



# FISCAL YEAR 2023

COMMISSIONERS OF ST. MARY'S COUNTY  
APPROVED BUDGET BOOK



ST. MARY'S COUNTY, MARYLAND

APPROVED REVENUES AND APPROPRIATIONS  
OPERATING AND CAPITAL BUDGETS

FISCAL YEAR 2023

COMMISSIONERS OF ST. MARY'S COUNTY



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Seated: Todd B. Morgan, James R. Guy, President

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## Equal Opportunity

### *Mission Statement*

*The mission of St. Mary's County Government is to be responsible and accountable to the County's citizens, provide high quality, cost effective and efficient services, preserve the County's 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, 2021

*Christopher P. Morill*

Executive Director

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

# MISSION STATEMENT

## COMMISSIONERS OF ST. MARY'S COUNTY

The Commissioners of St. Mary's County will be:

### Responsible and Accountable to the County's Citizens

- Low Taxes
- Balanced Budget
- High Ethical Standards
- Citizen Engagement
- Quality Customer Service
- Transparent Operations
- Support Programs for Youth, Families, and Seniors



### Provide Effective and Efficient Services

- Robust Capital Improvement
- Infrastructure Investments
- Eliminate Unnecessary Obstacles
- Enhance Partnerships
- Use Data Driven Priorities
- Identify Technological Opportunities
- Inspire Competent Human Resource Capabilities



### Foster Opportunities for Future Generations

- Prioritize Economic Development
- Achieve Excellence in Public Education
- Commit to Higher Education Opportunities
- Provide Quality Public Safety
- Foster Entrepreneurial Initiatives
- Leverage Community Priorities
- Maximize Citizen Contributions



### Preserve the County's Environment, Heritage, and Rural Character

- Follow Comprehensive Land Use Plan
- Support Land Preservation Parks & Recreation Plan
- Conserve Agricultural Lifestyle
- Preserve Historical County Assets
- Lead Conservation Assets
- Lead Conservation Efforts
- Promote our Heritage



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**ST. MARY'S COUNTY**

**APPROVED OPERATING AND CAPITAL BUDGETS**

**FOR FISCAL YEAR 2022-2023**

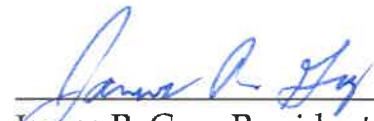
The Approved Budget for St. Mary's County for Fiscal Year beginning July 1, 2022 and ending June 30, 2023, as represented by the detailed and fully itemized statement contained within the "Approved Budget Document", is this date, May 24, 2022 approved by the Commissioners of St. Mary's County.

THIS DATE:

May 24, 2022

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



  
\_\_\_\_\_  
James R. Guy, President

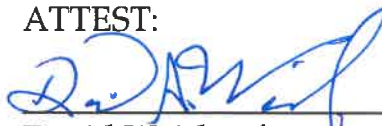
  
\_\_\_\_\_  
Eric Colvin, Commissioner

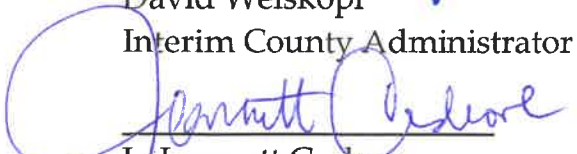
  
\_\_\_\_\_  
Michael L. Hewitt, Commissioner

  
\_\_\_\_\_  
Todd B. Morgan, Commissioner

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

ATTEST:

  
\_\_\_\_\_  
David Weiskopf  
Interim County Administrator

  
\_\_\_\_\_  
L. Jeannett Cudmore  
Chief Financial Officer

# FY2023 APPROVED BUDGET MESSAGE

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

The Commissioners of St. Mary's County ratified this FY2023 Approved Budget on May 24, 2022. The budget is based on recurring revenues of \$299,829,819 and the use of unassigned fund balance of \$25,000,000 resulting in a combined increase of \$36,165,279 or 12.5% compared to the FY2022. Allocation to the Board of Education increases their recurring funding by \$6,984,417. Funding for the Sheriff's Office is increased by \$3.4 million over the FY2022 approved. The capital improvement program (CIP) budget includes funding for FDR Boulevard Extended, Roadway & Safety Improvements, Southampton Neighborhood Revitalization, Land Preservation, Recreation Facility & Park Improvements, Shannon Farm Property, St. Clements Island Museum Renovation and \$18.7 million in public school projects - for a total of \$68.8 million.

### REVENUE RATES

The County's Property tax rate remains the same as the prior year at .8478 which is .0208 higher than the Constant Yield Tax (CYT) rate of \$.8270. Assessments from the State grew by 4.2% compared to final assessments for FY2022, reflecting a modest growth. The Property Tax Revenue increase is \$4.7 million or 4%, over the FY2022 Approved Budget. The senior tax credit programs collectively reduce property taxes by an estimated \$925,000.

The County's Income tax rate is reduced to 3.00% as of January 1, 2023, and revenue is expected to increase \$8.1 million over the FY2022 Approved Budget. Tax year growth averages 5.2% over the six latest tax years 2015 – 2020. We remain consistent with a 5% growth projection and are happy to return the income tax rate back down to TY2019 level.

Revenues, excluding grants and the use of fund balance, are estimated to increase by approximately \$15.8 million over FY2022. From total budget perspective considering revenue growth and the use of fund balance, future budgets are projected to grow between 3% and 4%. As we made decisions about this budget, we considered the long term and recurring impact of any changes proposed, including the review of a multi-year operating plan through FY2027. CIP Operating Impacts continue to be reviewed closely as an additional \$641,927 costs related to new facilities/projects will be needed. 11.5 positions added to the FY2023 Budget for the new Animal Shelter were included in the operating impacts from prior years to support planned projects.

### ALLOCATIONS REFLECT COMMUNITY PRIORITIES

The County's recurring funding for the Sheriff's Office increased by 6.8% for non-grant activities. Funding increase primarily reflects the 6.5% increase to salary scale for sworn law employees and a new modified scale for Corrections with the addition of 5 positions and promotional ranks. The CIP continues funding for the Sheriff's Headquarters Facility with \$710,925 in FY2023 in the total project of \$36.7 million with final funding in FY2026.

Although enrollment decreased, the County increased the Board of Education's recurring funding by 6.1%, which brings total county funding to \$121,524,907. The latest report on the Fiscal Impact on the Blueprint indicates that \$116.3 million is the required FY2023 funding necessary to meet these obligations. Funding for the BOE represents approximately 45% of the County's non-grant and non-recurring revenue. When

combined with State and other funding, the Board of Education's unrestricted operating is \$252,752,290, 6.4% more than the FY2022 Approved Budget.

Recurring funding for County department-based activities and programs, excluding grants, increased by \$7.2 million, 14.5%. Funding for County employees includes a 2.5% one-step merit increase and a 3% Cola. Fee related changes are included for Economic Development – Farmer's Market, Emergency Services – Animal Control Shelter, Public Works & Transportation – Passenger Fees, and Recreation & Parks Enterprise Fund.

54.1 positions were added to County Departments and includes the 11.5 positions for the Animal Shelter and 18 positions to respond to Emergency Rescue calls in the County.

### **MAINTAINING ADEQUATE RESERVES**

The June 30, 2021, audit reflects an unassigned general fund balance of \$51.1 million. The ratio of County reserves to Revenue percentage is 24%. This budget includes the use of \$25 million of unassigned general fund balance for Non-Recurring Operating in the general fund and pay-go funding, principally to the CIP fund - \$17.2 million. We feel this planned use of non-recurring funds will maintain our policy percentage retaining of 15% of reserves unallocated. 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 will be funded from the Retiree Benefit Trust for FY2023. The County Net OPEB Asset on June 30, 2021, was \$13.867 million, funded at 113.21%. Net position of the trust was \$118.8 million. A new policy will be established for future years funding based on the prior year audit funded status. Debt Service decreased by \$1,655,371 by not having a Bond sale in FY2022. Planned sale is in FY2023 for \$30 million to fund various CIP projects.

Debt Capacity is analyzed during the Capital Improvement Process using two ratios: 1) The Debt to Assessed Value, below our Legal Debt Limit of 3.15%, of which 40% of the percentage is allocated to METCOM – 1.26% and 2) Debt Service expense to Operating Revenues below 10%. In the six-year plan, The County's Debt to Assessed Value ratio ranges from 1.03% to 1.39%. The Debt Service expense to Operating Revenues ratio ranges from 4.39% to 5.95%.

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

This Approved Budget is our proposed fiscal plan for FY2023. We review each budget request carefully and apply resources based on the needs and priorities of this community.

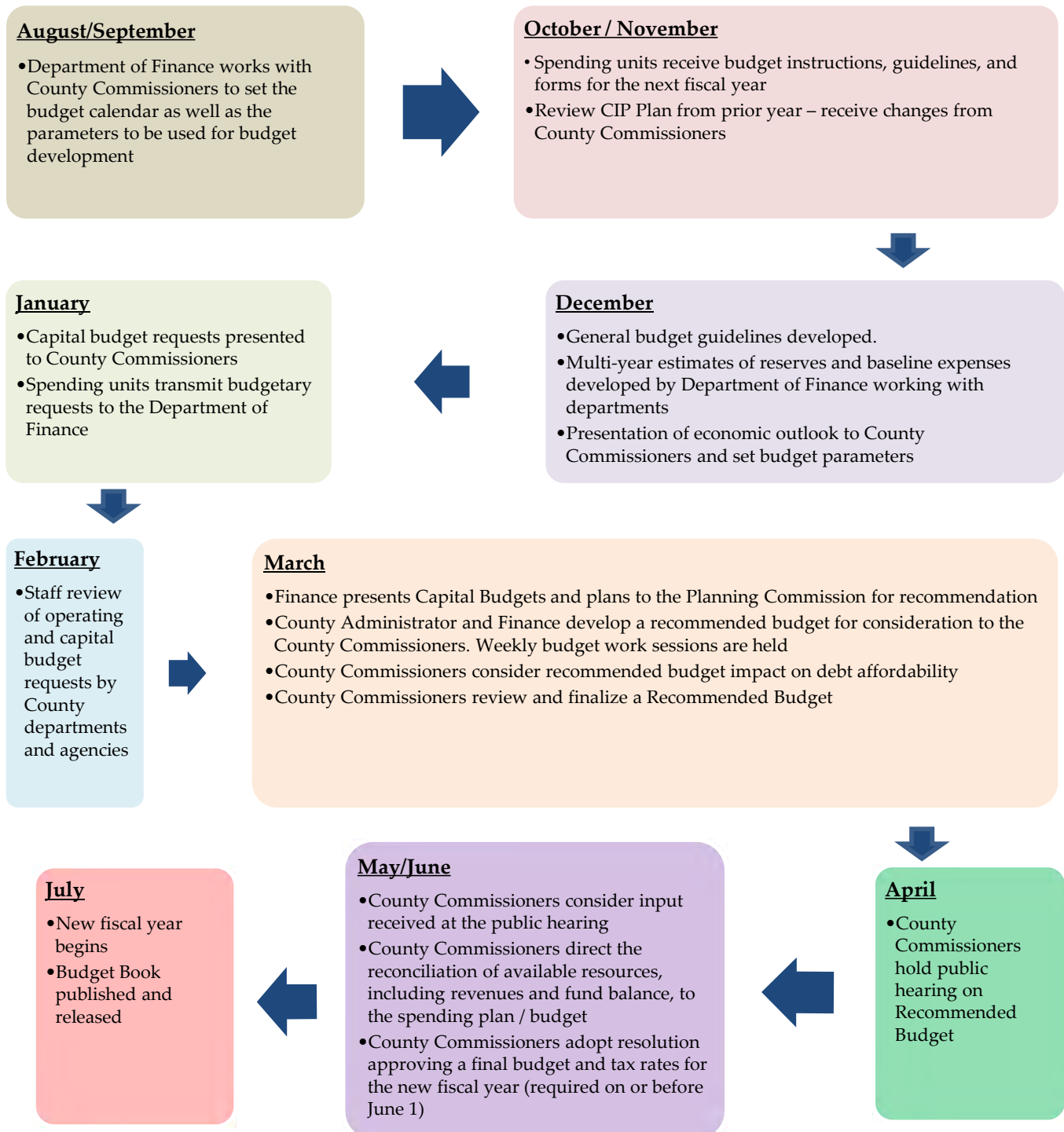
A stable financial position does not start or end with a budget. It takes ongoing focus and commitment. Through the efforts of our dedicated staff, we continually explore ways to streamline efforts, save costs, leverage technology, and collaborate with partners, to meet the needs and expectations of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

The Commissioners like the rest of the Country continue to navigate through the increased non-recurring American Rescue Plan Act (ARPA) grant of \$22 million split between FY2022 and FY2023. We remain positive with businesses re-opening and the cases of COVID-19 being reduced, that the pandemic is receding. This Approved Budget includes something for everyone and will benefit the citizens of the County.

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

# THE ST. MARY'S COUNTY BUDGET PROCESS

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



## READERS' BUDGET GUIDE

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

The *Operating Budget* section presents summary and detailed information concerning the General Fund revenue structure and projections. The General Fund expenditure structure is described; summary and detailed information is included by spending unit and departments. Spending unit budgets are individually presented by the following sections: County Departments, Elected Officials, State Agencies/Independent Boards, and Other Budget Costs. Each spending unit budget displays a categorization of expenditures for the actual FY2021 expenditures, the approved FY2022, and the requested and approved FY2023 budgets. It also includes a description of the spending unit's programs and responsibilities, and highlights of the budget for FY2023. 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 FY2024 – FY2027. 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 FY2023 Capital Budget and Five-Year Capital Program (FY2024 to FY2028). Individual project pages are presented within the following project categories: Land Conservation, Highways, Marine, Public Facilities, Public Schools, Recreation and Parks, and Solid Waste. Each project page contains a project description, reference compliance with the Comprehensive Plan, discussion of operating budget impact, project cost by phase and year, funding source, and a section on impact on annual operating budget for current fiscal year and future five years.

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

# FISCAL YEAR 2023 BUDGET – How to Read the Budget Page

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

Link to mission on page II →

## COUNTY COMMISSIONERS / ADMINISTRATOR

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### MISSION

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 County's environment, heritage, and rural character, and foster opportunities for present and future generations.

### 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 office also processes incoming mail to the Commissioners and hosts the county's switchboard.



# FISCAL YEAR 2023 BUDGET – How to Read the Budget Page

<p><i>Reading a typical budget page</i></p>	<p><b><i>Operating Budget</i></b>                  The Description is followed by the goals set by the department and objectives used to achieve their goals.</p>
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## COUNTY COMMISSIONERS / ADMINISTRATOR

### DESCRIPTION (continued)

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

### GOALS

- Be responsible and accountable to the County’s citizens.
- Provide effective and efficient services.
- Foster opportunities for future generations.
- Preserve the County’s environment, heritage, and rural character.

### OBJECTIVES

- Provide timely and accurate information to citizens while adhering to rigorous ethical and professional standards. The County Administrators Office will serve as a conduit for information by ensuring that public meetings and documents are accessible and distributed according to all applicable laws, regulations, and codes.
- Anticipate and respond to the needs of St. Mary’s County in such a way that all citizens have access to county government services and agencies. County switchboards are maintained in the County Administrators Office, and calls are answered promptly. The St. Mary’s County web portal provides a direct link for community members to submit inquiries directly to departments. County policy is that phone messages and queries receive and initial response withing 24 business hours.

# FISCAL YEAR 2023 BUDGET – How to Read the Budget Page

<p><i>Reading a typical budget page</i></p>	<p><b>Operating Budget</b> The budget page shows actual and estimated expenditures over a three-year period, and major highlights of the new budget including staffing.</p>
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## COUNTY COMMISSIONERS / ADMINISTRATOR

**OBJECTIVES (continued)**

- Provide sustainable economic opportunities that will ensure the continued growth of jobs, business opportunities, and fiscal security for the entire county. St. Mary’s County Government is committed to developing growth opportunities for future generations by building new facilities, thereby creating new jobs to ensure our intellectual trust remains here. We will continue supporting our agricultural heritage with robust farmer’s markets and protecting our coastline and waterways.
- The county will carefully and thoughtfully assess growth patterns and development, particularly in the protected areas of our woodlands and waterways. As buildings and projects are proposed, the county will remain steadfast in determining development progression by adhering to protective programs that keep growth and preservation in equal balance. County boards, committees, and commissioners will be key partners in the decision-making process.

**OPERATING BUDGET**

County Commissioners / County Administrator	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Legislative/County Commissioners	\$492,760	\$485,181	\$485,181	\$509,847
County Administrator	349,296	420,045	424,270	406,887
Public Information	<u>226,353</u>	<u>291,918</u>	<u>296,918</u>	<u>329,948</u>
<b>Total Department</b>	<b>\$1,068,409</b>	<b>\$1,197,144</b>	<b>\$1,206,369</b>	<b>\$1,246,682</b>

**HIGHLIGHTS**

The budget for the County Commissioners/Administrator is \$1,197,144 an increase of \$5,088 or 0.4%. It includes the county employee compensation changes mentioned in the budget highlights.

**STAFFING**

County Commissioners / County Administrator	FY2022 Adjusted	FY2023 Request	FY2023 Approved
Legislative/County Commissioners	6.75	6.75	6.75
County Administrator	3.0	3.0	3.0
Public Information	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
<b>Total Department</b>	<b>12.75</b>	<b>12.75</b>	<b>12.75</b>

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

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

Funds requested in New Year

Funds approved in New Year

Original approved budget

Audited actual expense for prior year

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

# FISCAL YEAR 2023 BUDGET – How to Read the Budget Page

<p><i>Reading a typical budget page</i></p>	<p><b>Operating Budget</b> The quantitative indicators of workload and performance are also presented below. The amount of pages for departments or spending unit will vary.</p>
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Specific quantitative measures of work to be performed or accomplished or results obtained →

<b>COUNTY COMMISSIONERS / ADMINISTRATOR</b>			
<b>PERFORMANCE MEASURES</b>			
Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Board of Health Meetings	6	22	14
Boards, Committees and Commissions	38	38	38
County Administrator Business Items Approved	250	231	240
CSMC Budget Work Sessions	9	9	9
CSMC Business Meetings	38	39	39
CSMC Emails Processed	1453	1561	1600
CSMC Executive Sessions	44	40	42
CSMC Public Forums	3	4	4
CSMC Public Hearings	14	18	20
Events Attended by CSMC	229	300	300
Incoming USPS Mail Processed	944	1300	1300
Managers meetings	7	9	10
MetCom Joint Meetings with CSMC	2	2	2
Minutes Prepared for Meetings	38	39	39
NAS/PAX River Joint Meetings with CSMC	2	1	2
News Releases Issued	328	350	350
OPEB Meetings	4	6	4
Phone Calls from Citizens	20,224	25,000	25,000
Proclamations and Commendations Issued	485	500	500
Resolutions and Ordinances Passed by CSMC	61	50	51
Sheriff's Retirement Board Meetings	8	10	10
SMC Public Schools Joint Meetings with CSMC	2	2	2
Special Events: Fire/Rescue, Law Enforcement Day, Flag Day, Veterans Day, Ribbon Cuttings, Groundbreakings, etc.	9	8	8
Tri-County Council Full Council Meetings	3	6	4
Video-tape Productions (in-house meetings, off-site shoots, special projects)	221	225	225
Written Responses to Citizens from CSMC	258	309	300
XMT – Executive Management Meetings	29	45	30

# FISCAL YEAR 2023 BUDGET – How to Read the Budget Page

<p><b>Reading a typical budget page</b></p>	<p><b>Capital Budget</b></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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## A TYPICAL CAPITAL BUDGET PAGE

Specific Capital Project →

Description, planning justification & other detailed information →

Discussion of Operating Budget Impact →


Prior year funding →

Project expenses →

Total estimated Project costs →

Specific source of funds for project by year →

FY23 - FY28

<b>Project Title</b> Airport Improvements	<b>Project Number</b> PF-1809	<b>Classification</b> Public Facilities
<b>Project Description</b> The St. Mary's County Regional Airport project provides the airfield improvements identified in the Airport Master Plan to meet the current FAA standards for the Airport Reference Code (ARC) B-II (large). The current ARC is B-II (small). The change will allow larger aircraft to access the airfield. Under this project, the existing parallel taxiway will be relocated to provide the 240-ft separation to address wingspan criteria. This project will also extend the existing 4,150-ft runway by 1,200-ft to a new overall length of 5,350-ft to address approach speed criteria. State of Maryland will only match for construction costs; design and construction management will not be funded by the State until further notice. FY2023 funding includes \$120,057 for an airfield pavement management study, \$75,000 for additional site and utilities construction and \$500,000 for airfield and ramp pavement repairs.		
<b>Compliance With Comprehensive Plan Section</b> 11.4.1.A.i Continue to support the expansion of the airport, P, 11-7		
<b>Discussion of Operating Budget Impact</b> As the road and taxiway relocation projects are completed, the County will need to maintain the new Storm Water Management infrastructure provided. Storm Water Management annual maintenance costs estimated at \$9,000 annually. Additional electric costs of 416,000 due to additional airfield lighting shown as FY23.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT / ENGINEERING	2,454,560	774,560		600,000	80,000	400,000	600,000		
PLANNING / SURVEY/ PLATS	1,803,390	500,000	120,057	500,000	483,333				
CONST. MGMT. & INSPECTIONS	2,175,000	575,000			600,000		400,000	600,000	
OBSTRUCTION REMOVAL	500,000	500,000							
CONSTRUCTION - AIRFIELD	33,462,062	19,462,062			7,000,000			7,000,000	
CONSTRUCTION - HANGARS / BLDGS	1,190,000	1,190,000							
CONSTRUCTION - ROADS	3,500,000	3,000,000							
CONSTRUCTION - APRON & RAMP	5,462,626	462,626					5,000,000		
CONSTRUCTION - UTILITY & SITE	390,870	315,870	75,000						
MAINTENANCE & REPAIR	1,090,000	590,000	500,000						
ACCESS & SECURITY	600,000					600,000			
<b>TOTAL COSTS</b>	<b>51,928,568</b>	<b>27,370,118</b>	<b>695,057</b>	<b>1,100,000</b>	<b>8,163,333</b>	<b>1,000,000</b>	<b>6,000,000</b>	<b>7,600,000</b>	

Funding Schedule								
BONDS	5,582,603	4,606,270			216,333		360,000	410,000
TRANSFER TAXES	3,454,257	2,437,251	587,006	110,000	250,000	70,000		
IMPACT FEES								
PAY-GO	881,527	681,527						
STATE FUNDS	1,581,713	611,713			350,000	30,000	250,000	350,000
FEDERAL FUNDS	40,818,408	19,633,357	108,051	990,000	7,347,000	900,000	5,400,000	6,840,000
<b>TOTAL FUNDS</b>	<b>51,928,568</b>	<b>27,370,118</b>	<b>695,057</b>	<b>1,100,000</b>	<b>8,163,333</b>	<b>1,000,000</b>	<b>6,000,000</b>	<b>7,600,000</b>

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING - FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
UTILITIES						
<b>TOTAL COSTS</b>						

Project Number

General budget category of CIP

Compliance information

Funds appropriated in current year for project

Estimated costs of project phases over the next 5 years

Total funding for Project

Incremental operating costs of project over the next 5 years

## 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.

# 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 six individual governmental funds: general, capital projects, special assessments, miscellaneous revolving fund, emergency support and emergency services billing.

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

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

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

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

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

*Emergency Services Billing* - Established in 2021 with initial revenue from CARES funding. In FY2022, the County began soft billing for medical transport services. The funding supports the transition from an all-volunteer staffing to a combination of volunteers and paid EMT's and paramedics.

## **Enterprise Funds:**

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

*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 childcare 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 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).

# DEPARTMENT or AGENCY / FUND RELATIONSHIP

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

	GOVERNMENTAL			ENTERPRISE		
	General Fund	Capital Projects	Other	Solid Waste/ Recycling	Wicomico Golf	Recreation Activities
<b>County Departments</b>						
County Commissioners/County Administrator	✓					
Aging & Human Services	✓		✓			
County Attorney	✓					
Economic Development	✓	✓				
Finance	✓					
Human Resources	✓					
Information Technology	✓	✓				
Land Use & Growth Management	✓	✓	✓			
Public Works & Transportation	✓	✓	✓	✓		
Recreation & Parks	✓	✓			✓	✓
Emergency Services	✓	✓	✓			
<b>Elected Officials</b>						
Circuit Court	✓					
Orphans' Court	✓					
Office of the Sheriff	✓	✓	✓			
Office of the State's Attorney	✓		✓			
Office of the County Treasurer	✓					
<b>Boards and State Agencies*</b>						
Department of Health	✓	✓				
Department of Social Services	✓					
Alcohol Beverage Board	✓					
Board of Elections	✓					
University of Maryland Extension (UME)	✓					
Ethics Commission	✓					
St. Mary's 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*

## FY2023 APPROVED BUDGET SUMMARY

FUND DESCRIPTION	FY2021 ACTUAL	FY2022 APPROVED	FY2023 REQUESTED	FY2023 APPROVED
<u>General Fund</u>	\$ 266,169,499	\$ 288,664,540	\$ 315,383,598	\$ 324,829,819
<u>Enterprise Funds</u>				
Recreation and Parks Activity Fund	1,436,247	4,239,311	5,182,390	5,185,790
Wicomico Shores Golf Fund	1,219,787	1,459,638	1,464,203	1,616,733
Solid Waste & Recycling	5,136,951	6,566,169	5,572,034	5,849,125
<u>Special Revenue Funds</u>				
Miscellaneous Revolving Fund	99,832	621,957	626,957	656,966
Special Assessments Fund	42,369	48,694	48,694	48,694
Emergency Services Support Fund	3,850,996	7,188,225	3,572,590	6,836,318
Emergency Services Billing Fund	-0-	3,034,656	2,927,056	5,236,112
<u>Other Operating Funds-Independent Board</u> <i>(Non-Appropriated State, Federal, Miscellaneous Funds)</i>				
Board of Education-General Operating	121,726,840	122,968,484	127,016,846	131,227,383
Board of Education - Restricted Fund	26,531,571	79,148,507	61,312,884	66,816,087
Board of Education - Revolving Fund	7,156,588	8,159,721	9,704,103	11,943,268
Board of Library Trustees	917,283	973,458	1,037,627	1,031,349
College of Southern Maryland	<u>53,284,013</u>	<u>56,356,518</u>	<u>58,106,661</u>	<u>61,299,503</u>
<u>Total Operating Funds</u>	<u>\$487,571,976</u>	<u>\$579,429,878</u>	<u>\$591,955,643</u>	<u>\$622,577,147</u>
<u>Capital Projects Fund</u>	\$83,769,625	\$57,900,285	\$64,533,114	\$68,846,622

## 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.

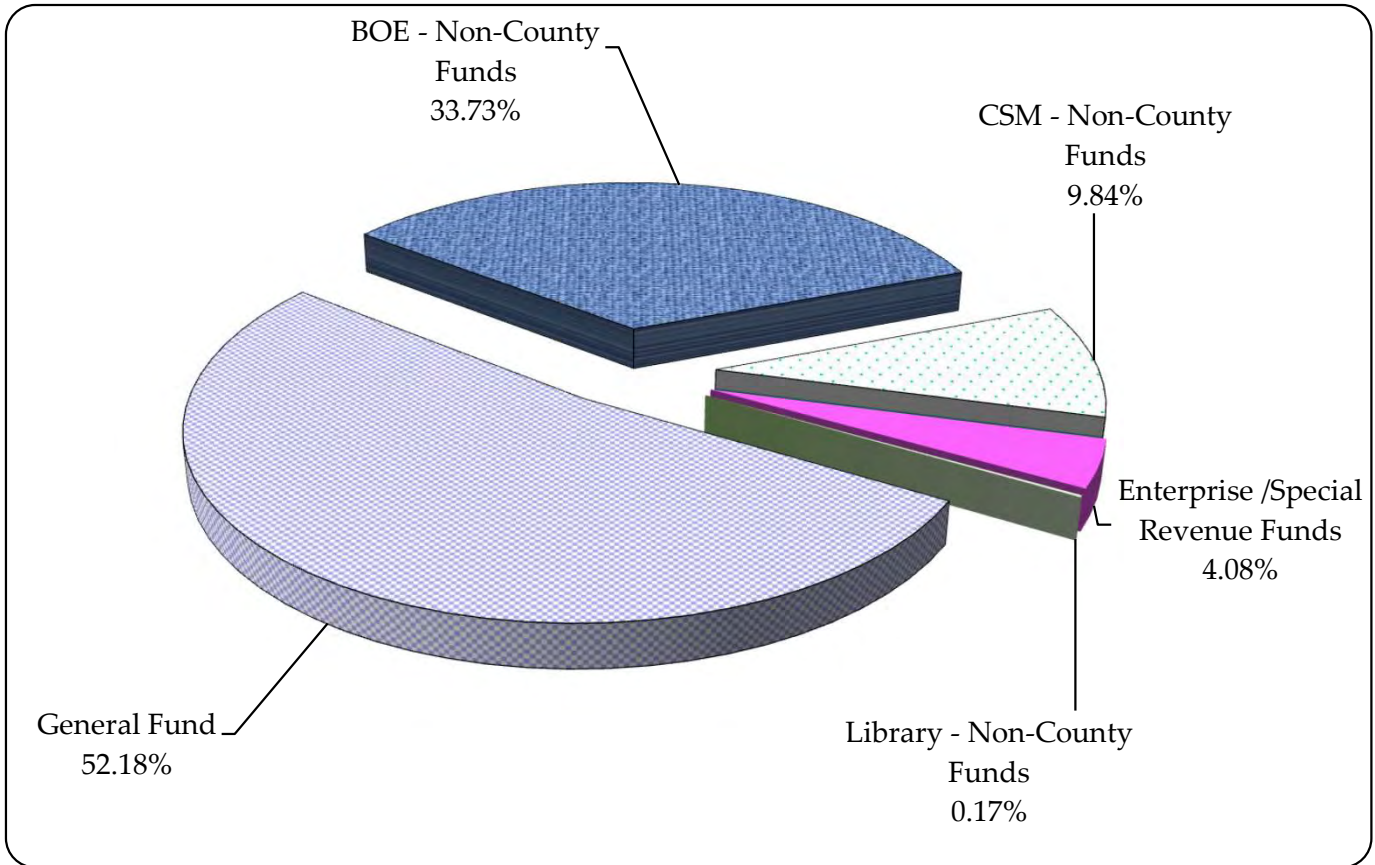
Additionally, County expenditures are incurred in several other funds. There are two separate enterprise funds which account for the operations of various county-wide recreation programs and the operations of the County's public golf course, as well as the solid waste enterprise fund. There are also special revenue funds which account for the emergency services support tax, emergency service billing, 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.



# FISCAL YEAR 2023 TOTAL OPERATING BUDGET - BY FUND



**Chart shows the Percentages of the FY2023 Operating Budget - by Fund Categories**

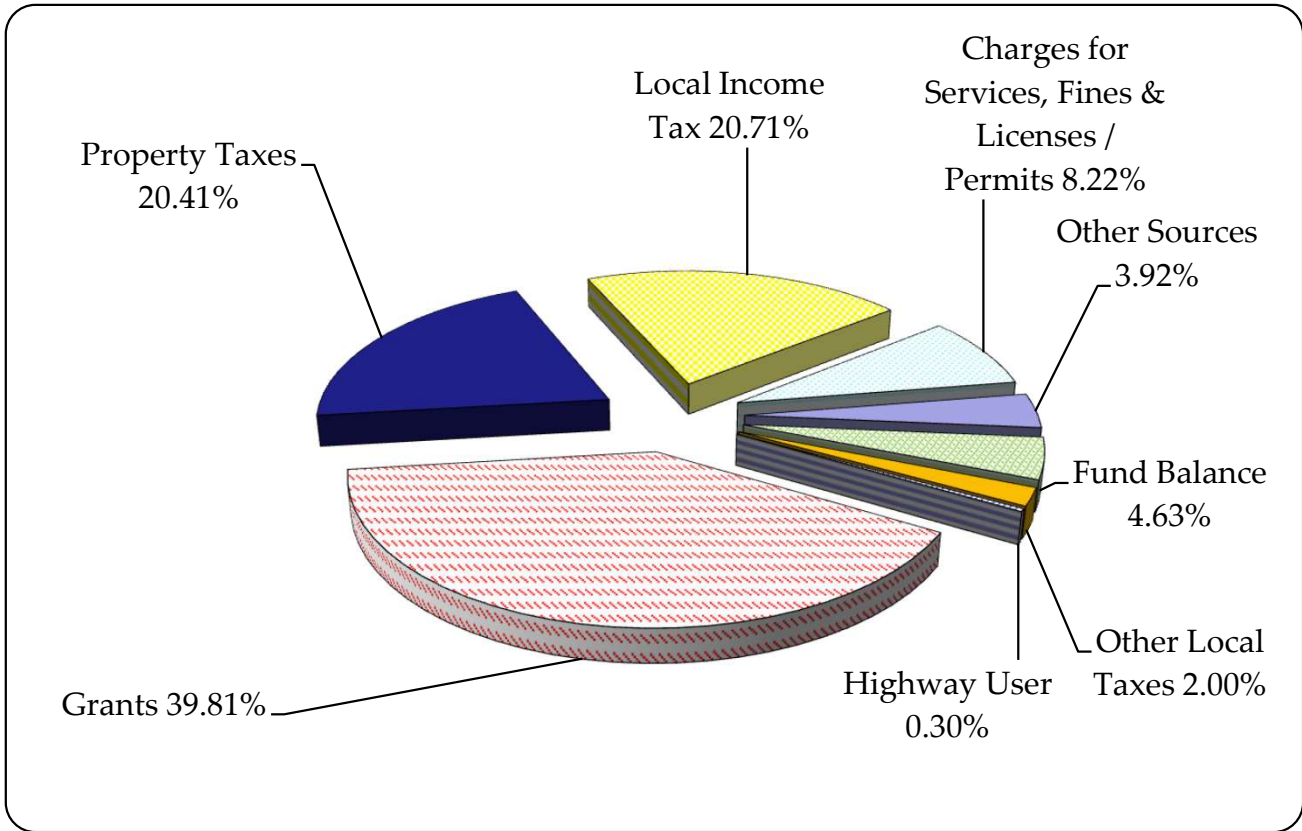
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General Fund	\$324,829,819
Bd. of Education - Non-County Funds	209,986,738
CSM – Non-County Funds	61,299,503
Enterprise / Special Revenue Funds	25,429,738
Library - Non-County Funds	<u>1,031,349</u>
Total – All Funds	<u>\$622,577,147</u>

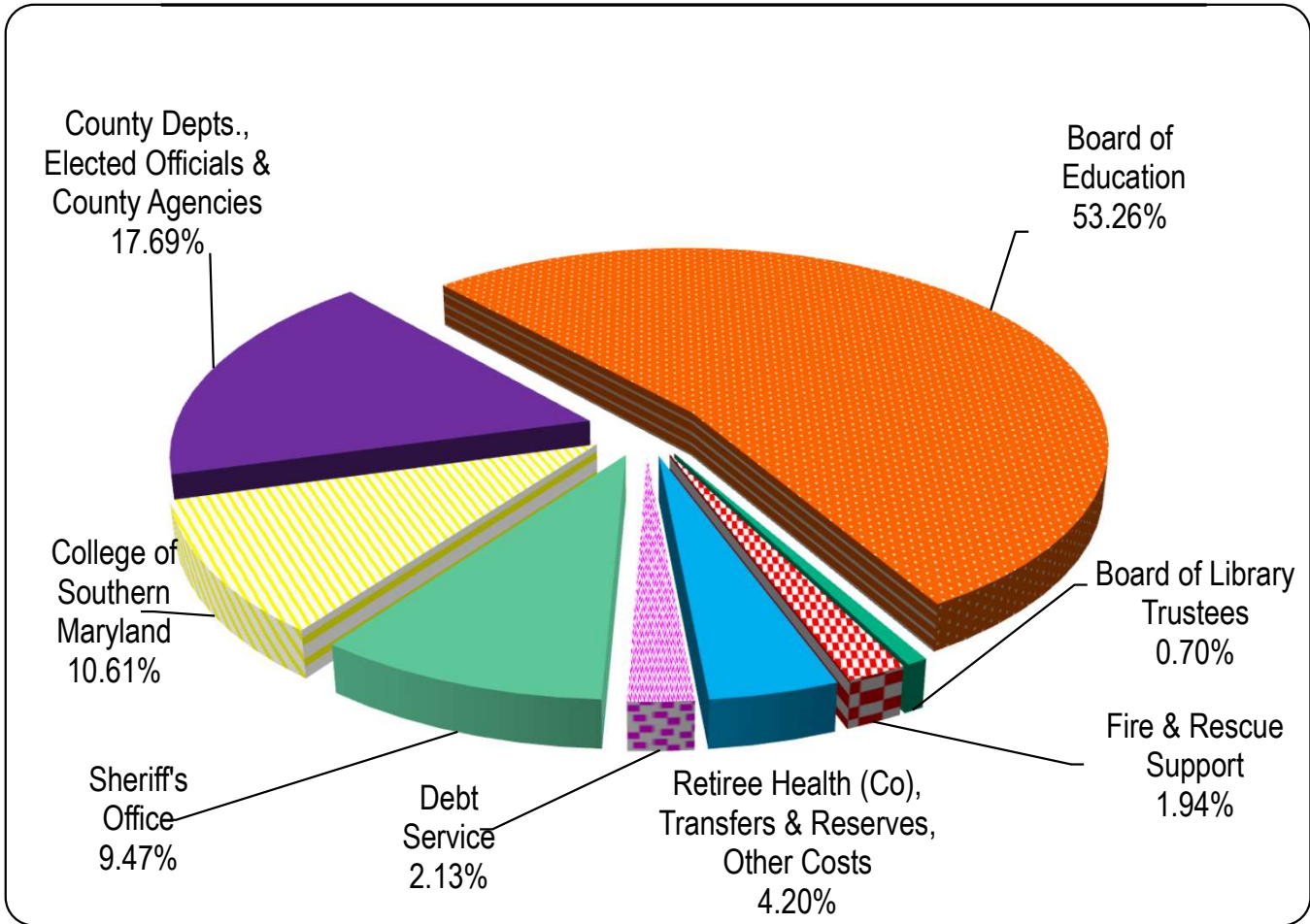
# FY2023 TOTAL BUDGET - REVENUES



**Projection of Revenue Sources that make up the FY2023 Budget Total of \$622,587,147 – by Percentages**

State / Federal Grants	\$247,878,789
Local Income Tax	128,933,804
Property Taxes	127,076,167
Charges for Services / Licenses / Fines	51,180,484
Other Sources	24,336,497
Other Local Taxes	12,428,694
Highway User Revenues	<u>1,889,924</u>
Sub-Total	\$593,724,359
Appropriation of Fund Balance	<u>28,852,788</u>
\$25,000,000 – County	
\$2,287,831 – Board of Education	
\$1,509,066 – College of Southern Maryland	
\$55,891 – Library	
<b>Total Budget – Revenues</b>	<b><u>\$622,587,147</u></b>

# FY2023 TOTAL BUDGET - EXPENDITURES



**County Expenditures for FY2023 Total of \$622,577,147 – Percentages by Entity/Category**

Board of Education	\$331,511,645
County Departments, Other Elected Officials & Co. Agencies	110,240,431
College of Southern Maryland	66,058,448
Sheriff's Office	58,956,164
Transfers & Reserves	23,486,905
Debt Service	13,267,798
Fire & Rescue Support	12,072,430
Board of Library Trustees	4,341,397
Other Costs	<u>2,641,929</u>
<b>Total Budget-Expenditures</b>	<b><u>\$ 622,577,147</u></b>

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**GENERAL  
OPERATING  
FUND**

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# BUDGET HIGHLIGHTS

## FY2023 APPROVED OPERATING BUDGET

The following represents brief highlights of budget changes between FY2022 and FY2023. For more detail, please refer to the appropriate sections in this Approved Budget book.

### **GENERAL:**

The general fund budget totals \$324,829,819 which is \$36,165,279, 12.5% more than the Approved FY2022 Budget.

This is comprised of revenues totaling \$299,829,819 which is a 7.9% increase from FY2022 revenues and the use of Fund Balance of \$25,000,000 for Pay-Go funding to other funds, principally \$17.2 million to the Capital Improvement Projects (CIP) and Non-Recurring General Fund expenditures.

### **REVENUES:**

Real Property Tax Rate continues at \$.8478 per \$100 of assessed value; this is .0208 or 2.5% higher than the Constant Yield Rate of .8270 and generates \$2,817,313 in additional revenue. The Constant Yield Tax rate is the rate utilized to keep revenue the same as the prior year based on increased assessments. Property tax revenue is estimated to increase \$4,748,768 over the FY2022 budget – to approximately \$124 million, a 4.0% increase. Property tax revenue is calculated using the State’s estimated assessed value multiplied by the County’s tax rate. The County’s Homestead percentage remains at 3%, which may limit the amount of assessment increase on a principal residence. Senior Tax Credits are reduced to \$925,000, reflecting actual credits distributed.

St. Mary’s County Income Tax rate was reduced to 3.00% of net taxable income as of January 1, 2023, bringing the rate back down to TY2019 level. Income tax revenues are projected to increase \$8,182,838 or 6.8% over the FY2022 budget to a total of \$128.9 million. Tax year 2020 returns demonstrated a growth rate of 8.16%, however with the income tax rate increase in TY2020 of 3.17%, the actual growth rate was 2.49%. TY2020 growth was lower than TY2019’s, because of the pandemic and is reflected in the State average income tax growth of 3.1% for TY2020. Over the latest six years, the County’s average Tax Year growth is 5.22% and this FY2023 approved budget uses a growth rate of 5%. Average estimated distribution of unallocated receipts, penalties, and interest amounts to \$7.6 million. The County recognizes that over the last six years an additional \$25 million over the budgeted amount has been received and relates this to the change in Federal Tax law - moving to a higher standard Federal deduction -with no corresponding changes to the State Tax law, thus providing additional revenues statewide.

**REVENUES (continued):**

In response, the County is adding an additional \$4.3 million to the estimated tax revenue, better reflecting the average receipt from the past six years. Any changes in tax law or State distributions of tax revenue will be closely monitored.

Other Local Taxes total \$12,380,000 which is a \$2,480,000 increase or 25% more than the Approved FY2022 Budget. Each of these taxes has different patterns of activity during the year, and the estimates for FY2023 are based on the FY2022 amounts to date, compared to prior trends. The increase is related to recordation taxes with a \$2.3 million increase from FY2022, principally due to the increase in sold home sales. Both energy and public accommodation tax revenue estimate were also increased based on collection trends. The County remains positive that the pandemic re-opening will continue the increased revenue trend.

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 State budget balancing initiated in the 2010 Budget – FY2009 receipts were \$6.5 million. FY2023 Estimate receipts from the State is \$1,889,924; \$200,000 more than the approved FY2022 budget. As a result of discussion during the 2022 legislative session, estimates will be increased starting in FY2024.

Charges for Services revenue is projected to increase from \$3,700,158 in FY2022 to an estimated \$4,003,027 in FY2023, an increase of \$302,869. The largest increase stems from Rents and Concessions for the Tech-Port at the Airport.

State and federal grants are projected to be \$27,596,697 in FY2023 to include the second half of the American Rescue funding of \$11,023,993. This is an increase of \$6.2 million compared to the FY2022 Approved. The grant revenue is primarily offset by grant expenditures and additional County match as required by grant. As with past years, grants are variable from year to year. Like the CARES funding that was fully expended in FY2021, the American Rescue Plan Act (ARPA) of 2021 requires quarterly reporting to the US Treasury on expenditures. This two-year grant must be fully expended by December 31, 2026, and encumbered by 2024. Allocations for the ARPA are submitted and approved by the Commissioners.

Other revenues are decreasing by \$170,000 principally from an interest income decrease of \$275,000 offset by increase for disposal of fixed assets of \$125,000.

**FUND BALANCE:**

The June 30, 2021, audit reflects an unassigned general fund balance of \$51.1 million. The ratio of County reserves to revenue percentage is 24%. This Approved Budget includes the use of \$25 million of unassigned general fund balance for Pay-Go funding to other funds, principally \$17.2 million to the Capital Improvement Projects (CIP) and Non-Recurring Operating in the general fund. The planned use of non-recurring funds will maintain the County’s policy percentage of retaining 15% of fund balance in reserve.

It is important to the County and the rating agencies to maintain an adequate reserve level to avoid sudden disruption or elimination of services. The County Reserve allows time to plan and address changes such as revenue shortfalls or cost shifts.

**EXPENSES:**

<b>COUNTY DEPARTMENTS</b>
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- 9 vehicle replacements which includes a Jockey truck for Solid Waste. An additional 4 new vehicles to include 3 for Emergency Medical Services and 1 for DPW&T. This one-time purchase uses unassigned fund balance.
- 54.1 positions were added to County Departments – Aging, County Administrator, County Attorney, Emergency Services, Finance, Human Resources, Information Technology and Public Works & Transportation. The majority were in Emergency Services for the opening of the NEW Animal Shelter (11.5) and Emergency Services (19) – EMT’s, Paramedics, & Quality Assurance. 13 Board Members were added to the County Attorney Department for the Police Accountability Board and the Administrative Charging Committee.
- County employees will receive a one-step merit increases and 3% COLA. Employees at Top of Grade in FY2023 will receive a 2.5% stipend. Reclassifications for 48 employees were approved resulting in a 4% pay increase.
- The hourly employee scale (7/1/2022) and Recreation & Parks (1/1/2023) scales are increasing by 6% for phased minimum wage to 2025. 2023 minimum wage is \$13.25 per hour.
- The Economic Development request for AeroPark Master Plan Implementation consulting services was approved.
- Funding for consultant in Finance to develop an Excise Tax starting in FY2024.
- \$678,008 for Non-Public School Bus Drivers Contract to match Public Schools.
- \$849,475 increase for Snow Removal in Highways.
- Budgeted in Departments is Non-Profit funding, \$1,049,682.
- Recreation & Parks – additional seasonal employees for Parks Maintenance.

## **ELECTED OFFICIALS**

- 8 positions were added to Elected Officials – Circuit Court, Sheriff’s Office, and State’s Attorney. Promotional Ranks were also added to the Sheriff’s Office in Law & Corrections.
- The Sheriff’s Sworn Law salary scale increases by 6.5% and the Corrections officer pay scale was modified to closer align with Charles County. Both will receive a merit increase.
- 15 replacement vehicles and 5 new vehicles are being added to the Sheriff’s Office using one-time unassigned fund balance.

## **BOARDS and STATE AGENCIES**

- Board and State Agencies will receive funding for one step merit and 2% Cola.
- Alcohol Beverage received funding for new vehicle for their Inspector.
- Health Department received one-time funding to upgrade Server and Wireless connection and one new vehicle.
- Elections Board received \$170,726 for the upcoming FY2023 election and one-time funding of \$420,265 because of the primary election change to FY2023.
- Funding for the Library includes \$207,561 for compensation and 2 positions to support the NEW Mobile Library.
- College of Southern MD receives 3% increase for Maintenance of Effort, \$151,989.
- The Board of Education’s funding from the County totals \$121,524,907; recurring funding increased by \$6,984,417 over the Approved FY2022. This will fund the FY2023 negotiated agreement of a 2.5% merit equivalent, 2% Cola, \$800,000 for contracted transportation, and \$885,980 for rising fuel costs. Maintenance of effort (MOE) requires no additional funding due to reduction of students to 16,714 as of 9-30-2021.

## **OTHER BUDGET COSTS**

- Retiree Health for current retirees will be funded from the Retiree Benefit Trust for FY2023. The County Net OPEB Asset on June 30, 2021, was \$13.867 million, 113.21% funded. The Finance Department will establish policy based on annual audit and funding level and review annually during the budget on future funding.
- Debt service decreased by \$1,655,371 principally for not having a bond sale in FY2022. Planned sale is in FY2023 for \$30 million.



<b>TRANSFERS and RESERVES</b>
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- This Approved Budget includes \$400,000 to maintain a Bond Rating Reserve equal to 6% of revenues and \$500,000 for the Reserve for Emergency Appropriations, to address unbudgeted expenditures, such as severe weather events, unbudgeted grant opportunities that may require a match, or budget shortfalls due to unexpected costs.
- Pay-Go funding of \$22,586,905 for non-recurring funding to other funds from the June 30, 2021, unassigned fund balance is \$51.1 million. To maintain the 15% floor in the Fund Balance policy, \$25,000,000 is available. Total fund balance used in this Approved Budget is \$25,000,000.

Total Pay-Go funding as follows:

○ CIP Pay-Go	\$17,202,680
○ Emergency Support	3,059,000
○ Emergency Billing	
▪ Operating	1,645,855
▪ Fund Balance	408,970
○ Solid Waste Vehicles	265,000
○ R & P Activity Fund	3,400
○ Wicomico Golf	<u>2,000</u>
○ Total Pay-Go	22,586,905

## 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 for motor fuel taxes, vehicle titling taxes and registration fees.

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

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

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

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

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

**Fund Balance** - Use of prior year unassigned fund balance as a funding source for the current budget, used for non-recurring costs.

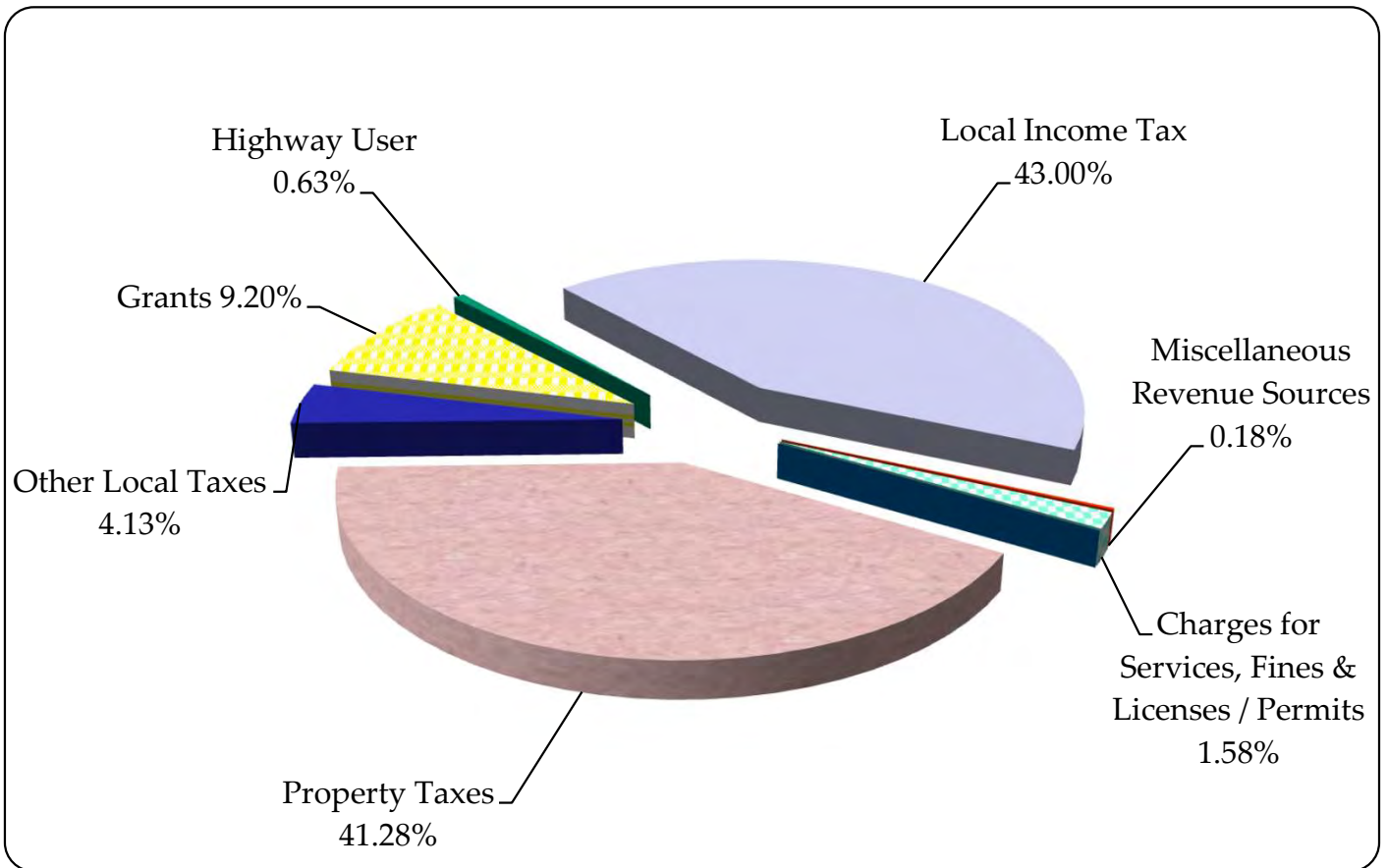
# BUDGET REVENUES - SUMMARY

REVENUE SOURCE	FY2021	FY2022	FY2023	INCREASE / (DECREASE) OVER FY2022 APPROVED	
	ACTUAL	APPROVED	APPROVED	AMOUNT	PERCENT
Total, Property Taxes	115,718,458	118,982,399	123,731,167	4,748,768	4.0%
Total, Income Taxes	127,908,783	120,750,966	128,933,804	8,182,838	6.8%
Total, Other Local Taxes	11,916,775	9,900,000	12,380,000	2,480,000	25.1%
Total, Highway User	1,856,482	1,682,717	1,889,924	207,207	12.3%
Total, Licenses and Permits	869,978	662,870	717,870	55,000	8.3%
Total, Charges for Services	3,891,135	3,700,158	4,003,027	302,869	8.2%
Total, Fines and Forfeitures	19,009	24,750	24,750	0	0.0%
Total, State/Federal Grants	23,806,412	10,247,266	16,572,704	6,325,438	61.7%
American Rescue Act - Grant	0	11,105,356	11,023,993	(81,363)	100%
Total, Other Revenues	550,514	722,580	552,580	(170,000)	-23.5%
Total - Other Financing Sources	0	10,885,478	25,000,000	14,114,522	129.7%
<b>TOTAL, GENERAL FUND REVENUE SOURCES</b>	<b>\$286,537,546</b>	<b>\$288,664,540</b>	<b>\$324,829,819</b>	<b>\$36,165,279</b>	<b>12.5%</b>
<b>Total, General Fund Revenues - (Excl. Other Financing Sources)</b>	<b>\$286,537,546</b>	<b>\$277,779,062</b>	<b>\$299,829,819</b>	<b>\$22,050,757</b>	<b>7.9%</b>

**EXPENDITURES SUMMARY**

Department/Spending Unit	FY2021 ACTUAL	FY2022 APPROVED	FY2023 REQUEST	FY2023 APPROVED	INCREASE/(DECREASE) OVER 2022 APPROVED	
					AMOUNT	PERCENT
County Commissioners/County Administrator	1,068,409	1,197,144	1,206,369	1,450,842	253,698	21.2%
Aging & Human Services	5,015,549	5,580,016	5,499,400	5,861,273	281,257	5.0%
County Attorney	955,673	1,089,268	1,069,576	1,269,389	180,121	16.5%
Economic Development	4,568,977	2,003,037	2,252,037	4,810,977	2,807,940	140.2%
Emergency Services	20,880,533	19,659,565	21,125,954	21,412,721	1,753,156	8.9%
Finance	1,951,743	2,083,001	2,179,276	2,405,677	322,676	15.5%
Human Resources	1,699,223	1,981,357	2,316,596	2,513,368	532,011	26.9%
Information Technology	3,891,449	4,639,929	7,161,071	7,437,025	2,797,096	60.3%
Land Use & Growth Management	2,439,041	2,938,658	2,996,752	3,004,782	66,124	2.3%
Public Works & Transportation	20,236,447	21,897,823	23,691,237	25,763,121	3,865,298	17.7%
Recreation & Parks	4,162,878	5,058,922	4,950,825	5,220,471	161,549	3.2%
<b>Total, Departments</b>	<b>66,869,922</b>	<b>68,128,720</b>	<b>74,449,093</b>	<b>81,149,646</b>	<b>13,020,926</b>	<b>19.1%</b>
Circuit Court	1,802,074	1,998,907	2,096,432	2,157,494	158,587	7.9%
Orphans' Court	65,429	60,611	62,691	64,754	4,143	6.8%
Office of the Sheriff	46,546,405	55,504,302	55,400,376	58,956,164	3,451,862	6.2%
Office of the State's Attorney	4,218,118	4,892,567	5,646,423	5,313,541	420,974	8.6%
Office of the County Treasurer	507,515	548,185	549,596	512,190	(35,995)	-6.6%
<b>Total, Elected Officials</b>	<b>53,139,541</b>	<b>63,004,572</b>	<b>63,755,518</b>	<b>67,004,143</b>	<b>3,999,571</b>	<b>6.3%</b>
Department of Health	2,633,729	2,874,826	3,424,335	3,198,052	323,226	11.2%
Department of Agriculture	79,474	91,000	102,000	102,000	11,000	12.1%
Department of Social Services	471,451	483,853	498,125	497,819	13,966	2.9%
Alcohol Beverage Board	377,453	439,602	447,652	459,984	20,382	4.6%
Board of Elections	1,325,591	1,667,401	1,834,727	2,223,966	556,565	33.4%
University of Maryland Extension (UME)	262,485	270,802	290,048	280,786	9,984	3.7%
Ethics Commission	656	833	833	833	0	0.0%
So. MD Forest Conservation Board	2,500	2,500	2,500	2,500	0	0.0%
Soil Conservation District	78,087	103,423	111,343	108,078	4,655	4.5%
So. MD Resource Conservation & Development	13,300	15,300	15,300	15,300	0	0.0%
So. MD Tri-County Community Action Committee, I	16,000	16,000	35,000	35,000	19,000	118.8%
Tri-County Council for Southern Maryland	125,000	125,000	125,000	125,000	0	0.0%
Tri-County Youth Services Bureau, Inc.	143,600	143,600	143,600	143,600	0	0.0%
SDAT - Leonardtown Office	375,492	452,580	452,580	452,580	0	0.0%
University System of Maryland at Southern Maryland (USMSM)	40,000	40,000	40,000	40,000	0	0.0%
County Funds - Board of Education	109,542,921	114,540,490	121,556,610	121,524,907	6,984,417	6.1%
County Funds - BOE Non-Recurring	0	0	6,270,100	0	0	0.0%
County Funds - College of Southern Maryland	4,518,686	4,606,956	4,758,945	4,758,945	151,989	3.3%
County Funds - Board of Library Trustees	2,966,364	3,078,259	3,285,820	3,310,048	231,789	7.5%
<b>Total, Boards and State Agencies</b>	<b>122,972,789</b>	<b>128,952,425</b>	<b>143,394,518</b>	<b>137,279,398</b>	<b>8,326,973</b>	<b>6.5%</b>
<b>SUB-TOTAL</b>	<b>242,982,252</b>	<b>260,085,717</b>	<b>281,599,129</b>	<b>285,433,187</b>	<b>25,347,470</b>	<b>9.7%</b>
<b>Other Budget Costs</b>						
Appropriation Reserve	0	1,500,000	2,500,000	2,500,000	1,000,000	66.7%
Leonardtown Tax Rebate	43,446	44,461	70,929	70,929	26,468	59.5%
Employer Contributions - Retiree Health Costs	3,950,813	3,900,000	4,088,000	0	(3,900,000)	-100.0%
Employer Contributions - Unemployment	(4,544)	25,000	25,000	25,000	0	0.0%
Bank / GOB Costs	52,662	20,000	41,000	46,000	26,000	130.0%
Debt Service	12,509,870	14,923,169	13,122,798	13,267,798	(1,655,371)	-11.1%
<b>Other Budget Costs</b>	<b>16,552,247</b>	<b>20,412,630</b>	<b>19,847,727</b>	<b>15,909,727</b>	<b>(4,502,903)</b>	<b>-22.1%</b>
<b>Subtotal, Excludes Transfers</b>	<b>259,534,499</b>	<b>280,498,347</b>	<b>301,446,856</b>	<b>301,342,914</b>	<b>20,844,567</b>	<b>7.4%</b>
<b>Transfers &amp; Reserves</b>						
Pay-Go	4,680,000	7,266,193	13,036,742	22,586,905	15,320,712	210.8%
Reserve - Bond Rating	1,955,000	400,000	400,000	400,000	0	0.0%
Reserve - Emergency	0	500,000	500,000	500,000	0	0.0%
<b>Transfers &amp; Reserves</b>	<b>6,635,000</b>	<b>8,166,193</b>	<b>13,936,742</b>	<b>23,486,905</b>	<b>15,320,712</b>	<b>187.6%</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>\$266,169,499</b>	<b>\$288,664,540</b>	<b>\$315,383,598</b>	<b>\$324,829,819</b>	<b>\$36,165,279</b>	<b>12.5%</b>

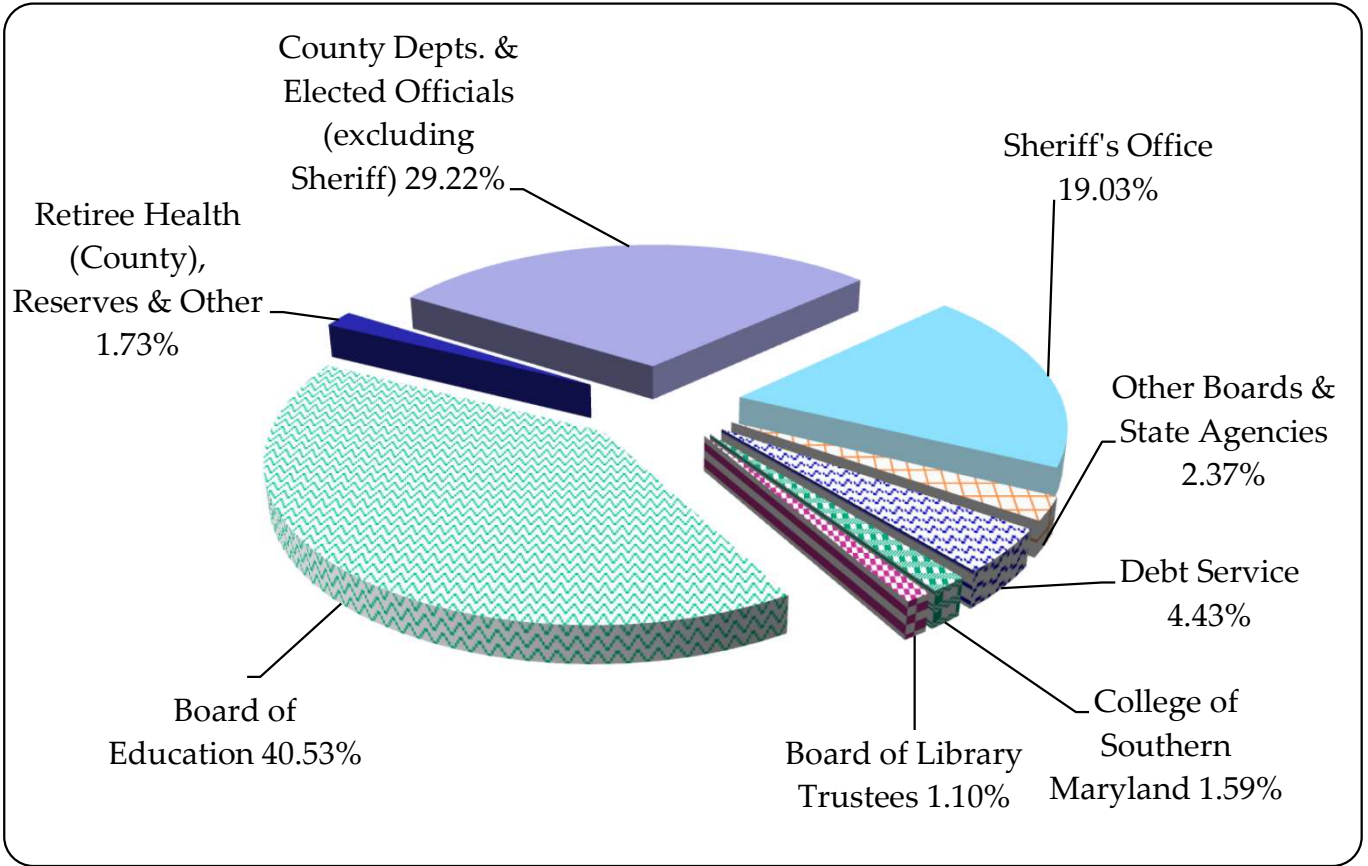
## FY2023 GENERAL FUND - REVENUES



**Chart is % of Total County Revenue (excluding Fund Balance) - \$299,829,819 – by Revenue Source**

Local Income Tax	\$128,933,804
Property Tax	123,731,167
State / Federal Grants	27,596,697
Other Local Taxes	12,380,000
Charges for Services / Licenses / Fines	4,745,647
Highway User Revenues	1,889,924
Miscellaneous Revenue Sources	<u>552,580</u>
<b>TOTAL GENERAL FUND – REVENUES (Excluding Fund Balance)</b>	<b><u>\$299,829,819</u></b>
Other Financing Sources – Fund Balance	<u>25,000,000</u>
<b>TOTAL GENERAL FUND – REVENUES</b>	<b><u>324,829,819</u></b>

# FY2023 GENERAL FUND - EXPENDITURES



**Chart is % of Total County Expenditures (excluding Fund Balance) - \$299,829,819 – by Entity**

Board of Education	\$121,524,907
County Departments, Elected Officials (excluding Sheriff)	89,197,625
Sheriff's Office	58,956,164
Retiree Health (County), Reserves, & Other Costs	26,128,834
Debt Services	13,267,798
Other Boards & State Agencies	7,685,498
College of Southern Maryland	4,758,945
Board of Library Trustees	<u>3,310,048</u>

TOTAL GENERAL FUND EXPENDITURES	<u>\$324,829,819</u>
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**BUDGET  
REVENUES - DETAIL - ACTUAL COLLECTED**

REVENUE SOURCE	FY2021 ACTUAL	FY2022 APPROVED	FY2023 APPROVED	INCREASE (DECREASE) OVER FY2022 APPROVED	
				AMOUNT	PERCENT
<b>PROPERTY TAXES</b>					
Real Property - Full Year	108,434,829	112,655,994	116,885,438	4,229,444	3.8%
Real Property - Half Year	229,848	237,763	314,115	76,352	32.1%
Personal Property - Sole Prop	207,182	190,755	174,859	(15,896)	-8.3%
Public Utilities	2,790,422	2,730,594	3,417,439	686,845	25.2%
Ordinary Bus Corporation	3,918,534	3,624,345	3,322,316	(302,029)	-8.3%
Personal Property - Collection Fees	(40,403)	0	0	0	0.0%
Additions and Abatements	(94,625)	(600,000)	(600,000)	0	0.0%
Penalties and Interest	889,282	900,000	920,000	20,000	2.2%
Enterprise Zone Credit	(32,673)	(60,000)	(50,000)	10,000	-16.7%
Homeowners Tax Credit (County)	(793,256)	(950,000)	(900,000)	50,000	-5.3%
Other Tax Reimbursement	(9,136)	(25,000)	(20,000)	5,000	-20.0%
Tax Sale Revenue	6,889	27,000	10,000	(17,000)	-63.0%
Payments In Lieu of Taxes	253,617	318,948	325,000	6,052	1.9%
Senior Tax Cap Credit 70	(488,922)	(600,000)	(550,000)	50,000	-8.3%
Senior Tax Credit/Recaptured Sr. Tax Credit	(247,270)	(300,000)	(300,000)	0	0.0%
Local Sr. Tax Credit 65-10	(64,934)	(75,000)	(75,000)	0	0.0%
State Homeowners Credit	793,256	950,000	900,000	(50,000)	-5.3%
Ag Tax Deduction/Tobacco Barn Tax Credit	(34,182)	(43,000)	(43,000)	0	0.0%
<b>Total, Property Taxes</b>	<b>115,718,458</b>	<b>118,982,399</b>	<b>123,731,167</b>	<b>4,748,768</b>	<b>4.0%</b>
<b>INCOME TAXES</b>					
Local Income Tax	127,908,783	120,750,966	128,933,804	8,182,838	6.8%
<b>Total, Income Taxes</b>	<b>127,908,783</b>	<b>120,750,966</b>	<b>128,933,804</b>	<b>8,182,838</b>	<b>6.8%</b>
<b>OTHER LOCAL TAXES</b>					
Admissions and Amusement	30,070	100,000	90,000	(10,000)	-10.0%
CATV Franchise Fee	1,022,090	1,000,000	1,000,000	0	0.0%
Energy Taxes	882,000	1,000,000	1,040,000	40,000	4.0%
Public Accommodations Tax	742,240	800,000	900,000	100,000	12.5%
Recordation Taxes	8,911,778	6,700,000	9,000,000	2,300,000	34.3%
Trailer Park Tax	328,597	300,000	350,000	50,000	16.7%
<b>Total, Other Local Taxes</b>	<b>11,916,775</b>	<b>9,900,000</b>	<b>12,380,000</b>	<b>2,480,000</b>	<b>25.1%</b>
<b>Shared Revenues</b>					
Highway Users Revenue	1,856,482	1,682,717	1,889,924	207,207	12.3%
<b>Total, Shared Revenues</b>	<b>1,856,482</b>	<b>1,682,717</b>	<b>1,889,924</b>	<b>207,207</b>	<b>12.3%</b>
<b>LICENSES AND PERMITS</b>					
Amusement Licenses	0	1,000	1,000	0	0.0%
Auto Tag Fees	0	1,000	1,000	0	0.0%
Beer, Wine, Liquor Licenses	12,879	84,000	84,000	0	0.0%
Beer, Wine, Liquor Transfer	400	600	600	0	0.0%
LUGM Inspections & Compliance	87,505	97,200	97,200	0	0.0%
LUGM Business Licenses & Permit Services	594,897	310,000	360,000	50,000	16.1%
Marriage Licenses	7,725	6,050	6,050	0	0.0%
DPW & T Constr.&Insp. Licenses-Materials Testing	3,674	8,000	8,000	0	0.0%
Taxicab Licenses, Peddlers & Bingo	11	20	20	0	0.0%
Traders Licenses	162,887	155,000	160,000	5,000	3.2%
<b>Total, Licenses and Permits</b>	<b>869,978</b>	<b>662,870</b>	<b>717,870</b>	<b>55,000</b>	<b>8.3%</b>

**BUDGET  
REVENUES - DETAIL - ACTUAL COLLECTED**

REVENUE SOURCE	FY2021 ACTUAL	FY2022 APPROVED	FY2023 APPROVED	INCREASE (DECREASE) OVER FY2022 APPROVED	
				AMOUNT	PERCENT
<b>CHARGES FOR SERVICES</b>					
Aging - Rents and Concessions	0	0	18,000	18,000	0.0%
Alcohol Beverage - Application Fees	3,250	2,250	2,500	250	11.1%
Circuit Court Juror Fee Reimbursement/Other	11,020	31,000	31,000	0	0.0%
Corrections - Home Detention	83,336	50,000	85,000	35,000	70.0%
Corrections - Housing State Prisoners	61,605	75,000	75,000	0	0.0%
Corrections - Sex Offender Fees	2,600	10,000	2,000	(8,000)	-80.0%
DPW & T Development Review	0	1,000	1,000	0	0.0%
DPW & T Engineering Services	105,021	101,290	111,290	10,000	9.9%
DPW & T Highways Fees	50	75	75	0	0.0%
DPW & T Passenger Fees/Other Income	172,009	382,294	382,294	0	0.0%
DPW & T Airport Charges	109,246	95,000	110,000	15,000	15.8%
Economic Development Rents and Concessions	0	0	76,500	76,500	0.0%
General Gov't - Other Fees	23,300	2,000	10,000	8,000	400.0%
HR-Medicare Drug Subsidy	133,154	135,000	135,000	0	0.0%
LUGM Board of Electrical Examiners	49,540	20,050	27,050	7,000	34.9%
LUGM Boards & Commissions	15,604	12,000	12,000	0	0.0%
LUGM Comprehensive Planning	22,110	25,000	25,000	0	0.0%
LUGM Concept Site Plan Review	50	300	300	0	0.0%
LUGM Development Services	93,665	120,600	121,900	1,300	1.1%
LUGM Metropolitan Planning Organization	54,992	23,520	40,000	16,480	70.1%
LUGM Other Income/Advertising/Admin Recovery	9,983	4,000	16,000	12,000	300.0%
LUGM Zoning Administration	5,500	500	3,500	3,000	600.0%
Maps & Publications	54	300	300	0	0.0%
Other Revenue -Incl.Ins. Proceeds/ComData Reb.	612,131	556,739	608,725	51,986	9.3%
Other Revenue - Admin Recovery	1,416	1,700	1,700	0	0.0%
ES 911 Service Fees	1,088,551	900,000	900,000	0	0.0%
ES Tower Revenue	150,420	130,000	160,000	30,000	23.1%
R & P Grass Cutting & Parks Lighting	3,247	2,500	2,000	(500)	-20.0%
R & P Museum	40,684	40,600	40,600	0	0.0%
R & P Park Entrance Fees	142,766	130,000	135,000	5,000	3.8%
R & P Rents & Concessions	0	1,000	0	(1,000)	-100.0%
Regional Library	25,510	44,200	44,200	0	0.0%
Rents and Concessions	17,014	17,059	17,059	0	0.0%
Sheriff - Alcohol Enforcement	207,097	207,041	207,041	0	0.0%
Sheriff - Fingerprinting	99,553	75,000	85,000	10,000	13.3%
Sheriff - Overtime Reimb/Other-Corrections	90,927	65,000	83,000	18,000	27.7%
Sheriff - Town Patrol	73,033	60,000	70,000	10,000	16.7%
Sheriffs - Fees	68,306	100,000	85,000	(15,000)	-15.0%
Sheriffs - Disposal of Fixed Assets	241	0	0	0	0.0%
Sheriffs - School Bus Stop Light Enforcement	7,250	25,000	25,000	0	0.0%
Sheriffs - Juvenile Transport	10,990	8,000	8,000	0	0.0%
Social Services Reimbursement	213,297	129,872	139,725	9,853	7.6%
States Attorney Reimbursement	18,149	40,000	30,000	(10,000)	-25.0%
States Attorney Services for Drug Court	61,964	75,268	75,268	0	0.0%
Tourism - Cooperative	2,500	0	0	0	0.0%
<b>Total, Charges for Services</b>	<b>3,891,135</b>	<b>3,700,158</b>	<b>4,003,027</b>	<b>302,869</b>	<b>8.2%</b>



**BUDGET  
REVENUES - DETAIL - ACTUAL COLLECTED**

REVENUE SOURCE	FY2021 ACTUAL	FY2022 APPROVED	FY2023 APPROVED	INCREASE (DECREASE) OVER FY2022 APPROVED	
				AMOUNT	PERCENT
<b>FINES AND FORFEITURES</b>					
Alcohol Beverage Fines	550	1,000	1,000	0	0.0%
Animal Control Fines	3,320	5,000	5,000	0	0.0%
Court Fees, Fines, Forfeitures	13,370	16,500	16,500	0	0.0%
LUGM Fines	0	250	250	0	0.0%
State's Attorney Other Fines & Forfeitures	1,769	2,000	2,000	0	0.0%
<b>Total, Fines and Forfeitures</b>	<b>19,009</b>	<b>24,750</b>	<b>24,750</b>	<b>0</b>	<b>0.0%</b>
<b>STATE/FEDERAL GRANTS</b>					
<b><u>Aging &amp; Human Services</u></b>					
Cares ACT Title IIIB	28,488	0	0	0	100%
Cares Act Title IIIC	91,047	0	0	0	100%
Cares Act Title IIIE	7,772	0	0	0	100%
Cares Act Title IIIE	22,918	0	0	0	100%
CDBG Rogers Ave Extend	(126,804)	0	0	0	100%
Community Development Block Grant	91,650	200,000	0	(200,000)	-100.0%
Community Options Waiver (FFS)	165,667	123,290	123,290	0	0.0%
COVID-19 CMC2	9,808	0	0	0	100%
Federal Financial Participation (FFP) frmr (MAP)	81,508	113,036	113,036	0	0.0%
Guardianship	301	8,697	9,092	395	4.5%
Level 1 Screening	0	6,134	6,134	0	0.0%
LMB COVID19	57	0	0	0	100%
LMB Grant HS Healthy Families/Nursing Interventions	49,199	52,010	52,010	0	0.0%
LMB Grant HS Inter-Agency Liason	49,000	49,000	49,000	0	0.0%
LMB Grant Reconnect Youth to Educ/Employment	77,655	102,590	95,508	(7,082)	-6.9%
LMB Mentoring Grant	34,337	53,730	48,387	(5,343)	-9.9%
MIPPA & MIPPA-AAAs, ADRC	2,859	5,441	5,512	71	1.3%
Money Follows - Person Options Counseling	(173)	0	0	0	100%
MVP Options Counseling	0	1,250	1,250	0	0.0%
NSIP (Nutrition Services)	75,121	57,232	57,232	0	0.0%
Nutrition (Senior)	42,149	32,179	33,868	1,689	5.2%
Ombudsman (State & Elder)	1,207	17,906	17,906	0	0.0%
Retired Senior Volunteers (RSVP)	28,370	47,500	50,000	2,500	5.3%
Senior (SCOF) - Remote Online Fitness	5,344	5,450	16,265	10,815	198.4%
Senior (SCOF) - Senior Matters	3,515	3,700	0	(3,700)	-100.0%
Senior Care	107,894	126,106	130,925	4,819	3.8%
Senior Center Operating Fund (SCOF)	2,565	2,565	0	(2,565)	-100.0%
Senior Health Insurance Program (SHIP)	14,339	15,000	15,000	0	0.0%
Senior Info. & Assistance	13,422	13,441	14,196	755	5.6%
Senior Medicare Patrol & Expansion	2,167	2,500	2,500	0	0.0%
Senior Rides	8,345	22,100	14,000	(8,100)	-36.7%
Title III B - Community Services	98,485	88,210	91,743	3,533	4.0%
Title III B - Ombudsman/Elder Abuse	557	6,787	7,064	277	4.1%
Title III C1 - Congregate Meals	112,954	117,425	122,181	4,756	4.1%
Title III C2 - Home Del. Meals	69,852	61,332	65,569	4,237	6.9%
Title III D - Preventive Health	3,569	9,000	9,000	0	0.0%
Title III E - Caregiver	42,214	42,088	44,166	2,078	4.9%
Vulnerable Elderly Program Initiative (VEPI)	7,080	7,080	7,370	290	4.1%

**BUDGET**  
**REVENUES - DETAIL - ACTUAL COLLECTED**

REVENUE SOURCE	FY2021 ACTUAL	FY2022 APPROVED	FY2023 APPROVED	INCREASE (DECREASE) OVER FY2022 APPROVED	
				AMOUNT	PERCENT
<b><u>STATE / FEDERAL GRANTS - Continued</u></b>					
<b><u>Aging &amp; Human Services (continued)</u></b>					
CDBG COVID19 PaxCove Wrap	201,449	0	0	0	100%
LMB Administration	52,111	70,000	70,000	0	0.0%
LMB After School Program	54,831	0	0	0	100%
LMB After School Program	(18,609)	74,388	68,942	(5,446)	-7.3%
LMB Local Care Coordinator	37,698	44,840	44,840	0	0.0%
<b><u>Economic Development</u></b>					
2nd Round Restaurant Relief	467,805	0	0	0	100%
Business Incubator Grant	2,118	0	0	0	100%
Cooperative State Marketing Tourism	93,941	0	0	0	100%
Covid19 Restaurant Relief	779,674	0	0	0	100%
Destination Marketing Org	18,975	0	0	0	100%
Hometown Tourism	119,290	0	0	0	100%
Hotel Relief	370,852	0	0	0	100%
MD Relief Act Hotel	189,742	0	0	0	100%
MD Relief Act Online Sale	9,487	0	0	0	100%
MD Relief Act Restaurant	417,444	0	0	0	100%
Non-Profit Relief Grant	375,508	0	0	0	100%
Rural Maryland	0	0	2,500,000	2,500,000	100%
<b><u>Land Use &amp; Growth Management (LUGM)</u></b>					
Critical Area	9,000	0	4,000	4,000	100%
Census Grant Program 2020	(19)	0	0	0	100%
MHT Cert Local Gov't - Educational	0	1,000	2,000	1,000	100.0%
<b><u>Public Works and Transportation (DPW&amp;T)</u></b>					
FAA CARES ACT	43,687	0	0	0	100%
CARES-ST5 5307 Rural Pub	820,070	0	0	0	100%
CARES-ST5 5311 PUBLIC	1,130,743	0	0	0	100%
St. Mary's Transit System (STS) - ADA	0	135,000	135,000	0	0.0%
STS - Capital	686,802	201,600	354,444	152,844	75.8%
STS - DSS Sunday	40,000	40,000	40,000	0	0.0%
STS - Public 5311	(17,251)	835,238	1,104,049	268,811	32.2%
STS - SSTAP	2,275	134,098	255,598	121,500	90.6%
<b><u>Recreation and Parks</u></b>					
Countywide Maintenance	1,598	5,000	5,000	0	0.0%
Derelict Boat Removal	0	5,000	0	(5,000)	-100.0%
Elms Beach	10,000	10,000	10,000	0	0.0%
Portable Toilets/Trash	12,989	15,000	15,000	0	0.0%
<b><u>Information Technology</u></b>					
Atlantic Broadband Expansion	70,858	200,000	0	(200,000)	-100.0%
Neighborhood Connect Broadband	0	0	2,055,479	2,055,479	100%
<b><u>Emergency Services</u></b>					
American Rescue Funds	0	11,105,357	11,023,993	(81,364)	-0.7%
Cares - County	7,797,665	0	0	0	100%
Cares - Public Health	1,939,019	0	0	0	100%
CARES-Broadband Cable	1,579,125	0	0	0	100%
Emergency Event - Coronavirus	491,768	0	0	0	100%
Emergency Isaias TS	347,530	0	0	0	100%
Emergency Management	70,920	91,000	91,000	0	0.0%
Emergency Numbers Board	402,863	1,118,650	1,660,950	542,300	48.5%
EMPG Sup COVID 19	26,021	0	0	0	100%
Excelon Grant	8,381	0	20,000	20,000	100%
Homeland Security	96,231	118,000	118,000	0	0.0%
MIEMSS Emergency Medical	0	55,000	35,000	(20,000)	-36.4%
Waterway Grant	0	0	100,000	100,000	100%

**BUDGET  
REVENUES - DETAIL - ACTUAL COLLECTED**

REVENUE SOURCE	FY2021 ACTUAL	FY2022 APPROVED	FY2023 APPROVED	INCREASE (DECREASE) OVER FY2022 APPROVED	
				AMOUNT	PERCENT
<b>STATE / FEDERAL GRANTS - Continued</b>					
<b><u>Circuit Court</u></b>					
Cooperative Reimbursement	6,204	7,232	7,232	0	0.0%
Court House Security Enhancements	193,991	0	0	0	100%
Family Services	168,573	170,732	175,936	5,204	3.0%
Highway Safety-Adult Drug Ct	1,203	0	0	0	100%
MDH/BHA Grant	84,607	84,607	84,607	0	0.0%
Recovery Court	252,813	333,043	325,584	(7,459)	-2.2%
<b><u>Human Resources</u></b>					
Employee Wellness	25,958	0	0	0	100%
JJ Keller Training HR	10,692	0	0	0	100%
LGIT Lifting/Loading HR	2,500	0	0	0	100%
LGIT Training Grant-HR	176	0	0	0	100%
<b><u>Sheriff's Office</u></b>					
BJAG Grant - Equipment	13,953	16,762	17,075	313	1.9%
Bulletproof Vest Partnership	7,772	2,875	0	(2,875)	-100.0%
Cooperative Reimbursement	346,211	457,517	490,375	32,858	7.2%
Coronavirus Emergency Suppl-DOJ	19,995	54,006	0	(54,006)	-100.0%
Critical Incident Training (CIT)	24,834	25,000	25,000	0	0.0%
Edward Byrne Opioid	98,840	100,000	30,000	(70,000)	-70.0%
Five County	66,000	66,000	68,310	2,310	3.5%
Friends Research Institute	5,000	8,500	8,500	0	0.0%
Gun Violence Reduction	9,983	10,000	0	(10,000)	-100.0%
Heroin Coordinator	57,710	58,838	57,912	(926)	-1.6%
HIDTA	5,700	7,500	7,500	0	0.0%
Highway Safety SO - Adapt	6,909	7,000	6,000	(1,000)	-14.3%
Highway Safety SO - Distract	1,589	3,000	4,000	1,000	33.3%
Highway Safety SO - impaired	9,866	12,000	13,500	1,500	12.5%
Highway Safety SO - Occupant	1,044	1,000	0	(1,000)	-100.0%
Jail Medication Treatment	133,291	367,904	394,424	26,520	7.2%
LGIT Training Grant	0	5,000	0	(5,000)	-100.0%
Mental Health Services	58,221	58,221	59,559	1,338	2.3%
Path Project	30,190	30,190	30,190	0	0.0%
Police Protection Aid	943,465	948,976	948,976	0	0.0%
Recruitment	10,000	10,000	0	(10,000)	-100.0%
Safe to Learn Grant	54,722	0	0	0	100%
School Resource Officers	148,296	210,231	211,566	1,335	0.6%
Sex Offender Registration	9,348	23,200	23,200	0	0.0%
Sex Offender Registry	13,437	15,330	13,835	(1,495)	-9.8%
STOP Grant	498,960	522,536	522,536	0	0.0%
Tobacco Enforcement	6,371	8,250	8,250	0	0.0%
<b><u>State's Attorney's Office</u></b>					
Cooperative Reimbursement	420,529	479,107	550,711	71,604	14.9%
<b><u>Social Services</u></b>					
Legal Services Grant	90,431	96,116	96,420	304	0.3%
Appropriation Reserve	-	1,500,000	2,500,000	1,000,000	66.7%
<b>Total, State/Federal Grants</b>	<b>23,806,412</b>	<b>21,352,622</b>	<b>27,596,697</b>	<b>6,244,075</b>	<b>29.2%</b>

**BUDGET  
REVENUES - DETAIL - ACTUAL COLLECTED**

<u>REVENUE SOURCE</u>	FY2021 ACTUAL	FY2022 APPROVED	FY2023 APPROVED	INCREASE (DECREASE) OVER FY2022 APPROVED	
				AMOUNT	PERCENT
<b>OTHER REVENUES</b>					
Investment income (Interest & Dividends)	137,137	550,000	275,000	(275,000)	-50.0%
Disposal of Fixed Assets	389,504	90,000	215,000	125,000	138.9%
<u>Contributions and Donations:</u>					
Aging Grant Programs	22,747	48,000	28,000	(20,000)	-41.7%
Community Services	(119)	7,700	7,700	0	0.0%
CC-Drug Court Donations	1,245	0	0	0	0.0%
Emergency Services	0	26,880	26,880	0	0.0%
<b>Total - Other Revenues</b>	<b>550,514</b>	<b>722,580</b>	<b>552,580</b>	<b>(170,000)</b>	<b>-23.5%</b>
<b>TOTAL, GENERAL FUND REVENUES</b>	<b>286,537,546</b>	<b>277,779,062</b>	<b>299,829,819</b>	<b>22,050,757</b>	<b>7.9%</b>
<b>OTHER FINANCING SOURCES</b>					
Appropriation of Fund Balance:					
Fund Balance - Pay-Go and Non-recurring	0	10,885,478	25,000,000	14,114,522	129.7%
<b>Total - Other Financing Sources</b>	<b>0</b>	<b>10,885,478</b>	<b>25,000,000</b>	<b>14,114,522</b>	<b>129.7%</b>
<b>TOTAL, GENERAL FUND REVENUES</b>	<b>\$286,537,546</b>	<b>\$288,664,540</b>	<b>\$324,829,819</b>	<b>36,165,279</b>	<b>12.5%</b>

**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2021	FY2022	FY2023	FY2023	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	OVER FY2022 APPROVED	AMOUNT PERCENT
<b>GENERAL GOVERNMENT</b>						
<b>Legislative/County Commissioners</b>						
Legislative/County Commissioners	492,760	485,181	485,181	514,587	29,406	6.1%
County Administrator	349,296	420,045	424,270	603,297	183,252	43.6%
Public Information	226,353	291,918	296,918	332,958	41,040	14.1%
County Attorney	955,673	1,089,268	1,069,576	1,269,389	180,121	16.5%
<b>Total - Legislative/County Commissioners</b>	<b>2,024,082</b>	<b>2,286,412</b>	<b>2,275,945</b>	<b>2,720,231</b>	<b>433,819</b>	<b>19.0%</b>
<b>Finance</b>						
Administration/Budget	772,257	777,076	777,571	974,768	197,692	25.4%
Accounting	768,912	830,167	925,327	959,203	129,036	15.5%
Auditing	33,990	50,000	50,000	50,000	0	0.0%
Procurement	376,584	425,758	426,378	421,706	(4,052)	-1.0%
<b>Total - Finance</b>	<b>1,951,743</b>	<b>2,083,001</b>	<b>2,179,276</b>	<b>2,405,677</b>	<b>322,676</b>	<b>15.5%</b>
<b>Total - Information Technology</b>	<b>3,891,449</b>	<b>4,639,929</b>	<b>7,161,071</b>	<b>7,437,025</b>	<b>2,797,096</b>	<b>60.3%</b>
<b>Human Resources</b>						
Human Resources	930,410	1,155,627	1,270,655	1,349,717	194,090	16.8%
Risk Management	765,248	823,430	1,043,641	1,161,351	337,921	41.0%
Grants	3,415	0	0	0	0	0.0%
<b>Total - Human Resources</b>	<b>1,699,073</b>	<b>1,979,057</b>	<b>2,314,296</b>	<b>2,511,068</b>	<b>532,011</b>	<b>26.9%</b>
<b>Public Works &amp; Transportation (DPW&amp;T)</b>						
Development Review	270,473	274,319	274,354	270,379	(3,940)	-1.4%
Mailroom/Messenger Services	123,959	138,780	141,504	148,593	9,813	7.1%
Vehicle Maintenance Shop	1,564,967	1,686,133	1,815,026	1,727,799	41,666	2.5%
Building Services/Grant	3,906,496	4,387,754	4,800,569	5,374,312	986,558	22.5%
<b>Total - Public Works &amp; Transportation</b>	<b>5,865,895</b>	<b>6,486,986</b>	<b>7,031,453</b>	<b>7,521,083</b>	<b>1,034,097</b>	<b>15.9%</b>
<b>Land Use &amp; Growth Management</b>						
Administration	856,689	951,145	972,555	909,941	(41,204)	-4.3%
Comprehensive Planning	331,787	430,469	413,919	402,160	(28,309)	-6.6%
Development Services	320,773	448,954	451,504	353,913	(95,041)	-21.2%
Zoning Administration	221,524	246,828	282,528	385,595	138,767	56.2%
Planning Commission	24,455	25,113	25,367	25,586	473	1.9%
Boards and Commissions	16,439	18,718	19,897	41,480	22,762	121.6%
Historical Preservation	5,400	2,330	2,230	2,230	(100)	-4.3%
Permit Services	245,461	346,170	347,170	377,731	31,561	9.1%
Inspections & Compliance	401,804	453,081	464,357	488,921	35,840	7.9%
Board of Electrical Examiners	13,215	13,450	13,500	13,500	50	0.4%
Building Code Appeals Board	80	0	100	100	100	0.0%
Commission on the Environment	142	350	1,575	1,575	1,225	350.0%
Plumbing & Gas Board	0	50	50	50	0	0.0%
Grants	1,272	2,000	2,000	2,000	0	0.0%
<b>Total - Land Use &amp; Growth Management</b>	<b>2,439,041</b>	<b>2,938,658</b>	<b>2,996,752</b>	<b>3,004,782</b>	<b>66,124</b>	<b>2.3%</b>
<b>Circuit Court</b>						
Administration	987,762	1,170,370	1,265,179	1,242,438	72,068	6.2%
Law Library	31,194	40,850	41,250	41,250	400	1.0%
Grant	783,118	787,687	790,003	873,806	86,119	10.9%
<b>Orphans' Court</b>	<b>65,429</b>	<b>60,611</b>	<b>62,691</b>	<b>64,754</b>	<b>4,143</b>	<b>6.8%</b>
<b>Total - Circuit Court / Orphans' Court</b>	<b>1,867,503</b>	<b>2,059,518</b>	<b>2,159,123</b>	<b>2,222,248</b>	<b>162,730</b>	<b>7.9%</b>
<b>Office of the State's Attorney</b>						
Judicial	3,542,352	4,116,842	4,867,693	4,428,524	311,682	7.6%
Grants	675,766	775,725	778,730	885,017	109,292	14.1%
<b>Total - State's Attorney</b>	<b>4,218,118</b>	<b>4,892,567</b>	<b>5,646,423</b>	<b>5,313,541</b>	<b>420,974</b>	<b>8.6%</b>
<b>Total - County Treasurer</b>	<b>507,515</b>	<b>548,185</b>	<b>549,596</b>	<b>512,190</b>	<b>(35,995)</b>	<b>-6.6%</b>

**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2021	FY2022	FY2023	FY2023	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	OVER FY2022 APPROVED	AMOUNT PERCENT
<b>GENERAL GOVERNMENT - Continued</b>						
Total - Alcohol Beverage Board	377,453	439,602	447,652	459,984	20,382	4.6%
Total - Board of Elections	1,325,591	1,667,401	1,834,727	2,223,966	556,565	33.4%
Total - Ethics Commission	656	833	833	833	0	0.0%
Total - SDAT - Leonardtown Office	375,492	452,580	452,580	452,580	0	0.0%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>26,543,611</b>	<b>30,474,729</b>	<b>35,049,727</b>	<b>36,785,208</b>	<b>6,310,479</b>	<b>20.7%</b>
<b>PUBLIC SAFETY</b>						
<b>Emergency Services</b>						
Emergency Communications Center	3,246,660	3,928,786	4,002,060	4,064,221	135,435	3.4%
Emergency Radio Communications	1,282,175	1,427,163	1,372,317	1,409,125	(18,038)	-1.3%
Emergency Management	516,829	668,844	862,730	906,726	237,882	35.6%
Animal Control	996,831	1,146,766	1,839,904	1,983,706	836,940	73.0%
Grants (Recov-Princ FEMA & Emerg Events)	14,838,038	12,488,006	13,048,943	13,048,943	560,937	4.5%
<b>Total Emergency Services</b>	<b>20,880,533</b>	<b>19,659,565</b>	<b>21,125,954</b>	<b>21,412,721</b>	<b>1,753,156</b>	<b>8.9%</b>
<b>Office of the Sheriff</b>						
Law Enforcement	30,452,561	35,276,479	35,361,346	37,782,549	2,506,070	7.1%
Corrections	13,106,899	16,280,207	16,241,986	17,492,262	1,212,055	7.4%
Training	238,130	403,077	360,177	360,177	(42,900)	-10.6%
Canine	31,034	33,760	34,760	34,760	1,000	3.0%
Court Security	922,372	1,011,251	1,001,251	951,318	(59,933)	-5.9%
Grants	1,795,409	2,499,528	2,400,856	2,335,098	(164,430)	-6.6%
<b>Total Office of the Sheriff</b>	<b>46,546,405</b>	<b>55,504,302</b>	<b>55,400,376</b>	<b>58,956,164</b>	<b>3,451,862</b>	<b>6.2%</b>
<b>TOTAL PUBLIC SAFETY</b>	<b>67,426,938</b>	<b>75,163,867</b>	<b>76,526,330</b>	<b>80,368,885</b>	<b>5,205,018</b>	<b>6.9%</b>
<b>PUBLIC WORKS</b>						
<b>Public Works &amp; Transportation (DPW&amp;T)</b>						
Administration	368,883	406,362	413,152	624,562	218,200	53.7%
Engineering Services	934,743	1,017,883	1,018,593	1,182,328	164,445	16.2%
Construction & Inspections	932,305	858,826	879,559	994,155	135,329	15.8%
County Highways	6,153,238	6,368,067	6,398,771	6,879,088	511,021	8.0%
MS4 Program	409,353	838,103	880,631	898,806	60,703	7.2%
St Mary's County Airport	108,343	131,374	154,718	223,285	91,911	70.0%
Grants (principally STS)	3,076,421	3,028,527	3,476,202	3,984,972	956,445	31.6%
<b>TOTAL PUBLIC WORKS</b>	<b>11,983,286</b>	<b>12,649,142</b>	<b>13,221,626</b>	<b>14,787,196</b>	<b>2,138,054</b>	<b>16.9%</b>
<b>HEALTH</b>						
<b>Total - Department of Health</b>	<b>2,633,729</b>	<b>2,874,826</b>	<b>3,424,335</b>	<b>3,198,052</b>	<b>323,226</b>	<b>11.2%</b>
Department Of Agriculture - Mosquito Control	79,474	91,000	102,000	102,000	11,000	12.1%
<b>Aging &amp; Human Services</b>						
Human Services-Admin Grants (0409)	89,031	115,942	115,942	119,942	4,000	3.5%
Grants - Human Services (Non-Admin.-440)	510,506	531,718	313,847	313,847	(217,871)	-41.0%
<b>Total - Aging &amp; Human Services</b>	<b>599,537</b>	<b>647,660</b>	<b>429,789</b>	<b>433,789</b>	<b>(213,871)</b>	<b>-33.0%</b>
<b>TOTAL HEALTH</b>	<b>3,312,740</b>	<b>3,613,486</b>	<b>3,956,124</b>	<b>3,733,841</b>	<b>120,355</b>	<b>3.3%</b>

**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2021	FY2022	FY2023	FY2023	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	OVER FY2022 APPROVED	PERCENT
					AMOUNT	
<b>SOCIAL SERVICES</b>						
<b>Aging &amp; Human Services</b>						
Aging Administration	1,872,081	2,369,637	2,518,901	2,753,070	383,433	16.2%
Grants - Aging	1,254,763	1,239,054	1,225,245	1,266,829	27,775	2.2%
Non-Profit Allocation	785,677	785,377	785,377	793,727	8,350	1.1%
<b>Total - Aging &amp; Human Services</b>	<b>3,912,521</b>	<b>4,394,068</b>	<b>4,529,523</b>	<b>4,813,626</b>	<b>419,558</b>	<b>9.5%</b>
<b>Total - Department of Social Services</b>	<b>471,451</b>	<b>483,853</b>	<b>498,125</b>	<b>497,819</b>	<b>13,966</b>	<b>2.9%</b>
<b>Other State Agencies</b>						
So.MD Tri-County Comm. Action	16,000	16,000	35,000	35,000	19,000	118.8%
Tri-County Youth Services Bureau, Inc.	143,600	143,600	143,600	143,600	0	0.0%
<b>Total - Other State Agencies</b>	<b>159,600</b>	<b>159,600</b>	<b>178,600</b>	<b>178,600</b>	<b>19,000</b>	<b>11.9%</b>
<b>TOTAL SOCIAL SERVICES</b>	<b>4,543,572</b>	<b>5,037,521</b>	<b>5,206,248</b>	<b>5,490,045</b>	<b>452,524</b>	<b>9.0%</b>
<b>PRIMARY &amp; SECONDARY EDUCATION</b>						
County Appropriation - BOE	109,542,921	114,540,490	127,826,710	121,524,907	6,984,417	6.1%
Non-Public School Bus Transportation	2,387,266	2,761,695	3,438,158	3,454,842	693,147	25.1%
Non-Profit Allocation	34,675	34,675	34,675	43,175	8,500	24.5%
<b>TOTAL PRIMARY &amp; SECONDARY EDUCATION</b>	<b>111,964,862</b>	<b>117,336,860</b>	<b>131,299,543</b>	<b>125,022,924</b>	<b>7,686,064</b>	<b>6.6%</b>
<b>POST SECONDARY EDUCATION</b>						
County Appropriation - College of So MD University System of Maryland at Southern Maryland (USMSM)	4,518,686	4,606,956	4,758,945	4,758,945	151,989	3.3%
	40,000	40,000	40,000	40,000	0	0%
<b>TOTAL POST SECONDARY EDUCATION</b>	<b>4,558,686</b>	<b>4,646,956</b>	<b>4,798,945</b>	<b>4,798,945</b>	<b>151,989</b>	<b>3.3%</b>
<b>PARKS, RECREATION &amp; CULTURE</b>						
<b>Recreation &amp; Parks - Department</b>						
Administration	1,042,288	1,303,764	1,294,214	1,401,293	97,529	7.5%
Parks Maintenance	2,297,864	2,818,243	2,688,704	2,794,393	(23,850)	-0.8%
Grants Division	24,417	35,000	30,000	30,100	(4,900)	-14.0%
Museum Division	678,604	763,715	799,707	827,985	64,270	8.4%
Non-Profit Allocation	119,705	138,200	138,200	166,700	28,500	20.6%
<b>TOTAL PARKS, RECREATION, &amp; CULTURE</b>	<b>4,162,878</b>	<b>5,058,922</b>	<b>4,950,825</b>	<b>5,220,471</b>	<b>161,549</b>	<b>3.2%</b>
<b>County Appropriation - TOTAL LIBRARY</b>	<b>2,966,364</b>	<b>3,078,259</b>	<b>3,285,820</b>	<b>3,310,048</b>	<b>231,789</b>	<b>7.5%</b>
<b>CONSERVATION OF NATURAL RESOURCES</b>						
University of MD Extension-St. Mary's	262,485	270,802	290,048	280,786	9,984	3.7%
Soil Conservation District	78,087	103,423	111,343	108,078	4,655	4.5%
SMC Forest Conservation Board	2,500	2,500	2,500	2,500	0	0.0%
Southern Maryland RC&D	13,300	15,300	15,300	15,300	0	0.0%
Watermen's Association of St. Mary's Co., Inc.	22,500	12,500	12,500	12,500	0	0.0%
Allocation of Agriculture & Seafood (75% DED)	284,657	309,954	328,704	396,242	86,288	27.8%
<b>TOTAL CONSV. OF NATURAL RESOURCES</b>	<b>663,529</b>	<b>714,479</b>	<b>760,395</b>	<b>815,406</b>	<b>100,927</b>	<b>14.1%</b>

**EXPENDITURES - SUMMARY BY FUNCTION DETAIL**

DEPARTMENT / SPENDING UNIT	FY2021	FY2022	FY2023	FY2023	INCREASE (DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	OVER FY2022 APPROVED	AMOUNT PERCENT
<b>ECONOMIC &amp; DEVELOPMENT</b>						
<b>Economic Development - Department</b>						
Administration/Office of the Director	413,155	455,751	610,751	638,098	182,347	40.0%
Tourism Development	400,194	400,194	400,194	400,194	0	0.0%
Agriculture & Seafood Development	379,543	413,272	438,272	528,323	115,051	27.8%
Less Allocation (See above)	(284,657)	(309,954)	(328,704)	(396,242)	(86,288)	27.8%
Business Development	432,856	631,065	700,065	655,107	24,042	3.8%
Non-Profit Allocation	41,330	55,580	55,580	33,580	(22,000)	-39.6%
Grants	2,844,724	0	0	2,500,000	2,500,000	0.0%
<b>Total - Economic Development</b>	<b>4,227,145</b>	<b>1,645,908</b>	<b>1,876,158</b>	<b>4,359,060</b>	<b>2,713,152</b>	<b>164.8%</b>
<b>Human Resources</b>						
Commission for the Disabled	150	2,300	2,300	2,300	0	0.0%
<b>Total - Human Resources</b>	<b>150</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>	<b>0.0%</b>
<b>Office of Community Services</b>						
Community Services	501,912	529,438	531,238	605,008	75,570	14.3%
Human Relations Commission	0	1,850	1,850	1,850	0	0.0%
Commission for Women	1,579	7,000	7,000	7,000	0	0.0%
<b>Total - Office of Community Services</b>	<b>503,491</b>	<b>538,288</b>	<b>540,088</b>	<b>613,858</b>	<b>75,570</b>	<b>14.0%</b>
<b>Tri-County Council for Southern Maryland</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>0</b>	<b>0.0%</b>
<b>Total - Tri-County Council for Southern Maryland</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL ECONOMIC &amp; DEVELOPMENT</b>	<b>4,855,786</b>	<b>2,311,496</b>	<b>2,543,546</b>	<b>5,100,218</b>	<b>2,788,722</b>	<b>120.6%</b>
<b>DEBT SERVICE / INTER-GOVERNMENTAL</b>						
<b>TOTAL DEBT SERVICE</b>	<b>12,509,870</b>	<b>14,923,169</b>	<b>13,122,798</b>	<b>13,267,798</b>	<b>(1,655,371)</b>	<b>-11.1%</b>
<b>TOTAL INTER-GOVERNMENTAL - LEONARDTOWN TAX REBATE</b>	<b>43,446</b>	<b>44,461</b>	<b>70,929</b>	<b>70,929</b>	<b>26,468</b>	<b>59.5%</b>
<b>OTHER</b>						
Employer Contributions - Retiree Health Benefits	3,950,813	3,900,000	4,088,000	0	(3,900,000)	-100.0%
Employer Contributions - Unemployment	(4,544)	25,000	25,000	25,000	0	0.0%
Bank / GOB Costs	52,662	20,000	41,000	46,000	26,000	130.0%
<b>TOTAL OTHER</b>	<b>3,998,931</b>	<b>3,945,000</b>	<b>4,154,000</b>	<b>71,000</b>	<b>(3,874,000)</b>	<b>-98.2%</b>
<b>RESERVES</b>						
Reserve - Grant/Appropriation	0	1,500,000	2,500,000	2,500,000	1,000,000	66.7%
Reserve - Bond Rating	1,955,000	400,000	400,000	400,000	0	0.0%
Reserve - Emergency	0	500,000	500,000	500,000	0	0.0%
<b>TOTAL RESERVES</b>	<b>1,955,000</b>	<b>2,400,000</b>	<b>3,400,000</b>	<b>3,400,000</b>	<b>1,000,000</b>	<b>41.7%</b>
<b>TRANSFERS</b>						
Pay-Go	4,680,000	7,266,193	13,036,742	22,586,905	15,320,712	210.8%
<b>TOTAL TRANSFERS</b>	<b>4,680,000</b>	<b>7,266,193</b>	<b>13,036,742</b>	<b>22,586,905</b>	<b>15,320,712</b>	<b>210.8%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$266,169,499</b>	<b>\$288,664,540</b>	<b>\$315,383,598</b>	<b>\$324,829,819</b>	<b>36,165,279</b>	<b>12.53%</b>



## THE GENERAL FUND EXPENDITURES STRUCTURE

The detailed budget pages which follow provide a breakdown by department/spending unit of the audited FY2021 expenditures, the original approved FY2022 budget, and both the requested and approved FY2023 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. **Communications**-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 official's 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**

<u>Department/Spending Unit</u>	<u>FY2021 ACTUAL</u>	<u>FY2022 APPROVED</u>	<u>FY2023 REQUEST</u>	<u>FY2023 APPROVED</u>	<u>INCREASE/(DECREASE) OVER 2022 APPROVED</u>	
					<u>AMOUNT</u>	<u>PERCENT</u>
<b>COUNTY DEPARTMENTS</b>						
<b>County Commissioners/County Admin.</b>						
Legislative/County Commissioners						
Personal Services	421,343	444,101	444,101	473,507	29,406	6.6%
Operating Supplies	1,493	1,300	1,300	1,300	0	0.0%
Professional Services	38,484	0	0	0	0	0.0%
Communications	4,650	3,750	3,750	3,750	0	0.0%
Transportation	128	2,150	2,150	2,150	0	0.0%
Miscellaneous	26,662	33,880	33,880	33,880	0	0.0%
<b>Legislative/County Commissioners</b>	<b>492,760</b>	<b>485,181</b>	<b>485,181</b>	<b>514,587</b>	<b>29,406</b>	<b>6.1%</b>
County Administrator						
Personal Services	335,130	399,813	399,813	576,740	176,927	44.3%
Operating Supplies	5,142	7,900	12,125	12,125	4,225	53.5%
Professional Services	6,403	8,732	8,732	8,732	0	0.0%
Communications	1,376	1,500	1,500	2,100	600	40.0%
Transportation	0	100	100	100	0	0.0%
Miscellaneous	95	2,000	2,000	2,000	0	0.0%
Equipment	1,150	0	0	1,500	1,500	0.0%
<b>County Administrator</b>	<b>349,296</b>	<b>420,045</b>	<b>424,270</b>	<b>603,297</b>	<b>181,752</b>	<b>43.3%</b>
Public Information						
Personal Services	213,123	274,258	274,258	310,298	36,040	13.1%
Operating Supplies	1,946	3,950	3,950	3,950	0	0.0%
Communications	534	1,000	1,000	1,000	0	0.0%
Transportation	0	120	120	120	0	0.0%
Miscellaneous	10,750	12,590	17,590	17,590	5,000	39.7%
<b>Public Information</b>	<b>226,353</b>	<b>291,918</b>	<b>296,918</b>	<b>332,958</b>	<b>41,040</b>	<b>14.1%</b>
<b>Total - County Commissioners/County Admin.</b>	<b>1,068,409</b>	<b>1,197,144</b>	<b>1,206,369</b>	<b>1,450,842</b>	<b>253,698</b>	<b>21.2%</b>
<b>Aging &amp; Human Services</b>						
Aging Administration						
Personal Services	1,560,221	1,860,172	1,963,389	2,182,558	322,386	17.3%
Operating Supplies	111,708	339,580	350,089	365,089	25,509	7.5%
Professional Services	38,762	77,300	99,000	99,000	21,700	28.1%
Communications	28,910	28,000	30,000	30,000	2,000	7.1%
Transportation	13,139	29,290	33,663	33,663	4,373	14.9%
Miscellaneous	3,265	5,211	6,076	6,076	865	16.6%
Equipment	99,391	13,400	20,000	20,000	6,600	49.3%
Other - Lease Payments	16,685	16,684	16,684	16,684	0	0.0%
<b>Aging Administration</b>	<b>1,872,081</b>	<b>2,369,637</b>	<b>2,518,901</b>	<b>2,753,070</b>	<b>383,433</b>	<b>16.2%</b>
Grants - Aging						
Personal Services	789,456	906,487	818,174	893,858	(12,629)	-1.4%
Operating Supplies	307,329	169,267	215,709	204,552	35,285	20.8%
Professional Services	149,482	135,223	163,826	147,941	12,718	9.4%
Communications	2,080	924	1,324	1,324	400	43.3%
Transportation	82	19,993	18,971	17,291	(2,702)	-13.5%
Insurance	1,761	1,671	1,777	529	(1,142)	-68.3%
Miscellaneous	881	1,334	5,464	1,334	0	0.0%
Equipment	3,692	4,155	0	0	(4,155)	-100.0%
<b>Grants - Aging</b>	<b>1,254,763</b>	<b>1,239,054</b>	<b>1,225,245</b>	<b>1,266,829</b>	<b>27,775</b>	<b>2.2%</b>
Human Services-Admin Grants						
Personal Services	89,048	106,303	106,303	110,303	4,000	3.8%
Operating Supplies	0	1,998	1,998	1,998	0	0.0%
Professional Services	(17)	7,441	7,441	7,441	0	0.0%
Miscellaneous	0	200	200	200	0	0.0%
<b>Human Services-Admin Grants</b>	<b>89,031</b>	<b>115,942</b>	<b>115,942</b>	<b>119,942</b>	<b>4,000</b>	<b>3.5%</b>
Community Services						
Personal Services	346,990	365,981	366,381	439,751	73,770	20.2%
Operating Supplies	3,728	4,900	4,373	4,373	(527)	-10.8%
Professional Services	4,523	4,672	5,527	5,927	1,255	26.9%
Communications	2,609	3,350	3,350	3,350	0	0.0%
Transportation	12	1,650	2,650	2,650	1,000	60.6%
Rentals	0	335	407	407	72	21.5%
Miscellaneous	144,050	148,550	148,550	148,550	0	0.0%
<b>Community Services</b>	<b>501,912</b>	<b>529,438</b>	<b>531,238</b>	<b>605,008</b>	<b>75,570</b>	<b>14.3%</b>
Human Relations Commission						
Operating Supplies	0	250	250	250	0	0.0%
Professional Services	0	1,400	1,400	1,400	0	0.0%
Miscellaneous	0	200	200	200	0	0.0%
<b>Human Relations Commission</b>	<b>0</b>	<b>1,850</b>	<b>1,850</b>	<b>1,850</b>	<b>0</b>	<b>0.0%</b>

**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021	FY2022	FY2023	FY2023	INCREASE/(DECREASE) OVER 2022 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Aging &amp; Human Services - continued</b>						
Commission for Women						
Operating Supplies	1,322	765	765	765	0	0.0%
Professional Services	0	5,335	5,335	5,335	0	0.0%
Rentals	0	400	400	400	0	0.0%
Miscellaneous	257	500	500	500	0	0.0%
<b>Commission for Women</b>	<b>1,579</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>	<b>0.0%</b>
Non-Profits - Aging & Human Services						
Miscellaneous (Operating Allocation)	785,677	785,377	785,377	793,727	8,350	1.1%
<b>Non-Profits - Aging &amp; Human Services</b>	<b>785,677</b>	<b>785,377</b>	<b>785,377</b>	<b>793,727</b>	<b>8,350</b>	<b>1.1%</b>
Grants - Human Services (Non-Administration)						
Professional Services	338,078	531,718	313,847	313,847	(217,871)	-41.0%
Grant - Other Human Services (445)	172,428	0	0	0	0	0.0%
<b>Grants - Human Services (Non-Admin.)</b>	<b>510,506</b>	<b>531,718</b>	<b>313,847</b>	<b>313,847</b>	<b>(217,871)</b>	<b>-41.0%</b>
<b>Total - Aging &amp; Human Services</b>	<b>5,015,549</b>	<b>5,580,016</b>	<b>5,499,400</b>	<b>5,861,273</b>	<b>281,257</b>	<b>5.0%</b>
<b>County Attorney</b>						
Personal Services	832,536	881,409	929,793	1,095,416	214,007	24.3%
Operating Supplies	36,825	43,038	44,962	44,962	1,924	4.5%
Professional Services	57,549	136,301	66,301	66,301	(70,000)	-51.4%
Communications	3,386	3,300	3,300	3,300	0	0.0%
Transportation	0	600	600	600	0	0.0%
Miscellaneous	25,377	24,620	24,620	24,620	0	0.0%
Equipment	0	0	0	2,581	2,581	0.0%
<b>County Attorney</b>	<b>955,673</b>	<b>1,089,268</b>	<b>1,069,576</b>	<b>1,237,780</b>	<b>148,512</b>	<b>13.6%</b>
Police Accountability Board/Admin Charging Committee						
Personal Services	0	0	0	31,609	31,609	0.0%
<b>PAB and ACC</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,609</b>	<b>31,609</b>	<b>0.0%</b>
<b>Total - County Attorney</b>	<b>955,673</b>	<b>1,089,268</b>	<b>1,069,576</b>	<b>1,269,389</b>	<b>180,121</b>	<b>16.5%</b>
<b>Economic Development</b>						
Administration/Office of the Director						
Personal Services	394,408	416,163	416,163	443,510	27,347	6.6%
Operating Supplies	3,337	12,060	12,060	12,060	0	0.0%
Professional Services	1,944	2,900	152,900	152,900	150,000	5172.4%
Communications	10,093	12,900	12,900	12,900	0	0.0%
Transportation	119	2,360	2,200	2,200	(160)	-6.8%
Rentals	36	168	168	168	0	0.0%
Miscellaneous	3,218	9,200	14,360	14,360	5,160	56.1%
<b>Administration/Office of the Director</b>	<b>413,155</b>	<b>455,751</b>	<b>610,751</b>	<b>638,098</b>	<b>182,347</b>	<b>40.0%</b>
Tourism Development						
Professional Services	400,194	400,194	400,194	400,194	0	0.0%
<b>Tourism Development</b>	<b>400,194</b>	<b>400,194</b>	<b>400,194</b>	<b>400,194</b>	<b>0</b>	<b>0.0%</b>
Agriculture & Seafood Development						
Personal Services	378,554	400,291	425,291	421,342	21,051	5.3%
Operating Supplies	789	8,042	12,092	12,092	4,050	50.4%
Professional Services	0	0	0	94,000	94,000	100.0%
Transportation	0	508	258	258	(250)	-49.2%
Miscellaneous	200	4,431	631	631	(3,800)	-85.8%
<b>Agriculture &amp; Seafood Development</b>	<b>379,543</b>	<b>413,272</b>	<b>438,272</b>	<b>528,323</b>	<b>115,051</b>	<b>27.8%</b>
Business Development						
Personal Services	275,639	299,865	299,865	323,907	24,042	8.0%
Operating Supplies	51,119	63,369	73,280	73,280	9,911	15.6%
Professional Services	91,657	111,447	170,536	101,536	(9,911)	-8.9%
Transportation	0	1,000	1,000	1,000	0	0.0%
Rentals	5,990	6,440	6,440	6,440	0	0.0%
Miscellaneous	8,451	148,944	148,944	148,944	0	0.0%
<b>Business Development</b>	<b>432,856</b>	<b>631,065</b>	<b>700,065</b>	<b>655,107</b>	<b>24,042</b>	<b>3.8%</b>
Non-Profits - Economic Development						
Miscellaneous-Economic Development	22,500	12,500	12,500	12,500	0	0.0%
Miscellaneous-Economic Development Conservation	41,330	55,580	55,580	33,580	(22,000)	-39.6%
Miscellaneous-Post Secondary Education	34,675	34,675	34,675	43,175	8,500	24.5%
<b>Non-Profits - Economic Development</b>	<b>98,505</b>	<b>102,755</b>	<b>102,755</b>	<b>89,255</b>	<b>(13,500)</b>	<b>-13.1%</b>
Grants						
Operating Supplies	232,206	0	0	0	0	0.0%
Miscellaneous	2,612,518	0	0	2,500,000	2,500,000	0.0%
<b>Grants</b>	<b>2,844,724</b>	<b>0</b>	<b>0</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>0.0%</b>
<b>Total - Economic Development</b>	<b>4,568,977</b>	<b>2,003,037</b>	<b>2,252,037</b>	<b>4,810,977</b>	<b>2,807,940</b>	<b>140.2%</b>

**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021	FY2022	FY2023	FY2023	INCREASE/(DECREASE) OVER 2022 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Emergency Services</b>						
Emergency Communications						
Personal Services	3,112,166	3,418,399	3,508,647	3,588,967	170,568	5.0%
Operating Supplies	33,100	49,171	52,821	51,871	2,700	5.5%
Professional Services	21,167	49,450	46,750	46,750	(2,700)	-5.5%
Communications	63,674	340,536	340,536	340,536	0	0.0%
Transportation	2,581	4,300	15,117	14,617	10,317	239.9%
Miscellaneous	4,029	12,500	15,050	12,050	(450)	-3.6%
Equipment	1,250	45,000	0	0	(45,000)	-100.0%
Other - Lease Payment	8,693	9,430	23,139	9,430	0	0.0%
<b>Emergency Communications</b>	<b>3,246,660</b>	<b>3,928,786</b>	<b>4,002,060</b>	<b>4,064,221</b>	<b>135,435</b>	<b>3.4%</b>
Emergency Radio Communications						
Personal Services	211,159	254,728	331,037	332,055	77,327	30.4%
Operating Supplies	8,007	27,800	27,800	27,800	0	0.0%
Professional Services	822,467	868,632	890,473	890,473	21,841	2.5%
Communications	694	800	4,700	4,700	3,900	487.5%
Transportation	2,092	4,000	5,000	5,000	1,000	25.0%
Rentals	34,575	36,223	37,297	37,297	1,074	3.0%
Miscellaneous	0	2,000	3,000	3,950	1,950	97.5%
Equipment	24,814	52,455	53,805	99,455	47,000	89.6%
Other - Lease Payments	178,367	180,525	19,205	8,395	(172,130)	-95.3%
<b>Emergency Radio Communications</b>	<b>1,282,175</b>	<b>1,427,163</b>	<b>1,372,317</b>	<b>1,409,125</b>	<b>(18,038)</b>	<b>-1.3%</b>
Emergency Management						
Personal Services	427,019	483,091	617,408	661,404	178,313	36.9%
Operating Supplies	23,924	60,140	61,700	61,700	1,560	2.6%
Professional Services	10,053	42,300	44,050	44,050	1,750	4.1%
Communications	28,444	26,000	26,600	26,600	600	2.3%
Transportation	7,381	10,000	10,000	10,000	0	0.0%
Miscellaneous	772	35,500	35,500	35,500	0	0.0%
Equipment	7,412	0	55,659	55,659	55,659	0.0%
Other - Lease Payments	11,824	11,813	11,813	11,813	0	0.0%
<b>Emergency Management</b>	<b>516,829</b>	<b>668,844</b>	<b>862,730</b>	<b>906,726</b>	<b>237,882</b>	<b>35.6%</b>
Animal Services						
Personal Services	455,657	476,076	1,410,904	1,413,126	937,050	196.8%
Operating Supplies	7,695	15,650	134,100	149,100	133,450	852.7%
Professional Services	498,180	570,200	185,648	193,648	(376,552)	-66.0%
Communications	3,913	4,200	15,150	14,700	10,500	250.0%
Transportation	15,476	27,500	45,932	45,932	18,432	67.0%
Miscellaneous	2,674	250	6,350	6,350	6,100	2440.0%
Equipment	424	40,000	6,400	160,850	120,850	302.1%
Other - Lease Payments	12,812	12,890	35,420	0	(12,890)	-100.0%
<b>Animal Services</b>	<b>996,831</b>	<b>1,146,766</b>	<b>1,839,904</b>	<b>1,983,706</b>	<b>836,940</b>	<b>73.0%</b>
Grants						
Personal Services	1,428,124	85,334	90,672	0	(85,334)	-100.0%
Operating Supplies	955,135	39,826	30,800	30,800	(9,026)	-22.7%
Professional Services	6,579,473	403,824	413,800	433,800	29,976	7.4%
Communications	2,791	0	328	546	546	0.0%
Transportation	5,899	0	0	0	0	0.0%
Rentals	231	0	0	0	0	0.0%
Miscellaneous - American Rescue Act	3,054,458	11,107,356	11,023,993	11,023,993	(83,363)	-0.8%
Capital Improvements	956,081	0	0	0	0	0.0%
Equipment	1,855,846	851,666	1,489,350	1,559,804	708,138	83.1%
<b>Grants (Equip.,Recov-Princ FEMA &amp; EmergEvs)</b>	<b>14,838,038</b>	<b>12,488,006</b>	<b>13,048,943</b>	<b>13,048,943</b>	<b>560,937</b>	<b>4.5%</b>
<b>Total - Emergency Services</b>	<b>20,880,533</b>	<b>19,659,565</b>	<b>21,125,954</b>	<b>21,412,721</b>	<b>1,753,156</b>	<b>8.9%</b>

**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021 ACTUAL	FY2022 APPROVED	FY2023 REQUEST	FY2023 APPROVED	INCREASE/(DECREASE) OVER 2022 APPROVED	
					AMOUNT	PERCENT
<b>Finance</b>						
Administration/Budget						
Personal Services	737,769	732,921	732,921	835,118	102,197	13.9%
Operating Supplies	14,401	16,575	16,575	16,575	0	0.0%
Professional Services	5,839	8,980	9,190	104,190	95,210	1060.2%
Communications	13,051	14,200	14,485	14,485	285	2.0%
Transportation	0	300	300	300	0	0.0%
Miscellaneous	1,197	4,100	4,100	4,100	0	0.0%
<b>Administration/Budget</b>	<b>772,257</b>	<b>777,076</b>	<b>777,571</b>	<b>974,768</b>	<b>197,692</b>	<b>25.4%</b>
Accounting						
Personal Services	763,103	817,617	817,617	946,493	128,876	15.8%
Operating Supplies	4,502	6,150	6,150	6,150	0	0.0%
Professional Services	925	1,000	96,160	1,160	160	16.0%
Transportation	0	400	400	400	0	0.0%
Miscellaneous	382	5,000	5,000	5,000	0	0.0%
<b>Accounting</b>	<b>768,912</b>	<b>830,167</b>	<b>925,327</b>	<b>959,203</b>	<b>129,036</b>	<b>15.5%</b>
Auditing						
Professional Services	33,990	50,000	50,000	50,000	0	0.0%
<b>Auditing</b>	<b>33,990</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0.0%</b>
Procurement						
Personal Services	375,355	421,079	421,079	416,407	(4,672)	-1.1%
Operating Supplies	(586)	2,555	2,675	2,675	120	4.7%
Communications	388	624	624	624	0	0.0%
Transportation	16	0	0	0	0	0.0%
Miscellaneous	1,411	1,500	2,000	2,000	500	33.3%
<b>Procurement</b>	<b>376,584</b>	<b>425,758</b>	<b>426,378</b>	<b>421,706</b>	<b>(4,052)</b>	<b>-1.0%</b>
<b>Total - Finance</b>	<b>1,951,743</b>	<b>2,083,001</b>	<b>2,179,276</b>	<b>2,405,677</b>	<b>322,676</b>	<b>15.5%</b>
<b>Human Resources</b>						
Human Resources						
Personal Services	644,889	728,946	825,492	904,554	175,608	24.1%
Operating Supplies	82,291	94,110	94,110	94,110	0	0.0%
Professional Services	36,850	94,986	101,940	101,940	6,954	7.3%
Communications	4,465	4,850	4,850	4,850	0	0.0%
Transportation	0	500	200	200	(300)	-60.0%
Miscellaneous	161,915	232,235	244,063	244,063	11,828	5.1%
<b>Human Resources</b>	<b>930,410</b>	<b>1,155,627</b>	<b>1,270,655</b>	<b>1,349,717</b>	<b>194,090</b>	<b>16.8%</b>
Risk Management						
Personal Services	44,112	68,409	68,409	85,242	16,833	24.6%
Operating Supplies	1,294	2,265	5,645	5,645	3,380	149.2%
Professional Services	1,790	2,500	2,500	2,500	0	0.0%
Transportation	0	100	100	100	0	0.0%
Insurance	715,864	747,921	964,752	1,065,629	317,708	42.5%
Miscellaneous	2,188	2,235	2,235	2,235	0	0.0%
<b>Risk Management</b>	<b>765,248</b>	<b>823,430</b>	<b>1,043,641</b>	<b>1,161,351</b>	<b>337,921</b>	<b>41.0%</b>
Commission for the Disabled						
Operating Supplies	0	600	600	600	0	0.0%
Professional Services	0	1,700	1,700	1,700	0	0.0%
Miscellaneous	150	0	0	0	0	0.0%
<b>Commission for the Disabled</b>	<b>150</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>	<b>0.0%</b>
Grants						
Miscellaneous	3,415	0	0	0	0	0.0%
<b>Grants</b>	<b>3,415</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total - Human Resources</b>	<b>1,699,223</b>	<b>1,981,357</b>	<b>2,316,596</b>	<b>2,513,368</b>	<b>532,011</b>	<b>26.9%</b>
<b>Information Technology</b>						
Personal Services	2,220,125	2,526,135	2,772,305	2,877,552	351,417	13.9%
Operating Supplies	1,014,980	1,275,869	1,639,862	1,805,925	530,056	41.5%
Professional Services	48,481	173,958	176,458	179,158	5,200	3.0%
Communications	125,055	122,832	122,832	122,832	0	0.0%
Transportation	262	1,200	1,200	1,200	0	0.0%
Rentals	98	150	150	150	0	0.0%
Miscellaneous	(499)	1,000	1,000	1,000	0	0.0%
Equipment	280,094	233,035	233,035	234,979	1,944	0.8%
Other - Lease Payments	5,310	5,750	5,750	5,750	0	0.0%
Grant	197,543	300,000	2,208,479	2,208,479	1,908,479	636.2%
<b>Total - Information Technology</b>	<b>3,891,449</b>	<b>4,639,929</b>	<b>7,161,071</b>	<b>7,437,025</b>	<b>2,797,096</b>	<b>60.3%</b>

**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021	FY2022	FY2023	FY2023	INCREASE/(DECREASE) OVER 2022 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Land Use &amp; Growth Management (LUGM)</b>						
Administration						
Personal Services	800,699	873,175	873,175	813,261	(59,914)	-6.9%
Operating Supplies	24,036	36,550	54,050	54,050	17,500	47.9%
Professional Services	13,967	22,900	25,600	22,900	0	0.0%
Communications	14,139	16,320	16,320	16,320	0	0.0%
Transportation	50	900	900	900	0	0.0%
Rentals	143	200	200	200	0	0.0%
Miscellaneous	575	1,100	2,310	2,310	1,210	110.0%
Equipment	3,080	0	0	0	0	0.0%
<b>Administration</b>	<b>856,689</b>	<b>951,145</b>	<b>972,555</b>	<b>909,941</b>	<b>(41,204)</b>	<b>-4.3%</b>
Comprehensive Planning						
Personal Services	309,613	406,759	406,759	395,000	(11,759)	-2.9%
Operating Supplies	200	600	2,300	2,300	1,700	283.3%
Professional Services	2,292	2,200	0	0	(2,200)	-100.0%
Transportation	0	550	650	650	100	18.2%
Miscellaneous	426	1,000	4,210	4,210	3,210	321.0%
Lease Payments	19,256	19,360	0	0	(19,360)	-100.0%
<b>Comprehensive Planning</b>	<b>331,787</b>	<b>430,469</b>	<b>413,919</b>	<b>402,160</b>	<b>(28,309)</b>	<b>-6.6%</b>
Development Services						
Personal Services	314,514	446,654	446,654	349,063	(97,591)	-21.8%
Operating Supplies	260	900	1,650	1,650	750	83.3%
Professional Services	5,000	0	0	0	0	0.0%
Transportation	691	400	400	400	0	0.0%
Miscellaneous	308	1,000	2,800	2,800	1,800	180.0%
<b>Development Services</b>	<b>320,773</b>	<b>448,954</b>	<b>451,504</b>	<b>353,913</b>	<b>(95,041)</b>	<b>-21.2%</b>
Zoning Administration						
Personal Services	208,946	245,113	245,113	348,180	103,067	42.0%
Operating Supplies	12,578	475	475	475	0	0.0%
Professional Services	0	0	35,000	35,000	35,000	0.0%
Miscellaneous	0	1,240	1,940	1,940	700	56.5%
<b>Zoning Administration</b>	<b>221,524</b>	<b>246,828</b>	<b>282,528</b>	<b>385,595</b>	<b>138,767</b>	<b>56.2%</b>
Planning Commission						
Personal Services	23,357	23,947	23,947	24,166	219	0.9%
Miscellaneous	1,098	1,166	1,420	1,420	254	21.8%
<b>Planning Commission</b>	<b>24,455</b>	<b>25,113</b>	<b>25,367</b>	<b>25,586</b>	<b>473</b>	<b>1.9%</b>
Boards and Commissions						
Personal Services	15,421	16,727	16,727	38,310	21,583	129.0%
Transportation	0	125	475	475	350	280.0%
Miscellaneous	1,018	1,866	2,695	2,695	829	44.4%
<b>Boards and Commissions</b>	<b>16,439</b>	<b>18,718</b>	<b>19,897</b>	<b>41,480</b>	<b>22,762</b>	<b>121.6%</b>
Historical Preservation						
Operating Supplies	0	1,400	1,300	1,300	(100)	-7.1%
Professional Services	5,000	0	0	0	0	0.0%
Miscellaneous	400	930	930	930	0	0.0%
<b>Historical Preservation</b>	<b>5,400</b>	<b>2,330</b>	<b>2,230</b>	<b>2,230</b>	<b>(100)</b>	<b>-4.3%</b>
Permit Services						
Personal Services	244,742	345,320	345,320	375,881	30,561	8.9%
Operating Supplies	0	400	1,200	1,200	800	200.0%
Professional Services	0	50	50	50	0	0.0%
Miscellaneous	30	400	600	600	200	50.0%
Equipment	689	0	0	0	0	0.0%
<b>Permit Services</b>	<b>245,461</b>	<b>346,170</b>	<b>347,170</b>	<b>377,731</b>	<b>31,561</b>	<b>9.1%</b>
Inspections & Compliance						
Personal Services	365,590	405,671	405,671	430,235	24,564	6.1%
Operating Supplies	3,296	5,150	6,150	6,150	1,000	19.4%
Professional Services	6,920	12,500	15,620	15,620	3,120	25.0%
Transportation	6,291	10,000	17,096	17,096	7,096	71.0%
Miscellaneous	265	240	300	300	60	25.0%
Equipment	27	0	0	0	0	0.0%
Other - Lease Payments	19,415	19,520	19,520	19,520	0	0.0%
<b>Inspections &amp; Compliance</b>	<b>401,804</b>	<b>453,081</b>	<b>464,357</b>	<b>488,921</b>	<b>35,840</b>	<b>7.9%</b>

**BUDGET  
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	FY2021	FY2022	FY2023	FY2023	INCREASE/(DECREASE)	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Land Use &amp; Growth Management (LUGM) - Continued</b>						
Board of Electrical Examiners						
Operating Supplies	262	700	700	700	0	0.0%
Professional Services	12,585	12,000	12,000	12,000	0	0.0%
Communications	160	300	300	300	0	0.0%
Transportation	108	350	350	350	0	0.0%
Miscellaneous	100	100	150	150	50	50.0%
<b>Board of Electrical Examiners</b>	<b>13,215</b>	<b>13,450</b>	<b>13,500</b>	<b>13,500</b>	<b>50</b>	<b>0.4%</b>
Building Code Appeals Board						
Miscellaneous	80	0	100	100	100	0.0%
<b>Building Code Appeals Board</b>	<b>80</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0.0%</b>
Commission on the Environment						
Operating Supplies	142	300	1,525	1,525	1,225	408.3%
Communications	0	50	50	50	0	0.0%
<b>Commission on the Environment</b>	<b>142</b>	<b>350</b>	<b>1,575</b>	<b>1,575</b>	<b>1,225</b>	<b>350.0%</b>
Plumbing & Gas Board						
Communications	0	50	50	50	0	0.0%
<b>Plumbing &amp; Gas Board</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>0.0%</b>
Grants						
Operating Supplies	1,108	0	0	0	0	0.0%
Professional Services	164	0	0	0	0	0.0%
Miscellaneous	0	2,000	2,000	2,000	0	0.0%
<b>Grants</b>	<b>1,272</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.0%</b>
<b>Total - Land Use &amp; Growth Management</b>	<b>2,439,041</b>	<b>2,938,658</b>	<b>2,996,752</b>	<b>3,004,782</b>	<b>66,124</b>	<b>2.3%</b>

**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021	FY2022	FY2023	FY2023	INCREASE/(DECREASE) OVER 2022 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Public Works &amp; Transportation (DPW&amp;T)</b>						
Administration						
Personal Services	352,748	384,398	384,398	587,419	203,021	52.8%
Operating Supplies	4,450	8,922	9,597	9,897	975	10.9%
Professional Services	2,642	2,822	2,822	2,822	0	0.0%
Communications	8,403	6,990	12,125	12,125	5,135	73.5%
Transportation	(19)	130	170	170	40	30.8%
Miscellaneous	659	3,100	4,040	4,040	940	30.3%
Equipment	0	0	0	8,089	8,089	0.0%
<b>Administration</b>	<b>368,883</b>	<b>406,362</b>	<b>413,152</b>	<b>624,562</b>	<b>218,200</b>	<b>53.7%</b>
Engineering Services						
Personal Services	930,552	1,005,972	1,005,972	1,158,878	152,906	15.2%
Operating Supplies	2,579	7,621	6,921	7,221	(400)	-5.2%
Professional Services	248	2,075	2,075	2,075	0	0.0%
Transportation	367	500	2,600	2,600	2,100	420.0%
Miscellaneous	997	1,715	1,025	1,025	(690)	-40.2%
Equipment	0	0	0	10,529	10,529	0.0%
<b>Engineering Services</b>	<b>934,743</b>	<b>1,017,883</b>	<b>1,018,593</b>	<b>1,182,328</b>	<b>164,445</b>	<b>16.2%</b>
Development Review						
Personal Services	226,176	273,354	273,354	269,379	(3,975)	-1.5%
Operating Supplies	75	675	1,000	1,000	325	48.1%
Professional Services	44,222	0	0	0	0	0.0%
Transportation	0	40	0	0	(40)	-100.0%
Miscellaneous	0	250	0	0	(250)	-100.0%
<b>Development Review</b>	<b>270,473</b>	<b>274,319</b>	<b>274,354</b>	<b>270,379</b>	<b>(3,940)</b>	<b>-1.4%</b>
Construction & Inspections						
Personal Services	582,939	614,615	614,615	717,885	103,270	16.8%
Operating Supplies	5,683	4,796	5,571	5,871	1,075	22.4%
Professional Services	327,748	221,495	221,595	221,595	100	0.0%
Communications	3,331	4,420	4,420	4,420	0	0.0%
Transportation	12,604	13,500	33,358	33,358	19,858	147.1%
Equipment	0	0	0	11,026	11,026	0.0%
<b>Construction &amp; Inspections</b>	<b>932,305</b>	<b>858,826</b>	<b>879,559</b>	<b>994,155</b>	<b>135,329</b>	<b>15.8%</b>
County Highways						
Personal Services	3,428,797	3,707,728	3,707,728	3,699,895	(7,833)	-0.2%
Operating Supplies	73,628	65,568	94,350	94,350	28,782	43.9%
Professional Services	65,088	248,041	248,041	278,041	30,000	12.1%
Communications	10,101	7,000	7,000	7,000	0	0.0%
Transportation	208,247	187,050	455,375	455,375	268,325	143.5%
Public Utility Service	73,808	104,398	105,070	105,070	672	0.6%
Rentals	6,011	30,000	30,000	30,000	0	0.0%
Snow Removal	1,257,643	254,750	1,104,225	1,104,225	849,475	333.5%
Miscellaneous	607,208	216,890	216,890	216,890	0	0.0%
Equipment	18,180	1,155,000	96,000	691,000	(464,000)	-40.2%
Other - Lease Payment	404,527	391,642	334,092	197,242	(194,400)	-49.6%
<b>County Highways</b>	<b>6,153,238</b>	<b>6,368,067</b>	<b>6,398,771</b>	<b>6,879,088</b>	<b>511,021</b>	<b>8.0%</b>
MS4 Program						
Personal Services	251,419	382,920	502,978	521,153	138,233	36.1%
Operating Supplies	221	3,025	12,525	12,525	9,500	314.0%
Professional Services	124,774	368,980	237,452	237,452	(131,528)	-35.6%
Communications	652	9,135	0	0	(9,135)	-100.0%
Transportation	0	2,000	0	0	(2,000)	-100.0%
Repairs and Maintenance	0	0	110,633	110,633	110,633	0.0%
Miscellaneous Services	2,508	6,923	6,923	6,923	0	0.0%
Equipment	20,452	55,000	0	0	(55,000)	-100.0%
Other - Lease Payment	9,327	10,120	10,120	10,120	0	0.0%
<b>MS4 Program</b>	<b>409,353</b>	<b>838,103</b>	<b>880,631</b>	<b>898,806</b>	<b>60,703</b>	<b>7.2%</b>
Mailroom/Messenger Services						
Personal Services	111,341	119,020	119,020	126,109	7,089	6.0%
Operating Supplies	196	1,360	600	600	(760)	-55.9%
Communications	(1,209)	800	2,760	2,760	1,960	245.0%
Transportation	1,040	1,200	2,724	2,724	1,524	127.0%
Rentals	12,591	16,400	16,400	16,400	0	0.0%
<b>Mailroom/Messenger Services</b>	<b>123,959</b>	<b>138,780</b>	<b>141,504</b>	<b>148,593</b>	<b>9,813</b>	<b>7.1%</b>



**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021	FY2022	FY2023	FY2023	INCREASE/(DECREASE) OVER 2022 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>DPW &amp; T - Continued</b>						
Vehicle Maintenance Shop						
Personal Services	876,702	1,026,497	1,026,497	920,270	(106,227)	-10.3%
Operating Supplies	42,978	51,372	54,686	60,686	9,314	18.1%
Professional Services	31,059	67,000	67,000	67,000	0	0.0%
Communications	1,313	2,000	2,000	2,000	0	0.0%
Transportation	570,570	499,000	641,439	654,439	155,439	31.2%
Equipment & Furniture	2,319	0	0	0	0	0.0%
Other - Lease Payment	40,026	40,264	23,404	23,404	(16,860)	-41.9%
<b>Vehicle Maintenance Shop</b>	<b>1,564,967</b>	<b>1,686,133</b>	<b>1,815,026</b>	<b>1,727,799</b>	<b>41,666</b>	<b>2.5%</b>
Non-Public School Bus Transportation						
Personal Services	90,229	96,183	96,183	112,867	16,684	17.3%
Operating Supplies	1,208	3,250	1,250	1,250	(2,000)	-61.5%
Professional Services	2,251,887	2,614,804	3,294,062	3,294,062	679,258	26.0%
Communications	14,255	13,000	16,650	16,650	3,650	28.1%
Insurance	29,687	34,458	30,013	30,013	(4,445)	-12.9%
<b>Non-Public School Bus Transportation</b>	<b>2,387,266</b>	<b>2,761,695</b>	<b>3,438,158</b>	<b>3,454,842</b>	<b>693,147</b>	<b>25.1%</b>
St. Mary's County Airport						
Personal Services	65,349	48,574	96,518	165,085	116,511	239.9%
Operating Supplies	841	1,410	1,510	1,510	100	7.1%
Professional Services	17,746	38,672	27,000	27,000	(11,672)	-30.2%
Communications	2,194	2,600	2,600	2,600	0	0.0%
Transportation	828	525	3,840	3,840	3,315	631.4%
Public Utility Service	8,346	10,000	10,000	10,000	0	0.0%
Miscellaneous	275	500	500	500	0	0.0%
Equipment & Furniture	0	16,343	0	0	(16,343)	-100.0%
Lease Payments	12,764	12,750	12,750	12,750	0	0.0%
<b>St Mary's County Airport</b>	<b>108,343</b>	<b>131,374</b>	<b>154,718</b>	<b>223,285</b>	<b>91,911</b>	<b>70.0%</b>
Grants (principally STS)						
Personal Services	1,815,148	2,181,056	2,478,756	3,110,891	929,835	42.6%
Operating Supplies	28,717	196,318	106,896	69,416	(126,902)	-64.6%
Professional Services	74,762	24,769	327,824	292,824	268,055	1082.2%
Communications	6,370	4,175	7,175	7,175	3,000	71.9%
Transportation	354,982	557,974	498,316	447,431	(110,543)	-19.8%
Public Utility Service	25,911	0	0	0	0	0.0%
Insurance	51,628	49,070	49,070	49,070	0	0.0%
Miscellaneous	1,570	11,165	8,165	8,165	(3,000)	-26.9%
Equipment	717,333	4,000	0	0	(4,000)	-100.0%
<b>Grants (principally STS)</b>	<b>3,076,421</b>	<b>3,028,527</b>	<b>3,476,202</b>	<b>3,984,972</b>	<b>956,445</b>	<b>31.6%</b>
Building Services						
Personal Services	1,987,958	2,127,769	2,241,548	2,361,978	234,209	11.0%
Operating Supplies	103,678	125,892	127,692	127,992	2,100	1.7%
Professional Services	220,494	305,624	325,824	325,824	20,200	6.6%
Communications	25,564	24,380	26,880	26,880	2,500	10.3%
Transportation	38,907	36,000	98,692	98,692	62,692	174.1%
Public Utility Service	1,386,110	1,565,499	1,798,413	2,219,697	654,198	41.8%
Repairs and Maintenance	81,744	101,609	126,609	101,609	0	0.0%
Rentals	0	2,352	2,352	2,352	0	0.0%
Equipment	0	35,000	0	70,529	35,529	101.5%
Other - Lease Payment	62,041	63,629	52,559	38,759	(24,870)	-39.1%
<b>Building Services</b>	<b>3,906,496</b>	<b>4,387,754</b>	<b>4,800,569</b>	<b>5,374,312</b>	<b>986,558</b>	<b>22.5%</b>
<b>Total - Public Works &amp; Transportation</b>	<b>20,236,447</b>	<b>21,897,823</b>	<b>23,691,237</b>	<b>25,763,121</b>	<b>3,865,298</b>	<b>17.7%</b>

**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021	FY2022	FY2023	FY2023	INCREASE/(DECREASE) OVER 2022 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Recreation &amp; Parks</b>						
Administration						
Personal Services	1,012,282	1,257,724	1,257,724	1,364,803	107,079	8.5%
Operating Supplies	6,159	11,150	11,000	11,000	(150)	-1.3%
Professional Services	3,600	4,000	4,000	4,000	0	0.0%
Communications	3,644	4,100	4,100	4,100	0	0.0%
Transportation	1,348	3,200	3,200	3,200	0	0.0%
Repairs and Maintenance	624	0	0	0	0	0.0%
Miscellaneous	4,903	14,040	14,190	14,190	150	1.1%
Equipment	245	0	0	0	0	0.0%
Other - Lease Payments	9,483	9,550	0	0	(9,550)	-100.0%
<b>Administration</b>	<b>1,042,288</b>	<b>1,303,764</b>	<b>1,294,214</b>	<b>1,401,293</b>	<b>97,529</b>	<b>7.5%</b>
Parks Maintenance						
Personal Services	1,305,679	1,565,352	1,607,355	1,713,044	147,692	9.4%
Operating Supplies	58,017	65,150	73,150	73,150	8,000	12.3%
Professional Services	70,968	73,506	91,806	91,806	18,300	24.9%
Communications	4,220	5,400	5,400	5,400	0	0.0%
Transportation	38,060	31,485	100,593	100,593	69,108	219.5%
Public Utility Service	152,077	139,050	138,550	138,550	(500)	-0.4%
Repairs and Maintenance	358,629	350,181	408,181	408,181	58,000	16.6%
Rentals	65,306	56,090	113,090	113,090	57,000	101.6%
Miscellaneous	0	8,840	8,840	8,840	0	0.0%
Equipment	171,752	434,000	55,000	55,000	(379,000)	-87.3%
Other - Lease Payments	47,640	19,535	17,085	17,085	(2,450)	-12.5%
<b>Parks Maintenance</b>	<b>2,272,348</b>	<b>2,748,589</b>	<b>2,619,050</b>	<b>2,724,739</b>	<b>(23,850)</b>	<b>-0.9%</b>
Non-Profits - Recreation & Parks						
Miscellaneous (Operating Allocation)	119,705	138,200	138,200	166,700	28,500	20.6%
<b>Non-Profits - Recreation &amp; Parks</b>	<b>119,705</b>	<b>138,200</b>	<b>138,200</b>	<b>166,700</b>	<b>28,500</b>	<b>20.6%</b>
Grants						
Personal Services	1,277	1,184	1,440	1,540	356	30.1%
Professional Services	1,782	6,988	1,707	1,707	(5,281)	-75.6%
Public Utility Service	231	231	231	231	0	0.0%
Repairs & Maintenance	1,598	5,000	5,000	5,000	0	0.0%
Rentals	14,529	16,597	16,622	16,622	25	0.2%
Miscellaneous	5,000	5,000	5,000	5,000	0	0.0%
<b>Grants Division</b>	<b>24,417</b>	<b>35,000</b>	<b>30,000</b>	<b>30,100</b>	<b>(4,900)</b>	<b>-14.0%</b>
Museum Division						
Personal Services	587,907	623,267	627,825	657,103	33,836	5.4%
Operating Supplies	21,077	23,000	29,350	29,350	6,350	27.6%
Professional Services	13,374	17,500	36,335	35,335	17,835	101.9%
Communications	7,510	7,500	7,500	7,500	0	0.0%
Transportation	4,551	6,515	8,434	8,434	1,919	29.5%
Public Utility Service	32,953	40,700	65,580	65,580	24,880	61.1%
Repairs & Maintenance	3,086	30,608	7,608	7,608	(23,000)	-75.1%
Rentals	233	0	0	0	0	0.0%
Insurance	6,223	5,100	5,100	5,100	0	0.0%
Miscellaneous	1,690	3,000	5,450	5,450	2,450	81.7%
Equipment	0	1,000	1,000	1,000	0	0.0%
Other - Lease Payments	0	5,525	5,525	5,525	0	0.0%
<b>Museum Division</b>	<b>678,604</b>	<b>763,715</b>	<b>799,707</b>	<b>827,985</b>	<b>64,270</b>	<b>8.4%</b>
Chancellor's Run Regional Park						
Operating Supplies	13,085	17,154	17,154	17,154	0	0.0%
Professional Services	5,592	38,000	38,000	38,000	0	0.0%
Transportation	510	1,200	2,000	2,000	800	66.7%
Public Utility	83	0	300	300	300	300%
Repairs and Maintenance	6,246	13,300	12,200	12,200	(1,100)	-8.3%
<b>Chancellor's Run Reg. Park</b>	<b>25,516</b>	<b>69,654</b>	<b>69,654</b>	<b>69,654</b>	<b>0</b>	<b>0.0%</b>
<b>Total - Recreation &amp; Parks</b>	<b>4,162,878</b>	<b>5,058,922</b>	<b>4,950,825</b>	<b>5,220,471</b>	<b>161,549</b>	<b>3.2%</b>

**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021 ACTUAL	FY2022 APPROVED	FY2023 REQUEST	FY2023 APPROVED	INCREASE/(DECREASE) OVER 2022 APPROVED	
					AMOUNT	PERCENT
<b>ELECTED OFFICIALS</b>						
<b>Circuit Court</b>						
Administration						
Personal Services	878,310	989,435	1,065,744	1,043,003	53,568	5.4%
Operating Supplies	33,029	32,585	35,585	35,585	3,000	9.2%
Professional Services	38,387	49,500	52,500	52,500	3,000	6.1%
Communications	17,302	24,800	27,300	27,300	2,500	10.1%
Transportation	0	3,000	3,000	3,000	0	0.0%
Miscellaneous	18,748	63,550	73,550	73,550	10,000	15.7%
Equipment	1,986	7,500	7,500	7,500	0	0.0%
<b>Administration</b>	<b>987,762</b>	<b>1,170,370</b>	<b>1,265,179</b>	<b>1,242,438</b>	<b>72,068</b>	<b>6.2%</b>
Law Library						
Operating Supplies	26,424	40,850	41,250	41,250	400	1.0%
Equipment	4,770	0	0	0	0	0.0%
<b>Law Library</b>	<b>31,194</b>	<b>40,850</b>	<b>41,250</b>	<b>41,250</b>	<b>400</b>	<b>1.0%</b>
Grants						
Personal Services	312,262	315,779	352,954	436,757	120,978	38.3%
Operating Supplies	0	1,050	1,872	1,872	822	78.3%
Professional Services	271,438	459,592	419,911	419,911	(39,681)	-8.6%
Communications	457	990	990	990	0	0.0%
Transportation	0	276	4,276	4,276	4,000	1449.3%
Miscellaneous	4,970	10,000	10,000	10,000	0	0.0%
Equipment	193,991	0	0	0	0	0.0%
<b>Grants</b>	<b>783,118</b>	<b>787,687</b>	<b>790,003</b>	<b>873,806</b>	<b>86,119</b>	<b>10.9%</b>
<b>Total - Circuit Court</b>	<b>1,802,074</b>	<b>1,998,907</b>	<b>2,096,432</b>	<b>2,157,494</b>	<b>158,587</b>	<b>7.9%</b>
<b>Orphans' Court</b>						
Personal Services	48,766	46,809	46,809	48,872	2,063	4.4%
Professional Services	350	350	350	350	0	0.0%
Operating Supplies	759	1,500	1,500	1,500	0	0.0%
Communications	1,964	1,992	3,072	3,072	1,080	54.2%
Miscellaneous	13,590	9,960	9,960	9,960	0	0.0%
Equipment	0	0	1,000	1,000	1,000	0.0%
<b>Total - Orphans' Court</b>	<b>65,429</b>	<b>60,611</b>	<b>62,691</b>	<b>64,754</b>	<b>4,143</b>	<b>6.8%</b>
<b>Office of the Sheriff</b>						
Law Enforcement						
Personal Services	27,891,369	30,591,138	32,198,733	33,272,483	2,681,345	8.8%
Operating Supplies	537,228	722,519	789,197	695,399	(27,120)	-3.8%
Professional Services	326,554	394,782	406,482	800,810	406,028	102.8%
Communications	108,812	127,100	127,100	127,100	0	0.0%
Transportation	402,796	573,913	972,301	972,301	398,388	69.4%
Rentals	65,536	73,170	73,170	73,170	0	0.0%
Miscellaneous	93,405	132,250	136,250	140,250	8,000	6.0%
Equipment	313,770	1,887,553	125,885	1,482,239	(405,314)	-21.5%
Other - Lease Payments	713,091	774,054	532,228	218,797	(555,257)	-71.7%
<b>Law Enforcement</b>	<b>30,452,561</b>	<b>35,276,479</b>	<b>35,361,346</b>	<b>37,782,549</b>	<b>2,506,070</b>	<b>7.1%</b>
Corrections						
Personal Services	10,734,646	13,368,552	13,455,184	14,601,121	1,232,569	9.2%
Operating Supplies	745,745	1,020,786	893,286	878,281	(142,505)	-14.0%
Professional Services	1,156,513	1,288,415	1,568,915	1,568,915	280,500	21.8%
Communications	9,249	11,780	11,780	11,780	0	0.0%
Rentals	223,130	184,500	251,003	251,003	66,503	36.0%
Miscellaneous	1,165	12,991	12,991	12,991	0	0.0%
Equipment	218,612	374,029	5,000	159,992	(214,037)	-57.2%
Other - Lease Payments	17,839	19,154	43,827	8,179	(10,975)	-57.3%
<b>Corrections</b>	<b>13,106,899</b>	<b>16,280,207</b>	<b>16,241,986</b>	<b>17,492,262</b>	<b>1,212,055</b>	<b>7.4%</b>
Training						
Operating Supplies	47,903	145,770	102,870	102,870	(42,900)	-29.4%
Miscellaneous	190,227	257,307	257,307	257,307	0	0.0%
<b>Training</b>	<b>238,130</b>	<b>403,077</b>	<b>360,177</b>	<b>360,177</b>	<b>(42,900)</b>	<b>-10.6%</b>

**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021	FY2022	FY2023	FY2023	INCREASE/(DECREASE) OVER 2022 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>Office of the Sheriff - Continued</b>						
Canine						
Operating Supplies	4,957	8,500	8,500	8,500	0	0.0%
Professional Services	13,427	17,260	17,260	17,260	0	0.0%
Equipment	12,650	8,000	9,000	9,000	1,000	12.5%
<b>Canine</b>	<b>31,034</b>	<b>33,760</b>	<b>34,760</b>	<b>34,760</b>	<b>1,000</b>	<b>3.0%</b>
Court Security						
Personal Services	921,067	1,009,711	999,711	949,778	(59,933)	-5.9%
Operating Supplies	1,305	1,540	1,540	1,540	0	0.0%
<b>Court Security</b>	<b>922,372</b>	<b>1,011,251</b>	<b>1,001,251</b>	<b>951,318</b>	<b>(59,933)</b>	<b>-5.9%</b>
Grants						
Personal Services	835,293	1,160,883	1,199,477	1,133,719	(27,164)	-2.3%
Operating Supplies	117,795	133,293	43,490	43,490	(89,803)	-67.4%
Professional Services	809,746	1,050,299	1,059,228	1,059,228	8,929	0.9%
Communications	2,129	2,880	2,900	2,900	20	0.7%
Transportation	4,596	87,480	9,300	9,300	(78,180)	-89.4%
Rentals	5,400	6,900	7,200	7,200	300	4.3%
Miscellaneous	0	13,015	8,015	8,015	(5,000)	-38.4%
Equipment	20,450	44,778	71,246	71,246	26,468	59.1%
<b>Grants</b>	<b>1,795,409</b>	<b>2,499,528</b>	<b>2,400,856</b>	<b>2,335,098</b>	<b>(164,430)</b>	<b>-6.6%</b>
<b>Total - Office of the Sheriff</b>	<b>46,546,405</b>	<b>55,504,302</b>	<b>55,400,376</b>	<b>58,956,164</b>	<b>3,451,862</b>	<b>6.2%</b>
<b>Office of the State's Attorney</b>						
Judicial						
Personal Services	3,343,851	3,905,885	4,527,746	4,150,055	244,170	6.3%
Operating Supplies	65,923	88,730	110,284	108,719	19,989	22.5%
Professional Services	43,072	61,552	87,552	90,565	29,013	47.1%
Communications	11,000	13,855	13,855	13,855	0	0.0%
Transportation	3,434	11,300	11,300	11,300	0	0.0%
Rentals	100	100	100	100	0	0.0%
Miscellaneous	16,669	23,000	23,000	23,000	0	0.0%
Equipment	46,752	0	67,636	18,510	18,510	0.0%
Other	11,551	12,420	26,220	12,420	0	0.0%
<b>Judicial</b>	<b>3,542,352</b>	<b>4,116,842</b>	<b>4,867,693</b>	<b>4,428,524</b>	<b>311,682</b>	<b>7.6%</b>
Grants						
Personal Services	666,869	735,993	735,993	842,280	106,287	14.4%
Operating Supplies	3,244	6,991	6,991	6,991	0	0.0%
Professional Services	2,724	8,267	8,267	8,267	0	0.0%
Communications	2,721	4,540	4,540	4,540	0	0.0%
Transportation	0	1,388	1,388	1,388	0	0.0%
Miscellaneous	208	18,546	21,551	21,551	3,005	16.2%
<b>Grants</b>	<b>675,766</b>	<b>775,725</b>	<b>778,730</b>	<b>885,017</b>	<b>109,292</b>	<b>14.1%</b>
<b>Total - Office of the State's Attorney</b>	<b>4,218,118</b>	<b>4,892,567</b>	<b>5,646,423</b>	<b>5,313,541</b>	<b>420,974</b>	<b>8.6%</b>
<b>Office of the County Treasurer</b>						
Personal Services	466,506	500,716	500,716	463,310	(37,406)	-7.5%
Operating Supplies	14,133	16,400	16,400	16,400	0	0.0%
Professional Services	908	1,500	1,500	1,500	0	0.0%
Communications	25,482	28,969	30,380	30,380	1,411	4.9%
Transportation	486	600	600	600	0	0.0%
<b>Total - Office of the County Treasurer</b>	<b>507,515</b>	<b>548,185</b>	<b>549,596</b>	<b>512,190</b>	<b>(35,995)</b>	<b>-6.6%</b>

**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021 ACTUAL	FY2022 APPROVED	FY2023 REQUEST	FY2023 APPROVED	INCREASE/(DECREASE) OVER 2022 APPROVED	
					AMOUNT	PERCENT
<b>STATE AGENCIES / INDEPENDENT BOARDS</b>						
<b>Department of Health</b>						
Operating Allocation	2,617,478	2,858,407	3,407,916	3,181,507	323,100	11.3%
Personal Services	16,251	16,419	16,419	16,545	126	0.8%
<b>Total - Department of Health</b>	<b>2,633,729</b>	<b>2,874,826</b>	<b>3,424,335</b>	<b>3,198,052</b>	<b>323,226</b>	<b>11.2%</b>
<b>Department of Agriculture</b>						
Operating Allocation	79,474	91,000	102,000	102,000	11,000	12.1%
<b>Total - Department of Agriculture</b>	<b>79,474</b>	<b>91,000</b>	<b>102,000</b>	<b>102,000</b>	<b>11,000</b>	<b>12.1%</b>
<b>Department of Social Services</b>						
Operating Allocation	282,615	277,454	291,726	285,526	8,072	2.9%
Personal Services	91,905	103,479	103,479	109,373	5,894	5.7%
Professional Services	6,500	6,500	6,500	6,500	0	0.0%
Grant	90,431	96,420	96,420	96,420	0	0.0%
<b>Total - Department of Social Services</b>	<b>471,451</b>	<b>483,853</b>	<b>498,125</b>	<b>497,819</b>	<b>13,966</b>	<b>2.9%</b>
<b>Alcohol Beverage Board</b>						
Personal Services	149,354	188,800	188,800	174,182	(14,618)	-7.7%
Operating Supplies	1,556	6,790	6,790	6,790	0	0.0%
Professional Services	13,530	27,000	27,000	27,000	0	0.0%
Communications	2,242	2,315	2,315	2,315	0	0.0%
Transportation	560	3,500	3,500	3,500	0	0.0%
Miscellaneous	207,097	211,197	211,197	211,197	0	0.0%
Equipment	3,114	0	0	35,000	35,000	0.0%
Other - Lease Payments	0	0	8,050	0	0	0.0%
<b>Total - Alcohol Beverage Board</b>	<b>377,453</b>	<b>439,602</b>	<b>447,652</b>	<b>459,984</b>	<b>20,382</b>	<b>4.6%</b>
<b>Board of Elections</b>						
Personal Services	148,882	68,294	68,294	71,268	2,974	4.4%
Operating Supplies	62,253	81,177	96,177	96,177	15,000	18.5%
Professional Services	1,025,709	1,380,345	1,510,041	1,793,241	412,896	29.9%
Communications	61,646	36,200	36,200	36,200	0	0.0%
Transportation	2,623	11,250	11,250	19,250	8,000	71.1%
Rentals	11,800	78,875	101,475	193,840	114,965	145.8%
Miscellaneous	8,880	11,260	11,290	13,990	2,730	24.2%
Equipment	3,798	0	0	0	0	0.0%
<b>Total - Board of Elections</b>	<b>1,325,591</b>	<b>1,667,401</b>	<b>1,834,727</b>	<b>2,223,966</b>	<b>556,565</b>	<b>33.4%</b>
<b>University of Maryland Extension - St. Mary's Co.</b>						
Operating Supplies	4,309	5,550	5,350	5,350	(200)	-3.6%
Professional Services	229,821	232,836	252,782	243,520	10,684	4.6%
Communications	3,954	4,050	4,050	4,050	0	0.0%
Transportation	21,000	21,000	21,000	21,000	0	0.0%
Public Utilities	2,796	4,100	4,100	4,100	0	0.0%
Rentals	0	1,500	500	500	(1,000)	-66.7%
Insurance	266	266	1,266	1,266	1,000	375.9%
Miscellaneous	339	1,000	1,000	1,000	0	0.0%
Equipment	0	500	0	0	(500)	-100.0%
<b>Total - University of MD Extension-St. Mary's</b>	<b>262,485</b>	<b>270,802</b>	<b>290,048</b>	<b>280,786</b>	<b>9,984</b>	<b>3.7%</b>
<b>Ethics Commission</b>						
Operating Supplies	0	183	183	183	0	0.0%
Professional Services	656	650	650	650	0	0.0%
<b>Total - Ethics Commission</b>	<b>656</b>	<b>833</b>	<b>833</b>	<b>833</b>	<b>0</b>	<b>0.0%</b>
<b>St. Mary's County Forest Conservation Board</b>						
Personal Services						
Operating Allocation	2,500	2,500	2,500	2,500	0	0.0%
<b>Total - SMC Forest Conservation Board</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>0.0%</b>
<b>Soil Conservation District</b>						
Personal Services	20,590	24,000	24,000	24,000	0	0.0%
Operating Allocation	57,497	79,423	87,343	84,078	4,655	5.9%
<b>Total - Soil Conservation District</b>	<b>78,087</b>	<b>103,423</b>	<b>111,343</b>	<b>108,078</b>	<b>4,655</b>	<b>4.5%</b>
<b>So. MD Resource Conservation &amp; Development</b>						
Operating Allocation	13,300	15,300	15,300	15,300	0	0.0%
<b>Total - Southern Maryland RC&amp;D</b>	<b>13,300</b>	<b>15,300</b>	<b>15,300</b>	<b>15,300</b>	<b>0</b>	<b>0.0%</b>

**BUDGET  
EXPENDITURES - DETAIL**

<u>Department/Spending Unit</u>	<u>FY2021 ACTUAL</u>	<u>FY2022 APPROVED</u>	<u>FY2023 REQUEST</u>	<u>FY2023 APPROVED</u>	<u>INCREASE/(DECREASE) OVER 2022 APPROVED</u>	
					<u>AMOUNT</u>	<u>PERCENT</u>
<b>STATE AGENCIES / INDEPENDENT BOARDS - Continued</b>						
<b>So. MD Tri-County Community Action Committee, Inc.</b>						
Operating Allocation	16,000	16,000	35,000	35,000	19,000	118.8%
<b>Total - So. MD Tri-County Community Action</b>	<b>16,000</b>	<b>16,000</b>	<b>35,000</b>	<b>35,000</b>	<b>19,000</b>	<b>118.8%</b>
<b>Tri-County Council for Southern Maryland</b>						
Operating Allocation	125,000	125,000	125,000	125,000	0	0.0%
<b>Total - Tri-County Council for Southern Maryland</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>0</b>	<b>0.0%</b>
<b>Tri-County Youth Services Bureau, Inc.</b>						
Operating Allocation	143,600	143,600	143,600	143,600	0	0.0%
<b>Total - Tri-County Youth Services Bureau, Inc.</b>	<b>143,600</b>	<b>143,600</b>	<b>143,600</b>	<b>143,600</b>	<b>0</b>	<b>0.0%</b>
<b>SDAT - Leonardtown Office</b>						
Operating Allocation	375,492	452,580	452,580	452,580	0	0.0%
<b>Total - SDAT - Leonardtown Office</b>	<b>375,492</b>	<b>452,580</b>	<b>452,580</b>	<b>452,580</b>	<b>0</b>	<b>0.0%</b>
<b>University System of Maryland at Southern Maryland (USMSM)</b>						
Operating Allocation	40,000	40,000	40,000	40,000	0	0.0%
<b>Total - USMSM</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>0.0%</b>
<b>Board of Education</b>						
Administration	3,452,654	3,686,116	3,965,803	3,970,727	284,611	7.7%
Mid-Level Administration	17,300,396	17,643,294	18,866,764	18,814,605	1,171,311	6.6%
Instructional Salaries	81,194,229	85,699,403	90,619,027	89,688,126	3,988,723	4.7%
Instructional Textbooks & Supplies	4,149,557	4,765,520	7,555,840	4,530,749	(234,771)	-4.9%
Other Instructional Costs	955,827	1,522,123	2,137,754	2,041,113	518,990	34.1%
Special Education	19,464,930	19,931,311	21,286,156	21,486,232	1,554,921	7.8%
Student Personnel Services	1,232,612	1,447,331	1,463,840	1,458,840	11,509	0.8%
Student Health Services	2,534,683	2,695,864	3,028,929	2,996,850	300,986	11.2%
Student Transportation	15,392,471	18,974,012	21,963,194	23,045,815	4,071,803	21.5%
Operation of Plant	16,499,103	17,336,219	19,798,760	19,635,370	2,299,151	13.3%
Maintenance of Plant	4,431,662	4,364,020	4,636,868	4,583,368	219,348	5.0%
Fixed Charges	52,214,313	55,670,911	58,511,405	59,541,279	3,870,368	7.0%
Capital Outlay	979,916	3,772,850	1,009,216	959,216	(2,813,634)	-74.6%
<b>Sub-Total - General Operations</b>	<b>219,802,353</b>	<b>237,508,974</b>	<b>254,843,556</b>	<b>252,752,290</b>	<b>15,243,316</b>	<b>6.4%</b>
Funding other than County Appropriation						
Fund Balance - Used (generated)	6,618,680	7,569,062	287,831	2,287,831	(5,281,231)	-69.8%
State, Federal, Other Revenue Sources	115,108,160	115,399,422	126,729,015	128,939,552	13,540,130	11.7%
<b>County Funding - Board of Education</b>						
BOE - Recurring - MOE	109,542,921	114,540,490	114,540,490	114,540,490	0	0.0%
BOE - Recurring - Additional Request			7,016,120	6,984,417	6,984,417	100.0%
BOE - Non-Recurring			6,270,100	0	0	0.0%
<b>County Appropriation - BOE</b>	<b>109,542,921</b>	<b>114,540,490</b>	<b>127,826,710</b>	<b>121,524,907</b>	<b>6,984,417</b>	<b>6.1%</b>
<b>College of Southern Maryland</b>						
Instructional	22,494,290	24,925,920	25,205,869	25,758,167	832,247	3.3%
Research	406,330	326,750	476,771	497,576	170,826	52.3%
Academic Support	5,176,237	6,412,744	6,540,053	6,962,153	549,409	8.6%
Student Services	5,106,115	5,923,252	6,077,808	6,201,360	278,108	4.7%
Plant	4,662,385	6,306,325	6,736,124	7,179,573	873,248	13.8%
Institutional Support	17,250,557	16,811,476	17,566,319	19,196,957	2,385,481	14.2%
Scholarships	256,255	257,007	262,662	262,662	5,655	2.2%
<b>Sub-Total - General Operations</b>	<b>55,352,169</b>	<b>60,963,474</b>	<b>62,865,606</b>	<b>66,058,448</b>	<b>5,094,974</b>	<b>8.4%</b>
Funding other than County Appropriation						
State, Federal, Other Revenue Sources	53,284,013	56,356,518	58,106,661	61,299,503	4,942,985	8.8%
County Appropriation	4,518,686	4,606,956	4,758,945	4,758,945	151,989	3.3%
<b>County Appropriation - CSM</b>	<b>4,518,686</b>	<b>4,606,956</b>	<b>4,758,945</b>	<b>4,758,945</b>	<b>151,989</b>	<b>3.3%</b>

**BUDGET  
EXPENDITURES - DETAIL**

Department/Spending Unit	FY2021	FY2022	FY2023	FY2023	INCREASE/(DECREASE) OVER 2022 APPROVED	
	ACTUAL	APPROVED	REQUEST	APPROVED	AMOUNT	PERCENT
<b>STATE AGENCIES / INDEPENDENT BOARDS - Continued</b>						
<b>Board of Library Trustees</b>						
Lexington Park Library	907,554	1,052,491	1,106,605	1,106,605	54,114	5.1%
Leonardtown Library	900,950	849,839	895,585	895,585	45,746	5.4%
Charlotte Hall Library	620,790	618,922	660,911	660,911	41,989	6.8%
Administration	1,454,353	1,530,465	1,660,346	1,678,296	147,831	9.7%
<b>Sub-Total - General Operations</b>	<b>3,883,647</b>	<b>4,051,717</b>	<b>4,323,447</b>	<b>4,341,397</b>	<b>289,680</b>	<b>7.1%</b>
Funding other than County Appropriation						
Fund Balance - Used (Generated)	0	33,000	40,000	55,891	22,891	69.4%
State, Federal, Other Revenue Sources	917,283	940,458	997,627	975,458	35,000	3.7%
County Appropriation	2,966,364	3,078,259	3,285,820	3,310,048	231,789	7.5%
<b>County Appropriation - Library</b>	<b>2,966,364</b>	<b>3,078,259</b>	<b>3,285,820</b>	<b>3,310,048</b>	<b>231,789</b>	<b>7.5%</b>
<b>Other Budget Costs</b>						
Appropriation Reserve	0	1,500,000	2,500,000	2,500,000	1,000,000	66.7%
Leonardtown Tax Rebate	43,446	44,461	70,929	70,929	26,468	59.5%
Employer Contributions - Retiree Health Benefits	3,950,813	3,900,000	4,088,000	0	(3,900,000)	-100.0%
Employer Contributions - Unemployment	(4,544)	25,000	25,000	25,000	0	0.0%
Bank / GOB Costs	52,662	20,000	41,000	46,000	26,000	130.0%
Debt Service	12,509,870	14,923,169	13,122,798	13,267,798	(1,655,371)	-11.1%
<b>Total - Other Budget Costs</b>	<b>16,552,247</b>	<b>20,412,630</b>	<b>19,847,727</b>	<b>15,909,727</b>	<b>(4,502,903)</b>	<b>-22.1%</b>
<b>Transfers &amp; Reserves</b>						
Pay-Go	4,680,000	7,266,193	13,036,742	22,586,905	15,320,712	210.8%
Reserve - Bond Rating	1,955,000	400,000	400,000	400,000	0	0.0%
Reserve - Emergency	0	500,000	500,000	500,000	0	0.0%
<b>Total Transfers &amp; Reserves</b>	<b>6,635,000</b>	<b>8,166,193</b>	<b>13,936,742</b>	<b>23,486,905</b>	<b>15,320,712</b>	<b>187.6%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$266,169,499</b>	<b>\$288,664,540</b>	<b>\$315,383,598</b>	<b>\$324,829,819</b>	<b>\$36,165,279</b>	<b>12.5%</b>

**GENERAL FUND FY2023 & FOUR-YEAR PROJECTION (2024 - 2027)**

(\$ IN THOUSANDS)	FY2023	Approved	FY2024 ESTIMATE	FY2025 ESTIMATE	FY2026 ESTIMATE	FY2027 ESTIMATE
<b>Revenues</b>						
Property Taxes		123,731	127,443	131,266	135,204	139,261
Income Taxes		128,934	134,091	139,455	145,033	150,834
Local Taxes		12,380	12,504	12,629	12,755	12,883
Highway User		1,890	1,909	1,928	1,947	1,967
Licenses and Permits		718	725	732	740	747
Charges for Services		4,003	4,043	4,083	4,124	4,166
Fines and Forfeitures		25	25	25	25	25
State/Federal Grants		27,597	16,738	16,906	17,075	17,246
Other Revenues		553	500	500	500	500
<i>Use of County Fund Balance</i>		25,000	0	0	0	0
<b>REVENUES</b>		<b>324,830</b>	<b>297,978</b>	<b>307,524</b>	<b>317,403</b>	<b>327,627</b>
<b>Expenditures:</b>						
Aging & Human Services		5,861	5,958	6,077	6,199	6,323
Information Technology		7,437	7,586	7,737	7,892	8,050
Public Works & Transportation		25,763	25,512	26,023	26,543	27,074
Recreation & Parks		5,220	5,279	5,385	5,492	5,602
Emergency Services		21,413	10,196	10,400	10,608	10,820
Other County Departments		15,455	15,387	15,694	16,008	16,329
<b>Total, Departments</b>		<b>81,150</b>	<b>69,918</b>	<b>71,316</b>	<b>72,742</b>	<b>74,197</b>
Office of the Sheriff		58,956	58,201	59,365	60,552	61,763
Office of the State's Attorney		5,314	5,420	5,528	5,639	5,752
Other Elected Officials		2,734	2,780	2,836	2,893	2,951
<b>Total, Elected Officials</b>		<b>67,004</b>	<b>66,401</b>	<b>67,729</b>	<b>69,084</b>	<b>70,466</b>
Department of Health		3,198	3,140	3,202	3,266	3,332
County Funds - Board of Ed		121,525	121,525	121,525	124,100	126,500
County Funds - College of Southern Maryland		4,759	4,854	4,951	5,050	5,151
County Funds - Board of Library Trustees		3,310	3,376	3,444	3,513	3,583
Other Boards and State Agencies		4,487	4,106	4,180	4,257	4,335
<b>Total, Boards and State Agencies</b>		<b>137,279</b>	<b>137,000</b>	<b>137,303</b>	<b>140,186</b>	<b>142,901</b>
Employer Contributions - Retiree Health Costs		0	4,420	4,615	4,824	5,050
Debt Service		13,268	15,133	15,418	16,184	18,113
Other Budget Costs		2,642	2,643	2,643	2,644	2,645
<b>Total, Other Budget Costs</b>		<b>15,910</b>	<b>22,196</b>	<b>22,676</b>	<b>23,652</b>	<b>25,808</b>
Transfers & Reserves		23,487	900	900	900	900
<b>Total, Transfers &amp; Reserves</b>		<b>23,487</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>
<b>EXPENDITURES</b>		<b>324,830</b>	<b>296,415</b>	<b>299,924</b>	<b>306,564</b>	<b>314,272</b>
<i>DIFFERENCE REVENUE OVER (EXPENDITURES)</i>		<i>0</i>	<i>1,563</i>	<i>7,600</i>	<i>10,839</i>	<i>13,355</i>
<i>Operating Impacts FTE's</i>		<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>CIP Operating Impacts - In year started</i>		<i>0</i>	<i>279</i>	<i>30</i>	<i>328</i>	<i>5</i>
<i>CIP Operating Impacts - recurring</i>		<i>0</i>	<i>279</i>	<i>309</i>	<i>637</i>	<i>642</i>
<i>Amount available after Operating Impacts</i>		<i>-</i>	<i>1,284</i>	<i>7,291</i>	<i>10,202</i>	<i>12,713</i>



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# COUNTY DEPARTMENTS

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

# COUNTY COMMISSIONERS / ADMINISTRATOR

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## MISSION

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 County's environment, heritage, and rural character, and foster opportunities for present and future generations.

## 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 office also processes incoming mail to the Commissioners and hosts the county's switchboard.

# **COUNTY COMMISSIONERS / ADMINISTRATOR**

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## **DESCRIPTION (continued)**

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

## **GOALS**

- Be responsible and accountable to the County's citizens.
- Provide effective and efficient services.
- Foster opportunities for future generations.
- Preserve the County's environment, heritage, and rural character.

## **OBJECTIVES**

- Provide timely and accurate information to citizens while adhering to rigorous ethical and professional standards. The County Administrators Office will serve as a conduit for information by ensuring that public meetings and documents are accessible and distributed according to all applicable laws, regulations, and codes.
- Anticipate and respond to the needs of St. Mary's County in such a way that all citizens have access to county government services and agencies. County switchboards are maintained in the County Administrators Office, and calls are answered promptly. The St. Mary's County web portal provides a direct link for community members to submit inquiries directly to departments. County policy is that phone messages and queries receive an initial response within 24 business hours.

# COUNTY COMMISSIONERS / ADMINISTRATOR

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## OBJECTIVES (continued)

- Provide sustainable economic opportunities that will ensure the continued growth of jobs, business opportunities, and fiscal security for the entire county. St. Mary's County Government is committed to developing growth opportunities for future generations by building new facilities, thereby creating new jobs to ensure our intellectual trust remains here. We will continue supporting our agricultural heritage with robust farmer's markets and protecting our coastline and waterways.
- The county will carefully and thoughtfully assess growth patterns and development, particularly in the protected areas of our woodlands and waterways. As buildings and projects are proposed, the county will remain steadfast in determining development progression by adhering to protective programs that keep growth and preservation in equal balance. County boards, committees, and commissioners will be key partners in the decision-making process.

## OPERATING BUDGET

County Commissioners / County Administrator	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Legislative/County Commissioners	\$492,760	\$485,181	\$485,181	\$514,587
County Administrator	349,296	420,045	424,270	603,297
Public Information	<u>226,353</u>	<u>291,918</u>	<u>296,918</u>	<u>332,958</u>
<b>Total Department</b>	<b>\$1,068,409</b>	<b>\$1,197,144</b>	<b>\$1,206,369</b>	<b>\$1,450,842</b>

## HIGHLIGHTS

The budget for the County Commissioners/Administrator is \$1,450,842 an increase of \$253,698 or 21.19%. It includes the addition of the Deputy County Administrator position as well as county employee compensation changes mentioned in the budget highlights.

## STAFFING

County Commissioners / County Administrator	FY2022 Adjusted	FY2023 Request	FY2023 Approved
Legislative/County Commissioners	6.75	6.75	6.75
County Administrator	3.0	4.0	4.0
Public Information	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
<b>Total Department</b>	<b>12.75</b>	<b>13.75</b>	<b>13.75</b>

# COUNTY COMMISSIONERS / ADMINISTRATOR

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Board of Health Meetings	6	22	14
Boards, Committees and Commissions	38	38	38
County Administrator Business Items Approved	250	231	240
CSMC Budget Work Sessions	9	9	9
CSMC Business Meetings	38	39	39
CSMC Emails Processed	1,453	1,561	1,600
CSMC Executive Sessions	44	40	42
CSMC Public Forums	3	4	4
CSMC Public Hearings	14	18	20
Events Attended by CSMC	229	300	300
Incoming USPS Mail Processed	944	1,300	1,300
Managers meetings	7	9	10
MetCom Joint Meetings with CSMC	2	2	2
Minutes Prepared for Meetings	38	39	39
NAS/PAX River Joint Meetings with CSMC	2	1	2
News Releases Issued	328	350	350
OPEB Meetings	4	6	4
Phone Calls from Citizens	20,224	25,000	25,000
Proclamations and Commendations Issued	485	500	500
Resolutions and Ordinances Passed by CSMC	61	50	51
Sheriff's Retirement Board Meetings	8	10	10
SMC Public Schools Joint Meetings with CSMC	2	2	2
Special Events: Fire/Rescue, Law Enforcement Day, Flag Day, Veterans Day, Ribbon Cuttings, Groundbreakings, etc.	9	8	8
Tri-County Council Full Council Meetings	3	6	4
Video-tape Productions (in-house meetings, off-site shoots, special projects)	221	225	225
Written Responses to Citizens from CSMC	258	309	300
XMT – Executive Management Meetings	29	45	30

# DEPARTMENT OF AGING & HUMAN SERVICES



## DESCRIPTION

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

The Division of Human Services' areas of responsibility include but are not limited to providing supportive services for children and youth and offering social, educational, and recreational activities to children and families. This division facilitates an integrated network of services to improve conditions for people in need. The division brings together local agencies, providers, consumers of services, public and private entities, and other community representatives to empower local stakeholders in addressing the needs of and setting priorities for St. Mary's County. This division facilitates the Teen Court program, serves as the Local Management Board and point of contact for the Local Care Team (LCT) and Early Childhood Advisory Council (ECAC), as well as State-funded community development projects.

The Governor's Office for Children requires that 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 Local Care Team coordinates mental health support services for youth. The Early Childhood Advisory Council consists of agencies that facilitate care for the population birth to five years. The Teen Court is a juvenile crime diversion program to prevent first time offenders from committing future crimes.

The Department of Aging & Human Services also receives funds from the Department of Housing and Community Development for community development projects, provides technical support and conducts monitoring of the funds that pass-through County Government to local agencies, and acts as a liaison between SMCG and DHCD regarding millions of dollars in grant funds. The Department provides staff and administrative support to the following county government advisory boards: the Commission on Aging, the Human Relations Commission, and the Commission

# **DEPARTMENT OF AGING & HUMAN SERVICES**

for Women, the Youth Advisory Commission, and the Local 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 matter

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

## **GOALS**

### **Senior Center Operations Division**

- Continue to offer socialization, recreation, wellness, and fitness activities to adults ages 50 and above through a variety of high quality and affordable programs in the senior activity centers thereby increasing wellness and independence of older adults living in the community.
- Resume the Learning is Forever (LIFE) program as a service that offers trips, tours, and seminars with an educational focus, planned and facilitated by senior volunteers.
- Resume recreational trips, planned and facilitated by senior activity center staff.
- Increase the number of consumers participating in the congregate meal program by 10%.
- Recruit additional volunteer drivers for the Home-Delivered Meals program.

### **RSVP Division**

- Engage seniors aged 55 and above in volunteer opportunities that utilize their skills, talents, and abilities in meaningful ways that meet local needs while contributing to the life of our community and increasing the range of services county government is able to offer.

### **Home and Community-Based Services Division**

- To utilize County, State and Federal funding to provide: programs, services, education, assistance, and support for the aging population; those living with a disability, and those who provide care and services for them, to prolong or alleviate the need for long-term care institutionalization.

### **MAP/Senior I&A Division and Senior Rides Division**

- To continue increasing transportation services under the Senior Rides Program.
- To continue working with the Legal Aid Bureau, Inc. to offer free or low-cost preparation fees for wills and powers of attorney.
- Continue providing in-home visits by the MAP I&A Caseworker for consumers who have limited or no community support.
- Resume in person Welcome to Medicare presentations.

### **Human Services Division**

- To resume programs and services to at least 100% of the capacity of the pre-pandemic level.

# **DEPARTMENT OF AGING & HUMAN SERVICES**

## **OBJECTIVES**

### **Senior Center Operations Division**

- Continue to build activity programming by recruiting contracted instructors to lead high quality and affordable programs of interest in the senior center activity centers.
- Train staff and volunteers to facilitate evidence-based health promotion programming.
- Recruit a minimum of 8 LIFE program volunteers with the goal of restarting the LIFE program in Spring of 2023.
- Plan and implement a minimum of three recreational trips during the fiscal year.
- Resume larger scale lunchtime special events.
- Coordinate Home-Delivered Meals volunteer driver recruitment with the RSVP program.

### **RSVP Division**

- RSVP Volunteer Service
  - Increase FY2021 Estimated Number of Volunteers and FY2021 Estimated Hours of Volunteer Service by 50% to recover from volunteer losses resulting from the COVID-19 Health Pandemic that prevented many senior volunteers from serving over the past year.
  - To increase the number of RSVP volunteers.
- RSVP Number of Stations
  - Renew RSVP Partnership Agreements, by developing new ones to replace Volunteer Stations that do not renew, and by working with Partnership Agencies on ways to re-engage volunteers following losses in the number of volunteers and service hours resulting from the COVID-19 Health Pandemic that prevented many senior volunteers from serving over the past year.
  - Increase the number of volunteer stations.
  - Increase the number of volunteer service hours.

### **Home and Community-Based Services Division**

- Monthly data collection which reflects the number of consumers served through 11 Programs and Services, within a 10% variance annually to show the whole number of those we serve in the community who avoid institutionalization as a result of the combination of these funds and our efforts.



# **DEPARTMENT OF AGING & HUMAN SERVICES**

## **OBJECTIVES (continued)**

### **MAP/Senior I&A and Senior Rides Program**

- Senior Rides
  - To offer consumers aged 60 and over transportation services to errands, medical, and social events. These services are provided by volunteers who utilize their own personal vehicles.
- MAP/I&A
  - To provide legal services using pro-bono attorneys for consumers who are low income.
  - To ensure the safety and welfare of consumers who are high risk and ensure they are connected with available community resources.
  - To provide an overview of the Medicare program to consumers who are new to the Medicare Program.

### **Human Services Division**

- Staff will initiate communication with 100% of the consumers involved in programs and services pre-COVID-19 to assess their continued need for programs and services and, willingness to participate in accordance with CDC COVID-19 prevention guidelines.
- Staff will initiate communication with 100% of the partner agencies and volunteers involved in programs and services pre-COVID -19 to assess and engage their capacity for continued participation in accordance with CDC COVID-19 prevention guidelines.

# DEPARTMENT OF AGING & HUMAN SERVICES

## OPERATING BUDGET

Aging & Human Services	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Aging Administration	1,872,081	2,369,637	2,518,901	2,753,070
Grants – Aging	1,254,763	1,239,054	1,225,245	1,266,829
Human Services (HS) – Admin. Grants	89,031	115,942	115,942	119,942
Community Services (CS)	501,912	529,438	531,238	605,008
Human Relations Commission	0	1,850	1,850	1,850
Commission for Women	1,579	7,000	7,000	7,000
Non-Profits–Aging & Human Services	785,677	785,377	785,377	793,727
Grants – HS (Non-Admin.)	<u>510,506</u>	<u>531,718</u>	<u>313,847</u>	<u>313,847</u>
<b>Total Department – General Fund</b>	<b>\$5,015,549</b>	<b>\$5,580,016</b>	<b>\$5,499,400</b>	<b>\$5,861,273</b>
<b>Miscellaneous Revolving Fund-</b> <b>Aging Special Events</b>	<b>\$1,662</b>	<b>\$117,000</b>	<b>\$117,000</b>	<b>\$117,000</b>
<b>Miscellaneous Revolving Fund -</b> <b>Community Service Teen Court</b>	<b>\$-0-</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>

## HIGHLIGHTS

The general fund budget for the Department of Aging & Human Services is \$5,861,273, an increase of \$281,257 or 5.0% over the FY2022 Budget. This budget includes the conversion of the grant-funded I&A Division Manager position, the Senior Office Specialist as well as county employee compensation changes mentioned in the budget highlights.

The Department of Aging & Human Services' budget also includes the county employee compensation changes mentioned in the budget highlights.

# DEPARTMENT OF AGING & HUMAN SERVICES

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:

Agency	Category	Amount
Arc of Southern Maryland	Disability Services	\$130,000
Center for Children, Inc.	Behavioral Health	\$15,000
Center for Life Enrichment	Disability Services	\$150,908
Community Mediation Center of St. Mary's	Behavioral Health	\$2,500
Feed St. Mary's Inc.	Community Services	\$5,750
Garvey Senior Activity Center Council	Community Services	\$1,000
Greenwell Foundation, Inc.	Behavioral Health	\$34,500
Promise Resource Center	Community Services	\$15,980
Sleep in Heavenly Peace, Inc. MD	Behavioral Health	\$1,000
Southern Maryland Community Network, Inc.	Behavioral Health	\$5,000
Southern MD Center for Family Advocacy	Community Services	\$280,797
Southern MD Center for Independent Living	Disability Services	\$7,500
Special Olympics MD St. Mary's County	Community Services	\$12,592
Three Oaks Center	Homelessness Prev	\$130,000
Warfighter Advance	Behavioral Health	<u>\$1,200</u>
Total		\$793,727

## STAFFING

Aging & Human Services	FY2022 Adjusted	FY2023 Request	FY2023 Approved
Aging Administration	20.25	22.25	22.25
Grants – Aging	8.25	7.25	7.25
Human Services – Administration Grants	.54	.54	.54
Community Services (CS)	<u>3.46</u>	<u>3.46</u>	<u>3.46</u>
<b>Total Department</b>	<b>32.50</b>	<b>33.50</b>	<b>33.50</b>

# DEPARTMENT OF AGING & HUMAN SERVICES

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b>Senior Activity Centers and Nutrition Sites</b>			
Serve mid-day congregate meals to support healthy nutrition	0	13,000	15,000
Seniors Served	0	740	790
<b>Social / Recreational / Educational Activities</b>			
Seniors Served	463	3,800	4,000
Units of Service	2,903	50,000	52,500
Number of Contacts – UNITS (Newsletter)	23,757	45,000	47,250
<b>Physical Fitness &amp; Health Education and Screening Programs</b>			
Seniors participating (Nutrition Education from newsletter included in all stats)	5,983	6,282	6,596
Units of Service (Nutrition Education from newsletter included in all stats)	23,757	45,000	47,250
<b>Home and Community-Based Services</b>			
<b>Medicaid Waiver (Home &amp; Community-Based Options Waiver, Community First Choice (CFC))</b>			
Persons Served	62	65	90
Admissions	0	5	15
Discharges / Deaths / Transfers	10	11	12
Applications Taken	1	6	10
<b>Senior Care</b>			
Seniors Served (aged 65 and over)	41	45	53
Admissions	5	7	9
Discharges	7	8	9
<b>National Family Caregivers Support Program and County (In-Home Services)</b>			
Consumers Served	119	125	125
Caregivers Serviced	125	130	130
<b>Home-Delivered Meals</b>			
Meals Served	73,320	40,000	42,000
Seniors Served	490	370	390

# DEPARTMENT OF AGING & HUMAN SERVICES

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b>Senior I&amp;A Program</b>			
MAP Information and Assistance – Client Calls / Visits	725	1,452	3,180
SHIP Client Calls / Visits	520	692	897
<b>Senior Rides</b>			
Number of Unduplicated Clients Served	0	32	45
Number of Trips Taken	0	120	150
<b>Retired &amp; Senior Volunteer Program (RSVP)</b>			
Number of Volunteers	288	162	182
Hours of Volunteer Service	31,508	17,940	20,155
Number of Stations	33	35	36
<b>Local Management Board</b>			
Participants - After School Programs	71	45	47
Participants - Mentoring	67	44	48
Meetings/Programs - Early Childhood Council	12	12	12
<b>Youth Coordination</b>			
<b>Teen Court</b>			
Adult Volunteers / Juvenile Volunteers	17	13	15
Cases Heard in Court	15	53	65

# COUNTY ATTORNEY

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## DESCRIPTION

The County Attorney is responsible for providing legal services to the Commissioners of St. Mary's County, the County Administrator and the County departments, offices, agencies, boards, committees, and commissions. Activities include: researching legal issues and providing legal opinions; coordinating and monitoring legal representation of the County by independent contract and insurance defense counsel; drafting or reviewing all resolutions and ordinances to be considered and adopted by the Commissioners; providing legal representation regarding enforcement of all local ordinances and locally-adopted regulations; collection of various funds due and owing to the County; acquiring title to real property purchased by the County at tax sales; representing the County in judicial proceedings; approving grant applications and agreements as to form and legal sufficiency, contracts; and drafting of documents and representation of the County in real estate transactions related to acquisitions, dispositions, leases, and easements, responding to Public Information Requests; coordinating 41 Boards, Commissions and Committees; coordinating the annual submission of legislative proposals from the Commissioners, community organizations and members of the public to the St. Mary's County Delegation for consideration by the General Assembly of Maryland. Risk Management responsibilities include the County's general liability and property insurance costs and self-insured workers compensation and risk management through activities and programs designed to reduce risk.

## GOALS

- Stay current on developments in the law to provide high quality legal services to the Commissioners of St. Mary's County, the County Administrator, County Departments, Boards, Committees, and Commissions.
- Strengthen internal communications and assign projects a priority level.
- Maximize Use of Technology.
- Improve the level of competence and level of knowledge of all staff.
- Maintain the County's Insurance Policies.
- Loss Control.

## OBJECTIVES

- Attend formal training, conferences (as funds permit) and periodic substantive discussions in relevant areas to maintain and expand legal expertise.
- Hold regular staff meetings to increase employee knowledge and awareness of important departmental projects and priorities. Discuss the office's workload which is increasing in both size and scope. Address workload concerns.

# COUNTY ATTORNEY

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## OBJECTIVES (continued)

- Facilitate increased proficiency among staff in essential computer skills including the use of software such as excel, word, HTE, MDEC and Lexis Advance to strengthen skills and keep up with newly available technology. This can be accomplished through taking advantage of training opportunities available in-house or from outside resources.
- Explore the option of online training opportunities and encourage staff to take advantage of such opportunities as fiscal resources allow. Continue to make efforts toward in person training as well. Implement cross-training of staff whenever possible to develop subject matter expertise in more than one area and to increase depth and capacity of division.
- Continue to monitor and renew insurance policies when they are soon to expire.
- Continue to monitor Risk claims to see if training is needed or safety concerns need to be addressed.

## OPERATING BUDGET

<b>County Attorney</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2023</b>
	<b>Actual</b>	<b>Approved</b>	<b>Request</b>	<b>Approved</b>
Administration	\$955,673	\$1,089,268	\$1,069,576	\$1,237,780
PAC/ACC	-0-	-0-	-0-	31,609
<b>Total Department</b>	<b>\$955,673</b>	<b>\$1,089,268</b>	<b>\$1,069,576</b>	<b>\$1,269,389</b>

## HIGHLIGHTS

The budget for the County Attorney is \$1,269,389, an increase of \$180,121 or 16.5%. This increase is attributed to a 0.50 FTE increase, the new Board positions, as well as the employee compensation changes discussed in the highlights. Per legislation, two boards were added: the Police Accountability Board and the Administrative Charging Committee.

# COUNTY ATTORNEY

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## STAFFING

County Attorney	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>Total Department</b>	<b>8.00</b>	<b>8.50</b>	<b>8.50</b>
Police Accountability Board	0.00	0.00	9.00
Administrative Charging Committee	0.00	0.00	4.00

## PERFORMANCE MEASURES

Indicator	Actual FY2021	Estimated FY2022	Projected FY2023
Commissioner Meetings Attended	38	38	38
Planning Commission Meetings Attended	28	25	25
Board of Appeals Meeting Attended	21	23	23
Ordinances/Resolutions Enacted	31	32	33
Boards and Commissions Supported	38	41	41
Complaints	5	7	7
Guardianship Cases	12	18	20
Legislation:			
Bills Reviewed	300	350	400
Fiscal Note Requests Processed	73	53	55
Bills tracked and maintained on SMC website	65	127	130
Letters of Support processed	80	102	100
St. Mary's County Legislative Bills Proposed	6	5	5
Notices of Claim	13	14	15
Municipal Infractions	112	115	120
Public Information Requests	157	160	160
Tax Sales	207	163	133
Employee Safety Trainings Coordinated/Conducted	1	3	4
Safety/Loss Control Meetings Coordinated/Conducted	6	8	8



# DEPARTMENT OF ECONOMIC DEVELOPMENT



## DESCRIPTION

The Department of Economic Development works to build a stronger, more resilient, innovation-driven economy in St. Mary's County, Maryland.

The Department is implementing the Commissioner approved "Strategic Plan to Build an Innovation Driven Economy." The overarching goal of the Plan is to broaden the local economy and, thereby, reduce the County's current dependency on federal defense spending.

The Plan implementation specifies:

- Cluster based strategies to facilitate the growth of four targeted emerging and asset-based sectors: Unmanned and Autonomous Systems, Rapid Prototyping and Advanced Manufacturing, Agriculture & Aquaculture, and Tourism & Hospitality.
- Innovation driven strategies to focus on building a robust ecosystem to attract and support start-up and early stage, commercial product technology companies.
- People and place-based strategies to cultivate an enhanced quality of life to attract and retain a talented and diverse workforce.
- Strategies to protect and grow the Navy's mission at NAX Patuxent River rely on constant communication and collaboration between the military, the County and other stakeholders to ensure a consistent approach to compatibility between the community uses and military operations.

The Department's Business Development Division provides direct support to new or expanding commercial businesses and works to attract new businesses to grow and diversify the local economy. The Agriculture and Seafood Division provides direct support to new and existing agriculture-based businesses, oversees three County farmers markets, and manages a multi-million-dollar land preservation program.

Visit St. Mary's MD, a standalone entity, now carries out tourism responsibilities on behalf of the County. Budget dollars that previously funded the DED Tourism Division are now disbursed directly to Visit St. Mary's MD based on the percentage of County Public Accommodation tax received in the prior year.

This Departmental Budget also includes funding for non-profit entities that help further the mission of the Department.

The Department staffs the St. Mary's County Economic Development Commission and the Agriculture, Seafood and Forestry Board. Department employees engage with many other organizations and groups including the Agricultural Land Preservation Board, The Patuxent Partnership, Southern Maryland Innovates initiative, St. Mary's County Chamber of Commerce, Southern Maryland Navy Alliance, and the Farmers Market Association.

# DEPARTMENT OF ECONOMIC DEVELOPMENT

## GOALS

- To preserve the County’s environment, heritage, and rural character.
- To prioritize economic development and foster entrepreneurial initiatives to create a more resilient and diverse local economy to increase the County’s commercial tax base to keep county taxes low.

## OBJECTIVES

- The Department will support agriculture as a critical sector of the local economy by assisting landowners in navigating the land preservation programs active in the County, provide technical assistance for evaluation of sites and assessing their environmental and agricultural resource value, and assisting farmers in their efforts to expand into agritourism.
- The Department will promote diversity in Economic Development with a focus on increasing the tax base, garner support and partner with other agencies to leverage county resources in the quest for sustainable economic development, respond to requests regarding the local economy, demographics, markets, business, rules and regulations, plan and attend events in support of business development, bring the St. Mary's County story to trade shows, conferences and regional forums, and assist small business owners with start-ups/expansions.

## OPERATING BUDGET

Economic Development	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Administration/Office of the Director	\$413,155	\$455,751	\$610,751	\$638,098
Tourism Development	400,194	400,194	400,194	400,194
Agriculture & Seafood Development	379,543	413,272	438,272	528,323
Business Development	432,856	631,065	700,065	655,107
Non-Profits – Economic Development	98,505	102,755	102,755	89,255
Grants	<u>2,844,724</u>	<u>0</u>	<u>0</u>	<u>2,500,000</u>
<b>Total Department – General Fund</b>	<b>\$4,568,977</b>	<b>\$2,003,037</b>	<b>\$2,252,037</b>	<b>\$4,810,977</b>
<b>Miscellaneous Revolving Fund – Farmers Market</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>\$28,000</b>

## HIGHLIGHTS

The budget for the Department of Economic Development is \$4,810,977, an increase of \$2,807,940 or 140.2%. This budget incorporates the county employee compensation changes mentioned in the budget highlights, the funding for the AeroPark Master Plan Implementation, the enhancement of funding to retain a management firm to assist with the management of the Farmers Market and the Rural Maryland Economic Development grant.

# DEPARTMENT OF ECONOMIC DEVELOPMENT

The Budget includes no change to Tourism Development despite the County's Public Accommodation tax revenue trending lower due to the pandemic. The \$2.5 million grant is for the application for the Maryland Department of Commerce Rural Economic Development.

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:

<b>Agency</b>	<b>Category</b>	<b>Amount</b>
CSM Foundation	Pos/Secondary/Primary Education	\$25,000
Literacy Council of St. Mary's	Pos/Secondary/Primary Education	\$10,000
Promise Resource Center	Pos/Secondary/Primary Education	\$8,175
So MD Navy Alliance	Economic Development Conservation	\$33,580
Watermen's Association of SMC	Conservation of Natural Resources	\$12,500
<b>Total</b>		<b>\$89,255</b>

## STAFFING

<b>Economic Development</b>	<b>FY2022 Adjusted</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
Administration/ Office of the Director	3	3	3
Agriculture & Seafood Development	3	3	3
Business Development	<u>3</u>	<u>3</u>	<u>3</u>
<b>Total Department</b>	<b>9</b>	<b>9</b>	<b>9</b>

# DEPARTMENT OF ECONOMIC DEVELOPMENT

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b>Agriculture &amp; Seafood</b>			
Maryland Agriculture Land Preservation Foundation (MALPF) – (Acres). Acreage preserved to date = 14,151	471.2	711	500
Rural Legacy-preserve land in the Huntersville & Mattapany Rural Legacy Areas using State, County & Navy funding-(Acres). Acreage preserved to date =6,943	529.95	691.67	600
St. Mary's County Agriculture Land Preservation Five-Year Tax Credit Agreement (Acres)	13,384	13,400	13,400
Farmers Markets -Vendor participation ≥50 / \$ sales	1,600,000	1,600,000	2,000,000
<b>Business Development</b>			
Promote diversity in Economic Development with focus on increasing tax base. Business prospects pursued.	10	10	15
Garner support and partner with other agencies to leverage county resources in the quest for sustainable economic development. Number of organizations.	30	27	30
Respond to requests regarding local economy, demographics, markets, business, rules, and regulations	200	200	220
Technology Resource Book Hardcover Distribution / Number of Online Edition Visits	2,000/5,192	1,700/5,473	1,700/6,020
Plan/attend events in support of business development (i.e., innovation, entrepreneurship, small business, Southern Maryland Innovates, Tech-Port, TPP, Navy Alliance, Pax, SMYP, etc.)	72	75	90
Bring the St. Mary's County story to trade shows, conferences, and regional forums. (MEDA, SMEDA, Tri-County Council, Industry Days, APA, IEDC, etc.)	10	10	15
Assist small business owners with start-ups/expansions. (Business tours, retention visits, & site selection)	525	150	175

# DEPARTMENT OF EMERGENCY SERVICES



## DESCRIPTION

St. Mary's County Department of Emergency Services is comprised of six divisions: Emergency 9-1-1 Communications, Emergency Management, Emergency Medical Services, Animal Services Division, Emergency Radio System Maintenance Division and Training Division

<https://www.stmarysmd.com/es/>

<https://www.stmarysmd.com/emergencycodered/>

- **Emergency 9-1-1 Communications:**
  - a) 911 Call Taking/Computer Aided Dispatch
  - b) 911 support of Sheriff's Office/Fire/Rescue response
  - c) Sheriff's Office Call Taking and Response
  
- **Emergency Management**
  - a) Emergency Management coordination of all emergency services and disaster response activities in St. Mary's County.
  - b) Ensuring Emergency Management responses follow all Federal, State, and local laws, regulations, and policies.
  - c) Coordinates the activities of the Emergency Medical Services Coordinator
  - d) Supports the activities of the Hazard Materials Response Team in cooperation with the Fireboard Association.
  
- **Emergency Medical Services**
  - a) Responds to Emergency Medical Calls for Service.
  - b) Partners with the Volunteer EMS First Responder Community.
  - c) Is responsible to aid the Jurisdictional Medical Director in his/her duties as the governing authority for EMS Certification and delivery of services.
  - d) Fire/EMS volunteer Coordinator to increase awareness of volunteer opportunities – works with high school cadet recruiting and dependent care programs.

# **DEPARTMENT OF EMERGENCY SERVICES**

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- **Animal Services Division**
  - a) Enforcement of Animal Control Ordinances, resolution of animal related disputes, and the promotion of adoptions, licensing, spay/neuter, and humane education.
  - b) Operates the Animal Adoption & Resource Center for the holding and care of animals that have been rescued, seized/impounded, and surrendered.
  
- **Training**
  - a) Coordinates all training and certification for Department of Emergency Services; 911 Center, Emergency Management, EMS, and Animal Services Division and Radio System Maintenance Division.
  - b) Coordinates Community Outreach

## **GOALS**

- Acquire adequate staff to ensure sustained high-quality services to our community
- Reduce employee turnover to improve consistency of services to our community.
- Strengthen internal communications.
- Ensure the department maintains its technological edge.
- Broaden community awareness of the Department's mission and goals.

## **OBJECTIVES**

- Explore new recruitment strategies to supplement ongoing efforts including, but not limited to, intern and cadet programs.
- Build leadership commitment to creating an environment that promotes a positive attitude among all employees.
- Increase community knowledge and understanding of Department's roles, responsibilities, and services.
- Improve customer confidence in Department capacity.
- Enhance departmental reputation and community trust

# DEPARTMENT OF EMERGENCY SERVICES

## OPERATING BUDGET

<b>Emergency Services</b>	FY2021	FY2022	FY2023	FY2023
	Actual	Approved	Request	Approved
Emergency Communications	\$3,246,660	\$3,928,786	\$4,002,060	\$4,064,221
Emergency Radio Communications	1,282,175	1,427,163	1,372,317	1,409,125
Emergency Management	516,829	668,844	862,730	906,726
Animal Services	996,831	1,146,766	1,839,904	1,983,706
Grants	<u>14,838,038</u>	<u>12,488,006</u>	<u>13,048,943</u>	<u>13,048,943</u>
<b>Total Department – General Fund</b>	<b>\$20,880,533</b>	<b>\$19,659,565</b>	<b>\$21,125,954</b>	<b>\$21,412,721</b>
<b>Emergency Services Support Fund</b>	<b>\$3,850,996</b>	<b>\$7,188,225</b>	<b>\$3,572,590</b>	<b>\$6,836,318</b>
<b>Emergency Services Billing Fund</b>	<b>\$-0-</b>	<b>\$3,034,656</b>	<b>\$2,927,056</b>	<b>\$5,236,112</b>

## HIGHLIGHTS

The general fund budget for the Department of Emergency Services is \$21,412,721, an increase of \$1,753,156 or 8.9%. This budget incorporates the county employee compensation changes mentioned in the budget highlights, one new Dispatch Supervisor Quality Assurance, one Radio Frequency Technician, convert a grant position for Emergency Planner, eleven and a half new positions for the Animal Shelter and nineteen positions for the Emergency Service Billing Fund. Consistent with FY2022 \$11.1M from the American Rescue Act, non-recurring in FY2023.

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

The Emergency Services Billing Fund was established in 2021 with initial revenue from CARES funding and EMS transport billing and medical service fees to support paid EMT's and paramedics.

# DEPARTMENT OF EMERGENCY SERVICES

## STAFFING

Emergency Services	FY2022 Adjusted	FY2023 Request	FY2023 Approved
Emergency Communications	36.5	37.5	37.5
Emergency Radio Communications	3.0	4.0	4.0
Emergency Management	5.5	6.0	6.0
Emergency Medical Services	0	8.0	1.0
Animal Services	<u>6.5</u>	<u>18.0</u>	<u>18.0</u>
<b>Total Department – General Fund</b>	<b>51.5</b>	<b>73.5</b>	<b>66.5</b>
<b>Total Other Fund - Billing</b>	<b>26.0</b>	<b>46.0</b>	<b>44.0</b>
<b>Total Department</b>	<b>77.5</b>	<b>119.5</b>	<b>110.5</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Emergency Communications–Sheriff’s Office Incidents	70,799	71,000	71,500
Emergency Communications –EMS Incidents	14,477	15,000	15,500
Emergency Communications – Fire Incidents	3,491	4,000	4,500
Career EMS Total # of Responses	---	16,493	17,800
Volunteer EMS total # of Responses	---	5,920	6,216
EOC Emergency Activations	6	3	4
Animal Services – Number of Calls	7,961	8,500	8,900
Animal Adoption & Resource Center Intakes/Live Releases	0/0	0/0	1,345/1,076



# DEPARTMENT OF FINANCE

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## MISSION

The mission of the Department of Finance is to provide a full range of financial, budget, accounting, procurement and other related services and support to all departments and units of County Government as well as several affiliated programs and entities.

## DESCRIPTION

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

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

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

# DEPARTMENT OF FINANCE

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## DESCRIPTION (continued)

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

## GOALS

- To provide a high level of professional accounting information on a timely and accurate basis to meet regulatory requirements and reporting standards.
- To provide sound financial practices to achieve the highest available bond ratings to reduce overall County costs.
- Utilize technology to improve transparency and efficiency of financial processing and reporting.

## OBJECTIVES

- The Accounting information will be reported in a timeframe to ensure its relevance and in a manner that complies with regulatory requirements and generally accepted accounting principles. This objective is measured by receiving an annual unqualified “clean” audit opinion for each fiscal year.
- The Budget information will be reported with a high degree of reporting standards. This objective is measured by receiving the Government Finance Officers Association (GFOA) “Distinguished Budget Presentation Award”.
- To provide debt management services to ensure that the County Government has access to low-cost borrowing for long-term investments. This objective is measured by receiving a high bond rating from Fitch, Moody’s and Standard & Poor for each planned bond issue.

# DEPARTMENT OF FINANCE

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## OPERATING BUDGET

<b>Finance</b>	<b>FY2021 Actual</b>	<b>FY2022 Approved</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
Administration/Budget	\$772,257	\$777,076	\$777,571	\$974,768
Accounting	768,912	830,167	925,327	959,203
Auditing	33,990	50,000	50,000	50,000
Procurement	<u>376,584</u>	<u>425,758</u>	<u>426,378</u>	<u>421,706</u>
<b>Total Department</b>	<b>\$1,951,653</b>	<b>\$2,083,001</b>	<b>\$2,179,276</b>	<b>\$2,405,677</b>

## HIGHLIGHTS

The budget for the Department of Finance is \$2,405,677, an increase of \$322,676 or 15.5%. This includes the appointing of a consultant to conduct an excise tax study, one Fiscal Specialist position as well as employee compensation changes discussed in the highlights.

## STAFFING

<b>Finance</b>	<b>FY2022 Adjusted</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
Administration/Budget	6	6	6
Accounting	8	9	9
Procurement	<u>4</u>	<u>4</u>	<u>4</u>
<b>Total Department</b>	<b>18</b>	<b>19</b>	<b>19</b>

# DEPARTMENT OF FINANCE

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Capital Projects Monitored - \$Millions	\$153M	\$150M	\$175M
General Obligation Bonds	\$30M	\$30M	\$30M
Exempt Financing	\$2.65M	\$0M	\$0M
Accounts Receivable	\$1.2M	\$1.5M	\$1.5M
Fire & Rescue Loans Monitored	11	8	8
Personnel Actions Reviewed-Budget	189	275	300
Payroll / LOSAP Checks & Advices Processed	5,981	4,112	4,100
Vendor Checks & ACH (Payments)	8,691	9,000	9,000
Budget Amendments Processed, including CSMC Actions	610	700	700
Percent Change to General Fund Budget	14.2%	16.4%	5.0%
Grants/Agreements/Actions Reviewed	251	234	250
Requisitions/FPO's Reviewed & Approved	7,313	5,100	6,000
Purchase Orders Issued	3,993	4,600	4,600
Journal Entries Processed	1,414	1,500	1,500
E-Maryland Market Place Postings - Solicitations	14	10	15
Energy Tax Refund Checks	1,169	1,400	1,500
	<b>Actual FY2020</b>	<b>Actual FY2021</b>	<b>Actual FY2022</b>
Unqualified Audit Opinion	Received	Received	In-process
GFOA Distinguished Budget Award	Received	Received	Received
Bond Rating:			
Fitch Ratings	AA+	AA+	AA+
Moody's Investors Service	Aa1	Aa1	Aa1
S&P Global Ratings	AA+	AA+	AA+

# **DEPARTMENT OF HUMAN RESOURCES**

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## **DESCRIPTION**

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

The department shares Risk Management responsibilities with the County Attorney's Office, including managing the County's general liability and property insurance claims and self-insured workers compensation. Risk management initiatives are supported by the department through participation in 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, coordinating employee training and education, and providing administrative support for the Commission on People with Disabilities.

## **GOALS**

- To inspire competent human resource capabilities by
  - Administering the policies and procedures adopted by the Commissioners of St. Mary's County
  - Providing employees with quality services and support
  - Serving 950 employees in a timely, accurate and trustworthy manner

## **OBJECTIVES**

- Competent human resource capabilities will be measured by tracking retention data; benefit premium renewal increases; and employee satisfaction survey participation and responses.

# DEPARTMENT OF HUMAN RESOURCES

## OPERATING BUDGET

Human Resources	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Human Resources	\$930,410	\$1,155,627	\$1,270,655	\$1,349,717
Risk Management	765,248	823,430	1,043,641	1,161,351
Commission for People w/Disabilities	150	2,300	2,300	2,300
Grants	<u>3,415</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Department – General Fund</b>	<b>\$1,699,223</b>	<b>\$1,981,357</b>	<b>\$2,316,596</b>	<b>\$2,513,368</b>

## HIGHLIGHTS

The general fund budget for the Department of Human Resources is \$2,513,368, an increase of \$532,011 or 26.85%. The budget incorporates the county employee compensation changes mentioned in the budget highlights. Included in the budget are a new Human Resource Generalist position, and continued funding for an employee identity protection service.

## STAFFING

Human Resources	FY2022 Adjusted	FY2023 Request	FY2023 Approved
Human Resources	6.75	7.75	7.75
Risk Management	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Department – General Fund</b>	<b>7.75</b>	<b>8.75</b>	<b>8.75</b>

# DEPARTMENT OF HUMAN RESOURCES

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b><u>Human Resources</u></b>			
Employment Applications	381	1409	1630
New Hires (includes PT, Temp, Sub, and Seasonal)	141	443	463
Retirees/Separations/Other	324	345	375
Employee Evaluations Processed/Tracked	733	823	838
<b><u>Risk Management</u></b>			
Risk Claims	135	132	130
Workers' Compensation Claims	101	115	110
<b><u>ADA and FMLA Compliance</u></b>			
Training, Presentations, Proclamations	2	3	3
Commission on People with Disabilities Meeting Administration	8	10	10
FMLA Inquiries	91	107	99
FMLA Requests Processed	76	87	82
FMLA Intermittent	11	12	12
<b><u>Employee Benefits</u></b>			
Health Care Participants (County Active & Retired)	789	804	815
State Retirement Retirees (County)	244	245	250
Sheriff's Office Retirees	116	118	127
Benefit Educational Events	10	10	12
Employee Wellness Events	36	36	38
<b><u>Fire/EMS Volunteer Recruiting</u></b>			
New Recruits	18	21	24
Recruiting Events	7	2	5
<b><u>Department Overall Objectives</u></b>			
Annual Employee Turnover	8.48%	8.24%	9.0%
Annual Benefit Premium Renewals			
• Health	6.6%	3.0%	2.5%
• Workers Comp	2.5%	(20.6%)	(24.8%)
• Risk	11.6%	3.2%	5.0%
Biannual Employee Satisfaction Survey	41% employee response		
• Employee Participation	74% of respondents		
• Satisfied with the workplace	79% of respondents		
• Intend to continue employment			

# DEPARTMENT OF INFORMATION TECHNOLOGY



## DESCRIPTION

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

Recognizing the need for improved Broadband Access, St. Mary's County government has undertaken a strategic approach to improving the county broadband infrastructure by leveraging available grants and marketing the availability of these opportunities to households and employers. St. Mary's County will continue to work to ensure options for affordable, ultra-high capacity, high-speed broadband; and expanded cable offerings are available to county residents and businesses. The most current information regarding our progress can be found on the county's website ([link](#)).

## GOALS

- Provide citizens, the business community, and County departments\agencies with quality-driven, timely, convenient access to appropriate information and services through the effective and efficient use of technology.

## OBJECTIVES

- To complete calls for service with a response time of 8 hours or less. Percentage of calls completed in 8 hours or less are reported monthly.

## OPERATING BUDGET

<b>Information Technology</b>	<b>FY2021 Actual</b>	<b>FY2022 Approved</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
Technology	\$3,891,449	\$4,639,929	\$7,161,071	\$7,437,025
<b>Total Department</b>	<b>\$3,891,449</b>	<b>\$4,639,929</b>	<b>\$7,161,071</b>	<b>\$7,437,025</b>

## HIGHLIGHTS

The budget for the Department of Information Technology is \$7,437,025, an increase of \$2,797,096 or 60.3%. Significant realignments from other departments have been transferred to the Information Technology Department causing the increase. The budget also continues the county employee compensation changes mentioned in the budget highlights as well as two new positions: Cyber Security Analyst and WAN Network Administrator. A \$2.0 million grant for the Neighborhood Connect Broadband grant.



# DEPARTMENT OF INFORMATION TECHNOLOGY

## STAFFING

Information Technology	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>Total Department</b>	22	24	24

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Information Technology Help Desk Requests	10,697	10,314	10,500

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## MISSION

To enhance the Quality of Life for present and future generations through protection of the natural environment balanced with orderly growth, while ensuring our customers both guidance and effectiveness of the land use regulations.

## 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 occupancy and use. Department staff are committed to customer service while fulfilling our responsibilities to promote quality development and protect the environmental and historic resources of St. Mary's County. Regulations are applied, and amended, when necessary, to serve County residents fairly, promptly, efficiently, and courteously while safeguarding health, safety, and welfare.

The Department provides staff support to the Commissioners of St. Mary's County, Planning Commission, Board of Appeals, Historic Preservation Commission, Building Code Board of Appeals, Commission on the Environment, Board of Electrical Examiners, and the Calvert-St. Mary's Metropolitan Planning Commission.

The Department of Land Use and Growth Management consists of six divisions: Administration, Comprehensive Planning, Development Services, Inspection and Compliance Services, Permits Services, and Zoning Administration.

The staff in the Administration Division conduct the payroll, financial, clerical, and receptionist tasks for the Department. This division is essential for the day-to-day operations of the Department. The Permits Division has specialists who review the permits for houses and residential additions. Staff conducts environmental reviews when the proposed construction is in the Critical Area, floodplain, or wetlands. Development Services reviews plans and prepares reports on major development projects and major subdivisions that must be reviewed by the Planning Commission at a public hearing. Staff of the Inspections and Compliance Division performs final on-site inspections for new projects, floodplain, and residential stormwater compliance inspections, and leads the fieldwork responsibilities of the damage assessment team following destructive storms. Department staff in Zoning Administration processes variance and conditional use cases that are decided by the Board of Appeals. Zoning Administration staff also reviews commercial development and subdivision plans for compliance with environmental regulations. The Planning Division prepares amendments to the Comprehensive Water and Sewerage Plan, implements the Comprehensive Plan and Lexington Development District Master Plan, and is staff to the Historic Preservation Commission and Calvert-St. Mary's Metropolitan Planning Organization. All divisions participate in implementing the Maryland Critical Area Program.

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## GOALS

- Provide effective and efficient services.
- Provide efficient permit and project review services.
- Eliminate unnecessary obstacles.
- Maintain effective land use regulations.
- Protect the natural environment through orderly growth and lead conservation efforts.
- Conserve the agricultural lifestyle and rural character of the county.
- Protect the historic sites of the county.
- Establish and maintain professional working relationships and partnerships with governmental agencies and professionals in the private sector.

## OBJECTIVES

- Have educated and trained staff to provide guidance to customers including:
  - Answering questions by phone or serving customers walking-in to the Department to ask questions or drop-off plans or permits. One staff member's primary job, 8 hours a day, Monday through Friday, is to answer questions by phone and walk-in. There are four staff members to serve as back-up to this position.
  - Provide guidance to residents, the Commissioners of St. Mary's County, Planning Commission, Board of Appeals, and other boards and commissions. The staff in all six department divisions (Permits, Inspections and Compliance, Development Services, Zoning Administration, Planning, and Administration) meet with, organize, and supply information to more than 15 commissions and boards annually.
- Educated and trained inspection staff, six inspectors and the manager of the Zoning and Compliance Division, provide rough-in, in-progress, and final field inspections for construction projects. Inspections are scheduled between 7:00 am and 2:00 pm Monday through Friday.
- The three permit specialists, permit manager, residential plan stormwater reviewer, and critical area plan reviewer use Central Square software to track the time it takes staff to review permit applications. When fully staffed, the target review time for a permit that does not require environmental review is five working days. Environmental permit target review time is four work weeks.
- Zoning Inspectors are assigned to make field inspections on construction projects. Normally an inspection will take place no later than the workday (Monday through Friday) following the request for inspection. Inspections staff includes four inspectors and the Zoning Compliance Supervisor.
- Staff of the Development Services Division: a Planner IV, Planner III, and Planner II, and the Administrative Coordinator review subdivision and non-residential plans. When fully staffed, target review time is four weeks for site plans and subdivisions. Development Services staff use Central Square software to track review time. Development Services provides staff support to the Planning Commission, which has two regular meetings per month per year with special meetings scheduled when needed.

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## OBJECTIVES (continued)

- The Planner III in the Zoning Administration Division and the Deputy Director provide staff support to the Board of Appeals which reviews variance and conditional use requests. The Board of Appeals has scheduled monthly meetings every year with special meetings scheduled when needed.
- Make text changes to the land development regulations when directed by the Commissioners of St. Mary's County. Measurable by the number of ordinance amendments requested by the Commissioners. The number of text changes directed by the Commissioners varies, but ranges between two and six per year.
- Update the adopted Comprehensive Plan when new Census data become available or when directed by the Planning Commission or Commissioners of St. Mary's County. On average, one change to the Comprehensive Plan takes place in a year. The state-mandated update to the Comprehensive Plan is taking place in FY 2021 and FY 2022.
- Educated and trained staff will approve permits only after ensuring compliance with land use and zoning regulations. The primary responsibilities of the Environmental Planner III in Zoning Administration and two Planner II positions in the Permits Division are to review for compliance with environmental regulations. Three permit specialists, the permit manager, and the Planners named above conduct these reviews. When fully staffed, the target review time for a permit that does not require environmental review is five working days. Environmental permit target review time is four work weeks.
- Zoning inspectors inspect properties required to add vegetation – trees, shrubs, groundcover – due to construction activities in the Critical Area. Four zoning inspectors are trained to make these inspections. Inspections can be scheduled between 7:00 am and 2:00 pm, Monday through Friday.
- A zoning inspector will investigate reports of potential environmental violations to the zoning regulations within one workday of receipt of the alleged violation. Verified violations will be documented and if not resolved will result in civil citations. Four zoning inspectors are trained to make these inspections. Inspections can be scheduled between 7:00 am and 2:00 pm Monday through Friday.
- A Planner II position is staff support to Commission on the Environment (COE). The COE is scheduled to have monthly meetings every year and participates in the annual Leonardtown Earth Day Celebration.
- All Permits, Development Services, Zoning Administration, and Planning staff review applications for compliance with the Comprehensive Plan and Zoning Ordinance. Eleven staff are trained to coordinate on these reviews. The Zoning Ordinance designates which uses and residential densities are allowed on agricultural property in the Rural Preservation zoning district. Four inspectors investigate allegations of violations to the zoning ordinance on properties in rural areas.

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## **OBJECTIVES (continued)**

- The Planner III in the Planning Division is staff support to the Historic Preservation Commission (HPC). The HPC is scheduled to have monthly meetings every year.
- The Planner III provides customer assistance with inquiries regarding the county's historic resources. This staff member is available Monday through Friday, eight hours per workday.
- In order to provide effective and efficient services and to establish and maintain professional working relationships and partnerships with governmental agencies and professionals in the private sector, department staff regularly participates in meetings with the Commissioners of St. Mary's County, Planning Commission, Board of Appeals, Historic Preservation Commission, Commission on the Environment, Technical Evaluation Committee, Maryland Department of Planning, Calvert-St. Mary's Metropolitan Planning Organization, Tri-County Council Regional Infrastructure Advisory Committee, Patuxent River Commission, MACO Planner Affiliates, Critical Area Commission, US Navy, Metropolitan Commission, and Board of Electrical Examiners. Department staff meet with design professionals and their attorneys when requested. Meetings are available Monday through Friday. This objective is measurable by a listing of the groups staff regularly meet with.

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## OPERATING BUDGET

Land Use & Growth Management	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Administration	\$856,689	951,145	972,555	909,941
Comprehensive Planning	331,787	430,469	413,919	402,160
Development Services	320,773	448,954	451,504	353,913
Zoning Administration	221,524	246,828	282,528	385,595
Planning Commission	24,455	25,113	25,367	25,586
Boards of Appeals	16,439	18,718	19,897	41,480
Historical Preservation	5,400	2,330	2,230	2,230
Permit Services	245,461	346,170	347,170	377,731
Inspections & Compliance	401,804	453,081	464,357	488,921
Board of Electrical Examiners	13,215	13,450	13,500	13,500
Building Code Appeals Board	80	0	100	100
Commission on the Environment	142	350	1,575	1,575
Plumbing Fuel & Gas Board	0	50	50	50
Grants	<u>1,272</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Total Department – General Fund</b>	<b>\$2,439,041</b>	<b>\$2,938,658</b>	<b>\$2,996,752</b>	<b>\$3,004,782</b>

## HIGHLIGHTS

The general fund budget for the Land Use and Growth Management Department is \$3,004,782, an increase of \$66,124 or 2.3%. It includes the county employee compensation changes mentioned in the budget highlights.

## STAFFING

Land Use & Growth Management	FY2022 Adjusted	FY2023 Requested	FY2023 Approved
Administration	8	8	8
Comprehensive Planning	4	4	4
Development Services	4	4	4
Zoning Administration	4	4	4
Permit Services	5	5	5
Inspections & Compliance	<u>5</u>	<u>5</u>	<u>5</u>
<b>Total Department – General Fund</b>	<b>30</b>	<b>30</b>	<b>30</b>
Boards of Appeals	6	6	6
Planning Commission	8	8	8

# DEPARTMENT OF LAND USE & GROWTH MANAGEMENT

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## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Front Counter Telephone Calls	12,876	11,400	12,000
Departmental Visits, Inquiries, Plan Drop-offs	4,483	4,000	4,200
Permits Reviewed (This is the number for all types combined including the environmental permits and certificates of occupancy that are reported separately)	3,089	3,000	3,000
Environmental Permits Reviewed	695	545	620
Certificates of Occupancy Issued	407	396	400
Zoning Ordinance Amendments	6	6	6
Update Comprehensive Plan	0	1	1
Planning Commission Regular Meetings	24	20	20
Planning Commission Concept Plans, Major Subdivisions, and Other Public Hearings	24	25	25
Board of Appeals Meetings	19	12	12
Board of Appeals Cases Reviewed	35	42	35
Concept Plan Reviews	16	20	15
Major and Minor Plan Reviews	71	45	50
Major Subdivision Reviews	0	1	1
Minor Subdivisions, Boundary Line Adjustment Plats, Confirmatory Plats Reviews	69	66	66
Zoning Code Enforcement Inquiries Received	157	279	200
Critical Area Code Enforcement Cases	12	41	20
Minimum Livability Cases	3	10	5
Residential Zoning Inspections	2,906	2,215	2,500
Stormwater Management Residential Inspections	557	698	600
Certificates of Occupancy Issued	425	396	400
Critical Area Zoning Inspections	7	24	10
Critical Area Planting Agreement Inspections	135	127	120
Historic Preservation Meetings	12	12	12
Responses to Customer Requests for Historic Preservation Information	16	28	20
Commission on the Environment Meetings	12	12	12
Commission on the Environment Earth Day	1	1	1
Department Staff Meetings with Commissions, Boards, Agencies, Design Professionals	Not Counted	140	140

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## MISSION

The Department of Public Works & Transportation's (DPW&T's) mission is to serve the community of St. Mary's County by assuring its Transportation, Facilities Management, Development Review, and Municipal Stormwater (MS4), as well as Solid Waste and Recycling permits and programs, are properly planned, implemented, and maintained to achieve the Goals listed in the Mission of the Commissioners of St. Mary's County.

## DESCRIPTION

The department is responsible for County Highways, Stormwater Management, Marine and Shoreline Protection, County-Owned Vehicles and Equipment Maintenance, Development and Plan Review, Engineering Services and delivering Capital Projects, STS Transit and Non-Public School Bus Transportation, Airport Operations, Constructions and Inspections, Solid Waste Disposal, Recycling Services, and Building Services.

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

Other responsibilities include airport management and master planning for St. Mary's County Regional Airport, commuter/charter air service development, airport compliance, security, and safety, tie-down and lease management, business development and airspace protection. Services provided at the Airport: hangar leasing, tie-down rental, flight-school instructions, unmanned aircraft research and development, charter services, maintenance/repair services, Maryland State



# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## DESCRIPTION (continued)

Police Medevac/MedStar operations and assuring that private and public sector projects are completed in accordance with project design and specifications.

The 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 a week) for yard waste mulching, ferrous metal collection and bulk items; and the six (6) residential convenience centers (seven days a week) located throughout the County for domestic waste and administrating the numerous recycling programs. Facilities management services include maintaining all County-owned and/or leased facilities while providing energy management, janitorial services, preventive maintenance, carpentry, electrical, plumbing, and painting repairs, and paying utility costs for all buildings maintained by or reimbursed to the County.

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

## GOALS

- Provide a high level of accountability to the county's citizens by providing a timely response to citizen requests and delivering responsible, cost effective, and technically excellent solutions or other responses to those requests in a transparent, accountable manner.
- Provide effective and efficient Direct Services.
- Foster opportunities for future generations
- Preserve the county's environment, heritage, and rural character through effective transportation planning; developing and enforcing standards for transportation and stormwater infrastructure to foster development needed within the requirements of the Comprehensive Plan and Zoning Plan.

## OBJECTIVES

- Respond and gather information from 311 and telephone requests for service from citizens within three business days: developing solutions or other responses within ten business days, including expectations of the priority of the work and expected period of performance.
- Develop effective citizen engagement programs by gathering need statements to scope capital projects and update the 2006 Transportation Plan.
- Provide cost effective and responsible capital improvement programs and ongoing maintenance activities for all county owned infrastructure to enable effective delivery of department and agency programs and services.
- Keep the condition of the 80% of the county highways' pavement at satisfactory or better

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## OBJECTIVES (continued)

- condition and plan to upgrade the other 20% within two years.
- Keep county stormwater drainage systems in functional condition and in compliance with applicable MDE standards.
- Identify and execute improvements to the stormwater system to mitigate nuisance flooding.
- Operate the St. Mary's County transit system to service all constituents, expanding and adjusting routes to provide the best service within the allocated budget.
- Provide grading and stormwater compliance review in a timely manner, averaging a fourteen-day turn-around for each submission and efficient inspection and permit closeout after issuance of permits.
- Provide responsive, efficient, and effective capital project planning, design, execution, and maintenance.
- Keep county buildings in decent, safe, and sanitary condition for proper use and delivery of services and respond appropriately to the COVID-19 public health emergency or other situations.
- Provide responsive, efficient, and effective vehicle maintenance activities for the county fleet.
- Foster opportunities for job growth at the St. Mary's County Regional Airport by working with Economic Development to maximize the use of airport property to bring aviation related business, particularly with a research and development or airport operations focus, that will grow, hire, and train county residents to continue to grow the airport employment base and available services.
- Work with county departments and agencies to construct facilities needed to deliver services to support the health and wellbeing of all residents.
- Work with the county Sheriff's Office to improve safety for all modes of travel, both in the short term at specific locations and long term in the development of the update to the 2006 Transportation Plan.
- Update the 2006 Transportation Plan to develop policies and solutions to transportation links that may be broken by rising sea levels, affecting the habitability of areas of the county.
- Work with developers and others seeking grading permits and their stormwater component to minimize environmental damage of projects and reverse existing adverse impacts such as untreated impervious surfaces.
- Coordinate with LUGM to revise design standards and zoning regulations when updating the 2006 Transportation Plan to better preserve large tracts of rural landscape including productive farming, wetland, aquatic, forest, and other environmentally threatened land through smart growth principals.

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## OPERATING BUDGET

	FY2021	FY2022	FY2023	FY2023
Public Works & Transportation	Actual	Approved	Request	Approved
Administration	\$368,883	\$406,362	\$413,152	\$624,562
Engineering Services	934,743	1,017,883	1,018,593	1,182,328
Development Review	270,473	274,319	274,354	270,379
Construction & Inspections	932,305	858,826	879,559	994,155
County Highways	6,153,238	6,368,067	6,398,771	6,879,088
MS4 Program	409,353	838,103	880,631	898,806
Mailroom	123,959	138,780	141,504	148,593
Vehicle Maintenance Shop	1,564,967	1,686,133	1,815,026	1,727,799
Non-Public School Bus Transportation	2,387,266	2,761,695	3,438,158	3,454,842
St. Mary's County Airport	108,343	131,374	154,718	223,285
St. Mary's Transit System (Grants)	3,076,421	3,028,527	3,476,202	3,984,972
Building Services	<u>3,906,496</u>	<u>4,387,754</u>	<u>4,800,569</u>	<u>5,374,312</u>
<b>Total Department – General Fund</b>	<b>\$20,236,447</b>	<b>\$21,897,823</b>	<b>\$23,691,237</b>	<b>\$25,763,121</b>
<b>Solid Waste &amp; Recycling Fund</b>	<b>\$5,136,951</b>	<b>\$6,566,169</b>	<b>\$5,572,034</b>	<b>\$5,849,125</b>
<b>Miscellaneous Revolving Fund – Fuel Operations</b>	<b>\$14,296</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$15,000</b>

## HIGHLIGHTS

The general fund budget for the Department of Public Works & Transportation is \$25,763,121, an increase of \$3,865,298 or 17.7%. The budgeted amount incorporates the county employee compensation changes mentioned in the budget highlights, an Assistant Director, Capital Project Planner, GIS Asset Engineer, Inspector III, Building Maintenance II position, converting the MS4 Manager to a county employee, one Airport Maintenance Tech, four STS Bus Drivers, 1.8 RPT Bus drivers @ 24 hours weekly and .80 STS RPT Bus Drivers @ 32 hours weekly. In addition, the Department of Public Works & Transportation will be replacing one bucket truck and four one-ton extended cabs with plows. While Solid Waste will replace one F250 pickup and one jockey truck and Building Services to receive a new Cargo Van. Highways has included \$849,475 for Snow Removal and \$678,008 for Non-Public School Bus Drivers to match Public Schools. The County's share of the St. Mary's Transit System is \$1,640,819.

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## STAFFING

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<b>Public Works &amp; Transportation</b>	<b>FY2022 Adjusted</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
Administration	3	4	4
Engineering Services	7	8	8
Development Review	3	3	3
Construction & Inspections	5	6	6
County Highways	46	46	46
Mailroom	2	2	2
MS4	4	5	5
Vehicle Maintenance Shop	19	19	19
Non-Public School Bus Transportation	1	1	1
St. Mary's County Airport	0	1	1
St. Mary's Transit System (Grant)	20	26.60	26.60
Building Services/Courthouse Custodian	<u>29</u>	<u>32</u>	<u>32</u>
<b>Total Department – General Fund</b>	<b>139</b>	<b>153.60</b>	<b>153.60</b>
<b>Solid Waste &amp; Recycling Funds</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>Total Department</b>	<b>154</b>	<b>168.6</b>	<b>168.6</b>

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b>Administration</b>			
Budget Spent on Staff Development/ Seminars	<1%	<1%	<1%
Workman Comp Claims / # per 100 FTE's (MD Range: 6.5-8.1)	13 / .07	13 / .07	13 / .07
<b>Engineering Services</b>			
Capital Projects (Planning/Design/Construction)	49	50	50
Full-Time Project Managers (not incl. Deputies)	6	6	6
Capital Budget Approved (FY increase above existing projects)	\$47.5M	\$25.9M	\$26.4M
<b>Development &amp; Plan Review</b>			
Subdivision Plans Reviewed	380	275	325
Average Duration of Subdivision Review	20 Days	18 Days	16 Days
Record Plat Submissions Reviewed	12	18	18
Average Plat Review Time- Target: < 15 days	9	15	15
New Grading Permits Approved	18	22	27
New Public Works Agreements Approved	4	3	4
<b>Construction &amp; Inspections</b>			
Inspections (capital, subdivision & grading permits)	2755	2428	2500
Active Construction Permit Bonding	5,725,340	6,267,040	6,893,744
Active Grading Permit Bonding	12,230,222	16,083,722	20,104,652
Inspections per Inspector per Day @ 260 days per year	2.53	5.14	5.25
Asphalt Overlay & Slurry/Modified Seal Program(mi)	23.19 / 37.58	7.09 / 20.61	15.00 / 20.00
<b>County Highways</b>			
Highway Maintenance Mileage (centerline miles)	661	665	669
County Maintained Roads	1,678	1,680	1,682
Maintenance Requests Received	1,234	1,400	1,600
Utility Permits Issued	74	78	80
Metal/Plastic Pipes Replaced (feet)	4,640	5,000	5,250
<b>Solid Waste &amp; Recycling</b>			
Total County MRA Waste Generated (tons)	85,900	86,200	87,000
Total Rubble from Landfill (tons) Exported	6,590	6,890	7,280
Total MSW from Convenience Stations (tons)	20,700	21,100	25,500
# Customers Served at St. Andrews Landfill	32,650	32,900	33,700

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b>MS4</b>			
Maintenance Inspections – Contract Management	250	250	250
SWM- related Landscape Mgmt Contract Mgmt	24	24	24
MDE Annual Report	1	1	1
<b>Vehicle Maintenance</b>			
Ratio: # of Sheriff Vehicles / Total # County Fleet (%)	221/471 47%	219/461 47.5%	235/486 48.4%
# Un-tagged Vehicles and Equipment in Fleet	119	121	123
# Tagged Vehicles and Equipment in Fleet	471	462	486
Total Maintenance monies spent / Replacement Value of Fleet (%)	6.7%	7.5%	8.3%
Job Orders for Law Enforcement/Total # Job%	33%	36%	38%
Type "A-C" Preventive Scheduled Maintenance (PM)	31%	33%	35%
Type "D" Corrective Unscheduled Maintenance (CM)	68%	69%	70%
<b>Non-Public-School Bus Transportation</b>			
Buses Under Contract	49	49	49
Total Riders including transfers / # Out of County	724/0	1200/2	1200/2
Average Riders per Bus	20	33	33
Annual Bus Route Mileage	806,324	571,236	571,236
Cost per Mile Goal is < \$3.00 (State avg is \$5.42/ mile)	\$5.34	\$5.89	\$5.89
<b>St. Mary's Transit System</b>			
Total STS System Ridership (#)	176,849	193,542	210,960
Annual Route Mileage (All Routes & Services)	1,467,220	1,054,602	1,149,516
Oper. Cost per Hour (Public) Range: < \$65 - \$85 /hr.	\$59.45	\$50.48	\$57.54
Oper. Cost per Mile (Public) Range: < \$4 - \$6 / mi	\$2.48	\$2.91	\$3.49
Oper. Cost per Passenger Trip (ADA/SSTAP) Range: \$20-\$40/trip	\$17.87/\$289.83	\$19.67/\$71.87	\$21.47/\$73.50
Passenger Trips per Hour (ADA / SSTAP)	.21/.17	.35/.25	.49/.33

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b>Mailroom</b>			
Pieces of Mail Processed	131,813	133,534	132,674
<b>Airport Operations (*Note: CY data vs. FY)</b>			
FAA Fixed Base Aircraft Inventory	210	225	230
# Transient Visitors (Estimates)	200	308	425
Rotary Wing Helicopter Operations (MSP& MedStar)	1132	1,193	1,253
Private T-Hangar & Tie-Down Capacity	231	233	233
Aircraft Landings / Takeoffs (State MAA Operational Estimates)	40,263	41,308	42,323
Jet A & 100 Low-Lead Fuel Purchased (gal.)	338,290	350,000	375,000
<b>Building Services</b>			
Total Square Footage of Buildings Maintained (GSF)	841,445	841,445	841,445
FTE's Needed to Inspect Facilities / Day @ 50,000 safe / hour	2.2	2.2	2.2
Total # of Staff Needed per APPA: 1 per 45,000 safe maintained	18.7	19	19.3
Buildings Maintained / Buildings with Janitorial Services	23	26	31
Complete Replacement Value (CRV) in dollars (\$)	136,257,720	138,982,874	141,762,531
Total Budget (non-capital) Expenses per safe (Standard: \$5-\$6.15)	\$5.12	\$5.38	\$5.65
Public Utility Expenses per safe (Range: \$1.51 - \$2.22 / safe)	\$1.44	\$1.51	\$1.59
Custodial Services: "Occupied" Square Footage Cleaned	296,745	312,366	363,766
Custodial Costs & Supplies / Occupied S.F. (Standard: > \$3.25)	\$1.50	\$1.55	\$1.65
# Work Order Requests for Maintenance and Service	12,000	13,000	14,000
Average # Work Orders per Mechanic per Year (14)	857	928	1,000
Average # Work Orders per Mechanic per Day (260 days)	3.29	3.57	3.85
# Mechanics Needed per M.S.F. (max. 20 / mos.)	17	17	17

# DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b>Purchasing – Fuel Service</b>			
Permanent / Mobile or Temp Fueling Facilities	2	2	2
Gallons of Gasoline / Gallons of Diesel - Pumped	485,700/127,648	497,820/137,589	491,76/132,619
Average Cost of Fuel Gas / Diesel - per Gallon	\$1.96/\$1.63	\$2.88/\$2.84	\$2.42/\$2.24
<b>Building Services</b>			
Total Square Footage of Buildings Maintained (GSF)	841,445	841,445	841,445
FTE's Needed to Inspect Facilities / Day @ 50,000 safe / hour	2.2	2.2	2.2
Total # of Staff Needed per APPA: 1 per 45,000 safe maintained	18.7	19	19.3
Buildings Maintained / Buildings with Janitorial Services	23	26	31
Complete Replacement Value (CRV) in dollars (\$)	136,257,720	138,982,874	141,762,531
Total Budget (non-capital) Expenses per safe (Standard: \$5-\$6.15)	\$5.12	\$5.38	\$5.65
Public Utility Expenses per safe (Range: \$1.51 - \$2.22 / safe)	\$1.44	\$1.51	\$1.59
Custodial Services: "Occupied" Square Footage Cleaned	296,745	312,366	363,766
Custodial Costs & Supplies / Occupied S.F. (Standard: > \$3.25)	\$1.50	\$1.55	\$1.65
# Work Order Requests for Maintenance and Service	12,000	13,000	14,000
Average # Work Orders per Mechanic per Year (14)	857	928	1,000
Average # Work Orders per Mechanic per Day (260 days)	3.29	3.57	3.85
# Mechanics Needed per M.S.F. (max. 20 / mos.)	17	17	17
<b>Purchasing – Fuel Service</b>			
Permanent / Mobile or Temp Fueling Facilities	2	2	2
Gallons of Gasoline / Gallons of Diesel - Pumped	439,506/142,929	483,608/128,481	461,557/135,705
Average Cost of Fuel Gas / Diesel - per Gallon	\$1.91/\$1.84	\$1.94/\$1.62	\$1.93/\$1.73



# DEPARTMENT OF RECREATION & PARKS

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**STRATEGIC PLAN** [Link](#)

**MASTER PLAN** [Link](#)

## VISION

A leader in cultivating exceptional leisure experiences in our community.

## MISSION

To provide an enriched quality of life for the community through the preservation of natural, cultural, and historical resources, enhancement of parks and outdoor spaces, and promotion of a variety of leisure experiences.

## 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 associate sites, and offers programs and services that help to enrich the quality of life for citizens.

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 division is also responsible for Capital Planning and development of the department's various planning documents.

The Non-Profits Recreation & Parks Divisional Categories are Historical, Cultural, and Community Events.

The Parks Division provides the grounds, turf and facility maintenance at county parks, numerous school ball fields, trails, waterfront public landings, recreational centers, libraries, and county buildings. The division also manages park operations at various county parks and facilities.

The Museum Division collects, preserves, researches, and interprets historic sites and artifacts that illustrate the natural, cultural, and social histories through operations at the St. Clement's Island and Piney Point Lighthouse Museums, Drayden African American Schoolhouse, and other historical amenities. The Museum Division is accredited through the American Alliance of Museums (AAM).

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. 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

# DEPARTMENT OF RECREATION & PARKS

service and banquet facilities. The golf and restaurant operations are self-supporting through the Wicomico Shores Golf Enterprise Fund.

## GOALS

- Provide a variety of quality recreation, leisure, and educational experiences for the public to enjoy.
- Create new recreational amenities as needed to address growing community needs.
- Enhance existing parks, trails, waterfront areas and recreational facilities.
- Foster preservation and conservation of the county owned museums and natural, cultural, and historic resources.
- Promote community, governmental agency, staff and other stakeholder engagement and participation through partnerships and other innovative means.

## OBJECTIVES

- Enhance existing programs and develop new programs that are supported by general fund revenue, appropriate fees, grants, and other revenue sources.
- Utilize the Land Preservation, Parks and Recreation Plan and Parks replacement schedule to identify park and facility improvement needs and address the funding of those improvements in the Capital Improvement Plan Budget.
- Protect, enhance, improve, and update the county managed museum sites through partnerships, grant funding and increase participation and awareness.
- Increase community input in the operational budget and CIP process by creating new innovative ways of reaching out.

## OPERATING BUDGET

<b>Recreation &amp; Parks</b>	<b>FY2021 Actual</b>	<b>FY2022 Approved</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
Administration	1,042,288	1,303,764	1,294,214	1,401,293
Parks Maintenance	2,272,348	2,748,589	2,619,050	2,724,739
Non-Profits – Recreation & Parks	119,705	138,200	138,200	166,700
Grants	24,417	35,000	30,000	30,100
Chancellors Run Reg Park	25,516	69,654	69,654	69,654
Museum	678,604	763,715	799,707	827,985
<b>Total Department – General Fund</b>	<b>4,162,878</b>	<b>5,058,922</b>	<b>4,950,825</b>	<b>5,220,471</b>
<b>Recreation Activity – Enterprise Fund</b>	<b>1,436,247</b>	<b>4,239,311</b>	<b>5,182,390</b>	<b>5,185,790</b>
<b>Wicomico Shores Golf – Enterprise Fund</b>	<b>1,219,787</b>	<b>1,459,638</b>	<b>1,464,203</b>	<b>1,616,733</b>

# DEPARTMENT OF RECREATION & PARKS

## HIGHLIGHTS

The general fund budget for the Department of Recreation & Parks is \$5,220,471, an increase of 161,549 or 3.2%. This budget includes the county employee compensation changes mentioned in the budget highlights and replacement equipment.

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

Agency	Category	Amount
7 <sup>th</sup> District Optimist Club	Community Event	12,000
Children's Theatre of So MD Inc	Cultural Activities	500
Historic Sotterley, Inc.	Historical & Heritage	63,580
Historic St. Mary's City Foundation	Historical & Heritage	30,000
Lexington Park Rotary Foundation	Community Event	2,000
Reach Back & Lift 1	Historical & Heritage	1,000
Southern MD Sailing Foundation	Community Event	3,000
St. Clements Hundred	Historical & Heritage	25,000
St. Mary's County Arts Council	Cultural Activities	5,000
St. Mary's College Foundation	Community Event	5,000
St. Mary's Historical Society	Historical & Heritage	10,000
Summerseat Farm, Inc.	Community Event	5,620
Unified Comm for Afro-American Contributions	Community Event	<u>4,000</u>
<b>Total</b>		<b>166,700</b>

## STAFFING

Recreation & Parks	FY2022 Adjusted	FY2023 Request	FY2023 Approved
Administration	13	13	13
Parks Maintenance	16	16	16
Museum	5	5	5
<b>Total Department – General Fund</b>	<u>34</u>	<u>34</u>	<u>34</u>
<b>Wicomico Shores Golf</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Total Department</b>	<b>40</b>	<b>40</b>	<b>40</b>

# DEPARTMENT OF RECREATION & PARKS

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b>Parks and Facility Maintenance</b>			
Parks, public landings, county facilities (grounds) and school sites (ball fields) maintained	119	119	119
Parks, schools (ball fields), facilities-acres maintained	2,275	2,275	2,275
Athletic fields, courts, playgrounds, other facilities	214	218	221
Recreation buildings, restroom buildings and other structures maintained	68	72	75
Park improvement / construction projects	10/4	12/12	12/9
Park/facility users (estimated)	831,196	897,692	969,508
Sports leagues using fields / teams / league participants	27/544/7,747	28/837/11,919	28/853/12,158
<b>Museums</b>			
Visitors (daily admission and special events)	15,718	13,475	20,000
Museum outreach education programs	11	5	5
Museum outreach education program participants	264	50	50
Volunteers / # Volunteer hours	246/1937	200/1500	100/700
Value of volunteer service			
Boat passengers to St. Clements Island	5,559	3,250	6,000
Guided Tours and Education Programs – Number of tours/ participants	22/319	20/500	10/250

\*These numbers do not include all people who visit the grounds of the museums to walk the paths, enjoy the piers, or use the kayak launch, picnic tables and other facilities for free.

\*\*Replaced existing fields with Six (6) Turf Fields at Chancellor’s Run Regional Park, Lancaster Park & Chaptico Park. Replaced Playgrounds at St. Andrews Church Park, Hollywood Recreation Center & Dorsey Park.

# DEPARTMENT OF RECREATION & PARKS

## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b>Recreation Division</b>			
Recreation program participants	36,285	50,000	60,000
Camps	318	800	1,300
School Age Care	24	350	350
Gymnastics	403	700	750
Leisure classes	67	400	600
Special events	104	4,500	6,000
Sports	15,345	17,000	20,000
Teen	-	300	800
Pool	12,768	18,850	20,000
Spray Park	388	500	600
Skate Park	3,823	4,000	4,250
Regional Park	3,000	15,000	17,000
Therapeutic	44	150	250
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
<b>Wicomico Shores Golf Course</b>			
Rounds of golf / Season pass users	24,332/130	25,000/95	25,500/100
Junior golf program participants	49	74	76
Outings held	23	35	40

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# **ELECTED**

# **OFFICIALS**

- **Program Descriptions**
- **Goals**
- **Objectives**
- **Operating Budget**
- **Highlights**
- **Staffing**
- **Performance Measures**

# CIRCUIT COURT

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## DESCRIPTION

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

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

## GOALS

- The Court endeavors to provide a fair and impartial forum for the resolution of disputes falling within its jurisdiction.
- The Law Library is to provide high-quality legal reference service to the bench, bar, and members of the public.

## OBJECTIVES

- The rules governing the circuit courts of Maryland require that the County Administrative Judge develop, implement, and monitor a Differentiated Case Management Plan for the prompt, efficient scheduling and disposition of actions filed with the Court. This plan takes account of the complexity and priority of different types of cases and provides for the scheduling and processing of cases accordingly. It is expected that this effort will result in a more efficient use of the County's judicial resources.

# CIRCUIT COURT

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## OBJECTIVES (continued)

- The Law Library strives to maintain and augment its collection of legal publications in accordance with Maryland State Law Library standards, anticipated user needs, existing patterns of usage, and republication schedules of existing materials. Patrons will have access to subscriber-only online legal research databases at no charge, to the extent allowed by budget constraints. We have moved to a more on-line research system, resulting in the elimination of many book subscriptions that had not been used for many years.
- Our Self-Help Center is located within the law library. It contains two State computers where the public has access to court forms and court related websites, as well as two bookcases with the most utilized court forms for the self-represented litigants to access. It also contains an abundance of reference material for free and reduced rate legal services and a courtesy phone to the Family Services Coordinator for members of the public who need assistance locating material they are seeking. We continue to strive to provide access to justice for all the citizens of our community, and continually make changes to our Self-Help Center so that the Court House evolves as technology provides the ability to expand services.

## OPERATING BUDGET

<b>Circuit Court</b>	<b>FY2021 Actual</b>	<b>FY2022 Approved</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
Administration	\$987,762	\$1,170,370	\$1,265,179	\$1,242,438
Law Library	31,194	40,850	41,250	41,250
Grants	<u>783,118</u>	<u>787,687</u>	<u>790,003</u>	<u>873,806</u>
<b>Total - Circuit Court</b>	<b>\$1,802,074</b>	<b>\$1,998,907</b>	<b>\$2,096,432</b>	<b>\$2,157,494</b>

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## HIGHLIGHTS

- The budget for the Circuit Court is \$2,157,494, an increase of \$158,587, or 7.9%. This budget includes the county employee compensation changes mentioned in the budget highlights, the conversion of an hourly Case Manager I position to full-time, as well as an increase in grant funding.



# CIRCUIT COURT

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## STAFFING

Circuit Court	FY2022 Adjusted	FY2023 Request	FY2023 Approved
Administration	8.90	10.00	10.00
Grants	<u>3.10</u>	<u>3.00</u>	<u>3.00</u>
<b>Total - Circuit Court</b>	<b>12.0</b>	<b>13.0</b>	<b>13.0</b>
<b>Bailiffs / Chief Bailiff</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<b>Total Circuit Court</b>	<b>16.0</b>	<b>17.0</b>	<b>17.0</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Family Services Grant	167,083.70	203,801.00	201,539.00
Adult Drug Court Grant (State)	252,813.00	269,000.00	295,000.00
Highway Safety Grant (Adult Drug Court)	84,607.00	84,607.00	84,607.00
Child Support Cooperative Reimbursement	11,650.00	13,084.00	13,655.00

# ORPHAN'S COURT

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## 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 the property of minors, and handles the validity of wills and transfer of property in which legal questions and disputes occur.

## GOALS

- To provide a high level of professional hearings and oversee matters involving decedents' estates which are probated judicially. To continue to make the Orphans Court accessible to family members, legal and professional staff, and citizens of St Mary's County.

## OBJECTIVES

- Maintain a high level of professional and competent service to the citizens it serves by using existing tools and focusing on continuous improvements to systems and processes to better serve the people and provide for prompt, efficient and just resolution of cases.

## OPERATING BUDGET

Orphan's Court	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
<b>Total – Orphan's Court</b>	<b>\$65,429</b>	<b>\$60,611</b>	<b>\$62,691</b>	<b>\$64,754</b>

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## HIGHLIGHTS

The budget for the Orphan's Court is \$64,754, an increase of \$4,143 or 6.80%. This increase is attributed to compensation changes mentioned in the highlights.

## STAFFING

Orphan's Court	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>Total Department</b>	<b>3</b>	<b>3</b>	<b>3</b>

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# ORPHAN'S COURT

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## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Decedent's Estates Opened	536	600	600
Judicial Probate Proceedings	15	19	20
Estate Hearings	46	60	60
Show Cause Orders Issued	56	60	60
General Court Orders Issued	192	180	200
Court Order Issued Approving Extension of Time	17	20	25
Limited Orders to Locate Will or Assets	54	70	75
Orders Approving Funeral Costs	6	10	10
Orders Approving Attorney Fees & Personal Representative Commissions	122	130	140
Guardianship Accounts Reviewed and Approved	14	10	10
Administration Accounts Reviewed and Approved	347	330	350

# OFFICE OF THE SHERIFF

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## **St. Mary's County Sheriff's Office *Mission, Vision, and Values***

### **Our Mission**

It is the mission of the St. Mary's County Sheriff's Office to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the diverse communities to improve their quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

### **Our Vision**

To achieve, as closely as possible, a County free from crime and public disorder.

### **Our Values**

The Core Values of the St. Mary's County Sheriff's Office are intended to guide and inspire us in all we say and do. Making sure that our values become part of our day-to-day work life is our mandate, and they help to ensure that our personal and professional behavior can be a model for all to follow.

#### ***Service to Our Communities***

We are dedicated to enhancing public safety and reducing the fear and the incidence of crime. We will work in partnership with our communities and do our best, within the law, to solve community problems that effect public safety. We value the great diversity of people in both our residential and business communities and serve all with equal dedication.

#### ***Reverence for the Law***

We have been given the honor and privilege of enforcing the law. We must always exercise integrity in the use of the power and authority that have been given to us by the people. Our personal and professional behavior should be a model for all to follow. We are committed to conducting ourselves in a manner that brings honor to ourselves, the Sheriff's office and our profession.

# OFFICE OF THE SHERIFF

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## Our Values (continued)

### Commitment to Leadership

We believe that every member of the St. Mary's County Sheriff's Office is a leader. Making sure that our values become part of our day-to-day work life is essential.

### Integrity in All We Say and Do

We are committed to nurturing the public trust by holding ourselves accountable to the highest standards of professional conduct and ethics.

### Respect for People

We are committed to respecting individual rights, human dignity, and the value of all members of the community and the agency. We show concern and empathy for the victims of crime and treat violators of the law with fairness and dignity. By demonstrating respect for others, we will earn respect for the St. Mary's County Sheriff's Office and our profession.

### Quality through Continuous Improvement

We are committed to achieving a level of performance that exceeds all expectations. We value innovation, support creativity, and dedicate ourselves to proactively seeking new and better ways to combat crime.

## DESCRIPTION

The Sheriff's Office budget is divided into five (5) sections; Law, Corrections, Court Security, Training, and K9. The budget authorized by the Commissioners of St. Mary's County enables the Sheriff's Office to provide services to the Citizens of the County, adhere to legal mandates, and work toward our mission to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the diverse communities to improve their quality of life. Our mandate is to do so with honor and integrity, while always conducting ourselves with the highest ethical standards to maintain public confidence.

# OFFICE OF THE SHERIFF

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## DESCRIPTION (continued)

The St. Mary's County Sheriff's Office is organized into six divisions: Administration, Criminal Investigations, Patrol, Narcotics, Special Operations and Corrections. Major functions of 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 that utilize grants to provide high visibility 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 Detention and Rehabilitation Center.

The Corrections Division is responsible for the overall management of the St. Mary's County Detention and Rehabilitation Center (SMCDRC). For the most recent calendar year, the average daily population of the St. Mary's County Detention and Rehabilitation Center ranged from 151 to 216 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 108 to 144. In addition to the Pre-Trial Services Program, the SMCDRC offers programs to assist with successful Offender Re-Entry including but not limited to Work Release, Work Incentive, Community Work Teams, Mental Health, Substance Abuse, Educational (IEP, GED and College Level), Domestic Violence, Computer Training, Smoking Cessation, Anger Management, Basic Parenting Skills, Transition Groups, Medicaid, Family Reading Program and Medication Assisted Treatment Program.

The Training portion of the budget ensures all mandatory training and qualifications are met and or exceeded for sworn, correctional officers, and civilian employees. It also supports specialized training of personnel ensuring their professional effectiveness and performance in support of our core values. This budget allocation provides funding for required firearms qualifications as well as the qualifications on less lethal devices and systems. This allocation also provides for St. Mary's County's share of the funds needed to operate the Southern Maryland Criminal Justice Academy.

# OFFICE OF THE SHERIFF

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## DESCRIPTION (continued)

The Training portion of the budget ensures all mandatory training and qualifications are met and or exceeded for sworn, correctional officers, and civilian employees. It also supports specialized training of personnel ensuring their professional effectiveness and performance in support of our core values. This budget allocation provides funding for required firearms qualifications as well as the qualifications on less lethal devices and systems. This allocation also 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; crime prevention through high visibility patrol, burglaries (burglar alarms), building searches, article searches, rescue situations (lost/missing persons), drug scans, and bomb threats (searches). The budget allocation ensures K9 health and wellness, housing, and Specialized K9 equipment.

## GOALS

- St. Mary's County Sheriff's Office is the primary Law Enforcement and Corrections agency for St. Mary's County. Our goal is to provide exceptional public safety and correctional services to our citizens as well as prevent crime and the fear of crime through innovative initiatives while engaging our communities.

## OBJECTIVES

- Implement District Based Policing to provide direct accountability and area responsibility to deputy's assigned to one area.
- Increase Traffic Safety Unit for enforcement and educational programs to decrease fatal and serious crashes.
- Establish a north end COPS unit in Charlotte Hall / Mechanicsville area.
- Expand Detention and Rehabilitation Center staffing commensurate with expansion project.

# OFFICE OF THE SHERIFF

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## OPERATING BUDGET

Sheriff's Office	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Law Enforcement	\$30,452,561	\$35,276,479	\$35,361,346	\$37,782,549
Corrections	13,106,899	16,280,207	16,241,986	17,492,262
Training	238,130	403,077	360,177	360,177
Canine	31,034	33,760	34,760	34,760
Court Security	922,372	1,011,251	1,001,251	951,318
Grants	<u>1,795,409</u>	<u>2,499,528</u>	<u>2,400,856</u>	<u>2,335,098</u>
<b>Total - Sheriff – General Fund</b>	<b>\$46,546,405</b>	<b>\$55,504,302</b>	<b>\$55,400,376</b>	<b>\$58,956,164</b>
<b>Miscellaneous Revolving Fund –</b>				
<b>Asset Forfeiture - Federal</b>	<b>\$-0-</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>Asset Forfeiture – Local</b>	<b>\$18,075</b>	<b>\$67,500</b>	<b>\$67,500</b>	<b>\$67,500</b>

## HIGHLIGHTS

The general fund budget for the Office of the Sheriff is \$58,956,164, an increase of \$3,451,862 or 6.2% more than the prior year, including grant funding. In addition to incorporating the county employee compensation changes mentioned in the budget highlights, the Sheriff's budget includes:

- 5 new positions for Law and Corrections, as well as 16 approved promotional ranks.
- 5 new and 15 replacement vehicles for Law and Corrections.

## STAFFING

Sheriff's Office	FY2022 Adjusted	FY2023 Request	FY2023 Approved
Sheriff	1	1	1
Law Enforcement			
Civilians	62	72	67
Sworn	152	152	152
Corrections			
Civilians	30	30	30
Sworn	101	101	101
Court Security	12	12	12
Grants			
Civilians	2	2	2
Sworn	<u>5</u>	<u>5</u>	<u>5</u>
<b>Total - Sheriff - General Fund</b>	<b>365</b>	<b>375</b>	<b>370</b>



# OFFICE OF THE SHERIFF

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## PERFORMANCE MEASURES

Indicators	Actual CY2021	Estimated CY2022	Projected CY2023
Incidents Requiring Police Response	80,822	84,055	87,417
Arsons	6	6	6
Breaking and Entering	247	257	267
Felony Assaults & Misdemeanors	1,460	1,518	1,579
Murders	6	6	6
Rapes	21	22	23
Robberies	42	44	45
Thefts (Includes Auto Thefts)	1,329	1,382	1,437
Child Abuse Cases	44	46	48
Narcotics Violations	509	510	520
Larceny After Trust Cases	10	10	11
Forgeries	14	15	15
Fraud Cases	328	341	355
Possession/Weapon Cases	48	50	52
Sex Offenses	75	78	81
Vandalism	412	428	446
DWI's	211	219	228
Liquor Law Violations	7	7	8
Disorderly Conduct Case	29	30	31
Battered Spouse Cases	808	840	874
Other Offenses (Premises check, loud noise, burglar alarms, suspicious persons/vehicles)	3,270	3,401	3,537
Arrests Made - Adults (Warrants, Civil/Criminal)	2,590	2,694	2,801
Arrests Made - Juveniles (Investigations)	233	242	252
<b><u>Narcotics Cases Investigated: Local</u></b>			
Arrests Made	97	110	115
Value of Drugs Seized	\$250,578	\$260,000	\$270,000
Number of Search Warrants	231	250	275
Money Seized (FY)	\$44,220	\$100,000	\$80,000
Money Awarded (FY)	\$9,810	\$28,624	\$70,000
Vehicles Seized	9	10	12
<b><u>Alcohol Enforcement</u></b>			
Civil Alcohol Citations (Adults) / (Juveniles)	4 / 4	4 / 4	4 / 4

# OFFICE OF THE SHERIFF

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## PERFORMANCE MEASURES (continued)

Indicators	Actual CY2021	Estimated CY2022	Projected CY2023
<b><u>Child Support Enforcement</u></b>			
Summonses - Received	893	929	966
Summonses - Served	752	782	813
Warrants – Received	48	50	52
Warrants – Served	33	34	36
Civil Process – Received / Served - (Summonses, writs, replevin, evictions, subpoenas, etc.)	5,910 / 5,424	6,146 / 5,641	6,392 / 5,867
Civil Process Fees Received	\$2,410	\$2,506	\$2,607
<b><u>Traffic</u></b>			
Accidents	2,927	3,044	3,166
Citations	3,976	4,135	4,300
Warnings	8,178	8,505	8,845
Accident Reconstructions	22	23	24
Child Safety Seat Inspections/Installations	12	102	107
Traffic Complaints	3,410	3,546	3,688
<b><u>Crime Lab</u></b>			
Number of Crime Scenes Processed	230	235	254
Search Warrant Assist	102	83	93
<b><u>Volunteer Program</u></b>			
Number of Hours Worked by Volunteers	780	1,800	1,800
<b><u>K-9 Program – (FY)</u></b>			
Number of Canine Duties Performed	5,189	6,486	6,810
Number of Criminal Arrests and Assisted Arrests	237	296	310
Value of Drugs Seized	\$107,940	\$113,337	\$119,004
Money Seized Due to Canine Drug Detection	\$105,655	\$110,937	\$116,484
Felony Suspects Apprehended by Canine Teams	81	97	101

# OFFICE OF THE SHERIFF

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## PERFORMANCE MEASURES (continued)

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b><u>Corrections – (FY)</u></b>			
Annual Number of Arrestees Processed	3,255	1,984	2,644
Average Daily Population	215	181	202
Inmates Attendance in Education Program (GED)- (Monthly Average)	81	0	81
Inmates Attendance in IEP/Tutoring/Creative Writing/English 900 (Monthly Average)	106	0	40
Inmates Attendance in Drug/Alcohol/HIV/Domestic Violence Treatment/Anger Mgmt/Mediation/ Parenting/Life Skills Programs (Monthly Average)	61	0	30
Number of Inmates Referred to the Mental Health Program (Monthly Average)	320	296	302
Inmates Attendance in Walden Jail Substance Abuse Program (Monthly Average)	111	122	125
Inmates Attendance in Computers (Mo. Avg.)	10	0	5
Inmates Sentenced to Home Detention (Mo. Avg.)	9	35	37
Inmates Sentenced to Weekenders (Mo. Average)	7	0	0
Defendants Sentenced to Work Release Program (Monthly Average)	9	0	0
Inmate Work Hours for County Projects	3,112	0	1,556
<b><u>Alternative to Incarceration</u></b>			
Pre-Trial Services Offenders Monitored in the Community (Monthly Average)	75	118	121
Pre-Trial Services Program Eligibility Screening	1,095	929	948
Drug Court and Family Court Participant Substance Abuse Screenings	1,180	147	590

Note: Programs with the exception of Substance Abuse and Mental Health were suspended due to the pandemic in March 2020. The FY2023 projections are based upon return to normal programming in January 2023.

# OFFICE OF THE STATE'S ATTORNEY



## DESCRIPTION

The State's Attorney is an independently elected state official who serves as the chief law enforcement officer and lead prosecutor for Saint Mary's County. The role of the State's Attorney is to enforce criminal statutes, defend the interests of the citizens of our County according to the law, provide leadership in the prevention of crime, and fairly and impartially seek just punishment for those found guilty of illegal behavior.

The State's Attorney is staffed with 13 full-time prosecutors, including the elected State's Attorney, and supported by highly trained paralegals, legal assistants, investigators, evidence analysts, and victim and witness support personnel. These dedicated public servants are here to serve all Saint Mary's County residents. The prosecutors who work in this Office protect the public and seek justice in an aggressive and fair manner on behalf of the victims of crime and our community. We see ourselves not merely as trial lawyers, but as problem-solvers. Our mission is to serve the public interest through fair and honest administration of justice by exercising responsibilities to prosecute criminal violations in Saint Mary's County. To support that mission, we educate the public on criminal-justice issues, train lawyers for future service, address inequality, promote fairness and ensure equal and open access to the criminal justice system, promote professional relations with judges and attorneys, and further the efficient use of criminal-justice resources.

The State's Attorney also maintains a Child Support Division responsible for establishing paternity and child support orders and representing the Bureau of Child Support Enforcement in collection and contempt proceedings. Our Office administers the community service and bad check programs that divert minor offenders from the criminal justice system. This Office is one of the leading participants in establishing Project Graduation and the Substance Abuse Recovery Court to keep our citizens safe from the detrimental impact of alcohol and drugs. In addition, the State's Attorney collects restitution in many criminal proceedings to compensate victims for losses caused by criminal acts. Our Office also seizes money and other assets from criminals involved in illegal narcotics trafficking.

Our prosecutors coordinate with allied federal, state, and local law enforcement agencies to identify problems before they manifest adverse consequences and remain available every day and night to provide assistance. Focused prosecutions, such as gun violence, domestic assaults, child abuse, narcotics trafficking, drunk and drugged drivers, and cyber-crime are also pursued by specially trained prosecution teams.

As the County's chief law enforcement agency, the State's Attorney's Office is part of a proactive team where prosecutors operate outside of the courtroom environment bringing effective crime-fighting solutions and increased safety to Saint Mary's County residents. In addition, the

# **OFFICE OF THE STATE'S ATTORNEY**

State's Attorney serves as legal advisor to the Grand Jury and attends all Grand Jury sessions. The Office of the State's Attorney conducts its own independent investigations into all police-involved shootings and any criminal matters when determined by the State's Attorney to be appropriate.

## **GOALS**

- Prevent crime, enforce Maryland law, and protect the rights of our citizens.
- Combat the threat, incidence, and prevalence of violent crime by forging partnerships with allied law enforcement agencies and community service providers to investigate, arrest, and prosecute violent offenders and illegal firearms traffickers.
- Prevent and intervene in crimes against our community and uphold the rights of all victims of crime.
- Disrupt and dismantle major drug trafficking organizations to combat the threat, trafficking, diversion, and use of illegal and illicit drugs.
- Investigate and prosecute corruption and economic crimes to protect the financial assets and defend the interests of Saint Mary's County.

## **OBJECTIVES**

- Fairness. Ensure and support the fair, impartial, efficient, and transparent administration of justice in Saint Mary's County. Target the most serious offenses for prosecution and judiciously use diversion and probation programs to aid defendants in successfully reentering society.
- Partnerships. Prosecutors frequently operate in several areas of law enforcement and the administration of justice. Many goals and objectives of our Office are undertaken in collaboration with, or in support of, other federal, state, and local agencies. The State's Attorney remains committed to continuing and strengthening collaborative efforts with other law enforcement and government agencies.
- Leadership. As an agency with unique authorities, opportunities, and capabilities, the State's Attorney has essential leadership responsibilities to those who fight crime and administer justice.
- Deterrence. The State's Attorney remains committed to maintaining our capability to respond quickly to newly emerging criminal threats, including those threats posed by new technology, giving special attention to internal core infrastructure needs to ensure that adequate skills, tools, and processes are in place for meeting the unique challenges that face the Office.
- Integrity. The State's Attorney's leadership role and the funds entrusted to it by the taxpaying public demand that it maintains the highest levels of integrity and trustworthiness. This affects not only the way the Office carries itself as a representative of the law but also the way it manages the resources entrusted to it to carry out our mission.

# OFFICE OF THE STATE'S ATTORNEY

## OPERATING BUDGET

Office of the State's Attorney	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Judicial	\$3,542,352	\$4,116,842	\$4,867,693	\$4,428,524
Grants	<u>675,766</u>	<u>775,725</u>	<u>778,730</u>	<u>885,017</u>
<b>Total-General Fund</b>	<b>\$4,218,118</b>	<b>\$4,892,567</b>	<b>\$5,646,423</b>	<b>\$5,313,541</b>
<b>Miscellaneous Revolving Fund - Project Graduation and Drug Enforcement</b>	<b>\$44,965</b>	<b>\$179,480</b>	<b>\$179,480</b>	<b>\$181,489</b>

## HIGHLIGHTS

The general fund budget for the Office of the State's Attorney is \$5,313,541, an increase of \$420,974 or 8.6% more than the prior year, including grant funding. This increase includes a new Operations Manager and an Evidence Analyst position, county employee compensation changes mentioned in the budget highlights, and increases to the Cooperative Reimbursement Grant for the child support program.

## STAFFING

Office of the State's Attorney	FY2022 Adjusted	FY2023 Request	FY2022 Approved
Judicial	35.2	42.2	37.2
Grants	<u>7.8</u>	<u>7.8</u>	<u>7.8</u>
<b>Total Office of the State's Attorney</b>	<b>43</b>	<b>50</b>	<b>45</b>
<b>Miscellaneous Revolving Fund</b>	<b>1</b>	<b>1</b>	<b>1</b>

# OFFICE OF THE COUNTY TREASURER

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## DESCRIPTION

The primary function of the Treasurer's Office is the billing and collection of real and personal property taxes for the State and County. Related responsibilities include the billing and collection of erosion, road, agricultural, and other miscellaneous special taxes, penalties and interest; verification and inspection of records and stamping of real property deeds for tax clearance prior to recordation; intake and processing of qualified senior tax credit applicants, and the adjustment of tax accounts for credits to both real estate and personal property accounts; 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 Town of Leonardtown Tax to the Town of Leonardtown, 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, liquor licenses, BINGO licenses and verification of business licenses. The Treasurer's Office is responsible for the preparation, dissemination, and maintenance of all relevant financial reports to local and state authorities. <https://www.stmarysmd.com/treasurer/>

## GOALS

- Customer-Focused service with excellence, respect, accuracy, and professionalism, while empowering our team to excel.

## OBJECTIVES

- Having a commitment to bring innovative ideas and technology to the Treasurer's Office with the implementation of technology solutions that are available for efficiency and great customer service.

## OPERATING BUDGET

Treasurer	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Administration	\$507,515	\$548,185	\$549,596	\$512,190
<b>Total - Treasurer</b>	<b>\$507,515</b>	<b>\$548,185</b>	<b>\$549,596</b>	<b>\$512,190</b>

## HIGHLIGHTS

The budget for the Office of the County Treasurer is \$512,190, a decrease of \$35,995 or (6.6%). This budget decrease is attributed to salary savings due to retirement of two employees.

# OFFICE OF THE COUNTY TREASURER

## STAFFING

Treasurer	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>Total - Treasurer</b>	5	5	5

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
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.	148,156,948	152,401,689	153,161,582
Delinquent Personal Property Collections Revenue	39,470	62,493	50,981
Tax bills mailed for real property, local personal property, corporations, 1/2-year new construction and 2nd semi-annual notices	50,635	50,559	50,598
Delinquent bills, final notices, 60-day notices processed and mailed	3,769	3,370	3,570
Tax payments collected and processed	75,000	75,000	75,000
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.	5,000	4,000	3,000
Customer Inquiries via Phone, Email or Fax	25,000	30,000	35,000
Tax Sale preparation & annual auction	968	756	863
Treasurer's Website Usage (visits recorded)	617,717	654,788	720,267
Online parcel payments processed	6,941	14,500	21,460
Property transfers processed in tax records	4,781	4,616	4,698
Senior Tax Credits processed (Cap, Matching and 6510 programs)	1,623	1,688	1,656
State Homeowners' Tax Credits processed	640	588	614
Adjustments to real and personal property accounts including increases and decreases, refunds, voids, transfers, abatements, credits, etc.	5,396	4,792	5,108



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# **STATE AGENCIES / INDEPENDENT BOARDS**

- **Program Descriptions**
  - **Operating Budget**
  - **Highlights**
  - **Staffing**
  - **Performance Measures**
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# DEPARTMENT OF HEALTH

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## DESCRIPTION

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

## OPERATING BUDGET

Department of Health	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Operating Allocation	\$2,617,478	\$2,858,407	\$3,407,916	\$3,181,507
Personal Services	16,251	16,419	16,419	16,545
<b>Total – Department of Health</b>	<b>\$2,633,729</b>	<b>\$2,874,826</b>	<b>\$3,424,335</b>	<b>\$3,198,052</b>

## HIGHLIGHTS

The allocation to the Department of Health is \$3,198,052, which is an increase of \$323,226 or 11.2% more than the prior year. The County exceeds State mandated funding of \$767,960 by \$2,430,092.

The FY2023 Budget involves these key components:

- \$90,000 - One-time funding to support non-recurring costs of IT systems advancement.
- \$30,000 – One new vehicle
- \$203,100 - Estimated funding needed to cover projected COLA and/or increment increases for employees, if implemented statewide. The state traditionally has not covered the costs of COLAs/increments for local health departments, unlike other agencies that utilize the state personnel system.

# DEPARTMENT OF HEALTH

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## PERFORMANCE MEASURES

INDICATORS	ACTUAL FY2021	ESTIMATED FY2022	PROJECTED FY2023
Birth/Death records certified	2,151/5,422	5,990/6,220	4,400/5,640
Patient Admissions/Discharges	13,050/6,100	18,400/5,880	21,000/6,200
Accounts Receivable processed	150,921	205,000	202,000
Budgets prepared	95	70	90
Invoices processed/amounts	2092 - \$13,324,598	1,800 - \$5,000,000	1800-6,000,000
Information Technology customer service requests	2,150	2,558	2,200
Number of fleet vehicles/# of fleet miles	27/190,000	27/220,321	28/215,000
Individuals in the general public educated about colorectal/skin/lung cancer	**	6,000	6,000
Number of colonoscopies:	**	14	16
Number of individuals in the public educated on tobacco smoking health risk, including pregnant women	314	3,000	2,000
Number of participants in smoking cessation classes conducted by SMCHD	9	10	10
Number of adults youth educated on health risk of a-cigarettes	391	3,000	1,000
Number of merchants educated on Tobacco Youth Access Law and product placement	134	113	113
Number of women screened through the Breast & cervical Cancer grant	**	67	69
Number of adult patients receiving dental emergency treatment	--	100	--
Total number of all requests for services from Administrative Care Coordination program	972	1,250	1,250

# DEPARTMENT OF HEALTH

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## PERFORMANCE MEASURES (continued)

INDICATORS	ACTUAL FY2021	ESTIMATED FY2022	PROJECTED FY2023
Number of Adult Evaluation & Review Service (AERS) assessments	270	250	275
Number of new and recertification MCHP applications processed: New appl	474	1,000	500
Redetermination appl	254	350	300
Number of children immunized during School Flu Clinics (doses provided, includes initial and booster doses) (labor intensive)	1,500	2,000	2,500
Cases of reportable diseases and investigations (labor intensive)	8,000	8,000	8,000
Cases of tuberculosis (ongoing case management of active and latent cases)	16	40	40
Number of Infectious Disease Outbreaks	125	100	100
Number of immunization activities (including clinics, information sessions, alerts, press releases or in-services)	218	300	100
Number of Family Planning visits as transmitted to the Family Planning data system	316	1,100	1,100
Number of mandatory Public Health Emergency Preparedness training and meeting hours	100	100	100
1 engage Internal and external, partners in emergency Preparedness efforts (includes training, drills & exercises, volunteer management coordination) (# hours)	500	200	200
Coordination with community partners in emerging infectious disease efforts (includes alerts, PPE training, and policy/protocol development) (# hours)	120	150	150

# DEPARTMENT OF HEALTH

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## PERFORMANCE MEASURES (continued)

INDICATORS	ACTUAL FY2021	ESTIMATED 2022	PROJECTED FY2023
Public Health Complaints	319	150	200
NCT Water supply samples	1,229	600	700
Certify potability of wells# of water samples collected	** and 991	200 and 350	200 and 350
Number of anti-rabies clinics/# of vaccinations administered	9 and 981	9 and 820	9 and 820
Number of positive rabies cases	7	7	5
Food service facility inspections	1,396	1,600	1,600
Number of soil evaluations conducted (new)	185	150	150
** - Data not available due to State IT incident			

# MARYLAND DEPARTMENT OF AGRICULTURE – MOSQUITO CONTROL UNIT

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## DESCRIPTION

The County is responsible for 60% of expenditures for Mosquito Control costs for St. Mary's County and the State picks up the remaining 40%. Expenditures include a portion of salaries/fringe costs for the State Mosquito Control Supervisor, Office Secretary, Agriculture Inspector, and two hourly Field Technicians, and for supplies, facilities costs, and vehicle/equipment costs.

## OPERATING BUDGET

	FY2021	FY2022	FY2023	FY2023
Mosquito Control Unit	Actual	Approved	Request	Approved
<b>Total Mosquito Control Unit</b>	<b>\$79,474</b>	<b>\$91,000</b>	<b>\$102,000</b>	<b>\$102,000</b>

## HIGHLIGHTS

The budget for the Mosquito Control Unit is \$102,000 which is a \$11,000 increase from the prior year.

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Light Traps Set	-	2	2
Vectobac 12AS (Ditch Treatment)	380 gallons	380 miles	380 gallons
Altosid 150 Day (Tablet)	647 pieces	733 pieces	733 pieces
Altosid 30 Day (Tablet)	694 pieces	781 pieces	781 pieces
Vectobac G (Granules)	647 pounds	700 pounds	700 pounds
Miles Driven (Larvicide)	11,567 miles	11,500 miles	11,500 miles
Miles Driven (Inspect and stocked ponds)	1,153 miles	1,365 miles	1,365 miles
Miles Driven (Inspect and treat sewage locations)	315 miles	1,031 miles	1,031 miles

# DEPARTMENT OF SOCIAL SERVICES

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## DESCRIPTION

The Department of Social Services is a state agency which provides a broad range of programs and services from public assistance to child welfare. Funding for these programs and services is via a combination of federal, state, and local county funding, and grants. County funding contributes to the cost 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 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 indigent citizens of St. Mary's County who are deceased and without the resources to contribute toward the cost of their funeral.

## OPERATING BUDGET

Social Services	FY2021 Actuals	FY2022 Approved	FY2023 Request	FY2023 Approved
<b>Total – Social Services</b>	<b>\$471,451</b>	<b>\$483,853</b>	<b>\$498,125</b>	<b>\$497,819</b>

## HIGHLIGHTS

The local county portion of the Social Services budget is \$497,819 (including the grant), which is an increase of \$13,966 or 2.9% more than the prior year. The increase is attributed to grant and non-grant County compensation changes.

## STAFFING

Social Services	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>Total - Social Services</b>	<b>2</b>	<b>2</b>	<b>2</b>

# DEPARTMENT OF SOCIAL SERVICES

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## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Child Support Collections	\$13,763,892	\$13,000,000	\$13,000,000
Child Support Paternities Established	76	77	78
Support Orders Established	263	289	317
Petition for Contempt / Show Cause Orders	553	1,568	1,583
Upward/Downward Modifications to Child Support Orders	310	340	350
Certified Adult Foster Care Homes	5	7	10
Adult Clients Living in Provider's Home under Program (monthly avg.)	7	9	12
Adult Clients Served with Purchase of Care Funds	9	12	15
Children in Foster Care (monthly avg.)	99	105	102
Children in Out-of-county Placements (avg.)	47	50	50
Children with Supervised Visitation/Average # Visits Weekly	37/27	45/32	45/30
Percentage of Parents Court Ordered to Attend Alcohol/Drug/Mental Health Treatment	90%	90%	90%
Children Placed for Adoption	7	6	5
Continuous Training for Staff	5	5	5
Number of Children in Need of Assistance (CINA) protected through DSS Legal Services	76	81	80
Number of court hearings in support of CINA cases	256	262	270
Number of Adults protected through DSS Legal Services (Stats tracking began 7/1/2019)	13	5	16
Number of deceased citizens not having funds/resources to go toward the cost of their burial / Total Annual Burial Costs	15 / \$9,750	10 / \$6,500	10 / \$6,500



# **ALCOHOL BEVERAGE BOARD**

## **DESCRIPTION**

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

## **OPERATING BUDGET**

<b>Alcohol Beverage Board</b>	<b>FY2021 Actual</b>	<b>FY2022 Approved</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
<b>Total - Alcohol Beverage Board</b>	<b>\$377,473</b>	<b>\$439,602</b>	<b>\$447,652</b>	<b>\$459,984</b>

## **HIGHLIGHTS**

The budget for the Alcohol Beverage Board is \$459,984 which is an increase of \$20,382 or 4.6% over last year's budget. The increase is attributed to a vehicle for the Alcohol Beverage Inspector.

## **STAFFING**

<b>Alcohol Beverage Board</b>	<b>FY2022 Adjusted</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
<b>Alcohol Beverage Board - Staff</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>
<b>Alcohol Beverage Board - Chairman &amp; Members</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

# **ALCOHOL BEVERAGE BOARD**

## **PERFORMANCE MEASURES**

<b>Indicators</b>	<b>Actual FY2021</b>	<b>Estimated FY2022</b>	<b>Projected FY2023</b>
License Fees (net Corporate Town of Leonardtown fees)	\$12,879	\$85,377	\$84,000
Transfer Fees	\$400	\$1,000	\$600
Fines	\$550	\$1,000	\$1,000
Application Fees	\$3,250	\$3,000	\$2,500
Number of Licenses (at FY end)	167	166	166
Number of Special/Temporary Licenses Issued	28	149	150
Number of Inspections	312	204	225
Number of Violations Cited	3	6	16
Number of Compliance Checks by AEC	201	108	250
Number of RAST/ID Check Trainings held	-0-	10	20

# BOARD OF ELECTIONS

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## DESCRIPTION

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

## OPERATING BUDGET

Board of Elections	FY2021 Actuals	FY2022 Approved	FY2023 Request	FY2023 Approved
<b>Total – Board of Elections</b>	<b>\$1,325,591</b>	<b>\$1,667,401</b>	<b>\$1,834,727</b>	<b>\$2,223,966</b>

## HIGHLIGHTS

The budget for the Board of Elections is \$2,223,966 which is an increase of \$556,565 or 33.4%. This increase is primarily attributed to additional early voting sites, supplies for additional judges, new poll books, rental for early voting sites and memberships.

## STAFFING

Board of Elections	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>Total – Board of Election Members</b>	<b>5</b>	<b>5</b>	<b>5</b>

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Voter Registration	81,500	82,000	84,000
Changes to Voters Registrations	32,000	33,500	36,000
Confirmation Mailings	13,000	14,000	15,000
Voter Notification Cards	25,000	27,000	28,000
Election Judges	600	650	650
Early Voting Judges	250	500	500
Election Estimated Turnout	74,000	55,000	65,000
Absentee/Main-in Ballots	24,000	1,200	5,000
Provisional Ballots	1,500	300	500

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

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## DESCRIPTION

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

## OPERATING BUDGET

<b>Extension – St. Mary’s County</b>	<b>FY2021 Actual</b>	<b>FY2022 Approved</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
<b>Total – UME St. Mary’s County</b>	<b>\$262,485</b>	<b>\$270,802</b>	<b>\$290,048</b>	<b>\$280,786</b>

## HIGHLIGHTS

The local budget for the University of Maryland Extension (UME) is \$280,786 which is \$9,984 or 3.7% higher than the previous year. The increase will cover the 2% COLA and the 2.5% step increase in salaries and operating direct costs.

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

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## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
<b>AGRICULTURE &amp; NUTRIENT MANAGEMENT</b>			
Beginner Farmer Training	129	150	150
Vineyard Research Outreach	72	50	50
Nutrient Voucher Training	72	60	75
Nutrient Management Plans	388	450	480
Acres in Nutrient Management	12,432	14,000	14,500
Pesticide License Renewals	239	200	200
Direct Farmer Consultations	327	400	425
<b>FAMILY AND CONSUMER SERVICES &amp; MARYLAND SNAP-Ed</b>			
SNAP-Ed Supplemental Nutrition Assistance Program Education (Youth and Adult)	300	300	800
Refresh Nutrition Education 4th/5th Graders	158	127	175
Read for Health Youth Participants	405	339	700
Edible ABC's Participants	445	298	350
Food Safety and Preservation Education Participants	0	30	40
Innovative Approaches to Health and Wellness	39	30	50
Farm to School Participants	994	1,000	1,000
Fresh Conversations Participants	52	60	70
Dining with Diabetes Participants	13	15	20
<b>MASTER GARDENER PROGRAM</b>			
Master Gardener Volunteer Hours	3,250	4,250	5,000
Master Gardener Certified Volunteers	130	145	150
Master Gardener Interns/Trainees	25	25	25
Plant Clinics	20	40	40

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

## PERFORMANCE MEASURES (continued)

<b>4-H YOUTH DEVELOPMENT PROGRAM</b>			
4-H UME Certified Volunteers	75	80	85
4-H UME New Volunteers Certified	3	4	5
Youth, 5-18 years old, 4-H Community Clubs	125	150	175
Youth, 5-18 years old, Military	50	50	50
4-H After-School Youth	0	50	50
4-H Youth School Enrichment Programs	984	900	1,000
4-H County Fair Exhibits	779	1,200	1,500
4-H Youth Projects Completed	121	140	150
4-H Recruitment Contacts	200	300	300
4-H Club-Sponsored Community Service	25	30	35
4-H Volunteer Hours	1,000	1,300	1,500
4-H Day Camping Programs	19	40	50
4-H Overnight Camping Programs	0	50	60
<b>WATERSHED PROTECTION AND RESTORATION</b>			
Watershed Steward Trainees	0	10	0
Watershed Steward Certified Volunteers	10	20	20
Watershed Steward Volunteer Hours	0	300	400
Watershed/Stormwater Educational Projects	0	15	20
Stormwater BMP Implementation: Sq.ft. of Rain Gardens	0	1,000	1,000
Stormwater BMP implementation: # Rain Barrels	23	45	45
Stormwater BMP implementation: # Native Plants	102	500	500
Stormwater BMP implementation: # Trees	125	50	50
Participants in Well and Septic Clinics	0	50	50

# ETHICS COMMISSION

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## DESCRIPTION

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

## OPERATING BUDGET

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	FY2021	FY2022	FY2023	FY2023
Ethics Commission	Actual	Approved	Request	Approved
<b>Total Ethics Commission</b>	\$656	\$833	\$833	\$833

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## HIGHLIGHTS

The budget of \$833 is consistent with the funding level from prior year.

# FOREST CONSERVATION BOARD

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## DESCRIPTION

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

## OPERATING BUDGET

Forest Conservation	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
<b>Total - Forest Conservation</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>

## HIGHLIGHTS

The budget of \$2,500 is consistent with 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.

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Natural Resource Camp	\$575	\$1,700	\$1,100
Friends of St. Clements Bay	\$1,000	\$1,000	\$1,500



# SOIL CONSERVATION DISTRICT

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## DESCRIPTION

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

## OPERATING BUDGET

<b>St. Mary's Soil Conservation District</b>	<b>FY2021 Actuals</b>	<b>FY2022 Approved</b>	<b>FY2023 Request</b>	<b>FY2023 Approved</b>
<b>Total – Soil Conservation District</b>	<b>\$78,087</b>	<b>\$103,423</b>	<b>\$111,343</b>	<b>\$108,078</b>

## HIGHLIGHTS

The County is budgeted for \$108,078 which is an increase of \$4,655 or 4.5% over prior year. This funding will assist in covering 50 percent of the FY2023 step and COLA increases provided by the State.

# SOIL CONSERVATION DISTRICT

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## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	PROJECTED FY2023
<b><u>Approve Erosion and Sediment Control Plans:</u></b>			
Review single lot development which disturbs < .5 acres	184	175	175
Approved for single lot development which disturbs < .5 acres	64	70	70
Approved erosion and sediment control plans for development that disturbs greater than .5 acre.	171 approvals protecting 711 acres	180 approvals protecting 190 acres	180 approvals protecting 190 acres
Review and provide comments for the Technical Evaluation Committee.	60	70	80
Hold pre-construction meetings for erosion and sediment control projects that exceed .5 acres of total disturbance. Reduce environmental impacts because of improperly installed best management practices.	114	120	125
Review and process E&S exemption projects that disturb less than 5,000 square feet or 100 cubic yards of cut and/or fill.	324	325	350
Review and approve concept storm water management and erosion and sediment control plans in coordination with the Land Use and Growth Management Office and the Department of Public Works and Transportation.	25	30	30

# SOIL CONSERVATION DISTRICT

## PERFORMANCE MEASURES (continued)

Reduce sedimentation to tributaries by the development of Soil Conservation and Water Quality Plans. Plans are current for 10 years unless the operation changes. The acreages shown are for total current crop, pasture, hayland, other associated cropland and headquarter areas and excludes woodland.	25,966 acres	28,500 acres	30,000 acres
Reduce sedimentation to tributaries by the implementation of agronomic soil conservation and water quality BMP's on agricultural land.	59 SC&WQ plans on 3,010 WIP eligible acres.	65 SC&WQ plans on 4,000 WIP eligible acres.	75 SC&WQ plans on 5,250 WIP eligible acres.
Reduce sedimentation to tributaries by the installation of structural best management practices on agricultural land. The total number of BMP's implemented can vary each year based on weather conditions.	237 BMP's protecting 4596 acres	250 BMP's protecting 4950 acres	265 BMP's protecting 5200 acres
Provide public outreach through various formats. Ex: Earth Day, fair, Crops Conference etc.	Reduced number of scheduled events due to COVID.	Will attend 15 events if held.	Will attend 15 events if held.
Perform site visits at the request of private landowners, consultants, and other units of government. (shoreline erosion, flooding or ponding water, urban E&S complaints, etc.)	49 site visits	60 site visits	70 site visits
Promote the Maryland Department of Agriculture cover crop program. Cover crops are the most cost-effective way to reduce nutrient and sediment runoff from agriculture lands to the Chesapeake Bay.	57 farmers 7322 acres	65 farmers 9000 acres	70 farmers 11,000 acres
Lease district owned conservation equipment to agricultural producers to reduce sediment and nutrient loads to the Chesapeake Bay.	64 operators 1635 acres	70 operators 1750 acres	70 operators 1750 acres
Review and approve standard erosion and sediment control plans for timber harvest operations.	17 plans 503 acres	15 plans 500 acres	15 plans 500 acres

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

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## DESCRIPTION

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

## OPERATING BUDGET

SO MD RC & D	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
<b>Total – SO MD RC&amp;D</b>	<b>\$13,300</b>	<b>\$15,300</b>	<b>\$15,300</b>	<b>\$15,300</b>

## HIGHLIGHTS

The County will fund \$15,300 which is the same from the prior year. This funding is designated to finance 20% of the salary and benefit costs for a full-time Office Associate and to fund office administration costs. Grants provide most of the funding used by the RC&D, to support environmental education, conservation, development, and community outreach programs.

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Total Number of Partners / Clients* Served	28	28	28
Population Positively Affected	55,000	57,000	59,000
Number of Clients Served – St. Mary’s County	22	20	22
Percent of Clients Served from St. Mary’s County	80%	80%	80%
Current Number of Full-time employees	2	2	2
Number of Volunteers / Volunteer Hours	35 / 2,100	35 / 2,100	35 / 2,100
(FTE) Jobs Created as a Result of Cooperative Agreement	8	11	10
Navy Environmental Projects Completed	1	-	2

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

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## DESCRIPTION

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

## OPERATING BUDGET

Tri-County Community Action Committee - TCCAC	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
<b>TOTAL – TCCAC</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$35,000</b>	<b>\$35,000</b>

## HIGHLIGHTS

The County will fund \$19,000 more than the prior year.

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Total Number of Customers Served	7,100	7,200	7,300
Number of Clients Served-St. Mary's County	2,200	2,300	2,400
% of St. Mary's County customers served	32	31	33
Current number of paid employees (full-time)	65	54	63

# TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND

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## DESCRIPTION

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

## OPERATING BUDGET

Tri-County Council	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
<b>Total – Tri- County Council</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>

## HIGHLIGHTS

The County will fund \$125,000, which is consistent with the prior year.

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Customized Recruitments	43	50	58
Hires Made from Recruitments	63	95	120
Training Dollars Spent to Upgrade Skills of SMC Residents	\$247,480	\$248,216	\$260,626
SMC Residents Trained	50	80	90
American Job Center Visits	1,152	1,554	2,000
Mobile Career Center Deployments in SMC	46	50	55
SMC Residents Served by the Mobile Career Center	156	260	275
Number of Business Engagements	389	368	400

# TRI-COUNTY YOUTH SERVICES BUREAU

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## DESCRIPTION

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

## OPERATING BUDGET

Youth Services Bureau	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
<b>Total – Youth Services Bureau</b>	<b>\$143,600</b>	<b>\$143,600</b>	<b>\$143,600</b>	<b>\$143,600</b>

## HIGHLIGHTS

The County will fund \$143,600, which is consistent with the funding level from the prior years.

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Total Number of Clients Served (all counties)	3,460	4,094	4,524
Number of Clients Served – St. Mary’s County	462	487	494
Percent of total Clients Served - St. Mary’s County	35%	41%	45%
Current number of paid employees (FTEs) St. Mary’s	2	2	2
Number of Volunteer/Volunteer Hours – St. Mary’s	14 / 384	18 / 486	20 / 786
Formal counseling services to children and youth	420	424	424
Families assisted through Family Navigation services	320	324	326
Number of Youth Mentors	6	6	6
Number of Youth receiving Youth Development	149	166	184

# STATE DEPARTMENT OF ASSESSMENTS & TAXATION (SDAT)

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## DESCRIPTION

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

## OPERATING BUDGET

SDAT	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Total - SDAT	\$375,492	\$452,580	\$452,580	\$452,580

## HIGHLIGHTS

This budget includes \$452,580 to be funded by the County for the State Department of Assessments and Taxation's local office, per current legislation at 50 percent.



# UNIVERSITY SYSTEM OF MARYLAND AT SOUTHERN MARYLAND (USMSM)

## DESCRIPTION

The principal function of the University System of Maryland at Southern Maryland (USMSM) 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 USMSM. 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 USMSM’s university and college partners, USMSM offers academic programs in these fields of study: Engineering and Technology, Education, Business, Social Work, Nursing, and Criminal Justice.

## OPERATING BUDGET

USMSM	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
<b>Total – USMSM</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>

## HIGHLIGHTS

The County continues to fund \$40,000 annually, which is consistent with the funding level from prior years.

## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Total Number of Clients Served	950	1,100	1,500
Number of Clients Served – St. Mary’s County	462	660	720
Percent of total Clients Served from St. Mary’s County	51%	60%	60%
Academic Degree & Certification Programs Offered	100+	100+	100+
Number of Courses Offered	171	180	200
Number of Degree & Certificates Awarded by University & College Partners	191	160	190

# BOARD OF EDUCATION

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## DESCRIPTION

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

## OPERATING BUDGET

BOARD OF EDUCATION	ACTUAL FY2021	APPROVED FY2022	APPROVED FY2023	% CHANGE
BOE - Recurring	\$109,542,921	\$114,540,490	\$121,524,907	6.1%
<b>Total County - BOE</b>	<b>\$109,542,921</b>	<b>\$114,540,490</b>	<b>\$121,524,907</b>	<b>6.1%</b>
<u>EXPENDITURES BY CATEGORY:</u>				
Administration	\$3,452,654	\$3,686,116	\$3,970,727	7.7%
Mid-Level Admin	17,300,396	17,643,294	18,814,605	6.6%
Instructional Salaries	81,194,229	85,699,403	89,688,126	4.7%
Instructional Textbooks & Supplies	4,149,557	4,765,520	4,530,749	(4.9%)
Other Instructional Costs	955,827	1,522,123	2,041,113	34.1%
Special Education	19,464,930	19,931,311	21,486,232	7.8%
Student Personnel Serv.	1,232,612	1,447,331	1,458,840	0.8%
Student Health Serv.	2,534,683	2,695,864	2,996,850	11.2%
Student Transportation	\$15,393,471	\$18,974,012	\$23,045,815	21.5%
Operation of Plant	16,499,103	17,336,219	19,635,370	13.3%
Maintenance of Plant	4,431,662	4,364,020	4,583,368	5.0%
Fixed Charges	52,214,313	55,670,911	59,541,279	7.0%
Capital Outlay	979,916	3,772,850	959,216	(74.6%)
<b>TOTAL – GENERAL FUND-ALL SOURCES</b>	<b>\$219,802,353</b>	<b>\$237,508,974</b>	<b>\$252,752,290</b>	<b>6.4%</b>

# BOARD OF EDUCATION

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## STAFFING

Board of Education	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Unrestricted	1,996.87	1,995.66	2,013.18	2,018.18
Restricted	175.23	254.60	240.40	274.03
Food Service	<u>151.90</u>	<u>151.90</u>	<u>152.15</u>	<u>152.15</u>
<b>Board of Education</b>	<b>2,324.00</b>	<b>2,402.16</b>	<b>2,405.73</b>	<b>2,444.36</b>

Note: Includes Chesapeake Public Charter School

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

Level	FY2021 Actual	FY2022 Budget	FY2022 Actual	FY2023 Budget
Elementary/Pre-K	7,400	7,868	7,338	7,450
Middle	4,076	4,103	3,988	4,015
High	5,248	5,296	5,388	5,444
<b>K to 12 FTE's</b>	<b>16,724</b>	<b>17,267</b>	<b>16,714</b>	<b>16,909</b>

## HIGHLIGHTS

The County's funding for the Board of Education (BOE) is budgeted at \$121,524,907, an increase of \$6,984,417 or 6.1% in recurring funding, over the prior year. State-mandated Maintenance of Effort (MOE) requires county funding of \$114,540,490 based on the MSDE Official Enrollment of 16,714 at September 30, 2021. County funding increase provides funding for negotiated agreements, transportation, and fuel. The latest information from Blueprint fiscal impact indicates that \$116.3 million is required for FY2023.

When combined with the State/Federal/Other funding \$128,939,552 and \$2,287,831 of the Board of Education's Fund Balance, the total unrestricted budget is \$252,752,290.

The Board of Education's budget also includes a revolving fund of \$11,943,268 for food services and a Restricted Fund of \$66,816,087, for Grants. The Capital Projects are presented separately and projects for Public Schools in FY2022 total \$18,715,000, including \$11,313,000 funded by the County.

# COLLEGE OF SOUTHERN MARYLAND

## DESCRIPTION

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

## OPERATING BUDGET-need to update

College of Southern Maryland	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
<b>County Funding</b>	<b>\$4,518,686</b>	<b>4,606,956</b>	<b>4,758,945</b>	<b>\$4,758,945</b>
Tuition/Fees	20,862,714	21,670,453	21,958,121	21,958,910
State, Federal, Other Revenue	<u>36,939,985</u>	<u>39,293,021</u>	<u>40,907,485</u>	<u>44,099,538</u>
<b>Total – CSM Revenues- All Sources</b>	<b>57,802,699</b>	<b>60,963,474</b>	<b>\$62,865,606</b>	<b>\$66,058,448</b>

## HIGHLIGHTS

The total budget for the College of Southern Maryland (CSM), is increasing from \$60,963,474 to \$66,058,448 or \$5,094,974 more than the prior year. County funding is at \$4,758,945, which is an increase of \$151,989 or 3.3% for maintenance of effort. The budget is presented as a total budget to include all campuses.

## PERFORMANCE MEASURES

Indicators	Fall 2019	Fall 2020	Fall 2021
FTE Students – Leonardtown Campus Enrollment	1,921	530	644
FTE Students – St. Mary's County Residence Virtual Campus	-0-	1,623	1,443

# BOARD OF LIBRARY TRUSTEES

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## DESCRIPTION

The St. Mary's County Library provides public library services seven days a week to all County citizens. Branch libraries are located in the three major population centers - Lexington Park, Leonardtown, and Charlotte Hall. The Leonardtown library houses the administrative office. The libraries have 62,500 square feet of floor space and hold nearly 200,000 physical items. The library also offers over 575,000 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, teen, and adult programming; interlibrary loan; and administration.

## OPERATING BUDGET

	FY2021	FY2022	FY2023	FY2023
Board of Library Trustees	Actual	Approved	Request	Approved
Lexington Park Library	\$907,554	\$1,052,491	\$1,106,605	1,106,605
Leonardtown Library	900,950	849,839	895,585	895,585
Charlotte Hall Library	620,790	618,922	660,911	660,911
Administration	1,454,353	1,530,465	1,660,346	1,678,296
<b>Total Expenses - Library</b>	<b>3,883,647</b>	<b>4,051,717</b>	<b>4,323,447</b>	<b>4,341,397</b>
State, Federal, Other Revenue				
Sources	917,283	940,458	997,627	975,458
<b>County Funds – Library</b>	<b>2,966,364</b>	<b>3,078,259</b>	<b>3,285,820</b>	<b>3,310,048</b>
Fund Balance (Library)	<u>-0-</u>	<u>33,000</u>	<u>40,000</u>	<u>55,891</u>
<b>Total Revenues, All Funding Sources</b>	<b>\$3,883,647</b>	<b>\$4,051,717</b>	<b>4,323,447</b>	<b>4,341,397</b>

## HIGHLIGHTS

The total budget for the Board of Library Trustees is \$4,341,397 which is an increase of \$289,680 or 7.1% over the prior year. County funding is budgeted at \$3,310,048 which is an increase of \$231,789 or 7.5% more than the prior year. This is attributed employee compensation increases and two new positions for the mobile library.

# BOARD OF LIBRARY TRUSTEES

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## PERFORMANCE MEASURES

Indicators	Actual FY2021	Estimated FY2022	Projected FY2023
Physical Circulation of Books and Other Materials	620,287	700,000	1,100,000
Digital Circulation	99,526	150,000	160,000
Customer Visits	147,143	250,000	600,000
Program Attendance	8,345	12,000	24,000
Hours Open per Week (total for 3 libraries)	124	178	184
Physical Items in Collection	193,320	195,000	195,000
Digital Tiles Accessible	579,231	580,000	590,000
Uses of PC's	12,509	20,000	50,000
Number of Public PC's	140	140	140
Wi-Fi Uses	6,227	11,000	20,000
Meeting Room Use Instances, Not Attendance	-0-	600	4,500

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**OTHER  
BUDGET  
COSTS**

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## **APPROPRIATION RESERVE**

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This represents funding authority recognized in the expense budget, which has corresponding (supplemental) revenue from grants or other revenues, but which is not specifically known at this time and therefore is not appropriated for a specific purpose. Generally, this is used for new or increased grant awards during the year, which have corresponding revenues. As funds are received, the revenues and associated expenditures will be re-allocated, through a budget amendment approved by the Commissioners of St. Mary's County, to the appropriate department appropriation authority, both revenues and expenses, is budgeted at \$2,500,000.

## **LEONARDTOWN TAX REBATE**

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The County Commissioners appropriate funds to the town of Leonardtown in recognition that the town provides certain services such as, planning and zoning, road maintenance and other public works services to its residents in lieu of the county providing those services. The amount is calculated based upon the assessed value of County-owned tax exempt property within the Leonardtown corporate limits. The major properties within the town limits include the Court House, Governmental Center, Hayden Farm, Health Department, and the Library. The formula equates to a tax differential rate of 1.19 cents per \$100 of assessed value for the taxpayers of Leonardtown. This is an increase from last year's differential rate of .82 cents. The assessed value of the County Owned Nontaxable Real Property Assessments is \$61,838,946, requiring a payment of \$70,929.



## **EMPLOYER CONTRIBUTIONS – RETIREE HEALTH BENEFITS & UNEMPLOYMENT COSTS**

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

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

The County has an actuarial valuation performed bi-annually. At June 30, 2021 the County's net OPEB asset was \$13.867 million, funded at 113.21%. Based on this funding level, no budgeted expenses are included in the operating budget, retiree health benefits will be paid by the trust. The Finance Department will establish a policy based on annual audit and funding level and review annually during the budget on future funding.

Unemployment for FY2023 is included at \$25,000; this is consistent with prior year as we do not anticipate an increase in County costs.

## **GENERAL / BANK ADMINISTRATION COSTS**

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A total of \$46,000 is allocated to cover service and related charges from financial institutions, including administrative fees for bond escrow accounts related to outstanding general obligation bonds.

# DEBT SERVICE

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This appropriation of \$13,267,798 funds the payment of debt service - principal and interest on debt for capital projects. Included in the FY2023 estimate for debt service includes interest payment on the borrowing of \$30,000,000 in FY2023. The estimated allocation of debt service, based on the capital projects being funded, is as follows:

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
<b>General Obligation</b>	\$8,322,962	\$4,841,969	\$13,164,931
<b>State Loans</b>	\$102,867	\$0	\$102,867

<b>Project Type</b>	<b>Current Debt</b>
Board of Education	\$4,027,778
Roads	3,390,093
Public Safety	2,169,416
Other Facilities	1,450,475
Library	880,156
Parks	865,379
CSM	469,212
Solid Waste	15,289
<b>Total</b>	<b>\$13,267,798</b>

# TRANSFERS & RESERVES

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## GENERAL FUND TRANSFER –

The \$22,586,905 is reflected as a transfer from the General Fund to other funds to fund principally from unassigned fund balance.

CIP Pay-Go	\$17,202,680
Emergency Support	3,059,000
Emergency Billing:	
• Operating	1,645,855
• Fund Balance	408,970
Solid Waste Vehicles	265,000
R&P Activity Fund	3,400
Wicomico Golf	2,000
Total	22,586,905

## RAINY DAY –

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

## BOND RATING –

This reserve is part of the Committed Funds in the Fund Balance, set at 6% of general fund revenues. The appropriation for FY2023 is \$400,000, level with the prior year. The Bond Rating Reserve balance is \$16,670,000 as of June 30, 2021.

## EMERGENCY RESERVE –

This reserve represents funding set aside annually which can be allocated during the fiscal year at the discretion of the Commissioners of St. Mary’s County to fund unanticipated or under budgeted expenditures, such as weather-related events, or respond to other funding requests for items or activities not budgeted. The budget allocates \$500,000 to this reserve. Uses require specific action by the Commissioners of St. Mary’s County.

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## ENTERPRISE AND SPECIAL REVENUE FUNDS

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

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

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

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.

The Emergency Services Billing Fund is a separate fund to collect revenue for soft billing for emergency service transport fees and includes paid rescue personnel to supplement current volunteers.

## EMERGENCY SERVICES BILLING FUND

Emergency Services Billing Fund - established 2021 with initial revenue from CARES funding. Contract with Quick Medic Claims for EMS Transport billing services and medical service fees approved on March 9, 2021. Memorandum of Agreement (MOA) approved by CSMC on March 9, 2021. The MOA's with the rescue squads will allow the County government to conduct EMS transport services billing on their behalf. Paid rescue personnel supplements the volunteers.

Source and Use of Funds	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Emergency Services Billing - 50% (net of fee)	\$ -	\$ 1,690,715	1,690,715	1,987,728
	-	-	-	-
Pay-Go from General Fund - Fund Balance	-	-	-	408,970
Pay-Go from General Fund - Operating	-	-	-	1,645,855
Pay-Go from Emergency Support Fund - Operating	-	1,471,811	-	1,200,000
Appropriation Reserve - Emergency Services	-			
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 3,162,526</b>	<b>\$ 1,690,715</b>	<b>\$ 5,242,553</b>
Personal Services	\$ -	\$ 1,676,505	\$ 2,815,413	\$ 4,595,859
Operating Supplies	-	141,100	21,600	260,063
Professional Services	-	1,155,608	36,200	100,527
Communication	-	2,050	2,050	3,150
Transportation	-	20,000	20,000	25,000
Liability Insurance	-	20,193	20,193	20,193
Miscellaneous	-	1,000	1,000	2,500
Equipment & Furniture	-	18,200	10,600	228,820
Appropriation Reserve - Emergency Services	-	-	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 3,034,656</b>	<b>\$ 2,927,056</b>	<b>\$ 5,236,112</b>
Revenues Over (Under) Expenditures	\$ -	\$ 127,870	\$ (1,236,341)	\$ 6,441
<b>Fund Equity (deficit) at June 30 - audited*</b> <b>Year 1</b>	<b>\$ -</b>			

Transport Fee Schedule:	Cost	Current Staffing:	FY2022 adjusted	FY2023 Approved
Paramedic Ambulance Transport Fee	\$ 650.00	Paramedics	4	12
Basic Life Support Transport	\$ 425.00	Fiscal Specialist IV	1	1
Paramedic Ambulance - Emergent Transport Fee		Administrative Coord.	1	1
Higher level of Critical Care Provided	\$ 700.00	EMT's	20	30
Ground Mileage	\$ 15.00	Total	26	44
	<b>Amount Due from</b>			
<b>Medicare Transport Fees:</b>	<b>Cost</b>	<b>Patient 20%</b>		
Paramedic Ambulance Transport Fee	\$ 650.00	\$ 130.00		
Basic Life Support Transport	\$ 425.00	\$ 85.00		
Paramedic Ambulance - Emergent Transport Fee				
Higher level of Critical Care Provided	\$ 700.00	\$ 140.00		
Ground Mileage	\$ 15.00	\$ 3.00		

## 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 service 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	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Emergency Services – Support Tax	\$ 3,201,869	\$ 3,194,000	\$ 3,200,000	\$ 3,345,000
General Government - Other Income	-	3,030	3,030	-
Amoss (508) Grant - Fire & Rescue	305,587	305,587	300,000	300,000
General Fund - Pay-Go	-	3,200,000	-	3,059,000
Appropriation Reserve - Emergency Services	-	50,000	50,000	50,000
<b>Total Revenues</b>	<b>\$ 3,507,456</b>	<b>\$ 6,752,617</b>	<b>\$ 3,553,030</b>	<b>\$ 6,754,000</b>
Emergency Management Recruiting	\$ 127,903	\$ 184,301	\$ 183,701	\$ 247,429
Advanced Life Support Operating	702,530	230,720	247,832	247,832
Emergency Services Committee	170,732	189,140	206,140	206,140
Fire Department Operating Allocation	207,000	207,000	207,000	207,000
Fire Department LOSAP	839,008	814,867	855,455	855,455
Amoss (508) Grant - Fire	152,793	152,794	150,000	150,000
Rescue Squad Operating Allocation	133,000	133,000	133,000	133,000
Emergency Services Billing Pay-Go	-	1,471,811	-	1,200,000
Rescue Squad LOSAP	309,900	346,372	353,004	353,004
Amoss (508) Grant - Rescue	152,793	152,793	150,000	150,000
LOSAP	1,000,000	3,200,000	1,000,000	3,000,000
F & R Revolving Loan Fund, Debt Service	55,337	55,427	36,458	36,458
Appropriation Reserve - Emergency Services	-	50,000	50,000	50,000
<b>Total Expenditures</b>	<b>\$ 3,850,996</b>	<b>\$ 7,188,225</b>	<b>\$ 3,572,590</b>	<b>\$ 6,836,318</b>
Revenues Over (Under) Expenditures	\$ (343,540)	\$ (435,608)	\$ (19,560)	\$ (82,318)
<b>Fund Equity (deficit) at June 30 - audited*</b>	<b>\$ 126,127</b>			

\* Page 124 - FY2021 Audit

## MISCELLANEOUS REVOLVING FUND

Source and Use of Funds	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Farmers Market	-	-	-	\$ 28,000
Fuel Operations	\$ 11,900	\$ 20,000	\$ 20,000	\$ 20,000
State's Attorney Drug Enforcement	14,025	30,000	30,000	30,000
Community Service Teen Court	-	1,000	1,000	1,000
Department of Aging Special Events/CRAC	6,100	120,000	118,000	118,000
LUGM - Historic Book	60	-	1,200	1,200
Sheriff's Federal Forfeiture Fund	-	-	-	-
Sheriff's Local Forfeiture Fund	32,726	25,000	25,000	25,000
State's Attorney Project Graduation	108,787	90,000	90,000	90,000
St. Mary's County Weed Control	61,493	48,133	55,633	55,633
Appropriation Reserve	-	140,000	140,000	140,000
<b>Total Revenues</b>	<b>\$ 235,091</b>	<b>\$ 474,133</b>	<b>\$ 480,833</b>	<b>\$ 508,833</b>
Farmers Market	-	-	-	28,000
Fuel Operations	\$ 14,296	\$ 10,000	\$ 15,000	\$ 15,000
Community Service Teen Court	-	400	400	400
Department of Aging Special Events/CRAC	1,662	117,000	117,000	117,000
Sheriff's Federal Forfeiture Fund	-	50,000	50,000	50,000
Sheriff's Local Forfeiture Fund	18,075	67,500	67,500	67,500
State's Attorney Drug Enforcement	995	89,480	89,480	91,489
State's Attorney Project Graduation	43,970	90,000	90,000	90,000
St. Mary's County Weed Control	20,834	57,577	57,577	57,577
Appropriation Reserve	-	140,000	140,000	140,000
<b>Total Expenditures</b>	<b>\$ 99,832</b>	<b>\$ 621,957</b>	<b>\$ 626,957</b>	<b>\$ 656,966</b>
Revenues Over (Under) Expenditures	\$ 135,259	\$ (147,824)	\$ (146,124)	\$ (148,133)
<b>Fund Equity (deficit) at June 30 - audited</b>	<b>* \$1,067,764</b>			

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

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

\* Page 78 - FY2021 Audit

## RECREATION AND PARKS ENTERPRISE FUND

Source and Use of Funds	FY2021	FY2022	FY2023	FY2023
	Actual	Approved	Request	Approved
General Government/Other Income/Pay-Go	\$ -	\$ -	\$ -	\$ 3,400
Child Care Programs	218,832	1,895,906	2,077,748	2,077,748
Therapeutic Division	-	168,511	189,991	189,991
Gymnastic Department	192,376	613,674	625,016	625,016
Aquatic Center	-	-	638,550	638,550
Leisure / Special Programs	31,058	195,642	195,642	195,642
Special Facilities	305,856	575,994	640,515	640,515
Sports Programs	102,742	573,455	656,265	656,265
General Administration	42,694	68,031	78,856	78,856
Appropriation Reserve	32	80,000	80,000	80,000
<b>Total Revenues</b>	<b>\$ 893,590</b>	<b>\$ 4,171,213</b>	<b>\$ 5,182,583</b>	<b>\$ 5,185,983</b>
Child Care Programs	\$ 276,065	\$ 1,705,700	\$ 1,886,265	\$ 1,889,665
Therapeutic Division	-	210,587	221,759	221,759
Gymnastics	273,716	579,510	603,917	603,917
Aquatic Center	-	-	607,425	607,425
Leisure / Special Programs	8,595	145,048	147,229	147,229
Special Facilities	676,628	769,588	870,537	870,537
Sports Programs	106,302	519,798	551,695	551,695
General Administration	94,941	229,080	213,563	213,563
Appropriation Reserve	-	80,000	80,000	80,000
<b>Total Expenditures</b>	<b>\$ 1,436,247</b>	<b>\$ 4,239,311</b>	<b>\$ 5,182,390</b>	<b>\$ 5,185,790</b>
Revenues Over(Under) Expenditures	\$ (542,657)	\$ (68,098)	\$ 193	\$ 193
<b>Fund Equity (deficit) at June 30 - audited *</b>	<b>\$ 4,608</b>			

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

\* Page 27 - FY2021 Audit



## SOLID WASTE AND RECYCLING FUND

Source and Use of Funds	FY2021	FY2022	FY2023	FY2023
	Actual	Approved	Request	Approved
SW and Recycling Fees-Residential	\$ 4,331,426	\$ 4,400,000	\$ 4,628,760	\$ 4,487,000
General Gov/Other Income	-	12,868	12,868	27,935
Landfill Tipping Fee	586,136	420,000	420,000	540,000
Recycle Containers	207,545	120,000	120,000	195,000
Pay-Go from General Fund	-	1,112,193	1,112,193	265,000
Appropriation Reserve	-	30,000	30,000	30,000
<b>Total Revenues</b>	<b>\$ 5,125,107</b>	<b>\$ 6,095,061</b>	<b>\$ 6,323,821</b>	<b>\$ 5,544,935</b>
<u>Solid Waste</u>				
Personal Services	\$ 1,074,152	\$ 1,157,133	\$ 1,189,051	\$ 1,207,929
Operating Supplies	37,899	38,650	38,650	38,650
Hauling & Post-Closure Costs	1,429,896	1,523,562	1,587,588	1,587,588
Communications	6,576	5,760	5,760	5,760
Transportation	59,542	61,000	96,000	96,000
Public Utility	21,605	28,167	28,167	28,167
Tipping Fees	1,438,486	1,536,519	1,431,757	1,431,757
Equipment	11,684	1,055,309	1,309	266,309
Retiree Health	23,000	23,000	23,000	23,000
Lease Payments	207,816	207,745	169,015	169,015
Appropriation Reserve	-	30,000	30,000	30,000
Total, Solid Waste	\$ 4,310,656	\$ 5,666,845	\$ 4,600,297	\$ 4,884,175
<u>Recycling</u>				
Personal Services	\$ 112,105	\$ 128,009	\$ 128,009	\$ 121,222
Operating Supplies	1,017	1,400	1,400	1,400
Professional Services	534,648	577,136	643,587	643,587
Transportation	3,759	3,000	3,000	3,000
Rentals	68,311	61,982	68,844	68,844
Hazardous Waste Day Events	66,132	87,575	86,675	86,675
Equipment	-	-	-	-
Equipment & Furniture	40,323	40,222	40,222	40,222
Recycling Grant	-	-	-	-
Total, Recycling	\$ 826,295	\$ 899,324	\$ 971,737	\$ 964,950
<b>Total Expenditures</b>	<b>\$ 5,136,951</b>	<b>\$ 6,566,169</b>	<b>\$ 5,572,034</b>	<b>\$ 5,849,125</b>
Revenues Over (Under) Expenditures	\$ (11,844)	\$ (471,108)	\$ 751,787	\$ (304,190)
<b>Fund Equity (deficit) at June 30 - audited*</b>	<b>\$657,732</b>			

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

**FY2023 - Environmental Service Fee \$98.50** - Ordinance 2018 - 13 in Section 223 - 34 (3) allows for a 2% increase every year on July 1.

\* Page 27 - FY2021 Audit

# WICOMICO SHORES GOLF ENTERPRISE FUND

Source and Use of Funds	FY2021 Actual	FY2022 Approved	FY2023 Request	FY2023 Approved
Golf Operations	\$ 847,145	\$ 837,000	\$ 859,000	\$ 859,000
Government/Other Income/ Pay-Go	-	826	-	21,724
Restaurant	272,975	440,000	432,000	432,000
House	6,168	35,000	40,000	40,000
Interest Income	-	1,500	-	-
Golf Shop	56,210	59,000	53,000	109,000
Other/Miscellaneous	6,372	800	800	800
Appropriation Reserve	-	50,000	50,000	50,000
<b>Total Revenues</b>	<b>\$ 1,188,870</b>	<b>\$ 1,424,126</b>	<b>\$ 1,434,800</b>	<b>\$ 1,512,524</b>
Golf Operations	\$ 153,260	\$ 149,440	\$ 155,788	\$ 159,588
Greens and Grounds	416,657	477,748	482,308	482,743
Restaurant	327,039	433,399	444,097	458,909
House	58,097	73,400	73,400	73,400
Administration	117,670	102,687	97,437	183,320
Golf Shop	20,747	34,506	34,785	82,385
Capital	11,999	24,140	12,070	12,070
OPEB (post-retirement health)	36,000	36,000	36,000	36,000
Appropriation Reserve	-	50,000	50,000	50,000
<b>Total Expenditures, before debt service</b>	<b>\$ 1,141,469</b>	<b>\$ 1,381,320</b>	<b>\$ 1,385,885</b>	<b>\$ 1,538,415</b>
Debt Service - Building	\$ 78,318	\$ 78,318	\$ 78,318	\$ 78,318
<b>Total Expenditures, including debt service</b>	<b>\$ 1,219,787</b>	<b>\$ 1,459,638</b>	<b>\$ 1,464,203</b>	<b>\$ 1,616,733</b>
Revenues Over(Under) Expenditures-incl. debt	\$ (30,917)	\$ (35,512)	\$ (29,403)	\$ (104,209)
<b>Fund Equity (deficit) at June 30, exclusive of net capital assets, net of debt to General Fund, audited</b>	<b>\$ (319,820)</b>			

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

\* Page 27 - FY2021 Audit - Unrestricted (\$836,421) + Advanced from General Fund \$516,601

# 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	3,643	3.6¢ per \$100 of assessment
Valley Lee - 2nd Election District	3,787	5.6¢ per \$100 of assessment
Leonardtown - 3rd Election District	7,969	2.4¢ per \$100 of assessment
Mechanicsville - 5th Election District 5th District Accounts 5,229 4th District Accounts 3,945	9,174	4.6¢ per \$100 of assessment
Hollywood - 6th Election District	5,917	4.4¢ per \$100 of assessment
Avenue – 7th Election District 7th District Accounts 3,251 4th District Accounts 1,048	4,299	5.6¢ per \$100 of assessment
Bay District - 8th Election District	13,396	5.0¢ per \$100 of assessment
St. George Island - 9th Election District	232	5.6¢ per \$100 of assessment

2021 Property taxable information – Total accounts = 48,417  
 County Code Chapter 49 – Maximum Rate 5.6 cents per \$100 of assessment

# 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	3,643	1.1¢ per \$100 of assessment
Valley Lee - 2nd Election District	3,787	1.7¢ per \$100 of assessment
Leonardtown - 3rd Election District	7,969	.9¢ per \$100 of assessment
Mechanicsville 5th Election District 5,229 4th Election District 3,945	9,174	2.0¢ per \$100 of assessment
Hollywood - 6th Election District	5,917	1.4¢ per \$100 of assessment
Avenue 7th Election District 3,251 4th Election District 1,048	4,299	3.0¢ per \$100 of assessment
Lexington Park - 8th Election District	13,396	2.3¢ per \$100 of assessment
St. George’s Island - 9th Election District	232	1.7¢ per \$100 of assessment

2021 Property taxable information – Total accounts = 48,417

County Code Chapter 49 – Maximum Rate 3.0 cents per \$100 of assessment

## SPECIAL ASSESSMENT FUND

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

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

Depending upon the type of special assessment, the project may require interfund loans. Provision is then made for the benefiting property owner to pay installments through the property tax system on an annual basis. Debt Service required in FY2023 for existing Special Assessments will be \$48,694.

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## CAPITAL IMPROVEMENTS FUND

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

The following pages are divided into three sections:

- 1) Fiscal Year 2023 Approved Capital Budget - by project and funding source
- 2) Fiscal Year 2024 – Fiscal Year 2028 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:

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

Projects are shown for the approved FY2023 appropriation year as well as the planned projects for fiscal years 2024 through 2028. 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.

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## APPROVED CAPITAL BUDGET - FY2023

CAPITAL PROJECT	Total	Bonds	X-fer Tax	Impact Fees	Pay-Go	State /Fed	Other
<b>HIGHWAYS</b>							
County Bridge Replacement & Repair	400,000	0	0	0	400,000	0	0
Culvert Replacement & Repair	500,000	0	0	0	500,000	0	0
FDR Boulevard Extended (MD 4 to Pegg Rd)	12,776,000	12,176,000	0	600,000	0	0	0
Mattapan Road Improvement	450,000	0	0	0	450,000	0	0
Neighborhood Drainage Improvements	882,895	0	0	0	882,895	0	0
Retrofit Sidewalk Program	300,000	0	300,000	0	0	0	0
Roadway & Safety Improvements	6,700,000	0	5,374,331	0	1,325,669	0	0
Side-Path or Bikeways	20,000	0	20,000	0	0	0	0
Southampton Neighborhood Revitalization	2,618,200	0	1,209,346	0	1,408,854	0	0
Water Quality & Nutrient Removal	380,000	0	380,000	0	0	0	0
<b>Total Highways</b>	<b>25,027,095</b>	<b>12,176,000</b>	<b>7,283,677</b>	<b>600,000</b>	<b>4,967,418</b>	<b>0</b>	<b>0</b>
<b>LAND CONSERVATION</b>							
Agricultural Land Preservation Programs	3,333,333	0	543,333	0	0	2,000,000	790,000
Rural Legacy Program	4,200,000	0	1,050,000	0	0	3,150,000	0
<b>Total Land Conservation</b>	<b>7,533,333</b>	<b>0</b>	<b>1,593,333</b>	<b>0</b>	<b>0</b>	<b>5,150,000</b>	<b>790,000</b>
<b>PUBLIC FACILITIES</b>							
Airport Improvements	695,057	0	587,006	0	0	108,051	0
Animal Shelter New Building	100,000	0	100,000	0	0	0	0
Building Maintenance & Repairs - Critical	418,000	0	418,000	0	0	0	0
Building Maintenance & Repairs-Programmatic	400,000	0	400,000	0	0	0	0
Buses and Bus Facility	85,000	0	17,000	0	0	68,000	0
Emergency Communications Center Expansion	1,634,950	0	0	0	0	1,634,950	0
Parking & Site Improvements	60,000	0	60,000	0	0	0	0
Public Administration Enterprise Software Upgrade	54,000	0	54,000	0	0	0	0
Sheriff's Headquarters Facility	710,925	710,925	0	0	0	0	0
<b>Total Public Facilities</b>	<b>4,157,932</b>	<b>710,925</b>	<b>1,636,006</b>	<b>0</b>	<b>0</b>	<b>1,811,001</b>	<b>0</b>
<b>RECREATION &amp; PARKS</b>							
Central County Park	350,000	0	0	0	320,000	30,000	0
Elms Beach Park Improvement	1,156,275	0	0	0	1,156,275	0	0
Park Land and Facility Acquisition	930,000	0	0	0	0	930,000	0
Park Planning Grant	25,000	0	0	0	0	25,000	0
Recreation Facility & Park Improvements	2,381,600	0	0	0	2,111,600	270,000	0
Shannon Farm Property	4,243,000	0	0	0	4,243,000	0	0
Snow Hill Park	1,500,000	0	0	50,000	950,000	500,000	0
St. Clements Island Museum Renovation	1,891,387	0	0	0	1,891,387	0	0
YMCA Great Mills	581,000	0	0	0	581,000	0	0
<b>Total Recreation &amp; Parks</b>	<b>13,058,262</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>11,253,262</b>	<b>1,755,000</b>	<b>0</b>
<b>Public Landings</b>							
St. Inigoes Boating Facility	355,000	0	0	0	0	355,000	0
<b>Total Public Landings</b>	<b>355,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>355,000</b>	<b>0</b>
<b>PUBLIC SCHOOLS</b>							
Building Infrastructure - Critical	1,167,000	949,016	217,984	0	0	0	0
Building Infrastructure - Programmatic	691,000	0	210,000	0	481,000	0	0
Great Mills High School - Partial Roof Replace	1,500,000	1,500,000	0	0	0	0	0
Green Holly Elementary School - Roof/HVAC Systemic Renovation	59,000	0	59,000	0	0	0	0
Lettie Marshall Dent ES- Modernization	7,274,000	2,304,000	0	0	0	4,970,000	0
Mechanicsville ES Limited Renovation	2,862,000	2,862,000	0	0	0	0	0
Piney Point ES HVAC Systemic Renovation	501,000	0	0	0	501,000	0	0
Relocatables for Various Sites	385,000	0	0	385,000	0	0	0
Town Creek ES HVAC Systemic Renovation	4,276,000	1,844,000	0	0	0	2,432,000	0
<b>Total Public Schools</b>	<b>18,715,000</b>	<b>9,459,016</b>	<b>486,984</b>	<b>385,000</b>	<b>982,000</b>	<b>7,402,000</b>	<b>0</b>
<b>TOTAL</b>	<b>\$68,846,622</b>	<b>\$22,345,941</b>	<b>\$11,000,000</b>	<b>\$1,035,000</b>	<b>\$17,202,680</b>	<b>\$16,473,001</b>	<b>\$790,000</b>

## APPROVED CAPITAL BUDGET - FY2023

### SUMMARY

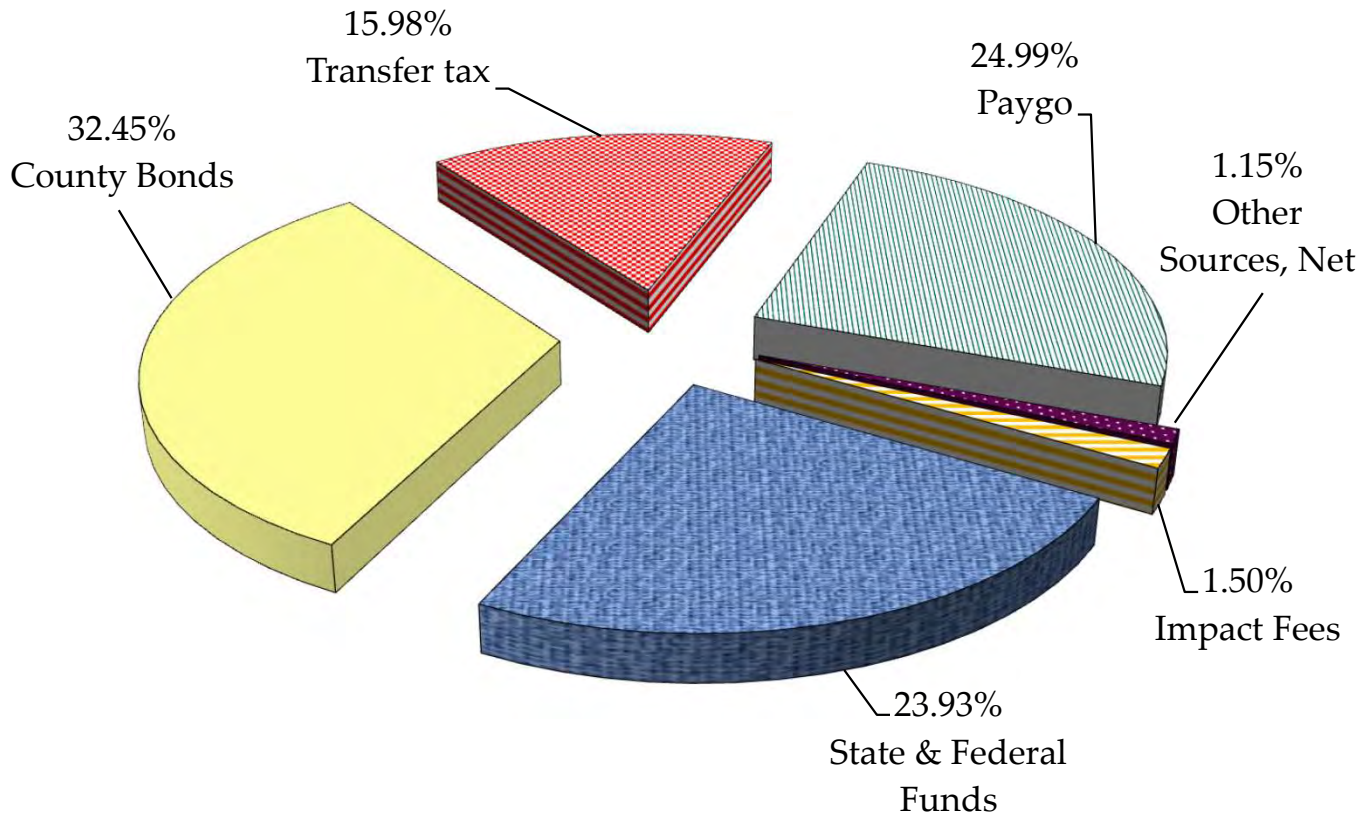
Project Type	Total	Bonds	X-fer Tax	Impact Fees	Pay-Go	State /Fed	Other
Highways	25,027,095	12,176,000	7,283,677	600,000	4,967,418	0	0
Land	7,533,333	0	1,593,333	0	0	5,150,000	790,000
Marine	0	0	0	0	0	0	0
Public Facilities	4,157,932	710,925	1,636,006	0	0	1,811,001	0
Recreation & Parks	13,058,262	0	0	50,000	11,253,262	1,755,000	0
Public Landings	355,000	0	0	0	0	355,000	0
Public Schools	18,715,000	9,459,016	486,984	385,000	982,000	7,402,000	0
<b>Total</b>	<b>\$68,846,622</b>	<b>\$22,345,941</b>	<b>\$11,000,000</b>	<b>\$1,035,000</b>	<b>\$17,202,680</b>	<b>\$16,473,001</b>	<b>\$790,000</b>

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

Estimated annual impact fee collections for FY2023 are: Roads-\$300,000; Parks-\$100,000; Schools-\$1,000,000.



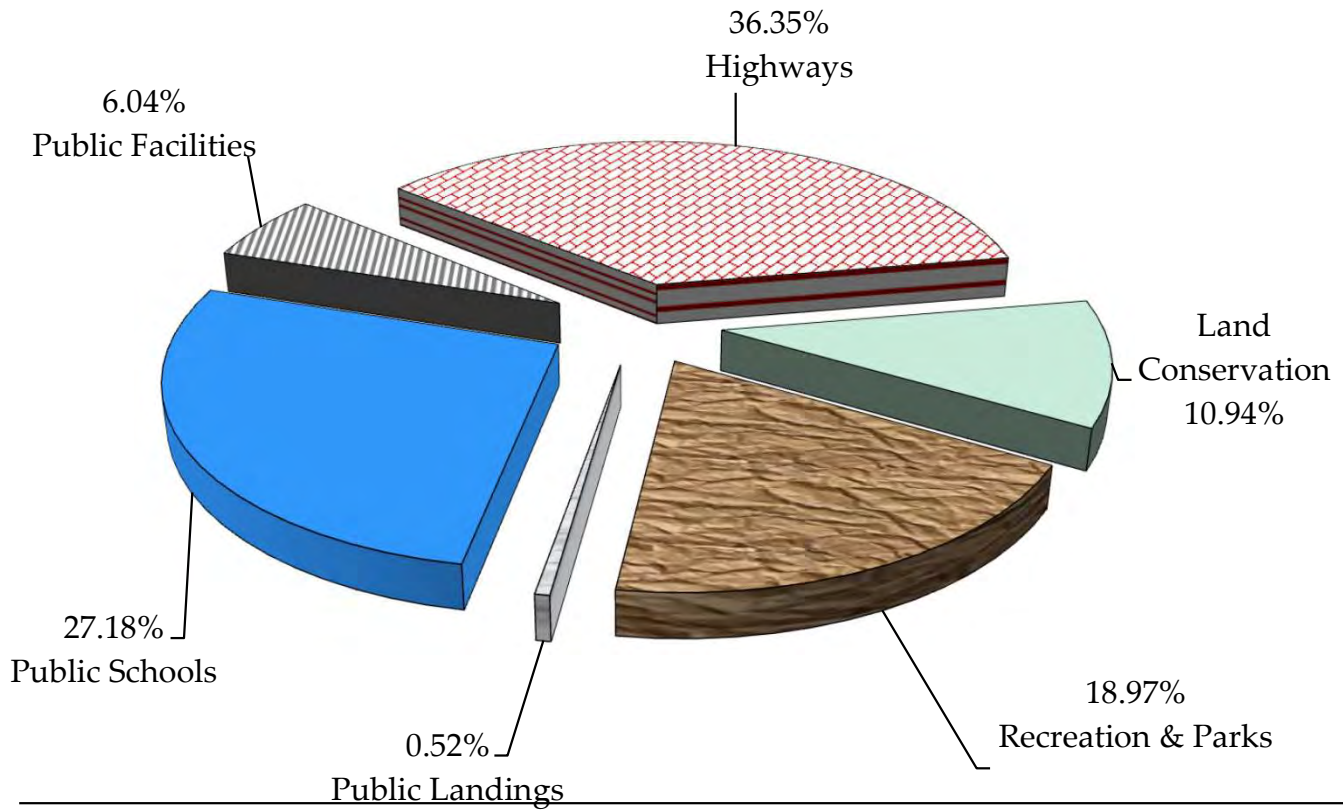
# FISCAL YEAR 2023 CAPITAL BUDGET - FUNDING SOURCES




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State & Federal Funding	\$ 16,473,001
Local Funds:	
County Bonds	22,345,941
Pay-go	17,202,680
Transfer Taxes	11,000,000
Impact Fees	1,035,000
Other Sources: Recordation Fees/Agricultural Tax/Fee-in Lieu	<u>790,000</u>
<b>Total</b>	<b><u>\$68,846,622</u></b>

# FISCAL YEAR 2023 CAPITAL BUDGET - PROJECTS




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Highways	\$ 25,027,095
Public Schools	18,715,000
Recreation & Parks	13,058,262
Land Conservation	7,533,333
Public Facilities	4,157,932
Public Landings	<u>355,000</u>
Total	<u>\$68,846,622</u>

# APPROVED 2023 CAPITAL BUDGET AND FY2024 TO FY2028 PLAN

CAPITAL PROJECT	← Approved 5-Year Capital Plan →					
	FY2023 Total	FY2024 Total	FY2025 Total	FY2026 Total	FY2027 Total	FY2028 Total
<b>HIGHWAYS</b>						
County Bridge Replacement & Repair	400,000	375,000	325,000	325,000	275,000	275,000
Culvert Replacement & Repair	500,000	500,000	500,000	500,000	500,000	500,000
FDR Boulevard Extended (MD 4 to Pegg Rd)	12,776,000	0	0	0	0	0
Mattapan Road Improvement	450,000	0	0	0	0	0
Neighborhood Drainage Improvements and Rehabilitation	882,895	315,000	315,000	315,000	315,000	315,000
Retrofit Sidewalk Program	300,000	377,000	477,000	527,000	527,000	527,000
Roadway & Safety Improvements	6,700,000	8,775,000	8,715,000	8,665,000	8,890,000	7,000,000
Side-Path or Bikeways	20,000	0	0	0	0	0
Southampton Neighborhood Revitalization	2,618,200	0	2,693,120	0	2,510,880	0
Street Lighting & Streetscape Improvements	0	7,500	52,500	7,500	52,500	7,500
Water Quality & Nutrient Removal	380,000	230,000	230,000	230,000	230,000	230,000
<b>Total Highways</b>	<b>25,027,095</b>	<b>10,579,500</b>	<b>13,307,620</b>	<b>10,569,500</b>	<b>13,300,380</b>	<b>8,854,500</b>
<b>LAND CONSERVATION</b>						
Agricultural Land Preservation Programs	3,333,333	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Rural Legacy Program	4,200,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Urban Legacy Program	0	0	0	1,100,000	0	0
<b>Total Land Conservation</b>	<b>7,533,333</b>	<b>5,500,000</b>	<b>5,500,000</b>	<b>6,600,000</b>	<b>5,500,000</b>	<b>5,500,000</b>
<b>MARINE</b>						
St. Jerome's Creek Jetties	0	716,000	6,051,500	6,051,500	0	0
<b>Total Marine</b>	<b>0</b>	<b>716,000</b>	<b>6,051,500</b>	<b>6,051,500</b>	<b>0</b>	<b>0</b>
<b>PUBLIC FACILITIES</b>						
Airport Improvements	695,057	1,100,000	8,163,333	1,000,000	6,000,000	7,600,000
Animal Shelter New Building	100,000	0	0	0	0	0
Building Maintenance & Repairs - Critical	418,000	435,000	400,000	405,000	395,000	395,000
Building Maintenance & Repairs-Programmatic	400,000	400,000	400,000	400,000	400,000	400,000
Buses and Bus Facility (formerly Vehicle Maintenance Facility Addition & Renovation)	85,000	0	0	0	0	0
California Farmers Market	0	0	0	200,000	0	0
Emergency Communications Center Exp	1,634,950	0	0	0	0	0
Fire and Rescue Revolving Loan Fund	0	0	0	500,000	400,000	0
Lexington Park/Charlotte Hall Library Renovations	0	0	0	0	0	4,569,644
Parking & Site Improvements	60,000	60,000	60,000	60,000	60,000	60,000
Public Administration Enterprise Software Upgrade	54,000	0	0	0	0	0
Sheriff's Headquarters Facility	710,925	8,803,100	910,925	24,465,155	0	0
<b>Total Public Facilities</b>	<b>4,157,932</b>	<b>10,798,100</b>	<b>9,934,258</b>	<b>27,030,155</b>	<b>7,255,000</b>	<b>13,024,644</b>
<b>PUBLIC LANDINGS</b>						
St. Inigoes Boating Facility	355,000	0	0	0	0	0
<b>Total Public Landings</b>	<b>355,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>RECREATION &amp; PARKS</b>						
Central County Park	350,000	0	0	0	0	0
Elms Beach Park Improvements	1,156,275	0	0	0	0	0
Myrtle Point Park	0	125,000	0	0	0	0
Park Land and Facility Acquisition	930,000	180,000	180,000	180,000	180,000	180,000
Park Planning Grant	25,000	25,000	25,000	25,000	25,000	25,000
Recreation Facility & Park Improvements	2,381,600	1,650,000	1,650,000	1,650,000	1,650,000	1,650,000
Shannon Farm Property	4,243,000	0	0	0	0	0
Snow Hill Park	1,500,000	0	0	0	0	0
St. Clements Island Museum Renovation	1,891,387	0	0	0	0	0
Three Notch Trail - Phase Eight	0	0	0	5,100,000	0	0
YMCA Great Mills	581,000	0	21,000,000	0	0	0
<b>Total Recreation and Parks</b>	<b>13,058,262</b>	<b>1,980,000</b>	<b>22,855,000</b>	<b>6,955,000</b>	<b>1,855,000</b>	<b>1,855,000</b>

# APPROVED 2023 CAPITAL BUDGET AND FY2024 TO FY2028 PLAN

CAPITAL PROJECT	← Approved 5-Year Capital Plan →					
	FY2023 Total	FY2024 Total	FY2025 Total	FY2026 Total	FY2027 Total	FY2028 Total
<b>PUBLIC SCHOOLS</b>						
Benjamin Banneker ES Roof Pre-Design Study	0	0	0	0	0	40,000
Building Infrastructure - Critical	1,167,000	868,000	386,000	360,000	964,000	887,000
Building Infrastructure - Programmatic	691,000	480,000	775,000	885,000	889,000	568,000
Chopticon HS HVAC Systemic Renovation	0	0	1,112,000	13,042,000	8,320,000	3,971,000
Dr. James A. Forrest Career & Technology Study	0	0	0	0	25,000	0
Great Mills HS Partial Roof Replacement	1,500,000	9,330,000	0	0	0	0
Green Holly ES Roof/HVAC Systemic Renovation	59,000	1,250,000	9,224,000	0	0	0
Leonardtown HS - HVAC Pre-Design Study	0	0	0	0	75,000	0
Lettie Marshall Dent ES Addition, HVAC/ Elec/Tank	7,274,000	1,859,000	0	0	0	0
Lexington Park ES Roof Replacement	0	0	0	40,000	0	0
Mechanicsville ES - Limited Renovation	2,862,000	0	0	0	0	0
Piney Point ES HVAC Systemic Renovation	501,000	4,848,000	498,000	0	0	0
Relocatables for Various Sites	385,000	385,000	0	0	0	0
Ridge ES HVAC Systemic Renovation	0	0	0	40,000	0	0
Town Creek ES HVAC Systemic Renovation	4,276,000	0	0	0	0	0
Town Creek ES Roof Pre-Design Study	0	0	0	0	0	40,000
<b>Total Public Schools</b>	<b>18,715,000</b>	<b>19,020,000</b>	<b>11,995,000</b>	<b>14,367,000</b>	<b>10,273,000</b>	<b>5,506,000</b>

<b>TOTAL</b>	<b>\$68,846,622</b>	<b>\$48,593,600</b>	<b>\$69,643,378</b>	<b>\$71,573,155</b>	<b>\$38,183,380</b>	<b>\$34,740,144</b>
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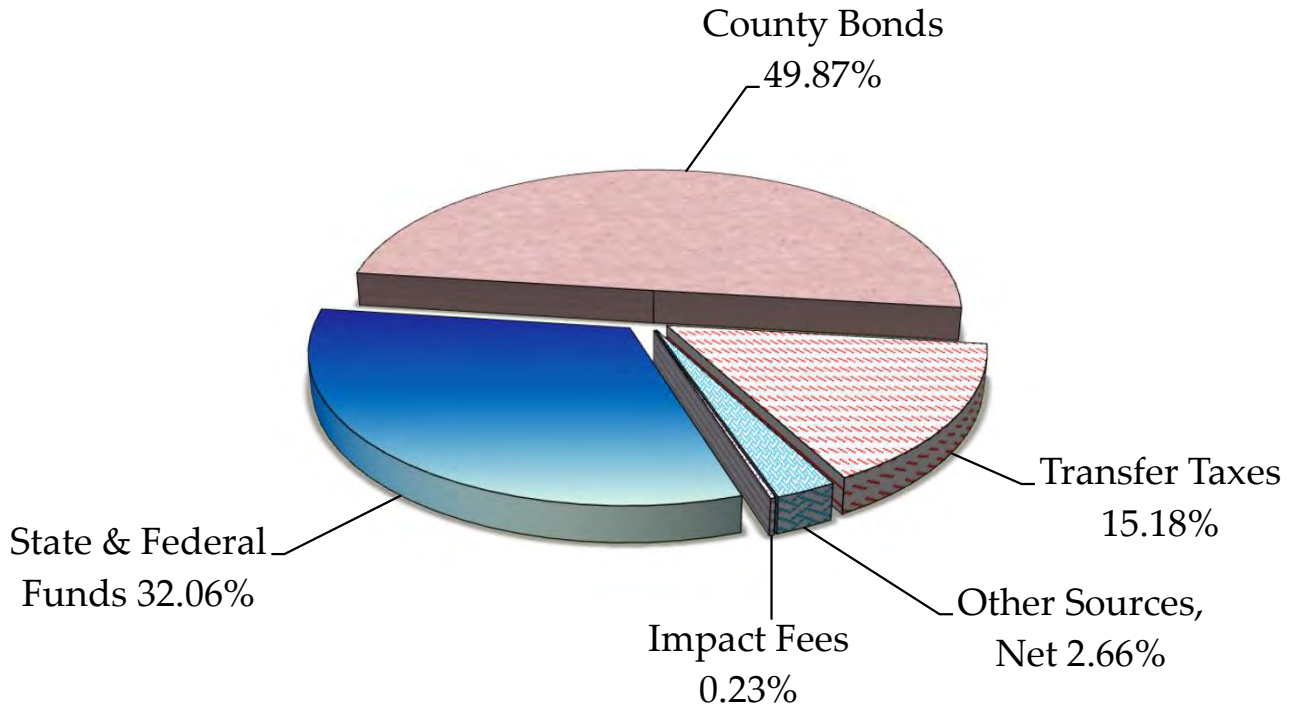
### Capital Project Summary - By Type

Highways	25,027,095	10,579,500	13,307,620	10,569,500	13,300,380	8,854,500
Land	7,533,333	5,500,000	5,500,000	6,600,000	5,500,000	5,500,000
Marine	0	716,000	6,051,500	6,051,500	0	0
Public Facilities	4,157,932	10,798,100	9,934,258	27,030,155	7,255,000	13,024,644
Recreation and Parks	13,058,262	1,980,000	22,855,000	6,955,000	1,855,000	1,855,000
Public Landing	355,000	0	0	0	0	0
Public Schools	18,715,000	19,020,000	11,995,000	14,367,000	10,273,000	5,506,000
<b>Total</b>	<b>\$68,846,622</b>	<b>\$48,593,600</b>	<b>\$69,643,378</b>	<b>\$71,573,155</b>	<b>\$38,183,380</b>	<b>\$34,740,144</b>

### Capital Project Summary - By Source of Funds

State/Federal	16,473,001	13,724,400	23,436,500	21,499,500	13,420,000	12,145,000
Impact Fees - Schools	385,000	0	0	0	0	0
Impact Fees -Roads	600,000	385,000	0	0	0	0
Impact Fees - Parks	50,000	125,000	0	100,000	0	0
Transfer Taxes	11,000,000	7,960,000	8,000,000	7,920,000	8,000,000	8,000,000
Ag/Recordation	750,000	550,000	550,000	550,000	550,000	550,000
Ag/Transfer	40,000	50,000	50,000	50,000	50,000	50,000
Forestation/Critical Area/Private	0	0	4,000,000	0	0	0
Pay-Go	17,202,680	0	0	0	0	0
Bonds	22,345,941	25,799,200	33,606,878	41,453,655	16,163,380	13,995,144
<b>Total</b>	<b>\$68,846,622</b>	<b>\$48,593,600</b>	<b>\$69,643,378</b>	<b>\$71,573,155</b>	<b>\$38,183,380</b>	<b>\$34,740,144</b>

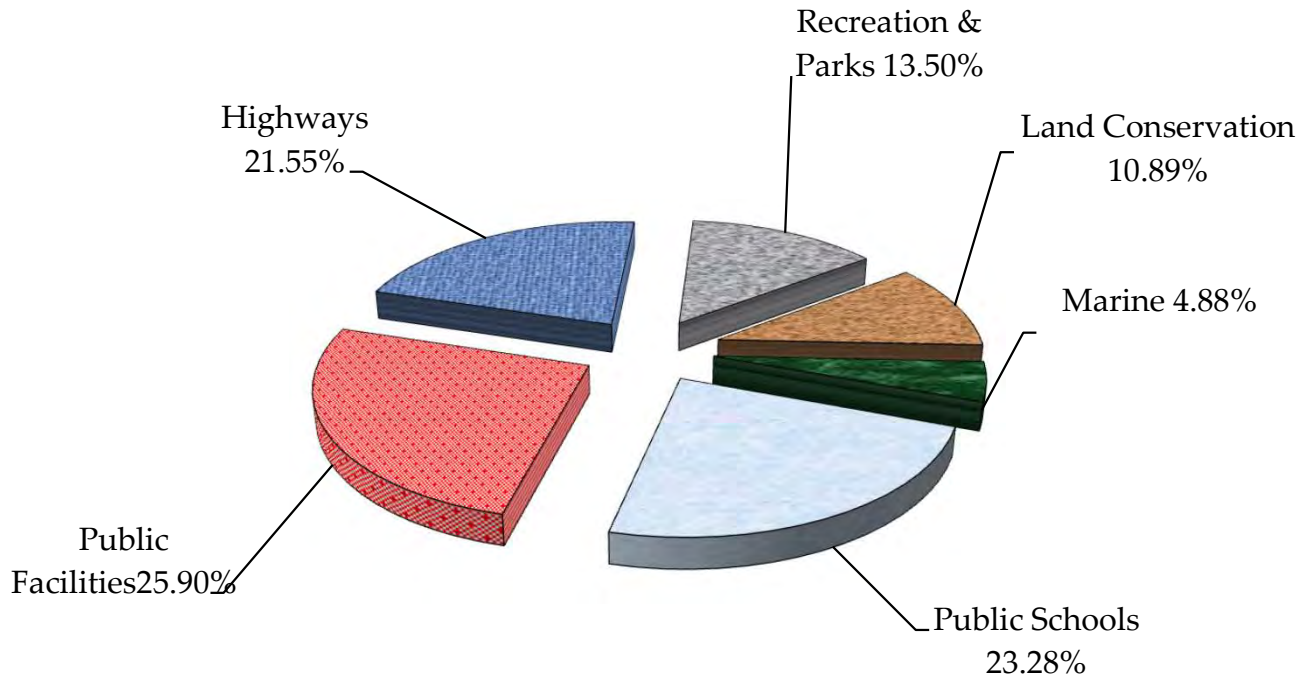
# FISCAL YEAR 2024 – FISCAL YEAR 2028 CAPITAL PLAN - FUNDING SOURCES




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State & Federal Funding	\$84,225,400
Local Funds:	
County Bonds	131,018,257
Transfer Taxes	39,880,000
Other Sources Recordation Fees/Agricultural Tax/Mitigation	7,000,000
Impact Fees	<u>610,000</u>
Total	<u>\$262,733,657</u>

# FISCAL YEAR 2024 - FISCAL YEAR 2028 CAPITAL PLAN - PROJECTS





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Public Schools	\$61,161,000
Public Facilities	68,042,157
Highways	56,611,500
Recreation and Parks	35,500,000
Land Conservation	28,600,000
Marine	<u>12,819,000</u>
Total	<u>\$262,733,657</u>

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# HIGHWAYS



<b>Project Title</b> County Bridge Replacement & Repair	<b>Project Number</b> HW-2104	<b>Classification</b> Highways
<b>Project Description</b> Design, replace, rehabilitate, inspect, County Bridges throughout the County's Highway Maintenance Road Network. Project is created to cover bridge or bridge like structures that do not qualify for Federal Bridge Inspections due to the short span. Approved monies will be utilized to address the County's consultant recommendations for structural repair and maintenance based on their Bridge Inspection Reports. Repairs may include replacement of decking, safety railings, pilings, structural beams and bulkheads. Construction is anticipated for replacement/repair projects, including but not limited to Busy Corner Road and Manor Road. Also, will require setting up a database by consultants of countywide culverts and their conditions to allow for annual programs to replace or repair those with highest priority as necessary. The Asset Management Division would maintain the database once created. NOTE: There are many bridge like structures that are the responsibility of County to inspection and maintain. The "Assessment" Appropriation Phase is intended to create a benchmark or current status of all County Inspected Bridges. Design for Manor and Busy Corner bridge replacements to be completed Dec 2021 with construction estimated completion Aug 2022. Mechanicsville Road (large diameter pipe crossing) needs replacing because the pipes are rusted significantly, with expected construction completion Dec. 2021. Environmental permit has been issued. Construction could be dependent upon MDE In-stream regs.		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization , economic development , and environmental stewardship. P. 11-1.
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
Architect / Engineering									
Bridge Replacement Manor Road (Design Install)	662,500	662,500							
Bridge Replacement Busy Corner Rd (Design & Install)	632,500	632,500							
Inspection / Assessment of County Bridges (<20' Span Non-Federal)	275,000	75,000	75,000	25,000	25,000	25,000	25,000	25,000	
Cross Pipe Replacements (Pipes larger than 36" Dia)	2,190,000	415,000	325,000	350,000	300,000	300,000	250,000	250,000	
Other (Unanticipated and Equip Rental)									
Contingencies (10%)									
<b>TOTAL COSTS</b>	<b>3,760,000</b>	<b>1,785,000</b>	<b>400,000</b>	<b>375,000</b>	<b>325,000</b>	<b>325,000</b>	<b>275,000</b>	<b>275,000</b>	


**Funding Schedule**

BONDS	1,223,500	198,500		375,000	325,000	325,000			
TRANSFER TAXES	550,000						275,000	275,000	
IMPACT FEES									
PAY-GO	616,500	216,500	400,000						
STATE FUNDS									
FEDERAL FUNDS	1,370,000	1,370,000							
<b>TOTAL FUNDS</b>	<b>3,760,000</b>	<b>1,785,000</b>	<b>400,000</b>	<b>375,000</b>	<b>325,000</b>	<b>325,000</b>	<b>275,000</b>	<b>275,000</b>	

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
Personal Services Costs						
Supplies & Materials						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Culvert Replacement & Repair	<b>Project Number</b> HW-2205	<b>Classification</b> Highways
<b>Project Description</b> Design, replace, rehabilitate, inspect, line and/or upgrade deteriorated/inadequate culvert crossings and outfall channels throughout the County's Highway Maintenance road network. Project may also include the upgrade of failing or inadequate storm drain systems and eroded outfalls. Construction costs increase to account for a higher than anticipated number of replacement/repair projects. Also will require setting up a database for the countywide culverts and their conditions to allow for yearly programs to replace or repair those with highest priority. Completion dates for stream impact are dependent upon MDE restrictions. Appropriation Phase Item "Construction/Repair" is intended for pipes along county roadways. New item "Construction/Repair of Cross-pipes is for the repair/replacement/additional pipes crossing a county road. Damages to roads and drainage infrastructure caused by the Tropical Storm Isaias have been repaired and funding will be necessary for any work not reimbursable through FEMA/MEMA. Estimating \$500,000 in pipe repair/replacement and \$150,000 for design or permits, each year.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	470,000	170,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
CONSTRUCTION/REPAIR	2,225,000	325,000		300,000	400,000	400,000	400,000	400,000	400,000
ALL FAITH CHURCH ROAD	60,000		60,000						
Prior Approved Completed Projects									
ST JOHNS ROAD	340,000		340,000						
SEASIDE VIEW ROAD	100,000			100,000					
CONSTRUCTION/REPAIR OF CROSS-PIPES/LINER	350,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>TOTAL COSTS</b>	<b>3,545,000</b>	<b>545,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>

**Funding Schedule**

BONDS	2,045,000	545,000		500,000	500,000	500,000			
TRANSFER TAXES	1,000,000						500,000	500,000	
IMPACT FEES									
PAY-GO	500,000		500,000						
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>3,545,000</b>	<b>545,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
SUPPLIES & MATERIALS						
UTILITIES						
<b>TOTAL COSTS</b>						


<b>Project Title</b> FDR Boulevard (MD4 to Pegg Rd.)	<b>Project Number</b> HW-1202	<b>Classification</b> Highways
<b>Project Description</b> Construct 3.7 miles of a two lane residential access way from MD Route 4 to Pegg Road (NAS Patuxent River main gate) to help relieve congestion and reduce delays along the MD 235 corridor by providing an alternative means for residents to travel to and from shopping and work, especially in the Lexington Park Development district. Project could remove thousands of trips per day in portions of the MD 235 corridor. Right-of-way width needed is 80' to 100'. The Project will include a raised 8'-20' median with extensive use of traffic calming devices (i.e. narrow 10'-11' wide lanes and roundabouts), 5' pedestrian/6' bicycle accommodations, landscaping and decorative lighting. Phase 1 (First Colony Blvd. to MD 237) and Phase 2 (MD 246 to S. Shangri-La Drive) completed. Phase 3 (MD 237 to Pegg Rd.) for 1.8 miles will be separated into 2 sub-sections (3A and 3B). Phase 3 of the project also includes construction of the 10 foot wide Three Notch Trail.		 <p data-bbox="831 751 1532 863"> <b>Compliance With Comprehensive Plan Section</b>                      11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1                 </p>

**Discussion of Operating Budget Impact**  
 Roadway maintenance costs are approx. \$10 linear foot (Phase 3A \$42,240 and Phase 3B \$52,800). SWM maintenance at \$4,000 per facility/year for Phase 3A (3 Facilities) \$12,000 and Phase 3B (1 Facility) \$4,000. Supplies/Materials estimated at \$2,000 annually (3A and 3B Total). Phase 3 costs for electricity for 214 LED SOW lights at \$4.70 per light/month equates to \$12,070 annually (3A \$5,753 and 3B \$6,317). TSM is \$1,900/YR per SHA MOU.

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	1,900,000	1,900,000							
LAND/ESM'T AQUISITION	6,308,772	6,308,772							
PH1-FIRST COLONY to M237	13,806,800	13,806,800							
PH3- MD237 to PEGG RD	19,402,550	8,702,550	10,700,000						
PH2 - MD246 to SHANGRI LA DR	1,112,000	1,112,000							
WETLANDS MITIG/REFORESTATION	525,000	525,000							
UTILITY RELOCATION (7-15%)	2,741,638	2,341,638	400,000						
MATERIAL TESTING/ INSPECTION (3%)	1,119,329	798,329	321,000						
CONSTRUCTION MANAGEMENT	755,000	470,000	285,000						
CONTINGENCIES (10%)	2,557,644	1,487,644	1,070,000						
<b>TOTAL COSTS</b>	<b>50,228,733</b>	<b>37,452,733</b>	<b>12,776,000</b>						

Funding Schedule									
BONDS	37,954,738	25,778,738	12,176,000						
TRANSFER TAXES	275,200	275,200							
IMPACT FEES	4,107,905	3,507,905	600,000						
PAY-GO	459,340	459,340							
IMPACT FEES-SCHOOLS	6,886,550	6,886,550							
FEES IN LIEU/MITIGATION	545,000	545,000							
<b>TOTAL FUNDS</b>	<b>50,228,733</b>	<b>37,452,733</b>	<b>12,776,000</b>						


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
SUPPLIES & MATERIALS (HIGHWAY DIVISION)		1,000				
UTILITIES (COUNTY HWYS ELECTRIC)		6,317				
HIGHWAY MAINTENANCE COSTS (CONTRACT SERVICES)		52,800				
STORMWATER MANAGEMENT MAINTENANCE COSTS (CONTRACT SERVICES)		4,000				
Traffic Signal Maintenance MOU (SHA)		1,900				
<b>TOTAL COSTS</b>		184	<b>66,017</b>			

<b>Project Title</b> Mattapany Road Improvement	<b>Project Number</b> HW-2007	<b>Classification</b> Highways
<b>Project Description</b> Archeological study, survey, and 30% plans for widening and realigning Mattapany Road to major collector standards between MD 5 and St. Mary's College eastern boundary (0.6 miles). Includes coordination with historic St. Mary's City to identify and minimize disturbance to archeological resources, as well as initial coordination with other State and Federal agencies. Mattapany Rd has been widened between the eastern College boundary and MD 235 in the past. The project is pending due additional archeological evaluations. Project is based on Major Collector road section (R/4) but may need a modification to the section for accommodating site constrains or historic artifacts. Construction is expected to maintain a single lane traffic movement throughout the duration of work. St. Mary's College has requested that the project moves forward prior to FY2026.		 <p data-bbox="805 730 1498 842"> <b>Compliance With Comprehensive Plan Section</b>                      11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
Engineer/Design/Archeological	93,000	68,000	25,000						
Construction	350,000		350,000						
Inspection/Project Management	35,000		35,000						
Utilities/Relocations	25,000		25,000						
Other: Signage/Landscaping	15,000		15,000						
<b>TOTAL COSTS</b>	<b>518,000</b>	<b>68,000</b>	<b>450,000</b>						

Funding Schedule									
BONDS									
PAY-GO	518,000	68,000	450,000						
<b>TOTAL FUNDS</b>	<b>518,000</b>	<b>68,000</b>	<b>450,000</b>						

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Neighborhood Drainage Improvements and Rehabilitation	<b>Project Number</b> HW-2003	<b>Classification</b> Highways
<b>Project Description</b> Design and correct drainage deficiencies within the County. Will include MDE and SCD Permit acquisition. Project may include re-grading roadside channels, adding or increasing drainage pipe sizes, and redirecting runoff via overland flow or storm drain systems to an appropriate outfall location. Project could also include Storm Drain and SWM infrastructure improvements to the larger, older subdivisions such as Discovery. Design consultant JMT prepared a regional stormwater management study in 1999 which identified subdivisions with drainage issues and now additional areas have been recognized by the implementation of the 311 program. The proposal for creating this project is in response to citizen complaints where detailed design work is necessary due to critical grading, slopes, and site limitations are present. Approved monies will be used to further assess community drainage in communities but not limited to the following: Golden Beach Subdivision Phase 1 - Design near finish, easements needed, construction planned Spring 2022. Golden Subdivision Phase 2 - Intending to move Ph2 to complete Fall 2022 Golden Beach Subdivision Phase 3 - Estimated Completion Date: Spring 2023 St. Clements Shores - Estimated Completion Date: Winter 2023 Tall Timbers - Estimated Completion Date: Spring 2024 Other project but not limited to: Greenview Knolls School and Subdivision area including Belvoir Road, Cecils Mill Sub, Hickory Hills Sub, Broadcreek Sub, Esperanza Farms, and more.		
<b>Discussion of Operating Budget Impact</b> Stormwater Management maintenance needs.		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic benefit, and environmental stewardship. P.11-1


Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ENGINEERING/SURVEY	875,000	600,000	200,000	15,000	15,000	15,000	15,000	15,000	
CONSTRUCTION	3,162,895	1,050,000	612,895	300,000	300,000	300,000	300,000	300,000	
PROPERTY/EASEMENT ACQU	100,000	75,000	25,000						
UTILITY RELOCATION	60,000	40,000	20,000						
CONTINGENCIES	90,000	65,000	25,000						
<b>TOTAL COSTS</b>	<b>4,287,895</b>	<b>1,830,000</b>	<b>882,895</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>	

**Funding Schedule**

BONDS	2,905,000	1,830,000		215,000	215,000	215,000	215,000	215,000	
TRANSFER TAXES	500,000			100,000	100,000	100,000	100,000	100,000	
IMPACT FEES									
PAY-GO	882,895		882,895						
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>4,287,895</b>	<b>1,830,000</b>	<b>882,895</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>	

**Operating Impacts**

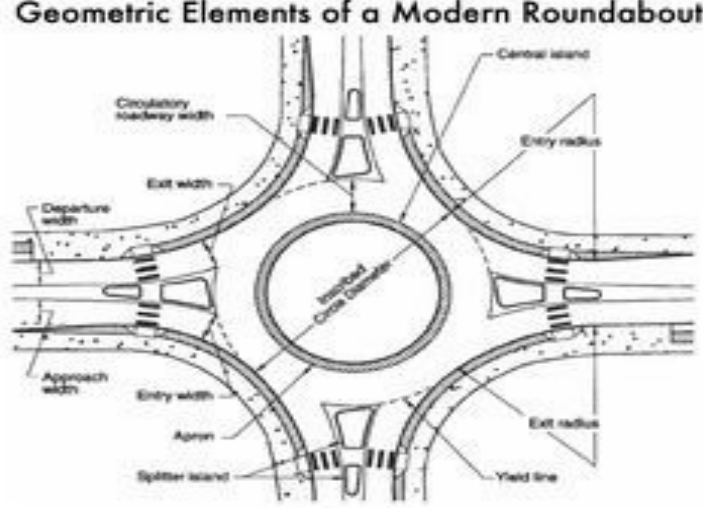
	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
SWM Maintenance		5,000	5,000	5,000		
<b>TOTAL COSTS</b>		<b>5,000</b>	<b>5,000</b>	<b>5,000</b>		

<b>Project Title</b> Retrofit Sidewalk Program	<b>Project Number</b> HW-2103	<b>Classification</b> Highways
<b>Project Description</b> This project is created as a consolidation of multiple existing projects of sidewalk retrofit activities. Installation of new sidewalks in warranted locations along County roads and at County facilities; retrofit of existing sidewalks and ramps to comply with Americans with Disabilities (ADA) requirements, and major repairs of existing failed sidewalks. Includes compliance studies, design of improvements, update of transition plan, field inventory, GIS database, and post construction certification. Projects listed but not limited to the following: Buck Hewitt Road - North, South Shangri-La, Willows Road, Wildewood Blvd, Pegg Road, Westbury Blvd, MD235 repairs, and upgrades due to the road (mill and overlay) program.		 <p data-bbox="805 730 1516 814"> <b>Compliance With Comprehensive Plan Section</b>                      11.5.2.A.i Construct sidewalk networks between neighborhoods, schools, parks, and other activity nodes / centers. P. 11-10                 </p>
<b>Discussion of Operating Budget Impact</b> SWM Maintenance needed.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ASSESSMENT	20,000	20,000							
ENGINEERING/SURVEY	380,000	230,000	25,000	25,000	25,000	25,000	25,000	25,000	
LAND ACQUISITION	75,000	75,000							
CONSTRUCTION	4,060,000	1,490,000	270,000	350,000	450,000	500,000	500,000	500,000	
MGMT/INSPECT	122,500	122,500							
MATERIAL TESTING	22,500	7,500	5,000	2,000	2,000	2,000	2,000	2,000	
UTILITY RELOCATION	75,000	75,000							
CONTINGENCIES	75,000	75,000							
AS-BUILT	15,000	15,000							
<b>TOTAL COSTS</b>	<b>4,845,000</b>	<b>2,110,000</b>	<b>300,000</b>	<b>377,000</b>	<b>477,000</b>	<b>527,000</b>	<b>527,000</b>	<b>527,000</b>	

Funding Schedule									
BONDS	935,000			77,000	177,000	227,000	227,000	227,000	
TRANSFER TAXES	3,143,861	1,343,861	300,000	300,000	300,000	300,000	300,000	300,000	
IMPACT FEES									
PAY-GO	507,017	507,017							
STATE FUNDS	259,122	259,122							
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>4,845,000</b>	<b>2,110,000</b>	<b>300,000</b>	<b>377,000</b>	<b>477,000</b>	<b>527,000</b>	<b>527,000</b>	<b>527,000</b>	


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
OTHER (ROADWAY MAINTENANCE COST)		4,125	4,250	4,500	4,750	
<b>TOTAL COSTS</b>		<b>4,125</b>	<b>4,250</b>	<b>4,500</b>	<b>4,750</b>	

<b>Project Title</b> Roadway & Safety Improvements	<b>Project Number</b> HW-2101	<b>Classification</b> Highways
<b>Project Description</b> This project addresses a prioritized listing of existing County maintained roadways that are recommended for overlay, modified seal, shoulder improvements, and widening to meet the minimum eighteen (18) foot width requirement or are in need of extensive base repairs prior to overlay. Improve alignments of roads, removal of roadside hazards, earthwork operations, sight distance improvements, intersection safety/capacity improvements, guardrail installation/upgrade, utility relocations, extending the length of drainage culverts etc., to reduce the potential and severity of roadway run-off and collisions. Traffic calming, installation of special traffic control devices, and intersection improvements to improve safety and the quality of life in neighborhoods. Improvements include addressing traffic safety issues in areas where higher bicycle/horse carriage volumes have been observed, and to address the need for improved pedestrian/bicycle access. Studies of intersection have been performed and resulted in the recommendation of roundabouts at Golden Beach/All Faith and Wildewood Prky/Blvd. Pedestrian travel will be accommodated in the design of VV Prwy/Blvd. Roundabout Appropriation added. Widening Appropriation added-Mill Pond Road intended recipient. Sheriff Office identified the need to improve the St Johns Rd/Sandy Bottom Rd intersection. Higher traffic flows have been noticed since the Wildewood connection tied to Lawrence Hayden. Evaluating a roundabout at FDR/First Colony Blvd, Triangle Dr/Golden Beach Rd,& Pegg.		 <p><b>Compliance With Comprehensive Plan Section</b>                  11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1</p>
<b>Discussion of Operating Budget Impact</b> Facilities constructed for the new roundabouts will require maintenance. The size of the facility and impact to operating has been estimated.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ASPHALT OVERLAY	36,000,000	3,000,000	4,000,000	5,000,000	6,000,000	6,000,000	6,000,000	6,000,000	
ARCHITECT/ENGINEERING	710,000	175,000	150,000	135,000	75,000	75,000	50,000	50,000	
CONSTRUCTION/SURFACING	8,236,500	5,276,500	450,000	450,000	450,000	450,000	450,000	710,000	
GUARDRAIL ENDTREATMENTS	660,000	60,000	100,000	100,000	100,000	100,000	100,000	100,000	
CRACKSEALING	210,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	
OTHER(unanticipated and equipment rental)	770,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	
LAND ACQUISTION	750,000	40,000	60,000	100,000	100,000	100,000	350,000		
ROUNDAABOUT CONSTRUCTION	8,200,000		1,200,000	2,500,000	1,500,000	1,500,000	1,500,000		
ROAD WIDENING	150,000		150,000						
Design for Intersection Improvement	1,900,000	150,000	450,000	350,000	350,000	300,000	300,000		
<b>TOTAL COSTS</b>	<b>57,586,500</b>	<b>8,841,500</b>	<b>6,700,000</b>	<b>8,775,000</b>	<b>8,715,000</b>	<b>8,665,000</b>	<b>8,890,000</b>	<b>7,000,000</b>	

Funding Schedule									
BONDS	27,862,396	5,634,896		4,775,000	4,715,000	4,847,500	4,890,000	3,000,000	
TRANSFER TAXES	28,248,435	3,056,604	5,374,331	4,000,000	4,000,000	3,817,500	4,000,000	4,000,000	
PAY-GO	1,475,669	150,000	1,325,669						
<b>TOTAL FUNDS</b>	<b>57,586,500</b>	<b>8,841,500</b>	<b>6,700,000</b>	<b>8,775,000</b>	<b>8,715,000</b>	<b>8,665,000</b>	<b>8,890,000</b>	<b>7,000,000</b>	

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
SWM Maintenance		1,500	1,000			
<b>TOTAL COSTS</b>		<b>1,500</b>	<b>1,000</b>			

<b>Project Title</b> Side-Path or Bikeways	<b>Project Number</b> HW-2102	<b>Classification</b> Highways
<b>Project Description</b> Project to add routes throughout St. Mary's County that relate to the Maryland Bike Map. Maryland Department of Transportation (MDOT) has notified counties of the MD Bikeways Grant which can apply to planning, design, and construction. This project was created to facilitate the MDOT Bikeway Grant and the grant was not awarded to St Mary's last summer but we will try for the grant if available in the future. Specific site for design: Side-Path along MD4 (St. Andrews Church Road) from Wildewood Parkway to FDR Boulevard. Submitting Design for SHA Permitting Process Spring 2022.		 <p data-bbox="805 730 1513 806"><b>Compliance With Comprehensive Plan Section</b> 11.5.3.A Provide expanded pedestrian and bicycle recreational and transportation opportunities. P.11-10</p>
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
Engineering/Design									
Land Acquisition	20,000	20,000							
Construction	140,000	140,000							
Inspection/Project Management									
Utilities/Relocations									
Other: Signage/Landscaping	20,000		20,000						
<b>TOTAL COSTS</b>	<b>180,000</b>	<b>160,000</b>	<b>20,000</b>						

**Funding Schedule**

BONDS	160,000	160,000							
TRANSFER TAXES	20,000		20,000						
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
IMPACTS FEES									
<b>TOTAL FUNDS</b>	<b>180,000</b>	<b>160,000</b>	<b>20,000</b>						

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Southampton Neighborhood Revitalization	<b>Project Number</b> HW-2001	<b>Classification</b> Highways
<b>Project Description</b> Project includes the infrastructure improvements to the Southampton Subdivision (formerly Patuxent Heights) in conjunction with preservation and revitalization efforts in the immediate area, which will provide new and/or reconstructed infrastructure (sidewalks, curb & gutter, storm drainage, and street improvements) for over 6,700 linear feet of existing roadways where substandard, deteriorated, or no infrastructure exists. Upgrades include approximately 6,715 linear feet of roadways that are anticipated to be designed at one time, but constructed in several phases. Reconstruction costs for the rehabilitation work are based on experience with the Patuxent Park Neighborhood Preservation Program project. Phase 1 includes a portion of Lincoln Avenue and Southampton Drive, Bristol Avenue, and Windsor Drive (2,165 lineal feet) with construction funding in FY2023. Phase 2 includes a portion of Lincoln Avenue and Southampton Drive, Cambridge Avenue, Brighton Avenue (2,364 lineal feet ) with construction funding in FY2025. Phase 3, formerly known as Carver Heights, includes a portion of Lincoln Avenue and Thurman Davis Lane (2,186 lineal feet) with construction funding in FY2027. Due to narrow road right-of-way widths (30' wide) on most streets, additional property acquisition for fee/easement areas is needed as ex. curb and sidewalks are located on many properties along the roadways. Following the completion of design, additional property acquisition for Phase 1 will begin in FY2022 with construction to begin in FY2023.		
<b>Discussion of Operating Budget Impact</b> There will be an undefined savings in road maintenance costs due to a reduction in repairs to the substandard roadway features. The savings will be partially offset by an increase in maintenance of stormwater management devices/facilities estimated at approx. \$15,000 annually. All SWM devices to be installed within Phase 1.		<b>Compliance With Comprehensive Plan Section</b> 11.3.2.A Provide safe, efficient, economical roads which support community revitalization, economic development, and environmental stewardship. P. 11-1

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ENGINEERING/SURVEY (3 PHASES)	725,220	725,220							
CONSTRUCTION	6,043,500		1,948,500		2,127,600		1,967,400		
UTILITY RELOCATION (7%)	423,045		136,395		148,932		137,718		
MATERIAL TESTING/INSPECTION (3%)	181,305		58,455		63,828		59,022		
CONTINGENCIES(10%)	604,350		194,850		212,760		196,740		
PROPERTY/EASEMENT ACQUISITION	300,000	150,000	150,000						
CONSTRUCTION MANAGEMENT	420,000		130,000		140,000		150,000		
<b>TOTAL COSTS</b>	<b>8,697,420</b>	<b>875,220</b>	<b>2,618,200</b>		<b>2,693,120</b>		<b>2,510,880</b>		


**Funding Schedule**

BONDS	5,699,220	815,220			2,410,620		2,473,380		
TRANSFER TAXES	1,589,346	60,000	1,209,346		282,500		37,500		
IMPACT FEES									
PAY-GO	1,408,854		1,408,854						
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>8,697,420</b>	<b>875,220</b>	<b>2,618,200</b>		<b>2,693,120</b>		<b>2,510,880</b>		

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE &EQUIPMENT						
SWM MAINTENANCE		15,000				
<b>TOTAL COSTS</b>		<b>15,000</b>				



<b>Project Title</b> Street Lighting & Streetscape Improvements	<b>Project Number</b> HW-2204	<b>Classification</b> Highways
<b>Project Description</b> Provide and conduct major maintenance of neighborhood safety /security lighting, street tree plantings, and other streetscape improvements (street trees, sidewalk benches, crosswalk pavers, specialized signage etc.) along designated County roadways and in established priority funding areas, Village / Town Centers, Development Districts and approved Master Plans (i.e. Lexington Park). Project may also include the development of public/private partnerships for streetscape improvements by the Department of Economic Development. Address priority safety / security lighting needs along County roadways as identified by citizen requests, Sheriff patrols, traffic studies, etc. to help improve public safety and deter criminal activity. Retrofit existing County maintained street lighting to LED. Lighting projects are usually installed and billed by SMECO, on an individual basis. May also include existing FDR Boulevard from M235 to MD4 which currently does not have street lighting. Includes globe change-out for existing lights on FDR. Estimated 25 lights on FDR to produce bills by FY2023. The cost for streetlighting can vary with location but generally estimated at \$2,400 per post installed.		
<b>Discussion of Operating Budget Impact</b> Cost for electric service and maintenance is approximately \$19-\$20 per light per month. For LED 80 Watt retrofits, the operating cost is only about \$4.50 per light per month		<b>Compliance With Comprehensive Plan Section</b> 9.1.1.D Revitalize established business and commercial centers in designated growth areas. P. 9-7


Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	22,500			7,500		7,500		7,500	
LAND ACQUISITION									
CONSTRUCTION	165,000	60,000			52,500		52,500		
DEMOLITION									
INSPECTION									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>187,500</b>	<b>60,000</b>		<b>7,500</b>	<b>52,500</b>	<b>7,500</b>	<b>52,500</b>	<b>7,500</b>	

**Funding Schedule**

BONDS									
TRANSFER TAXES	187,500	60,000		7,500	52,500	7,500	52,500	7,500	
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>187,500</b>	<b>60,000</b>		<b>7,500</b>	<b>52,500</b>	<b>7,500</b>	<b>52,500</b>	<b>7,500</b>	

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES (electric)				6,000		
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>				<b>6,000</b>		

<b>Project Title</b> Water Quality & Nutrient Removal	<b>Project Number</b> HW-2108	<b>Classification</b> Highways
<b>Project Description</b> Project is focused on impending Watershed Management efforts that include; stormwater management retrofit efforts, potential Municipal Separate Storm Sewer System (MS4) NPDES creditable practices that may be required to ensure that County meets its current MS4 commitments, and support for creditable shoreline or wetland projects with grant funding potential. These efforts all provide County watershed benefits as well as to ensure MS4 Permit compliance. Recommending that funds be aligned with the MS/4 Permit Cycle. The current permit will expire in 2023, a new project should be created for 2024 but funds are inserted as a placeholder.		
<b>Compliance With Comprehensive Plan Section</b> 7.9.1.A.i Develop a comprehensive water quality protection framework for both point and nonpoint sources of pollution. P.7-30.		
<b>Discussion of Operating Budget Impact</b> Operational impacts include funding for MS4 data management and compliance assessment to support reporting functions, on-demand tasking for emergent issues related to manpower support and potential testing requirements for water quality management practices and funding to address annual maintenance activities for the previous year's completed projects.		

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	370,000	200,000	20,000	30,000	30,000	30,000	30,000	30,000	
GIS IMPLEMENTATION/ANALYSIS									
CONSTRUCTION									
TMDL IDENTIFICATION									
DISCHARGE CHARACTERIZATION MANAGEMENT PROGRAM									
PHASE 2 WIP RETROFIT CONSTRUCTION	2,010,000	650,000	360,000	200,000	200,000	200,000	200,000	200,000	
<b>TOTAL COSTS</b>	<b>2,380,000</b>	<b>850,000</b>	<b>380,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	

**Funding Schedule**

BONDS									
TRANSFER TAXES	2,380,000	850,000	380,000	230,000	230,000	230,000	230,000	230,000	
IMPACT FEES									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
GENERAL FUND TRANSFER									
<b>TOTAL FUNDS</b>	<b>2,380,000</b>	<b>850,000</b>	<b>380,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	


**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES		5,000	5,000			
SUPPLIES & MATERIALS						
OTHER						
<b>TOTAL COSTS</b>		<b>5,000</b>	<b>5,000</b>			

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# LAND CONSERVATION



<b>Project Title</b> Agriculture Land Preservation Programs	<b>Project Number</b> AP-2301	<b>Classification</b> Land Conservation
<b>Project Description</b> Dedicated funding sources for all agriculture land preservation programs come from the agriculture transfer tax, local transfer tax, a portion of the County Recordation Tax (\$.35 of every \$4.00 collected), Transfer of Development Rights Fee-In-Lieu, and Forest Conservation Fee-In-Lieu funds. The following programs are funded through this CIP utilizing the actual collections of these funding sources. Updated to show General Allotment State Funding. 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. B. The County also provides matching funds for the Rural Legacy Program through CIP AP-2302.		 <p data-bbox="805 730 1484 785"><b>Compliance With Comprehensive Plan Section</b> 5.14.1 Preserve available agricultural and rural resource areas. P. 5-26</p>
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
EASEMENT ACQUISITION	15,833,333		3,333,333	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	
LAND ACQUISITIONS									
CONSULTING									
INSPECTION									
<b>TOTAL COSTS</b>	<b>15,833,333</b>		<b>3,333,333</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	

**Funding Schedule**

TRANSFER TAXES	2,543,333		543,333	400,000	400,000	400,000	400,000	400,000	
AG/RECORDATION	3,500,000		750,000	550,000	550,000	550,000	550,000	550,000	
AG/TRANSFER	290,000		40,000	50,000	50,000	50,000	50,000	50,000	
STATE FUNDS	7,200,000		1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	
GENERAL ALLOTMENT STATE	2,300,000		800,000	300,000	300,000	300,000	300,000	300,000	
CIGARETTT RESTITUTION									
<b>TOTAL FUNDS</b>	<b>15,833,333</b>		<b>3,333,333</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Rural Legacy Program	<b>Project Number</b> AP-2302	<b>Classification</b> Land Conservation
<p><b>Project Description</b> Dedicated funding sources for all agriculture land preservation programs come from the agriculture transfer tax, local transfer tax, a portion of the County Recordation Tax (\$.35 of every \$4.00 collected), Transfer of Development Rights Fee-In-Lieu, and Forest Conservation Fee-In-Lieu funds. The following programs are funded through this CIP utilizing the actual collections of these funding sources. A). The County provides matching funds for the Rural Legacy Program. Southern Maryland Resource &amp; Conservation Development (RC&amp;D), 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 (RLA). The Patuxent Tidewater Land Trust (PTLT), 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; B). In the Mattapany RLA, the County is matching 25%, DNR is matching 25%, and REPI is matching 50% of the total easement cost. Easements are held in perpetuity; C). The County also provides matching funds for the Maryland Agriculture Land Preservation Foundation Program through CIP AP-2302.</p>		
		<p><b>Compliance With Comprehensive Plan Section</b> 5.14.1 Preserve available agricultural and rural resource areas. P. 5-26</p>
<p><b>Discussion of Operating Budget Impact</b></p>		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
EASEMENT ACQUISITION	19,200,000		4,200,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
LAND ACQUISITION									
CONSULTING									
INSPECTION									
<b>TOTAL COSTS</b>	<b>19,200,000</b>		<b>4,200,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>

**Funding Schedule**

TRANSFER TAXES	4,800,000		1,050,000	750,000	750,000	750,000	750,000	750,000	
AG/RECORDATION									
AG/TRANSFER									
CIGARETTE RESTITUTION									
STATE FUNDS	4,800,000		1,050,000	750,000	750,000	750,000	750,000	750,000	
FEDERAL FUNDS	9,600,000		2,100,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	
<b>TOTAL FUNDS</b>	<b>19,200,000</b>		<b>4,200,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
UTILITIES						
FURNITURE						
OTHER						
SUPPLIES & MATERIALS						
CONTRACTED SERVICES						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Urban Legacy Program	<b>Project Number</b> AP-2603	<b>Classification</b> Land Conservation
<b>Project Description</b> New development on undeveloped land in the AICUZ threatens encroachment near Patuxent Naval Air Station (PNAS). The Department of Defense (DoD) established a Readiness & Environmental Protection Integration (REPI) Program for the DoD and its partners to protect its installations, ranges, airspace, and nearby habitats, and to prevent restrictions or costly & inadequate training & testing alternatives. Use of REPI funding typically requires 50% match funding from a non-Federal source. DoD works through REPI with state and local governments, conservation organizations, and willing landowners to address these challenges to the military mission and maintain the viability of DoD installations and ranges. REPI could spend funds to purchase development rights and preserve parcels in designated growth areas near PNAS if the County created a program to provide the necessary matching funds. This proposed County Urban Legacy Program, modeled on the MD's Rural Legacy Program, would fund a County land preservation program within undeveloped urban areas that fall within the AICUZ and the Atlantic Test Range (ATR) zone. Local program administration would use a third-party non-profit land trust to seek landowners to participate, negotiate contracts, provide/process easement documentation and reports required by DOD, and to co-hold and manage easements with the Navy. County funds would be used to match up the 50% cost for REPI easement acquisition and to fund the administration, Incidentals & compliance costs.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 4.5.4.B.vii Encroachment Partnering. Work with the Navy to identify and mitigate all forms of encroachment that may potentially impact base operations.

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
Easement Acquisition	1,000,000					1,000,000			
Administrative & Compliance Fee	100,000					100,000			
<b>TOTAL COSTS</b>	<b>1,100,000</b>					<b>1,100,000</b>			


Funding Schedule									
BONDS									
TRANSFER TAXES	600,000					600,000			
AG/RECORDATION									
AG/TRANSFER									
STATE FUNDS									
FEDERAL FUNDS	500,000					500,000			
<b>TOTAL FUNDS</b>	<b>1,100,000</b>					<b>1,100,000</b>			

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

# MARINE



St. Jerome's Creek Jetties MA-1101

<b>Project Title</b> St. Jerome's Creek Jetties	<b>Project Number</b> MA-1101	<b>Classification</b> Marine
<b>Project Description</b> FEASIBILITY STUDY: Original Corps concept of timber piling and composite walls came in at the above \$10 million Sec 107 Navigation cap. Corps proposed a new concept of sand base, stone blankets and wider stone base for jetties. This concept is being evaluated with the feasibility study, much like the original study. Corps' estimate cost of study is \$387,100. Cost share is 50/50 Federal/Local. Local share of \$167,100 includes \$136,350 cash and \$30,750 in-kind services. Bearing in mind the time for final reviews and permit approvals by MDE and the Corps, construction has been moved out to FY2025. DESIGN & IMPLEMENTATION: Revised cost estimates for the design & implementation (construction) are based on the concept that the current study is progressing on and includes an average 19% contingency. The cost estimator will be refined as the concept moves along. As of the initial estimate, it appears the project will go over the \$10 million Sec 107 Cap. However, if the study bears that it is a good CBR (Cost vs Benefit Ratio) the project would proceed to Design and Implementation.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 5.9.1 Facilitate and manage installation of shoreline erosion control measures.P. 5-18

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
COMPLETE FEASIBILITY STUDY	387,100	387,100							
PLANS & SPECIFICATIONS	716,000			716,000					
LAND ACQUISITION/LERRD									
CONSTRUCTION OF JETTIES	11,693,000				5,846,500	5,846,500			
US TREASURY PAYBACK	410,000				205,000	205,000			
DMP SITE LEASE/CLOSEOUT	255,000	255,000							
<b>TOTAL COSTS</b>	<b>13,461,100</b>	<b>642,100</b>		<b>716,000</b>	<b>6,051,500</b>	<b>6,051,500</b>			

**Funding Schedule**

	Total Project	Prior Approval	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
BONDS	2,864,000	130,000			1,367,000	1,367,000		
TRANSFER TAXES	264,600	193,000		71,600				
IMPACT FEES								
PAY-GO	15,375	15,375						
STATE FUNDS	136,350	136,350						
FEDERAL FUNDS	10,180,775	167,375		644,400	4,684,500	4,684,500		
OTHER SOURCES								
<b>TOTAL FUNDS</b>	<b>13,461,100</b>	<b>642,100</b>		<b>716,000</b>	<b>6,051,500</b>	<b>6,051,500</b>		

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS & UTILITIES						
FUEL & OIL						
<b>TOTAL COSTS</b>						




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# PUBLIC FACILITIES




ANIMAL SHELTER – ST. MARY'S COUNTY

<b>Project Title</b> Airport Improvements	<b>Project Number</b> PF-1809	<b>Classification</b> Public Facilities
<b>Project Description</b> The St. Mary's County Regional Airport project provides the airfield improvements identified in the Airport Master Plan to meet the current FAA standards for the Airport Reference Code (ARC) B-II (large). The current ARC is B-II (small). The change will allow larger aircraft to access the airfield. Under this project, the existing parallel taxiway will be relocated to provide the 240-ft separation to address wingspan criteria. This project will also extend the existing 4,150-ft runway by 1,200-ft to a new overall length of 5,350-ft to address approach speed criteria. State of Maryland will only match for construction costs; design and construction management will not be funded by the State until further notice. FY2023 funding includes \$120,057 for an airfield pavement management study, \$75,000 for additional site and utilities construction and \$500,000 for airfield and ramp pavement repairs.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 11.4.4.A.i Continue to support the expansion of the airport. P. 11-7

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT / ENGINEERING	2,454,560	774,560		600,000	80,000	400,000	600,000		
PLANNING / SURVEY/ PLATS	1,603,390	500,000	120,057	500,000	483,333				
CONST. MGMT & INSPECTIONS	2,175,000	575,000			600,000		400,000	600,000	
OBSTRUCTION REMOVAL	500,000	500,000							
CONSTRUCTION - AIRFIELD	33,462,062	19,462,062			7,000,000			7,000,000	
CONSTRUCTION - HANGARS / BLDGS	1,190,000	1,190,000							
CONSTRUCTION - ROADS	3,000,000	3,000,000							
CONSTRUCTION - APRON & RAMP	5,462,626	462,626					5,000,000		
CONSTRUCTION - UTILITY & SITE	390,870	315,870	75,000						
MAINTENANCE & REPAIR	1,090,000	590,000	500,000						
ACCESS & SECURITY	600,000					600,000			
<b>TOTAL COSTS</b>	<b>51,928,508</b>	<b>27,370,118</b>	<b>695,057</b>	<b>1,100,000</b>	<b>8,163,333</b>	<b>1,000,000</b>	<b>6,000,000</b>	<b>7,600,000</b>	

Funding Schedule									
BONDS	5,582,603	4,606,270			216,333		350,000	410,000	
TRANSFER TAXES	3,454,257	2,437,251	587,006	110,000	250,000	70,000			
IMPACT FEES									
PAY-GO	681,527	681,527							
STATE FUNDS	1,591,713	611,713			350,000	30,000	250,000	350,000	
FEDERAL FUNDS	40,618,408	19,033,357	108,051	990,000	7,347,000	900,000	5,400,000	6,840,000	
<b>TOTAL FUNDS</b>	<b>51,928,508</b>	<b>27,370,118</b>	<b>695,057</b>	<b>1,100,000</b>	<b>8,163,333</b>	<b>1,000,000</b>	<b>6,000,000</b>	<b>7,600,000</b>	

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
UTILITIES						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Animal Shelter New Building	<b>Project Number</b> PF-1705	<b>Classification</b> Public Facilities
<b>Project Description</b> The new Animal Shelter will be constructed on a centrally located nine (9) acre parcel of uncleared land along FDR Boulevard that has access to public water and sewer, is in close to residential and retail areas, and is easily accessible to all residents of the County. The project program includes four major elements that will total approximately 13,985 square feet; 1) the Animal Shelter, 2) the Barn/Stable Area to accommodate larger animals, 3) select elements of the Sheriff's Department K-9 Section, and 4) the Adoption Center. Site construction began in March 2021, with the facility expected to be complete in July 2022. Additional FY2023 funding requested to add a high-pressure sanitation system and additional fencing for the large animal pasture area.		 <p data-bbox="805 730 1516 810"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A.vi.e.i Support adequate facilities and services to collect, house, and care for stray, abandoned, abused and/or nuisance animals. P. 10-3                 </p>
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ENGINEERING/SURVEY	391,325	391,325							
CONSTRUCTION/SITWORK	6,458,670	6,358,670	100,000						
EQUIPMENT	36,000	36,000							
INFORMATION TECHNOLOGY	90,000	90,000							
CONTINGENCY	557,670	557,670							
CONSULTANT	249,980	249,980							
<b>TOTAL COSTS</b>	<b>7,783,645</b>	<b>7,683,645</b>	<b>100,000</b>						

**Funding Schedule**

BONDS	2,095,225	2,095,225							
TRANSFER TAXES	380,000	280,000	100,000						
PAY-GO	5,308,420	5,308,420							
<b>TOTAL FUNDS</b>	<b>7,783,645</b>	<b>7,683,645</b>	<b>100,000</b>						

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
FURNITURE & EQUIPMENT						
PERSONAL SERVICES COSTS						
UTILITIES						
Grounds & SWM						
SUPPLIES & MATERIALS						
Start Up Costs						
Other Costs						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Building Maintenance and Repair Projects - Critical	<b>Project Number</b> PF-2307	<b>Classification</b> Public Facilities
<b>Project Description</b> This program provides funds for major equipment replacement, deferred maintenance & repair projects, system upgrades and critical maintenance and major repair items to include: building envelope, mechanical, electrical, HVAC, roofing, alarm, and security systems. Projects typically require minimal use of architect/ engineering design services. FY2022 Replace HVAC smaller split system units at Patuxent and Public Safety Bldgs. \$55,000; Lex Pk. Library shingle replacement Courthouse EPDM and Old Carver remaining section TPO roof \$353,000; Masonry point up and repairs at multiple facilities \$15,000; Unanticipated repairs \$20,000. FY2023 Lex Pk. Library EPDM roof replacement and Board of Elections shingle replacement \$383,000 Masonry point up and repair at multiple facilities \$15,000 Unanticipated repairs \$20,000. FY2024 Drill Hall window replacement \$90,000 Multiple facility HVAC smaller spilt unit replacement \$140,000 Old Hollywood EPDM roof replacement \$170,000 Masonry point up and repair at multiple facilities \$15,000 Unanticipated repairs \$20,000. FY2025 Windows & doors replacement at the Arnold Bldg. \$100,000 HVAC upgrades multiple facilities \$100,000 Leonard Hall School TPO roof replacement \$180,000 Unanticipated repairs \$20,000. FY2026 HVAC Unit replacements multiple facilities incl. Armory, 3 Oaks, others as evaluated \$150,000. Roof repairs & replacements multiple facilities incl. Potomac, 911 Center, others as evaluated \$230,000.		
		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.A Provide infrastructure to accommodate development in growth areas and address adequate facilities and services outside of growth areas. P. 10-1
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
WINDOW REPLACEMENT	240,000			90,000	100,000		25,000	25,000	
ALARM SYSTEMS	40,000						20,000	20,000	
HVAC-CONST	690,000			140,000	100,000	150,000	150,000	150,000	
ROOF/GUTTER CONST	1,163,000		383,000	170,000	180,000	230,000	100,000	100,000	
SIDING/ EXTERIOR CONST	130,000		15,000	15,000			50,000	50,000	
EQUIPMENT/CONST	50,000						25,000	25,000	
OTHER (Unanticipated)	135,000		20,000	20,000	20,000	25,000	25,000	25,000	
<b>TOTAL COSTS</b>	<b>2,448,000</b>		<b>418,000</b>	<b>435,000</b>	<b>400,000</b>	<b>405,000</b>	<b>395,000</b>	<b>395,000</b>	

**Funding Schedule**

BONDS									
TRANSFER TAXES	2,448,000		418,000	435,000	400,000	405,000	395,000	395,000	
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,448,000</b>		<b>418,000</b>	<b>435,000</b>	<b>400,000</b>	<b>405,000</b>	<b>395,000</b>	<b>395,000</b>	

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Building Maintenance and Repair Projects - Programmatic	<b>Project Number</b> PF-2308	<b>Classification</b> Public Facilities
<b>Project Description</b> This program provides funds for minor programmatic construction & repair projects to include carpet/tile replacement, interior painting, exterior doors, exterior shell maintenance, energy conservation measures & general maintenance items, Based on need and the criteria outlined in the Divisions Comprehensive Facilities Maintenance Plan and space needs planning. A Facilities Condition Assessment was completed in CY2014, which included a banding of priorities for funding consideration. Long-term operation cost can manifest themselves in facilities in a variety of ways. The most visible is simple deferred maintenance where systems, equipment and materials age or fail prematurely. FY2022 Added \$40,000 to Painting/Carpentry funds to capture any additional or unplanned renovations/painting not completed in FY2021. FY2023 Adding \$50,000 to cover costs for HVAC computer controls upgrades & software updates, swipe access upgrades, panic alarms, water heater replacement, door operators & closers and other space needs/remodel costs that are not planned but need to be completed for dept. reorganization. FY2024 Moved \$50,000 from Carpet/Tile to Code Compliance/ADA upgrades to cover costs associated with ADA upgrades. FY2025 - FY2027 Continuing with programmatic repairs throughout County facilities as needed including painting, carpentry, etc. as described at top of this section based on historical needs and costs.		 <p data-bbox="805 758 1520 867"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A Provide infrastructure to accommodate development in growth areas and address adequate facilities and services outside of growth areas. P. 10-1                 </p>

**Discussion of Operating Budget Impact**


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
CONSTRUCTION	145,000			20,000	20,000	35,000	35,000	35,000	
CARPET/TILE REPLACEMENT	915,000		185,000	235,000	115,000	120,000	130,000	130,000	
PAINTING/CARPENTRY	465,000			80,000	85,000	100,000	100,000	100,000	
SAFETY/SECURITY	290,000		75,000		50,000	65,000	50,000	50,000	
EQUIPMENT (includes lighting)	190,000		75,000		65,000		25,000	25,000	
CODE COMPLIANCE/ADA UPGRADES	305,000		50,000	50,000	50,000	65,000	45,000	45,000	
OTHER CONTIGENCY	90,000		15,000	15,000	15,000	15,000	15,000	15,000	
PLANNING/DESIGN									
<b>TOTAL COSTS</b>	<b>2,400,000</b>		<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	

**Funding Schedule**

BONDS									
TRANSFER TAXES	2,400,000		400,000	400,000	400,000	400,000	400,000	400,000	
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>2,400,000</b>		<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	

**Operating Impacts**


	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Buses and Bus Facilities	<b>Project Number</b> PF-2301	<b>Classification</b> Public Facilities
<b>Project Description</b> The project consists of an expansion of the vehicle bays to accommodate larger buses in the inventory, and a renovation of the second floor area to convert from storage to office space. Larger buses in the vehicle inventory do not allow for two vehicles to be within a maintenance bay simultaneously with the current building layout. This significantly reduces efficiency as only one larger vehicle can be in a bay at a time. The current operations have outgrown the first floor, breakroom facilities are a documented need, and a request for a trailer was not approved to address sanitation and overcrowding of employees in the first floor work areas. The 1,125 square foot (SF) bay addition, at \$150/SF, is estimated to cost \$200,000. The alteration of the 1,800 SF second floor, at \$40/SF, is estimated to cost \$86,500. An elevator for code compliance is estimated to cost \$135,000. Network infrastructure already exists in the facility, so extension of service to second floor will not incur any additional capital costs. Costs to repair STS Bus Facility concrete slabs are estimated at \$124,000. Federal funding is being pursued under a Supplemental FY21 FTA Discretionary Capital Grant. Design for FY2023 is estimated at \$85,000. The program also includes \$40,000 for a Tire Changer and Tire Balancer, \$139,640 for two Light-Duty Small Cutaway Buses and \$121,876 for two Paratransit Mini-Vans.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> Maintain and improve levels of efficiency and service of community facilities to meet population needs.

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	85,000		85,000						
CONSTRUCTION (Bay Expansion)	200,000								200,000
RENOVATION (2nd Floor Area)	86,500								86,500
ELEVATOR	135,000								135,000
NETWORK INFRASTRUCTURE									
CONST. MANAGEMENT	50,000								50,000
STS BUS SHELTER SLAB	124,000								124,000
Tire Changer & Balancer	40,000								40,000
Light Duty Buses (2 each)	139,640								139,640
Paratransit Minivans (2 each)	121,876								121,876
<b>TOTAL COSTS</b>	<b>982,016</b>		<b>85,000</b>						<b>897,016</b>

Funding Schedule										
	Total Project	Prior Approval	Budget	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Balance to Complete
BONDS	179,404									179,404
TRANSFER TAXES	17,000		17,000							
IMPACT FEES										
PAY-GO										
STATE FUNDS										
FEDERAL FUNDS	785,612		68,000							717,612
<b>TOTAL FUNDS</b>	<b>982,016</b>		<b>85,000</b>							<b>897,016</b>


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
<b>TOTAL COSTS</b>						

<b>Project Title</b> California Farmers Market	<b>Project Number</b> PF-2601	<b>Classification</b> Public Facilities
<b>Project Description</b> Construct a permanent structure to house the California Farmers Market. Vendors currently sell from temporary tents in the parking lot of BAE Systems. Having a structure would provide a permanent location with bathroom facilities, allow for potential year-round sales, and overall growth of the market.		<div style="text-align: center;">  </div> <p><b>Compliance With Comprehensive Plan Section</b>                  9.1.3.B.iii Provide increase marketing opportunities for locally grown products. P. 9-8.</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
Engineering/Survey	200,000						200,000		
Construction/Sitework	1,500,000								1,500,000
Construction Management	160,000								160,000
Contingency	100,000								100,000
<b>TOTAL COSTS</b>	<b>1,960,000</b>						<b>200,000</b>		<b>1,760,000</b>

Funding Schedule										
BONDS	1,760,000									1,760,000
TRANSFER TAXES	200,000						200,000			
IMPACT FEES										
PAY-GO										
STATE FUNDS										
FEDERAL FUNDS										
<b>TOTAL FUNDS</b>	<b>1,960,000</b>						<b>200,000</b>			<b>1,760,000</b>

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Emergency Communications Center Expansion	<b>Project Number</b> PF-2002	<b>Classification</b> Public Facilities
<b>Project Description</b> Expand the Emergency Operations Center to account for additional mission requirements and greater space needs. The expansion includes approximately 2,360 SF, consisting of 1,000 SF for office and administrative space, 820 SF to increase the lobby area, and 540 SF to increase the conference room/EOC. New construction planning phase estimate for unit cost is \$568/SF, based upon a \$3,210,000 estimate to construct the Sheriff District 4 Office, which is 5,650 SF. The District 4 Office is similar in construction type. This equates to a preliminary planning phase estimate of construction cost at \$1,340,000. Utility relocation to move waterline and sewer line in front of building is estimated at \$75,000. Design and Construction Management costs are estimated to be \$100,000 each. Geotechnical engineering and other third-party testing is estimated at \$75,000. Additional furnishings and network infrastructure costs are estimated to be \$50,000 and \$65,000 respectively. A 5% planning phase contingency has been added as of February 2021, which will be revised accordingly as the project progresses. Design completion anticipated in third quarter FY2022 with construction funding in FY2023.		 <p data-bbox="805 730 1521 821"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A.vi Meet increasing health and public safety needs of the population. P. 10-2                 </p>
<b>Discussion of Operating Budget Impact</b> Cleaning costs shown as contracted services; \$1.60/SF for 2,360 SF for total of \$3,775. Utility increase is \$6/SF (24hr facility) for a total of \$14,160. Existing services already in place include fire extinguisher testing, alarm, and pest control. No grease trap at this facility.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	134,700	120,000	14,700						
CONSTRUCTION/SITE WORK	1,407,000		1,407,000						
CONSTRUCTION MANAGEMENT	205,000	120,000	85,000						
INSPECTION/TESTING	78,750	60,000	18,750						
FURNISHING/EQUIPMENT	52,500		52,500						
NETWORK INFRASTRUCTURE	68,250		68,250						
UTILITY RELOCATION	78,750	90,000	-11,250						
<b>TOTAL COSTS</b>	<b>2,024,950</b>	<b>390,000</b>	<b>1,634,950</b>						


**Funding Schedule**

	Total Project	Prior Approval	Budget	FY2024	FY2025	FY2026	FY2027	FY2028	Balance to Complete
BONDS	390,000	390,000							
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS	1,634,950		1,634,950						
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,024,950</b>	<b>390,000</b>	<b>1,634,950</b>						

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES		3,775				
SUPPLIES & MATERIALS						
UTILITIES		14,160				
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>		<b>17,935</b>				




<b>Project Title</b> Fire & Rescue Revolving Loan Fund		<b>Project Number</b> PF-1906		<b>Classification</b> Public Facilities																																																																																												
<p><b>Project Description</b> Volunteer Fire Departments and Rescue Squads have submitted their plan for FY2023 to FY2028 which outlines the expected loan requests they will make from the Revolving Loan Fund maintained by the County.</p> <table border="1"> <thead> <tr> <th>FY2023 Request</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> <th>2028</th> </tr> </thead> <tbody> <tr> <td>Bay District Fire</td> <td></td> <td></td> <td></td> <td>1,000,000</td> <td></td> <td></td> </tr> <tr> <td>Hollywood Fire</td> <td></td> <td>485,000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hollywood Rescue</td> <td></td> <td>225,000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Leonardtown Fire</td> <td></td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> </tr> <tr> <td>Leonardtown Rescue</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lexington Park VRS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mechanicsville VFD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ridge VRS</td> <td></td> <td>220,000</td> <td></td> <td></td> <td>1,350,000</td> <td></td> </tr> <tr> <td>Second District VFS</td> <td></td> <td>750,000</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Seventh District VFD</td> <td>600,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Seventh District VRS</td> <td></td> <td></td> <td></td> <td>270,000</td> <td></td> <td></td> </tr> <tr> <td><b>Total Requests</b></td> <td><b>600,000</b></td> <td><b>1,680,000</b></td> <td><b>-</b></td> <td><b>1,770,000</b></td> <td><b>1,350,000</b></td> <td><b>-</b></td> </tr> </tbody> </table>				FY2023 Request	2023	2024	2025	2026	2027	2028	Bay District Fire				1,000,000			Hollywood Fire		485,000					Hollywood Rescue		225,000					Leonardtown Fire				500,000			Leonardtown Rescue							Lexington Park VRS							Mechanicsville VFD							Ridge VRS		220,000			1,350,000		Second District VFS		750,000					Seventh District VFD	600,000						Seventh District VRS				270,000			<b>Total Requests</b>	<b>600,000</b>	<b>1,680,000</b>	<b>-</b>	<b>1,770,000</b>	<b>1,350,000</b>	<b>-</b>		
FY2023 Request	2023	2024	2025	2026	2027	2028																																																																																										
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<p>Loans are provided at 0.5% interest rate. Term is typically seven years for Rolling Rock and fifteen years for building costs. Total Legislative Appropriation is \$5M. Currently at \$4.1M through 2022 leaving a balance of \$900K for the plan.</p>				<p><b>Compliance With Comprehensive Plan Section</b> 10.2.2.A.vi Meet increasing health and public safety needs of the population. P. 10-2</p>																																																																																												
<b>Discussion of Operating Budget Impact</b>																																																																																																

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2023	FY2024	FY2025	FY2026	FY2027	
ARCHITECT/ENGINEERING									
CONSTRUCTION	1,850,000	950,000				500,000	400,000		
LAND ACQUISITION									
INSPECTION									
DEMOLITION									
UTILITIES									
EQUIPMENT/ROLLING STOCK									
RENOVATION									
ROLLING STOCK									
<b>TOTAL COSTS</b>	<b>1,850,000</b>	<b>950,000</b>				<b>500,000</b>	<b>400,000</b>		

Funding Schedule										
BONDS										
TRANSFER TAXES	1,850,000	950,000				500,000	400,000			
IMPACT FEES										
PAY-GO										
STATE FUNDS										
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>1,850,000</b>	<b>950,000</b>				<b>500,000</b>	<b>400,000</b>			


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
UTILITIES						
FURNITURE & EQUIPMENT						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Lexington Park/Charlotte Hall Library Renovations	<b>Project Number</b> PF-28XX	<b>Classification</b> Public Facilities
<b>Project Description</b> The Lexington Park Library is turning 20 years old and showing its age. THE HVAC system is nearing the end of its life and is inefficient, requiring high maintenance and operation costs. The current arrangement of space, number of study rooms, and stacks are functionally inadequate for the needs of the busiest library in Southern Maryland. The front façade is dingy and in need of refinishing. A study by the architecture firm Grimm and Parker has been submitted to the Library Staff and Department of Public Works and Transportation. It calls for a number of changes, which may be prioritized as follows: 1. Parking lot reorientation and addition of drive-through pickup window 2. Vestibule sliding doors 3. Addition of study rooms 4. Expand, reimagine, and soundproof teen space 5. Remove walls and reorganize Children’s Space; add program room 6. Addition of Maker Space, Art Lab, and Gallery Space 7. Adult collection stacks lowered and consolidated 8. Consolidate separate service desk into one Building and site work is estimated at \$2,074,664, including contractor overhead/profit, bonds and insurance, and 20% contingency. Not included in this list is a new HVAC system (which is strongly recommended). Four possibilities are added in the attached study, ranging from \$510,000 to \$2,455,000. Total would range from \$2,604,644 to \$4,549,644. Renovations to the Charlotte Hall Library will be in a detailed report by the Library Staff as a result of the December 14, 2021 BWS. Includes \$20,000 in Architect/Design for each library.		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.ii. Follow the recommendations of the 2007 St. Mary’s County Library Comprehensive and Integrated Systems Analysis & Recommendations; “..continue to improve use of existing space” at Lexington Park Library

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	40,000							40,000	
CONSTRUCTION	4,063,246							4,063,246	
CONST. MANAGEMENT	144,744							144,744	
CONTINGENCY	321,654							321,654	
<b>TOTAL COSTS</b>	<b>4,569,644</b>							<b>4,569,644</b>	

Funding Schedule										
	Total Project	Prior Approval	Budget	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Balance to Complete
BONDS	3,067,144								3,067,144	
TRANSFER TAXES	502,500								502,500	
PAY-GO										
STATE FUNDS	1,000,000								1,000,000	
FEDERAL FUNDS										
<b>TOTAL FUNDS</b>	<b>4,569,644</b>								<b>4,569,644</b>	

Operating Impacts		FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs							
<b>TOTAL COSTS</b>							

<b>Project Title</b> Parking and Site Improvements	<b>Project Number</b> PF-2205	<b>Classification</b> Public Facilities
<b>Project Description</b> Parking area improvements, security lighting, safety, drainage and perimeter fencing and regrading improvements, facility and directional signage (Governmental Center), concrete wheel stop replacement, curb, gutter and sidewalk repairs, landscaping / synthetic mulch and other exterior features at various County locations. Project may also include minor convenience center improvements, pothole / base repairs, crack sealing, painting and restriping, parking lot expansions / repaving, and additional STS solar and standard bus stop shelters.		 <p data-bbox="805 730 1518 842"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A Provide infrastructure to accommodate development in growth areas and address adequate facilities and services outside of growth areas. P. 10-1                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
DESIGN/PLANNING									
CONSTRUCTION									
SEAL, COAT & RESTRIPE Incl ADA	140,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
MILL & REPAVE									
EQUIPMENT/LIGHTING	140,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
OTHER -SITE REPAIRS Incl ADA	140,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
<b>TOTAL COSTS</b>	<b>420,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	

**Funding Schedule**

	Total Project	Prior Approval	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
BONDS								
TRANSFER TAXES	420,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
IMPACT FEES								
PAY-GO								
STATE FUNDS								
FEDERAL FUNDS								
OTHER SOURCES								
<b>TOTAL FUNDS</b>	<b>420,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
IMPACTON ANNUAL OPERATING BUDGET						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
FURNITURE & EQUIPMENT						
OTHER (DESCRIBE SIGNIFICANT ITEMS)						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Public Administration Enterprise Software Upgrade	<b>Project Number</b> PF-1901	<b>Classification</b> Public Facilities
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**Project Description**  
The current Central Square (formerly H.T.E\Sungard\Superion) software was purchased in 1999 and has been upgraded numerous times over the past 18 years. Best practices for a number of these modules have surpassed the capabilities of the existing software applications and significant technology enhancements have occurred in the last 18 years as noted within the Zucker Report. The project includes funding for additional hardware which would support a Windows Platform and Cloud Based Software As A Service (SaaS) solutions. The county utilizes a number of software modules for all Public Administration and Community Services corporate applications. Modules to be upgraded include Budget, Accounts Payable, Accounts Receivable, Procurement, Payroll, Human Resources, Land Management, Permits, Code Enforcement. The Tax Collection module is not expected to be available until 2021. Also, planned for the 2021 implementation is Advanced Scheduling (timecards), the Enterprise Asset Management module for DPW&T, and a Jails Management module . Central Square has a Windows\Cloud platform that migrating to would significantly expedite the implementation time which allowed the phasing of the project to begin in FY2020. Finance, Human Resources, Sheriff's Office, Public Works and Transportation, and Land Use and Growth Management staff have participated in product demonstrations and are supportive of this initiative which would also fulfill several recommendations contained within the Zucker Report.



**Compliance With Comprehensive Plan Section**  
4.5.4.B.vii.e.iv Develop plans to maintain and enhance levels of service for public safety.

**Discussion of Operating Budget Impact**  
Since most of these modules are currently operational, the maintenance costs for the existing applications are likely to be comparable to any replacement application. However, the addition of an actual HR and enhanced Permitting capabilities will require additional software maintenance funding. Additional CIP Budgeting software maintenance expected to be incurred FY-2024.


Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
Other Costs	1,759,140	1,705,140	54,000						
Furnishing & Equipment	294,860	294,860							
<b>TOTAL COSTS</b>	<b>2,054,000</b>	<b>2,000,000</b>	<b>54,000</b>						

**Funding Schedule**

BONDS									
TRANSFER TAXES	54,000		54,000						
IMPACT FEES									
PAY-GO	2,000,000	2,000,000							
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>2,054,000</b>	<b>2,000,000</b>	<b>54,000</b>						

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
SUPPLIES & MATERIALS						
OTHER COSTS						
SOFTWARE MAINTENANCE		45,000				
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
<b>TOTAL COSTS</b>		<b>45,000</b>				

<b>Project Title</b> Sheriff's Headquarters Facility	<b>Project Number</b> PF-2101	<b>Classification</b> Public Facilities
<b>Project Description</b> Construct the following facility infrastructure to support the Sheriff's Office facility infrastructure requirements through 2040 as a result of the 2019 Sheriff's Office Master Planning study: 1) 44,860 SF Headquarters Facility 2) 15,000 SF Evidence Storage Building 3) 40,000 SF Vehicle Evidence Storage Lot 4) Secure personnel/patrol parking lot (235 car capacity) 5) Secure patrol/overflow vehicle parking (140 car capacity) The facilities will be designed as Risk Category Four per the St. Mary's County adopted Building Code, 2015 IBC. The new facilities will occupy the 13.5 acre area in the northeast portion of the Governmental Center. Construction costs from study based upon FY2022 construction start and should be escalated 3% for future years. Cost data was derived from contemporary, code compliant law-enforcement based facilities in the Mid-Atlantic Region. Most of the facilities in the sample have some form of ballistic resistance, structural hardening, advanced communication infrastructure, and critical system redundancy (i.e. emergency power). Construction cost of HQ facility (Phase 2) is in FY2026. Evidence Storage Facility and Site Improvements (Phase 1) top priority for FY2024. Phase 1 Design awarded on 10-19-2021.		 <p data-bbox="805 730 1520 810"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.A.vi. Meet increasing health and public safety needs of the population. P. 10-2                 </p>

**Discussion of Operating Budget Impact**  
 Annual cleaning costs are estimated at \$1.60 SF for all County facilities. \$73,955 for HQ Facility and \$24,720 for the Evidence Storage Building. Alarm services \$2,165, fire extinguisher testing \$125, pest control is \$885 annually for annual total cost of \$3,175. Annual utility costs at \$4/SF. The HQ Facility utilities are \$185,400. The Evidence Storage Building is \$61,800. Maintenance mechanic costs are estimated at \$1.10/SF.

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2023	FY2024	FY2025	FY2026	FY2027	
PLANNING/DESIGN	3,250,000	1,750,000		1,500,000					
CONST. HQ FACILITY	23,611,155						23,611,155		
CONST. EVIDENCE STORAGE	6,303,600			6,303,600					
UTILITIES	772,500			772,500					
INSPECTION/CONST. MNGMT	750,000	50,000	250,000		450,000				
FURNISHINGS & EQUIPMENT	927,000			127,000			800,000		
INFORMATION TECHNOLOGY	154,000			100,000			54,000		
CONTINGENCY (3%)	921,850		460,925		460,925				
<b>TOTAL COSTS</b>	<b>36,690,105</b>	<b>1,800,000</b>	<b>710,925</b>	<b>8,803,100</b>	<b>910,925</b>	<b>24,465,155</b>			

**Funding Schedule**

	Total Project	Prior Approval	Budget	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
BONDS	36,690,105	1,800,000	710,925	8,803,100	910,925	24,465,155			
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
<b>TOTAL FUNDS</b>	<b>36,690,105</b>	<b>1,800,000</b>	<b>710,925</b>	<b>8,803,100</b>	<b>910,925</b>	<b>24,465,155</b>			

**Operating Impacts**


	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
CONTRACTED SERVICES (Alarm, FE testing, pest control)				3,175		
HQ FACILITY CLEANING COSTS				73,955		
HQ FACILITY UTILITIES (Elec./Water & Sewer)				185,400		
EVIDENCE STORAGE CLEANING COSTS		24,720				
EVIDENCE STORAGE UTILITIES (Elec./Water & Sewer)		61,800				
ADDITIONAL MAINTENANCE MECH COST (\$1.10/SF)		16,500		49,350		
<b>TOTAL COSTS</b>		<b>103,020</b>		<b>311,880</b>		

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# RECREATION & PARKS



Turf Field, Lancaster Park

<b>Project Title</b> Central County Park	<b>Project Number</b> RP-2304	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Design and construct a community park in the California area. The proposed park is envisioned as active recreation to include two multi-purpose athletic fields, four tennis courts, parking and restroom facilities on approximately half of the 76-acre property, owned by the County on Indian Bridge Road. The remaining portion will be left in its natural state and be used as passive recreation such as picnic areas and nature trails. There is a need for additional athletic facilities for community sports in the central part of the County to include California and Leonardtown areas. This project proposes design and engineering in FY2023.		
		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	350,000		350,000						
LAND ACQUISITION									
CONSTRUCTION									
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT-(Picnic Tables etc.)									
OTHER									
<b>TOTAL COSTS</b>	<b>350,000</b>		<b>350,000</b>						

**Funding Schedule**

BONDS									
TRANSFER TAXES									
PAY-GO	320,000		320,000						
IMPACT FEES - PARKS									
STATE FUNDS	30,000		30,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>350,000</b>		<b>350,000</b>						

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Elms Beach Park Improvements	<b>Project Number</b> RP-1601	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This project addresses needed facility improvements at Elms Beach Park. This is the County's most heavily used waterfront park and is sometimes closed to additional visitors when overcrowding occurs on summer weekends and holidays. The master plan recommendations for the park includes: upgrade facilities that are at the end of their life cycle; optimize and delineate parking; improve access to the Chesapeake Bay; install new playground; improve the park entry and provide for crowd control; provide ADA accessible paths to facilities; provide a composting toilet system; a well for drinking water; and provide gathering spaces for individuals and families. Funding in FY2016 was used to develop the park master plan, design and engineering in FY2022 and construction in spring of FY2023.		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5		
<b>Discussion of Operating Budget Impact</b> \$12,600 is requested for an hourly groundskeeper (870 hrs.) to assist with the expanded park facility. Also, funding will be needed for grass cutting, cleaning supplies, paper products and electric costs (\$3,600).		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	200,000	200,000							
LAND ACQUISITION									
CONSTRUCTION	2,014,912	858,637	1,156,275						
DEMOLITION									
INSPECTION/PROJ. MGMT	25,000	25,000							
UTILITIES	25,000	25,000							
EQUIPMENT									
OTHER-Master Plan	54,074	54,074							
<b>TOTAL COSTS</b>	<b>2,318,986</b>	<b>1,162,711</b>	<b>1,156,275</b>						


**Funding Schedule**

BONDS									
TRANSFER TAXES	233,457	233,457							
PAY-GO	2,085,529	929,254	1,156,275						
IMPACT FEES - PARKS									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,318,986</b>	<b>1,162,711</b>	<b>1,156,275</b>						

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS		12,600				
CONTRACTED SERVICES		1,000				
SUPPLIES & MATERIALS		1,400				
UTILITIES		1,200				
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>		<b>16,200</b>				




<b>Project Title</b> Myrtle Point Park	<b>Project Number</b> RP-2005	<b>Classification</b> Recreation and Parks
<b>Project Description</b> The 192-acre property on the Patuxent River was acquired for a county park in January 1997 and has been open for public use for hiking, picnicking, nature study and other passive uses since that time. The Commissioners of St. Mary's County adopted a park master plan in October 2005 that formally established Myrtle Point as a nature park. Park facilities and amenities presented in the master plan include a canoe and kayak launch, picnic areas, trails, restrooms, environmental boardwalks, parking, and shoreline access. A total of \$400,00 for design and engineering planned for FY2024 and park construction to be determined.		 <p data-bbox="805 737 1523 842"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5                 </p>
<b>Discussion of Operating Budget Impact</b> Operating impacts include grass cutting.		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	400,000	275,000		125,000					
CONSTRUCTION	3,000,000								3,000,000
<b>TOTAL COSTS</b>	<b>3,400,000</b>	<b>275,000</b>		<b>125,000</b>					<b>3,000,000</b>

Funding Schedule										
	Total Project	Prior Approval	Budget	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Balance to Complete
BONDS	3,000,000									3,000,000
TRANSFER TAXES	275,000	275,000								
PAY-GO										
IMPACT FEES - PARKS	125,000			125,000						
STATE FUNDS										
FEDERAL FUNDS										
OTHER SOURCES										
<b>TOTAL FUNDS</b>	<b>3,400,000</b>	<b>275,000</b>		<b>125,000</b>						<b>3,000,000</b>

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
GRASS & GROUNDS			15,000			
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>			<b>15,000</b>			

<b>Project Title</b> Park Land and Facility Acquisition	<b>Project Number</b> RP-2204	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Utilizing Local Program Open Space (POS) funds, this project enables property acquisition for County parks, public landings, and recreation facilities. Several potential acquisition projects are included in both 2012 and 2017 Land Preservation, Parks, and Recreation Plans adopted by the Commissioners of St. Mary's County. Those projects include land for expanded parking at Wicomico Shores Public Landing; Patuxent River Waterfront Park and Public Landing; park land acquisition in Lexington Park; central and lower Patuxent Public Landing; trail related acquisitions; museum related acquisitions; and land acquisition for an indoor recreation center. FY2023 - Potential purchase of land in the California area for the site of a new gymnastics center.		 <p data-bbox="805 730 1518 842"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5                 </p>
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING									
LAND ACQUISITION	2,011,624	181,624	930,000	180,000	180,000	180,000	180,000	180,000	180,000
<b>TOTAL COSTS</b>	<b>2,011,624</b>	<b>181,624</b>	<b>930,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>

**Funding Schedule**

BONDS									
TRANSFER TAXES									
PAY-GO									
IMPACT FEES - PARKS									
STATE FUNDS	2,011,624	181,624	930,000	180,000	180,000	180,000	180,000	180,000	
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>2,011,624</b>	<b>181,624</b>	<b>930,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	

**Operating Impacts**


	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Park Planning Grant	<b>Project Number</b> RP-2102	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This project is to update the 2027 Land Preservation, Parks and Recreation Plan which serves at the County's five year Recreation and Parks Master Plan. A parkland planning consulting firm will be hired to work with county staff, the Recreation and Parks Advisory Board and the public to develop the Plan which is then presented to the Planning Commission for review and the Commissioners of St. Mary's County for adoption.		 <p data-bbox="797 724 1529 856"><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.D Create new and enhanced facilities to provide recreational opportunities while representing environmental, aesthetic, and cultural quality. P.10-5</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING									
CONSTRUCTION	175,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
<b>TOTAL COSTS</b>	<b>175,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	

Funding Schedule									
BONDS									
TRANSFER TAXES									
PAY-GO									
IMPACT FEES - PARKS									
STATE FUNDS	175,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>175,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
FURNITURE & EQUIPMENT						
SUPPLIES & MATERIALS						
UTILITIES						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Rec Facility & Parks Improvements	<b>Project Number</b> RP-2303	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This project addresses capital improvements at existing recreation facilities and parks. FY2023 Projects include: PARK LIGHTS: 5th District parking lights (\$85,000); COURT IMPROVEMENTS: 7th District (\$70,000); Cardinal Gibbons (169,000); Hollywood Recreation Center (22,000) PLAYGROUNDS: Baggett and Nicolet Park (\$600,000); ADA TRANSITION PLAN: Chaptico and Baggett Parks (\$200,000); ASPHALT OVERLAY: Three Notch Trail (\$100,00); 5th District Walkways (56,000) RECREATION FACILITY UPGRADES: Great Mills Pool storage building, water heater replacement, deck refurbishment and fencing (\$120,000); WICOMICO SHORES: greens improvements, dredging and pipe replacement (\$215,000) ATHLETIC FIELD FENCING: 5th District (\$13,000) FY2024 Chaptico Park Skate Park (\$200,00 A&E; \$450,000 Construction)		 <p data-bbox="805 730 1516 835"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2 D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P.10-5                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
Park Lights	1,085,000		85,000	200,000	200,000	200,000	200,000	200,000	200,000
Court Improvements	661,000		261,000		100,000	100,000	100,000	100,000	100,000
Playgrounds	2,100,000		600,000	300,000	300,000	300,000	300,000	300,000	300,000
ADA Transition Plan	1,100,000		200,000	100,000	200,000	200,000	200,000	200,000	200,000
Asphalt Overlay	1,056,000		156,000	100,000	200,000	200,000	200,000	200,000	200,000
Recreation Facility Upgrades	1,020,000		120,000	100,000	200,000	200,000	200,000	200,000	200,000
Wicomico Shores	915,000		215,000	100,000	150,000	150,000	150,000	150,000	150,000
Chaptico Park Skate Park	650,000			650,000					
Athletic Field Fencing	913,000		13,000	100,000	200,000	200,000	200,000	200,000	200,000
Parking Lots	400,000				100,000	100,000	100,000	100,000	100,000
Chancellors Run Regional Park	576,000		576,000						
Baseball/Softball Maintenance	146,600		146,600						
Town Creek Pool	9,000		9,000						
<b>TOTAL COSTS</b>	<b>10,631,600</b>		<b>2,381,600</b>	<b>1,650,000</b>	<b>1,650,000</b>	<b>1,650,000</b>	<b>1,650,000</b>	<b>1,650,000</b>	<b>1,650,000</b>

Funding Schedule									
BONDS	8,250,000			1,650,000	1,650,000	1,650,000	1,650,000	1,650,000	
PAY-GO	2,111,600		2,111,600						
STATE FUNDS	270,000		270,000						
<b>TOTAL FUNDS</b>	<b>10,631,600</b>		<b>2,381,600</b>	<b>1,650,000</b>	<b>1,650,000</b>	<b>1,650,000</b>	<b>1,650,000</b>	<b>1,650,000</b>	

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Shannon Farm Property	<b>Project Number</b> RP-1905	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Design and construct a community park in the Lexington Park area. The proposed park is envisioned to provide additional passive recreational and waterfront activities such as walking, hiking trails, kayaking, canoeing, fishing, sailing, educational and cultural activities and horseback riding on approximately 212-acre property with beach access to the Chesapeake Bay. Funding for a master plan was allocated in FY2019. Funding for design and engineering was approved in FY2020. FY2022- Master Planning and Architect and Engineering are in process. 65% concept plans show a significant increase in cost due to the steep slope in the first ¼ of mile of the trail connecting the parking lot to the beach. To maximize compliance with the American with Disabilities Act, the design was updated to include a bridge over the steepest area and a trail slope of no more than 5%. (Additional 1,500,000)		 <p data-bbox="805 730 1516 842"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5                 </p>
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	292,966	292,966							
LAND ACQUISITION									
CONSTRUCTION	4,243,000		4,243,000						
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT- Picnic Tables, etc.									
OTHER- Master Plan	75,000	75,000							
<b>TOTAL COSTS</b>	<b>4,610,966</b>	<b>367,966</b>	<b>4,243,000</b>						

**Funding Schedule**

BONDS	367,966	367,966							
TRANSFER TAXES									
PAY-GO	4,243,000		4,243,000						
IMPACT FEES - PARKS									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>4,610,966</b>	<b>367,966</b>	<b>4,243,000</b>						

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Snow Hill Park	<b>Project Number</b> RP-1901	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Design and construct a new waterfront park. The Park is envisioned to include, but not limited to hiking and nature trails, forested/conservation areas and nature interpretation, fishing, canoeing, and kayaking, motorized boat ramp and pier, picnic areas, playground, flexible use practice athletic fields, parking, and restrooms. Historic and archeological studies have been completed and the park master planning and architect and engineering for the boat ramp and kayak launch are currently under development. Recent cost estimate projections estimate a savings of over 1,500,000. Funding for construction in FY2022 and FY2023.		
		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced parks & rec. facilities that link existing parks and communities to provide expanded recreational opportunities while preserving environmental, aesthetic, and cultural quality P.10-5
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	575,000	575,000							
CONSTRUCTION	4,370,000	2,900,000	1,470,000						
DEMOLITION									
INSPECTION/PROJECT MANAGEMENT	100,000	100,000							
EQUIPMENT AND FURNITURE	30,000		30,000						
<b>TOTAL COSTS</b>	<b>5,075,000</b>	<b>3,575,000</b>	<b>1,500,000</b>						

**Funding Schedule**

	Total Project	Prior Approval	Budget FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Balance to Complete
BONDS	2,550,000	2,550,000							
TRANSFER TAXES									
IMPACT FEES	460,000	410,000	50,000						
PAY-GO	1,065,000	115,000	950,000						
STATE FUNDS	1,000,000	500,000	500,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,075,000</b>	<b>3,575,000</b>	<b>1,500,000</b>						

**Operating Impacts**


	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
SUPPLIES AND MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> St. Clements Island Museum Renovations	<b>Project Number</b> RP-1401	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This multi-phase project will address museum building renovations, overflow parking, public access, health and safety issues as well as update exhibit and interpretive spaces at the St. Clement's Island Museum, the site "Where Maryland Begins." Funding was approved in FY2017 for conceptual design of the interior museum exhibit and public spaces. Funding was allocated in FY2019 and FY2020. The FY2021 and FY2022 funding includes additional funding due to the project significantly being altered to a new two-story facility with the same first floor footprint. FY2022 includes funding for new Exhibit installation. FY2023 funding was requested due to inflation and cost escalation from previous estimates for construction and exhibits.		
		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.D Create new and enhanced facilities to provide recreational opportunities while preserving the environmental, aesthetic and cultural quality. P. 10-5
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	407,640	407,640							
LAND ACQUISITION									
CONSTRUCTION	3,006,932	1,591,345	1,415,587						
DEMOLITION									
INSPECTION/PROJ. MANAGEMENT	171,500	171,500							
EQUIPMENT (FF&E)	104,000	104,000							
OTHER - Plans and Exhibits	645,800	170,000	475,800						
INFORMATION TECHNOLOGY	100,000	100,000							
<b>TOTAL COSTS</b>	<b>4,435,872</b>	<b>2,544,485</b>	<b>1,891,387</b>						

Funding Schedule									
BONDS	1,336,750	1,336,750							
TRANSFER TAXES	32,485	32,485							
PAY-GO	2,511,387	620,000	1,891,387						
IMPACT FEES - PARKS	20,000	20,000							
STATE FUNDS	450,000	450,000							
FEDERAL FUNDS	85,250	85,250							
<b>TOTAL FUNDS</b>	<b>4,435,872</b>	<b>2,544,485</b>	<b>1,891,387</b>						

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
Utilities						
Contracted Services						
Other						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Three Notch Trail - Phase Eight	<b>Project Number</b> RP-2104	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Phase Eight: MD 245 Hollywood Road to Friendship School Road. This project continues development of the Three Notch Trail (TNT), a 10 ft. wide multi-use trail on the former railroad right-of-way. Funding requested in FY2021 will enable design and engineering of Phase Eight, a four and one-half mile section from MD 245 Hollywood Road to Friendship School Road. Funding for A&E is requested for FY2024 and construction will be requested in 2026. 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.		
<b>Compliance With Comprehensive Plan Section</b> 11.5.3.A Provide expanded pedestrian and bicycle recreational and transportation opportunities. P. 11-10		
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	350,000	350,000							
LAND ACQUISITION									
DEMOLITION									
INSPECTION/PROJ. MGMT	90,000					90,000			
UTILITIES									
EQUIPMENT									
OTHER: SIGNAGE/LANDSCAPING	60,000					60,000			
CONSTRUCTION	4,950,000					4,950,000			
<b>TOTAL COSTS</b>	<b>5,450,000</b>	<b>350,000</b>				<b>5,100,000</b>			


**Funding Schedule**

BONDS	920,000					920,000			
TRANSFER TAXES									
PAY-GO	350,000	350,000							
IMPACT FEES - PARKS	100,000					100,000			
STATE FUNDS									
FEDERAL FUNDS	4,080,000					4,080,000			
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,450,000</b>	<b>350,000</b>				<b>5,100,000</b>			

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> YMCA Great Mills	<b>Project Number</b> RP-2004	<b>Classification</b> Recreation and Parks
<b>Project Description</b> This project would construct a multiple use Recreation Center. The facility may include a gymnasium, fitness center, competitive gymnastics training room, Wi-Fi, locker rooms, restrooms, storage, basketball courts, multi-purpose rooms (2), meeting/social hall, catering kitchen, office spaces and vehicle parking. The project proposes design and engineering in FY2022 and construction in FY2025. On April 9, 2019, approval was given to work with the YMCA of the Chesapeake to bring a YMCA to St. Mary's County. On May 11, 2021, the Commissioner requested authorized expenditure of the \$450,000 in A&E to enable site selection and development of a non-profit and a fund-raising program. A feasibility study conducted Fall 2020. The YMCA Site Committee provided a conceptual design to St. Mary's County Commissioners in November 2021 and the Great Mills Property was chosen as the most desired location. Presentation March 1, 2022 includes pool and latest estimate.		 <p data-bbox="805 737 1521 842"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.D Create new and enhanced parks &amp; rec facilities that link existing parks and communities to provide expanded rec opportunities while preserving environmental, aesthetic, and cultural quality. P. 10-5                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ENGINEERING/SURVEY	1,106,000	525,000	581,000						
LAND ACQUISITION									
CONSTRUCTION/SITWORK	19,200,000					19,200,000			
CONSTRUCTION MANAGEMENT	200,000					200,000			
FURNITURE & EQUIPMENT	200,000					200,000			
OTHER	1,400,000					1,400,000			
<b>TOTAL COSTS</b>	<b>22,106,000</b>	<b>525,000</b>	<b>581,000</b>			<b>21,000,000</b>			

Funding Schedule									
BONDS	15,450,000	450,000				15,000,000			
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	656,000	75,000	581,000						
STATE FUNDS									
FEDERAL FUNDS	2,000,000					2,000,000			
OTHER SOURCES	4,000,000					4,000,000			
<b>TOTAL FUNDS</b>	<b>22,106,000</b>	<b>525,000</b>	<b>581,000</b>			<b>21,000,000</b>			


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

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# PUBLIC LANDINGS



WICOMICO SHORES PUBLIC LANDING

<b>Project Title</b> St. Inigoes Boating Facility	<b>Project Number</b> PL2101	<b>Classification</b> Recreation and Parks
<b>Project Description</b> Funding for the St. Inigoes boat ramp finger piers, wing wall, dredging and ramp replacement project. Replacement of decking on two finger piers, side boards on boat ramp side of wing walls and replacement of concrete boat ramp pad. Dredging of boat ramp area, removing approximately 180CY. \$250,000K A&E; \$75,000 Dredging; \$250,000 Finger piers and wing walls; \$30,000 Concrete Pad.		 <p data-bbox="805 730 1521 842"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2D Create new and Enhanced facilities to provide recreational opportunities while preserving environmental, aesthetic and cultural quality. P 10-5                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
Architecture Design	250,000	250,000							
Construction	355,000		355,000						
<b>TOTAL COSTS</b>	<b>605,000</b>	<b>250,000</b>	<b>355,000</b>						


Funding Schedule									
BONDS									
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS	250,000	250,000							
FEDERAL FUNDS	355,000		355,000						
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>605,000</b>	<b>250,000</b>	<b>355,000</b>						

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
OTHER						
<b>TOTAL COSTS</b>						

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# ST. MARY'S COUNTY PUBLIC SCHOOLS



<b>Project Title</b> Benjamin Banneker Elementary School Roof Pre-Design Study	<b>Project Number</b> PS-2801	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the CMP, the roof replacement projects are reviewed. This future State project will replace approximately 36,000 square feet of the existing roof that was last replaced in 1998. This Pre-Design study will review the whole roof to determine if any additional work needs to be included in the future project. Maintenance monitors the roof and provides repairs on an as-needed basis, pending the roof replacement. Local funds are being requested in FY 2028 for completion of a study to assist with project scope development in advance of the project.		 <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	40,000							40,000	
LAND ACQUISITION									
CONSTRUCTION									
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>40,000</b>							<b>40,000</b>	

**Funding Schedule**

BONDS									
TRANSFER TAXES	40,000							40,000	
PAY-GO									
IMPACT FEES - SCHOOLS									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>40,000</b>							<b>40,000</b>	

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Building Infrastructure - Critical	<b>Project Number</b> PS-1804	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This program provides funds for major replacement, deferred maintenance and repair projects, system upgrades, and critical maintenance and repairs to critical building components to include: air handlers, chillers, cooling towers, fire alarms, oil tanks, water feeds, well pumps, and fields/grounds. FY 2023: RES Air Handlers \$453,000, Chillers \$300,000, Fields/Grounds \$220,000, PPES Generator \$98,000, WMES Fuel Oil Line Replacement \$96,000 FY 2024: LMDES Well Pump Replacement \$65,000, Chillers \$200,000, GHES Lift Station \$30,000, GHES Generator \$70,000, Fields/Grounds \$200,000, LHS Generator \$275,000, Fairlead Academy I Rooftop Unit \$28,000 FY 2025: Generators: HES \$126,000, EMS \$60,000, Fields/Grounds \$200,000 FY 2026: BBES ECC Fuel Tank \$160,000, Fields/Grounds \$200,000 FY 2027: WMES Electric Panel/Generator \$170,000, BBES Generator \$126,000, LHS Elevator Upgrade \$160,000, DSS Control Panel \$36,000, HVAC Control Refurbishment: BBES, EES, \$225,000, GMHS Scoreboard \$47,000, Fields/Grounds \$200,000 FY 2028: LPES, DJAFCTC, and MBMS Emergency Generators \$531,000 (\$50,000, \$206,000, & \$275,000), GMHS Water Heaters \$156,000, & Fields/Grounds \$200,000		 <p><b>Compliance With Comprehensive Plan Section</b>                  10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	170,000	80,000	15,000	15,000	15,000	15,000	15,000	15,000	
LAND ACQUISITION									
CONSTRUCTION	8,569,000	4,027,000	1,152,000	853,000	371,000	345,000	949,000	872,000	
DEMOLITION									
INSPECTION / PROJ. MGMT.									
UTILITIES									
EQUIPMENT									
OTHER -CONTINGENCY									
<b>TOTAL COSTS</b>	<b>8,739,000</b>	<b>4,107,000</b>	<b>1,167,000</b>	<b>868,000</b>	<b>386,000</b>	<b>360,000</b>	<b>964,000</b>	<b>887,000</b>	

**Funding Schedule**

BONDS	6,494,016	2,948,000	949,016		386,000	360,000	964,000	887,000	
TRANSFER TAXES	2,144,984	1,059,000	217,984	868,000					
IMPACT FEES									
PAY-GO									
STATE FUNDS	100,000	100,000							
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>8,739,000</b>	<b>4,107,000</b>	<b>1,167,000</b>	<b>868,000</b>	<b>386,000</b>	<b>360,000</b>	<b>964,000</b>	<b>887,000</b>	

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Building Infrastructure - Programmatic	<b>Project Number</b> PS-1805	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This program provides funds for programmatic construction and repairs of projects identified in the Comprehensive Maintenance Plan for Educational Facilities for life cycle replacement, to include: site paving, playgrounds, and flooring. Anticipated projects typically require minimal design services. FY 2023: GWCES, GKES, RES, Flooring \$160,000 (\$35,000, \$90,000, \$35,000) DES, GWCES, HES Paving \$331,000 (\$118,000, \$107,000, \$106,000), Playgrounds \$150,000, Gym Floor Replacement Design Study \$50,000 FY 2024: BBES, LES, MBMS Flooring \$126,000 (\$38,000, \$38,000, \$50,000) BBES, GHES, LPES Paving \$354,000 (\$47,000, \$190,000, \$117,000) FY 2025: RES, DJAFCTC Paving \$760,000 (\$128,000, \$632,000), CHS Locker Room Plumbing \$15,000 FY 2026: BBES ECC (tile & flooring), EES, DJAFCTC Flooring \$280,000 (\$67,000, \$114,000, \$38,000, \$61,000) Fairlead 1, Central Office, MBMS Paving \$491,000 (\$110,000, \$77,000, \$304,000), GKES & WMES Fire Alarm \$114,000 (\$69,000, \$45,000) FY 2027: OES, LMS Carpet \$84,000 (\$16,000, \$68,000), OES Fire Alarm \$130,000, LHS Paving \$500,000, Skylight Replacement: BBES, DSS, LPES, OES, PHES \$175,000 FY 2028: DSS Paving \$81,000, TCES, OES, WMES Flooring & ACM \$129,000 (\$49,000, \$42,000, \$38,000), DJAFCTC, BBES, GKES, PHES Exterior Caulking & Repointing-\$233,000 (\$100,000, \$46,000, \$42,000, \$45,000), EES Green Roof Replacement \$125,000		
<b>Discussion of Operating Budget Impact</b>		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	166,000	56,000	60,000	10,000	10,000	10,000	10,000	10,000	
LAND ACQUISITION									
CONSTRUCTION	9,623,000	5,445,000	631,000	470,000	765,000	875,000	879,000	558,000	
DEMOLITION									
INSPECTION/PROJ. MGMT.									
UTILITIES									
OTHER- CONTINGENCY									
<b>TOTAL COSTS</b>	<b>9,789,000</b>	<b>5,501,000</b>	<b>691,000</b>	<b>480,000</b>	<b>775,000</b>	<b>885,000</b>	<b>889,000</b>	<b>568,000</b>	

**Funding Schedule**

BONDS	5,392,311	2,798,211		252,100		885,000	889,000	568,000	
TRANSFER TAXES	3,863,689	2,650,789	210,000	227,900	775,000				
IMPACT FEES									
PAY-GO	533,000	52,000	481,000						
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>9,789,000</b>	<b>5,501,000</b>	<b>691,000</b>	<b>480,000</b>	<b>775,000</b>	<b>885,000</b>	<b>889,000</b>	<b>568,000</b>	

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Chopticon High School - HVAC Systemic Renovation	<b>Project Number</b> PS-2203	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for the replacement of the HVAC system for the building, last updated in 2000. At the time of completion of the project, the system will be 26 years old. Maintenance monitors the system and provides repairs on an as-needed basis, pending the replacement.		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3		
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	1,843,000	125,000			889,000	829,000			
LAND ACQUISITION									
CONSTRUCTION	24,702,000				223,000	12,188,000	8,320,000	3,971,000	
DEMOLITION									
INSPECTION/PROJ. MGMT	10,000					10,000			
UTILITIES	15,000					15,000			
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>26,570,000</b>	<b>125,000</b>			<b>1,112,000</b>	<b>13,042,000</b>	<b>8,320,000</b>	<b>3,971,000</b>	


**Funding Schedule**

BONDS	15,405,000	125,000			1,112,000	5,692,000	4,505,000	3,971,000	
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS	11,165,000					7,350,000	3,815,000		
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>26,570,000</b>	<b>125,000</b>			<b>1,112,000</b>	<b>13,042,000</b>	<b>8,320,000</b>	<b>3,971,000</b>	

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES						
CONTRACTED SERVICES						
OTHER						
Utilities						
<b>TOTAL COSTS</b>						




<b>Project Title</b> Dr. James A. Forrest Career & Technology Center Video Studio Renovation Design Study	<b>Project Number</b> PS-2701	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the CMP, projects are reviewed. Local funds are being requested in FY 2027 for completion of a study to assist with project scope development in advance of the project. This project will renovate the video studio at the Dr. James A. Forrest Career & Technology Center. The project will include Green Screen room alteration and installation, HVAC renovation and separation of the classroom and production areas, installation of new lighting to safe touch (high-efficiency) in the production area, reallocation of space to meet educational program needs, and recommendations on revision to HD video equipment.		 <p data-bbox="805 751 1520 873"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	25,000							25,000	
LAND ACQUISITION									
CONSTRUCTION									
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>25,000</b>							<b>25,000</b>	

Funding Schedule									
BONDS									
TRANSFER TAXES	25,000							25,000	
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>25,000</b>							<b>25,000</b>	


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Great Mills High School - Partial Roof Replacement	<b>Project Number</b> PS-2103	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the Comprehensive Maintenance Plan for Educational Facilities, the roof replacement projects are reviewed. This project will replace approximately 125,652 square feet of existing bituminous roof that is failing. This project does not include the area (90,982) of the partial roof replacement project funded in FY 2019/FY 2020. This area of the roof was last replaced in 1997 as part of the addition/renovation project and will be 27 years old at the time of replacement. Maintenance monitors the roof and provides repairs on an as-needed basis, pending the roof replacement. A study and partial design were completed in advance of the project with local funds allocated in FY 2021.		 <p data-bbox="805 751 1518 873"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	
ARCHITECT/ENGINEERING	914,000	42,000	436,000	436,000				
LAND ACQUISITION								
CONSTRUCTION	9,933,000		1,039,000	8,894,000				
DEMOLITION								
INSPECTION/PROJ. MGMT	10,000		10,000					
UTILITIES	15,000		15,000					
EQUIPMENT								
OTHER								
<b>TOTAL COSTS</b>	<b>10,872,000</b>	<b>42,000</b>	<b>1,500,000</b>	<b>9,330,000</b>				

Funding Schedule								
BONDS	5,543,000		1,500,000	4,043,000				
TRANSFER TAXES	42,000	42,000						
IMPACT FEES								
PAY-GO								
STATE FUNDS	5,287,000			5,287,000				
FEDERAL FUNDS								
OTHER SOURCES								
<b>TOTAL FUNDS</b>	<b>10,872,000</b>	<b>42,000</b>	<b>1,500,000</b>	<b>9,330,000</b>				


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
SUPPLIES & MATERIALS						
PERSONAL SERVICES COSTS						
UTILITIES						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Green Holly Elementary School - Roof/HVAC Systemic Renovation	<b>Project Number</b> PS-2301	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project will replace 46,450 square feet. of existing bituminous roof on Building A that is failing and 6,185 square feet of existing bituminous roof on Building B that is failing. This project does not include the area (51,740 square feet) of Building B that was funded in FY 2019/FY 2020 and completed in 2021. The Building A roof was last replaced in 1992 and will be 33 years old at the time of replacement. The subject portion of the Building B roof was last replaced in 1999 and at the time of completion will be 26 years old. The project also includes the replacement of the HVAC system for Building B, which was last replaced in 1992. At the time of completion of the project, the system will be 32 years old. Maintenance monitors the roof and HVAC system and provides repairs on an as-needed basis, pending the replacements. Local funds are being requested in FY 2023 for completion of a study and partial design in advance of the project.		 <p data-bbox="805 758 1523 877"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	884,000		59,000	708,000	117,000				
LAND ACQUISITION									
CONSTRUCTION	9,624,000			542,000	9,082,000				
DEMOLITION									
INSPECTION/PROJ. MGMT	10,000				10,000				
UTILITIES	15,000				15,000				
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>10,533,000</b>		<b>59,000</b>	<b>1,250,000</b>	<b>9,224,000</b>				

Funding Schedule									
BONDS	5,374,000			1,250,000	4,124,000				
TRANSFER TAXES	59,000		59,000						
IMPACT FEES									
PAY-GO									
STATE FUNDS	5,100,000				5,100,000				
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>10,533,000</b>		<b>59,000</b>	<b>1,250,000</b>	<b>9,224,000</b>				


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Leonardtown High School - HVAC Pre-Design Study	<b>Project Number</b> PS-2702	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for the replacement of the HVAC system for the building, last updated in 2002. At the time of completion of the project, the system will be 27 years old. Maintenance monitors the system and provides repairs on an as-needed basis, pending the replacement. Local funds are being requested in FY 2027 for completion of a study in advance of the project.		 <p data-bbox="805 751 1516 835"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	75,000							75,000	
LAND ACQUISITION									
CONSTRUCTION									
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>75,000</b>							<b>75,000</b>	

Funding Schedule									
BONDS									
TRANSFER TAXES	75,000							75,000	
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>75,000</b>							<b>75,000</b>	

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Lettie Marshall Dent Elementary School - Modernization	<b>Project Number</b> PS-2101	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project will replace the HVAC system, installed in 1992 at the time of the addition. The project will also replace the roof of the 1992 addition (19,210 sf), which is original and will be 31 years old at the time of replacement. Additional work includes lighting & communication system upgrades (phone, security, fire alarm, communication) as well as installation of a transfer switch to allow for large roll-off generators to power essential portions of the building. The project also includes replacement of the existing underground fuel & water tanks. This limited renovation will include the required building system & educational program enhancements. Maintenance monitors the HVAC system & roof and provides repairs on an as-needed basis, pending the replacement. A study and partial design were completed in advance of the project with local funds allocated in FY 2021 resulting in recommendations to: replace existing wall base & flooring throughout, interior painting & repointing of walls as needed, replace all existing ACT ceiling with grid & acoustic ceiling tiles, patch & repaint all hard ceilings, replace all classroom casework, replace all chalkboards with magnetic white boards, install new tackboards, remove 1980's vision glass and replace with safety glass, complete code analysis on interior doors, complete modifications to restrooms & drinking fountains for ADA compliance, provide for a security entry vestibule, reconfigure health room to meet current standards, and relocation of the art kiln.		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	711,000	462,000	249,000						
LAND ACQUISITION									
CONSTRUCTION	8,359,000		6,750,000	1,609,000					
DEMOLITION									
INSPECTION/PROJ.MGMT.	10,000		10,000						
UTILITIES	15,000		15,000						
EQUIPMENT	500,000		250,000	250,000					
<b>TOTAL COSTS</b>	<b>9,595,000</b>	<b>462,000</b>	<b>7,274,000</b>	<b>1,859,000</b>					

**Funding Schedule**

BONDS	4,625,000	462,000	2,304,000	1,859,000					
TRANSFER TAXES									
IMPACT FEES									
PAY-GO									
STATE FUNDS	4,970,000		4,970,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>9,595,000</b>	<b>462,000</b>	<b>7,274,000</b>	<b>1,859,000</b>					


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Lexington Park Elementary School - Roof Replacement	<b>Project Number</b> PS-2601	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project will replace approximately 39,965 square feet of the existing roof. Maintenance monitors the roof and provides repairs on an as-needed basis, pending the roof replacement. Local funds are being requested in FY 2026 for completion of a study to assist with project scope development in advance of the project.		 <p data-bbox="805 758 1520 877"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	40,000					40,000			
LAND ACQUISITION									
CONSTRUCTION									
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>40,000</b>					<b>40,000</b>			

Funding Schedule									
BONDS									
TRANSFER TAXES	40,000					40,000			
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>40,000</b>					<b>40,000</b>			

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Mechanicsville Elementary School - Limited Renovation	<b>Project Number</b> PS-2001	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project will address six major building systems including: window replacement, exterior door replacement, fire alarm system, new sprinkler system, ceiling replacement, and an electrical upgrade. The required educational program enhancements will include: security vestibule, portico enhancement, lighting upgrade, flooring, IT upgrades, PA system, bathroom upgrade, ADA compliance, asbestos removal, cafeteria serving line, health suite modifications, gym office and storage, and classroom cabinetry. 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. Local funds were provided in FY 2020 for completion of a study to assist with the development of the project scope in advance of the project.		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3		

**Discussion of Operating Budget Impact**


Appropriation Phase	Total Project	Prior Approval	Budget FY2023	5-Year Capital Plan					Balance to Complete
				FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	933,000	701,000	232,000						
LAND ACQUISITION									
CONSTRUCTION	9,758,000	7,430,000	2,328,000						
DEMOLITION									
INSPECTION/PROJ. MGMT.	20,000	10,000	10,000						
UTILITIES	30,000	15,000	15,000						
EQUIPMENT	500,000	223,000	277,000						
<b>TOTAL COSTS</b>	<b>11,241,000</b>	<b>8,379,000</b>	<b>2,862,000</b>						

**Funding Schedule**

BONDS	5,705,000	2,843,000	2,862,000						
TRANSFER TAXES									
IMPACT FEES									
PAY-GO	47,000	47,000							
STATE FUNDS	5,489,000	5,489,000							
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>11,241,000</b>	<b>8,379,000</b>	<b>2,862,000</b>						

**Operating Impacts**

	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						


<b>Project Title</b> Piney Point Elementary School - HVAC Systemic Renovation	<b>Project Number</b> PS-2201	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for the replacement of the HVAC system for the building, last updated in 1993. At the time of completion of the project, the system will be 30 years old. Maintenance monitors the system and provides repairs on an as-needed basis, pending the replacement. Local funds were allocated in FY 2022 for completion of a study and partial design in advance of the project.		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3		
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	494,000	40,000	454,000						
LAND ACQUISITION									
CONSTRUCTION	5,368,000		47,000	4,823,000	498,000				
DEMOLITION									
INSPECTION/PROJ. MGMT	10,000			10,000					
UTILITIES	15,000			15,000					
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>5,887,000</b>	<b>40,000</b>	<b>501,000</b>	<b>4,848,000</b>	<b>498,000</b>				

Funding Schedule									
BONDS	2,498,000			2,000,000	498,000				
TRANSFER TAXES	40,000	40,000							
IMPACT FEES									
PAY-GO	501,000		501,000						
STATE FUNDS	2,848,000			2,848,000					
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>5,887,000</b>	<b>40,000</b>	<b>501,000</b>	<b>4,848,000</b>	<b>498,000</b>				

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
SUPPLIES AND MATERIALS						
OTHER						
<b>TOTAL COSTS</b>						



<b>Project Title</b> Relocatables for Various Sites	<b>Project Number</b> PS-1403	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> Based on current and projected enrollment, this project is to provide relocatable classrooms to meet the capacity needs at various locations. The current and projected enrollments are evaluated, both in the fall and the spring, to identify which schools will need relocatables for the following year. Based on the availability of funding in July of each year, relocatables relocated and/or purchased during the summer will not be available for use at the opening of school in August of each year due to the amount of time necessary for construction. This project provides for the relocation of several relocatables or the purchase of two (2) double classroom units annually in FY 2023 - FY 2024, as determined in the spring of each year, based on actual and projected enrollment. The intention of the school system is to design and place units so that they are available for August of each year, which requires design funding to be funded a year prior to installation.		
<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3		
<b>Discussion of Operating Budget Impact</b>		


Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	238,000	194,000	22,000	22,000					
CONSTRUCTION	2,979,700	2,321,700	329,000	329,000					
DEMOLITION									
INSPECTION/ PROJ. MGMT	72,500	57,500	7,500	7,500					
UTILITIES	117,500	92,500	12,500	12,500					
EQUIPMENT	98,000	70,000	14,000	14,000					
OTHER									
<b>TOTAL COSTS</b>	<b>3,505,700</b>	<b>2,735,700</b>	<b>385,000</b>	<b>385,000</b>					

**Funding Schedule**

BONDS									
TRANSFER TAXES	1,965,700	1,965,700							
IMPACT FEES	1,540,000	770,000	385,000	385,000					
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>3,505,700</b>	<b>2,735,700</b>	<b>385,000</b>	<b>385,000</b>					

**Operating Impacts**


	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICES COSTS						
CONTRACTED SERVICES						
SUPPLIES & MATERIALS						
UTILITIES						
FURNITURE & EQUIPMENT						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Ridge Elementary School - HVAC Systemic Renovation	<b>Project Number</b> PS-2602	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project is for the replacement of the HVAC system for the building, last updated in 2001. At the time of completion of the project, the system will be 27 years old. Maintenance monitors the system and provides repairs on an as-needed basis, pending the replacement. Local funds are being requested in FY 2026 for completion of a study to assist with development of the project scope in advance of the project.		 <p data-bbox="805 751 1513 835"><b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3</p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2023	FY2024	FY2025	FY2026	FY2027	
ARCHITECT/ENGINEERING	40,000						40,000		
LAND ACQUISITION									
CONSTRUCTION									
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>40,000</b>						<b>40,000</b>		

Funding Schedule									
BONDS									
TRANSFER TAXES	40,000					40,000			
IMPACT FEES									
PAY-GO									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>40,000</b>					<b>40,000</b>			


Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Town Creek Elementary School - HVAC Systemic Renovation	<b>Project Number</b> PS-2104	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> This project will replace the HVAC system which was installed in 1999 and is currently 22 years old. The system includes several roof top units, hot water boilers, exhaust fans, and a reciprocating chiller serving one air handling unit and 20 unitary devices, and 3 or 4 split systems. The reciprocating chiller was replaced in the summer of 2020 due to periodic failures during the preceding two years, coupled with the absence of replacement parts available from the manufacturer or aftermarket providers. The remaining roof top units, unitary units, and split systems have presented their own operational challenges over the past years. Although parts are still available from aftermarket providers to repair these units, the reliability and frequency of failures has increased. This project includes the refurbishment of the HVAC controls as well. A study and partial design were completed in advance of the project with local funds allocated in FY 2021.		<b>Compliance With Comprehensive Plan Section</b> 10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
				FY2023	FY2024	FY2025	FY2026	FY2027	
ARCHITECT/ENGINEERING	290,000	290,000							
LAND ACQUISITION									
CONSTRUCTION	4,304,000	53,000	4,251,000						
DEMOLITION									
INSPECTION/PROJ. MGMT	10,000		10,000						
UTILITIES	15,000		15,000						
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>4,619,000</b>	<b>343,000</b>	<b>4,276,000</b>						

Funding Schedule									
BONDS	2,163,000	319,000	1,844,000						
TRANSFER TAXES	24,000	24,000							
IMPACT FEES									
PAY-GO									
STATE FUNDS	2,432,000		2,432,000						
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>4,619,000</b>	<b>343,000</b>	<b>4,276,000</b>						

Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
OTHER						
<b>TOTAL COSTS</b>						

<b>Project Title</b> Town Creek Elementary School - Roof Pre-Design Study	<b>Project Number</b> PS-2802	<b>Classification</b> St. Mary's County Public Schools
<b>Project Description</b> As part of the annual review and update of the Comprehensive Maintenance Plan, the roof replacement projects are reviewed. This future State project will replace approximately 35,498 square feet of the existing roof. Maintenance monitors the roof and provides repairs on an as-needed basis, pending the roof replacement. Local funds are being requested in FY 2028 for completion of a study to assist with project scope development in advance of the project.		 <p data-bbox="805 751 1516 873"> <b>Compliance With Comprehensive Plan Section</b>                      10.2.2.C.i Ensure adequate availability and adequacy of schools and educational resources. P. 10-3                 </p>
<b>Discussion of Operating Budget Impact</b>		

Appropriation Phase	Total Project	Prior Approval	Budget	5-Year Capital Plan					Balance to Complete
			FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
ARCHITECT/ENGINEERING	40,000								40,000
LAND ACQUISITION									
CONSTRUCTION									
DEMOLITION									
INSPECTION/PROJ. MGMT									
UTILITIES									
EQUIPMENT									
OTHER									
<b>TOTAL COSTS</b>	<b>40,000</b>								<b>40,000</b>

Funding Schedule									
BONDS									
TRANSFER TAXES	40,000								40,000
PAY-GO									
IMPACT FEES - SCHOOLS									
STATE FUNDS									
FEDERAL FUNDS									
OTHER SOURCES									
<b>TOTAL FUNDS</b>	<b>40,000</b>								<b>40,000</b>

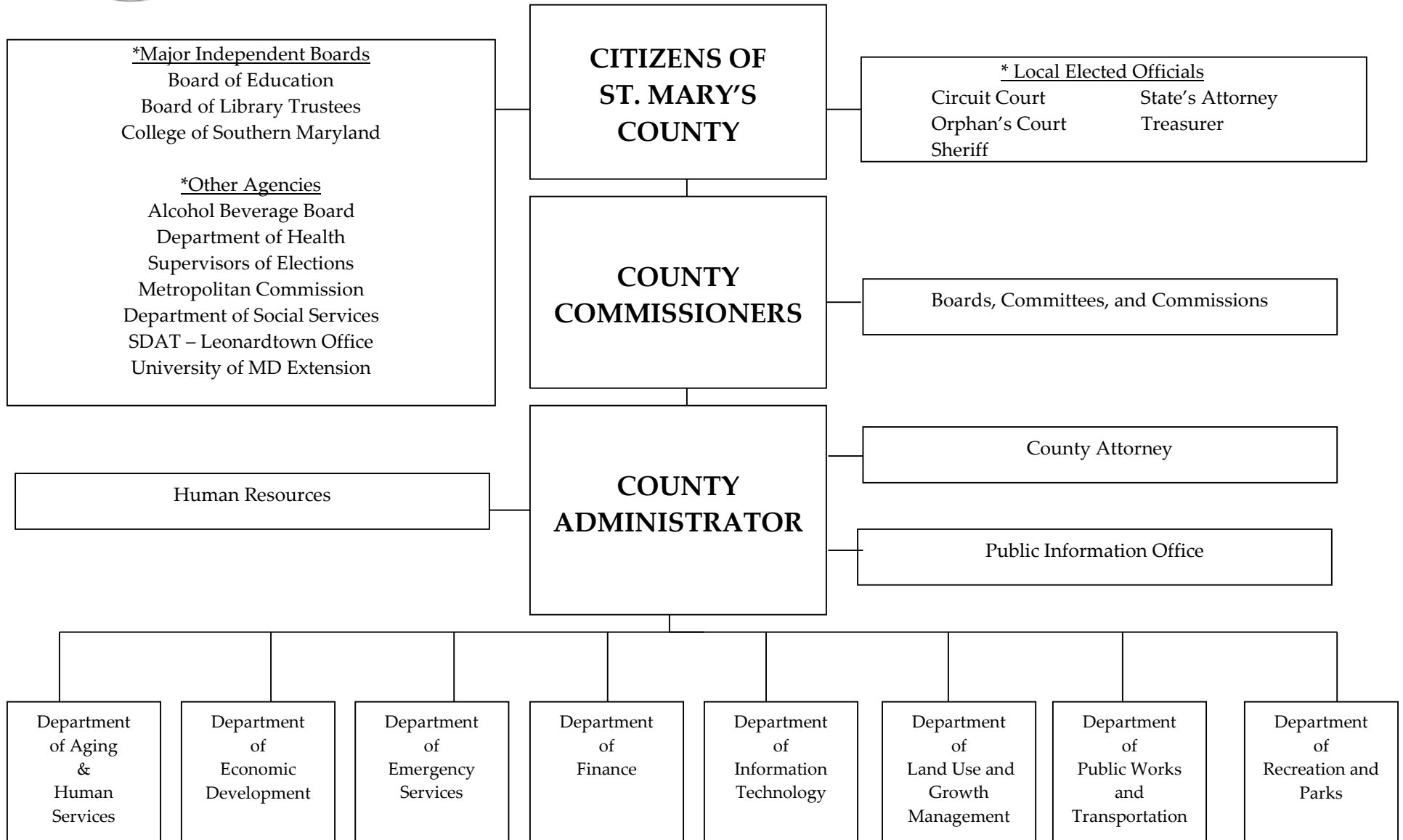
Operating Impacts	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
STAFFING -FTEs						
PERSONAL SERVICE COSTS						
CONTRACTED SERVICES						
OTHER						
<b>TOTAL COSTS</b>						



# ST. MARY'S COUNTY GOVERNMENT

## Organizational Chart

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\* County Commissioners have funding responsibility only

**CHANGES IN POSITIONS FOR COUNTY DEPARTMENTS and ELECTED OFFICIALS  
~ FY2023 BUDGET**

INCREASE/ - (DECREASE)	POSITION DESCRIPTION	GRADE
<b>DEPARTMENTS</b>		
<b>Aging &amp; Human Services</b>		
1.00	Convert MAP I & A Division Manager (Grant to County Funded)	C08
(1.00)	Reduce Grant MAP I & A Division Manager	
1.00	New Senior Office Specialist	C03
<b>County Administrator</b>		
1.00	New Deputy County Administrator	A
<b>County Attorney</b>		
0.50	New RPT Legal Assistant II	C05
9.00	New Police Accountability Board Member	A
4.00	New Administrative Charging Committee Member	A
<b>Emergency Services</b>		
1.00	Convert Emergency Planner (Grant to County Funded)	C08
(1.00)	Reduce Grant Emergency Management	C08
1.00	New Dispatch Supervisor Quality Assurance	C08
1.00	New Animal Shelter Operations Supervisor	C07
4.00	New Animal Shelter Health Attendant	C06
4.00	New Animal Shelter Care Attendant	C05
1.00	New Animal Shelter Adoption Coordinator	C04
1.00	New Animal Shelter Volunteer Coordinator	C04
0.50	New Admin Coordinator-50% for Animal Control	C04
0.50	New Admin Coordinator	C04
1.00	New Radio Frequency Technician	C06
<b>Emergency Service Billing - FUND 252</b>		
1.00	New EMS Quality Assurance Lieutenant	C07
8.00	New EMS Paramedics	C07
10.00	New EMS Emergency Medical Technician	C05
<b>Finance</b>		
1.00	New Fiscal Specialist IV	C06
<b>Human Resources</b>		
1.00	New Senior Human Resource Specialist	C05
<b>Information Technology</b>		
1.00	New Cyber Security Analyst	C11
1.00	New WAN Network Administrator	C11

**CHANGES IN POSITIONS FOR COUNTY DEPARTMENTS and ELECTED OFFICIALS  
~ FY2023 BUDGET**

INCREASE/ - (DECREASE)	POSITION DESCRIPTION	GRADE
<b>DEPARTMENTS - continued</b>		
<b>Public Works and Transportation</b>		
1.00	New Assistant Director	C13
1.00	New Program Manager	C09
1.00	New Capital Projects Planner	C07
1.00	New GIS Asset Engineer	C07
1.00	New Inspector III	C07
1.00	Convert Airport Maintenance Tech (Hourly to Full-Time) Reduce hourly Airport Maintenance Tech	C04
2.00	Convert Building Maintenance II (Hourly to Full-Time) Reduce Hourly Building Maintenance	C03
4.00	New STS Bus Driver	C03
1.80	New STS RPT Bus Driver @ 24 Hours Weekly	C03
0.80	New STS RPT Bus Driver @ 32 Hours Weekly Reduce hourly STS	C03
<b>ELECTED OFFICIALS</b>		
<b>Circuit Court</b>		
1.00	New Convert Hourly Case Manager I to Full-Time	C06
<b>Sheriff's Office</b>		
<b>LAW</b>		
1.00	New Digital Forensics Examiner	C09
1.00	New Chief Firearms Instructor	C09
1.00	Convert Fingerprint Technician (Hourly to Full-Time) Reduce hourly Fingerprint Tech	C05
1.00	New Senior Administrative Coordinator	C05
1.00	New Victim Rights Advocate	C05
Eligible DFC Promotional Ranks (12)		
Eligible Corporal Promotional Rank (4)		
<b>CORRECTIONS</b>		
Eligible Correctional Officer First Class Promotional Ranks (4)		
Eligible Corporal Promotional Ranks (3)		
<b>States Attorney</b>		
1.00	New Operations Manager	C10
1.00	New SAO Electronic Evidence Analyst	C07
<b>75.10</b>	<b>TOTAL</b>	



## AUTHORIZED COUNTY GOVERNMENT POSITIONS SUMMARY

STAFFING SUMMARY	FY2021 Adjusted	FY2022 Approved	FY2022 Adjusted	FY2023 Request	FY2023 Approved
Commissioners of St. Mary's County	6.75	6.75	6.75	6.75	6.75
County Administrator	6.00	6.00	6.00	7.00	7.00
Aging & Human Services	32.50	32.50	32.50	33.50	33.50
County Attorney	7.00	7.00	8.00	8.50	8.50
Economic Development	9.00	9.00	9.00	9.00	9.00
Emergency Services	48.25	71.50	77.50	119.50	110.50
Finance	18.00	18.00	18.00	19.00	19.00
Human Resource	8.75	8.75	7.75	8.75	8.75
Information Technology	20.00	22.00	22.00	24.00	24.00
Land Use & Growth Management	30.00	30.00	30.00	30.00	30.00
Public Works and Transportation	146.00	148.00	154.00	168.60	168.60
Recreation & Parks	40.00	40.00	40.00	40.00	40.00
Circuit Court	16.00	16.00	16.00	17.00	17.00
Orphans Court	3.00	3.00	3.00	3.00	3.00
Sheriff	329.00	365.00	365.00	375.00	370.00
States Attorney	43.00	44.00	44.00	51.00	46.00
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	1.75	2.25	2.25	2.25	2.25
Administrative Charging Committee	0.00	0.00	0.00	0.00	4.00
Alcohol Beverage Board	5.00	5.00	5.00	5.00	5.00
Board of Appeals	6.00	6.00	6.00	6.00	6.00
Board of Elections	5.00	5.00	5.00	5.00	5.00
Planning Commission	8.00	8.00	8.00	8.00	8.00
Police Accountability Board	0.00	0.00	0.00	0.00	9.00
<b>TOTAL COUNTY GOVERNMENT</b>	<b>796.00</b>	<b>860.75</b>	<b>872.75</b>	<b>953.85</b>	<b>947.85</b>



**AUTHORIZED COUNTY GOVERNMENT POSITIONS**

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.							
	M	Merit	A	Appointed	G	Grant	
	C	Contract	R	Revenue	E	Elected	
POSITION		Level	FY2021 Adjusted	FY2022 Approved	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>COUNTY COMMISSIONERS</b>							
Commissioner	E		5.00	5.00	5.00	5.00	5.00
Administrative Assistant to CSMC	M	C08	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator - RPT	M	C05	0.75	0.75	0.75	0.75	0.75
<b>TOTAL</b>			<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>
<b>COUNTY ADMINISTRATOR</b>							
County Administrator	C		1.00	1.00	1.00	1.00	1.00
Deputy County Administrator	C	AE	0.00	0.00	0.00	1.00	1.00
Communications Director	C		1.00	1.00	1.00	1.00	1.00
Admin. Asst. to the County Administrator	M	C08	1.00	1.00	1.00	1.00	1.00
Communications Coordinator	M	C06	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
<b>TOTAL</b>			<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>
<b>AGING &amp; HUMAN SERVICES</b>							
<b>Administrative/Grants</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Manager, Division of Operations	M	C10	1.00	1.00	1.00	1.00	1.00
Manager, Home & Community Services	M	C10	1.00	1.00	1.00	1.00	1.00
Project Manager	G	C09	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 Manager	G	C08	2.00	2.00	2.00	1.00	1.00
Program Manager	M	C08	0.00	0.00	0.00	1.00	1.00
Manager I	M	C09	1.00	1.00	1.00	1.00	1.00
Program Coordinator	M/G	C07	3.00	3.00	3.00	3.00	3.00
Case Worker	G	C06	1.00	1.00	1.00	1.00	1.00
Coordinator I	M	C06	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	M/G	C06	1.00	1.00	1.00	1.00	1.00
MAP I & A Caseworker	M	C06	2.00	2.00	2.00	2.00	2.00
Data Base Specialist	M	C05	1.00	1.00	1.00	1.00	1.00
Program Specialist	M	C05	3.00	3.00	3.00	3.00	3.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	C03	0.00	0.00	0.00	1.00	1.00
Food Service Tech - RPT	M/G	C03	3.00	3.00	3.00	3.00	3.00
Food Transporter - RPT	M/G	C03	0.50	0.50	0.50	0.50	0.50
Senior Office Specialist	M/G	C03	2.00	2.00	2.00	2.00	2.00
<b>Human Services</b>							
Manager II	M	C10	1.00	1.00	1.00	1.00	1.00
Coordinator III	M/G	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
Coordinator I	M	C06	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>32.50</b>	<b>32.50</b>	<b>32.50</b>	<b>33.50</b>	<b>33.50</b>

## AUTHORIZED COUNTY GOVERNMENT POSITIONS

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.							
	M	Merit		A	Appointed	G	Grant
	C	Contract		R	Revenue	E	Elected
POSITION		Level	FY2021 Adjusted	FY2022 Approved	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>COUNTY ATTORNEY</b>							
County Attorney	C		1.00	1.00	1.00	1.00	1.00
Deputy County Attorney	M	C12	1.00	1.00	1.00	1.00	1.00
Assistant County Attorney	M	C11	0.00	0.00	1.00	1.00	1.00
Paralegal	M	C09	2.00	2.00	2.00	2.00	2.00
Risk Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Coordinator II	M	C07	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	C03	1.00	1.00	1.00	1.00	1.00
Legal Assistant II	M	C05	0.00	0.00	0.00	0.50	0.50
<b>TOTAL</b>			<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>8.50</b>	<b>8.50</b>
<b>POLICE ACCOUNTABILITY BOARD</b>							
Chairman	A		0.00	0.00	0.00	0.00	1.00
Member	A		0.00	0.00	0.00	0.00	8.00
<b>TOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.00</b>
<b>ADMINISTRATIVE CHARGING COMMITTEE</b>							
Chairman	A		0.00	0.00	0.00	0.00	1.00
Member	A		0.00	0.00	0.00	0.00	3.00
<b>TOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>
<b>ECONOMIC DEVELOPMENT</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Deputy Director	M	C11	1.00	1.00	1.00	1.00	1.00
Manager II	M	C10	1.00	1.00	1.00	1.00	1.00
Planner IV	M	C09	1.00	1.00	1.00	1.00	1.00
Economic Development Specialist	M	C09	2.00	2.00	2.00	2.00	2.00
Development Facilitator	M	C08	1.00	1.00	1.00	1.00	1.00
Sr. Administrative Coordinator	M	C05	2.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>			<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

**AUTHORIZED COUNTY GOVERNMENT POSITIONS**

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.							
	M	Merit	A	Appointed	G	Grant	
	C	Contract	R	Revenue	E	Elected	
POSITION		Level	FY2021 Adjusted	FY2022 Approved	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>EMERGENCY SERVICES</b>							
<b>Emergency Communications</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Jurisdictional Medical Director - RPT	C		0.50	0.50	0.50	0.50	0.50
Chief of Communications	M	C10	1.00	1.00	1.00	1.00	1.00
Training & Quality Assur. Manager	M	C10	1.00	1.00	1.00	1.00	1.00
Accreditation Manager	M	C08	1.00	1.00	1.00	1.00	1.00
Public Safety Dispatch Supervisor	M	C08	4.00	4.00	4.00	4.00	4.00
Technical Services Coordinator	M	C08	1.00	1.00	1.00	1.00	1.00
Public Safety Dispatch Supervisor/ QA	M	C08	0.00	0.00	0.00	1.00	1.00
Public Safety Dispatch Asst. Supervisor	M	C07	4.00	4.00	4.00	4.00	4.00
Communications - CAD Technician	M	C07	0.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	M	C06	1.00	1.00	1.00	1.00	1.00
Public Safety Dispatch II	M	C06	11.00	11.00	11.00	11.00	11.00
Public Safety Dispatch I	M	C05	9.00	9.00	9.00	9.00	9.00
Fire/Emerg Recruit & Ret. Coor	M	C07	0.00	0.00	1.00	1.00	1.00
<b>Emergency Radio Communications</b>							
Lead Technician - RF	M	C09	1.00	1.00	1.00	1.00	1.00
Radio Frequency Technician I	M	C06	1.75	2.00	2.00	3.00	3.00
<b>Emergency Management</b>							
Chief, EMS Career Operations	A	AE	1.00	1.00	1.00	1.00	1.00
Emergency Management Manager I	M	C10	1.00	1.00	1.00	1.00	1.00
Emergency Prep Plan Coordinator	G	C08	1.00	1.00	1.00	0.00	0.00
Emergency Prep Plan Coordinator	M	C08	0.00	0.00	0.00	1.00	1.00
Emergency Services Coordinator	M	C08	1.00	1.00	1.00	1.00	1.00
Manager I	M	C09	1.00	1.00	1.00	1.00	1.00
Admin. Coordinator - (50% in Animal Control)	M	C04	0.50	0.50	0.50	1.00	1.00
<b>Emergency Medical Services</b>							
Assistant Chief	M	C09	0.00	0.00	0.00	1.00	0.00
Medical Duty Officers	M	C08	0.00	0.00	0.00	6.00	0.00
Quality Assurance Lieutenant	M	C07	0.00	0.00	0.00	1.00	1.00
Paramedic Supervisor - Emergency Billing Fund	R	C08	0.00	4.00	4.00	0.00	4.00
Paramedic - Emergency Billing Fund	R	C07	0.00	0.00	0.00	8.00	8.00
Fiscal Specialist IV - Emergency Billing Fund	R	C06	0.00	1.00	1.00	1.00	1.00
EMT's - Emergency Billing Fund	R	C05	0.00	16.00	20.00	36.00	30.00
Admin Coordinator - Emergency Billing Fund	R	C04	0.00	1.00	1.00	1.00	1.00
<b>Animal Services</b>							
Division Manager - Animal Shelter	M	C10	0.00	0.00	1.00	1.00	1.00
Animal Control Supervisor	M	C08	1.00	1.00	1.00	1.00	1.00
Operations Supervisor - Animal Shelter	M	C07	0.00	0.00	0.00	1.00	1.00
Animal Warden	M	C06	4.00	4.00	4.00	4.00	4.00
Health Attendant - Animal Shelter	M	C06	0.00	0.00	0.00	4.00	4.00
Care Attendant - Animal Shelter	M	C05	0.00	0.00	0.00	4.00	4.00
Admin. Coordinator - (50% in Emerg. Mgmt.)	M	C04	0.50	0.50	0.50	1.00	1.00
Adoption Coordinator - Animal Shelter	M	C04	0.00	0.00	0.00	1.00	1.00
Volunteer Coordinator - Animal Control	M	C04	0.00	0.00	0.00	1.00	1.00
<b>TOTAL</b>			<b>48.25</b>	<b>71.50</b>	<b>77.50</b>	<b>119.50</b>	<b>110.50</b>





**AUTHORIZED COUNTY GOVERNMENT POSITIONS**

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.							
	M	Merit	A	Appointed	G	Grant	
	C	Contract	R	Revenue	E	Elected	
POSITION		Level	FY2021 Adjusted	FY2022 Approved	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>LAND USE &amp; GROWTH MANAGEMENT</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Deputy Director	M	C11	1.00	1.00	1.00	1.00	1.00
Office Manager I	M	C08	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
Inspections Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator	M	C05	1.00	1.00	1.00	2.00	2.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	0.00	0.00
Sr. Office Specialist	M	C03	1.00	1.00	1.00	1.00	1.00
<b>Comprehensive Planning</b>							
Senior Planner	M	C10	1.00	1.00	1.00	1.00	1.00
Planner III	M	C08	2.00	2.00	2.00	2.00	2.00
MPO Planner	M	C05	1.00	1.00	1.00	1.00	1.00
<b>Development Services</b>							
Planner IV - Supervisor	M	C09	1.00	1.00	1.00	1.00	1.00
Planner III	M	C08	1.00	1.00	1.00	2.00	2.00
Planner II	M	C07	1.00	1.00	1.00	0.00	0.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
<b>Permits</b>							
Permits Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Planner II Stormwater Management	M	C07	1.00	1.00	1.00	1.00	1.00
Permits Specialist II	M	C05	1.00	1.00	1.00	1.00	1.00
Permits Specialist I	M	C04	2.00	2.00	2.00	2.00	2.00
<b>Inspections &amp; Compliance</b>							
Zoning Compliance Supervisor	M	C08	1.00	1.00	1.00	1.00	1.00
Inspector III	M	C07	4.00	4.00	4.00	4.00	4.00
<b>Zoning</b>							
Planner IV	M	C09	1.00	1.00	1.00	1.00	1.00
Planner III	M	C08	1.00	1.00	1.00	1.00	1.00
Planner II	M	C07	1.00	1.00	1.00	1.00	1.00
Sr. Planning Specialist	M	C05	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>
<b>PLANNING COMMISSION</b>							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		7.00	7.00	7.00	7.00	7.00
<b>TOTAL</b>			<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>BOARD OF APPEALS</b>							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		5.00	5.00	5.00	5.00	5.00
<b>TOTAL</b>			<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

**AUTHORIZED COUNTY GOVERNMENT POSITIONS**

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.							
	M	Merit	A	Appointed	G	Grant	
	C	Contract	R	Revenue	E	Elected	
POSITION		Level	FY2021 Adjusted	FY2022 Approved	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>PUBLIC WORKS &amp; TRANSPORTATION</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Assistant Director	M	C13	0.00	0.00	0.00	1.00	1.00
Manager II - Fiscal	M	C10	1.00	1.00	1.00	1.00	1.00
Coordinator I	M	C06	1.00	1.00	1.00	1.00	1.00
<b>Project Management</b>							
Deputy Director	M	C12	2.00	2.00	2.00	2.00	2.00
Engineer II	M	C10	1.00	1.00	1.00	1.00	1.00
Project Manager III	M	C10	3.00	3.00	3.00	4.00	4.00
Senior Engineer Technician	M	C08	1.00	1.00	1.00	0.00	0.00
GIS Asset Engineer	M	C07	0.00	0.00	0.00	1.00	1.00
<b>Development Review</b>							
Engineer III	M	C11	1.00	1.00	1.00	1.00	1.00
Engineer Technician	M	C07	1.00	1.00	1.00	1.00	1.00
Coordinator, Development Review	M	C06	1.00	1.00	1.00	1.00	1.00
<b>Construction &amp; Inspection</b>							
Manager II	M	C10	1.00	1.00	1.00	1.00	1.00
Lead Inspector	M	C08	1.00	1.00	1.00	1.00	1.00
Inspector III	M	C07	3.00	3.00	3.00	4.00	4.00
<b>County Highways</b>							
Manager II, Highway	M	C10	1.00	1.00	1.00	1.00	1.00
Manager I	M	C09	1.00	1.00	1.00	1.00	1.00
Coordinator II	M	C07	1.00	1.00	1.00	1.00	1.00
Supervisor, Traffic & Permits	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
Equipment Operator III	M	C05	5.00	5.00	5.00	5.00	5.00
Sign Maintenance Operator	M	C05	1.00	1.00	1.00	1.00	1.00
Equipment Operator II	M	C04	12.00	12.00	12.00	12.00	12.00
Equipment Operator I	M	C03	19.00	19.00	19.00	19.00	19.00
<b>Solid Waste &amp; Recycling</b>							
Manager, Solid Waste/Recycling	R	C09	1.00	1.00	1.00	1.00	1.00
Recycling Foreman	R	C07	0.00	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 - RPT	R	C01	7.00	7.00	7.00	7.00	7.00
<b>MS-4 Program</b>							
Senior Program Manager MS-4	M	C11	1.00	1.00	1.00	1.00	1.00
Project Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Inspector III	M	C07	1.00	2.00	2.00	2.00	2.00
Program Manager - Stormwater Management	M	C09	0.00	0.00	0.00	1.00	1.00

**AUTHORIZED COUNTY GOVERNMENT POSITIONS**

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.							
	M	Merit	A	Appointed	G	Grant	
	C	Contract	R	Revenue	E	Elected	
POSITION		Level	FY2021 Adjusted	FY2022 Approved	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>PUBLIC WORKS &amp; TRANSPORTATION continued:</b>							
<b>Airport</b>							
Manager II	M	C10	1.00	0.00	0.00	0.00	0.00
Airport Maintenance Tech	M	C04	0.00	0.00	0.00	1.00	1.00
<b>Transportation &amp; Non-Public School Bus</b>							
Deputy Director - Transportation Div.	M	C12	1.00	1.00	1.00	1.00	1.00
Supervisor III	M	C08	2.00	2.00	1.00	1.00	1.00
Fleet Services Coordinator	M	C07	1.00	1.00	1.00	1.00	1.00
Supervisor II	M/G	C07	1.00	1.00	2.00	2.00	2.00
Trans. Scheduler / Assistant Supervisor	M	C06	0.00	0.00	1.00	1.00	1.00
Fiscal Specialist IV	G	C06	1.00	1.00	1.00	1.00	1.00
Shop Foreman	M	C06	1.00	1.00	1.00	1.00	1.00
Trans. Spec. / Lead Dispatcher	G	C05	0.00	0.00	2.00	2.00	2.00
Equipment Mechanic II	M	C05	3.00	3.00	3.00	3.00	3.00
Inventory Control Specialist	M	C05	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic I	M	C04	3.00	3.00	3.00	3.00	3.00
Mobile Equipment Mechanic	M	C04	1.00	1.00	1.00	1.00	1.00
Transportation Spec/Trainer	G	C04	1.00	1.00	0.00	0.00	0.00
Transportation Specialist	G	C04	4.00	4.00	2.00	2.00	2.00
Bus Driver	G	C03	14.00	14.00	20.00	26.60	26.60
<b>Mailroom</b>							
Mail Clerk	M	C03	2.00	2.00	2.00	2.00	2.00
<b>Building Services</b>							
Building Service Manager	M	C10	1.00	1.00	1.00	1.00	1.00
Supervisor II, Building Services	M	C07	2.00	2.00	2.00	2.00	2.00
Capital Projects Planner	M	C07	0.00	0.00	0.00	1.00	1.00
Coordinator I	M	C06	1.00	1.00	1.00	1.00	1.00
Lead Maintenance Mechanic	M	C05	8.00	8.00	8.00	8.00	8.00
Administrative Coordinator	M	C04	1.00	1.00	1.00	1.00	1.00
Building Maintenance III	M	C04	0.00	1.00	1.00	1.00	1.00
Maintenance Mechanic	M	C04	6.00	6.00	6.00	6.00	6.00
Building Maintenance II	M	C03	9.00	9.00	9.00	11.00	11.00
<b>TOTAL</b>			<b>146.00</b>	<b>148.00</b>	<b>154.00</b>	<b>168.60</b>	<b>168.60</b>





## AUTHORIZED COUNTY GOVERNMENT POSITIONS

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

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

POSITION		Level	FY2021 Adjusted	FY2022 Approved	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>CIRCUIT COURT</b>							
Court Administrator	A	C09	1.00	1.00	1.00	1.00	1.00
Case Manager II	A	C08	1.00	1.00	1.00	1.00	1.00
Court Reporter	A	C08	1.00	1.00	1.00	1.00	1.00
Drug Court Case Manager	G	AE22	1.00	1.00	1.00	1.00	1.00
Coordinator II	G	AE23	1.00	1.00	1.00	1.00	1.00
Judicial Admin. Asst. II / Law Clerk	A	C07	1.00	1.00	1.00	1.00	1.00
Case Manager I	A	C06	1.00	1.00	1.00	1.00	1.00
Judicial Admin. Asst. I	A	C06	1.00	1.00	1.00	1.00	1.00
Judicial Admin. Asst. I / Law Clerk	A	C06	1.00	1.00	1.00	1.00	1.00
Magistrates Admin. Asst.	A/G	C06	1.00	1.00	1.00	1.00	1.00
Case Manager I	M	C06	0.00	0.00	0.00	1.00	1.00
Drug Court Case Coordinator	G	AE21	1.00	1.00	1.00	1.00	1.00
Judicial Grant Coord./Magistrate's Admin. Asst.	A	C06	1.00	1.00	1.00	1.00	1.00
Bailiff	A		3.50	3.50	3.50	3.50	3.50
Chief Bailiff	A		0.50	0.50	0.50	0.50	0.50
<b>TOTAL</b>			<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>
<b>ORPHAN'S COURT</b>							
Judge	E		3.00	3.00	3.00	3.00	3.00
<b>TOTAL</b>			<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**AUTHORIZED COUNTY GOVERNMENT POSITIONS**

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.							
	M	Merit	A	Appointed	G	Grant	
	C	Contract	R	Revenue	E	Elected	
POSITION		Level	FY2021 Adjusted	FY2022 Approved	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>SHERIFF'S DEPARTMENT</b>							
<b>Law Enforcement</b>							
Sheriff	E		1.00	1.00	1.00	1.00	1.00
<u>SWORN</u>							
Major	M	SL7	1.00	1.00	1.00	1.00	1.00
Captain	M	SL6	4.00	4.00	4.00	4.00	4.00
Lieutenant	M	SL5	9.00	9.00	9.00	9.00	9.00
Sergeant	M	SL4	17.00	17.00	17.00	17.00	17.00
Corporal	M/G	SL3	51.00	51.00	51.00	51.00	51.00
Deputy First Class	M/G	SL2	13.00	13.00	13.00	13.00	13.00
Deputy	M/C	SL1	50.00	62.00	62.00	62.00	62.00
<u>CIVILIAN</u>							
Chief of Staff	C	C11	1.00	1.00	1.00	1.00	1.00
Community Health Nurse	G	C11	0.00	1.00	1.00	1.00	1.00
Community Mental Health Liaison	G	C11	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	M	C10	1.00	1.00	1.00	1.00	1.00
Manager-Clerical	M	C10	1.00	1.00	1.00	1.00	1.00
Public Information Officer	M	C10	1.00	1.00	1.00	1.00	1.00
Civilian Duty Officer	M	C10	0.00	0.00	0.00	5.00	0.00
Armorer/Training Instructor	M	C09	1.00	1.00	1.00	1.00	1.00
Chief Firearms Instructor	M	C09	0.00	0.00	0.00	1.00	1.00
Digital Forensics Examiner	M	C09	0.00	0.00	0.00	1.00	1.00
Supervisor III - Crime Lab	M	C09	1.00	1.00	1.00	1.00	1.00
Accreditation Manager	M	C08	1.00	1.00	1.00	1.00	1.00
Administrative Assistant to the Sheriff	M	C08	1.00	1.00	1.00	1.00	1.00
Civilian Training Instructor	M	C08	1.00	1.00	1.00	1.00	1.00
Crime Analyst	M	C08	0.00	0.00	0.00	1.00	1.00
Crime Lab Technician	M	C08	4.00	4.00	4.00	4.00	4.00
Systems Administrator	M	C08	1.00	1.00	1.00	1.00	1.00
Station Clerk Supervisor	M	C08	0.00	0.00	0.00	1.00	1.00
Supervisor III	M	C08	0.00	0.00	0.00	1.00	1.00
Coordinator III	M	C08	1.00	1.00	1.00	1.00	1.00
Compliance Control Investigator	M	C07	1.00	1.00	1.00	1.00	1.00
Crime Analyst	M	C07	3.00	3.00	3.00	2.00	2.00
Investigator	M	C07	4.00	4.00	4.00	4.00	4.00
Law & Corrections Recruiter	M	C07	1.00	1.00	1.00	1.00	1.00
Police Services Coordinator	M	C07	1.00	1.00	1.00	1.00	1.00
Supervisor II	M	C07	2.00	2.00	2.00	0.00	0.00
Training Coordinator	M	C07	1.00	1.00	1.00	1.00	1.00
Coordinator I	M	C06	0.00	0.00	0.00	1.00	1.00
Fiscal Specialist IV	M	C06	3.00	4.00	4.00	4.00	4.00
Heroin Coordinator	G	C06	1.00	1.00	1.00	1.00	1.00
Police Services Specialist	M	C06	0.00	1.00	1.00	1.00	1.00
Coordinator, Validation	M	C06	1.00	1.00	1.00	1.00	1.00
Property Specialist	M	C06	2.00	2.00	2.00	2.00	2.00
Automated Enforcement Tech.	M	C05	1.00	1.00	1.00	1.00	1.00

**AUTHORIZED COUNTY GOVERNMENT POSITIONS**

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.							
	M	Merit	A	Appointed	G	Grant	
	C	Contract	R	Revenue	E	Elected	
POSITION		Level	FY2021 Adjusted	FY2022 Approved	FY2022 Adjusted	FY2023 Request	FY2023 Approved
<b>SHERIFF'S DEPARTMENT continued:</b>							
Law Enforcement Civilians continued:							
Investigative Detective	M	C05	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator	M	C05	2.00	2.00	2.00	3.00	3.00
Victim Rights Advocate	M	C05	0.00	0.00	0.00	1.00	1.00
Victim Witness Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00
Fingerprinting Technician	M	C05	0.00	0.00	0.00	1.00	1.00
Senior Classification Specialist	M	C05	1.00	1.00	1.00	6.00	6.00
Senior HR Specialist	M	C05	0.00	0.00	0.00	1.00	1.00
Admin Coordinator	G/M	C04	4.00	4.00	4.00	2.00	2.00
Classification Coordinator	G/M	C04	5.00	5.00	5.00	0.00	0.00
Station Clerk III	M	C06	0.00	0.00	0.00	0.00	0.00
Station Clerk II	M	C05	0.00	0.00	1.00	1.00	1.00
Station Clerk I	M	C04	10.00	10.00	9.00	9.00	9.00
<b>Corrections</b>							
<u>SWORN</u>							
Corrections Major	M	D08	1.00	1.00	0.00	0.00	0.00
Deputy Warden	M	D07	0.00	0.00	1.00	1.00	1.00
Captain	M	D06	3.00	3.00	3.00	3.00	3.00
Lieutenant	M	D05	5.00	5.00	5.00	5.00	5.00
Sergeant	M	D04	10.00	10.00	10.00	10.00	10.00
Corporal	M	D03	16.00	17.00	17.00	17.00	17.00
Correctional Officer First Class	M	D02	9.00	9.00	9.00	9.00	9.00
Correctional Officer	M	D01	36.00	56.00	56.00	56.00	56.00
<u>CIVILIAN</u>							
Detention and Rehabilitation Warden	M	C13	0.00	0.00	1.00	1.00	1.00
Civilian Assistant Warden	M	C11	1.00	1.00	0.00	0.00	0.00
Support Services Administrator	M	C10	1.00	1.00	1.00	1.00	1.00
Class Offender Retry Case Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Pre-Trial Service Case Manager	M	C09	1.00	1.00	1.00	1.00	1.00
Coordinator - Other - ADC	M	C08	1.00	1.00	1.00	1.00	1.00
Class Offender Re-Entry Case Manager	M	C08	1.00	1.00	1.00	1.00	1.00
Pre-Trial Services Case Coordinator II	M	C08	0.00	1.00	1.00	1.00	1.00
Coordinator II	M	C07	1.00	1.00	1.00	1.00	1.00
Corrections Analyst - Civilian	M	C07	0.00	1.00	1.00	1.00	1.00
Pre-Trial Case Coordinator	M	C06	1.00	1.00	1.00	1.00	1.00
Booking Specialist	M	C06	4.00	4.00	4.00	4.00	4.00
Civilian Corrections Security Specialist	M	C06	8.00	8.00	8.00	8.00	8.00
Sr. Administrative Coordinator	M	C05	8.00	7.00	7.00	7.00	7.00
Supply Coordinator	M	C05	1.00	1.00	1.00	1.00	1.00
<b>Court Security</b>							
Court Security Officer	M	C06	7.00	7.00	8.00	8.00	8.00
Central Security Rm Specialist	M	C06	1.00	1.00	0.00	0.00	0.00
Security Specialist	M	C04	1.00	0.00	0.00	0.00	0.00
Process Server	M	C03	4.00	4.00	4.00	4.00	4.00
<b>TOTAL</b>			<b>329.00</b>	<b>365.00</b>	<b>365.00</b>	<b>375.00</b>	<b>370.00</b>





# Schedule of Pay Differentials, Premium Pay and Insurance Premiums (FY2023)

Type of Pay	Reference*	Amount
Shift Differential	Para 1908 / 4.5	\$1.00 per hour
ECC Training Officer Shift Differential	Para 1912(a)	\$.50 per hour
ECC Shift Supervisor Differential	Para 1912(b)	\$1.00 per hour
Emergency Closing Premium Pay	Para 1911 / 4.5	two times the regular rate of pay non-exempt employees: time and one half the regular rate of pay plus floating holiday hours when called back on non-premium holiday
Call Back Pay	Para 1910	16 hours of compensatory time for each 7 day rotation
On Call Pay	Para 1915	time and one half the regular rate of pay plus paid holiday leave hours
Holiday Premium Pay	Para 1903 / 4.5	
Employee Health, Prescription and Vision Insurance Premium Subsidy	Para 1702(b)(c), Table 17-1 Para 3909/3910	85% of premium (prorated for RPT)
Retiree Health, Prescription and Vision Insurance Premium Subsidy	Para 3909/3910, Table 17-1	21.25% of premium 10-15 years of service; prorated for RPT 42.5% of premium 15-20 years of service; prorated for RPT 63.75% of premium 20-25 years of service; prorated for RPT 85% of premium 25 or more years of service; prorated for RPT
Cost of Living Adjustment (COLA)	Para 1909	FY2023: 3% for non-sworn employees
Merit Increase	Para 1811	1 Step Merit increase for county employees, sworn law and corrections personnel 2.5% stipend for non-sworn employees at TOG
Market Adjustment	Para 1801, 1802	6.5% pay adjustment for sworn law enforcement; New corrections officer PayScale.
Hourly Rate Changes	Para 4.5	6% Hourly employee pay scale increase, 7/1/22 6% Enterprise employee pay scale increase, 1/1/23

\* St. Mary's County Government Manual of Personnel Policies & Procedures; April 2022 update / Hourly Handbook of Personnel Policies and Procedures; April 2022 update

**St. Mary's County Government Merit Salary Schedule - 3% Cola Increase Effective July 1, 2022**

<b>Grade</b>		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>1</b>	<b>Annual Salary:</b>	\$29,203.20	\$29,952.00	\$30,700.80	\$31,491.20	\$32,240.00	\$33,030.40	\$33,862.40	\$34,756.80	\$35,588.80	\$36,483.20
	<b>Bi-Weekly Pay:</b>	\$1,123.20	\$1,152.00	\$1,180.80	\$1,211.20	\$1,240.00	\$1,270.40	\$1,302.40	\$1,336.80	\$1,368.80	\$1,403.20
	<b>Hourly Rate:</b>	\$14.04	\$14.40	\$14.76	\$15.14	\$15.50	\$15.88	\$16.28	\$16.71	\$17.11	\$17.54
<b>2</b>	<b>Annual Salary:</b>	\$32,198.40	\$32,988.80	\$33,800.00	\$34,694.40	\$35,505.60	\$36,420.80	\$37,315.20	\$38,272.00	\$39,208.00	\$40,185.60
	<b>Bi-Weekly Pay:</b>	\$1,238.40	\$1,268.80	\$1,300.00	\$1,334.40	\$1,365.60	\$1,400.80	\$1,435.20	\$1,472.00	\$1,508.00	\$1,545.60
	<b>Hourly Rate:</b>	\$15.48	\$15.86	\$16.25	\$16.68	\$17.07	\$17.51	\$17.94	\$18.40	\$18.85	\$19.32
<b>3</b>	<b>Annual Salary:</b>	\$35,318.40	\$36,254.40	\$37,128.00	\$38,043.20	\$39,020.80	\$39,977.60	\$40,934.40	\$42,016.00	\$43,014.40	\$44,137.60
	<b>Bi-Weekly Pay:</b>	\$1,358.40	\$1,394.40	\$1,428.00	\$1,463.20	\$1,500.80	\$1,537.60	\$1,574.40	\$1,616.00	\$1,654.40	\$1,697.60
	<b>Hourly Rate:</b>	\$16.98	\$17.43	\$17.85	\$18.29	\$18.76	\$19.22	\$19.68	\$20.20	\$20.68	\$21.22
<b>4</b>	<b>Annual Salary:</b>	\$38,833.60	\$39,790.40	\$40,809.60	\$41,828.80	\$42,868.80	\$43,971.20	\$45,011.20	\$46,176.00	\$47,299.20	\$48,526.40
	<b>Bi-Weekly Pay:</b>	\$1,493.60	\$1,530.40	\$1,569.60	\$1,608.80	\$1,648.80	\$1,691.20	\$1,731.20	\$1,776.00	\$1,819.20	\$1,866.40
	<b>Hourly Rate:</b>	\$18.67	\$19.13	\$19.62	\$20.11	\$20.61	\$21.14	\$21.64	\$22.20	\$22.74	\$23.33
<b>5</b>	<b>Annual Salary:</b>	\$42,681.60	\$43,721.60	\$44,824.00	\$45,968.00	\$47,091.20	\$48,297.60	\$49,504.00	\$50,772.80	\$52,000.00	\$53,331.20
	<b>Bi-Weekly Pay:</b>	\$1,641.60	\$1,681.60	\$1,724.00	\$1,768.00	\$1,811.20	\$1,857.60	\$1,904.00	\$1,952.80	\$2,000.00	\$2,051.20
	<b>Hourly Rate:</b>	\$20.52	\$21.02	\$21.55	\$22.10	\$22.64	\$23.22	\$23.80	\$24.41	\$25.00	\$25.64
<b>6</b>	<b>Annual Salary:</b>	\$47,694.40	\$48,880.00	\$50,107.20	\$51,376.00	\$52,644.80	\$53,976.00	\$55,224.00	\$56,680.00	\$58,094.40	\$59,529.60
	<b>Bi-Weekly Pay:</b>	\$1,834.40	\$1,880.00	\$1,927.20	\$1,976.00	\$2,024.80	\$2,076.00	\$2,124.00	\$2,180.00	\$2,234.40	\$2,289.60
	<b>Hourly Rate:</b>	\$22.93	\$23.50	\$24.09	\$24.70	\$25.31	\$25.95	\$26.55	\$27.25	\$27.93	\$28.62
<b>7</b>	<b>Annual Salary:</b>	\$53,372.80	\$54,683.20	\$56,097.60	\$57,428.80	\$58,864.00	\$60,382.40	\$61,859.20	\$63,440.00	\$65,020.80	\$66,601.60
	<b>Bi-Weekly Pay:</b>	\$2,052.80	\$2,103.20	\$2,157.60	\$2,208.80	\$2,264.00	\$2,322.40	\$2,379.20	\$2,440.00	\$2,500.80	\$2,561.60
	<b>Hourly Rate:</b>	\$25.66	\$26.29	\$26.97	\$27.61	\$28.30	\$29.03	\$29.74	\$30.50	\$31.26	\$32.02
<b>8</b>	<b>Annual Salary:</b>	\$59,737.60	\$61,235.20	\$62,774.40	\$64,313.60	\$65,936.00	\$67,579.20	\$69,264.00	\$71,011.20	\$72,779.20	\$74,588.80
	<b>Bi-Weekly Pay:</b>	\$2,297.60	\$2,355.20	\$2,414.40	\$2,473.60	\$2,536.00	\$2,599.20	\$2,664.00	\$2,731.20	\$2,799.20	\$2,868.80
	<b>Hourly Rate:</b>	\$28.72	\$29.44	\$30.18	\$30.92	\$31.70	\$32.49	\$33.30	\$34.14	\$34.99	\$35.86
<b>9</b>	<b>Annual Salary:</b>	\$66,705.60	\$68,452.80	\$70,116.80	\$71,884.80	\$73,673.60	\$75,524.80	\$77,376.00	\$79,331.20	\$81,328.00	\$83,345.60
	<b>Bi-Weekly Pay:</b>	\$2,565.60	\$2,632.80	\$2,696.80	\$2,764.80	\$2,833.60	\$2,904.80	\$2,976.00	\$3,051.20	\$3,128.00	\$3,205.60
	<b>Hourly Rate:</b>	\$32.07	\$32.91	\$33.71	\$34.56	\$35.42	\$36.31	\$37.20	\$38.14	\$39.10	\$40.07
<b>10</b>	<b>Annual Salary:</b>	\$76,648.00	\$78,561.60	\$80,537.60	\$82,555.20	\$84,593.60	\$86,715.20	\$88,878.40	\$91,145.60	\$93,412.80	\$95,763.20
	<b>Bi-Weekly Pay:</b>	\$2,948.00	\$3,021.60	\$3,097.60	\$3,175.20	\$3,253.60	\$3,335.20	\$3,418.40	\$3,505.60	\$3,592.80	\$3,683.20
	<b>Hourly Rate:</b>	\$36.85	\$37.77	\$38.72	\$39.69	\$40.67	\$41.69	\$42.73	\$43.82	\$44.91	\$46.04
<b>11</b>	<b>Annual Salary:</b>	\$88,088.00	\$90,272.00	\$92,497.60	\$94,848.00	\$97,177.60	\$99,632.00	\$102,128.00	\$104,686.40	\$107,286.40	\$110,032.00
	<b>Bi-Weekly Pay:</b>	\$3,388.00	\$3,472.00	\$3,557.60	\$3,648.00	\$3,737.60	\$3,832.00	\$3,928.00	\$4,026.40	\$4,126.40	\$4,232.00
	<b>Hourly Rate:</b>	\$42.35	\$43.40	\$44.47	\$45.60	\$46.72	\$47.90	\$49.10	\$50.33	\$51.58	\$52.90
<b>12</b>	<b>Annual Salary:</b>	\$101,296.00	\$103,812.80	\$106,412.80	\$109,054.40	\$111,779.20	\$114,587.20	\$117,499.20	\$120,390.40	\$123,406.40	\$126,505.60
	<b>Bi-Weekly Pay:</b>	\$3,896.00	\$3,992.80	\$4,092.80	\$4,194.40	\$4,299.20	\$4,407.20	\$4,519.20	\$4,630.40	\$4,746.40	\$4,865.60
	<b>Hourly Rate:</b>	\$48.70	\$49.91	\$51.16	\$52.43	\$53.74	\$55.09	\$56.49	\$57.88	\$59.33	\$60.82
<b>13</b>	<b>Annual Salary:</b>	\$116,459.20	\$119,392.00	\$122,366.40	\$125,424.00	\$128,564.80	\$131,788.80	\$135,075.20	\$138,465.60	\$141,897.60	\$145,496.00
	<b>Bi-Weekly Pay:</b>	\$4,479.20	\$4,592.00	\$4,706.40	\$4,824.00	\$4,944.80	\$5,068.80	\$5,195.20	\$5,325.60	\$5,457.60	\$5,596.00
	<b>Hourly Rate:</b>	\$55.99	\$57.40	\$58.83	\$60.30	\$61.81	\$63.36	\$64.94	\$66.57	\$68.22	\$69.95



St. Mary's County Government Merit Salary Schedule - 3% Cola Increase Effective July 1, 2022

Grade		Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
1	Annual Salary:	\$37,377.60	\$38,355.20	\$39,291.20	\$40,248.00	\$41,329.60	\$42,307.20	\$43,368.00	\$44,449.60	\$45,531.20	\$46,696.00
	Bi-Weekly Pay:	\$1,437.60	\$1,475.20	\$1,511.20	\$1,548.00	\$1,589.60	\$1,627.20	\$1,668.00	\$1,709.60	\$1,751.20	\$1,796.00
	Hourly Rate:	\$17.97	\$18.44	\$18.89	\$19.35	\$19.87	\$20.34	\$20.85	\$21.37	\$21.89	\$22.45
2	Annual Salary:	\$41,204.80	\$42,244.80	\$43,305.60	\$44,366.40	\$45,468.80	\$46,633.60	\$47,777.60	\$48,984.00	\$50,190.40	\$51,480.00
	Bi-Weekly Pay:	\$1,584.80	\$1,624.80	\$1,665.60	\$1,706.40	\$1,748.80	\$1,793.60	\$1,837.60	\$1,884.00	\$1,930.40	\$1,980.00
	Hourly Rate:	\$19.81	\$20.31	\$20.82	\$21.33	\$21.86	\$22.42	\$22.97	\$23.55	\$24.13	\$24.75
3	Annual Salary:	\$45,219.20	\$46,363.20	\$47,507.20	\$48,692.80	\$49,899.20	\$51,188.80	\$52,457.60	\$53,768.00	\$55,078.40	\$56,492.80
	Bi-Weekly Pay:	\$1,739.20	\$1,783.20	\$1,827.20	\$1,872.80	\$1,919.20	\$1,968.80	\$2,017.60	\$2,068.00	\$2,118.40	\$2,172.80
	Hourly Rate:	\$21.74	\$22.29	\$22.84	\$23.41	\$23.99	\$24.61	\$25.22	\$25.85	\$26.48	\$27.16
4	Annual Salary:	\$49,712.00	\$50,960.00	\$52,208.00	\$53,539.20	\$54,870.40	\$56,243.20	\$57,616.00	\$59,134.40	\$60,590.40	\$62,108.80
	Bi-Weekly Pay:	\$1,912.00	\$1,960.00	\$2,008.00	\$2,059.20	\$2,110.40	\$2,163.20	\$2,216.00	\$2,274.40	\$2,330.40	\$2,388.80
	Hourly Rate:	\$23.90	\$24.50	\$25.10	\$25.74	\$26.38	\$27.04	\$27.70	\$28.43	\$29.13	\$29.86
5	Annual Salary:	\$54,641.60	\$56,014.40	\$57,366.40	\$58,801.60	\$60,278.40	\$61,796.80	\$63,356.80	\$64,896.00	\$66,539.20	\$68,182.40
	Bi-Weekly Pay:	\$2,101.60	\$2,154.40	\$2,206.40	\$2,261.60	\$2,318.40	\$2,376.80	\$2,436.80	\$2,496.00	\$2,559.20	\$2,622.40
	Hourly Rate:	\$26.27	\$26.93	\$27.58	\$28.27	\$28.98	\$29.71	\$30.46	\$31.20	\$31.99	\$32.78
6	Annual Salary:	\$61,068.80	\$62,566.40	\$64,126.40	\$65,748.80	\$67,392.00	\$69,076.80	\$70,782.40	\$72,550.40	\$74,380.80	\$76,232.00
	Bi-Weekly Pay:	\$2,348.80	\$2,406.40	\$2,466.40	\$2,528.80	\$2,592.00	\$2,656.80	\$2,722.40	\$2,790.40	\$2,860.80	\$2,932.00
	Hourly Rate:	\$29.36	\$30.08	\$30.83	\$31.61	\$32.40	\$33.21	\$34.03	\$34.88	\$35.76	\$36.65
7	Annual Salary:	\$68,307.20	\$70,012.80	\$71,780.80	\$73,548.80	\$75,420.80	\$77,272.00	\$79,206.40	\$81,182.40	\$83,220.80	\$85,259.20
	Bi-Weekly Pay:	\$2,627.20	\$2,692.80	\$2,760.80	\$2,828.80	\$2,900.80	\$2,972.00	\$3,046.40	\$3,122.40	\$3,200.80	\$3,279.20
	Hourly Rate:	\$32.84	\$33.66	\$34.51	\$35.36	\$36.26	\$37.15	\$38.08	\$39.03	\$40.01	\$40.99
8	Annual Salary:	\$76,460.80	\$78,395.20	\$80,371.20	\$82,326.40	\$84,385.60	\$86,507.20	\$88,670.40	\$90,896.00	\$93,163.20	\$95,492.80
	Bi-Weekly Pay:	\$2,940.80	\$3,015.20	\$3,091.20	\$3,166.40	\$3,245.60	\$3,327.20	\$3,410.40	\$3,496.00	\$3,583.20	\$3,672.80
	Hourly Rate:	\$36.76	\$37.69	\$38.64	\$39.58	\$40.57	\$41.59	\$42.63	\$43.70	\$44.79	\$45.91
9	Annual Salary:	\$85,467.20	\$87,568.00	\$89,772.80	\$91,998.40	\$94,099.20	\$96,678.40	\$99,091.20	\$101,566.40	\$104,104.00	\$106,683.20
	Bi-Weekly Pay:	\$3,287.20	\$3,368.00	\$3,452.80	\$3,538.40	\$3,619.20	\$3,718.40	\$3,811.20	\$3,906.40	\$4,004.00	\$4,103.20
	Hourly Rate:	\$41.09	\$42.10	\$43.16	\$44.23	\$45.24	\$46.48	\$47.64	\$48.83	\$50.05	\$51.29
10	Annual Salary:	\$98,155.20	\$100,609.60	\$103,084.80	\$105,684.80	\$108,326.40	\$110,988.80	\$113,776.00	\$116,625.60	\$119,537.60	\$122,574.40
	Bi-Weekly Pay:	\$3,775.20	\$3,869.60	\$3,964.80	\$4,064.80	\$4,166.40	\$4,268.80	\$4,376.00	\$4,485.60	\$4,597.60	\$4,714.40
	Hourly Rate:	\$47.19	\$48.37	\$49.56	\$50.81	\$52.08	\$53.36	\$54.70	\$56.07	\$57.47	\$58.93
11	Annual Salary:	\$112,756.80	\$115,585.60	\$118,476.80	\$121,388.80	\$124,446.40	\$127,566.40	\$130,728.00	\$134,014.40	\$137,342.40	\$140,816.00
	Bi-Weekly Pay:	\$4,336.80	\$4,445.60	\$4,556.80	\$4,668.80	\$4,786.40	\$4,906.40	\$5,028.00	\$5,154.40	\$5,282.40	\$5,416.00
	Hourly Rate:	\$54.21	\$55.57	\$56.96	\$58.36	\$59.83	\$61.33	\$62.85	\$64.43	\$66.03	\$67.70
12	Annual Salary:	\$129,688.00	\$132,891.20	\$136,198.40	\$139,630.40	\$143,104.00	\$146,681.60	\$150,363.20	\$154,128.00	\$157,955.20	\$161,928.00
	Bi-Weekly Pay:	\$4,988.00	\$5,111.20	\$5,238.40	\$5,370.40	\$5,504.00	\$5,641.60	\$5,783.20	\$5,928.00	\$6,075.20	\$6,228.00
	Hourly Rate:	\$62.35	\$63.89	\$65.48	\$67.13	\$68.80	\$70.52	\$72.29	\$74.10	\$75.94	\$77.85
13	Annual Salary:	\$149,115.20	\$152,838.40	\$156,624.00	\$160,555.20	\$164,590.40	\$168,688.00	\$172,910.40	\$177,236.80	\$181,625.60	\$186,222.40
	Bi-Weekly Pay:	\$5,735.20	\$5,878.40	\$6,024.00	\$6,175.20	\$6,330.40	\$6,488.00	\$6,650.40	\$6,816.80	\$6,985.60	\$7,162.40
	Hourly Rate:	\$71.69	\$73.48	\$75.30	\$77.19	\$79.13	\$81.10	\$83.13	\$85.21	\$87.32	\$89.53

St. Mary's County Government Salary Schedule - Sworn Law Enforcement

GRADE		STEP 1 (BASE)	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
DEPUTY DEP SL1	Annual	\$55,640.00	\$58,406.40	\$61,339.20	\$64,396.80	\$67,620.80	\$70,990.40	\$72,779.20	\$74,588.80	\$76,460.80	\$78,395.20
	Bi-Weekly	\$2,140.00	\$2,246.40	\$2,359.20	\$2,476.80	\$2,600.80	\$2,730.40	\$2,799.20	\$2,868.80	\$2,940.80	\$3,015.20
	Hourly Rate:	\$26.75	\$28.08	\$29.49	\$30.96	\$32.51	\$34.13	\$34.99	\$35.86	\$36.76	\$37.69
DEPUTY FIRST CLASS / DFC SL2	Annual	\$63,793.60	\$66,996.80	\$70,324.80	\$73,860.80	\$77,542.40	\$81,432.00	\$83,449.60	\$85,529.60	\$87,692.80	\$89,876.80
	Bi-Weekly	\$2,453.60	\$2,576.80	\$2,704.80	\$2,840.80	\$2,982.40	\$3,132.00	\$3,209.60	\$3,289.60	\$3,372.80	\$3,456.80
	Hourly Rate:	\$30.67	\$32.21	\$33.81	\$35.51	\$37.28	\$39.15	\$40.12	\$41.12	\$42.16	\$43.21
CORPORAL CPL SL3	Annual	\$68,265.60	\$71,676.80	\$75,254.40	\$79,019.20	\$82,971.20	\$87,131.20	\$89,315.20	\$91,540.80	\$93,808.00	\$96,158.40
	Bi-Weekly	\$2,625.60	\$2,756.80	\$2,894.40	\$3,039.20	\$3,191.20	\$3,351.20	\$3,435.20	\$3,520.80	\$3,608.00	\$3,698.40
	Hourly Rate:	\$32.82	\$34.46	\$36.18	\$37.99	\$39.89	\$41.89	\$42.94	\$44.01	\$45.10	\$46.23
SERGEANT SGT SL4	Annual	\$73,049.60	\$76,689.60	\$80,516.80	\$84,552.00	\$88,753.60	\$93,225.60	\$95,555.20	\$97,926.40	\$100,401.60	\$102,897.60
	Bi-Weekly	\$2,809.60	\$2,949.60	\$3,096.80	\$3,252.00	\$3,413.60	\$3,585.60	\$3,675.20	\$3,766.40	\$3,861.60	\$3,957.60
	Hourly Rate:	\$35.12	\$36.87	\$38.71	\$40.65	\$42.67	\$44.82	\$45.94	\$47.08	\$48.27	\$49.47
LIEUTENANT LT SL5	Annual	\$81,806.40	\$85,904.00	\$90,188.80	\$94,702.40	\$99,444.80	\$104,395.20	\$107,016.00	\$109,678.40	\$112,444.80	\$115,252.80
	Bi-Weekly	\$3,146.40	\$3,304.00	\$3,468.80	\$3,642.40	\$3,824.80	\$4,015.20	\$4,116.00	\$4,218.40	\$4,324.80	\$4,432.80
	Hourly Rate:	\$39.33	\$41.30	\$43.36	\$45.53	\$47.81	\$50.19	\$51.45	\$52.73	\$54.06	\$55.41
CAPTAIN CAPT SL6	Annual	\$87,547.20	\$91,915.20	\$96,491.20	\$101,316.80	\$106,392.00	\$111,716.80	\$114,504.00	\$117,353.60	\$120,307.20	\$123,323.20
	Bi-Weekly	\$3,367.20	\$3,535.20	\$3,711.20	\$3,896.80	\$4,092.00	\$4,296.80	\$4,404.00	\$4,513.60	\$4,627.20	\$4,743.20
	Hourly Rate:	\$42.09	\$44.19	\$46.39	\$48.71	\$51.15	\$53.71	\$55.05	\$56.42	\$57.84	\$59.29
MAJOR MAJ SL7	Annual	\$93,641.60	\$98,342.40	\$103,251.20	\$108,430.40	\$113,838.40	\$119,558.40	\$122,532.80	\$125,569.60	\$128,731.20	\$131,934.40
	Bi-Weekly	\$3,601.60	\$3,782.40	\$3,971.20	\$4,170.40	\$4,378.40	\$4,598.40	\$4,712.80	\$4,829.60	\$4,951.20	\$5,074.40
	Hourly Rate:	\$45.02	\$47.28	\$49.64	\$52.13	\$54.73	\$57.48	\$58.91	\$60.37	\$61.89	\$63.43

St. Mary's County Government Salary Schedule - Sworn Law Enforcement

GRADE		STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19
DEPUTY	Annual Salary:	\$80,350.40	\$82,347.20	\$84,427.20	\$86,528.00	\$88,670.40	\$90,916.80	\$93,163.20	\$95,513.60	\$100,297.60
DEP	Bi-Weekly	\$3,090.40	\$3,167.20	\$3,247.20	\$3,328.00	\$3,410.40	\$3,496.80	\$3,583.20	\$3,673.60	\$3,857.60
SL1	Hourly	\$38.63	\$39.59	\$40.59	\$41.60	\$42.63	\$43.71	\$44.79	\$45.92	\$48.22
DEPUTY FIRST	Annual Salary	\$92,102.40	\$94,432.00	\$96,782.40	\$99,216.00	\$101,670.40	\$104,228.80	\$106,849.60	\$109,491.20	\$114,982.40
CLASS / DFC	Bi-Weekly	\$3,542.40	\$3,632.00	\$3,722.40	\$3,816.00	\$3,910.40	\$4,008.80	\$4,109.60	\$4,211.20	\$4,422.40
SL2	Hourly	\$44.28	\$45.40	\$46.53	\$47.70	\$48.88	\$50.11	\$51.37	\$52.64	\$55.28
CORPORAL	Annual Salary	\$98,550.40	\$101,025.60	\$103,584.00	\$106,142.40	\$108,804.80	\$111,529.60	\$114,296.00	\$117,187.20	\$123,032.00
CPL	Bi-Weekly	\$3,790.40	\$3,885.60	\$3,984.00	\$4,082.40	\$4,184.80	\$4,289.60	\$4,396.00	\$4,507.20	\$4,732.00
SL3	Hourly	\$47.38	\$48.57	\$49.80	\$51.03	\$52.31	\$53.62	\$54.95	\$56.34	\$59.15
SERGEANT	Annual Salary	\$105,497.60	\$108,097.60	\$110,801.60	\$113,588.80	\$116,438.40	\$119,329.60	\$122,324.80	\$125,382.40	\$131,643.20
SGT	Bi-Weekly	\$4,057.60	\$4,157.60	\$4,261.60	\$4,368.80	\$4,478.40	\$4,589.60	\$4,704.80	\$4,822.40	\$5,063.20
SL4	Hourly	\$50.72	\$51.97	\$53.27	\$54.61	\$55.98	\$57.37	\$58.81	\$60.28	\$63.29
LIEUTENANT	Annual Salary	\$118,144.00	\$121,076.80	\$124,092.80	\$127,192.00	\$130,395.20	\$133,640.00	\$136,988.80	\$140,420.80	\$147,451.20
LT	Bi-Weekly	\$4,544.00	\$4,656.80	\$4,772.80	\$4,892.00	\$5,015.20	\$5,140.00	\$5,268.80	\$5,400.80	\$5,671.20
SL5	Hourly	\$56.80	\$58.21	\$59.66	\$61.15	\$62.69	\$64.25	\$65.86	\$67.51	\$70.89
CAPTAIN	Annual Salary	\$126,401.60	\$129,563.20	\$132,808.00	\$136,115.20	\$139,505.60	\$143,020.80	\$146,577.60	\$150,259.20	\$157,747.20
CAPT	Bi-Weekly	\$4,861.60	\$4,983.20	\$5,108.00	\$5,235.20	\$5,365.60	\$5,500.80	\$5,637.60	\$5,779.20	\$6,067.20
SL6	Hourly	\$60.77	\$62.29	\$63.85	\$65.44	\$67.07	\$68.76	\$70.47	\$72.24	\$75.84
MAJOR	Annual Salary	\$135,241.60	\$138,632.00	\$142,105.60	\$145,641.60	\$149,281.60	\$153,004.80	\$156,852.80	\$160,763.20	\$168,792.00
MAJ	Bi-Weekly	\$5,201.60	\$5,332.00	\$5,465.60	\$5,601.60	\$5,741.60	\$5,884.80	\$6,032.80	\$6,183.20	\$6,492.00
SL7	Hourly	\$65.02	\$66.65	\$68.32	\$70.02	\$71.77	\$73.56	\$75.41	\$77.29	\$81.15

St. Mary's County Salary Schedule - Corrections

GRADE		STEP 1 (Base)	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
CORRECTIONAL OFFICER - CO	Annual	\$49,025.60	\$50,502.40	\$52,020.80	\$53,580.80	\$55,182.40	\$56,846.40	\$58,552.00	\$60,299.20	\$62,108.80	\$63,980.80
	Bi-Weekly	\$1,885.60	\$1,942.40	\$2,000.80	\$2,060.80	\$2,122.40	\$2,186.40	\$2,252.00	\$2,319.20	\$2,388.80	\$2,460.80
	DO1	Hourly	\$23.57	\$24.28	\$25.01	\$25.76	\$26.53	\$27.33	\$28.15	\$28.99	\$29.86
CORRECTIONAL OFFICER 1ST COI / DO2	Annual	\$52,956.80	\$54,537.60	\$56,180.80	\$57,865.60	\$59,592.00	\$61,380.80	\$63,232.00	\$65,124.80	\$67,080.00	\$69,097.60
	Bi-Weekly	\$2,036.80	\$2,097.60	\$2,160.80	\$2,225.60	\$2,292.00	\$2,360.80	\$2,432.00	\$2,504.80	\$2,580.00	\$2,657.60
	Hourly	\$25.46	\$26.22	\$27.01	\$27.82	\$28.65	\$29.51	\$30.40	\$31.31	\$32.25	\$33.22
CORPORAL COII DO3	Annual	\$58,156.80	\$59,904.00	\$61,713.60	\$63,564.80	\$65,457.60	\$67,433.60	\$69,451.20	\$71,531.20	\$73,673.60	\$75,524.80
	Bi-Weekly	\$2,236.80	\$2,304.00	\$2,373.60	\$2,444.80	\$2,517.60	\$2,593.60	\$2,671.20	\$2,751.20	\$2,833.60	\$2,904.80
	Hourly	\$27.96	\$28.80	\$29.67	\$30.56	\$31.47	\$32.42	\$33.39	\$34.39	\$35.42	\$36.31
SERGEANT COII DO4	Annual	\$64,792.00	\$66,414.40	\$68,078.40	\$69,784.00	\$71,531.20	\$73,320.00	\$75,150.40	\$77,022.40	\$78,956.80	\$80,932.80
	Bi-Weekly	\$2,492.00	\$2,554.40	\$2,618.40	\$2,684.00	\$2,751.20	\$2,820.00	\$2,890.40	\$2,962.40	\$3,036.80	\$3,112.80
	Hourly	\$31.15	\$31.93	\$32.73	\$33.55	\$34.39	\$35.25	\$36.13	\$37.03	\$37.96	\$38.91
LIEUTENANT CO IV DO5	Annual	\$72,321.60	\$74,505.60	\$76,731.20	\$79,040.00	\$81,411.20	\$83,844.80	\$86,361.60	\$88,961.60	\$91,624.00	\$93,912.00
	Bi-Weekly	\$2,781.60	\$2,865.60	\$2,951.20	\$3,040.00	\$3,131.20	\$3,224.80	\$3,321.60	\$3,421.60	\$3,524.00	\$3,612.00
	Hourly	\$34.77	\$35.82	\$36.89	\$38.00	\$39.14	\$40.31	\$41.52	\$42.77	\$44.05	\$45.15
CAPTAIN CO V DO6	Annual	\$80,787.20	\$82,825.60	\$84,884.80	\$87,006.40	\$89,190.40	\$91,416.00	\$93,704.00	\$96,033.60	\$98,446.40	\$100,900.80
	Bi-Weekly	\$3,107.20	\$3,185.60	\$3,264.80	\$3,346.40	\$3,430.40	\$3,516.00	\$3,604.00	\$3,693.60	\$3,786.40	\$3,880.80
	Hourly	\$38.84	\$39.82	\$40.81	\$41.83	\$42.88	\$43.95	\$45.05	\$46.17	\$47.33	\$48.51
DEPUTY WARDEN Civilian Grade 11 DO7	Annual	\$82,846.40	\$85,321.60	\$87,880.00	\$90,521.60	\$93,246.40	\$96,033.60	\$98,924.80	\$101,878.40	\$104,936.00	\$108,097.60
	Bi-Weekly	\$3,186.40	\$3,281.60	\$3,380.00	\$3,481.60	\$3,586.40	\$3,693.60	\$3,804.80	\$3,918.40	\$4,036.00	\$4,157.60
	Hourly	\$39.83	\$41.02	\$42.25	\$43.52	\$44.83	\$46.17	\$47.56	\$48.98	\$50.45	\$51.97
MAJOR / WARDEN CO VI DO8	Annual	\$95,264.00	\$98,134.40	\$101,067.20	\$104,104.00	\$107,224.00	\$110,448.00	\$113,755.20	\$117,166.40	\$120,681.60	\$124,300.80
	Bi-Weekly	\$3,664.00	\$3,774.40	\$3,887.20	\$4,004.00	\$4,124.00	\$4,248.00	\$4,375.20	\$4,506.40	\$4,641.60	\$4,780.80
	Hourly	\$45.80	\$47.18	\$48.59	\$50.05	\$51.55	\$53.10	\$54.69	\$56.33	\$58.02	\$59.76

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
CORRECTIONAL OFFICER - CO DO1	Annual Salary:	\$65,561.60	\$67,204.80	\$68,889.60	\$70,616.00	\$72,384.00	\$74,193.60	\$76,044.80	\$77,937.60	\$79,892.80
	Bi-Weekly Pay:	\$2,521.60	\$2,584.80	\$2,649.60	\$2,716.00	\$2,784.00	\$2,853.60	\$2,924.80	\$2,997.60	\$3,072.80
	Hourly Rate:	\$31.52	\$32.31	\$33.12	\$33.95	\$34.80	\$35.67	\$36.56	\$37.47	\$38.41
CORRECTIONAL OFFICER 1ST CLASS COI / DO2	Annual Salary:	\$70,824.00	\$72,592.00	\$74,401.60	\$76,252.80	\$78,166.40	\$80,121.60	\$82,118.40	\$84,177.60	\$86,278.40
	Bi-Weekly Pay:	\$2,724.00	\$2,792.00	\$2,861.60	\$2,932.80	\$3,006.40	\$3,081.60	\$3,158.40	\$3,237.60	\$3,318.40
	Hourly Rate:	\$34.05	\$34.90	\$35.77	\$36.66	\$37.58	\$38.52	\$39.48	\$40.47	\$41.48
CORPORAL COII DO3	Annual Salary:	\$77,417.60	\$79,352.00	\$81,328.00	\$83,366.40	\$85,446.40	\$87,588.80	\$89,772.80	\$92,019.20	\$94,307.20
	Bi-Weekly Pay:	\$2,977.60	\$3,052.00	\$3,128.00	\$3,206.40	\$3,286.40	\$3,368.80	\$3,452.80	\$3,539.20	\$3,627.20
	Hourly Rate:	\$37.22	\$38.15	\$39.10	\$40.08	\$41.08	\$42.11	\$43.16	\$44.24	\$45.34
SERGEANT COII DO4	Annual Salary:	\$82,950.40	\$85,030.40	\$87,152.00	\$89,336.00	\$91,561.60	\$93,849.60	\$96,200.00	\$98,592.00	\$101,067.20
	Bi-Weekly Pay:	\$3,190.40	\$3,270.40	\$3,352.00	\$3,436.00	\$3,521.60	\$3,609.60	\$3,700.00	\$3,792.00	\$3,887.20
	Hourly Rate:	\$39.88	\$40.88	\$41.90	\$42.95	\$44.02	\$45.12	\$46.25	\$47.40	\$48.59
LIEUTENANT CO IV DO5	Annual Salary:	\$96,262.40	\$98,675.20	\$101,129.60	\$103,667.20	\$106,246.40	\$108,908.80	\$111,633.60	\$114,420.80	\$117,291.20
	Bi-Weekly Pay:	\$3,702.40	\$3,795.20	\$3,889.60	\$3,987.20	\$4,086.40	\$4,188.80	\$4,293.60	\$4,400.80	\$4,511.20
	Hourly Rate:	\$46.28	\$47.44	\$48.62	\$49.84	\$51.08	\$52.36	\$53.67	\$55.01	\$56.39
CAPTAIN CO V DO6	Annual Salary:	\$103,417.60	\$106,017.60	\$108,659.20	\$111,384.00	\$114,150.40	\$117,020.80	\$119,932.80	\$122,928.00	\$126,006.40
	Bi-Weekly Pay:	\$3,977.60	\$4,077.60	\$4,179.20	\$4,284.00	\$4,390.40	\$4,500.80	\$4,612.80	\$4,728.00	\$4,846.40
	Hourly Rate:	\$49.72	\$50.97	\$52.24	\$53.55	\$54.88	\$56.26	\$57.66	\$59.10	\$60.58
DEPUTY WARDEN Civilian Grade 11 DO7	Annual Salary:	\$110,780.80	\$113,568.00	\$116,396.80	\$119,308.80	\$122,283.20	\$125,340.80	\$128,481.60	\$131,684.80	\$134,992.00
	Bi-Weekly Pay:	\$4,260.80	\$4,368.00	\$4,476.80	\$4,588.80	\$4,703.20	\$4,820.80	\$4,941.60	\$5,064.80	\$5,192.00
	Hourly Rate:	\$53.26	\$54.60	\$55.96	\$57.36	\$58.79	\$60.26	\$61.77	\$63.31	\$64.90
MAJOR / WARDEN CO VI DO8	Annual Salary:	\$127,400.00	\$130,582.40	\$133,848.00	\$137,196.80	\$140,628.80	\$144,144.00	\$147,742.40	\$151,444.80	\$155,230.40
	Bi-Weekly Pay:	\$4,900.00	\$5,022.40	\$5,148.00	\$5,276.80	\$5,408.80	\$5,544.00	\$5,682.40	\$5,824.80	\$5,970.40
	Hourly Rate:	\$61.25	\$62.78	\$64.35	\$65.96	\$67.61	\$69.30	\$71.03	\$72.81	\$74.63

**St. Mary's County Government - State's Attorney Salary Schedule**

Grade - SA		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Assistant State's Attorney 1 Position # 30080 SA1 ASA1	Annual Salary:	\$85,233.02	\$87,363.84	\$89,494.69	\$91,625.50	\$93,756.32	\$95,887.14	\$98,017.97	\$100,148.79	\$102,279.61	\$104,410.44
	Bi-Weekly Pay:	\$3,278.19	\$3,360.14	\$3,442.10	\$3,524.06	\$3,606.02	\$3,687.97	\$3,769.92	\$3,851.88	\$3,933.83	\$4,015.78
	Hourly Rate:	\$40.98	\$42.00	\$43.03	\$44.05	\$45.08	\$46.10	\$47.12	\$48.15	\$49.17	\$50.20
Assistant State's Attorney 2 Position # 30090 SA2 ASA2	Annual Salary:	\$95,887.14	\$98,017.97	\$100,148.80	\$102,279.62	\$104,410.45	\$106,541.27	\$108,672.09	\$110,802.91	\$112,933.74	\$115,064.56
	Bi-Weekly Pay:	\$3,687.97	\$3,769.92	\$3,851.88	\$3,933.83	\$4,015.79	\$4,097.74	\$4,179.70	\$4,261.65	\$4,343.61	\$4,425.56
	Hourly Rate:	\$46.10	\$47.12	\$48.15	\$49.17	\$50.20	\$51.22	\$52.25	\$53.27	\$54.30	\$55.32
Assistant State's Attorney 3 Position # 30065 SA3 ASA3	Annual Salary:	\$106,541.28	\$108,672.10	\$110,802.92	\$112,933.75	\$115,064.58	\$117,195.40	\$119,326.23	\$121,457.05	\$123,587.87	\$125,718.69
	Bi-Weekly Pay:	\$4,097.74	\$4,179.70	\$4,261.65	\$4,343.61	\$4,425.56	\$4,507.51	\$4,589.47	\$4,671.42	\$4,753.38	\$4,835.34
	Hourly Rate:	\$51.22	\$52.25	\$53.27	\$54.30	\$55.32	\$56.34	\$57.37	\$58.39	\$59.42	\$60.44
Senior Assistant State's Attorney 1 Position # 30085; Chief of District SA4 SR - ASA1	Annual Salary:	\$117,195.40	\$119,326.23	\$121,457.05	\$123,587.88	\$125,718.71	\$127,849.53	\$129,980.35	\$132,111.17	\$134,242.00	\$136,372.82
	Bi-Weekly Pay:	\$4,507.51	\$4,589.47	\$4,671.42	\$4,753.38	\$4,835.34	\$4,917.29	\$4,999.25	\$5,081.20	\$5,163.15	\$5,245.11
	Hourly Rate:	\$56.34	\$57.37	\$58.39	\$59.42	\$60.44	\$61.47	\$62.49	\$63.51	\$64.54	\$65.56
Senior Assistant State's Attorney 2 Position # 30086 SA5 SR - ASA2	Annual Salary:	\$127,849.53	\$129,980.36	\$132,111.18	\$134,242.01	\$136,372.83	\$138,503.68	\$140,634.47	\$142,765.30	\$144,896.12	\$147,026.94
	Bi-Weekly Pay:	\$4,917.29	\$4,999.25	\$5,081.20	\$5,163.15	\$5,245.11	\$5,327.06	\$5,409.02	\$5,490.98	\$5,572.93	\$5,654.88
	Hourly Rate:	\$61.47	\$62.49	\$63.51	\$64.54	\$65.56	\$66.59	\$67.61	\$68.64	\$69.66	\$70.69
Senior Assistant State's Attorney 3 Position # SA6 SR - ASA3	Annual Salary:	\$138,503.66	\$140,634.49	\$142,765.31	\$144,896.14	\$147,026.96	\$149,157.79	\$151,288.61	\$153,419.43	\$155,550.26	\$157,681.08
	Bi-Weekly Pay:	\$5,327.06	\$5,409.02	\$5,490.98	\$5,572.93	\$5,654.88	\$5,736.84	\$5,818.79	\$5,900.74	\$5,982.70	\$6,064.66
	Hourly Rate:	\$66.59	\$67.61	\$68.64	\$69.66	\$70.69	\$71.71	\$72.73	\$73.76	\$74.78	\$75.81
Deputy State's Attorney Position # 30070 SA7	Annual Salary:	\$149,157.79	\$151,288.61	\$153,419.44	\$155,550.27	\$157,681.09	\$159,811.91	\$161,942.73	\$164,073.56	\$166,204.38	\$168,335.20
	Bi-Weekly Pay:	\$5,736.84	\$5,818.79	\$5,900.75	\$5,982.70	\$6,064.66	\$6,146.61	\$6,228.57	\$6,310.52	\$6,392.48	\$6,474.43
	Hourly Rate:	\$71.71	\$72.73	\$73.76	\$74.78	\$75.81	\$76.83	\$77.86	\$78.88	\$79.91	\$80.93

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3% Increase Effective July 1, 2022

FY2023 St. Mary's County Salary Schedule - Hourly 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:	\$27,560.00	\$28,225.60	\$29,036.80	\$29,723.20	\$30,368.00	\$31,096.00	\$31,844.80	\$32,489.60	\$33,176.00	\$33,862.40
	Bi-Weekly Pay:	\$1,060.00	\$1,085.60	\$1,116.80	\$1,143.20	\$1,168.00	\$1,196.00	\$1,224.80	\$1,249.60	\$1,276.00	\$1,302.40
	Hourly Rate:	\$13.25	\$13.57	\$13.96	\$14.29	\$14.60	\$14.95	\$15.31	\$15.62	\$15.95	\$16.28
2	Annual Salary:	\$30,264.00	\$31,033.60	\$31,865.60	\$32,635.20	\$33,425.60	\$34,216.00	\$34,944.00	\$35,692.80	\$36,462.40	\$37,315.20
	Bi-Weekly Pay:	\$1,164.00	\$1,193.60	\$1,225.60	\$1,255.20	\$1,285.60	\$1,316.00	\$1,344.00	\$1,372.80	\$1,402.40	\$1,435.20
	Hourly Rate:	\$14.55	\$14.92	\$15.32	\$15.69	\$16.07	\$16.45	\$16.80	\$17.16	\$17.53	\$17.94
3	Annual Salary:	\$33,321.60	\$34,070.40	\$34,964.80	\$35,796.80	\$36,628.80	\$37,523.20	\$38,355.20	\$39,228.80	\$40,081.60	\$40,955.20
	Bi-Weekly Pay:	\$1,281.60	\$1,310.40	\$1,344.80	\$1,376.80	\$1,408.80	\$1,443.20	\$1,475.20	\$1,508.80	\$1,541.60	\$1,575.20
	Hourly Rate:	\$16.02	\$16.38	\$16.81	\$17.21	\$17.61	\$18.04	\$18.44	\$18.86	\$19.27	\$19.69
4	Annual Salary:	\$36,462.40	\$37,481.60	\$38,417.60	\$39,291.20	\$40,289.60	\$41,225.60	\$42,203.20	\$43,139.20	\$44,075.20	\$44,990.40
	Bi-Weekly Pay:	\$1,402.40	\$1,441.60	\$1,477.60	\$1,511.20	\$1,549.60	\$1,585.60	\$1,623.20	\$1,659.20	\$1,695.20	\$1,730.40
	Hourly Rate:	\$17.53	\$18.02	\$18.47	\$18.89	\$19.37	\$19.82	\$20.29	\$20.74	\$21.19	\$21.63
5	Annual Salary:	\$39,291.20	\$40,456.00	\$41,579.20	\$42,660.80	\$43,763.20	\$44,948.80	\$46,030.40	\$47,132.80	\$48,297.60	\$49,462.40
	Bi-Weekly Pay:	\$1,511.20	\$1,556.00	\$1,599.20	\$1,640.80	\$1,683.20	\$1,728.80	\$1,770.40	\$1,812.80	\$1,857.60	\$1,902.40
	Hourly Rate:	\$18.89	\$19.45	\$19.99	\$20.51	\$21.04	\$21.61	\$22.13	\$22.66	\$23.22	\$23.78
6	Annual Salary:	\$43,992.00	\$45,260.80	\$46,508.80	\$47,819.20	\$49,025.60	\$50,336.00	\$51,521.60	\$52,769.60	\$54,080.00	\$55,244.80
	Bi-Weekly Pay:	\$1,692.00	\$1,740.80	\$1,788.80	\$1,839.20	\$1,885.60	\$1,936.00	\$1,981.60	\$2,029.60	\$2,080.00	\$2,124.80
	Hourly Rate:	\$21.15	\$21.76	\$22.36	\$22.99	\$23.57	\$24.20	\$24.77	\$25.37	\$26.00	\$26.56
7	Annual Salary:	\$48,276.80	\$49,712.00	\$51,272.00	\$52,769.60	\$54,267.20	\$55,827.20	\$57,345.60	\$58,801.60	\$60,320.00	\$61,817.60
	Bi-Weekly Pay:	\$1,856.80	\$1,912.00	\$1,972.00	\$2,029.60	\$2,087.20	\$2,147.20	\$2,205.60	\$2,261.60	\$2,320.00	\$2,377.60
	Hourly Rate:	\$23.21	\$23.90	\$24.65	\$25.37	\$26.09	\$26.84	\$27.57	\$28.27	\$29.00	\$29.72
8	Annual Salary:	\$54,038.40	\$55,723.20	\$57,387.20	\$59,072.00	\$60,652.80	\$62,504.00	\$64,168.00	\$65,811.20	\$67,496.00	\$69,222.40
	Bi-Weekly Pay:	\$2,078.40	\$2,143.20	\$2,207.20	\$2,272.00	\$2,332.80	\$2,404.00	\$2,468.00	\$2,531.20	\$2,596.00	\$2,662.40
	Hourly Rate:	\$25.98	\$26.79	\$27.59	\$28.40	\$29.16	\$30.05	\$30.85	\$31.64	\$32.45	\$33.28
9	Annual Salary:	\$58,094.40	\$60,299.20	\$62,483.20	\$64,542.40	\$66,664.00	\$68,764.80	\$70,928.00	\$73,091.20	\$75,192.00	\$77,313.60
	Bi-Weekly Pay:	\$2,234.40	\$2,319.20	\$2,403.20	\$2,482.40	\$2,564.00	\$2,644.80	\$2,728.00	\$2,811.20	\$2,892.00	\$2,973.60
	Hourly Rate:	\$27.93	\$28.99	\$30.04	\$31.03	\$32.05	\$33.06	\$34.10	\$35.14	\$36.15	\$37.17
10	Annual Salary:	\$66,830.40	\$69,305.60	\$71,739.20	\$74,110.40	\$76,523.20	\$79,019.20	\$81,452.80	\$83,865.60	\$86,361.60	\$88,816.00
	Bi-Weekly Pay:	\$2,570.40	\$2,665.60	\$2,759.20	\$2,850.40	\$2,943.20	\$3,039.20	\$3,132.80	\$3,225.60	\$3,321.60	\$3,416.00
	Hourly Rate:	\$32.13	\$33.32	\$34.49	\$35.63	\$36.79	\$37.99	\$39.16	\$40.32	\$41.52	\$42.70
11	Annual Salary:	\$76,710.40	\$79,476.80	\$82,326.40	\$85,217.60	\$88,046.40	\$90,833.60	\$93,662.40	\$96,428.80	\$99,236.80	\$102,065.60
	Bi-Weekly Pay:	\$2,950.40	\$3,056.80	\$3,166.40	\$3,277.60	\$3,386.40	\$3,493.60	\$3,602.40	\$3,708.80	\$3,816.80	\$3,925.60
	Hourly Rate:	\$36.88	\$38.21	\$39.58	\$40.97	\$42.33	\$43.67	\$45.03	\$46.36	\$47.71	\$49.07

FY2023 St. Mary's County Salary Schedule - Hourly 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:	\$34,590.40	\$35,318.40	\$36,004.80	\$36,649.60	\$37,460.80	\$38,126.40	\$38,812.80	\$39,520.00	\$40,248.00	\$41,121.60
	Bi-Weekly Pay:	\$1,330.40	\$1,358.40	\$1,384.80	\$1,409.60	\$1,440.80	\$1,466.40	\$1,492.80	\$1,520.00	\$1,548.00	\$1,581.60
	Hourly Rate:	\$16.63	\$16.98	\$17.31	\$17.62	\$18.01	\$18.33	\$18.66	\$19.00	\$19.35	\$19.77
2	Annual Salary:	\$38,084.80	\$38,812.80	\$39,603.20	\$40,393.60	\$41,184.00	\$41,932.80	\$42,681.60	\$43,555.20	\$44,304.00	\$45,115.20
	Bi-Weekly Pay:	\$1,464.80	\$1,492.80	\$1,523.20	\$1,553.60	\$1,584.00	\$1,612.80	\$1,641.60	\$1,675.20	\$1,704.00	\$1,735.20
	Hourly Rate:	\$18.31	\$18.66	\$19.04	\$19.42	\$19.80	\$20.16	\$20.52	\$20.94	\$21.30	\$21.69
3	Annual Salary:	\$41,787.20	\$42,619.20	\$43,555.20	\$44,345.60	\$45,240.00	\$46,030.40	\$46,883.20	\$47,819.20	\$48,568.00	\$49,566.40
	Bi-Weekly Pay:	\$1,607.20	\$1,639.20	\$1,675.20	\$1,705.60	\$1,740.00	\$1,770.40	\$1,803.20	\$1,839.20	\$1,868.00	\$1,906.40
	Hourly Rate:	\$20.09	\$20.49	\$20.94	\$21.32	\$21.75	\$22.13	\$22.54	\$22.99	\$23.35	\$23.83
4	Annual Salary:	\$45,926.40	\$46,883.20	\$47,881.60	\$48,755.20	\$49,649.60	\$50,668.80	\$51,604.80	\$52,499.20	\$53,497.60	\$54,433.60
	Bi-Weekly Pay:	\$1,766.40	\$1,803.20	\$1,841.60	\$1,875.20	\$1,909.60	\$1,948.80	\$1,984.80	\$2,019.20	\$2,057.60	\$2,093.60
	Hourly Rate:	\$22.08	\$22.54	\$23.02	\$23.44	\$23.87	\$24.36	\$24.81	\$25.24	\$25.72	\$26.17
5	Annual Salary:	\$50,544.00	\$51,688.00	\$52,769.60	\$53,976.00	\$55,057.60	\$56,139.20	\$57,304.00	\$58,489.60	\$59,529.60	\$60,569.60
	Bi-Weekly Pay:	\$1,944.00	\$1,988.00	\$2,029.60	\$2,076.00	\$2,117.60	\$2,159.20	\$2,204.00	\$2,249.60	\$2,289.60	\$2,329.60
	Hourly Rate:	\$24.30	\$24.85	\$25.37	\$25.95	\$26.47	\$26.99	\$27.55	\$28.12	\$28.62	\$29.12
6	Annual Salary:	\$56,617.60	\$57,803.20	\$59,072.00	\$60,320.00	\$61,630.40	\$62,836.80	\$64,105.60	\$65,291.20	\$66,622.40	\$67,828.80
	Bi-Weekly Pay:	\$2,177.60	\$2,223.20	\$2,272.00	\$2,320.00	\$2,370.40	\$2,416.80	\$2,465.60	\$2,511.20	\$2,562.40	\$2,608.80
	Hourly Rate:	\$27.22	\$27.79	\$28.40	\$29.00	\$29.63	\$30.21	\$30.82	\$31.39	\$32.03	\$32.61
7	Annual Salary:	\$63,315.20	\$64,896.00	\$66,414.40	\$67,849.60	\$69,430.40	\$70,928.00	\$72,404.80	\$73,923.20	\$75,441.60	\$76,835.20
	Bi-Weekly Pay:	\$2,435.20	\$2,496.00	\$2,554.40	\$2,609.60	\$2,670.40	\$2,728.00	\$2,784.80	\$2,843.20	\$2,901.60	\$2,955.20
	Hourly Rate:	\$30.44	\$31.20	\$31.93	\$32.62	\$33.38	\$34.10	\$34.81	\$35.54	\$36.27	\$36.94
8	Annual Salary:	\$70,907.20	\$72,550.40	\$74,256.00	\$75,961.60	\$77,646.40	\$79,352.00	\$81,057.60	\$82,700.80	\$84,364.80	\$86,008.00
	Bi-Weekly Pay:	\$2,727.20	\$2,790.40	\$2,856.00	\$2,921.60	\$2,986.40	\$3,052.00	\$3,117.60	\$3,180.80	\$3,244.80	\$3,308.00
	Hourly Rate:	\$34.09	\$34.88	\$35.70	\$36.52	\$37.33	\$38.15	\$38.97	\$39.76	\$40.56	\$41.35
9	Annual Salary:	\$79,393.60	\$81,515.20	\$83,636.80	\$85,758.40	\$87,921.60	\$90,043.20	\$92,206.40	\$94,307.20	\$96,428.80	\$98,467.20
	Bi-Weekly Pay:	\$3,053.60	\$3,135.20	\$3,216.80	\$3,298.40	\$3,381.60	\$3,463.20	\$3,546.40	\$3,627.20	\$3,708.80	\$3,787.20
	Hourly Rate:	\$38.17	\$39.19	\$40.21	\$41.23	\$42.27	\$43.29	\$44.33	\$45.34	\$46.36	\$47.34
10	Annual Salary:	\$91,208.00	\$93,683.20	\$96,054.40	\$98,488.00	\$100,900.80	\$103,396.80	\$105,830.40	\$108,264.00	\$110,697.60	\$113,152.00
	Bi-Weekly Pay:	\$3,508.00	\$3,603.20	\$3,694.40	\$3,788.00	\$3,880.80	\$3,976.80	\$4,070.40	\$4,164.00	\$4,257.60	\$4,352.00
	Hourly Rate:	\$43.85	\$45.04	\$46.18	\$47.35	\$48.51	\$49.71	\$50.88	\$52.05	\$53.22	\$54.40
11	Annual Salary:	\$104,852.80	\$107,723.20	\$110,531.20	\$113,276.80	\$116,126.40	\$118,913.60	\$121,700.80	\$124,488.00	\$127,379.20	\$130,020.80
	Bi-Weekly Pay:	\$4,032.80	\$4,143.20	\$4,251.20	\$4,356.80	\$4,466.40	\$4,573.60	\$4,680.80	\$4,788.00	\$4,899.20	\$5,000.80
	Hourly Rate:	\$50.41	\$51.79	\$53.14	\$54.46	\$55.83	\$57.17	\$58.51	\$59.85	\$61.24	\$62.51



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# MISCELLANEOUS INFORMATION

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

## ST. MARY'S COUNTY TAX RATES

TAX	BASIS	FY2022 APPROVED RATE	FY2023 APPROVED RATE
Property Tax	Per \$100 of assessed value	0.8478	0.8478
Local Income Tax	Percentage of taxable income	3.10%	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 55.49%	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$1,898	\$966
	1,200 to 2,399 sq. ft.	\$2,057	\$1,086
	2,400+ sq. ft.	\$2,214	\$1,207
Parks 6.03%	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$180	\$105
	1,200 to 2,399 sq. ft.	\$195	\$118
	2,400+ sq. ft.	\$211	\$131
Roads 38.48%	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$1,247	\$669
	1,200 to 2,399 sq. ft.	\$1,352	\$753
	2,400+ sq. ft.	\$1,456	\$837
Total Impact Fees 100%	Per residential dwelling size		
	0 to 1,199 sq. ft.	\$3,325	\$1,740 *
	1,200 to 2,399 sq. ft.	\$3,604	\$1,957 *
	2,400+ sq. ft.	\$3,881	\$2,175 *

\* Phase-in year five, approved methodology on March 24,2020. Full fee calculated FY2023 \$2,175.

# IMPACT OF LOCAL TAXES

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

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### Average Residential Property Taxpayer

Fair Market Value		\$335,000 *
Current Property Tax Bill:	<i>Rate per \$100</i>	
County Property Tax	<b>0.8478</b>	\$2,840
Fire Tax	0.056	188
Rescue Tax	0.03	101
Emergency Services Support Tax	0.024	80
		<hr/>
Sub-Total		\$ 3,209
Solid Waste & Recycling Fee	per property	\$98.50
Total		<u>\$ 3,307</u>

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

MD Adjusted Gross Income		\$90,679 **
Net Taxable Income		\$78,110 **
Net County Income Tax	<b>3.00%</b>	\$ 2,343

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\* Based on the median value of homes sold in FY2021 from State Department of Assessments and Taxation

\*\*Based on 43,451 taxable returns filed for tax year 2020

Source: Income Tax Summary Report, Tax Year 2020, State Comptroller's Office.

## ST. MARY'S COUNTY TAX RATES

FISCAL YEAR	APPROVED TAX RATE	CONSTANT YIELD TAX RATE	INCOME TAX
2004	.908	.887	3.10%
2005	.878	.880	3.05%
2006	.872	.833	3.00%
2007	.857	.812	3.00%
2008	.857	.791	3.00%
2009	.857	.782	3.00%
2010	.857	.798	3.00%
2011	.857	.8192	3.00%
2012	.857	.8607	3.00%
2013	.857	.8608	3.00%
2014	.857	.8526	3.00%
2015	.857	.8532	3.00%
2016	.8523	.8523	3.00%
2017	.8523	.8468	3.00%
2018	.8478	.8478	3.00%
2019	.8478	.8443	3.00%
2020	.8478	.8426	3.17%
2021	.8478	.8359	3.17%
2022	.8478	.8290	3.10%
2023	.8478	.8270	3.00%

The recommended property tax rate for FY2023 is \$.8478 per \$100 of assessed valuation. This is .0208 or 2.5% higher than the "constant yield" tax rate that is .8270, which is certified to the County by the State Department of Assessments and Taxation letter dated February 14, 2022. The "constant yield" rate is that rate necessary to offset any overall increase/decrease in the level of assessments on existing properties. The estimated annual revenue yield from each 1¢ on the property tax rate is approximately \$1.4 million.

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

	FINAL FY2022	BUDGET ESTIMATE FY2023
<b>Real Property-Full Value:</b>		
Full Year	\$13,297,426,699	\$13,786,911,726
Half Year		74,101,274
<b>Business Personal Property</b>	183,000,000	165,000,000
<b>Public Utilities</b>	138,095,000	161,238,000
<b>Total Assessable Base</b>	<b>\$13,618,521,699</b>	<b>\$14,187,251,000</b>

Source: State Department of Assessments and Taxation (SDAT), Constant Yield Letter dated February 14, 2022 - for real property. The SDAT website on 03-31-2022 - for personal property and utilities. The assessment increase for FY2022 is 3.9%.

# 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, 2021.

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 3.15% upon the assessable real property basis of the County. An amount equal to forty (40) percent of the limitation shall be available to the St. Mary's County Metropolitan Commission for all bonds or other evidence of indebtedness of the Commission. All bonds or other evidence of indebtedness issued under the authority of the Sanitary Commission Act shall be subject to the percent limitation. Excluded from the debt limitation calculation are bonds issued for special taxing districts or self-liquidating projects.

## DEBT MEASUREMENT

Two ratios that are completed during the review of the Capital Improvement Budget process are "Debt to Assessed Value" and "Debt Service to Revenues". In the latest Debt Capacity statement completed – the "Debt to Assessed Value" ratio ranged from 1.03% to 1.39% in the six-year plan. The "Debt Service to Revenues" ratio ranged from 4.39% to 5.95%, beneath the policy limit of 10%.

## 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, 2021 audit reflects an unassigned general fund balance of \$51,178,909. The County's Fund Balance Policy approved in August 2015, states we will maintain or be above 15%. As of June 30, 2021, the ratio of County Reserves to Revenues is 24%. 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 FY2023 Approved Budget includes designation of Fund Balance from the Unassigned for Pay-Go in the amount of \$22,586,905 and \$2,413,095 for non-recurring expenditures in the general fund for FY2023. With these uses of unassigned fund balance the County will remain within the 15% policy.

**Commissioners of St. Mary's County**  
**Notes to Financial Statements**  
**June 30, 2021**

The annual requirements to amortize all debt outstanding as of June 30, 2021 including interest of \$38,668,370 except for the accrued landfill closure and postclosure costs, accumulated unpaid leave benefits, and exempt financing, are as follows:

<u>Years ending June 30,</u>	<u>Governmental Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2022	\$ 10,100,440	\$ 4,520,741	\$ 14,621,181
2023	8,480,440	4,244,389	12,724,829
2024	8,789,440	3,910,751	12,700,191
2025	7,404,440	3,598,288	11,002,728
2026	6,460,137	3,327,788	9,787,925
2027-2031	34,821,604	11,921,563	46,743,167
2032-2036	33,809,545	5,743,734	39,553,279
2037-2041	<u>24,925,530</u>	<u>1,401,116</u>	<u>26,326,645</u>
Total	<u>\$ 134,791,576</u>	<u>\$ 38,668,370</u>	<u>\$ 173,459,945</u>
Plus: premium	<u>4,065,145</u>		
Total	<u>\$ 138,856,721</u>		

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

	<u>General</u>		<u>Special Assessment</u>	
	<u>Obligation Bonds</u>	<u>State Loans</u>	<u>Fund</u>	<u>Total</u>
Principal	\$ 133,811,000	\$ 461,811	\$ 518,764	\$ 134,791,575
Interest	<u>38,668,370</u>	<u>-</u>	<u>-</u>	<u>38,668,370</u>
	<u>\$ 172,479,370</u>	<u>\$ 461,811</u>	<u>\$ 518,764</u>	<u>\$ 173,459,945</u>

**Note that this is a copy of page 67 from the Commissioners of St. Mary's County, MD FY2021 Audited Financial Statements**

# DEBT AFFORDABILITY

Debt affordability is evaluated from both a legal and a financial perspective. St Mary's County is one of several 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 1.89% of the County's real property assessable property tax base and 5% of personal/utility assessable property tax base. Excluded from this calculation are bonds issued for projects to be paid from other than county government sources, such as special-taxing district's state loans.

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 2022 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 County's ratings currently are AA+ (stable outlook) for Fitch, AA+ (stable outlook) for Standard & Poor's and Aa1 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 – Real property	1.89%
St. Mary's County Legal Debt Limit – Personal/Utility	5.0%
St. Mary's County 7/1/2022 Debt Percentage	1.03%
- General Fund Debt Service as a percent of General Fund Expenditures

St. Mary's County Debt Policy	10.00%
St. Mary's County FY2023	4.39%

Current projections indicate that based on the FY2023 Capital Budget and 5-year plan, the County will stay well within the parameters set by the Commissioners of St. Mary's County based on the current debt capacity analysis. It is the County's 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, 2022 assessed real property	\$13,786,911,726
Estimated July 1, 2022 assessed personal/utility	\$326,238,000
Legal debt limit – real property	1.89%
Legal debt limit – personal/utility	5.00%
Borrowing limitation under the law - combined	\$276,884,531
Outstanding debt issued as of July 1, 2022	\$146,210,650
Debt margin as of July 1, 2022	\$130,673,881
Ratio of debt to assessed property value	1.03%

The St. Mary's County Code Legal Debt Limit may not exceed 3.15% of the assessable real property base of the County. An amount equal to forty (40) percent of the limitation shall be available to the St. Mary's County Metropolitan Commission for all bonds or other evidence of indebtedness of the Commission. The remaining sixty (60) percent or 1.89% is included in the above calculation for real property and 5% on personal and utility property assessment. 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, 2022 is estimated to be 1.03%. By comparison, the ratio as of July 1, 2021 was .92%. Based on the plan, and other assumptions, the ratio is estimated to range from 1.03% to 1.39% 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 FY2022 was 5.26%. Based on the capital plan, and other assumptions, the ratio is expected to be 4.39% in FY2023, and is expected to range from 4.39% to 5.95% in the 6 year plan.

**DEBT CAPACITY - CSMC**

<b>Fiscal year</b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>	<b><u>2026</u></b>	<b><u>2027</u></b>	<b><u>2028</u></b>
Real Property Assessable Base 3-2022	12,883,034,324	13,297,426,699	13,861,013,000	14,332,287,442	14,819,585,215	15,323,451,112	15,844,448,450	16,383,159,697
% increase	2.7%	3.2%	4.2%	3.4%	3.4%	3.4%	3.4%	3.4%
Personal Property & Utilities Assessment 3-2022	313,191,000	321,095,000	326,238,000	334,067,712	342,085,337	350,295,385	358,702,474	367,311,334
% increase	3.0%	2.5%	1.6%	2.4%	2.4%	2.4%	2.4%	2.4%
Legal Debt Limit - 3.15% County - 60% <b>2021 Legislation - ch. 510 - rate 1.89%</b>	243,489,349	251,321,365	261,973,146	270,880,233	280,090,161	289,613,226	299,460,076	309,641,718
Personal Property & Utilities 5%	15,659,550	16,054,750	16,311,900	16,703,386	17,104,267	17,514,769	17,935,124	18,365,567
<b>Total Limit - 1.89% and 5%</b>	<b>259,148,899</b>	<b>267,376,115</b>	<b>278,285,046</b>	<b>287,583,618</b>	<b>297,194,427</b>	<b>307,127,995</b>	<b>317,395,199</b>	<b>328,007,285</b>
Potential Borrowing - County	-	-	30,000,000	30,000,000	30,000,000	30,000,000	30,000,000	20,000,000
<u>Calculations based on potential borrowing</u>								
Outstanding Debt - County Audit	<u>134,791,575</u>	<u>124,691,113</u>	<u>146,210,650</u>	<u>166,304,715</u>	<u>186,633,814</u>	<u>206,722,751</u>	<u>225,335,326</u>	<u>232,396,302</u>
Total Debt - County	134,791,575	124,691,113	146,210,650	166,304,715	186,633,814	206,722,751	225,335,326	232,396,302
<b>Outstanding Debt as % of Base</b>	<b>1.02%</b>	<b>0.92%</b>	<b>1.03%</b>	<b>1.13%</b>	<b>1.23%</b>	<b>1.32%</b>	<b>1.39%</b>	<b>1.39%</b>
<b>Debt Margin</b>	<b>124,357,324</b>	<b>142,685,002</b>	<b>132,074,396</b>	<b>121,278,903</b>	<b>110,560,613</b>	<b>100,405,244</b>	<b>92,059,873</b>	<b>95,610,983</b>
20 years, 3% County								
PRINCIPAL	8,796,461	10,100,462	8,480,463	9,905,935	9,670,901	9,911,063	11,387,425	12,939,024
INTEREST	<u>3,806,932</u>	<u>4,520,741</u>	<u>4,694,389</u>	<u>5,227,256</u>	<u>5,746,799</u>	<u>6,272,771</u>	<u>6,726,069</u>	<u>7,133,944</u>
Total debt service	<u>12,603,393</u>	<u>14,621,203</u>	<u>13,174,852</u>	<u>15,133,191</u>	<u>15,417,700</u>	<u>16,183,834</u>	<u>18,113,494</u>	<u>20,072,968</u>
General Fund Operating Budget - Revenues -Recurring	286,537,546	277,779,062	299,829,819	297,978,168	307,524,299	317,403,267	327,627,130	337,455,944
Percent Increase/Change	15.6%	-3.1%	7.9%	-0.6%	3.2%	3.2%	3.2%	3.0%
<b>Debt Service</b>	<b>12,603,393</b>	<b>14,621,203</b>	<b>13,174,852</b>	<b>15,133,191</b>	<b>15,417,700</b>	<b>16,183,834</b>	<b>18,113,494</b>	<b>20,072,968</b>
<b>Debt Service as % of Total Revenues</b>	<b>4.40%</b>	<b>5.26%</b>	<b>4.39%</b>	<b>5.08%</b>	<b>5.01%</b>	<b>5.10%</b>	<b>5.53%</b>	<b>5.95%</b>

COMMISSIONERS OF ST. MARY'S COUNTY

Notes to the Financial Statements  
June 30, 2021

7. FUND BALANCES

A summary of the nonspendable, restricted, committed, assigned and unassigned fund balances as of June 30, 2021 are as follows:

	General Fund	Special Revenue Funds		Debt Service Fund	Capital Projects Fund
		Fire & Rescue Revolving	Emergency Support	Special Assessments	
<b>Nonspendable</b>					
Inventory	\$ 1,192,528	\$ -	\$ -	\$ -	\$ -
Prepaid expenses	11,051	-	-	-	-
Interfund advance (Wicomico)	516,601	-	-	-	-
<b>Total nonspendable</b>	<u>1,720,180</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Restricted</b>					
Domestic Violence Programs	-	-	-	-	-
County matching funds for approved grants	382,700	-	-	-	-
Funding sources specified for capital projects					
Land preservation	-	-	-	-	1,966,237
Various capital projects - transfer tax	-	-	-	-	20,609,833
County pay-go	-	-	-	-	12,082,852
Roads- impact fees	-	-	-	-	985,735
Roads- mitigation	-	-	-	-	364,460
Parks- impact fees	-	-	-	-	405,450
Parks- mitigation	-	-	-	-	753
Schools-impact fees	-	-	-	-	6,407,102
Schools-mitigation	-	-	-	-	34,125
<b>Total restricted</b>	<u>382,700</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>42,856,547</u>
<b>Committed</b>					
Bond rating reserve	16,670,000	-	-	-	-
Rainy day fund	1,625,000	-	-	-	-
Operating Budget, non-recurring items	12,666,769	-	-	-	-
Other, net, including grants	-	978,797	126,127	518,392	-
<b>Total committed</b>	<u>30,961,769</u>	<u>978,797</u>	<u>126,127</u>	<u>518,392</u>	<u>-</u>
Assigned	3,875,220	-	-	-	-
Unassigned	51,178,909	-	-	-	(303,791)
<b>Total fund balances</b>	<u>\$ 88,118,778</u>	<u>\$ 978,797</u>	<u>\$ 126,127</u>	<u>\$ 518,392</u>	<u>\$ 42,552,756</u>

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.

# COMMISSIONERS OF ST. MARY'S COUNTY

## Notes to the Financial Statements June 30, 2021

### 7. FUND BALANCES (continued)

The non-spendable fund balance includes:

Inventory - The amount of inventory at June 30, 2021, 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 FY2021, but for which the period extends beyond June 30, 2021. These funds will be needed to meet the obligations of the grant.
- Revenues appropriated for capital projects - The amount of revenue collected to date, which has been obligated through the budget process for specific capital projects and will be used for future capital project expenses.

The committed fund balance includes:

- Bond Rating Reserve – set by ordinance, at a minimum of 6% of the next year's revenues
- Bond Rainy Day Fund – established by the Commissioners for unanticipated events.

The debt service fund assigned fund balance includes:

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

The general fund assigned fund balance is composed of:

Encumbrances	\$	1,207,456
Miscellaneous revolving fund		1,067,764
Contingency reserve		1,600,000
	\$	<u>3,875,220</u>

When unassigned fund balance is used, it is used for one-time, non-recurring expenses. In May 2021, as part of the approval of the fiscal year 2022 budget, the Board approved to use Fiscal year 2020 unassigned fund balance for operating non-recurring \$3,619,285 and Pay-Go To other funds of \$7,266,193. Additionally, on April 21, 2020, the Board approved \$3,000,000 Supplemental appropriation for COVID-19 related expenses, as of June 30, 2021 \$1,781,290 remains unspent. \$20,818,408 remains unused of the fiscal year 2020 unassigned fund balance; 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.

# COMMISSIONERS OF ST. MARY'S COUNTY

## Notes to the Financial Statements

June 30, 2021

### 7. FUND BALANCES (continued)

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.

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.

**General Fund**  
**Statement of Operating Revenues and Expenditures**

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
<b>Revenues</b>					
Property Taxes	\$ 115,718,458	\$ 113,230,333	\$ 110,200,973	\$ 109,091,603	\$ 107,137,471
Income Taxes	127,908,783	107,335,235	97,443,439	90,410,603	88,167,869
Other Local Taxes	11,916,775	9,366,413	8,927,308	8,441,786	8,231,872
Highway User Revenues	1,856,482	1,552,854	1,674,910	1,187,782	900,948
Licenses & Permits	869,164	700,176	1,547,506	1,533,482	1,654,929
Intergovernmental	23,801,412	10,948,940	6,193,223	7,105,344	9,837,258
Charges for Services	3,885,094	3,067,568	3,365,994	3,023,296	3,895,412
Fines & Forfeitures	19,990	17,909	223,225	376,635	289,646
Other Revenues	2,610,861	1,678,911	2,077,767	1,132,282	527,714
<b>Total Revenues</b>	<u>288,587,019</u>	<u>247,898,339</u>	<u>231,654,345</u>	<u>222,302,813</u>	<u>220,643,119</u>
<b>Expenditures</b>					
General Government	27,877,254	25,840,297	23,672,862	22,039,539	22,324,501
Public Safety	67,426,938	51,374,526	45,633,466	41,447,745	41,428,865
Public Works	11,573,933	9,507,202	10,381,218	12,730,147	9,019,174
Health	3,929,912	3,656,714	2,789,716	3,024,679	7,048,799
Social Services	3,846,926	3,975,321	4,418,434	4,278,970	4,213,410
Primary & Secondary Education	111,930,187	108,833,498	106,264,748	104,290,217	104,704,831
Post-Secondary Education	4,558,686	4,807,300	4,375,137	4,272,365	4,267,365
Parks, Recreation & Culture	4,162,878	4,067,325	4,053,440	3,879,847	3,848,472
Libraries	2,966,364	2,964,146	2,878,050	2,800,572	2,684,574
Conservation of Natural Resources	356,372	361,975	680,202	361,450	533,329
Agriculture	79,474	-	-	-	-
Economic Development & Opportunity	5,197,468	2,551,733	2,463,971	2,773,722	2,118,755
Debt Service	12,505,955	13,059,682	11,635,436	11,228,198	10,012,559
Other, principally OPEB	5,983,277	3,871,540	4,163,946	3,222,191	3,197,456
<b>Total Expenditures</b>	<u>262,395,624</u>	<u>234,871,259</u>	<u>223,410,626</u>	<u>216,349,642</u>	<u>215,402,090</u>
<b>Excess of Revenues Over (Under) Expenditures</b>	26,191,395	13,027,080	8,243,719	5,953,171	5,241,029
<b>Other Financing Sources &amp; Uses</b>					
Exempt Financing Proceeds	924,140	-	-	4,757,943	-
Subsidy to Enterprise Fund	-	-	-	-	-
Capital Projects-General Fund PayGo	(4,680,000)	(12,989,427)	(2,774,891)	(365,518)	2,972,992
Total Other Financing & Uses	(3,755,860)	(12,989,427)	(2,774,891)	4,392,425	2,972,992
<b>Net Increase(Decrease) in Fund Balances</b>	22,435,535	37,653	5,468,828	10,345,596	8,214,021
<b>FUND BALANCE</b>					
Beginning of the year	65,683,283	65,645,630	60,176,802	49,831,206	41,617,185
End of Year	<u>\$ 88,118,818</u>	<u>\$ 65,683,283</u>	<u>\$ 65,645,630</u>	<u>\$ 60,176,802</u>	<u>\$ 49,831,206</u>

**General Fund**  
**Summary of Fund Balance**  
**Fiscal Years Ended June 30**

	Fiscal Year				
	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Fund Balances:					
Non-Spendable	\$ 1,720,180	\$ 2,002,056	\$ 2,091,715	\$ 2,232,100	\$ 2,163,987
Restricted	382,700	301,231	289,194	229,487	292,383
Committed	30,961,769	24,301,718	30,800,334	17,334,227	14,955,021
Assigned	3,875,220	5,593,102	2,118,088	3,879,316	2,025,064
Unassigned	<u>51,178,909</u>	<u>33,485,176</u>	<u>30,346,299</u>	<u>36,501,672</u>	<u>30,394,751</u>
<b>Total Fund Balance</b>	<u>\$ 88,118,778</u>	<u>\$ 65,683,283</u>	<u>\$ 65,645,630</u>	<u>\$ 60,176,802</u>	<u>\$ 49,831,206</u>

Source: St. Mary's County Department of Finance.

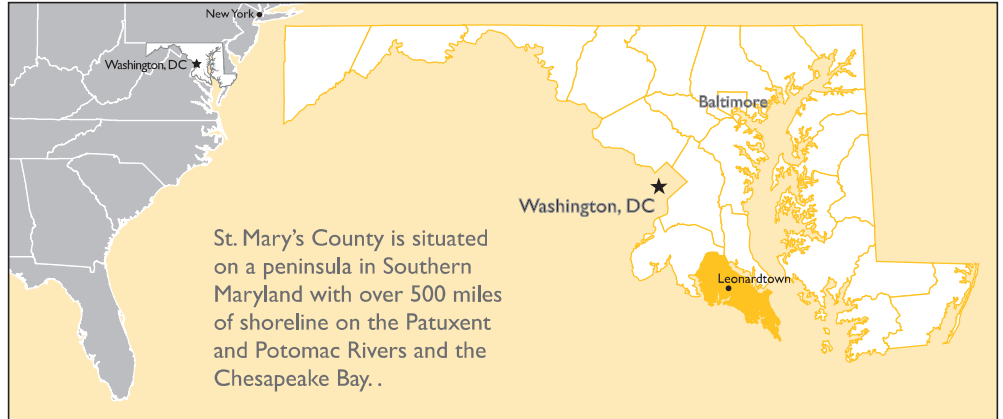
# Brief Economic Facts

## ST. MARY'S COUNTY, MARYLAND

St. Mary's County is a world-class center for research, development, testing and evaluation of aviation and unmanned and autonomous systems (UAS) and the advanced manufacturing and aircraft modification industries. The county has over 200 high-tech aerospace and defense companies, and more aerospace engineers per capita than any place in the country.

With over 500 miles of shoreline, St. Mary's offers high-tech jobs in a coastal setting. The Naval Air Station (NAS) Patuxent River, home to the U.S. Navy's Naval Air Systems Command (NAVAIR) and the Naval Air Warfare Center Aircraft Division (NAWCAD), employs approximately 25,000 military, civilian, and contract personnel.

The AeroPark Innovation District will become a center for innovation and collaboration as the University System of Maryland (USM) expands its footprint and public-private partnerships facilitate development and growth. The new Southern Maryland Autonomous Research and Technology



St. Mary's County is situated on a peninsula in Southern Maryland with over 500 miles of shoreline on the Patuxent and Potomac Rivers and the Chesapeake Bay.

(SMART) Building at USM at Southern Maryland is an \$87-million, 84,000-square foot facility. Private sector industries generate \$4.1 billion in economic output.

The county's location allows for easy access to major metropolitan areas, while offering residents an exceptional quality of life. St. Mary's has one of the youngest populations in Maryland, one of the fastest growing economies, and many outdoor sports and recreational opportunities

### 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
Pittsburg, Pennsylvania	277	446
Richmond, Virginia	95	152
Washington, DC	54	87

### CLIMATE AND GEOGRAPHY<sup>1</sup>

Yearly Precipitation (inches)	46.2
Yearly Snowfall (inches)	14.5
Summer Temperature (°F)	75.3
Winter Temperature (°F)	37.6
Days Below Freezing	81.4
Land Area (square miles)	372.5
Water area (square miles)	37.7
Shoreline (miles)	536
Elevation (ft)	sea level to 192

### POPULATION<sup>2,3</sup>

	St. Mary's County Households	St. Mary's County Population	Southern Maryland*	Maryland
2010	37,600	105,151	335,458	5,773,552
2020	41,675	114,687	372,195	6,055,802
2030**	48,450	127,840	407,360	6,254,500

\*Calvert, Charles, and St. Mary's counties

\*\*Projections

Selected places population (2010): California 11,857; Lexington Park 11,626; Golden Beach 3,796; Leonardtown 2,930; Mechanicsville 1,508; Charlotte Hall 1,420

### POPULATION DISTRIBUTION<sup>2,3</sup> (2019)

Age	Number	Percent
Under 5yrs	7,146	6.4
5 - 19 yrs	23,295	20.7
20 - 44 yrs	37,276	33.2
45 -64 yrs	30,482	27.1
65 and over	14,091	12.5
Total	112,290	100.0
Median Age		36.7 Years

# Brief Economic Facts ST. MARY'S COUNTY, MARYLAND

## LABOR AVAILABILITY<sup>3,4,5</sup> (BY PLACE OF RESIDENCE)

Civilian Labor Force (2019 avg.)	County	Labor Mkt. Area*
Total civilian labor force	57,409	195,995
Employment	55,506	189,302
Unemployment	1,903	6,693
Unemployment rate	3.31%	3.41%

Residents commuting outside the county to work (2015-2019)	Number	Percent
	14,590	26.0%

### Employment in selected occupations (2015-2019)

Occupation	Number	Percent
Management, business, science and arts	25,291	45.8
Service	8,228	14.9
Sales and office	9,829	17.8
Production, transp. and material moving	5,356	9.7

\*St. Mary's, Calvert and Charles counties.

## MAJOR EMPLOYERS<sup>6,7</sup> (2020-2021)

Employer	Product/Service	Employment
Naval Air Station Patuxent River*	Military installation	10,000
MedStar St. Mary's Hospital	Hospital system	1,260
DynCorp International	Aircraft services, logistics	1,020
KBRwyle	Logistics, eng., oper. Mgmt.	700
BAE Systems	Tech. products and services	645
General Dynamics	Defense engineering, IT	600
St. Mary's College of Maryland	Higher education	555
SAIC	Engr. And mgmt. services	515
Engility	Systems engr. and services	500
PAE Applied Technologies	Training, logistics services	500
J.F.Taylor	Systems engr. and services	475
Lockheed Martin	Advanced tech. systems	470
Boeing	Aerospace, engr. Services	450
Northrop Grumman	Aerospace, engr. Services	415
Booz Allen Hamilton	Consulting, analytics	400
CACI	Systems engr. and services	280
Sikorsky	Engineering, logistics	280
Precise System	Engineering, IT, management	250
Smartronix	Engineering, IT	250
MIL	Cybersecurity	245
Spalding Consulting	Financial and IT mgmt.	245
Sabre Systems	Engineering, and IT services	235
McKay's	Grocery and pharmacy	225
AMEWAS	Systems engr. and mgmt.	220

Excludes post offices, state and local governments, national retail and national foodservice; includes higher education

\*Employee counts for federal and military facilities exclude contractors to the extent possible; embedded contractors may be included

## EMPLOYMENT<sup>4</sup> (2020)

Industry	Estab-lishments	Annual Avg. Empl.	Empl. %	Avg. Wkly. Wage
Federal Government	39	10,425	22.57	\$2,231
State Government	11	932	2.02	1,015
Local Government	57	3,719	8.05	1,107
Private Sector	2,089	31,120	67.36	1,229
Natural resources and mining	20	73	0.16	662
Construction	288	1,981	4.29	1,215
Manufacturing	46	598	1.29	1,494
Trade, Transportation, and utilities	433	6,624	14.34	860
Information	15	104	0.23	1,160
Financial activities	150	633	1.37	1,253
Professional and business services	476	12,213	26.44	1,729
Education and health services	246	4,553	9.86	1,168
Leisure and hospitality	238	3,544	7.67	376
Other Services	171	791	1.71	657
<b>Total</b>	<b>2,197</b>	<b>46,197</b>	<b>100.00</b>	<b>1,441</b>

Includes civilian employment only

## HOURLY WAGE RATES<sup>4</sup> (2020)

Selected Occupations	Median	Entry	Skilled
Accountants	\$38.18	\$27.82	\$47.97
Aerospace engineers	\$58.88	\$41.16	\$66.43
Bookkeeping/accounting clerks	\$21.16	\$15.60	\$27.40
Computer hardware engineers	\$59.69	\$41.78	\$68.09
Computer systems analysts	\$42.50	\$30.13	\$51.89
Computer user support specialists	\$24.57	\$18.28	\$29.15
Customer service representatives	\$14.48	\$11.77	\$18.84
Electrical engineers	\$52.64	\$36.27	\$64.75
Electronics engineering technicians	\$64.16	\$46.99	\$70.54
Freight, stock and material movers	\$12.96	\$11.72	\$16.20
Industrial truck operators	\$20.60	\$15.71	\$22.69
Information security analyst	\$44.64	\$29.77	\$55.14
Inspectors, testers, sorters	\$30.42	\$17.95	\$36.93
Machinists	\$33.00	\$24.76	\$35.24
Mechanical Engineers	\$50.75	\$34.68	\$60.57
Network support specialists	\$33.32	\$23.79	\$41.27
Packers and packagers hand	\$14.05	\$11.65	\$16.95
Secretaries	\$19.92	\$14.56	\$24.83
Shipping/receiving clerks	\$19.64	\$13.60	\$24.00
Stock clerks and order fillers	\$12.69	\$11.41	\$16.21
Team assemblers	\$18.58	\$13.18	\$25.29

Wages are an estimate of what workers might expect to receive in Southern Maryland (Calvert, Charles and St. Mary's counties) and may vary by industry, employer and locality



# Brief Economic Facts ST. MARY'S COUNTY, MARYLAND

## SCHOOLS AND COLLEGES<sup>3,8</sup>

### Educational Attainment - age 25 & over (2015-2019)

High school graduate or higher	81.32%
Bachelor's degree or higher	14.43%

### Public Schools

Number: 18 elementary; 4 middle/comb.; 3 high; 1 career/tech; 1 charter

Enrollment: 17,246

Cost per pupil: \$12,710

Students per teacher: 16.2

High school career / tech enrollment: 2,174

High school graduates: 1,211

### Nonpublic Schools Number: 36

### Higher Education (2019)

	Enrollment	Degrees
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#### 2-year institution

College of Southern Maryland*	6,081	1,814
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#### 4-year institutions

St. Mary's College of Maryland	1,511	421
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Johns Hopkins University, University of Maryland College Park, and 7 other institutions offer programs at the University System of Maryland at Southern Maryland. In addition, the Florida Institute of Technology offers coursework at the Frank Knox Center at NAS Patuxent River.

\*Includes four campuses in Calvert, Charles and St. Mary's counties

## TAX RATES<sup>9</sup>

	St. Mary's County	Maryland
<b>Corporate Income Tax (2021)</b>	none	8.25%

Base – federal taxable income

<b>Personal Income Tax (2021)</b>	3.17%	2.0-5.75%
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Base – federal adjusted gross income

\*Graduated rate peaking at 5.75% on taxable income over \$300,000

<b>Sales &amp; Use Tax (2021)</b>	none	6.0%
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Exempt – sales for resale; manufacturer's purchase of raw materials; manufacturing machinery and equipment; purchases of materials and equipment used in R&D and testing of finished products; purchases of computer programs for reproduction or incorporation into another computer program for resale

<b>Real Property Tax (FY 21)</b>	\$0.8478	\$0.1120
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Effective rate per \$100 of assessed value

In an incorporated area, a municipal rate will also apply

<b>Business Personal Prop. Tax (FY 21)</b>	\$2.1195	none
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Rate per \$100 of depreciated value

Exempt – manufacturing, R&D and warehousing inventory (Upon application to the county, a new or expanding firm may be eligible for a tax credit on manufacturing and R&D machinery, equipment, materials and supplies) In an incorporated area, a municipal rate will also apply; municipal exemptions may be available

### Major Tax Credits Available

Enterprise Zone, Job Creation, More Jobs for Marylanders, R&D, New Jobs, Biotechnology and Cybersecurity Investment, A&E District. Local tax Incentives – New and Expanding Business Tax Credit and the Property Tax Challenge

## INCOME<sup>3</sup> (2014-2018)

Distribution	Percent Households		
	St. Mary's Co.	Maryland	U.S.
Under \$25,000	11.3	13.10	19.20
\$25,000 - \$49,999	14.4	17.00	21.20
\$50,000 - \$74,999	14.3	15.30	17.20
\$75,000 - \$99,999	14.4	13.20	12.70
\$100,000 - \$149,999	22.8	19.00	15.10
\$150,000 - \$199,999	12.1	10.50	6.80
\$200,000 and over	10.7	12.70	7.70
Median household	\$89,845	\$84,805	\$62,843
Average household	\$108,493	\$111,417	\$88,607
Per Capita	\$40,354	\$42,122	\$34,103
Total income (millions)	\$4,531	245,697	\$10,699,831

## HOUSING<sup>3,10</sup>

Occupied Units 2015-2019 16,826 (70.30% owner occupied)

### Housing Transactions

Units Sold	2,113
Median Selling Price	\$336,423

\*All multiple listed properties excludes auctions and FSBO

## BUSINESS AND INDUSTRIAL PROPERTY<sup>6</sup>

Industrial parks and office parks offer development-ready land, furnished office space, manufacturing and workshop floors, and more. St. Mary's County is aggressively working to make county-owned land in the AeroPark Innovation District shovel-ready. Fiber-optic lines, public water, sewer, broadband service and natural gas are available in development areas.

The Lexington Park Development District Master Plan calls for mixed-use developments to create a vibrant, walkable downtown environment. Advanced manufacturing, defense technology and defense service companies are clustered in the Lexington Park-California area as well as in the AeroPark Innovation District. Major business parks include: AeroPark Innovation District, Wildewood Technology Park, Lexington Park Corporate Center, Exploration and Expedition Parks, Willows Run, and St. Mary's Industrial Park.

TechPort @ the Airport Technology Incubator, California MD  
Focus on UAS and startups commercializing Navy patents

Market Profile Data (2019)	Low	High	Average
<b>Land – cost per acre</b>			
Industrial	\$12,000	\$471,000	\$156,600
Office/Commercial	\$9,100	\$2,525,600	\$284,500
<b>Rental Rates – per square foot</b>			
Warehouse / Industrial	\$7.52	\$10.15	\$8.37
Flex / R&D / Technology	\$11.05	\$13.28	\$11.82
Class A Office	\$19.45	\$21.22	\$20.18

# 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:** Nearly 60 local and long-distance trucking establishments are located in Southern Maryland

**Water:** Served by the Port of Baltimore, 50' channel; a leading U.S. automobile and break-bulk port; seven public terminals including the state-of-the-art Intermodal Container Transfer Facility; 81 miles from Leonardtown

**Air:** Served by Baltimore/Washington International Thurgood Marshall Airport (BWI), Washington Dulles International Airport and Ronald Reagan Washington National Airport; St. Mary's County Regional Airport ([www.co.saint-marys.md.us/dpw/Airportinfo.asp](http://www.co.saint-marys.md.us/dpw/Airportinfo.asp)) is available for private planes; 4150' runway

## RECREATION AND CULTURE

**Parks:** Five state parks and 22 county parks, two year-round pools, boat ramps, beaches, fishing piers, tennis courts, picnic facilities, playgrounds, a skate park, and a disc golf course

**Recreation and Leisure:** Boating, sailing, fishing, camping, hiking, cycling, paddling trails, golf courses, and three motor sports venues; waterside restaurants and marinas dot the county's miles of shoreline; historic Leonardtown, the county seat, features a variety of shops, galleries, restaurants, a waterfront park and a winery

**Sports and Athletics:** Team sports include soccer, basketball, roller hockey, lacrosse, football, and baseball; sports venues include a gymnastics center, four county recreation centers, and a variety of public parks with sports fields

**Attractions:** St. Clement's Island, site of Maryland's founding; Historic St. Mary's City, Maryland's first capital and one of the nation's premier archaeological and outdoor living history museums; Point Lookout Lighthouse, 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, and Wine Festival For more information, visit [www.VisitStMarysMd.com](http://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 Atlantic Broadband or Comcast; Long distance carriers include AT&T, Sprint, Verizon and others

## GOVERNMENT

**County Seat:** Leonardtown

**Government:** Five commissioners elected for four-year terms; commissioner form of government limits county legislative power to areas authorized by the General Assembly  
James R. Guy, President, Commissioners of St. Mary's County  
301.475.4200, ext. 1350

Rebecca Bolton Bridgett, County Administrator 301.475.4200, ext. 1321

**Website:** [www.stmarysmd.com](http://www.stmarysmd.com)

**County Bond Rating:** AA+ (S&P); Aa1 (Moody's); AA+ (Fitch)

**St. Mary's County Department of Economic Development**

Chris Kaselemis, Director

23115 Leonard Hall Drive P.O. Box 653, Potomac Building  
Leonardtown, Maryland 20650

Telephone: 301.475.4200 x1405

Email: [ded@stmarysmd.com](mailto:ded@stmarysmd.com)

[www.yesstmarysmd.com](http://www.yesstmarysmd.com)

### 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, 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, S22F, 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*  
BARBARA R. THOMPSON, President

*D. Christian Brugman*  
D. CHRISTIAN BRUGMAN, Commissioner

*Paul W. Chesser*  
PAUL W. CHESSER, Commissioner

*Frances P. Egan*  
FRANCES P. EAGAN, Commissioner

*Lawrence D. Jarboe*  
LAWRENCE D. JARBOE, Commissioner

ATTEST:  
*W. Aleck Loker*  
W. ALECK LOKER  
County Administrator

*Charles H. Wade, Jr.*  
CHARLES H. WADE, JR.  
Director of Finance

RECORDING FEE 3.00  
TOTAL 6.00  
Res#SN83 Ref#999999  
EHA NB BIL#1342  
Aug 25, 1995 03:51 PM

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:  
*Douglas S. Durkin*  
DOUGLAS S. DURKIN  
County Attorney

BOOK 0000 PAGE 0523

ST. MARY'S COUNTY  
INVESTMENT POLICY

Adopted: August 22, 1995

BOOK 0009 PAGE 0524  
**ST. MARY'S COUNTY  
INVESTMENT POLICY**

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**ST. MARY'S COUNTY  
INVESTMENT POLICY**

**L 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>
<b>A. <u>Diversification by Instrument</u></b>		
1.	U.S. Treasury Obligations	100%
2.	U.S. Government Agency and U.S. Government-sponsored instrumentalities	50%
3.	Repurchase Agreements (Master Repurchase Agreement required)	100%
4.	Collateralized Certificates of Deposit (Only Maryland Commercial Banks)	40%
5.	Bankers' Acceptances BA's from domestic banks which also include the United States affiliates of large international banks. Short term rating of A1 from Standard and Poor's Corporation and P1 from Moody's Investors Service.	40%
6.	Money Market Mutual Funds Highest rating by at least one recognized rating agency.	100%
<b>B. <u>Diversification of Maturities</u></b>		

In order to meet the objectives of the County's investment activities as listed in Section IV of this policy, the majority of the investments of the County will be on a short term basis. (Less than one year). However, a portfolio can contain investments with longer maturities (up to two years) without jeopardizing adequate safety and liquidity standard of the portfolio and at the same time increasing the overall yield of the portfolio. The investments in long-term maturities will be limited to direct federal government obligations and to securities issued by the U.S. Government agencies. The length of maturity of the security will not exceed two years from the time of the County's purchase.

**IX. BORROWING**

The County may not borrow solely for the purpose of investment and may not invest in a manner inconsistent with the Investment Policy.

**X. COLLATERALIZATION**

A. Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at least 102% of market value of principal and accrued interest.

B. Collateral will always be held by an independent third party with whom the County has a current custodial agreement.

C. Acceptable collateral is specified under Section 6-202 of Title 6 of the State Finance and Procurement Article of the Annotated Code of Maryland. However, the third party trust custodian, who holds the collateral, has the right to reject otherwise acceptable collateral based on their discretion concerning market conditions.

D. The right of collateral substitution is granted, and all associated costs will be paid by the seller. (Financial institution).

**XI. SAFEKEEPING AND CUSTODY**

All security transactions, including collateral for repurchase agreements, entered into by the County shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Director of Finance. All repurchase agreements will be governed by a Master Repurchase Agreement signed by the appropriate officials of the County and the government dealer.

**XII. INTERNAL CONTROLS**

The Director of Finance shall establish a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and investment officers of the County. An audit of the internal controls of the investment operation is part of the annual financial audit conducted by an outside independent audit company.

**XIII. PERFORMANCE STANDARDS**

The County's investment strategy in general is passive. However, the strategy is active under special extenuating circumstances. Given this strategy and taking into account the County's investment risk constraints and cash flow needs, the three month U.S. Treasury Bill yield was selected to gauge the County's investment portfolio performance.

**XIV. REPORTING REQUIREMENTS**

An investment officer shall generate quarterly reports for management purposes. In addition, the County Commissioners will be provided quarterly reports which will include data on investment instruments being held, as well as any narrative necessary for clarification.

**XV. INVESTMENT POLICY ADOPTION**

The Director of Finance may recommend changes in these policies for approval by the County Commissioners at any time as long as the changes are in compliance with the Annotated Code of Maryland. These changes should be written and provided to the County Commissioners of St. Mary's County. Exceptions to these policies may be made by securing the approval of the Director of Finance and documented in writing.

## GLOSSARY

AGENCIES:	Federal agency securities.
BANKERS' ACCEPTANCE (BA):	A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.
BROKER:	A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.
COLLATERAL:	Securities, evidences of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
CERTIFICATE OF DEPOSIT (CD):	A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.
DEALER:	A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.
DELIVERY VERSUS PAYMENT:	There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.
DISCOUNT SECURITIES:	Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury bills.
DIVERSIFICATION:	Dividing investment funds among a variety of securities offering independent returns.
FEDERAL CREDIT AGENCIES:	Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**FEDERAL FUNDS RATE:**

The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):**

Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:**

The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 Regional Banks and about 5,700 commercial banks that are members of the system.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):**

A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

**FEDERAL HOME LOAN BANKS (FHLB):**

The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):**

FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing & Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENT NATIONAL  
MORTGAGE ASSOCIATION  
(GNMA or Ginnie Mae)

Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA, VA or FMHM mortgages. The term pass-throughs is often used to describe Ginnie Mae's.

LIQUIDITY:

A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT  
INVESTMENT POOL (LGIP):

The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE:

The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE  
AGREEMENT:

A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that established each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY:

The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET:

The market in which short-term debt instruments (bills, commercial paper, banker's acceptances, etc.) are issued and traded.

OPEN MARKET OPERATIONS:

Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO:	Collection of securities held by an investor.
PRUDENT PERSON RULE:	An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the State - the so-called legal list. In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.
PRIMARY DEALER:	A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker dealers, banks, and a few unregulated firms.
RATE OF RETURN:	The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.
QUALIFIED PUBLIC DEPOSITORIES:	A financial institution which does not claim exemption from the payment of any sales or compensating use of ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.
REPURCHASE AGREEMENT (Repo or Repos)	A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and terms of the agreement are structured to compensate him for this. Dealers use Repos extensively to finance their positions. Exception: When the Fed is said to be doing Repo, it is lending money, that is, increasing bank reserves.
SAFEKEEPING:	A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

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SECONDARY MARKET:

A market made for the purchase and sale of outstanding issues following the initial distribution.

SEC RULE 15C3-1:

See uniform net capital rule.

SECURITIES & EXCHANGE  
COMMISSION:

Agency created by Congress to protect investors in securities transactions by administering securities legislation.

TREASURY BILLS:

A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND:

Long-term U.S. Treasury securities having initial maturities of more than ten years.

TREASURY NOTES:

Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.

YIELD:

The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

UNIFORM NET CAPITAL RULE:

Securities and Exchange Commission requirement that member firms as non-member broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. **Liquid capital includes cash and assets easily converted into cash.**



RESOLUTION

**PERTAINING TO THE ADOPTION OF A DEBT POLICY**

**WHEREAS**, the Board of County Commissioners of 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

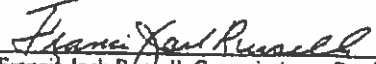
Approval Date: 9/29/09

Effective Date: 9/29/09


ATTEST:


  
\_\_\_\_\_  
John Savich  
County Administrator

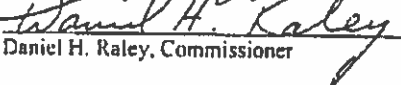
**BOARD OF COUNTY COMMISSIONERS  
FOR ST. MARY'S COUNTY, MARYLAND**

  
\_\_\_\_\_  
Francis Jack Russell, Commissioner President

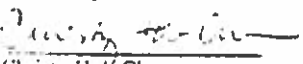
  
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Kenneth R. Dement, Commissioner

  
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Lawrence D. Jarhoe, Commissioner

  
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Thomas A. Mattingly, Sr., Commissioner

  
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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

Page 1 of 4

## 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

LIBER 0030 FOLIO 23

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 2023

**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 with the Commissioners of St. Mary's County on March 29, 2022, a public hearing was held on April 26, pursuant to a notice of a public hearing published in *The Southern Maryland News*, a newspaper of general circulation in St. Mary's County, on April 15, 2022, and April 22, 2022; 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

**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

LIBER 0030 FOLIO 24

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 2023

**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 two hundredths percent (.02) 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)(1) 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 Two and one quarter percent (2.25%), but not more than Three and two-tenths percent, (3.20%), of an individual's Maryland taxable income for the taxable years beginning after December 31, 2001; and

**WHEREAS**, Section 10-106(a)(2) of the *Tax-General Article* of the *Annotated Code of Maryland*, and Section 267-16 of the *Code of St. Mary's County, Maryland*, provide that the County income tax continue until the County changes the rate by ordinance or resolution; and

**Energy and Fuel Tax Rate Levy Authority**

**WHEREAS**, Section 20-606 of the *Local Government Article* of the *Annotated Code of 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) of the *Code of St. Mary's County* 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



LIBER 0030 FEB 02 5

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 2023

forth in that sub-section of the ordinance; and

Special District Tax Rate Levy Authority

**WHEREAS**, the Commissioners of St. Mary's County are empowered by virtue of Sections 21-301 through 21-305 of the *Local Government Article* of the *Annotated Code of Maryland*, to establish, create, repair, and maintain shore erosion control districts; and

**WHEREAS**, the Commissioners of St. Mary's County are authorized to act as a District Council pursuant to Section 21-305 of the *Local Government Article* of the *Annotated Code of Maryland* and Section 8-705 of the *Natural Resources Article* of the *Annotated Code of Maryland* for the Special Districts created as Shore Erosion, Erosion Control Districts and/or Waterway Improvement Districts; and

**WHEREAS**, pursuant to Section 109-2(C) and (D) of the *Code of St. Mary's County, Maryland*, the Commissioners of St. Mary's County are empowered to construct and improve private roads and drainage incident thereto and to impose an annual benefit assessment for said construction and/or improvement after the approval of a petition of a majority of the property owners whose property benefits from said improvements; and

**WHEREAS**, the Commissioners of St. Mary's County, acting as District Council, shall certify the amount of each assessment to the Treasurer of St. Mary's County, Maryland on or before May 1 of each year for debt service on the capital construction costs, utilizing a uniform assessment method whereby each property within the district, as defined above, shall pay an 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

**WHEREAS**, pursuant to §13-403(b)(3) of the *Local Government Article of the Annotated Code of Maryland* the Commissioners of St. Mary's County adopted an ordinance that sets an Environmental and Solid Waste Service Fee amount;

LIGER 0030 FOLIO 026

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 2023

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, 2022, as follows:

Fire Tax Rates:		<u>Real</u>	<u>Personal/Other</u>
	Election District 1	\$0.036	\$0.09
	Election District 2	\$0.056	\$0.14
	Election District 3	\$0.024	\$0.06
	Election District 5	\$0.046	\$0.115
	Election District 6	\$0.044	\$0.11
	Election District 7	\$0.056	\$0.14
	Election District 8	\$0.050	\$0.125
	Election District 9	\$0.056	\$0.14; and

The Rescue Squad component of the Emergency Services Tax is hereby assessed on every \$100.00 of assessed valuation of all real and personal property, effective July 1, 2022, as follows:

Rescue Squad Tax Rates:		<u>Real</u>	<u>Personal/Other</u>
	Election District 1	\$0.011	\$0.0275
	Election District 2	\$0.017	\$0.0425
	Election District 3	\$0.009	\$0.0225
	Election District 5	\$0.020	\$0.0500
	Election District 6	\$0.014	\$0.0350
	Election District 7	\$0.030	\$0.0750
	Election District 8	\$0.023	\$0.0575
	Election District 9	\$0.017	\$0.0425; and

LIBER 3030 FOLIO 27

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 2023

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 six cents (\$0.06) on every \$100.00 of assessed valuation of all personal property, effective July 1, 2022.

**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 2023, is established at eight thousand four hundred seventy-eight ten thousandths dollars (\$.8478) per one hundred dollars, (\$100.00), of assessed valuation, for real property and two and one thousand one hundred ninety-five thousandths dollars (\$2.1195) per one hundred dollars (\$100.00) of assessed valuation for other property; and

**Section 3. Service Charge for the Semi-Annual Payment of Property Taxes**

The service charge applicable to the optional semiannual payment schedule for State, County, and special taxing district property taxes due on owner-occupied residential property pursuant to Section 10-204.3 of the *Tax-Property Article* of the *Annotated Code of Maryland* is established at two hundredths percent (.02) 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, 2023.

**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 2023 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.
Natural Gas	1.25% of the billed unit charge.

**Section 6. Levy of Special District Tax Rate**

LIBERO 030 FOLIO 028

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 2023

The following Special District tax rates are established for the following districts for Fiscal Year 2023:

SouthHampton Lighting	\$19.76 per lot.
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

**Section 7. Environmental and Solid Waste Fee**

The Environmental Service Fee as of July 1, 2022 is \$98.50.

**Section 8. Development Impact Fee**

The Development Impact fee for Fiscal Year 2023 is set at \$2,175 full fee to be phased in over five years. Fifth year of phase-in by dwelling is: 0 to 1,199 sq. ft. \$1,740; 1,200 to 2,399 sq. ft. \$1,957; and 2,400+ square feet \$2,175.

Those voting aye: 5

Those voting nay: 0

Those abstaining or absent: 0

Adoption Date: May 24, 2022

Effective Date of Ordinance:	July 1, 2022
Effective Date of Emergency Service Tax Rates:	July 1, 2022
Effective Date of Property Tax & Service Charge:	July 1, 2022
Effective Date of Income Tax Rate:	January 1, 2023
Effective Date of Energy and Fuel Tax Rate:	July 1, 2022
Effective Date of Special District Tax Rate:	July 1, 2022
Effective Date of Environmental Service Fee:	July 1, 2022
Effective Date of Impact Fee	July 1, 2022

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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 2023

**ATTEST:**

David Weiskopf  
Interim County Administrator

Approved as to form and legal sufficiency:

Neil A. Murphy  
Deputy County Attorney

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

  
James R. Guy, President  
Eric Colvin, Commissioner  
Michael L. Hewitt, Commissioner  
Todd B. Morgan, Commissioner  
John E. O'Connor, Commissioner

LIBER 0030 FOLIO 12

**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 with the Commissioners of St. Mary's County on March 29, 2022, a public hearing was held on April 26, pursuant to a separate notice of each public hearing published in *The Southern Maryland News*, a newspaper of general circulation in St. Mary's County, on April 15, 2022, and April 22, 2022.

**NOW, THEREFORE, BE IT ORDAINED** by the Commissioners of St. Mary's County, that the operating budget for fiscal year 2023 ("FY2023") is hereby adopted as set forth in the St. Mary's County Approved Budget for Fiscal Year 2023, 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, 2022 (FY2023) as follows:

**SECTION 1. OPERATING APPROPRIATIONS**

County Departments

County Commissioners/County Administrator	\$1,450,842
Aging & Human Services	5,861,273
County Attorney	1,269,389
Department of Economic Development	4,810,977
Department of Finance	2,405,677
Department of Information Technology	7,437,025
Department of Human Resources	2,513,368
Department of Land Use and Growth Management	3,004,782
Department of Public Works & Transportation	25,763,121
Department of Recreation and Parks	5,220,471
Department of Emergency Services	<u>21,412,721</u>
 Total County Departments	 <u>\$81,149,646</u>

Elected Officials

LIGER 0030 FOLIO 013

Circuit Court	\$2,157,494
Orphan's Court	64,754
Office of the Sheriff	58,956,164
Office of the State's Attorney	5,313,541
County Treasurer	<u>512,190</u>
<b>Total Elected Officials</b>	<b><u>\$67,004,143</u></b>
<b>State Agencies and Independent Boards</b>	
Department of Health	\$3,198,052
Department of Agriculture	102,000
Department of Social Services	497,819
Alcohol Beverages Board	459,984
Board of Elections	2,223,296
University of Maryland Extension Service	280,786
Ethics Commission	833
Forest Conservation Board	2,500
Soil Conservation District	108,078
Resource Conservation & Development	15,300
Tri-County Community Action Committee	35,000
Tri-County Council	125,000
Tri-County Youth Services Bureau	143,600
SDAT – Leonardtown Office	452,580
Southern Maryland Higher Education Center	40,000
Board of Education	121,524,907
College of Southern Maryland	4,758,945
Board of Library Trustees	<u>3,310,048</u>
<b>Total State Agencies and Independent Boards</b>	<b><u>\$137,279,398</u></b>
<b>Other Government Budget Costs</b>	
Appropriation Reserve	\$2,500,000
Leonardtown Tax Rebate	70,929
Employer Contributions - Unemployment	25,000
Bank Fees	46,000
Debt Service	<u>13,267,798</u>
<b>Total Other Government Budget Costs</b>	<b><u>\$15,909,727</u></b>

LIBER 0030 FOLIO 14

Transfers & Reserves	Reserve – CIP Pay-Go	\$22,586,905
	Reserve - Bond Rating	400,000
	Reserve – Emergency	<u>500,000</u>
	Total Transfers & Reserves	<u>\$23,486,905</u>
	<b>TOTAL GENERAL FUND</b>	<b><u>\$324,829,819</u></b>

Enterprise and Special Revenue Funds		
	Recreation and Parks Activities Fund	\$5,185,790
	Wicomico Shores Golf Fund	1,616,733
	Solid Waste & Recycling	5,849,125
	Miscellaneous Revolving Fund	656,966
	Special Assessment Fund	48,694
	Emergency Services Support Fund	6,836,318
	Emergency Services Billing Fund	<u>5,236,112</u>
	<b>TOTAL ENTERPRISE &amp; SPECIAL REVENUE FUNDS</b>	<b><u>\$25,429,738</u></b>

**SECTION 2. CAPITAL IMPROVEMENTS FUND APPROPRIATIONS**

Public Facilities		
	Airport Improvements	\$695,057
	Animal Shelter New Building	100,000
	Building Maintenance & Repairs – Critical	418,000
	Building Maintenance & Repairs - Programmatic	400,000
	Buses and Bus Facility	85,000
	Emergency Communication Center Expansion	1,634,950
	Parking & Site Improvements	60,000
	Public Administration Enterprise Software Upgrade	54,000
	Sheriff's Headquarters Facility	<u>710,925</u>
	Total Public Facilities	<u>\$4,157,932</u>



LIBER 0030 FOLIO 15

Highways	County Bridge Replacement & Repair	\$400,000
	Culvert Replacement & Repair	500,000
	FDR Boulevard Extended (MD 4 to Pegg Rd)	12,776,000
	Mattapan Road Improvement	450,000
	Neighborhood Drainage Improvements	882,895
	Retrofit Sidewalk Program	300,000
	Roadway & Safety Improvements	6,700,000
	Side-Path or Bikeways	20,000
	Southampton Neighborhood Revitalization	2,618,200
	Water Quality & Nutrient Removal	<u>380,000</u>
	Total Highways	<u>\$25,027,095</u>
Public Landings	St. Inigoes Boating Facility	\$355,000
	Total Public Landings	<u>\$355,000</u>
Land Conservation	Agricultural Land Preservation Programs	\$3,333,333
	Rural Legacy Program	<u>4,200,000</u>
	Total Land Conservation	<u>\$7,533,333</u>
Recreation and Parks	Central County Park	\$350,000
	Elms Beach Park Improvement	1,156,275
	Park Land and Facility Acquisition	930,000
	Park Planning Grant	25,000
	Recreation Facility & Park Improvements	2,381,600
	Shannon Farm Property	4,243,000
	Snow Hill Park	1,500,000
	St. Clement's Island Museum Renovations	1,891,387
	YMCA Great Mills	<u>581,000</u>
	Total Recreation and Parks	<u>\$13,058,262</u>

LIBER 0030 FOLIO 016

Public Schools	Building Infrastructure – Critical	\$1,167,000
	Building Infrastructure – Programmatic	691,000
	Great Mills High School – Partial Roof Replace	1,500,000
	Green Holly ES Roof/HVAC Systemic Renovation	59,000
	Lettie Marshall Dent ES Modernization	7,274,000
	Mechanicsville ES Limited Renovation	2,862,000
	Piney Point ES HVAC Systemic Renovation	501,000
	Relocatables for Various Sites	385,000
	Town Creek ES HVAC Systemic Renovation	<u>4,276,000</u>
	Total Public Schools	<u>\$18,715,000</u>

TOTAL CAPITAL IMPROVEMENTS FUND \$68,846,622

**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, 2024; June 30, 2025; June 30, 2026; June 30, 2027 and June 30, 2028; is hereby adopted as set forth in the St. Mary's County Approved Budget for Fiscal Year 2023, 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 Abstaining: 0

Adoption Date: May 24, 2022

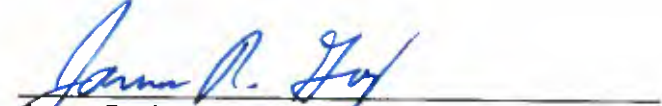
Effective Date: July 1, 2022

LIBER 0 0 0 0 FOLIO 17

ATTEST:

  
David Weiskopf  
Interim County Administrator

COMMISSIONERS OF ST. MARY'S COUNTY

  
James R. Guy, President


  
Eric Colvin, Commissioner

  
Michael L. Hewitt, Commissioner

  
Todd B. Morgan, Commissioner

  
John E. O'Connor, Commissioner

Approved as to form and legal  
sufficiency:

  
Neil A. Murphy  
Deputy County Attorney

John E. O'Connor, Commissioner

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

LIBER0027 FILED057

**ORDINANCE**

**TO AMEND CHAPTER 223 OF THE CODE OF ST. MARY'S COUNTY, MARYLAND, TO PROVIDE FOR AND SET THE SCHEDULE OF FEES**

**WHEREAS**, pursuant to the *Land Use Article* of the *Annotated Code of Maryland*, the Commissioners of St. Mary's County are authorized to adopt a Comprehensive Zoning Ordinance; and

**WHEREAS**, St. Mary's County Comprehensive Zoning Ordinance §22.8 of Chapter 285 of the Code of St. Mary's County, Maryland states that the Commissioners of St. Mary's County may establish a schedule of fees, charges, expenses and fines and a collection and refund procedure for zoning certificates, appeals, violations, and other matters pertaining to the Comprehensive Zoning Ordinance; and

**WHEREAS**, a notice of a public hearing was advertised on April 5, 2019 and April 12, 2019 in *The Enterprise*, a newspaper of general circulation in St. Mary's County, and a public hearing was held on April 23, 2019, to receive public comment and consider the setting of the Schedule of Fees; and

**WHEREAS**, the Commissioners of St. Mary's County find that it is in the best interest of the health, safety and welfare of the citizens of St. Mary's County to set the Schedule of Fees,

**NOW, THEREFORE, BE IT ORDAINED** by the Commissioners of St. Mary's County, pursuant to §22.8 of Chapter 285 of the Code of St. Mary's County, Maryland that:

**SECTION I.** Article III of Chapter 223 of the *Code of St. Mary's County, Maryland*, be repealed and re-enacted to read as follows:

**SCHEDULE OF FEES FOR ST. MARY'S COUNTY**

**FEES**

1. LAND USE AND GROWTH MANAGEMENT (LUGM) AND PUBLIC WORKS AND TRANSPORTATION (DPWT) REVIEW, APPLICATION AND INSPECTION FEES.
  - A. **Minor Subdivision:** 1-7 Lots
 

LUGM TEC & Review Fees	\$ 600 + \$ 60 per lot
DPWT TEC & Review Fees	\$ 150 + \$ 40 per lot
Total	\$ 750 + \$ 100 per lot

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

LIVER 0027 FILED 058

Additional DPWT inspection fees of \$60 per reinspection are charged for all re-inspections. Resubmitted plans that do not address all DPWT comments are subject to an additional charge of 50% of the DPWT review fee.

**B. Major Subdivision:** More than 7 lots

LUGM TEC & Review Fees	\$ 1500 + \$ 70 per lot
DPWT TEC & Review Fees	\$ 400 + \$ 30 per lot
Total	\$ 1900 + \$ 100 per lot

Additional DPWT inspection fees of \$60 per reinspection are charged for all re-inspections. Resubmitted plans that do not address all DPWT comments are subject to an additional charge of 50% of the DPWT review fee. Where submitted plans require outside review due to technical matters beyond the expertise of the staff, the applicant will be charged the consultant's fee plus 5% processing charge.

**C. Major Site Plan:**

LUGM TEC & Review Fee	\$ 1100 per acre of disturbed area
DPWT TEC & Review Fee	\$ 400 per acre of disturbed area
Total	\$ 1500 per acre of disturbed area

**D. Minor Site Plan:**

LUGM Review Fee – Over 500 Square Feet of Development; or	\$ 250
LUGM Review Fee – Under 500 Square Feet of Development	\$ 125
DPWT Review Fee	\$ 125

**E. Boundary Line Adjustment Plat**

LUGM Application & Review Fee	\$ 80
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**F. Confirmatory Plat:**

LUGM Application & Review Fee	\$ 80
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**G. Plat Exempt:**

LUGM Application & Review Fee	\$ 80
FCP/FSD/TDR/Deed/Non-POR	

**H. Review of Resubmission:**

LUGM Re-Submission Review	\$ 25 each after the first
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**I. Review of Recording Documents/  
Plat Package Review:**

LUGM Review Fee	\$ 60 + recording costs
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LINER 0027 FILED 059

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

DPWT 1-10 Lots; or	\$ 30 (if determined applicable)
DPWT more than 10 Lots	\$ 60 (if determined applicable)

**J. Concept Site Plan:**

LUGM Application Fee	\$ 20
LUGM TEC & Review Fee	\$ 760
DPWT TEC & Review Fee	\$ 160
Total	\$ 940

**K. PUD Application:**

LUGM	\$ 10,000
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PUD fee collected will be credited against future charges (TEC & Review Fees) incurred for project which are initiated as part of the PUD. The purpose is to encourage quality development.

**L. Zoning Map or Text Amendment (including Growth Allocation)**

LUGM TEC & Review Fee	\$ 3,000
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The Planning Director may waive the Map Amendment fee for "H" Overlay Districts.

**M. Inspection Fees:**

LUGM Over Lot Grading	\$ 160 per visit
LUGM SWM Engineered Plan	\$ 160 per plan
DPWT Public Works Agreement	3% of construction cost
DPWT Grading Permit	\$ 310 per disturbed acre
DPWT Offsite Entrance Improvement	3% of construction cost

**N. Board of Appeals Action**

Conditional Use	\$ 750
Expansion of Non-Conforming Use	\$ 670
Variance of Zoning Ordinance	\$ 500

**O. Administrative Variance**

LUGM Fee	\$ 500
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**P. Consultant Review Fee for projects other than major subdivisions where**

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

LIBCR0027 PBL0060

submitted plans require outside review

LUGM Fee \*Consultant fee + 5%  
\*Contact LUGM for  
Consultant fee cost

Q. Zoning Permit

LUGM Application Fee \$ 20  
LUGM Environmental Review \$ 30  
LUGM SWM Eng. Plan Review \$ 30  
LUGM Re-Submission Review \$ 25 each after the first

R. BOCC Railroad Right-of-Way

DPWT Railroad ROW Review Fee \$ 500 each per easement

S. Bond Reduction & Re-Inspection Fee

DPWT Grading Permit or Public Works \$ 250 each  
Agreement Bond Reduction & Re-Inspection  
Fee  
DPWT Permit Extension Applicable to all  
permits which have received more than 3 extensions. \$60.00 per renewal

T. Traffic Impact Study Review

DPWT Traffic Impact Study Review Fee \$ 200 per study

U. DPWT Application Fees

Public Works Agreement \$ 100  
Grading Permit \$ 50  
Construction Right-of-Way Permit \$ 25  
Utility Permit \$ 25

V. Critical Area and Forest Conservation

Fees, Bonds and Fines for Violations

Fee in lieu of required plantings in Critical Area \$ 1.50 per square foot  
Bond amount for Critical Area compliance \$ 1.50 per square foot of required planting  
Fine for unauthorized clearing in Critical Area \$ 1.80 per square foot of area cleared  
Fee in lieu of planting in Forest Conservation \$ .30 per square foot of area in PFA  
Fee in lieu of planting in Forest Conservation \$ .36 per square foot of area outside PFA  
Bond amount for Forest Conserv. compliance Cost of afforestation and/or reforestation  
Fine for violation of Forest Conservation \$ 1,000 per day

LIBER0027 PPL0061

Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

W. Certificate of Use & Occupancy Permits

Single Family Dwelling, Townhouse, Duplex	\$ 20 per dwelling unit
Multi-family Dwellings (Apartments, Condos)	\$ 20 + \$ 5 per dwelling unit
Mobile Home/RV Park Pads, Lots, Spaces	\$ 20 per each 10 or less pads, lots, spaces
Hotels, Motels, Inns, Bed & Breakfasts	\$ 20 + \$ 5 per guest room
Commercial, Industrial, Non-Residential	\$ 20 per structure or building
Home Based Business (Home Occupation)	\$ 20
Non-Profit/Religious Organizations	No Fee

X. Coin Operated Amusement Machines

Annual fee for coin operated pool tables	\$ 100 each, due July 1 <sup>st</sup> of each year
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Subject: To Amend Chapter 223 of the Code of St. Mary's County, Maryland, to Provide for and Set the Schedule of Fees

LIBER 0027 FOLIO 062

SECTION II. This Ordinance shall be effective July 1, 2019.

Those voting Aye: 3

Those voting Nay: 2

Those Abstaining: 0

Date of Adoption: 5/21/19

ATTEST:

COMMISSIONERS OF ST. MARY'S COUNTY

Rebecca B. Bridgett  
Rebecca B. Bridgett  
County Administrator

James R. Guy  
James R. Guy, Commissioner President

Eric Colvin  
Eric Colvin, Commissioner

Approved as to form and legal sufficiency:

David A. Weiskopf  
David A. Weiskopf  
County Attorney

- NAY -  
Michael L. Hewitt, Commissioner

Todd B. Morgan  
Todd B. Morgan, Commissioner

- NAY -  
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 meanings indicated:

**CAPITAL BUDGET** - The plan of the county to receive and expend funds for capital projects during the first fiscal year included in the capital program.

**CAPITAL PROGRAM** - The plan of the county to receive and expend funds for capital projects during the fiscal year covered by the capital budget and the next succeeding five (5) fiscal years thereafter.

**CAPITAL PROJECT:**

- (A) Any physical public betterment or improvement and any preliminary studies and surveys relative thereto;
- (B) The acquisition of property of a permanent nature for public use; and
- (C) The purchase of equipment for any public betterment or improvement when first constructed.

**COUNTY GOVERNMENT** - Includes all offices, courts, departments, institutions, corporations, boards, commissions, agencies and their officers, agents and employees who receive or disburse county funds.

**CURRENT EXPENSE BUDGET** - The plan of the county to receive and expend the funds for charges incurred for operation, maintenance, interest, and other charges for the ensuing fiscal year.

**27-3 Submission of lists of proposed projects by county agencies.**

- (A) The county budget shall consist of the current expense budget, the capital budget and capital program and the budget message. It shall represent a complete financial plan for the county reflecting all receipts and disbursements from all sources, including all revenues, all expenditures and the surplus or deficit in the general and all special funds of the county government.
- (B) Annual work programs.
  - (1) When the Board of County Commissioners directs, each office, court, department, institution, board, commission, corporation, or other agency of the county government shall submit to the Chief Financial Officer annual work programs setting forth the nature, volume, cost and other factors concerning the work to be performed and the estimates of the revenues and expenditures of their operations for the ensuing fiscal year. Estimated revenues shall be detailed as to source and estimated expenditures as to function, activity or otherwise, as directed by the Chief Financial Officer.
  - (2) The proposed current expense budget shall contain not less than the following information:
    - (a) A statement of all revenue estimated to be received by the county during the ensuing fiscal year, classified so as to show the receipts by funds and source of income;
    - (b) A statement of debt service requirement for the ensuing fiscal year;
    - (c) A statement of the estimated cash surplus, if any, available for expenditure during the ensuing fiscal year;
    - (d) A statement of the bonded and other indebtedness of the county government and its agencies, including self-liquidating and special taxing district debts;

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

- (e) A detailed statement of the estimated receipts and budget outlays of the current ending fiscal year, listing such budgetary items by function, activity and 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.
- (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 the proposed means of financing them. The capital budget shall include a statement of the receipts anticipated during the ensuing fiscal year from all borrowing and from other sources for capital projects.
- (D) The budget message shall contain supporting summary tables and shall explain the proposed current expense budget and capital program, both in fiscal terms and in terms of work to be done. It shall outline the proposed financial policies of the county for the ensuing fiscal year and describe the important features of the current expense budget. It shall indicate any major changes in financial policies and in expenditures, appropriations and revenues, as compared with the fiscal year currently ending, and shall set forth the reasons for such changes. The message shall also include such other material as the County Commissioners may deem desirable.

**27-4 Deadline for preparation and signing; inspection by public.**

Before April 1 in each year, the county budget shall have been prepared and signed by a majority of the Board of County Commissioners. At least three (3) complete copies shall be open to inspection by the public during regular business hours at the office of the Board of County Commissioners. One (1) copy shall be supplied to each newspaper of general circulation in the county and to each county library.

**27-5 Notice of hearings; hearing dates.**

Upon approval of the proposed county budget, the Budget Officer of the county shall cause to be published in at least one (1) or more newspapers of general circulation published in the county, a notice of the places and times of the public hearings on the proposed budget. The hearings shall be held not less than twenty (20) nor more than forty (40) days after the date of the filing of the proposed budget.

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

**27-6 Revisions after public hearing; adoption of budget.**

After the public hearings specified in the preceding section, the Board of County Commissioners may revise the proposed budget and any part of it by increasing, decreasing, eliminating or adding items. Items may not be consolidated in such a manner as to reduce the detailed statements of the appropriations. The Board of County Commissioners shall further be authorized to revise the schedule of anticipated receipts and estimated rates for general and special taxes. The annual budget and appropriation act shall be adopted by June 1, or if June 1 is a legal holiday, the first day thereafter. The adoption of the budget shall be by the affirmative vote of not less than three (3) members of the Board of County Commissioners.

**27-7 Distribution of copies of budget; levy of taxes.**

- (A) The budget, as adopted, shall be reproduced in sufficient copies for distribution, free of charge, to the press and the head of each office, department, or agency of the county government. Copies of the budget shall likewise be given to any interested person on request. However, in order to discourage waste, the County Commissioners may prescribe a charge for each copy of the adopted budget, but that charge is not to exceed the actual cost of its reproduction.
- (B) The adopted budget shall take effect on the first day of the fiscal year to which it applies.
- (C) When the county budget shall have been finally adopted in the Annual Budget and Appropriation Act, the County Commissioners shall levy and cause to be raised the amount of taxes required by the budget in the manner provided by law so that the budget shall be balanced as to proposed income and expenditures.

**27-8 Transfer of appropriations; unexpended and unencumbered appropriations.**

- (A) Transfers of appropriations between general classifications of expenditures in the current expense budget may be authorized by the County Commissioners.
- (B) Interproject transfers of appropriations between capital projects in the capital budget may be authorized by the County Commissioners.
- (C) These provisions may not be construed to prevent the County Commissioners from providing interfund cash borrowing to meet temporary cash requirements nor to prevent reimbursements among funds to services rendered.
- (D) Unless otherwise provided by public general law, all unexpended and unencumbered appropriations in the current expense budget remaining at the end of the fiscal year shall revert to the county treasury. An appropriation for a capital project in the capital budget does not revert until the purpose for which the appropriation was made has been accomplished or abandoned. However, any capital project shall stand abandoned if three (3) fiscal years elapse without any expenditure from or encumbrance of that appropriation. The balances remaining to the credit of the completed or abandoned capital projects shall be available for appropriation in subsequent capital budgets.

**27-9 Additional or emergency appropriations.**

- (A) During any fiscal year, the County Commissioners, upon the recommendation of the Chief Financial Officer, by ordinance, may make additional, supplementary or emergency appropriations from contingent funds, from revenues received from anticipated sources but in excess of budget estimates therefor or from revenues received from sources not anticipated in the budget for the current fiscal year, provided that the Chief Financial Officer shall first certify, in writing, that such funds are available for such appropriation. A supplemental appropriation may not exceed the amount of the funds so certified.

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

B) To the extent that there are not any available unappropriated revenues to meet such emergency appropriations, the County Commissioners, by ordinance, may authorize the issuance of emergency notes which may be renewed from time to time. However, such notes and renewals shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made. The total of emergency appropriations in any fiscal year shall not exceed one percent (1%) of all appropriations, including those for debt service, made in the budget for such year.

**27-10 Expenditures in excess of amounts appropriated.**

An office, department, institution, board, commission, or other agency of the county government during any fiscal year may not expend, or contract to expend, any money or incur any liability or enter into any contract, which by its terms involves the expenditure of money, for any purpose in excess of the amounts appropriated or allotted for the same general classification of expenditure in the budget for such fiscal year or in any supplemental appropriation as hereinabove provided. A payment may not be made nor any obligation or liability incurred, except for small purchases in an amount less than one hundred dollars (\$100), unless the chief financial officer first certifies that the funds for the designated purpose are available. Any contract, verbal or written, made in violation of this section is null and void.

**27-11 Percentage limitation for certain evidences of indebtedness; exceptions.**

- (A) Unless and until otherwise provided by ordinance of the County Commissioners within the limitations provided by public general law, and subject to Subsection D of this section, the aggregate amount of bonds and other evidences of indebtedness outstanding at any one time may not exceed a total of sum of three and fifteen hundredths (3.15) percent upon the assessable real property in the County other than the operating real property of a public utility and five (5) percent upon the assessable personal property and operating real property of a public utility. 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, and agreements or other evidences of indebtedness executed or guaranteed by the County, payable primarily or exclusively from investment instruments purchased by the County, that are guaranteed to yield proceeds equal to or exceeding the amount of the County's indebtedness, are not subject to or to be included as bonds or evidences of indebtedness in computing or applying the percent limitations above provided.
- (B) All bonds or other evidences of indebtedness issued under the authority of the Sanitary Commission Act shall be subject to the percent limitation set forth in Subsection A of this section. Responsibility for repayment shall remain with the St. Mary's County Metropolitan Commission.
- (C) All bonds or other evidences of indebtedness issued by the County Commissioners for the benefit of the St. Mary's Hospital of the 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.
- (D) An amount equal to at least forty (40) percent of the percent limitation of indebtedness set forth under Subsection A of this section for assessable real property in the County other than the operating real property of a public utility shall be available to the St. Mary's County Metropolitan Commission for all bonds or other evidences of indebtedness of the Commission.

**ST. MARY'S COUNTY**  
**FY2023 FEES CHARGES**

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All fees / charges are subject to change through-out the Fiscal Year.

**ST. MARY'S COUNTY**  
**FY2023 FEES CHARGES**

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All fees / charges are subject to change through-out the Fiscal Year.

**ST. MARY'S COUNTY**  
**FY2023 FEES CHARGES**

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**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30, 2023

<b>GENERAL FUND REVENUES:</b>		
<b>DEPARTMENT OF AGING AND HUMAN SERVICES</b>		
Senior Center Room Rental Rates		Garvey & Northern Rates
Garvey & Northern Senior Activity Centers		
Security Deposit	\$	300.00
Dining/Great Room 1 & 2 (100 Banquet Style)		\$300/3 Hours
Dining Room 2 (25 Banquet Style)	\$	150.00
Activity Room 1 (20 Classroom Style)	\$	150.00
Activity Room 2 (24 Classroom Style)	\$	150.00
Northern Social Room (40 people)	\$	150.00
Northern Great Room - Less than 50 people/4 hr max	\$	150.00
Art Studio (18 Classroom Style)	\$	150.00
Kitchen		Not Available
Required On-Site Building Attendant (Open/Close/Lock-up)		\$15/Hour
Courtesy Station (Lobby, bathrooms, parking lot)		\$50/Hour
Property and Grounds (with/without electric)		\$25/hour
<p>Security Deposit is due at the time of reservation and is refundable (held and returned post-event) based on the condition of the space after the rental. 501c3 rental fees are 50% less; however, must pay the full cost of on-site building attendant. Rentals are available for after-hour times only. Kitchen not available.</p> <p>(All terms are included in contracts and documents emailed to licensee.) Rental fees are for a 3-hour minimal rental time (includes set up and break down time). Rental needs exceeding 3-hour period will be charged an hourly rate for the room above 3 hours (pro-rated).</p>		
<b>ECONOMIC DEVELOPMENT</b>		
<b><u>Agricultural &amp; Seafood</u></b>		
California Farmers Market Fees		
Vendor Fees	\$	40.00
North County Farmers Market		
Yearly Stall Rental	\$	2,000.00
Early Season Stall Rental (January 1 - April 30)	\$	175.00
Prime Season Stall Rental (May 1 - October 31)	\$	1,750.00
Late Season Stall Rental (November 1 - December 31)	\$	200.00
<p align="center">* The Farmers market is moving this year from parking lot of the Charlotte Hall Library to permanent structure located at the North County Farmers Market.</p>		
<b>EMERGENCY SERVICES</b>		
<b><u>Animal Control Division</u></b>		
<p>Regulations and detailed descriptions of violations are located under St. Mary's County Ordinance No 2017-03 and The Code of St. Mary's County Maryland, Chapter 212</p>		
Failure to License (Commercial)		Must appear in court and up to a \$1,000 fine
Animal Care/Cruelty		
Public Nuisance		
Dangerous and/or Vicious		

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30,2023

<b>GENERAL FUND REVENUES:</b>				
<b>EMERGENCY SERVICES continued:</b>				
Animal Fees/Fines	1st Offense	\$	50.00	
	2nd Offense	\$	100.00	
	3rd Offense	\$	250.00	
<b><u>Animal Shelter</u></b>				
	<b>Impound Fee</b>			
	1st Offense	\$	25.00	
	2nd Offense	\$	50.00	
	3rd Offense	\$	100.00	
	Daily Fee	\$	20.00	
	Microchip	\$	15.00	
<b>Animal Adoption</b>				
	Cat Adoption	\$	40.00	
	Dog Adoption	\$	75.00	
	Small Animal	\$	10.00	
	Livestock	\$	15.00	
<b><u>Communications Division</u></b>				
911 Service Fee	Tax charge per subscriber on all switched local exchange services, wireless telephone services or other 911 accessible services		\$0.75 per month	
<b><u>Emergency Services Support</u></b>				
Emergency Services Support	Emergency Services Support Tax	\$	0.024	
<b><u>Emergency Services Billing Fees</u></b>				
Emergency Services Billing	Transport Fee Schedule			
	Paramedic Ambulance Transport Fee	\$	650.00	
	Basic Life Support Transport	\$	425.00	
	Paramedic Ambulance - Emergent Transport Fee			
	Higher level of Critical Care Provided	\$	700.00	
	Ground Mileage	\$	15.00	
	Medicare Transport Fees		Cost	Amount Due from Patient 20%
	Paramedic Ambulance Transport Fee	\$	650.00	\$ 130.00
	Basic Life Support Transport	\$	425.00	\$ 85.00
	Paramedic Ambulance - Emergent Transport Fee			
	Higher level of Critical Care Provided	\$	700.00	\$ 140.00
	Ground Mileage	\$	15.00	\$ 3.00
Established 2021 with initial revenue from CARES funding.				
County Rescue Squads rate increase and funding will reimburse the County for paid coverage.				
Approved MOA's allow County government to conduct EMS transport service billing on their behalf				

## FY2023 FEES AND CHARGES

Approved Fiscal Year  
July 1, 2022 - June 30, 2023

GENERAL FUND REVENUES:		
LAND USE & GROWTH MANAGEMENT		
<u>Administrative Division</u>		
Advertising Fees		Actual cost
<u>Comprehensive Planning Division</u>		
LUGM Environmental Permit Review		\$ 30.00
LUGM Impervious Surface		\$1.20 per square foot
<u>Development Services Division</u>		
Minor Subdivision	1 - 7 Lots > Technical Evaluation Committee (TEC) & Review fee per lot	\$ 600.00 \$ 60.00
Major Subdivision	7+ Lots	\$1,500 + \$70 per lot
Major Site Plan	Per acre of disturbed area	\$ 1,100.00
Minor Site Plan under 144	Review fee for under 500 square feet	\$ 125.00
	Fee for over 500 square feet	\$ 250.00
<u>Development Services Division</u>		
Boundary Line Adjust Plat	Development review application fee	\$ 80.00
	Recording package review fee	\$60 plus recording costs
Confirmatory Plats	Development review application fee	\$ 80.00
	Recording package review fee	\$60 plus recording costs
Plat Exempt by Deed/Plat	Development review application fee	\$ 80.00
	Recording package review fee	\$60 plus recording costs
Re-Review of Submissions	After first review	\$25 each
Review of Recording Doc/P	Development review application fee	\$ 70.00
	Recording package review fee	\$60 plus recording costs
Concept Site Plan Review		\$760 each + \$20 application fee
PUD Application	Will credit against future charges (i.e. Tec Review Charges)	\$ 10,000.00
LUGM Farmsteads Sub 15+	Technical Evaluation Committee fee & Review fee per lot	No cost No cost
<u>Board of Appeals</u>		
LUGM BOA Conditional Use	Per Appeal	\$ 750.00
LUGM BOA Exp NonConform	Per Appeal	\$ 670.00
LUGM BOA Variance of Zoning	Per Appeal	\$ 500.00
<u>Permits Services Division</u>		
Zoning Permit	Application Fee	\$ 20.00
	Electrical Permit	\$ 20.00
	Environmental Review Fee	\$ 30.00
	SWM Engineering Plan Review Fee	\$ 30.00
	Re-Submission Review Fee	\$25 each after the first
Building Permits	Regular Cost (Individual items, i.e. swimming pool, piers, pumps, etc. costs listed when inquiring)	\$0.16 cents per square footage

All fees / charges are subject to change through-out the Fiscal Year.

FY2023 Changes in Bold

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30, 2023

<b>GENERAL FUND REVENUES:</b>		
<b>LAND USE &amp; GROWTH MANAGEMENT continued:</b>		
<u>Inspections &amp; Compliance Division</u>		
Occupancy Permits	Single Family Dwelling, Townhouse, Duplex	\$20 per dwelling unit
	Multi-family Dwelling (Apartments, Condos)	\$20 + \$5 per dwelling unit
	Mobile Home/ RV Park Pads, Lots & Spaces	\$20 per each 10 or less pads, lots, spaces
	Hotels, Motels, Inns, Bed & Breakfasts	\$20 + \$5 per guest room
	Commercial, Industrial, Non-Residential	\$20 per structure or building
	Home Based Business (Home Occupation)	\$ 20.00
	Non-Profit/Religious Organizations	No Fee
Coin Operated Amusement Machine	Annual fee for coin operated pool tables	\$100 each, due July 1st of each year
LUGM Overlot Grading Insp	Per Inspection	\$160 per visit
Stormwater Management Inspections (Engineer Plans)		\$160 per plan
Critical Area Fines	Unauthorized clearing in Critical Area	\$1.80 per sq. ft. of area cleared
	Fine for violation of Forest Conservation	\$1,000 per day
Non-Critical Area Fines		\$ 200.00
Zoning Violations		\$ 200.00
Blight Properties Violations		\$ 1,000.00
<u>Board of Electrical Exam</u>		
Electrical Exam	Per License	\$ 150.00
LUGM Homeowner Elec Exam	Each Exam	\$ 25.00
<u>Zoning Administration</u>		
LUGM Zoning/Text Amendment		\$3,000 each
LUGM Admin Variances	Application	\$ 500.00
<u>Engineering Services Division</u>		
DPW & T GP Inspection Fee		\$310 per disturbed area
Bond Reduction&Reinspection		\$250 each
Permit Extension (Re-Application)		\$60 after 3 extensions
DPW's PWA Inspection Fees		3% of construction costs
DPWT Offsite Ent. Inspect		3% of construction costs
Permit Ext. Fee over 3		\$100 each
Application Construction		\$25 each
Application Fee		\$100 each
App Fee-Grading Permit		\$50 each
Construction Right-of-Way Permit		\$25 each
Permit Transfer Fee		\$100 each
Application Fee - PWA		\$100 each
Concept Site Plan Review		\$160 each
DPW&T Contract Review Fee (Engineering)		Contact LUGM and/or DPWT for Consultant fee cost -

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**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30,2023

<b>GENERAL FUND REVENUES:</b>		
<b>PUBLIC WORKS &amp; TRANSPORTATION:</b>		
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
Re-inspections		\$60 each
	Requiring outside consultant	Consultant fee plus 5% processing
	Resubmitted plans that do not address all DPW&T comments (additional charges)	50% of DWPT Review Fee
BOCC Railroad Right-of-Way		\$500 each per easement
<u>Construction &amp; Inspection Division</u>		
Material Testing		Reimbursement of actual costs from contract
<u>Highways Division</u>		
Application Utility Permit		\$25 each
Traffic Impact Study Review		\$200 per traffic impact study
<u>Non-Public School Bus Transportation Division</u>		
Passenger / Non Public School Bus	Out of County Student Transport Fee	
	Full-Time Student Rider: per year / student	\$ 900.00
	Half-Time Student Rider: per year / student - those students who ride the school bus either in the AM only, PM only or will only ride the school bus for one semester	\$ 450.00
Passenger / Non Public School Bus continued	Part-Time Student Rider: per year / student - those students who ride the bus a total of less than one semester, regardless of the number of days or weeks that ridership is requested	\$ 225.00
<u>Airport</u>		
Airport Charges	Transient Ramp Fee	
	All single piston & twin-engine aircraft	No Fee
	All small turbine aircraft <12,500 lbs*	(1-8 hrs) \$20 / (8-24 Hrs) \$35
	All large turbine aircraft ≥ 12,500 lbs*	(1-8 hrs) \$40 / (8-24 Hrs) \$70
	Transient Ramp Fees Overnight	\$10
	Long term	The lesser of the sum of the overnight fees and the monthly tie-down fee

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**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30,2023

<b>GENERAL FUND REVENUES:</b>		
<b>PUBLIC WORKS &amp; TRANSPORTATION continued:</b>		
Airport Charges continued:	<b>Tie-down Fee - Monthly</b>	
	<b>Grass</b>	\$ 50.00
	<b>Asphalt</b>	\$ 75.00
	<b>Electric</b>	\$ 100.00
	*certified gross weight	
	conditions: -purchase of 100 gallons or more for turbine aircraft - temporary ramp occupancy of less than 1 hr - special events (single day)	
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
<b><u>Vehicle Maintenance / Transportation</u></b>		
Passenger Fares	General Public Pass	
	One-Way Trip	\$ 1.00
	Transfer Fee	\$ 0.50
	All Day	\$ 3.00
	<b>Monthly</b>	\$ 30.00
	Seniors/Medicare Holders/Disabled Pass	
	One-Way	\$ 0.50
	Transfer	\$ 0.25
	All Day	\$ 3.00
	<b>Monthly</b>	\$ 15.00
	Discount & Reduced Tickets	
	Purchased in sheets of 10 tickets:	
	General Public - One Way Trip	\$ 0.85
	General Public - Transfer Fee	\$ 0.50
	Seniors / Pesons with Disabilities/Students with I.D. / Children - all ages / Medicare Card Holder - One Way	\$ 0.50
	Seniors / Pesons with Disabilities/Students with I.D. / Children - all ages / Medicare Card Holder - Transfer	\$ 0.25
	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)	
	<b>One Way Trip (Per Stop)</b>	\$ 2.00
	<b>Round Trip</b>	\$ 4.00
	<b>Additional per stop charge for above</b>	\$ 2.00

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30,2023

<b>SOLID WASTE AND RECYCLING FUND REVENUES:</b>		
Property Taxes - Environmental & Solid Waste Service Fee	Annual Environmental Surcharge	\$ 98.50
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
<b>MISCELLANEOUS REVOLVING FUNDS REVENUES:</b>		
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)
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 Percent intersection capacity used by development= (Critical Lane Volume total - Critical Lane Volume background) / Critical Lane Volume background.
Critical Area Fee-in-Lieu	Fee in lieu of required plantings in Critical Area	\$1.50 per sq. ft.
	Bond for Critical Area compliance	\$1.50 per sq. ft. of req planting
Forest Cons. Fee-in-Lieu	Fee in lieu of planting in Forest Conservation	\$.30 per sq. ft. of area in PFA
	Fee in lieu of planting in Forest Conservation	\$.36 per sq. ft. of area outside PFA
	Bond amount for Forest Conservation compliance	Cost of afforestation and/or reforestation

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30, 2023

**RECREATION & PARKS - WICOMICO SHORES:**

Golf Course

Season Pass Fees

Five (5) Day (Weekdays Only)		
Individual	\$	925.00
Family (2 passes)	\$	1,425.00
Senior (60 and over)	\$	845.00
Senior Family (2 passes)	\$	1,300.00
Seven (7) Day Limited Pass (after 12 pm on weekends/holidays)		
Individual	\$	1,200.00
Family (2 passes)	\$	1,665.00
Senior (60 or over)	\$	1,105.00
Senior Family (2 passes)	\$	1,475.00
Seven (7) Day Unlimited Pass (no restrictions)		
Individual	\$	1,475.00
Family (2 passes)	\$	2,025.00
Senior (60 or over)	\$	1,350.00
Senior Family (2 passes)	\$	1,850.00

Green Fees

18 Hole		
Individuals - Weekdays	\$	30.00
Individuals - Weekends / Holidays	\$	38.00
Seniors (60 and over) - Weekdays	\$	22.00
Seniors - Weekends / Holidays	\$	35.00
9 Hole		
Individuals - Weekdays	\$	16.00
Individuals - Weekends / Holidays	\$	20.00
Seniors (60 and over) - Weekdays	\$	12.00
Seniors - Weekends / Holidays	\$	18.00
"Twilight" Play - Weekdays	\$	16.00
"Twilight" Play - Weekends / Holidays	\$	21.00
Mid Rate		
Weekday - 18 Hole	\$	22.00
10am - Twilight		
Weekday - 9 Hole	\$	12.00
May - September		
Sat., Sun., & Holiday 18 Hole	\$	30.00
Sat., Sun., & Holiday 9 Hole	\$	16.00

Cart Fees

2 Players - 18 Hole	\$	36.00
2 Players - 9 Hole	\$	22.00
1 Player - 18 Hole	\$	18.00
1 Player - 9 Hole	\$	11.00



**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30, 2023

**RECREATION & PARKS - WICOMICO SHORES:**

Golf Course Continued:

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
9 holes	\$	10.00

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 of meetings and special events		\$2,500

The Pro Shop

The Pro Shop has a variety of golf attire, accessories and gift ideas for the golf enthusiast.		
Handicap Fees	\$	35.00

**RECREATION & PARKS ENTERPRISE FUNDS:**

School Age Care Programs

1	Green Holly	Costs same for 1 - 8		
		Before / After MONTHLY		
2	Hollywood Rec Center	One (1) Child	\$	390.00
		Sibling	\$	370.00
3	Leonardtown	Before / After MONTHLY including "Out of School Camp"		
		One (1) Child	\$	425.00
4	Letti Dent	Sibling	\$	385.00
		Before Only MONTHLY		
5	Oakville	One (1) Child	\$	265.00
		Sibling	\$	250.00
6	Duke	After Only MONTHLY		
		One (1) Child	\$	275.00
7	Evergreen	Sibling	\$	260.00
		Teens		
8	Banneker	Drop In - Daily		
		One (1) Teen	\$	290.00
		Sibling	\$	275.00
	All Centers	Drop in Care per session (AM or PM)	\$	20.00
		Registration Fee (per family)	\$	55.00
		Out of School Camps	\$	35.00
		Late Tuition Payment	\$	15.00
		Late Pick-up per minute	\$	1.00
		Credit Card Fee \$10 per family	\$	-
		Returned Check	\$	25.00

Leisure / Special Programs

For Various Classes, Programs, Special Events and Trips - see Recreation & Parks under County website  
Discounts: 100% Disabled Veteran - no charge; 50% Disabled Veteran - 50% Fee Reduction; (does not include the Golf Course, Family Passes, Pavilion Rentals, Waterfront Park Entrance Fees, Facility/Party Rentals & Amusement Park Tickets)

Family Event Registration Fees		\$10-\$50
Bus Trips		\$90 to \$130

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FY2023 Changes in Bold

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30, 2023

<b>RECREATION &amp; PARKS ENTERPRISE FUNDS continued:</b>		<b>Res.</b>		<b>Non-Res.</b>
<u>Special Facilities</u>				
Nicolet Skate Park	Daily Entrance Fee		no cost	
	Season Pass (County)		no cost	
	Season Pass (Non-County)		no cost	
Amusement Park Tickets	Kings Dominion			
	Adult	\$	41.00	\$ 41.00
	Children's Days			
	MRPA Special Days	\$	39.00	\$ 39.00
	Spring / Fall Fun/Summer Fun	\$	39.00	\$ 39.00
	Six Flags of America			
	GAD	\$	46.00	\$ 46.00
	Special Days	\$	36.00	\$ 36.00
	Season Pass			
	Six Flags Great Adventure			
Amusement Park Tickets continued:	Theme / Safari	\$	45.00	\$ 45.00
	Early/Hurricane Harbor	\$	35.00	\$ 35.00
	Dorsey Park			
	Adult	\$	43.00	\$ 43.00
	Child under 48" / Seniors			
	Water Country			
	All Ages	\$	39.00	\$ 39.00
	Child	\$	33.00	\$ 33.00
	Fun Card			
	Busch Gardens			
	GAD	\$	66.00	\$ 66.00
	Children	\$	57.00	\$ 57.00
	Fun Card	\$	74.00	\$ 74.00
	Hershey Park			
	Adult	\$	54.00	\$ 54.00
	Junior (3 - 8)	\$	42.00	\$ 42.00
	Special Days	\$	44.00	\$ 44.00
	Camp Specials - Adult - Groups	\$	38.00	\$ 38.00
	Sesame Place			
	All Ages	\$	58.00	\$ 58.00
	Special Days	\$	48.00	\$ 48.00
	Dutch Wonderland			
	All Ages	\$	38.00	\$ 38.00
	Diggerland USA			
	All Ages	\$	26.00	\$ 26.00
	Sahara Sam's Oasis			
	All Ages	\$	28.00	\$ 28.00
	<i>*Prices are based on 3rd party supplier and could change from year to year</i>			
Special Events	Easter Festival - Egg Hunt	\$	5.00	\$ 5.00
	Easter Festival - Vendor Fees	\$	50.00	\$ 50.00
	Golf Tournament - per team	\$	340.00	\$ 340.00
	<i>*Trip fees can change based on contracted bus rates for gas and mileage</i>			

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30, 2023

<b>RECREATION &amp; PARKS ENTERPRISE FUNDS continued:</b>		<b>Res.</b>		<b>Non-Res.</b>
Summerstock				
	Child Admission	\$	8.00	\$ 8.00
	<b>Child Admission Matinee</b>	\$	<b>6.00</b>	<b>\$ 6.00</b>
	Adult Admission	\$	16.00	\$ 16.00
	<b>Adult Admission Matinee</b>	\$	<b>12.00</b>	<b>\$ 12.00</b>
	Senior Admission	\$	12.00	\$ 12.00
	<b>Senior Admission Matinee</b>	\$	<b>10.00</b>	<b>\$ 10.00</b>
<b><u>SCHOOL AGE CARE AND CAMPS</u></b>				
Hollywood Rec Center (Family Programs)				
	PNO (fee per event)	\$	35.00	\$ 40.00
	OSC (fee per day)	\$	35.00	\$ 40.00
	<b>Family Kickball Series (4 games) per participant</b>	\$	<b>30.00</b>	<b>\$ 35.00</b>
	Mother Son Kickball	\$	45.00	\$ 50.00
	add'l participant	\$	20.00	\$ 25.00
	Father Son Event	\$	45.00	\$ 50.00
	add'l participant	\$	20.00	\$ 25.00
	Mother Daughter Tea	\$	35.00	\$ 40.00
	add'l participant	\$	15.00	\$ 20.00
	Daddy Daughter Dance	\$	50.00	\$ 55.00
	add'l participant	\$	20.00	\$ 25.00
	Mother Son Dance	\$	50.00	\$ 55.00
	add'l participant	\$	20.00	\$ 25.00
	Grandparent Event	\$	20.00	\$ 25.00
	add'l participant	\$	10.00	\$ 15.00
	Family Event	\$	15.00	\$ 20.00
	add'l participant	\$	15.00	\$ 20.00
	Birthday Parties	\$	175.00	\$ 185.00
	add'l participant	\$	10.00	\$ 15.00
	add'l pizza	\$	15.00	\$ 20.00
	soda	\$	3.00	\$ 8.00
	cookie	\$	8.00	\$ 13.00
	Rec-tivity Bag	\$	10.00	\$ 15.00
	Christmas Event-Tiny Elves	\$	25.00	\$ 30.00
	add'l participant	\$	5.00	\$ 10.00
	Christmas Event-Santa's Workshop	\$	30.00	\$ 35.00
Summer Camps				
	Camp Registration Fee (per child)	\$	25.00	\$ 30.00
	Specialized Themed Camps	\$	160.00	\$ 165.00
	STEM Themed Camps	\$	220.00	\$ 225.00
	Teens	\$	240.00	\$ 250.00
	Counselors in Training	\$	390.00	\$ 400.00
	Field Trip Camps	\$	190.00	\$ 195.00
	Tiny Tots	\$	85.00	\$ 90.00
	Extended Care (AM or PM)	\$	25.00	\$ 30.00

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## FY2023 FEES AND CHARGES

Approved Fiscal Year  
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<b>RECREATION &amp; PARKS ENTERPRISE FUNDS continued:</b>		Res.	Non-Res.
<u>SCHOOL AGE CARE AND CAMPS continued:</u>			
Therapeutic Recreation			
Paralympics / Special Olympics	Various Activities and Events	0-\$180 per participant / program	
<i>Class Registration Fees</i>		\$5 to \$250	
	TR Fitness	\$ 20.00	\$ 25.00
	TR Fitness	\$ 30.00	\$ 35.00
	Adapted Gymnastics	\$ 160.00	\$ 165.00
	Adapted Aquatics (Mini Session)	\$ 105.00	\$ 110.00
	Adapted Aquatics (Full Session)	\$ 205.00	\$ 210.00
	TR Yoga	\$ 125.00	\$ 130.00
	Medically Oriented Classes	\$ 20.00	\$ 25.00
	Medically Oriented Classes	\$ 30.00	\$ 35.00
	Kids Night Out	\$ 45.00	\$ 50.00
Therapeutic Recreation Camps			
	NEW HORIZON DAY CAMP	\$ 800.00	\$ 850.00
	CAMP INSPIRE	\$ 640.00	\$ 690.00
	FAMILY PROGRAMS	\$ 50.00	\$ 55.00
Additional Therapeutic Programs / Classes / Events on County website under Recreation & Parks			
<u>Sports Programs</u>			
St. Mary's County Gymnastics Center			
	Membership is required to register for classes & includes various Gymnastics Center Rental for Parties (2 hours):		
	Small Room		
	Member - 12 children	\$ 125.00	
	Non-Member - 12 children	\$ 150.00	
	Large Room		
	Member - 18 children	\$ 175.00	
	Non-Member - 18 children	\$ 200.00	
	Additional children (each) up to 6 additional	\$ 5.00	
	Whole Gym		
	Member - 24 children	\$ 225.00	
	Non-Member - 24 children	\$ 250.00	
	Additional children (each)- up to 8 additional	\$ 5.00	
Gymnastics Classes	Membership	\$ 40.00	\$ 50.00
	Parents and Tots I	\$ 95.00	\$ 100.00
	Parents and Tots II	\$ 95.00	\$ 100.00
	Tumble Tots	\$ 95.00	\$ 100.00
	Tumble Bees	\$ 95.00	\$ 100.00
	Kindergym	\$ 95.00	\$ 100.00
	Kartwheel Kids	\$ 95.00	\$ 100.00
	Beginner Gymnastics	\$ 100.00	\$ 105.00
	Advance Gymnastics	\$ 105.00	\$ 110.00
	Boys Gymnastics	\$ 105.00	\$ 110.00
	Intermediate Gymnastics	\$ 100.00	\$ 105.00
	Cheermasters	\$ 100.00	\$ 105.00

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FY2023 Changes in Bold

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30,2023

<b>RECREATION &amp; PARKS ENTERPRISE FUNDS continued:</b>		<b>Res.</b>		<b>Non-Res.</b>	
<u>Sports Programs continued:</u>					
Gymnastics Classes Continued:	Pre -Team	\$	65.00	\$	75.00
	Level 1	\$	145.00	\$	155.00
	Level 2 & Xcel Silver	\$	188.00	\$	198.00
	Level 3 & Xcel Gold	\$	240.00	\$	250.00
	Level 4 & Xcel Platinum	\$	290.00	\$	300.00
	Level 5 & Xcel Diamond	\$	332.00	\$	342.00
	Level 6	\$	395.00	\$	405.00
	Level 7-10	\$	395.00	\$	405.00
	Team Tryouts	\$	30.00	\$	35.00
	Team Meets: Level 1	\$	55.00	\$	60.00
	Team Meets: Level 2	\$	205.00	\$	205.00
	Team Meets: Level 3-5 Xcel	\$	355.00	\$	355.00
	Team Meets: Optionals	\$	405.00	\$	405.00
Youth Leisure Programs	Animals & Pets	\$	30.00	\$	35.00
	Animals & Pets	\$	160.00	\$	165.00
	Animals & Pets	\$	180.00	\$	185.00
	Animals & Pets	\$	200.00	\$	205.00
	Arts & Crafts	\$	12.00	\$	17.00
	Arts & Crafts	\$	20.00	\$	25.00
	Dance & Drama	\$	50.00	\$	55.00
	Dance & Drama	\$	55.00	\$	60.00
	Dance & Drama	\$	65.00	\$	70.00
	Dance & Drama	\$	100.00	\$	105.00
	Foreign Language	\$	60.00	\$	65.00
	Foreign Language	\$	70.00	\$	75.00
	Physical Fitness Program	\$	24.00	\$	29.00
	Physical Fitness Program	\$	25.00	\$	30.00
	Physical Fitness Program	\$	60.00	\$	65.00
	Physical Fitness Program	\$	115.00	\$	120.00
	Physical Fitness Program	\$	120.00	\$	125.00
	Self-Defense	\$	45.00	\$	50.00
	Self-Defense	\$	60.00	\$	65.00
	Self-Defense	\$	80.00	\$	85.00
	Music	\$	60.00	\$	65.00
Adult Leisure Programs	Craft Classes	\$	12.00	\$	17.00
	Craft Classes	\$	20.00	\$	25.00
	Adult Dance	\$	50.00	\$	55.00
	Adult Dance	\$	55.00	\$	60.00
	Adult Dance	\$	65.00	\$	70.00
	Adult Dance	\$	100.00	\$	105.00
	Special Interests	\$	5.00	\$	10.00
	Special Interests	\$	50.00	\$	55.00
	Special Interests	\$	100.00	\$	105.00
	Special Interests	\$	150.00	\$	155.00
	Special Interests	\$	200.00	\$	205.00
	Fitness	\$	15.00	\$	20.00
	Fitness	\$	25.00	\$	30.00
	Fitness	\$	95.00	\$	100.00
	Fitness	\$	115.00	\$	120.00
	Fitness	\$	120.00	\$	125.00

All fees / charges are subject to change through-out the Fiscal Year.

FY2023 Changes in Bold

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30,2023

<b>RECREATION &amp; PARKS ENTERPRISE FUNDS continued:</b>		<b>Res.</b>		<b>Non-Res.</b>
<b><u>Sports Programs continued:</u></b>				
Karate	<b>Aikido Self-Defence</b>	\$	120.00	\$ 125.00
	Shotokan Karate	\$	65.00	\$ 70.00
	Shorin RYU	\$	65.00	\$ 70.00
	<i>*Fees for leisure classes can vary based on instructor availability and any new contracts</i>			
Tours/Trips	Bus Trips NYC	\$	95.00	\$ 105.00
	Bus Trips Philadelphia	\$	85.00	\$ 95.00
	Bus Trips Ocean City	\$	72.00	\$ 82.00
	Bus Trips TBD	\$	125.00	\$ 135.00
	<i>*Fees can adjust based on bus contracts if gas or mileage rates change</i>			
Regional Park	Adult League Field Rental	\$	45.00	\$ 50.00
	Tournament Field Rental	\$	200.00	\$ 300.00
	Field Rental (Night Games - Adults)	\$	45.00	\$ 65.00
	Field Rental (Night Games - Youth)	\$	35.00	\$ 55.00
	Field Usage (Day/Night)	\$	20.00	\$ 30.00
Chancellors Activity Center	Activity Room #2 (per hour)	\$	30.00	\$ 40.00
	Loffler (per hour)	\$	100.00	\$ 110.00
	Weisman (per hour)	\$	100.00	\$ 110.00
	Senior Lounge (per hour)	\$	40.00	\$ 50.00
	Kitchen	\$	275.00	\$ 325.00
	Teen Lounge (per hour)	\$	40.00	\$ 50.00
	Alcohol Fee	\$	100.00	\$ 115.00
	Hall of Frame	\$	175.00	\$ 200.00
Spray Park	Admission per person	\$	4.00	\$ 5.00
	Season Passes	\$	25.00	\$ 35.00
	Family Season Passes	\$	60.00	\$ 75.00
	Rental Party - 1 hour - 50 people	\$	75.00	\$ 90.00
	Rental Party - 2 hours - 50 people	\$	150.00	\$ 175.00
Waterfront Parks Admissions	*Admission per vehicle - Resident	\$	7.00	N/A
	*Admission per vehicle - Non Resident		N/A	\$ 25.00
	Season Passes One Park - Resident	\$	25.00	N/A
	Season Passes One Park - Non-Resident		N/A	\$ 100.00
	Season Pass Both - Resident	\$	30.00	N/A
	Season Pass Both - Non Resident		N/A	\$ 130.00
	Season Pass Three - Resident	\$	55.00	N/A
	Season Pass Three - Non Resident		N/A	\$ 200.00
	<i>*Myrtle Point, Elms Beach and Snow Hill are all now Waterfront Parks, with the same admission amounts for all 3.</i>			

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30,2023

<b>RECREATION &amp; PARKS ENTERPRISE FUNDS continued:</b>		<b>Res.</b>		<b>Non-Res.</b>	
<b><u>Sports Programs continued:</u></b>					
Parks Support					
	Player Fees	\$	7.00	\$	10.00
	Turf Spring / Fall Rate (4/1 - 11/30)				
	Full Field (Per Hour)	\$	80.00	\$	100.00
	One-Half Field (Per Hour)	\$	50.00	\$	60.00
	Turf Winter Rate (12/1 - 3/31) - Peak				
	Full Field (Per Hour)	\$	140.00	\$	160.00
	One-Half Field (Per Hour)	\$	70.00	\$	80.00
	Turf Winter Rate (12/1 - 3/31) - Non-Peak				
	Full Field (Per Hour)	\$	90.00	\$	110.00
	One-Half Field (Per Hour)	\$	50.00	\$	60.00
	Clinics (Turf Field) - Misc Use				
	Up to 8 People (Per Hour)	\$	30.00	\$	50.00
	9-20 People (Per Hour)	\$	50.00	\$	70.00
	Over 20 People (Per Hour)	\$	80.00	\$	100.00
Pavilion Rentals					
	Pavilion Rental	\$	220.00	\$	245.00
	Pavilion Rental (Small)	\$	170.00	\$	190.00
	Alcohol Fee	\$	100.00	\$	100.00
	See Below: Park Reservation Fees-Non Profit				
	Non Refundable Application Fee	\$	50.00	\$	50.00
	Reservation Fee (Includes trash collection station)	\$	750.00	\$	750.00
	Each additional hourly employee per hour	\$	20.00	\$	20.00
	Each Law Enforcement Deputy per hour	\$	75.00	\$	75.00
	Trash & Picnic Table on Site re-location	\$	100.00	\$	100.00
	See Below: Park Reservation Fees-Commercial				
	Non Refundable Application Fee	\$	50.00	\$	75.00
	Reservation Fee (Includes trash collection station)	\$	800.00	\$	895.00
	Each additional hourly employee	\$	30.00	\$	45.00
	Each Law Enforcement Deputy per hour	\$	75.00	\$	75.00
	Trash & Picnic Table on Site re-location	\$	100.00	\$	100.00
Athletic Field Lighting					
	Field Lighting per hour (2 hr minimum)	\$	25.00	\$	30.00
Great Mills Pool					
	Admission - Adult	\$	8.00	\$	10.00
	Admission - Senior	\$	6.00	\$	8.00
	Admission - Child	\$	6.00	\$	8.00
	Admission - Lap Swimmer	\$	6.00	\$	8.00
	Admission - Last Hour	\$	-	\$	-
	Admission - NonSwimmer	\$	3.00	\$	5.00
	Swim Lessons - Parent & Child	\$	75.00	\$	80.00
	Swim Lessons Preschool	\$	78.00	\$	83.00
	Swim Lessons Learn to Swim	\$	80.00	\$	85.00
	Swim Lessons Adult	\$	85.00	\$	90.00
	Aerobics Drop In	\$	8.00	\$	10.00
	Aerobics Adult Punch Pass - 6	\$	48.00	\$	53.00
	Aerobics Senior Punch Pass - 6	\$	44.00	\$	49.00
	Aerobics Adult Punch Pass - 12	\$	90.00	\$	95.00

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**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30, 2023

<b>RECREATION &amp; PARKS ENTERPRISE FUNDS continued:</b>			
		Res.	Non-Res.
<u>Sports Programs continued:</u>			
Great Mills Pool Continued			
Aerobics Senior Punch Pass - 12	\$	81.00	\$ 86.00
Aerobics Adult Punch Pass - 18	\$	126.00	\$ 131.00
Aerobics Senior Punch Pass - 18	\$	114.00	\$ 119.00
Aerobics Adult Punch Pass - 24	\$	144.00	\$ 149.00
Aerobics Senior Punch Pass - 24	\$	130.00	\$ 135.00
Pass: Lap Swim Punch Pass - 24	\$	96.00	\$ 101.00
Pass: Lap Swim Senior Punch Pass - 24	\$	87.00	\$ 92.00
Pass: Adult Punch Pass - 24	\$	144.00	\$ 158.00
Pass: Senior Punch Pass - 24	\$	130.00	\$ 143.00
Pass: Youth Punch Pass - 24	\$	130.00	\$ 143.00
Pass: HH Annual	\$	425.00	\$ 467.00
Pass: Annual Adult	\$	325.00	\$ 357.00
Pass: Annual #2	\$	293.00	\$ 322.00
Pass: Annual additional child	\$	240.00	\$ 264.00
Pass: Annual Senior	\$	225.00	\$ 247.00
Pass: Annual Senior #2	\$	203.00	\$ 223.00
Pass: Annual Youth	\$	225.00	\$ 247.00
Pass: HH 6 month	\$	255.00	\$ 280.00
Pass: 6 month Adult	\$	260.00	\$ 286.00
Pass: 6 month Adult #2	\$	234.00	\$ 257.00
Pass: 6 month Additional Child	\$	120.00	\$ 132.00
Pass: 6 month Senior	\$	155.00	\$ 170.00
Pass: 6 month Senior #2	\$	140.00	\$ 154.00
Pass: 6 month Youth	\$	155.00	\$ 170.00
Pass: HH Winter Weekend	\$	-	\$ -
Pass: HH Winter Weekday	\$	-	\$ -
Pass: HH Summer Weekend	\$	-	\$ -
Pass: HH Summer Weekday	\$	-	\$ -
Pass: Special Bubble to Bubble	\$	378.00	\$ 415.00
Pass: Special Summer Only	\$	125.00	\$ 137.00
All Access Swim Pass - 30 Punch	\$	150.00	\$ 165.00
Rental: GMAC lane rental/hour	\$	11.00	\$ 15.00
Rental Reservation Fee	\$	60.00	\$ 75.00
Rental: Party small	\$	250.00	\$ 265.00
Rental: Party large	\$	320.00	\$ 335.00
Team: Swim Team Meets	\$	275.00	N/A
Wellness & Aquatics Center (NEW in FY2022)			
Adult Daily Rate	\$	10.00	\$ 12.00
Adult Lap Swim	\$	7.00	\$ 8.00
Adult Lap Swim 24-Punch	\$	87.00	\$ 96.00
Adult 12-Punch Pass	\$	96.00	\$ 120.00
Adult 24-Punch Pass	\$	168.00	\$ 210.00
Adult 1-Month Pass	\$	65.00	\$ 81.00
Adult #2 1-Month Pass	\$	58.00	\$ 72.00
Adult Cardio Only 1-Month Pass	\$	43.00	\$ 48.00
Adult Bi-Annual Pass	\$	351.00	\$ 438.00
Adult #2 Bi-Annual Pass	\$	314.00	\$ 392.00
Adult Cardio Only Bi-Annual Pass	\$	216.00	\$ 259.00
Adult Annual Pass	\$	624.00	\$ 780.00
Adult #2 Annual Pass	\$	557.00	\$ 696.00
Adult Cardio Only Annual Pass	\$	384.00	\$ 460.00
Senior Daily Rate	\$	7.00	\$ 8.00
Senior Lap Swim	\$	6.00	\$ 7.00

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**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30, 2023

<b>RECREATION &amp; PARKS ENTERPRISE FUNDS continued:</b>	Res.	Non-Res.
<u>Sports Programs continued:</u>		
Wellness & Aquatics Center Continued		
Senior Lap Swim 24-Punch	\$ 87.00	\$ 104.00
Senior 12-Punch Pass	\$ 84.00	\$ 100.00
Senior 24-Punch Pass	\$ 116.00	\$ 139.00
Senior 1-Month Pass	\$ 59.00	\$ 73.00
Senior #2 1-Month Pass	\$ 53.00	\$ 65.00
Senior Cardio Only 1-Month Pass	\$ 36.00	\$ 43.00
Senior Bi-Annual Pass	\$ 316.00	\$ 395.00
Senior #2 Bi-Annual Pass	\$ 283.00	\$ 353.00
Senior Cardio Only Bi-Annual Pass	\$ 195.00	\$ 234.00
Senior Annual Pass	\$ 562.00	\$ 702.00
Senior #2 Annual Pass	\$ 502.00	\$ 627.00
Senior Cardio Only Annual Pass	\$ 346.00	\$ 415.00
Youth Daily Rate	\$ 7.00	\$ 8.00
Youth Lap Swim	\$ 6.00	\$ 7.00
Youth Lap Swim 24-Punch	\$ 87.00	\$ 104.00
Youth 12-Punch Pass	\$ 84.00	\$ 100.00
Youth 24-Punch Pass	\$ 116.00	\$ 139.00
Youth Add-On Monthly Pass	\$ 20.00	\$ 20.00
Youth Add-On Bi-Annual Pass	\$ 120.00	\$ 120.00
Youth Add On Annual Pass	\$ 240.00	\$ 240.00
Household Couple + Child Monthly Pass	\$ 143.00	\$ 178.00
Household Couple + Child Bi-Annual Pass	\$ 785.00	\$ 951.00
Household Couple + Child Annual Pass	\$ 1,421.00	\$ 1,716.00
All Access Swim Pass - 30-Punch	\$ 150.00	\$ 165.00
Personal Training 30 minute session	\$ 40.00	\$ 45.00
Personal Training 60 minute session	\$ 60.00	\$ 65.00
Personal Training 30-min, 3-pass	\$ 105.00	\$ 110.00
Personal Training 30-min, 5-pass	\$ 150.00	\$ 155.00
Personal Training 30-min, 10-pass	\$ 250.00	\$ 255.00
Personal Training 60-min, 3-pass	\$ 165.00	\$ 170.00
Personal Training 60-min, 5-pass	\$ 250.00	\$ 255.00
Personal Training 60-min, 10-pass	\$ 450.00	\$ 455.00
Swim Training 30 minute session	\$ 40.00	\$ 45.00
Swim Training 60 minute session	\$ 60.00	\$ 65.00
Swim Training 30-min, 3-pass	\$ 105.00	\$ 110.00
Swim Training 30-min, 5-pass	\$ 150.00	\$ 155.00
Swim Training 30-min, 10-pass	\$ 250.00	\$ 255.00
Swim Training 60-min, 3-pass	\$ 165.00	\$ 170.00
Swim Training 60-min, 5-pass	\$ 250.00	\$ 255.00
Swim Training 60-min, 10-pass	\$ 450.00	\$ 455.00
Lifeguard Training Certification Class	\$ 275.00	\$ 280.00
Lifeguard Training Certification Review Class	\$ 125.00	\$ 130.00
Swim Lessons - Parent & Child	\$ 75.00	\$ 80.00
Swim Lessons - Preschool	\$ 78.00	\$ 80.00
Swim Lessons - Learn to Swim	\$ 80.00	\$ 80.00
Swim Lessons - Adult	\$ 85.00	\$ 80.00
Swim Clinics - Summer Camps	\$ 100.00	\$ 105.00
Swim Clinics - Adult	\$ 85.00	\$ 80.00
Swim Clinics - Beginner	\$ 85.00	\$ 80.00
Swim Clinics - Intermediate	\$ 85.00	\$ 80.00
Swim Clinics - Advanced	\$ 85.00	\$ 80.00
Rentals - Swim Teams (Lane Rental by Hour)	\$ 15.00	\$ 20.00
Rentals - Private Groups (Events)	\$ 370.00	\$ 407.00
Rentals - Party (Small)	\$ 250.00	\$ 275.00
Rentals - Party (Large)	\$ 320.00	\$ 352.00

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FY2023 Changes in Bold

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30,2023

<b>RECREATION &amp; PARKS ENTERPRISE FUNDS continued:</b>		<b>Res.</b>		<b>Non-Res.</b>
<b>Carver Recreation Center</b>				
	Gym Rent 0 - 50 people	\$	75.00	\$ 90.00
	Gym Rent 51- 100 people	\$	85.00	\$ 100.00
	Gym Rent 101 - 200 people	\$	95.00	\$ 110.00
	Gym Rent 201 - 300 people	\$	165.00	\$ 190.00
	Room Rent 30 people or less	\$	35.00	\$ 50.00
	Stage Rent	\$	15.00	\$ 30.00
	Tables and Chairs	\$	30.00	\$ 45.00
<b>Hollywood Recreation Center</b>				
	Gym Rent 0 - 50 people	\$	45.00	\$ 60.00
	Gym Rent 51- 100 people	\$	55.00	\$ 70.00
	Room Rent	\$	35.00	\$ 50.00
	Tables and Chairs	\$	30.00	\$ 45.00
<b>Leonard Hall Recreation Center</b>				
	Gym Rent - UNDER 50	\$	75.00	\$ 90.00
	Gym Rent - 51 -100	\$	95.00	\$ 110.00
<b>Margaret Brent Recreation Center</b>				
	Gym Rental for 24 - under	\$	55.00	\$ 70.00
	Gym Rental for 25 - up	\$	75.00	\$ 90.00
<b>Leonard Hall Recreation Center (Programs)</b>				
	Hockey 6- 7 - Youth	\$	95.00	\$ 100.00
	Soccer - Youth	\$	60.00	\$ 65.00
	Soccer with shirts - Team	\$	575.00	\$ 675.00
	Soccer without shirts - Team	\$	525.00	\$ 625.00
	Field Hockey - Individual	\$	60.00	\$ 65.00
	Lacrosse - Team	\$	650.00	\$ 750.00
	Soccer without shirts - Fall Team	\$	525.00	\$ 625.00
	Soccer with shirts - Fall Team	\$	575.00	\$ 675.00
	Adult Soccer - Fall	\$	95.00	\$ 100.00
	Soccer without shirts - Spring	\$	525.00	\$ 625.00
	Soccer with shirts - Spring	\$	575.00	\$ 675.00
	Indoor - Summer	\$	425.00	\$ 475.00
	MULTISPORT CAMP	\$	-	\$ -
<b>Youth Basketball</b>				
	YOUTH BASKET BALL - Rec League	\$	115.00	\$ 120.00
	BIDDY BASKETBALL - 6-7 years	\$	75.00	\$ 85.00
	BASKETBALL 9-10th Grade	\$	115.00	\$ 120.00
<b>Youth Tennis</b>				
	SUMMER CAMPS	\$	105.00	\$ 110.00
	YOUTH TENNIS	\$	90.00	\$ 95.00
<b>Select Basketball</b>				
	Select Basketball	\$	125.00	\$ 130.00
<b>Adult Kickball</b>				
	Adult Kickball	\$	385.00	\$ 435.00
<b>Track &amp; Field</b>				
	Track & Field - Summer	\$	50.00	\$ 55.00
	Cross Country	\$	50.00	\$ 55.00

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FY2023 Changes in Bold

**FY2023 FEES AND CHARGES**

Approved Fiscal Year  
July 1, 2022 - June 30, 2023

<b>RECREATION &amp; PARKS ENTERPRISE FUNDS continued:</b>			
		Res.	Non-Res.
Men's Basketball			
	MENS BASKETBALL - Adult	\$ 1,100.00	\$ 1,200.00
	MENS BASKETBALL - Over 35	\$ 1,100.00	\$ 1,200.00
	DROP IN WINTER SESSION	\$ 5.00	\$ 7.00
Women's Basketball			
	Team League	\$ 1,200.00	\$ 1,300.00
Adult Volleyball			
	ADULT VOLLEYBALL (with refs)	\$ 525.00	\$ 625.00
	ADULT VOLLEYBALL (without refs)	\$ 425.00	\$ 525.00
	DROP IN WINTER SESSION	\$ 5.00	\$ 7.00
Sports Camps			
	BASEBALL CAMP	\$ 115.00	\$ 120.00
	BASEBALL HITTING CAMP	\$ 80.00	\$ 85.00
	BASEBALL BEFORE & AFTER	\$ 25.00	\$ 30.00
	BASKETBALL CAMP - League	\$ 100.00	\$ 105.00
	BASKETBALL CAMP INSTRUCTION	\$ 80.00	\$ 85.00
	BIDDY BASKETBALL CAMP	\$ 60.00	\$ 65.00
	FIELD HOCKEY CAMP	\$ 120.00	\$ 125.00
	SOCCER CAMP - Beginner	\$ 80.00	\$ 85.00
	SOCCER CAMP - Advanced	\$ 80.00	\$ 85.00
	SOFTBALL CAMP	\$ 80.00	\$ 85.00
	VOLLEYBALL CAMP	\$ 85.00	\$ 90.00
	LACROSSE CAMP	\$ 100.00	\$ 105.00
	BOY LACROSSE CAMP	\$ 110.00	\$ 115.00
	SPECIALIZED SPORTS CAMPS	\$ 100.00	\$ 105.00
Youth Sports Clinics			
	Clinics	\$ 30.00	\$ 35.00
Coaches Clinics			
	Clinics	\$ 5.00	\$ 10.00
Middle School Cheerleading			
	Spirit Team	\$ 95.00	\$ 100.00
	Cheerleading	\$ 175.00	\$ 180.00

St. Mary's County offers numerous opportunities for recreational activities at a variety of Park locations

See St. Mary's County Recreation and Parks (Seasonal Guide published 4 times each year) located on the St. Mary's County Website under Recreation & Parks for Activities and Programs

## 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).
Amortization	The action or process of gradually writing off the initial cost of an asset.
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.
Audit	An official inspection of an individual's or organization's accounts, typically by an independent body.
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.
Balanced Budget	A situation in financial planning or the budgeting process, particularly that of a government, where total revenues are equal to total expenses.
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.

## GLOSSARY

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.
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.
Depreciation	A reduction in the value of an asset with the passage of time, due in particular to wear and tear.
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.

## GLOSSARY

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.
Full-time Equivalent	Is the unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts.
Fund	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.
Fund Balance	The excess of the assets of a fund over its liabilities and reserves. A negative fund balance is sometimes called a deficit.
General Fund	The general operating fund that is used to account for all transactions of a governmental unit which are not accounted for in another fund. Generally, the governmental accounting fund that accounts for the ordinary operations of a governmental unit which are financed from taxes and other general revenues.
General Fund Transfer	In St. Mary's County this refers to the transfer of general fund current revenues from the operating budget to the capital budget to finance certain capital projects in lieu of borrowing funds. Utilizing current revenues instead of long-term financing is often referred to as "pay go".
General Obligation Bonds	Bonds that are secured by the full faith and credit of the issuing body and generally are considered to be payable from taxes and other general revenues.
Governmental Fund	Is a grouping used in accounting for tax-supported activities completed by the government.
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.

## GLOSSARY

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).

## GLOSSARY

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.
Proprietary Fund	Is a grouping used in accounting which accounts for business-like activities conducted by the government.
Reserve	A portion of a fund's assets that is restricted for a specific purpose and not available for appropriation or expenditure.
Revenue	Funds that a government receives as income and represents an increase in net financial resources. These receipts may include tax payments, interest earnings, 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/Independent Boards	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.