	101,060	121,197	20,137	19.9%
States Attorney Client Fees	434	267	0	(267)	-100.0%
States Attorney Reimbursement	41,425	50,000	50,000	0	0.0%
States Attorney Services for Drug Court	22,215	28,689	28,689	0	0.0%
Tourism - Cooperative	42,987	60,000	0	(60,000)	-100.0%
Total, Charges for Services	2,638,925	2,824,602	2,900,560	75,958	2.7%

**FY2018 BUDGET
REVENUES - DETAIL**

<u>REVENUE SOURCE</u>	FY2016	FY2017	FY2018	INCREASE (DECREASE)	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
FINES AND FORFEITURES					
Alcohol Beverage Fines	8,375	5,000	7,000	2,000	40.0%
Animal Control Fines	3,396	0	0	0	0.0%
Court Fees, Fines, Forfeitures	16,877	27,000	17,000	(10,000)	-37.0%
LUGM Fines	1,000	5,000	7,000	2,000	40.0%
State's Attorney Other Fines & Forfeitures	2,281	5,000	5,000	0	0.0%
Total, Fines and Forfeitures	31,929	42,000	36,000	(6,000)	-14.3%
STATE/FEDERAL GRANTS					
Aging & Human Services					
BHA Administration	58,627	99,247	0	(99,247)	-100.0%
BHA Alcohol & Drug Abuse Council	4,523	5,000	0	(5,000)	-100.0%
BHA HS Ambulatory Services	0	349,931	0	(349,931)	-100.0%
BHA HS Anchor Residential Services - State	2,217,370	862,456	0	(862,456)	-100.0%
BHA MD Strategic Prevention Framework	95,446	0	0	0	0.0%
BHA Prevention Program	103,209	121,000	0	(121,000)	-100.0%
BHA - Anchor Residential-Federal	669,668	671,104	0	(671,104)	-100.0%
CSA 5 County Administration	12,222	12,222	0	(12,222)	-100.0%
CSA 5 County Jail Services	66,000	66,000	0	(66,000)	-100.0%
CSA Administration	188,383	188,383	0	(188,383)	-100.0%
CSA Client Support Funds	10,942	10,679	0	(10,679)	-100.0%
CSA Homeless Shelter	3,180	3,180	0	(3,180)	-100.0%
CSA Jail Mental Health Services	38,221	38,221	0	(38,221)	-100.0%
CSA Wellness & Recovery	114,330	114,330	0	(114,330)	-100.0%
Drug Court - Anchor Residential	0	104,622	0	(104,622)	-100.0%
Emergency Solutions Grant (Fmr. Shelters Grant)	84,575	137,240	127,193	(10,047)	-7.3%
Emergency Transitional Housing Services	81,113	81,506	81,506	0	0.0%
Guardianship	8,631	8,631	9,762	1,131	13.1%
Homeless Prevention Program	0	15,282	0	(15,282)	-100.0%
LMB Administration	61,735	65,000	70,000	5,000	7.7%
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 Mechanism	92,043	92,043	97,043	5,000	5.4%
LMB Mentoring Program	57,320	57,320	57,320	0	0.0%
LMB Needs Assessment	25,000	0	0	0	0.0%
LMB Snack Pack	10,000	10,000	0	(10,000)	-100.0%
LMB Youth Services Bureau	112,355	112,355	112,355	0	0.0%
Maryland Access Point (MAP)	59,176	60,750	17,916	(42,834)	-70.5%
Community Options Waiver (FFS)	112,130	136,993	128,353	(8,640)	-6.3%
MIPPA & ACA-MIPPA	12,434	10,161	6,769	(3,392)	-33.4%
NSIP (Nutrition Services)	43,006	39,162	48,820	9,658	24.7%
Nutrition (Senior)	48,386	36,730	48,387	11,657	31.7%
Ombudsman (State & Elder)	28,563	27,391	28,595	1,204	4.4%
PATH	44,140	44,140	0	(44,140)	-100.0%
Partnership for Success - BHA	0	127,346	0	(127,346)	-100.0%
Recovery Oriented Systems of Care (ROSC)	680,586	680,586	0	(680,586)	-100.0%
Retired Senior Volunteers (RSVP)	46,509	40,000	40,000	0	0.0%
Senior Care	100,000	100,000	100,000	0	0.0%
Senior Health Insurance Program (SHIP)	13,127	14,332	13,686	(646)	-4.5%
Senior Info. & Assistance	9,680	9,536	9,680	144	1.5%
Senior Medicare Patrol & Expansion	2,698	2,551	2,250	(301)	-11.8%
Senior Rides	17,969	22,615	18,092	(4,523)	-20.0%

**FY2018 BUDGET
REVENUES - DETAIL**

<u>REVENUE SOURCE</u>	FY2016	FY2017	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
<u>STATE/FEDERAL GRANTS - Continued</u>					
<u>Aging & Human Services - Continued</u>					
State Restoration/Deficiency Funds - Aging	7,186	0	0	0	0.0%
State Hold Harmless	20,892	20,892	1,997	(18,895)	-90.4%
STOP Grant - BHA	0	602,258	0	(602,258)	-100.0%
Continuum of Care Housing/Fmr. Shelter Care Plus	188,316	186,690	0	(186,690)	-100.0%
Temporary Cash Assistance - BHA	0	53,918	0	(53,918)	-100.0%
Three Oaks Homeless Shelter Crisis Grant	67,241	67,241	67,241	0	0.0%
Title III B - Community Services	73,944	74,022	73,480	(542)	-0.7%
Title III C1 - Congregate Meals	83,716	95,007	97,244	2,237	2.4%
Title III C2 - Home Del. Meals	43,971	48,631	50,419	1,788	3.7%
Title III D - Preventive Health	7,309	9,000	9,000	0	0.0%
Title III E - Caregiver	41,529	31,636	32,522	886	2.8%
Vulnerable Elderly Program Initiative (VEPI)	6,647	6,647	6,583	(64)	-1.0%
<u>Economic Development</u>					
CDBG Three Oaks - Warm Crisis Center	208,460	0	0	0	0.0%
CDBG Rogers Drive Extension	0	0	330,473	330,473	100.0%
Cooperative State Marketing Tourism	0	40,000	45,000	5,000	12.5%
Destination Marketing Org	27,700	0	0	0	0.0%
EDA Planning (CEDS)	31,030	0	0	0	0.0%
Technology Incubator	0	2,000,000	0	(2,000,000)	-100.0%
<u>Land Use & Growth Management (LUGM)</u>					
Critical Area	8,000	8,000	8,000	0	0.0%
MHT Cert Local Gov't - Phase 2	0	11,600	0	(11,600)	-100.0%
MHT Cert Local Gov't - Educational	1,500	1,000	1,000	0	0.0%
<u>Public Works and Transportation (DPW&T)</u>					
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	747,459	835,238	835,238	0	0.0%
STS - SSTAP	131,054	131,054	131,054	0	0.0%
STS - Capital	92,129	458,840	354,520	(104,320)	-22.7%
TDP - Technical Assistance	0	0	81,000	81,000	100.0%
<u>Recreation and Parks</u>					
Countywide Maintenance	4,419	50,000	0	(50,000)	-100.0%
Elms Beach	10,000	10,000	10,000	0	0.0%
Portable Toilets/Trash	9,220	10,000	10,000	0	0.0%
<u>Emergency Services and Technology</u>					
Emergency Management	91,961	91,961	92,500	539	0.6%
Emergency Numbers Board	28,171	134,600	100,000	(34,600)	-25.7%
Hazardous Materials Emergency Preparedness	3,500	10,000	0	(10,000)	-100.0%
Homeland Security	202,589	87,000	87,000	0	0.0%
<u>Circuit Court</u>					
Cooperative Reimbursement	6,875	8,158	6,860	(1,298)	-15.9%
Drug Court	197,387	217,295	265,162	47,867	22.0%
Family Services	115,809	111,476	188,482	77,006	69.1%
Family Recovery Court	0	121,236	0	(121,236)	-100.0%
Highway Safety-Adult Drug Ct	27,513	54,579	50,300	(4,279)	-7.8%
Mediation & Conflict Manage Skills Training	2,400	2,400	2,400	0	0.0%

**FY2018 BUDGET
REVENUES - DETAIL**

<u>REVENUE SOURCE</u>	FY2016	FY2017	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
STATE/FEDERAL GRANTS - Continued					
Sheriff's Office					
Bulletproof Vest Partnership	4,721	23,527	23,527	0	0.0%
BJAG Grant - Equipment	17,127	17,127	18,783	1,656	9.7%
BYRNE - Kicking the Habit	2,700	0	0	0	0.0%
Cooperative Reimbursement	326,307	351,029	340,650	(10,379)	-3.0%
Highway Safety - (Sobriety Checkpoints)	43,992	42,400	42,500	100	0.2%
Mental Health Services	0	0	154,411	154,411	100.0%
Police Protection Aid	868,695	940,659	940,659	0	0.0%
School Bus Safety	7,627	14,000	14,000	0	0.0%
Sex Offender Registry	15,742	16,067	17,169	1,102	6.9%
Sex Offender Registration	4,794	25,600	23,800	(1,800)	-7.0%
SMART Registry Grant	4,997	0	0	0	0.0%
State Criminal Alien Assistance Program	0	500	500	0	0.0%
Tobacco Enforcement	15,449	11,000	11,000	0	0.0%
Tobacco Use Prevention	27,694	0	0	0	0.0%
State's Attorney's Office					
Cooperative Reimbursement	378,142	394,359	410,402	16,043	4.1%
Alcohol Beverage Board					
Highway Safety	2,241	0	0	0	0.0%
Social Services					
Legal Services Grant	77,670	80,502	81,905	1,403	1.7%
Other / Multi-Departmental Grants					
Appropriation Reserve	0	1,000,000	1,000,000	0	0.0%
Total, State/Federal Grants	9,859,122	13,325,194	7,274,508	(6,050,686)	-45.4%
OTHER REVENUES					
Investment Income	88,847	60,000	139,000	79,000	131.7%
Disposal of Fixed Assets	35,842	10,000	30,000	20,000	200.0%
Contributions and Donations:					
Aging Grant Programs	53,034	65,000	65,000	0	0.0%
Community Services	4,430	3,200	5,700	2,500	78.1%
CC-Drug Court Donations	5,531	0	5,000	5,000	100.0%
HR-Fire & Rescue Appreciation Day	253	1,000	1,000	0	0.0%
Total - Other Revenues	187,937	139,200	245,700	106,500	76.5%
TOTAL, GENERAL FUND REVENUES	213,804,417	222,167,023	221,324,105	(842,918)	-0.4%
OTHER FINANCING SOURCES					
Appropriation of Fund Balance:					
Fund Balance - Operations (non-recurring)	2,781,384	2,972,992	0	(2,972,992)	-100.0%
Fund Balance - CIP Pay-Go	9,090,621	(2,972,992)	0	2,972,992	100.0%
Total - Other Financing Sources	11,872,005	0	0	0	0.0%
TOTAL, GENERAL FUND REVENUES	\$225,676,422	\$222,167,023	\$221,324,105	(842,918)	-0.4%

**FY2018 BUDGET
EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

<u>DEPARTMENT / SPENDING UNIT</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	OVER FY2017 APPROVED AMOUNT	PERCENT
GENERAL GOVERNMENT						
Legislative/County Commissioners						
Legislative/County Commissioners	461,526	475,923	475,923	458,748	(17,175)	-3.6%
County Administrator	378,960	402,935	402,935	403,051	116	0.0%
Public Information	228,020	243,235	243,235	246,787	3,552	1.5%
County Attorney	<u>630,686</u>	<u>681,776</u>	<u>681,776</u>	<u>692,294</u>	<u>10,518</u>	<u>1.5%</u>
Total - Legislative/County Commissioners	1,699,192	1,803,869	1,803,869	1,800,880	(2,989)	-0.2%
Finance						
Administration/Budget	645,056	700,404	695,584	714,451	14,047	2.0%
Accounting	550,880	579,319	578,719	614,158	34,839	6.0%
Auditing	41,078	46,060	50,980	50,980	4,920	10.7%
Procurement	<u>273,267</u>	<u>313,328</u>	<u>313,828</u>	<u>319,743</u>	<u>6,415</u>	<u>2.0%</u>
Total - Finance	1,510,281	1,639,111	1,639,111	1,699,332	60,221	3.7%
Total - ES&T (Technology)	2,939,738	2,923,935	3,363,053	3,451,839	527,904	18.1%
Human Resources						
Human Resources	763,677	1,096,001	1,047,089	988,637	(107,364)	-9.8%
Risk Management	<u>563,123</u>	<u>811,684</u>	<u>811,684</u>	<u>809,310</u>	<u>(2,374)</u>	<u>-0.3%</u>
Total - Human Resources	1,326,800	1,907,685	1,858,773	1,797,947	(109,738)	-5.8%
Public Works & Transportation (DPW&T)						
Development Review	224,056	231,225	185,632	196,515	(34,710)	-15.0%
Mailroom/Messenger Services	138,444	143,730	139,361	124,110	(19,620)	-13.7%
Vehicle Maintenance Shop	1,603,496	1,566,171	1,626,795	1,661,083	94,912	6.1%
Building Services/Grant	<u>3,341,013</u>	<u>4,081,931</u>	<u>3,971,156</u>	<u>3,985,678</u>	<u>(96,253)</u>	<u>-2.4%</u>
Total - Public Works & Transportation	5,307,009	6,023,057	5,922,944	5,967,386	(55,671)	-0.9%
Land Use & Growth Management						
Administration	657,084	745,773	745,773	799,650	53,877	7.2%
Comprehensive Planning	644,748	730,050	463,119	365,821	(364,229)	-49.9%
Development Services	338,855	434,639	375,947	396,133	(38,506)	-8.9%
Zoning Administration	285,793	305,746	304,382	333,214	27,468	9.0%
Planning Commission	21,875	23,851	23,851	26,764	2,913	12.2%
Boards and Commissions	16,795	21,654	21,654	20,036	(1,618)	-7.5%
Historical Preservation	990	3,580	3,580	3,580	0	0.0%
Permit Services	332,091	381,925	382,925	363,782	(18,143)	-4.8%
Inspections & Compliance	574,931	699,103	724,573	719,154	20,051	2.9%
Board of Electrical Examiners	13,994	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	25	2,825	2,825	2,825	0	0.0%
Plumbing & Gas Board	0	1,850	1,850	1,850	0	0.0%
Grants	<u>1,500</u>	<u>41,100</u>	<u>2,000</u>	<u>2,000</u>	<u>(39,100)</u>	<u>-95.1%</u>
Total - Land Use & Growth Management	2,888,681	3,409,296	3,069,679	3,052,009	(357,287)	-10.5%
Circuit Court						
Administration	914,654	986,444	1,059,587	973,878	(12,566)	-1.3%
Law Library	62,696	67,166	69,950	69,950	2,784	4.1%
Grant	431,505	661,907	672,718	672,718	10,811	1.6%
Orphans' Court	<u>48,488</u>	<u>48,268</u>	<u>56,152</u>	<u>56,152</u>	<u>7,884</u>	<u>16.3%</u>
Total - Circuit Court	1,457,343	1,763,785	1,858,407	1,772,698	8,913	0.5%

**FY2018 BUDGET
EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

<u>DEPARTMENT / SPENDING UNIT</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Office of the State's Attorney						
Judicial	2,619,714	2,809,109	2,850,869	2,895,841	86,732	3.1%
Grants	<u>607,911</u>	<u>641,314</u>	<u>659,574</u>	<u>659,574</u>	<u>18,260</u>	<u>2.8%</u>
Total - State's Attorney	3,227,625	3,450,423	3,510,443	3,555,415	104,992	3.0%
Total - County Treasurer	430,464	447,659	452,791	459,565	11,906	2.7%
Total - Alcohol Beverage Board	247,784	285,596	299,793	298,157	12,561	4.4%
Total - Board of Elections	807,834	1,114,352	1,101,052	1,101,591	(12,761)	-1.1%
Total - Ethics Commission	650	833	833	833	0	0.0%
Total - SDAT - Leonardtown Office	0	0	676,397	450,872	450,872	100.0%
TOTAL GENERAL GOVERNMENT	21,843,401	24,769,601	25,557,145	25,408,524	638,923	2.6%
PUBLIC SAFETY						
Emergency Services & Technology						
Emergency Communications Center	2,616,182	2,715,113	2,678,795	2,757,392	42,279	1.6%
Emergency Radio Communications	2,349,259	2,344,318	1,072,186	1,072,186	(1,272,132)	-54.3%
Emergency Management	287,736	334,650	302,125	327,884	(6,766)	-2.0%
Animal Control	679,983	807,501	826,831	806,921	(580)	-0.1%
Grants (Recov-Princ FEMA & Emerg Events)	<u>1,231,277</u>	<u>323,561</u>	<u>299,500</u>	<u>299,500</u>	<u>(24,061)</u>	<u>-7.4%</u>
Total Emergency Services & Technology	7,164,437	6,525,143	5,179,437	5,263,883	(1,261,260)	-19.3%
Office of the Sheriff						
Law Enforcement	21,166,757	22,321,471	23,878,294	23,898,363	1,576,892	7.1%
Corrections	10,655,798	12,465,071	12,641,972	12,498,419	33,348	0.3%
Training	305,993	402,889	426,777	413,389	10,500	2.6%
Canine	41,163	25,900	38,800	38,800	12,900	49.8%
Court Security	774,404	801,834	801,834	859,687	57,853	7.2%
Grants	<u>674,754</u>	<u>744,451</u>	<u>706,745</u>	<u>866,715</u>	<u>122,264</u>	<u>16.4%</u>
Total Office of the Sheriff	33,618,869	36,761,616	38,494,422	38,575,373	1,813,757	4.9%
TOTAL PUBLIC SAFETY	40,783,306	43,286,759	43,673,859	43,839,256	552,497	1.3%
PUBLIC WORKS						
Public Works & Transportation (DPW&T)						
Administration	434,794	439,472	432,772	431,000	(8,472)	-1.9%
Engineering Services	765,007	788,038	902,623	930,631	142,593	18.1%
Construction & Inspections	555,968	646,149	657,191	674,731	28,582	4.4%
County Highways	4,365,067	4,298,526	4,227,681	4,284,261	(14,265)	-0.3%
St Mary's County Airport	18,202	42,470	34,975	25,475	(16,995)	-40.0%
Grants (<i>principally STS</i>)	<u>2,352,769</u>	<u>3,309,584</u>	<u>3,283,672</u>	<u>3,283,672</u>	<u>(25,912)</u>	<u>-0.8%</u>
TOTAL PUBLIC WORKS	8,491,807	9,524,239	9,538,914	9,629,770	105,531	1.1%
HEALTH						
Total - Department of Health	2,069,360	2,138,700	2,253,276	2,253,275	114,575	5.4%
Aging & Human Services						
Human Services-Admin Grants (0409)	359,132	422,450	70,000	70,000	(352,450)	-83.4%
Grants - Human Services (Non-Admin.-440)	<u>4,955,477</u>	<u>4,702,048</u>	<u>607,658</u>	<u>607,658</u>	<u>(4,094,390)</u>	<u>-87.1%</u>
Total - Aging & Human Services						
TOTAL HEALTH	7,383,969	7,263,198	2,930,934	2,930,933	(4,332,265)	-59.6%

**FY2018 BUDGET
EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

<u>DEPARTMENT / SPENDING UNIT</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	OVER FY2017 APPROVED AMOUNT	PERCENT
SOCIAL SERVICES						
Aging & Human Services						
Aging Administration	1,641,105	1,705,292	1,692,304	1,712,569	7,277	0.4%
Grants - Aging	1,037,212	1,076,629	978,984	988,690	(87,939)	-8.2%
Non-Profit Allocation	0	906,415	906,415	826,612	(79,803)	-8.8%
Total - Aging & Human Services	2,678,317	3,688,336	3,577,703	3,527,871	(160,465)	-4.4%
Total - Department of Social Services	440,016	447,408	416,168	433,974	(13,434)	-3.0%
Other State Agencies						
So.MD Tri-County Comm. Action (SMTCCAC,Inc.)	16,000	16,000	16,000	16,000	0	0.0%
Tri-County Youth Services Bureau, Inc.	110,000	110,000	143,600	143,600	33,600	30.5%
Total - Other State Agencies	126,000	126,000	159,600	159,600	33,600	26.7%
Operating Allocation						
Greenwell Foundation	30,000	0	0	0	0	0.0%
St. Mary's Caring, Inc.	3,000	0	0	0	0	0.0%
The ARC of Southern Maryland, Inc.	130,000	0	0	0	0	0.0%
The Center for Life Enrichment	150,908	0	0	0	0	0.0%
The Promise Resource Center	12,400	0	0	0	0	0.0%
The Southern MD Center for Family Advocacy	100,000	0	0	0	0	0.0%
Three Oaks Center	125,000	0	0	0	0	0.0%
Walden/Sierra, Inc.	340,447	0	0	0	0	0.0%
Total - Operating Allocation	891,755	0	0	0	0	0.0%
TOTAL SOCIAL SERVICES	4,136,088	4,261,744	4,153,471	4,121,445	(140,299)	-3.3%
PRIMARY & SECONDARY EDUCATION						
County Appropriation - BOE	98,015,001	102,690,393	104,007,858	102,189,940	(500,453)	-0.5%
Non-Public School Bus Transportation	1,897,024	2,024,288	2,149,199	2,172,494	148,206	7.3%
Literacy Council (Allocation)	10,000	0	0	0	0	0.0%
Non-Profit Allocation	0	18,175	18,175	18,175	0	0.0%
TOTAL PRIMARY & SECONDARY EDUCATION	99,922,025	104,732,856	106,175,232	104,380,609	(352,247)	-0.3%
POST SECONDARY EDUCATION						
County Appropriation - College of So MD	4,197,845	4,207,365	4,207,365	4,207,365	0	0.0%
College of So. Maryland Foundation -Scholarships	20,000	0	0	0	0	0.0%
Southern MD Higher Education Center	40,000	0	40,000	40,000	40,000	100.0%
Non-Profit Allocation	0	60,000	20,000	25,000	(35,000)	-58.3%
TOTAL POST SECONDARY EDUCATION	4,257,845	4,267,365	4,267,365	4,272,365	5,000	0.1%
PARKS, RECREATION & CULTURE						
Recreation & Parks - Dept.						
Administration	1,154,010	1,214,323	1,222,727	1,187,090	(27,233)	-2.2%
Parks Maintenance	1,951,742	2,085,308	2,046,988	2,055,104	(30,204)	-1.4%
Grants Division	23,638	70,000	20,000	20,000	(50,000)	-71.4%
Museum Division	524,178	560,367	551,698	556,969	(3,398)	-0.6%
Non-Profit Allocation	0	87,580	87,580	94,580	7,000	8.0%
Total - Recreation & Parks	3,653,568	4,017,578	3,928,993	3,913,743	(103,835)	-2.6%
Operating Allocation						
Lexington Park Rotary-Oyster Festival	3,000	0	0	0	0	0.0%
Historic Sotterley, Inc.	60,000	0	0	0	0	0.0%
St. Mary's College River Concert Series	5,000	0	0	0	0	0.0%
St. Mary's County Historical Society	10,000	0	0	0	0	0.0%
Seventh District Optimist Club	9,000	0	0	0	0	0.0%
Unified Committee for Afro-American Contributions	4,000	0	0	0	0	0.0%
Total - Operating Allocation	91,000	0	0	0	0	0.0%
TOTAL PARKS, RECREATION, & CULTURE	3,744,568	4,017,578	3,928,993	3,913,743	(103,835)	-2.6%
County Appropriation - TOTAL LIBRARY	2,588,064	2,684,573	2,871,762	2,800,572	115,999	4.3%

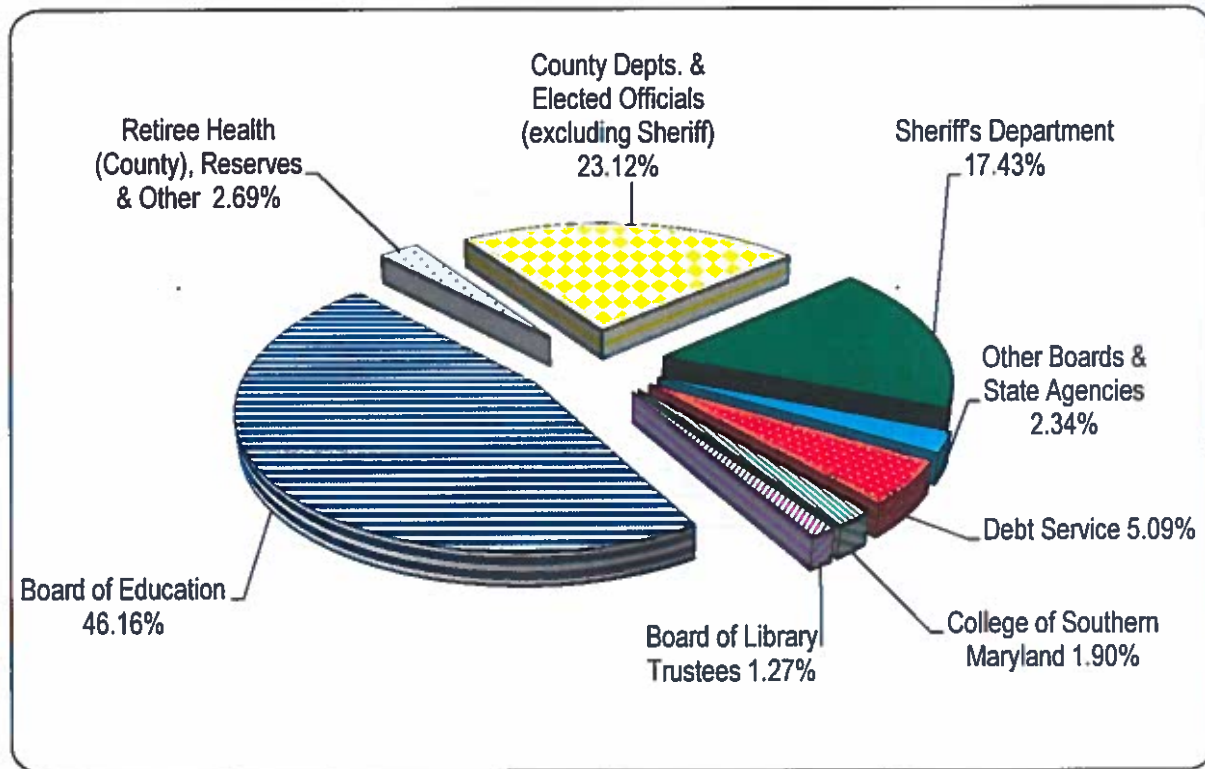
**FY2018 BUDGET
EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
CONSERVATION OF NATURAL RESOURCES						
University of MD Extension-St. Mary's	214,175	260,958	260,958	257,400	(3,558)	-1.4%
Soil Conservation District	71,693	73,946	74,946	73,946	0	0.0%
SMC Forest Conservation Board	2,000	2,500	2,500	2,500	0	0.0%
Southern Maryland RC&D	11,630	12,470	13,300	13,300	830	6.7%
Watermen's Association of St. Mary's Co., Inc.	13,000	0	0	0	0	0.0%
Non-Profit Allocation	0	0	0	12,500	12,500	100.0%
Allocation of Agriculture & Seafood (75% DED)	151,206	157,310	242,714	250,830	93,520	59.4%
TOTAL CONSV. OF NATURAL RESOURCES	463,704	507,184	594,418	610,476	103,292	20.4%
ECONOMIC & DEVELOPMENT						
Economic Development - Dept.						
Administration/Office of the Director	404,195	417,210	407,210	414,096	(3,114)	-0.7%
Tourism Development	437,471	480,719	420,719	430,937	(49,782)	-10.4%
Agriculture & Seafood Development	201,608	209,747	323,619	334,440	124,693	59.4%
Less Allocation (See above)	(151,206)	(157,310)	(242,714)	(250,830)	(93,520)	59.4%
Business Development	279,903	411,181	326,181	316,528	(94,653)	-23.0%
Non-Profit Allocation	0	28,580	28,580	33,580	5,000	17.5%
Grants	268,247	2,040,000	45,000	375,473	(1,664,527)	-81.6%
Total - Economic Development	1,440,218	3,430,127	1,308,595	1,654,224	(1,775,903)	-51.8%
Office of Community Services						
Community Services	242,749	458,578	447,488	448,274	(10,304)	-2.2%
Human Relations Commission	0	1,850	1,850	1,850	0	0.0%
Commission for the Disabled	2,230	2,300	2,300	2,300	0	0.0%
Commission for Women	6,254	4,500	7,000	7,000	2,500	55.6%
Total - Office of Community Services	251,233	467,228	458,638	459,424	(7,804)	-1.7%
Tri-County Council for Southern Maryland	104,200	94,200	94,200	94,200	0	0.0%
Total - Tri-County Council for Southern Maryland	104,200	94,200	94,200	94,200	0	0.0%
Operating Allocation						
Southern MD Navy Alliance	10,000	0	0	0	0	0.0%
Total Operating Allocation	10,000	0	0	0	0	0.0%
TOTAL ECONOMIC & DEVELOPMENT	1,805,651	3,991,555	1,861,433	2,207,848	(1,783,707)	-44.7%
TOTAL DEBT SERVICE	9,345,879	10,634,319	11,255,230	11,255,230	620,911	5.8%
TOTAL INTER-GOVERNMENTAL - Leonardtown Tax Rebate	42,973	43,943	44,916	44,916	973	2.2%
OTHER						
Employer Contributions - Retiree Health Benefits	2,635,816	3,000,000	3,100,000	3,000,000	0	0.0%
Employer Contributions - Unemployment	13,110	40,000	30,000	30,000	(10,000)	-25.0%
Bank / GOB Costs	11,872	45,000	30,000	30,000	(15,000)	-33.3%
TOTAL OTHER	2,660,798	3,085,000	3,160,000	3,060,000	(25,000)	-0.8%
RESERVES						
Reserve - Appropriation	0	1,000,000	1,000,000	1,000,000	0	0.0%
Reserve - Bond Rating	401,368	400,000	400,000	400,000	0	0.0%
Reserve - Emergency	7,000,000	670,101	500,000	1,082,900	412,799	61.6%
TOTAL RESERVES	7,401,368	2,070,101	1,900,000	2,482,900	412,799	19.9%
TRANSFERS						
Capital Projects - Pay-Go	5,790,621	(2,972,992)	0	365,518	3,338,510	-112.3%
TOTAL TRANSFERS	5,790,621	(2,972,992)	0	365,518	3,338,510	-112.3%
TOTAL GENERAL FUND	\$220,662,067	\$222,167,023	\$221,913,672	\$221,324,105	(642,918)	-0.4%

**BUDGET
EXPENDITURES - SUMMARY**

Department/Spending Unit	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
County Commissioners/County Administrator	1,068,506	1,122,093	1,122,093	1,108,586	(13,507)	-1.2%
Aging & Human Services	8,244,159	9,280,062	4,713,999	4,664,953	(4,615,109)	-49.7%
County Attorney	630,686	681,776	681,776	692,294	10,518	1.5%
Economic Development	1,591,424	3,665,612	1,589,484	1,960,729	(1,704,883)	-46.5%
Finance	1,510,281	1,639,111	1,639,111	1,699,332	60,221	3.7%
Human Resources	1,326,800	1,907,685	1,858,773	1,797,947	(109,738)	-5.8%
Land Use & Growth Management	2,888,681	3,409,296	3,069,679	3,052,009	(357,287)	-10.5%
Public Works & Transportation	15,695,840	17,571,584	17,611,057	17,769,650	198,066	1.1%
Recreation & Parks	3,653,568	4,017,578	3,928,993	3,913,743	(103,835)	-2.6%
Emergency Services & Technology	10,104,175	9,449,078	8,542,490	8,715,722	(733,356)	-7.8%
Total, Departments	46,714,120	52,743,875	44,757,455	45,374,965	(7,368,910)	-14.0%
Circuit Court	1,408,855	1,715,517	1,802,255	1,716,546	1,029	0.1%
Orphans' Court	48,488	48,268	56,152	56,152	7,884	16.3%
Office of the Sheriff	33,618,869	36,761,616	38,494,422	38,575,373	1,813,757	4.9%
Office of the State's Attorney	3,227,625	3,450,423	3,510,443	3,555,415	104,992	3.0%
Office of the County Treasurer	430,464	447,659	452,791	459,565	11,906	2.7%
Total, Elected Officials	38,734,301	42,423,483	44,316,063	44,363,051	1,939,568	4.6%
Department of Health	2,069,360	2,138,700	2,253,276	2,253,275	114,575	5.4%
Department of Social Services	440,016	447,408	416,168	433,974	(13,434)	-3.0%
Alcohol Beverage Board	247,784	285,596	299,793	298,157	12,561	4.4%
Board of Elections	807,834	1,114,352	1,101,052	1,101,591	(12,761)	-1.1%
University of Maryland Extension (UME)	214,175	260,958	260,958	257,400	(3,558)	-1.4%
Ethics Commission	650	833	833	833	0	0.0%
So. MD Forest Conservation Board	2,000	2,500	2,500	2,500	0	0.0%
Soil Conservation District	71,693	73,946	74,946	73,946	0	0.0%
So. MD Resource Conservation & Development	11,630	12,470	13,300	13,300	830	6.7%
So. MD Tri-County Community Action Committee, Inc.	16,000	16,000	16,000	16,000	0	0.0%
Tri-County Council for Southern Maryland	104,200	94,200	94,200	94,200	0	0.0%
Tri-County Youth Services Bureau, Inc.	110,000	110,000	143,600	143,600	33,600	30.5%
SDAT - Leonardtown Office	0	0	676,397	450,872	450,872	100.0%
Southern Maryland Higher Education Center	40,000	In DED	40,000	40,000	40,000	100.0%
BOE - Recurring	96,026,941	99,717,401	104,007,858	102,189,940	2,472,539	2.5%
BOE - Non-Recurring	1,988,060	2,972,992	0	0	(2,972,992)	-100.0%
County Funds - College of Southern Maryland	4,197,845	4,207,365	4,207,365	4,207,365	0	0.0%
County Funds - Board of Library Trustees	2,588,064	2,684,573	2,871,762	2,800,572	115,999	4.3%
Total, Boards and State Agencies	108,936,252	114,139,294	116,480,008	114,377,525	238,231	0.2%
Non-Profit Agencies (see Departments for FY17 +)	1,035,755	0	0	0	0	0.0%
SUB-TOTAL	195,420,428	209,306,652	205,553,526	204,115,541	(5,191,111)	-2.5%
Other Budget Costs						
Appropriation Reserve	0	1,000,000	1,000,000	1,000,000	0	0.0%
Leonardtown Tax Rebate	42,973	43,943	44,916	44,916	973	2.2%
Employer Contributions - Retiree Health Costs	2,635,816	3,000,000	3,100,000	3,000,000	0	0.0%
Employer Contributions - Unemployment	13,110	40,000	30,000	30,000	(10,000)	-25.0%
Bank / GOB Costs	11,872	45,000	30,000	30,000	(15,000)	-33.3%
Debt Service	9,345,879	10,634,319	11,255,230	11,255,230	620,911	5.8%
Other Budget Costs	12,049,650	14,763,262	15,460,146	15,360,146	596,884	4.0%
Subtotal, Excludes Transfers	207,470,078	224,069,914	221,013,672	219,475,687	(4,594,227)	-2.1%
Transfers & Reserves	13,191,989	(1,902,891)	900,000	1,848,418	3,751,309	-197.1%
TOTAL GENERAL FUND BUDGET	\$220,662,067	\$222,167,023	\$221,913,672	\$221,324,105	(842,918)	-0.4%

FY2018 GENERAL FUND - EXPENDITURES



Board of Education	\$102,189,940
County Departments, Elected Officials (excluding Sheriff)	51,162,643
Sheriff's Department	38,575,373
Debt Service	11,255,230
Retiree Health (County), Reserves, & Other Costs	5,953,334
Other Boards & State Agencies	5,179,648
College of Southern Maryland	4,207,365
Board of Library Trustees	<u>2,800,572</u>
TOTAL GENERAL FUND EXPENDITURES	<u>\$221,324,105</u>

THE GENERAL FUND EXPENDITURES STRUCTURE

The detailed budget pages which follow provide a breakdown by department/spending unit of the audited FY2016 expenditures, the original approved FY2017 budget, and both the requested and approved FY2018 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	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
COUNTY DEPARTMENTS						
County Commissioners/County Admin.						
Legislative/County Commissioners						
Personal Services	417,779	419,323	419,323	402,148	(17,175)	-4.1%
Operating Supplies	2,510	4,500	4,500	4,500	0	0.0%
Communications	3,600	5,100	5,100	5,100	0	0.0%
Transportation	1,359	5,000	5,000	5,000	0	0.0%
Miscellaneous	36,278	42,000	42,000	42,000	0	0.0%
Legislative/County Commissioners	461,526	475,923	475,923	458,748	(17,175)	-3.6%
County Administrator						
Personal Services	350,221	364,972	364,972	365,088	116	0.0%
Operating Supplies	19,396	17,031	17,031	17,031	0	0.0%
Professional Services	5,943	11,732	11,732	11,732	0	0.0%
Communications	1,312	2,900	2,900	2,900	0	0.0%
Transportation	12	2,500	2,500	2,500	0	0.0%
Miscellaneous	2,076	3,800	3,800	3,800	0	0.0%
County Administrator	378,960	402,935	402,935	403,051	116	0.0%
Public Information						
Personal Services	213,441	219,675	219,675	223,227	3,552	1.6%
Operating Supplies	5,091	8,040	8,040	8,040	0	0.0%
Communications	669	1,000	1,000	1,000	0	0.0%
Transportation	0	1,100	1,100	1,100	0	0.0%
Miscellaneous	7,659	13,420	13,420	13,420	0	0.0%
Equipment	1,160	0	0	0	0	0.0%
Public Information	228,020	243,235	243,235	246,787	3,552	1.5%
Total - County Commissioners/County Admin.	1,068,506	1,122,093	1,122,093	1,108,586	(13,507)	-1.2%
Aging & Human Services						
Aging Administration						
Personal Services	1,245,290	1,270,114	1,248,626	1,274,891	4,777	0.4%
Operating Supplies	234,879	257,540	266,040	260,040	2,500	1.0%
Professional Services	74,487	81,562	81,562	81,562	0	0.0%
Communications	25,313	30,000	30,000	30,000	0	0.0%
Transportation	30,408	44,200	44,200	44,200	0	0.0%
Rentals	350	0	0	0	0	0.0%
Miscellaneous	4,143	5,876	5,876	5,876	0	0.0%
Equipment	10,455	0	0	0	0	0.0%
Other - Lease Payments	15,780	16,000	16,000	16,000	0	0.0%
Aging Administration	1,641,105	1,705,292	1,692,304	1,712,569	7,277	0.4%
Grants - Aging						
Personal Services	604,005	707,267	634,770	647,967	(59,300)	-8.4%
Operating Supplies	241,702	177,301	174,527	173,203	(4,098)	-2.3%
Professional Services	154,011	148,546	135,430	133,769	(14,777)	-9.9%
Communications	1,445	1,290	400	400	(890)	-69.0%
Transportation	19,579	30,814	26,845	26,845	(3,969)	-12.9%
Insurance	1,149	1,196	1,196	1,196	0	0.0%
Miscellaneous	4,959	10,215	5,816	5,310	(4,905)	-48.0%
Equipment	10,362	0	0	0	0	0.0%
Grants - Aging	1,037,212	1,076,629	978,984	988,690	(87,939)	-8.2%

**BUDGET
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Aging & Human Services - continued						
Human Services-Admin Grants						
Personal Services	309,973	359,136	57,294	58,249	(300,887)	-83.8%
Operating Supplies	25,290	26,714	7,206	6,251	(20,463)	-76.6%
Professional Services	16,895	27,259	4,500	4,500	(22,759)	-83.5%
Communication	1,570	3,100	0	0	(3,100)	-100.0%
Transportation	2,334	2,500	1,000	1,000	(1,500)	-60.0%
Rentals	290	290	0	0	(290)	-100.0%
Miscellaneous	2,780	3,451	0	0	(3,451)	-100.0%
Human Services-Admin Grants	359,132	422,450	70,000	70,000	(352,450)	-83.4%
Community Services						
Personal Services	198,729	229,582	261,070	261,856	32,274	14.1%
Operating Supplies	713	2,000	6,361	6,361	4,361	218.1%
Professional Services	26,787	73,172	28,172	28,172	(45,000)	-61.5%
Communications	2,481	3,500	3,500	3,500	0	0.0%
Transportation	1,724	1,000	2,000	2,000	1,000	100.0%
Rentals	0	335	335	335	0	0.0%
Miscellaneous	7,217	144,050	146,050	146,050	2,000	1.4%
Equipment	160	0	0	0	0	0.0%
Other - Lease Payments	4,938	4,939	0	0	(4,939)	-100.0%
Community Services	242,749	458,578	447,488	448,274	(10,304)	-2.2%
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%
Human Relations Commission	0	1,850	1,850	1,850	0	0.0%
Commission for the Disabled						
Operating Supplies	0	600	600	600	0	0.0%
Professional Services	1,745	1,700	1,700	1,700	0	0.0%
Rentals	485	0	0	0	0	0.0%
Commission for the Disabled	2,230	2,300	2,300	2,300	0	0.0%
Commission for Women						
Operating Supplies	196	765	765	765	0	0.0%
Professional Services	3,643	3,150	5,335	5,335	2,185	69.4%
Rentals	335	335	400	400	65	19.4%
Miscellaneous	2,080	250	500	500	250	100.0%
Commission for Women	6,254	4,500	7,000	7,000	2,500	55.6%
Non-Profits - Aging & Human Services						
Miscellaneous (Operating Allocation)	0	906,415	906,415	826,612	(79,803)	-8.8%
Non-Profits - Aging & Human Services	0	906,415	906,415	826,612	(79,803)	-8.8%
Grants - Human Services (Non-Administration)						
Personal Services	83,242	74,605	0	0	(74,605)	-100.0%
Operating Supplies	21,152	22,792	0	0	(22,792)	-100.0%
Professional Services	4,752,742	4,600,001	607,658	607,658	(3,992,343)	-86.8%
Communications	205	1,600	0	0	(1,600)	-100.0%
Transportation	950	1,450	0	0	(1,450)	-100.0%
Miscellaneous	97,186	1,600	0	0	(1,600)	-100.0%
Grants - Human Services (Non-Admin.)	4,955,477	4,702,048	607,658	607,658	(4,094,390)	-87.1%
Total - Aging & Human Services	8,244,159	9,280,062	4,713,999	4,664,953	(4,615,109)	-49.7%
County Attorney						
Personal Services	539,171	572,121	572,121	582,639	10,518	1.8%
Operating Supplies	47,615	62,630	48,630	48,630	(14,000)	-22.4%
Professional Services	37,224	38,525	25,025	25,025	(13,500)	-35.0%
Communications	3,494	4,600	3,100	3,100	(1,500)	-32.6%
Transportation	487	600	600	600	0	0.0%
Miscellaneous	2,695	3,300	32,300	32,300	29,000	878.8%
Total - County Attorney	630,686	681,776	681,776	692,294	10,518	1.5%

**BUDGET
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Economic Development						
Administration/Office of the Director						
Personal Services	363,207	373,922	363,922	370,808	(3,114)	-0.8%
Operating Supplies	7,213	12,183	12,060	12,060	(123)	-1.0%
Professional Services	7,405	3,977	4,100	4,100	123	3.1%
Communications	14,079	14,400	14,400	14,400	0	0.0%
Transportation	1,081	3,360	3,360	3,360	0	0.0%
Rentals	168	168	168	168	0	0.0%
Miscellaneous	9,404	9,200	9,200	9,200	0	0.0%
Equipment	1,638	0	0	0	0	0.0%
Administration/Office of the Director	404,195	417,210	407,210	414,096	(3,114)	-0.7%
Tourism Development						
Personal Services	149,297	153,108	153,108	163,326	10,218	6.7%
Operating Supplies	143,420	177,839	117,839	91,751	(86,088)	-48.4%
Professional Services	118,243	119,742	119,742	119,742	0	0.0%
Communications	0	1,560	1,560	1,560	0	0.0%
Transportation	756	3,500	3,500	3,500	0	0.0%
Miscellaneous	26,209	24,970	24,970	51,058	26,088	104.5%
Equipment	(454)	0	0	0	0	0.0%
Tourism Development	437,471	480,719	420,719	430,937	(49,782)	-10.4%
Agriculture & Seafood Development						
Personal Services	193,776	200,247	311,438	322,259	122,012	60.9%
Operating Supplies	5,230	6,700	7,050	7,050	350	5.2%
Transportation	939	800	800	800	0	0.0%
Miscellaneous	1,663	2,000	4,331	4,331	2,331	116.6%
Agriculture & Seafood Development	201,608	209,747	323,619	334,440	124,693	59.4%
Business Development						
Personal Services	13,064	152,035	152,035	142,382	(9,653)	-6.3%
Operating Supplies	42,254	36,100	45,499	45,499	9,399	26.0%
Professional Services	75,692	75,846	66,447	66,447	(9,399)	-12.4%
Transportation	0	1,000	1,000	1,000	0	0.0%
Rentals	900	0	0	0	0	0.0%
Miscellaneous	132,520	146,200	61,200	61,200	(85,000)	-58.1%
Equipment	15,473	0	0	0	0	0.0%
Business Development	279,903	411,181	326,181	316,528	(94,653)	-23.0%
Non-Profits - Economic Development						
Miscellaneous-Conservation	0	0	0	12,500	12,500	100.0%
Miscellaneous-Economic Development	0	28,580	28,580	33,580	5,000	17.5%
Miscellaneous-Post Secondary Education	0	60,000	20,000	25,000	(35,000)	-58.3%
Miscellaneous-Primary & Secondary Education	0	18,175	18,175	18,175	0	0.0%
Non-Profits - Economic Development	0	106,755	66,755	89,255	(17,500)	-16.4%
Grants						
Operating Supplies	29,787	40,000	45,000	45,000	5,000	12.5%
Professional Services	30,000	0	0	330,473	330,473	100.0%
Miscellaneous	0	2,000,000	0	0	(2,000,000)	-100.0%
Equipment	208,460	0	0	0	0	0.0%
Grants	268,247	2,040,000	45,000	375,473	(1,664,527)	-81.6%
Total - Economic Development	1,591,424	3,665,612	1,589,484	1,960,729	(1,704,883)	-46.5%

**BUDGET
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Finance						
Administration/Budget						
Personal Services	599,704	623,404	623,404	642,271	18,867	3.0%
Operating Supplies	16,419	21,000	20,000	20,000	(1,000)	-4.8%
Professional Services	12,552	35,300	32,480	32,480	(2,820)	-8.0%
Communications	12,098	15,200	14,200	14,200	(1,000)	-6.6%
Transportation	212	1,000	1,000	1,000	0	0.0%
Miscellaneous	4,071	4,500	4,500	4,500	0	0.0%
Administration/Budget	645,056	700,404	695,584	714,451	14,047	2.0%
Accounting						
Personal Services	533,462	557,769	557,769	593,208	35,439	6.4%
Operating Supplies	6,736	8,000	7,900	7,900	(100)	-1.3%
Professional Services	0	1,650	1,650	1,650	0	0.0%
Transportation	235	400	400	400	0	0.0%
Miscellaneous	9,790	11,500	11,000	11,000	(500)	-4.3%
Equipment	657	0	0	0	0	0.0%
Accounting	550,880	579,319	578,719	614,158	34,839	6.0%
Auditing						
Professional Services	41,078	46,060	50,980	50,980	4,920	10.7%
Auditing	41,078	46,060	50,980	50,980	4,920	10.7%
Procurement						
Personal Services	270,056	307,378	307,378	313,293	5,915	1.9%
Operating Supplies	1,796	3,750	3,750	3,750	0	0.0%
Communications	562	1,000	1,000	1,000	0	0.0%
Transportation	73	200	200	200	0	0.0%
Miscellaneous	430	1,000	1,500	1,500	500	50.0%
Equipment	350	0	0	0	0	0.0%
Procurement	273,267	313,328	313,828	319,743	6,415	2.0%
Total - Finance	1,510,281	1,639,111	1,639,111	1,699,332	60,221	3.7%
Human Resources						
Human Resources						
Personal Services	583,305	696,478	696,478	642,026	(54,452)	-7.8%
Operating Supplies	59,316	87,010	82,560	82,560	(4,450)	-5.1%
Professional Services	111,059	91,556	53,256	53,256	(38,300)	-41.8%
Communications	3,528	4,500	4,500	4,500	0	0.0%
Transportation	63	800	800	800	0	0.0%
Miscellaneous	5,683	215,657	209,495	205,495	(10,162)	-4.7%
Equipment	723	0	0	0	0	0.0%
Human Resources	763,677	1,096,001	1,047,089	988,637	(107,364)	-9.8%
Risk Management						
Personal Services	67,377	70,424	70,424	68,050	(2,374)	-3.4%
Operating Supplies	2,770	3,250	3,502	3,502	252	7.8%
Professional Services	1,350	1,500	1,500	1,500	0	0.0%
Transportation	99	100	100	100	0	0.0%
Insurance	489,942	734,810	734,573	734,573	(237)	0.0%
Miscellaneous	1,585	1,600	1,585	1,585	(15)	-0.9%
Risk Management	563,123	811,684	811,684	809,310	(2,374)	-0.3%
Total - Human Resources	1,326,800	1,907,685	1,858,773	1,797,947	(109,738)	-5.8%

**BUDGET
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Land Use & Growth Management (LUGM)						
Administration						
Personal Services	578,607	625,865	625,865	679,742	53,877	8.6%
Operating Supplies	36,671	59,804	59,180	59,180	(624)	-1.0%
Professional Services	25,519	34,184	34,634	34,634	450	1.3%
Communications	14,148	18,000	18,000	18,000	0	0.0%
Transportation	325	2,500	2,500	2,500	0	0.0%
Rentals	110	200	200	200	0	0.0%
Miscellaneous	502	5,220	5,394	5,394	174	3.3%
Equipment	1,202	0	0	0	0	0.0%
Administration	657,084	745,773	745,773	799,650	53,877	7.2%
Comprehensive Planning						
Personal Services	625,670	714,960	380,710	333,412	(381,548)	-53.4%
Operating Supplies	1,304	4,400	4,000	4,000	(400)	-9.1%
Professional Services	6,429	1,844	51,844	1,844	0	0.0%
Transportation	735	1,300	1,300	1,300	0	0.0%
Rentals	0	750	750	750	0	0.0%
Miscellaneous	4,245	6,796	3,815	3,815	(2,981)	-43.9%
Equipment	6,365	0	20,700	20,700	20,700	100.0%
Comprehensive Planning	644,748	730,050	463,119	365,821	(364,229)	-49.9%
Development Services						
Personal Services	335,951	415,139	356,147	376,333	(38,806)	-9.3%
Operating Supplies	257	1,200	1,200	1,200	0	0.0%
Professional Services	814	15,000	15,000	15,000	0	0.0%
Transportation	196	800	800	800	0	0.0%
Miscellaneous	651	2,500	2,800	2,800	300	12.0%
Equipment	986	0	0	0	0	0.0%
Development Services	338,855	434,639	375,947	396,133	(38,506)	-8.9%
Zoning Administration						
Personal Services	284,211	295,542	295,542	324,374	28,832	9.8%
Operating Supplies	189	5,300	5,300	5,300	0	0.0%
Transportation	0	200	200	200	0	0.0%
Miscellaneous	891	4,704	3,340	3,340	(1,364)	-29.0%
Equipment	502	0	0	0	0	0.0%
Zoning Administration	285,793	305,746	304,382	333,214	27,468	9.0%
Planning Commission						
Personal Services	20,880	20,733	20,733	23,646	2,913	14.1%
Transportation	0	500	500	500	0	0.0%
Miscellaneous	995	2,618	2,618	2,618	0	0.0%
Planning Commission	21,875	23,851	23,851	26,764	2,913	12.2%
Boards and Commissions						
Personal Services	15,405	18,136	18,136	16,518	(1,618)	-8.9%
Transportation	91	500	500	500	0	0.0%
Miscellaneous	1,299	3,018	3,018	3,018	0	0.0%
Boards and Commissions	16,795	21,654	21,654	20,036	(1,618)	-7.5%
Historical Preservation						
Operating Supplies	267	2,250	2,250	2,250	0	0.0%
Professional Services	0	100	100	100	0	0.0%
Transportation	11	200	200	200	0	0.0%
Miscellaneous	712	1,030	1,030	1,030	0	0.0%
Historical Preservation	990	3,580	3,580	3,580	0	0.0%

**BUDGET
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
LUGM - Continued						
Permit Services						
Personal Services	330,387	378,875	378,875	359,732	(19,143)	-5.1%
Operating Supplies	46	1,500	1,500	1,500	0	0.0%
Professional Services	0	1,350	1,350	1,350	0	0.0%
Transportation	0	200	200	200	0	0.0%
Equipment	1,658	0	0	0	0	0.0%
Miscellaneous	0	0	1,000	1,000	1,000	100.0%
Permit Services	332,091	381,925	382,925	363,782	(18,143)	-4.8%
Inspections & Compliance						
Personal Services	487,244	551,743	551,743	546,324	(5,419)	-1.0%
Operating Supplies	4,152	9,850	9,850	9,850	0	0.0%
Professional Services	76,313	120,320	120,320	120,320	0	0.0%
Transportation	6,717	12,100	12,100	12,100	0	0.0%
Miscellaneous	405	5,090	10,090	10,090	5,000	98.2%
Equipment	100	0	0	0	0	0.0%
Other - Lease Payments	0	0	20,470	20,470	20,470	100.0%
Inspections & Compliance	574,931	699,103	724,573	719,154	20,051	2.9%
Board of Electrical Examiners						
Operating Supplies	0	1,400	1,400	1,400	0	0.0%
Professional Services	13,710	12,000	12,000	12,000	0	0.0%
Communications	85	300	300	300	0	0.0%
Transportation	99	350	350	350	0	0.0%
Miscellaneous	100	250	250	250	0	0.0%
Board of Electrical Examiners	13,994	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	0	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	25	2,825	2,825	2,825	0	0.0%
Plumbing & Gas Board						
Operating Supplies	0	1,750	1,750	1,750	0	0.0%
Communications	0	100	100	100	0	0.0%
Plumbing & Gas Board	0	1,850	1,850	1,850	0	0.0%
Grants						
Other Contract Services	0	16,600	0	0	(16,600)	-100.0%
Miscellaneous	1,500	24,500	2,000	2,000	(22,500)	-91.8%
Grants	1,500	41,100	2,000	2,000	(39,100)	-95.1%
Total - Land Use & Growth Management	2,888,681	3,409,296	3,069,679	3,052,009	(357,287)	-10.5%

**BUDGET
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Public Works & Transportation (DPW&T)						
Administration						
Personal Services	417,107	417,295	407,295	406,963	(10,332)	-2.5%
Operating Supplies	5,695	7,477	9,977	9,977	2,500	33.4%
Professional Services	2,835	3,400	3,400	3,400	0	0.0%
Communications	8,677	10,900	11,700	10,260	(640)	-5.9%
Transportation	11	0	0	0	0	0.0%
Miscellaneous	194	400	400	400	0	0.0%
Equipment	275	0	0	0	0	0.0%
Administration	434,794	439,472	432,772	431,000	(8,472)	-1.9%
Engineering Services						
Personal Services	748,829	770,555	885,140	913,148	142,593	18.5%
Operating Supplies	1,260	5,370	5,370	5,370	0	0.0%
Professional Services	5,636	9,000	6,475	6,475	(2,525)	-28.1%
Transportation	250	250	250	250	0	0.0%
Miscellaneous	1,893	2,863	5,388	5,388	2,525	88.2%
Equipment	7,139	0	0	0	0	0.0%
Engineering Services	765,007	788,038	902,623	930,631	142,593	18.1%
Development Review						
Personal Services	220,483	228,075	182,482	193,365	(34,710)	-15.2%
Operating Supplies	3,101	1,675	1,675	1,675	0	0.0%
Professional Services	0	800	800	800	0	0.0%
Transportation	135	200	200	200	0	0.0%
Miscellaneous	337	475	475	475	0	0.0%
Development Review	224,056	231,225	185,632	196,515	(34,710)	-15.0%
Construction & Inspections						
Personal Services	520,941	514,591	514,591	497,611	(16,980)	-3.3%
Operating Supplies	4,399	4,850	4,850	4,850	0	0.0%
Professional Services	2,150	95,150	120,150	155,150	60,000	63.1%
Communications	3,349	4,100	4,100	3,620	(480)	-11.7%
Transportation	10,745	13,500	13,500	13,500	0	0.0%
Equipment	426	0	0	0	0	0.0%
Other - Lease Payment	13,958	13,958	0	0	(13,958)	-100.0%
Construction & inspections	555,968	646,149	657,191	674,731	28,582	4.4%
County Highways						
Personal Services	2,771,458	2,749,220	2,749,220	2,818,542	69,322	2.5%
Operating Supplies	43,019	47,500	48,500	60,888	13,388	28.2%
Professional Services	164,702	95,120	100,220	65,220	(29,900)	-31.4%
Communications	5,787	6,100	6,100	5,620	(480)	-7.9%
Transportation	153,348	409,050	344,050	344,050	(65,000)	-15.9%
Public Utility Service	73,988	88,000	103,000	103,000	15,000	17.0%
Rentals	11,092	18,900	18,900	18,900	0	0.0%
Snow Removal	436,549	254,750	254,750	254,750	0	0.0%
Miscellaneous	273,584	201,890	201,890	201,890	0	0.0%
Equipment	2,226	0	0	0	0	0.0%
Other - Lease Payment	429,314	427,996	401,051	411,401	(16,595)	-3.9%
County Highways	4,365,067	4,298,526	4,227,681	4,284,261	(14,265)	-0.3%
Mailroom/Messenger Services						
Personal Services	112,236	117,751	117,751	102,500	(15,251)	-13.0%
Operating Supplies	1,007	3,910	3,910	3,910	0	0.0%
Communications	9,376	800	800	800	0	0.0%
Transportation	903	3,000	3,000	3,000	0	0.0%
Rentals	10,415	13,900	13,900	13,900	0	0.0%
Equipment	139	0	0	0	0	0.0%
Other - Lease Payment	4,368	4,369	0	0	(4,369)	-100.0%
Mailroom/Messenger Services	138,444	143,730	139,361	124,110	(19,620)	-13.7%

**BUDGET
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	OVER FY2017 APPROVED AMOUNT	PERCENT
DPW & T - Continued						
Vehicle Maintenance Shop						
Personal Services	859,215	856,054	856,054	890,822	34,768	4.1%
Operating Supplies	39,676	54,400	54,492	52,492	(1,908)	-3.5%
Professional Services	15,154	26,270	26,270	26,270	0	0.0%
Communications	1,640	4,700	4,700	4,220	(480)	-10.2%
Transportation	573,054	541,000	591,000	591,000	50,000	9.2%
Equipment	31,779	0	3,014	3,014	3,014	100.0%
Other - Lease Payment	82,978	83,747	93,265	93,265	9,518	11.4%
Vehicle Maintenance Shop	1,603,496	1,566,171	1,626,795	1,661,083	94,912	6.1%
Non-Public School Bus Transportation						
Personal Services	69,549	74,066	74,066	75,260	1,194	1.6%
Operating Supplies	1,343	1,955	1,955	1,955	0	0.0%
Professional Services	1,788,459	1,907,356	2,032,267	2,054,848	147,492	7.7%
Communications	9,465	12,600	12,600	12,120	(480)	-3.8%
Transportation	0	154	154	154	0	0.0%
Insurance	27,660	28,007	28,007	28,007	0	0.0%
Miscellaneous	548	150	150	150	0	0.0%
Non-Public School Bus Transportation	1,897,024	2,024,288	2,149,199	2,172,494	148,206	7.3%
St. Mary's County Airport						
Operating Supplies	10	1,450	1,450	1,450	0	0.0%
Professional Services	8,101	12,425	12,700	12,700	275	2.2%
Communications	2,702	6,500	6,500	3,000	(3,500)	-53.8%
Public Utility Service	5,483	20,770	11,000	5,000	(15,770)	-75.9%
Repairs and Maintenance	0	1,000	0	0	(1,000)	-100.0%
Rentals	1,581	0	3,000	3,000	3,000	100.0%
Miscellaneous	325	325	325	325	0	0.0%
St Mary's County Airport	18,202	42,470	34,975	25,475	(16,995)	-40.0%
Grants (principally STS)						
Personal Services	1,684,832	1,788,898	1,795,047	1,695,988	(92,910)	-5.2%
Operating Supplies	39,893	41,417	42,917	42,917	1,500	3.6%
Professional Services	111,149	30,970	122,970	122,970	92,000	297.1%
Communications	3,179	6,425	6,425	6,425	0	0.0%
Transportation	433,041	901,960	889,161	988,220	86,260	9.6%
Public Utility Service	27,260	29,000	29,000	29,000	0	0.0%
Repairs and Maintenance	1,152	1,300	3,450	3,450	2,150	165.4%
Insurance	39,399	75,000	75,000	75,000	0	0.0%
Miscellaneous	4,868	5,700	5,700	5,700	0	0.0%
Equipment	7,996	428,914	314,002	314,002	(114,912)	-26.8%
Grants (principally STS)	2,352,769	3,309,584	3,283,672	3,283,672	(25,912)	-0.8%
Building Services						
Personal Services	1,308,858	1,324,573	1,324,573	1,339,095	14,522	1.1%
Operating Supplies	157,107	188,464	173,464	173,464	(15,000)	-8.0%
Professional Services	542,783	604,190	678,190	678,190	74,000	12.2%
Communications	23,210	22,451	22,451	22,451	0	0.0%
Transportation	25,593	34,000	34,000	34,000	0	0.0%
Public Utility Service	1,093,767	1,734,164	1,557,953	1,557,953	(176,211)	-10.2%
Repairs and Maintenance	141,156	140,000	138,648	138,648	(1,352)	-1.0%
Rentals	0	0	2,352	2,352	2,352	100.0%
Equipment	14,000	0	0	0	0	0.0%
Other - Lease Payment	34,539	34,089	39,525	39,525	5,436	15.9%
Building Services	3,341,013	4,081,931	3,971,156	3,985,678	(96,253)	-2.4%
Total - Public Works & Transportation	15,695,840	17,571,584	17,611,057	17,769,650	198,066	1.1%

**BUDGET
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Recreation & Parks						
Administration						
Personal Services	1,116,450	1,165,667	1,165,667	1,130,030	(35,637)	-3.1%
Operating Supplies	13,182	13,275	15,275	15,275	2,000	15.1%
Professional Services	3,174	4,489	4,980	4,980	491	10.9%
Communications	4,686	5,120	5,620	5,620	500	9.8%
Transportation	4,235	5,900	4,400	4,400	(1,500)	-25.4%
Miscellaneous	5,802	13,255	11,255	11,255	(2,000)	-15.1%
Equipment	800	0	0	0	0	0.0%
Other - Lease Payments	5,681	6,617	15,530	15,530	8,913	134.7%
Administration	1,154,010	1,214,323	1,222,727	1,187,090	(27,233)	-2.2%
Parks Maintenance						
Personal Services	1,190,544	1,261,467	1,268,312	1,269,148	7,681	0.6%
Operating Supplies	49,615	54,499	58,499	58,499	4,000	7.3%
Professional Services	55,001	57,170	58,170	58,170	1,000	1.7%
Communications	4,790	5,400	5,400	5,400	0	0.0%
Transportation	29,777	45,700	40,700	40,700	(5,000)	-10.9%
Public Utility Service	89,372	78,800	97,800	97,800	19,000	24.1%
Repairs and Maintenance	397,521	431,598	431,098	438,378	6,780	1.6%
Rentals	48,967	41,670	52,234	52,234	10,564	25.4%
Miscellaneous	3,257	7,315	7,315	7,315	0	0.0%
Equipment	18,335	37,750	10,000	10,000	(27,750)	-73.5%
Other - Lease Payments	64,563	63,939	17,460	17,460	(46,479)	-72.7%
Parks Maintenance	1,951,742	2,085,308	2,046,988	2,055,104	(30,204)	-1.4%
Non-Profits - Recreation & Parks						
Miscellaneous (Operating Allocation)	0	87,580	87,580	94,580	7,000	8.0%
Non-Profits - Recreation & Parks	0	87,580	87,580	94,580	7,000	8.0%
Grants						
Personal Services	1,661	953	1,005	1,005	52	5.5%
Operating Supplies	1,531	3,000	0	0	(3,000)	-100.0%
Professional Services	1,516	1,953	1,884	1,884	(69)	-3.5%
Public Utility Service	237	235	252	252	17	7.2%
Repairs & Maintenance	2,233	47,000	0	0	(47,000)	-100.0%
Rentals	10,805	11,859	11,859	11,859	0	0.0%
Miscellaneous	5,000	5,000	5,000	5,000	0	0.0%
Equipment	655	0	0	0	0	0.0%
Grants Division	23,638	70,000	20,000	20,000	(50,000)	-71.4%
Museum Division						
Personal Services	437,893	448,323	448,182	453,453	5,130	1.1%
Operating Supplies	15,631	23,542	22,042	22,042	(1,500)	-6.4%
Professional Services	14,781	13,751	13,715	13,715	(36)	-0.3%
Communications	7,396	7,400	7,900	7,900	500	6.8%
Transportation	6,840	8,900	7,900	7,900	(1,000)	-11.2%
Public Utility Service	28,913	36,955	37,955	37,955	1,000	2.7%
Repairs & Maintenance	0	2,400	0	0	(2,400)	-100.0%
Rentals	0	500	1,000	1,000	500	100.0%
Insurance	4,879	5,179	5,679	5,679	500	9.7%
Miscellaneous	500	800	800	800	0	0.0%
Equipment	1,664	6,000	1,000	1,000	(5,000)	-83.3%
Other - Lease Payments	5,681	6,617	5,525	5,525	(1,092)	-16.5%
Museum Division	524,178	560,367	551,698	556,969	(3,398)	-0.6%
Total - Recreation & Parks	3,653,568	4,017,578	3,928,993	3,913,743	(103,835)	-2.6%

**BUDGET
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Emergency Services & Technology						
Emergency Communications Center						
Personal Services	2,370,926	2,445,209	2,472,052	2,544,649	99,440	4.1%
Operating Supplies	12,689	28,200	28,200	28,200	0	0.0%
Professional Services	75,227	80,878	22,543	28,543	(52,335)	-64.7%
Communications	150,631	150,100	150,100	150,100	0	0.0%
Transportation	163	800	1,300	1,300	500	62.5%
Miscellaneous	1,220	4,600	4,600	4,600	0	0.0%
Other - Lease Payment	5,326	5,326	0	0	(5,326)	-100.0%
Emergency Communications Center	2,616,182	2,715,113	2,678,795	2,757,392	42,279	1.6%
Emergency Radio Communications						
Personal Services	134,116	139,231	0	0	(139,231)	-100.0%
Operating Supplies	2,517	27,300	27,300	27,300	0	0.0%
Professional Services	860,876	720,641	710,651	710,651	(9,990)	-1.4%
Communications	2,440	1,000	1,000	1,000	0	0.0%
Transportation	2,172	7,500	4,000	4,000	(3,500)	-46.7%
Miscellaneous / Land	532	4,000	36,500	36,500	32,500	812.5%
Equipment	1,288	67,500	57,500	57,500	(10,000)	-14.8%
Other - Lease Payments	1,345,318	1,377,146	235,235	235,235	(1,141,911)	-82.9%
Emergency Radio Communications	2,349,259	2,344,318	1,072,186	1,072,186	(1,272,132)	-54.3%
Emergency Management						
Personal Services	225,421	235,240	232,740	254,499	19,259	8.2%
Operating Supplies	1,763	20,800	20,800	20,800	0	0.0%
Professional Services	10,392	22,750	24,850	24,850	2,100	9.2%
Communications	28,424	17,450	8,800	8,800	(8,650)	-49.6%
Transportation	853	1,700	1,700	1,700	0	0.0%
Miscellaneous	15,500	30,500	8,000	12,000	(18,500)	-60.7%
Other - Lease Payments	5,383	6,210	5,235	5,235	(975)	-15.7%
Emergency Management	287,736	334,650	302,125	327,884	(6,766)	-2.0%
Animal Control						
Personal Services	364,685	376,720	376,720	356,810	(19,910)	-5.3%
Operating Supplies	3,987	7,200	8,200	8,200	1,000	13.9%
Professional Services	261,015	359,708	392,125	392,125	32,417	9.0%
Communications	1,866	2,506	2,506	2,506	0	0.0%
Transportation	17,341	30,000	20,000	20,000	(10,000)	-33.3%
Miscellaneous	4,723	5,000	5,000	5,000	0	0.0%
Other - Lease Payments	26,366	26,367	22,280	22,280	(4,087)	-15.5%
Animal Control	679,983	807,501	826,831	806,921	(580)	-0.1%
Technology						
Personal Services	1,389,188	1,504,898	1,920,335	2,004,801	499,903	33.2%
Operating Supplies	738,625	747,615	801,692	801,692	54,077	7.2%
Professional Services	210,005	114,358	125,158	125,158	10,800	9.4%
Communications	111,728	127,200	127,200	131,520	4,320	3.4%
Transportation	651	2,000	2,000	2,000	0	0.0%
Rentals	84	1,000	1,000	1,000	0	0.0%
Miscellaneous	4,881	4,200	4,200	4,200	0	0.0%
Equipment	443,381	381,468	381,468	381,468	0	0.0%
Other - Lease Payments	41,195	41,196	0	0	(41,196)	-100.0%
Technology	2,939,738	2,923,935	3,363,053	3,451,839	527,904	18.1%
Grants						
Operating Supplies	60,847	46,854	20,000	20,000	(26,854)	-57.3%
Professional Services	27,218	6,300	84,450	84,450	78,150	1240.5%
Rentals	5,077	0	0	0	0	0.0%
Miscellaneous	859,198	1,662	0	0	(1,662)	-100.0%
Equipment	278,937	268,745	195,050	195,050	(73,695)	-27.4%
Grants (Equip., Recov-Princ FEMA & EmergEvs)	1,231,277	323,561	299,500	299,500	(24,061)	-7.4%
Total - Emergency Services & Technology	10,104,175	9,449,078	8,542,490	8,715,722	(733,356)	-7.8%

**BUDGET
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
ELECTED OFFICIALS						
Circuit Court						
Administration						
Personal Services	791,299	837,296	897,989	812,280	(25,016)	-3.0%
Operating Supplies	25,176	33,135	36,085	36,085	2,950	8.9%
Professional Services	39,898	44,826	46,326	46,326	1,500	3.3%
Communications	21,933	19,137	19,137	19,137	0	0.0%
Transportation	1,331	3,000	3,000	3,000	0	0.0%
Miscellaneous	30,376	49,050	49,050	49,050	0	0.0%
Equipment	4,641	0	8,000	8,000	8,000	100.0%
Administration	914,654	986,444	1,059,587	973,878	(12,566)	-1.3%
Law Library						
Operating Supplies	62,696	67,166	69,950	69,950	2,784	4.1%
Law Library	62,696	67,166	69,950	69,950	2,784	4.1%
Grants						
Personal Services	241,378	289,402	329,789	310,830	21,428	7.4%
Operating Supplies	1,364	2,047	2,525	4,410	2,363	115.4%
Professional Services	169,483	329,148	307,357	323,397	(5,751)	-1.7%
Communications	480	1,500	720	720	(780)	-52.0%
Transportation	65	7,740	400	400	(7,340)	-94.8%
Miscellaneous	18,735	30,570	17,577	18,611	(11,959)	-39.1%
Equipment	0	1,500	14,350	14,350	12,850	856.7%
Grants	431,505	661,907	672,718	672,718	10,811	1.6%
Total - Circuit Court	1,408,855	1,715,517	1,802,255	1,716,546	1,029	0.1%
Orphans' Court						
Personal Services	36,267	35,316	43,200	43,200	7,884	22.3%
Operating Supplies	300	1,000	1,000	1,000	0	0.0%
Communications	1,961	1,992	1,992	1,992	0	0.0%
Miscellaneous	9,960	9,960	9,960	9,960	0	0.0%
Total - Orphans' Court	48,488	48,268	56,152	56,152	7,884	16.3%

**BUDGET
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Office of the Sheriff						
Law Enforcement						
Personal Services	18,715,695	19,490,388	20,713,490	20,854,786	1,364,398	7.0%
Operating Supplies	336,745	468,785	480,285	468,785	0	0.0%
Professional Services	156,581	242,477	243,577	241,677	(800)	-0.3%
Communications	92,859	99,500	101,100	101,100	1,600	1.6%
Transportation	371,542	678,850	679,850	673,613	(5,237)	-0.8%
Public Utility	109	8,000	8,000	8,000	0	0.0%
Rentals	87,766	94,870	94,870	94,870	0	0.0%
Miscellaneous	120,040	168,750	168,750	168,750	0	0.0%
Equipment	298,912	91,755	240,164	138,574	46,819	51.0%
Other - Lease Payments	986,508	978,096	1,148,208	1,148,208	170,112	17.4%
Law Enforcement	21,166,757	22,321,471	23,878,294	23,898,363	1,576,892	7.1%
Corrections						
Personal Services	8,732,332	10,130,567	10,136,562	10,048,548	(82,019)	-0.8%
Operating Supplies	621,492	971,928	1,017,878	1,011,178	39,250	4.0%
Professional Services	917,431	1,144,400	1,236,617	1,233,617	89,217	7.8%
Communications	9,352	11,500	11,500	11,500	0	0.0%
Rentals	97,123	170,500	170,500	170,500	0	0.0%
Miscellaneous	3,001	9,641	11,241	11,241	1,600	16.6%
Equipment	248,533	0	45,839	0	0	0.0%
Other - Lease Payments	26,534	26,535	11,835	11,835	(14,700)	-55.4%
Corrections	10,655,798	12,465,071	12,641,972	12,498,419	33,348	0.3%
Training						
Operating Supplies	55,677	118,410	128,910	128,910	10,500	8.9%
Professional Services	9,660	9,660	9,660	9,660	0	0.0%
Miscellaneous	240,656	274,819	288,207	274,819	0	0.0%
Training	305,993	402,889	426,777	413,389	10,500	2.6%
Canine						
Operating Supplies	4,967	7,000	8,000	8,000	1,000	14.3%
Professional Services	17,289	18,400	17,400	17,400	(1,000)	-5.4%
Miscellaneous	0	500	500	500	0	0.0%
Equipment	18,907	0	12,900	12,900	12,900	100.0%
Canine	41,163	25,900	38,800	38,800	12,900	49.8%
Court Security						
Personal Services	773,088	800,534	800,534	858,387	57,853	7.2%
Operating Supplies	1,316	1,300	1,300	1,300	0	0.0%
Court Security	774,404	801,834	801,834	859,687	57,853	7.2%
Grants						
Personal Services	525,113	612,968	549,592	505,430	(107,538)	-17.5%
Operating Supplies	6,511	29,188	28,569	28,569	(619)	-2.1%
Professional Services	6,270	3,228	3,228	211,026	207,798	6437.4%
Communications	2,205	3,260	3,005	3,005	(255)	-7.8%
Transportation	10,382	6,000	25,000	21,334	15,334	255.6%
Miscellaneous	13,028	13,669	27,041	27,041	5,372	24.8%
Equipment	111,245	68,138	70,310	70,310	2,172	3.2%
Grants	674,754	744,451	706,745	866,715	122,264	16.4%
Total - Office of the Sheriff	33,618,869	36,761,516	38,494,422	38,575,373	1,813,757	4.9%

**BUDGET
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Office of the State's Attorney						
Judicial						
Personal Services	2,490,086	2,665,292	2,707,052	2,752,024	86,732	3.3%
Operating Supplies	42,121	45,076	54,576	54,576	9,500	21.1%
Professional Services	48,798	59,786	50,286	50,286	(9,500)	-15.9%
Communications	10,939	14,755	14,755	14,755	0	0.0%
Transportation	4,331	7,400	7,400	7,400	0	0.0%
Rentals	174	300	300	300	0	0.0%
Miscellaneous	13,275	16,500	16,500	16,500	0	0.0%
Equipment	9,990	0	0	0	0	0.0%
Judicial	2,619,714	2,809,109	2,850,869	2,895,841	86,732	3.1%
Grants						
Personal Services	588,319	609,551	620,488	605,831	(3,720)	-0.6%
Operating Supplies	5,855	4,295	6,295	4,440	145	3.4%
Professional Services	5,657	7,644	12,644	29,156	21,512	281.4%
Communications	3,063	4,217	4,540	4,540	323	7.7%
Transportation	92	1,388	1,388	1,388	0	0.0%
Miscellaneous	4,925	14,219	14,219	14,219	0	0.0%
Grants	607,911	641,314	659,574	659,574	18,260	2.8%
Total - Office of the State's Attorney	3,227,625	3,450,423	3,510,443	3,555,415	104,992	3.0%
Office of the County Treasurer						
Personal Services	394,345	403,511	403,511	410,285	6,774	1.7%
Operating Supplies	10,987	15,000	15,000	15,000	0	0.0%
Professional Services	0	1,368	6,500	6,500	5,132	375.1%
Communications	24,235	26,980	26,980	26,980	0	0.0%
Transportation	468	600	600	600	0	0.0%
Rentals	69	0	0	0	0	0.0%
Equipment	360	200	200	200	0	0.0%
Total - Office of the County Treasurer	430,464	447,659	452,791	459,565	11,906	2.7%
STATE AGENCIES / INDEPENDENT BOARDS						
Department of Health						
Operating Allocation	1,998,586	2,066,403	2,177,579	2,177,579	111,176	5.4%
Personal Services	16,774	16,197	16,197	16,196	(1)	0.0%
Mosquito Control/Gypsy Moth	54,000	56,100	59,500	59,500	3,400	6.1%
Total - Department of Health	2,069,360	2,138,700	2,253,276	2,253,275	114,575	5.4%
Department of Social Services						
Operating Allocation	258,127	259,346	266,226	266,226	6,880	2.7%
Personal Services	98,369	101,060	61,998	79,343	(21,717)	-21.5%
Professional Services	5,850	6,500	6,500	6,500	0	0.0%
Grant	77,670	80,502	81,444	81,905	1,403	1.7%
Total - Department of Social Services	440,016	447,408	416,168	433,974	(13,434)	-3.0%
Alcohol Beverage Board						
Personal Services	107,456	110,789	123,111	121,475	10,686	9.6%
Operating Supplies	2,671	7,805	9,305	9,305	1,500	19.2%
Professional Services	10,000	18,125	18,500	18,500	375	2.1%
Communications	1,138	1,800	1,800	1,800	0	0.0%
Transportation	1,735	5,000	5,000	5,000	0	0.0%
Miscellaneous	122,543	142,077	142,077	142,077	0	0.0%
Grant	2,241	0	0	0	0	0.0%
Total - Alcohol Beverage Board	247,784	285,596	299,793	298,157	12,561	4.4%

**BUDGET
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Board of Elections						
Personal Services	59,567	44,471	44,471	45,010	539	1.2%
Operating Supplies	48,560	53,877	53,877	53,877	0	0.0%
Professional Services	652,315	955,099	955,099	955,099	0	0.0%
Communications	25,720	25,250	25,250	25,250	0	0.0%
Transportation	8,899	7,950	7,950	7,950	0	0.0%
Rentals	2,737	3,875	3,175	3,175	(700)	-18.1%
Miscellaneous	10,036	11,230	11,230	11,230	0	0.0%
Equipment	0	12,600	0	0	(12,600)	-100.0%
Total - Board of Elections	807,834	1,114,352	1,101,052	1,101,591	(12,761)	-1.1%
University of Maryland Extension - St. Mary's Co.						
Operating Supplies	7,283	6,100	6,500	6,500	400	6.6%
Professional Services	180,018	220,958	220,413	216,855	(4,103)	-1.9%
Communications	4,406	4,600	4,600	4,600	0	0.0%
Transportation	16,000	16,000	18,000	18,000	2,000	12.5%
Public Utilities	3,429	4,200	4,200	4,200	0	0.0%
Rentals	230	2,000	1,500	1,500	(500)	-25.0%
Miscellaneous	1,388	4,000	3,000	3,000	(1,000)	-25.0%
Equipment	1,421	3,100	2,745	2,745	(355)	-11.5%
Total - University of MD Extension-St. Mary's	214,175	260,958	260,958	257,400	(3,558)	-1.4%
Ethics Commission						
Operating Supplies	0	183	183	183	0	0.0%
Professional Services	650	650	650	650	0	0.0%
Total - Ethics Commission	650	833	833	833	0	0.0%
St. Mary's County Forest Conservation Board						
Operating Allocation	2,000	2,500	2,500	2,500	0	0.0%
Total - SMC Forest Conservation Board	2,000	2,500	2,500	2,500	0	0.0%
Soil Conservation District						
Personal Services	18,778	21,031	22,031	21,031	0	0.0%
Operating Allocation	52,915	52,915	52,915	52,915	0	0.0%
Total - Soil Conservation District	71,693	73,946	74,946	73,946	0	0.0%
So. MD Resource Conservation & Development						
Operating Allocation	11,630	12,470	13,300	13,300	830	6.7%
Total - Southern Maryland RC&D	11,630	12,470	13,300	13,300	830	6.7%
So. MD Tri-County Community Action Committee, Inc.						
Operating Allocation	16,000	16,000	16,000	16,000	0	0.0%
Total - So. MD Tri-County Community Action	16,000	16,000	16,000	16,000	0	0.0%
Tri-County Council for Southern Maryland						
Operating Allocation	104,200	94,200	94,200	94,200	0	0.0%
Total - Tri-County Council for Southern Maryland	104,200	94,200	94,200	94,200	0	0.0%

**BUDGET
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE) OVER FY2017 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Tri-County Youth Services Bureau, Inc.						
Operating Allocation	110,000	110,000	143,600	143,600	33,600	30.5%
Total - Tri-County Youth Services Bureau, Inc.	110,000	110,000	143,600	143,600	33,600	30.5%
SDAT - Leonardtown Office						
Operating Allocation	0	0	676,397	450,872	450,872	100.0%
Total - SDAT Leonardtown Office	0	0	676,397	450,872	450,872	100.0%
Southern Maryland Higher Education Center						
Operating Allocation	40,000	Shown in DED	40,000	40,000	40,000	100.0%
Total - Southern Maryland Higher Education Center	40,000	0	40,000	40,000	40,000	100.0%
Board of Education						
Administration	3,152,692	3,274,277	3,283,817	3,347,430	73,153	2.2%
Mid-Level Administration	14,673,936	15,545,426	15,841,506	15,961,565	416,139	2.7%
Instructional Salaries	73,642,649	76,152,182	79,441,086	78,494,384	2,342,202	3.1%
Instructional Textbooks & Supplies	4,904,053	5,892,210	2,945,766	2,783,434	(3,108,776)	-52.8%
Other Instructional Costs	2,550,367	1,147,725	1,217,882	1,228,982	81,257	7.1%
Special Education	17,674,519	18,847,243	18,896,180	18,903,974	56,731	0.3%
Student Personnel Services	1,386,536	1,457,314	1,477,136	1,211,779	(245,535)	-16.8%
Student Health Services	2,100,097	2,245,248	2,287,753	2,347,005	101,757	4.5%
Student Transportation	14,605,552	15,253,956	16,195,293	16,195,293	941,337	6.2%
Operation of Plant	14,880,920	15,179,053	15,924,682	15,498,982	319,929	2.1%
Maintenance of Plant	3,444,628	3,878,960	3,976,298	3,935,248	56,288	1.5%
Fixed Charges	44,206,079	48,290,684	49,829,373	49,648,905	1,358,221	2.8%
Capital Outlay	679,869	773,468	779,239	769,769	(3,699)	-0.5%
Sub-Total - General Operations	197,901,897	207,937,746	212,096,011	210,326,750	2,389,004	1.1%
Funding other than County Appropriation						
Fund Balance - Used (generated)	(2,974,892)	1,500,000	57,566	57,566	(1,442,434)	-96.2%
State, Federal, Other Revenue Sources	102,861,788	103,747,353	108,030,587	108,079,244	4,331,891	4.2%
County Funding - Board of Education:						
BOE - Recurring	96,026,941	99,717,401	104,007,858	102,189,940	2,472,539	2.5%
BOE - Non-Recurring	1,988,060	2,972,992	0	0	(2,972,992)	-100.0%
County Appropriation - BOE	98,015,001	102,690,393	104,007,858	102,189,940	(500,453)	-0.5%
College of Southern Maryland						
Compensation (incl. OPEB Trust Contribution)	5,836,787	7,670,400	7,615,382	7,643,719	(26,681)	-0.3%
Contracted Services	868,205	1,096,886	1,241,578	1,326,662	229,776	20.9%
Supplies & Materials	698,033	403,370	318,370	326,570	(76,800)	-19.0%
Communications	83,853	76,231	81,999	81,999	5,768	7.6%
Conferences & Meetings	49,818	72,440	71,596	71,596	(844)	-1.2%
Scholarships & Fellowships	21,613	30,000	30,000	30,000	0	0.0%
Utilities	427,726	581,125	500,000	500,000	(81,125)	-14.0%
Fixed Charges	91,844	150,959	154,271	154,271	3,312	2.2%
Furniture & Equipment	177,321	210,632	331,841	158,006	(52,626)	-25.0%
Mandatory Transfers	4,434,776	4,172,770	4,168,710	4,168,710	(4,060)	-0.1%
Sub-Total - General Operations	12,689,976	14,464,813	14,513,747	14,461,533	(3,280)	0.0%
Funding other than County Appropriation						
State, Federal, Other Revenue Sources	8,492,131	10,257,448	10,306,382	10,254,168	(3,280)	0.0%
County Appropriation	4,197,845	4,207,365	4,207,365	4,207,365	0	0.0%
County Appropriation - CSM	4,197,845	4,207,365	4,207,365	4,207,365	0	0.0%

**BUDGET
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2016	FY2017	FY2018	FY2018	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
Board of Library Trustees						
Lexington Park Library	935,802	947,791	949,713	926,924	(20,867)	-2.2%
Leonardtown Library	715,144	773,512	797,534	780,666	7,154	0.9%
Charlotte Hall Library	505,200	514,540	579,301	601,385	86,845	16.9%
Administration	1,333,268	1,435,117	1,555,014	1,477,878	42,761	3.0%
Sub-Total - General Operations	3,489,414	3,670,960	3,881,562	3,786,853	115,893	3.2%
Funding other than County Appropriation						
Fund Balance - Used (Generated)	30,903	95,387	90,579	67,060	(28,327)	-29.7%
State, Federal, Other Revenue Sources	870,447	891,000	919,221	-919,221	28,221	3.2%
County Appropriation	2,588,064	2,684,573	2,871,762	2,800,572	115,999	4.3%
County Appropriation - Library	2,588,064	2,684,573	2,871,762	2,800,572	115,999	4.3%
Non-Profit Agency Contributions - See County Departments: Aging & Human Services, Economic Development, and Recreation & Parks as of FY17						
Social Services						
Greenwell Foundation	30,000	0	0	0	0	0.0%
St. Mary's Caring, Inc.	3,000	0	0	0	0	0.0%
The ARC of Southern Maryland, Inc.	130,000	0	0	0	0	0.0%
The Center for Life Enrichment	150,908	0	0	0	0	0.0%
The Promise Resource Center	12,400	0	0	0	0	0.0%
The Southern MD Center for Family Advocacy	100,000	0	0	0	0	0.0%
Three Oaks Center	125,000	0	0	0	0	0.0%
Walden/Sierra, Inc.	340,447	0	0	0	0	0.0%
Primary & Secondary Education						
Literacy Council of St. Mary's (Allocation)	10,000	0	0	0	0	0.0%
Post Secondary Education						
College of Southern Maryland Foundation -Scholarships	20,000	0	0	0	0	0.0%
Parks, Recreation & Culture						
Lexington Park Rotary-Oyster Festival	3,000	0	0	0	0	0.0%
Historic Sotterley, Inc.	60,000	0	0	0	0	0.0%
St. Mary's College River Concert Series	5,000	0	0	0	0	0.0%
St. Mary's County Historical Society	10,000	0	0	0	0	0.0%
Seventh District Optimist Club	9,000	0	0	0	0	0.0%
Unified Committee for Afro-American Contributions	4,000	0	0	0	0	0.0%
Conservation of Natural Resources						
Watermen's Association of St. Mary's Co., Inc.	13,000	0	0	0	0	0.0%
Economic & Development						
Southern MD Navy Alliance	10,000	0	0	0	0	0.0%
Total - Non-Profit Agencies	1,035,755	0	0	0	0	0.0%
Other Budget Costs						
Appropriation Reserve	0	1,000,000	1,000,000	1,000,000	0	0.0%
Leonardtown Tax Rebate	42,973	43,943	44,916	44,916	973	2.2%
Employer Contributions - Retiree Health Benefits	2,635,816	3,000,000	3,100,000	3,000,000	0	0.0%
Employer Contributions - Unemployment	13,110	40,000	30,000	30,000	(10,000)	-25.0%
Bank / GOB Costs	11,872	45,000	30,000	30,000	(15,000)	-33.3%
Debt Service	9,345,879	10,634,319	11,255,230	11,255,230	620,911	5.8%
Total - Other Budget Costs	12,049,650	14,763,262	15,460,146	15,360,146	596,884	4.0%
Total Transfers & Reserves	13,191,989	(1,902,891)	900,000	1,848,418	3,751,309	-197.1%
TOTAL GENERAL FUND	\$220,662,067	\$222,167,923	\$221,913,672	\$221,324,105	(842,918)	-0.4%

GENERAL FUND FY2018 & FOUR-YEAR PROJECTIONS (2019 - 2022)

(\$ IN THOUSANDS)	FY2018 APPROVED BUDGET	FY2019 ESTIMATE	FY2020 ESTIMATE	FY2021 ESTIMATE	FY2022 ESTIMATE
Revenues					
Property Taxes	108,280	110,446	112,655	114,908	117,206
Income Taxes	92,107	95,592	99,128	102,796	106,600
Local Taxes	8,730	8,817	8,905	8,995	9,084
Highway User	1,182	857	900	945	992
Licenses and Permits	568	574	580	586	591
Charges for Services	2,901	2,959	3,018	3,078	3,140
Fines and Forfeitures	36	36	37	37	37
State/Federal Grants	7,275	7,347	7,421	7,495	7,570
Other Revenues	246	248	251	253	256
REVENUES	221,324	226,876	232,894	239,092	245,476
Expenditures:					
Aging & Human Services	4,665	4,718	4,765	4,812	4,861
Land Use & Growth Management	3,052	3,083	3,113	3,144	3,176
Public Works & Transportation	17,770	17,947	18,127	18,308	18,491
Recreation & Parks	3,914	3,953	3,992	4,032	4,073
Emergency Services & Technology	8,716	8,890	9,068	9,249	9,434
Other County Departments	7,259	7,331	7,405	7,479	7,554
Total, Departments	45,375	45,922	46,470	47,025	47,588
Office of the Sheriff	38,575	39,347	40,134	40,936	41,755
Office of the State's Attorney	3,555	3,591	3,627	3,663	3,700
Other Elected Officials	2,232	2,255	2,277	2,300	2,323
Total, Elected Officials	44,363	45,192	46,038	46,900	47,778
Department of Health	2,253	2,276	2,299	2,322	2,345
County Funds - Board of Ed	102,190	104,234	106,318	108,445	110,614
County Funds - College of Southern Maryland	4,207	4,249	4,292	4,335	4,378
County Funds - Board of Library Trustees	2,801	2,829	2,857	2,885	2,914
Other Boards and State Agencies	2,926	2,930	2,968	3,006	3,045
Total, Boards and State Agencies	114,378	116,518	118,733	120,993	123,296
Employer Contributions - Retiree Health Costs	3,000	3,100	3,200	3,300	3,400
Debt Service	11,255	12,589	13,469	13,059	14,681
Other Budget Costs	1,105	1,105	1,106	1,106	1,107
Total, Other Budget Costs	15,360	16,795	17,774	17,466	19,188
Transfers & Reserves	1,848	900	900	900	900
Total, Transfers & Reserves	1,848	900	900	900	900
EXPENDITURES	221,324	225,327	229,916	233,283	238,750
<i>DIFFERENCE REVENUE OVER (EXPENDITURES)</i>	-	1,549	2,978	5,809	6,726
<i>CIP Operating Impacts - In year started</i>		455	1,800	481	2,994
<i>CIP Operating Impacts - recurring</i>		455	2,255	2,736	5,730

COUNTY

DEPARTMENTS

- **Program Descriptions**
- **Highlights**
- **Statistics**

COUNTY COMMISSIONERS / COUNTY ADMINISTRATOR
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<u>Division</u>	<u>FY2016</u> <u>Actual</u>	<u>FY2017</u> <u>Approved</u>	<u>FY2018</u> <u>Request</u>	<u>FY2018</u> <u>Approved</u>
Legislative/County Commissioners	461,526	475,923	475,923	458,748
County Administrator	378,960	402,935	402,935	403,051
Public Information	<u>228,020</u>	<u>243,235</u>	<u>243,235</u>	<u>246,787</u>
Total County Commissioners / County Administrator	1,068,506	1,122,093	1,122,093	1,108,586

Program 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 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.

Budget Highlights

The budget for the County Commissioners/County Administrator is \$1,108,586, a decrease of \$13,507 or -1.2%. It includes the county employee compensation changes mentioned in the budget highlights.

COUNTY COMMISSIONERS / COUNTY ADMINISTRATOR			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Resolutions and Ordinances passed by CSMC	49	33	35
Minutes prepared for meetings	62	50	50
SMC Public Schools joint meetings with CSMC	1	2	2
MetCom joint meetings with CSMC	2	2	2
NAS/PAX River joint meetings with CSMC	1	2	2
CSMC Business Meetings	39	36	37
CSMC Budget Work Sessions	8	10	10
CSMC Public Forums	5	5	5
CSMC Public Hearings	27	16	17
CSMC Executive Sessions	18	15	15
Boards, Committees and Commissions	33	35	34
Tri-County Council full council meetings	4	4	4
Written responses to citizens from CSMC	284	300	300
CSMC emails processed	2,282	3,000	3,000
News releases issued	337	238	280
Proclamations and commendations issued	322	497	350
Events attended by CSMC	158	116	125
Video-tape productions (in-house meetings, off-site shoots, special projects)	163	139	145
Special events: Fire/Rescue, Law Enforcement Day, Flag Day, Veterans Day, Ribbon Cuttings, groundbreaking, etc.	59	60	60
Phone calls from citizens	19,800	20,600	22,000
Incoming USPS mail processed	924	813	700
OPEB meetings	4	4	4
Sheriff's Retirement Board meetings	8	8	8
County Administrator Business Items Approved	288	240	240
XMT – Executive Management meetings	20	20	20
Managers meetings	7	10	10
Coffee w/County Administrator	8	8	8
Wednesday Walkers	31	30	30

DEPARTMENT OF AGING & HUMAN SERVICES

<u>Division</u>	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Aging Administration	1,641,105	1,705,292	1,692,304	1,712,569
Grants – Aging	1,037,212	1,076,629	978,984	988,690
Human Services – Administration Grants	359,132	422,450	70,000	70,000
Community Services (CS)	242,749	458,578	447,488	448,274
Human Relations Commission	0	1,850	1,850	1,850
Commission for People with Disabilities	2,230	2,300	2,300	2,300
Commission for Women	6,254	4,500	7,000	7,000
Non-Profits – Aging & Human Services	0	906,415	906,415	826,612
Grants – Human Services (Non-Administration)	<u>4,955,477</u>	<u>4,702,048</u>	<u>607,658</u>	<u>607,658</u>
Total Department of Aging & Human Services	8,244,159	9,280,062	4,713,999	4,664,953
Miscellaneous Revolving Fund - Aging	107,815	120,000	120,000	120,000
Miscellaneous Revolving Fund – CS	0	1,000	1,000	1,000

Program 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 services. 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, other 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.

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, the Commission for Women, and the Commission for People with Disabilities, the Local Management 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.

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

DOA&HS Budget Highlights

The general fund budget for the Department of Aging & Human Services is \$4,664,953, a decrease of \$4,615,109 or -49.7%. The majority of this decrease is attributed to the removal of over \$4 million for the Department of Health and Mental Hygiene, Behavioral Health Administration Grants, which will be administered by the Health Department in FY2018 and the removal of three (3) positions (Coordinator, Office Manager, and Administrative Coordinator) in relation to the transfer of these grants.

A Senior Office Specialist regular part-time position is approved to be full-time in this budget. This budget also continues funding of \$144,050 for the Three Oaks WARM program agreement; incorporates the county employee compensation changes mentioned in the budget highlights; and reflects the removal of the \$50,000 for a non-recurring Needs Assessment Study.

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 Aging & Human Services:

<u>AGENCY</u>	<u>CATEGORY</u>	<u>AMOUNT</u>
Walden Sierra, Inc.	Behavioral Health	\$224,632
Center for Children, Inc.	Behavioral Health	15,000
So MD Center for Family Advocacy	Community Services	100,000
Promise Resource Center	Community Services	15,980
Community Mediation of St. Mary's County	Community Services	2,500
St. Mary's Caring	Community Services	3,000
Center for Life Enrichment	Disability Services	150,908
Greenwell	Disability Services	34,500
Special Olympics MD St. Mary's County	Disability Services	12,592
So MD Center for Independent Living	Disability Services	7,500
ARC of So MD	Disability Services	130,000
Three Oaks Center	Homelessness Prevention	130,000
		<u>\$826,612</u>

DEPARTMENT OF AGING & HUMAN SERVICES			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Senior Centers and Nutrition Sites			
Serve mid-day congregate meals to support healthy nutrition	16,630	15,837	16,630
Seniors Served	1,483	1,371	1,439
Social / Recreational / Educational Activities			
Seniors Served	7,102	6,613	6,943
Units of Service	74,679	73,466	77,140
Number of Contacts – UNITS (Newsletter)	4,200/mail x 6 = 25,200	4,000/mail x 6 = 24,000	5% increase = 25,200
Physical fitness & Health Education and Screening programs			
Seniors participating (FY18 includes Nutrition Education from newsletter)	10,284	10,658	11,190
Units of Service (FY18 includes Nutrition Education from newsletter)	60,336	58,096	61,000
Home and Community-Based Services			
Medicaid Waiver (Home & Community-Based Options Waiver, Community First Choice (CFC) Data included for FY14 & FY15)			
Persons Served	105	110	115
Admissions	23	10	12
Discharges / Deaths / Transfers	18	15	12
Applications Taken	5	8	8
Senior Care			
Seniors Served (aged 65 and over)	65	66	66
Admissions	14	16	14
Discharges	17	16	15
National Family Caregivers Support Program and County (In-Home Services)			
Clients Served	184	200	190
Caregivers Served	8,263	8,650	8,200
Meals On Wheels			
Meals Served	50,222	52,720	53,000
Seniors Served	360	386	390
Senior I&A Program			
MAP Information and Assistance – Client Calls / Visits	1,242	1,250	1,265
SHIP Client Calls / Visits	1,077	1,120	1,147
Senior Rides			
Number of Unduplicated Clients Served			
Number of Trips Taken	65	75	80
Retired & Senior Volunteer Program (RSVP)			
Number of Volunteers	291	308	320
Hours of Volunteer Service	35,127	31,465	32,665
Number of Stations	35	30	30

DEPARTMENT OF AGING & HUMAN SERVICES			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Local Management Board			
Participants - After School Programs	55	60	60
Parents Served - Family Navigation & Single Point of Access *	800	200	650
Counseling Formal and Informal Cases –Early Intervention & Prevention *	750	600	450
Participants - Juvenile Court Drug Assessor / Mentoring	40	40	50
Meetings/Programs - Early Childhood Council	10	10	10
Youth Coordination			
Teen Court			
Adult Volunteers / Juvenile Volunteers	26	29	35
Cases Heard in Court	54	39	55
Project Graduation			
Graduate Attendees	1,250	1,100	1,100
Number of Volunteers	30	25	35
Number of Students / Guest Attendees	400	400	400

OFFICE OF THE COUNTY ATTORNEY

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total County Attorney	630,686	681,776	681,776	692,294

Program 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.

Budget Highlights

The budget for the County Attorney is \$692,294, an increase of \$10,518 or 1.5%. This increase is attributed to the county employee compensation changes mentioned in the budget highlights. Included in this budget is the realignment of expenditures related to the tax sale to be in a designated account specific to those costs for tracking purposes.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Animal Control Municipal Infractions	19	25	35
Boards & Commissions Inquiries	830	840	845
Complaints	5	10	12
Guardianship Cases	8	10	12
Legislation:			
Bills Reviewed	3,100	3,200	3,250
Fiscal Note Requests Processed	65	73	80
St. Mary's County Legislation Passed	7	18	12
Legislative Items Tracked & Maintained on SMC Website	60	69	75
Notice of Claim	12	17	20
Municipal Infractions	10	8	15
Public Information Requests	79	95	100
Tax Sales	41	38	54

DEPARTMENT OF ECONOMIC DEVELOPMENT

<u>Division</u>	<u>FY2016</u> <u>Actual</u>	<u>FY2017</u> <u>Approved</u>	<u>FY2018</u> <u>Request</u>	<u>FY2018</u> <u>Approved</u>
Administration/Office of the Director	404,195	417,210	407,210	414,096
Tourism Development	437,471	480,719	420,719	430,937
Agriculture & Seafood Development	201,608	209,747	323,619	334,440
Business Development	279,903	411,181	326,181	316,528
Non-Profits – Economic Development	0	106,755	66,755	89,255
Grants	<u>268,247</u>	<u>2,040,000</u>	<u>45,000</u>	<u>375,473</u>
Total Economic Development	1,591,424	3,665,612	1,589,484	1,960,729

Program Description

The Department of Economic Development (DED) works to increase opportunities for business and job growth in St. Mary's County. Economic Development is composed of three divisions including Tourism and Hospitality, Agriculture & Seafood and Business Development. The Department focuses considerable resources on support for technology business growth with particular emphasis on opportunities to commercialize defense technologies as a means to broaden the County's future economy. 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.

DED offers a broad range of services to existing and prospective business and property owners. The Department assists new and expanding businesses including agriculture and seafood businesses, tackles challenges to business growth, promotes tourism and travel opportunities to prospective visitors and supports destination-oriented events. 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. DED markets commercial office, warehouse and industrial land and buildings; produces a Technology Handbook including a profile of the 175 technology companies located in St. Mary's. Business Development provides direct support to new or expanding businesses and works to attract new businesses.

This past year, 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. To achieve this goal, the Commissioners have targeted the following industries for growth: unmanned and autonomous systems, aircraft modification, advanced manufacturing, and agriculture and aquaculture. Furthermore, the strategy calls for DED to employ people- and place-based strategies much differently than has been done in the past; include industry cluster and innovation driven strategies in its approach to economic development and incorporate the role of tourism and hospitality in the diversification of the economy. While striving to diversify the economy, the County will continue to protect and grow the Navy's mission at the Naval Air Station Patuxent River.

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, St. Mary's County Chamber of Commerce, Southern Maryland Navy Alliance, and the Farmers' Market Association.

Budget Highlights

The budget for the Department of Economic Development is \$1,960,729, a decrease of \$1,704,883 or -46.5%. This budget incorporates compensation changes, and includes a Planner IV position, realigned as part of a reorganization approved by the CSMC in February 2017. It reflects the removal of \$85,000 in Business Development for non-recurring Consultant costs related to the assessment of the St. Mary's County's Permit Process. Also incorporated, is significant grant funding for the Rogers Drive extension.

DED Budget Highlights (continued)

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:

<u>AGENCY</u>	<u>CATEGORY</u>	<u>AMOUNT</u>
Watermen's Association of SMC	Conservation of Natural Resources	\$12,500
So MD Navy Alliance	Economic Development	33,580
CSM Foundation	Post-Secondary Education	25,000
Promise Resource Center	Post-Secondary/Primary Education	8,175
Literacy Council	Post-Secondary/Primary Education	10,000
		<u>\$89,255</u>

DEPARTMENT OF ECONOMIC DEVELOPMENT			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Tourism			
Total Unique Tourism Website Users	250,000	265,000	300,000
Tourism Social Media Followers (Twitter & Facebook)	23,000	25,000	30,000
State Tourism Marketing Grant Amount Received	44,907	45,000	40,000
Tourism E-Newsletter Subscribers	4,000	4,250	5,000
Tourism Taxes - Local Sales Tax - Hotel Collected	\$962,869	\$752,000	\$1,000,000
State of Maryland Tourism Sales and Use Tax Collected	\$5,033,785	\$9,000,000	\$7,000,000
Agriculture & Seafood			
Maryland Agriculture Land Preservation Foundation (MALPF). Acreage preserved to date = 11,648 ac.	536 acres	500 acres	500 acres
Rural Legacy - preserve land in the Huntersville & Mattapaney Rural Legacy Areas using State, County & Navy funding. Preserved to date = 4,031 ac.	275 acres	500 acres	500 acres
St. Mary's County Agriculture Land Preservation Five-Year Tax Credit Agreement	132 farms 15,421 acres	135 farms 15,500 acres	130 farms, 15,700 acres
Farmers' Markets (two) - Vendor participation and sales	35 vendors / \$1,200,000	38 vendors / \$1,250,000	41 vendors / \$1,375,000
Business Development			
Promote diversity in Economic Development with focus on increasing tax base. Number of 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 for information on our local economy, demographics, markets, business, rules and regulations.	75	75	100
Technology Handbook – distribution	7,500	6,000	5,000
Plan or attend events in support of business development and bring the St. Mary's County story to selected trade shows, conferences and forums.	12	12	12
Assist small business owners with start-ups and expansions. (Number of businesses, including: business tours, retention visits, chamber ribbon cuttings, and startup assistance.)	150	150	150

DEPARTMENT OF FINANCE

<u>Division</u>	<u>FY2016</u> <u>Actual</u>	<u>FY2017</u> <u>Approved</u>	<u>FY2018</u> <u>Request</u>	<u>FY2018</u> <u>Approved</u>
Administration/Budget	645,056	700,404	695,584	714,451
Accounting	550,880	579,319	578,719	614,158
Auditing	41,078	46,060	50,980	50,980
Procurement	<u>273,267</u>	<u>313,328</u>	<u>313,828</u>	<u>319,743</u>
Total Department of Finance	1,510,281	1,639,111	1,639,111	1,699,332

Program Description

Department staff provides financial, budget, accounting, procurement and other related support to all departments and units of County Government as well as a number of affiliated programs and entities. The Administration/Budget Division is responsible for overall department management and serves as fiscal policy advisor to the Commissioners of St. Mary's County and the County Administrator. This responsibility includes budget formulation and management, cash flow, debt management, including bond sales, and other special fiscal services, such as grants or capital projects monitoring, and the administration of the County's OPEB trust. This division reviews all County Commissioner agenda items involving financial terms. The Accounting Division's 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 processes the energy tax refund program as well as mosquito control program invoicing and collection. The Procurement Division is responsible for all procurement-related activities, including working with departments to develop appropriate specifications and preparation and release of solicitations, and the evaluation and negotiation of bids and contracts. In addition to formal procurement activity, there are numerous small purchases during the year. The Department is the custodian of all fiscal records and manages the security of the related financial systems used. Related to these efforts, department staff routinely provides training to all users on the various H.T.E. financial modules.

Budget Highlights

The budget for the Department of Finance is \$1,699,332, an increase of \$60,221 or 3.7%. This budget includes employee compensation changes discussed in the highlights.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Capital Projects Monitored - \$Millions	\$71 M	\$78 M	\$85 M
Bonds and exempt financing – new issuance	1 Exempt	1 Bond Issue	1 Exempt
Fire & Rescue Loans Monitored	11	11	12
Personnel Actions Reviewed-Budget	194	161	170
Payroll / LOSAP Checks & Advices Processed	30,099	31,000	32,000
Vendor Checks/VCard & ACH (Payments) Processed	11,153	11,643	12,147
Budget Amendments Processed, including CSMC Actions	597	470	475
Grants/Agreements/Actions Reviewed	179	213	193
Requisitions/FPO's Reviewed & Approved	5,695 / 2,803	5,215 / 2,700	5,320 / 2,750
Purchase Orders Issued	4,163	4,353	4,554
Journal Entries Processed	1,447	1,485	1,485
E-Maryland Market Place Postings - Solicitations	38	44	50
Energy Tax Refund Checks	1,680	1,527	1,600

DEPARTMENT OF HUMAN RESOURCES

<u>Division</u>	<u>FY2016</u> <u>Actual</u>	<u>FY2017</u> <u>Approved</u>	<u>FY2018</u> <u>Request</u>	<u>FY2018</u> <u>Approved</u>
Human Resources	763,677	1,096,001	1,047,089	988,637
Risk Management	<u>563,123</u>	<u>811,684</u>	<u>811,684</u>	<u>809,310</u>
Total Department of Human Resources	1,326,800	1,907,685	1,858,773	1,797,947
Emergency Services Support - Recruitment	0	0	0	94,826

Program 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 position classification, job advertising, applicant interviewing, testing, personnel actions, maintenance of personnel records, update and maintenance 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 to increase department recruits.

Budget Highlights

The budget for the Department of Human Resources is \$1,797,947, a decrease of \$109,738 or -5.8%. This decrease is primarily due to the removal of non-recurring costs. The budget incorporates the county employee compensation changes mentioned in the budget highlights, funding for the health insurance provided to variable hourly employees as a requirement of the Affordable Care Act, and reflects the realignment of the Fire/EMS Volunteer Coordinator position to this Department as part of the reorganization approved by the CSMC in February 2017.

DEPARTMENT OF HUMAN RESOURCES

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Human Resources			
Employment Applications	1,173	1,300	1,500
New Hires (includes PT, Temp, Sub, and Seasonal)	133	110	135
Retirees/Separations/Other	109	135	150
Employee Evaluations Processed/Tracked	637	614	639
Risk Management			
Risk Claims	246	230	238
Workers' Compensation Claims	76	109	92
Employee Safety Trainings Coordinated/Conducted	33	54	45
Safety/Loss Control Meetings Coordinated/Conducted	8	8	8
American with Disabilities Act/ADA			
ADA Inspections/Buildings	10	26	25
Presentations	1	8	10
Inquiries	2	8	12
Employee Benefits			
Health Care Participants (Active & Retired)	740	755	790
State Retirement Participants (Includes Housing/Library)	220	231	246
Sheriff's Office Retirement Participants	91	103	117
Benefit Educational Events	9	13	13
Employee Wellness Events	4	15	18
Fire/EMS Volunteer Recruiting			
New Recruits	70	58	65
Recruiting Events	16	18	20

DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT

<u>Division</u>	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Administration	657,084	745,773	745,773	799,650
Comprehensive Planning	644,748	730,050	463,119	365,821
Development Services	338,855	434,639	375,947	396,133
Zoning Administration	285,793	305,746	304,382	333,214
Planning Commission	21,875	23,851	23,851	26,764
Boards and Commissions	16,795	21,654	21,654	20,036
Historical Preservation	990	3,580	3,580	3,580
Permit Services	332,091	381,925	382,925	363,782
Inspections & Compliance	574,931	699,103	724,573	719,154
Board of Electrical Examiners	13,994	14,300	14,300	14,300
Building Code Appeals Board	0	2,900	2,900	2,900
Commission on the Environment	25	2,825	2,825	2,825
Plumbing Fuel & Gas Board	0	1,850	1,850	1,850
Grants	<u>1,500</u>	<u>41,100</u>	<u>2,000</u>	<u>2,000</u>
Total Dept. of Land Use & Growth Management	2,888,681	3,409,296	3,069,679	3,052,009
Miscellaneous Revolving Fund	424	4,000	4,000	4,000

Program 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). Work has begun on the North County Plan with guidance from the Commissioners of St. Mary's County. 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.

Budget Highlights

The budget for the Land Use and Growth Management Department is \$3,052,009, a decrease of \$357,287 or -10.5%. This decrease is primarily due to removal of non-recurring funding and the reorganization approved by the CSMC in February 2017. The reorganization approved: the realignment of four (4) positions (Planner IV, GIS Database Specialist, GIS/CADD Operator, and Addressing Technician) to other Departments within the County; eliminated one (1) Senior Planning Specialist Position with funding to be used for a new position in another Department; and eliminated one (1) Senior Office Specialist position which had remained frozen and unfilled. The budget incorporates the county employee compensation changes mentioned in the budget highlights. Total estimated cost of replacement vehicles and equipment included in this budget is \$179,000 for 2 - 4WD ½ ton pick-ups, 3 Crown Vic's and 1 Lumina to be replaced with 4WD ½ ton pick-ups. \$41,170 is included in the general operating budget to cover the related annual debt service costs for exempt financing.

DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Administration			
Planning Commission Regular Meetings	18	18	18
Board of Appeals Regular Meetings	12	12	12
Court Transcripts	2	2	0
Contractors / Agencies Meetings	178	343	330
Elms Committee Meetings	1	1	1
Joint Public Hearing – Capital Projects	5	4	4
Purchase Orders / Field Purchase Orders	103 / 113	152 / 185	155 / 185
Front Counter Inquiries	8,132	14,568	14,570
Front Counter Telephone Calls	6,865	11,652	11,700
New Entrance Permits Bonds / Reimbursement	181 / 298	180 / 613	180 / 575
New Over Lot Grading Permits Bonds / Reimbursement	28 / 57	35 / 48	35 / 50
Comprehensive Planning			
Comprehensive Plan review / update / mapping including Lexington Park Development District / North County.	2	1	1
Annual Reports on development activity and comprehensive plan compliance.	1	1	1
Participation at Planning Commission & Commissioners of St. Mary's County meetings	30	20	12
Attendance at the Regional American Planning Association Conference.	0	2	2
Comprehensive Plan Update Community and Commissioner briefings (North County).	6	2	2
Quarterly Meetings			
MACO Planners affiliate monthly meetings.	4	4	4
Agricultural Preservation			
Participation at meetings of the Agricultural Land Preservation District Advisory Board or the Agricultural and Seafood Commission.	4	6	4
Historic Preservation			
Participation at monthly meetings of Historic Preservation Commission	12	12	12
Support Community projects	0	1	1
Participation in Commission training	5	5	5
Demolition Review	50	50	50

DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Regional Preservation Planning Projects			
Religious Freedom Byway Promotion (hours)	10	10	0
Private Cemetery Project (hours)	60	40	40
Grant Match activities (see Historic Preservation Section)	HPC Section	HPC Section	HPC Section
Attendance at State or National Conference	1	1	0
Response to customer service requests (HPC)	300+	200	200
Watershed Implementation Plan (WIP) compliance			
Implementation workgroup / Commissioners of St. Mary's County briefings.	4 / 2	4 / 2	4 / 1
On-Going and Periodic Comprehensive and Functional Plan update activities			
Comprehensive Plan review / update / mapping / briefings including Lexington Park and North County small area plans.	2	2	12
CWSP Update (complete revision and annual amendment per Chapter 113)	1	2	2
Statistics, including Census			
Planning Commission Annual Report	1	1	1
Periodic census and development forecasts	1	1	1
Contribute to monthly Division reports	12	12	12
Water and Sewerage			
Process amendments	12	12	12
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
Contribute to LUGM's monthly TEC comments	12	12	12
Pre-Application Meeting Reviews	18	18	12
Transportation / Comprehensive Planning			
Annual participation in the MDOT - CTP	1	1	1
Contribute analysis to annual report and CIP	2	2	2
Schools / Comprehensive Planning			
Annual report on capacity and July update	2	2	2
Monthly status reports	12	12	12
Adequate Public Facilities for TEC	12	12	12
Contribute to preparation of the school facilities in master plan	1	1	1
Annual Growth Policy Monitoring and Report	1	0	0
Comprehensive Plan Update Community and Commissioner briefings	2	1	4

DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Development Services			
Zoning & Subdivision Ordinance Amendments	2	3	4
PUD Applications / Amendments	2	2	2
CWSP Amendments	12	10	10
Family Conveyance	2	1	1
Map Amendments	2	1	1
Pre-Applications Case Load	14	16	20
Major Subdivision Reviews	8	6	6
Minor Subdivision Reviews	40	45	45
Planning Commission Case Load Items	54	40	40
Plat Review			
Boundary Line Adjustment Plat	48	50	50
Parcel of Record	2	2	2
Confirmatory Plats	6	7	7
Misc. Plats (utility / row etc.)	20	17	20
Deed Reviews / Lot Consolidations	6	6	6
Record Plats	97	100	100
TDR Reviews	27	28	28
Plat Exempt	8	8	8
Major Site Plan Reviews	11	10	10
Minor Site Plan Reviews	47	50	50
Concept Site Plan Reviews	21	22	22
Re-Reviews	259	260	260
Forest Conservation Review			
Timber Harvest	27	25	25
Forest Stand Delineations (FSD)	5	5	5
Forest Conservation Plan (FCP)	10	15	15
Forest Conservation Easement (FCE) Amendments	16	17	20
Agricultural Land Preservation District	1	0	0
Comprehensive Water & Sewer Plan	2	2	2
Planning Commission			
Regular Meetings	27	21	18

DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Board of Appeals			
Regular Meetings	10	12	12
Administrative Hearings	0	5	5
Historic Preservation Commission			
Participation at monthly meetings Historic Preservation	12	12	12
Demolition Review	50	50	50
Rezoning - Overlay Designation	1	1	0
Monthly Reports, Minutes, Agenda, etc.	12	12	12
Annual Reports	2	2	2
Grants: Certified Local Government Grant (CLG)			
Preparation & Annual Report	12 days	12 days	12 days
Public Workshops			
One workshop for CLG Educational Grant & two workshops / presentations are requirement to maintain CLG Certification. *Projection for grants not yet awarded.	3	5	5
Community Projects			
Archaeology Grant Preservations	2	1	0
Museum Assistance	12	12	12
Customer Service (Historic Preservation Planner)	700	700	700
Outreach Speaking Engagements			
Organizations, Clubs, Groups, Colleges, Libraries	20	20	14
Regional Preservation Planning Projects			
National Scenic Byways, National Park Service	4	2	2
Potomac Heritage National Scenic Trail	4	2	2
Maryland Scenic Byways	4	4	0
Cemeteries			
On-Going Project - The Historic Preservation Commission formed a Cemetery Sub-Committee to document the private, public and church affiliated cemeteries in St. Mary's County.	10	3 weeks minimum	5 weeks minimum
Tobacco Barns			
State or Local Conferences	1	1	0
Permits Reviewed (All types)	1,998	1,998	2,376
Inspections			
Construction Plans Reviews	180	0	0
Ratio of unsafe structures made safe / total cases	25 / 23	36 / 32	36 / 32
Minimum Livability Cases	63	20	20
Mobile Home Park Licenses Issued Fees Collected (17)	\$7,080	\$6,800	\$6,800
Certificates of Use & Occupancy Fees Collected	\$1,600	\$1,600	\$1,600
Zoning Inspection Statistics Inquires Received / Resolved	320 / 300	320 / 295	320 / 305
Contract Inspections Statistics	13,000	13,800	14,100
Zoning Inspections	8,000	12,000	13,500
Critical Area Inspections Performed	2,000	2,000	2,000

DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Board of Electrical Examiners			
Regular Meetings	12	12	12
MUELEC Meeting (two members attending meeting)	5	5	5
Electrical Exams - (Homeowners)	4	4	4
Electrical Licenses Renewed - (Every 2 years)	175	245	150
Electrical Board will adopt the latest edition of the National Electrical Code (NEC) – (Every 3 years)	0	1	0
Administer Master's Exam	5	5	5
Zoning Administration			
Zoning Authorizations Issued			
Home Occupations	62	62	60
Zoning Determinations	2	2	2
Zoning Administration Board of Appeals Caseload			
Conditional Uses / Critical Area Variances	13 / 12	10 / 12	8 / 12
Other Zoning Variances / Appeals	4 / 1	2 / 0	2 / 1
Administrative Variance Caseload - Zoning Variances	3	6	6
Shoreline Protection Measures			
Piers, bulkheads, revetments and living shoreline	100	90	90
Environmental Issued Permits			
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
Meetings			
Administrative Hearings listed under Administration Variance on Board of Appeals.	See Board of Appeals	See Board of Appeals	See Board of Appeals
Zoning & Critical Area Meetings	300	374	374
Zoning Administration Commission on the Environment			
Monthly Regular Meetings	12	12	12
Commission on the Environment			
Regular Meetings	11	11	11
Public Outreach Events	3	3	3
Plumbing & Fuel Gas Board / Inspections			
Regular Meetings / Plumbing State Board	4 / 2	4 / 2	4 / 2
Maryland Historic Trust			
"I'm Goin' Down County" Book (books sold)	50 each	50 each	30 each
"Justice Rolls Down" Book (books sold)	100 each	100 each	50 each
"Blackistone's of Maryland" Book (Books published in May and purchased in June)	10 each	15 each	5 each
"Continuously Operating Sheriff's Office" and "St. Mary's County Sheriff's, 375 Years"	0	0	290

DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
<u>Metropolitan Planning Organization</u>			
Regular Meetings	3	3	3
Conferences	1	2	2
<u>Certified Local Government Educational Set-Aside Grant</u>			
Grant Preparation	4 days	4 days	4 days
Annual Report	4 days	4 days	6 days
<u>Critical Area Grant</u>			
Critical Area Permits Processed (average 2 - 5 hours each)	570	534	534
Critical Area Permits Issued	185	400	400
Critical Area Subdivisions and Site Plans Processed (average 3 hours each)	40	58	58
Critical Area Subdivision Planning Commission Hearings/Decisions	1	0	0
Critical Area Variance Applications Processed (avg. 16 hours each)	12	14	14
Floodplain Approvals Processed (average 1 hour each)	300	238	238
Flood Elevation Certificates Approved (average 0.5 hours each)	7	5	10
Phone Consultations (average 10 per day @ 0.25 hours each)	1,300	752	752
Site Visits (average 1 per week @ 1.5 hours each)	40	30	30
In-Office Consultations (average 5 per week @ 1.0 hours each)	260	250	250
State Agency Consultations (average 3 per week @ 0.5 hours ea.)	156	156	156
<u>Coordination Meetings</u>			
CBCAC / Planners Quarterly Meetings			
Other Meetings with CBCAC (average 3 hours per meeting)	7	2	4
Grant Administration Tasks (average 12 hours per quarter)	6	6	6

DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION

<u>Division</u>	FY2016 <u>Actual</u>	FY2017 <u>Approved</u>	FY2018 <u>Request</u>	FY2018 <u>Approved</u>
Administration	434,794	439,472	432,772	431,000
Engineering Services	765,007	788,038	902,623	930,631
Development Review	224,056	231,225	185,632	196,515
Construction & Inspections	555,968	646,149	657,191	674,731
County Highways	4,365,067	4,298,526	4,227,681	4,284,261
Mailroom	138,444	143,730	139,361	124,110
Vehicle Maintenance Shop	1,603,496	1,566,171	1,626,795	1,661,083
Non-Public School Bus Transportation	1,897,024	2,024,288	2,149,199	2,172,494
St. Mary's County Airport	18,202	42,470	34,975	25,475
St. Mary's Transit System (Grant)	2,352,769	3,309,584	3,283,672	3,283,672
Building Services	<u>3,341,013</u>	<u>4,081,931</u>	<u>3,971,156</u>	<u>3,985,678</u>
Total DPW & T – General Fund	15,695,840	17,571,584	17,611,057	17,769,650
Solid Waste & Recycling Fund	3,951,884	4,462,501	4,659,703	4,374,568
Miscellaneous Revolving Fund	10,053	17,700	17,700	17,700

Program Description

The Department of Public Works & Transportation is responsible for County Highways, Vehicle 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.

General responsibilities for this department are: Perform highway maintenance activities on all County roads, including: 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, roadway and bridge design, shore erosion and dredging projects, marine / shoreline protection, GIS/ GPS mapping, land acquisition, facility/building capital construction, special taxing districts, and 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 comprises of the transit operations of the STS transit system, vehicle motor pools, non-public school transportation contracts and operations which both include bus driver training. The fleet management part consists of vehicle maintenance-acquisition and displacement of all tagged vehicles and heavy construction equipment, titling and tags. In addition, maintain entire county vehicle fuel operations with two locations, monitoring fuel deliveries, and submitting required state reports and taxes. This division also operates a central mailroom program for all of county government.

Other responsibilities include: Airport management and master planning, 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; 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 administering recycling programs. Facilities management services include: maintaining all of the County-owned and/or leased facilities; providing energy management, janitorial services, preventive maintenance, carpentry, electrical, plumbing, and painting repairs, and utility costs for all buildings maintained by or reimbursed to the County.

DPW&T Program Description (continued)

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. Issues and enforces public works agreements and grading permits for new development projects.

Budget Highlights

The general fund budget for the Department of Public Works & Transportation is \$17,769,650, an increase of \$198,066 or 1.1%. The budgeted amount incorporates the county employee compensation changes mentioned in the budget highlights and includes one (1) new Engineer Position funded from savings in this Department and another County Department, approved as part of the reorganization approved by the CSMC in February 2017. This budget maintains contracted services for non-public school bus transportation but provides for an increase for Non-Public School Bus Drivers to match the hourly rate of the Board of Education Drivers. The County's share of the St. Mary's Transit System decreased minimally to a total county share of \$1,332,566.

Total estimated cost of replacement vehicles and equipment included in this budget is \$1,302,205, which includes the portion budgeted in the Solid Waste Fund. \$247,757 is included in the general operating budget and \$51, 750 in Solid Waste to cover the annual debt service costs on exempt financing of the following:

- 6 Utility Pick-ups - 4W 1 ton Truck with Plow (Highways)
- 3 Dump Trucks (Highways)
- 1 Cargo Van - Sign Truck (Highways)
- 1 Hyster roller – replace with Mini Excavator (Highways)
- 1 Rubber tire roller – replace with Skid Loader (Highways)
- 1 Chevy Van Expo (Facilities)
- 2 Chevy Blazers - replace with AWD Traverse (Facilities)
- 1 Crown Vic – replace with 4WD SUV (Facilities)
- 1 Crown Vic - replace with Ford Focus (STS Motor Pool)
- 1 Ford Expedition SUV - replace with AWD Traverse (STS Motor Pool)
- 1 Straw blower – replace with forklift (Vehicle Maintenance)
- 2 Crown Vic's – replace with Ford Focus (Fleet)
- 2 Trash Trailers (Solid Waste)

DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION			
Selected Statistics/Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
<u>Administration</u>			
Budget Spent on Staff Development / Seminars	<1%	<1%	<1%
Workman Comp Claims / # per 100 FTE's (MD Range: 6.5-8.1)	13 / .07	13 / .07	13 / .07
<u>Engineering Services</u>			
Capital Projects under Design / Construction	22 / 5	24 / 14	14 / 17

DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION			
Selected Statistics/Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Development & Plan Review			
Subdivision Plans Reviewed	477	350	400
Average Duration of Subdivision Review (# of days)	13	16	15
Record Plat Submissions Reviewed	35	41	40
Average Plat Review Time (# of days). Target: < 15 days	7	7	7
New Grading Permits Approved	28	20	20
New Public Works Agreements Approved	3	5	4
Construction & Inspections			
Inspections (capital, subdivision & grading permits)	2,886	2,117	2,501
Active Construction Permit Bonding	19,641,004	23,520,250	26,660,000
Active Grading Permit Bonding	19,019,015	25,000,000	28,000,000
Inspections per Inspector per Day @ 260 days per year	3.39	3.87	3.63
Asphalt Overlay Program & Slurry/Modified Seal Program (miles)	63.25	64.0	59.0
County Highways			
Highway Maintenance Mileage (centerline miles)	641	641	655
County Maintained Roads	1,597	1,637	1,645
Maintenance Requests Received	800	815	830
Utility Permits Issued	34	30	36
Metal/Plastic Pipes Replaced (feet)	3,950	4,000	4,050
Solid Waste & Recycling			
Est. Total County MRA Waste Generated (tons)	72,700	73,200	75,000
Total Rubble from Landfill (tons) Exported	5,956	6,060	6,160
Total MSW from Convenience Stations (tons) Exported	18,026	18,330	18,750
# Customers Served at St. Andrews Landfill	33,851	33,950	34,050
# Customers Served at Convenience Centers	894,859	895,060	895,350
County MRA Recycling Rate including Source Reduction (%)	34%	34%	34%
Mailroom			
Pieces of Mail Processed	111,125	130,000	130,000
Vehicle Maintenance			
Ratio: # of Sheriff Vehicles / Total # County Fleet (%)	50%	49%	50%
# Un-tagged Vehicles and Equipment in Fleet	110	115	115
# Tagged Vehicles and Equipment in Fleet	492	455	474
Total Maintenance monies spent / Replacement Value of Fleet(%)	6%	6%	6%
# of Job Orders for Law Enforcement / Total # of Job Orders (%):	36%	35%	35%
Type "A-C" Preventive Scheduled Maintenance (PM)	1,136	1,100	1,100
Type "D" Corrective Unscheduled Maintenance (CM)	3,438	3,400	3,400

DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION			
Selected Statistics/Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
<u>Non Public School Bus Transportation</u>			
Buses Under Contract	42	42	42
Total Riders including transfers / # Out of County	1,457 / 4	1,474 / 12	1,484 / 12
Average Riders per Bus	40	40	40
Annual Bus Route Mileage	624,600	631,260	636,000
Cost per Mile Goal is < \$3.00 (State aver is \$4.39 / mile)	3.48	3.22	3.37
<u>St. Mary's Transit System</u>			
Total STS System Ridership (#)	370,544	392,198	400,042
Annual Route Mileage (All Routes & Services)	1,160,489	1,192,394	1,216,242
Oper. Cost per Hour (Public) Range: < \$65 - \$85 / hr.	\$52.35	\$51.86	\$52.90
Oper. Cost per Mile (Public) Range: < \$4 - \$6 / mi	\$1.98	\$2.18	\$2.22
Oper. Cost per Passenger Trip (ADA/SSTAP) Range: \$20-\$40/trip	\$9.54/\$33.42	\$9.64/\$33.74	\$9.84/\$34.41
Passenger Trips per Hour (ADA / SSTAP) Range: 1.5 - 3.0 / hr.	1.46-.74/ hr.	1.47-.75/hr.	1.50-.77/hr.
<u>Airport Operations</u>			
FAA Fixed Base Aircraft Inventory	180	185	190
# Transient Visitors (Estimates)	660	750	775
Rotary Wing Helicopter Operations (MSP and MedStar)	1,462	1,475	1,550
Lease and Fuel Sale Revenues received (\$)	96,205	97,500	98,000
Private T-Hangar Capacity	133	135	140
County Tie-Downs Available for Rent	63	63	63
Aircraft Landings / Takeoffs (State MAA Operational Estimates)	29,926	30,200	30,390
Jet A & 100 Low-Lead Fuel Purchased (gal.)	238,500	250,425	263,000
<u>Building Services</u>			
Total Square Footage of Buildings Maintained (GSF)	802,654	802,654	802,654
FTE's Needed to Inspect Facilities / Day @ 50,000 safe / hour	2.1	2.1	2.1
Total # of Staff Needed per APPA: 1 per 45,000 safe maintained	17.84	18.1	18.4
Buildings Maintained / Buildings with Janitorial Services	22	22	22
Complete Replacement Value (CRV) in dollars (\$)	\$133,586,000	\$136,257,720	\$138,982,874
Total Budget (non-capital) Expenses per safe (Standard: \$5-\$6.15)	\$4.88	\$5.12	\$5.38
Public Utility Expenses per safe (Range: \$1.51 - \$2.22 / safe)	\$1.37	\$1.44	\$1.51
Custodial Services: "Occupied" Square Footage Cleaned	296,745	296,745	296,745
Custodial Costs & Supplies / Occupied S.F. (Standard: > \$3.25)	\$1.41	\$1.48	\$1.50
# Work Order Requests for Maintenance and Service	11,758	12,000	12,250
Average # Work Orders per Mechanic per Year (14)	840	857	875
Average # Work Orders per Mechanic per Day (260 days)	3.23	3.3	3.37
# Mechanics Needed per M.S.F. (max. 20 / mos.)	16.75	16.75	16.75
<u>Purchasing – Fuel Service</u>			
Permanent / Mobile or Temp Fueling Facilities	2	2	2
Gallons of Gasoline Pumped / Gallons of Diesel Pumped	314,252/ 243,553	288,677/ 239,739	300,500/ 240,000
Average Cost of Fuel Gas / Diesel per Gallon	1.81/1.47	1.86/1.62	1.90/1.90

DEPARTMENT OF RECREATION & PARKS

<u>Division</u>	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Administration	1,154,010	1,214,323	1,222,727	1,187,090
Parks Maintenance	1,951,742	2,085,308	2,046,988	2,055,104
Non-Profits – Recreation & Parks	0	87,580	87,580	94,580
Grants	23,638	70,000	20,000	20,000
Museum	<u>524,178</u>	<u>560,367</u>	<u>551,698</u>	<u>556,969</u>
Total R & P – General Fund	3,653,568	4,017,578	3,928,993	3,913,743
Recreation Activity – Enterprise Fund	2,326,792	3,602,861	3,811,816	3,811,816
Wicomico Shores Golf	1,224,683	1,385,283	1,426,562	1,407,361

Program 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 Maintenance Division provides the grounds, turf and facility maintenance at parks, numerous school ball fields, public landings, libraries and county buildings. 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.

Budget Highlights

The general fund budget for the Department of Recreation & Parks is \$3,913,743, a decrease of \$103,835 or -2.6%. This budget includes a \$50,000 reduction in grants and the county employee compensation changes mentioned in the budget highlights. Total estimated cost of replacement vehicles and equipment included in this budget is \$54,500 for 1 Chevy Blazer- replace with AWD Traverse, 1 Crown Vic-replace with Ford Focus, and 1 Flatbed trailer. \$12,535 is included in the general operating budget to cover the related annual debt service costs for exempt financing. 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:

<u>AGENCY</u>	<u>CATEGORY</u>	<u>AMOUNT</u>
7 th District Optimist Club	Community Event	\$12,000
Unified Comm. For Afro-American	Community Event	4,000
Arts Council	Cultural	5,000
Historical Society	Historical	10,000
Historic Sotterley, Inc.	Historical	<u>63,580</u>
		\$94,580

DEPARTMENT OF RECREATION & PARKS			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Parks and Facility Maintenance			
Parks, public landings, county facilities (grounds) and school sites (ball fields) maintained	104	105	105
Acres of parks, schools (ball fields) and facilities maintained	2,275	2,435	2,435
Athletic fields, courts, playgrounds, other facilities	212	214	214
Recreation buildings, restroom buildings and other structures maintained	63	67	67
Park improvement / construction projects	8 / 6	6 / 2	7 / 4
Park/facility users (estimated)	1,245,000	1,245,000	1,250,000
Sports leagues using fields / teams / league participants	24 / 848 / 12,200	24 / 850 / 12,500	24 / 850 / 12,500
Museums			
Visitors (daily admission and special events)	47,174	50,000	53,000
Museum outreach education programs	12	14	14
Museum outreach education program participants	614	600	600
Volunteers / # Volunteer hours	46 / 3,261	45 / 3,000	45 / 3,000
Value of volunteer service	\$75,166	\$69,150	\$69,150
Boat passengers to St. Clements Island	2,320	2,200	2,200
Guided Tours and Education Programs - # tours	627	600	600
Guided Tours and Education Programs - # participants	2,465	2,500	2,500
Recreation Division			
Recreation program participants	80,781	82,650	82,000
Camps	1,202	2,050	2,100
Child care	355	400	380
Gymnastics	2,368	2,500	2,500
Leisure classes	1,702	2,500	2,500
Special events	6,816	4,500	5,500
Sports	17,339	19,050	19,050
Teen	491	500	500
Pool	34,789	34,500	35,000
Spray Park	2,649	2,500	2,600
Skate Park	500	800	550
Regional Park	12,715	14,500	14,500
Therapeutic	581	360	375
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
Wicomico Shores Golf Course			
Rounds of golf	26,533	23,500	27,000
Season pass users	179	182	185
Junior golf program participants	24	24	30
Outings held	28	28	30

DEPARTMENT OF EMERGENCY SERVICES & TECHNOLOGY

<u>Division</u>	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Emergency Communications Center	2,616,182	2,715,113	2,678,795	2,757,392
Emergency Radio Communications	2,349,259	2,344,318	1,072,186	1,072,186
Emergency Management	287,736	334,650	302,125	327,884
Animal Control	679,983	807,501	826,831	806,921
Technology	2,939,738	2,923,935	3,363,053	3,451,839
Grants	<u>1,231,277</u>	<u>323,561</u>	<u>299,500</u>	<u>299,500</u>
Total Emergency Services & Technology- General	10,104,175	9,449,078	8,542,490	8,715,722
Emergency Services Support Fund	2,860,898	3,113,277	3,485,706	3,287,863

Program Description

St. Mary's County Department of Emergency Services & Technology is comprised of five divisions: Emergency Communications, Information Technology, Radio Communications, Animal Control, and Emergency Management. The department provides 911 Call Taking/ Computer Aided Dispatch, Radio Repair, Animal Control, the Hazardous Materials Team, and 911 support of Fire/Rescue/Sheriff's Office response. Coordination of all emergency services and disaster response activities in St. Mary's and surrounding counties requires that all emergency responders and response activities be in compliance with all Federal, State, and local regulations and policies.

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

Budget Highlights

The general fund budget for the Department of Emergency Services & Technology is \$8,715,722, a decrease of \$733,356 or -7.8%. This budget removes funding for non-recurring equipment and includes: the conversion of a Medical Director Contract position to be a .5 regular part-time position and the addition of a new Radio Systems Manager FTE position. As a result of the reorganization approved by the CSMC in February 2017, this budget incorporates the realignment of three (3) positions (GIS Database Specialist, GIS/CADD Operator, Addressing Technician) to this Department from another County Department and realigns the Fire/EMS Volunteer Coordinator position to be under the Department of Human Resources. The Emergency Services Support Fund includes the continuation of the Emergency Services Support Tax at the prior year level to provide for costs related to the Length of Service Awards Program (LOSAP) current retirees and trust.

Total estimated cost of replacement vehicles and equipment included in this budget is \$60,000 for 1 Chevy Cargo Van (Animal Control). \$13,800 is included in the general operating budget to cover the related annual debt service costs for exempt financing.

DEPARTMENT OF EMERGENCY SERVICES & TECHNOLOGY

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Information Technology Help Desk Requests	7,525	7,100	7,250
Animal Control – Animals Captured / Animal Bite Investigations	1,728 / 271	2,200 / 300	2,000 / 300
Emergency Communications–Sheriff's Office Incidents	74,917	76,000	77,000
Emergency Communications –EMS Incidents	10,847	12,500	13,000
Emergency Communications –Fire Incidents	3,796	4,200	4,500

ELECTED

OFFICIALS

- **Program Descriptions**
- **Highlights**
- **Statistics**

CIRCUIT COURT

<u>Division</u>	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Administration	914,654	986,444	1,059,587	973,878
Law Library	62,696	67,166	69,950	69,950
Grants	<u>431,505</u>	<u>661,907</u>	<u>672,718</u>	<u>672,718</u>
Total Circuit Court	1,408,855	1,715,517	1,802,255	1,716,546

Program 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 twenty-five thousand dollars, and in most criminal 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 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 selects and instructs members of the grand and petit juries.

The Circuit Court has a successful drug court program, 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 program is funded almost entirely by federal and state grants.

Budget Highlights

The budget for the Circuit Court is \$1,716,546, an increase of \$1,029 or 0.1%. This budget includes the county employee compensation changes mentioned in the budget highlights as well as turnover savings offset by an increase in grant funds. Funding is included for the purchase of furniture for the judge filling the seat of the judge who will be retiring in 2018, who has been using personally owned furniture.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Family Services Grant	117,477	140,564	188,482
Juvenile & Adult Drug Court Grant (State)	310,834	385,218	415,510
Highway Safety Grant (Adult Drug Court)	53,020	43,505	50,300
Child Support Cooperative Reimbursement	7,874	8,152	6,860

ORPHANS' COURT

	FY2016 <u>Actual</u>	FY2017 <u>Approved</u>	FY2018 <u>Request</u>	FY2018 <u>Approved</u>
Total – Orphan's Court	48,488	48,268	56,152	56,152

Program 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.

Budget Highlights

The budget for the Orphan's Court is \$56,152, an increase of \$7,884 or 16.3% more than the prior year. This increase is primarily attributed to compensation changes for the judges.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Decedent's Estates Opened	555	565	578
Judicial Probate Proceedings	35	45	60
Estate Hearings	70	80	100
Show Cause Orders Issued	315	325	400
General Court Orders Issued	325	350	450
Court Order Issued Approving Extension of Time	50	60	75
Limited Orders to Locate Will or Assets	13	23	30
Orders Approving Funeral Costs	30	40	75
Orders Approving Attorney Fees & Personal Representative Commissions	100	110	200
Guardianship Proceedings	25	35	40
Administration Accounts Reviewed and Approved	350	375	400

OFFICE OF THE SHERIFF

<u>Division</u>	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Law Enforcement	21,166,757	22,321,471	23,878,294	23,898,363
Corrections	10,655,798	12,465,071	12,641,972	12,498,419
Training	305,993	402,889	426,777	413,389
Canine	41,163	25,900	38,800	38,800
Court Security	774,404	801,834	801,834	859,687
Grants	<u>674,754</u>	<u>744,451</u>	<u>706,745</u>	<u>866,715</u>
Total Office of the Sheriff	33,618,869	36,761,616	38,494,422	38,575,373
Miscellaneous Revolving Fund	21,334	62,500	62,500	62,500

Program 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 191 to 229 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 31 to 51.

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).

Budget Highlights

The general fund budget for the Office of the Sheriff is \$38,575,373, an increase of \$1,813,757 or 4.9% more than the prior year, including grant funding. This funding level takes into consideration the number of vacancies and unspent non-grant funds at the close of recent fiscal years. In addition to incorporating the county employee compensation changes mentioned in the budget highlights, the Sheriff's budget includes:

- A net increase of 5 (non-grant) positions over the FY2017 Approved Budget: [1 Recruiter, 1 Analyst CID, 1 Analyst NARCO, 2 Background Investigators (conversion of hourly to FTE), and 2 Booking Specialists - effective 10/1/2017] and [1 Community Mental Health Liaison position – effective 1/1/2018], which nets to 5, when offset by the removal of one (1) Deputy FTE and two (2) Correctional Officer FTEs;
- 35 additional promotional ranks (law enforcement and corrections);
- The reclassification of three (3) merit positions to a higher pay grade, contingent upon approval by HR;
- An increase in Sheriff's Pension for sworn personnel from 38% to 39% based on actuarial update;
- Increased funding in overtime for sworn positions based on actual; and
- \$566,232 for annual cost of Exempt Financing 44 (non-grant) replacement vehicles and equipment. One (1) grant funded replacement vehicle is also included. Total estimated replacement cost is \$2.5 million.

OFFICE OF THE SHERIFF			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Incidents Requiring Police Response	66,734	68,069	69,430
Average Time Calls Waiting to be Dispatched	15 min 33 sec	15 min 52 sec	16 min 11 sec
Average Response Time	10 min 12 sec	10 min 24 sec	10 min 37 sec
Average Time from Receipt of Call to Completion	47 min 27 sec	48 min 24 sec	49 min 22 sec
Arsons	5	5	5
Breaking and Entering	370	377	385
Felony Assaults & Misdemeanors	1,433	1,462	1,491
Murders	3	3	3
Rapes	22	22	23
Robberies	25	26	26
Thefts (Includes Auto Thefts)	1,419	1,447	1,476
Child Abuse Cases	62	63	65
Narcotics Violations	407	415	423
Larceny After Trust Cases	26	27	27
Forgeries	53	54	55
Fraud Cases	346	353	360
Possession/Weapon Cases	28	29	29
Sex Offenses	102	104	106
Vandalism	582	594	606
DWI's	205	209	213
Liquor Law Violations	78	80	81
Disorderly Conduct Cases	45	46	47
Battered Spouse Cases	641	654	667
Other Offenses (Premises check, loud noise, burglar alarms, suspicious persons/vehicles)	2,767	2,822	2,879
Arrests Made - Adults (Warrants, Civil/Criminal Investigations)	3,173	3,236	3,301
Arrests Made - Juveniles (Investigations)	559	570	582
Narcotics Cases Investigated: Local			
Arrests Made (calendar year)	238	240	245
Value of Drugs Seized (calendar year)	\$102,551	\$105,000	\$110,000
Number of Search Warrants (calendar year)	150	155	160
Money Seized (FY)	\$52,927	\$60,000	\$65,000
Money Awarded (FY)	\$4,975	\$5,000	\$5,500
Vehicles Seized (calendar year)	7	8	10
Alcohol Enforcement			
Civil Alcohol Citations (Adults)	87	89	91
Civil Alcohol Citations (Juveniles)	17	17	18

OFFICE OF THE SHERIFF			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
<u>Child Support Enforcement</u>			
Summonses - Received	1,825	1,862	1,899
Summonses - Served	1,689	1,723	1,757
Warrants – Received	238	243	248
Warrants – Served	123	125	128
Civil Process – Received / Served - (Summonses, writs, replevin, evictions, subpoenas, etc.)	15,141/13,781	15,444/14,057	15,753/14,338
Civil Process Fees Received	\$100,589	\$102,601	\$104,653
<u>Traffic</u>			
Accidents	3,964	4,043	4,124
Citations	5,260	5,365	5,473
Warnings	8,465	8,634	8,807
Accident Reconstructions	20	25	28
Child Safety Seat Inspections/Installations	25	30	35
Traffic Speeding Complaints	47	55	60
Traffic Safety Demonstrations	4	6	8
<u>Emergency Services Team Operations</u>			
Search Warrants Executed	36	40	45
Barricades	4	5	6
Hostage Situations	0	1	1
Training Incidents	48	48	48
<u>Crime Prevention</u>			
Presentations	91	100	110
Number of Citizens Attending	3,267	3,400	3,500
<u>Crime Lab</u>			
Number of Crime Scenes Processed	150	170	190
Search Warrant Assist	25	29	34
<u>Volunteer Program</u>			
Number of Volunteer Hours	220	225	230
<u>K-9 Program</u>			
Number of Crimes Investigated	897	1,003	1,100
Number of Investigations Assisted	1,771	1,783	1,800
Value of Drugs Seized	8,310	9,000	10,000
Money Seized Due to Drug Detection	\$23,757	\$15,000	\$16,000
Felony Suspects Apprehended by Canine Teams	13	20	22

OFFICE OF THE SHERIFF			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Corrections			
Recruited (*Based on current officer staffing level.)	17	13	11
Resigned/Retired/Terminated	12	9	11
Promoted	12	9	15
Active Military / Reserves	1	1	0
Correctional Officer In-Service Training Hours	14,075	14,357	14,644
Inmates			
Annual Number of Arrestees Processed	4,574	4,220	4,304
Average Daily Population	198	215	211
Inmates Attendance in Education Program (GED)	243	234	239
Inmates Attendance in IEP/Tutoring/Creative Writing/English 900	117	214	218
Inmates Attendance in Drug/Alcohol/HIV/Domestic Violence Treatment Programs/Transition	179	182	186
Number of Inmates Referred to the Mental Health Program	500	462	508
Inmates Attendance in Walden Jail Substance Abuse Program	339	144	147
Inmates Attendance in Computers	11	11	11
Inmates Sentenced to Home Detention (Monthly Average)	6	5	5
Inmates Sentenced to Weekenders (Monthly Average)	17	14	15
Defendants Sentenced to Work Release Program (Mo. Avg.)	12	21	25
Inmate Work Hours for County Projects	76,734	85,148	86,851
Alternative to Incarceration			
Pre-Trial Services Offenders Monitored in the Community (Monthly Average) Program (Began November, 2015)	36	46	75
Pre-Trial Services Screened Program Eligibility Screening (Began November, 2015)	647	928	1,513
Drug Court and Family Court Participant Substance Abuse Screenings	3,693	3,876	3,954

OFFICE OF THE STATE'S ATTORNEY

<u>Division</u>	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Judicial	2,619,714	2,809,109	2,850,869	2,895,841
Grants	607,911	641,314	659,574	659,574
Total Office of the State's Attorney	3,227,625	3,450,423	3,510,443	3,555,415
Miscellaneous Revolving Fund	58,156	147,821	147,821	148,439

Program 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.

Budget Highlights

The general fund budget for the Office of the State's Attorney is \$3,555,415, an increase of \$104,992 or 3.0% more than the prior year, including grant funding. This increase includes the county employee compensation changes mentioned in the budget highlights. The State's Attorney's budget also includes funding for the reclassification of eight (8) employees (6 at a higher pay grade and 2 at a within grade increase of which 3 are grant), pending approval by Human Resources.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
<u>Circuit Court Criminal Division</u>			
Criminal Cases	512	563	563
Number of Court Appearances - Criminal Cases	1,537	1,690	1,690
Juvenile Cases	209	229	229
Number of Court Appearances - Juvenile Cases	836	919	919
VOP Cases-Circuit Court	280	308	308
Number of Court Appearances - VOP Cases	330	363	363

OFFICE OF THE STATE'S ATTORNEY			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Child Support Division (These stats operate on a Federal Cycle 10/1-9/30)			
Paternity Cases	154	169	169
Number of Court Appearances - Paternity Cases	169	185	185
Child Support Court Establishment Cases	517	569	569
Number of Court Appearances - Child Support Establishment Cases	562	625	625
Support Contempt Cases	481	486	486
Number of Court Appearances- Support Contempt Cases	481	486	486
Amount Collected on behalf of Plaintiffs through Cooperative Efforts	\$12,625,491	\$12,751,746	\$12,751,746
District Court Criminal Division			
Criminal Cases	3,170	3,328	3,328
Number of Court Appearances - Criminal Cases	3,804	4,184	4,184
Traffic Cases	15,000	15,500	15,500
Number of Court Appearances - Traffic Cases	15,000	15,500	15,500
DWI Cases	726	798	798
Number of Court Appearances - DWI Cases	871	958	958
Community Services Division			
Number of Community Service Applicants	2,230	2,350	2,350
Number of Community Service Hours Administered	29,503	30,000	30,000
Bad Check Division			
Number of Checks Submitted for Collection	160	180	180
Amount of Money Collected on Bad Checks	\$38,296	\$43,000	\$43,000
Restitution Collection			
Restitution Collected-District Court	\$135,000	\$138,000	\$138,000
Restitution Collected-Circuit Court	\$122,000	\$128,000	\$128,000

OFFICE OF THE COUNTY TREASURER

	FY2016 <u>Actual</u>	FY2017 <u>Approved</u>	FY2018 <u>Request</u>	FY2018 <u>Approved</u>
Total Office of the County Treasurer	430,464	447,659	452,791	459,565

Program 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.

Budget Highlights

The budget for the Office of the County Treasurer is \$459,565, an increase of \$11,906 or 2.7%. This budget incorporates the county employee compensation changes mentioned in the budget highlights and includes funds for temporary help during peak season.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
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.	\$133,812,089	\$136,845,000	\$139,800,000
Delinquent Personal Property Collections Revenue	\$235,995	\$176,204	\$200,000
Tax bills mailed for real property, local personal property, corporations, 1/2 year new construction and 2nd semi-annual notices	50,185	50,802	51,422
Delinquent bills, final notices, 60 day notices processed and mailed	4,485	4,559	4,700
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.	15,000	15,000	15,000
Customer Inquiries via Phone, Email or Fax	24,000	20,000	20,000
Tax Sale preparation & annual auction	618	479	500
Treasurer's Website Usage (visits recorded)	305,248	459,852	620,800
Property transfers processed in tax records	3,493	3,703	3,913
Senior Tax Credit "Cap" and "Matching" Credits processed	2,004	2,050	2,100
State Homeowners' Tax Credits processed	757	800	850
Adjustments to real and personal property accounts including increases and decreases, refunds, voids, transfers, abatements, credits, etc.	Unknown	15,323	16,000

STATE AGENCIES / **INDEPENDENT** **BOARDS**

- **Program Descriptions**
- **Highlights**
- **Statistics**

DEPARTMENT OF HEALTH

<u>Division</u>	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Operating Allocation	1,998,586	2,066,403	2,177,579	2,177,579
Personal Services	16,774	16,197	16,197	16,196
Mosquito Control / Gypsy Moth	<u>54,000</u>	<u>56,100</u>	<u>59,500</u>	<u>59,500</u>
Total – Department of Health	2,069,360	2,138,700	2,253,276	2,253,275

Program 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.

Budget Highlights

The allocation to the Department of Health is \$2,253,275, which is \$114,575 or 5.4% more than the prior year. The County exceeds State mandated funding of \$531,204 by \$1,467,382. This allocation includes increased compensation costs, a \$3,400 increase for mosquito control services passed through to the local office of the Maryland Department of Agriculture, the realignment of \$70,322 (of which \$20,000 is matching funds for Jail Mental Health services) from the county Department of Aging and Human Services for the transition of the Behavioral Health Administration grants to the local health department, and the maintenance of current capacity for local public health services. Increased costs are offset by the removal of the non-recurring accreditation application fee funded in the prior year. The total funding for the Health Department includes an operating allocation of \$2,177,579, \$16,196 for County Personnel costs, and \$59,500 for mosquito control services.

<u>Selected Statistics / Workload Indicators</u>	<u>Actual FY2016</u>	<u>Estimated FY2017</u>	<u>Projected FY2018</u>
Birth / Death records certified	2,814 / 3,075	2,898 / 3,167	2,994 / 3,089
Patient Admissions / Discharges	10,427 / 6,262	10,739 / 6,449	11,061 / 6,642
PWC Admissions / Eligible	3,626	3,735	3,847
Number of volunteers / Hours served	36 / 415	30 / 300	33 / 404
Accounts Receivable processed	\$224,482	\$209,973	\$208,000
Budgets prepared	45	50	55
Invoices processed / amounts	1,499 / \$2.1M	1,630 / \$2.2M	1,793 / \$2.4M
Information Technology customer service requests	1,453	1,598	1,758
Number of Users	80	84	90
Number of Workstations	106	110	115
Number of fleet vehicles / Number of fleet miles	27 / 258,236	26 / 230,839	25 / 237,764
Agency New Hires (including BOE nurse subs)	29	37	40
Agency Resignations / Retirement / Layoffs / Terminations	19	22	25
Public Health Complaints	215	225	225
NCT Water Supply Samples	653	700	700
Certify potability of wells / Number of water samples collected	238 / 360	250 / 400	250 / 400
Anti-rabies clinics / Vaccinations administered	9 / 832	9 / 850	9 / 850

DEPARTMENT OF HEALTH			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Number of Positive Rabies Cases	9	10	10
Food Service Facility Inspections	1,633	1,650	1,650
Number of Soil Evaluations Conducted (new)	135	150	150
Number of individuals in the general public educated about colorectal / skin / lung cancer	7,158	6,088	6,500
Number of colonoscopies	12	20	20
Number of individuals in the general public educated on tobacco smoking health risk, including pregnant women	2,074	2,000	2,200
Number of participants in smoking cessation classes conducted by SMCHD	119	185	185
Number of youth educated on health risk of e-cigarettes	4,015	1,000	2,200
Number of merchants educated on Tobacco Youth Access Law and product placement	25	115	115
Number of women screened through the Breast and Cervical Cancer Grant	25	34	32
Number of adult patients receiving dental emergency treatment	51	70	70
Total number of all requests for services from Administrative Care Coordination Program	983	1,200	1,200
Number of Adult Evaluation and Review Service (AERS) assessments	242	300	300
Number of Nurse Monitoring Visits	279	300	300
Number of new and recertification MCHP applications processed	4,695	5,000	5,500
Number of children immunized during School Flu Clinics (doses provided, includes initial and booster doses)(labor intensive)	5,015	2,700	3,000
Cases of reportable diseases and investigations (labor intensive)	2,393	2,700	2,700
Cases of tuberculosis (ongoing case management of active and latent cases)	23	25	28
Number of Infectious & Communicable Disease Outbreaks	10	15	15
Number of immunization activities (including clinics, information sessions, alerts, press releases or in-services)	237	250	260
Number of Family Planning visits as transmitted to the Family Planning data system	1,365	1,400	1,600
Number of mandatory Public Health Emergency Preparedness training and meetings	50	50	50
Engage internal and external partners in Emergency Preparedness efforts (includes training, drills & exercises, volunteer management coordination)	50	60	70
Coordination with community partners in emerging infectious disease efforts (press releases, alerts, information sharing, PPE training, and policy/protocol development.	90	100	100

DEPARTMENT OF SOCIAL SERVICES

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total Department of Social Services	440,016	447,408	416,168	433,974

Program 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.

Budget Highlights

The local portion of the Social Services budget is \$433,974 (including the grant), which is a decrease of \$13,434 from the prior year. This decrease is primarily attributed to turnover savings in personal services.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Child Support Collections	\$12,867,074	\$12,909,000	\$12,959,000
Child Support Paternities Established	138	140	143
Support Orders Established	391	394	398
Petition for Contempt / Show Cause Orders	359	363	367
Downward Modifications to Child Support Orders	247	250	252
Certified Adult Foster Care Homes	11	11	11
Adult Clients Living in Provider's Home (mo.avg.)	13	13	13
Adult Clients Served with Purchase of Care Funds	7	10	10
Children in Foster Care (mo. avg)	97	76	80
Children in Out-of-county Placements (avg.)	41	37	45
Children with Supervised Visitation/Average # Visits Weekly	27 / 35	30 / 35	35 / 35
Number of Children Receiving Medical / Psychological Services from Specialists Out-of-county	33	35	35
Parents Court Ordered to Attend Alcohol/Drug/Mental Health Treatment	75%	75%	75%
Children Placed for Adoption	9	11	12
Continuous Training for Staff	5	5	5
Burial Services – Indigent Citizens	9	10	10
Burial Services – Indigent Citizens – Total Annual Cost	\$5,850	\$6,500	\$6,500

ALCOHOL BEVERAGE BOARD

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total Alcohol Beverage Board	247,784	285,596	299,793	298,157

Program 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.

Budget Highlights

The budget for the Alcohol Beverage Board is \$298,157, which is a net increase of \$12,561 or 4.4%. The budget includes an increase to .75 (from 20 to 30 hours per week) for an existing regular part-time employee to assist with administration of new legislation and maintaining office coverage. It also includes full funding for Responsible Alcohol Service Training (RAST) and Topsy Tax programs and funding for one deputy in the Sheriff's Office which has offsetting revenue.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
License Fees (net Corporate Town of Leonardtown fees)	\$83,590	\$95,820	\$93,000
Transfer Fees	\$800	\$900	\$800
Fines	\$8,375	\$2,125	\$2,000
Number of Licenses (at FY end)	161	173	170
Number of Special/Temporary Licenses Issued	181	181	170
Number of Inspections	226	215	230
Number of Violations Cited	18	13	15
Number of Compliance Checks by AEC	352	360	360
Number of RAST/ID Check Trainings held	5	10	12

BOARD OF ELECTIONS

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total Board of Elections	807,034	1,114,352	1,101,052	1,101,591

Program 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.

Budget Highlights

The budget for the Board of Elections is \$1,101,591, which is a decrease of \$12,761 or -1.1% from than the prior year. This decrease is attributed to the removal of non-recurring equipment costs.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Voter Registration	71,500	73,000	74,000
Changes to Voters Records	12,200	13,000	14,000
Confirmation Mailings	2,700	3,000	3,500
Voter Notification Cards	12,500	13,000	13,500
Election Judges	483	400	425
Early Voting Election Judges	35	30	30
Election Estimated Turnout	73%	-	60%
Absentee	3,000	-	400
Provisional	1,100	-	500

UNIVERSITY OF MARYLAND EXTENSION – ST. MARY’S COUNTY

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total University of MD Extension – St. Mary’s	214,175	260,958	260,958	257,400

Program 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.

Budget Highlights

The local budget for the University of Maryland Extension (UME) is \$257,400, which is \$3,558 less than the prior year because the State contributed more funding.

Selected Statistics / Workload Indicators	Actual CY2016	Estimated CY2017	Projected CY2018
Beginner Farmer Training	200	225	200
Vineyard Research Outreach	58	60	60
Nutrient Voucher Training	88	100	75
Nutrient Management Plans	484	490	490
Acres in Nutrient Management	14,356	14,500	14,500
Pesticide License Renewals	197	175	150
Direct Farmer Consultations	410	350	350
Child Care Provider Training Participants (So. MD cluster)	200	200	200
Food Safety and Preservation Education Participants	50	75	75
Food Supplement Nutrition Education Contacts (Youth and Adult)	2,276	2,300	2,300
Growing Healthy Habits Youth Participants	10	10	10
Farm to School Participants	700	900	800
Master Gardener Volunteer Hours	2,780	3,000	3,100
Master Gardener Certified Volunteers	76	91	90
Master Gardener Interns/Trainees	25	0	25
Plant Clinics	34	36	38
4-H UME Certified Volunteers / NEW Volunteers Certified	138 / 5	140 / 20	150 / 20
Youth, 5-18 years old, 4-H Community Clubs / Military	207 / 289	200 / 280	200 / 280
4-H After-School Youth	52	100	150
4-H Youth School Enrichment Programs	700	700	700
4-H Special Interest Short-Term Programs	184	150	150
4-H County Fair Exhibits	1,338	1,500	1,500
4-H Youth Projects Completed	270	275	300
4-H Recruitment Contacts	100	100	200
4-H Club-Sponsored Community Service	45	50	50

UNIVERSITY OF MARYLAND EXTENSION – ST. MARY’S COUNTY			
Selected Statistics / Workload Indicators	Actual CY2016	Estimated CY2017	Projected CY2018
4-H Volunteer Hours	35,000+	35,000+	35,000+
4-H Day Camping Programs	532	500	500
Watershed Steward Trainees	10	20	20
Watershed Steward Certified Volunteers	0	10	22
Watershed Steward Volunteer Hours	179	400	800
Watershed/Stormwater Educational Projects	5	10	15
Stormwater BMP Implementation: Sq. ft. of Rain Gardens	150	2,500	2,500
Stormwater BMP Implementation: # Rain Barrels	16	60	60
Stormwater BMP Implementation: # Native Plants	70	500	1,000
Stormwater BMP Implementation: # Trees	63	100	100
Participants in Well and Septic Clinics	0	50	50

ETHICS COMMISSION

	FY2016 <u>Actual</u>	FY2017 <u>Approved</u>	FY2018 <u>Request</u>	FY2018 <u>Approved</u>
Total Ethics Commission	650	833	833	833

Program 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.

Budget Highlights

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

FOREST CONSERVATION BOARD

	FY2016 <u>Actual</u>	FY2017 <u>Approved</u>	FY2018 <u>Request</u>	FY2018 <u>Approved</u>
Total Forestry Board	2,000	2,500	2,500	2,500

Program Description

The St. Mary's County Forestry 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.

Budget 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.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Total Number of Clients Served	150	200	200
Number of Clients Served – St. Mary's County	175	200	200
Percent of total Clients Served from St. Mary's County	100	100	100
Number of Volunteers / Volunteer Hours	300	300	300

SOIL CONSERVATION DISTRICT

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total Soil Conservation District	71,693	73,946	74,946	73,946

Program 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.

Budget Highlights

The County will fund \$73,946, 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			
Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
<u>Approved Erosion and Sediment Control Plans</u>			
Single Lot development disturbing < than .5 acre	213	220	220
Sediment Control Plans for Development that disturbs > .5 acre	298	300	325
Review & provide comments for the Technical Evaluation Committee (TEC)	45	50	50
Pre-construction meetings for erosion & sediment control projects > .5 acres of total disturbance	149	150	150
Reduce sedimentation to tributaries by the development of Soil Conservation and Water Quality Plans. Watershed implementation Plan goals on new acres per year.	24,648	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.	31	35	35
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).	85 / 234	90 / 250	100 / 300
Review of Storm Water Management Plans	2	2	2
Increase Student Participation in the Envirothon Program	62	100	125
Schedule and hold annual cooperators dinner meeting to provide information to the agricultural community	289	320	300
Provide public outreach through various formats	10	10	10
Perform site visits at the request of property owners	87	90	90
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	58 / 1,294	60 / 1,500	65 / 1,500

SOUTHERN MARYLAND RESOURCE CONSERVATION AND DEVELOPMENT (RC&D) BOARD, INC.

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total Southern Maryland RC&D Board	11,630	12,470	13,300	13,300

Program 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.

Budget Highlights

The County will fund \$13,300, which is an increase of \$830 or 6.7%. 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.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Total Number of Partners / Clients* Served	7	9	12
Population Positively Affected	28,000	35,000	50,000
Number of Clients Served – St. Mary's County	3	5	8
Percent of Clients Served from St. Mary's County	43%	56%	67%
Current Number of Full-time employees	2	2	2
Number of Volunteers	64	55	60
Number of Volunteer Hours	1,240	1,100	1,250
(FTE) jobs created as a result of Cooperative Agreement administered	7	9	9
Navy Environmental Projects Completed	4	5	5
Dry Hydrants Installed	2	2	2
Other Grants Completed	3	4	4

SOUTHERN MARYLAND TRI-COUNTY COMMUNITY ACTION COMMITTEE, INC.

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total Tri-County Community Action Committee	16,000	16,000	16,000	16,000

Program 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.

Budget Highlights

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

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Total Number of Clients Served	23,400	30,000	35,000
Number of Clients Served – St. Mary's County	7,800	9,800	11,500
Percent of total Clients Served from St. Mary's County	33	33	33
Current number of paid employees (full-time equivalent)	42	42	47
Number of Volunteer/Volunteer Hours for Senior Companion Care	24 / 22,455	20 / 20,000	25 / 21,000
Number of Individuals Receiving their Class B Commercial Driver's License	5	6	7
Number of hours seniors provided to disabled, elderly residents	18,010	19,000	19,000
Number of disabled, elderly residents served	29	30	30
Number of households provided supplementary food to assist them in meeting their nutritional needs	5,307	5,350	5,350
Amount of Cases of Food Distributed	6,773	6,800	6,800

TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total Tri-County Council for So. MD	104,200	94,200	94,200	94,200

Program 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.

Budget Highlights

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

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Total Number of Clients Served	362,650	335,742	345,211
Number of Clients Served – St. Mary’s County	113,980	110,382	111,706
Percent of total Clients Served from St. Mary’s County	32%	32%	32%
Number of Volunteers	195	195	195

TRI-COUNTY YOUTH SERVICES BUREAU, INC.

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total Tri-County Youth Services Bureau	110,000	110,000	143,600	143,600

Program 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.

Budget Highlights

The County will fund \$143,600, which is \$33,600 or 30.5% more than the prior year. This additional funding is for the launching of a Community Youth Mapping Project, as part of the community's efforts to have a community center.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Total Number of Clients Served	3,454	2,384	3,900
Number of Clients Served – St. Mary's County	1,148	906	2,406
Percent of total Clients Served - St. Mary's County	33%	38%	62%
Current number of paid employees (full-time equivalent)	4	4	4
Number of Volunteer/Volunteer Hours	30 / 250	35 / 275	40 / 300
Formal counseling services to children and youth	488	300	200
Families assisted through Family Navigation services	125	125	210
Response to families calling for information	259	260	300
Number of Youth Mappers engaged	N/A	N/A	15
Number of Youth receiving Youth Development	80	80	160
Number of Lexington Park residents surveyed	N/A	N/A	1,500
Number of disconnected youth served	78	80	120
Number of youth affected by incarceration served	64	70	90

STATE DEPARTMENT OF ASSESSMENTS & TAXATION (SDAT)

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total State Dept. of Assessment & Taxation	0	0	676,397	450,872

Program 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.

Budget Highlights

This budget includes \$450,872 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 CENTER

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Total Southern Maryland Higher Education Ctr.	40,000	In DED	40,000	40,000

Program 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.

Budget Highlights

The County continues to fund \$40,000 in this budget, which continues level funding from the prior year. The amount for FY2017 was included in the Department of Economic Development's budget.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Total Number of Clients Served	1,410	1,500	1,600
Number of Clients Served – St. Mary's County	840	890	960
Percent of total Clients Served from St. Mary's County	60%	60%	60%
Academic Degree & Certification Programs Offered	77	91	100
Number of Courses Offered	198	220	240
Number of Degree & Certificates Awarded by University & College Partners	186	195	210

BOARD OF EDUCATION (BOE)

	<u>ACTUAL FY2016</u>	<u>APPROVED FY2017</u>	<u>REQUEST FY2018</u>	<u>APPROVED FY2018</u>	<u>% CHANGE</u>
COUNTY FUNDS	\$98,015,001	\$102,690,393	\$104,007,858	\$102,189,940	-0.5%
EXPENDITURES BY CATEGORY:					
Administration	\$3,152,692	\$3,274,277	\$3,283,817	\$3,347,430	2.2%
Mid-Level Administration	14,673,936	15,545,426	15,841,506	15,961,565	2.7%
Instructional Salaries	73,642,649	76,152,182	79,441,086	78,494,384	3.1%
Instructional Textbooks & Supplies	4,904,053	5,892,210	2,945,766	2,783,434	-52.8%
Other Instructional Costs	2,550,367	1,147,725	1,217,882	1,228,982	7.1%
Special Education	17,674,519	18,847,243	18,896,180	18,903,974	0.3%
Student Personnel Services	1,386,536	1,457,314	1,477,136	1,211,779	-16.8%
Student Health Services	2,100,097	2,245,248	2,287,753	2,347,005	4.5%
Student Transportation	14,605,552	15,253,956	16,195,293	16,195,293	6.2%
Operation of Plant	14,880,920	15,179,053	15,924,682	15,498,982	2.1%
Maintenance of Plant	3,444,628	3,878,960	3,976,298	3,935,248	1.5%
Fixed Charges	44,206,079	48,290,684	49,829,373	49,648,905	2.8%
Capital Outlay	<u>679,869</u>	<u>773,468</u>	<u>779,239</u>	<u>769,769</u>	<u>-0.5%</u>
GENERAL FUND TOTAL	<u>\$197,901,897</u>	<u>\$207,937,746</u>	<u>\$212,096,011</u>	<u>\$210,326,750</u>	<u>1.1%</u>
FTE Staffing	1,941.80	1,944.25	1,989.75	1980.25	1.9%
EXPENDITURES BY OBJECT:					
		<u>APPROVED FY2017</u>	<u>As a % of Total</u>	<u>APPROVED FY2018</u>	<u>As a % of Total</u>
Salaries & Wages		\$123,780,836	59.5%	\$126,648,929	60.2%
Contracted Services		18,880,255	9.1%	19,773,871	9.4%
Supplies & Materials		8,154,265	3.9%	5,035,030	2.4%
Other Charges		6,521,904	3.1%	6,610,182	3.2%
Land, Buildings, and Equipment		0	0	245,653	0.1%
Transfers		2,309,802	1.1%	2,364,180	1.1%
Fixed Charges		<u>48,290,684</u>	<u>23.2%</u>	<u>49,648,905</u>	<u>23.6%</u>
TOTAL		<u>\$207,937,746</u>	100.0%	<u>\$210,326,750</u>	<u>100.0%</u>

Note: Includes Chesapeake Public Charter School

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

Level	FY2016 Actual	FY2017 Budget	FY2017 Actual	FY2018 Budget
Kindergarten	1,306	1,429	1,309	1,309
Elementary	6,846	7,503	6,876	6,979
Middle	3,864	3,893	3,919	3,983
High	4,919	4,954	5,024	5,067
K to 12 FTE's	16,935	17,779	17,128	17,338

Program 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.

Budget Highlights

The County's funding for the Board of Education (BOE) is budgeted at \$102,189,940, an increase of \$2,472,539 or 2.5% in recurring funding, over the prior year. State-mandated Maintenance of Effort (MOE) requires county funding of \$100,850,888 based on actual students of 17,127.5 at September 30, 2016.

When combined with the State/Federal/Other funding increase of \$4,331,891, over the prior year and \$57,566 of the Board of Educations' Fund Balance, the total budget is \$210,326,750. The final BOE budget was presented to and adopted by the County on June 13, 2017.

The Board of Education's budget also includes a revolving fund of \$7,880,420 for food services and a Restricted Fund of \$21,574,861, primarily for Grants. The Capital Projects are presented separately and projects for Public Schools in FY2018 total \$7,296,000, including \$6,253,000 funded by the County.

COLLEGE OF SOUTHERN MARYLAND

	FY2016 <u>Actual</u>	FY2017 <u>Approved</u>	FY2018 <u>Request</u>	FY2018 <u>Approved</u>
Tuition/Fees	5,594,352	7,172,525	6,607,436	6,607,436
County Funding	4,197,845	4,207,365	4,207,365	4,207,365
State, Federal, Other Revenue	2,909,776	3,084,923	3,698,946	3,646,732
Total – CSM Revenues	12,701,973	14,464,813	14,513,747	14,461,533

Program 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.

Budget Highlights

The total budget for the College of Southern Maryland (CSM), Leonardtown Campus is decreasing from \$14,464,813 to \$14,461,533 or \$3,280 less than the prior year. County funding is at \$4,207,365, which continues level funding from the prior year.

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
FTE Students – Leonardtown Campus	1,206	1,343	1,246

BOARD OF LIBRARY TRUSTEES

	<u>FY2016 Actual</u>	<u>FY2017 Approved</u>	<u>FY2018 Request</u>	<u>FY2018 Approved</u>
Lexington Park Library	935,802	947,791	949,713	926,924
Leonardtown Library	715,144	773,512	797,534	780,666
Charlotte Hall Library	505,200	514,540	579,301	601,385
Administration	<u>1,333,268</u>	<u>1,435,117</u>	<u>1,555,014</u>	<u>1,477,878</u>
Total, Board of Library Trustees	3,489,414	3,670,960	3,881,562	3,786,853
State, Federal, Other Revenue Sources	870,447	891,000	919,221	919,221
County Funds – Library Trustees	<u>2,588,064</u>	<u>2,684,573</u>	<u>2,871,762</u>	<u>2,800,572</u>
Fund Balance (Library)	<u>30,903</u>	<u>95,387</u>	<u>90,579</u>	<u>67,060</u>
Total, All Funding Sources	3,489,414	3,670,960	3,881,562	3,786,853

Program 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.

Budget Highlights

The total budget for the Board of Library Trustees is \$3,786,853, which is a net increase of \$115,893, or 3.2% over the prior year. County funding is approved at \$2,800,572 which is a net increase of \$115,999 or 4.3% more than the prior year. This increase is primarily attributed to employee merit increases, health coverage selections, and Other Post-Employment Benefits (OPEB).

Selected Statistics / Workload Indicators	Actual FY2016	Estimated FY2017	Projected FY2018
Physical Circulation of Books and Other Materials	1,419,941	1,600,000	1,600,000
Digital Circulation	68,588	75,000	85,000
Customer Visits	670,101	671,000	672,000
Childcare providers visited by van	60	60	60
Program attendance	31,438	32,000	33,000
Hours Open Per Week (approximate for each - Lexington Park, Charlotte Hall, and Leonardtown)	60-64	60-64	60-64
Physical Items in Collection	267,744	268,000	270,000
Digital Titles (SMCL only, not consortia)	420,118	498,120	525,000
PC Users	99,556	100,000	110,000
Public Access PC's	111	115	115

OTHER

BUDGET

COSTS

APPROPRIATION RESERVE

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

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 .94 cents per \$100 of assessed value for the taxpayers of Leonardtown. This is a decrease from last year's differential rate of .98 cents. The assessed value of the County Owned Nontaxable Real Property Assessments is \$38,324,600, requiring a payment of \$44,916.

EMPLOYER CONTRIBUTIONS – RETIREE HEALTH BENEFITS & UNEMPLOYMENT COSTS

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 FY2018 at \$103,635,000; however, the County has set aside funds for a trust, which reduced this to an *unfunded* accrual liability of \$39,943,000. The total required contribution for FY2018 is \$5,879,000. 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 \$18,001,753 at June 30, 2017, approval was given to only fund the pay-go amount for current retirees; this amount is estimated to be \$3 million for FY2018.

\$30,000 is included in FY2018 for Unemployment; this is a decrease in the amount from the prior year due to the anticipated decrease in County costs.

GENERAL / BANK ADMINISTRATION COSTS

\$30,000 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

This appropriation of \$11,255,230 funds the payment of debt service - principal and interest - on debt for capital projects. Included in the FY2018 estimate for debt service includes a full year principal and interest payment on the recent borrowing of \$25,000,000 in FY2017. The County does not have plans to go to the Bond Market in FY2018. The estimated allocation of debt service, based on the capital projects being funded, is as follows:

<u>Project Type</u>	<u>Current Debt</u>
Board of Education	\$4,941,744
Other Facilities	2,727,806
Roads	1,663,243
Solid Waste	377,942
CSM	632,960
Library	553,213
Parks	358,322
Total	\$11,255,230

TRANSFERS & RESERVES

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 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 FY2018 is \$400,000, level with the prior year. The Bond Rating Reserve balance is \$13,330,021 as of June 30, 2016.

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 \$1,082,900 to this reserve. Uses require specific action by the Commissioners of St. Mary's County.

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	FY2016	FY2017	FY2018	FY2018
	Actual	Approved	Request	Approved
Child Care Programs	\$ 1,054,942	\$ 1,699,625	\$ 1,825,950	\$ 1,825,950
Therapeutic Division	159,953	169,431	293,350	293,350
Gymnastics Department	339,511	392,615	377,380	377,380
Leisure / Special Programs	107,982	195,309	195,309	195,309
Special Facilities	311,362	358,745	387,238	387,238
Sports Programs	435,147	531,945	523,465	523,465
General Administration	135,410	205,700	205,700	205,700
Total Revenues	\$ 2,544,307	\$ 3,553,370	\$ 3,808,392	\$ 3,808,392
Child Care Programs	\$ 775,057	\$ 1,613,558	\$ 1,688,626	\$ 1,688,626
Therapeutic Division	160,344	167,339	292,521	292,521
Gymnastics Department	334,340	357,531	350,646	350,646
Leisure / Special Programs	96,474	148,888	150,512	150,512
Special Facilities	446,771	578,585	594,997	594,997
Sports Programs	329,139	452,696	444,250	444,250
General Administration	184,667	284,264	290,264	290,264
Total Expenditures	\$ 2,326,792	\$ 3,602,861	\$ 3,811,816	\$ 3,811,816
Revenues Over(Under) Expenditures	\$ 217,515	\$ (49,491)	\$ (3,424)	\$ (3,424)
Fund Equity (deficit) at June 30 - audited	\$ 563,842			

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.

WICOMICO SHORES GOLF ENTERPRISE FUND

Source and Use of Funds	FY2016	FY2017	FY2018	FY2018
	Actual	Approved	Request	Approved
Golf Operations	\$ 810,595	\$ 891,200	\$ 898,500	\$ 898,500
Restaurant	344,822	381,000	386,000	386,000
House	33,368	27,000	30,000	30,000
Interest Income	338	1,500	1,500	1,500
Golf Shop	43,128	47,800	64,300	64,300
Other/Miscellaneous	437	800	800	800
Appropriation Reserve	-	50,000	50,000	50,000
Total Revenues	\$ 1,232,688	\$ 1,399,300	\$ 1,431,100	\$ 1,431,100
Golf Operations	\$ 119,639	\$ 123,970	\$ 149,652	\$ 149,652
Greens and Grounds	380,483	427,289	424,958	428,649
Restaurant	370,498	393,067	398,664	400,518
House	66,788	81,730	81,730	81,730
Administration	158,993	149,301	165,801	141,055
Golf Shop	14,507	25,451	25,584	25,584
Capital	9,269	28,919	21,919	21,919
OPEB (post-retirement health)	36,000	36,000	36,000	36,000
Appropriation Reserve	-	50,000	50,000	50,000
Total Expenditures, before debt service	\$ 1,156,177	\$ 1,315,727	\$ 1,354,308	\$ 1,335,107
Debt Service - Building	\$ 68,506	\$ 69,556	\$ 72,254	\$ 72,254
Total Expenditures, including debt service	\$ 1,224,683	\$ 1,385,283	\$ 1,426,562	\$ 1,407,361
Revenues Over(Under) Expenditures-incl. debt	\$ 8,005	\$ 14,017	\$ 4,538	\$ 23,739
Fund Equity (deficit) at June 30, exclusive of net capital assets, net of debt to General Fund, audited	\$ (29,979)			

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.

SOLID WASTE AND RECYCLING FUND

Source and Use of Funds	FY2016	FY2017	FY2018	FY2018
	Actual	Approved	Request	Approved
SW and Recycling Fees-Residential	\$ 2,595,480	\$ 3,089,999	\$ 3,089,999	\$ 3,132,000
Landfill Tipping Fee	351,427	340,000	340,000	360,000
Recycle Containers	47,415	30,000	30,000	46,000
State Grant	-	15,000	-	-
Appropriation Reserve	-	-	-	200,000
Total Revenues	\$ 2,994,322	\$ 3,474,999	\$ 3,459,999	\$ 3,738,000
Solid Waste				
Personal Services	\$ 962,492	\$ 927,310	\$ 927,310	\$ 948,508
Operating Supplies	32,794	41,500	41,500	35,500
Hauling & Post-Closure Costs	1,030,602	1,284,217	1,341,458	1,154,984
Communications	4,946	3,900	3,900	5,760
Transportation	52,781	79,000	75,466	60,000
Public Utility	25,240	28,167	28,167	28,167
Tipping Fees	1,124,429	1,241,483	1,327,838	1,160,500
Equipment	446	-	-	-
Retiree Health	23,000	23,000	23,000	23,000
Lease Payments	234,839	240,536	177,603	167,253
Appropriation Reserve	-	-	-	200,000
Total, Solid Waste	\$ 3,491,569	\$ 3,869,113	\$ 3,946,242	\$ 3,783,672
Recycling				
Personal Services	\$ 87,837	\$ 89,360	\$ 89,360	\$ 90,761
Operating Supplies	1,250	2,850	2,850	1,800
Professional Services	250,616	349,003	463,476	360,000
Communications	30	400	400	160
Transportation	2,731	4,300	4,300	3,000
Rentals	49,426	57,300	60,900	60,000
Hazardous Waste Day Events	68,425	75,175	92,175	75,175
Recycling Grant	-	15,000	-	-
Total, Recycling	\$ 460,315	\$ 593,388	\$ 713,461	\$ 590,896
Total Expenditures	\$ 3,951,884	\$ 4,462,501	\$ 4,659,703	\$ 4,374,568
Revenues Over (Under) Expenditures	\$ (957,562)	\$ (987,502)	\$ (1,199,704)	\$ (636,568)
Transfer-Subsidy from General Fund	\$ -	\$ -	\$ -	\$ -
Fund Equity (deficit) at June 30 - audited	\$1,144,148			

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.

The Environmental Service Fee is \$72. It was set in FY2017.

MISCELLANEOUS REVOLVING FUND

Source and Use of Funds	FY2016	FY2017	FY2018	FY2018
	Actual	Approved	Request	Approved
Fuel Operations	\$ 8,662	\$ 15,000	\$ 15,000	\$ 15,000
State's Attorney Drug Enforcement	25,695	5,000	5,000	5,000
Community Service Teen Court	-	1,000	1,000	1,000
Department of Aging Special Events/CRAC	133,308	137,500	120,000	120,000
LUGM - Historic Book	1,830	4,000	4,000	4,000
Sheriff's Federal Forfeiture Fund	45,487	-	-	-
Sheriff's "350 Years" Book	-	25,000	25,000	25,000
Sheriff's Local Forfeiture Fund	4,975	40,000	40,000	40,000
State's Attorney Project Graduation	105,940	71,050	71,050	71,050
St. Mary's County Weed Control (general fund prior)	33,000	17,145	42,075	42,075
Appropriation Reserve	-	140,000	140,000	140,000
Total Revenues	\$ 358,897	\$ 455,695	\$ 463,125	\$ 463,125
Fuel Operations	\$ 10,053	\$ 17,700	\$ 17,700	\$ 17,700
State's Attorney Drug Enforcement	1,495	76,771	76,771	77,389
Community Service Teen Court	-	1,000	1,000	1,000
Department of Aging Special Events/CRAC	107,815	120,000	120,000	120,000
LUGM - Historic Book	424	4,000	4,000	4,000
Sheriff's Federal Forfeiture Fund	-	-	-	-
Sheriff's 350 years Book	500	25,000	25,000	25,000
Sheriff's Local Forfeiture Fund	20,834	37,500	37,500	37,500
State's Attorney Project Graduation	56,661	71,050	71,050	71,050
St. Mary's County Weed Control	14,467	17,145	42,075	42,075
Appropriation Reserve	-	140,000	140,000	140,000
Total Expenditures	\$ 212,249	\$ 510,166	\$ 535,096	\$ 535,714
Revenues Over (Under) Expenditures	\$ 146,648	\$ (54,471)	\$ (71,971)	\$ (72,589)
Fund Equity (deficit) at June 30 - audited	\$ 726,598			

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.

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.

Source and Use of Funds	FY2016 Actual	FY2017 Approved	FY2018 Request	FY2018 Approved
Emergency Services – Support Tax	\$ 1,990,584	\$ 2,925,000	\$ 2,925,000	\$ 2,986,000
SAFER Grant	-	-	-	-
Amoss (508) Grant - Fire & Rescue	268,000	268,000	300,000	300,000
Total Revenues	\$ 2,258,584	\$ 3,193,000	\$ 3,225,000	\$ 3,286,000
Emergency Management Recruiting	\$ 77,371	\$ 92,669	\$ 92,669	\$ 94,826
Advanced Life Support Operating	403,275	408,404	585,281	585,281
Emergency Services Committee	162,043	238,418	238,418	238,418
Fire Department Operating Allocation	207,000	207,000	207,000	207,000
Fire Department LOSAP	672,617	787,263	732,586	732,586
Amoss (508) Grant - Fire	134,000	134,000	150,000	150,000
Rescue Squad Operating Allocation	133,000	133,000	133,000	133,000
Rescue Squad LOSAP	217,990	250,000	268,076	268,076
Amoss (508) Grant - Rescue	134,000	134,000	150,000	150,000
F&R GASB LOSAP Valuation	1,956	-	-	-
LOSAP OPEB	600,000	600,000	800,000	600,000
F & R Revolving Loan Fund, Debt Service	117,646	128,523	128,676	128,676
SAFER GRANT - Non-Position Costs	-	-	-	-
Total Expenditures	\$ 2,860,898	\$ 3,113,277	\$ 3,485,706	\$ 3,287,863
Revenues Over (Under) Expenditures	\$ (602,314)	\$ 79,723	\$ (260,706)	\$ (1,863)
Fund Equity (deficit) at June 30 - audited	\$ 644,261			

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	3,612	3.6¢ per \$100 of assessment
Valley Lee - 2nd Election District	3,721	4.4¢ per \$100 of assessment
Leonardtown - 3rd Election District	7,561	2.4¢ per \$100 of assessment
Mechanicsville - 5th Election District 5th District Accounts 5,114 4th District Accounts 3,863	8,977	4.6¢ per \$100 of assessment
Hollywood - 6th Election District	5,783	4.4¢ per \$100 of assessment
Avenue - 7th Election District 7th District Accounts 3,172 4th District Accounts 1,058	4,230	5.6¢ per \$100 of assessment
Bay District - 8th Election District	12,887	5.0¢ per \$100 of assessment
St. George Island - 9th Election District	226	3.6¢ per \$100 of assessment

* Property information reflected is 2017 taxable

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	3,612	1.1¢ per \$100 of assessment
Valley Lee - 2nd Election District	3,721	.8¢ per \$100 of assessment
Leonardtown - 3rd Election District	7,561	.9¢ per \$100 of assessment
Mechanicsville 5th Election District 5,114 4th Election District 3,863	8,977	1.4¢ per \$100 of assessment
Hollywood - 6th Election District	5,783	1.4¢ per \$100 of assessment
Avenue 7th Election District 3,172 4th Election District 1,058	4,230	1.1¢ per \$100 of assessment
Lexington Park - 8th Election District	12,887	1.7¢ per \$100 of assessment
St. George's Island - 9th Election District	226	.8¢ per \$100 of assessment

* Property information reflected is 2017 taxable

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
Erosion Control		
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.
Wicomico Shores	411	\$228.73 per lot – 20 years through 2017.
Villas on Waters Edge Shore Erosion	91	\$243.24 per property – 20 years through 2032.
Roadway Improvement		
Cloverdale Acres	7	\$512.75 per lot – 20 years through 2017.
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.
Rosebank Village	9	\$342.65 per lot – 20 years through 2017.
Waterway Improvement		
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.
Street Lights		
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 FY2018 for existing Special Assessments will be \$48,694.

PICTURES FROM THE PAST IN ST. MARY'S COUNTY

Point Lookout Hotel



Female Seminary, St. Marys City.

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 2018 Approved Capital Budget - by project and funding source
- 2) Fiscal Year 2019 – Fiscal Year 2023 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:

- Public Facilities
- Highways
- Marine
- Land Conservation
- Recreation and Parks
- Public Landings
- Public Schools

Projects are shown for the approved FY2018 appropriation year as well as the planned projects for fiscal years 2019 through 2023. 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 FY2018 CAPITAL BUDGET

CAPITAL PROJECT	Total	Bonds	X-fer Tax	Impact Fees	Pay-Go	State /Fed	Other
PUBLIC FACILITIES							
Airport Master Plan	1,625,000		81,250			1,543,750	
Airport Improvements	371,000		371,000				
Leonardtown Library and Garvey Senior Center Replacement Facility	19,781,667	17,390,667				2,391,000	
Energy Efficiency and Conservation Projects	95,000		95,000				
Parking and Site Improvements	180,000		180,000				
Advanced Life Support New Building	2,769,500	2,769,500					
Bi-County Regional Animal Shelter New Building	230,000		230,000				
Adult Detention Center Upgrades, Housing and Medical Units	300,000	150,000				150,000	
Building Maintenance & Repair - Critical	491,000		491,000				
Building Maintenance & Repair - Programmatic	235,000		235,000				
Charlotte Hall Farmers Market Relocation	450,000		450,000				
Total Public Facilities	26,528,167	20,310,167	2,133,250	0	0	4,084,750	0
HIGHWAYS							
Patuxent Park Neighborhood Preservation Program	1,027,925	927,925	100,000				
Buck Hewitt Road - Phase 4	625,000		125,000			500,000	
Regional Water Quality & Nutrient Removal	1,578,825	1,578,825					
FDR Boulevard Extended (MD 4 to Pegg Rd)	2,529,672	2,129,672		150,000			250,000
Street Lighting & Streetscapes Improvements	60,000		60,000				
Bridge/Culvert Replacement & Repair	130,000		130,000				
Roadway Base Widening	290,000		290,000				
Asphalt Overlay	2,867,569	2,502,051			365,518		
Modified Seal Surface Treatment	674,000		674,000				
Total Highways	9,782,991	7,138,473	1,379,000	150,000	365,518	500,000	250,000
MARINE							
St. Patrick Creek Maintenance Dredge	140,000					140,000	
South Sandgates Revetment	20,000					20,000	
Total Land Conservation	160,000	0	0	0	0	160,000	0
LAND CONSERVATION							
Agricultural Land Preservation Programs	1,115,202					800,000	315,202
Rural Legacy Program	4,000,000		468,523			3,000,000	531,477
Total Land Conservation	5,115,202	0	468,523	0	0	3,800,000	846,679
RECREATION & PARKS							
Park Land and Facility Acquisition	254,381			7,950		246,431	
Three Notch Trail - Phase Seven	100,000			100,000			
Recreation Facilities & Parks Improvement	1,339,550	1,093,119				246,431	
Total Parks Acquisition /Development	1,693,931	1,093,119	0	107,950	0	492,862	0
PUBLIC LANDINGS							
Derelect Boat Removal	5,000					5,000	
Total Public Landings	5,000	0	0	0	0	5,000	0
PUBLIC SCHOOLS							
Relocatables - for various sites	25,000		25,000				
Qualified Zone Academy Bond	197,000		22,000			175,000	
Aging School Program	60,000		7,000			53,000	
DSS IT & Warehouse Facility	3,261,000	3,261,000					
Park Hall ES Roof/HVAC Replace & Sewer Lift	951,000	536,000				415,000	
Hollywood ES Roof/HVAC Replace & Emergency Power	936,000	536,000				400,000	
High School Science Lab Study	25,000		25,000				
Building Infrastructure - Critical	476,000		476,000				
Building Infrastructure - Programmatic	1,365,000		1,365,000				
Total Public Schools	7,296,000	4,333,000	1,920,000	0	0	1,043,000	0
TOTAL	\$50,581,291	\$32,874,759	\$5,900,773	\$257,950	\$365,518	\$10,085,612	\$1,096,679

APPROVED FY2018 CAPITAL BUDGET

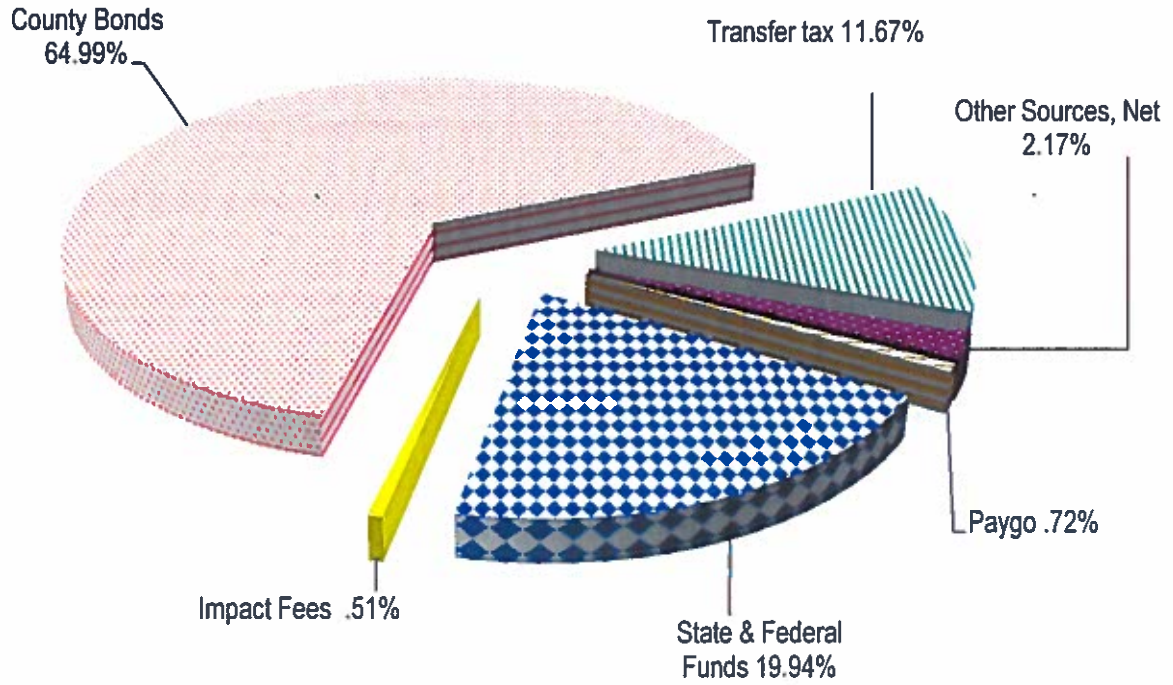
SUMMARY

Project Type	Total	Bonds	X-fer Tax	Impact Fees	Pay-Go	State /Fed	Other
Public Facilities	26,528,167	20,310,167	2,133,250	0	0	4,084,750	0
Highways	9,782,991	7,138,473	1,379,000	150,000	365,518	500,000	250,000
Marine	160,000	0	0	0	0	160,000	0
Land Conservation	5,115,202	0	468,523	0	0	3,800,000	846,679
Recreation & Parks	1,693,931	1,093,119	0	107,950	0	492,862	0
Public Landings	5,000	0	0	0	0	5,000	0
Public Schools	7,296,000	4,333,000	1,920,000	0	0	1,043,000	0
Total	\$50,581,291	\$32,874,759	\$5,900,773	\$257,950	\$365,518	\$10,085,612	\$1,096,679

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.

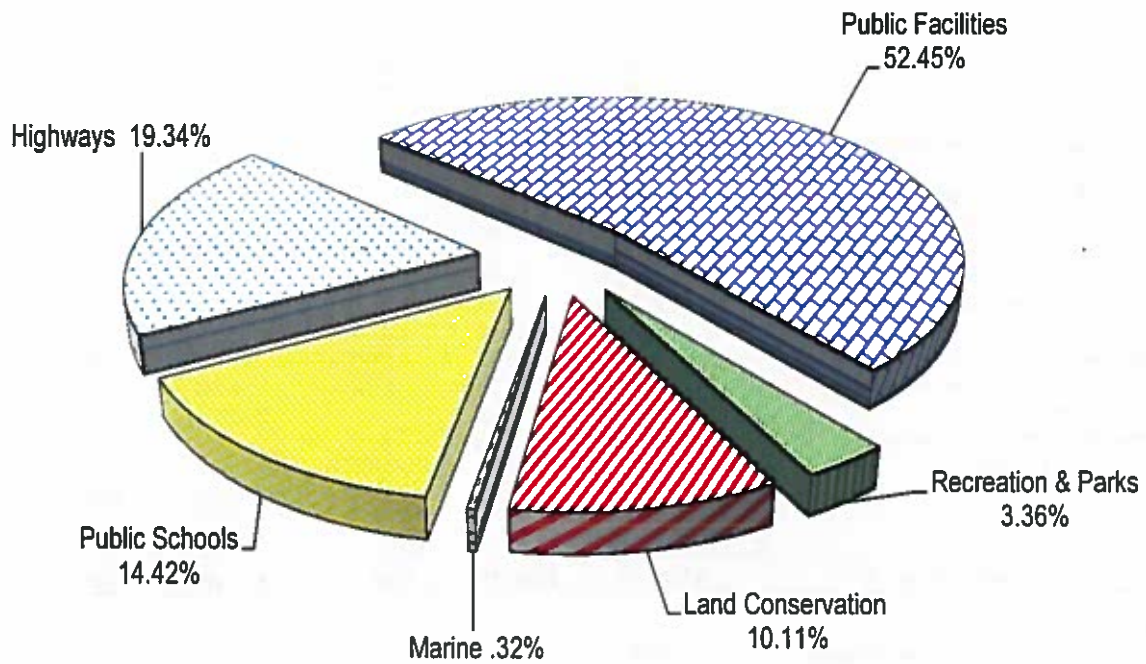
Estimated annual impact fee collections for FY2018 are: Roads-\$150,000; Parks-\$120,000; Schools-\$1,200,000. The amounts shown above are based on eligible expenditures budgeted in FY2018 for the identified projects. To the extent that collections exceed the amount applied in the FY2018 budget, the excess is carried to the later years and matched to eligible expenditures.

FISCAL YEAR 2018 CAPITAL BUDGET - FUNDING SOURCES



State & Federal Funding	\$ 10,085,612
 Local Funds:	
County Bonds	32,874,759
Transfer Taxes	5,900,773
Other Sources: Recordation Fees/Agricultural Tax/Fee-in-Lieu	1,096,679
Pay-Go	365,518
Impact Fees	<u>257,950</u>
Total	<u>\$50,581,291</u>

FISCAL YEAR 2018 CAPITAL BUDGET - PROJECTS



Public Facilities	\$ 26,528,167
Highways	9,782,991
Public Schools	7,296,000
Land Conservation	5,115,202
Recreation & Parks (includes Public Landings)	1,693,931
Marine	<u>165,000</u>
Total	<u>\$50,581,291</u>

APPROVED FY2018 CAPITAL BUDGET AND FY2019 TO FY2023 PLAN

CAPITAL PROJECT	← Approved 5-Year Capital Plan →					
	FY2018 Total	FY2019 Total	FY2020 Total	FY2021 Total	FY2022 Total	FY2023 Total
PUBLIC FACILITIES						
Airport Master Plan	1,625,000	4,000,000	3,650,000	2,800,000	0	0
Airport Improvements	371,000	375,000	215,000	208,000	15,000	75,000
Fire and Rescue Revolving Loan Fund	0	0	0	0	0	0
Leonardtown Library and Garvey Senior Center Replacement Facility	19,781,667	0	0	0	0	0
Energy & Efficiency Conservation Projects	95,000	0	0	0	0	0
Parking & Site Improvements	180,000	80,000	200,000	135,000	0	90,000
Advanced Life Support New Building	2,769,500	0	0	0	0	0
Northern Senior Center Addition	0	892,000	0	0	0	0
Bl County Regional Animal Shelter New Bldg	230,000	3,969,420	0	0	0	0
Adult Detention Center Upgrades, Housing and Med Units	300,000	14,409,597	9,860,075	0	0	0
Building Maintenance & Repairs - Critical	491,000	403,000	308,000	373,000	403,000	300,000
Building Maintenance & Repairs - Programmatic	235,000	290,000	277,000	225,000	300,000	325,000
Health Department Renovations	0	282,000	0	2,600,500	104,500	0
Charlotte Hall Farmers Market Relocation	450,000	0	0	0	0	0
Enterprise Software Upgrade	0	850,000	1,500,000	1,500,000	0	0
Leonardtown Armory Renovations	0	0	0	361,000	3,604,000	0
Salt Storage Facility Replacement	0	0	0	1,100,700	0	0
Total Public Facilities	26,528,167	25,551,017	16,010,075	9,303,200	4,426,500	790,000
HIGHWAYS						
Patuxent Park Neighborhood Preservation Program	1,027,925	4,094,000	0	0	0	0
Buck Hewitt Road - Phase 4	625,000	0	0	0	0	0
Regional Water Quality & Nutrient Removal	1,578,825	0	0	0	0	6,315,300
FDR Boulevard Extended (MD 4 to Pegg Rd)	2,529,672	9,098,520	9,435,160	0	0	0
Buck Hewitt Road Sidewalk - North Side	0	0	0	0	620,000	0
Street Lighting & Streetscape Improvements	60,000	0	60,000	0	60,000	0
Bridge/Culvert Replacement & Repair	130,000	95,000	75,000	0	20,000	60,000
Retrofit Sidewalk Program	0	250,000	0	250,000	0	250,000
Roadway Base Widening	290,000	0	0	266,500	0	0
Asphalt Overlay	2,867,569	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
Removal of Roadside Obstacles	0	260,000	140,000	100,000	40,000	0
Southampton Neighborhood Revitalization	0	579,000	0	1,800,000	0	2,040,000
CSM/Governmental Center Interparcel Access	0	0	0	40,000	0	670,000
Total Highways	9,782,991	18,300,520	13,634,160	6,380,500	4,664,000	13,259,300
MARINE						
St. Jerome's Creek Jetties	0	4,798,377	0	0	0	0
St Patrick Creek Maintenance Dredge	140,000	100,000	600,000	100,000	0	0
South Sangates Revetment	20,000	140,300	0	0	0	0
Total Marine	160,000	5,038,677	600,000	100,000	0	0
LAND CONSERVATION						
Agricultural Land Preservation Programs	1,115,202	3,046,679	3,046,679	3,046,679	3,046,679	3,046,679
Rural Legacy Program	4,000,000	0	0	0	0	0
Total Land Conservation	5,115,202	3,046,679	3,046,679	3,046,679	3,046,679	3,046,679

APPROVED FY2018 CAPITAL BUDGET AND FY2019 TO FY2023 PLAN

CAPITAL PROJECT	Approved 5-Year Capital Plan					
	FY2018 Total	FY2019 Total	FY2020 Total	FY2021 Total	FY2022 Total	FY2023 Total
RECREATION & PARKS						
Leonardtown Park	0	0	2,516,914	0	0	0
St. Clement's Island Museum Renovations	0	181,500	940,500	0	330,000	0
Park Land and Facility Acquisition	254,381	143,500	143,500	143,500	143,500	143,500
Three Notch Trail - Phase Seven	100,000	3,900,000	0	0	0	0
Elms Beach Park Improvements	0	200,000	0	1,010,000	0	0
Chaplico Park - Phased Development	0	1,666,500	0	0	0	0
Recreation Facility & Park Improvements	1,339,550	718,000	670,000	210,000	300,000	0
Sports Complex	0	70,000	0	375,000	0	7,803,750
Central County Park	0	0	350,000	0	0	3,410,000
Myrtle Point Park	0	0	275,000	0	2,520,000	0
Three Notch Trail - Phase Eight	0	0	0	350,000	0	4,341,100
Shannon Farm Property	0	0	0	75,000	150,000	0
Rec/Community Center	0	0	0	0	500,000	0
Total Parks Acquisition /Development	1,693,931	6,879,500	4,895,914	2,163,500	3,943,500	15,698,350
PUBLIC LANDINGS						
Derelict Boat Removal	5,000	5,000	5,000	5,000	5,000	5,000
Total Public Landings	5,000	5,000	5,000	5,000	5,000	5,000
PUBLIC SCHOOLS						
Relocatables for Various Sites	25,000	385,000	385,000	385,000	385,000	0
Qualified Zone Academy Bond	197,000	0	0	0	0	0
Aging School Program	60,000	0	0	0	0	0
New Elementary School - Central County	0	930,000	16,116,000	14,360,000	342,000	0
DSS IT & Warehouse Facility	3,261,000	0	0	0	0	0
Park Hall ES Roof/HVAC Replace & Sewer Lift Station	951,000	4,526,000	1,725,000	0	0	0
Hollywood ES Roof/HVAC Replace & Emergency Power	936,000	4,425,000	1,537,000	0	0	0
High School Science Lab Study	25,000	0	0	0	0	0
Building Infrastructure - Critical	476,000	110,000	73,000	600,000	764,000	264,000
Building Infrastructure - Programmatic	1,365,000	913,000	618,000	910,000	529,000	210,000
Green Holly ES - Partial Roof Replacement	0	1,183,000	0	0	0	0
Great Mills HS Partial Roof Replacement	0	1,505,000	1,357,000	0	0	0
Green Holly ES - Switch Gear & HVAC Replacement	0	125,000	363,000	3,134,000	0	0
Dynard ES Roof/HVAC Replacement & Emergency Pwr	0	265,000	1,067,000	4,415,000	0	0
Lettie Marshall Dent ES Addition, HVAC, Electric & Tank	0	0	0	503,000	5,144,000	1,100,000
Secondary Capacity Option Study	0	0	0	35,000	0	0
Mechanicsville Elementary School Modernization	0	0	0	331,000	3,035,000	3,168,000
New Middle & High School Facility	0	0	0	0	0	1,743,000
Piney Point ES - Roof Replacement	0	0	0	0	0	0
Track Resurfacing - Chopticon & Great Mills H.S.	0	0	0	0	0	0
Total Public Schools	7,296,000	14,367,000	23,241,000	24,673,000	10,199,000	6,485,000
TOTAL	\$50,581,291	\$73,188,393	\$61,432,828	\$45,671,879	\$26,284,679	\$39,284,329

APPROVED FY2018 CAPITAL BUDGET AND FY2019 TO FY2023 PLAN

CAPITAL PROJECT	← Approved 5-Year Capital Plan →					
	FY2018 Total	FY2019 Total	FY2020 Total	FY2021 Total	FY2022 Total	FY2023 Total

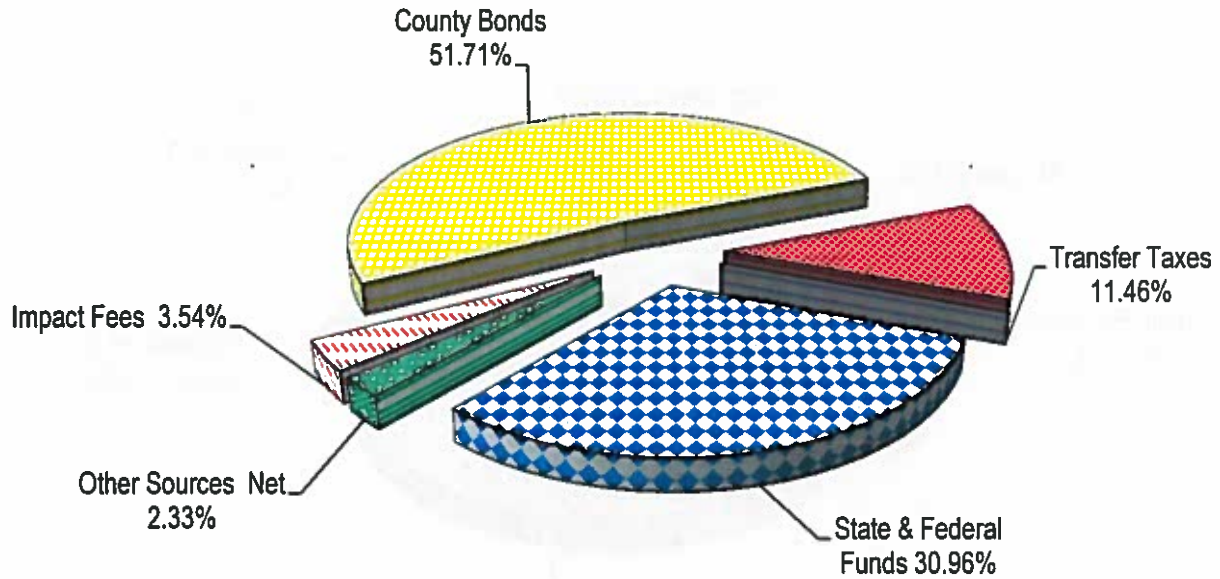
Capital Project Summary - By Type

Public Facilities	26,528,167	25,551,017	16,010,075	9,303,200	4,426,500	790,000
Highways	9,782,991	18,300,520	13,634,160	6,380,500	4,664,000	13,259,300
Marine	160,000	5,038,677	600,000	100,000	0	0
Land Conservation	5,115,202	3,046,679	3,046,679	3,046,679	3,046,679	3,046,679
Parks Acquisition & Development	1,693,931	6,879,500	4,895,914	2,163,500	3,943,500	15,698,350
Public Landings	5,000	5,000	5,000	5,000	5,000	5,000
Public Schools	7,296,000	14,367,000	23,241,000	24,673,000	10,199,000	6,485,000
Total	\$50,581,291	\$73,188,393	\$61,432,828	\$45,671,879	\$26,284,679	\$39,284,329

Capital Project Summary - By Source of Funds

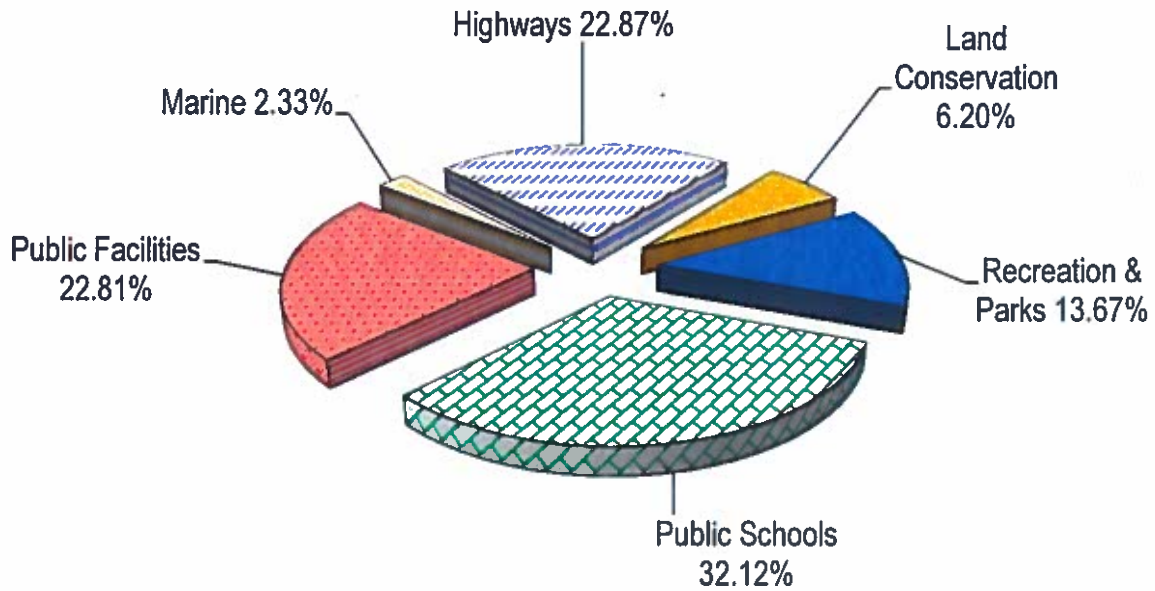
State/Federal	10,085,612	27,557,137	19,292,233	14,806,500	7,167,500	7,305,380
Impact Fees - Schools	0	930,000	2,670,000	1,200,000	657,000	1,743,000
Impact Fees -Roads	150,000	300,000	150,000	40,000	0	410,000
Impact Fees - Parks	107,950	120,000	120,000	120,000	120,000	120,000
Transfer Taxes	5,900,773	5,811,000	5,182,500	6,011,500	5,543,000	5,638,000
Ag/Recordation	400,000	400,000	400,000	400,000	400,000	400,000
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	250,000	0	0	0	0	0
Forestation/Critical Area/Private	50,000	50,000	50,000	50,000	50,000	1,550,000
Pay-Go	365,518	0	0	0	0	0
Bonds	32,874,759	37,623,577	33,171,416	22,647,200	11,950,500	21,721,270
Total	\$50,581,291	\$73,188,393	\$61,432,828	\$45,671,879	\$26,284,679	\$39,284,329

FISCAL YEAR 2019 – FISCAL YEAR 2023 CAPITAL PLAN - FUNDING SOURCES



State & Federal Funding	\$76,128,750
Local Funds:	
County Bonds	127,113,963
Transfer Taxes	28,186,000
Impact Fees	8,700,000
Other Sources Recordation Fees/Agricultural Tax/Mitigation	5,733,395
Total	<u>\$245,862,108</u>

FISCAL YEAR 2019 - FISCAL YEAR 2023 CAPITAL PLAN - PROJECTS



Public Schools	\$78,965,000
Highways	56,238,480
Public Facilities	56,080,792
Recreation and Parks (includes Public Land)	33,605,764
Land Conservation	15,233,395
Marine	<u>5,738,677</u>
Total	<u>\$245,862,108</u>

PUBLIC FACILITIES



CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Airport Master Plan	PF-1306	Public Facilities

DESCRIPTION:

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 Mitigations projects (2013). The projects listed are now eligible for 90% Federal, 5% State, and 5% County funding. Wetland Mitigation must be completed prior to subsequent federal funding of additional project phases.

As these projects are approved by the Federal Aviation Administration (FAA) during the formal federal grant budget cycle, separate projects will be established locally for reimbursement / tracking purposes.

Prior Approvals: Design of Airport Road Relocation @ \$250,000 (under grant); design of the extended taxiway on RW 29 end - \$104,000 (under grant). Design of Lawrence Hayden Road relocation @ \$250,000 (under grant). Final fee simple deed needed for Airport Road was recorded on November, 7 2012. Construction of Airport Road Relocation @ \$1,631,000 and construction of the extended taxiway on RW 29 end - \$727,000 (under grant); Prepare surveys / easement plats for approach surfaces (Parcels 30-38, 40-53) - \$250,000 (under grant). Design Runway and Taxiway A extensions on RW 11 end - \$500,000. Final design Taxiway A relocation - \$196,000 (under grant). Preliminary design Taxiway A relocation - \$284,400 (under grant).

Prior Approvals (not under grant): Construct relocated Lawrence Hayden Road - \$1,629,800. Acquire easements for approach surfaces (Parcels 30-38, 40-53) - \$675,000. Construct relocated Taxiway A - \$3,000,000.

FY2018: Design West Ramp expansion - \$475,000. Final approach surface acquisitions - \$800,000. Final design of obstruction removal - \$200,000. Design Airport Road extension - \$150,000.

FY2019: Construct Runway and Taxiway A extensions on RW 11 end - \$4,000,000.

FY2020: Design Airport Road utility extensions - \$250,000. Construct Airport Road extension - \$3,400,000.

FY2021: Construct West Apron / Ramp expansion - \$2,800,000.

PLANNING JUSTIFICATION:

Airport development projects are developed in accordance with the approved Master Plan and Airport Layout Plan (ALP) approved by the Commissioners of St. Mary's County and Federal Aviation Administration. In addition, the draft Comprehensive Plan update encourages regional economic activities that support general aviation at the airport such as tourism, socioeconomic trends, industrial developments and the Patuxent River Naval Air Station.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

11.4.4.A.i Continue to support the expansion of the airport. P. 11-7

LOCATION: 6th Election District St. Mary's County Regional Airport, Airport Road, Hollywood, MD.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	2,598,727	1,523,727	825,000	0	250,000	0	0	0	0
CONSTRUCTION - AIRFIELD	7,635,800	3,635,800	0	4,000,000	0	0	0	0	0
LAND ACQUISITION	1,050,000	250,000	800,000	0	0	0	0	0	0
CONSTRUCTION - ROADS	6,660,800	3,260,800	0	0	3,400,000	0	0	0	0
APRON & RAMP EXP. / REPLACE	2,800,000	0	0	0	0	2,800,000	0	0	0
SURVEY / PLATS	675,000	675,000	0	0	0	0	0	0	0
UTILITY EXTENSIONS	0	0	0	0	0	0	0	0	0
TOTAL COSTS	21,420,327	9,345,327	1,625,000	4,000,000	3,650,000	2,800,000	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	914,390	310,640	81,250	200,000	182,500	140,000	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	156,627	156,627	0	0	0	0	0	0	0
STATE FUNDS	1,071,016	467,266	81,250	200,000	182,500	140,000	0	0	0
FEDERAL FUNDS	19,278,294	8,410,794	1,462,500	3,600,000	3,285,000	2,520,000	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	21,420,327	9,345,327	1,625,000	4,000,000	3,650,000	2,800,000	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Airport Master Plan	PF-1306	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

On May 11, 2012, the Department was advised that the share for grants associated with the capital funding of general aviation airport projects will revert back to the original 90% Federal, 5% State and 5% County levels. Prior projects were funded at 95% Federal, 2.5% State and 2.5% County levels. Environmental Assessment was completed. A Master Plan revision will be required to show the Lawrence Hayden Road alternative alignment. The updated five (5) year Federal Airport Capital Improvement Plan (ACIP) funding program is not a commitment of Federal funds. The CSMC approved a new FAA Master Grant Agreement on March 4, 2014. Grant Applications are typically submitted in May /June with Grant Awards anticipated in August /September. Updated ACIP was received from the FAA on November 8, 2016.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

County funding for total project decreased from \$1,126,017 to \$1,071,017. Major change was FY2019 estimate for the construction of the Runway and Taxiway A extensions on RW 11 end based on updated ACIP received from the FAA on November 8, 2016.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs (Airport Manager)	0	0	1	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	65,000	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	65,000	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Once the runway and taxiway are extended, and operations increase, a full time site manager should be considered. This recommendation is supported by the Airport Advisory Committee. The position could be contracted in lieu of adding an FTE.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Airport Improvements	PF-1403	Public Facilities

DESCRIPTION:

This project provides for numerous improvements at the St. Mary's County Regional Airport. Several improvements are necessary to maintain services to improve 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.

Prior Approval: Periodic replacement of safety tie-downs (x6), seal coating / repaving the medevac ramp apron area B and County hangar ramp apron area D. The Maryland Aviation Administration (MAA) no longer funds or provides runway painting services for local general aviation airports. Project also includes an energy conservation pilot project to begin converting lighting to LED that will be coordinated with SMECO. Pilot projects may include converting existing landside lighting, the segmented circle and the wind tee to LED. The 24-7 emergency and interior lighting for County maintained facilities are being addressed by a separate Building Maintenance & Repair initiative. Other costs: Replace Gate 3 - \$8,500. Emergency repairs of the end of Runway 29 were identified and completed in 2015 (est. \$10,000-\$12,000), and sewer manhole repairs (est. \$4,600). FY2016/17: Project includes keypad controls for pedestrian and transient gates for safety and security of airfield, hangar and aircraft. Includes replacement of airside / landside signage and repaving the balance of the 87,500 s.f. terminal ramp built in 1997. FY2016: MSP Ramp repairs/seal coating / re-striping the County hangar and terminal parking lots (\$50,000) and repainting County hangar building siding (\$6,000). Tree trimming / removal within a 500 foot operational radius (to a height of 15 feet below sensor) of AWOS per 11-6-2014 FAA inspection - \$12,000.

FY2018: Terminal: Replace HVAC equipment (\$71,000). Replace and upgrade All Weather Observation System with AWOS-III (\$100,000). Design and construct utility extensions to support development of the West Apron hangar area (e.g. water, sewer, electric, fibre - \$200,000).

FY2019: Milling and repaving of Apron Area D, Area B and C that can no longer be effectively crack sealed (\$240,000). Project includes tie down replacements (3 anchors each) at \$300 per tie-down space. Begin rough grading of pad sites on the southwest portion of the airport (\$135,000).

FY2020: Airport Terminal and electrical building roof (EPDM) replacements (\$65,000). Rehabilitate terminal building parking lots (\$150,000).

FY2021: County Blue Hangar: replace metal roof assembly (\$120,000), downspouts / gutters (\$60,000), heating and cooling systems (\$28,000).

FY2022/23: upgrade MD 235 Airport sign with digital signage (\$15K) and begin Phase 2 of on-site utility extensions (water / sewer / electric, fibre) and rough grading of pad sites to West Apron area as required (\$75,000).

PLANNING JUSTIFICATION:

Airport development projects are developed in accordance with the most recently approved Master Plan, Airport Layout Plan (ALP) and Environmental Assessment (EA) approved by the Commissioners of St. Mary's County.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

11.4.4 A.i Continue to support the expansion of the airport. P. 11-7

LOCATION: 6th Election District St. Mary's County Regional Airport, Airport Road, Hollywood, MD.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
AWOS & DESIGN	100,000	0	100,000	0	0	0	0	0	0
LED LIGHTING UPGRADES	16,500	16,500	0	0	0	0	0	0	0
UTILITY EXTENSIONS	275,000	0	200,000	0	0	0	0	75,000	0
TIE-DOWNS / SIGN REPLACEMENT	36,500	21,500	0	0	0	0	15,000	0	0
RAMP & APRON SEALING / PAVING	582,000	192,000	0	240,000	150,000	0	0	0	0
OTHER COSTS (ramp devl/painting/roofing, hvac)	540,000	61,000	71,000	135,000	65,000	208,000	0	0	0
TOTAL COSTS	1,550,000	291,000	371,000	375,000	215,000	208,000	15,000	75,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	1,482,000	223,000	371,000	375,000	215,000	208,000	15,000	75,000	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	68,000	68,000	0	0	0	0	0	0	0
STATE FUNDS (Bond Bill)	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	1,550,000	291,000	371,000	375,000	215,000	208,000	15,000	75,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Airport Improvements	PF-1403	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

Future projects will include requests for maintenance identified by annual MAA licensing inspections such as: runway and taxiway crack sealing, airfield pavement markings and removal of obstructions. The Airport Advisory Committee's last facility and grounds inspection was conducted in July 2011. Future projects may also include the design and/or construction of interior secured parking area(s), crack sealing of non-grant eligible ramp and parking areas currently in excess of 852,000 square feet and required aviation pavement markings. The current contract price for paving aprons is about \$165 per ton. Approximately \$2.25M of Maryland Aviation Administration regional assistance grants are available each year to fund safety related improvements that are non-Federal eligible. Requests for MAA project eligibility approval will be submitted annually which includes reimbursement for up to 50% of the costs. Projects in the CIP also reflect the identified needs in the 2014 Facilities Condition Assessment, which included a condition evaluation of existing parking lots and facilities (i.e. County Blue Hanger, Captain W.F. Duke Terminal, and Airport electrical building). Future project may include the relocation of the airfield fueling system.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Moved FY 2022 and FY 2023 funding to FY 2018 and FY 2019 to leverage \$250K DGS Bond Bill (received 6-30-2016) G022 which requires \$250K in matching funds. The approved Bond Bill is for the design, construction, renovation, real property development, and capital equipping of office and meeting space for Innovative Center for Autonomous Systems and must be encumbered or expended by June 1, 2023. Note: The fiber connection (\$60K) funded through the IT Department operating budget to serve the new incubator site may also be Bond Bill eligible. Increased FY 2021 funding to reflect adjusted priorities based on need for AWOS replacement and pavement rehabilitation and FY 2022 monies for MD 235 Airport digital sign. Discussed with Airport Advisory Committee on 12-5-2016.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Fire & Rescue Revolving Loan Fund	PF-1406	Public Facilities

DESCRIPTION:
 Volunteer Fire Departments and Rescue Squads have submitted their plan for FY2018 to FY2023 which outlines the expected loan requests they will make from the Revolving Loan Fund maintained by the County.

PLANNING JUSTIFICATION:

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:
 10.2.2.A.vi Meet increasing health and public safety needs of the population. P. 10-2

LOCATION:
 Volunteer Fire Departments and Rescue Squads throughout the County

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	0	0	0	0	0	0	0	0	0
CONSTRUCTION	900,000	900,000	0	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
INSPECTION	0	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT/ROLLING STOCK	0	0	0	0	0	0	0	0	0
TOTAL COSTS	900,000	900,000	0	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	600,000	600,000	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	300,000	300,000	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	900,000	900,000	0	0	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Fire & Rescue Revolving Loan Fund	PF-1406	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:						
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Ridge VFD	600,000					
Hollywood VRS		253,027			350,000	
Hollywood VRS				500,000		
Hollywood VFD	380,000					
TOTAL REQUESTS AND PLAN	980,000	253,027	-	500,000	350,000	-
Repayment Cash Flow & Needs						
Estimated available	857,549	525,533	855,277	1,351,407	1,303,896	1,408,765
Loans Proposed (see above)	(980,000)	(253,027)		(500,000)	(350,000)	-
Current Loans Repayment	142,493	179,283	179,283	213,888	233,888	233,888
Total Available	20,042	451,789	1,034,560	1,065,295	1,187,784	1,642,653
CIP Funds Appropriation						

This plan reflects loan requests of \$2,083,027, which is \$870,000 less than the plan in FY2017. Based on the requests for future loans offset by scheduled repayments of existing outstanding loans, the revolving loan will not require a cash infusion in FY2018. Note that the County's current remaining authority out of \$5 million total, for this purpose is \$1,850,000. However, based on the loan plans submitted, this authority is adequate to cover the identified requests. Starting with the FY2016 Budget, Transfer Tax is used in lieu of Bonds.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER	0	0	0	0	0	0
	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:	
OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:	

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Energy Efficiency and Conservation Projects	PF-1602	Public Facilities

DESCRIPTION:

This program provides funding for energy conservation projects intended to help achieve reductions in energy consumption (electricity, water, propane use, etc.). Anticipated projects typically require no architect / engineering services. The project listing was established based on the Energy Conservation Measures (ECM's) recommended by a consultant during the initial energy audits complete during calendar year 2014 and projects identified by staff. Project description reflects the results of the energy audit in order to implement projects with Return on Investments (ROIs) between 1-10 years (Tier 1). Installation of LED pole light retrofits and low flow hands free fixtures was previously described in the FY2015 capital program and is being re-requested for implementation in FY2017/2018.

Prior Funding: Identified projects with Return on Investments (ROI's) of between 1-10 years include: (a) HVAC ECM's. Programmable thermostats with night / weekend setbacks (\$10K); occupancy sensors for occupied spaces / offices (\$1.6K); piping insulation (\$10K). (b) Lighting ECM's. Upgrade exit signs to LED (\$4K); Occupancy sensor retrofits (\$18K); Incandescent / T8 conversion to LED and delamping (\$255K). (c) Building Envelope ECM's. weatherization, doors and windows (\$34K); (d) Load Management ECM's. Installation of smart plug strips with time clocks (\$27.5K). Other programmed projects include: Replace Courthouse A/C chiller tower which should reduce water consumption by an estimated 50% - \$85,000. Switch gas fired package unit to split air handler and heat pump system at Northern Senior Center to remove majority of high cost propane use (by 30%) except for kitchen area - \$190,000. Facility was completed in April 2005. FY 2017 funding included: Retrofit 120-130 existing parking lot pole lights to LED with photo-eye / automatic timer technology for improved lighting, enhanced safety / security, reduced maintenance, bulb longevity, and lower energy use (\$61,000).

FY2018: Install auto, hands-free, low-flow sink faucet, soap dispensers at the Patuxent / Potomac buildings and Charlotte Hall Library (\$25,000). Wicomico Building, Courthouse, Northern Senior Center (\$43,000), Chancellors Run Activity Center, Lexington Park Library, Leonardtown Library, Public Safety Building, Arnold Building, Transportation / County Highways (\$27,000). Addresses water use and health / sanitary concerns at higher use facilities.

PLANNING JUSTIFICATION:

Based on need and the criteria outlined in the Energy Conservation section of the Division's Comprehensive Facilities Maintenance Plan.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

10 2 4 A ii Promote conservation of energy and resources. P. 10-7

LOCATION:

Various locations

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	0	0	0	0	0	0	0	0	0
CONSULTING SERVICES	0	0	0	0	0	0	0	0	0
HVAC ECMs	21,000	21,000	0	0	0	0	0	0	0
LIGHTING ECMs	277,000	277,000	0	0	0	0	0	0	0
BLDG. ENVELOPE ECMs	34,000	34,000	0	0	0	0	0	0	0
LOAD MANAGEMENT ECMs	27,500	27,500	0	0	0	0	0	0	0
Courthouse / North, Senior Center	275,000	275,000	0	0	0	0	0	0	0
Pole Light LED Retrofits	61,000	61,000	0	0	0	0	0	0	0
Low Flow - Hands Free Fixtures	95,000	0	95,000	0	0	0	0	0	0
TOTAL COSTS	790,500	695,500	95,000	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	156,000	61,000	95,000	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	634,500	634,500	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES (REBATE)	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	790,500	695,500	95,000	0	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Energy Efficiency and Conservation Projects	PF-1602	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

LED retrofit related project costs may be eligible for funding from SMECO's energy incentive program through rebates after the completion of the project. The % of eligibility for refund is based on the availability of funds and the products selected per Maryland Energy Administration funding formula. It is estimated that the SMECO rebate will be approximately 17%. There are currently 121 pole lights, 182 exterior wall packs and 55 exterior exit lights that could be retrofitted with this project. Interior lighting LED upgrades are planned for the Potomac Building (1/4 completed), Courthouse (3/4 completed), Charlotte Hall & Lexington Park Libraries, Chancellors Run Activity Center, Northern Senior Center, Public Safety (excluding the dispatcher area), and Recreation & Parks Maintenance shops. Tier 2 (ROIs of 11-20 years) and Tier 3 (ROIs of 21 + years) projects are not recommended for implementation. The eligibility and possible State proceeds from SMECO rebates (est. 17%) or SREC (Solar Grant Renewable Energy Credits) have not yet been evaluated.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

None.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
Operating budget impacts are estimates based on pro-f						
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
UTILITIES - LED RETROFIT (electric)	(15,000)	0	0	0	0	0
UTILITIES (water)	(7,000)	0	0	0	0	0
UTILITIES (propane)	(5,000)	0	0	0	0	0
	0	0	0	0	0	0
TOTAL COSTS	(27,000)	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Energy conservation initiatives will continue to be implemented in order to help reduce energy consumption, but may not necessarily result in operating budget reductions as energy unit costs continue to fluctuate. Operating impact savings may be realized if the rate at which consumption is reduced is greater than the unit price increases charged by utility suppliers. Fiscal impacts shown, if any, are estimates and are reflected in the subsequent fiscal year after installation and based on an average estimated cost of \$0.11252 per kWh. The majority of conversions are from fluorescent to LED bulbs. Estimates were based on consumption reductions noted in MEA's Alternative Measures Report dated March 21, 2012.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

For LED retrofit projects, it is estimated that for every 1,000,000 kwh reduction in electricity, a \$120,000 per year of savings could be realized (\$0.1187 / Kwh per MEA). This equates to an average electric expense savings of \$16.67 per fixture (@ 4 lamps per fixture) per year. Alternatively, for every \$1 of capital expense spent on retrofit, approximately \$0.04 - \$0.06 in electrical savings could be realized. Water and propane cost reductions are based on 50% and 30% reductions in consumption, respectively.

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Parking and Site Improvements	PF-1605	Public Facilities

DESCRIPTION:

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.

FY2018 Clements Convenience Center access loop road circulation improvements - \$50,000. St. Andrews maintenance stockpile SCD compliance - \$56,000. Repair erosion along northwest corner of Lexington Park Library parking lot with retaining wall and landscaping, mill and repair parking lots, and design of the Charlotte Hall Library parking lot expansion - \$44,000.

FY2019 Mill, repave / seal parking lots at the Northern Senior Center, Health Department, and Loveville Salt Depot - Est. cost: \$80,000.

FY2020 Parking lot expansion (10-15 spaces) and lighting for the Charlotte Hall Library - Est. cost: \$200,000. Design in FY2018.

FY2021 Mill and Repave the balance of DPW&T maintenance facility lot - Est. cost: \$135,000.

FY2023 Provide safety/ security solar lighting at the entrances to the six (6) County-operated convenience centers - Est. cost: \$15,000/per site.

PLANNING JUSTIFICATION:

A comprehensive listing of parking lots and their respective condition was developed in 2005 and included in the Facilities Directory for scheduled paving by priority. There is approximately 1,231,000 square feet of parking lots and 143,100 sf of campus / facility sidewalks. Maintenance paving helps to avoid full reconstruction. Most of the parking lots are curb and gutter and the cost includes the current unit pricing for paving and the necessary expense of milling. Only those lots rated in "Poor" condition are programmed as being funded as a part of this project.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

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

LOCATION:

Various locations throughout the County.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
DESIGN/PLANNING	30,000	0	30,000	0	0	0	0	0	0
CONSTRUCTION	464,500	114,500	150,000	0	200,000	0	0	0	0
SEAL COAT & RESPTRIPE	82,000	82,000	0	0	0	0	0	0	0
MILL & REPAVE	215,000	0	0	80,000	0	135,000	0	0	0
EQUIPMENT/LIGHTING	90,000	0	0	0	0	0	0	90,000	0
OTHER-Site Repairs	0	0	0	0	0	0	0	0	0
TOTAL COSTS	881,500	196,500	180,000	80,000	200,000	135,000	0	90,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	767,000	82,000	180,000	80,000	200,000	135,000	0	90,000	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	114,500	114,500	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	881,500	196,500	180,000	80,000	200,000	135,000	0	90,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Parking and Site Improvements	PF-1605	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

The unit price for small parking lot paving (base and surface) is included as a part of the annual asphalt overlay contract. DPWT is evaluating the use of newer technologies such as the use of a 2" concrete whitetopping (a longer lasting concrete overlay that covers damaged asphalt) for future application(s). 2015 contract prices are \$1.30/pound for crack-sealing and \$120 per ton for small parking lot resurfacing. Change in County funding: Funding priorities reflect identified projects in the 2014 Facilities Condition Assessment, which included a condition evaluation of existing parking lots (the interim resealing / recoating will provide an interim 3-5 year preventative measure until the parking lots can be milled and paved).

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Added FY 2023 project funding.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
IMPACT ON ANNUAL OPERATING BUDGET						
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
Operating budget impacts are estimates based on pro-t	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Any additional lighting proposed will require an operating budget adjustment. Use of solar powered and photo cell technology will be utilized, but still requires partial Operations & Maintenance costs for general maintenance and repair.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

It is estimated that for every \$1 spent on preventive maintenance (system preservation), that between \$4 and \$10 is saved on future rehabilitation and reconstruction costs.

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Advanced Life Support (ALS) New Building	PF-1606	Public Facilities

DESCRIPTION:

Construct a new ALS unit building to replace current facilities owned by MEDSTAR St. Mary's Hospital. The new building would be larger than the current facility since we have outgrown the current facility. Additional training, storage, and vehicle bay space is required. The new one-story facility would be built on land purchased in 2014. Estimate is based on a new 7,135 square foot (n.a.s.f.) / 8,550 square foot (g.s.f.) facility at \$200 / s.f. (building only), and vacating current space occupied at MEDSTAR St. Mary's Hospital. Program currently includes a single story of over 5,000 s.f. with an attached 1,600 s.f. bay for response vehicle parking, and basement storage. Building would be similar in construction to the Lexington Park Volunteer Rescue Squad's or Mechanicsville Volunteer Fire Department's new buildings.

On May 12, 2015 and November 17, 2015, the Commissioners of St. Mary's County requested ALS to provide a detailed program, space needs, and funding plan prior to the expenditure of any design funds. Information was submitted by ALS on December 31, 2015 (due by January 1, 2016). It is expected that this project will be managed by the County and possibly built on County-owned property, and leased back to ALS. A coordination meeting between ALS and County support staff was held on August 31, 2015.

Prior 1994 Space Needs Study indicated the ALS occupied 2,220 square feet of space (NASF) with a 10-year space needs projection of 2,945 (NASF). Staffing was expected to increase from 66 to 73 persons during this time. The need for additional training and conference room, garage bay(s), and storage was identified. The ALS Unit anticipates that the new building will provide adequate space for the next thirty years, with possible future ability for a second floor addition.

PLANNING JUSTIFICATION:

MEDSTAR St. Mary's Hospital has been a gracious host for over twenty years, however, ALS has outgrown the facility that is leased from them. The current facility no longer meets the needs of ALS for storage, training, vehicle, or meeting space. The ALS lease ends in FY2017, but has option years. MEDSTAR St. Mary's Hospital is aware ALS is looking for more space to meet its current needs. No discussion for a lease beyond FY2017 has occurred, but ALS has been advised that the hospital cannot provide any additional space for expansion. The St. Mary's County Advanced Life Support Unit must be able to grow into the future and successfully execute its mission of providing high quality and timely advanced life support services to the people of St. Mary's County. The autonomy that comes with ALS owning its facility is the best way to achieve these goals.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION

10.2.2 A.vi Meet increasing health and public safety needs of the population. P. 10-2

LOCATION:

In 2014, ALS purchased approximately 2 acres of land located in the Academy Hills subdivision, Plat Liber No. 47, Folio 64.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ENGINEERING/SURVEY	172,864	172,864	0	0	0	0	0	0	0
CONSTRUCTION	1,710,000	0	1,710,000	0	0	0	0	0	0
SITWORK (20-25%)	400,000	0	400,000	0	0	0	0	0	0
CONTINGENCIES (10%)	211,000	0	211,000	0	0	0	0	0	0
SURVEY / UTILITIES (5%)	106,000	0	106,000	0	0	0	0	0	0
MATERIALS TESTING (2%)	42,500	0	42,500	0	0	0	0	0	0
ESCALATION (3%)	150,000	0	150,000	0	0	0	0	0	0
FURNITURE & EQUIPMENT	150,000	0	150,000	0	0	0	0	0	0
TOTAL COSTS	2,942,364	172,864	2,769,500	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS									
COUNTY BONDS	2,942,364	172,864	2,769,500	0	0	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES - Loans	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	2,942,364	172,864	2,769,500	0	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Advanced Life Support (ALS) New Building	PF-1606	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

A Memorandum of Understanding was approved by the Commissioners on October 25 2016. On December 6, 2016 ALS advised that the building can be built on the land they currently own on Cedar Lane and that it will satisfy their current and future needs. The current site owned by ALS offers an important advantage in that it has access to multiple roads (Cedar Lane Road which provides ingress and egress to Point Lookout Road and Route 4 via Blacksmith Shop Road). ALS is willing to work with the County to donate the land. The current facilities space for meetings/training is inadequate according to ALS. The ALS Unit currently uses a hospital training room for its monthly meetings and training since it is twice as big as the existing training room and can better hold ALS members. In the current facility, members had to stand in the hall during the meetings before they moved to the hospital's facilities. ALS currently has vehicles outside that should be inside to allow for their immediate use when necessary. The current facility has only two bays and stores one vehicle outside. Since the vehicles are stored outside, no gear can be left in the vehicles due to both equipment and drug security. The new facility will have four bays and will continue to co-locate one vehicle at the Mechanicsville VRS and one at the Lexington Park VRS.

FINANCE NOTE: The ALS funding is principally County funding via the Emergency Services Support Tax. ALS does not have its own tax rate. Should a decision be made to construct the facility, it could be a part of the County's Public Facilities capital budget - and that is how it is reflected. The Revolving Loan Fund is used by those entities that have a fire or rescue tax, and thus a way to re-pay any debt. ALS does not have such a rate, so the allocation to ALS to re-pay the debt to the Revolving Loan Fund would be funded by the same source as the debt to finance the revolving fund - an unnecessary duplication.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

No change. Project is a good candidate for a design build solicitation, similar to the EOC Equipment Shelter. Awaiting completion of land donation process via submittal of Phase I Environmental Site Assessment.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

All operating costs (i.e., Utilities) will be funded by the ALS.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Leonardtwn Library and Garvey Senior Center	PF-1610	Public Facilities

DESCRIPTION: Relocate both facilities to a single location at the Hayden Property in Leonardtown.

Library: The existing facility is 19,500 square feet and was originally built in 1954 as a National Guard Armory, renovated for library use in 1985 with a second floor renovation completed in 1998. Project based on a 30,000 gross square foot, one-story facility with a flexible design that allows for future expansion. Expansion of the existing National Guard Armory was not recommended. The driving factors for the project are the need for additional public library space, reader / computer seating, print / media collections space, separated teen and children's spaces, computer training room, quiet rooms for public use, rooms for research / tutoring / and studying, supply and storage areas, workspace and reception area, etc. An updated library facilities system assessment was completed in April 2016 in order to secure state funding and is included as a part of this project. The existing Library will be renovated under PF-2101, Leonardtown Armory Renovations.

Senior Center: The existing facility is 8,385 square feet and was built in 1954. The 2014 Space Needs Assessment indicates that a replacement facility of 17,800 gross (11,205 NASF) square feet of space is needed. This project is based on a new 18,000 g.s.f. facility with the assumption that approximately 7 of the 19 administrative staff in the existing facility will relocate to the new facility. The purpose of the project is driven by the need for additional program space and the suitability (i.e. ceiling height) of existing space. Between 40-50 people utilize the facility per day. In a 2010 senior survey, designated rooms for reading, dining and physical activities are needed (i.e., art rooms, quiet rooms, strength training, aerobic exercise-type activities, etc.). The project does not incorporate any renovations to the vacated Garvey Center space for other tenant (s) or replacement of the existing EPDM roof (est. \$30,000).

Design Solicitation: September 2015
 Design Award: December 23, 2015 (originally February 2016)
 Master Plan, Space Needs, Program: February 2016 - July 2016 w/ design July 2016 - July 2017
 Bid/ Award: August 2017- March 2018

PLANNING JUSTIFICATION:

Library: A Comprehensive and Integrated System Analysis and Recommendations which was previously completed in March 2007 indicated that "The concept of a shared and mixed use service facilities is one that is becoming more prevalent among county and municipal libraries as a way to increase customer convenience and to engage in more cost effective approach to and acquisition, construction, and service delivery."

Senior Center: Prior St. Mary's County Space Needs Study conducted in 1993 and revised in June 1994 stated that the "ideal solution...would be to provide a new facility at a different location. This Garvey Center will probably need to be razed..... this will not happen for 5-20 years." The Department expected no growth in personnel over the 5-10 year period following the study. Eighteen years have passed since the study and the needs of the center have changed. At present, the senior population in Maryland, age 60+ is anticipated to increase by 111.1% by 2030 according to the 2005 U.S. Census, Maryland Department of Planning Report. St. Mary's County is projected to have the highest percentage increase (258%) of older adults in Maryland.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

Library: 10.2.2.C.ii.a Build a new facility for the Leonardtown Library. P. 10-4
Senior Center: 10.2.2.B Meet the existing and future demands of the population for community and social services. P. 10-3

LOCATION:
 3rd Election District
 Leonardtown, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	1,740,000	1,740,000	0	0	0	0	0	0	0
CONSTRUCTION / SITE WORK	16,147,046	0	16,147,046	0	0	0	0	0	0
ESCALATION (2.75% per year)	866,552	0	866,552	0	0	0	0	0	0
CONSTR MGMT & TESTING	629,052	0	629,052	0	0	0	0	0	0
FURN. & EQUIPMENT (incl \$100K IT)	990,000	0	990,000	0	0	0	0	0	0
W&S CONNECTION / IMPACT FEES	135,800	0	135,800	0	0	0	0	0	0
OTHER (contingencies)	1,013,217	0	1,013,217	0	0	0	0	0	0
TOTAL COSTS	21,521,667	1,740,000	19,781,667	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	19,130,667	1,740,000	17,390,667	0	0	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS - Garvey Senior Center	800,000	0	800,000	0	0	0	0	0	0
STATE FUNDS - Library	1,591,000	0	1,591,000	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	21,521,667	1,740,000	19,781,667	0	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Leonardtown Library and Garvey Senior Center	PF-1610	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:
 On May 12, 2015, the Commissioners of St. Mary's County selected the Hayden Farm site for the co-location of a new Garvey Senior Activities Center with a new Leonardtown Library Replacement Facility to create a single joint use / community center-type facility. On March 25, 2015, the Town advised that adequate capacity (EDU's) is currently available to accommodate a new Leonardtown Library and new Garvey Center. A Library System Assessment was completed in March 2007 as a part of project PF-0602. The study was a ten year plan, but the consultants projected needs for 20 years (2025 population of 141,500).
 A Garvey Center space needs assessment was performed in CY2014 as a part of project PF1409. According to the Department of Recreation & Parks, only a small exercise room would be available with utility use payments. The Library has also been a resource for some LIFE classes that could not otherwise be accommodated.

Library: The space needs analysis projected that a 44,465 square foot facility could be needed by 2025, which could include space for the Friends of the Library. The Friends of the Library will be located elsewhere. The Library Board approved an application for \$1,500,000 County Library Capital Projects Grant Program funding on May 24, 2016 for site acquisition, design, construction, furnishings and other grant-eligible expenditures. The current state share for St. Mary's County is 50%. On January 18, 2017, the Library Director advised that \$1.091M of the available \$5M at the State was approved for the Library. The balance of \$500,000 will be requested during the FY2019 budget cycle. The project does not incorporate any renovations to the vacated space for another tenant (s) which may require code upgrades (electrical / mechanical), upgraded lighting, ADA compliance, and the installation of an elevator. See PF-2101, Leonardtown Armory Renovations.

Senior Center: Project assumes that Senior Activities Capital Improvement Grant funding (\$800K) will be available and other grants may also be pursued. The Department of Aging and Human Services submitted the grant application on July 29, 2016. An entrance canopy, commercial kitchen, and exterior pickle ball courts have been incorporated into the design. Co-location of facilities can result in shared use / consolidation of bathrooms, conference areas, hallways, parking, utilities, computer labs, access drives, etc. The existing Garvey Senior Activity Center will remain to house administrative staff and the Friends of the Library per June 7, 2016 CSMC response to the May 26, 2016 letter from the Friends of the Library requesting future space (1,500 s.f.) in the existing Garvey Center once the new facility is constructed.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 Increased construction contingency in FY 2018 from 10% to 15%. Town is also requiring a 12" waterline connection to MD 245 (est. \$160,000). Prior \$125,000 FY 2019 monies are shown in the FY 2018 project construction funding as the existing Garvey Senior Activity Center will be repurposed and not demolished.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	Sen.Center		Library		FY2020	FY2021	FY2022
	FY2018	FY2019	FY2019	FY2020			
STAFFING -FTEs	0	0	3	0	0	0	0
PERSONAL SERVICES COSTS	0	0	166,200	0	0	0	0
CONTRACTED SERVICES (Custodial)	0	15,000	25,000	0	0	0	0
OTHER COSTS (burglar/ fire alarm/ fire ext. / pest contr.)	0	8,000	0	0	0	0	0
UTILITIES (electric)	0	43,000	0	0	0	0	0
UTILITIES (electric, water, sewer, natural gas)	0	0	60,000	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0	0
MAINTENANCE OF EQUIPMENT	0	0	5,000	0	0	0	0
OTHER (Commercial Kitchen utilities) - Senior Center	0	18,000	0	0	0	0	0
OTHER (supplies and materials) - Library	0	0	2,000	0	0	0	0
TOTAL COSTS	0	84,000	258,200	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:
Senior Center: Incremental operating costs will not be realized until after the facility is constructed. Additional maintenance, custodial care, and utilities (electric, water, sewer, trash, etc.) will be required. For planning purposes, anticipated figures were developed based on pro-rated costs from the Northern Senior Center facility. In addition, estimated increase in utility cost for a full 1,786 square foot commercial kitchen in lieu of the current 322 square foot kitchen is shown. Reflects estimated: Water Capacity Allocation Charge - \$9,830.25 + \$573.75 per EDU x 3 (\$1,721.25) = \$11,551.50. Water Impact Fee - \$1,800 per EDU x 3 = \$5,400. Sewer Capacity Allocation Fee - \$650.25 + \$1,032.75 per EDU x 3 (\$3,098.25) = \$3,748.50. Sewer Impact Fee - \$13,000 per EDU x 3 = \$39,000. Total Est. Impact Fee \$59,700.

Library: The library pays for water, sewer, trash, electric, and natural gas. Balance of incremental costs shown are Building Service related. Costs will not be realized until after the facility is constructed. Additional maintenance, custodial care, and utilities (electric, water, sewer, trash, etc.) will be required, but these are a part of the Library's operating budget. FTE information was provided on February 24, 2015 and consists of 2-Grade 5 positions and 1-Grade 2 position. Project reflects estimated: Water Capacity Allocation Charge - \$9,830.25 + \$573.75 per EDU x 4 (\$2,295) = \$12,125.25. Water Impact Fee - \$1,800 per EDU x 4 = \$7,200. Sewer Capacity Allocation Charge - \$650.25 + \$1,032.75 per EDU x 4 (\$4,131) = \$4,781.25. Sewer Impact Fee - \$13,000 per EDU x 4 = \$52,000. Total Est. Impact Fee - \$76,100.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Northern Senior Activity Center Addition	PF-1702	Public Facilities

DESCRIPTION:

The Center was constructed in 2005 and original plans for a 19,350 facility were drastically adjusted. The resulting less than 12,000 square foot structure changed the concept of the exercise and fitness room remarkably. The original request was for a room large enough to handle classes and some workout equipment. The existing room is approximately 21'x20' (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 gsft) 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.

PLANNING JUSTIFICATION:

The space needs assessment study conducted by Westlake Reed Leskosky in 2014 indicates that: "Since the building was completed, the success of the programs offered in the facility has exceeded the capacity of the space provided. Popular activities, including fitness and health programs require larger spaces to accommodate increased demand. Additionally, storage spaces for activity supplies, equipment and facility wide materials (tables, chairs, other common equipment, seasonal decorations) should be examined." Although a motorized partition for the Great Room has been funded in capital project PF 1608 for installation, the original intended use of the room did not anticipate the level of demand currently being experienced.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION

10.2.2 B Meet the existing and future demands of the population for community and social services. P. 10-3

LOCATION:

5th Election District
Charlotte Hall, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	96,000	96,000	0	0	0	0	0	0	0
CONSTRUCTION/SITWORK	670,000	0	0	670,000	0	0	0	0	0
ESCALATION (2% per year)	27,000	0	0	27,000	0	0	0	0	0
CONSTR MGMT & TESTING	46,000	0	0	46,000	0	0	0	0	0
FURNITURE & EQUIPMENT	58,000	0	0	58,000	0	0	0	0	0
OTHER (10% cont & 3% bonds)	91,000	0	0	91,000	0	0	0	0	0
TOTAL COSTS	988,000	96,000	0	892,000	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS									
COUNTY BONDS	988,000	96,000	0	892,000	0	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	988,000	96,000	0	892,000	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Northern Senior Activity Center Addition	PF-1702	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

It is anticipated that the addition will be located on the left side of the existing facility and match the existing architectural style and will include: sports hardwood flooring, mirrors on the wall, shower/ bathroom and benches, lockers or cubby shelving, an area for weight training, ceiling sound system, closet storage for all exercise equipment (balls, bands, mats, blankets, etc.), soundproofing from remaining facility (i.e. Arts & Crafts Room). Could promote the new addition as a studio for fitness and dance and begin dance programs for tap, jazz, ballroom, etc. The construction/site work estimate is based on \$263 / s.f. (\$210 / s.f. for the building plus 25% for site work). Project anticipates other costs such as a roof extension, sidewalk relocation, water/sewer connections, and stormwater management, possible additional parking, etc.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Updated cost estimate to include a more realistic site work scope as described above (from 5% to 25% of the base building construction costs).

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES (Custodial)	0	0	2,120	0	0	0
OTHER COSTS (alarms / fire ext. / pest contr)	0	0	1,130	0	0	0
UTILITIES (water, sewer, electric, etc.)	0	0	6,100	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (IT)	0	0	0	0	0	0
TOTAL COSTS	0	0	9,350	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Incremental operating costs will not be realized until after the facility is constructed. Additional maintenance, custodial care, and utilities (electric, water, sewer, trash, etc.) will be required. For planning purposes, anticipated figures were developed based on pro-rated costs from the Northern Senior Center facility.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Bi-County Regional Animal Shelter New Building	PF-1705	Public Facilities

DESCRIPTION:

FY2017 funding to perform a feasibility study to determine if establishing a local animal shelter in St. Mary's County is a viable option is currently underway and scheduled for completion in April 2020. FY2018 and FY2019 funding is for the design and construction of a new 35,000 square foot Bi-County Regional Animal Shelter facility. The estimated cost of this facility are based upon the Shelter Feasibility Study completed by Charles County Government and was presented to the Charles County Commissioners on February 28, 2017. The current Tri-County Animal Shelter Agreement dictates a cost share of 25% for Calvert, and 37.5% each for St. Mary's and Charles County. Feasibility Study funded at 100%. A new agreement must be negotiated since Calvert County is currently in the process of building their own facility, which is expected to open in 2018.

Total estimated cost is \$8,398,839. Direction from the CSMC on March 7, 2017 was to increase the Building cost to allow for St. Mary's County to fund 50% of the construction.

PLANNING JUSTIFICATION:

The current facility located in Hughesville is a 12,000 square foot building that dates back to the 1960's. The vision is to progress to a modern, humane animal care facility that offers humane education in training rooms, separate portions of the facility for stray animals and the adoption of program animals, kennel areas that are climate controlled with proper air flow to reduce disease transfer, colony animal rooms, vet/surgery area where veterinarians can perform well pet checks and sterilization surgeries on-site, adequate management office space, storage and computer server areas, modern animal intake and euthanasia areas, and designated areas for animal temperament testing. The existing facility is too small to properly separate strays, adoptable and sick animals.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION

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

LOCATION:

A central location TBD.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ENGINEERING/SURVEY	230,000	0	230,000	0	0	0	0	0	0
CONSTRUCTION/SITWORK	3,834,738	0	0	3,834,738	0	0	0	0	0
ADMINISTRATION	0	0	0	0	0	0	0	0	0
ADMINISTRATION-FAS	0	0	0	0	0	0	0	0	0
INSPECTION	0	0	0	0	0	0	0	0	0
MISCELLANEOUS	184,682	50,000	0	134,682	0	0	0	0	0
CONTINGENCY	0	0	0	0	0	0	0	0	0
COUNTY SHARE 50%	4,249,420	50,000	230,000	3,969,420	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	3,969,420	0	0	3,969,420	0	0	0	0	0
LOCAL TRANSFER TAX	280,000	50,000	230,000	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	4,249,420	50,000	230,000	3,969,420	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Bi-County Regional Animal Shelter New Building	PF-1705	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:
 On January 12, 2016 a joint meeting with Calvert , Charles and St. Mary's County was held to discuss the Tri-County Animal Shelter. A Feasibility Study is expected to be completed in Calendar Year 2017 which will more accurately determine the needs, options and costs for St. Mary's County. Using the project cost estimates of the Charles County Feasibility Study for a single county shelter option (\$7,389,466) and reducing it by 35% to reflect the St. Mary's County shelter space needs would result in an estimated cost of \$4,803,153 to fund a new St. Mary's County Animal Shelter.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 Moved balance to complete funding from Balance to complete to FY 2019.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Adult Detention Center Upgrades, Housing and Medical Units	PF-1706	Public Facilities

DESCRIPTION:

The core 67,000 square foot facility was built between 1987-1989 with a small expansion built in 1996. Project includes: (1) The design and construction of a 12,922 gross square foot 64 bed housing unit. The additional Pod - F will address the need to segregate the female population, will provide swing space during the planned renovations, will avoid significant fiscal impacts of incremental operating costs associated with relocation and temporary housing of inmates that must be displaced during the renovation of the facility, will address average daily population issues (Capacity = 232 and current ADP in January 2016 = 220 which is greater than the 70% capacity standard), and provide some relief for future population growth. (2) The design and construction of a 7,333 gross square foot medical services unit which will include spaces for clinic, infirmary, and medical administration, 762 square foot new central control, and 1,339 square foot shell space. (3) Renovation of the 1,834 square foot vacated existing medical services area for Pre-trial Services office space and laundry services area. (4) Remaining renovations and upgrades identified in a prior PF 1405 project associated with Security and HVAC: 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 (30 of 84 have been installed prior); new IT server cabinet / room, wiring for video visitation capability and Court Commissioner kiosks; Inmate cell intercom panels, door release console replacement and fire panel / system upgrades; Upgrading the HVAC system / controls and heating / hot water upgrades (new boilers) to incorporate air-conditioning for improved air quality, staff working environment and inmate living conditions; flat roof and facility floor tile replacement; upgrade and renovation of the Central Control Room; upgrade of electrical panels for the new HVAC system; kitchen floor replacement per the Health Department; replacement of special confinement cell doors / food chutes (x 35) and food chute stainless steel upgrades (x57) to dayrooms (Pods A,B,C,D,E, dayrooms, and isolation).

Timing to request FY2019 State funds: Facility Program Part I - Project Justification (Aug 2016), Facility Program Part II - Detailed Project Description (March 2017), Grant Funding Request (by June 30, 2017), State Public Hearings (Sept 2017), State decision on funding (April 2018)

Design: 9-12 months (after Part I and Part II Facility Program)
Construction of Medical and Housing: 12-18 months

PLANNING JUSTIFICATION:

A Jail Master Plan was approved by the State on July 2, 2008 to address space needs through 2025. Recommendations of the Master Plan form the basis for ongoing projects for the facility. The Master Plan study for the Adult Detention Center provided an assessment of the existing conditions, space and technology needs, phased alterations, timing and costs for approval by the Commissioners of St. Mary's County.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

10.2.2 A.vi Meet increasing health and public safety needs of the population. P. 10-2

LOCATION:

3rd Election District, Leonardtown MD Governmental Center Campus

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete	
				Program/Design	Constuct	Renov	FY2019	FY2020		FY2021
HOUSING UNIT - A/E Design	650,430	499,430	151,000		0	0	0	0	0	0
HOUSING UNIT - Construction	6,994,697	0	0	6,994,697	0	0	0	0	0	0
HOUSING UNIT - Constr Mgmt	325,000	0	0	325,000	0	0	0	0	0	0
Town EDU Impact Fees	426,569	0	0	0	426,569	0	0	0	0	0
MEDICAL UNIT - A/E Design	304,139	186,139	118,000	0	0	0	0	0	0	0
MEDICAL UNIT - Construction	4,496,600	0	0	4,496,600	0	0	0	0	0	0
MEDICAL UNIT - Constr Mgmt	152,000	0	0	152,000	0	0	0	0	0	0
PRE-TRIAL / LAUNDRY - Renovation	401,336	0	0	0	401,336	0	0	0	0	0
SECURITY UPGRADES	3,339,532	0	0	0	3,339,532	0	0	0	0	0
HVAC UPGRADES	5,075,731	0	0	0	5,075,731	0	0	0	0	0
ROOF / FLOOR TILE REPLACEMENT	364,164	0	0	0	364,164	0	0	0	0	0
CELL DOORS & KITCHEN FLOOR	252,743	0	0	0	252,743	0	0	0	0	0
CONSTRUCTION MANAGEMENT	531,000	0	31,000	500,000	0	0	0	0	0	0
SITE WORK (reigning and electric service generator)	1,941,300	0	0	1,941,300	0	0	0	0	0	0
TOTAL COSTS	25,255,241	685,569	300,000	14,409,597	9,860,075	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete	
				FY2019	FY2020	FY2021	FY2022	FY2023		
COUNTY FUNDS:										
COUNTY BONDS	15,378,771	342,784	150,000	7,204,799	7,681,188	0	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0	0
STATE FUNDS	9,876,470	342,785	150,000	7,204,798	2,178,887	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	25,255,241	685,569	300,000	14,409,597	9,860,075	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Adult Detention Center Upgrades, Housing and Medical Units	PF-1706	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

On December 11, 2012, the Commissioners of St. Mary's County directed that a reduced project and scope for the Adult Detention Center be developed. Project listing was coordinated with the ADC Warden. Projects will help address the Maryland Commission on Correctional Standards bi-annual sanitary, security and custody inspections. (Rated Capacity = 230 - current ADP in January = 220 which is greater than the 85% capacity standard. New Housing Unit building construction cost is based on \$414 per gross square foot for the building only escalated at 3.5% per year with a 15% contingency. Renovation is based on \$175 per gross square foot. Design: 9-12 months. Construction: 12-18 months. The cost shown for EDUs was calculated based on 26 EDUs needed @ \$16,406.50 = \$426,569. On May 17, 2011 the Town verified that 90 EDUs are allocated to the existing facility. The estimated probable construction cost excludes construction management services (5%), design (10%) and Town EDU fees. Sheriff February 10, 2016 request for project re-consideration was discussed at the Commissioners on March 1, 2016 worksession. The HVAC and security upgrades are based on the 70% design estimate and escalated at 2.5%. Sitework includes grading and retaining walls (\$1,266,816), new electric service (\$94,936), and new 600KW emergency generator (\$579,548). Project is assumed to be 50/50 grant funded with the exception of HVAC in inmates areas and Town EDU's. On 12-23-2016, the Division of Capital Construction and Facility Management (DCCFM) approved Part I Facility Program. State Dept. of Budget and Management (DBM) currently reviewing.

The incremental operating costs for the temporary relocation / housing of inmates is shown below and is based on an assumption that at the time of the renovations, that facilities throughout the State will have sufficient surplus capacity available for the duration of the phasing. Partial inmate relocation: at least 12 months with overall project duration: 12-18 months for each phase of the project (housing and upgrades).

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Reflects updated Part II Detailed Project Description probable construction costs as presented to the Commissioners on February 14, 2017. Cost estimate increase is \$1,574,121, and scope (new central control in addition and site improvements) as presented to the Commissioners on August 30, 2016 and the corresponding design and construction management costs. The costs for the central control room are carried in the security upgrades, and the costs for the shell space are carried in the medical services unit. The CM budget is 4.4% of the probable construction costs, and the A/E Design budget is 4.1%.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION (3 month impact shown)	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
PERSONNEL SERVICES - FTE (x4)	0	0	392,072	0	0	0
inmate movement, transportation, central booking	0	0	86,400	0	0	0
security posts, acting capacity, kitchen, laundry	0	0	832,167	346,483	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
temporary inmate housing	0	0	0	0	0	0
temporary kitchen and office space	0	0	297,225	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
UTILITIES (increase for new housing and medical)	0	0	96,900	0	0	0
equipment and transport van	0	0	5,836	0	0	0
TOTAL COSTS	0	0	1,710,600	346,483	0	0
			12 mo	6 mo		

DISCUSSION OF OPERATING BUDGET IMPACT:

The Sheriffs' updated incremental costs for staffing overtime per month were received on January 29, 2016 (prior was January 2, 2014). The Sheriffs' incremental costs for the temporary relocation of inmates during construction of HVAC/security systems is now based on \$126.19 per inmate / day (prior estimate was \$101). Relocation Plan: Phase 1 - Pod E (64 inmates) to be displaced / relocated to other facilities. Phase 2 - Pods A/C (64 inmates) to be displaced / relocated to other facilities. Phase 3 - Pods C/D/Kitchen (48 + 32 + 16 inmates) to be displaced / relocated to other facilities. Inmates to be rotated into the completed "swing" space during work in lieu of fully relocating all 260 inmates. Relocation cost estimate is based on 64 inmates. Total incremental operating costs are currently estimated at: \$2,605,237 for six months, \$4,626,687 for twelve months, \$6,648,135 for eighteen months, and \$8,669,584 for twenty four months. Building a housing Pod is anticipated to reduce the incremental operating budget impacts by \$3,405,059 for twelve months (reduction to \$1,221,628), \$5,080,024 for eighteen months (reduction to \$1,568,111), and \$6,754,990 for twenty four months (reduction to \$1,914,594). Consultant A/E will be required to develop a phasing plan that will minimize the duration / costs associated with inmate displacement which may include recommendations for premium weekend/evening/holiday construction. Costs will also depend on the number of inmates that can be relocated from within the facility either on-site or off-site. Relocation of additional inmates would reduce the duration of construction, but could also incur increased inmate relocation costs. Premium pay for expedited construction would reduce duration of construction, but would increase construction costs. FY 2020 funding request includes 4-FTE's @ an estimated \$98,018 each, based on input from the Sheriff on February 10, 2016.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

On May 31, 2015 bids were received to provide a temporary kitchen facility during construction (i.e., for 250 inmates). An onsite facility could cost between \$1,848 - \$2,263 / day and an offsite facility approximately \$1,380 - \$1,470 /day. On December 17, 2015, it was discussed that PG County could prepare the food off-site and deliver and all that is needed on-site is staging area (i.e., for food carts, warming, and traying/ plating) which reduce the costs associated with a full service temporary kitchen. Utility costs for the new housing pod and medical unit shown in FY 2020 (above) represent pro-rated estimates for water/sewer/trash - \$17,200, electric - \$52,200, oil - \$26,100, gas - \$1,400, with janitorial performed by in-house staff.

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Health Department Renovations	PF-1803	Public Facilities
DESCRIPTION:		
<p>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).</p> <p>Renovation costs are based on \$185 per square foot</p> <p>Design Solicitation: September 2018 Design Award: January 2019 Design: February - October 2019</p>		
PLANNING JUSTIFICATION:		
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:		
10 2 2 B Meet the existing and future demands of the population for community and social services. P. 10-3		
LOCATION:		
3rd Election District, St. Mary's County Health Department in Leonardtown, MD		

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	282,000	0	0	282,000	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
RENOVATION / RETROFIT	2,100,000	0	0	0	0	2,100,000	0	0	0
CONDITION IMPROVEMENTS	255,000	0	0	0	0	150,500	104,500	0	0
INSPECTION / CONSTR SERVICES	85,000	0	0	0	0	85,000	0	0	0
EQUIPMENT (F&E and IT)	55,000	0	0	0	0	55,000	0	0	0
OTHER (Contingencies and bonds)	210,000	0	0	0	0	210,000	0	0	0
TOTAL COSTS	2,987,000	0	0	282,000	0	2,600,500	104,500	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	2,987,000	0	0	282,000	0	2,600,500	104,500	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS (State Bond Bill)	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	2,987,000	0	0	282,000	0	2,600,500	104,500	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Health Department Renovations	PF-1803	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

The existing facility is 29,600 square feet and was extensively renovated in 1987/88 when it was converted from the St. Mary's County Nursing Home to the St. Mary's County Health Department. Project includes the renovation of a portion of the interior space that will be vacated by the Cooperative Extension Service and adjacent operational areas (9,000 s.f.) as well as the community education areas (2,500 s.f.). Recommendations from the facilities / systems condition evaluations (to include the HVAC system) was performed in FY2014 and is incorporated as a part of the scope. Minor restriping of the parking lot on the northeast side of the facility will provide additional dedicated parking for customers and for persons with disabilities. Space needs was also evaluated during CY2014 as a part of project PF1409. Construction cost includes upgrade of fire/burglar alarms and installation of 911 auto dial-up for HVAC maintenance systems. Updated design costs based on scope. Results of Facilities Conditions Assessments (completed in CY2014) were added to the scope of the limited renovation project. FY2021: replace exterior windows (\$100K), replace AC chiller and IT closet split system (\$32K), replace back-up generator and hot water heaters (\$18.5K). FY2022: Clean, repair (tuck-point) exterior masonry walls, stairs, handrails (\$53.5K), exterior paint (\$28.5K), replace rooftop HVAC unit (\$22.5K). The two existing flag poles will be relocated and a third pole added.

DISCUSSION OF SHIFT CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Shift project one (1) year as no State Bond Bill(s) are available for design and construction and change funding to County Bonds. Expenditure of County funding is contingent upon confirmed and available Federal/State funds. On December 7, 2015 and January 14, 2016, DPWT requested the Health Department provide an update on the status of Bond Bills, if any. There may also be approximately \$5.2M in grant funds available annually from DHMH Office of Capital Planning and Engineering Services to assist with the project (a very competitive process).

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES (moving)	0	0	0	5,000	0	0
TRAILER FACILITY RENTAL (12 months)	0	0	0	75,000	0	0
UTILITIES	0	0	0	10,000	0	0
RECORDS STORAGE	0	0	0	4,000	0	0
OTHER (Information Technology)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	94,000	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

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 client to the visit). Hence the two trailers. Temporary lobby/waiting rooms must also be provided.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Charlotte Hall Farmers Market Relocation	PF-1805	Public Facilities

DESCRIPTION:

Due to the traffic congestion created by the success of the Farmers Market, Charlotte Hall Library and the Three Notch Trail, it is recommended that the Market be relocated. Possible locations for the Market relocation included a county-owned parcel adjacent to the present location, co-location at the future site of the Southern Maryland Agriculture Development Commission's (SMADC) Agriculture Business Park and Food Innovation Center, and a 15 acre site located on the opposite side of MD Route 6. The proposed site is vacant and is envisioned to be a multi-use site that will also serve Three Notch Trail users. Potential phased site amenities (Phase 1 shown in FY 2018) may include parking for trail users and farmers market customers, restrooms, picnic pavilion(s), covered farmers market spaces, and future space for other related uses.

PLANNING JUSTIFICATION:

Relocation of the existing Market to a property that can support the Market's future growth will provide immediate relief of the traffic congestion and traffic circulation problems patrons now experience at the library during the market season. Preserving profitable agriculture and seafood based businesses in St. Mary's County. The Agriculture, Seafood and Forestry Board recommends acquisition of a property in close proximity to the existing site that provides ample room to support the future expansion of the Market. Suggested properties: (Dumas property at Tax Map 4 Parcel 105 Lot 1 zoned RPD) is an open field of approximately 3 acres and is located next to the Three Notch Trail; (Church property at Tax Map 4 Farmstead Parcel 230 zoned RPD) is an open field of approximately 15 acres and is located on the south side of MD Route 6 next to the Three Notch Trail.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION

9.1.3 B. Provide increased marketing opportunities for locally grown products. P. 9-8

LOCATION:

5th Election District
Charlotte Hall, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ENGINEERING/SURVEY	50,000	0	50,000	0	0	0	0	0	0
LAND ACQUISITION	250,000	0	250,000	0	0	0	0	0	0
Environmental Assessment	3,500	0	3,500	0	0	0	0	0	0
CONSTRUCTION/SITWORK	141,500	0	141,500	0	0	0	0	0	0
SHA REQUIREMENTS	0	0	0	0	0	0	0	0	0
CONSTRUCTION MANAGEMENT	0	0	0	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER: Appraisals	5,000	0	5,000	0	0	0	0	0	0
TOTAL COSTS	450,000	0	450,000	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	450,000	0	450,000	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES Tri-County Council	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	450,000	0	450,000	0	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Charlotte Hall Farmers Market Relocation	PF-1805	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

On October 18, 2016, DED obtained an appraisal for the 15 acre church property in the amount of \$190,000. On December 14, 2015 a request from Agriculture, Seafood and Forestry Board (ASFB), requested \$450,000 for the relocation of the Charlotte Hall Farmers Market. Previously considered location of moving the Market to the site of SMADC's proposed Agriculture Business Park and Food Innovation Center are not feasible at this time and a retail farmers market component is no longer a priority for the project. However, moving the Farmers Market to a permanent home has always been viewed as a near-term imperative to address overcrowding of the parking lot at the Charlotte Hall Library.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

New project is to replace prior project PF-1309 per CSMC February 23, 2016 worksession.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Building Maintenance and Repair Projects-Critical	PF-1807	Public Facilities

DESCRIPTION:

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: 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 (ie. Old Jail heat pump replacement - \$6,000).

FY2020: Clements Island Museum HVAC unit upgrade - \$8,000 and exterior window replacement - \$25,000. Old Jail roof replacement - \$30,000. HVAC replacement at Old Carver Elementary School - \$123,000. Arnold Building roof replacement - \$40,000. Leonard Hall Drill Hall and Highways / Transportation HVAC system replacements - \$62,000. Unanticipated Repairs - \$20,000.

FY2021: Roof replacements: Old Carver Elementary School EPDM - \$133,000, Lexington Park Library - \$70,000. Emergency generator backup for Drill Hall as a mass sheltering alternative - \$150,000 (possible Emergency Management / Homeland Security grants). Unanticipated Repairs - \$20,000.

FY2022: Roof replacements: Old Hollywood School EPDM - \$133,000, Courthouse rubberized roof - \$ 200,000, Leonardtown Storage compound EPDM with downspouts & gutters - \$38,000. Unanticipated Repairs - \$20,000.

FY2023: Leonard Hall exterior window replacement - \$90,000. Charlotte Hall Library HVAC rooftop unit replacement - \$40,000. Identified ADA transition plan modifications - \$150,000. Unanticipated Repairs - \$20,000.

PLANNING JUSTIFICATION:

Based on need and the criteria outlined in the Division's Comprehensive Facilities Maintenance Plan.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

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

LOCATION:

Various locations.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
WINDOW REPLACEMENT	375,000	0	160,000	100,000	25,000	0	0	90,000	0
ALARM SYSTEMS	150,000	0	100,000	50,000	0	0	0	0	0
HVAC - CONSTR	556,000	0	211,000	112,000	193,000	0	0	40,000	0
ROOF / GUTTER - CONSTR	777,000	0	0	121,000	70,000	203,000	383,000	0	0
SIDING / EXTERIOR - CONSTR	0	0	0	0	0	0	0	0	0
EQUIPMENT - CONSTR	150,000	0	0	0	0	150,000	0	0	0
OTHER (Unanticipated)	270,000	0	20,000	20,000	20,000	20,000	20,000	170,000	0
TOTAL COSTS	2,278,000	0	491,000	403,000	308,000	373,000	403,000	300,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	2,278,000	0	491,000	403,000	308,000	373,000	403,000	300,000	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES-LGIT	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	2,278,000	0	491,000	403,000	308,000	373,000	403,000	300,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Building Maintenance and Repair Projects-Critical	PF-1807	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

Projects are prioritized and managed by the DPW&T Building Services Division. Entire CIP program was deferred to conduct an Energy Audit, Facilities Needs and Conditions Assessment (FCA) which was completed in CY2014, which included a banding of priorities for funding. Forty Seven (47) facilities were evaluated as a part of the Assessment which focused on high occupancy buildings, 24/7 use facilities, major HVAC systems, and to help identify maintenance needs for Recreation & Parks facilities. Scope includes consideration given by staff identified projects in various facilities (i.e. those not included or identified in the Assessment)

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

FY 2020 planned replacement of air handler and HVAC equipment at u/g emergency communications backup center - \$125,000 moved up to FY 2018. Minor project re-prioritization. Added FY 2023 funding and projects.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACT SVS-Alarm Monitoring @ \$30/mo./bldg.	2,880	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES (propane)	0	0	0	0	0	0
UTILITIES (water)	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	2,880	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Building Maintenance and Repair Projects-Programmatic	PF-1808	Public Facilities

DESCRIPTION:

This program provides funds for minor programmatic construction and repair projects to include: carpet / tile replacement, interior painting, upgrades to partitions, exterior doors, entrance canopies, re-decking, energy conservation measures and general maintenance items. Anticipated projects typically require no architect / engineering services.

FY2018: Centralized HVAC monitoring / control with auto dial-up 911 notification for Northern Senior Center, Chancellors Run Activity Center, Health Department, Lexington Park / Charlotte Hall Libraries, Old Carver / Hollywood Schools, Board of Elections, 911 back-up Center - \$170,000. Unanticipated maintenance / repairs - \$12,000. Security monitoring cameras at Loveville / Tulagi Park-n-Rides and Salt Dome - \$3K / each. ADA transition plan and code compliance (Potomac Building ramp) and manual evacuation chairs (Courts, Potomac Chesapeake) - \$50,000.

FY2019: Sidewalk repairs - \$50,000. Computer Lab security gate at Chancellors Run facility - \$15,000. Unanticipated maintenance and repairs - \$15,000. Exterior facility painting / cleaning - \$90,000. Interior facility painting (10-15 years) / ceiling tile replacement- \$70,000. ADA transition plan and code compliance (inner outer door assembly at Chancellors Run Activity Center) and improvements in existing facilities - \$50,000.

FY2020: Carpet replacement at Lexington Park Library / Circuit Court- \$150,000. Safety and security plan implementation (intrusion detection-burglar alarm and monitoring systems with central monitoring capability and security locking mechanism upgrades at various facilities for protection of tenant property, collections, and storage areas) - \$62,000. Unanticipated maintenance and repairs - \$15,000.

ADA transition plan and code compliance improvements in existing facilities - \$50,000.

FY2021: Exterior facility painting / cleaning - \$90,000. Interior facility painting (10-15 years) / ceiling tile replacement - \$70,000. Unanticipated maintenance and repairs - \$15,000. ADA transition plan and code compliance improvements in existing facilities - \$50,000.

FY2022: Courthouse front door replacement - \$15,000. Replace Adult Detention Center (ADC) double lobby doors - \$20,000. Upgrade ADC with LED lighting retrofits - \$200,000. Unanticipated maintenance and repairs - \$15,000. ADA transition plan and code compliance improvements in existing facilities - \$50,000.

FY2023: ADA transition plan and code compliance improvements in existing facilities - \$50,000. Restroom rehabilitation (tiles, stalls, fixtures in 15 facilities) - \$130,000. Carpet replacement - \$55,000. HVAC computerized control system upgrade in Chesapeake and Public Safety - \$75,000. Unanticipated - \$15,000.

PLANNING JUSTIFICATION:

Based on need and the criteria outlined in the Division's Comprehensive Facilities Maintenance Plan and space needs planning.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

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

LOCATION:

Various locations

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	0	0	0	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	50,000	0	0	50,000	0	0	0	0	0
CARPET / TILE REPLACE	335,000	0	0	0	150,000	0	0	185,000	0
PAINTING / CARPENTRY	320,000	0	0	160,000	0	160,000	0	0	0
SAFETY / SECURITY	360,000	0	173,000	15,000	62,000	0	35,000	75,000	0
EQUIPMENT (includes lighting)	200,000	0	0	0	0	0	200,000	0	0
CODE COMPLIANCE	300,000	0	50,000	50,000	50,000	50,000	50,000	50,000	0
OTHER (Unantic. repairs & H2O heater replace)	87,000	0	12,000	15,000	15,000	15,000	15,000	15,000	0
TOTAL COSTS	1,652,000	0	235,000	290,000	277,000	225,000	300,000	325,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	1,652,000	0	235,000	290,000	277,000	225,000	300,000	325,000	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	1,652,000	0	235,000	290,000	277,000	225,000	300,000	325,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Building Maintenance and Repair Projects-Programmatic	PF-1808	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

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 Courthouse security lock upgrades - \$100,000. Estimates: Exterior painting at \$1.50 / s.f. - Interior painting at \$0.75 / s.f. - Carpet tile at \$3.00 / s.f. - Floor tile at \$1.75 / s.f. - Ceiling tile at \$1.50 / s.f. In FY 2016, unanticipated maintenance /repairs included the addition of security / safety railing on the second floor of the Emergency Equipment Shelter based on LGIT inspection.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Added FY 2023 project listing. Added annual transition plan funding to address ADA upgrades identified by Human Resources during the 2016/2017 self evaluation. Staff utilized the ADA Checklist for Existing Facilities; Priority 1 - approaches and entrances, Priority 2 - access to goods and services; Priority 3 - toilet rooms; and Priority 4 - additional access (fountains, phones, fire alarms, etc.).

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES (electric)	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE -	PROJ. NO.	PROJECT CLASSIFICATION
Enterprise Software Upgrade	PF-1901	Public Facilities

DESCRIPTION:
 The current SunGard (formerly H.T.E) software was purchased in 1999 and has been upgraded many 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. The county utilizes a number of modules for corporate applications for Public Administration, Public Safety, and Community Services. Core modules include Finance, Human Resources, Land Management, Building Permits, Code Enforcement, RecTrac, Tax Billing, Crimes, and Computer Aided Dispatch (CAD). NextGen 911 CAD and best practices for a number of these modules have surpassed the capabilities of the existing software applications. SunGard has a Windows platform that the county could migrate to that may significantly reduce costs, however staff recommends individual consideration of each independent module to ensure selection of the best possible option for each application. Additionally, in recent months staff has noted a significant reduction in the response and support provided by SunGard for current county software applications. The county will be best served by considering incremental systematic replacement of the entire enterprise software suite.

PLANNING JUSTIFICATION:

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION

4.5.4.B.vii.e.iv Develop plans to maintain and enhance levels of service for public safety

LOCATION:

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ENGINEERING/SURVEY	0	0	0	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION/SITWORK	0	0	0	0	0	0	0	0	0
CONSTRUCTION MANAGEMENT	0	0	0	0	0	0	0	0	0
FURNITURE & EQUIPMENT	100,000	0	0	100,000	0	0	0	0	0
OTHER	3,750,000	0	0	750,000	1,500,000	1,500,000	0	0	0
TOTAL COSTS	3,850,000	0	0	850,000	1,500,000	1,500,000	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	3,850,000	0	0	850,000	1,500,000	1,500,000	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES Tri-County Council	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	3,850,000	0	0	850,000	1,500,000	1,500,000	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Enterprise Software Upgrade	PF-1901	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

Four core support functional areas should be reviewed: 1) RecTrac - the Vermont Systems software application is currently scheduled for a major upgrade in the fall of 2017. This is not a Sungard application; however, it does integrate into the Sungard Finance related modules. Staff recommends that any replacement Finance Module also include integration from RecTrac as part of the procurement process. 2) LUGM has integration into the Tax Billing module and is loosely connected to GIS, but significant improvements in the software development for Land Use operations have produced enhanced software capabilities. The probability of completing a successful software platform upgrade that better automates operations within LUGM is high. There are three main modules included for Land Use (Building Permits, Planning and Engineering, and Code Enforcement). At an estimated \$250,000 per module, the total implementation cost for these would be \$750,000. 3) Finance is quite large and affects every department for Purchasing and Inventory, GMBA-Budget, Accounts Payable and Receivables, but is probably the least difficult area to address. This is primarily due to the many years of accounting automation and clearly defined General Government Accounting Standards. There are six main modules included with Finance (Payroll, Accounts Payable, Accounts Receivable, Purchasing and Inventory, GMBA-Budget, and Human Resources). At an estimated \$250,000 per module, the total implementation cost for these would be \$1,500,000. 4) The Public Safety suite consists of several Sheriff's Office modules, Computer Aided Dispatch (CAD), and numerous external integrations (NCIC, etc.). The changes under contemplation at the state level regarding NEXGEN 911 upgrades will require additional development of statewide standards prior to St. Mary's County performing an upgrade for Public Safety. There are six main modules included with Public Safety (CAD, Crimes, Mobile Data Browsers-Message Switch, Field Reporting, JALAN Jails/Return of Service, and Automatic Vehicle Locator (AVL)). At an estimated \$250,000 per module, the total implementation for these would be \$1,500,000.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Since most of these modules are currently operational, the maintenance costs for the existing applications is likely to be comparable to any replacement application. IBM has notified the county that the end-of-life date for the two existing AS-400 servers is in 2019, therefore additional hardware expenses will be necessary regardless of the software upgrade.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Leonardtown Armory Renovations	PF-2101	Public Facilities

DESCRIPTION:

Proceed with programming the funding of future renovations to the former Leonardtown Library for a new tenant(s). Renovations are anticipated to include electrical / mechanical upgrades, additional security provisions, new lighting, restrooms, and an elevator. The design Architect for the prior Leonardtown Library Renovation project remains under contract and will be able to be utilized for limited design services for new tenant(s). 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. Sheriff (needs 12,820 nasf) more vs LUGM (5,795 nasf) / Recs & Parks (2,761 nasf). Armory is 12,169 nasf (1st floor 9,135 nasf, 2nd floor 3,034). Of the options described below, it has been suggested that the Sheriff relocate armory, evidence, and property storage functions to the Armory to generate additional programmatic space in the Patuxent Building and perhaps alleviate the need for space currently utilized at the old Carver Elementary School.

PLANNING JUSTIFICATION:

The Sheriff has requested that additional space be provided for his operational needs based on a space needs analysis completed in 2015.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION

10.2.2 A vi a iii Provide adequate satellite office space in growth areas. P. 10-2

LOCATION:

3rd Election District
Leonardtown, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ENGINEERING/SURVEY	361,000	0	0	0	0	361,000	0	0	0
ROOF REPLACEMENT - EPDM	191,000	0	0	0	0	0	191,000	0	0
CONSTRUCTION/SITWORK	3,005,750	0	0	0	0	0	3,005,750	0	0
CONSTRUCTION INSP / MGMT	93,000	0	0	0	0	0	93,000	0	0
FURNITURE & EQUIPMENT (IT)	88,000	0	0	0	0	0	88,000	0	0
OTHER (contingencies)	226,250	0	0	0	0	0	226,250	0	0
TOTAL COSTS	3,965,000	0	0	0	0	361,000	3,604,000	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	3,965,000	0	0	0	0	361,000	3,604,000	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	3,965,000	0	0	0	0	361,000	3,604,000	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Leonardtown Armory Renovations	PF-2101	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:

Available options: (1) the Sheriff occupying all or a portion of the Patuxent Building, which would result in the need to relocate the county departments of Recreation & Parks and Land Use & Growth Management as well as possibly the Office of the Treasurer; and (2) the Sheriff maintaining the current space in the Patuxent Building and utilizing the entire former Leonardtown Library which is adjacent to the Maryland State Police and secured storage compound. A tour of the facility was conducted on May 20, 2015. Coordination with the Sheriff / his representatives has occurred since May 2015. On October 1, 2015, Sheriff representative presented a layout showing full use of Library (w/ gym and aerobics area) plus doubling the existing storage building and adding a partial second story. DPWT advised that a concept needs to be prepared that includes all the armory, evidence / property storage and management, and quartermaster functions consolidated into the Armory which was provided on January 14, 2016 (and included minor renovations in the Patuxent Building). Budget figure shown reflects the level of funding closed out in 2015 and was escalated for inflation and does not include any additional security provisions at this time (i.e., ballistic glass, hardening, etc) and will need to be updated in FY 2018-20 once the program(s) / tenant(s) have been confirmed. New project per CSMC November 10, 2015 work session and includes funding for IT connectivity and cameras. Included EPDM roof replacement (\$175,000) that was identified in the prior conditions assessment in lieu of tracking as a separate project under the Building Maintenance & Repair Projects - Critical.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

No change.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	15,000	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	45,000	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	60,000	0

DISCUSSION OF OPERATING BUDGET IMPACT:

IT estimates based upon installation of 3 news switches and network cabling in the redesigned facility.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Salt Storage Facility Replacement	PF-2102	Public Facilities

DESCRIPTION:

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 its current condition, the facility can only be filled to approximately half its 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).

PLANNING JUSTIFICATION:

Salt Storage Handbook recommends that there should be storage room for at least 100% of the estimated average winter's salt requirements. Over the past four (4) years, the DPW&T has utilized 4,100 - 5,000 - 3,600 and 3,550 tons of salt. In June 2006, a ten (10) year permit for the use of the State Highway Administration's (SHA) Loveville salt dome on MD Route 5 was approved - since November 2007, the new outpost has provided approximately 1,800 - 2,000 tons of stockpiled salt. The storage levels of salt in the St. Andrews salt barn is now only 1,000 to 1,200 tons. The combined supply should never be lower than 1,200 tons. Over the past several years, A Salt Utilization Agreement is currently in place for an additional 500 tons per year, but is subject to availability from the State Highway Administration. Although fabric structures can be 30% less initially, the fabric covers usually should be replaced every 15-20 years.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION

10.2.2 A vi Meet increasing health and public safety needs of the population. P. 10-2

LOCATION:

8th Election District
California, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ENGINEERING/SURVEY	50,000	0	0	0	0	50,000	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION/SITWORK	735,500	0	0	0	0	735,500	0	0	0
ADJACENT LEAN-TO STORAGE	157,600	0	0	0	0	157,600	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER (SWM / passive vent system)	157,600	0	0	0	0	157,600	0	0	0
TOTAL COSTS	1,100,700	0	0	0	0	1,100,700	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	1,100,700	0	0	0	0	1,100,700	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	1,100,700	0	0	0	0	1,100,700	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Salt Storage Facility Replacement	PF-2102	Public Facilities

OTHER BACKGROUND INFORMATION/COMMENTS:
 Adequate bulk storage assures enough salt to fight winter storms, without the problem of arranging emergency shipments that may not be available throughout the winter months. A structure similar to those recently installed by Howard County, DGS Sykesville, Anne Arundel, and the State Highway Administration is proposed. These facilities were designed with a capacity of between 4,000 - 5,000 tons. Structure should be designed for 150 mph winds and include a concrete pony push wall. Recommend Concrete pony walls, To reduce costs, existing design plans will be utilized and in-house demolition will be performed.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 No change.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:



Patuxent
Building



Potomac
Building



Chesapeake
Building

HIGHWAYS



Cornfield Harbor Drive over Point Lookout Creek

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Patuxent Park Neighborhood Preservation Program	HW-0803	Highways

DESCRIPTION:
 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.

A. The Patuxent Park Subdivision is the first neighborhood selected for improvement under this initiative.
 B. Staff representatives from DPW&T, County Attorney, DED, and LU&GM will work with the residents in each of the selected neighborhoods to prioritize the proposed improvements based on cost, community need, and compatibility with redevelopment plans within each area. Initial phases require design monies.
 C. 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.
 D. Section 1: Construction completed: August 2010
 Section 2: Construction completed: July 2015
 Sections 3 and 4: Design completion Summer 2016. Section 4 anticipated construction: Spring 2017
 Section 3: Anticipated construction Summer 2017
 Section 5: Design solicitation to begin in Fall 2016. Anticipated construction: Summer 2018
 E. Section 1: Prior Approval (includes Princeton, Gambier, Bunker Hill and Midway Dr.) is now complete (\$1.3M). Section 2 (under constr): Essex Dr. and Great Mills Ln. (1,809' at \$0.95M). Sections 3 & 4 (in FY2016 & FY2017): (6,315' and 3,325' at \$3.1M and \$2.2M-includes balance of Midway Dr., Saratoga Dr., Wasp, Cord, Yorktown Rd., Kearsarge Pl., Suwanne Pl., Cabot Pl., St. Lo Pl.). Section 5 (FY2019): (5,500' at \$3.3M-includes Franklin Rd., Ranger Rd., Enterprise Rd., Hancock Rd., and the balance of Midway and North Essex Dr.). Design monies for Section 5 are shown in FY2016.

PLANNING JUSTIFICATION:
 The Comprehensive Plan policies are designed to address goals for community revitalization and maintain priority for community facility investments in the growth areas. Resources are to be obtained and focused on revitalizing neighborhoods and communities.
 A Chamber of Commerce Work Force Housing Task Force Report was presented to the Commissioners of St. Mary's County on May 26, 2006 and described the neighborhood as severely distressed and recommended that a meaningful level of funding for the reconstruction of aging public infrastructure be allocated.

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

LOCATION: 8th Election District. Off MD 246 between Midway and Essex Drives in Lexington Park and adjacent to old Carver Elementary.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
SURVEY/ENGINEERING	894,500	894,500	0	0	0	0	0	0	0
UNSUITABLE SOILS	825,000	625,000	0	200,000	0	0	0	0	0
RECONSTRUCTION	9,048,760	5,102,998	803,762	3,142,000	0	0	0	0	0
STORMWATER MGMT	518,000	334,000	0	184,000	0	0	0	0	0
CONSTR MGMT / STAKEOUT	300,000	120,000	140,000	40,000	0	0	0	0	0
MATERIALS TESTING (2%)	186,000	120,000	0	66,000	0	0	0	0	0
UTILITIES (4%)	557,000	425,000	0	132,000	0	0	0	0	0
Contingencies / Incidentals	751,163	337,000	84,163	330,000	0	0	0	0	0
TOTAL COSTS	13,080,423	7,958,498	1,027,925	4,094,000	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	11,403,500	6,381,575	927,925	4,094,000	0	0	0	0	0
LOCAL TRANSFER TAX	1,226,923	1,126,923	100,000	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	400,000	400,000	0	0	0	0	0	0	0
STATE FUNDS	50,000	50,000	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES (developer)	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	13,080,423	7,958,498	1,027,925	4,094,000	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Patuxent Park Neighborhood Preservation Program	HW-0803	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:
 It is assumed that the existing lighting will be salvageable. New standard SMECO lighting could be provided at an estimated cost of \$25,000 per mile. The timing of Sections 3 and 4 have been impacted by the sequencing of Metcom work. METCOM water/sewer infrastructure work for Phases 3 has been awarded (County Sections 3 & 4). METCOM design for Phase 4 has also been started. Budget is based on estimated construction costs (including s/o and SWM) as shown below. Construction duration: estimated 9-12 months per section.

Section 4. In accordance with the bid results = \$2,204,637 (\$665 per linear foot)
 Section 3. In accordance with the Engineers estimate = \$3,126,600 (\$940 per linear foot)

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 Added \$225K in FY2018 to provide \$100K for construction management services as discussed at the November 15, 2016 CSMC worksession. Included an additional \$125K in FY2018 to replace and upgrade over 1,200 linear feet of failing concrete and clay storm drain pipes (18"- 30" in diameter) and 7 inlet structures between new Phase 4 and the completed Section 2 work. Also included an additional \$175K in FY2018 to address the significant amounts of unsuitable material and geotechnical recommendations for undercut in Section 3.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Buck Hewitt Road - Phase 4	HW-1103	Highways

DESCRIPTION:

Construct approximately 825 feet of urban major collector roadway with curb, gutter and sidewalk to tie into the completed State Highway Administration improvements on Chancellors Run Road (MD 237). The roadway will match the existing 11 foot lanes constructed in prior phases and will include 7' parking lanes on each side. The existing right-of-way is 50 feet in width. Unobligated State Aid is available to defray the costs of design and construction. Prior approval includes \$880,840 in obligated State Aid for design and construction. Estimated cost for construction is approximately \$1,316/foot plus 10% contingencies with 80% State Aid funding and a 20% County match. As of October 11, 2016, the State Aid unobligated balance is \$684,220, however this allocation is being partially utilized by the Buck Hewitt Road Sidewalk -Northside project (HW 1403). The next annual \$125,941 allocation is included as a part of this project.

PLANNING JUSTIFICATION:

Approved Lexington Park Master Plan, Comprehensive Plan and Countywide Transportation Plan. The Comprehensive Plan emphasizes transportation system preservation and the need to effect improvements and additions to the road network based on capacity, safety, traffic flow, level of service, land use, etc.

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

LOCATION:

8th Election District

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ENGINEERING/SURVEY	150,000	150,000	0	0	0	0	0	0	0
LAND ACQUISITION	144,000	144,000	0	0	0	0	0	0	0
CONSTRUCTION	1,085,400	581,000	504,400	0	0	0	0	0	0
INSPECTION/TESTING	26,050	26,050	0	0	0	0	0	0	0
UTILITY RELOCATION	200,000	200,000	0	0	0	0	0	0	0
CONTINGENCIES (10%)	120,600	0	120,600	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
TOTAL COSTS	1,726,050	1,101,050	625,000	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	224,670	99,670	125,000	0	0	0	0	0	0
IMPACT FEES - MITIGATION	120,540	120,540	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	1,380,840	880,840	500,000	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	1,726,050	1,101,050	625,000	0	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Buck Hewitt Road - Phase 4	HW 1103	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:

The Commissioners authorized staff to begin the acquisition of property and easements. Initial offer letters / option contracts (x14) were forwarded to property owners in July 2016. Appraisals and review appraisals were completed.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

In FY2018, added additional State Aid funding and local County match to reconcile the construction estimate and available unobligated State Aid balance per CSMC November 10, 2015 work session.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Estimated roadway maintenance costs are between \$2-\$5 per linear foot.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Regional Water Quality & Nutrient Removal	HW-1201	Highways

DESCRIPTION:

This project provides the basic planning and implementation funding necessary to implement the federally mandated National Pollution Discharge Elimination System (NPDES) Phase I (MS-4) permit and Phases 2 & 3 Chesapeake Bay Waterway Implementation Plan (WIP). Once MS-4 permits are issued to the County, water quality will be required to be performed on the first inch of runoff for all impervious areas that were constructed under stormwater management ordinances approved prior to 2001 (not Federal, State (ie. SHA) and incorporated Town properties).

NPDES PHASE I MS-4 Permit (Prior and 2017, 2018/balance to complete funding)

- A. On August 12, 2016, the County was notified by MDE that that the Tentative Notice of Determination process would begin in the Fall of 2016. With the County's population exceeding 100,000, future retrofit, water quality monitoring and SWM enhancement projects will be required to be implemented.
- B. This mandate will require water quality monitoring, illicit discharge detection, street / inlet cleaning, GIS mapping, retro-fitting of existing SWM facilities and stream restoration to provide various forms of water quality / pollutant load reduction within a specific watershed(s). This could result in the need to identify, develop, and fund millions of dollars (est. \$40M-\$60M) in future watershed restoration projects (not shown in this capital budget).
- C. Prior funding initiatives include: GIS asset management and infrastructure databases (storm drains, ponds, drainage and impervious areas); implementation of new NPDES permit renewal requirements (effective January 1, 2014) on the Airport, Vehicle Maintenance Facility, and St. Andrews Landfill, stormwater management and impervious area assessments, restoration / rural plan development, and analysis of possible fee structures.
- D. The State has advised that the County will be required to submit a Notice of Intent and begin the permitting process within 180 days of MDE's Final Determination.

PHASE 2 & 3 WIP (Prior and 2017, 2018/balance to complete funding)

- A. Requirements will impact METCOM (plant effluent and sewer extensions), SCD (sediment / nutrient control and outfall restoration), Health Department (septic fields), private properties (inspection and maintenance agreements), LUGM (land use, critical area, watershed management planning), County government (retrofit of existing SWM facilities and outfalls), Patuxent River NAS and the Town of Leonardtown.
- B. The Environmental Protection Agency (EPA) required the State of Maryland to submit a Phase I Plan (submitted March 30, 2012) identifying key action items, target Total Maximum Daily Loads (TMDLs) for nitrogen, phosphorous and sediment etc. and target dates for implementation.
- C. With assistance from a WIP Steering Committee, on June 26, 2012, St. Mary's County finalized and submitted it's local Phase II Watershed Implementation Plan to the State as required by the State. On June 26, 2012, the CSMC made no commitments to funding WIP beyond projects HW1201 and HW1508.
- D. Prior funding includes \$719,342 for design / construction contingencies (10%), and construction inspections associated with project HW1508 as the DNR grant includes only direct expenses. In addition, funding for the restoration / maintenance of existing County-maintained SWM facilities.
- E. Phases III and IV require evidence that the County has met 60% of the approved target goals by 2017 (see project HW1508); and has met 100% of target goals by 2020 (which was extended to 2025) with design in FY2018 & construction in FY2023. Allow 1 year for permitting.
- F. On September 21, 2016, MDE advised the County that the State has begun the Phase III Watershed Implementation Plan (WIP) process to help achieve the 2025 Bay cleanup target. Planning is expected to begin during 2017, a draft Phase III WIP should be completed by August 2018, with a final Phase III WIP by December 2018.

PLANNING JUSTIFICATION:

The Comprehensive Plan supports the stewardship of the Chesapeake Bay. In conjunction with the new Stormwater Management and Comprehensive Zoning Ordinances, areas with historical drainage issues and / or governmental facility complexes will be analyzed.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

7.9.1.A.1 Develop a comprehensive water quality protection framework for both point and nonpoint sources of pollution. P. 7-30

LOCATION:

Major growth and development areas of the County.

APPROPRIATION PHASE	Total Project	Prior Approval	FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	2,636,725	1,057,900	1,578,825	0	0	0	0	0	0
GIS IMPLEMENTATION / ANALYSIS	85,000	85,000	0	0	0	0	0	0	0
CONSTRUCTION	200,000	200,000	0	0	0	0	0	0	0
TMDL IDENTIFICATION	50,000	50,000	0	0	0	0	0	0	0
DISCHARGE CHARACTERIZATION	32,486	32,486	0	0	0	0	0	0	0
MANAGEMENT PROGRAM	100,000	100,000	0	0	0	0	0	0	0
PHASE 2 WIP Retrofit Construction	6,315,300	0	0	0	0	0	0	6,315,300	0
TOTAL COSTS	9,419,511	1,525,386	1,578,825	0	0	0	0	6,315,300	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	8,891,283	997,158	1,578,825	0	0	0	0	6,315,300	0
LOCAL TRANSFER TAX	495,742	495,742	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	32,486	32,486	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	9,419,511	1,525,386	1,578,825	0	0	0	0	6,315,300	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Regional Water Quality & Nutrient Removal	HW-1201	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:

NPDES / MS-4. The following NPDES Phase 1 Municipal Separate Storm Sewer System (MS-4) permit requirements are anticipated:

1. Addressing current NPDES permit renewal requirements for continued Airport, St. Andrews Landfill, and Vehicle Maintenance Facility (appvd 9-25-2014).
2. Source Identification - Demonstrate GIS capabilities with data layers (topo, endangered species, storm drains, sewers, discharge points, flood prone areas, wetlands, soils, impervious areas, estimated pollutant loads etc.). A schedule to complete same within the development districts.
3. Discharge Characterization - Storm sewer, in-stream and watershed monitoring with chemical, biological and physical techniques. This will include lab & stability analyses and annual reporting for twelve (12) storm events per year as selected by MDE.
4. Management Programs - I & M inspection reviews, analysis of 100 outfalls, County facility inventory, quarterly reporting, public education program, road maintenance program requirements (drain cleaning, reduction in use of, harmful weed killers, fertilizers, deicing agents, etc.)
5. Watershed Restoration - 12, 24 and 30 month watershed analysis and completion of a detailed assessment with a 3 year capital restoration schedule.
6. Annual Progress Reporting
7. There is approximately 11,000 acres of impervious acreage. MS-4 permit will require treatment or removal of 20% of impervious area that are not already managed to the new State Standards (2001 local SWM Ordinance). Estimated County responsibility: 1,000-2,000 acres at up to \$50,000 / acre.

PHASE 2 & 3 WIP. The following can be anticipated as a part of the project implementation, subject to consultant recommendations:

1. Identify potential retrofit sites and implement pilot projects, retrofit extended detention private and public SWM ponds approved prior to 2001,
2. Retrofit of degraded and severely degraded channels based on physical habitat assessment and retrofit of outfalls within subwatersheds identified / ranked for restoration. Projects identified for implementation will be based on the results of cost benefit analyses and the effectiveness of reducing the pollutant loads to target values (i.e.. \$/lb. of nitrogen removed).
3. Prior approval includes 10% design and construction contingencies, (i.e. soil borings, stream retrofits, forest conservation, etc.), and construction inspection/geo-technical services during construction associated with project HW1508 which are not grant eligible. Estimated cost \$719,342.

Current scope of work (HW1201 and HW1508) is to propose retrofitting approximately 137 public / private stormwater management facilities. The estimated cost for design and construction is \$13,183,625 based on the October 10, 2011 MDE Costs of SWM Practices in MD Counties. Projects on the 17 publicly owned lands are recommended as the first projects to be undertaken during the initial 60% compliance effort (HW1508). Of the many strategies that can be utilized to address the Urban SWM nitrogen reduction goal of 18,985 lbs/year (i.e. street sweeping, impervious surface reduction, mowing, stormwater management pond retrofit, landscaping, etc.) this project implements the Urban SWM retrofit strategy. Urban SWM retrofits will be required as a part of the NPDES permitting process regardless of the WIP Phase 2 requirements.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

No Change in overall funding. Balance to Complete funding is shown in FY 2023. Project is consistent with the Departmental August 3, 2016 informational memorandum to the CSMC. Possible project low interest loan funding thru the Maryland Water Quality Financing Administration (MWQFA) Drinking Water and/or Clean Water (non-point source) programs will be explored. County is utilizing Chesapeake Biological Lab for partnering opportunities for water quality monitoring.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	1	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Estimated NPDES requirements can result in approximately \$300,000 in additional operating costs per year based on Charles and Montgomery County information gathered in October 2010 (i.e. for on-going management programs such as inlet cleaning, vacuum truck, outfall cleaning, public education programs, etc.). With Phase 2 WIP, this number can be expected to be approximately \$610,400 per year (beginning after the construction shown in Balance to Complete) based on MDE's Cost of SWM Practices Manual. This is based on 800 impervious acres x \$763 / acre. Future funding may require jurisdictions to assess a Local Stormwater Management Utility Fee as required by approved HB 987 and SB 614. Funding for additional WIP consultant services have been approved (LUGM) to assist with management of the overall WIP program development. An FTE position is also shown in FY2018 to provide the required ongoing management and tracking of NPDES/WIP which will be performed through a transfer of positions from LUGM to DPW&T.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
FDR Boulevard (MD4 to Pegg Rd.)	HW-1202	Highways

DESCRIPTION:

Construct a two lane residential access way from MD Route 4 to Pegg Road (NAS Patuxent River main gate). Complete the design and construction 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 66' for the roadbed, but a total of 80-100' is needed for the associated sidewalks, SWM, trails, temporary and permanent easements. Per SHA, the volume on MD 235 has increased from a three year average of 48,000 to approximately 59,000 vehicles per day in 2010.

Phase / Location	Length (miles)
MD 246 to Shangri-La Drive	0.2
Phase 2A Completed:	0.2 miles
First Colony Boulevard to Old Rolling Rd (1B)	0.61
Old Rolling Road to Kinnegad Dr (1C)	0.62
Kinnegad Dr. to MD 237 (1A)	0.48
Wetlands Mitigation	
Contingencies	
Phase 1 Totals:	1.71 miles
MD 237 to McArthur Blvd (3A)	0.52
McArthur Blvd to Buck Hewitt Road (3A)	0.28
Buck Hewitt Rd to Pegg Road (3B)	1.00
Contingencies	
Phase 3 Totals:	1.8 miles
Project Totals:	3.5 miles

The current project is anticipated to be 3.7 miles in length, includes 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. Where dedication via development is not realized, land acquisition for the corridor is being actively pursued and funded. Ultimate typical section: curb, gutter, sidewalk and 6' bike lanes on both sides with a 20' median and 10' travel lane in each direction, plus turn lanes.

PLANNING JUSTIFICATION:

Approved Lexington Park Master Plan, Comprehensive Plan and Countywide Transportation Plan.

- A. In accordance with the Comprehensive Plan, an evaluation of new roads will be conducted to ensure they do not adversely impact cultural, historical and environmental features. Prior funding completed the survey, preliminary design, engineering report, environmental study, corridor alignment, and plat(s). A 1997 Feasibility Study was also completed in joint cooperation with the State Highway Administration.
- B. The Comprehensive Plan emphasizes transportation system preservation and the need to effect improvements and additions to the road network based on capacity, safety, traffic flow, level of service, land use, etc.

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

LOCATION: 8th Election District. West of MD 235 from MD 4 to Pegg Road.

APPROPRIATION PHASE	3A		3B						Balance to Complete
	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					
			FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	1,600,000	1,600,000	0	0	0	0	0	0	0
LAND / ESM'T ACQUISITION	5,658,772	3,229,100	2,429,672	0	0	0	0	0	0
Ph 1 - FIRST COLONY TO MD237	13,806,800	13,806,800	0	0	0	0	0	0	0
Ph 3 - MD237 TO PEGG RD.	15,215,640	0	0	7,498,840	7,716,800	0	0	0	0
Ph 2 - MD246 TO SHANGRI LA DR	1,112,000	1,112,000	0	0	0	0	0	0	0
Wetlands Mitg / Reforestation	350,000	275,000	0	0	75,000	0	0	0	0
Utility Relocation (7-15%)	1,692,814	627,750	0	524,888	540,176	0	0	0	0
Material Testing / Inspection (3%)	868,756	412,300	0	224,952	231,504	0	0	0	0
Construction Management	300,000		100,000	100,000	100,000				
Contingencies (10%)	2,895,570	1,374,050	0	749,840	771,680	0	0	0	0
TOTAL COSTS	43,500,352	22,437,000	2,529,672	9,098,520	9,435,160	0	0	0	0

FUNDING SOURCE	3A		3B						Balance to Complete
	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					
			FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	39,207,907	18,994,555	2,129,672	8,798,520	9,285,160	0	0	0	0
LOCAL TRANSFER TAX	275,200	275,200	0	0	0	0	0	0	0
IMPACT FEES	3,057,905	2,457,905	150,000	300,000	150,000	0	0	0	0
GENERAL FUND TRANSFER	459,340	459,340	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
FEES IN LIEU/MITIGATION	500,000	250,000	250,000	0	0	0	0	0	0
TOTAL FUNDS	43,500,352	22,437,000	2,529,672	9,098,520	9,435,160	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
FDR Boulevard (MD4 to Pegg Rd.)	HW-1202	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:

Property acquisition for Phase 1 is complete. Property acquisition estimates for Phase 3 are based on \$5-10/sf for residential properties and \$10-20/sf commercial properties. Exhibits / appraisals are currently averaging \$3,200 each. The project is a key element of the Lexington Park and Countywide Plans. The approved 2006 Transportation Plan identified FDR as a short term priority. Phase 1A bids were received on November 19, 2015 at \$4.1M (\$1,601 per foot). Phase 1B bids were received on April 21, 2016 at \$4.98M (\$1,546 per foot). Assume no escalation factor plus 10% contingencies, no costs for utility relocation and 3% inspection /testing. Estimate includes landscaping, roundabouts (3), street lighting, and storm drain / SWM management. Phase 1C updated 2016 design cost estimate (100%) is \$1,729 per foot. Assume a 2% escalation factor plus 10% contingencies, no costs for utility relocation and 3% inspection /testing. Phase 1 costs included house demolition (approx. \$88K). Wetland mitigation 2016 estimated cost: \$418K.

Phase 3. Construction cost estimate (70%) for the basic roadway work dated October 2, 2015 was \$1,436 per foot (excluding escalation and contingencies). Assume a 2% escalation factor plus 10% contingencies, 7 % for utility relocation and 3% inspection /testing. Estimate includes landscaping, roundabouts (3), street lighting, and storm drain / SWM management.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

No changes except shifting FY 2019 funding to FY 2020. Phase 3 Land acquisition (not yet authorized) in CY2017 with SHA assistance.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	Phase 1		Phase 3			
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS (Highways Division)	49,000	0	49,000	0	0	0
UTILITIES (County Highways electric)	11,500	0	10,800	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	60,500	0	59,800	0	0	0

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 (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.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Buck Hewitt Road Sidewalk - North Side	HW-1403	Highways

Construction of approximately 2,845 linear feet of sidewalk between the subdivision entrances to the existing sidewalks on MD 235 and Chancellors Run Road (MD 237). The project will improve pedestrian circulation and safety to shopping, parks, and adjacent residential communities. As a general practice, sidewalks should be constructed along any urban street or highway provided with shoulders.

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.

PLANNING JUSTIFICATION:
 Construction of Buck Hewitt Road sidewalk retrofit (north side) utilizing State Aid allocations which are currently \$125,941 per year. Estimated cost for construction is \$362/foot with 80% State Aid funding and a 20% County match. Accumulated State Aid funding is shown in order to match the timing of construction. As of October 11, 2016, the State Aid unobligated balance is \$684,220, however this allocation is being partially utilized by the Buck Hewitt Road project (HW 1103).

Phase 1A: Extend sidewalk approximately 900' (MD 235 end) from the existing sidewalk at Old Hewitt Road to the subdivision served by Alydar Drive.

Phase 1B: Extend sidewalk approximately 300' from the existing sidewalk (MD 237 end) to Oriole Drive and provide a 100' connection into the existing sidewalk in the Victorias Grant subdivision.

Phase 2: Extend sidewalk approximately 1,545' across the frontage of the SMECO property, connecting Phases 1 and 2. In the interim, a portion of the existing gravel shoulder could be paved in this Phase to provide pedestrian connectivity.

The Comprehensive Plan includes provisions to provide sidewalks, walking paths, bike paths and lanes and to connect public /private sites. The Comprehensive Plan also incorporates the Countywide Transportation Plan by reference. This project is consistent with the State Highway Administration's (SHA) Consolidated Transportation Program with respect to system preservation and responds to mobility issues in the Comprehensive Plan and concentrated use of State / Federal funding in priority funding areas. In addition, the County is responsible for maintenance of all sidewalks within the SHA right-of-way.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:
 11.5 2.A.i Construct sidewalk networks between neighborhoods, schools, parks and other activity nodes / centers.
 P. 11-10

LOCATION:
 8th Election District

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
DESIGN: BUCK HEWITT RD S/W	150,000	150,000	0	0	0	0	0	0	0
CONSTR: BUCK HEWITT RD S/W	1,084,000	464,000	0	0	0	0	620,000	0	0
LAND ACQUISITION	15,000	15,000	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
TOTAL COSTS	1,249,000	629,000	0	0	0	0	620,000	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	325,000	200,000	0	0	0	0	125,000	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	924,000	429,000	0	0	0	0	495,000	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	1,249,000	629,000	0	0	0	0	620,000	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Buck Hewitt Road Sidewalk - North Side	HW-1403	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:
 Both Buck Hewitt Road and Willows Road are eligible to use State Aid as they are federally functionally classified by the SHA. Unobligated State Aid is available to defray the costs of design and construction. Use of these funds requires an environmental assessment to be performed. Identified the Buck Hewitt Road sidewalk (North Side) project for design and construction in order to utilize accumulated State Aid.
 Prior approval includes Design: \$150,000 obligated (State Aid -\$120,000 and County -\$30,000). Construction Phase 1A: \$325,850 (State Aid -\$260,680 and County -\$65,170). Construction Phase 1B: \$144,850 (State Aid -\$115,880 and County -\$28,970). Construction Phase 2 escalated 5 years at 2% to FY 2022: \$620,000 (State Aid -\$495,000 and County -\$125,000).

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 In FY2018, reduce prior State Aid funding level to reflect the prior obligation of design funding of \$120,000 and current State Aid construction funding availability. Although eligible for 80% State Aid, there is not sufficient State Aid available to cover the full cost of the project at this time as presented at the CSMC worksession on November 15, 2016. As such, the project will be phased and future State Aid allocations will be utilized. Phases 1A and 1B may proceed once the land / easement acquisition has been completed in CY 2017. Project costs were also updated.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Street Lighting & Streetscape Improvements	HW-1404	Highways

DESCRIPTION:

Provide 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).

- A. The project is supported by several provisions in the Comprehensive Land Use Plan and is recognized as a valuable supplement to future developer funded efforts along our County roadways.
- B. Creation of landscaping as a public amenity, a "Bay Friendly" environmental program, and promoting rural / scenic character is a desired element of our planned roadways network.
- C. Project may also include the development of public/private partnerships for streetscape improvements by the Department of Economic Development. These projects will require approval by the Commissioners of St. Mary's County.
- D. **Prior Approval:** MD 246 Streetscape right-of way acquisition, vandal-proof street lighting retrofit in the Southampton subdivision, street lighting within the Tubman Douglas Estates neighborhood, Bay Ridge Estates / Sawgrass Drive intersection lighting, Leonard Hall and Baldrige Street pedestrian safety / security lighting along the entrance roads. Installation of 4-6 decorative trash receptacles along Tulagi Place. Provide additional street lighting within the Tubman Douglas Estates Neighborhood (completed). Provide supplemental safety /security street lighting along Great Mills Road (MD 246) corridor between Taylor Gas and Great Mills High School and intersection lighting in San Souci (x4).
- E. **FY2018/2020/2022** Projects: Address priority safety / security lighting needs along County roadways as identified by Sheriff patrols to help assist in the deterrence of criminal and incident activity. Includes repairs to MD 235 streetscaping between MD 246 and Shangri La Drive. Continue installation of lights as needs / request (i.e. convenience centers) and retrofit of existing County maintained street lighting to LED.

PLANNING JUSTIFICATION:

Projects are supported in the Lexington Park Plan in areas targeted for rehabilitation and revitalization. In addition, the Comprehensive Plan encourages that the County's unique rural character and attributes be maintained and enhanced. In addition, the Plan policy describes the desire to improve aesthetics along primary transportation routes, to designate scenic roadways, and in commercial core / higher density residential areas, to provide street tree plantings. For existing county maintained roadways, where ordinances did not require the minimization of the removal of trees associated with development activities, this project will help mitigate the impacts of tree removal along the roadway systems. The Road Ordinance requires streetscaping as an integral part of new developments.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

9.1.1.D Revitalize established business and commercial centers in designated growth areas. P. 9-7

LOCATION:

All Election Districts throughout the County.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	0	0	0	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	300,000	120,000	60,000	0	60,000	0	60,000	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
TOTAL COSTS	300,000	120,000	60,000	0	60,000	0	60,000	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	240,000	60,000	60,000	0	60,000	0	60,000	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	60,000	60,000	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	300,000	120,000	60,000	0	60,000	0	60,000	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Street Lighting & Streetscape Improvements	HW-1404	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:

On November 19, 2013 and January 1, 2014, the Office of the Sheriff provided a listing of possible street lighting locations that will be evaluated by staff that includes: Bay Ridge Estates (Bay Ridge Road, Wolftrap Street, Fox Ridge Road, Ketch Court), Watt Drive, Clubhouse Drive, Forest Run Drive, Seafross Court / Cameron Court intx., Warwick Drive / Primary Drive intx., Golden Beach (Skyview Drive /Cross Woods Drive, Waterview Drive /Barger Drive, Firehouse, Golden Beach Road / Beach Drive, Waterview Drive / Dockser Drive, Beach Drive / Marshall Drive), Country Lakes Park (Asher Drive), Bushwood / Chaptico Wharf, and St. George's Boat Ramp. Anticipate a petition for the installation of intersection lighting along Pegg Road at the two (2) intersections with Westbury Drive. The above is consistent with the Office of the Sheriff's 2015 Data Driven Approaches to Crime and Safety Study (DDACTS).

In general, the County suggests communities and HoA's contract directly with SMECO for the installation of standard colonial lighting (at minimal to no up front capital cost). SMECO would bill directly for electricity and maintenance at approximately \$20/month/pole. The average cost of non-standard / decorative lighting is between \$2,500 - \$4,900 (+ \$600 per light for vandal-proofing, if needed) per light depending on the availability of power source, proximity to transformer, extent of trenching / boring required, ability to mount on existing poles, and amount of work required to avoid conflict with other utilities.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

No change.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES (electric)	0	4,800	0	4,800	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	4,800	0	4,800	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

The installation of lighting impacts the County Highways Division Operating Budget each subsequent year. Cost for electric service 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.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Bridge / Culvert Replacement & Repair	HW-1405	Highways

DESCRIPTION:
 Design, replace, rehabilitate, line and/or upgrade deteriorated metal culvert crossings and outfall channels through the County's Highway Maintenance road network. Project may also include the upgrade of failing or inadequate storm drain systems which primarily drain public property. The ability to replace, repair and upgrade storm drainage systems to adequate standards reduces localized flooding, pavement failure and safety concerns.

A. 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.

B. Replacement and upgrade of deteriorated structures at major culvert crossings at the following locations:

Prior Approval - design / construct Airport Road @ St. Mary's River (line 60" corrugated metal pipe culvert), Mechanicsville Road at Coffee Hill Run (reconstruct two 72" x 44" pipe headwalls), Patuxent Blvd @ Branch Mill Creek (replace 30" corrugated metal pipe), Landfill entrance Road end section repair, Laurel Ridge Drive @ Killpeck Creek (replace 30" corrugated metal pipe), Cornfield Harbor Drive Bridge repairs.

C. Blake Creek Road, Foley Mattingly Road, and Lockes Crossing Road MDE approved emergency in-kind culvert replacements are required to be permitted after the fact. An open-ended solicitation will be developed to assist in design and/or permitting of multiple projects (Est. \$40K).

D. FY2018 - Design / permit multiple culvert replacements. Extend existing twin 22" x 42" cmp's on Bayside Road (\$36K) and address headwall / embankment failure on Spruce Drive (\$54K) per Maryland Department of the Environment recommendations.
 FY2019 - Construct Friendship School Road in-kind replacement (twin 74x32" pipes) @ Burnt Mill Creek. Provide design funding for culvert replacements (i.e. Lockes Hill Road at Lockes Swamp Creek and St. Jerome's Neck Road @ Shea Alley Way).
 FY2020 - Construct Baptist Church Road crossing (two 42" x 24" corrugated pipe replacement) @ Hayden Run tributary near Eaton Thomas Lane.
 FY2022 - Provide design / permitting funding for culvert replacements (i.e. Flat Iron Road @ Lennie's Creek).
 FY2023 - Construct All Faith Church Road @ Killpeck Creek embankment armouring.

E. Project may also be utilized to address Commissioner approved storm drain enhancement projects (i.e. Sandra Lane, River Road and Essex South closed storm drainage improvements which were completed prior). Easements and / or right-of-entry agreements are typically required.

PLANNING JUSTIFICATION:
 National Bridge Inspection Standards require inspection, maintenance and repair programs be established on all public roads. Federal monies are utilized for periodic inspections on inventoried structures with supplemental inspections by the County. Project is consistent with the adopted Multi-Jurisdictional Hazard Mitigation Plan and addresses the Adequate Public Facilities and Infrastructure maintenance requirements of the Comprehensive Plan and Zoning Ordinance.

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

LOCATION:
 Various locations throughout the County.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	100,000	20,000	40,000	20,000	0	0	20,000	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION / REPAIR	150,000	60,000	90,000	0	0	0	0	0	0
WILDWOOD PARKWAY	150,000	150,000	0	0	0	0	0	0	0
FRIENDSHIP SCHOOL ROAD	75,000	0	0	75,000	0	0	0	0	0
ALL FAITH CHURCH ROAD	60,000	0	0	0	0	0	0	60,000	0
BAPTIST CHURCH ROAD	75,000	0	0	0	75,000	0	0	0	0
TOTAL COSTS	610,000	230,000	130,000	95,000	75,000	0	20,000	60,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	60,000	0	0	0	0	0	0	60,000	0
LOCAL TRANSFER TAX	530,000	210,000	130,000	95,000	75,000	0	20,000	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	20,000	20,000	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	610,000	230,000	130,000	95,000	75,000	0	20,000	60,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Bridge / Culvert Replacement & Repair	HW-1405	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:

- A. The Code of Federal Regulations, Subpart C, entitled National Bridge Inspection Standards, applies to all structures defined as "bridges" located on all public roads. As per subpart 650, 305, each bridge is to be inspected biannually, at regular intervals not to exceed two (2) years in accordance with the American Association of State Highways and Transportation Officials (AASHTO) Manual. Several of the inventoried structures require annual inspection. Program funding may be utilized for recommended safety corrections, minor paving adjacent to structures, structural and capacity analyses (i.e. for safety and weight restriction posting).
- B. An inventory of flooded conditions is also maintained, which includes Adkins Road, Bishop Road, Bushwood Road, Chingville Road, Bethel Church Road @ Coffee Hill Run, Old Breton Beach Road, Old Hermanville Road, Palmer Road, Parsons Mill Road, Pincushion Road, River Road, Baptist Church Road, St. Jerome's Neck Road, and Friendship School Road (twin 74" x 42" in-kind replacement). Several other culverts and outfalls have also been identified, Laurel Ridge Drive (54" CMP), Patuxent Boulevard (50"x31" cmp), Blake Creek Road @ Big Duke Creek, Busy Corner Road at tributary of St. Clements Creek, and Flat Iron Road @ Johns Creek.
- C. Typical costs for minor structure replacements and repairs are between \$20,000-\$50,000. Monies shown for design may be needed to effect EBA consultant recommendations for immediate / critical repairs based on the formal Bridge Inspection reports.
- D. In 2010, the County received a National Bridge Inspection Standards (NBIS) substantial compliance document from the SHA regarding our I&M Program.
- E. Other projects such as the replacement of decking to meet loading requirements, projects that resolve public drainage improvements or require easement approval from the Commissioners may be funded on a case-by-case basis.
- F. Project scope may include replacement of incidentals (i.e. sidewalk, shoulder, utility poles, curb & gutter) impacted by the replacement project(s).

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Added design monies in FY 2018 and updated cost estimates. Added FY 2019 and 2023 construction funding based on priorities.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Recommendations for minor repair of bridge structures are prioritized and performed annually under the County Highways Division operating budget. Mandated inspections of inventoried bridge structures are currently being performed using current Federal Bridge allocations.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Retrofit Sidewalk Program	HW-1503	Highways

Evaluation of approximately 50-60 miles of existing sidewalks including ramps, crossings, and bus stops within County-maintained rights of way and subsequent retrofit / reconstruction to enhance and improve pedestrian mobility within the County maintained Public Right of Way (PROW).

Prior Approval - Funding represents consultant initial services required to perform a self assessment of County maintained roadway accessibility features (sidewalks, curb cuts, driveways entrances, bus stops, pedestrian crossings, etc.) and to perform a comparison of the 2010 ADAAG (federal), new PROWAG (Accessibility Board), and SHA accessibility standards in the development of a transition plan to address any deficiencies and recommendations on standards for construction. The assessment is expected to be completed by the end of winter 2016/17. Funding also includes consultant follow-on services required to complete the field inventory, update current GIS database, identify any deficiencies, obstacles, provide recommendations, prepare cost estimates, develop a formal transition plan, and provide compliance certification after completion. Initial retrofit construction monies were utilized for the Foxchase Village sidewalk retrofit which was completed in Fall 2015.

FY2019, FY2021, FY 2023 - Estimated retrofit funding levels will be dependent on the results of the assessment, but the current capital budget will be reflected in a Transition Plan. Prioritized retrofit projects will include locations of pedestrian involved crashes, programmed asphalt overlay roadways, access within 1/2 mile of governmental and public facilities, transit stops and identified tripping hazards. Public input on the Transition Plan will include the Commission on Persons with Disabilities, ADA Coordinator / Risk Manager, Office on Aging & Human Services, STS Transit System, Department of Social Services, Health Department, Recreation & Parks, and other departments and agencies. Initial estimates of overall improvements include: sidewalks - \$3.6-\$4.2M; curb cut ramps - \$5-\$5.5M; bus stops - \$15K-\$20K; miscellaneous obstructions and crossing areas - \$1.1-\$1.7M.

PLANNING JUSTIFICATION:
The Comprehensive Plan includes provisions to provide adequate facilities. This project is consistent with the State Highway Administration's (SHA) Consolidated Transportation Program with respect to system preservation and responds to mobility issues in the Comprehensive Plan.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:
11.5.2.A.i Construct sidewalk networks between neighborhoods, schools, parks and other activity nodes / centers.
P. 11-10

LOCATION:
Various locations throughout the County

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
DESIGN: BUCK HEWITT RD S/W	0	0	0	0	0	0	0	0	0
CONSTR: BUCK HEWITT RD S/W	0	0	0	0	0	0	0	0	0
CONSTR: S/W ACCESS	0	0	0	0	0	0	0	0	0
ASSESSMENT	120,000	120,000	0	0	0	0	0	0	0
RETROFIT CONSTRUCTION	950,000	200,000	0	250,000	0	250,000	0	250,000	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
TOTAL COSTS	1,070,000	320,000	0	250,000	0	250,000	0	250,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	1,070,000	320,000	0	250,000	0	250,000	0	250,000	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	1,070,000	320,000	0	250,000	0	250,000	0	250,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Retrofit Sidewalk Program	HW-1503	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:

- (1) Staff attended ADA Sub-Recipient training on November 21, 2013. In CY2014, new PROWAG (Public ROW Accessibility Guidelines) previously released by the U.S. Access Board may become federally required for all new construction and alterations. This will require a comprehensive self-evaluation of all roadway and facility accessibility, a transition plan, public input, funding, and a compliance certification after completion. There are several potential federal and state funding sources that will be evaluated as a part of the implementation process.
- (2) All government agencies receiving federal aid through the State Highway Administration (including gas tax revenues) must comply with these requirements.
- (3) The last comprehensive self-assessments were performed in August 1992 and 1999 with identified improvements completed thru 1997 and 2002.
- (4) Staff attended SHA design training on March 27, 2014 and self-evaluation/transition plan training on April 8, 2014.
- (5) Scope may include working with SHA to establish designated STS bus stops w/ accessible walkways and landings along the MD 235 / MD 246 corridors.
- (6) High priority projects identified in the approved Transportation Plan for possible future funding include: Willows Road (east side) approximately 5,800 linear feet between the new Lancaster Park entrance, South Shangri-La Drive and Abberly Crest Apartments; Buck Hewitt Road (south side) approximately 3,975 linear feet from Victorias Grant Subdivision to the east MD 235 end; Buck Hewitt Road (north side) is funded under HW1403; Pegg Road (south side) approximately 1,200 linear feet between Spring Valley Subdivision, FDR Boulevard, and MD235. A list of prioritized projects was forwarded to the State Highway Administration District Engineer which included adding sidewalk on MD 245 from the Governmental Center to the College of Southern Maryland and along MD 4 from Wildwood Parkway to First Colony. Basic construction costs vary between \$200-\$250 per linear foot with existing curb and gutter and \$500-\$600 without existing curb and gutter.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Increased funding levels in anticipation of adoption of a Transition Plan based on the preliminary findings of the assessment.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Roadway Base Widening & Repairs	HW-1507	Highways

DESCRIPTION:

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.

Prior Approval - Base repairs required due to severe weather on Pin Cushion Road, Wildwood Boulevard, North Greens Rest Drive, Hummingbird Court, Skyview Drive, Hillview Drive, Dixie Lyon Road and Lawrence Hayden Road (completed). Clarkes Landing Road - widening from Blackstone Road (completed). Design/repair of the County's boat ramp (funding transferred to Recreation & Parks).

FY2018 - Widen Knight Road from Bretmar Drive to Philip Drive. Evaluate Mattapan Road widening from MD 5 for 1/2 mile. St. Mary's College is planning a stadium and new athletic fields.

FY2021 - Town Creek Drive widening.

- A. An average of 1' to 4' of widening is required in order to achieve edge protection and the eighteen foot width.
- B. Individual projects may include base widening, shoulder, ditch, pipe work, clearing, and sidewalk / trail related work
- C. Construction should occur within existing rights-of-way and may be performed in conjunction with the County's pavement overlay contracts.
- D. 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.
- E. 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 (i.e. 0.22 miles of Deagles Boatyard Road in the 2nd Election District).
- F. Future projects will be based on prioritized requests for pedestrian widening and the establishment of bicycle routes and connections as recommended in the adopted Countywide Transportation Plan. Future projects may also include widening for pedestrian walkways @ \$50 per linear foot (i.e. Lady Baltimore Avenue, Wilderness Road, Wildwood Parkway, etc.), implementing county wide Transportation Plan widening recommendations to 18' in width @ \$200 per linear foot, and/or addressing possible Community Development Corporation recommendations.

PLANNING JUSTIFICATION:

3.1.2.B i b. Effect improvements and additions to the road network to correspond to and support the infrastructure needs.

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

LOCATION:

Various Locations Throughout the County

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHEOLOGY/ENGINEERING	75,000	25,000	25,000	0	0	25,000	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	815,000	308,500	265,000	0	0	241,500	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/TESTING	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
TOTAL COSTS	890,000	333,500	290,000	0	0	266,500	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	890,000	333,500	290,000	0	0	266,500	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	890,000	333,500	290,000	0	0	266,500	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Removal of Roadside Obstacles	HW-1704	Highways

DESCRIPTION:
 Grading, tree removal, cut and fill operations, intersection safety / capacity improvements, utility relocations both lateral and underground, fore slope adjustments, extending the length of drainage culverts etc., to remove roadside obstacles in high hazard locations and improve dangerous roadway conditions by adding rumble strips, raised pavement markings or speed humps. Sight distance improvements and removal of roadside hazards are necessary to assure highway safety is maintained.

A. The proposed construction work will be performed by contractors and may include design services.

B. The American Association of State Highway and Transportation Officials (AASHTO) recommendations for treatment of roadside obstacles on existing roadways should be considered in the following priority: elimination of the hazard, relocation of the hazard, corrective measures to reduce the hazard, and barriers to reduce accident severity.

C. A "clear zone" of 10 feet or more from the edge of the travel way for rural local roads, and a minimum of 15 feet beyond the face of curb in urban sections should be provided. These recovery areas should be clear of all unyielding objects such as trees or unyielding sign supports, utility poles, light poles and any other fixed objects that might cause safety concerns or damage an out-of-control vehicle. Intersection alignment and vertical / horizontal sight distance require similar attention.

D. Priorities and designs are based on traffic volume, accident history, level of hazard and extent of corrections and/or traffic calming required.

E. **Prior Approval:** Intersection and safety improvements at the Blacksmith Shop Road / Cedar Lane Road intersection (design underway), Baywoods Drive and Green Leaf Road speed humps (completed), compliance with the new AASHTO guardrail end section treatment standards (underway). Design a round-a-bout at Triangle Drive / Mount Wolf Road and review of Golden Beach Road / MD 5 intersection (completed), Obstruction removal (utility pole and entrance radius upgrade) at the intersection of Laurel Grove Road and MD 235 to address bus turning movements, construct a mini round-a-bout at Triangle Drive and Mount Wolf Road (pending easements, etc.). Prior funding was also utilized to address Bay Front Drive survey, right-of-way, property corner / ownership issues, and obstacle removal identified on November 9, 2015.

F. Compliance with the new AASHTO guardrail end section standards, design traffic calming measures (ie. round-a-bouts) along Wildewood Parkway.

G. FY2019 project: Install one (1) of the ten (10) locations identified along Wildwood Parkway that are suitable for traffic circle application will be installed from the following listing: Smoke Hill Rd., Poplar Wood Dr., Hickory Nut Drive, Cherry Laurel Pkwy., Dahlia Dr., etc., or other traffic calming measures along the roadway. Replace the existing landscaped cul-de-sac median at the end of Esperanza Drive (\$12K).

H. FY2020/2021 projects: Compliance with the new AASHTO guardrail end section standards.

I. FY2020, 2022 project: Design of Wildewood or other eligible and prioritized traffic calming design locations.

PLANNING JUSTIFICATION:
 Obstruction removal programs are consistent with the horizontal and vertical requirements of the Road Ordinance and the transportation system maintenance policy in the Comprehensive Plan. In addition, obstructions to cross-visibility provisions were included in Chapter 81 of the new Comprehensive Zoning Ordinance to assist in cases where the obstruction lays on private property that affects the vision of operators of vehicles traveling on County roads.

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

LOCATION:
 Roads throughout the County

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	120,000	40,000	0	0	40,000	0	40,000	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	260,000	0	0	260,000	0	0	0	0	0
GUARDRAIL ENDSECTION RETRO	300,000	100,000	0	0	100,000	100,000	0	0	0
INSPECTION/TESTING	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
TOTAL COSTS	680,000	140,000	0	260,000	140,000	100,000	40,000	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	680,000	140,000	0	260,000	140,000	100,000	40,000	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	680,000	140,000	0	260,000	140,000	100,000	40,000	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Removal of Roadside Obstacles	HW-1704	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:

Other means of addressing roadside hazards under this project may include: the cost of installing elevated pavement markings, providing 4-way stops, adding reflectorized tape to sign post to improve safety, intersection lighting, signalization (full or partial), traffic calming (speed humps, round-about, chokers etc.), adding rumble strips / pavement grooving along the roadway shoulder (one side) which is approximately \$1.75 per linear foot or \$9,240 per mile; the addition of speed humps (prior pilot project on Lexwoods Drive) which cost approximately \$5-6,000 each. Speed humps are 3.5 inches tall and 10 feet wide with 6' approach and departure ramps. Guardrail installation costs are estimated at \$30 per linear foot with end section retrofits between \$2,500-\$3,500 each. Over 82,000 linear feet of guardrail must be evaluated for compliance (project assumes a 10% deficiency).

Project may include the relocation of utility poles and placement / upgrade of guardrails within the clear zone, isolated intersection improvements, drainage, trench repairs, shoulder adjustments, base failures, underdrain installation, re-compaction, geo-textile fabric, placement of intersections that affect sight distance and operational safety, such as the Horseshoe and Manor Road intersection will be systematically addressed. Eligible projects include: The intersection of Mt. Wolfe Road and Iroquois Lane (sight distance); the intersection of Cherry field Road and Drayden Road (sight distance); Flat Iron Road (sight distance at Michelle Drive), Queentree Road, approximately 500' north of Widow Lane (tracking of trucks/buses); the intersection of Grayson Road and Villa Road (grading/tree removal); the intersection of Lane Down and Larredore Road (tree removal), Far Cry Road, St. George's Park Rd intersection with Deagle Boat Yard Road (sight distance/utilities), Big Chestnut Rd / MD 234 intx radius, River Road and William Howard Way intersection, Steer Horn Neck Road (sight distance at various locations), Settlers Lane and Old Rolling Road intersection, Big Chestnut Road (road grade) at the intersection of Bayside Road, Maypole Road (widening), White Point Road (widening), Riverwinds Drive (widening), Joe Hazel Road (widening), Waterside Drive, Lockes Crossing and Old Village Road intersection (utility pole), Brown Road (sight distance), Vista Road, Spruce Drive at Chestnut Road and Gunston Drive and Flat Iron Road (sight distance at Booth Farm), White Lane and Oaks Road (intersection sight distance), and installation of speed humps along Spruca Drive in Town Creek.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Shifted project timing of projects based on progress to date.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING - FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Asphalt Overlay	HW-1801	Highways

DESCRIPTION:
 Overlay, widen, upgrade and perform pavement and system preservation improvements to existing roads throughout the County. The berm removal and overlay of the roadway extends the service life by approximately fifteen (15) to twenty-five (25) years. The County is considering including Hot In Place Asphalt Recycling as a part of it's maintenance overlay strategies.

A. The County's Asphalt Overlay Program is used to widen, upgrade and strengthen roadway surfaces on collector roads to a 20' roadway with 4' shoulders. Prior to construction, the roadways are typically 16' to 18' wide, with no shoulders and inadequate drainage. The overlay thickness varies from 2" to 4", depending on the original surfaces. Preparatory and follow-up work, as necessary, is performed to include incidental re-striping which has increased from \$0.034 / l.f. to approximately \$0.052 / l.f.

B. An average of 30-40 miles of roadway were overlaid annually throughout the County. At present, 20-25 miles are overlaid annually due to cost increases.

C. Approximately 10%-25% (16% type) 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.

D. Intermediate rehabilitation also requires base asphalt at an additional cost of approximately \$10 per linear foot.

E. 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). The assessment will rate condition, ride, pavement distress, average daily traffic, and recommend a Maintenance, Rehabilitation & Reconstruction (MRR) strategy. Sign condition / reflectivity testing, inventory/geo-location will be included in the assessment. Approximately 1,375 asphalt roadway segments were evaluated.

F. Effective in 2014, ADA ramps, intersections, crosswalks, etc. must be retrofitted to current ADA standards when overlaid.

G. 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 6 miles (21 lane miles) of new roads per year.

PLANNING JUSTIFICATION:
 The overlay programs are consistent with the Department's Pavement Management Plan and Route Evaluation Study designed to provide a balance between preventive maintenance and total roadway reconstruction. Roadways are rated based on weighted factors for elements of pavement distress, geometry, ride, volume, width, signage, markings, etc. and prioritized for inclusion in the capital program. Each program is also consistent with the approved Comprehensive Plan policy regarding development and maintenance of the transportation system. These programs support and promote resource protection, environmental and community character, cost containment and system preservation goals.

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

LOCATION:
 All Election Districts throughout the County

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING (PMP)	0	0	0	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	15,997,569	0	2,347,569	2,730,000	2,730,000	2,730,000	2,730,000	2,730,000	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT (rental)	3,120,000	0	520,000	520,000	520,000	520,000	520,000	520,000	0
TOTAL COSTS	19,117,569	0	2,867,569	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS									
COUNTY BONDS	16,335,051	0	2,502,051	3,250,000	3,250,000	2,561,000	1,522,000	3,250,000	0
LOCAL TRANSFER TAX	2,417,000	0	0	0	0	689,000	1,728,000	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	365,518	0	365,518	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	19,117,569	0	2,867,569	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Asphalt Overlay	HW-1801	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:

The service life of the pavement can be extended up to 15-25 years, and the roadway can be immediately opened to traffic after the application has been completed. The County has many subdivisions that were built in the mid and late 1970's. The roads in these subdivisions were built below today's standards and are more than 20-30 years old. Between 2004 and 2008 the unit price increased from \$38/ton to \$98.80/ton. Unit price was \$85/ton in CY2010, and has increased from \$68 to \$75 to \$88 to \$89/ton between CY2013 and 2015 (31%). CY2016 Bid Price is \$80/ton. Funding levels do not account for inflation or escalation (i.e. 5% / year), but the solicitation documents allow for adjustments based on asphalt indices. Repairs to existing residential streets, underdrains, paving fabric, trench repair, and full depth patching are not included in this program. The last Pavement Management Plan conditions assessment was performed in 2000. Condition ratings are typically: Good to Excellent (80-100), Average to Good (70-79), Fair to Average (50-59), and Poor to Fair (< 49). It is estimated that minor rehabilitation costs are approximately \$155,000 per mile, major rehabilitation costs - \$264,000 per mile (Asphalt Overlay Program) with reconstruction as high as \$500,000 per mile depending on pavement age and severity / extent of distress. The average Pavement Condition Index (PCI) is 79, whereas an average of 71 is considered acceptable. While our network as a whole is adequate, there are segments as low as PCI 7 which need attention. Roadways with PCI's above 70 require maintenance strategies such as crack sealing to slow the rate of decline. Roadways with PCI's below 70 qualify for rehabilitation strategies such as milling and overlay. Roadways with PCI's less than 49 require strategies such as Hot In Place Asphalt Recycling which is cheaper than asphalt and can add 10-15-years of pavement life.

Between 1990 and 2014, the County accepted 143 miles (over 250 lane miles) of new subdivision roadways into the County Highway Maintenance system. Prior to 2005, between 60-80 miles of combined program overlays were performed with 80-100 miles performed prior to 1998. Current overall programming is at a reduced level of approximately 40-50 miles (10-12 asphalt overlay and 30-35 modified seal).

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Added FY2023 monies for the continuation of the program. Highway User Capital funding reflected as a transfer from the General Fund through PayGo.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

It is estimated that for every \$1 spent on preventive maintenance (system preservation), that between \$5 and \$19 is saved on future rehabilitation and reconstruction costs.

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Modified Seal Surface Treatment	HW-1802	Highways

DESCRIPTION:

Seal lower volume (<2000 ADT) and lower truck traffic roadways throughout the County, with an aggregate modified single surface treatment and crack sealing. Modified seal replaced the slurry seal and surface treatment programs. Modified seal performs better, is more cost effective than slurry seal, and provides some structural strength to the pavement section due to the size of the aggregate used. The application extends the road's service life approximately four (4) to seven (7) years by modified sealing. Crack sealing (\$1.30 / pound) and incidental re-stripping (\$0.41 / lf) is also funded under this project.

- A. Modified Seal uses an emulsion that is rapid setting. As a result, traffic can usually be placed back on the roadway within 2-3 hours. The mix seals old, cracked, oxidized pavement and can help extend service life of existing pavements only 2-3 years on higher volume roads.
- B. Patching using modified seal is significantly less expensive than asphalt patching, which is needed for slurry seal programs. 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 limited for use on roadways classified lower than a collector.
- C. The contract price for this application was \$1.19 / s. y. in CY2010 (varied since then from \$1.69/s. y. to \$1.39/s.y. to \$1.43 between CY2013 and 2015).
- D. Approximately 30-35 miles of road are now sealed throughout the County on an annual basis (An estimated 17 miles for every \$300k).
- E. With the modified seal program, there is a residue (sandy grit) that remains loose on the finished surface, but it dissipates in a short period of time. On an as needed basis, the County Highways Division also dispatches a vacuum truck after the surface has set to remove any remaining residue that is not otherwise dissipated.
- F. The final surface is similar to an asphalt overlay in appearance, an example of which is evidenced on Millstone Landing Road. However, for higher volume roadways either surface treatment, asphalt overlay, or cape seal (i.e. Yowaiski Mill Road) is needed.
- G. The Slurry Seal was eliminated from the overlay programs in FY 1999, which treated over 20 miles per year. Tar & Chip was also eliminated from the overlay programs in FY 2005 which treated between 50-60 miles per year. Modified seal replaced both programs, but at a reduced program mileage.

PLANNING JUSTIFICATION:

The overlay programs are consistent with the Department's Pavement Management Plan and Route Evaluation Study designed to provide a balance between preventive maintenance and total roadway reconstruction. Roadways are rated based on weighted factors for elements of pavement distress, geometry, ride, volume, width, signage, markings, etc. and prioritized for inclusion in the capital program. Each program is also consistent with the approved Comprehensive Plan policy regarding development and maintenance of the transportation system. These programs support and promote resource protection, environmental and community character, cost containment and system preservation goals.

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

LOCATION:

All Election Districts throughout the County.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	0	0	0	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	3,624,000	0	604,000	604,000	604,000	604,000	604,000	604,000	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/TESTING	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
OTHER (Cracksealing)	120,000	0	20,000	20,000	20,000	20,000	20,000	20,000	0
OTHER (Berm Removal)	300,000	0	50,000	50,000	50,000	50,000	50,000	50,000	0
TOTAL COSTS	4,044,000	0	674,000	674,000	674,000	674,000	674,000	674,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	4,044,000	0	674,000	674,000	674,000	674,000	674,000	674,000	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	4,044,000	0	674,000	674,000	674,000	674,000	674,000	674,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Modified Seal Surface Treatment	HW-1802	Highways
OTHER BACKGROUND INFORMATION/COMMENTS:		
<p>A. The majority of preparatory work (such as berm removal, minor patching and pipe replacement) is performed by Highway Maintenance crews and contractors in support of this program as is the follow-up incidental striping.</p> <p>B. Slurry seal adds no structural strength, has a textured surface, improves skid resistance and helps prevent water infiltration of the pavement, which is the most frequent cause of deterioration and failure. The cost is about \$0.15-\$0.20 more per square yard than surface treatment.</p> <p>C. Surface treatment is needed to address cracking and to improve structural strength. Pavement life is increased by 3-5 years.</p> <p>D. DPW&T modified the specifications for surface treatment to reduce the stone size from #7 to #8 and changed the emulsion from an oil base to a latex base for easier cleanup and faster set-up time. Approximately 3-5 miles of modified seal can be applied per day.</p> <p>E. Performance Pilot Projects were conducted on Morganza Turner, Bushwood and Hurry Roads with a Type 2 modified seal (which simply uses #8 stone with a latex emulsion) which addresses higher volume roadways. As such, we have been utilizing both mixes under this program funding.</p> <p>F. Funding levels do not account for inflation or escalation (i.e. 5% / year) based on asphalt indices.</p> <p>G. It is estimated that system preservation costs are approximately \$26,500 per mile (Modified Seal Program), minor rehabilitation costs - \$155,000 per mile, major rehabilitation costs - \$264,000 per mile, and reconstruction as high as \$500,000 per mile depending on pavement age and severity / extent of distress.</p>		
DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:		
Added FY2023 monies for the continuation of the program.		

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING - FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:
OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:
It is estimated that for every \$1 spent on preventive maintenance (system preservation), between \$5 and \$19 is saved on future rehabilitation and reconstruction costs.

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Southampton Neighborhood Revitalization	HW-1901	Highways

DESCRIPTION:
 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.

A. The Southampton Subdivision is the second neighborhood selected for improvement under this initiative.
 B. Southampton Subdivision is one of the oldest subdivisions in the County and the roadway infrastructure was constructed in 1948. Upgrades include approximately 6,715 linear feet of roadways that are anticipated to be designed at one time, but constructed in several phases.
 C. Project was prioritized based on it's ability to: Promote revitalization in development districts; Establish or expand businesses within the neighborhood; Correct deteriorated conditions within public right-of-ways; Rehabilitate existing housing or manage housing stock within the neighborhood; Plan, promote, or finance voluntary neighborhood and developer-funded improvements.
 D. Reconstruction costs for the rehabilitation work are based on experience with the Patuxent Park Neighborhood Preservation Program project.
 E. 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.).
 F. Staff representatives from DPW&T, County Attorney, DED, and LU&GM will work with the residents in each of the selected neighborhoods to prioritize the proposed improvements based on cost, community need, and compatibility with redevelopment plans within each area. Initial phases require design monies.

PLANNING JUSTIFICATION:
 The Comprehensive Plan policies are designed to address goals for community revitalization and maintain priority for community facility investments in the growth areas. Resources are to be obtained and focused on revitalizing neighborhoods and communities.

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

LOCATION:
 8th Election District off MD 235 just south of George Washington Carver Elementary School

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
PHASE 1 - DESIGN / SURVEY	180,000	0	0	180,000	0	0	0	0	0
CONSTRUCTION	3,200,000	0	0	0	0	1,500,000	0	1,700,000	0
Utility Relocation (7%)	224,000	0	0	0	0	105,000	0	119,000	0
Material Testing / Inspection (3%)	96,000	0	0	0	0	45,000	0	51,000	0
Contingencies (10%)	320,000	0	0	0	0	150,000	0	170,000	0
PHASE 2 - DESIGN / SURVEY	204,000	0	0	204,000	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
PHASE 3 - DESIGN / SURVEY	195,000	0	0	195,000	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
TOTAL COSTS	4,419,000	0	0	579,000	0	1,800,000	0	2,040,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	4,419,000	0	0	579,000	0	1,800,000	0	2,040,000	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	4,419,000	0	0	579,000	0	1,800,000	0	2,040,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Southampton Neighborhood Revitalization	HW-1901	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:

Timing of construction is consistent with METCOM's six (6) year capital improvement program. At the May 10, 2016 joint meeting with METCOM, METCOM confirmed that they have included the rehabilitation project design in FY2019 and construction in FY2020. The condition of existing water and sewer infrastructure needs to be evaluated.

Lincoln Avenue serves the old Carver Elementary School which currently houses Recreation & Parks programs, Sheriff Outpost and Board of Elections (equipment storage). This subdivision is also a former Street lighting Special Taxing District.

Prior cost estimate was based on utilizing current experience from the Patuxent Park Revitalization project (\$541-\$550 / l.f.) and applying a 2% escalation factor. The resulting estimated cost per linear foot was \$619. Current CY 2016 engineers estimates are between \$627 - \$735 per linear foot.

Phase 1 escalated 5 years @ 2%: Basic costs: 2,165' at \$1.50M. Utility Relocation (7% @ \$105,000). Material Testing / Inspection (3% @ \$45,000). Contingencies (10% @ \$134,000). Phase 2 escalated 7 years @ 2%: Basic costs: 2,364' at \$1.70M. Utility Relocation (7% @ \$119,000). Material Testing / Inspection (3% @ \$51,000). Contingencies (10% @ \$170,000). Phase 3 escalated 9 years @ 2%: Basic costs: 2,186' at \$1.64M. Utility Relocation (7% @ \$114,800). Material Testing / Inspection (3% @ \$49,200). Contingencies (10% @ \$164,000).

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Updated estimated costs based on most recent engineers estimates on Patuxent Park Neighborhood Preservation project at \$627 / linear foot. Added FY 2023 construction costs for Phase 2 per the capital improvement schedule.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
College of Southern Maryland / Government Center Interparcel Access	HW-2101	Highways

<p>DESCRIPTION:</p> <p>Provide a 1,400 linear foot interparcel connection between the College of Southern Maryland (CSM) and the County Government Center campuses. Roadway would be a minor collector with curb and gutter with pedestrian sidewalk connectivity.</p> <p>A. 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.</p> <p>B. 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.</p> <p>C. The alignment of the CSM internal access roads were coordinated with the Governmental Center Master Plan in anticipation of a future connection.</p> <p>D. 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> <p>PLANNING JUSTIFICATION: The project was included in the joint stakeholder MD 245 / MD 5 Planning Study between the CSM, Hospital, Town of Leonardtown, Nursing Center, and DPWT as prepared by Desman & Associates in June 2010.</p> <p>COMPLIANCE WITH COMPREHENSIVE PLAN SECTION: 11.3.2 A i d In growth areas, create local roads parallel to arterial routes to reduce peak traffic flow. P. 11-2</p> <p>LOCATION: Leonardtown, MD</p>
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APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	40,000	0	0	0	0	40,000	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	625,000	0	0	0	0	0	0	625,000	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/TESTING (2%)	15,000	0	0	0	0	0	0	15,000	0
UTILITIES (4%)	0	0	0	0	0	0	0	0	0
OTHER (SWM)	30,000	0	0	0	0	0	0	30,000	0
TOTAL COSTS	710,000	0	0	0	0	40,000	0	670,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	260,000	0	0	0	0	0	0	260,000	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	450,000	0	0	0	0	40,000	0	410,000	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	710,000	0	0	0	0	40,000	0	670,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
CSM /Government Center Interparcel Access	HW-2101	Highways

OTHER BACKGROUND INFORMATION/COMMENTS:

The Planning Study project was funded by the College of Southern Maryland, St. Mary's Hospital, Town of Leonardtown and Commissioners of St. Mary's County (CSMC).

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
No change.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:



MARINE



Kingston Creek Jetty, California, MD

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
St. Jerome's Creek Jetties	MA-1101	Marine

DESCRIPTION:

Provide long term corrective measures to address channel shoaling of approximately 6,800 cubic yards per year, sediment transport / deposition from the north and south of the inlet which requires repeated dredging of the federal navigation channel / County Southern Prong and turning basin. The prior approved funding to complete the feasibility study with design is anticipated to begin after execution of a Project Partnership Agreement (PPA) expected in calendar year 2016.

- A. The Army Corps of Engineers (ACoE) evaluated several alternatives to address this location and made recommendations to the Commissioners of St. Mary's County (CSMC). On May, 17 2011 the CSMC selected Timber Guard as the preferred material type.
- B. A letter to the Congressman / So MD Delegation was forwarded by the CSMC on November 17, 2015 regarding the Federal Navigation Channel once again shoaling to levels below the federally required seven (7) foot depths, and in many cases below four (4) feet.
- C. Prior Project MA-0401 was completed in 2006 and included the dredging of approximately 66,000 cubic yards from the channel and the leasing of a Dredge Material Placement (DMP) site.
- D. Bathymetry data was collected by the ACoE, model shoaling patterns were computer generated to match existing wave & littoral drift patterns, shoaling reduction rates were calculated and channel elevation data between 1991-2009 was utilized to determine the most effective option(s).
- E. Improvements to navigation, need for auxiliary structures and private property impacts were included as a part of the analysis. Preliminary cost estimate is based on the need for two parallel jetties, possible breakwaters, lease of a DMP site and 50-year maintenance by the ACoE.
- F. Project is planned for 90% Federal Funding and 10% local funding. However, the Department of Natural Resources programs may be able to fund the County's share through an eligible grant. DMP site lease and prep costs are a 100% County responsibility.
- G. Land, Easements, Right-of-Way, Relocations, and Disposal (LERRD) expenses are based on 5-7% of the estimated land acquisition costs.
- H. To be eligible for Section 107 federal program funding, estimated total project costs for the Corps share was raised from \$7M to a \$10M threshold. Amounts above the Continuing Authorities Program (CAP) Section 107 funding limit of \$10M, must be funded by the County.
- I. A 6 year extension to the DMP site used during the prior dredging project was executed by the CSMC for this project on December 4, 2012. Balance to complete reflects the \$450,000 anticipated to be required for close-out of the DMP site. DMP sites are a 100% local responsibility.

PLANNING JUSTIFICATION:

The Evaluation of Alternatives was performed by the ACoE as the repeated dredging of the federal navigational channel is not cost effective. The Comprehensive Plan supports projects that are complimentary to water dependent recreational and access activities. Project was prioritized based on need, demand and benefit to the boating public.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

5 9.1 Facilitate and manage installation of shoreline erosion control measures.
P. 5-18

LOCATION:

1st Election District Ridge area off Alredale Road, just South of Ridge E.S. / St. Jerome's Point

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COMPLETE FEASIBILITY STUDY	1,073,436	1,073,436	0	0	0	0	0	0	0
PLANS & SPECIFICATIONS	0	0	0	0	0	0	0	0	0
LAND ACQUISITION/LERRD	8,580	8,580	0	0	0	0	0	0	0
CONSTRUCTION OF JETTIES	9,380,852	4,582,475	0	4,798,377	0	0	0	0	0
U.S. Treasury Payback	0	0	0	0	0	0	0	0	0
DMP SITE LEASE / CLOSE-OUT	575,000	125,000	0	0	0	0	0	0	450,000
TOTAL COSTS	11,037,868	5,789,491	0	4,798,377	0	0	0	0	450,000

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	2,507,577	563,371	0	479,838	1,014,368	0	0	0	450,000
LOCAL TRANSFER TAX	179,000	179,000	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS DESIGN	922,892	922,892	0	0	0	0	0	0	0
FEDERAL FUNDS CONSTRUCTION	7,428,399	4,124,228	0	4,318,539	(1,014,368)	0	0	0	0
TOTAL FUNDS	11,037,868	5,789,491	0	4,798,377	0	0	0	0	450,000

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
St. Jerome's Creek Jetties	MA-1101	Marine

OTHER BACKGROUND INFORMATION/COMMENTS:

Anticipated costs are as follows:

Phase	Total Cost	Federal Share	County Share	Comment(s)
Feasibility Study	\$100,000	\$100,000		Federally funded up to the first \$100K (NOT IN THIS PROJECT)
Bal of Study (MA0902)	\$559,000	\$279,500	\$279,500	Budgeted in MA0902 50/50 split
Bal of Study	\$108,000	\$54,000	\$54,000	Funded at 50% Fed / 50% County (MA1101)
Design	\$965,436	\$868,892	\$96,544	Funded at 90% Fed / 10% County (MA1101)
Note: The above design total includes \$400,000 of Prior Approval monies shown in the CIP				
Land (DMP)	\$133,580		\$133,580	LERRD and DMP site lease are County responsibilities
Construction	\$9,380,852	\$8,442,767	\$938,085	Normally funded at 90% Fed / 10% County (unless over \$10M cap)
Close-out	\$450,000		\$450,000	
Total Project	\$11,696,868	\$9,744,659	\$1,951,709	\$10M Federal cap on 90/10 share grants
Cost			\$1,014,368	U S Treasury 10% payback for Section 107 projects (plans /constr)
			\$2,966,077	Total County MA1101 / MA0902

Note: Jetties Project is managed and performed through ACoE. ACoE will invoice the County for amounts above the allowed \$10M at project completion. The eligible federal funding level limit was raised from \$7M to \$10M in FY2015 which will reduce the overall County funding share for the project by over \$1M

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

FY2018 funding shifted to FY2019. On November 22, 2016, DPW&T responded to a letter from the ACOE to the CSMC dated November 17, 2016 advised that the Corps is currently exploring and developing alternative plans to propose to the County. During the feasibility review, the cost benefit ratio was found to be below the implementation requirement of 1.0 and the updated cost estimate was found to be above the \$10M per project limit.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS & UTILITIES	0	0	0	0	0	0
FUEL AND OIL	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
St. Patrick Creek Maintenance Dredge	MA-1801	Marine

<p>DESCRIPTION: Federal Navigation Maintenance Dredge Project through the U.S. Army Corps of Engineers (ACOE). Design is expected to begin in FY2017.</p> <p>A. Staff performed field visit in Spring of 2010 as per request of Colton's Point Marina to verify severe shoaling of navigation channel.</p> <p>B. Army Corps of Engineers December 2009 Conditions survey confirmed field visit findings.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>PLANNING JUSTIFICATION: The Comprehensive Plan supports projects that are complimentary to water dependent recreational and access facilities. Army Corps of Engineers states that currently funding is unavailable through their Corps Navigation Program.</p> <p>COMPLIANCE WITH COMPREHENSIVE PLAN SECTION: 9.1.5 Encourage recreation oriented businesses. P. 9-10</p> <p>LOCATION: 7th Election District. Colton's Point</p>
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APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	140,000	0	140,000	0	0	0	0	0	0
DMP SITE LEASE	100,000	0	0	100,000	0	0	0	0	0
DREDGING	600,000	0	0	0	600,000	0	0	0	0
INSPECTION	0	0	0	0	0	0	0	0	0
DMP CLOSEOUT	100,000	0	0	0	0	100,000	0	0	0
MAINTENANCE FEE (10%)	0	0	0	0	0	0	0	0	0
TOTAL COSTS	940,000	0	140,000	100,000	600,000	100,000	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	100,000	0	0	0	0	100,000	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	100,000	0	0	100,000	0	0	0	0	0
FEDERAL FUNDS	740,000	0	140,000	0	600,000	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	940,000	0	140,000	100,000	600,000	100,000	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
St. Patrick Creek Maintenance Dredge	MA-1801	Marine

OTHER BACKGROUND INFORMATION/COMMENTS:
 Research shows that this creek is a Federal channel. On June 18, 2010, the ACOE provided a preliminary cost estimate based on their August 2009 conditions survey. Estimated cost of surveys, dredge, and DMP is \$740,000. On June 17, 2010, a meeting with community representatives was held to evaluate the possible project scope.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 In March 2016, the ACOE advised that funding had been secured for the engineering and design.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS & UTILITIES	0	0	0	0	0	0
FUEL AND OIL	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
South Sandgates Revetment	MA-1802	Marine

DESCRIPTION:

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.

- A. 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.
- B. Design, preparation of bid documents and inspection will be performed by the DPW&T with A/E support.
- C. 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.
- D. The Department of Natural Resources Shore Erosion Control Program may have funds available for non-structural shoreline erosion control projects on public lands. Projects chosen for EPA funding are eligible to receive 75% grants which must be matched by 25% local funding.
- E. MEMA funding will be pursued, possibly bundled with other sites (such as Ellis Road) to create a suitable benefit to cost ratio. If so, MEMA could fund the entire project via a Hazard Mitigation Grant at 75% federal and 25% local match. A DNR low interest loan is another source of potential funding.
- F. Project may be "bundled" with other similar projects (i.e., Ellis Road Revetment) in order to help secure funding and improve the cost benefit ratio.
- G. If the Benefit Cost Analysis (BCA) ratio is greater than 1.1, the project will be eligible for federal funding. This road is currently 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.

PLANNING JUSTIFICATION: Project is consistent with the Comprehensive Plan goals and with the Maryland Coastal Zone Management Program guidelines to preserve, protect, develop, restore and enhance the coastal zone for this and succeeding generations.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

5.9.1 Facilitate and manage installation of shoreline erosion control measures.
P. 5-18

LOCATION:

6th Election District. South Sandgates Road along the Patuxent River

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	20,000	0	20,000	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	116,000	0	0	116,000	0	0	0	0	0
INSPECTION	9,300	0	0	9,300	0	0	0	0	0
DMP SITE LEASE	0	0	0	0	0	0	0	0	0
CRITICAL AREA MITIGATION	15,000	0	0	15,000	0	0	0	0	0
TOTAL COSTS	160,300	0	20,000	140,300	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	160,300	0	20,000	140,300	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	160,300	0	20,000	140,300	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
South Sandgates Revetment	MA-1802	Marine

OTHER BACKGROUND INFORMATION/COMMENTS:
 Property ownership will be verified prior to Grant Application. A Corps of Engineers Permit and State Wetlands License must be obtained in FY2018. The U.S. Army Corps of Engineers (ACoE) estimates that for every \$1 spent to control erosion, as much as \$1.75 is returned to the economy in the form of improvements to water resources. A Shoreline Conditions Assessment was previously performed for the County shoreline. Interim repairs were conducted by County Highways Division in 2016.

The estimated project timeline is: design - 4 months; permitting - 6 months; and construction - 3 months.

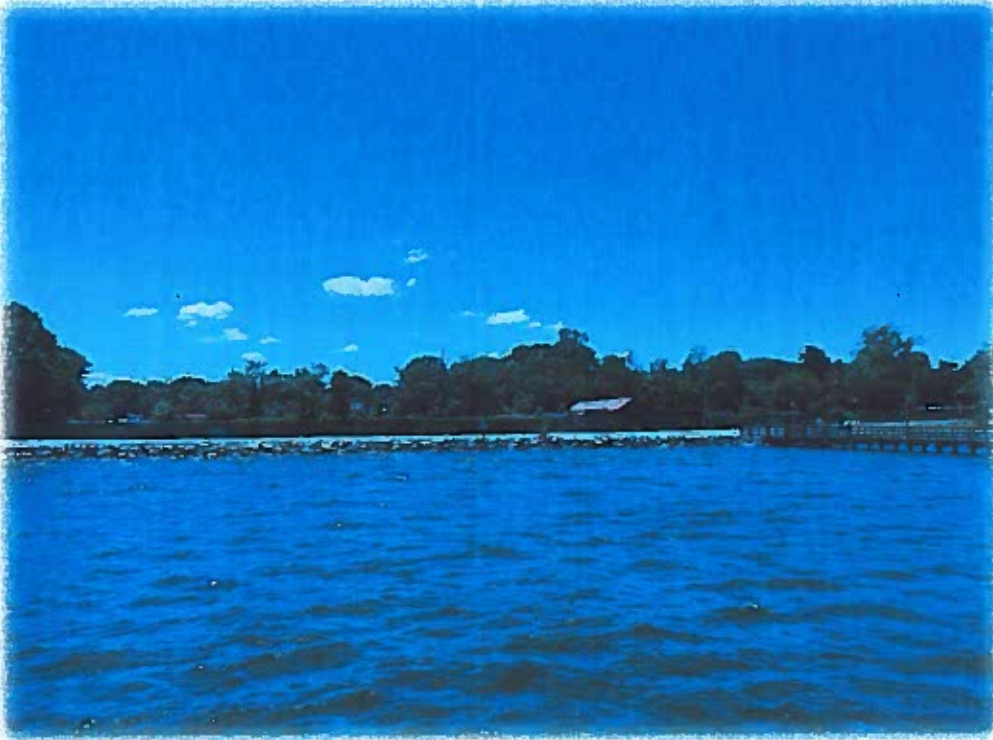
DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 New Project.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS & UTILITIES	0	0	0	0	0	0
FUEL AND OIL	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:



North Patuxent Beach Road Revetment



LAND CONSERVATION



CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Agriculture Land Preservation Programs	AP-1701	Land Conservation
DESCRIPTION:		
<p>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-1802.</p>		
PLANNING JUSTIFICATION:		
Chapter 3 of the Comprehensive plan.		
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:		
5.14.1 Preserve available agricultural and rural resource areas. P. 5-26		
LOCATION:		
Rural Preservation District		

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
EASEMENT ACQUISITION	19,366,728	3,018,131	1,115,202	3,046,679	3,046,679	3,046,679	3,046,679	3,046,679	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSULTING	0	0	0	0	0	0	0	0	0
INSPECTION	0	0	0	0	0	0	0	0	0
DIRECT VENDOR PAY	0	0	0	0	0	0	0	0	0
TOTAL COSTS	19,366,728	3,018,131	1,115,202	3,046,679	3,046,679	3,046,679	3,046,679	3,046,679	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
LOCAL TRANSFER TAX	1,200,000	200,000	0	200,000	200,000	200,000	200,000	200,000	0
RECORDATION TAX	2,715,202	400,000	315,202	400,000	400,000	400,000	400,000	400,000	0
TDR FEE-IN-LIEU	0	0	0	0	0	0	0	0	0
AG TAX	300,000	50,000	0	50,000	50,000	50,000	50,000	50,000	0
CIGARETTE RESTITUTION FUN	2,080,074	346,679	0	346,679	346,679	346,679	346,679	346,679	0
FOREST CONSERVATION FEES	271,452	21,452	0	50,000	50,000	50,000	50,000	50,000	0
STATE FUNDS	12,800,000	2,000,000	800,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	0
TOTAL FUNDS	19,366,728	3,018,131	1,115,202	3,046,679	3,046,679	3,046,679	3,046,679	3,046,679	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Agriculture Land Preservation Programs	AP-1701	Land Conservation

OTHER BACKGROUND INFORMATION/COMMENTS:

Land Preservation funding needs
 27 Easement Applications, consisting of 2500 acres, were submitted to the Maryland Agriculture Land Preservation Foundation (MALPF) Program for consideration on July 1, 2016. An estimated \$10,591,380 would be needed to cover the 27 applications submitted.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

MALPF has combined FY 2017 and FY2018 funding at the State level. In order for St. Mary's County to receive the maximum match from State funds, an additional \$315,202 is needed in addition to what was approved in the FY2017 project.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

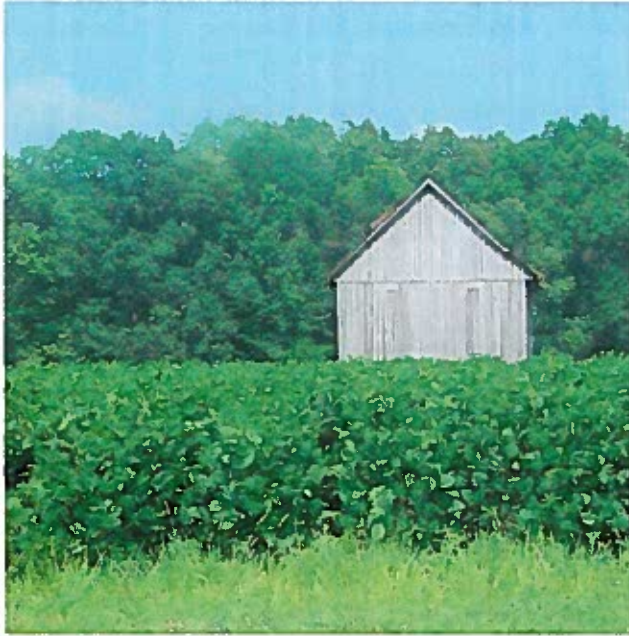
OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Rural Legacy Program	AP-1702	Land Conservation
DESCRIPTION:		
<p>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 & 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 also provides matching funds for the Maryland Agriculture Land Preservation Foundation Program through CIP AP-1701.</p>		
PLANNING JUSTIFICATION:		
Chapter 3 of the Comprehensive plan.		
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:		
5.14.1 Preserve available agricultural and rural resource areas. P. 5-26		
LOCATION:		
Rural Preservation District		

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
EASEMENT ACQUISITION	5,956,992	1,956,992	4,000,000	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSULTING	0	0	0	0	0	0	0	0	0
INSPECTION	0	0	0	0	0	0	0	0	0
DIRECT VENDOR PAY	0	0	0	0	0	0	0	0	0
TOTAL COSTS	5,956,992	1,956,992	4,000,000	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS									
LOCAL TRANSFER TAX	1,003,855	535,332	468,523	0	0	0	0	0	0
RECORDATION TAX	314,798	230,000	84,798	0	0	0	0	0	0
TDR FEE-IN-LIEU	0	0	0	0	0	0	0	0	0
AG TAX	50,000	0	50,000	0	0	0	0	0	0
CIGARETTE RESTITUTION FUN	1,538,339	1,191,660	346,679	0	0	0	0	0	0
FOREST CONSERVATION FEES	50,000	0	50,000	0	0	0	0	0	0
STATE FUNDS (DNR)	1,000,000	0	1,000,000	0	0	0	0	0	0
FEDERAL FUNDS (REPI)	2,000,000	0	2,000,000	0	0	0	0	0	0
TOTAL FUNDS	5,956,992	1,956,992	4,000,000	0	0	0	0	0	0



Hurry Road, Chaptico, MD

Great Mills, MD



CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Rural Legacy Program	AP-1702	Land Conservation

OTHER BACKGROUND INFORMATION/COMMENTS:

There are 2 co-sponsors working to administer the Rural Legacy Program in St. Mary's County Mattapanay Rural Legacy Area. These sponsors are the Patuxent Tide Water Land Trust (PTLT) and the Southern Maryland Resource Conservation and Development (RC&D) Board.

The Navy's Readiness Environmental Protection Integration (REPI) Program provides a 50% match for the value of easements in the Mattapanay Rural Legacy Area. In FY 2017, the Department of Natural Resources Rural Legacy Program awarded the co-sponsors \$1.13M in funding to be used in the Mattapanay Rural Legacy Area.

Patuxent Tidewater Land Trust and Southern Maryland Resource and Conservation Development applied for an expansion to the Mattapanay Rural Legacy Area to include larger properties near Webster Field. The Commissioners of St. Mary's County sent a letter of support for this expansion request. A decision on this expansion request is expected to be made in early 2017.

Applications for FY2018 funding consideration are due to the Maryland Department of Natural Resources, Rural Legacy Board by February 14, 2017. A grant award is anticipated to be made in the Fall of 2017. Based upon the applications being submitted, \$2M in County funding was requested by PTLT & RC&D to provide a match to REPI and DNR funds. This request includes properties in the proposed Mattapanay Rural Legacy Expansion Area.

PTLT			RC&D		
Property	Estimated Cost	Acres	Property	Estimated Cost	Acres
1	\$1,552,837.00	217.18	1	\$321,738.00	46.31
2	\$924,280.50	129.27	2	\$192,390.00	42.4
3	\$1,022,525.63	225.35	3	\$209,225.00	46.11
4	\$930,000.00	200	4	\$1,440,203.00	317.4
5	\$1,082,510.00	151.4	5	\$629,034.00	138.63
6	\$1,177,462.00	164.68	6	\$855,140.00	119.6
7	\$1,381,022.50	86.87		\$3,647,730.00	710.45
8	\$876,418.13	193.15			
9	\$383,872.50	84.6			
	\$9,330,928.25	1452.5			

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

St. Mary's County also utilizes matching funds through the Maryland Agriculture Land Preservation Foundation (MALPF) program. FY 2017 and FY 2018 funding at the state level for MALPF has been combined, this action is requiring St. Mary's County to only need \$315,202 in matching FY2018 funds to received it's full State allocation.

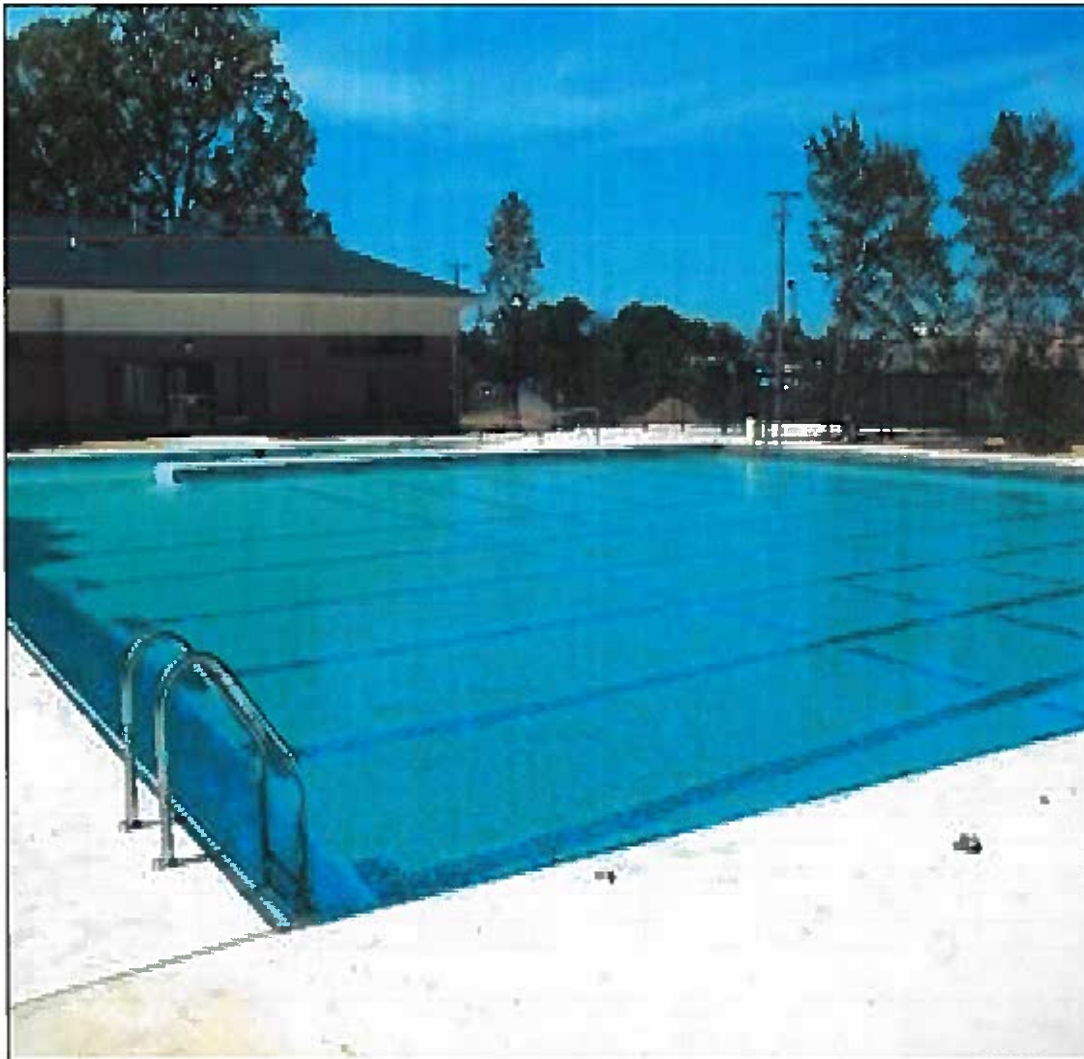
INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

RECREATION & PARKS



Great Mills Swimming Pool

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Leonardtown Park	RP-1202	Recreation and Parks

DESCRIPTION:

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&P. Funding is requested in FY2020 for park construction.

Anticipated Design Approvals - Fall 2019
 Anticipated Construction Start - Spring 2020
 Anticipated Project Completion - Spring 2021

PLANNING JUSTIFICATION:

The Comprehensive Plan addresses the need to "Create new and enhanced Parks and Recreation facilities" in Objective 10.2.2.D (page 10-5).

The project is also consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. Goal number 1 listed on Page III-2 of the Land Preservation, Parks and Recreation Plan (LPPRP): Create new and enhanced park and recreation facilities that link existing parks and communities, expand recreational opportunities and preserve environmental, aesthetic, and cultural quality. Table III-10 listed on Page III-19 of the document further identifies the project as a short-range development recommendation for FY2012 - 2016.

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

LOCATION:

3rd Election District
 Hollywood Road
 Leonardtown, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	221,754	221,754	0	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	2,450,160	408,246	0	0	2,041,914	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION / PROJ. MGMT	75,000	0	0	0	75,000	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT (Playground)	400,000	0	0	0	400,000	0	0	0	0
OTHER - REMEDIATION	150,000	150,000	0	0	0	0	0	0	0
TOTAL COSTS	3,296,914	780,000	0	0	2,516,914	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	2,166,572	417,122	0	0	1,749,450	0	0	0	0
LOCAL TRANSFER TAX	67,698	67,698	0	0	0	0	0	0	0
IMPACT FEES	165,180	65,180	0	0	100,000	0	0	0	0
GENERAL FUND TRANSFER	30,000	30,000	0	0	0	0	0	0	0
STATE FUNDS - Program Open Space	667,464	200,000	0	0	467,464	0	0	0	0
STATE FUNDS -Community Parks & Playgrounds	200,000	0	0	0	200,000	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	3,296,914	780,000	0	0	2,516,914	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Leonardtown Park	RP-1202	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

A concept plan for the property was developed and presented to the Commissioners of St. Mary's County and general public in Spring, 2009. The plan was developed through a charrette process involving representatives of the Public Schools, and County Government, as well as community stakeholders. This process identified recreational facilities as one of the needs that could be accommodated on the property. A synthetic turf field/stadium was included in the approved park master plan for the site. Funding is requested for natural turf fields only in this project; however, discussion about the feasibility of such a park facility is recommended in the future.

The Leonardtown Park project is currently on hold until the library/senior center design is finalized on the property.

A separate budget request may be included in the future for a Phase II to include two baseball/softball fields, tennis/pickleball courts, synthetic turf stadium and an off-leash dog park in the future out years for funding consideration.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Added \$200,000 in FY2020 (County funding) to cover additional cost for a playground (estimated cost \$400,000) and \$31,204 in Program Open Space funding.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	21,900	0
CONTRACTED SERVICES	0	0	0	0	7,500	0
SUPPLIES & MATERIALS	0	0	0	0	1,000	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	30,400	0

DISCUSSION OF OPERATING BUDGET IMPACT:

\$21,900 is requested for hourly staff for park maintenance (870 hrs.) and for a park attendant (842 hrs.) to open and close the restroom facility daily during the season; \$7,500 is requested for grass cutting; and \$1,000 is requested for park supplies and restroom paper products.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
St. Clement's Island Museum Renovations	RP-1401	Recreation and Parks

DESCRIPTION:
 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

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.

PLANNING JUSTIFICATION:
 The Comprehensive Plan addresses the need to "Create new and enhanced Parks and Recreation facilities" in Objective 10.2.2.D (page 10-5).
 The project is consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. Goal number 7 listed on Page III-2 of the Land Preservation, Parks and Recreation Plan (LPPRP): Preserve the County's natural, recreational, historical and cultural heritage in conjunction with economic and social well-being to maintain and enhance quality of life. The project is further identified on Page III-24 of the document.
 The project is also consistent with the Museum Division's Trustees Strategic Plan for FY2015 - FY2020 as well as in accordance with the American Alliance of Museums guidelines for "current best practices."

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

LOCATION:
 7th Election District
 38370 Point Breeze Road
 Colton's Point, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	75,000	30,000	0	45,000	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	1,203,985	2,485	0	120,000	870,500	0	211,000	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/PROJ. MGMNT.	101,500	0	0	16,500	70,000	0	15,000	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	4,000	0	0	0	0	0	4,000	0	0
OTHER - Plans and Exhibits	100,000	0	0	0	0	0	100,000	0	0
TOTAL COSTS	1,484,485	32,485	0	181,500	940,500	0	330,000	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	766,750	0	0	101,500	505,250	0	160,000	0	0
LOCAL TRANSFER TAX	32,485	32,485	0	0	0	0	0	0	0
IMPACT FEES	120,000	0	0	0	0	0	120,000	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS - MHAA and/or MHT	70,000	0	0	20,000	0	0	50,000	0	0
FEDERAL FUNDS - NPS	85,250	0	0	0	85,250	0	0	0	0
STATE - Bond Bill	410,000	0	0	60,000	350,000	0	0	0	0
TOTAL FUNDS	1,484,485	32,485	0	181,500	940,500	0	330,000	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
St. Clement's Island Museum Renovations	RP-1401	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

The St. Clement's Island Museum building is over twenty-five (25) years old. The design lacks adequate exhibit space and was not designed for practical public management or efficient use of staff.

At the request of some of the Colton's Point community, including individuals representing the Optimists, Museum Friends and the St. Clement's Hundred, a conceptual plan has been rendered to expand the St. Clement's Island Museum by an additional 1,850 square feet by adding a second floor to the current museum facility. Museum Board of Trustees and The Friends Board strongly support the planned renovations and exhibit enhancements. At this time, there is a very rough conceptual plan and is not ready for review. Additional considerations and plan modifications are being considered with the help of a second architect. To date, all architectural work has been volunteer. A conceptual plan will be presented to the Commissioners of St. Mary's County and Maryland Dept. of Natural Resources for approval prior to moving forward to developing full architecture plans.

The expansion and remodel will relocate staff offices, museum store and research center to the entry / exit end of the building better utilizing staff and creating enhanced visitor movement through open gallery spaces. The conceptual plan provides approximately 1,500 square feet of additional exhibit space on the new second floor.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Due to the vacant Museum Director position, recommend that the project be deferred one year from FY2018 to FY2019 for the preparation of the renovation of the St. Clement's Island Museum building (\$181,500). Move \$940,500 from FY2019 to FY2020 for construction and \$330,000 from FY2021 to FY2022 for new exhibit installation and overflow parking.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

None

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Park Land and Facility Acquisition	RP-1404	Recreation and Parks

DESCRIPTION:
 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 2005 and 2012 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.

PLANNING JUSTIFICATION:
 The Comprehensive Plan addresses the need to "Create new and enhanced Parks and Recreation facilities" in Objective 10.2.2.D (page 10-5).

 The project is also consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Advisory Board and consideration of identified needs in the context of State and County goals. Goal number 4 listed on Page III-2 of the Land Preservation, Parks and Recreation Plan (LPPRP): Acquire additional land to accommodate future facilities. Table III-10 listed on Page III-19 of the document further identifies the project as a mid-range land acquisition and development recommendation for FY2017 - FY2021 and a long-range acquisition and development recommendation for FY2022 and beyond.

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

LOCATION:
 3rd Election District.
 Leonardtown area

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	0	0	0	0	0	0	0	0	0
LAND ACQUISITION	1,290,293	318,412	254,381	143,500	143,500	143,500	143,500	143,500	0
CONSTRUCTION	0	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER- Master Plan	0	0	0	0	0	0	0	0	0
TOTAL COSTS	1,290,293	318,412	254,381	143,500	143,500	143,500	143,500	143,500	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	7,950	0	7,950	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS-Program Open Space	1,282,343	318,412	246,431	143,500	143,500	143,500	143,500	143,500	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	1,290,293	318,412	254,381	143,500	143,500	143,500	143,500	143,500	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Park Land and Facility Acquisition	RP-1404	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

The County gets funding from MD's Program Open Space (POS) to buy park land and help develop parks. The program is funded by a State property transfer tax. Land acquisition goals are established based on a State formula and are identified in the County's Land Preservation, Parks and Recreation Plan. 50% of the local POS allocation can only be used to buy park land. The other 50% can be used either for acquisition or park development. If State acquisition goals have been met, 75% of the allocation can be used for park development. St. Mary's is well below the park land goals established by State formula.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Added \$7,950 in County funding (FY2018) for appraisals on a potential property acquisition back in 2009 that the County decided not to pursue. Added \$102,931 in State funding (FY2018) to reflect the recent FY2018 Program Open Space Local Share Apportionments notification letter received from Maryland Department of Natural Resources on April 25, 2017 (original estimated amount for State funding was \$143,500).

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

No impact until a park, public landing, or recreation facility is developed and opened.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Three Notch Trail - Phase Seven	RP-1501	Recreation and Parks

DESCRIPTION:

Phase Seven: Wildewood to Hollywood (4 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 Road. Funding in FY2018 for potential easements and acquisition and FY2019 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 - Summer 2018

Anticipated Construction Start - Spring 2019

Anticipated Project Completion - Summer 2020

PLANNING JUSTIFICATION:

The Comprehensive Plan addresses the need for a bicycle plan in section 11.5 (Bicycle and Pedestrian Accommodations) including a goal to "provide expanded pedestrian and bicycle recreational and transportation opportunities (section 11.5.3)." The Comprehensive Plan also indicates the County should "provide sidewalks, walking paths, and bike paths and lanes as requirements of road systems and to connect other public and private sites (page 11-10).

The project is consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. Table III-10 listed on Page III-19 of the Land Preservation, Parks and Recreation Plan (LPPRP) further identifies the project as a short-term facility development recommendation for FY2012 - FY2016 and beyond to FY2022, if needed to complete.

The project is also consistent with the 2005 Lexington Park Development District Master Plan (page 84) and the 2006 St. Mary's County Transportation Plan (page 80). Finally, the Southern Maryland Regional Trail and Bikeway System Study (June 2001) recommends developing the Three Notch Trail as one of the regions top trails priorities. This plan was adopted by the Commissioners of St. Mary's County in 2001.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

11.5.3.A Provide expanded pedestrian and bicycle recreational and transportation opportunities. P. 11-10

LOCATION:

Parallel to Route 235 and Route 5

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	246,248	246,248	0	0	0	0	0	0	0
LAND ACQUISITION	100,000	0	100,000	0	0	0	0	0	0
CONSTRUCTION	3,768,000	0	0	3,768,000	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/PROJ. MGMNT.	81,000	0	0	81,000	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER: SIGNAGE/LANDSCAPING	51,000	0	0	51,000	0	0	0	0	0
TOTAL COSTS	4,246,248	246,248	100,000	3,900,000	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	550,000	0	0	550,000	0	0	0	0	0
LOCAL TRANSFER TAX	9,765	9,765	0	0	0	0	0	0	0
IMPACT FEES	302,320	82,320	100,000	120,000	0	0	0	0	0
GENERAL FUND TRANSFER	61,040	61,040	0	0	0	0	0	0	0
STATE FUNDS - POS	203,123	93,123	0	110,000	0	0	0	0	0
FEDERAL FUNDS - TAP	3,120,000	0	0	3,120,000	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	4,246,248	246,248	100,000	3,900,000	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION						
Three Notch Trail - Phase Seven	RP-1501	Recreation and Parks						
<p>Phases Seven through Nine of the Trail will be constructed on a relocated right of way between Wildewood and Laurel Grove. Much of the former rail road right of way was lost in this area due to the widening of Rt. 235 in the 1970's - 80's. As a result of this, and in cooperation with the County, SMECO acquired an alternate right of way to serve as a utility corridor. Electric lines are currently located within this 100' wide right of way but SMECO is supportive of using the alternate right of way for construction of the trail. SMECO owns most of the right of way in fee simple; however, there are at least a dozen instances where SMECO only has a utility easement agreement with the property owner. This will likely result in the County having to negotiate separate easement agreements with those property owners for the trail which may require financial compensation.</p>								
<p>Non-County Funding Sources:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="text-align: right;">FY2019</td> </tr> <tr> <td>TAP</td> <td style="text-align: right;">\$3,120,000</td> </tr> <tr> <td>Program Open Space (POS)</td> <td style="text-align: right;">\$110,000</td> </tr> </table>				FY2019	TAP	\$3,120,000	Program Open Space (POS)	\$110,000
	FY2019							
TAP	\$3,120,000							
Program Open Space (POS)	\$110,000							
<p>DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:</p> <p>Added \$100,000 in County funding for possible easements and acquisition in FY2018. Defer construction to FY2019 to enable completion of the design and negotiations of possible easement agreements. Removed Maryland Bikeways, MHAA and National Rec Trails funding sources for construction (\$810,000) from the project, increased Program Open Space by \$20,000 and increased Transportation Alternatives Program funding by \$1,318,000 in FY2019 to reflect new federal guidelines. The overall project cost increased by \$628,000 over FY2017 approved plan due to better estimates after the completion of the concept plan. Transportation Alternatives Program will reimburse 80% of the project's total estimated cost (excluding design and engineering) with a required match of 20%.</p>								

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	7,050	7,050	0
CONTRACTED SERVICES	0	0	0	1,020	1,360	0
SUPPLIES & MATERIALS	0	0	0	500	750	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	8,570	9,160	0

<p>DISCUSSION OF OPERATING BUDGET IMPACT:</p> <p>\$14,010 is requested for a hourly 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.</p>
<p>OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:</p> <p>None</p>

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Elms Beach Park Improvements	RP-1601	Recreation and Parks

DESCRIPTION:

This project addresses needed facility improvements at Elms Beach Park. Elms Beach is a beautiful, 80-acre waterfront park on the Chesapeake Bay which provides access to the water, a sandy beach, a playground, picnic pavilion, and trails. It is a heavily used park for family picnics but is limited by inadequate parking and the lack of suitable restroom facilities (porta johns are used). Additional parking, public restrooms, and picnic areas would be provided through this project. Funding in FY2016 was used to develop a park master plan, design and engineering in FY2019 and construction in FY2021.

Anticipated Master Plan Adoption - Spring 2017

Anticipated Design Approvals - Spring 2020

Anticipated Construction Start - Spring 2021

Anticipated Project Completion - Summer 2022

PLANNING JUSTIFICATION:

The Comprehensive Plan addresses the need to "Create new and enhanced Parks and Recreation facilities" in Objective 10.2.2.D (page 10-5).

The project is also consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. Goal number 1 listed on Page III-2 of the Land Preservation, Parks and Recreation Plan (LPPRP): Create new and enhanced park and recreation facilities that link existing parks and communities, expand recreational opportunities and preserve environmental, aesthetic, and cultural quality. Table III-10 listed on Page III-19 of the document further identifies the project as a short-range development recommendation for FY2012 - 2016 and a mid-range development recommendation for FY2017 - FY2021.

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

LOCATION:

1st Election District.
49300 St. James Church Road
Lexington Park, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	200,000	0	0	200,000	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	960,000	0	0	0	0	960,000	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/PROJ MGMT	25,000	0	0	0	0	25,000	0	0	0
UTILITIES	25,000	0	0	0	0	25,000	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Master Plan	75,000	75,000	0	0	0	0	0	0	0
TOTAL COSTS	1,285,000	75,000	0	200,000	0	1,010,000	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	760,000	50,000	0	200,000	0	510,000	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	25,000	25,000	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	500,000	0	0	0	0	500,000	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	1,285,000	75,000	0	200,000	0	1,010,000	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Elms Beach Park Improvements	RP-1601	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

Elms Beach Park is located south of Lexington Park on the Chesapeake Bay. It is part of 476 acres leased to the County for environmental education and recreation. The County lease area is part of a 1,020 acre Elms parcel acquired by the State in 1974 for a future power plant site. The lease runs through 2029. The Board of Education runs the Elms Environmental Education Center within the County lease area while the Department of Natural Resources oversees hunting and forestry management on the other 544 acres. There is an 80 acre bow hunting site within the County lease area managed by R&P. Elms Beach is one of only two County waterfront parks of significant size (the other is Myrtle Point Nature Park). Usage of Elms Beach has increased significantly over the past few years and adequate facilities need to be provided to meet this usage.

Received an email from NPS staff in February, 2017 advising of no potential funding for this project due to NPS operating on a Continuing Resolution until the Federal Government passes a budget. However, it remains their goal to work with SMC to enhance public access to the Chesapeake Bay in the future once NPS is able to add any additional projects for potential funding.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Moved design and engineering out one year to FY2019 and increased county funding by \$100,000. Additionally, moved construction to FY2021.

INCREMENTAL OPERATING COSTS

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	12,850
CONTRACTED SERVICES	0	0	0	0	0	1,000
SUPPLIES & MATERIALS	0	0	0	0	0	1,400
UTILITIES	0	0	0	0	0	1,200
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	16,450

DISCUSSION OF OPERATING BUDGET IMPACT:

\$12,850 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.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None.

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Chaptico Park - Phased Development	RP-1704	Recreation and Parks

<p>DESCRIPTION: 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 FY2019.</p> <p>Anticipated Design Approvals - April 1, 2018 Anticipated Construction Start - December 1, 2018 Anticipated Project Completion - December 1, 2019</p> <p>PLANNING JUSTIFICATION: The Comprehensive Plan addresses the need to "Create new and enhanced Parks and Recreation facilities" in Objective 10.2.2D (page 10-5).</p> <p>The project is also consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. Goal number 1 listed on Page III-2 of the Land Preservation, Parks and Recreation Plan (LPPRP): Create new and enhanced park and recreation facilities that link existing parks and communities, expand recreational opportunities and preserve environmental, aesthetic, and cultural quality. Table III-10 listed on Page III-19 further identifies the project as a short-range development recommendation for FY2012 - 2016 and a mid-range development recommendation for FY2017 - FY2021.</p> <p>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</p> <p>LOCATION: 4th Election District 26600 Budd's Creek Road Mechanicsville, MD</p>
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APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	175,000	175,000	0	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	1,586,500	0	0	1,586,500	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/PROJ. MGMNT.	50,000	0	0	50,000	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT - Picnic Tables	30,000	0	0	30,000	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	1,841,500	175,000	0	1,666,500	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	1,576,500	0	0	1,576,500	0	0	0	0	0
LOCAL TRANSFER TAX	175,000	175,000	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS - POS	90,000	0	0	90,000	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	1,841,500	175,000	0	1,666,500	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Chaptico Park - Phased Development	RP-1704	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

Chaptico Park opened in the spring of 2005. Phase I included nine game fields and practice areas for soccer and lacrosse; a restroom and concession facility; paved roadway and parking areas. A BMX bicycle track was constructed and is operated by a private, non-profit group, Southern Maryland BMX. A playground was constructed in 2006. The parking area was expanded in FY2009. There are an estimated 5,000 people using the park each week during the spring and fall.

Additional amenities including multi-purpose fields, a tot lot and equestrian / nature trails for this park will be included in a separate Capital Plan in the future out years for funding consideration.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

FY2019 increase of \$151,500 in County funding is based on prior construction cost of other similar capital projects.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	11,600	0	0	0
SUPPLIES & MATERIALS	0	0	750	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	12,350	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Additional funds will be needed for grass cutting (contracted services); portable toilets and supplies and materials.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Recreation Facilities and Park Improvements	RP-1803	Recreation and Parks

DESCRIPTION:

This project addresses capital improvements at existing recreation facilities and parks. This includes constructing new/replacement playgrounds at various parks; installing new lighting systems at various parks; asphalt overlay and renovations of park walkways; installing an air conditioning system at the Margaret Brent Recreation Center; renovate bathroom buildings at various parks; tennis court rehabilitation, installation of a flashing beacon light at TNT crossing at Baptist Church Road; HVAC unit at Nicolet Skate Park; construct pickleball courts and renovate basketball courts.

FY2018: Install an air conditioning system at Margaret Brent Recreation Center - \$100,000; renovate restroom buildings at Dorsey, Fifth District, Cecil and Cardinal Gibbons Parks - \$100,000 (\$25,000 each); asphalt overlay and renovations of park walkways - \$98,000; construct new playground at Fifth District Park - \$200,000; install new lighting system for multi-purpose athletic field #5 at Lancaster Park - \$300,000; flashing beacon light on the Three Notch Trail crossing at Baptist Church Road - \$65,000; pickleball courts at Chancellor's Run Regional Park - \$225,000; installation of well, irrigation system and Bermuda grass on football field at Dorsey Park - \$104,550; replace HVAC unit at Nicolet Park Skate Park - \$6,000; renovate two double basketball courts at Lancaster and Nicolet Parks - \$116,000 and replace announcer's booth at Fifth District Park lighted football field - \$25,000.

FY2019: Install new lighting system for multi-purpose athletic fields at 5th District Park - \$300,000; replace playground at Wicomico Shores Public Landing - \$60,000; asphalt existing gravel road at St. Clement's Shores Park - \$66,000; replacement of tennis court lights at Town Creek - \$100,000; paving of road, parking lot and sidewalks around the USCT Interpretive Center - \$50,000 and renovate tennis courts and replace fencing around courts at Town Creek and Cardinal Gibbons Parks - \$142,000.

FY2020: Install new lighting system for multi-purpose athletic fields at Lancaster Park - \$300,000; replace pavilion roofs at Cecil, Dorsey, Elms and 5th District Parks - \$40,000; paving park roads and parking areas - \$30,000 and replace playgrounds at Dorsey, Town Creek and St. Andrews Parks - \$300,000.

FY2021: Replace shingle roofs on the restroom and concession buildings at Lancaster Park - \$10,000 and replace playground at John G. Lancaster Park - \$200,000.

FY2022: Replace playgrounds at Baggett and Cardinal Gibbons Parks - \$300,000

PLANNING JUSTIFICATION:

The Comprehensive Plan addresses the need to "Create new and enhanced Parks and Recreation facilities" in Objective 10.2.2.D (page 10-5). The project is consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. Goal number 1 listed on Page III-2 of the Land Preservation, Parks and Recreation Plan (LPPRP): Create new and enhanced park and recreation facilities that link existing parks and communities, expand recreational opportunities and preserve environmental, aesthetic, and cultural quality. Table III-10 listed on Page III-19 of the document further identifies the project as a short-range rehab recommendation for FY2012 - 2016, a mid-range rehab recommendation for FY2017 - FY2021 and a long-range rehab recommendation for FY2022 and beyond.

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

LOCATION:

Various locations throughout the County

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
PARK IMPROVEMENTS & FENCING	175,000	0	125,000	0	40,000	10,000	0	0	0
REC. CENTER IMPROVEMENTS	100,000	0	100,000	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
IRRIGATION / BERMUDA GRASS	104,550	0	104,550	0	0	0	0	0	0
HVAC - NICOLET SKATEPARK	6,000	0	6,000	0	0	0	0	0	0
CHARLOTTE HALL SCHOOLHOUSE	0	0	0	0	0	0	0	0	0
COURT REFURBISHING	358,000	0	116,000	242,000	0	0	0	0	0
BALLFIELD LIGHTING	900,000	0	300,000	300,000	300,000	0	0	0	0
PICKLEBALL COURTS	225,000	0	225,000	0	0	0	0	0	0
PLAYGROUNDS	1,060,000	0	200,000	60,000	300,000	200,000	300,000	0	0
PARK ROADS & WALKWAYS	244,000	0	98,000	116,000	30,000	0	0	0	0
EQUIPMENT	65,000	0	65,000	0	0	0	0	0	0
TOTAL COSTS	3,237,550	0	1,339,550	718,000	670,000	210,000	300,000	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	2,165,119	0	1,093,119	192,000	670,000	210,000	0	0	0
LOCAL TRANSFER TAX	826,000	0	0	526,000	0	0	300,000	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	246,431	0	246,431	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	3,237,550	0	1,339,550	718,000	670,000	210,000	300,000	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Recreation Facilities and Park Improvements	RP-1803	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

N/A

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Added \$471,050 in County funding for new initiatives to include well, irrigation system and Bermuda grass on football field at Dorsey Park, HVAC unit at the Nicolet Skate Park, asphalt overlay and renovations of park walkways at various locations, flashing beacon light, pickleball courts and renovation of basketball courts in FY2018, \$246,431 in Program Open Space funding in FY2018 to reflect the FY2018 Program Open Space Local Share Apportionments notification letter from Maryland Department of Natural Resources for development. Originally, indicated \$143,500 as an estimated allocation for State funding, however the actual amount is \$246,431 resulting in an increase in State funding and a decrease in County Bonds by \$102,931. \$192,000 in new County funding in FY2019 for renovation of tennis courts and renovate the road, parking lot and sidewalks around the USCT Interpretive Center and \$30,000 in FY2020 for asphalt overlay and renovation of park walkways and portions of the Three Notch Trail.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES (Grass Cutting)	0	2,500	0	0	0	0
SUPPLIES & MATERIALS	0	3,300	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items) - Irrigation	0	1,000	0	0	0	0
TOTAL COSTS	0	6,800	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Electric costs for operating new athletic field lights and air conditioning system at Margaret Brent Rec Center will be paid from user fees and administered through the Enterprise Fund.

\$6,800 in FY2019 is needed for extra grass cutting, fertilizer, weed control and irrigation to maintain the Bermuda grass on the football field at Dorsey Park.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Sports Complex	RP-1904	Recreation and Parks

DESCRIPTION:

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 FY2021, Phase I construction in FY2023 and Phase II construction in FY2025.

PLANNING JUSTIFICATION:

The Comprehensive Plan addresses the need to "Create new and enhanced Parks and Recreation facilities" in Objective 10 2.2.D (page 10-5).

The project is also consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. The project is further identified on Page III-23 of the Land Preservation, Parks and Recreation Plan (LPPRP).

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 quality. P. 10-5

LOCATION:

3rd or 8th Election District
Leonardtown or California, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ENGINEERING/SURVEY	445,000	0	0	70,000	0	375,000	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION/SITWORK	9,250,000	0	0	0	0	0	0	6,937,500	2,312,500
CONSTRUCTION MANAGEMENT	230,000	0	0	0	0	0	0	172,500	57,500
FURNITURE & EQUIPMENT (IT)	100,000	0	0	0	0	0	0	0	100,000
OTHER - Contingency	925,000	0	0	0	0	0	0	693,750	231,250
TOTAL COSTS	10,950,000	0	0	70,000	0	375,000	0	7,803,750	2,701,250

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	8,500,000	0	0	70,000	0	225,000	0	6,303,750	1,901,250
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS (Program Open Space)	450,000	0	0	0	0	150,000	0	0	300,000
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES (Private Partnership)	2,000,000	0	0	0	0	0	0	1,500,000	500,000
TOTAL FUNDS	10,950,000	0	0	70,000	0	375,000	0	7,803,750	2,701,250

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Sports Complex	RP-1904	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

Synthetic Sports Turf or Bermuda Grass playing surfaces with irrigation should be installed to maximize the number of playing dates and minimize the cancellations due to inclement weather. Additionally, field lighting systems should be incorporated into the project to maximize the number of games to be played on each field per day.

Public/Private partnerships could be considered with this project.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

No changes from the FY2017 approved budget/plan.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

None.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None.

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Central County Park	RP-2004	Recreation and Parks

DESCRIPTION:

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.

PLANNING JUSTIFICATION:

The Comprehensive Plan addresses the need to "Create new and enhanced Parks and Recreation facilities" in Objective 10.2.2.D (page 10-5).

The project is also consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. Goal number 1 listed on Page III-2 of the Land Preservation, Parks and Recreation Plan (LPPRP): Create new and enhanced park and recreation facilities that link existing parks and communities, expand recreational opportunities and preserve environmental, aesthetic, and cultural quality. Table III-10 listed on Page III-19 of the document further identifies the project as a mid-range development recommendation for FY2017 - FY2021.

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

LOCATION:

8th Election District.
Indian Bridge Road
California, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	350,000	0	0	0	350,000	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	3,270,000	0	0	0	0	0	0	3,270,000	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/PROJ. MGMT.	80,000	0	0	0	0	0	0	80,000	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT - Picnic Tables, etc.	60,000	0	0	0	0	0	0	60,000	0
OTHER	0	0	0	0	0	0	0	0	0
TOTAL COSTS	3,760,000	0	0	0	350,000	0	0	3,410,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	3,410,000	0	0	0	300,000	0	0	3,110,000	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	140,000	0	0	0	20,000	0	0	120,000	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS - POS	210,000	0	0	0	30,000	0	0	180,000	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	3,760,000	0	0	0	350,000	0	0	3,410,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Central County Park	RP-2004	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

Lacrosse and Youth Football Leagues and the continued growth of other leagues have created a significant shortfall of playing fields in the central part of the county.

A separate budget request will be included in the Capital Plan to include a playground, baseball fields and basketball courts in the future out years for funding consideration.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Additional \$125,000 in County funding is requested in FY2020. The increase is based on prior experience with design cost of other capital projects with similar scope of work.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

No budgetary impact until the park is constructed.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None.

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Myrtle Point Park	RP-2005	Recreation and Parks

DESCRIPTION:

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.

PLANNING JUSTIFICATION:

The Comprehensive Plan addresses the need to "Create new and enhanced Parks and Recreation facilities" in Objective 10.2.2.D (page 10-5).

The project is also consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. Goal number 1 listed on Page III-2 of the Land Preservation, Parks and Recreation Plan (LPPRP): Create new and enhanced park and recreation facilities that link existing parks and communities, expand recreational opportunities and preserve environmental, aesthetic, and cultural quality. Table III-10 listed on page III-19 further identifies the project as a long-range development recommendation for FY2022 and beyond.

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

LOCATION:

8th Election District
24050 Patuxent Boulevard
California, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	275,000	0	0	0	275,000	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	2,432,500	0	0	0	0	0	2,432,500	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/PROJ. MGMNT.	80,000	0	0	0	0	0	80,000	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT - Picnic Tables	7,500	0	0	0	0	0	7,500	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	2,795,000	0	0	0	275,000	0	2,520,000	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	2,270,000	0	0	0	0	0	2,270,000	0	0
LOCAL TRANSFER TAX	275,000	0	0	0	275,000	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS -POS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	250,000	0	0	0	0	0	250,000	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	2,795,000	0	0	0	275,000	0	2,520,000	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Myrtle Point Park	RP-2005	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

The master plan adopted by the Commissioners of St. Mary's County for Myrtle Point Park was the result of considerable community involvement including a public workshop in the winter 2005. The plan was strongly supported by the Friends of Myrtle Point Park and was unanimously recommended by the Recreation and Parks Citizen Advisory Board.

A separate budget request will be included in the Capital Plan for a Nature and Heritage Center and a small amphitheater in the future out years for funding consideration.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Added \$125,000 in FY2020 (County funding) based on prior experience with design cost of other similar capital projects.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

No budgetary impact until the park is constructed.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None.

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Three Notch Trail - Phase Eight	RP-2104	Recreation and Parks

DESCRIPTION:
 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.

PLANNING JUSTIFICATION:
 The Comprehensive Plan addresses the need for a bicycle plan in section 11.5 (Bicycle and Pedestrian Accommodations) including a goal to "provide expanded pedestrian and bicycle recreational and transportation opportunities (section 11.5.3)." The Comprehensive Plan also indicates the County should "provide sidewalks, walking paths, and bike paths and lanes as requirements of road systems and to connect other public and private sites (page 11-10).

The project is consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. Goal number 9 listed on Page III-2 of the Land Preservation, Parks and Recreation Plan (LPPRP): Make use of the greenways and open spaces for passive outdoor recreation and pedestrian connections to enhance quality of life in growth areas. The project is further identified on Page III-24 of the document.

The project is also consistent with the 2006 St. Mary's County Transportation Plan (page 80). Finally, the Southern Maryland Regional Trail and Bikeway System Study (June 2001) recommends developing the Three Notch Trail as one of the regions top trails priorities. This plan was adopted by the Commissioners of St. Mary's County in 2001.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:
 11.5.3.A Provide expanded pedestrian and bicycle recreational and transportation opportunities. P. 11-10

LOCATION:
 MD 245 Hollywood Road to Friendship School Road

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	350,000	0	0	0	0	350,000	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	4,191,100	0	0	0	0	0	0	4,191,100	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/PROJ. MGMNT.	90,000	0	0	0	0	0	0	90,000	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER: SIGNAGE/LANDSCAPING	60,000	0	0	0	0	0	0	60,000	0
TOTAL COSTS	4,691,100	0	0	0	0	350,000	0	4,341,100	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	1,098,220	0	0	0	0	230,000	0	868,220	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	120,000	0	0	0	0	120,000	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS - TAP	3,472,880	0	0	0	0	0	0	3,472,880	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	4,691,100	0	0	0	0	350,000	0	4,341,100	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION				
Three Notch Trail - Phase Eight	RP-2104	Recreation and Parks				
OTHER BACKGROUND INFORMATION/COMMENTS:						
<p>Phases Seven through Nine of the Trail will be constructed on a relocated right of way between Wildewood and Laurel Grove. Much of the former rail road right of way was lost in this area due to the widening of Rt. 235 in the 1970's - 80's. As a result of this, and in cooperation with the County, SMECO acquired an alternate right of way to serve as a utility corridor. Electric lines are currently located within this 100' wide right of way but SMECO is supportive of using the alternate right of way for construction of the trail. SMECO owns most of the right of way in fee simple; however, there are at least a dozen instances where SMECO only has a utility easement agreement with the property owner. This will likely result in the County having to negotiate separate easement agreements with those property owners for the trail which may require financial compensation. That will be determined during the preliminary design phase of this section of the trail.</p> <p>No funds have been identified at this time for acquiring easements.</p> <p><u>Non-County Funding Sources:</u></p> <table style="margin-left: 20px;"> <tr> <td></td> <td style="text-align: right;">FY2023</td> </tr> <tr> <td>Transportation Alternatives Program</td> <td style="text-align: right;">\$ 3,472,880</td> </tr> </table>				FY2023	Transportation Alternatives Program	\$ 3,472,880
	FY2023					
Transportation Alternatives Program	\$ 3,472,880					
DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:						
<p>Removed \$855,000 in MHAA, POS, Maryland Bikeways and National Rec Trails funding in FY2021 and FY2023. Increased County funding in FY2021 by \$239,500. Decreased County funding in FY2023 by \$90,380 and increased Transportation Alternatives Program funding by \$1,548,780. Under the new federal guidelines, TAP will now fund 80% of the project's total estimated cost (excluding design and engineering). There is a 20% required match. The overall design and construction costs increased by \$842,900 over the FY2017 approved plan due to better estimates.</p>						

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

<p>DISCUSSION OF OPERATING BUDGET IMPACT:</p> <p>No budgetary impact until the trail is constructed.</p>
<p>OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:</p> <p>None</p>

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Shannon Farm Property	RP-2105	Recreation and Parks

DESCRIPTION:

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 FY2021, design and engineering in FY2022 and development in FY2024.

PLANNING JUSTIFICATION:

The 2012 approved Land Preservation, Parks and Recreation Plan indicates there is a demand for additional places for shoreline activities. Table III-8 St. Mary's County Summary Needs Report, listed on Page III-17 of the document, indicates a deficit of seven miles of shoreline in 2010, and a deficit of twelve miles in 2022, for shoreline activities such as walking, fishing and swimming.

The County's goals and objectives for recreation and parks are set forth in the Public Facilities element of 2010 Comprehensive Plan, (Chapter 10). Goal number 8: Maintain a county-wide network of open space including large blocks of forest and wetlands. Provide additional public open space and recreation lands, particularly active parks, in the near development districts. Make use of greenways and open spaces for passive outdoor recreation and pedestrian connections to enhance quality of life in growth areas. Vision 6 of the 2010 Comprehensive Plan: Economic growth is encouraged and regulatory mechanisms are streamlined, under subpart A - the comprehensive plan stresses the importance of a "strategic partnership" with the U.S. Navy that includes a signed MOU on encroachment mitigation and prevention. Goal number 3 listed on Page III-2 of the Land Preservation, Parks and Recreation Plan (LPPRP): Accommodate and promote fishing, boating, sailing and other water-oriented recreational activities. Provide adequate public access to the waterfront, rivers and bay through the purchase and maintenance of public landings as well as developed and natural waterfront parks.

State Planning Visions listed on Page II-9 of the Land Preservation, Parks and Recreation Plan (LPPRP): Number 9 - Environmental protection, land and water resources, including Chesapeake and coastal bays, are carefully managed to restore and maintain healthy air and water, natural systems, and living resources.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

10 22 D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5

The County's goals and objectives for recreation and parks are set forth in the Public Facilities element of 2010 Comprehensive Plan (Chapter 10). Goal number 8: Maintain a county-wide network of open space including large blocks of forest and wetlands. Provide additional public open space and recreation lands, particularly active parks, in the near development districts. Make use of greenways and open spaces for passive outdoor recreation and pedestrian connections to enhance quality of life in growth areas. Vision 6 of the 2010 Comprehensive Plan: Economic growth is encouraged and regulatory mechanisms are streamlined, under subpart A - the comprehensive plan stresses the importance of a "strategic partnership" with the U.S. Navy that includes a signed MOU on encroachment mitigation and prevention.

LOCATION:

8th Election District
48055 Long Lane
Lexington Park, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	150,000	0	0	0	0	0	150,000	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	2,280,000	0	0	0	0	0	0	0	2,280,000
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION/PROJ. MGMNT.	80,000	0	0	0	0	0	0	0	80,000
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT - Picnic Tables, etc.	0	0	0	0	0	0	0	0	0
OTHER - Master Plan	75,000	0	0	0	0	75,000	0	0	0
TOTAL COSTS	2,585,000	0	0	0	0	75,000	150,000	0	2,360,000

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	2,585,000	0	0	0	0	75,000	150,000	0	2,360,000
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS -MHA	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	2,585,000	0	0	0	0	75,000	150,000	0	2,360,000

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Shannon Farm Property	RP-2105	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

The purchase of the 212+ acre property in November, 2014 (\$4M including incidentals) was a partnership between the Navy, Maryland Department of Natural Resources and St. Mary's County. The Conservation Fund transferred the property to St. Mary's County to provide additional passive recreational and waterfront activities. In addition to addressing the County's shortfall for additional places for recreational and shoreline activities, this acquisition is also a top priority of the County, State and Federal Governments to protect the Patuxent River Naval Air Station from future encroachments from development. The property is subject to a perpetual conservation easement as agreed upon by the U.S. Navy, State of Maryland and St. Mary's County.

The property is in the County's Air Installation Compatibility Use Zone (AICUZ) and as such is of vital importance to the County, State and Federal Governments to protect the Navy's interests at Patuxent River Naval Air Station. The entire property is within the PUD zoning district and could have been developed which would have posed a significant threat to the future of the Naval Air Station. The threat was diminished by the County's acquisition of the property.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Added \$25,000 in FY2021 for a Master Plan; \$50,000 in FY2022 for design and engineering; and \$360,000 in FY2024 for construction (County funding). These increases are based on prior experience with design and construction costs of other capital projects with similar scope of work.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

No operating budget impact until developed.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Recreation / Community Center	RP-2204	Recreation and Parks

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 FY2024.

PLANNING JUSTIFICATION:

The Comprehensive Plan addresses the need to "Create new and enhanced Parks and Recreation facilities" in Objective 10.2.2.D (page 10-5)

The project is also consistent with the 2012 Land Preservation, Parks and Recreation Plan (LPPRP) in which priorities for recreational land acquisition, facility development and rehabilitation are derived from the supply and demand needs analysis, input from the Recreation and Parks Board and consideration of identified needs in the context of State and County goals. The project is further identified on Page III-23 of the Land Preservation, Parks and Recreation Plan (LPPRP).

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 quality. P. 10-5

LOCATION:

8th Election District / Nicolet Park
21777 Bunker Hill Drive
Lexington Park, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ENGINEERING/SURVEY	500,000	0	0	0	0	0	500,000	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION/SITWORK	14,000,000	0	0	0	0	0	0	0	14,000,000
CONSTRUCTION MANAGEMENT	200,000	0	0	0	0	0	0	0	200,000
FURNITURE & EQUIPMENT	200,000	0	0	0	0	0	0	0	200,000
OTHER -Contingency	1,400,000	0	0	0	0	0	0	0	1,400,000
TOTAL COSTS	16,300,000	0	0	0	0	0	500,000	0	15,800,000

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	15,100,000	0	0	0	0	0	500,000	0	14,600,000
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS (Program Open Space)	200,000	0	0	0	0	0	0	0	200,000
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES (Private Partnership)	1,000,000	0	0	0	0	0	0	0	1,000,000
TOTAL FUNDS	16,300,000	0	0	0	0	0	500,000	0	15,800,000

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Recreation / Community Center	RP-2204	Recreation and Parks

OTHER BACKGROUND INFORMATION/COMMENTS:

Public/Private partnerships could be considered with this project.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

No changes from the FY2017 approved budget/plan.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

No budgetary impact until the Recreation / Community Center is constructed and opened.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None.

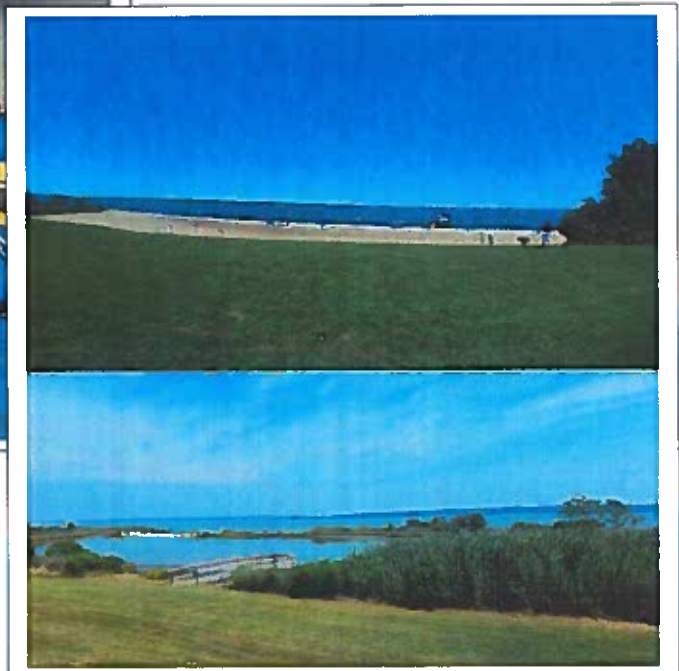


Piney Point Lighthouse & Keeper's Quarters



Gymnastics Center, Lexington Park

Snow Hill Park, Hollywood



PUBLIC LANDINGS



CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Derelict Boat Removal	PL-1802	Public Landings

DESCRIPTION:

To remove derelict boats and obstructions to navigation from the State waterways located within St. Mary's County. The removal of derelict boats and obstructions will improve and help maintain safe waterway access to the general boating public. The Maryland Department of Natural Resources funds this project annually through the State Waterway Improvement Program.

PLANNING JUSTIFICATION:

Goal 1.B.3 - This goal is addressed in the 2012 Land Preservation and Recreation Plan with references to providing adequate public access to the waterfront, rivers and bays through the purchase and maintenance of public landings as well as developed and natural waterfront parks (Page III-2).

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

11.6.1.A. Improve the number and condition of facilities at public access points. P. 11-11

LOCATION:

Chesapeake Bay, Potomac River, Patuxent River, and adjoining waterways.

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	0	0	0	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	30,000	0	5,000	5,000	5,000	5,000	5,000	5,000	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
TOTAL COSTS	30,000	0	5,000	5,000	5,000	5,000	5,000	5,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	30,000	0	5,000	5,000	5,000	5,000	5,000	5,000	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	30,000	0	5,000	5,000	5,000	5,000	5,000	5,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Derelict Boat Removal	PL-1802	Public Landings

OTHER BACKGROUND INFORMATION/COMMENTS:

None

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

Project budget decreased by \$5,000 in FY2018 - in accordance with prior approval amounts by the State. An increase of \$5,000 in FY2023 for additional anticipated State funding from DNR Boating Services. Grant is submitted to Maryland Department of Natural Resources annually for State Waterway Improvement Program funding consideration.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

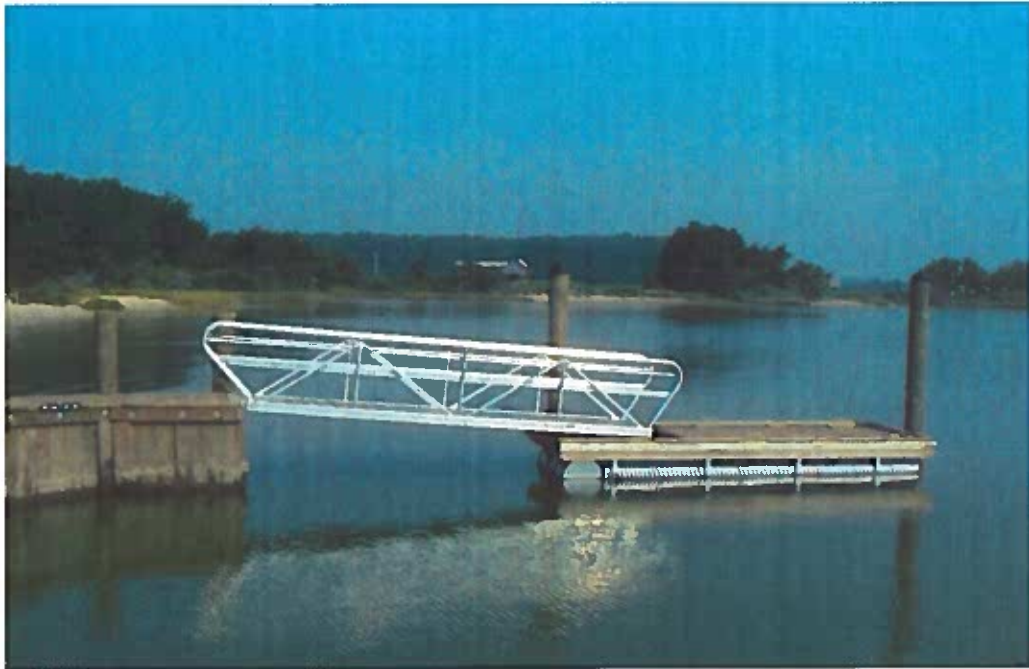
DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

None

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

None



St. Inigoes



Tall Timbers Pier

ST. MARY'S COUNTY PUBLIC SCHOOLS



CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Relocatables for Various Sites	PS-1403	St. Mary's County Public Schools

DESCRIPTION:	
<p>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 2023, as determined in the spring of each year, based on actual and projected enrollment. The FY 2018 funds will be used for planning/design for the FY 2019 units. 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.</p>	
	<u>Date</u>
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	To Be Determined
Construction Completion:	To Be Determined
PLANNING JUSTIFICATION:	
A. This project is needed to address the capacity needs for the upcoming school year, which is evaluated each spring and fall.	
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:	
10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3	
LOCATION:	
To be determined	

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	194,000	81,000	25,000	22,000	22,000	22,000	22,000	0	0
	0	0	0	0	0	0	0	0	0
CONSTRUCTION	2,321,700	1,005,700	0	329,000	329,000	329,000	329,000	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	57,500	27,500	0	7,500	7,500	7,500	7,500	0	0
UTILITIES	92,500	42,500	0	12,500	12,500	12,500	12,500	0	0
EQUIPMENT	70,000	14,000	0	14,000	14,000	14,000	14,000	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	2,735,700	1,170,700	25,000	385,000	385,000	385,000	385,000	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	2,735,700	1,170,700	25,000	385,000	385,000	385,000	385,000	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	2,735,700	1,170,700	25,000	385,000	385,000	385,000	385,000	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Relocatables for Various Sites	PS-1403	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:

The inspection phase of the project includes soil and footer testing, as well as required building inspections. The utility phase of the project includes the connection to water, sewer, electric, and phone as required. In addition, the school system needs to maintain the existing inventory of relocatables, including new carpeting, roofs, and heating/cooling units, which will be identified in the Comprehensive Maintenance Plan for Educational Facilities and added to future year relocatables funding requests.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

There are sufficient funds from FY 2017 to meet the relocatable needs in FY 2018, which results in a \$360,000 reduction in the request. The FY 2018 funds are for planning/design services in anticipation of the FY 2019 project.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	8,215	8,215	8,215	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	8,215	8,215	8,215	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

There will be no change in staffing based on the increased square footage.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Qualified Zone Academy Bond	PS-1503	St. Mary's County Public Schools

DESCRIPTION:	
The Qualified Zone Academy Bond (QZAB) is a federal grant program funded from proceeds from the Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010. Eligible projects are restricted to those serving students in Breakthrough Center Schools or on a competitive basis, involving assessment of project priority, scope and eligibility, while satisfying the federal QZAB project criteria. These grant funds are distributed at the beginning of each fiscal year for eligible projects. Based on the published guidelines, projects are reviewed and identified for submission based on the Capital Plan and the Comprehensive Maintenance Plan for Educational Facilities.	
	<u>Date</u>
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	To Be Determined
Construction Completion:	To Be Determined
PLANNING JUSTIFICATION:	
A. This project is required to address the aging infrastructure of the facilities.	
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:	
10.2.2 C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3	
LOCATION:	
Various Locations	

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	88,000	66,000	22,000	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	700,000	525,000	175,000	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt..	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	788,000	591,000	197,000	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete	
				FY2019	FY2020	FY2021	FY2022	FY2023		
COUNTY FUNDS:										
COUNTY BONDS	0	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	44,000	22,000	22,000	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	44,000	44,000	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS *	700,000	525,000	175,000	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	788,000	591,000	197,000	0	0	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Qualified Zone Academy Bond	PS-1503	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:

* The FY2018 funding is based on the actual FY 2017 allocation of \$196,000. Funding approval for this project at the state level is subject to approval by the Board of Public Works in the spring of 2017. The federal government will not participate in design services for the projects, therefore, \$22,000 is being requested in local design funding to support the grant.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

An additional year of funding was added based on an anticipated allocation similar to FY2017.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Aging School Program	PS-1506	St. Mary's County Public Schools

DESCRIPTION:	
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.	
	<u>Date</u>
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	To Be Determined
Construction Completion:	To Be Determined
PLANNING JUSTIFICATION:	
A. This project is required to address the aging infrastructure of the facilities.	
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:	
10 2 2.C.1 Ensure adequate availability and adequacy of schools and educational resources. P. 10-3	
LOCATION:	
Various Locations	

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	28,000	21,000	7,000	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	210,576	157,576	53,000	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	238,576	178,576	60,000	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	14,000	7,000	7,000	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	14,000	14,000	0	0	0	0	0	0	0
STATE FUNDS *	210,576	157,576	53,000	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	238,576	178,576	60,000	0	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Aging School Program	PS-1506	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:

* The FY 2018 funding is based on the actual FY 2016 allocation of \$65,328. The program was not funded in FY2017; however, funding may be restored in FY 2018. The funding at the state level is subject to approval by the Board of Public Works in the spring of 2017. The state will not participate in design services for the projects, therefore, \$7,000 is being requested in local design funding to support the grant.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

An additional year of funding was added based on an anticipated allocation similar to FY 2016.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
New Elementary School - Central County	PS-1605	St. Mary's County Public Schools

DESCRIPTION:
 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.

Date

Site Approval: April 2015
 Planning Approval: December 2015
 Construction Start: July 2019
 Construction Completion: August 2021

PLANNING JUSTIFICATION:
 A. This project is required to address existing elementary school capacity issues countywide, based on local rated capacity.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:
 10 2 2 C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

LOCATION:
 19794 Point Lookout Road
 Lexington Park, MD 20653

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	2,361,000	1,043,000	0	930,000	350,000	38,000	0	0	0
	0	0	0	0	0	0	0	0	0
CONSTRUCTION	28,431,000	0	0	0	13,991,000	14,098,000	342,000	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt..	125,000	0	0	0	125,000	0	0	0	0
UTILITIES	750,000	0	0	0	750,000	0	0	0	0
EQUIPMENT	1,124,000	0	0	0	900,000	224,000	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	32,791,000	1,043,000	0	930,000	16,116,000	14,360,000	342,000	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS									
COUNTY BONDS	12,103,000	50,000	0	0	5,570,000	6,483,000	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	6,135,000	993,000	0	930,000	2,670,000	1,200,000	342,000	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	14,553,000	0	0	0	7,876,000	6,677,000	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	32,791,000	1,043,000	0	930,000	16,116,000	14,360,000	342,000	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
New Elementary School - Central County	PS-1605	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:
 This project includes 3,000 s.f. in community space to be utilized by the St. Mary's County Department of Recreation and Parks.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 This project was deferred by one year based on enrollment needs. Based on the decrease in the state construction cost per s.f. in FY 2018, the state share for this project decreased by \$934,000 and the local share by \$1,143,000. The state share participation remains at 58%.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	36.2	0
PERSONAL SERVICES COSTS	0	0	0	0	1,697,939	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	893,000	0
UTILITIES	0	0	0	0	234,000	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	46,879	0
TOTAL COSTS	0	0	0	0	2,871,818	0

DISCUSSION OF OPERATING BUDGET IMPACT:
 With opening planned for August 2021 (FY2022), it is anticipated that several administration and support staff would be added mid year in FY2020. Additional staff needed in FY2022 would likely be a combination of those already hired to meet the growing enrollment and new staff. The staffing plan will be updated based on completion of the Educational Specifications for the project.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
DSS IT and Warehouse Facility	PS-1705	St. Mary's County Public Schools

DESCRIPTION:

This project is to add an additional 12,000 s.f. two-story addition (6,000 s.f. footprint) on the existing 5,000 s.f. warehouse at the Division of Supporting Services complex to include additional storage for the division and the relocation of the Information and Technology Services Department (IT) from the Bethune Educational Center. Given rising fuel costs and tacked on delivery charges (fuel charge), a larger facility would allow the school system to purchase in bulk, taking advantage of the bulk rate, and minimizing deliveries and charges. In addition to supporting the school system's daily operations, this additional storage will also be used for storage of equipment for emergency events. Relocating the IT department will centralize services within the county and with the Division of Supporting Services operations. In addition, the Bethune facility requires a new roof, HVAC system, asbestos removal, and reconfiguration of existing spaces for warehousing. The cost of these repairs and modifications far exceeds the cost of the warehouse/expansion project. The previously planned \$2,179,000 HVAC replacement for Bethune in FY 2018 has been removed from the plan request.

	Date
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	July 2017
Construction Completion:	December 2018

PLANNING JUSTIFICATION:

A. To provide storage for current and projected needs for the school system, as well as meeting the school system needs for emergency sheltering situations and adequate space for Information Technology Services in a centralized location.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

10 2 2 C | Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

LOCATION:

27190 Point Lookout Road
Loveville, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	264,000	169,000	95,000	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	3,076,000	0	3,076,000	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	15,000	0	15,000	0	0	0	0	0	0
UTILITIES	75,000	0	75,000	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	3,430,000	169,000	3,261,000	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	3,430,000	169,000	3,261,000	0	0	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	3,430,000	169,000	3,261,000	0	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
DSS IT and Warehouse Facility	PS-1705	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:
 The IT functions will require adequate electrical and climate control infrastructure to support reliable operations of the school system's base IT service functions. After discussion of proceeding with this project versus the renovation of Bethune, the Board of Education of St. Mary's County voted to move forward with the warehouse and relocation project. Project to be reviewed by BOE and CSMC in FY2018 and proposed changes will be updated during FY2018.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 Based on the s.f. cost for construction, this project increased by \$92,000 over the approved FY 2017 plan.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	2,252	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	2,252	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:
 There will be an elimination of the utility consumption at the Bethune facility and an increase at the DSS warehouse/IT facility. The net result should be a decrease in consumption based on newer more efficient equipment and less building space.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Park Hall E.S. - Roof/HVAC Replacement & Sewer Lift Station	PS-1801	St. Mary's County Public Schools

DESCRIPTION:
 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.

Date

Site Approval: N/A
 Planning Approval: N/A
 Construction Start: July 2017
 Construction Completion: October 2020

PLANNING JUSTIFICATION:
 A. This project is required to address the aging infrastructure of the facility.
 B. This project will provide for increased energy efficiency at the school.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:
 10 2 2 C.1 Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

LOCATION:
 20343 Hermanville Road
 Park Hall, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget					Five Year Capital Program			Balance to Complete
			FY2018	FY2019	FY2020	FY2021	FY2022	FY2023			
ARCHITECT/ENGINEERING	502,000	0	256,000	246,000	0	0	0	0	0	0	
LAND ACQUISITION	0	0	0	0	0	0	0	0	0	0	
CONSTRUCTION	6,650,000	0	695,000	4,230,000	1,725,000	0	0	0	0	0	
DEMOLITION	0	0	0	0	0	0	0	0	0	0	
INSPECTION & Proj. Mgmt.	15,000	0	0	15,000	0	0	0	0	0	0	
UTILITIES	35,000	0	0	35,000	0	0	0	0	0	0	
EQUIPMENT	0	0	0	0	0	0	0	0	0	0	
OTHER - Contingency	0	0	0	0	0	0	0	0	0	0	
TOTAL COSTS	7,202,000	0	951,000	4,526,000	1,725,000	0	0	0	0	0	

FUNDING SOURCE	Total Project	Prior Approval	Budget					Five Year Capital Program			Balance to Complete
			FY2018	FY2019	FY2020	FY2021	FY2022	FY2023			
COUNTY FUNDS:											
COUNTY BONDS	3,495,000	0	536,000	2,148,000	811,000	0	0	0	0	0	
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0	0	
IMPACT FEES	0	0	0	0	0	0	0	0	0	0	
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0	0	
STATE FUNDS	3,707,000	0	415,000	2,378,000	914,000	0	0	0	0	0	
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0	0	
OTHER SOURCES	0	0	0	0	0	0	0	0	0	0	
TOTAL FUNDS	7,202,000	0	951,000	4,526,000	1,725,000	0	0	0	0	0	

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Park Hall E.S. - Roof/HVAC Replacement & Sewer Lift Station	PS-1801	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:
 This project also includes an upgrade of the sewer lift station which was installed in 1964 and is currently 52 years old and installation of a generator transfer switch. These items are not state eligible and will be locally funded. The State has recommended full funding of the FY 2018 state share as of November 2016.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 This project was modified to span three years versus two years based on the design approval and phased project schedule. The generator transfer switch was included as a local funded project component. The net result of this along with the FY 2018 state construction cost per s.f. was an increase of \$18,000 in the total project cost. In working with the state, an additional \$933,000 was identified in November 2016 as state eligible, which reduced the local share.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	13,810	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	13,810	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:
 Dependent upon the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Hollywood E.S. - Roof/HVAC Replacement & Emergency Power	PS-1802	St. Mary's County Public Schools

DESCRIPTION:

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.

	<u>Date</u>
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	July 2017
Construction Completion:	October 2020

PLANNING JUSTIFICATION:

- A. This project is required to address the aging infrastructure of the facility.
- B. This project will provide for increased energy efficiency at the school.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

LOCATION:

44345 Joy Chapel Road
Hollywood, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	483,000	0	241,000	142,000	100,000		0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	6,365,000	0	695,000	4,233,000	1,437,000	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	15,000	0	0	15,000	0	0	0	0	0
UTILITIES	35,000	0	0	35,000	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	6,898,000	0	936,000	4,425,000	1,537,000	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	3,329,000	0	536,000	2,165,000	628,000	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	3,569,000	0	400,000	2,260,000	909,000	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	6,898,000	0	936,000	4,425,000	1,537,000	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Hollywood E.S. - Roof/HVAC Replacement & Emergency Power	PS-1802	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:

This project also includes the installation of a generator transfer switch. This item is not state eligible and will be locally funded. The State has recommended full funding of the FY 2018 state share as of November 2016.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

This project was modified to span three years versus two years based on the design approval and phased project schedule. The generator transfer switch was included as a local funded project component. The net result of the FY 2018 state construction cost per s.f. change and review of the project scope was a decrease of \$272,000 in the total project cost. In working with the State, an additional \$841,000 was identified in November 2016 as state eligible, which reduced the local share.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	12,885	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	12,885	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Dependent upon the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
High School Science Lab Study	PS-1803	St. Mary's County Public Schools

DESCRIPTION:	
This project will assess the condition of all high school science labs in the school system. Many of the high school science labs were not renovated in the previous addition/renovation projects completed at the schools due to budget constraints. The information obtained from the study will be utilized to develop future state projects to renovate the science labs	
	<u>Date</u>
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	N/A
Construction Completion:	N/A
PLANNING JUSTIFICATION:	
A. This project is required to assess the extent/need for high school science lab renovations.	
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:	
10.2.2.C Ensure adequate availability and adequacy of schools and educational resources. P. 10-3	
LOCATION:	
Various Locations	

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	25,000	0	25,000	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	25,000	0	25,000	0	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	25,000	0	25,000	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	25,000	0	25,000	0	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Building Infrastructure - Critical	PS-1804	St. Mary's County Public Schools
DESCRIPTION:		
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 2018: Town Creek E.S. Sewer - \$110,000, Chopticon H.S. & Great Mills H.S. Fire Alarms - \$222,000, & Great Mills H.S. Air Handler - \$144,000.		
FY 2019: Town Creek E.S. Oil Tank Replacement - \$110,000.		
FY 2020: Benjamin Banneker E.S. Well Pump/Controls - \$73,000		
FY 2021: Great Mills H.S. Air Handlers & Controls - \$600,000 (\$529,000 & \$71,000)		
FY 2022: Margaret Brent M.S. Water Feed - \$75,000, Chopticon H.S. Cooling Tower - \$154,000, & Great Mills H.S. Chiller & Cooling Tower - \$535,000 (\$110,000 & \$425,000)		
FY 2023: Ridge E.S. Air Handlers - \$264,000		
	<u>Date</u>	
Site Approval:	N/A	
Planning Approval:	N/A	
Construction Start:	Various	
Construction Completion:	Various	
PLANNING JUSTIFICATION:		
A. Based on the needs identified in the Comprehensive Maintenance Plan for Educational Facilities.		
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:		
10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3		
LOCATION:		
Various locations.		

APPROPRIATION PHASE	Total Project	Prior Approval	Five Year Capital Program						Balance to Complete
			Budget FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	34,200	0	7,000	2,000	1,200	9,000	11,000	4,000	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	2,252,800	0	469,000	108,000	71,800	591,000	753,000	260,000	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	2,287,000	0	476,000	110,000	73,000	600,000	764,000	264,000	0

FUNDING SOURCE	Total Project	Prior Approval	Five Year Capital Program						Balance to Complete
			Budget FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	600,000	0	0	0	0	600,000	0	0	0
LOCAL TRANSFER TAX	1,687,000	0	476,000	110,000	73,000	0	764,000	264,000	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	2,287,000	0	476,000	110,000	73,000	600,000	764,000	264,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Building Infrastructure - Critical	PS-1804	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:
 This project was established as a result of a review of projects identified in the Comprehensive Maintenance Plan for Educational Facilities and to consolidate projects identified within the capital improvements program. This project eliminates the individual capital projects included in this category. These projects typically require minimal use of engineering design services.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 This category was added for FY 2018 in order to match how these types of projects are coordinated at the county level. These projects were previously included as separate capital requests which have been removed from the capital improvements program list. A total of \$489,000 was removed as individual projects and incorporated into this new funding request, as follows:

Town Creek E.S. Sewer - \$110,000
 Fire Alarms (CHS & GMHS) - \$222,000
 Margaret Brent M.S. Water Feed - \$75,000
 Town Creek E.S. Oil Tank - \$82,000

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Building Infrastructure - Programmatic	PS-1805	St. Mary's County Public Schools

DESCRIPTION:

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 2018: Lettie Marshall Dent E.S. Parking Lot - \$897,000, Playgrounds - \$360,000, & Interior Scoreboards - \$108,000.

FY 2019: White Marsh E.S., Park Hall E.S., & Piney Point E.S. Paving - \$542,000 (\$102,000, \$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

	<u>Date</u>
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	Various
Construction Completion:	Various

PLANNING JUSTIFICATION:

A. Based on the life cycle replacement needs identified in the Comprehensive Maintenance Plan for Educational Facilities.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

10.2.2.C | Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

LOCATION:

Various locations.

APPROPRIATION PHASE	Total Project	Prior Approval	Five Year Capital Program						Balance to Complete
			Budget FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	44,000	0	13,000	9,000	6,000	9,000	5,000	2,000	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	4,501,000	0	1,352,000	904,000	612,000	901,000	524,000	208,000	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	4,545,000	0	1,365,000	913,000	618,000	910,000	529,000	210,000	0

FUNDING SOURCE	Total Project	Prior Approval	Five Year Capital Program						Balance to Complete
			Budget FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	4,545,000	0	1,365,000	913,000	618,000	910,000	529,000	210,000	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	4,545,000	0	1,365,000	913,000	618,000	910,000	529,000	210,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Building Infrastructure - Programmatic	PS-1805	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:
 This project was established as a result of a review of projects identified in the Comprehensive Maintenance Plan for Educational Facilities and to consolidate projects identified within the capital improvements program. This project eliminates the bi-annual funding for site paving and flooring, which were not sufficient to complete actual projects within one funding cycle. In addition, this project eliminates the annual playground funding project. This funding addresses specific project scopes by year. These projects typically require minimal use of engineering design services.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 This category was added for FY 2018 in order to match how these types of projects are coordinated at the county level. These projects were previously included as separate capital requests. A total of \$3,303,000 was removed as individual projects and incorporated into this new funding request, as follows:

Site Paving - \$350,000
 Lettie Dent E.S. Parking Lot - \$895,000
 Playgrounds - \$1,950,000
 Interior Scoreboards - \$108,000

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Green Holly Elementary School - Partial Roof Replacement	PS-1902	St. Mary's County Public Schools

DESCRIPTION:	
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 49,000 sq. ft. 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 the roof replacement.	
	<u>Date</u>
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	July 2018
Construction Completion:	August 2020
PLANNING JUSTIFICATION:	
A. This project is required to address the aging infrastructure of the facility.	
B. This project will provide for increased energy efficiency at the school.	
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:	
10.2.2.C Ensure adequate availability and adequacy of school's and educational resources. P. 10-3	
LOCATION:	
46060 Millstone Landing Road Lexington Park, MD	

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	104,000	0	0	104,000	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	1,069,000	0	0	1,069,000	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	10,000	0	0	10,000	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	1,183,000	0	0	1,183,000	0	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	688,000	0	0	688,000	0	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	495,000	0	0	495,000	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	1,183,000	0	0	1,183,000	0	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Green Holly Elementary School - Partial Roof Replacement	PS-1902	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:
 This project has been identified as part of the Comprehensive Maintenance Plan for Educational Facilities as a required replacement.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 This project was added to the capital plan in FY 2018. This is an increase of \$495,000 in state funding and \$688,000 in local funding in FY 2019.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Great Mills High School - Partial Roof Replacement	PS-1903	St. Mary's County Public Schools

DESCRIPTION:

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 29,772 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. Maintenance monitors the roof and provides repairs on an as-needed basis, pending the roof replacement.

	Date
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	July 2018
Construction Completion:	August 2021

PLANNING JUSTIFICATION:

- A. This project is required to address the aging infrastructure of the facility.
- B. This project will provide for increased energy efficiency at the school.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

LOCATION:

21130 Great Mills Road
Great Mills, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	218,000	0	0	218,000	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	2,634,000	0	0	1,277,000	1,357,000	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	10,000	0	0	10,000	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	2,862,000	0	0	1,505,000	1,357,000	0	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	1,550,000	0	0	193,000	1,357,000	0	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	1,312,000	0	0	1,312,000	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	2,862,000	0	0	1,505,000	1,357,000	0	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Great Mills High School - Partial Roof Replacement	PS-1903	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:
 This project has been identified as part of the Comprehensive Maintenance Plan for Educational Facilities as a required replacement.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 This project increased locally by \$942,000 and \$801,000 and was accelerated by two years as a result of need and other changes to the capital improvements program project schedules.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Green Holly E.S. - Switch Gear & HVAC Replacement	PS-1904	St. Mary's County Public Schools

DESCRIPTION:	
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 coils, 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.	
	<u>Date</u>
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	April 2020
Construction Completion:	March 2021
PLANNING JUSTIFICATION:	
A. This project is required to address the aging infrastructure of the facility.	
B. This project will provide for increased energy efficiency at the school.	
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:	
10.2.2.C.1 Ensure adequate availability and adequacy of schools and educational resources. P. 10-3	
LOCATION:	
46060 Millstone Landing Road Lexington Park, MD	

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	288,000	0	0	125,000	163,000	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	3,299,000	0	0	0	165,000	3,134,000	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	10,000	0	0	0	10,000	0	0	0	0
UTILITIES	25,000	0	0	0	25,000	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	3,622,000	0	0	125,000	363,000	3,134,000	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	2,201,000	0	0	125,000	150,000	1,926,000	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	1,421,000	0	0	0	213,000	1,208,000	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	3,622,000	0	0	125,000	363,000	3,134,000	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Green Holly E.S. - Switch Gear & HVAC Replacement	PS-1904	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:
 This project has been identified as part of the Comprehensive Maintenance Plan for Educational Facilities as a required replacement.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 This project was modified to span three years, including a study and partial design component in FY 2019 utilizing \$125,000 of funding previously slated for FY 2020. This will assist with defining the project and supporting the state request for funding in FY 2020.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	10,533	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	10,533	0

DISCUSSION OF OPERATING BUDGET IMPACT:
 Dependent upon the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Dynard E.S. - Roof/HVAC Replacement & Emergency Power	PS-1905	St. Mary's County Public Schools

DESCRIPTION:	
<p>As part of the annual review and update of the Comprehensive Maintenance Plan for Educational Facilities, 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. The project includes local funding for completion of a study and partial design in FY 2019 in advance of the project.</p>	
	<u>Date</u>
Site Approval:	N/A
Planning Approval:	N/A
Construction Start:	April 2020
Construction Completion:	March 2021
PLANNING JUSTIFICATION:	
<p>A. This project is required to address the aging infrastructure of the facility. B. This project will provide for increased energy efficiency at the school.</p>	
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:	
10 2 2.C i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3	
LOCATION:	
23510 Bushwood Road Chaptico, MD	

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	432,000	0	0	265,000	167,000	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	5,254,000	0	0	0	839,000	4,415,000	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	15,000	0	0	0	15,000	0	0	0	0
UTILITIES	46,000	0	0	0	46,000	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	5,747,000	0	0	265,000	1,067,000	4,415,000	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	3,417,000	0	0	265,000	200,000	2,952,000	0	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	2,330,000	0	0	0	867,000	1,463,000	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	5,747,000	0	0	265,000	1,067,000	4,415,000	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Dynard E.S. - Roof/HVAC Replacement & Emergency Power	PS-1905	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:

This project has been identified as part of the Comprehensive Maintenance Plan for Educational Facilities as a required replacement.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

This project was adjusted to include a study and partial design component in FY 2019 utilizing \$265,000 of funding previously slated for FY 2021. This will assist with defining the project and supporting the state request for funding in FY 2020. This project has been accelerated by one year based on need.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	11,933	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	11,933	0

DISCUSSION OF OPERATING BUDGET IMPACT:

Dependent upon the type of HVAC system chosen for this school, the changes to utility consumption will be recalculated.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Lettie Marshall Dent E.S. - Addition, HVAC, Electrical, & Tank	PS-2101	St. Mary's County Public Schools

DESCRIPTION:

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.

	<u>Date</u>
Site Approval:	N/A
Planning Approval:	December 2020
Construction Start:	July 2021
Construction Completion:	September 2023

PLANNING JUSTIFICATION:

- A. This project is required to address the aging infrastructure of the facility.
- B. This project will provide for increased energy efficiency at the school.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

10.2.2.C.1 Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

LOCATION:

37840 New Market Turner Road
Mechanicsville, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	503,000	0	0	0	0	503,000	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	6,174,000	0	0	0	0	0	5,074,000	1,100,000	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	15,000	0	0	0	0	0	15,000	0	0
UTILITIES	55,000	0	0	0	0	0	55,000	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	6,747,000	0	0	0	0	503,000	5,144,000	1,100,000	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	3,813,000	0	0	0	0	503,000	3,310,000	0	0
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	315,000	0	0	0	0	0	315,000	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	2,619,000	0	0	0	0	0	1,519,000	1,100,000	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	6,747,000	0	0	0	0	503,000	5,144,000	1,100,000	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Lettie Marshall Dent E.S. - Addition, HVAC, Electrical, & Tank	PS-2101	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

This project was accelerated by one year based on enrollment needs in the northern portion of the county. Based on the decrease in the state construction cost per s.f. in FY 2018, the state share for this project decreased by \$167,000 and the local share by \$194,000. The state share participation remains at 58%.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

The utility calculation will be determined after the design is completed and a new system is chosen.

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Secondary Capacity Option Study	PS-2102	St. Mary's County Public Schools

DESCRIPTION:
 This project is for a study of the secondary capacity needs countywide and development of options for a long-term solutions 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.

Date

Site Approval: N/A
 Planning Approval: N/A
 Construction Start: N/A
 Construction Completion: N/A

PLANNING JUSTIFICATION:
 A. This project is required to assess the need for secondary capacity and determine options to meet that need.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:
 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

LOCATION:
 N/A

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	35,000	0	0	0	0	35,000	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt..	0	0	0	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	35,000	0	0	0	0	35,000	0	0	0

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	0	0	0	0	0	0	0	0	0
LOCAL TRANSFER TAX	35,000	0	0	0	0	35,000	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	0	0	0	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	35,000	0	0	0	0	35,000	0	0	0

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Secondary Capacity Option Study	PS-2102	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:
 As of November 2015, a donated site is being considered. This study will include investigation on a combined middle school/high school facility. During the design phase there will be coordination with the St. Mary's County Department of Recreation and Parks regarding the possibility of an additional 3,000 s.f. of community use space.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 This project was added to the capital plan in FY 2018. Increase of \$35,000 in FY 2021.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Mechanicsville Elementary School - Modernization	PS-2103	St. Mary's County Public Schools

DESCRIPTION:

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.

	<u>Date</u>
Site Approval:	N/A
Planning Approval:	December 2020
Construction Start:	July 2021
Construction Completion:	August 2023

PLANNING JUSTIFICATION:

- A. This project is required to address the aging infrastructure of the facility.
- B. This project will provide for increased energy efficiency at the school.

COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:

10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3

LOCATION:

28585 Three Notch Road
Mechanicsville, MD

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	638,000	0	0	0	0	331,000	307,000	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	7,996,000	0	0	0	0	0	2,403,000	3,093,000	2,500,000
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt.	10,000	0	0	0	0	0	10,000	0	0
UTILITIES	15,000	0	0	0	0	0	15,000	0	0
EQUIPMENT	375,000	0	0	0	0	0	300,000	75,000	0
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	9,034,000	0	0	0	0	331,000	3,035,000	3,168,000	2,500,000

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	5,925,000	0	0	0	0	331,000	330,000	2,764,000	2,500,000
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	0	0	0	0	0	0	0	0	0
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	3,109,000	0	0	0	0	0	2,705,000	404,000	0
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	9,034,000	0	0	0	0	331,000	3,035,000	3,168,000	2,500,000

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
Mechanicsville Elementary School - Modernization	PS-2103	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:
 This project was deferred by two years due to fiscal changes to the overall capital program. Based on the decrease in the state construction cost per s.f. in FY 2018, the state share for this project decreased by \$277,000 and the local share by \$323,000. The state share participation remains at 58%.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
New Middle & High School Facility	PS-2301	St. Mary's County Public Schools

DESCRIPTION:	
<p>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. 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>	
	<u>Date</u>
Site Approval:	May 2021
Planning Approval:	December 2022
Construction Start:	July 2024
Construction Completion:	August 2026
PLANNING JUSTIFICATION:	
A. This project is required to address existing and projected secondary school capacity issues countywide, based on state rated capacity.	
COMPLIANCE WITH COMPREHENSIVE PLAN SECTION:	
10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3	
LOCATION:	
To be determined	

APPROPRIATION PHASE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
ARCHITECT/ENGINEERING	5,130,000	0	0	0	0	0	0	1,743,000	3,387,000
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
CONSTRUCTION	70,222,000	0	0	0	0	0	0	0	70,222,000
DEMOLITION	0	0	0	0	0	0	0	0	0
INSPECTION & Proj. Mgmt..	175,000	0	0	0	0	0	0	0	175,000
UTILITIES	125,000	0	0	0	0	0	0	0	125,000
EQUIPMENT	2,500,000	0	0	0	0	0	0	0	2,500,000
OTHER - Contingency	0	0	0	0	0	0	0	0	0
TOTAL COSTS	78,152,000	0	0	0	0	0	0	1,743,000	76,409,000

FUNDING SOURCE	Total Project	Prior Approval	Budget FY2018	Five Year Capital Program					Balance to Complete
				FY2019	FY2020	FY2021	FY2022	FY2023	
COUNTY FUNDS:									
COUNTY BONDS	42,656,000	0	0	0	0	0	0	0	42,656,000
LOCAL TRANSFER TAX	0	0	0	0	0	0	0	0	0
IMPACT FEES	2,943,000	0	0	0	0	0	0	1,743,000	1,200,000
GENERAL FUND TRANSFER	0	0	0	0	0	0	0	0	0
STATE FUNDS	32,553,000	0	0	0	0	0	0	0	32,553,000
FEDERAL FUNDS	0	0	0	0	0	0	0	0	0
OTHER SOURCES	0	0	0	0	0	0	0	0	0
TOTAL FUNDS	78,152,000	0	0	0	0	0	0	1,743,000	76,409,000

CAPITAL IMPROVEMENTS BUDGET AND PROGRAM FISCAL YEAR 2018

CONTINUATION SHEET

PROJECT TITLE	PROJ. NO.	PROJECT CLASSIFICATION
New Middle & High School Facility	PS-2301	St. Mary's County Public Schools

OTHER BACKGROUND INFORMATION/COMMENTS:

It is still an option for this facility to be located at the St. Mary's Crossing donated site. There will be coordination with the St. Mary's County Department of Recreation and Parks during the design phase to possibly include an additional 3,000 s.f. of community use space.

DISCUSSION OF CHANGE FROM FY2017 APPROVED BUDGET/PLAN:

This project has been deferred by two years based on current enrollment patterns. A separate project was added to the capital plan this year to study the secondary capacity needs and potential options to address them. Based on the decrease in the state construction cost per s.f. in FY 2018, the state share for this project decreased by \$1,808,000 and the local share by \$1,776,000. At this time the state share participation remains at 58%, however, that may be not be the case by the time this project receives state funding.

INCREMENTAL IMPACT ON ANNUAL OPERATING BUDGET

DESCRIPTION	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
STAFFING -FTEs	0	0	0	0	0	0
PERSONAL SERVICES COSTS	0	0	0	0	0	0
CONTRACTED SERVICES	0	0	0	0	0	0
SUPPLIES & MATERIALS	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
FURNITURE & EQUIPMENT	0	0	0	0	0	0
OTHER (describe significant items)	0	0	0	0	0	0
TOTAL COSTS	0	0	0	0	0	0

DISCUSSION OF OPERATING BUDGET IMPACT:

OTHER IMPACT ON OPERATIONS/OPERATING BUDGET:

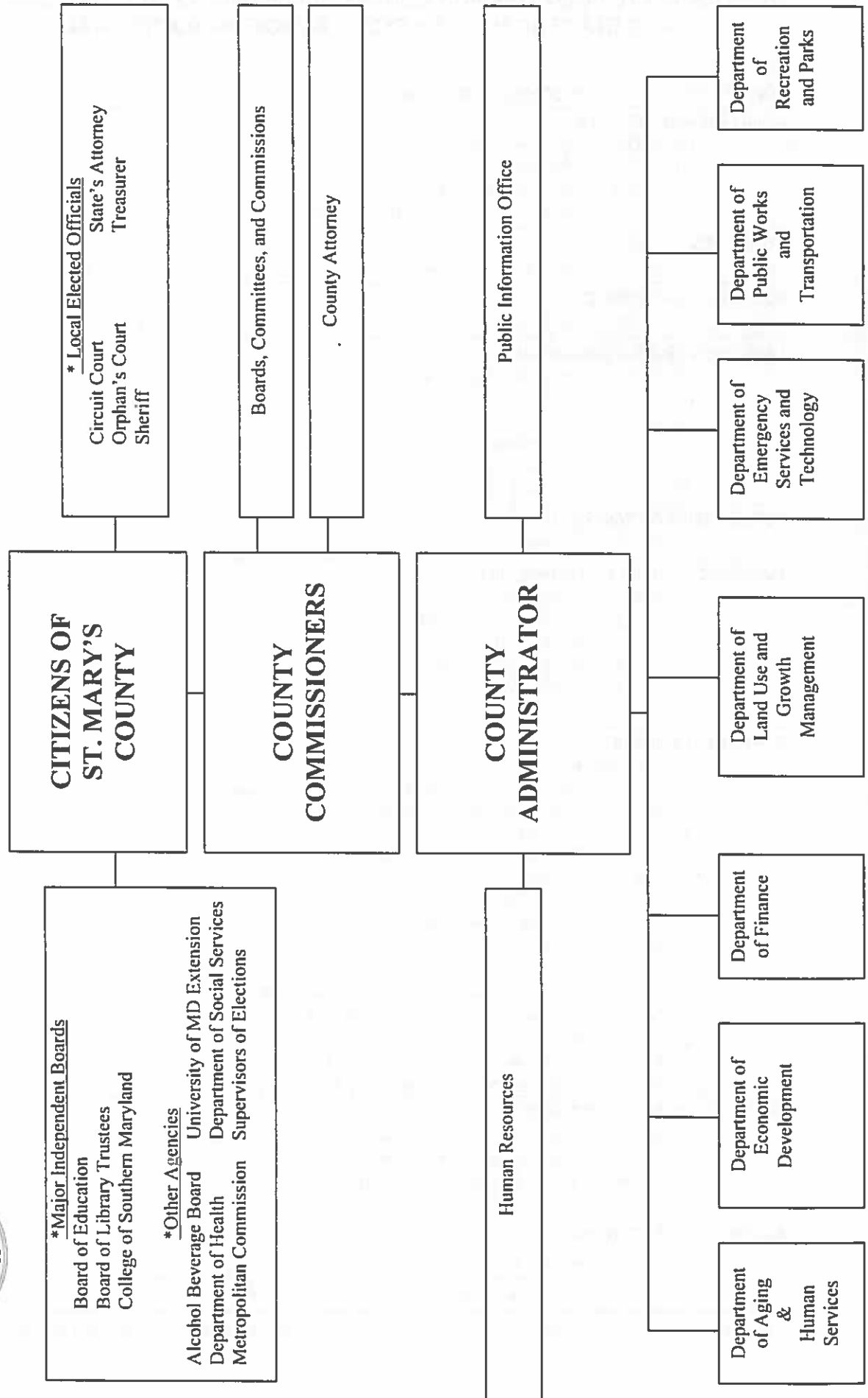


Chopticon High School, Morganza, MD - 1987 (above) & today (below)





ST. MARY'S COUNTY GOVERNMENT Organizational Chart



* County Commissioners have funding responsibility only

FY2018

**CHANGES IN FTE POSITIONS FOR COUNTY DEPARTMENTS, ELECTED OFFICIALS
AND STATE AGENCIES ~ FY2018 BUDGET FOR APPROVAL**

INCREASE/ (DECREASE)	POSITION DESCRIPTION	GRADE
AGING & HUMAN SERVICES		
(1) Re-Org	Coordinator Grant	8
(1) Re-Org	Office Manager	7
(1) Re-Org	Administrative Coordinator	5
.25	Senior Office Specialist position RPT to FT	3
HUMAN RESOURCES		
1 Re-Org	Fire/EMS Vol Coordinator	7
ECONOMIC DEVELOPMENT		
1 Re-Org	Planner IV	9
LAND USE & GROWTH MANAGEMENT		
(1) Re-Org	Senior Planning Specialist	5
(1) Re-Org	Senior Office Specialist	3
(1) Re-Org	Planner IV	9
(1) Re-Org	GIS Database Specialist	8
(1) Re-Org	GIS/CADD Operator	6
(1) Re-Org	Addressing Technician	4
PUBLIC WORKS & TRANSPORTATION		
1 Re-Org	Engineer	11
EMERGENCY SERVICES & TECHNOLOGY		
0.5 New	Medical Director	C
1 Re-Org	GIS Database Specialist	8
1 Re-Org	GIS/CADD Operator	6
1 Re-Org	Addressing Technician	4
(1) Re-Org	Fire/EMS Vol Coordinator	7
1 New	Radio Systems Manager	9
OFFICE OF THE SHERIFF		
Law Enforcement		
	Eligible DFC Ranks (10) and Eligible Corporal Ranks (4)	
(1) Re-Org	Removal of One (1) Deputy FTE	M01
1 New	Recruiter *	6
1 New	Community Mental Health Liaison **	10
1 New	Analyst (CID) *	7
1 New	Analyst (NARCO) *	7
2	Background Investigators TPT to FTE	6
Re-class	Fiscal Manager Grade 9 to 10	10
Corrections		
	Eligible CFC Ranks (11) and Eligible Corporal Ranks (10)	
(2) Re-Org	Removal of Two (2) Correctional Officer FTE's	V01
2 Re-Org	Booking Specialists *	6
Re-class	Support Services Coordinator Grade 8 to 10	10
Re-class	Inmate Services Coordinator Grade 8 to 9	9
OFFICE OF THE STATE'S ATTORNEY		
Re-class	Legal Assistant II to Senior Legal Assistant (5 positions)	6
Re-class	Legal Assistant I to Legal Assistant II	5
Re-class	Senior Legal Assistant Grade 6/15 to 6/18	6
Re-class	Legal Assistant II Grade 5/4 to 5/6	5
ALCOHOL BEVERAGE BOARD		
.25	Increase hours for existing RPT Admin Coordinator from 20 to 30 per week	4
3.00	Total Increase / (Decrease) to FTE Count and Ranks	

* Hire date 10/1/2017 ** Hire date 1/1/2018 ~ Reclasses are funded in this budget contingent upon approval by HR



AUTHORIZED COUNTY GOVERNMENT POSITIONS

SUMMARY

STAFFING SUMMARY	FY2016 Adjusted	FY2017 Approved	FY2017 Adjusted	FY2018 Request	FY2018 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	6.00	6.00
Department on Aging & Human Services	31.60	31.60	30.60	27.60	27.85
County Attorney	5.00	5.00	5.00	5.00	5.00
Economic Development	9.00	9.00	9.00	10.00	10.00
Department of Finance	17.00	17.00	17.00	17.00	17.00
Human Resource	8.00	8.00	8.00	9.00	9.00
Land Use & Growth Management	38.00	38.00	38.00	32.00	32.00
Planning Commission	7.00	7.00	8.00	8.00	8.00
Board of Appeals	5.00	5.00	6.00	6.00	6.00
Public Works and Transportation	124.50	124.50	124.50	125.50	125.50
Recreation & Parks	40.00	40.00	40.00	40.00	40.00
Emergency Services & Technology	58.50	58.50	59.00	61.50	62.50
Circuit Court	15.00	15.00	17.00	18.00	17.00
Orphans Court	3.00	3.00	3.00	3.00	3.00
Sheriff	300.00	297.00	296.00	301.00	301.00
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	1.50	1.50	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
TOTAL COUNTY GOVERNMENT	727.60	724.60	727.10	729.85	730.10

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	FY2016 Adjusted	FY2017 Approved	FY2017 Adjusted	FY2018 Request	FY2018 Approved
COUNTY COMMISSIONERS							
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
TOTAL			6.50	6.50	6.50	6.50	6.50
COUNTY ADMINISTRATOR							
County Administrator	C		1.00	1.00	1.00	1.00	1.00
Public Information Officer	C		1.00	1.00	1.00	1.00	1.00
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	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
TOTAL			6.00	6.00	6.00	6.00	6.00
DEPARTMENT ON AGING & HUMAN SERVICES							
Administrative/Grants							
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
I & A Caseworker	M	C06	1.00	1.00	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	1.00	1.00	1.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Data Base Specialist	M	C04	1.00	1.00	1.00	1.00	1.00
Food Service Tech	M/G	C03	2.50	2.50	2.50	2.50	2.50
Food Transporter	M/G	C03	0.50	0.50	0.50	0.50	0.50
Senior Office Specialist	M	C03	0.80	0.80	0.80	0.80	1.00
Human Services							
Coordinator III	G	C08	1.00	1.00	1.00	0.00	0.00
Office Manager	M/G	C07	1.00	1.00	1.00	0.00	0.00
Fiscal Specialist IV	G	C06	1.00	1.00	0.00	0.00	0.00
Administrative Coordinator	G	C04	1.00	1.00	1.00	0.00	0.00

POSITION		Level	FY2016 Adjusted	FY2017 Approved	FY2017 Adjusted	FY2018 Request	FY2018 Approved
AGING & HUMAN SERVICES cont.							
Community Services							
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	0.80	0.80
TOTAL			31.60	31.60	30.60	27.60	27.85
COUNTY ATTORNEY							
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
TOTAL			5.00	5.00	5.00	5.00	5.00
ECONOMIC DEVELOPMENT							
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	1.00	1.00
Planner IV	M	C09	0.00	0.00	0.00	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	3.00	3.00
TOTAL			9.00	9.00	9.00	10.00	10.00
FINANCE DEPARTMENT							
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	C08	1.00	1.00	1.00	1.00	1.00
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	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
TOTAL			17.00	17.00	17.00	17.00	17.00
HUMAN RESOURCES							
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
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	1.00	1.00	1.00
Fire/EMS Volunteer Coordinator	R	C07	0.00	0.00	0.00	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	1.00	1.00	1.00
TOTAL			8.00	8.00	8.00	9.00	9.00

POSITION		Level	FY2016 Adjusted	FY2017 Approved	FY2017 Adjusted	FY2018 Request	FY2018 Approved
LAND USE & GROWTH MANAGEMENT							
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	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
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
Comprehensive Planning							
Senior Planner	M	C10	1.00	1.00	1.00	1.00	1.00
Planner IV	M	C09	1.00	1.00	1.00	0.00	0.00
Planner IV	M	C09	1.00	1.00	1.00	1.00	1.00
GIS/Database Specialist	M	C08	1.00	1.00	1.00	0.00	0.00
Planner III	M	C08	2.00	2.00	2.00	2.00	2.00
Planner III	M	C08	1.00	1.00	1.00	1.00	1.00
Planner II	M	C07	2.00	2.00	2.00	2.00	2.00
GIS/CADD Operator	M	C06	1.00	1.00	1.00	0.00	0.00
Planner I	M	C06	1.00	1.00	1.00	0.00	0.00
MPO Planner	M	C05	0.00	0.00	1.00	1.00	1.00
Sr. Planning Specialist	M	C05	1.00	1.00	1.00	0.00	0.00
Addressing Technician	M	C04	1.00	1.00	1.00	0.00	0.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Permits							
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
Inspections & Compliance							
Code Coordinator	M	C08	1.00	1.00	0.00	0.00	0.00
Zoning Compliance Supervisor	M	C08	0.00	0.00	1.00	1.00	1.00
Inspector III	M	C07	1.00	1.00	1.00	1.00	1.00
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
Zoning							
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
Senior Office Specialist (Frozen)	M	C03	1.00	1.00	0.00	0.00	0.00
TOTAL			38.00	38.00	38.00	32.00	32.00
PLANNING COMMISSION							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		6.00	6.00	7.00	7.00	7.00
TOTAL			7.00	7.00	8.00	8.00	8.00

POSITION		Level	FY2016 Adjusted	FY2017 Approved	FY2017 Adjusted	FY2018 Request	FY2018 Approved
BOARD OF APPEALS							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		4.00	4.00	5.00	5.00	5.00
TOTAL			5.00	5.00	6.00	6.00	6.00
PUBLIC WORKS & TRANSPORTATION							
Director	C		1.00	1.00	1.00	1.00	1.00
Fiscal Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Coordinator	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
Project Management							
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	0.00	0.00	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
Development Review							
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
Construction & Inspection							
Manager, Construction/Inspection	M	C09	1.00	1.00	1.00	1.00	1.00
Inspector III	M	C07	4.00	4.00	4.00	4.00	4.00
County Highways							
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
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	6.00	6.00
Fiscal Specialist II	M	C04	1.00	1.00	1.00	1.00	1.00
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
Maintenance Worker	M	C02	15.00	15.00	15.00	15.00	15.00
Solid Waste & Recycling							
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
Transportation/Mailroom/Non-Public							
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	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

POSITION		Level	FY2016 Adjusted	FY2017 Approved	FY2017 Adjusted	FY2018 Request	FY2018 Approved
PUBLIC WORKS & TRANSPORTATION cont.							
Transportation/Mailroom/Non-Public cont.							
Equipment Mechanic I	M	C04	4.00	4.00	4.00	4.00	4.00
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	3.00	3.00
Bus Driver	G	C03	12.50	12.50	12.50	12.50	12.50
Mail Clerk	M	C03	2.00	2.00	2.00	2.00	2.00
Building Services							
Building Service Manager	M	C09	1.00	1.00	1.00	1.00	1.00
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. Maintenance Mechanic	M	C06	1.00	1.00	1.00	1.00	1.00
Lead Maintenance Mechanic	M	C05	5.00	5.00	5.00	5.00	5.00
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
Maintenance Mechanic	M	C03	7.00	7.00	7.00	7.00	7.00
Facilities Mechanic	M	C02	1.00	1.00	1.00	1.00	1.00
TOTAL			124.50	124.50	124.50	125.50	125.50
RECREATION & PARKS							
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	1.00	1.00	1.00
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	1.00	1.00	1.00
Fiscal Specialist IV	M	C06	2.00	2.00	2.00	2.00	2.00
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
Parks Maintenance							
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
Museum							
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

POSITION		Level	FY2016 Adjusted	FY2017 Approved	FY2017 Adjusted	FY2018 Request	FY2018 Approved
RECREATION & PARKS cont.							
Golf Course							
Manager, Golf Course	C/R		0.00	0.00	1.00	1.00	1.00
Manager, Golf Course	R	C09	1.00	1.00	0.00	0.00	0.00
Supervisor	R	C07	1.00	1.00	1.00	1.00	1.00
Food and Beverage Specialist	R	C04	1.00	1.00	1.00	1.00	1.00
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
TOTAL			40.00	40.00	40.00	40.00	40.00
EMERGENCY SERVICES & TECHNOLOGY							
Emergency Services							
Director	C		1.00	1.00	0.00	0.00	0.00
Chief Information Officer	C		0.00	0.00	1.00	1.00	1.00
Medical Director - RPT	C		0.00	0.00	0.00	0.50	0.50
Deputy Director, Emergency Services	M	C11	0.00	0.00	0.00	1.00	1.00
Manager	M	C10	1.00	1.00	1.00	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	0.00	0.00	0.00
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	1.00	1.00	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	5.00	8.00	8.00	8.00
Fiscal Specialist IV	M	C06	1.00	1.00	0.00	0.00	0.00
Radio Frequency Technician I	M	C06	1.00	1.00	0.00	0.00	0.00
Comm. Specialist II	M	C05	11.00	11.00	12.00	12.00	12.00
Communications Specialist I	M	C04	5.00	8.00	4.00	4.00	4.00
Senior Administrative Coordinator	M	C05	0.00	0.00	1.00	1.00	1.00
Technology							
Deputy Director, Technology	M	C13	1.00	1.00	1.00	1.00	1.00
Network Manager	M	C12	1.00	1.00	1.00	1.00	1.00
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
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
Radio Systems Manager	M	C09	0.00	0.00	0.00	0.00	1.00
Lead Technician - RF	M	C08	0.00	0.00	1.00	1.00	1.00
AS/400 Programmer Analyst	M	C08	1.00	1.00	1.00	1.00	1.00
PC Technician II	M	C08	1.00	1.00	1.00	1.00	1.00
Webmaster	M	C08	0.50	0.50	1.00	1.00	1.00
GIS/Database Specialist	M	C08	0.00	0.00	0.00	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

POSITION		Level	FY2016 Adjusted	FY2017 Approved	FY2017 Adjusted	FY2018 Request	FY2018 Approved
EMERGENCY SERVICES & TECHNOLOGY cont.							
Technology cont.							
PC Technician I	M	C07	1.00	1.00	1.00	1.00	1.00
Radio Frequency Technician I	M	C06	0.00	0.00	1.00	1.00	1.00
Fiscal Specialist IV	M	C06	0.00	0.00	1.00	1.00	1.00
GIS/CADD Operator	M	C06	0.00	0.00	0.00	1.00	1.00
Senior Administrative Coordinator	M	C05	1.00	1.00	0.00	0.00	0.00
Addressing Technician	M	C04	0.00	0.00	0.00	1.00	1.00
TOTAL			58.50	58.50	59.00	61.50	62.50
CIRCUIT COURT							
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	3.00	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	0.00	0.00	1.00	1.00	1.00
Fiscal Specialist III	G	C05	0.00	0.00	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	1.00	0.00	0.00	1.00	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
TOTAL			15.00	15.00	17.00	18.00	17.00
ORPHAN'S COURT							
Judge	E		3.00	3.00	3.00	3.00	3.00
TOTAL			3.00	3.00	3.00	3.00	3.00
SHERIFF'S DEPARTMENT							
Law Enforcement							
Sheriff	E		1.00	1.00	1.00	1.00	1.00
CIVILIAN							
Civilian Administrator	M	C11	1.00	1.00	1.00	1.00	1.00
Community Mental Health Liaison	M	C10	0.00	0.00	0.00	1.00	1.00
Public Information Officer	M	C10	1.00	1.00	1.00	1.00	1.00
Manager-Fiscal	M	C10	0.00	0.00	0.00	1.00	1.00
Manager-Fiscal	M	C09	1.00	1.00	1.00	0.00	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	1.00	1.00	1.00
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
Analyst (CID & NARCO)	M	C07	0.00	0.00	0.00	2.00	2.00
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	1.00	1.00	1.00	1.00
Crime Lab Technician	M	C07	3.00	3.00	4.00	4.00	4.00
Background Investigator	M	C06	0.00	0.00	0.00	2.00	2.00
Coordinator I	M	C06	2.00	2.00	2.00	2.00	2.00

POSITION		Level	FY2016 Adjusted	FY2017 Approved	FY2017 Adjusted	FY2018 Request	FY2018 Approved
SHERIFF'S DEPARTMENT cont.							
Law Enforcement cont.							
CIVILIAN cont.							
Fiscal Specialist IV	M	C06	3.00	3.00	3.00	3.00	3.00
Investigator	M	C06	2.00	2.00	2.00	2.00	2.00
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	0.00	0.00	1.00	1.00
Supervisor	M	C06	2.00	2.00	2.00	2.00	2.00
Coordinator - Victim Witness	M	C05	1.00	1.00	1.00	1.00	1.00
Court Security Officer	M	C05	6.00	7.00	7.00	7.00	7.00
Investigator Detective	M	C05	1.00	2.00	1.00	1.00	1.00
Admin Coordinator	G/M	C04	4.00	5.00	5.00	5.00	5.00
Classification Coordinator	G/M	C04	5.00	5.00	5.00	5.00	5.00
Property Specialist	M	C04	2.00	2.00	2.00	2.00	2.00
Security Specialist	M	C04	1.00	1.00	1.00	1.00	1.00
Senior Classification 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
Station Clerks	M	C03	6.00	6.00	6.00	6.00	6.00
SWORN							
Corporal	M/G	M07	49.00	49.00	49.00	52.00	43.00
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	16.00	11.00	17.00	23.00	15.00
Deputy	M/C	M01	49.00	47.00	40.00	30.00	47.00
Corrections							
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	18.00	18.00	16.00	26.00	10.00
Correctional Officer First Class	M	V02	22.00	20.00	20.00	21.00	15.00
Correctional Officer	M	V01	27.00	29.00	31.00	18.00	40.00
Captain/Warden	M	M05	1.00	1.00	1.00	0.00	1.00
Civilian Warden	M	C13	0.00	0.00	0.00	1.00	0.00
Support Services Coordinator	M	C10	0.00	0.00	0.00	1.00	1.00
Inmate Services Coordinator	M	C09	0.00	0.00	0.00	1.00	1.00
Pre-Trial Case Services Manager	M	C09	0.00	1.00	1.00	1.00	1.00
Coordinator III	M	C08	1.00	1.00	1.00	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	1.00	1.00	0.00	0.00
Booking Specialists	M	C06	0.00	0.00	0.00	2.00	2.00
Coordinator I	M	C06	1.00	1.00	1.00	1.00	1.00
Sr. Administrative Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00
Admin Coordinator	M	C04	7.00	7.00	7.00	7.00	7.00
Supply Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
TOTAL			300.00	297.00	296.00	301.00	301.00

POSITION		Level	FY2016 Adjusted	FY2017 Approved	FY2017 Adjusted	FY2018 Request	FY2018 Approved
OFFICE OF STATE'S ATTORNEY							
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	0.00	1.00	1.00	1.00	1.00
Senior Asst. States Attorney	A	SA4	2.00	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	0.00	2.00	2.00	2.00	2.00
Fiscal Specialist IV	M	C06	0.00	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	5.00	7.00	7.00	11.00	11.00
Bad Check Coordinator (Sr. Leg. Assist.)	M	C06	0.00	0.00	0.00	1.00	1.00
Bad Check Coordinator	M	C05	1.00	1.00	1.00	0.00	0.00
Community Services Coordinator	M	C05	1.00	0.00	0.00	0.00	0.00
Domestic Violence Coordinator	M	C05	1.00	0.00	0.00	0.00	0.00
Fiscal Specialist III	M	C05	1.00	0.00	0.00	0.00	0.00
Legal Assistant II	M/G	C05	9.00	9.00	9.00	6.00	6.00
Admin Coordinator	M	C04	1.00	0.00	0.00	0.00	0.00
Legal Assistant I	M/G	C04	3.00	2.00	2.00	1.00	1.00
TOTAL			37.00	37.00	37.00	37.00	37.00
TREASURER							
County Treasurer	E		1.00	1.00	1.00	1.00	1.00
Fiscal Technician	M	C07	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	M	C06	3.00	3.00	3.00	3.00	3.00
TOTAL			5.00	5.00	5.00	5.00	5.00
SOCIAL SERVICES							
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
TOTAL			2.00	2.00	2.00	2.00	2.00
ALCOHOL BEVERAGE OFFICE							
Al Bev Bd Administrator	M	C05	1.00	1.00	1.00	1.00	1.00
Admin Coordinator	M	C04	0.50	0.50	0.50	0.75	0.75
TOTAL			1.50	1.50	1.50	1.75	1.75
ALCOHOL BEVERAGE BOARD							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		4.00	4.00	4.00	4.00	4.00
TOTAL			5.00	5.00	5.00	5.00	5.00
BOARD OF ELECTIONS							
Member	A		3.00	3.00	3.00	3.00	3.00
TOTAL			3.00	3.00	3.00	3.00	3.00
TOTAL COUNTY GOVERNMENT			727.60	724.60	727.10	729.85	730.10

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	
1	Annual Salary:	\$24,586	\$25,189	\$25,834	\$26,478	\$27,123	\$27,810	\$28,496	\$29,224	\$29,952	\$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	\$1,152.00	\$1,181.00
	Hourly Rate:	\$11.82	\$12.11	\$12.42	\$12.73	\$13.04	\$13.37	\$13.70	\$14.05	\$14.40	\$14.76
2	Annual Salary:	\$27,082	\$27,768	\$28,454	\$29,162	\$29,890	\$30,638	\$31,408	\$32,198	\$33,010	\$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	\$1,270.00	\$1,301.00
	Hourly Rate:	\$13.02	\$13.35	\$13.68	\$14.02	\$14.37	\$14.73	\$15.10	\$15.48	\$15.87	\$16.26
3	Annual Salary:	\$29,723	\$30,472	\$31,242	\$32,011	\$32,822	\$33,634	\$34,466	\$35,339	\$36,213	\$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	\$1,393.00	\$1,428.00
	Hourly Rate:	\$14.29	\$14.65	\$15.02	\$15.39	\$15.78	\$16.17	\$16.57	\$16.99	\$17.41	\$17.85
4	Annual Salary:	\$32,677	\$33,488	\$34,341	\$35,194	\$36,067	\$36,982	\$37,898	\$38,834	\$39,811	\$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	\$1,531.00	\$1,570.00
	Hourly Rate:	\$15.71	\$16.10	\$16.51	\$16.92	\$17.34	\$17.78	\$18.22	\$18.67	\$19.14	\$19.62
5	Annual Salary:	\$35,901	\$36,795	\$37,710	\$38,667	\$39,624	\$40,622	\$41,642	\$42,682	\$43,742	\$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	\$1,682.00	\$1,725.00
	Hourly Rate:	\$17.26	\$17.69	\$18.13	\$18.59	\$19.05	\$19.53	\$20.02	\$20.52	\$21.03	\$21.56
6	Annual Salary:	\$40,123	\$41,122	\$42,162	\$43,202	\$44,283	\$45,386	\$46,488	\$47,694	\$48,880	\$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	\$1,880.00	\$1,927.00
	Hourly Rate:	\$19.29	\$19.77	\$20.27	\$20.77	\$21.29	\$21.82	\$22.35	\$22.93	\$23.50	\$24.09
7	Annual Salary:	\$44,886	\$46,010	\$47,174	\$48,339	\$49,546	\$50,794	\$52,062	\$53,373	\$54,704	\$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	\$2,104.00	\$2,156.00
	Hourly Rate:	\$21.58	\$22.12	\$22.68	\$23.24	\$23.82	\$24.42	\$25.03	\$25.66	\$26.30	\$26.95
8	Annual Salary:	\$50,253	\$51,522	\$52,811	\$54,122	\$55,474	\$56,867	\$58,282	\$59,738	\$61,235	\$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	\$2,355.00	\$2,414.00
	Hourly Rate:	\$24.16	\$24.77	\$25.39	\$26.02	\$26.67	\$27.34	\$28.02	\$28.72	\$29.44	\$30.18
9	Annual Salary:	\$56,160	\$57,574	\$59,010	\$60,486	\$61,984	\$63,544	\$65,125	\$66,768	\$68,432	\$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	\$2,632.00	\$2,698.00
	Hourly Rate:	\$27.00	\$27.68	\$28.37	\$29.08	\$29.80	\$30.55	\$31.31	\$32.10	\$32.90	\$33.72
10	Annual Salary:	\$64,501	\$66,102	\$67,766	\$69,451	\$71,198	\$72,966	\$74,797	\$76,669	\$78,582	\$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	\$3,022.00	\$3,098.00
	Hourly Rate:	\$31.01	\$31.78	\$32.58	\$33.39	\$34.23	\$35.08	\$35.96	\$36.86	\$37.78	\$38.73
11	Annual Salary:	\$74,110	\$75,962	\$77,854	\$79,810	\$81,806	\$83,845	\$85,946	\$88,088	\$90,293	\$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	\$3,473.00	\$3,560.00
	Hourly Rate:	\$35.63	\$36.52	\$37.43	\$38.37	\$39.33	\$40.31	\$41.32	\$42.35	\$43.41	\$44.50
12	Annual Salary:	\$85,218	\$87,360	\$89,544	\$91,770	\$94,078	\$96,429	\$98,842	\$101,296	\$103,834	\$106,434
	Bi-Weekly Pay:	\$3,278.00	\$3,360.00	\$3,444.00	\$3,530.00	\$3,618.00	\$3,709.00	\$3,802.00	\$3,896.00	\$3,994.00	\$4,094.00
	Hourly Rate:	\$40.97	\$42.00	\$43.05	\$44.12	\$45.21	\$46.36	\$47.52	\$48.70	\$49.97	\$51.37
13	Annual Salary:	\$98,010	\$100,464	\$102,960	\$105,539	\$108,181	\$110,885	\$113,651	\$116,501	\$119,413	\$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	\$4,593.00	\$4,708.00
	Hourly Rate:	\$47.12	\$48.30	\$49.50	\$50.74	\$52.01	\$53.31	\$54.64	\$56.01	\$57.41	\$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
	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
	Hourly Rate:	\$15.13	\$15.51	\$15.89	\$16.29	\$16.70	\$17.12	\$17.54	\$17.98	\$18.43
2	Annual Salary:	\$34,674	\$35,547	\$36,421	\$37,336	\$38,272	\$39,229	\$40,206	\$41,205	\$42,245
	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
	Hourly Rate:	\$16.67	\$17.09	\$17.51	\$17.95	\$18.40	\$18.86	\$19.33	\$19.81	\$20.31
3	Annual Salary:	\$38,043	\$39,000	\$39,978	\$40,976	\$41,995	\$43,056	\$44,138	\$45,240	\$46,363
	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
	Hourly Rate:	\$18.29	\$18.75	\$19.22	\$19.70	\$20.19	\$20.70	\$21.22	\$21.75	\$22.29
4	Annual Salary:	\$41,829	\$42,869	\$43,950	\$45,053	\$46,176	\$47,320	\$48,506	\$49,733	\$50,960
	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
	Hourly Rate:	\$20.11	\$20.61	\$21.13	\$21.66	\$22.20	\$22.75	\$23.32	\$23.91	\$24.50
5	Annual Salary:	\$45,968	\$47,112	\$48,277	\$49,483	\$50,731	\$52,000	\$53,290	\$54,621	\$55,994
	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
	Hourly Rate:	\$22.10	\$22.65	\$23.21	\$23.79	\$24.39	\$25.00	\$25.62	\$26.26	\$26.92
6	Annual Salary:	\$51,355	\$52,645	\$53,955	\$55,307	\$56,701	\$58,115	\$59,571	\$61,048	\$62,587
	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
	Hourly Rate:	\$24.69	\$25.31	\$25.94	\$26.59	\$27.26	\$27.94	\$28.64	\$29.35	\$30.09
7	Annual Salary:	\$57,470	\$58,906	\$60,382	\$61,880	\$63,440	\$65,021	\$66,643	\$68,307	\$70,013
	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
	Hourly Rate:	\$27.63	\$28.32	\$29.03	\$29.75	\$30.50	\$31.26	\$32.04	\$32.84	\$33.66
8	Annual Salary:	\$64,334	\$65,957	\$67,600	\$69,285	\$71,011	\$72,800	\$74,610	\$76,482	\$78,395
	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
	Hourly Rate:	\$30.93	\$31.71	\$32.50	\$33.31	\$34.14	\$35.00	\$35.87	\$36.77	\$37.69
9	Annual Salary:	\$71,885	\$73,694	\$75,525	\$77,418	\$79,352	\$81,349	\$83,387	\$85,467	\$87,589
	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
	Hourly Rate:	\$34.56	\$35.43	\$36.31	\$37.22	\$38.15	\$39.11	\$40.09	\$41.09	\$42.11
10	Annual Salary:	\$82,576	\$84,635	\$86,736	\$88,920	\$91,146	\$93,413	\$95,742	\$98,155	\$100,589
	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
	Hourly Rate:	\$39.70	\$40.69	\$41.70	\$42.75	\$43.82	\$44.91	\$46.03	\$47.19	\$48.36
11	Annual Salary:	\$94,869	\$97,240	\$99,674	\$102,149	\$104,707	\$107,328	\$110,011	\$112,757	\$115,586
	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
	Hourly Rate:	\$45.61	\$46.75	\$47.92	\$49.11	\$50.34	\$51.60	\$52.89	\$54.21	\$55.57
12	Annual Salary:	\$109,096	\$111,821	\$114,608	\$117,478	\$120,411	\$123,427	\$126,506	\$129,688	\$132,912
	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
	Hourly Rate:	\$52.45	\$53.76	\$55.10	\$56.48	\$57.89	\$59.34	\$60.82	\$62.35	\$63.90
13	Annual Salary:	\$125,466	\$128,586	\$131,810	\$135,096	\$138,486	\$141,939	\$145,496	\$149,136	\$152,859
	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
	Hourly Rate:	\$60.32	\$61.82	\$63.37	\$64.95	\$66.58	\$68.24	\$69.95	\$71.70	\$73.49

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	\$46,446	\$48,797	\$51,355	\$54,038	\$57,054	\$58,074	\$59,114	\$60,278	\$62,546	\$63,773
1	\$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
MO1	\$22.33	\$23.46	\$24.69	\$25.98	\$27.43	\$27.92	\$28.42	\$28.98	\$30.07	\$30.66
DFC	\$49,608	\$52,208	\$54,995	\$58,032	\$61,235	\$62,317	\$63,482	\$64,750	\$67,101	\$68,411
2	\$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
MO2	\$23.85	\$25.10	\$26.44	\$27.90	\$29.44	\$29.96	\$30.52	\$31.13	\$32.26	\$32.89
CPL	\$53,082	\$55,952	\$58,989	\$62,234	\$65,707	\$66,934	\$68,203	\$69,493	\$71,968	\$73,341
7	\$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
MO7	\$25.52	\$26.90	\$28.36	\$29.92	\$31.59	\$32.18	\$32.79	\$33.41	\$34.60	\$35.26
SGT	\$56,930	\$60,050	\$63,357	\$66,872	\$70,616	\$71,926	\$73,237	\$74,630	\$77,210	\$78,707
3	\$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
MO3	\$27.37	\$28.87	\$30.46	\$32.15	\$33.95	\$34.58	\$35.21	\$35.88	\$37.12	\$37.84
LT	\$61,069	\$64,480	\$68,058	\$71,843	\$75,816	\$77,334	\$78,707	\$80,226	\$82,888	\$84,510
4	\$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
MO4	\$29.36	\$31.00	\$32.72	\$34.54	\$36.45	\$37.18	\$37.84	\$38.57	\$39.85	\$40.63
CAPT	\$71,510	\$75,296	\$79,290	\$83,533	\$87,984	\$89,544	\$91,125	\$92,893	\$95,763	\$97,594
5	\$2,750.40	\$2,895.00	\$3,049.60	\$3,212.80	\$3,384.00	\$3,444.00	\$3,504.80	\$3,572.80	\$3,683.20	\$3,753.60
MO5	\$34.38	\$36.20	\$38.12	\$40.16	\$42.30	\$43.05	\$43.81	\$44.66	\$46.04	\$46.92
MAJ	\$76,565	\$80,642	\$84,926	\$89,440	\$94,203	\$95,909	\$97,635	\$99,507	\$102,502	\$104,458
6	\$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
MO6	\$36.81	\$38.77	\$40.83	\$43.00	\$45.29	\$46.11	\$46.94	\$47.84	\$49.28	\$50.22

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
DEP	Annual Salary:	\$64,979	\$66,206	\$67,496	\$68,765	\$70,117	\$71,490	\$72,862	\$74,277	\$75,712
1	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
MO1	Hourly Rate:	\$31.24	\$31.83	\$32.45	\$33.06	\$33.71	\$34.37	\$35.03	\$35.71	\$36.40
DFC	Annual Salary:	\$69,680	\$71,032	\$72,384	\$73,798	\$75,234	\$76,690	\$78,125	\$79,643	\$81,203
2	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
MO2	Hourly Rate:	\$33.50	\$34.15	\$34.80	\$35.48	\$36.17	\$36.87	\$37.56	\$38.29	\$39.04
CPL	Annual Salary:	\$74,714	\$76,170	\$77,646	\$79,165	\$80,683	\$82,264	\$83,845	\$85,426	\$87,069
7	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
MO7	Hourly Rate:	\$35.92	\$36.62	\$37.33	\$38.06	\$38.79	\$39.55	\$40.31	\$41.07	\$41.86
SGT	Annual Salary:	\$80,226	\$81,786	\$83,408	\$84,926	\$86,528	\$88,192	\$89,898	\$91,603	\$93,392
3	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
MO3	Hourly Rate:	\$38.57	\$39.32	\$40.10	\$40.83	\$41.60	\$42.40	\$43.22	\$44.04	\$44.90
LT	Annual Salary:	\$86,091	\$87,714	\$89,419	\$91,104	\$92,851	\$94,619	\$96,429	\$98,280	\$100,173
4	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
MO4	Hourly Rate:	\$41.39	\$42.17	\$42.99	\$43.80	\$44.64	\$45.49	\$46.36	\$47.25	\$48.16
CAPT	Annual Salary:	\$99,466	\$101,358	\$103,334	\$105,290	\$107,328	\$109,387	\$111,467	\$113,630	\$115,814
5	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
MO5	Hourly Rate:	\$47.82	\$48.73	\$49.68	\$50.62	\$51.60	\$52.59	\$53.59	\$54.63	\$55.68
MAJ	Annual Salary:	\$106,434	\$108,555	\$110,656	\$112,736	\$114,899	\$117,166	\$119,392	\$121,680	\$124,072
6	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
MO6	Hourly Rate:	\$51.17	\$52.19	\$53.20	\$54.20	\$55.24	\$56.33	\$57.40	\$58.50	\$59.65

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
Correctional Officer										
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
Correctional Officer First Class										
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
Corporal										
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
Sergeant										
Annual Salary:	\$53,622	\$54,683	\$55,890	\$56,930	\$58,094	\$59,218	\$60,341	\$61,442	\$62,587	\$63,689
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
Lieutenant										
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
Captain										
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
Major/Warden										
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
Correctional Officer										
CO	Annual Salary:	\$51,438	\$52,270	\$53,227	\$54,101	\$55,910	\$56,805	\$57,658	\$58,552	\$59,322
VO1	Bi-Weekly Pay:	\$1,978.38	\$2,010.40	\$2,047.20	\$2,080.80	\$2,117.60	\$2,184.80	\$2,217.60	\$2,252.00	\$2,281.60
	Hourly Rate:	\$24.73	\$25.13	\$25.59	\$26.01	\$26.47	\$27.31	\$27.72	\$28.15	\$28.52
Correctional Officer First Class										
CO1	Annual Salary:	\$57,366	\$58,386	\$59,363	\$60,362	\$62,296	\$63,253	\$64,314	\$65,312	\$66,373
VO2	Bi-Weekly Pay:	\$2,206.40	\$2,245.60	\$2,283.20	\$2,321.60	\$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	\$30.41	\$30.92	\$31.40	\$31.91
Corporal										
CO II	Annual Salary:	\$60,528	\$61,589	\$62,691	\$63,690	\$64,730	\$66,810	\$67,912	\$68,931	\$69,950
VO3	Bi-Weekly Pay:	\$2,328.00	\$2,368.80	\$2,411.20	\$2,449.60	\$2,489.60	\$2,569.60	\$2,612.00	\$2,651.20	\$2,690.40
	Hourly Rate:	\$29.10	\$29.61	\$30.14	\$30.62	\$31.12	\$32.12	\$32.65	\$33.14	\$33.63
Sergeant										
CO III	Annual Salary:	\$64,792	\$65,936	\$67,038	\$68,162	\$69,306	\$71,510	\$72,717	\$73,757	\$74,838
VO4	Bi-Weekly Pay:	\$2,492.00	\$2,536.00	\$2,578.40	\$2,621.60	\$2,665.60	\$2,750.40	\$2,796.80	\$2,836.80	\$2,878.40
	Hourly Rate:	\$31.15	\$31.70	\$32.23	\$32.77	\$33.32	\$34.38	\$34.96	\$35.46	\$35.98
Lieutenant										
CO IV	Annual Salary:	\$70,450	\$71,635	\$72,862	\$74,090	\$75,317	\$77,792	\$78,957	\$80,142	\$81,432
VO5	Bi-Weekly Pay:	\$2,709.60	\$2,755.20	\$2,802.40	\$2,849.60	\$2,896.80	\$2,992.00	\$3,036.80	\$3,082.40	\$3,132.02
	Hourly Rate:	\$33.87	\$34.44	\$35.03	\$35.62	\$36.21	\$37.40	\$37.96	\$38.53	\$39.15
Captain										
CO V	Annual Salary:	\$82,867	\$84,261	\$85,717	\$87,152	\$88,566	\$91,437	\$92,789	\$94,245	\$95,763
VO7	Bi-Weekly Pay:	\$3,187.20	\$3,240.80	\$3,296.80	\$3,352.00	\$3,406.40	\$3,516.80	\$3,568.80	\$3,624.80	\$3,683.20
	Hourly Rate:	\$39.84	\$40.51	\$41.21	\$41.90	\$42.58	\$43.96	\$44.61	\$45.31	\$46.04
Major/Warden										
CO VI	Annual Salary:	\$98,292	\$99,918	\$101,570	\$103,250	\$104,958	\$108,459	\$110,253	\$112,076	\$113,934
VO9	Bi-Weekly Pay:	\$3,780.46	\$3,842.99	\$3,906.55	\$3,971.17	\$4,036.85	\$4,171.49	\$4,240.49	\$4,310.63	\$4,382.08
	Hourly Rate:	\$47.26	\$48.04	\$48.83	\$49.64	\$50.46	\$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

MISCELLANEOUS INFORMATION

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

ST. MARY'S COUNTY TAX RATES

Tax	Basis	FY2017 Approved Rate	FY2018 Approved Rate
Property Tax	Per \$100 of assessed value	0.8523	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 unit	\$3,375	\$4,125
Parks	Per residential dwelling unit	\$675	\$825
Roads	Per residential dwelling unit	\$450	\$550
Total Impact Fees		\$4,500	\$5,500

COMPARISON OF SELECTED TAXES AND FEES BY SUBDIVISION - FY2017

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	0.9150	2%	2.50%	\$3.50	1.0%	10.0%	7.5%	\$0.75	7.0%	\$ 12,473	\$0.0025 NR Elec	5.0%
BALTIMORE CITY	2.2480	4%	3.20%	\$5.00	1.5%	10.0%	0.0%	\$0.75	9.5%	None	\$0.008174 kWh	5.0%
BALTIMORE COUNTY	1.1000	4%	2.83%	\$2.50	1.5%	10.0%	7.0%	\$0.75	8.0%	None	\$0.00530 / kwh - nr	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	0.9914	4%	2.80%	\$4.10	0.5%	6.0%	\$20.00	\$0.75	3.0%	None	0.0%	5.0%
CHARLES	1.1410	7%	3.03%	\$5.00	0.5%	10.0%	\$15/mo	\$0.75	5.0%	\$ 16,206	0.00%	5.0%
DORCHESTER	0.9760	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	3.0%	\$ 14,881	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	0.7734	10%	3.20%	\$4.45	25% to 6%	7.0%	0.0%	\$0.75	7.0%	regional rates	\$0.01978/kwh - nr	5.0%
PRINCE GEORGE'S	1.0000	0%	3.20%	\$2.75	1.4%	10.0%	\$5/mo	\$0.75	7.0%	\$ 15,628	\$0.009366kwh	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 ***	0.8523	5%	3.00%	\$4.00	1.0%	2.0%	10.0%	\$0.75	5.0%	\$ 4,500	1.25% Unit	5.0%
SOMERSET	1.0000	10%	3.15%	\$3.30	0.0%	4.0%	0.0%	\$0.75	5.0%	None	0.00%	3.0%
TALBOT	0.5471	0%	2.40%	\$6.00	1.0%	5.0%	\$50/qtr	\$0.75	4.0%	\$ 6,199	0.00%	5.0%
WASHINGTON	0.9480	5%	2.80%	\$3.80	0.5%	3% - 5%	15.0%	\$0.75	6.0%	None	0.00%	n/a
WICOMICO	0.9516	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

*Admissions & Amusement Rate is 5% on concerts, golf course fees, and live performances **Raised Hotel/Motel tax from 3% to 5% effective October 29, 2016

*** Real property tax reduced to .8478 - Constant Yield Rate July 1, 2017. Impact Fee increased to \$5,500 July 1, 2017.

(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 2017
Maryland Department of Assessments and Taxation 2016 - 2017 County Tax Rates

Impact of Local Taxes
Using Average Values and Income for St. Mary's County

Average Residential Property Taxpayer

Fair Market Value		\$293,300 *
Current Property Tax Bill:	<i>Rate per \$100</i>	
County Property Tax	0.8478	\$2,487
Fire Tax	0.05	147
Rescue Tax	0.017	50
Emergency Services Support Tax	0.024	70
		<hr/>
Sub-Total		\$ 2,754
		<hr/>
Solid Waste & Recycling Fee	per property	\$72
Total		\$ <u>2,826</u>

Average St. Mary's County Personal Income Tax Return

Adjusted Gross Income		\$83,341 **
Net Taxable Income		\$67,311 **
Net County Income Tax	3.00%	\$ 2,019

* Based on average value of homes sold in FY2016 from State Department of Assessments and Taxation

**Based on 40,195 taxable returns filed for tax year 2015

Source: Income Tax Summary Report, Tax Year 2015, State Comptroller's Office.

ST. MARY'S COUNTY PROPERTY TAX RATES

FISCAL YEAR	APPROVED TAX RATE	CONSTANT YIELD TAX RATE
1999	2.08	2.05
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

The approved property tax rate for FY2018 is \$.8478 per \$100 of assessed valuation. This is equal to the "constant yield" tax rate, which is certified to the County by the State Department of Assessments and Taxation letter of February 14, 2017. 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 \$1.2 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 FY2017	BUDGET ESTIMATE FY2018
Real Property-Full Value:		
Full Year	\$11,925,897,890	\$12,069,954,770
Half Year		104,232,230
Business Personal Property	160,435,000	169,718,000
Public Utilities	117,468,000	119,271,000
Total Assessable Base	\$12,203,800,890	\$12,463,176,000

Source: State Department of Assessments and Taxation (SDAT), Constant Yield Letter dated February 14, 2017 and SDAT website updated on March 31, 2017

Assessment increase is 2.1%

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, 2016.

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.

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, 2016 audit reflects an unassigned general fund balance of \$21,526,626. The County's Fund Balance Policy approved in August 2015, states we will maintain or be above 15%. As of June 30, 2016, the ratio of County Reserves to Revenues is 17.03%. 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 FY2018 Approved Budget does not designate Fund Balance from the Unassigned, \$21,526,626.

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
- The County's current Debt Service to Revenues ratio is well below its 10% policy, demonstrating strong debt affordability

Commissioners of St. Mary's County
Notes to Financial Statements
June 30, 2016

6. Long-term obligations (continued)

Primary government (continued)

The annual requirements to amortize all debt outstanding as of June 30, 2016 including interest of \$9,946,549, 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>
2017	7,599,963	1,824,920	9,424,883
2018	7,805,963	1,606,109	9,412,072
2019	7,999,821	1,366,526	9,366,347
2020	8,206,821	1,128,350	9,335,171
2021	5,979,821	926,324	6,906,145
2022-2026	19,756,802	2,538,038	22,294,840
2027-2031	7,703,509	556,282	8,259,791
2032-2036	84,535	-	84,535
2037-2038	10,536	-	10,536
Total	\$ 65,147,771	\$ 9,946,549	\$ 75,094,320

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

	<u>General Obligation</u>		<u>Special</u>	<u>Total</u>
	<u>Bonds</u>	<u>State Loans</u>	<u>Assessment</u>	
			<u>Fund</u>	
Principal	\$ 63,633,000	\$ 784,165	\$ 730,606	\$ 65,147,771
Interest	9,946,549	-	-	9,946,549
	<u>\$ 73,579,549</u>	<u>\$ 784,165</u>	<u>\$ 730,606</u>	<u>\$ 75,094,320</u>

Note that this is a copy of page 61 from the Commissioners of St. Mary's County, MD
FY2016 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 June 2016 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 Aa2 (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 7/1/2017 Debt Percentage	1.58%
- General Fund Debt Service as a percent of General Fund Expenditures

St. Mary's County Debt Policy	10.00%
St. Mary's County FY2018	5.12%

Current projections indicate that based on the FY2018 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, 2017 assessed property value	\$12,358,943,770
Legal debt limit	2.15%
Borrowing limitation under the law	\$265,717,291
Outstanding debt issued as of July 1, 2017*	\$196,169,304
Debt margin as of July 1, 2017	\$69,547,987
Ratio of debt to assessed property value	1.58%

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, 2017 is estimated to be 1.58%. By comparison, the ratio as of July 1, 2016 was 1.37%. Based on the plan, and other assumptions, the ratio is estimated to range from 1.47% to 2.00% 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 FY2017 was 4.83%. Based on the capital plan, and other assumptions, the ratio is expected to be 5.12% in FY2018, and is expected to range from 5.12% to 5.98% in the 6 year plan.

*Includes the debt of Metcom as of July 1, 2017 in the amount of \$113,682,541 plus the County's debt of \$82,486,763.

Commissioners of St. Mary's County
Notes to Financial Statements
June 30, 2016

7. Fund balances

A summary of the nonspendable, restricted, committed, assigned and unassigned fund balances as of June 30, 2016 is as follows:

	Special Revenue Funds					Debt Service Fund	Capital Projects Fund
	General Fund	Fire & Rescue Revolving	Emergency Support	Special Assessments	Capital Projects Fund		
Nonspendable							
Inventory	\$ 1,253,760	\$ -	\$ -	\$ -	\$ -	\$ -	
Prepaid expenses	41,059	-	-	-	-	-	
Interfund advance (Wisomico)	888,041	-	-	-	-	-	
Total nonspendable	2,182,860						
Restricted							
Domestic Violence Programs	2,385	-	-	-	-	-	
County matching funds for approved grants	281,288	-	-	-	-	-	
Funding sources specified for capital projects	-	-	-	-	-	-	1,451,941
Land preservation	-	-	-	-	-	-	10,199,785
Various capital projects - transfer tax	-	-	-	-	-	-	-
County pay-go	-	-	-	-	-	-	-
Roads- impact fees	-	-	-	-	-	-	155,486
Roads- mitigation	-	-	-	-	-	-	511,794
Parks- impact fees	-	-	-	-	-	-	848,254
Parks- mitigation	-	-	-	-	-	-	46,753
Schools-impact fees	-	-	-	-	-	-	2,371,380
Schools-mitigation	-	-	-	-	-	-	34,125
Capital asset purchases	1,461,058	-	-	-	-	-	-
Total restricted	1,744,731						15,619,518
Committed							
Bond rating reserve	13,330,021	-	-	-	-	-	-
CIP pay-go	(2,972,992)	-	-	-	-	-	9,532,486
Rainy day fund	1,625,000	-	-	-	-	-	-
Operating budget, non-recurring items	2,972,992	-	-	-	-	-	-
Other, net, including grants	-	171,824	644,261	261,488	261,488	-	(9,448,030)
Total committed	14,955,021	171,824	644,261	261,488	261,488	84,155	
Assigned	1,207,947						
Unassigned	21,526,526						
Total fund balances	\$ 41,617,105	\$ 171,824	\$ 644,261	\$ 261,488	\$ 261,488	\$ 84,155	\$ 15,703,974

Note that this is a copy of Page 71 from the Commissioners of St. Mary's County, MD
FY2016 Audited Financial Statements

Commissioners of St. Mary's County
Notes to Financial Statements
June 30, 2016

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, 2016, 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 FY2016, but for which the period extends beyond June 30, 2016. 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.

Fund balance appropriated as a part of the FY2017 budget for the transfer of pay-go funding to the FY2017 capital budget and other non-recurring.

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	\$ 481,380
Miscellaneous revolving fund	<u>726,567</u>
	<u>\$1,207,947</u>

Note that this is a copy of Page 72 from the Commissioners of St. Mary's County, MD
FY2016 Audited Financial Statements

Commissioners of St. Mary's County
Notes to Financial Statements
June 30, 2016

7. Fund balances (continued)

As a part of our FY2017 budget process, the unassigned fund balance was not used.

When unassigned fund balance is used, it is used for one-time, non-recurring expenses. We intend to apply the fund balance in ways that will reduce future annual operating costs for periods up to 20 years. For example, using fund balance instead of bonds for a capital project already in the plan translates to annual cost savings in debt service of \$750,000 for every \$10 million applied. Similar returns can be achieved by applying fund balance to pay down the accrued liability for unfunded retiree health benefits.

In May 2016, as a part of the approval of the FY2017 budget, the Board approved not to use unassigned fund balance to increase reserves percent to revenue above 15% per fund balance policy.

UNASSIGNED (\$16,680,164)

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 73 from the Commissioners of St. Mary's County, MD
FY2016 Audited Financial Statements**

**General Fund
Statement of Operating Revenues and Expenditures**

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Revenues					
Property Taxes	105,273,048	104,538,846	103,011,131	100,806,373	100,043,223
Income Taxes	85,525,116	81,002,813	77,384,719	76,746,270	76,289,036
Other Local Taxes	7,791,980	7,397,844	7,679,306	7,647,307	6,695,988
Highway User Revenues	901,966	762,266	721,923	683,079	372,661
Licenses & Permits	1,574,154	1,581,154	1,504,387	1,497,437	1,498,956
Intergovernmental	9,859,122	10,364,668	10,418,326	9,581,499	12,421,869
Charges for Services	2,679,243	3,048,393	2,790,407	3,519,566	4,955,917
Fines & Forfeitures	212,776	264,853	208,573	227,571	185,070
Other Revenues	345,909	469,855	312,298	273,236	202,216
Total Revenues	<u>214,163,314</u>	<u>209,430,692</u>	<u>204,031,070</u>	<u>200,982,338</u>	<u>202,664,936</u>
Expenditures					
General Government	21,943,087	20,662,550	20,288,779	19,559,509	19,234,482
Public Safety	43,357,839	38,266,497	39,631,748	44,072,846	36,536,138
Public Works	9,288,129	9,076,657	10,202,985	8,401,057	7,743,653
Health	7,383,969	7,038,830	6,605,425	6,495,400	6,374,143
Social Services	4,356,043	4,114,893	4,135,430	3,826,738	3,903,105
Primary & Secondary Education	99,922,025	95,846,940	91,990,408	87,616,703	78,938,358
Post-Secondary Education	4,257,845	3,995,506	3,873,943	3,781,289	3,647,430
Parks, Recreation & Culture	3,855,553	3,800,521	3,621,272	3,680,293	3,489,742
Libraries	2,588,064	2,498,064	2,476,561	2,404,204	2,281,038
Conservation of Natural Resources	478,171	491,408	437,638	399,618	372,923
Housing	0	0	0	1,100,256	946,677
Economic Development & Opportunity	1,818,051	1,515,675	1,505,754	1,570,887	1,547,966
Debt Service	9,356,779	9,787,899	9,959,968	10,884,872	11,619,482
Other, principally OPEB	9,700,366	7,036,710	6,867,002	7,422,174	6,747,317
Total Expenditures	<u>218,305,921</u>	<u>204,132,150</u>	<u>201,596,913</u>	<u>201,215,846</u>	<u>183,382,454</u>
Excess of Revenues Over (Under) Expenditures	-4,142,607	5,298,542	2,434,157	-233,508	19,282,482
Other Financing Sources & Uses					
Exempt Financing Proceeds	2,917,045	1,659,342	3,684,217	6,711,403	0
Subsidy to Enterprise Fund		-950,000	-1,000,000	-980,065	-1,085,000
Capital Projects-General Fund PayGo	-5,790,621	-3,815,092	-12,855,816	-11,368,059	-4,658,549
Total Other Financing & Uses	-2,873,576	-3,105,750	-10,171,599	-5,636,721	-5,743,549
Net Increase(Decrease) in Fund Balances	-7,016,183	2,192,792	-7,737,442	-5,870,229	13,538,933
FUND BALANCE					
Beginning of the year	48,633,368	46,440,576	54,178,018	60,048,247	46,509,314
End of Year	41,617,185	48,633,368	46,440,576	54,178,018	60,048,247

Source: St. Mary's County Department of Finance

**General Fund
Summary of Fund Balance
Fiscal Years Ended June 30**

Fund Balances:	Fiscal Year				
	2016	2015	2014	2013	2012
Non-Spendable	2,182,860	2,233,637	2,050,354	2,009,203	786,922
Restricted	1,744,731	1,795,465	212,629	108,340	77,454
Committed	14,955,021	26,425,661	18,993,769	26,148,468	30,466,705
Assigned	1,207,947	1,498,441	2,311,819	2,424,822	3,819,813
Unassigned	<u>21,526,626</u>	<u>16,680,164</u>	<u>22,872,005</u>	<u>23,487,185</u>	<u>24,897,353</u>
Total Fund Balance	<u>41,617,185</u>	<u>48,633,368</u>	<u>46,440,576</u>	<u>54,178,018</u>	<u>60,048,247</u>

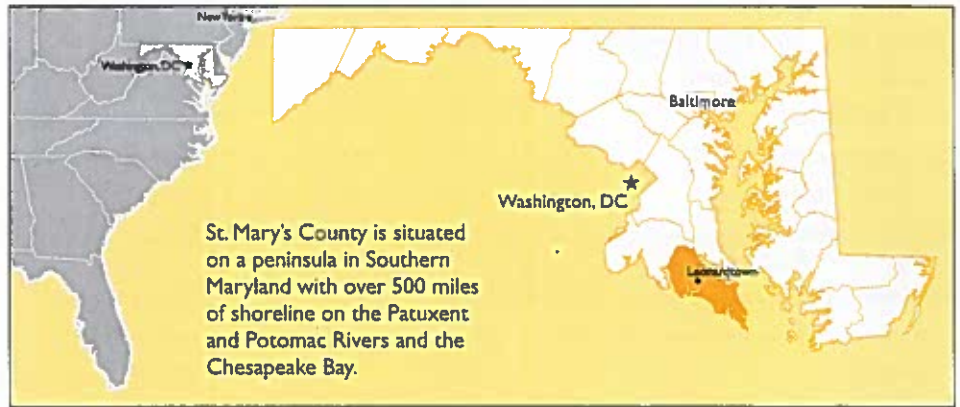
Source: St. Mary's County Department of Finance.

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.



St. Mary's County's 2,025 businesses employ 28,900 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.

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 GEOGRAPHY¹

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

POPULATION^{2,3}

	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*	46,050	125,150	6,224,550

*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^{2,3} (2015)

Age	Number	Percent
Under 5	7,299	6.6
5 - 19	23,240	20.9
20 - 44	36,912	33.1
45 - 64	30,291	27.2
65 and over	13,671	12.3
Total	111,413	100.0
Median age		36.4 years

Brief Economic Facts // ST. MARY'S COUNTY, MARYLAND

LABOR AVAILABILITY^{3,4,5} (BY PLACE OF RESIDENCE)

Civilian Labor Force (2015 avg.)	County	Labor Mkt. Area*
Total civilian labor force	54,498	183,124
Employment	51,797	174,112
Unemployment	2,701	9,012
Unemployment rate	5.0%	4.9%

Residents commuting outside the county to work (2011-2015)	Number	Percent
Employment in selected occupations (2011-2015)		
Management, business, science and arts	23,724	44.0%
Service	9,191	17.0%
Sales and office	11,170	20.7%
Production, transp. and material moving	4,005	7.4%

* St. Mary's, Calvert and Charles counties

MAJOR EMPLOYERS^{6,7} (2016)

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
Smartronix	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

EMPLOYMENT⁴ (2015, BY PLACE OF WORK)

Industry	Estab-lishments	Annual Avg. Empl.	Emp. %	Avg. Wkly. Wage
Federal government	41	9,442	21.9	\$1,992
State government	11	923	2.1	942
Local government	58	3,854	8.9	899
Private sector	2,025	28,873	67.0	1,035
Natural resources and mining	16	74	0.2	666
Construction	281	1,794	4.2	1,003
Manufacturing	33	368	0.9	1,074
Trade, transportation and utilities	450	6,829	15.8	753
Information	19	168	0.4	1,102
Financial activities	145	762	1.8	942
Professional and business services	472	9,757	22.6	1,626
Education and health services	234	4,415	10.2	923
Leisure and hospitality	207	3,739	8.7	301
Other services	168	967	2.2	530
Total	2,135	43,092	100.0	1,230

Includes civilian employment only

HOURLY WAGE RATES⁴ (2015)

Selected Occupations	Median	Entry	Experienced
Accountants	\$35.00	\$21.75	\$43.25
Aerospace engineers	51.00	35.75	58.25
Bookkeeping/accounting clerks	19.50	13.00	23.25
Computer systems analysts	39.00	24.50	49.50
Computer user support specialists	25.25	15.25	30.25
Customer service representatives	14.50	9.50	18.50
Electrical engineers	44.00	32.25	52.50
Electronics engineering technicians	49.50	27.25	44.50
Freight, stock and material movers, hand	11.50	9.50	14.75
Industrial truck operators	18.50	14.50	22.50
Information security analyst	39.50	25.50	47.00
Maintenance and repair workers	19.50	13.00	24.00
Network administrators	47.50	32.25	56.50
Packers and packagers, hand	9.00	8.75	9.75
Secretaries	18.75	12.00	22.25
Shipping/receiving clerks	15.25	11.25	19.00

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^{3,8}

Educational Attainment - age 25 & over (2011-2015)

High school graduate or higher	90.6%
Bachelor's degree or higher	30.6%

Public Schools

Number: 18 elem.; 4 mid.; 3 high; 1 career/tech; 1 charter
Enrollment: 18,067 (Sept. 2016)
Cost per pupil: \$12,171 (2014-2015)
Students per teacher: 16.7 (Oct. 2016)
High school career / tech enrollment: 1,569 (2016)
High school graduates: 1,275 (July 2015)

Nonpublic Schools

Number: 38 (Sept. 2016)

Higher Education Enrollment ('16) Degrees ('15)

2-year institutions

Seafarers Harry Lundeberg School of Seamanship	111	NA
College of Southern Maryland*	7,431	1,193

4-year institution

St. Mary's College of Maryland	1,670	456
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George Washington University, Johns Hopkins University, the University of Maryland College Park, and 12 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 RATES⁹

	St. Mary's Co.	Maryland
Corporate Income Tax (2017)	none	8.25%
Base – federal taxable income		
Personal Income Tax (2017)	3.00%	2.0%-5.75%*
Base – federal adjusted gross income		
*Graduated rate peaking at 5.75% on taxable income over \$300,000		
Sales & Use Tax (2017)	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		
Real Property Tax (FY 17)	\$0.8523	\$0.112
Effective rate per \$100 of assessed value		
In addition to this rate, there are some miscellaneous taxes and/or special taxing areas in the county; in an incorporated area a municipal rate will also apply		
Business Personal Property Tax (FY 17)	\$2.1308	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, R&D, Biotechnology and Cybersecurity Investment, Arts & Entertainment District		

INCOME³ (2011-2015)

Distribution	Percent Households		
	St. Mary's Co.	Maryland	U.S.
Under \$25,000	12.6	15.3	23.0
\$25,000 - \$49,999	14.7	17.9	23.5
\$50,000 - \$74,999	14.6	17.1	17.8
\$75,000 - \$99,999	16.3	13.4	12.1
\$100,000 - \$149,999	23.5	18.2	13.1
\$150,000 - \$199,999	9.9	9.0	5.1
\$200,000 and over	8.4	9.2	5.3
Median household	\$86,987	\$74,551	\$53,889
Average household	\$100,383	\$97,801	\$75,558
Per capita	\$36,668	\$36,897	\$28,930
Total income (millions)	\$3,839	\$211,875	\$8,834,710

HOUSING^{2,3,10}

Occupied Units (2011-2015) 38,243 (72.3% owner occupied)

Housing Transactions	Units	Median Selling Price
All arms-length transactions (2015)	1,189	\$279,000
All multiple-listed properties (2016)*	1,494	\$259,119

*Excludes auctions and FSBO

BUSINESS AND INDUSTRIAL PROPERTY⁶

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 technology firms are clustered in and around Lexington Park. Major business parks include Wildewood, Lexington Park Corporate Center, Exploration, Expedition, Willows Run and Pine Hill. The greatest concentration of manufacturing is in St. Mary's Industrial Park in Hollywood, adjoining the regional airport.

St. Mary's County Department of Economic Development maintains lists of available office, warehouse and industrial sites and space and publishes a directory of technology companies and resources. Both are available in PDF format on www.smarysmd.com/ded.

Market Profile Data (2016)	Low	High	Average
Land – cost per acre			
Industrial	\$15,000	\$120,000	\$100,000
Office	\$25,000	\$500,000	\$225,000
Rental Rates – per square foot			
Warehouse / Industrial	\$2.50	\$12.00	\$10.00
Flex / R&D / Technology	\$8.00	\$14.00	\$11.00
Class A Office	\$18.00	\$23.00	\$21.00

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: 52 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) 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, Blackistone 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.visitstmarysmd.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

GOVERNMENT¹¹

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

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
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

RESOLUTION

WHEREAS, Article 95, §22F, Annotated Code of Maryland and State Finance and Procurement Article S6-222 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 BRIGGMAN, Commissioner


PAUL W. CHESSER, Commissioner


FRANCES P. EAGAN, Commissioner

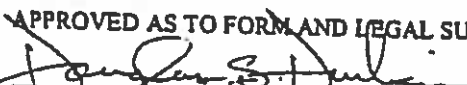

LAWRENCE D. JARBOE, Commissioner

ATTEST:

W. ALECK LOKER
County Administrator


CHARLES H. WADE, JR.
Director of Finance

RECORDING FEE 3.00
TOTAL 6.00
RES#583 Ref#4933773
EVA 16 811.41342
Aug 25, 1995 03:51 PM

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

DOUGLAS S. DURKIN
County Attorney

ST. MARY'S COUNTY
INVESTMENT POLICY

Adopted: August 22, 1995

ST. MARY'S COUNTY
INVESTMENT POLICY

TABLE OF CONTENTS

	<u>PAGE</u>
I. Policy	1
II. Scope	1
III. Prudence	1
IV. Objective	2
V. Delegation of Authority	2
VI. Ethics and Conflicts of Interest	3
VII. Authorized Financial Dealers and Institutions	3
VIII. Diversification in Authorized and Suitable Investments	4
IX. Borrowing	5
X. Collateralization	5
XI. Safekeeping and Custody	6
XII. Internal Control	6
XIII. Performance Standards	6
XIV. Reporting Requirements	6
XV. Investment Policy Adoption	6
A. Glossary	
B. Relevant Sections of the Annotated Code of Maryland, Article 95, Section 22	To Be Provided

BOOK 00000 PAGE 00200
**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.

		<u>Maximum Percent of Portfolio</u>
A.	<u>Diversification by Instrument</u>	
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.	<u>Diversification of Maturities</u>	

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 for 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

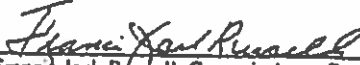
Effective Date: 9/29/09

ATTEST:



John Savich
County Administrator

BOARD OF COUNTY COMMISSIONERS
FOR ST. MARY'S COUNTY, MARYLAND



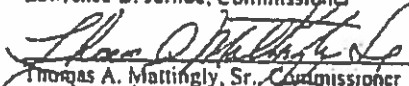
Francis Jack Russett, Commissioner President



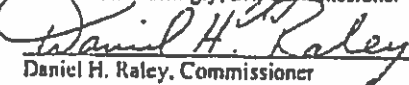
Kenneth R. Dement, Commissioner



Lawrence D. Jarhoo, Commissioner

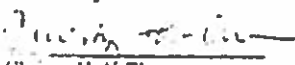


Thomas A. Mattingly, Sr., Commissioner



Daniel H. Raley, Commissioner

Approved as to form and legal
sufficiency:



Christy Holt 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

Page 2 of 4

- 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

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 2018

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 28, 2017, a public hearing was held on April 18, 2017, pursuant to a notice of a public hearing published in *The Enterprise*, a newspaper of general circulation in St. Mary's County, on March 31, 2017, and April 7, 2017; 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 2018

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 Fifteen Hundredths percent (.15%) 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

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 2018

Energy and Fuel Tax Rate Levy Authority

WHEREAS, Section 20-606 of the *Local Government Article* of the *Annotated Code of 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

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 2018

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 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, 2017, as follows:

Fire Tax Rates:		<u>Real</u>	<u>Personal/Other</u>
	Election District 1	\$0.036	\$0.09
	Election District 2	\$0.044	\$0.11
	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	\$0.036	\$0.09; 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 2018

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, 2017, as follows:

Rescue Squad Tax Rates:		<u>Real</u>	<u>Personal/Other</u>
	Election District 1	\$0.011	\$0.0275
	Election District 2	\$0.008	\$0.02
	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	\$0.017	\$0.0425
	Election District 9	\$0.008	\$0.02; 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, 2017.

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 2018, 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

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 2018

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 Fifteen Hundredths percent (.15%) 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, 2018.

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 2018 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.

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 2018

Section 6. Levy of Special District Tax Rate

The following Special District tax rates are established for the following districts for Fiscal Year 2018:

Southhampton Lighting	\$19.76 per lot.
Rosebank Village	\$342.65 per lot.
Cloverdale Acres	\$512.75 per lot.
Wicomico Shores	\$228.73 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 2018

Section 7. Development Impact Fee

Development Impact fee for Fiscal Year 2018 is set at \$5,500.

Those voting aye: 5
Those voting nay: 0
Those abstaining or absent: 0

Adoption Date: May 16, 2017

Effective Date of Ordinance: July 1, 2017
Effective Date of Emergency Service Tax Rates: July 1, 2017
Effective Date of Property Tax & Service Charge: July 1, 2017
Effective Date of Income Tax Rate: January 1, 2018
Effective Date of Energy and Fuel Tax Rate: July 1, 2017
Effective Date of Special District Tax Rate: July 1, 2017
Effective Date of Impact Fee: July 1, 2017

ATTEST:

COMMISSIONERS OF ST. MARY'S COUNTY


Rebecca B. Bridgett
County Administrator


James R. Guy, President


Michael L. Hewitt, Commissioner

Approved as to form and legal sufficiency:


Tom Jarboe, Commissioner


George R. Spang
County Attorney


Todd B. Morgan, Commissioner


John E. O'Connor, Commissioner

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 28, 2017, a public hearing was held on April 18, 2017, pursuant to a notice of a public hearing published in *The Enterprise*, a newspaper of general circulation in St. Mary's County, on March 31, 2017, and April 7, 2017,

NOW, THEREFORE, BE IT ORDAINED by the Commissioners of St. Mary's County, that the operating budget for fiscal year 2018 (FY2018) is hereby adopted as set forth in the St. Mary's County Approved Budget for Fiscal Year 2018, 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, 2017 (FY2018) as follows:

SECTION 1. OPERATING APPROPRIATIONS

County Departments

County Commissioners/County Administrator	\$ 1,108,586
Aging & Human Services	4,664,953
County Attorney	692,294
Department of Economic Development	1,960,729
Department of Finance	1,699,332
Department of Human Resources	1,797,947
Department of Land Use and Growth Management	3,052,009
Department of Public Works & Transportation	17,769,650
Department of Recreation and Parks	3,913,743
Emergency Services & Technology	<u>8,715,722</u>
Total County Departments	<u>\$45,374,965</u>

Elected Officials

Circuit Court	\$ 1,716,546
Orphan's Court	56,152
Office of the Sheriff	38,575,373
Office of the State's Attorney	3,555,415
County Treasurer	<u>459,565</u>
. Total Elected Officials	<u>\$44,363,051</u>

State Agencies and Independent Boards

Department of Health	\$2,253,275
Department of Social Services	433,974
Alcohol Beverages Board	298,157
Supervisors of Elections	1,101,591
University of Maryland Extension Service	257,400
Ethics Commission	833
Forest Conservation Board	2,500
Soil Conservation District	73,946
Resource Conservation District	13,300
Tri-County Community Action Committee	16,000
Tri-County Council	94,200
Tri-County Youth Services Bureau	143,600
SDAT – Leonardtown Office	450,872
Southern Maryland Higher Education Center	40,000
Board of Education	102,189,940
College of Southern Maryland	4,207,365
Board of Library Trustees	<u>2,800,572</u>
Total State Agencies and Independent Boards	<u>\$114,377,525</u>

Other Government Budget Costs

Appropriation Reserve	\$1,000,000
Leonardtown Tax Rebate	44,916
Employer Contributions	3,030,000
Bank Fees	30,000
Debt Service	<u>11,255,230</u>
Total Other Government Budget Costs	<u>\$15,360,146</u>

Transfers & Reserves

Reserve – CIP Pay-Go	\$365,518
Reserve - Bond Rating	400,000
Reserve – Emergency	<u>1,082,900</u>
Total Transfers & Reserves	<u>\$1,848,418</u>

TOTAL GENERAL FUND \$221,324,105

Enterprise and Special Revenue Funds

Recreation and Parks Activities Fund	\$3,811,816
Wicomico Shores Golf Fund	1,407,361
Solid Waste & Recycling	4,374,568
Miscellaneous Revolving Fund	535,714
Special Assessment Fund	48,694
Emergency Services Support Fund	<u>3,287,863</u>

TOTAL ENTERPRISE & SPECIAL REVENUE FUNDS \$13,466,016

SECTION 2. CAPITAL IMPROVEMENTS FUND APPROPRIATIONS

Public Facilities

Airport Master Plan	\$1,625,000
Airport Improvements	371,000
Leonardtown Library & Garvey Senior Center Replacement Facility	19,781,667
Energy Efficiency and Conservation Projects	95,000
Parking and Site Improvements	180,000
Advanced Life Support New Building	2,769,500
Bi-County Regional Animal Shelter New Building	230,000
ADC Upgrades/Housing/Medical Units	300,000
Building Maintenance & Repairs – Critical	491,000
Building Maintenance & Repairs - Programmatic	235,000
Charlotte Hall Farmers Market Relocation	<u>450,000</u>

Total Public Facilities \$26,528,167

Highways

Patuxent Park Neighborhood Preservation Program	\$1,027,925
Buck Hewitt Road – Phase 4	625,000
Regional Water Quality & Nutrient Removal	1,578,825
FDR Boulevard Extended (MD 4 to Pegg Rd)	2,529,672
Street Lighting & Streetscapes Improvements	60,000
Bridge/Culvert Replacement & Repair	130,000

	Roadway Base Widening	290,000
	Asphalt Overlay	2,867,569
	Modified Seal Surface Treatment	<u>674,000</u>
	Total Highways	<u>\$9,782,991</u>
Marine		
	St. Patrick Creek Maintenance Dredge	\$140,000
	South Sandgates Revetment	<u>20,000</u>
	Total Marine	<u>\$160,000</u>
Land Conservation		
	Agricultural Land Preservation Programs	\$1,115,202
	Rural Legacy Program	<u>4,000,000</u>
	Total Land Conservation	<u>\$5,115,202</u>
Recreation and Parks		
	Park Land and Facility Acquisition	\$254,381
	Three Notch Trail – Phase Seven	100,000
	Recreation Facilities & Park Improvements	<u>1,339,550</u>
	Total Recreation and Parks	<u>\$1,693,931</u>
Public Landings		
	Derelict Boat Removal	<u>\$5,000</u>
	Total Public Landings	<u>\$5,000</u>
Public Schools		
	Relocatables - for various sites	\$25,000
	Qualified Zone Academy Bond	197,000
	Aging School Program	60,000
	DSS IT & Warehouse Facility	3,261,000
	Park Hall ES Roof/HVAC Replace & Sewer Lift	951,000
	Hollywood ES Roof/HVAC Replace & Emergency	936,000
	High School Science Lab Study	25,000
	Building Infrastructure – Critical	476,000
	Building Infrastructure – Programmatic	<u>1,365,000</u>
	Total Public Schools	<u>\$7,296,000</u>

TOTAL CAPITAL IMPROVEMENTS FUND

\$50,581,291

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, 2019; June 30, 2020; June 30, 2021; June 30, 2022 and June 30, 2023; is hereby adopted as set forth in the St. Mary's County Approved Budget for Fiscal Year 2018, a copy of which is incorporated herein by reference, by the Commissioners of St. Mary's County.

Those voting Aye: 5

Those voting Nay: 0

Those Absent: 0

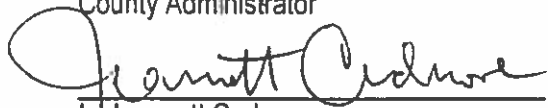
Adoption Date: May 16, 2017

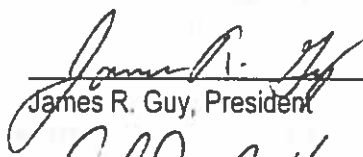
Effective Date: July 1, 2017

COMMISSIONERS OF ST. MARY'S COUNTY

ATTEST:


Rebecca B. Bridgett
County Administrator


L. Jeannett Cudmore
Chief Financial Officer

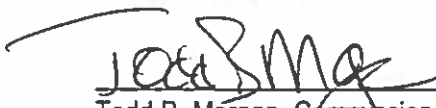

James R. Guy, President


Michael L. Hewitt, Commissioner


Tom Jarboe, Commissioner

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:


George R. Sparding
County Attorney


Todd B. Morgan, Commissioner


John E. O'Connor, Commissioner

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Repeal and Re-enact Provisions for a Development Impact Fee

Page 1 of 6

ORDINANCE

TO AMEND CHAPTER 223 OF THE CODE OF ST. MARY'S COUNTY, MARYLAND, TO REPEAL AND RE-ENACT PROVISIONS FOR A DEVELOPMENT IMPACT FEE

RECITALS

WHEREAS, pursuant to §20-707 of the *Local Government Article* of the *Annotated Code of Maryland*, the Commissioners of St. Mary's County are authorized to impose a development impact fee to finance any of the costs for educational, water, sewerage, road, sanitation, solid waste, park, or similar facilities required to accommodate new construction or development; and

WHEREAS, a notice of a public hearing was advertised on March 24, 2017, and March 31, 2017, in *The Enterprise*, a newspaper of general circulation in St. Mary's County, and a public hearing was held on April 4, 2017, to receive public comment and consider the amendment of Chapter 223 of the *Code of St. Mary's County, Maryland*, to repeal and re-enact provisions for a development impact 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 repeal and re-enact provisions for a development impact fee for the purpose and intent of implementing the St. Mary's County Comprehensive Plan by requiring that new development defray the cost to St. Mary's County for additional educational, water, sewerage, road, sanitation, solid waste, park, or similar facilities required to accommodate new construction or development,

NOW, THEREFORE, BE IT ORDAINED by the Commissioners of St. Mary's County, pursuant to §20-707 of the *Local Government Article* of the *Annotated Code of Maryland*, that:

SECTION I. Chapter 223.3 of the *Code of St. Mary's County, Maryland*, is hereby repealed.

SECTION II. Chapter 223.4 of the *Code of St. Mary's County, Maryland*, is repealed and re-enacted to read as follows:

ARTICLE II. – DEVELOPMENT IMPACT FEES

Sec. 223-4.1. Definitions.

When used herein, the following words, terms and phrases, and their derivations, shall have the meaning ascribed to them in this section:

DWELLING UNIT — A room, or rooms connected together, constituting a separate

Subject: To Amend Chapter 223 of the *Code of St. Mary's County, Maryland*, to Repeal and Re-enact Provisions for a Development Impact Fee

Page 2 of 6

independent housekeeping establishment for owner occupancy, or rental or lease on a daily, weekly, monthly or longer basis, and physically separated from any other rooms or dwelling units which may be in the same structure, and containing independent cooking and sleeping facilities. DWELLING UNIT does not include a structure to replace, renovate, alter or enlarge an existing or previously existing dwelling unit for which a development impact fee was previously paid.

LOT OF RECORD — A parcel of land which has been legally subdivided and recorded in the land records of St. Mary's County, Maryland.

MINOR SUBDIVISION — Defined by the St. Mary's County Subdivision Ordinance as amended from time to time.

PARCEL OF RECORD — An individual parcel of land outside the Chesapeake Bay Critical Area recorded separately in the land records of St. Mary's County, Maryland as of March 15, 1978, or an individual parcel of land within the Chesapeake Bay Critical Area recorded separately in the land records of St. Mary's County, Maryland as of December 1, 1985. Only county or state road rights-of-way which existed on March 15, 1978, shall be considered parcel dividers which divide a parcel into two (2) or more parcels of record.

Sec. 223-4.2 Imposition and collection of development impact fees.

1. An Applicant for a building permit for a dwelling unit on a parcel of record, including a lot of record, shall pay a development impact fee prior to issuance of the permit.
2. The amount of the development impact fee for each fiscal year shall be set in the Revenue Tax Ordinance adopted as part of the annual budget of the Commissioners of St. Mary's County.
3. The development impact fee imposed herein is due in addition to any other fee, tax, or special assessment imposed, levied or collected by another governmental entity or agency including, both not limited to:
 1. fees for filing and processing a development application;
 2. fees for inspections pursuant to a regulatory ordinance;
 3. fees collected pursuant to a development rights and responsibility agreement;
 4. fees collected pursuant to Planned Unit Development agreement;
 5. fees to mitigate impacts on the environment;
 6. fees to mitigate inadequate public facilities; or
 7. payments pursuant to an agreement between the Commissioners of St. Mary's County and a property owner or developer for payment of the portion of the

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Repeal and Re-enact Provisions for a Development Impact Fee

Page 3 of 6

cost of a specific public facility attributable to, reasonably related to and roughly proportional to the development.

Sec. 223-4.3. Exemption.

A development impact fee is not required for issuance of a building permit to construct the first three dwelling units on lots in a minor subdivision:

- a. recorded after June 1, 2000, and created from a parcel of record or a lot of record; and
- b. transferred to a natural, direct lineal descendant or a legally adopted child or grandchild.

Sec. 223-4.4. Appropriation of development impact fees.

Funds collected as development impact fees may be appropriated, from time to time, to fund educational, water, sewerage, road, sanitation, solid waste, park, or similar facilities required to accommodate new construction or development.

Sec. 223-4.5. Development impact fee waiver and deferral.

(1) The Commissioners of St. Mary's County may waive imposition or defer payment for a period not to exceed fifteen (15) years of a development impact fee for a dwelling unit affordable for individuals whose family income in the previous fiscal year was less than sixty percent (60%) of the county median family income as reported by the U.S. Department of Housing and Urban Development, and that do not exceed one thousand five hundred (1,500) square feet of interior space.

(2) A waiver or deferral may be granted only to an entity qualified under §501(c)(3) of the Internal Revenue Code.

(3) An application for a waiver or deferral shall include:

- (a) the applicant's experience in the development or management of workforce housing;

Subject: To Amend Chapter 223 of the *Code of St. Mary's County, Maryland*, to Repeal and Re-enact Provisions for a Development Impact Fee

Page 4 of 6

- (b) a description of any housing or related projects previously completed by the applicant;
 - (c) financial reports for the five (5) years immediately preceding the application;
 - (d) a detailed property management plan that describes the proposed management of the property for the 15-year period that commences on the date the waiver or deferral is granted;
 - (e) evidence of all required permits and certificates; and
 - (f) such other information as may be required by regulations adopted for administration of the program.
- (4) The Director of the Department of Economic Development, the Director of Department of Land Use and Growth Management and the Chief Financial Officer shall meet to review an application and make recommendations to the Commissioners of St. Mary's County.
- (5) The owner of a dwelling unit for which a waiver or deferral was granted and which is leased or rented during a calendar year shall file an annual report with the Director of the Department of Economic Development on or before January 31 of the following year. The report shall include the months in the preceding calendar year during which the dwelling unit was leased or rented and the rent received for each month.
- (6) A waiver or deferral shall be void if:
- (a) an applicant fails to obtain a building permit to construct the dwelling unit for which the waiver or deferral was granted within one (1) year of the date of the grant of the waiver or deferral;
 - (b) an applicant fails to obtain a certificate of occupancy for the dwelling unit for which the waiver or deferral was granted within two (2) years of the grant of the waiver or deferral;
 - (c) a dwelling unit for which a waiver or deferral was granted is sold within seven (7) years of the grant of the waiver or deferral for a purchase price equal to or less than seventy-five percent (75%) of the county median family income as reported by the U.S. Department of Housing and Urban Development;

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Repeal and Re-enact Provisions for a Development Impact Fee

Page 5 of 6

- (d) a dwelling unit for which a waiver or deferral was granted is neither owner-occupied nor leased or rented for three (3) consecutive months at a monthly rent equal to or less than eighteen percent (18%) of the county median family income as reported by the U.S. Department of Housing and Urban Development;
- (e) the annual report required herein for a dwelling unit for which a waiver or deferral was granted and that was leased or rented is not filed with the Director of the Department of Economic Development with sixty (60) days of its due date; or
- (f) a development impact fee for which a deferral was granted is not paid on or before the date on which the deferral expires.

(7) If a waiver or deferral becomes void as provided herein, the owner of the dwelling unit for which a waiver or deferral was granted shall immediately pay a development impact fee in the amount of the development impact fee that was waived or deferred or in the amount of the current development impact fee, which is greater, together with an initial administrative charge of five (5) percent of the amount required to be paid, and an additional administrative charge of five (5) percent of the amount required to be paid for each additional calendar month in which the development impact fee and any administrative charge remains unpaid.

(8) Prior to the issuance of a building permit for a dwelling unit for which a waiver or deferral was granted, the owner of the parcel of record, including a lot of record, on which the dwelling unit will be constructed shall record a covenant prepared by the Office of the County Attorney for St. Mary's County reciting:

- (a) payment of a development impact fee has been waived or deferred;
- (b) the events which may result in the waiver or deferral becoming void; and
- (c) the obligations of the owner in the event that the waiver or deferral becomes void.

(9) The Director of the Department of Economic Development may adopt rules and regulations for the administration of the waiver or deferral of a development impact fee.

Sec. 223-4.6. Development impact fee deferral – Building Trades Program.

The Commissioners of St. Mary's County may waive imposition or defer payment of a development impact fee for a dwelling unit constructed in accordance with a building trades program approved by the St. Mary's County Board of Education until the earlier of:

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Repeal and Re-enact Provisions for a Development Impact Fee

- (1) one (1) year from the time the fee would otherwise have been payable; or
- (2) the date the dwelling unit is sold and conveyed.

SECTION III. This Ordinance shall be effective upon the date written below.

Those voting Aye: 5

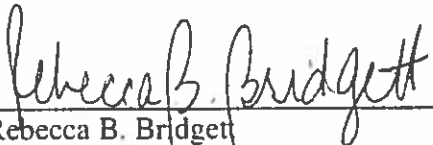
Those voting Nay: 0

Those Abstaining: 0

Date of Adoption: 5/16/17

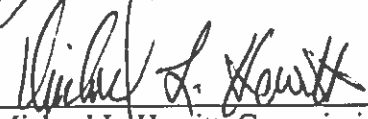
Effective Date: 7/1/17

ATTEST:


 Rebecca B. Bridgett
 County Administrator


COMMISSIONERS OF ST. MARY'S COUNTY


 James R. Guy, Commissioner President


 Michael L. Hewitt, Commissioner

Approved as to form and legal sufficiency:


 Tom Jarboe, Commissioner


 George R. Sparling
 County Attorney


 Tedd B. Morgan, Commissioner


 John E. O'Connor, Commissioner

Subject: Finance - To Amend Chapter 267 of the *Code of St. Mary's County, Maryland*, to Grant a Tax Credit for Certain Elderly Individuals and Veterans

Page 1 of 3

ORDINANCE

TO AMEND CHAPTER 267 OF THE *CODE OF ST. MARY'S COUNTY, MARYLAND*, TO GRANT A TAX CREDIT FOR CERTAIN ELDERLY INDIVIDUALS AND VETERANS

WHEREAS, pursuant to §9-258 of the *Tax-Property Article* of the *Annotated Code of Maryland*, the Commissioners of St. Mary's County may grant, by law, a property tax credit against the county property tax imposed on the dwelling of (i) an individual who is at least 65 years old and has lived in the same dwelling for at least the preceding 40 years; or (ii) an individual who is at least 65 years old and is a retired member of the armed forces of the United States; and

WHEREAS, a notice of a public hearing was advertised on March 31, 2017, and April 7, 2017, in *The Enterprise*, a newspaper of general circulation in St. Mary's County, and a public hearing was held on April 18, 2017, to receive public comment and consider the amendment of Chapter 267 of the *Code of St. Mary's County, Maryland*, to grant a property tax credit against the county property tax imposed on the dwelling of (i) an individual who is at least 65 years old and has lived in the same dwelling for at least the preceding 40 years; or (ii) an individual who is at least 65 years old and is a retired member of the armed forces of the United States; 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 amend Chapter 267 of the *Code of St. Mary's County, Maryland*, to grant a property tax credit against the county property tax imposed on the dwelling of (i) an individual who is at least 65 years old and has lived in the same dwelling for at least the preceding 40 years; or (ii) an individual who is at least 65 years old and is a retired member of the armed forces of the United States.

NOW, THEREFORE, BE IT ORDAINED by the Commissioners of St. Mary's County, pursuant to §9-258 of the *Tax-Property Article* of the *Annotated Code of Maryland*, that:

SECTION I. Article XXX of Section 267 of the *Code of St. Mary's County, Maryland*, is enacted to read as follows:

Article XXX. - PROPERTY TAX CREDIT FOR ELDERLY INDIVIDUALS AND VETERANS

Sec. 267-76. Credits established; amount; when applicable.

(a) Definitions. In this Ordinance the following words have the meanings indicated.

Subject: Finance - To Amend Chapter 267 of the Code of St. Mary's County, Maryland, to Grant a Tax Credit for Certain Elderly Individuals and Veterans

(1) "Dwelling" has the meaning stated in § 9-105 of the Tax - Property Article of the Annotated Code of Maryland;

(2) "Eligible individual" means:

- (i) an individual who is at least 65 years old and has lived in the same dwelling for at least the preceding 40 years; or
- (ii) an individual who is at least 65 years old and is a retired member of the armed forces of the United States as evidenced by a Form DD 214.

(b) A property tax credit against the county property tax imposed on the dwelling of an eligible individual is granted.

(c) Amount of credit. -- The property tax credit allowed under this Article shall:

- (1) be equal to 10% of the county property tax imposed on the property; and
- (2) be granted for a period of five (5) years.

(d) Conditions.

- (1) The maximum assessed value of a dwelling that is eligible for the tax credit under this Section is Four Hundred Thousand Dollars (\$400,000.00);
- (2) The taxable income of an eligible individual in the year preceding the application may not exceed Eighty Thousand Dollars (\$80,000.00); and
- (3) A property tax credit against the county property tax pursuant to this Article may not be allowed in any year in which a property tax credit pursuant to Article XXV is allowed.

Sec. 267-77. Administration. The St. Mary's County Treasurer shall adopt and publish rules and regulations for the administration of this Article.

SECTION II. This Ordinance shall be effective upon the date written below.

Those voting Aye: _____ 5 _____

Those voting Nay: _____ 0 _____

Those Abstaining: _____ 0 _____

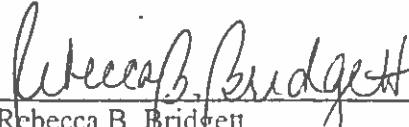
Date of Adoption: _____ 5/16/17 _____

Effective Date: _____ 7/1/17 _____

Subject: Finance - To Amend Chapter 267 of the Code of St. Mary's County, Maryland, to Grant a Tax Credit for Certain Elderly Individuals and Veterans

ATTEST:

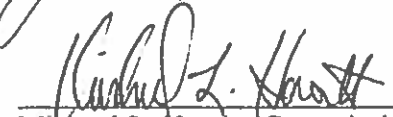
COMMISSIONERS OF ST. MARY'S COUNTY



Rebecca B. Bridgett
County Administrator



James R. Guy, Commissioner President



Michael L. Hewitt, Commissioner

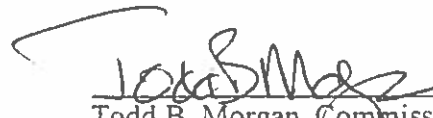
Approved as to form and legal sufficiency:



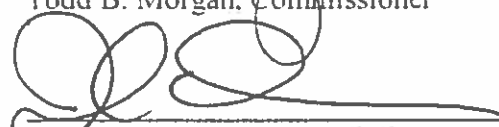
Tom Jarboe, Commissioner



George R. Sparling
County Attorney



Todd B. Morgan, Commissioner



John E. O'Connor, Commissioner

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;
 - (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 subactivity, and a detailed statement of the recommended and approved expenditures for the ensuing fiscal year, listing such expenditures by function, activity, and subactivity; and
 - (f) Any other material which the County Commissioners may deem advisable.

CODE OF ST. MARY'S COUNTY

CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

(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.

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.

CODE OF ST. MARY'S COUNTY

CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

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.
- (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 2018 FEES CHARGES

TABLE OF CONTENTS

PAGE#	DESCRIPTION
375	911 Service Fee
377	Administrative Variances - PW&T / Engineering Services
376	Advertising Fees - LUGM
379	Agricultural/Develop Tax - Other
377	Airport Charges
375	Animal Fines
375	Animal Licenses
377	App Fee-Grading Permit
377	Application Construction
377	Application Fee - PW&T / Engineering Services
377	Application Fee - PWA
377	Application Utility Permit
382	Aquatic Center (Great Mills Pool)
376	Blight Properties Violations
377	Bond Reduction&Reinspection
376	Boundary Line Adjust Plat
376	Building Permits
376	Concept Site Plan Review
377	Concept Site Plan Review
376	Confirmatory Plats
379	Critical Area Fee-in-Lieu
376	Critical Area Fines
377	DPW & T GP Inspection Fee
377	DPW&T Contract Review Fee (Engineering)
377	DPW's PWA Inspection Fees
377	DPWT Offsite Ent. Inspect
376	Electrical Exam
382	Elms Beach & Myrtle Point
375	Emergency Services Support Tax
379	Forest Cons. Fee-in-Lieu
379	Impact Fees - Parks
379	Impact Fees - Roads
379	Impact Fees - Schools
377	Inspection Extension Fees
379	Landfill Tipping Fee
379	LUGM / Historical Preservation

All fees / charges are subject to change through-out the Fiscal Year.

ST MARY'S COUNTY
FY 2018 FEES CHARGES

PAGE#	DESCRIPTION
376	LUGM Admin Variances
376	LUGM BOA Conditional Use
376	LUGM BOA Exp NonConform
376	LUGM BOA Variance of Zoning
376	LUGM Environ Permit Review
376	LUGM Farmsteads Sub 15+
376	LUGM Homeowner Elec Exam
376	LUGM Impervious Surface
376	LUGM Overlot Grading Insp
376	LUGM Re-Review of Submissions
376	LUGM Review of Recording Doc/P
376	LUGM Zoning/Text Amendment
376, 377	Major Site Plan
376, 377	Major Subdivision
377	Major Subdivision 6+ lots
376	Major Subdivision 7+ lots
377	Material Testing
376,377	Minor Site Plan
376	Minor Site Plan under 144
376,377	Minor Subdivision
379	Mitigation - Roads
382	Nicolet Skate Park
382	Nicolet Spray Park
376	Non-Critical Area Fines
376	Occupancy Permits
375	Passenger (Senior Rides)
377	Passenger / Non Public School Bus
378	Passenger Fares
377	Permit Ext. Fee over 3
377	Permit Transfer Fee
376	Plat Exempt by Deed/Plat
379	Property Taxes - Environmental & Solid Waste Service Fee
377	PW&T / Engineering Services - Review of Recording
379	PW&T / Fuel Operations
381	Recreation & Parks Teen After School
381	Recreation & Parks -Camp Inspire
381	Recreation & Parks Carver After School
381	Recreation & Parks Child Care Programs SAC

All fees / charges are subject to change through-out the Fiscal Year.

ST MARY'S COUNTY
FY 2018 FEES CHARGES

PAGE#	DESCRIPTION
381	Recreation & Parks Junior Counselor Camp
382	Recreation & Parks Leisure / Special Programs
381	Recreation & Parks New Horizons - Therapeutic
381	Recreation & Parks Paralympics / Special Olympics
381	Recreation & Parks Pre-School Program
382	Recreation & Parks Sports Programs
381	Recreation & Parks Summer Camps
381	Recreations & Parks Hollywood Recreation Center
377	Rents and Concessions / Airport
376	Sign Permit
382	St. Mary's County Gymnastics Center
377	Traffic Impact Study Review
379	Transfer Tax
380	Wicomico Shores - Riverview Restaurant
380	Wicomico Shores Golf Course - The Pro Shop
380	Wicomico Shores Golf Course Cart Fees
380	Wicomico Shores Golf Course Green Fees
380	Wicomico Shores Golf Course Miscellaneous Fees
380	Wicomico Shores Golf Course Season Pass Fees
376	Zoning Permit
376	Zoning Violations

All fees / charges are subject to change through-out the Fiscal Year.

FY2018 FEES AND CHARGES

Current Fiscal Year
July 1, 2017 - June 30, 2018

GENERAL FUND REVENUES:

AGING & HUMAN SERVICES

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

EMERGENCY SERVICES & TECHNOLOGY

Animal Control Division

Animal Licenses

Animal License

Dog License		No Fee
Kennel License (Annual Fee)	\$	25.00
Commercial Animal Establishment License (Annual Fee)	\$	50.00

Animal Fines

Hindering an Animal Warden in the performance of his duties Up to \$1,000 and/or up to (1) year in jail

Rabies Prevention:

Failure to vaccinate		Up to \$1,000 and/or up to (1) year in
Failure to quarantine	\$	250.00

Failure to License (Commercial) \$ 200.00

Animal Care/Cruelty \$50 per offense

Animal at Large

1st Offense	\$	50.00
2nd Offense	\$	100.00
All subsequent violations (per animal within one (1) year of original offense)	\$	250.00

Female in season \$ 75.00

Public Nuisance

1st Offense	\$	50.00
All subsequent violations (per animal within one (1) year of original offense)	\$	250.00

Dangerous and/or Vicious Up to \$1,000 and/or up to (1) year in

Communications Division

911 Service Fee

Tax charge per subscriber on all switched local exchange services, wireless telephone services or other 911 accessible \$0.75 per month

Emergency Services Support

Emergency Services Support

Emergency Services Support Tax \$ 0.024

FY2018 FEES AND CHARGES

Current Fiscal Year
July 1, 2017 - June 30, 2018

GENERAL FUND REVENUES:

LAND USE & GROWTH MANAGEMENT

Administrative Division

Advertising Fees		\$	50.00
Comprehensive Planning Division			
LUGM Environmental Permit Review		\$	25.00
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
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
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		\$20 each
Review of Recording Doc/P	Development review application fee	\$	70.00
	Recording package review fee	\$	60.00
Concept Site Plan Review			\$725 each + \$15 Zoning permit fee
LUGM Farmsteads Sub 15+	Technical Evaluation Committee fee & Review fee per lot	\$	600.00
		\$	60.00
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	\$	15.00
	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)		\$0.12 cents per square footage
Inspections & Compliance Division			
Occupancy Permits	Per Structure	\$	15.00
LUGM Overlot Grading Insp	Per Inspection	\$	120.00
Critical Area Fines		\$	500.00
Non-Critical Area Fines		\$	200.00
Zoning Violations		\$	200.00
Blight Properties Violations		\$	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

All fees / charges are subject to change through-out the Fiscal Year.

FY2018 FEES AND CHARGES

Current Fiscal Year
July 1, 2017 - June 30, 2018

GENERAL FUND REVENUES:

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
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			\$125 each
Traffic Impact Study Review			\$200 per traffic impact study
DPW&T Contract Review Fee			Reimbursement of actual cost from 3rd party reviewer plus 5%
(Engineering)			
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	\$	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

FY2018 FEES AND CHARGES

Current Fiscal Year
July 1, 2017 - June 30, 2018

GENERAL FUND REVENUES:

PUBLIC WORKS & TRANSPORTATION continued

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

FY2018 FEES AND CHARGES

Current Fiscal Year
July 1, 2017 - June 30, 2018

CAPITAL IMPROVEMENTS REVENUE:

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 Over 30% of Forest Area Cleared	\$1.20 per square feet \$1.80 per square feet
Forest Cons. Fee-in-Lieu		\$0.30 per sq. ft
Impact Fees - Schools	Per Residential Dwelling Unit [Total Impact Fee \$4,500 combining Schools, Parks & Roads]	3,375.00
Impact Fees - Parks	Per Residential Dwelling Unit [Total Impact Fee \$4,500 combining Schools, Parks & Roads]	675.00
Impact Fees - Roads	Per Residential Dwelling Unit [Total Impact Fee \$4,500 combining Schools, Parks & Roads]	450.00

SOLID WASTE AND RECYCLING FUND REVENUES:

Property Taxes - Environmental & Solid Waste Service Fee	Annual Environmental Surcharge	\$ 72.00
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

MISCELLANEOUS REVOLVING FUNDS REVENUES:

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)

FY2018 FEES AND CHARGES

Current Fiscal Year
July 1, 2017 - June 30, 2018

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)	\$	930.00
Senior Family (2 passes)	\$	1,300.00
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)		

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.

FY2018 FEES AND CHARGES

Current Fiscal Year
July 1, 2017 - June 30, 2018

RECREATION & PARKS ENTERPRISE FUNDS:

<u>Child Care Programs</u>		All Programs require 1-time registration fee of \$50	
1	Green Holly School Age Care	Costs same for 1 - 12	
2	Greenview Knolls SAC	Before / After MONTHLY	
		One (1) Child	\$ 375.00
		Sibling	\$ 355.00
3	Hollywood SAC	Before / After MONTHLY including "Out of School Camp"	
4	Leonardtown SAC	One (1) Child	\$ 410.00
		Sibling	\$ 370.00
5	Letti Dent SAC	Before Only MONTHLY	
		One (1) Child	\$ 250.00
		Sibling	\$ 235.00
6	Oakville SAC	After Only MONTHLY	
		One (1) Child	\$ 260.00
7	Duke School Age Care	Sibling	\$ 245.00
8	Evergreen School Age Ctr	Drop In - Daily	
		Before & After	\$ 30.00
9	Banneker SAC	Before Only	\$ 15.00
		After Only	\$ 15.00
10	Town Creek SAC	Early School dismissal	\$ 20.00
		Out of School	\$ 30.00
11	Pinev Point SAC		
12	Park Hall School Age Care		
	Hollywood Recreation Center	PM Care for School Age Children MONTHLY	
		One (1) Child	\$ 275.00
		Sibling	\$ 260.00
		Gymnastic Room Rental	
		Rental for 1-50 people - Hourly Rate	\$ 35.00
		Rental for 51-100 people - Hourly Rate	\$ 45.00
	Carver After School	Funded by Century 21 Grant from SMC Pub Schools	
	Junior Counselor Camp	Jr Counselor Camp Course	\$ 375.00
		Refresher Course	\$ 105.00
	Summer Camps	County Various Summer Camps (Weekly)	\$110 to \$140 week per child
		Extended Care	\$ 15.00
	Pre-School Program	Five (5) Days (Weekly)	
		One (1) Child	\$ 695.00
		Sibling	\$ 675.00
		Three (3) Days (Weekly)	
		One (1) Child	\$ 430.00
		Sibling	\$ 420.00
		Two (2) Days (Weekly)	
		One (1) Child	\$ 290.00
		Sibling	\$ 280.00
		Drop-In (1 Day Cost)	\$ 40.00
	Teen After School	Hollywood Rec Center (Middle School Students)	1st Teen \$260 / Sibling \$245
	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. Mary's County Public Schools	\$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		

All fees / charges are subject to change through-out the Fiscal Year.

FY2018 FEES AND CHARGES

Current Fiscal Year
July 1, 2017 - June 30, 2018

RECREATION & PARKS ENTERPRISE FUNDS:

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 Gymnastics Center Rental for Parties (2 hours):	Class costs vary
	Member - 12 children	\$ 150.00
	Non-Member - 12 children	\$ 175.00
	Additional children (each)	\$ 5.00
Classes & Programs can be located under Recreation & Parks on County website		

Leisure / Special Programs

For Various Classes, Programs, Special Events and Trips - see Recreation & Parks under County website

Special Facilities

Eims Beach & Myrtle Point	Admission - County per vehicle (or walk-in group of 4 to one single	\$ 5.00
	Admission - Non-County per vehicle	\$ 10.00
	Season Pass (1) Park - County	\$ 15.00
	Season Pass (1) Park - Non-County	\$ 30.00
	Season Pass Both Parks - County	\$ 20.00
	Season Pass Both Parks - Non-County	\$ 40.00
Nicolet Skate Park	Daily Entrance Fee	\$ 5.00
	Season Pass (County)	\$ 25.00
	Season Pass (Non-County)	\$ 40.00
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
	Lessons & Classes also available - see Recreation & Parks under County website.	
Nicolet Spray Park	For children 2 through 12; ADA accessible	
	Admission per person	\$ 2.00
	Season Pass	\$ 20.00
	Family Season Pass	\$ 50.00
	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 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.

GLOSSARY

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.
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".

GLOSSARY

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.
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.

GLOSSARY

Revenue	Funds that a government receives as income and represents an increase in net financial resources. These receipts may include tax payments, interest earnings, 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.