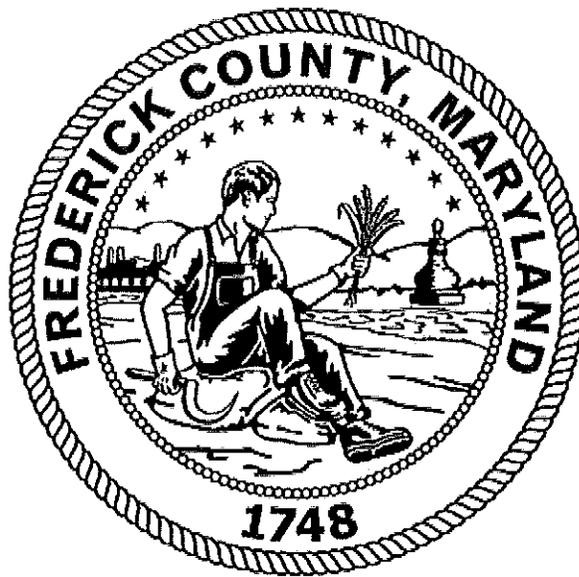


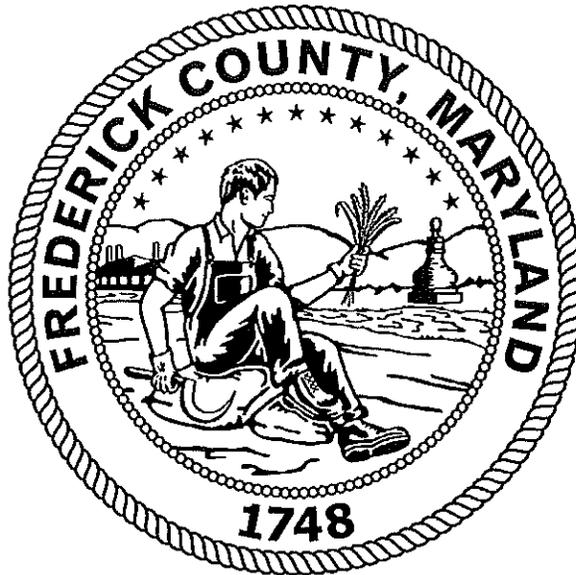
FREDERICK COUNTY, MARYLAND ADOPTED

FISCAL YEAR 2018 OPERATING AND CAPITAL BUDGETS



Jan H. Gardner, County Executive

Frederick County, Maryland
Adopted Operating & Capital Budgets
Fiscal Year 2018
July 1, 2017 – June 30, 2018



Prepared By:

Budget Staff
County Executive's Office

FREDERICK COUNTY, MARYLAND
FISCAL YEAR 2018
ADOPTED OPERATING BUDGETS & CAPITAL BUDGETS

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**FREDERICK COUNTY, MARYLAND
FISCAL YEAR 2017
ADOPTED OPERATING BUDGETS & CAPITAL BUDGETS**

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INTRODUCTION

Frederick County, Maryland
Summary of Elected and Appointed Officials

County Executive

Jan H. Gardner

County Council

Bud Otis, President, At Large
M.C. Keegan-Ayer, Vice President, District 3
Jerry Donald, District 1
Tony Chmelik, District 2
Jessica Fitzwater, District 4
Kirby Delauter, District 5
Billy Shreve, At Large

Sheriff

Charles A. "Chuck" Jenkins

State's Attorney

J. Charles Smith III, Esquire

Administrative Judge of the Circuit Court

Honorable Julie R. Stevenson Solt

Clerk of the Circuit Court

Sandra K. Dalton, Clerk

Appointed Officials

County Executive's Cabinet

Communications Director
Education Liaison
Government Affairs and Policy Director
Special Administrative Director

Vivian D. Laxton
Janice P. Spiegel
Roger A. Wilson
Margaret L. Nusbaum

Chief Administrative Officer
County Attorney

W. Paul Dial
John S. Mathias, Esquire

Animal Control Division Director
Budget Office Director
Citizens Services Division Director
Economic Development Director
Emergency Management Division Director
Finance Division Director
Fire and Rescue Services Division Director
Health Services Division Health Officer
Human Resources Division Director
Interagency Information Technologies Division Director
Internal Audit Division Director
Parks and Recreation Division Director
Planning and Permitting Division Director
Public Works Division Director
Transit Services Division Director
Utilities and Solid Waste Management Division Director
Volunteer Fire and Rescue Services Division Director

Linda A. Shea
Richard P. Harcum
Monica L. Grant
Helen L. Propheter
John E. "Jack" Markey
Lori L. Depies, CPA
Thomas W. Owens
Barbara A. Brookmyer, MD, MPH
Mitchell L. Hose
Thomas A. Dixon
Tricia A. Griffis
Jeremy T. Kortright
Steven C. Horn
Charles F. Nipe
Nancy J. Norris
Kevin L. Demosky
Clarence "Chip" Jewell, III

Component Units

Board of Education

President	Brad W. Young
Vice President	Elizabeth A. Barrett
Member	Michael G. Bunitsky
Member	Colleen E. Cusimano
Member	Kenneth P. Kerr, Ed.D.
Member	April F. Miller, O.D.
Member	M. Joy Schaefer
Student Member	Carter Gipson
Superintendent	Theresa R. Alban, Ph.D.

Frederick Community College Board of Trustees

Chairperson	Myrna R. Whitworth
Vice Chairperson	David F. Buffer
Trustee	Debra S. Borden, Esquire
Trustee	Nick Diaz
Trustee	Gary V. Fearnow
Trustee	Thomas E. Lynch, III, Esquire
Trustee	Roger A. Wilson
President	Elizabeth Burmaster

Frederick County Public Library Board

Chairperson	George J. Laugelli
Vice Chairperson	Candy Greenway
Secretary/Treasurer	Deborah Kiser
Member	Kyle R. Kane, Esquire
Member	Susan L. Manny
Member	Blanca Poteat
Member	Cheryl G. Smith
Public Libraries Director	Darrell L. Batson



April 13, 2017

Fiscal Year 2018 Budget Message

Dear Frederick County Citizens:

I am pleased to present the annual FY18 operating and capital budgets for Frederick County.

With the input of thousands of citizens, I have shaped a fiscally responsible budget that reflects our community values and priorities. The budget provides record funding to ensure top-notch education for our children; an investment in police, fire, corrections and 9-1-1 communications to keep our community safe; and services that create an enviable quality of life in which to live and grow our businesses. The proposed budget plans for our growing senior population, supports a strong and vibrant economy and job creation, and invests wisely and strategically in our future prosperity. The budget ensures that we live within our means, protects taxpayers, and demonstrates good stewardship of limited county dollars.

Open, transparent, and participatory government is fundamental to good government and has been an important part of my administration's approach to governing. This year, to engage the public in defining budget priorities, I conducted an online survey. Over 2,000 participants weighed in with a consistent message that education and public safety were the top two priorities.

The proposed budgets are fiscally responsible and provide a blueprint for moving Frederick County forward in a sustainable manner. County revenues continue to grow, reflecting modest steady growth and a stronger economy. In the past two years, our businesses have added almost 4,400 new jobs, topping 100,000 jobs in the county for the first time; unemployment has fallen below 4%; and economic output or Gross Domestic Product has exceeded \$11 billion.

The county continues to follow conservative budget and debt affordability models. Coupled with our AAA bond rating, we are in excellent financial shape. The budget considers the uncertainty in the federal budget and regional economy. The result is a proposed budget with a modest increase over the current year. Thoughtful choices and fiscal prudence puts us on a path to prosperity.

FINANCIAL HIGHLIGHTS

- The General Fund budget is based on existing tax rates for both property taxes and income taxes. There are no tax rate increases.
- The overall General Fund budget reflects a modest increase of 3.9%. This is in line with surrounding jurisdictions, including the City of Frederick (3.8%).

- Pension and Other Post-Employment Benefits (OPEB) obligations are fully funded at the annual required contribution levels. Frederick County's pension plan is 93% funded (market value of assets) and OPEB is 65% funded (actuarial value). Our pension and retiree health benefits are among the best funded in the state of Maryland.
- The upcoming budget makes progress to restore reserves that were tapped by the prior administration, fulfilling our commitment to the bond rating agencies.
- Tax equity is provided as cash payments to 10 municipalities and as a county property tax reduction in two municipalities. (City of Frederick and Myersville). All the municipalities were provided an increase in formula funding for a total of about \$450,000. The City of Frederick is the largest beneficiary of tax equity and in FY18 the city's equity share will be almost \$8.9 million which is an increase of about \$200,000. Tax equity payments ensure municipal residents that they are not being double taxed or paying for duplicative services.

The budget invests strategically and wisely in education, public safety, people, and services. It affords a high quality of life for Frederick County residents through the provision of services of our libraries, parks, health department, transit, and other county agencies.

BUDGET PRIORITIES

Educational Excellence

Public education must continue to provide the path to opportunity for all students. We know that exceptional public education lifts our students, their families, and our property values, and ensures our long-term economic prosperity. Great schools allow our students to become productive citizens who can compete in a rapidly changing economy.

Frederick County Public Schools

I am very proud to keep my promise and my commitment to public education. Exceptional public education is important to our students and their families, and ensures our long-term economic prosperity by providing a well-trained pipeline of workers.

The budget provides a record amount of funding to education at \$272.3 million including \$3.8 million for mandated Maintenance of Effort (MOE) for enrollment growth and \$10 million above MOE for an almost \$14.0 million increase over the prior year. In working closely with the Board of Education, I am confident that this funding commitment is adequate to achieve the second year phase-in to implement a new sustainable pay scale for all FCPS teachers and staff. It is my intention that this investment in public education will be used to provide the best teachers and staff in our classrooms and to make sure all our children have access to programs, materials, and curriculum they need to be prepared for work or higher education. The elected Board of Education will ultimately determine if this priority remains their top funding choice.

The capital budget provides funding for the school system's requested priority FY18 projects – the construction of Butterfly Ridge Elementary and Sugarloaf Elementary, the design of Rock Creek School and a feasibility study for Waverley Elementary School.

Frederick Community College

Frederick Community College (FCC) plays an important role in lifelong learning and training adults of all ages for the workplace. The proposed budget provides \$700,000 for a 2% salary improvement for all employees. These additional dollars help to keep college affordable by minimizing the need to increase tuition to students.

The capital budget provides for the completion of the renovation and reconfiguration of the Advanced Technology Center at the Monroe Center Campus and the co-location of Frederick County Workforce Services. This project is expected to open in the fall. The budget also funds the renovation of Jefferson Hall in FY18.

Frederick County Public Libraries

I am very proud of our public libraries, our great staff, and all they add to our community's quality of life. The proposed budget provides increased staff to support the larger Walkersville Branch Library, which is expected to open in January of 2018. The budget also provides a small amount of increased funding for materials and expanded hours at the Middletown branch.

The new Myersville branch library is programmed at the time frame requested by town officials with design in FY18 and construction in FY19. The town has donated the site and pledged additional funding to this project since it is a town and community priority.

Safe Communities

One of the fundamental responsibilities of local government is to ensure the safety of its citizens. Frederick County is fortunate to have safe communities as a result of the hard work and dedication of our public safety employees in the Frederick County Sheriff's Office, Frederick County Division of Fire and Rescue Services, 9-1-1 Communications and Emergency Management. The proposed budget reflects the community's value for a safe community.

Sheriff's Office

The proposed budget provides for eight new Correctional Officer positions, reflecting the Sheriff's top budget request. These positions are needed to restore correction officer positions eliminated during the recession, to address mandated staffing levels, and to allow staff to take earned time off. An internal audit staffing review recommended at least six new Correctional Officer positions to meet staffing needs. The budget also includes four new sworn deputy positions to respond to an increase in calls for service, and to ensure effective law enforcement services and citizen protection. These new deputies are needed as the Sheriff's Office picks up more responsibilities from the Maryland State Police and to combat the growing drug (heroin) problem in Frederick County.

The capital budget includes enhanced security at the Law Enforcement Complex and begins to plan for an expanded medical unit at the detention center.

Fire and Rescue Service

The number one priority in the Division of Fire and Rescue is to address and improve staffing levels to meet growing call demand and to provide leave or earned time off for career staff. An internal audit staffing review recommended adding 19 positions to provide for leave/time off and to address overtime. The proposed budget adds 12 positions, which will make progress toward full staffing and should result in overtime savings beginning in FY19. These 12 new positions are in addition to 41 positions added through the federal SAFER grant to restore the 38 firefighter positions eliminated by the prior administration.

The budget also supports an increase in the square footage component of the formula in the volunteer matrix to support our volunteer fire and rescue corporations. The base budget also provides for replacement and additional personal protective equipment, funding for mandated medical screening for career staff (\$65,000), advanced life support supplies including Narcan, and overtime to allow for mandated hazmat training.

The upcoming fiscal year will see the groundbreaking for a new Middletown Fire Station.

Emergency Management

The proposed budget adds eight new positions in 9-1-1 Emergency Communications. An internal audit staffing review recommended 24 new positions. This is the beginning of a three-year solution to increase current capabilities and to staff closer to industry standards. In comparison to other jurisdictions of the same size, like Harford County, we are operating with significantly fewer positions. This speaks to the hard work and dedication of our current staff. The budget makes progress to move us forward toward industry standards and to allow staff working in a high-stress environment the ability to take earned time off. The budget also provides for communications training officer pay and network connectivity to provide integrated text to 9-1-1.

Animal Control

Animal Control's mission is to prevent cruelty, abuse, and neglect of animals in Frederick County. The budget provides for an Assistant Animal Care Supervisor position to assist the Kennel Supervisor in overseeing the existing staff and to help ensure duties are performed properly. Currently, there is one supervisor who oversees all full time employees, well above the National Animal Care & Control Association recommended staffing standards. One person cannot be scheduled or expected to work and supervise staff seven days per week. The budget also adds a Kennel Technician position to provide basic care to all animals that arrive at the shelter. Animal Control also responds to thousands of calls a year for animals at large, bites, and other animal related issues.

Valuing Employees

As the County Executive, I am constantly impressed by our employees' commitment, skill and love for their jobs. I regularly hear good things about our county employees whether they are out on a road crew, working at the landfill, maintaining one of our beautiful parks, or assisting a customer at the library. Customer service is first and foremost.

In this year's budget, I have included a 2% cost-of-living adjustment for all employees. While I would have liked to have provided a greater salary increase, I balanced salary improvements with the need to add staff to reduce overtime, job stress, and allow employees to take earned time off. We will continue to value employees through service awards, the county picnic and the tuition reimbursement program.

In addition, the budget reclassifies about 350 positions affecting employees who work out in the field in front-line critical service positions, primarily in Public Works, Parks & Recreation, Animal Control, Citizens Services, water/sewer, the landfill and some other positions. These employees will see an additional salary improvement.

Education, public safety, and employee salary improvements account for 90% of the new expenditures in the proposed budget.

Supporting Our Seniors

Services for senior citizens were identified as a high priority on the citizen budget survey, ranking right after education and public safety. The senior population in Frederick County, defined as people over the age of 65, is expected to grow twice as fast as the State of Maryland and twice as fast as the country over the next decade. We need to take advantage of the opportunities and life experiences of our active seniors while planning for the "silver tsunami" and the needs of the frail elderly.

The proposed budget makes significant progress to advance key recommendations of our Seniors First plan. This includes continued support for our Meals on Wheels program. A recent survey demonstrated the success of Meals on Wheels, with the vast majority of respondents indicating that the program helped them to be healthier and to stay in their homes.

The budget adds two in-home health aides to allow more seniors to age in place and stay in their homes. Expanded support is also provided to help connect seniors to needed resources and services. It is often difficult for seniors to navigate the complexities of Medicare and Medicaid and find the resources they need.

To keep up with the changing needs of this fast-growing population, and to implement the Seniors First plan, the budget provides mid-year funding to restructure and rethink how we provide services for seniors through the creation of a division created solely to focus on the opportunities and challenges of our growing senior population.

I am proud to report that Frederick County is once again honoring our longstanding mission to take care of our own and keep our promise to seniors. On September 1, 2016, Frederick County settled with Aurora Holdings and retained ownership of Citizens Care and Rehabilitation Center and Montevue Assisted Living facilities. We have successfully transitioned to county ownership, retained Aurora as the operating manager, began admitting new subsidized residents for assisted living at Montevue and delivered quality care in a fiscally sound and sustainable manner. Medicare & Medicaid Services recently awarded Citizens Care & Rehabilitation Center with a five-star rating reflecting a high quality of care.

The financial model that has been put in place for Citizens and Montevue is working. Revenues from the operation of Citizens help to subsidize the care of the indigent elderly at Montevue. So far, with five months of financial data, this model is delivering positive financial balances while providing subsidized care for 29 individuals at Montevue. No general fund monies are being used or budgeted to subsidize the operation of Citizens and Montevue.

Providing Excellent Services

Serving people is what Frederick County does best! The county provides a wide array of services through the Health Department, TransIT, Parks & Recreation and in many other areas. Our county employees do an exceptional job of providing nationally recognized services to the citizens of the county.

Citizens Services

Fulfilling a campaign promise to restore the county's longstanding productive partnership with our non-profit human service agencies, the budget provides a modest increase of \$250,000 to Community Partnership Grants with an additional \$75,000 in one-time funding. This program provides grants to over 20 human service non-profit agencies in the county to provide for basic human needs – like food, housing, medical care, and car repair so people can get to work. A small amount of money has demonstrated a big impact and ultimately saves taxpayers money since more people can be fully productive.

The budget provides a fiscal manager position to Family Partnership to provide support for obtaining and compliance with grants. Family Partnership provides family support, education, and job training primarily to young families to make sure they can break the cycle of poverty and be successful adults, raise healthy children, and gain long-term independence and success.

TransIT

TransIT provides a critical service to get people to their jobs and to take seniors to medical appointments including dialysis. TransIT drivers are dedicated to meeting the needs of riders. A recent customer service survey reflects overall satisfaction with TransIT services at over 94%, with 96% saying drivers are courteous and helpful.

Frederick County TransIT is one area where we get a lot of bang for our local tax dollar. Most of our capital equipment or busses and some of our services are matched with federal or state dollars at 90%. For \$159,000, we can replace four small buses, two minibuses, two hybrid paratransit

vehicles, and three large diesel busses. And even better, for zero county dollars, we are applying for three all-electric busses through a Smart Energy Grant.

Thanks to available state funds, we are adding a new North Frederick Shuttle to provide service to the relocated Department of Social Services building on North Market Street and to the shopping areas on MD 26 from downtown Frederick at no cost to the county.

Parks & Recreation

After a hiatus in park construction, new park development is scheduled to advance utilizing dedicated recordation tax revenue, as restored by the County Council. Our parks are beautifully maintained, connect people to nature and the outdoors, and welcome about 2 million visitors annually.

The capital budget advances the development of the New Othello Regional Park located north of Brunswick, Phase II of the Utica District Park, and the Point of Rocks Commons Park, a passive park located along the Potomac River with an access point to the C & O Canal.

The FY18 operating budget includes \$200,000 to help buy equipment and materials to support maintaining our parks.

Behind the Scenes

Behind the scenes, Interagency Information Technologies, Finance, Human Resources, Planning and Permitting, and other county agencies are working hard to support county services and ensure the day to day operation of county government. We all depend on technology to do our jobs and communicate.

The proposed budget supports our technology network, provides customer service in Planning and Permitting as the county grows, and plans for the future.

Ensuring Our Future

Sustainability

The proposed budget reflects a plan to elevate the Office of Sustainability to go green and save green. By adding a small amount of money to expand grant-funded positions, the Office of Sustainability can return to its mission of implementing the county's Sustainable Action plan, accelerate the implementation of the countywide energy conservation program, and work to implement environmental goals included in Livable Frederick.

Economic Development

It's all about jobs, jobs, jobs! Our Office of Economic Development works to retain existing businesses, helps businesses expand, and aggressively markets Frederick County to prospective businesses that are looking for a new place to grow and prosper. We know that having a job is fundamental to having a high quality of life, and job growth ensures Frederick County's bright future.

To ensure our long-term economic prosperity and leverage our opportunity for job creation, the budget adds a Business Development Technology Specialist and a Business Attraction Specialist to position Frederick County as a destination for new businesses.

The upcoming year will be full of energy at the Cultivation Center as the second business incubator, focused on technology and IT industry sectors, opens at the beginning of 2018. Leveraging technology transfer through a partnership with U.S. Army Medical Research and Materiel Command at Fort Detrick should help grow big ideas into new businesses and more jobs.

Investing in Infrastructure

The infrastructure that we collectively own in Frederick County includes roads, bridges, the solid waste transfer station, libraries, the public safety training facility, senior centers, and water and sewer systems among many others. We often take this infrastructure for granted but we depend on it every day for water from our faucets, to drive to work and to school. Infrastructure plays an important role in our daily lives. A portion of our budget invests in the repair, replacement and maintenance of our infrastructure while at the same time building new schools, roads, libraries and parks to keep up with the population growth in the county.

Public Works

The Division of Public Works maintains approximately 1,300 miles of county roads and over 400 bridges and pipe structures, manages vertical construction, handles County building maintenance, and manages fleet services. This year's operating budget includes \$345,000 funding for basic materials to maintain our roads including road markings, pipes and drainage supplies, imbricated rip-rap to stabilize stream banks and other materials. This expense is largely covered by a modest increase in highway user revenues approved by the state – essentially a slight increase our share of the gas tax.

The capital budget includes funding for the Pavement Management Program for preventive maintenance and pavement reconstruction of some asphalt roads and tar and chip of some of our rural roads. The capital budget also includes the replacement of the bridge on Gas House Pike, several federally funded bridge deck replacements, the completion of the northern section of Boyers Mill Road and the completion of Ijamsville Road Phase II project. Design funds are also included for Gas House Pike from the city limit to Boyers Mill Road.

Utilities and Solid Waste Management

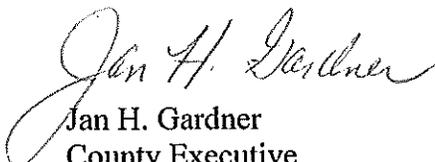
It is important that we maintain our solid waste and water and sewer infrastructure. Repair and replacement of equipment and infrastructure is well-planned and ongoing. These areas operate as self-supporting enterprise funds and are very well managed. The budget provides for capital equipment replacement and major maintenance. One new staff position is proposed for a recycling collections inspector to monitor and oversee the work of our recycling contractor to maintain good customer service.

FISCAL RESPONSIBILITY AND ECONOMIC PROSPERITY

The budget is lean, sensible, balanced and fiscally responsible. The budget shapes our future as defined by community priorities and values. It delivers results – exceptional schools, a safe community, a vibrant economy, and a high quality of life.

Working together, county government provides effective and efficient services and ensures Frederick County remains the best place in the country to live, work, and raise a family. The proposed FY18 budget establishes a blueprint for the future of Frederick County, acknowledging our rich history and ensuring our bright future.

Sincerely,



Jan H. Gardner
County Executive

Budget Process and Calendar

With input from the Chief Administrative Officer, The Budget Director and Budget staff, after meetings with County departments, the Board of Education, Frederick Community College, and Frederick County Libraries, the County Executive proposes an annual budget to the County Council no later than April 15. The County Council shall adopt the "Annual Budget and Appropriations Ordinance of Frederick County", no later than May 31.

September - Budget instructions for the Operating and Capital Improvements Program are released to County departments and Agencies

October - Preliminary Operating Budgets and Base Budget requests are due to the Budget Office
CIP submissions are due to the Budget Office

December - County Executive holds a public hearing to receive proposals to be included in the Budget

January - Additional Budget requests are due from all County departments
CIP Committee meets with County departments and Agencies to discuss requests

February - The County Executive and the Budget Committee begin meeting to review Operating and CIP budget requests
BOE, FCC and Library submit Operating Budget requests

March - The County Executive and Budget Committee meet with County departments and Agencies to Review Budget Requests
The County Executive releases the Draft Budget and holds a public hearing to receive Comments on the Budget requests

April - The County Executive shall publicly submit a Proposed Budget to the Council, along with a Budget message, supporting tables and a financial plan that explains the Proposed Operating Budget, the Capital Budget and the Capital Improvement Program

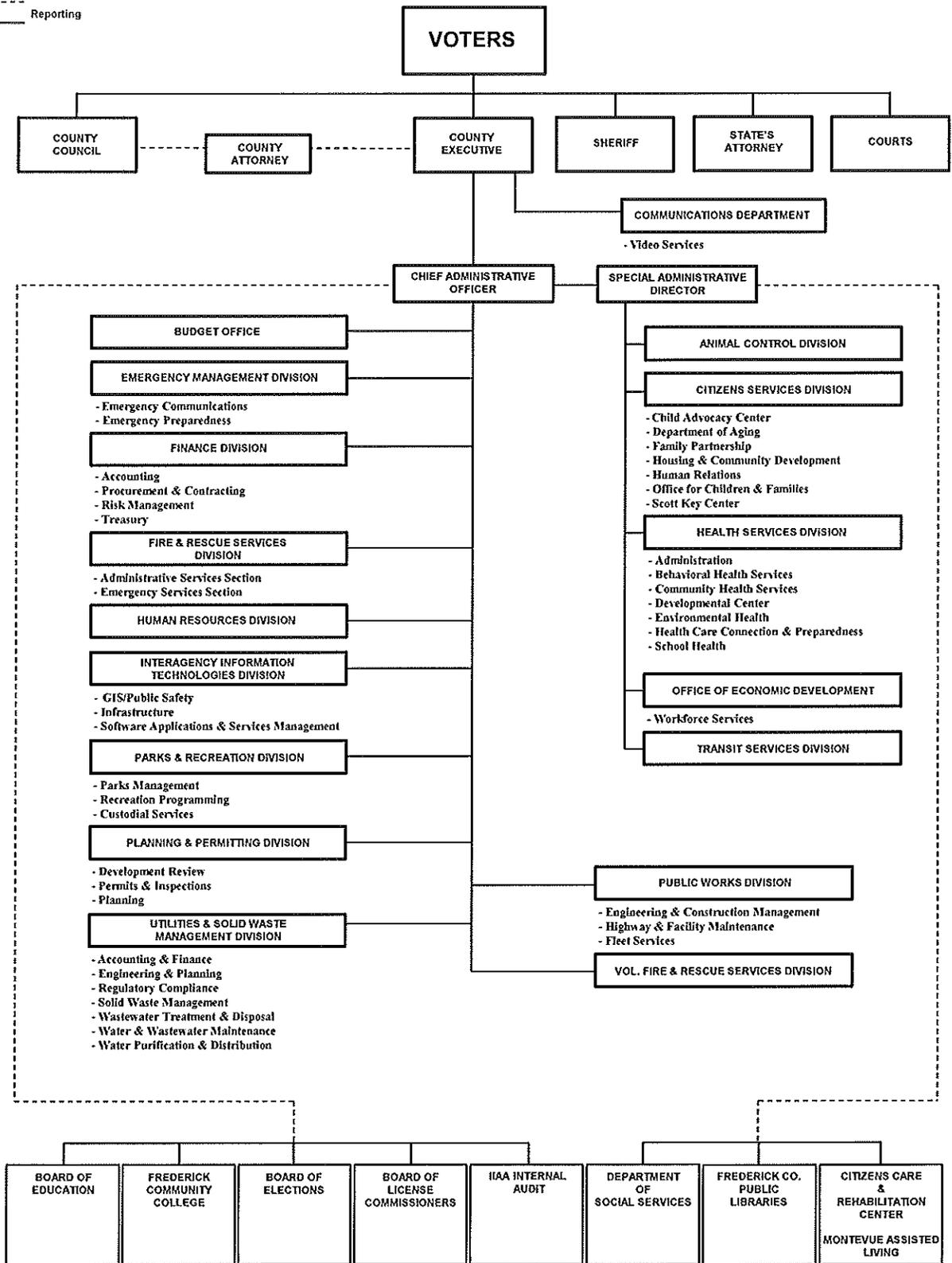
May - The Council shall hold at least one public hearing on the Budget
The Council shall adopt the "Annual Budget and Appropriations Ordinance of Frederick County"

**FREDERICK COUNTY, MARYLAND
TAX RATES
(Per \$100 of Assessed Value)
FISCAL YEAR 2018**

	<u>FY2018 ADOPTED</u>	<u>FY2017 ADOPTED</u>
General Real Property Tax	\$1.0600	\$1.0600
City of Frederick (differential)	\$0.9399	\$0.9374
Town of Myersville (differential)	\$0.9391	\$0.9351
Special Taxing Districts		
Braddock Heights Electric Lighting District	0.0150	0.0150
Libertytown Electric Lighting District	0.0130	0.0130
New Addition Electric Lighting District	0.0170	0.0170
Public Utility Tax	\$2.650	\$2.650
Railroad Public Utility Tax	\$1.0600	\$1.0600
Recordation Tax	\$6.00/\$500 of consideration	\$6.00/\$500 of consideration
General Fund	58.33%	68.33%
School Construction Fund	16.67%	16.67%
Agricultural Preservation Fund	12.50%	10.00%
Parks Acquisition & Development Fund	12.50%	5.00%
Total	<u>100.00%</u>	<u>100.00%</u>
911 Fees	\$0.75/line	\$0.75/line
Income Tax	2.96%	2.96%

FREDERICK COUNTY GOVERNMENT Organization Chart

Key
 - - - - - Coordination
 _____ Reporting





Frederick County, Maryland County Profile

Frederick County, approximately 45 miles from Baltimore and Washington, D.C. is the state’s largest county in land area.

Frederick County was created out of Prince George’s County on June 10, 1748. It is believed the name of the County originated with Frederick, the sixth and final Baron of Baltimore. The County government was administrated by a Levy Court, appointed by an act of the Maryland State Legislature, until December 26, 1851, when the first elected Board of County Commissioners took office.

On Tuesday, November 6, 2012, the Voters of Frederick County Adopted a new form of Government. Charter of Frederick County, Maryland went into effect December 1, 2014. Frederick County Charter Government includes one elected County Executive and seven elected County Council members.

Fiscal Year 2018 Tax Rate per \$100 of Assessed Value	\$1.060	
Form of Government (elected).....	Charter	
Land Area (square miles).....	664	
County Road Mileage.....	1,273 centerline miles	
Real Property Assessed Value (Budget).....	\$28,248,723,546	
County Government Workforce (Budgeted full time equivalent).....	2,235	
Incorporated Municipalities	12	
Brunswick	Middletown	Rosemont
Burkittsville	Mount Airy	Thurmont
Emmitsburg	Myersville	Walkersville
Frederick City	New Market	Woodsboro
Population (estimated July 2016).....	247,591	
Racial/Ethnic Mix (2010 U.S. Census)		
Percentage Black	8.4%	
Percentage White	77.8%	
Percentage Hispanic/Latino	7.3%	
Percentage Asian	3.8%	
Percentage Other.....	2.7%	

County Profile

Public School Enrollment	41,740 (March 2017)
Number of Public Schools	
Elementary Schools	36
Middle Schools	13
High Schools.....	10
Special Schools.....	4
Public Charter (K thru 8).....	3
Public Park Land Acreage	
Parks – acreage	
County.....	2,099
State	12,823
Federal	8,642
Municipal.....	10,777
Water & Sewer	
Frederick County Operated (sewer plants/collection systems).....	12
Number of Residents served (sewer)	90,223
Miles of Sewer Mains.....	377*
Daily Plant Capacity	16,043,000
Water Systems (water plants/distribution systems)	13
Number of Accounts (water)	23,496
Miles of Water Mains.....	321*
Daily Systems Capacity (gallons).....	17,198,000
Agriculture	
Number of Farms	1,308
Acreage.....	181,512
Preserved farmland with easements (September 2016).....	55,016 acres
Land Use	
Agriculture.....	51%
Commercial/Industrial	3%
Residential	10%
Municipal.....	6%
Institutional	1%
Conservation/Water/Parks	26%
Right-of-Way.....	3%

Statistics provided by the County Planning & Permitting Division, County Geographical Information Systems, and State Department of Assessments & Taxation staff. Agriculture information is provided by the US Census of Agriculture.

*Water & Sewer statistics are as of 3/01/2017 except for miles of mains (6/30/2016).

Land Area-County Road Mileage Based on 2012 State Highway Administration Report.

THE EFFECTIVE DATE OF THIS ORDINANCE IS July 1, 2017

ORDINANCE NO. 17-06-001

RE: Annual Budget and Appropriations Ordinance of Frederick County

The County Council of Frederick, County, Maryland, has determined to adopt the Budget for the Fiscal Year (FY) 2018 beginning July 1, 2017, and ending June 30, 2018, as provided in the Frederick County Charter and Frederick County Code, Sections 2-7-46 through 2-7-49. The Budget consists of the FY2018 Operating Budget, the FY2018 Capital Budget, the FY2019-2023 Capital Improvement Program, and the budget message (as these terms are defined in Section 104 of the County Charter).

Duly advertised public hearings on the proposed FY2018 Budget were held on April 18 and April 24, 2017. The public had an opportunity to comment on the proposed FY2018 Budget at these public hearings.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF FREDERICK COUNTY, MARYLAND:

1. FY 2018 Budget Adopted. The Budget for FY2018 as shown on the attached Exhibit A is hereby adopted. Exhibit B identifies the decreases or deletions the County Council made to the FY2018 County Executive Proposed Budget as authorized in the County Charter Section 506.

2. Fund Allocations Authorized. This Ordinance authorizes the Budget Director to make the allocation of adopted budget appropriations specifically to provide funding to the:

- Trust Fund for Employee Pensions
- Trust Fund for Other Post-Employment Benefits

- Trust Fund for Length of Service Awards Program; and,
- Debt Service Fund.

3. Allocations to Internal Service Funds Authorized. This Ordinance hereby authorizes the Budget Director to make an allocation of an appropriation from a Capital Project or a Department to an appropriation for an Internal Services Fund to allow for mass purchasing and administrative efficiency of those goods and services the Internal Service Funds are created to achieve. The Internal Services Funds are: Fleet Services, Voice Services, and Workers Compensation.

4. Appropriations from Capital Projects to Sub-Projects Authorized. This Ordinance hereby authorizes the Budget Director to make an allocation of appropriations from Capital Projects to Sub-Projects to facilitate improved control, reporting and project management.

5. FY2017 Budget Encumbered But Unexpended Appropriations Rolled Over. This Ordinance hereby re-appropriates (rolls over) the encumbered but unexpended appropriations from the FY2017 Budget to the FY2018 Budget. The encumbrance must be recorded in the County's financial system of record by June 30, 2017, and must be expended by June 30, 2018.

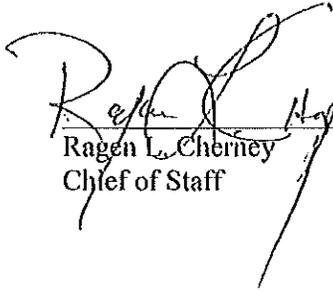
6. Certain Grant Appropriation Increases Authorized. Appropriations for expenditures funded by grants from non-county sources are made contingent on the award of those grant funds. In the event that actually awarded grant funds are up to \$20,000 greater than the appropriation, then the Budget Director is authorized to automatically increase the appropriation based on the actual grant award. Grants not specified and included in the adopted Operating or Capital Budget shall continue to be considered Supplemental Appropriations subject to County Executive and County Council approval as provided in the Charter.

7. Effective Date. This Annual Budget and Appropriations Ordinance of Frederick County shall be effective for Fiscal Year 2018 beginning on July 1, 2017, and ending on June 30, 2018.

The undersigned certifies that this Annual Budget and Appropriations Ordinance of Frederick County was approved and adopted on the 16 day of May, 2017.

ATTEST

COUNTY COUNCIL OF
FREDERICK COUNTY, MARYLAND


Ragen L. Cherney
Chief of Staff

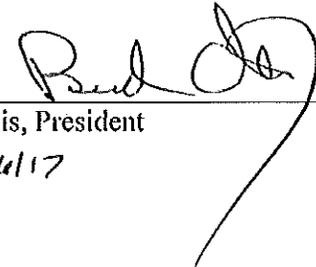
By: 
Bud Otis, President
WL 5/16/17

Exhibit A

**Fiscal 2018 Adopted Budget
Frederick County, Maryland**

I. OPERATING BUDGET APPROPRIATION

A. General Fund Appropriation:	\$ 581,964,259
B. Special Revenue Fund Appropriations:	
B-1. Agricultural Preservation Fund	\$ 13,395,215
B-2. Debt Service Fund	54,770,854
B-3. Economic Development Loan Fund	200
B-4. Electric Lighting Tax Fund	15,200
B-5. Grants Fund	28,770,394
B-6. Hotel Rental Tax Fund	2,509,762
B-7. Housing Initiatives Fund	<u>2,606,950</u>
Special Revenue Fund Total	\$ 102,068,575
C. Enterprise Fund Appropriations:	
C-1. Bell Court Housing Fund	\$ 129,400
C-2. Citizens Care and Rehabilitation Fund	19,407,460
C-3. Montevue Assisted Living Fund	4,662,932
C-4. Solid Waste Fund	24,603,843
C-5. Water and Sewer Fund	<u>44,137,337</u>
Enterprise Fund Total	\$ 92,940,972
FY2018 TOTAL OPERATING BUDGET (A + B + C)	<u>\$ 776,973,806</u>

II. CAPITAL BUDGET APPROPRIATION

D. FY2018 Capital Projects Fund	\$ 169,882,506
E. Special Revenue Fund Appropriations:	
E-1. Parks Acquisition and Development Fund	\$ 80,050
E-2. Impact Fee Fund	33,963,939
E-3. School Construction Fund	<u>5,348,300</u>
Special Revenue Fund Total	\$ 39,392,289
FY2018 TOTAL CAPITAL BUDGET (D + E)	<u>\$ 209,274,795</u>

III. CAPITAL IMPROVEMENT PROGRAM

Approved for Planning Purposes Only

F. FY2018 - FY2023 Capital Improvement Program	\$ 782,631,200
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Exhibit B

**Decreases or Deletions to the Fiscal 2018 Proposed Budget
Frederick County, Maryland**

OPERATING BUDGET

Amendment 11 Decrease County - Non-Departmental	\$ (50,000)
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	\$ (50,000)

CAPITAL BUDGET

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In accordance with Charter Sections 506(a) and 514(c) these decreases or deletions have been set aside in a FY 2018 reserve for permanent public improvements.

OPERATING BUDGETS SUMMARY

FY2018 CONSOLIDATED FUND SUMMARY

	General Fund	Special Revenue Funds	Enterprise Funds	Internal Service Funds	Component Units	Minus Interfund Transfers	Total All Funds
GENERAL GOVERNMENT							
County Executive	1,396,703						1,396,703
Economic Development	1,512,153						1,512,153
Workforce Services	1,226,453	2,309,742				(611,860)	2,924,335
Budget Office	799,273						799,273
Communications	782,098						782,098
Environmental Sustain	219,410						219,410
NPDES	1,539,543						1,539,543
County Council	775,104						775,104
County Attorney	1,459,029						1,459,029
Human Resources	1,275,024						1,275,024
I.I.T.	9,344,404						9,344,404
Financial Administration	5,453,515						5,453,515
Planning & Permitting	6,915,050	13,395,215				(504,837)	19,805,428
Economic Development Loan Fund		200					200
Board of Elections	1,796,706						1,796,706
Liquor License Commission	503,051						503,051
Animal Control	2,054,606						2,054,606
Internal Audit	316,669						316,669
SDAT	876,118						876,118
Transit	2,396,646	10,725,781				(2,292,632)	10,829,795
Sub-total	40,641,555	26,430,938	0	0	0	(3,409,329)	63,663,164
JUDICIAL							
State's Attorney	6,912,472	1,614,438				(609,899)	7,917,011
Courts	1,846,097	760,427				(107,570)	2,498,954
Sub-total	8,758,569	2,374,865	0	0	0	(717,469)	10,415,965
PUBLIC SAFETY							
Sheriff	47,393,850	48,400				(18,284)	47,423,966
Fire & Rescue Services	56,196,166						56,196,166
Emergency Management	8,678,420						8,678,420
Sub-total	112,268,436	48,400	0	0	0	(18,284)	112,298,552
PUBLIC WORKS	28,805,314			17,654,303			46,459,617
PARKS & RECREATION	9,391,981						9,391,981
UTILITIES & SOLID WASTE							
Water & Sewer			44,137,337				44,137,337
Solid Waste Management			24,603,843				24,603,843
Sub-total	0	0	68,741,180	0	0	0	68,741,180
HEALTH SERVICES							
Health Department	6,867,794	1,216,483				(482,825)	7,601,452
Gypsy Moth Control	40,000						40,000
Deinstitutionalization Day Care	11,514						11,514
Sub-total	6,919,308	1,216,483	0	0	0	(482,825)	7,652,966
CITIZEN'S SERVICES							
Citizens Services	9,146,724	12,095,123	129,400			(2,362,897)	19,008,350
Housing Initiatives		2,606,950					2,606,950
Extension Service	389,826						389,826
Weed Control	247,938						247,938
Social Services	534,907						534,907
Sub-total	10,319,395	14,702,073	129,400	0	0	(2,362,897)	22,787,971

FY2018 CONSOLIDATED FUND SUMMARY

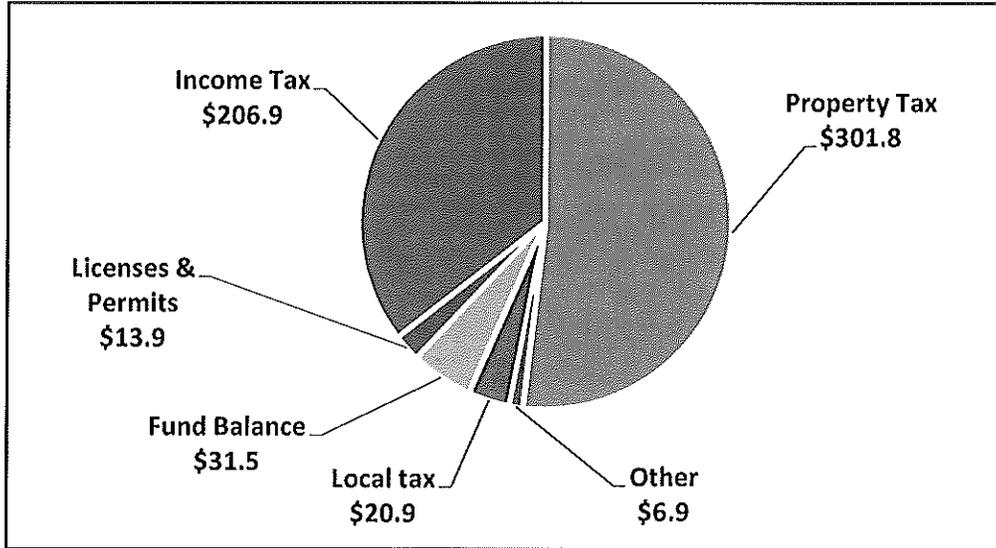
	General Fund	Special Revenue Funds	Enterprise Funds	Internal Service Funds	Component Units	Minus Interfund Transfers	Total All Funds
EDUCATION AND LIBRARY							
Board of Education	272,256,736				578,515,531	(272,256,736)	578,515,531
MD School for the Blind	2,000						2,000
Frederick Community College	16,560,897				52,736,563	(16,560,897)	52,736,563
Library	11,404,689				15,143,224	(11,404,689)	15,143,224
Sub-total	300,224,322	0	0	0	646,395,318	(300,222,322)	646,397,318
SENIOR CARE							
Citizens Care and Rehab Center			19,407,460				19,407,460
Montevue Assisted Living			4,662,932				4,662,932
Sub-total	0	0	24,070,392	0	0	0	24,070,392
NON-DEPARTMENTAL							
Tax Equity	4,480,157						4,480,157
Community Partnership Grants	1,036,335	2,509,762					3,546,097
Transfers to:							
a. Capital Projects Fund	14,954,639	27,642,569				(14,954,639)	27,642,569
b. Fleet Services Fund	646,131					(646,131)	-
c. Voice Services Fund				1,077,259			1,077,259
d. Debt Service	40,533,525	69,059,261				(54,821,932)	54,770,854
Worker's Compensation Fund				3,096,500			3,096,500
Employee Benefits	646,500						646,500
County Non-Departmental	209,092						209,092
Finance Non-Departmental:							
Financial Corp. Grant	50,000						50,000
Other Finance Non-Departme	360,850						360,850
Liability insurances	1,569,289						1,569,289
Contingencies/Unallocated:							
County Contingency	300,000						300,000
Revenue Stabilization	1,000,000						1,000,000
Severe Weather Reserve	1,200,000						1,200,000
Fuel Cost Reserve	549,420						549,420
OPEB Reserve	-						-
Permanent Public Improveme	-						-
Litigation Reserve	-						-
Unanticipated expenditures	500,000						500,000
Indirect Cost Recovery	(3,400,559)						(3,400,559)
Lighting Districts		15,200					15,200
Sub-total	64,635,379	99,226,792	0	4,173,759	0	(70,422,702)	97,613,228
TOTAL	581,964,259	143,999,551	92,940,972	21,828,062	646,395,318	(377,635,828)	1,109,492,334

**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
GENERAL FUND SUMMARY
FISCAL YEAR 2018**

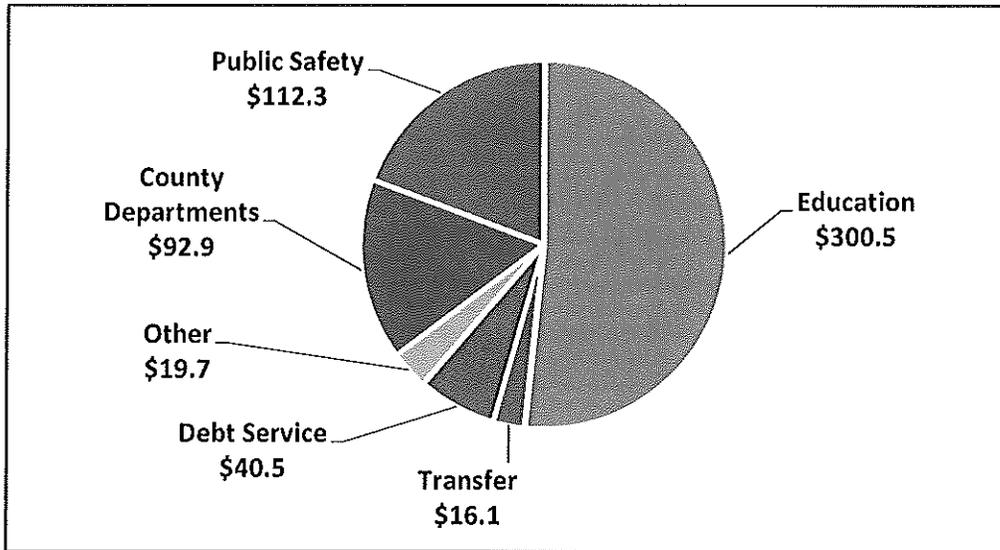
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
REVENUE					
Property Taxes	271,399,557	282,347,355	290,568,514	301,848,738	3.88%
Local Income Tax	195,202,656	203,361,507	205,212,335	206,895,978	0.82%
Other Local Taxes	19,281,812	22,612,426	19,263,552	20,944,177	8.72%
Licenses & Permits	4,094,070	4,781,330	3,887,800	4,673,900	20.22%
Federal Grants	1,063,815	1,844,316	1,139,512	350,520	-69.24%
State Grants	3,445,306	3,287,218	3,078,369	3,714,251	20.66%
Service Charges	9,694,734	10,292,152	8,988,574	9,137,339	1.66%
Fines & Forfeitures	87,555	80,584	52,400	68,000	29.77%
Investment Earnings	263,472	474,786	300,022	300,011	0.00%
Miscellaneous	6,445,273	5,665,407	2,767,547	2,562,652	-7.40%
TOTAL	510,978,250	534,747,081	535,258,625	550,495,566	2.85%
TRANSFER FROM OTHER FUNDS	7,384,860	4,074,216	0	0	n/a
BUDGETED USE OF FUND BALANCE					
-Audited 2011, 2012, 2013, 2014 (respectively)	24,051,966	20,261,149	23,354,530	31,257,193	33.84%
-LOSAP	55,000	77,168	0	0	n/a
-Reserve for Debt Service	0	1,354,673	0	0	n/a
-Severe Weather Reserve	0	0	14,200	0	-100.00%
-Fuel Reserve	200,726	0	0	0	n/a
-Other	0	0	1,639,000	211,500	-87.10%
TOTAL Budgeted Use of Fund Balance	24,307,692	21,692,990	25,007,730	31,468,693	25.84%
SALE OF BOE SURPLUS PROPERTIES	0	0	0	0	n/a
SALES OF GENERAL FIXED ASSETS	0	1,090,665	0	0	n/a
TOTAL ALL SOURCES	542,670,802	561,604,952	560,266,355	581,964,259	3.87%
EXPENDITURES					
Salary & Wages	99,560,812	101,260,082	108,234,423	114,273,203	5.58%
Fringe Benefits	57,015,196	54,896,800	58,946,092	61,270,382	3.94%
Operating	124,549,533	126,439,961	141,656,745	141,246,012	-0.29%
Capital Outlay	839,640	1,291,586	1,390,919	1,179,978	-15.17%
Payments to Governments/Agencies	255,995,600	264,491,431	274,133,822	288,817,633	5.36%
Recoveries	(22,817,020)	(22,760,574)	(24,095,646)	(24,822,949)	3.02%
TOTAL	515,143,761	525,619,286	560,266,355	581,964,259	3.87%

FY2018 General Fund Summary Charts
\$582 Million Adopted Budget

Source of Funds
(\$ Millions)



Use of Funds
(\$ Millions)



OPERATING BUDGETS

FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
GENERAL FUND REVENUE
FISCAL YEAR 2018

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
LOCAL PROPERTY TAXES					
Real Estate Taxes	265,438,602	274,496,766	293,879,062	305,370,577	3.91%
Tax Credit - Homestead	(452,594)	(485,415)	(663,000)	(845,100)	27.47%
Municipal Tax Differential	0	0	(8,875,048)	(9,077,639)	2.28%
Public Utilities Tax	7,033,766	8,652,702	7,115,200	7,115,200	0.00%
Payment in Lieu of Taxes	259,361	261,668	100,300	265,000	164.21%
Interest on Taxes	2,660,339	2,700,970	2,713,800	2,713,800	0.00%
Tax Credit - Historic District	(12,425)	(10,993)	(23,700)	(15,000)	-36.71%
Tax Credit - Income Based	(3,456,300)	(3,131,144)	(3,538,300)	(3,250,000)	-8.15%
Tax Credit - State Reimbursement	3,319,885	3,373,839	3,538,300	3,250,000	-8.15%
Discount of Taxes	(1,699,639)	(1,791,587)	(1,757,600)	(1,757,600)	0.00%
Tax Sales Rev & Exp.	24,247	12,617	28,000	28,000	0.00%
County Tax Credit - Owner Occupied	400	0	0	0	n/a
Tax Credit - Ag Land/Bldg	(1,115,394)	(1,108,722)	(1,174,000)	(1,174,000)	0.00%
Tax Credit - County Homeowner Prog	(568,825)	(600,211)	(741,300)	(741,300)	0.00%
Golden Mile Tax Credit	(25,554)	(19,264)	(25,000)	(25,000)	0.00%
Land Trust Tax Credit	(5,174)	(2,733)	(7,000)	(7,000)	0.00%
Carroll Manor Rec Tax Credit	(1,138)	(1,138)	(1,200)	(1,200)	0.00%
TOTAL PROPERTY TAXES	271,399,557	282,347,355	290,568,514	301,848,738	3.88%
LOCAL INCOME TAX	195,202,656	203,361,507	205,212,335	206,895,978	0.82%
OTHER LOCAL TAXES					
Recordation Taxes-Deeds	13,550,563	16,608,961	13,504,480	15,709,121	16.33%
911 Fees - Local	1,579,061	1,602,398	1,494,300	1,550,000	3.73%
Security Interest Filing Fees	130	205	200	200	0.00%
Recordation Taxes-Financing	4,152,058	4,400,862	4,264,572	3,684,856	-13.59%
TOTAL OTHER LOCAL TAXES	19,281,812	22,612,426	19,263,552	20,944,177	8.72%
LICENSES & PERMITS					
Traders Licenses	233,753	211,945	195,600	195,600	0.00%
Beer Wine Liquor Licenses	374,911	405,522	300,100	400,100	33.32%
Business License Review	0	0	100	0	-100.00%
Plumbing Licenses	14,645	66,030	21,000	60,000	185.71%
Electrical Licenses	67,800	72,333	112,000	60,000	-46.43%
Animal Licenses	51,717	48,613	52,100	52,100	0.00%
Marriage Licenses	17,135	34,795	13,200	17,500	32.58%
Electrical Ltr of Reciprocity	855	675	300	400	33.33%
Liquor License App Fee	12,985	24,128	37,701	25,000	-33.69%
Liquor License Postponement & Re-inspect Fees	400	34,000	1,299	14,000	977.75%
Raffles Permits	9,626	9,296	9,500	9,200	-3.16%
Gaming Permits	990	990	800	800	0.00%
Bingo Permits	4,180	3,823	4,400	4,000	-9.09%
Tip Jar Permits	24,526	23,100	26,500	20,000	-24.53%
Tip Jars per Bag Fee	149,548	171,216	152,800	140,000	-8.38%
Fire Dept Gaming Permits	2,888	3,080	3,300	3,000	-9.09%
Gaming Distribution Permits	10,970	10,970	10,000	10,000	0.00%

FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
GENERAL FUND REVENUE
FISCAL YEAR 2018

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
LICENSES & PERMITS (Con't)					
Park Alcohol Permits	9,025	9,150	2,000	2,000	0.00%
Zoning Permits	139,260	122,785	88,200	125,000	41.72%
Building Permits	1,164,756	1,069,761	975,000	1,200,000	23.08%
Electrical Permits	634,713	859,445	700,000	850,000	21.43%
Plumbing Permits	431,328	586,470	450,000	575,000	27.78%
Driveway Permits	5,112	5,680	3,700	5,000	35.14%
Grading Permits	581,301	807,442	600,000	750,000	25.00%
Forest Resource Permits	13,292	11,001	10,000	11,000	10.00%
Building Reinspect Fee	4,825	9,050	2,800	8,000	185.71%
Electric Reinspect Fee	6,165	11,520	3,500	8,000	128.57%
Plumbing Reinspect Fee	3,060	4,095	2,100	5,000	138.10%
Building Permit Filing Fee	96,800	96,125	90,000	96,000	6.67%
Site Plan Compliance Insp Fee	6,410	9,805	4,700	6,000	27.66%
Building Permit Extension Fee	19,934	57,420	13,200	20,000	51.52%
Plumbing Admini Approval	0	0	300	100	-66.67%
Electrical Board Appeals	0	25	100	100	0.00%
Home Occupation Permits	1,160	1,040	1,500	1,000	-33.33%
TOTAL LICENSES & PERMITS	4,094,070	4,781,330	3,887,800	4,673,900	20.22%
FEDERAL GRANTS					
Build America Bond Subsidy	790,025	791,728	789,599	0	-100.00%
Federal Grants - Pass Thru	700	799,638	0	0	n/a
Federal Pass Thru-A-133 Exempt	273,090	252,950	349,913	350,520	0.17%
TOTAL FEDERAL GRANTS	1,063,815	1,844,316	1,139,512	350,520	-69.24%
STATE GRANTS					
Department of Natural Resources	123,399	0	0	0	
Maryland State Police	1,035,133	1,010,067	1,048,600	1,048,600	0.00%
MD State Police Fire (Amoss)	427,259	494,797	360,000	495,000	37.50%
Public Safety & Corrections Svcs.	180,990	126,045	190,000	190,000	0.00%
MD Dept of Transportation	1,678,525	1,656,309	1,479,769	1,980,651	33.85%
TOTAL STATE GRANTS	3,445,306	3,287,218	3,078,369	3,714,251	20.66%
SERVICE CHARGES					
Court Costs, Fees and Charges	2,270	2,296	2,700	2,700	0.00%
P & Z Publications	1,145	620	900	600	-33.33%
P & Z Rezoning	2,750	2,783	1,200	5,000	316.67%
P & Z Appeals Board Fees	18,960	13,302	14,000	10,000	-28.57%
P & Z Preliminary Plat Fees	58,452	20,041	30,000	22,000	-26.67%
P & Z WS Text Amend Fees	21,600	8,400	15,000	9,690	-35.40%
P & Z Final/Misc Plats	148,288	144,845	145,000	140,000	-3.45%
P & Z Site Plan Fees	190,871	114,148	145,000	85,000	-41.38%
P & Z Agriculture Cluster Fees	1,710	570	2,100	1,000	-52.38%
P & Z Sketch Concept	1,710	1,140	1,760	1,000	-43.18%
P & Z Resident Cluster	1,660	0	0	0	n/a
Mod/Ext/Waiver Req Fees	5,800	5,800	3,000	5,000	66.67%

FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
GENERAL FUND REVENUE
FISCAL YEAR 2018

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
SERVICE CHARGES (Con't)					
Subdiv Imprv Plans Planning	6,730	7,700	7,000	7,000	0.00%
P & Z Forest Application Fee	26,715	25,358	25,000	20,000	-20.00%
FRO Exemption	3,905	5,445	4,000	4,500	12.50%
P & Z FRO Fee in Lieu of Revenue	16,619	12,669	1,000	10,000	900.00%
Onsite Priv Utility Insp	125,376	154,851	100,600	140,000	39.17%
Phase II PUD/MXD Plans	0	0	100	0	-100.00%
Plat Recordation	6,930	8,983	10,000	7,500	-25.00%
Publications	0	0	100	0	-100.00%
Zoning Verification Letters	17,820	11,891	12,000	9,600	-20.00%
C OF O Resp.-Residential	115	95	300	100	-66.67%
C OF O RE.- Nonresidential	2,970	4,070	2,300	1,000	-56.52%
Dev Rights Ver. Ltrs	4,200	5,090	5,000	3,000	-40.00%
Lot of Record Determin.	3,300	4,746	1,200	1,500	25.00%
Electrical Exam Fee	225	225	200	200	0.00%
Temporary Use & Occup. Fee	7,100	6,600	2,600	2,000	-23.08%
Municipal Services Recovery	87,974	87,142	87,000	87,000	0.00%
Election Voters Lists	200	142	500	500	0.00%
Electric - Demand Side Management	21,655	28,567	19,900	25,000	25.63%
Tax Status Reports	133,682	149,282	82,500	100,350	21.64%
Weed Control Fees	237,143	271,956	243,686	247,938	1.74%
Hotel Tax Admin Fees	34,811	36,752	32,600	0	-100.00%
CDA Admin Fees	14,921	15,219	32,700	33,100	1.22%
Administrative Fee	2,662	1,792	1,000	2,000	100.00%
APFO Reviews	10,075	12,195	15,000	7,000	-53.33%
APFO Exemption	3,245	3,355	3,000	3,000	0.00%
Sheriff's Fees	26,693	29,230	22,200	22,200	0.00%
Alt/Sent Admin Fees	29,900	29,230	30,000	30,000	0.00%
Animal Control Collections	62,191	63,120	70,000	70,000	0.00%
Fire Marshall Liquor Insp DFRS	476	0	4,700	4,700	0.00%
Ambulance Insurance Billing	5,292,175	5,379,760	5,100,000	5,100,000	0.00%
Fire/Rescue Co. Ins. Proceeds	(1,329,383)	(1,305,462)	(1,179,653)	(1,179,653)	0.00%
Fire/Rescue Co. Subscriptions	330,201	349,099	395,000	395,000	0.00%
Fire/Rescue Co. Subscrip. Credits	(349,333)	(345,932)	(395,000)	(395,000)	0.00%
Fire Systems Review/Insp	191,388	311,232	185,500	275,000	48.25%
LS Site Plan Review	45,400	44,000	25,500	35,000	37.25%
PADDD Admin Fees	4,080	3,930	4,000	4,000	0.00%
Animal Control Medical Receipt	3,000	38,827	3,000	3,000	0.00%
Fire Reinspect Fee	135	1,000	300	2,000	566.67%
Drug Court Fees	0	360	300	300	0.00%
Third Millennium Fees	5,860	1,700	3,500	3,500	0.00%
Fingerprinting Fees	82,913	93,479	50,000	60,000	20.00%

FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
GENERAL FUND REVENUE
FISCAL YEAR 2018

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
SERVICE CHARGES (Con't)					
Life Safety Review/Insp	310,790	171,683	135,000	285,000	111.11%
Site Imprv Plans Engineering	471,785	239,443	285,000	200,000	-29.82%
Preliminary Plats Fees	10,699	0	100	0	-100.00%
Preliminary Final Plats Fees	6,279	8,273	4,500	5,000	11.11%
Final Plats Fees	8,030	7,054	10,000	5,000	-50.00%
Miscellaneous Plats Fees	9,570	9,900	9,500	9,000	-5.26%
Pub Imp Admin Doc Proc Fee	6,894	9,575	1,500	6,000	300.00%
Mod/Ext/Waiver Req Fees	818	330	800	1,000	25.00%
Site Plan (zoning) Review Fees	30,829	31,480	30,000	20,000	-33.33%
Rds/Streets Inspections	193,326	345,619	200,000	200,000	0.00%
Other Fees	7,363	7,420	6,106	7,420	21.52%
Dev Rev Engr Adm Process Fee	11,440	23,485	12,000	20,000	66.67%
Homeowner Exam-Electrical	912	848	800	600	-25.00%
Homeowner Exam-Plumbing	224	352	300	300	0.00%
Performance Agree/Surety Mod	4,596	2,298	900	1,000	11.11%
Deed of Easement Agree Mod/Rel	700	0	350	300	-14.29%
Automation Enhancement Fee	73,500	156,349	80,200	0	-100.00%
Scott Key Ctr Day Prog Fees	902,571	1,171,847	934,425	947,974	1.45%
Scott Key Ctr Suppt Emp Fees	604,808	660,956	525,000	525,000	0.00%
Nursing Fees - MA	9,267	7,160	10,000	10,000	0.00%
Class Tuition	261,505	316,529	271,500	271,500	0.00%
Day Camp Tuition	156,083	188,566	140,000	146,009	4.29%
Fountain Rock Fees	68,342	69,197	65,000	65,000	0.00%
Catoctin Creek Nature Center Fees	87,803	94,863	60,000	80,000	33.33%
Synthetic Turf Field	32,254	100,481	82,000	125,594	53.16%
Admin Revenue	0	4,345	0	0	n/a
Recreation Center Program Rev	517,132	515,138	471,200	483,217	2.55%
Museum Fees	79,489	87,793	65,000	80,000	23.08%
Ballfield Fees	19,615	24,695	22,700	22,700	0.00%
Court Papers Reimbursements	188,825	174,830	192,100	192,100	0.00%
Dev Disabilities Collections	0	0	3,300	3,300	0.00%
TOTAL SERVICE CHARGES	9,694,734	10,292,152	8,988,574	9,137,339	1.66%
FINES AND FORFEITURES					
Court Fines	47,245	46,679	36,400	47,500	30.49%
Alcohol Code Violation Fines	24,950	30,000	15,000	18,000	20.00%
Zoning Fines	210	600	0	0	n/a
Fines-Gaming	0	2,300	200	500	150.00%
Fines-Building	0	400	200	500	150.00%
Fines-Electrical	0	0	200	500	150.00%
Fines-Plumbing	0	0	200	500	150.00%
Fines-Environmental	15,000	0	200	500	150.00%
Parks & Recs Fines	150	605	0	0	n/a
TOTAL FINES /FORFEITURES	87,555	80,584	52,400	68,000	29.77%
INVESTMENT EARNINGS	263,472	474,786	300,022	300,011	0.00%

FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
GENERAL FUND REVENUE
FISCAL YEAR 2018

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
MISCELLANEOUS					
Rent - Court House Multi Complex	652,927	694,786	697,900	700,000	0.30%
Rent - Animal Health Lab	84,988	68,359	84,200	84,200	0.00%
Rent - Central Booking	9,339	9,339	9,900	9,900	0.00%
Rent - Recreation Center	83,331	87,482	47,000	47,000	0.00%
Rent - Park Facilities	168,580	157,250	202,600	165,400	-18.36%
Rent - Rosehill	3,220	4,620	0	0	n/a
Rent - Libertytown Park	3,900	3,900	3,900	3,190	-18.21%
Rent - LEC	240,008	229,868	242,300	242,300	0.00%
Rental Income	1,442,800	1,442,400	0	0	n/a
Rent - Scholl's Lane	136,057	139,458	0	0	n/a
Rent/Parking - Courthouse	714	637	700	700	0.00%
Rent - Carroll Creek Park Deck	10,387	11,134	8,600	10,400	20.93%
Misc. Parking Revenue	29,288	30,526	81,800	31,800	-61.12%
Rent - Rosehill Tenant	7,200	5,400	7,200	7,200	0.00%
Rent - Town of Emmitsburg	2	0	0	0	n/a
Rent - Urbana Farm	7,200	7,200	7,200	7,200	0.00%
Rent - Utica Park	4,745	7,848	4,092	4,092	0.00%
Rent - Winchester Hall	60	460	0	0	n/a
Rent - Old National Pike Park	6,000	4,500	2,600	2,600	0.00%
Rent - Urbana Crop Land	688	550	600	550	-8.33%
Rent - Rocky Ridge Park	630	2,250	630	630	0.00%
Rent - Robin Meadows Park	1,500	1,013	525	525	0.00%
Rent - Point of Rocks Farmland	10,400	12,649	10,400	10,400	0.00%
Rent - Othello DP Land	31,959	31,959	32,000	32,000	0.00%
Libertytown Park Concessions	200	700	300	300	0.00%
Animal Control Contributions & Donations	39,000	326,243	39,000	39,000	0.00%
Collection Charges-NSF	2,676	3,090	3,000	3,000	0.00%
Misc Temporary Receipts	500	0	0	0	n/a
Misc Vending Machines	15,682	14,981	20,900	17,100	-18.18%
Tax Collection Auto Tag Recovery	2,692	3,625	2,000	2,000	0.00%
Misc Pay Phone Commissions	67,652	80,718	59,700	70,500	18.09%
Unanticipated Revenues	0	0	500,000	500,000	0.00%
Miscellaneous Revenues	411,748	285,559	275,000	285,000	3.64%
Interest Income(misc loans,assessments)	3,274	3,135	1,000	1,000	0.00%
Discounts Earned/Lost	135	14	0	0	n/a
Bond Forfeitures	7,781	0	0	0	n/a
Conduit issuers fees	19,750	19,750	0	0	n/a
ATM Revenues	0	0	0	0	n/a
ID Badge Replacement Charge	240	90	0	0	n/a
Pcard Rebates	159,562	174,254	175,000	150,000	-14.29%
Food Rebates	4,105	4,350	0	2,000	n/a
Lobbyist Registration Fee	0	0	700	100	-85.71%
Gain/Loss on General Fixed Assets	372,041	10,693	0	0	n/a
Insurance Recovery	801	136,018	0	0	n/a
Contributions & Donations	23,208	22,461	100,500	2,265	-97.75%
In-Kind Revenue	0	0	146,300	130,300	n/a
Proceeds from Refunding Bonds	51,136,827	34,820,000	0	0	n/a
Premium GO Bonds	1,967,228	1,329,309	0	0	n/a
Pymt to Refunding Lease Escrow	(910,517)	0	0	0	n/a
Pymt to Refunding Agent	(49,815,235)	(34,523,171)	0	0	n/a
TOTAL MISCELLANEOUS	6,445,273	5,665,407	2,767,547	2,562,652	-7.40%

**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
GENERAL FUND REVENUE
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
TRANSFER FROM OTHER FUNDS					
Transfer from Parks Acquisition & Development	1,000,000	0	0	0	n/a
Transfer from Nursing Home Construction Fund	2,884,860	0	0	0	n/a
Transfer from Fleet Services Fund	3,500,000	0	0	0	n/a
Transfer from DPDR	0	0	0	0	n/a
Transfer from Fire Tax	0	0	0	0	n/a
Transfer from Impact Fee Fund	0	0	0	0	n/a
Transfer from CCRC/MAL Fund	0	0	0	0	n/a
Transfer from SW Operating	0	4,000,000	0	0	n/a
Transfer from Water & Sewer	0	0	0	0	n/a
Transfer from Voice Services	0	0	0	0	n/a
Transfer from Workers Compensation Fund	0	0	0	0	n/a
Transfer from DTF Expendible Trust Fund	0	74,216	0	0	n/a
TOTAL TRANSFER FROM OTHER FUNDS	7,384,860	4,074,216	0	0	n/a
TOTAL REVENUE	518,363,110	538,821,297	535,258,625	550,495,566	2.85%
BUDGETED USE OF FUND BALANCE					
-Audited 2013, 2014, 2015, 2016 (respectively)	24,051,966	20,261,149	23,354,530	31,257,193	33.84%
-LOSAP	55,000	77,168	0	0	n/a
-Reserve for Debt Service	0	1,354,673	0	0	n/a
-Severe Weather Reserve	0	0	14,200	0	n/a
-Fuel Reserve	200,726	0	0	0	n/a
-Other	0	0	1,639,000	211,500	-87.10%
TOTAL Budgeted Use of Fund Balance	24,307,692	21,692,990	25,007,730	31,468,693	25.84%
SALE OF BOE SURPLUS PROPERTIES	0	0	0	0	n/a
SALES OF GENERAL FIXED ASSETS	0	1,090,665	0	0	n/a
TOTAL ALL SOURCES	542,670,802	561,604,952	560,266,355	581,964,259	3.87%

**COUNTY EXECUTIVE'S OFFICE
FISCAL YEAR 2018**

	FY 2015 <u>Actual</u> *	FY 2016 <u>Actual</u> **	FY 2017 <u>Adopted</u> ***	FY 2018 <u>Adopted</u> ****	<u>Percent Change</u>
County Manager	506,064	0	0	0	n/a
County Executive	592,935	1,472,505	1,317,757	1,396,703	5.99%
Communications	0	0	767,112	782,098	1.95%
Budget Office	571,500	440,004	542,336	799,273	47.38%
Office of Economic Development	0	914,308	1,218,999	1,512,153	24.05%
Workforce Services	0	0	587,841	614,593	4.55%
Environmental Sustainability	0	0	0	219,410	n/a
NPDES	0	0	0	1,539,543	n/a
Sub-total General Fund	<u>1,670,499</u>	<u>2,826,817</u>	<u>4,434,045</u>	<u>6,863,773</u>	<u>54.80%</u>
Workforce Services Grants	0	0	1,877,411	2,309,742	23.03%
Economic Development Loans	0	0	229,137	200	-99.91%
Sub-total Other Funds	<u>0</u>	<u>0</u>	<u>2,106,548</u>	<u>2,309,942</u>	<u>9.66%</u>
TOTAL ALL FUNDS	<u><u>1,670,499</u></u>	<u><u>2,826,817</u></u>	<u><u>6,540,593</u></u>	<u><u>9,173,715</u></u>	<u><u>40.26%</u></u>
SUMMARY					
Elected Officials	1.00	1.00	1.00	1.00	
FTE Positions	9.83	21.00	33.52	43.26	
Salary & Wages	1,175,350	1,737,113	2,768,444	3,524,774	27.32%
Fringe Benefits	434,393	737,341	1,171,691	1,556,229	32.82%
Operating	60,756	367,890	2,600,458	4,108,295	57.98%
Capital Outlay					
Recoveries		(15,527)		(15,583)	n/a
TOTAL	<u><u>1,670,499</u></u>	<u><u>2,826,817</u></u>	<u><u>6,540,593</u></u>	<u><u>9,173,715</u></u>	<u><u>40.26%</u></u>

*On December 1, 2014, Frederick County's Form of Government changed to Charter with an Elected County Executive and an Elected seven (7) member Council. The FY2015 budget includes five (5) months of the Commissioner form of Government and seven (7) months of the Charter Form of Government.

**FY2016 reflects the first full budget year of Charter government with an Elected County Executive. The Office of Economic Development was transferred from the Planning & Permitting Division (*formerly the Community Development Division*) reporting directly to the County Executive.

***For FY2017, the Communications department was formed by the County Executive and Workforce Services was re-organized to report to the Office of Economic Development.

****For FY2018, the Environmental Sustainability & NPDES departments were transferred from the Planning & Permitting Division reporting directly to the County Executive.

**COUNTY EXECUTIVE'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015</u> Actual	<u>FY 2016</u> Actual	<u>FY 2017</u> Adopted	<u>FY 2018</u> Adopted	<u>Percent</u> <u>Change</u>
COUNTY MANAGER	*				
FTE Positions	2.92				
Salary & Wages	350,604				
Fringe Benefits	128,746				
Operating	26,714				
Capital Outlay					
Recoveries					
TOTAL	<u>506,064</u>	<u>0</u>	<u>0</u>	<u>0</u>	

Under the Commissioner form of government, the administrative function of the County government was overseen by the County Manager. IIT, Finance, Public Works, Community Development (*now called Planning & Permitting*), Parks & Recreation, Fire & Rescue, Emergency Management, as well as Utilities and Solid Waste Management, Human Resources, Transit Services, and Citizens Services were under the immediate direction of the County Manager. The County Manager assisted the County Commissioners in management, planning, execution and implementation of programs and activities. Duties included day-to-day scheduling and attending meetings, preparing agendas and generally supervising the office of the County Commissioners.

*On December 1, 2014, Frederick County's Form of Government changed to Charter with an Elected County Executive and an Elected seven (7) member Council. The FY2015 budget includes five (5) months of the Commissioner form of Government and seven (7) months of the Charter Form of Government.

**COUNTY EXECUTIVE'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
COUNTY EXECUTIVE	*		**		
Elected Officials	1.00	1.00	1.00	1.00	
FTE Positions	2.92	11.00	9.00	9.00	
Salary & Wages	431,028	1,042,962	949,761	970,592	2.19%
Fringe Benefits	135,264	364,272	298,986	347,915	16.36%
Operating	26,643	65,271	69,010	78,196	13.31%
Capital Outlay					
Recoveries					
TOTAL	<u><u>592,935</u></u>	<u><u>1,472,505</u></u>	<u><u>1,317,757</u></u>	<u><u>1,396,703</u></u>	<u><u>5.99%</u></u>

*On December 1, 2014, Frederick County's Form of Government changed to Charter with an Elected County Executive and an Elected seven (7) member Council. The FY2015 budget includes five (5) months of the Commissioner form of Government and seven (7) months of the Charter Form of Government.

The County Executive is the chief executive officer of the County and shall faithfully execute the laws. All executive power vested in the County by the Constitution and laws of Maryland and this Charter shall be vested in the Executive. The Executive shall see that the affairs of the executive branch are administered properly and efficiently, and that employees of the executive branch faithfully perform their duties.

***For FY2017, Utilizing two existing employees, the Communications department was formed by the County Executive and Workforce Services was re-organized to report to the Office of Economic Development.

**COUNTY EXECUTIVE'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
COMMUNICATIONS			*		
FTE Positions			7.00	7.00	
Salary & Wages			487,093	497,909	2.22%
Fringe Benefits			234,035	238,205	1.78%
Operating			45,984	45,984	0.00%
Capital Outlay					
Recoveries					
TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>767,112</u></u>	<u><u>782,098</u></u>	<u><u>1.95%</u></u>

*For FY2017, at the recommendation of her transition team, the County Executive created a Communications Department to work with local and regional media, increase her outreach to the public through avenues such as social media and weekly public information briefings, and inform citizens of her initiatives. The Communications Department works together to produce and disseminate print and broadcast information, coordinate proclamation and recognition ceremonies, notify the public during emergencies, and inform residents about the services and programs provided through Frederick County Government. The department includes the Video Services team (formerly within the IIT Division) and the Public Information Officer combined into a single unit committed to providing a bright future for Frederick County.

**COUNTY EXECUTIVE'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
BUDGET OFFICE					
FTE Positions	4.00	4.00	4.00	4.00	
Salary & Wages	393,718	287,603	361,826	372,720	3.01%
Fringe Benefits	170,383	141,391	168,638	164,681	-2.35%
Operating	7,399	11,010	11,872	261,872	2105.80%
Capital Outlay					
Recoveries					
TOTAL	<u><u>571,500</u></u>	<u><u>440,004</u></u>	<u><u>542,336</u></u>	<u><u>799,273</u></u>	<u><u>47.38%</u></u>

The Budget Office formulates the proposed County budget after receiving requests from County departments, boards, agencies and commissions, works in collaboration with the County Executive and Chief Administrative Officer, and participates in the execution of the budget. Duties include reviewing and analyzing County program and objectives and recommending management actions in accordance with County fiscal policy. The Budget Office also advises departments of annual budget guidelines, assists them in supplemental budget requests and analyzes monthly expenditures and revenue data for the various departments.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
BUDGET OFFICE:		
Budget Transfers processed	335	340
Position Control - # of budgeted positions	2,111	2,115

**COUNTY EXECUTIVE'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
OFFICE OF ECONOMIC DEVELOPMENT		*	**		
FTE Positions		6.00	9.00	11.00	
Salary & Wages		406,548	606,804	778,812	28.35%
Fringe Benefits		231,678	321,370	395,366	23.03%
Operating		291,609	290,825	337,975	16.21%
Capital Outlay					
Recoveries		<u>(15,527)</u>			
TOTAL	<u>0</u>	<u>914,308</u>	<u>1,218,999</u>	<u>1,512,153</u>	<u>24.05%</u>

The Office of Economic Development serves as the primary contact for relocating and existing businesses in Frederick County. Local goals are job creation and assisting small businesses. By assisting existing businesses and promoting incentives for relocating businesses, the office is involved in the creation of wealth in Frederick County and the creation of careers. The office also implements a marketing program to encourage tourists and customers to visit the County which increases the sales of local businesses. Targeted industries include Agriculture, Bioscience, Advanced Technology, Manufacturing, and Renewable/Sustainable Industries.

*FY2016 reflects the Office of Economic Development (*formerly Business Retention*) transferring from the Planning & Permitting Division (*formerly Community Development Division*) reporting directly to the County Executive. **FY2017 reflects the Workforce Services department transferring from the Citizens Services Division to report directly to the Office of Economic Development.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
OFFICE OF ECONOMIC DEVELOPMENT :		
Business Retention/Expansion:		
Business visits	150	230
Business Assistance	65	100
Jobs Retained	300	800
Jobs Created	400	600
Business Attraction:		
Prospects Worked	47	52
Jobs Created	200	200
Capital Investment	\$5M	\$7M
Entrepreneurship & Small Business:		
New Business Starts	20	25
Small Business Assistance	1,000	2,000
Business Incubator Jobs Created	35	45
ROOT Business Events	n/a	24
Marketing and Research:		
Newsletter Open Rate	n/a	250 per month
Website Sessions Engagement	16,000	17,600
Social Media Engagement	1,000	1,200

**COUNTY EXECUTIVE'S OFFICE
ECONOMIC DEVELOPMENT LOANS
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Special Assessments					
Interest Earnings	2,160	2,128			
Transfer from General Fund	222,355		228,937		-100.00%
Miscellaneous Revenues	325	325			
Budgeted Use of Fund Balance			200	200	0.00%
TOTAL	<u>224,840</u>	<u>2,453</u>	<u>229,137</u>	<u>200</u>	<u>-99.91%</u>
EXPENDITURES					
Administrative Fees			200	200	0.00%
Debt Service					
Small Business Loans			228,937		-100.00%
Transfer to General Fund					
TOTAL	<u>0</u>	<u>0</u>	<u>229,137</u>	<u>200</u>	<u>-99.91%</u>

FY2014-FY2016, this fund accounted for the receipt of loan proceeds from other governments and subsequent reloaning of those proceeds to certain private users for economic development purposes. This fund received loans from the State of Maryland under the Maryland Industrial Land Act Program. Beginning calendar year 2016, the Frederick County Small Business Loan Guarantee program provides another source of financing for existing and aspiring small business concerns in Frederick County. The program provides a loan guarantee for up to 80% with a maximum of \$50,000 for growth-related expansion projects to existing businesses and provides funds for the purchase of real estate, machinery, equipment, inventory, working capital and renovation of real estate to start-up businesses (or those in business for less than two years). The business must be located in a Frederick County priority funding area. Priority funding areas cover most municipalities and major transportation corridors in the County.

**COUNTY EXECUTIVE'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
WORKFORCE SERVICES			*		
FTE Positions			4.52	4.76	
Salary & Wages			362,960	383,856	5.76%
Fringe Benefits			148,662	154,518	3.94%
Operating			76,219	76,219	0.00%
Capital Outlay					
Recoveries					
Sub-total General Fund	0	0	587,841	614,593	4.55%
Transfer from General Fund			605,703	611,860	1.02%
Grant Funding					
FTE Positions					
Expenditures			<u>1,271,708</u>	<u>1,697,882</u>	<u>33.51%</u>
TOTAL	<u>0</u>	<u>0</u>	<u>2,465,252</u>	<u>2,924,335</u>	<u>18.62%</u>

Workforce Services (WS) strives to meet the growing and changing labor market needs of Frederick County. Workforce Services equips job seekers with the information and resources required to make informed choices and to develop a strategy for getting and keeping a job that is part of a career and lifelong learning plan. Networking with the business community to provide information and resources to meet their labor market, recruitment, and training needs. Services include career development assistance and introductory computer training for any unemployed County resident, vocational skills training, basic skills remediation, seminars related to job searching and coping with unemployment (monthly calendar available), services (on-site) to Dislocated Workers in plant closings or mass layoffs, computer literacy training, and supported instruction for GED preparation. WS develops and funds training programs in cooperation with Frederick Community College, Frederick County Public Schools, Office of Economic Development, Maryland Job Service, Department of Social Services, Family Partnership, CASS, and other coordinating agencies to meet local workforce needs. WS is promoting a more entrepreneurial organizational environment and has begun revenue generating services through its Business Services Division and its partnership with the Frederick Community College workforce.

*Beginning with FY2017, Workforce Services is no longer managed by the Citizens Services Division due to a re-organization approved by the County Executive. Workforce Services is now overseen by the Office of Economic Development under the direction of the County Executive.

**COUNTY EXECUTIVE'S OFFICE
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
WORKFORCE SERVICES:		
Job Search:		
Number of Classes	800	800
Number of Service slots	3,800	3,500
Job Resource Center:		
Average Number of Customers Served per Day	90	90
Number of New Customers per week	70	70
Intensive Level Job Coaching:		
# of Wkfr Innovation & Opportunity Act Registered Custo	600	500
Occupational Jobs Skills Training:		
Number of Trainees	300	200
Job Openings/Employment Services:		
Number of Job	4,500	4,500
Number of Customized Hiring Services	500	400
Outplacement Services for Dislocated Workers:		
Number Laid Off	50	100
Number of Downsizing/Closures	5	7
Summer Jobs for Youth in at-risk situations:		
Number of Youth Employed	85	120
Youth Programs including Workforce Innovation & Opportunity Act		
# of Youth receiving Education & Employment prep trainin	100	120

**COUNTY EXECUTIVE'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
ENVIRONMENTAL SUSTAINABILITY				*	
FTE Positions				1.50	
Salary & Wages				139,777	
Fringe Benefits				73,639	
Operating				5,994	
Capital Outlay					
Recoveries					
TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>219,410</u></u>	

Environmental Sustainability is implementing and sustaining Frederick County's Energy Efficiency and Conservation Strategy, which includes the Greenhouse Gas Inventory, Green Building Program, Comprehensive Energy Program, and renewable energy demonstration projects. Key focus is on sustainability resources and initiatives, and Watershed Management.

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
NPDES				*	
FTE Positions				6.00	
Salary & Wages				381,108	
Fringe Benefits				181,905	
Operating				992,113	
Capital Outlay					
Recoveries				(15,583)	
TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,539,543</u></u>	

The NPDES departments' main goal is to identify water quality problems from the storm sewer system discharges to watersheds in Frederick County and to correct these water quality problems. Requirements include GIS data collection, water quality monitoring, special studies and reporting, stream restoration projects, stormwater management facility retrofits, and the reduction of untreated urban impervious areas by 10%.

*For FY2018, the Environmental Sustainability & NPDES departments were transferred from the Planning & Permitting Division reporting directly to the County Executive.

**COUNTY COUNCIL
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
County Commissioners	239,246				n/a
County Council	<u>427,332</u>	<u>560,813</u>	<u>815,143</u>	<u>775,104</u>	<u>-4.91%</u>
TOTAL	<u>666,578</u>	<u>560,813</u>	<u>815,143</u>	<u>775,104</u>	<u>-4.91%</u>
SUMMARY					
Elected Officials	12.00	7.00	7.00	7.00	
FTE Positions	4.17	5.00	6.00	6.00	
Salary & Wages	414,401	388,588	518,362	493,454	-4.81%
Fringe Benefits	133,961	129,135	193,160	178,029	-7.83%
Operating	118,216	43,090	103,621	103,621	0.00%
Capital Outlay					n/a
Recoveries					n/a
TOTAL	<u>666,578</u>	<u>560,813</u>	<u>815,143</u>	<u>775,104</u>	<u>-4.91%</u>

Prior to December 1, 2014, the chief governing body of elected officials in Frederick County was the five member Board of County Commissioners. The Commissioners served terms of four years, which terms all ran concurrently. Limited legislative and executive power were granted by the General Assembly. Commissioners met at various times during each week to conduct the business of the county. Those meetings were advertised and open to the public.

On December 1, 2014, Frederick County's Form of Government changed to Charter with an Elected County Executive and an Elected seven (7) member Council. The FY2015 budget includes five (5) months of the Commissioner form of Government and seven (7) months of the Charter Form of Government.

FY2016 reflects the first full budget year of Charter government with an Elected County Executive and County Council.

**COUNTY COUNCIL
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
COUNTY COMMISSIONERS	*				
Elected Officials	5.00				
FTE Positions	0.83				
Salary & Wages	154,193				n/a
Fringe Benefits	49,908				n/a
Operating	35,145				n/a
Capital Outlay					
Recoveries					
TOTAL	<u>239,246</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>n/a</u>

Prior to December 1, 2014, the chief governing body of elected officials in Frederick County was the five member Board of County Commissioners. The Commissioners served terms of four years, which terms all ran concurrently. Limited legislative and executive power were granted by the General Assembly. Commissioners met at various times during each week to conduct the business of the county. Meetings were advertised and open to the public.

*On December 1, 2014, Frederick County's Form of Government changed to Charter with an Elected County Executive and an Elected seven (7) member Council. The FY2015 budget includes five (5) months of the Commissioner form of Government and seven (7) months of the Charter Form of Government.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
COUNTY COUNCIL					
Elected Officials	7.00	7.00	7.00	7.00	
FTE Positions	3.33	5.00	6.00	6.00	
Salary & Wages	260,208	388,588	518,362	493,454	-4.81%
Fringe Benefits	84,053	129,135	193,160	178,029	-7.83%
Operating	83,071	43,090	103,621	103,621	0.00%
Capital Outlay					
Recoveries					
TOTAL	<u>427,332</u>	<u>560,813</u>	<u>815,143</u>	<u>775,104</u>	<u>-4.91%</u>

On December 1, 2014, Frederick County's Form of Government changed to Charter with an Elected County Executive and an Elected seven (7) member Council. The FY2015 budget includes five (5) months of the Commissioner form of Government and seven (7) months of the Charter Form of Government.

In all functions and deliberations, the Council shall act as a body. It shall have no power to create standing committees or to delegate any of its functions and duties to a smaller number of its members than the whole. The Council may, however, appoint special ad hoc committees solely for the purpose of inquiry and fact finding. The Council is divided into five (5) Council districts and each will be represented by a resident of that District. The remaining two (2) will be elected by the voters of the entire County.

FY2016 reflects the first full budget year of Charter government with an Elected County Executive and County Council.

**COUNTY ATTORNEY
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
County Attorney	1,240,701	1,377,096	1,430,091	1,448,610	1.29%
Ethics Commission	<u>12</u>	<u>36</u>	<u>10,419</u>	<u>10,419</u>	<u>0.00%</u>
TOTAL	<u><u>1,240,713</u></u>	<u><u>1,377,132</u></u>	<u><u>1,440,510</u></u>	<u><u>1,459,029</u></u>	<u><u>1.29%</u></u>

SUMMARY

FTE Positions	7.00	8.00	8.00	8.00	
Salary & Wages	755,437	877,434	898,356	893,084	-0.59%
Fringe Benefits	318,554	360,141	367,402	386,193	5.11%
Operating	166,722	139,557	174,752	179,752	2.86%
Capital Outlay					
Recoveries					
TOTAL	<u><u>1,240,713</u></u>	<u><u>1,377,132</u></u>	<u><u>1,440,510</u></u>	<u><u>1,459,029</u></u>	<u><u>1.29%</u></u>

The County Attorney is the legal advisor of the county and its offices, departments, boards, commissions and agencies. This office issues opinions and gives advice upon any legal question affecting the interest of the county.

**COUNTY ATTORNEY
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
COUNTY ATTORNEY					
FTE Positions	7.00	8.00	8.00	8.00	
Salary & Wages	755,437	877,434	898,356	893,084	-0.59%
Fringe Benefits	318,554	360,141	367,402	386,193	5.11%
Operating	166,710	139,521	164,333	169,333	3.04%
Capital Outlay					
Recoveries					
TOTAL	<u>1,240,701</u>	<u>1,377,096</u>	<u>1,430,091</u>	<u>1,448,610</u>	<u>1.29%</u>

The County Attorney is responsible for the written preparation of laws, resolutions, deeds and leases; review of contractual documents; drafting of bills for the Maryland General Assembly; the enforcement of laws in Maryland courts.

The County Attorney's Office will provide the best possible legal services to the County Executive, County Council, and all County boards and agencies. Recognizing that anticipating and preventing legal problems is most efficient, the County Attorney's Office will endeavor to implement preventive law programs whenever resources permit.

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
ETHICS COMMISSION	<u>12</u>	<u>36</u>	<u>10,419</u>	<u>10,419</u>	<u>0.00%</u>
TOTAL	<u>12</u>	<u>36</u>	<u>10,419</u>	<u>10,419</u>	<u>0.00%</u>

The Ethics Commission administers the Frederick County Ethics Ordinance by encouraging and enforcing compliance by Frederick County officials and employees covered by the Ordinance. The duties of the Ethics Commission include making determinations on alleged violations of the Ordinance, granting or denying exceptions to the Ordinance, giving advisory opinions on application of the Ordinance, and recommending Ordinance changes. There are three members and one alternate serving on the Commission and they serve three-year, staggered terms. They are appointed by the County Executive and affirmed by the County Council.

**HUMAN RESOURCES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
Human Resources	1,034,215	1,162,730	1,236,987	1,275,024	3.07%
TOTAL	<u>1,034,215</u>	<u>1,162,730</u>	<u>1,236,987</u>	<u>1,275,024</u>	<u>3.07%</u>
SUMMARY					
FTE Positions	8.50	9.50	10.00	10.00	
Salary & Wages	696,041	756,691	787,664	809,757	2.80%
Fringe Benefits	317,267	346,826	366,292	382,236	4.35%
Operating	44,666	59,213	123,031	83,031	-32.51%
Capital Outlay					
Recoveries	<u>(23,759)</u>	<u>0</u>	<u>(40,000)</u>	<u>0</u>	<u>-100.00%</u>
TOTAL	<u>1,034,215</u>	<u>1,162,730</u>	<u>1,236,987</u>	<u>1,275,024</u>	<u>3.07%</u>

The Frederick County Department of Human Resources is responsible for the administration of employee benefits, recruitment and selection, wage and salary administration, affirmative action, training, employee counseling and assistance, and support to the County Executive and management. The department is to provide the above services in a fair and equitable manner and to provide accurate, efficient, and timely services to both employees and County agencies, all in accordance with policies and procedures as adopted by the County Executive.

**HUMAN RESOURCES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
HUMAN RESOURCES					
FTE Positions	8.50	9.50	10.00	10.00	
Salary & Wages	696,041	756,691	787,664	809,757	2.80%
Fringe Benefits	317,267	346,826	366,292	382,236	4.35%
Operating	44,666	59,213	123,031	83,031	-32.51%
Capital Outlay					
Recoveries	<u>(23,759)</u>		<u>(40,000)</u>		<u>-100.00%</u>
TOTAL	<u><u>1,034,215</u></u>	<u><u>1,162,730</u></u>	<u><u>1,236,987</u></u>	<u><u>1,275,024</u></u>	<u><u>3.07%</u></u>

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
HUMAN RESOURCES:		
No. of Applications Received and Reviewed	13,000	15,000
No. of Job Postings Issued	274	290
No. of Job Requisitions Received	400	500
No. of training classes offered	29	29
No. of positions reviewed for reclassification	417	219

**INTERAGENCY INFORMATION TECHNOLOGIES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
IIT	6,307,257	6,995,390	8,579,776	9,344,404	8.91%
GIS	<u>1,106,991</u>	<u>1,153,331</u> *	<u>0</u>	<u>0</u>	<u>n/a</u>
Sub-total General Fund	<u>7,414,248</u>	<u>8,148,721</u>	<u>8,579,776</u>	<u>9,344,404</u>	<u>8.91%</u>
Voice Services	1,283,177	1,247,773	1,202,725	1,077,259	-10.43%
Sub-total Other Funds	<u>1,283,177</u>	<u>1,247,773</u>	<u>1,202,725</u>	<u>1,077,259</u>	<u>-10.43%</u>
TOTAL ALL FUNDS	<u>8,697,425</u>	<u>9,396,494</u>	<u>9,782,501</u>	<u>10,421,663</u>	<u>6.53%</u>
SUMMARY					
FTE Positions	58.00	59.00	61.00	63.00	
Salary & Wages	4,447,002	4,495,107	4,597,009	4,844,370	5.38%
Fringe Benefits	1,963,415	2,010,237	2,123,016	2,231,993	5.13%
Operating	3,465,162	4,059,545	4,251,695	4,480,072	5.37%
Capital Outlay					
Recoveries	<u>(1,178,154)</u>	<u>(1,168,395)</u>	<u>(1,189,219)</u>	<u>(1,134,772)</u>	<u>-4.58%</u>
TOTAL	<u>8,697,425</u>	<u>9,396,494</u>	<u>9,782,501</u>	<u>10,421,663</u>	<u>6.53%</u>

The Interagency Information Technologies Division includes the IIT, Geographic Information Systems (GIS), and Voice Services departments. Services provided include: Administration, Network Technologies and Design, Software Integration, Development, Support, Technical Review, Project Management, Desktop and Printer Support, and Server support. Video Services staff were transferred to help form the new Communications department under the County Executive.

*Prior to FY2017, the GIS department was shown & recorded separately from the IIT department.

**INTERAGENCY INFORMATION TECHNOLOGIES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
IIT			*		
FTE Positions	44.15	45.15	55.90	59.35	
Salary & Wages	3,421,565	3,455,792	4,217,501	4,566,313	8.27%
Fringe Benefits	1,466,772	1,500,701	1,932,790	2,091,792	8.23%
Operating	2,597,074	3,207,292	3,576,185	3,803,987	6.37%
Capital Outlay					
Recoveries	<u>(1,178,154)</u>	<u>(1,168,395)</u>	<u>(1,146,700)</u>	<u>(1,117,688)</u>	<u>-2.53%</u>
TOTAL	<u><u>6,307,257</u></u>	<u><u>6,995,390</u></u>	<u><u>8,579,776</u></u>	<u><u>9,344,404</u></u>	<u><u>8.91%</u></u>

The Interagency Information Technology (IIT) group provides doorstep delivery of information processing services to all government agencies funded by the County. The IIT establishes and operates a wide area network (WAN) and central services facility that designs and supports data, video and wireless technology projects (except for police, fire or rescue radio communications). The utility serves the needs of the Board of Education, Frederick Community College, agencies of County Government, Frederick County Public Libraries (FCPL), and various independent agencies and municipalities within Frederick County. The IIT prioritizes, funds and completes all technology projects and services in the areas of data, voice, and wireless technology for the organizations previously noted.

*Prior to FY2017, the GIS department was shown & recorded separately from the IIT department.

**INTERAGENCY INFORMATION TECHNOLOGIES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
GIS					
FTE Positions	8.75	8.75	*	*	
Salary & Wages	640,697	649,368			
Fringe Benefits	299,049	314,777			
Operating	167,245	189,186			
Capital Outlay					
Recoveries					
TOTAL	<u><u>1,106,991</u></u>	<u><u>1,153,331</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	

Frederick County GIS (Geographic Information Systems) operates under the Interagency Information Technologies (IIT) Division to provide support for various citizen services including emergency response, roadway maintenance, environmental sustainability, public works, health initiatives, public schools, and parks and recreation. In collaboration with its municipal partners, Frederick County provides spatial data, mapping and addressing support, as well as cost sharing for GIS data acquisition and development. Access provided by internet map applications for property information, schools, voting information, and crime statistics allows Frederick County to leverage its GIS into a valued public service.

*Prior to FY2017, the GIS department was shown & recorded separately from the IIT department.

**INTERAGENCY INFORMATION TECHNOLOGIES DIVISION
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Administration:		
Change Management Requests	65	80
Contracts Managed	108	125
Client Devices:		
PCs, laptops. & printers	2,990	3,131
Network User logons	3,900	4,333
Copier/MFDs:		
Number of leased copiers/MFDs/printers	160	163
Web Portal:		
Intranet/Portal:		
Main/Member Sites	170	175
Division Sites	21	24
Document Libraries	975	980
CivicPlus Website "Hits" (<i>page views</i>)	3,438,540	3,580,000
Data Center:		
Physical Servers (slow growth due to move to Virtual)	90	100
Virtual Servers	225	280
Enterprise Storage (Terabytes)	1,000	1,400
Email:		
Number of Email Accounts	3,437	3,600
Average emails received daily	35,450	50,000
Help Desk:		
User Requests	12,800	13,050
Requests resolved in under 10 minutes	1	1
Network Infrastructure:		
Wireless Access Points	217	280
Facilities Connected	110	141
Pay Stub & Check Printing:		
FCG Pay Advices & checks	27,500	28,000
Retirees	10,000	11,000
FCG W-2s	3,400	3,800
Landfill Bills	494	1,560
Records Retention:		
New documents	155,582	185,000
Total documents managed	1,655,582	1,955,500

**INTERAGENCY INFORMATION TECHNOLOGIES DIVISION
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Continued:		
Security/COOP (Continuity of Operations):		
Daily Malicious e-mails blocked	20,000	25,000
Daily website blocked by AV	2,200	3,500
Yearly firewall connections	\$190M	\$293M
Monthly firewall connections denied	\$7M	\$15.65M
Devices being protected	3,360	4,100
Daily event logs collected	\$63M	\$126M
Security/Video Management:		
Number of cameras managed	590	650
Software Applications Support/Maintenance:		
Applications	174	175
Support Projects & Enhancements	1,800	1,800
New Service	100	100
Software Applications Development:		
Supported Development Applications	40	42
Development Projects/Enhancements	100	100
New Service	20	20
Wireless Device Management:		
Number of wireless devices managed	1,250	1,300
Base Layer Data Acquisition & Maintenance:		
Public requests for downloads	164,998	200,000
Data layers stored/maintained	617	788
Address Administration:		
New addresses assigned	939	1,164
Addresses reviewed for changes/accuracy	2,498	4,509
GIS Application Development:		
Web & desktop applications & tools developed	106	117
GIS website & web mapping hits	98,476	97,907
Regional GIS:		
Regional partnership projects	9	10
Regionally shared data services/applications	152	155
GIS Services/Analysis:		
New requests	2,258	2,303
GIS Administration:		
Mapping, data, analysis requests	1,785	1,820
Customer support requests	578	590

**INTERAGENCY INFORMATION TECHNOLOGIES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
VOICE SERVICES					
REVENUE					
Charges for Services	1,149,733	1,187,980	1,151,000	1,140,000	-0.96%
Investment Earnings	1,460	2,884	4,000	2,000	-50.00%
Budgeted Use of Fund Balance			47,725	(64,741)	-235.65%
TOTAL	<u>1,151,193</u>	<u>1,190,864</u>	<u>1,202,725</u>	<u>1,077,259</u>	<u>-10.43%</u>
EXPENDITURES					
FTE Positions	5.10	5.10	5.10	3.65	
Salary & Wages	384,740	389,947	379,508	278,057	-26.73%
Fringe Benefits	197,594	194,759	190,226	140,201	-26.30%
Operating	700,843	663,067	675,510	676,085	0.09%
Capital Outlay					
Recoveries			(42,519)	(17,084)	-59.82%
TOTAL	<u>1,283,177</u>	<u>1,247,773</u>	<u>1,202,725</u>	<u>1,077,259</u>	<u>-10.43%</u>

Voice Services is an internal service fund that manages, monitors, analyzes, procures, implements and upgrades the entire telecommunications network embracing multiple jurisdictions: Frederick County Government, Frederick City Government, State of Maryland agencies located within Frederick County and several fire and rescue companies. The telecommunications network is also integrated with the Frederick County Public Schools (FCPS) telecommunications network. Examples of services include: dial tone, voice mail, video, paging, cell phones, and switchboard.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Voice Services:		
Annual Number of Calls Processed	7,000,000	6,500,000
Extensions Supported	3,700	3,600
Switchboard:		
Annual Number of Calls Received	14,700	14,300
County, City, & State Dept Supported	205	200

**FINANCE DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
Accounting	2,252,961	2,307,357	2,506,937	2,564,392	2.29%
Independent Auditing	53,569	49,325	47,380	49,280	4.01%
Risk Management	263,858	324,240	378,413	386,020	2.01%
Procurement & Contracting	989,332	1,037,800	1,240,662	1,261,422	1.67%
Treasurer	<u>1,136,191</u>	<u>1,145,580</u>	<u>1,202,297</u>	<u>1,241,681</u>	<u>3.28%</u>
TOTAL	<u>4,695,911</u>	<u>4,864,302</u>	<u>5,375,689</u>	<u>5,502,795</u>	<u>2.36%</u>
SUMMARY					
FTE Positions	43.42	43.42	45.42	46.56	
Salary & Wages	2,804,587	2,893,500	3,185,111	3,269,330	2.64%
Fringe Benefits	1,448,772	1,477,238	1,598,910	1,648,215	3.08%
Operating	512,343	503,412	591,668	585,250	-1.08%
Capital Outlay					
Recoveries	<u>(69,791)</u>	<u>(9,848)</u>	<u>0</u>	<u>0</u>	<u>n/a</u>
TOTAL	<u>4,695,911</u>	<u>4,864,302</u>	<u>5,375,689</u>	<u>5,502,795</u>	<u>2.36%</u>

The Finance Division under the direction of the Finance Director, is composed of the Accounting Department, Procurement & Contracting Department, Treasurer, and Risk Management. The Finance Director, appointed by the County Executive, is responsible for the preparation of the County's comprehensive financial statement. The Finance Director also acts as a financial advisor to the Executive.

The Finance Division's mission is to effectively and efficiently manage the financial operations of Frederick County Government by implementing sound fiscal policies which will provide the County Executive and taxpayers of Frederick County with accurate, timely, financial information which can be effectively used in the decision making process; to protect the physical assets of the County thereby making it a safe place for County employees and visitors; to efficiently and effectively administer the property tax system and collection and safeguarding of County fiscal resources; and to purchase goods and services for the best value possible.

**FINANCE DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
ACCOUNTING					
FTE Positions	21.00	21.00	22.00	22.00	
Salary & Wages	1,428,233	1,494,974	1,602,767	1,646,292	2.72%
Fringe Benefits	759,951	760,629	811,697	825,627	1.72%
Operating	64,777	51,754	92,473	92,473	0.00%
Capital Outlay					
Recoveries					
TOTAL	<u><u>2,252,961</u></u>	<u><u>2,307,357</u></u>	<u><u>2,506,937</u></u>	<u><u>2,564,392</u></u>	<u><u>2.29%</u></u>
	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
INDEPENDENT AUDITING					
Operating	<u><u>53,569</u></u>	<u><u>49,325</u></u>	<u><u>47,380</u></u>	<u><u>49,280</u></u>	<u><u>4.01%</u></u>

The Accounting Department is responsible for the administration of all County funds. All funds are deposited by the Treasurer in a cash concentration account. Funds from this account are invested for periods of time which fit the County's projected cash needs. The investments are either guaranteed by the Federal Government or are fully collateralized in accord with State law. All checks issued also clear against the cash concentration account; unused balances are invested overnight in the money market. The Accounting Department prepares and controls County disbursements, prepares payroll and distributes payroll checks, prepares interim reports for management purposes, coordinates bond sales and prepares all Federal and State financial reports.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
ACCOUNTING:		
Accounting transactions	136,000	136,000
Accounts Payable Checks Generated	12,800	13,700
ACH electronic payments submitted	6,300	6,800
Number of W-2s issued	3,150	3,423
Number of Active Grants maintained	180	180

**FINANCE DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
RISK MANAGEMENT					
FTE Positions	3.00	3.00	3.00	4.00	
Salary & Wages	155,151	187,178	218,989	237,410	8.41%
Fringe Benefits	94,120	119,304	120,968	135,154	11.73%
Operating	14,587	17,758	38,456	13,456	-65.01%
Capital Outlay					
Recoveries					
TOTAL	263,858	324,240	378,413	386,020	2.01%

Risk Management is responsible for protecting the assets of Frederick County from unnecessary and controllable losses by providing a safe workplace for our employees and eliminating hazards to the public on County property. The primary goal of Risk Management is to reduce losses and control the cost of those that do occur. When identified, exposures are addressed through loss control techniques, training and education, and transfer of risk. Risk Management is responsible for managing insurance coverage for the County, including property, liability and worker's compensation.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
RISK MANAGEMENT:		
Workers Compensation claims	392	390
Auto Accidents	238	240
3rd Party Liability Claims (bodily injury/property damage)	57	60
County Property Damage Claims	50	55
Vendor Insurance Compliance Monitoring	1,000	1,800
Risk Management In-service/Orientation/Safety Meetings	75	100
Air Quality Issues (mold, asbestos, lead paint)	15	15
Workstation Ergonomic Evaluations	30	40
Building Inspections	200	220
Authorized Driver Program	3,400	3,500

**FINANCE DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
PROCUREMENT & CONTRACTING					
FTE Positions	11.00	11.00	12.00	12.00	
Salary & Wages	709,876	698,039	820,023	836,428	2.00%
Fringe Benefits	313,900	315,349	380,200	385,723	1.45%
Operating	35,347	34,260	40,439	39,271	-2.89%
Capital Outlay					
Recoveries	(69,791)	(9,848)			
TOTAL	989,332	1,037,800	1,240,662	1,261,422	1.67%

The mission of the Procurement & Contracting Department of Frederick County is to provide professional, value-added procurement services, using effective, innovative processes that result in continuous customer satisfaction, while maintaining public trust, with the assurance that each dollar expended will be used in the most efficient manner. In this spirit, free and open competition, and equal opportunity for all qualified vendors is promised.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
PROCUREMENT & CONTRACTING:		
Purchase Orders processed	8,631	8,900
Requisitions processed	1,495	1,600
Change Orders processed	168	175
Request for Proposals	37	35
Invitations for Bid	70	75
Quotations	51	50
Piggybacking	119	100
Renewals	105	125
Sole Source	122	125
Number of Purchasing Cards	358	360
Accounts Audited	46	45
Surplus items posted	71	80
Surplus items sold	69	75
Amount collected	\$161,693	\$150,000
Items transferred to the BOE	31	40

**FINANCE DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
TREASURER					
FTE Positions	8.42	8.42	8.42	8.56	
Salary & Wages	511,327	513,309	543,332	549,200	1.08%
Fringe Benefits	280,801	281,956	286,045	301,711	5.48%
Operating	344,063	350,315	372,920	390,770	4.79%
Capital Outlay					
Recoveries					
TOTAL	<u><u>1,136,191</u></u>	<u><u>1,145,580</u></u>	<u><u>1,202,297</u></u>	<u><u>1,241,681</u></u>	<u><u>3.28%</u></u>

The County Treasurer is responsible for the collection and deposit of all County monies. Approximately one-half of these monies comes from the collection of County taxes. County, State, and Municipal real estate tax bills are prepared for the Treasurer's Office by the Interagency Information Technologies department, verified by the Treasurer and issued from the Treasurer's Office. The Treasurer informs the County Executive and the Finance Division of the amount of funds collected. The Treasurer's Office also collects sewer/water bills and landfill bills; issues dog and cat licenses; sells Transit bus passes and recycling lids; and certifies all real property transfers including the collection of recordation taxes.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
TREASURER:		
Total Revenue billed	\$413M	\$415M
Property tax bills/delinquent notices mailed	105,400	108,000
Number of liens sold at tax sale	575	600
Number of Recordation Transactions	11,500	12,000

**PLANNING & PERMITTING DIVISION
FISCAL YEAR 2018**

	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2018 <u>Adopted</u>	Percent Change
Planning & Development Review	2,371,296	2,443,819	2,433,916	2,603,694	6.98%
Permits & Inspections	2,674,270	2,780,814	3,461,328	3,806,519	9.97%
Economic Development	860,620	*	*	*	n/a
Environmental Sustainability	160,497	156,911	163,751	**	-100.00%
NPDES	1,087,242	1,097,907	1,377,386	**	-100.00%
Sub-total General Fund	<u>7,153,925</u>	<u>6,479,451</u>	<u>7,436,381</u>	<u>6,410,213</u>	<u>-13.80%</u>
Planning & Development Rev. Grants	782,326	996,550	0	0	n/a
Agricultural Land Preservation	11,415,748	14,158,795	14,248,958	13,395,215	-5.99%
Sub-total Other Funds	<u>12,198,074</u>	<u>15,155,345</u>	<u>14,248,958</u>	<u>13,395,215</u>	<u>-5.99%</u>
TOTAL ALL FUNDS	<u><u>19,351,999</u></u>	<u><u>21,634,796</u></u>	<u><u>21,685,339</u></u>	<u><u>19,805,428</u></u>	<u><u>-8.67%</u></u>
SUMMARY					
FTE Positions	58.50	55.00	57.00	57.00	
Salary & Wages	4,001,446	3,627,096	4,166,919	4,085,070	-1.96%
Fringe Benefits	1,894,167	1,642,028	1,880,682	1,832,987	-2.54%
Operating	7,913,297	7,491,790	9,839,464	4,222,009	-57.09%
Capital Outlay	5,547,019	8,873,882	5,798,274	9,665,362	66.69%
Recoveries	(3,930)	0	0	0	n/a
TOTAL	<u><u>19,351,999</u></u>	<u><u>21,634,796</u></u>	<u><u>21,685,339</u></u>	<u><u>19,805,428</u></u>	<u><u>-8.67%</u></u>

By the authority of the County Executive, the Community Development Division was re-named the Planning & Permitting Division.

*FY2016 reflects the first full budget year of Charter government with an Elected County Executive and an Elected County Council. Business Retention has been re-named to the Office of Economic Development and was transferred from the Community Development Division (*now called Planning & Permitting*) reporting directly to the County Executive.

**For FY2018, the Environmental Sustainability & NPDES departments were transferred from the Planning & Permitting Division reporting directly to the County Executive.

**PLANNING & PERMITTING DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
PLANNING & DEVELOPMENT REVIEW					
FTE Positions	20.00	20.00	18.00	20.00	
Salary & Wages	1,570,456	1,639,610	1,594,095	1,687,959	5.89%
Fringe Benefits	702,535	687,604	629,589	705,364	12.04%
Operating	81,686	103,936	210,232	210,371	0.07%
Capital Outlay	16,619	12,669			
Recoveries					
Sub-total	<u>2,371,296</u>	<u>2,443,819</u>	<u>2,433,916</u>	<u>2,603,694</u>	<u>6.98%</u>
Transfer from General Fund					
Grant Funding					
Expenditures	<u>782,326</u>	<u>996,550</u>			
TOTAL	<u><u>3,153,622</u></u>	<u><u>3,440,369</u></u>	<u><u>2,433,916</u></u>	<u><u>2,603,694</u></u>	<u><u>6.98%</u></u>

Planning Development functions include comprehensive planning, including County-wide and Region plans, functional planning such as water/sewer, transportation, land preservation and recreation, capital improvements programming, community facilities plans, agricultural land and rural legacy preservation, historic sites preservation activities, environmental planning and town planning assistance. Zoning and Administration functions include processing of zoning certificates, rezoning requests, board of appeals requests, zoning violations, street addressing and administering the zoning ordinance.

**PLANNING & PERMITTING DIVISION
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Planning:		
Comprehensive Planning:		
Misc. Planning Projects	3	3
Municipal Comp. Plan Reviews	2	1
Municipal Community Plan Amendment	0	0
Water and Sewer Plan Amendments	27	15
Annexations	2	1
Zoning Map Amendments	2	0
County Historic Register Applications	3	3
Certificate of Appropriateness Reviews	5	5
Historic Preservation Section 106 Reviews	2	3
Development Review:		
APFO	69	60
Improvement Plans	133	150
Subdivision Plans	124	110
Site Development Plans	81	100
FRO	142	150
Planning Commission Meetings	28	12
Development Review Outreach	2	2
Zoning Administration:		
Board of Appeals	18	18
Zoning Enforcement Site Visits	127	200
Zoning Violation Complaints	128	150
Zoning Verification Letters	76	100
Lot of Record Determinations	23	25
Impact Fee Waivers	22	20
Yard Modifications	1	5

**PLANNING & PERMITTING DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
PERMITS & INSPECTIONS					
FTE Positions	29.00	29.00	32.00	35.00	
Salary & Wages	1,620,924	1,663,664	2,077,368	2,268,158	9.18%
Fringe Benefits	815,124	797,882	993,340	1,055,172	6.22%
Operating	238,222	319,268	390,620	483,189	23.70%
Capital Outlay					
Recoveries					
TOTAL	<u>2,674,270</u>	<u>2,780,814</u>	<u>3,461,328</u>	<u>3,806,519</u>	<u>9.97%</u>

The Department of Permits & Inspections provides permitting, inspection and code enforcement services to protect the health, safety, and welfare of all citizens of Frederick County. The department is responsible for the issuing of Zoning Certificates, Building Permits, Electrical and Plumbing Permits, Gaming Permits, and other related permits in Frederick County (excluding the City of Frederick and Mt. Airy). The department is also the centralized location for the collection of many fees for non-building permits and impact fees. Once a permit has been issued, field inspections are done on a fixed schedule. Inspections are conducted consistent with the adopted Frederick County ordinance or code that may apply to each permit.

**PLANNING & PERMITTING DIVISION
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Permits & Inspections:		
Plan Review:		
Building	3,371	4,134
Life Safety/Fire	1,660	2,120
Site Plans & Development Plans	220	176
Land Use	89	98
ECS	540	1,516
Inspections:		14,153
Building	9464	3,466
Life Safety/Fire	4409	11,723
Plumbing	9471	20,660
Electrical	10012	3,797
ECS	3302	173
Site	188	90
Land Use	30	30
Processing:		
Building Permits	3,377	4,104
Electrical Permits	3,601	4,286
Plumbing Permits	2,565	2,961
Fire Permits	745	893
Gaming Permits	301	302
Grading	588	529
Driveway	25	26
FRO	28	34
Home Occupation	37	34
Land Use	43	76
Licenses	902	598

**PLANNING & PERMITTING DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
AGRICULTURAL LAND PRESERVATION					
REVENUE					
Agricultural Transfer Tax	16,966	782,397	500,168	900,000	79.94%
Recordation Taxes	2,590,640	3,074,624	3,156,362	4,155,876	31.67%
General Fund Appropriation	216,216	237,166	254,312	504,837	98.51%
Critical Farms Refunds		913,054	1,927,000	1,927,000	0.00%
Installment Purchase Agreement	1,994,935	2,738,445	5,297,534	870,918	-83.56%
Dept of Natural Resources	2,137,651	3,557,403	2,000,000	4,258,950	112.95%
Investment Earnings	1,862,509	4,187,031	1,270,927	1,270,927	0.00%
Budgeted Use of Fund Balance			(159,836)	(495,784)	210.18%
Other			2,491	2,491	0.00%
TOTAL	<u>8,818,917</u>	<u>15,490,120</u>	<u>14,248,958</u>	<u>13,395,215</u>	<u>-5.99%</u>
EXPENDITURES					
FTE Positions	0.50	1.00	2.00	2.00	
Salary & Wages	78,959	96,057	126,424	128,953	2.00%
Fringe Benefits	28,802	47,098	73,830	72,451	-1.87%
Operating	5,777,587	5,154,427	8,250,430	3,528,449	-57.23%
Capital Outlay	5,530,400	8,861,213	5,798,274	9,665,362	66.69%
Recoveries					
TOTAL	<u>11,415,748</u>	<u>14,158,795</u>	<u>14,248,958</u>	<u>13,395,215</u>	<u>-5.99%</u>

Agricultural Land Preservation includes Agricultural Transfer Tax, Critical Farms Program, and the local match for the Rural Legacy Grant. Funding for the Agricultural Preservation Program is derived from the Agricultural Transfer Tax the State levies on the sale of certain farmland. Frederick County is able to retain 75% of the tax receipts which are utilized to purchase easements. The County is authorized to retain these revenues for three years. Revenues not expended within the three year period are reverted to the State. The Critical Farms Program assists full time farmers in acquiring farmland purchasing an option to acquire a land preservation easement at the time of the farm sale. 10% of recordation tax revenues are dedicated toward Agricultural land preservation in

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
IPP Applications	34	30
CREP Projects	12	15
Critical Farms Applications	0	6
MALPH Applications	41	0
Easement Settlements	15	20
Easement Inspections	74	70
Ag Board Meetings	9	10

**PLANNING & PERMITTING DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
ECONOMIC DEVELOPMENT		*	*	*	
FTE Positions	6.00				
Salary & Wages	478,368				
Fringe Benefits	223,404				
Operating	162,778				
Capital Outlay					
Recoveries	<u>(3,930)</u>				
TOTAL	<u>860,620</u>	<u>0</u>	<u>0</u>	<u>0</u>	

Economic Development (*formerly Business Retention*) serves as the primary contact for relocating and existing businesses in Frederick County. Local goals are job creation and assisting small businesses. By assisting existing businesses and promoting incentives for relocating businesses, the office is involved in the creation of wealth in Frederick County and the creation of careers. The office also implements a marketing program to encourage tourists and customers to visit the County which increases the sales of local businesses.

*FY2016 reflects the first full budget year of Charter government with an Elected County Executive and an Elected County Council. Business Retention has been re-named to the Office of Economic Development and was transferred from the Community Development Division (*now called Planning & Permitting*) reporting directly to the County Executive.

**PLANNING & PERMITTING DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
ENVIRONMENTAL SUSTAINABILITY					
				*	
FTE Positions	1.00	1.00	1.00		
Salary & Wages	102,512	103,129	105,405		-100.00%
Fringe Benefits	51,545	51,092	52,352		-100.00%
Operating	6,440	2,690	5,994		-100.00%
Capital Outlay					
Recoveries					
TOTAL	<u>160,497</u>	<u>156,911</u>	<u>163,751</u>	<u>0</u>	<u>-100.00%</u>

Environmental Sustainability is implementing and sustaining Frederick County's Energy Efficiency and Conservation Strategy, which includes the Greenhouse Gas Inventory, Green Building Program, Comprehensive Energy Program, and renewable energy demonstration projects. Key focus is on Sustainability resources and initiatives, and Watershed Management.

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
NPDES					
				*	
FTE Positions	2.00	4.00	4.00		
Salary & Wages	150,227	124,636	263,627		-100.00%
Fringe Benefits	72,757	58,352	131,571		-100.00%
Operating	864,258	914,919	982,188		-100.00%
Capital Outlay					
Recoveries					
TOTAL	<u>1,087,242</u>	<u>1,097,907</u>	<u>1,377,386</u>	<u>0</u>	<u>-100.00%</u>

The NPDES department's main goal is to identify water quality problems from storm sewer system discharges to watersheds in Frederick County and to correct these water quality problems. Requirements include GIS data collection, water quality monitoring, special studies and reporting, stream restoration projects, stormwater management facility retrofits, and the reduction of untreated urban impervious areas by 10%.

*For FY2018, the Environmental Sustainability & NPDES departments were transferred from the Planning & Permitting Division reporting directly to the County Executive.

**STATE'S ATTORNEY'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
State's Attorney	5,996,425	5,872,584	6,158,845	6,302,573	2.33%
Sub-total General Fund	<u>5,996,425</u>	<u>5,872,584</u>	<u>6,158,845</u>	<u>6,302,573</u>	<u>2.33%</u>
State's Atty Child Support Grant	1,621,147	1,606,949	1,628,759	1,614,438	-0.88%
Sub-total Other Funds	<u>1,621,147</u>	<u>1,606,949</u>	<u>1,628,759</u>	<u>1,614,438</u>	<u>-0.88%</u>
TOTAL ALL FUNDS	<u>7,617,572</u>	<u>7,479,533</u>	<u>7,787,604</u>	<u>7,917,011</u>	<u>1.66%</u>
SUMMARY					
Elected Officials	1.00	1.00	1.00	1.00	
FTE Positions	68.00	68.00	68.00	68.00	
Salary & Wages	3,914,732	3,869,805	4,101,736	4,141,143	0.96%
Fringe Benefits	1,879,850	1,815,611	1,864,046	1,968,248	5.59%
Operating	1,822,990	1,794,117	1,821,822	1,807,620	-0.78%
Capital Outlay	0	0	0	0	n/a
Recoveries	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>n/a</u>
TOTAL	<u>7,617,572</u>	<u>7,479,533</u>	<u>7,787,604</u>	<u>7,917,011</u>	<u>1.66%</u>

State's Attorney includes the State's Attorney Office and the State's Attorney-Child Support Division. The primary functions of these offices are to promote justice through proper prosecution and enforce child support in Frederick County.

The State's Attorney's Office is to prosecute all criminal, juvenile, and serious traffic offenses that occur in Frederick County. The office has four divisions: the Circuit Court Division, which handles all serious felony offenses; the District Court Division, which handles misdemeanor criminal and serious traffic offenses; the Juvenile Division, which handles all offenses committed by offenders under the age of eighteen; and the Child Support Division, which works to establish and enforce parental support obligations.

**STATE'S ATTORNEY'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
STATE'S ATTORNEY					
Elected Positions	1.00	1.00	1.00	1.00	
FTE Positions	55.30	55.30	55.30	55.30	
Salary & Wages	3,914,732	3,869,805	4,101,736	4,141,143	0.96%
Fringe Benefits	1,879,850	1,815,611	1,864,046	1,968,248	5.59%
Operating	201,843	187,168	193,063	193,182	0.06%
Capital Outlay					
Recoveries					
Sub-total General Fund	5,996,425	5,872,584	6,158,845	6,302,573	2.33%
Transfer from General Fund	587,862	597,429	615,309	609,899	-0.88%
Grant Funding					
FTE Positions	12.70	12.70	12.70	12.70	
Expenditures	1,033,285	1,009,520	1,013,450	1,004,539	-0.88%
TOTAL	<u>7,617,572</u>	<u>7,479,533</u>	<u>7,787,604</u>	<u>7,917,011</u>	<u>1.66%</u>

Each case where an individual is charged with a crime or serious motor vehicle offense is handled by the State's Attorney's Office. Attorneys, Investigators, Victims/Witness Coordinators and Administrative Specialists work in each division to collect all information and perform all tasks necessary to successfully conclude each case. Cases are normally resolved by a guilty plea or trial by judge or jury. The office also handles post trial proceedings like Modification Hearings, Violations of Probation, Post Conviction Proceedings, and other such proceedings.

The staff works daily with police officers, local police agencies, state and local government workers, and the general public, to provide information and services. The office works to develop crime prevention programs in cooperation with other agencies.

The Child Support Division is grant funded, and focuses on establishing child support and paternity orders, and then enforcing payment of court ordered support. The Child Support Division works closely with the Department of Social Services and local law enforcement providing these services.

**STATE'S ATTORNEY'S OFFICE
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
State's Attorney:		
Circuit Court Division:		
Felony cases handled	503	533
Adult trials resulting in guilty verdicts	47.0%	87.0%
Jury Trial Prayed cases handled	1,304	1,322
Violations of Probation cases handled	719	732
District Court Division:		
Criminal cases handled	3,687	4,246
Motor vehicle cases handled	7,427	8,632
Juvenile Division:		
Cases handled	530	526
Youthful Offender Program:		
Number of Youths completing	110	106
Child Support:		
Total Collections	18.991M	18.993M
Support Orders established	1,460	1,468
Paternity established	486	490
Cases enforced	2,669	2,770
Cases modified	1,035	1,038

**CIRCUIT COURTS
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
Circuit Court	1,283,167	1,309,836	1,433,672	1,601,445	11.70%
Jury	66,371	76,799	97,395	97,395	0.00%
Orphans Court	30,797	35,290	39,714	39,687	-0.07%
Sub-total General Fund	<u>1,380,335</u>	<u>1,421,925</u>	<u>1,570,781</u>	<u>1,738,527</u>	<u>10.68%</u>
Circuit Court Grants	470,089	536,131	567,268	760,427	34.05%
Sub-total Other Funds	<u>470,089</u>	<u>536,131</u>	<u>567,268</u>	<u>760,427</u>	<u>34.05%</u>
TOTAL ALL FUNDS	<u><u>1,850,424</u></u>	<u><u>1,958,056</u></u>	<u><u>2,138,049</u></u>	<u><u>2,498,954</u></u>	<u><u>16.88%</u></u>
SUMMARY					
FTE Positions	16.00	16.00	16.00	18.00	
Salary & Wages	870,298	927,007	976,996	1,076,702	10.21%
Fringe Benefits	487,444	488,911	569,512	622,457	9.30%
Operating	743,112	785,666	861,079	1,063,117	23.46%
Capital Outlay					
Recoveries	<u>(250,430)</u>	<u>(243,528)</u>	<u>(269,538)</u>	<u>(263,322)</u>	<u>-2.31%</u>
TOTAL	<u><u>1,850,424</u></u>	<u><u>1,958,056</u></u>	<u><u>2,138,049</u></u>	<u><u>2,498,954</u></u>	<u><u>16.88%</u></u>

The Circuit Court section includes the Circuit Court, Jury, and Other Judicial which provide the administration of justice.

**CIRCUIT COURTS
FISCAL YEAR 2018**

	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2018 <u>Adopted</u>	Percent Change
CIRCUIT COURT					
FTE Positions	16.00	16.00	16.00	18.00	
Salary & Wages	844,621	897,076	945,996	1,045,702	10.54%
Fringe Benefits	485,440	486,577	567,095	620,067	9.34%
Operating	118,071	88,581	95,119	103,998	9.33%
Capital Outlay					
Recoveries	<u>(164,965)</u>	<u>(162,398)</u>	<u>(174,538)</u>	<u>(168,322)</u>	<u>-3.56%</u>
Sub-Total General Fund	1,283,167	1,309,836	1,433,672	1,601,445	11.70%
Transfer from General Fund	41,712	31,325	46,878	107,570	129.47%
Grant Funding					
FTE Positions	3.00	3.00	3.00	6.00	
Expenditures	<u>428,377</u>	<u>504,806</u>	<u>520,390</u>	<u>652,857</u>	<u>25.46%</u>
TOTAL	<u>1,753,256</u>	<u>1,845,967</u>	<u>2,000,940</u>	<u>2,361,872</u>	<u>18.04%</u>

The Circuit Court is the highest common law and equity Court of record exercising original jurisdiction within the State. It is a trial Court which handles major civil cases, where the controversy exceeds \$25,000 and more serious criminal matters as well as appeals from the District Court and certain administrative agencies. There are two Court terms each year, the first beginning on the first Monday of February and the second beginning on the second Monday of September. Judges are usually appointed by the Governor for a period not to exceed two years, after which they must stand for election for a 15-year term. They appear on the ballot without party designation but may be opposed. They must retire at age 70.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Circuit Court:		
New Case Filings-Criminal, Civil, Juvenile, Adopt, Paternity	7,721	* 9,247
In-House Mediation - Family & Child Welfare cases	597	627
Number of Jurors	4,833	5,492
Jurors sitting in excess of five days	66	141
Events concluded by Magistrates	3,901	** 4,380
Family Support Services referrals to various services	4,793	5,033
Drug Treatment Court Grant participants	85	100
*Large increase due to property issues in family cases being added.		
**FY17 operating with one Magistrate vs. two		

**CIRCUIT COURTS
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
JURY					
FTE Positions	-	-	-	-	
Salary & Wages					
Fringe Benefits					
Operating	151,836	157,929	192,395	192,395	0.00%
Capital Outlay					
Recoveries	<u>(85,465)</u>	<u>(81,130)</u>	<u>(95,000)</u>	<u>(95,000)</u>	<u>0.00%</u>
TOTAL	<u>66,371</u>	<u>76,799</u>	<u>97,395</u>	<u>97,395</u>	<u>0.00%</u>

The Jury Selection System is administered by the Clerk of Circuit Court under the direct supervision of the Jury Judge. There are grand and petit juries. The Grand Jury is to present and indict those persons justly accused. Of equal, if not greater importance, is to see that no one is prosecuted upon accusations which have no foundation. The grand jury is presented cases by the State's Attorney; its duty is to indict or dismiss the case. The petit jury serves in both criminal and civil matters, hearing evidence from all parties to the proceedings to make a determination based on the facts and laws presented.

Grand and petit jurors are chosen by random selection from the voter registration lists. The plan assures the selection of a fair cross section of the citizens in the County to serve on both the grand and petit juries. A grand jury consists of 25 members. One petit jury panel is drawn for each term of Court per month consisting of 150 jurors each.

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
ORPHANS COURT					
FTE Positions	-	-	-	-	
Salary & Wages	25,677	29,931	31,000	31,000	0.00%
Fringe Benefits	2,004	2,334	2,417	2,390	-1.12%
Operating	3,116	3,025	6,297	6,297	0.00%
Capital Outlay					
Recoveries					
TOTAL	<u>30,797</u>	<u>35,290</u>	<u>39,714</u>	<u>39,687</u>	<u>-0.07%</u>

The Orphans' Court is a probate court with jurisdiction over estates which are administered judicially. It is especially concerned in wills to minors and the appointment of guardians for them. The three presiding Judges of the Orphans' Court are elected on a partisan basis for four-year terms. A judge must be over 30 years of age, and a resident of Maryland for five years and of the Circuit for six months. There are no professional qualifications. The Governor appoints the Chief Judge from among the three elected. The Court is in session two mornings a week.

**SHERIFF'S OFFICE
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Administration	1,079,240	1,083,574	1,196,402	1,218,616	1.86%
Courthouse Security	1,915,090	1,927,852	2,305,784	2,591,392	12.39%
Operations	21,796,685	22,033,111	24,104,967	24,571,968	1.94%
School Crossing Guard (net) *	0	0	0	0	n/a
Adult Detention Center	13,324,034	13,131,567	14,317,886	14,961,385	4.49%
Work Release	3,644,799	3,797,101	4,042,633	4,032,205	-0.26%
Sub-total General Fund	41,759,848	41,973,205	45,967,672	47,375,566	3.06%
Administration Grants	127,488	178,016	48,400	48,400	0.00%
Sub-total Other Funds	127,488	178,016	48,400	48,400	0.00%
TOTAL ALL FUNDS	41,887,336	42,151,221	46,016,072	47,423,966	3.06%
SUMMARY					
Elected Positions	1.00	1.00	1.00	1.00	
FTE Positions	396.17	404.00	408.00	421.00	
Salary & Wages	25,943,670	26,038,662	27,961,800	28,710,937	2.68%
Fringe Benefits	13,716,596	13,484,933	14,462,737	14,890,816	2.96%
Operating	6,386,277	6,694,708	7,409,604	7,790,507	5.14%
Capital Outlay	118,750	274,216	96,000	0	-100.00%
Recoveries	(4,277,957)	(4,341,298)	(3,914,069)	(3,968,294)	1.39%
TOTAL	41,887,336	42,151,221	46,016,072	47,423,966	3.06%

The Frederick County Sheriff's Office provides full-service law enforcement services to the citizens of Frederick County. The Sheriff's Office is comprised of two Bureaus, the Law Enforcement Bureau and the Corrections Bureau. The Law Enforcement Bureau is comprised of two divisions, the Administrative Services Division and the Operations Division. The Law Enforcement Bureau also has some administrative functions directly under the Sheriff. These functions include: professional compliance, media relations, internal investigations, and technology.

*For School Crossing Guard information, please see detailed page.

**SHERIFF'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
ADMINISTRATION					
FTE Positions	12.00	12.00	12.00	12.00	
Salary & Wages	694,725	686,467	768,012	767,750	-0.03%
Fringe Benefits	381,043	354,253	366,697	369,642	0.80%
Operating	79,212	112,414	110,093	129,624	17.74%
Capital Outlay					
Recoveries	<u>(75,740)</u>	<u>(69,560)</u>	<u>(48,400)</u>	<u>(48,400)</u>	<u>0.00%</u>
Sub-total General Fund	1,079,240	1,083,574	1,196,402	1,218,616	1.86%
Transfer from General Fund	19,068	17,529	18,284	18,284	0.00%
Grant Funding					
FTE Positions	0.00	0.00	0.00	0.00	
Expenditures	<u>108,420</u>	<u>160,487</u>	<u>30,116</u>	<u>30,116</u>	<u>0.00%</u>
TOTAL	<u><u>1,206,728</u></u>	<u><u>1,261,590</u></u>	<u><u>1,244,802</u></u>	<u><u>1,267,016</u></u>	<u><u>1.78%</u></u>

The Administrative Services Division includes: Training Services, Personnel Services, Fiscal Services, and Support Services. Training Services is responsible for in-house training and the Frederick County Law Enforcement Training Academy. Personnel Services is responsible for personnel administration, accreditation, polygraphs, and background investigations and recruiting. Fiscal Services is responsible for fiscal management, planning and research, grant management, capital improvement projects, purchasing and property management. Support Services is responsible for the duty desk, records, fleet management, victim services, domestic violence follow-up, school resource officer program, community services, crime prevention, youth services program, reserve duty program and volunteers.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
ADMINISTRATION BUREAU		
Civil Process papers received	22,971	24,837
Civil Process Fees Collected	\$193,470	\$226,839

**SHERIFF'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
COURTHOUSE SECURITY					
FTE Positions	21.67	22.00	24.00	25.00	
Salary & Wages	1,206,286	1,229,028	1,379,697	1,618,600	17.32%
Fringe Benefits	645,375	661,770	736,689	832,488	13.00%
Operating	63,429	37,054	125,398	140,304	11.89%
Capital Outlay			64,000		-100.00%
Recoveries					
TOTAL	<u>1,915,090</u>	<u>1,927,852</u>	<u>2,305,784</u>	<u>2,591,392</u>	<u>12.39%</u>

The Courthouse Security Unit is responsible for the security of the entire Courthouse, to include Courthouse entrances, District Court rooms, Circuit Court rooms, Judges, Courthouse employees, and visitors to the Courthouse. Duties for this unit include: ensuring that the assigned Courts are in order and secure, and that the defendants are in the correct Court as scheduled; ensuring prisoners have arrived from the Detention Center and other facilities on schedule, and that the Courts are made aware of any discrepancies: assisting judges as requested; supervising and providing security for jurors during court, recess and deliberations; maintaining order in Court rooms; maintaining secure custody of prisoners; serving warrants as needed; interviewing petitioners of protective orders; serving protective orders as needed; and supervising juveniles who are in custody.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
COURTHOUSE SECURITY:		
Number of Courthouse visitors	325,000	330,000
Prisoners handled: adult & juvenile (at courthouse)	4,850	4,900

**SHERIFF'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
OPERATIONS: LAW ENFORCEMENT					
Elected Positions	1.00	1.00	1.00	1.00	
FTE Positions	204.00	211.50	213.50	217.50	
Salary & Wages	13,919,985	13,924,370	15,469,932	15,646,111	1.14%
Fringe Benefits	7,479,732	7,336,723	7,969,351	8,039,140	0.88%
Operating	2,707,948	2,953,690	3,143,823	3,424,603	8.93%
Capital Outlay		274,216	32,000		-100.00%
Recoveries	<u>(2,310,980)</u>	<u>(2,455,888)</u>	<u>(2,510,139)</u>	<u>(2,537,886)</u>	<u>1.11%</u>
TOTAL	<u>21,796,685</u>	<u>22,033,111</u>	<u>24,104,967</u>	<u>24,571,968</u>	<u>1.94%</u>

The Frederick County Sheriff's Office is a full service law enforcement agency: an arm of the court, and a keeper of offenders. In this regard it exists to serve all the people within Frederick County with respect, fairness, and compassion. The Sheriff's Office is committed to the prevention of crime; the protection of life and property; the preservation of peace and order: the enforcement of laws and ordinances: the safeguarding of constitutional guarantees: and safekeeping of prisoners. The foundation is community service, with goals to enhance the quality of life, investigating problems as well as incidents, seeking solutions and fostering a sense of security in communities and individuals. The men, women, and officers of this office nurture public trust by holding themselves to the highest standards of performance and ethics. To fulfill this mission, the Frederick County Sheriff's Office is dedicated to providing a quality work environment and the development of its members through training, education and leadership.

The Operations Division includes: Special Operations, Patrol Operations, and Judicial Operations. Special Operations is responsible for narcotics investigations, criminal hotspot saturation, special situation responses, hostage negotiations, criminal investigations, juvenile activities, pawn investigations, sex offender registration, crime analysis and evidence management. Patrol Operations is responsible for five patrol teams, community deputy program, honor guard, canine unit, and traffic unit. Judicial Operations is responsible for civil process, child support enforcement, court security, and alarms/permits.

**SHERIFF'S OFFICE
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
OPERATIONS: LAW ENFORCEMENT		
ACCREDITATION:		
Special Orders Implemented	32	35
Number Standards Compliant	399	399
BACKGROUND INVESTIGATIONS:		
Number of Backgrounds Fred. Co. Sensitive Positions	59	65
Total Number of Background Investigations	105	145
CANINE (K-9) UNIT:		
Number of Dogs	5	5
Number of Scans/Searches/Backups	1,997	2,400
Number of Apprehensions	109	200
COMMUNITY SERVICES:		
Neighborhood Watch Programs	72	75
Number of citizens contacted	3,200	3,500
CRIME ANALYSIS:		
Crime Maps Produced	406	410
Crime Intelligence Bulletins	144	150
CRIMINAL INVESTIGATIONS:		
Investigations Handled	867	875
Investigations Closed	527	550
EVIDENCE UNIT:		
Evidence/Property forms received	2,174	2,200
Total Guns recovered	331	340
FISCAL SERVICES:		
Law Enforcement Funds managed	\$29.5 million	\$31.5 million
Number of Property Requests	307	325
FREDERICK COUNTY NARCOTICS TASK FORCE:		
Search & Seizure Warrants Served	91	95
Number of Vehicles Seized	13	15
GRANTS:		
Number of Grants Managed	14	16
Grant Funds Received	\$389,326	\$510,000
HOMELAND SECURITY:		
Number of Homeland Security Plans Reviewed	3	4
INTERNAL AFFAIRS:		
Number of Complaints	14	16
LANDFILL DEPUTY:		
Number of Enforcement Hours	1,000	1,000
MOBILE DATA COMPUTERS:		
Number of Mobile Data Computers	185	189
MOTORCYCLE UNIT:		
Number of details	12	10

**SHERIFF'S OFFICE
FISCAL YEAR 2018**

PERFORMANCE INDICATORS Continued	FY 2017 ESTIMATE	FY 2018 BUDGET
OFFICE OF THE SHERIFF:		
Number of Law Enforcement Employees	279	283
Number of Correctional Employees	155	163
PACE (Pro-Active Crime Enforcement) UNIT:		
Number of Warrants Served	36	40
Number of Extraditions	30	32
PATROL OPERATIONS:		
Calls for Service	93,621	94,500
Total Arrests (Adult/Juvenile)	3,924	3,950
PAWN UNIT:		
Number of Items Recovered	287	300
Value Recovered Stolen Property	\$117,017	\$120,000
PERSONNEL SERVICES:		
Number of Early Warning System Reports Processed	407	400
Number of Personnel Orders	89	95
POLICE INFORMATION SPECIALISTS:		
Protective/Peace Orders	1,134	1,180
Number of Guns Seized	175	188
POLYGRAPH UNIT:		
Number of Polygraphs Conducted	229	200
PUBLIC INFORMATION OFFICER:		
Number of Press Releases	115	120
RECORDS SECTION:		
Number of Incident Reports Processed	8,876	10,500
Number of Traffic Citations/Warnings Processed	49,784	51,000
SCHOOL RESOURCE OFFICER PROGRAM:		
Number of Criminal Arrests	84	90
Number of Students Serviced	47,225	48,000
SEX OFFENDER REGISTRATION:		
Number of Sex Offenders Registered	195	205
SPECIAL SERVICES TEAM:		
Number of Tactical Incidents	18	20
TECHNOLOGY SUPPORT:		
Number of Personnel given support	225	240
TRAFFIC UNIT:		
Traffic collisions	1,285	1,400
DWI Arrests	293	285
TRAINING SERVICES:		
In-service Training Hours	26,818	25,000
VICTIM SERVICES:		
Citizens Contacted	1,031	1,300
Domestic Violence Arrests	260	280

**SHERIFF'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
SCHOOL CROSSING GUARD					
FTE Positions	0.50	0.50	0.50	0.50	
Salary & Wages	183,245	186,132	190,164	190,345	0.10%
Fringe Benefits	34,347	33,662	32,910	34,306	4.24%
Operating	8,618	6,250	3,856	13,357	246.40%
Capital Outlay					
Recoveries	<u>(226,210)</u>	<u>(226,044)</u>	<u>(226,930)</u>	<u>(238,008)</u>	<u>4.88%</u>
TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	

The School Crossing Guard program is responsible for the development and maintenance of an effective school traffic safety program. The mandate of the program is to ensure children can cross streets safely as they travel to and from school. Elementary school children are of particular concern because they often lack the cognitive skills to successfully interact with traffic. In 2005, a school traffic analysis identified seventeen intersections that warranted crossing guards. Using adult crossing guards effectively can be one way to increase child pedestrian safety on a student's route to school. Crossing guards supervise and escort children across streets and traffic intersections by using or creating safe gaps in traffic. Typically, the crossing guards are used during the periods immediately before and after school.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
SCHOOL CROSSING GUARD:		
Number of Crossing Guards	23	23
Number of Schools w/Crossing Guards	13	13

**SHERIFF'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
ADULT DETENTION CENTER					
FTE Positions	118.00	118.00	118.00	126.00	
Salary & Wages	7,677,068	7,631,666	7,690,467	8,023,617	4.33%
Fringe Benefits	3,993,050	3,875,786	4,040,969	4,316,770	6.83%
Operating	2,997,427	2,986,056	3,525,050	3,574,998	1.42%
Capital Outlay	118,750				
Recoveries	<u>(1,462,261)</u>	<u>(1,361,941)</u>	<u>(938,600)</u>	<u>(954,000)</u>	1.64%
TOTAL	<u>13,324,034</u>	<u>13,131,567</u>	<u>14,317,886</u>	<u>14,961,385</u>	4.49%

The Security Division provides for the overall security, custody, and confinement of all incarcerates remanded to the custody of the Detention Center by the judicial system. The Detention Center also houses, and is reimbursed for, inmates from the Department of Homeland Security's Immigration and Customs Enforcement program. Areas that fall under this section include the Transportation Unit, Security Staff, Food Services, Inmate Services, Medical Services, Emergency Response Team, K-9, and Religious Services for the inmate population. All of these functions contribute to the overall security and safety of the facility and the inmate population.

Central Booking provides intake processing for all law enforcement agencies in the county. Police agencies using the Central Booking Unit include the Frederick County Sheriff's Office, Brunswick City Police, Thurmont City Police, Maryland State Police, Frederick City Police, Department of Natural Resources Police, and the State Fire Marshal's Office.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
ADULT DETENTION CENTER:		
Average daily inmate population	400	420
Prisoner Intakes	4,475	3,300
Food Cost per day per inmate	\$6.00	\$5.70
Number of inmate incidents	3,201	3,600
Number of court appearances	6,406	7,400
Number of inmate sick call requests	4,107	3,700
Number of documented log entries	757,101	740,398
Total Central Booking intakes	3,607	4,000

**SHERIFF'S OFFICE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
WORK RELEASE					
FTE Positions	40.00	40.00	40.00	40.00	
Salary & Wages	2,262,361	2,380,999	2,463,528	2,464,514	0.04%
Fringe Benefits	1,183,049	1,222,739	1,316,121	1,298,470	-1.34%
Operating	402,155	421,228	452,984	459,221	1.38%
Capital Outlay					
Recoveries	<u>(202,766)</u>	<u>(227,865)</u>	<u>(190,000)</u>	<u>(190,000)</u>	0.00%
TOTAL	<u><u>3,644,799</u></u>	<u><u>3,797,101</u></u>	<u><u>4,042,633</u></u>	<u><u>4,032,205</u></u>	<u><u>-0.26%</u></u>

Work Release provides supervision to nonviolent and first time offenders who have been authorized for participation. Diverting nonviolent offenders from traditional confinement at the Detention Center is essential for maintaining operations and for managing bed space which is needed to house those offenders who must be incarcerated in order to maintain public safety. The Community Services Programs are cost effective and well-managed alternatives that offer an extreme benefit to the Criminal Justice System, the offender, and to Frederick County.

The Alternative Sentencing program provides a sentencing alternative to the judiciary system by ordering nonviolent offenders to perform court-ordered community service hours instead of a jail sentence, points on a driver's license, or a guilty finding. The Program allows minor offenders to maintain their jobs in the community and continue to lend financial support to their family while minimizing the risk of safety to the community. Community service hours are performed on a regular designated schedule at work sites that the program has approved, and meets the criteria as established in the enabling legislation.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
WORK RELEASE:		
Funds generated by Work Release room/board	\$165,000	\$165,000
Total # of Home Detention participants	20	17
Total # of Alco monitor tests conducted	12,329	13,600
Total # of Work Release job checks conducted	1,143	1,490
ALTERNATIVE SENTENCING:		
Hours of court ordered community service	30,000	30,590
Dollars collected by program fees	\$37,500	\$30,000
Offenders participating in the program	808	850
Offenders completing the program	625	635
Money saved by Community Services	\$350,000	\$300,000

**FIRE AND RESCUE SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
Director/Administration	759,427	664,640	690,409	700,408	1.45%
Administrative (Technical) Services	1,196,982	842,093	1,319,602	1,368,513	3.71%
Professional Services	698,886	999,347	1,159,671	934,674	-19.40%
Fire & EMS Operations	38,750,708	39,875,541	41,779,189	43,622,740	4.41%
Ambulance Billing	670,805	637,222	706,189	699,590	-0.93%
Fire Marshall	506,205	513,525	556,482	596,428	7.18%
Volunteer Fire/Rescue Cos. & Teams	6,837,193	7,021,985	7,821,414	8,273,813	5.78%
TOTAL	<u>49,420,206</u>	<u>50,554,353</u>	<u>54,032,956</u>	<u>56,196,166</u>	<u>4.00%</u>
SUMMARY					
FTE Positions	338.00	352.00	366.00	378.00	
Salary & Wages	25,103,525	25,877,645	26,840,169	28,678,901	6.85%
Fringe Benefits	15,316,052	15,439,493	16,128,058	16,363,338	1.46%
Volunteer FF Workers Compensation	1,029,749	940,008	1,029,506	1,029,506	0.00%
Operating	7,251,218	7,585,066	8,958,255	9,041,453	0.93%
Capital Outlay	0	0	69,000	0	-100.00%
Recoveries	(5)	(5,068)	(10,000)	(10,000)	0.00%
LOSAP Payments	719,667	717,209	1,017,968	1,092,968	7.37%
TOTAL	<u>49,420,206</u>	<u>50,554,353</u>	<u>54,032,956</u>	<u>56,196,166</u>	<u>4.00%</u>

The Fire & Rescue Services Division is committed to protecting life, property, and the environment by providing professional, efficient, and quality service to the citizens of Frederick County.

**FIRE AND RESCUE SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
DIRECTOR/ADMINISTRATION					
FTE Positions	4.00	4.00	4.00	4.00	
Salary & Wages	413,900	331,995	351,006	358,026	2.00%
Fringe Benefits	174,859	150,821	155,551	158,530	1.92%
Operating	170,668	181,824	183,852	183,852	0.00%
Capital Outlay					
Recoveries					
TOTAL	<u><u>759,427</u></u>	<u><u>664,640</u></u>	<u><u>690,409</u></u>	<u><u>700,408</u></u>	<u><u>1.45%</u></u>

The Frederick County Fire & Rescue Services Division is organized into six Sections or Departments under the Office of the Director: Administrative (Technical) Services, Professional Services, Fire & EMS Operations, Ambulance Billing, Fire Marshall, and Volunteer Fire & Rescue. DFRS has over 375 uniformed and civilian personnel. The men and women of Fire & Rescue are held to the highest standard of moral and ethical character and work to protect your life and property professionally, enthusiastically, and to their utmost ability.

The Division operates under Federal and State regulations and guidelines as well as the policies and procedures as adopted by the Frederick County Charter.

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
ADMINISTRATIVE (TECHNICAL) SERVICES					
FTE Positions	6.00	6.00	6.00	6.00	
Salary & Wages	406,399	271,709	385,963	383,141	-0.73%
Fringe Benefits	210,397	176,790	221,664	198,612	-10.40%
Operating	580,186	393,594	642,975	786,760	22.36%
Capital Outlay			69,000		-100.00%
Recoveries					
TOTAL	<u><u>1,196,982</u></u>	<u><u>842,093</u></u>	<u><u>1,319,602</u></u>	<u><u>1,368,513</u></u>	<u><u>3.71%</u></u>

Administrative (Technical) Services supports the Fire & EMS Services Section for the Division of Fire & Rescue. This department supports the fiscal management and budget preparation, Capital Improvement Projects, Fleet Management to include development of specifications and purchasing apparatus, maintenance of staff and reserve fleet including fuel. The Administrative (Technical) Services Bureau is also responsible for the EMS Billing Function for the Fire & Rescue Services Division and the Fire Marshall's Office.

**FIRE AND RESCUE SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
PROFESSIONAL SERVICES					
FTE Positions	5.00	7.00	7.00	7.00	
Salary & Wages	385,737	524,281	569,941	556,183	-2.41%
Fringe Benefits	208,391	282,403	306,966	299,769	-2.34%
Operating	104,758	192,781	282,764	78,722	-72.16%
Capital Outlay					
Recoveries		(118)			
TOTAL	<u><u>698,886</u></u>	<u><u>999,347</u></u>	<u><u>1,159,671</u></u>	<u><u>934,674</u></u>	<u><u>-19.40%</u></u>

Professional Services provides management and oversight of the Training Academy and the Public Safety Training Facility. EMS, Fire & Rescue training, Drivers training, Safety and Management courses/training are all conducted by the staff of Professional Services. A Health & Wellness program supports the health and physical well being of the firefighters. Employees in the Safety Officers program respond to significant incidents and are responsible for accident and injury investigations.

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
FIRE & EMS OPERATIONS					
FTE Positions	315.00	326.00	339.00	351.00	
Salary & Wages	23,318,302	24,123,900	24,834,227	26,607,868	7.14%
Fringe Benefits	14,399,955	14,485,362	15,064,632	15,283,731	1.45%
Operating	1,032,451	1,271,229	1,890,330	1,741,141	-7.89%
Capital Outlay					
Recoveries		(4,950)	(10,000)	(10,000)	0.00%
TOTAL	<u><u>38,750,708</u></u>	<u><u>39,875,541</u></u>	<u><u>41,779,189</u></u>	<u><u>43,622,740</u></u>	<u><u>4.41%</u></u>

Personnel are assigned to the various fire stations in the county to respond to all types of emergency and non-emergency incidents. This includes Advanced Life Support providers to provide incident support for serious accidents.

**FIRE AND RESCUE SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
AMBULANCE BILLING					
FTE Positions	3.00	3.00	3.00	3.00	
Salary & Wages	136,414	150,686	162,377	165,940	2.19%
Fringe Benefits	73,316	74,756	74,200	76,538	3.15%
Operating	461,075	411,780	469,612	457,112	-2.66%
Capital Outlay					
Recoveries					
TOTAL	<u><u>670,805</u></u>	<u><u>637,222</u></u>	<u><u>706,189</u></u>	<u><u>699,590</u></u>	<u><u>-0.93%</u></u>

Ambulance Transport Insurance Billing is a program that provides reimbursement for services rendered for Ambulance Transport Services. In many cases, insurance carriers, government programs, auto insurances, etc., will generally reimburse a portion for ambulance charges.

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
FIRE MARSHALL					
FTE Positions	4.00	4.00	4.00	4.00	
Salary & Wages	299,608	307,592	325,564	347,430	6.72%
Fringe Benefits	187,454	187,907	195,931	214,011	9.23%
Operating	19,148	18,026	34,987	34,987	0.00%
Capital Outlay					
Recoveries	(5)				
TOTAL	<u><u>506,205</u></u>	<u><u>513,525</u></u>	<u><u>556,482</u></u>	<u><u>596,428</u></u>	<u><u>7.18%</u></u>

The Fire Marshall's Office enforces State and County fire codes and laws, performs on-site inspections at construction sites, responds to and investigates complaints and fire code violations, and provides assistance to fire companies.

**FIRE AND RESCUE SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
VOLUNTEER FIRE & RESCUE					
FTE Positions	1.00	2.00	3.00	3.00	
Salary & Wages	143,165	167,482	211,091	260,313	23.32%
Fringe Benefits	61,680	81,454	109,114	132,147	21.11%
Volunteer FF Workers Compensation	1,029,749	940,008	1,029,506	1,029,506	0.00%
Operating	648,984	645,231	708,953	707,476	-0.21%
Capital Outlay					
Recoveries					
LOSAP Payments	<u>719,667</u>	<u>717,209</u>	<u>1,017,968</u>	<u>1,092,968</u>	<u>7.37%</u>
TOTAL	<u>2,603,245</u>	<u>2,551,384</u>	<u>3,076,632</u>	<u>3,222,410</u>	<u>4.74%</u>
COMPANIES & TEAMS					
Operating Expenses	<u>4,233,948</u>	<u>4,470,601</u>	<u>4,744,782</u>	<u>5,051,403</u>	<u>6.46%</u>

Volunteer Fire & Rescue includes two full time staff dedicated as liaison to the Volunteer Fire & Rescue Services community. The Frederick County Volunteer Fire and Rescue Association is an organization of 29 volunteer fire companies which provide fire-fighting and ambulance service throughout the County. Hazardous Materials, Advanced Technical Rescue and a Dive team are the three specialty teams included in the emergency services provided by the County.

**EMERGENCY MANAGEMENT DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Administration	244,085	309,778	316,320	292,900	-7.40%
Emergency Communications	6,295,024	6,453,066	6,968,475	7,878,919	13.07%
Emergency Preparedness	355,638	413,227	508,044	506,601	-0.28%
Sub-total General Fund	6,894,747	7,176,071	7,792,839	8,678,420	11.36%
Emergency Communications Grants	1,690,997	574,257	0	0	n/a
Emergency Preparedness Grants	358,612	241,085	0	0	n/a
Sub-total Other Funds	2,049,609	815,342	0	0	n/a
TOTAL ALL FUNDS	<u>8,944,356</u>	<u>7,991,413</u>	<u>7,792,839</u>	<u>8,678,420</u>	<u>11.36%</u>

SUMMARY

FTE Positions	54.00	56.00	61.00	69.00	
Salary & Wages	3,359,794	3,468,171	3,671,367	3,954,352	7.71%
Fringe Benefits	1,617,956	1,686,820	1,856,238	2,294,738	23.62%
Operating	3,966,856	2,836,422	2,265,234	2,429,330	7.24%
Capital Outlay					
Recoveries	(250)				
TOTAL	<u>8,944,356</u>	<u>7,991,413</u>	<u>7,792,839</u>	<u>8,678,420</u>	<u>11.36%</u>

The Division of Emergency Planning and Management is comprised of three operational departments including: Administration, Emergency Communications, and Emergency Preparedness. The departments operate in accordance with policies established by the County Executive under the supervision of the Division Director. Each Department is led by a Director who is responsible for managing the operational and administrative activities of the Department.

**EMERGENCY MANAGEMENT DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
ADMINISTRATION					
FTE Positions	2.00	2.00	2.00	2.00	
Salary & Wages	151,780	198,165	203,587	189,606	-6.87%
Fringe Benefits	68,082	88,141	89,335	80,492	-9.90%
Operating	24,223	23,472	23,398	22,802	-2.55%
Capital Outlay					
Recoveries					
TOTAL	<u>244,085</u>	<u>309,778</u>	<u>316,320</u>	<u>292,900</u>	<u>-7.40%</u>

The Division of Emergency Planning & Management Administration provides guidance and support to the Emergency Communications and Emergency Preparedness departments. The Division Director aids these departments with Automatic/Mutual Aid agreements, Emergency Action plans, Biological Agent Registry plans, Radio System Management, and 9-1-1 Addressing & Mapping. Administration also works with the Maryland Emergency Numbers System Board, the Federal Communications Commission Radio License Management, the State Emergency Medical Services Advisory Council, and the FCC Region 20 Planning Committee. The Director also provides administration & oversight to the Computer Aided Dispatch.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
EMERGENCY MANAGEMENT:		
Operational Plans	61	61
Mutual Aid Agreements	48	48
Radio System Management - Agencies	17	18
Radio System Management - Users (County and non-county)	12,513	13,000
Radio System Transactions	6,638,840	6,800,000
Communications sites managed	12	13

**EMERGENCY MANAGEMENT DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
EMERGENCY COMMUNICATIONS					
FTE Positions	49.00	51.00	55.00	63.00	
Salary & Wages	2,991,122	3,051,368	3,191,346	3,482,411	9.12%
Fringe Benefits	1,445,156	1,494,043	1,631,378	2,085,562	27.84%
Operating	1,858,746	1,907,655	2,145,751	2,310,946	7.70%
Capital Outlay					
Recoveries					
Sub-General Fund	<u>6,295,024</u>	<u>6,453,066</u>	<u>6,968,475</u>	<u>7,878,919</u>	<u>13.07%</u>
Transfer from General Fund					
Grant Funding					
Expenditures	<u>1,690,997</u>	<u>574,257</u>			
TOTAL	<u>7,986,021</u>	<u>7,027,323</u>	<u>6,968,475</u>	<u>7,878,919</u>	<u>13.07%</u>

The Frederick County Emergency Communications Center is the county's 9-1-1 public safety answering point. It is a department of the Frederick County Division of Emergency Services. Employees staff the 24 hour a day operation, handling over 110,000 9-1-1 calls for assistance from the citizens and visitors of Frederick County. The center also serves as the communications headquarters for the county's 30 fire and ambulance departments, answering over 400,000 calls last year. It is also the dispatch agency for the Frederick County Sheriff's Office, Thurmont, and Brunswick Police, and processed over 120,000 police calls for those agencies. The Emergency Communications Center provides a vital link between the public and emergency services personnel. Employees are trained and certified in providing emergency medical instructions to citizens calling for ambulance services, are trained in managing callers for law enforcement needs, and have training and expertise in modern computer aided dispatch applications that makes response to ambulance, fire, and police emergencies in Frederick County very rapid and efficient.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
EMERGENCY COMMUNICATIONS:		
Total Phone calls	425,000	470,000
Total 911 calls	115,000	118,000
Total Incidents Input by EC Personnel	325,000	340,000
Weather warnings issued for Frederick County	130	130
Siren activations and testing	375	375

**EMERGENCY MANAGEMENT DIVISION
FISCAL YEAR 2018**

	<u>FY 2015</u> Actual	<u>FY 2016</u> Actual	<u>FY 2017</u> Adopted	<u>FY 2018</u> Adopted	<u>Percent</u> <u>Change</u>
EMERGENCY PREPAREDNESS					
FTE Positions	3.00	3.00	4.00	4.00	
Salary & Wages	216,892	218,638	276,434	282,335	2.13%
Fringe Benefits	104,718	104,636	135,525	128,684	-5.05%
Operating	34,278	89,953	96,085	95,582	-0.52%
Capital Outlay					
Recoveries	<u>(250)</u>				
Sub-General Fund	355,638	413,227	508,044	506,601	-0.28%
Transfer from General Fund					
Grant Funding					
Expenditures	<u>358,612</u>	<u>241,085</u>			
TOTAL	<u><u>714,250</u></u>	<u><u>654,312</u></u>	<u><u>508,044</u></u>	<u><u>506,601</u></u>	<u><u>-0.28%</u></u>

Emergency Preparedness provides planning and resources for operations in the event of an enemy attack or natural disaster. To coordinate with Federal, State and Local authorities during planning, operation, and clean-up of disaster situations. County disaster operations are coordinated by the Emergency Planning & Management Director as a part of the emergency management function. Direction and control for this process is provided by the Federal Emergency Agency (FEMA) through the Maryland Emergency Management Agency (MEMA). Certain communication items and other expenses are funded by FEMA as a state pass-through grant. Application for disaster relief is made through the local Emergency Management office to FEMA. The County Disaster Plan is constantly updated to reflect changes in local condition as well as to conform to State and Federal regulations.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
EMERGENCY PREPAREDNESS:		
Alert messages (public)	150	150
Aware messages (employees)	180	180
Public Information Requests	120	120
EOC Activities - 20 activities encompassing 55 days	20	20
EOC Activations	2	3
Exercises and Trainings	20	20
Open grants	20	20
Applications for grants	25	25
Plan Updates/Review	20	20
Preparedness events	3	3
Preparedness presentations	25	20
School Preparedness - Walkthroughs	15	15
School Preparedness - Drills	2	2

**ANIMAL CONTROL DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
Animal Control	<u>1,870,357</u>	<u>1,857,776</u>	<u>1,993,365</u>	<u>2,054,606</u>	<u>3.07%</u>
TOTAL	<u>1,870,357</u>	<u>1,857,776</u>	<u>1,993,365</u>	<u>2,054,606</u>	<u>3.07%</u>
SUMMARY					
FTE Positions	24.00	24.00	25.00	27.00	
Salary & Wages	1,038,473	989,026	1,059,095	1,161,449	9.66%
Fringe Benefits	593,955	615,214	724,555	688,118	-5.03%
Operating	310,164	318,307	318,774	325,039	1.97%
Capital Outlay	0	0	10,941	0	-100.00%
Recoveries	<u>(72,235)</u>	<u>(64,771)</u>	<u>(120,000)</u>	<u>(120,000)</u>	<u>0.00%</u>
TOTAL	<u>1,870,357</u>	<u>1,857,776</u>	<u>1,993,365</u>	<u>2,054,606</u>	<u>3.07%</u>

The Frederick County Animal Control center serves the citizens of Frederick County by providing, educating, and enforcing laws pertaining to animals. The department issues mandatory dog and cat licenses; investigates animal bites and animal cruelty cases for prosecution with the help of the State's Attorney Animal Task Force; transports stray and injured animals to the Center; cares for stray or owned animals until final disposition; assists animal owners in finding lost pets; and provides educational programs to schools and organizations.

**ANIMAL CONTROL DIVISION
FISCAL YEAR 2018**

	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2018 <u>Adopted</u>	Percent Change
ANIMAL CONTROL					
FTE Positions	24.00	24.00	25.00	27.00	
Salary & Wages	1,038,473	989,026	1,059,095	1,161,449	9.66%
Fringe Benefits	593,955	615,214	724,555	688,118	-5.03%
Operating	310,164	318,307	318,774	325,039	1.97%
Capital Outlay			10,941		-100.00%
Recoveries	<u>(72,235)</u>	<u>(64,771)</u>	<u>(120,000)</u>	<u>(120,000)</u>	0.00%
TOTAL	<u>1,870,357</u>	<u>1,857,776</u>	<u>1,993,365</u>	<u>2,054,606</u>	<u>3.07%</u>

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
ANIMAL CONTROL:		
Animals processed	5,000	4,950
Adopted	1,288	1,468
Return to Owner	673	686
Euthanized	2,187	1,859
Licensed	3,548	4,000
Cruelty Cases Handled	597	609
Bite Cases	609	621
Complaints/At Large/Loose	2,393	2,441
Wildlife	768	783
Total Calls for Service	11,320	11,546

**PUBLIC WORKS DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Administration	287,945	287,789	231,470	1,063,621	359.51%
Highway Operations	14,650,821	15,300,344	15,521,599	15,970,400	2.89%
Transportation Engineering	2,225,707	1,636,132	2,134,162	1,900,614	-10.94%
Facilities & Project Services	1,222,754	1,336,567	1,753,732	1,266,951	-27.76%
Maintenance	8,106,632	8,021,558	8,676,812	8,603,728	-0.84%
Sub-total General Fund	26,493,859	26,582,390	28,317,775	28,805,314	1.72%
Fleet Services	14,193,407	10,018,819	14,663,697	17,654,303	20.39%
Sub-total Other Funds	14,193,407	10,018,819	14,663,697	17,654,303	20.39%
TOTAL ALL FUNDS	40,687,266	36,601,209	42,981,472	46,459,617	8.09%
SUMMARY					
FTE Positions	180.10	192.60	201.00	205.00	
Salary & Wages	9,413,705	9,432,012	9,745,650	10,325,125	5.95%
Fringe Benefits	4,956,019	5,030,772	5,406,263	5,577,944	3.18%
Operating	28,578,407	24,371,702	26,053,307	25,644,000	-1.57%
Capital Outlay	(37,982)	69,873	4,433,000	7,849,805	77.08%
Recoveries	(2,222,883)	(2,303,150)	(2,656,748)	(2,937,257)	10.56%
TOTAL	40,687,266	36,601,209	42,981,472	46,459,617	8.09%

The Frederick County Public Works Division is comprised of an Administrative Office and five Departments. Departments within this Division include Highway Operations, Transportation Engineering, Facilities & Project Services, Maintenance, and Fleet Services.

**PUBLIC WORKS DIVISION
FISCAL YEAR 2018**

	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2018 <u>Adopted</u>	Percent Change
ADMINISTRATION				*	
FTE Positions	2.00	2.00	2.00	10.00	
Salary & Wages	189,989	190,829	128,673	789,155	513.30%
Fringe Benefits	95,716	94,592	96,253	350,810	264.47%
Operating	2,240	2,368	6,544	51,081	680.58%
Capital Outlay					
Recoveries				(127,425)	
TOTAL	<u>287,945</u>	<u>287,789</u>	<u>231,470</u>	<u>1,063,621</u>	<u>359.51%</u>

The Director of the Public Works Division gives oversight to the Highway Operations, Transportation Engineering, Facilities & Project Services, Maintenance, and Fleet Services departments.

*Re-organization within the Division approved.

	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2018 <u>Adopted</u>	Percent Change
HIGHWAY OPERATIONS					
FTE Positions	79.00	88.00	95.00	95.00	
Salary & Wages	4,075,955	4,514,518	4,487,273	4,668,892	4.05%
Fringe Benefits	2,370,483	2,661,213	2,860,700	2,831,751	-1.01%
Operating	8,340,282	8,209,679	8,337,988	8,634,119	3.55%
Capital Outlay		69,873			
Recoveries	(135,899)	(154,939)	(164,362)	(164,362)	0.00%
TOTAL	<u>14,650,821</u>	<u>15,300,344</u>	<u>15,521,599</u>	<u>15,970,400</u>	<u>2.89%</u>

Highway Operations seeks to develop and maintain the County highway network, including roadways, bridges, culverts, traffic control and safety programs. Specific areas of responsibility include: bridge repair and replacement, inspections, roadway patching, mowing, tree trimming, pipe replacements, and snow and ice removal. Highway Operations also include the design, alignment study, stabilization construction, and widening and overlay of County roads and supports the Planning and Zoning Division with the comprehensive development plan and preliminary plan issues relative to transportation.

**PUBLIC WORKS DIVISION
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
HIGHWAY OPERATIONS:		
Bridge Management Program:		
Number of Bridges Replaced or Repaired	20	24
Square Yardage of Bridges Cleaned/Swept	36,300	50,000
Number of Bridges with span length over 20'	221	223
Road Surface Management:		
Patching (square yards)	20,000	15,000
Crack Sealing (pounds)	0	0
Street Sweeping (lane miles)	750	450
Traffic & Safety Management:		
Number of sign/post installations	4,900	5,000
Striping (center and edgeline miles)	1,725	1,760
In-house painting of legends (stop bars, crosswalks, etc)	200	250
Roadside Drainage & Vegetation Control:		
Concrete Used (Cubic Yard)	250	250
Linear feet of pipe installed	3,000	2,500
Roadside Mowing (miles)	4,500	4,500
Trees - Take Downs	2,300	2,400
Trees - Hand Trimming (miles)	120	150
Snow & Ice Control:		
Centerline Miles	1,277	1,278
Tonnage of materials used	17,500	17,500

**PUBLIC WORKS DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
TRANSPORTATION ENGINEERING					
FTE Positions	25.00	25.00	18.00	18.00	
Salary & Wages	1,810,990	1,395,245	1,389,448	1,304,590	-6.11%
Fringe Benefits	833,806	649,495	630,993	642,433	1.81%
Operating	323,976	362,277	513,754	521,900	1.59%
Capital Outlay					
Recoveries	(743,065)	(770,885)	(400,033)	(568,309)	42.07%
TOTAL	2,225,707	1,636,132	2,134,162	1,900,614	-10.94%

Transportation Engineering administers engineering, planning, and traffic programs for the County transportation system. It also supports the Planning and Zoning Department with the comprehensive development plan and preliminary plan issues relative to transportation.

Areas of responsibility for Transportation Engineering include: road and bridge CIP design/construction, bridge inspections, traffic counts, APFO reviews, roadway signs and stripping designs, signal studies and design, accident location studies and analysis.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
TRANSPORTATION ENGINEERING:		
Bridge Management Program:		
Number of Bridges Repaired/Painted	5	6
Number of Bridges Inspected	107	142
Pavement Management Program:		
Centerlines Miles in County Road system	1,275	1,278
6-year CIP-Pavement Management Program	\$8.7 M	\$15.5 M
Traffic & Safety Management:		
Total Length of Guardrails Installed/Repaired	2,188	2,000
Number of Sign Post/Installations	4,900	5,000
Capital Improvements Program:		
6-year CIP Requests (Roads, Bridges)	\$35.5 M	\$37.3 M

**PUBLIC WORKS DIVISION
FISCAL YEAR 2018**

	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2018 <u>Adopted</u>	Percent Change
FACILITIES & PROJECT SERVICES					
FTE Positions	19.60	18.60	20.00	16.00	
Salary & Wages	1,216,590	1,315,016	1,363,439	1,216,449	-10.78%
Fringe Benefits	613,212	627,713	640,449	542,823	-15.24%
Operating	80,120	84,346	104,127	105,016	0.85%
Capital Outlay	(37,982)		500,000		-100.00%
Recoveries	(649,186)	(690,508)	(854,283)	(597,337)	-30.08%
TOTAL	<u>1,222,754</u>	<u>1,336,567</u>	<u>1,753,732</u>	<u>1,266,951</u>	<u>-27.76%</u>

Facilities & Project Services administers and manages Public Works construction projects as the point of contact for Frederick County, and as such provides various services including: construction inspection, contract administration, change order processing, constructability reviews and contractor evaluations, schedule analysis, claims negotiation and mitigation, maintenance of construction project archives and inspection and management of the public improvements required by Public Works Agreements between developers and Frederick County.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
FACILITIES & PROJECT SERVICES:		
Property Management:		
Number of Occupied Facilities Managed	60	61
Number of Leases Managed	28	30
Project Management:		
Active CIP Projects in Design or Construction	36	43

**PUBLIC WORKS DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
MAINTENANCE					
FTE Positions	30.00	33.00	38.00	38.00	
Salary & Wages	2,120,181	2,016,404	2,376,817	2,346,039	-1.29%
Fringe Benefits	1,042,802	997,759	1,177,868	1,210,127	2.74%
Operating	5,638,382	5,694,213	6,360,197	6,527,386	2.63%
Capital Outlay					
Recoveries	(694,733)	(686,818)	(1,238,070)	(1,479,824)	19.53%
TOTAL	8,106,632	8,021,558	8,676,812	8,603,728	-0.84%

The Maintenance Department provides maintenance and repairs for County owned or leased buildings, including carpentry, painting, plumbing, heating, ventilation and air conditioning. The department also bids, awards and monitors preventive maintenance contracts for necessary building operations such as pest control, elevator service, and refuse collections. Additionally, the Maintenance department completes small renovation projects for all County agencies.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
MAINTENANCE:		
Maintenance:		
Number of Buildings Maintained	161	164
Number of Square Foot Maintained	1,518,205	1,480,154
Number of Routine Work Orders	4,000	4,000
Number of Emergency Work Orders	40	40
Number of Preventative Maintenance Work Orders	200	200
Environmental Issues:		
Air Samples Performed	1	2
Contracted Maintenance:		
Number of Contracts in place	37	17

**PUBLIC WORKS DIVISION
FLEET SERVICES FUND
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
FLEET SERVICES					
REVENUE					
Vehicle Replacement Revenue	1,716,818	1,820,552	3,949,150	4,039,359	2.28%
Vehicle Usage Fees	2,726,448	3,597,937	3,321,898	3,554,349	7.00%
Parts Recovery	939,666	1,000,810	852,350	1,003,200	17.70%
Fuel Recovery	3,388,641	3,263,623	4,572,500	3,312,250	-27.56%
Labor Recovery	624,276	733,722	681,600	736,800	8.10%
Accident Recovery	19,955	26,010	30,000	30,000	0.00%
Commercial Recovery	524,077	425,840	444,440	426,000	-4.15%
Investment Earnings	14,549	27,511	15,000	27,500	83.33%
Miscellaneous Revenues	7,959	95			
Gain/Loss on Sale of Fixed Ass:	38,897	133,662	158,700	354,000	123.06%
Insurance Recovery	54,285	114,442	30,000	30,000	0.00%
Budgeted Use of Fund Balance			181,778	179,268	-1.38%
Transfer T/F Replacement Reserve			(219,850)	2,826,441	-1385.62%
Transfer from Other Funds	435,567	276,478	646,131	1,135,136	75.68%
TOTAL	<u>10,491,138</u>	<u>11,420,682</u>	<u>14,663,697</u>	<u>17,654,303</u>	<u>20.39%</u>
EXPENDITURES					
FTE Positions	24.50	26.00	28.00	28.00	
Personnel	2,208,852	2,297,851	2,517,919	2,649,090	5.21%
Operating	7,284,429	6,387,508	8,212,778	7,155,408	-12.87%
Depreciation	1,200,126	1,333,460			
Transfer to General Fund	3,500,000				
Transfer to Other Funds					
Capital			3,933,000	7,849,805	99.59%
TOTAL	<u>14,193,407</u>	<u>10,018,819</u>	<u>14,663,697</u>	<u>17,654,303</u>	<u>20.39%</u>

Fleet Services is an Internal Service Fund within the Public Works Division whose objective is to supply the County departments and employees with vehicles, maintenance, fuel, parts, and supplies to satisfy their vehicular needs. Departments that use specialty equipment are furnished with parts and supplies, and all departments and agencies are supplied with fuel.

**PARKS & RECREATION DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Parks and Recreation	6,067,350	6,354,784	6,780,328	7,123,384	5.06%
Custodial Services	1,557,192	1,599,586	1,963,169	2,011,578	2.47%
Building Security	182,414	193,684	253,457	257,019	1.41%
TOTAL	<u>7,806,956</u>	<u>8,148,054</u>	<u>8,996,954</u>	<u>9,391,981</u>	<u>4.39%</u>

SUMMARY

FTE Positions	70.51	71.51	76.51	80.00	
Salary & Wages	3,705,563	3,815,670	4,061,880	4,309,705	6.10%
Fringe Benefits	1,816,050	1,918,356	2,086,820	2,221,851	6.47%
Operating	2,486,679	2,594,313	2,918,562	3,137,404	7.50%
Capital Outlay			170,000	0	-100.00%
Recoveries	(201,336)	(196,825)	(240,308)	(276,979)	15.26%
TOTAL	<u>7,806,956</u>	<u>8,131,514</u>	<u>8,996,954</u>	<u>9,391,981</u>	<u>4.39%</u>

The Parks and Recreation Division is responsible for the overall operations of the Parks & Recreations department, Custodial Services, and Building Security. This includes the policies, administration, and management of these three departments.

**PARKS & RECREATION DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
PARKS & RECREATION					
FTE Positions	47.51	47.51	47.51	47.00	
Salary & Wages	2,959,244	3,058,018	3,052,978	3,198,187	4.76%
Fringe Benefits	1,399,839	1,451,585	1,476,797	1,537,973	4.14%
Operating	1,710,341	1,847,393	2,080,553	2,387,224	14.74%
Capital Outlay			170,000		-100.00%
Recoveries	(2,074)	(2,212)			
TOTAL	<u>6,067,350</u>	<u>6,354,784</u>	<u>6,780,328</u>	<u>7,123,384</u>	<u>5.06%</u>

The Division of Parks and Recreation is responsible for acquiring, developing, and operating fifteen (15) parks, which include features such as athletic facilities, picnic shelters, hiking trails, fishing areas, tennis and basketball courts, historic sites, and more. Whether Frederick Countians or other visitors prefer boating, fishing, hiking, picnicking, playing tennis or reflecting upon nature's beauty, our parks are available to the public to enjoy.

Within our park system can be found some unique amenities such as: a disc golf course and marble rings in Middletown Park, two (2) of the County's three historic covered bridges-one in Loy's Station Park and one in Roddy Road Park, a nature center, historic limestone kilns and a quarry pond in Fountain Rock Park, and a manor house and museums in Rose Hill Manor Park. The Department books reservations for twenty (20) shelters, fifty eight (58) ballfields, and the William Browning building (A-frame at Pinecliff Park). Ballfields are available for public use on weekends, and to leagues for seasonal and tournament use. Picnic kits can also be rented. Tours of Rose Hill Manor Museum and Fountain Rock Nature Center are set up through the Department.

Programming includes special events, trips, sports, fitness, leagues, nature programs, special interests, crafts, social programs for developmentally challenged individuals, music grant programs, and arts. Summer programs feature a vast selection of tennis lessons and camps at locations throughout the County. Registrations of these programs, classes, and camps are handled through the Division.

**PARKS & RECREATION DIVISION
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
PARKS & RECREATION:		
ADMINISTRATION:		
Number of building and shelter reservations	1,600	1,600
Number of Recreation Center reservations	1,200	1,400
Number of program registrations taken	29,000	20,000
Funding for Capital Improvement Program Budget	44.51M	44.66M
PARKS MAINTENANCE:		
Hours of turf maintenance:	7820	8,000
Total park acres:	1,814	2,099
Number of buildings:	63	63
Developed parks:	20	22
Number of leased acres:	524	524
In House Annual Acres Mowed:	8145	9147
Contracted Annual Acres Mowed:	3807	4070
RECREATION CENTERS:		
Number of program registrations	19,000	19,000
Number of registered youth in camp monocacy	1,300	1,400
Number of participants who attended our Special Events	8,600	8,600
Number of participants who attend Museum tours	7,300	7,300
Annual attendance at both nature centers	21,000	22,000
Number of registrations for programs at Recreation Ctrs	7,000	7,000
Number of registrants in youth sports leagues	1,800	2,500
INTERAGENCY SERVICE:		
Annual acres mowed:	1,478	1560
Average regular hours of non-park snow removal:	1253	1676
Number of non-park county facilities supported:	47	45
Number of non park acres maintained:	192	95.34

**PARKS & RECREATION DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
CUSTODIAL SERVICES					
FTE Positions	20.00	20.00	24.00	28.00	16.67%
Salary & Wages	635,610	643,179	858,059	946,841	10.35%
Fringe Benefits	350,706	395,097	516,610	600,737	16.28%
Operating	770,138	739,383	828,808	740,979	-10.60%
Capital Outlay		16,540			
Recoveries	(199,262)	(194,613)	(240,308)	(276,979)	15.26%
TOTAL	<u>1,557,192</u>	<u>1,599,586</u>	<u>1,963,169</u>	<u>2,011,578</u>	<u>2.47%</u>

In-House Custodial staff provides custodial services to County facilities. In-house custodial staff provides custodial services in facilities that are considered to have high security requirements. All- In-house staff is required to go through extensive background checks and uphold their clearance requirements in accordance to the custodial employment policy. In-House Custodial staff provides normal custodial services in an effort to support the goal of clean, safe, and attractive buildings that are ready for use by building occupants.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
CUSTODIAL:		
Scott Key:		
Total # of Buildings Cleaned	21	23
Total Gross Square Footage Cleaned	425,037	466,742
In-House:		
Total # of Buildings Cleaned	7	16
Total Gross Square Footage Cleaned	426,789	588,467
Private Contractor:		
Total # of Buildings Cleaned	9	9
Total Gross Square Footage Cleaned	164,091	165,000

**PARKS & RECREATION DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
BUILDING SECURITY					
FTE Positions	3.00	4.00	5.00	5.00	0.00%
Salary & Wages	110,709	114,473	150,843	164,677	9.17%
Fringe Benefits	65,505	71,674	93,413	83,141	-11.00%
Operating	6,200	7,537	9,201	9,201	0.00%
Capital Outlay					
Recoveries					
TOTAL	182,414	193,684	253,457	257,019	1.41%

This department serves as Building Security for Winchester Hall and 30 North Market Street.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
BUILDING SECURITY:		
Number of Visitors to Winchester Hall	6,390	6,652

**DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
Water & Sewer	34,966,506	39,154,094	42,289,327	44,137,337	4.37%
Solid Waste	19,841,243	24,066,831	24,586,576	24,603,843	0.07%
TOTAL ENTERPRISE FUNDS	<u>54,807,749</u>	<u>63,220,925</u>	<u>66,875,903</u>	<u>68,741,180</u>	<u>2.79%</u>
SUMMARY					
FTE Positions	164.00	168.00	173.00	176.00	
Personnel	12,196,608	12,478,412	13,067,188	13,854,988	6.03%
Operating	38,022,289	32,176,435	31,784,597	33,379,074	5.02%
Capital	273,426	717,256	2,669,908	2,222,761	-16.75%
Debt Service	4,315,426	17,848,822	19,354,210	19,284,357	-0.36%
TOTAL	<u>54,807,749</u>	<u>63,220,925</u>	<u>66,875,903</u>	<u>68,741,180</u>	<u>2.79%</u>

The Division of Utilities and Solid Waste Management (DUSWM), through responsible management of the county's water, wastewater and solid waste infrastructure, strives to provide the community with a safe and dependable water supply and reliable waste disposal services that do not reduce or inhibit the use of the county's natural resources.

The division provides for the planning, construction, and operation of the county's water supply, wastewater disposal and solid waste pollution control infrastructure. These responsibilities and/or activities are distributed among six (6) departments within the division and one (1) support office.

**DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
WATER & SEWER					
REVENUE					
Service Charges	29,184,445	29,867,536	31,310,399	32,870,806	4.98%
Delinquent Fees	67,251	79,464	78,000	55,000	-29.49%
Other Operating Revenues	23,716,758	22,955,740	10,745,343	10,361,425	-3.57%
Meter Sales	125,105	197,600	150,000	180,000	20.00%
Federal Grant	328,633	327,717	328,958	328,958	0.00%
Investment Earnings	303,840	201,857	350,000	300,000	-14.29%
Budgeted Fund Balance			(1,094,462)	(92,831)	-91.52%
Transfer to/from Reserves			421,089	133,979	-68.18%
TOTAL	<u>53,726,032</u>	<u>53,629,914</u>	<u>42,289,327</u>	<u>44,137,337</u>	<u>4.37%</u>
EXPENDITURES					
FTE Positions	125.75	126.75	131.75	131.45	
Personnel	9,327,198	9,471,175	9,850,116	10,309,629	4.67%
Operating	21,743,349	12,738,905	13,859,293	15,895,590	14.69%
Capital	273,426	717,256	2,012,908	1,336,761	-33.59%
Debt Service	3,622,533	16,226,758	16,567,010	16,595,357	0.17%
TOTAL	<u>34,966,506</u>	<u>39,154,094</u>	<u>42,289,327</u>	<u>44,137,337</u>	<u>4.37%</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES					
	<u>18,759,526</u>	<u>14,475,820</u>	<u>0</u>	<u>0</u>	

The Water and Sewer operations, under the Division of Utilities and Solid Waste Management, develops, constructs, operates, and maintains the County's controlled Water and Sewer systems; reviews all designs, agreements, and construction contracts for system additions; prepares water supply and sewage disposal studies; and assists municipalities with water and sewer problems when resources are available.

The Water and Sewer Fund is a separate self supporting fund that provides water and wastewater services. Depending on customer location, the water source may be the Potomac River, Lake Linganore, or a ground water source from deep wells in various aquifers throughout the County.

DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT
FISCAL YEAR 2018

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
SOLID WASTE					
REVENUE					
Service Charges	14,674,588	14,681,452	14,434,250	14,171,000	-1.82%
System Benefit Charge	10,035,523	10,107,446	10,079,000	10,190,000	1.10%
Delinquent Fees	54,670	58,986	15,000	35,000	133.33%
Federal Grant	8,607	8,584	9,284	9,284	0.00%
Investment Earnings	55,589	140,746	100,000	150,000	50.00%
Miscellaneous Revenue	186,879	104,580		13,440	n/a
Gain/Loss on Sale of Assets	5,494				n/a
Budgeted Fund Balance			(50,958)	35,119	-168.92%
TOTAL	<u>25,021,350</u>	<u>25,101,794</u>	<u>24,586,576</u>	<u>24,603,843</u>	<u>0.07%</u>
EXPENDITURES					
FTE Positions	38.25	41.25	41.25	44.55	
Personnel	2,869,410	3,007,237	3,217,072	3,545,359	10.20%
Operating	16,338,756	15,679,662	17,930,482	17,483,484	-2.49%
Capital			657,000	886,000	34.86%
Debt Service	692,893	1,622,064	2,787,200	2,689,000	-3.52%
Transfer to Closure Reserve	(59,816)	(242,132)	(5,178)		-100.00%
Transfer to General Fund		4,000,000			n/a
TOTAL	<u>19,841,243</u>	<u>24,066,831</u>	<u>24,586,576</u>	<u>24,603,843</u>	<u>0.07%</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES					
	<u>5,180,107</u>	<u>1,034,963</u>	<u>0</u>	<u>0</u>	

The Solid Waste Fund accounts for a variety of solid waste activities and services for both commercial and residential customers within Frederick County. The two primary services provided are solid waste facilities and a County-wide recycling program.

With the exception of agricultural wastes, some privately-recycled wastes and wastes which require special handling, most of the refuse originating in the County is collected for disposal at the County-owned and operated Reich's Ford Landfill. The site covers 475 acres in the southeast part of the County. Established in 1968, it is the County's only public sanitary landfill. All burning dumps were closed in 1974.

Solid Waste Management within the Division of Utilities and Solid Waste Management operates the landfill. It is open to County residents and accepts all solid wastes except hazardous materials, pathological wastes, animal carcasses, waste oil and abandoned vehicles. Alternative disposal programs usually regulate these restricted wastes.

Private contractors collect solid waste in all the county's election districts and local municipalities except in Frederick City which employs collection crews. The County is required to adopt and submit to the State a Solid Waste Management Plan and to review the Plan bi-annually.

**DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
General Administration:		
Customer phone calls	25,000	23,000
Benefit Assessment bills/Notices generated & mailed	1,900	1,600
Public Works Agreements	20	20
Public Improvements Agreements	20	20
Cashiering:		
Water & Sewer payments processed	25,000	33,000
Solid Waste payments processed	3,500	1,500
Inv/Benefit Asmt/Capacity Fees processed	2,700	2,200
Billing:		
Water & Sewer bills/notices generated	185,000	160,000
Building Permit Review:		
Permits completed	900	1,500
Ballenger Creek-McKinney Wastewater Treatment:		
Customer Accounts served	23,400	30,000
Wastewater treated - gallons	2,274M	1,914M
Septage treated - gallons	2,496,344	3,217,336
Restaurant grease received - gallons	74,075	1,023,672
Foreign sludge received - gallons	8,994,787	4,625,426
Holding Tank waste - gallons (includes Kemptown)	8,395,711	12,032,472
Small Systems Wastewater Treatment:		
Customer accounts served	7,000	3,600
Consolidated Sewer treatment - gallons	192,143,000	158,154,000
Lewistown WW Treatment Plant - gallons	941,200	895,920
New Design Water Treatment:		
Customer accounts served	18,700	19,200
Small Systems Water Treatment:		
Customer accounts served	4,000	4,000
Engineering:		
Projects managed	21	18
Dollar value of CIP Projects	\$33M	\$28M
Improvement plans reviewed (projects)	90	95
Land Acquisition:		
Easement documents reviewed/recorded	95	80
Property Owner correspondence	35	55
Special Agreements prepared/modified/reviewed	5	7

**DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Continued:		
Planning:		
Plan Amendment applications reviewed	20	18
Board of Appeal cases reviewed	4	4
Planning documents reviewed	32	25
Miles of piping mapped	10	10
Easements mapped	45	50
Service inquiries	9	10
Construction Mgmt & Inspection:		
County CIP Projects	5	6
Public Works Agreements	14	20
Public Improvements Agreements	25	20
Inspection Agreements	8	2
Site Connections	14	2
Grinder Pump installations	11	2
Water Distribution System Maintenance:		
Miles of Water Lines	320	325
Fire Hydrants	2,700	2,850
Booster Pump Stations	9	7
Water Service Laterals	22,400	22,900
Wastewater Collection System Maintenance:		
Miles of Sewer Lines	380	383
Manholes	11,200	11,400
Sewer Laterals	30,000	30,500
Grinder Pumps	350	350
Miss Utility Location:		
Miss Utility Tickets	13,500	16,000
Meter Reading, Maintenance & Installation:		
Residential Meters	21,300	21,800
Commercial Meters	1,000	1,000
Facility Maintenance:		
Water Treatment Plants	11	12
Water Booster Pump Stations	9	7
Wastewater Treatment Plants	11	10
Wastewater Pump Stations	33	33
Administrative Buildings	4	4
Stormwater Pump Stations	2	2
Leachate Pump Stations	4	4
Water Storage Tanks	24	23
Laboratory Operations:		
Laboratory Analyses	24,000	25,000

**DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Continued:		
Pretreatment:		
Industrial Wastewater Discharge Permits	22	11
Liquid Waste Disposal Permits	41	39
Commercial Producer (Sludge) Permits	18	13
Permit Management/Compliance Reporting:		
NPDES Wastewater Discharge Permits	14	14
State Water Appropriation and Use Permits	28	27
Sewage Sludge Utilization Permits	14	14

**HEALTH SERVICES DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Health Administration	111,329	129,089	136,658	128,184	-6.20%
School Health Program	6,418	7,160	10,000	10,000	0.00%
Mental Health Program	416,050	421,332	421,533	421,533	0.00%
Detention Ctr-Substance Abuse	132,572	132,572	132,572	132,572	0.00%
Health Core Services	1,514,724	1,990,140	2,173,797	2,156,297	-0.81%
Frederick Developmental Center	3,003,459	2,902,495	3,452,065	3,536,383	2.44%
Scott Key Center	3,057,857	3,068,131	*	*	n/a
Sub-total General Fund	8,242,409	8,650,919	6,326,625	6,384,969	0.92%
Developmental Center Grants	1,189,376	1,288,462	1,199,440	1,216,483	1.42%
Sub-total Other Funds	1,189,376	1,288,462	1,199,440	1,216,483	1.42%
TOTAL	9,431,785	9,939,381	7,526,065	7,601,452	1.00%
SUMMARY					
FTE Positions	182.60	182.37	152.18	153.18	
Salary & Wages	8,740,150	8,675,404	7,742,116	7,873,778	1.70%
Fringe Benefits	5,347,850	5,297,870	4,621,291	4,696,709	1.63%
Operating	3,945,811	4,567,700	4,523,628	4,597,662	1.64%
Capital Outlay	10,636				
Recoveries	(8,612,662)	(8,601,593)	(9,360,970)	(9,566,697)	2.20%
TOTAL	9,431,785	9,939,381	7,526,065	7,601,452	1.00%

*For FY2017, the County Executive approved a re-organization, transferring Scott Key Center from the Health Services Division to report directly to the Citizens Services Division Director.

**HEALTH SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
HEALTH ADMINISTRATION					
FTE Positions	1.15	1.00	1.00	1.00	
Salary & Wages	115,096	98,162	104,647	91,402	-12.66%
Fringe Benefits	35,901	30,927	32,011	36,782	14.90%
Operating	(303)	100			
Capital Outlay					
Recoveries	<u>(39,365)</u>	<u>(100)</u>			
TOTAL	<u>111,329</u>	<u>129,089</u>	<u>136,658</u>	<u>128,184</u>	<u>-6.20%</u>

The Frederick County Health Department improves the health of the citizens of Frederick County by providing quality preventative and early intervention health services, controlling or eradicating communicable disease, enhancing the quality of life for the elderly and disabled, treating mental illness, treating and preventing addiction disorders, implementing and enforcing regulatory standards in community and environmental health, and working with the community to define and alleviate health problems such as communicable diseases, environmental health, family planning, maternal and child health, injury prevention, adult health and geriatrics, addictions, mental health, and administration. The Health Department implements State and County laws and regulations, reports to the State Health Department, and to the County Executive on public health issues in the County and the region. The Health Department participates in reviews of public health policies and formulates recommendations to achieve public health goals. The Health Department implements numerous Federal and State grant programs responding to identified health needs in the community. Extensive reporting on financial and program outcomes is required by granting agencies. Cooperation with Federal and State agencies in the collecting of essential statistical information for tracking disease incidence is required.

**HEALTH SERVICES DIVISION
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
HEALTH SERVICES DIVISION:		
School Health:		
Students served	40,627	41,378
Medications administered	92,140	93,092
Treatments administered		33,867
# of Health Room visits	212,729	214,896
Mental Health:		
Child/Adolescent individual therapy visits	1,800	1,200
Adult individual therapy/med management visits	9,500	8,000
Detention Center:		
Recidivism Rate	12%	12%
# of Discharged Clients	85	105
Developmental Center - Dental:		
Children served - ages 1-18	3,000	3,000
# of Dental visits	3,900	4,000
Developmental Center - Infants & Toddlers:		
Children served ages 0-5	650	750
# of assessments completed in 45 days	100	100
Developmental Center - School Based:		
# of services provided to FCPS students	20,300	22,400
# of assessments provided to FCPS students	488	515
Core Services:		
Vital Records Issued	20,000	22,000
Participants in Kids Like Us Program	150	150
Food permits & licenses processed	3,000	2,800
Food inspections & investigations	3,000	3,000
Well & Septic permits & licenses processed	1,500	1,500
Well & Septic inspections & investigations	1,000	1,500
Community Services permits & licenses processed	3,000	2,500
Community Services inspections & investigations	1,200	1,300
# of children & families enrolled in Medical Asst	325	340
Breast & Colon cancer screenings	400	450
Immunizations administered	2,500	2,500
Special Delivery Women & Children contacts	2,000	2,000
TB Clinic visits	800	850

**HEALTH SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
SCHOOL HEALTH PROGRAM					
FTE Positions	92.62	92.53	92.53	92.53	
Salary & Wages	3,484,922	3,538,905	3,931,942	4,012,345	2.04%
Fringe Benefits	2,726,932	2,685,086	2,846,287	2,842,666	-0.13%
Operating	29,693	27,856	44,280	44,280	0.00%
Capital Outlay					
Recoveries	<u>(6,235,129)</u>	<u>(6,244,687)</u>	<u>(6,812,509)</u>	<u>(6,889,291)</u>	<u>1.13%</u>
TOTAL	<u>6,418</u>	<u>7,160</u>	<u>10,000</u>	<u>10,000</u>	<u>0.00%</u>

The Frederick County Health Department School Health Program is a collaborative effort between the Frederick County Health Department and the Frederick County Public School System. The goal of the program is to prevent and identify student health related problems and to intervene to modify or remediate these problems. The Comprehensive School Health Program includes delivery of health services and health education that directly contributes to the student's educational success as well as the health of the family and community.

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
MENTAL HEALTH PROGRAM					
Operating	<u>416,050</u>	<u>421,332</u>	<u>421,533</u>	<u>421,533</u>	<u>0.00%</u>

Frederick County Mental Health Services provides a wide variety of psychiatric services to Frederick County residents of all ages with mild to severe mental illness. Services are offered in a variety of settings to include the Health Department, school system, homeless shelters, local detention center, homes, etc. Frederick County funds approximately 40% of the State personnel and operating expenses. All other funding comes from fees collected.

**HEALTH SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
DETENTION CENTER - SUBSTANCE ABUSE					
Operating	<u>132,572</u>	<u>132,572</u>	<u>132,572</u>	<u>132,572</u>	<u>0.00%</u>

The substance abuse services in the Detention Center include a 90 day treatment program with an average of 50 male inmates and an intensive care treatment program with an average of 12 women inmates. An additional treatment program with an average of 10 male and 2 female work release inmates is held weekly. The programs are very structured, consisting of individual and group therapy, educational classes, therapeutic recreational activities, self-help meetings, and lectures on numerous related topics, such as domestic violence.

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
HEALTH CORE SERVICES					
Operating	<u>1,514,724</u>	<u>1,990,140</u>	<u>2,173,797</u>	<u>2,156,297</u>	<u>-0.81%</u>

Core Public Health funding supports the following programs: Administration, Nutrition Management, Mental Health, Substance Abuse, Dental Health, Personal Care, Environmental Health, Food Control, Water Quality, Maternal Child Health, Family Planning, Communicable Disease-Clinical, and Adult Health-Outreach. The funding is shared by the State and the County.

**HEALTH SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
FREDERICK COUNTY DEVELOPMENTAL CENTER					
FTE Positions	45.37	45.37	49.04	49.74	
Salary & Wages	3,328,825	3,255,771	3,705,527	3,770,031	1.74%
Fringe Benefits	1,559,837	1,559,210	1,742,993	1,817,261	4.26%
Operating	442,329	444,320	552,006	626,497	13.49%
Capital Outlay	10,636				
Recoveries	<u>(2,338,168)</u>	<u>(2,356,806)</u>	<u>(2,548,461)</u>	<u>(2,677,406)</u>	<u>5.06%</u>
Sub-total General Fund	3,003,459	2,902,495	3,452,065	3,536,383	2.44%
Transfer from General Fund	439,668	461,731	469,633	482,825	2.81%
Grant Funding					
FTE Positions	9.60	9.60	9.60	9.90	
Expenditures	<u>749,708</u>	<u>826,731</u>	<u>729,807</u>	<u>733,658</u>	<u>0.53%</u>
TOTAL	<u>4,192,835</u>	<u>4,190,957</u>	<u>4,651,505</u>	<u>4,752,866</u>	<u>2.18%</u>

The Frederick County Developmental Center (FCDC) is a multidisciplinary agency within the Health Services Division of the Frederick County Government. FCDC services are provided to developmentally disabled children, ages 0-21 years. Certain services are also provided for selected adults with disabilities. FCDC is funded primarily by the Frederick County Government as well as generated revenues from the Maryland Medical Assistance Program, private health insurance, and private pay sliding fee scale clients. Highly specialized professionals from a variety of disciplines and agencies have the opportunity to work together at FCDC to develop a holistic evaluation and treatment of the child within his/her family with the surrounding community support systems. Services available include audiology, nursing, optometry, developmental pediatrics, physical therapy, occupational therapy, psychology, speech/language, special instruction, and social work services. FCDC is the lead agency for the Frederick County Infants and Toddlers Program (FCITP). FCITP is a federally mandated, grant funded program through the State of Maryland. This local program is a collaboration of the strength from Frederick County Department of Social Services, Frederick County Health Department, Frederick County Public Schools, and the Maryland School for the Deaf in cooperation with local private providers. Each service provider contributes toward the goal of early intervention for infants and toddlers under three years of age with developmental delays.

**HEALTH SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Adopted</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
SCOTT KEY CENTER			*	*	
FTE Positions	33.86	33.86			
Salary & Wages	1,811,307	1,782,566			
Fringe Benefits	1,025,180	1,022,647			
Operating	221,370	262,918			
Capital Outlay					
Recoveries					
TOTAL	<u><u>3,057,857</u></u>	<u><u>3,068,131</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	

The Scott Key Center in Frederick gives adults with developmental disabilities ongoing training and places them in jobs within the community. The Scott Key Center is a Frederick County agency and is part of the Health Services Division. The center is licensed and accredited by the U.S. Department of Labor, the State Department of Education, Division of Rehabilitation Services and the State Department of Health and Mental Hygiene. The center provides employment and employment-related opportunities in an integrated environment for persons with developmental disabilities. The Scott Key Center's professional staff screens qualified workers, evaluates their job skills, places them in a competitive work environment, and provides on-site assistance and training. With the assistance of a job coach, who trains the workers until they are proficient in the requirements of the job, the workers are integrated into the community work environment. In addition to the supported employment program, the Center also operates mobile work crews who provide high quality janitorial services for area businesses and governmental agencies, toner cartridge remanufacturing for area businesses, and food service training. The Center also provides benchwork employment including: stuffing, sealing, labeling, stamping, packaging, and bulk-mailing.

*For FY2017, the County Executive approved a re-organization, transferring Scott Key from the Health Services Division to report directly to the Citizens Services Division Director.

**HEALTH SERVICES RELATED
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
GYPSY MOTH CONTROL	12,750	15,330	40,000	40,000	0.00%

The Gypsy Moth Control Agreement is between the Maryland Department of Agriculture and Frederick County for the purposes of providing a program for the management and control of gypsy moths in the County.

DEINSTITUTIONALIZATION DAY CARE	11,514	11,514	11,514	11,514	0.00%
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Frederick County's local share of funds to the State Department of Mental Health and Hygiene to keep developmentally disabled persons in the community.

**TRANSIT
FISCAL YEAR 2018**

	FY 2015 Adopted *	FY 2016 Adopted *	FY 2017 Adopted	FY 2018 Adopted	Percent Change
Transit	0	0	104,865	104,014	-0.81%
Sub-total General Fund	0	0	104,865	104,014	-0.81%
Transit Grants	0	0	10,154,713	10,725,781	5.62%
Sub-total Other Funds	0	0	10,154,713	10,725,781	5.62%
TOTAL ALL FUNDS	0	0	10,259,578	10,829,795	5.56%
SUMMARY					
FTE Positions	0.00	0.00	67.75	68.75	
Salary & Wages	0	0	268,478	283,027	5.42%
Fringe Benefits	0	0	141,565	127,462	-9.96%
Operating	0	0	10,244,121	10,813,892	5.56%
Capital Outlay					
Recoveries	0	0	(394,586)	(394,586)	0.00%
TOTAL	0	0	10,259,578	10,829,795	5.56%

TransIT Services provides approximately 800,000 passenger trips in Frederick County each year. TransIT provides public transit, paratransit, and commuter assistance. TransIT promotes regional mass transportation alternatives and assists Frederick County citizens to select the most cost effective and convenient transportation alternative. Nine (9) bus routes operate in the City of Frederick and urbanized area of Frederick County. These routes, known as Connector Routes operate Monday - Friday from 5:30 am - 9:30 pm. Seven (7) routes operate on Saturday from 7:30 am - 9:45 pm. serving medical, employment, education, and shopping centers. These bus routes operate on a regular schedule for use by all customers and most can deviate with a 3/4 mile corridor for passengers who are unable to board the bus at a regular timepoint because of a disability. TransIT operates five (5) commuter shuttle services each weekday between Frederick and Emmitsburg/Thurmont, Brunswick/Jefferson, the Point of Rocks MARC train station, East County, and the Route 85 business corridor. Transit operates TransIT-plus, a county-wide demand-response paratransit service for senior citizens, individuals with disabilities, and Medical Assistance recipients. Other persons may use this service on a space-available basis. TransIT-plus also provides paratransit as required under the Americans with Disabilities Act (ADA) for individuals who cannot use the accessible fixed-route bus service in Frederick City because of their disability. ADA paratransit service operates during the same hours as our fixed-route bus service.

*For FY2015 & FY2016, Transit was managed by the Citizens Services Division due to a re-organization approved by the Board of County Commissioners. Beginning with FY2017, The new County Executive approved Transit to be an independent Division no longer managed by the Citizens Services Division.

**TRANSIT
FISCAL YEAR 2018**

	FY 2015 Adopted	FY 2016 Adopted	FY 2017 Adopted	FY 2018 Adopted	Percent Change
TRANSIT					
FTE Positions	*	*	7.14	7.15	
Salary & Wages			268,478	283,027	5.42%
Fringe Benefits			141,565	127,462	-9.96%
Operating			89,408	88,111	-1.45%
Capital Outlay					
Recoveries			(394,586)	(394,586)	0.00%
Sub-total General Fund	0	0	104,865	104,014	-0.81%
Transfer from General Fund			2,121,023	2,292,632	8.09%
Grant Funding					
FTE Positions			60.61	61.60	
Expenditures			8,033,690	8,433,149	4.97%
TOTAL	0	0	10,259,578	10,829,795	5.56%

*For FY2015 & FY2016, Transit was managed by the Citizens Services Division due to a re-organization approved by the Board of County Commissioners. Beginning with FY2017, The new County Executive approved Transit to be an independent Division no longer managed by the Citizens Services Division.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Transit:		
Public Transportation:		
Revenue Vehicle Miles	784,511	822,892
Revenue Vehicle Hours	62,979	67,947
Passenger Trips	689,419	739,702
Passengers/Day	2,253	2,417
Passengers/Hour	11	11
Transit Plus:		
Revenue Vehicle Miles	381,565	380,500
Revenue Vehicle Hours	20,089	20,100
Passenger Trips	41,814	42,000
Passengers/Day	167	167
Passengers/Hour	2	2
Rideshare & Commuter Assistance:		
Vanpools Formed	2	4
Calls Taken	65,143	68,400
Website Hits	130,680	137,214
Community Events	60	63
Press Releases	24	25
Taxi Access Program:		
Passenger Trips	5,630	7,500

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
Director of Citizens Services	359,890	377,099	401,602	493,121	22.79%
Department of Aging	467,387	722,892	865,521	1,322,364	52.78%
Family Partnership	292,583	287,479	296,368	408,300	37.77%
Office of Children & Families	97,180	96,728	97,180	221,959	128.40%
Child Advocacy Center	272,127	274,689	325,639	346,346	6.36%
Housing & Community Devel.	367,642	358,396	522,609	611,770	17.06%
Human Relations Department	138,039	139,106	142,574	145,333	1.94%
Human Relations Commission	4,759	4,527	4,770	4,770	0.00%
Workforce Services	572,883	526,558	*	*	n/a
Transit	22,546	76,142	*	*	n/a
Scott Key Center	*	*	3,164,641	3,220,668	1.77%
Sub-total General Fund	<u>2,595,036</u>	<u>2,863,616</u>	<u>5,820,904</u>	<u>6,774,631</u>	<u>16.38%</u>
Department of Aging Grants	2,147,370	2,074,107	2,108,228	2,300,269	9.11%
Family Partnership Grants	1,377,828	1,349,893	1,401,876	1,417,591	1.12%
Children & Families Grants	1,051,255	993,541	992,486	879,700	-11.36%
Child Advocacy Center Grants	111,966	113,884	167,154	11,904	-92.88%
Housing & Comm Dev Grants	6,511,523	6,690,451	7,335,124	7,485,659	2.05%
Workforce Services Grants	2,036,316	2,014,542	*	*	n/a
Transit Grants	5,957,266	8,866,962	*	*	n/a
Housing Initiatives Fund	885,672	806,044	1,230,860	2,606,950	111.80%
Bell Court Housing Fund	163,740	165,457	129,400	129,400	0.00%
Sub-total Other Funds	<u>20,242,936</u>	<u>23,074,881</u>	<u>13,365,128</u>	<u>14,831,473</u>	<u>10.97%</u>
TOTAL ALL FUNDS	<u><u>22,837,972</u></u>	<u><u>25,938,497</u></u>	<u><u>19,186,032</u></u>	<u><u>21,606,104</u></u>	<u><u>12.61%</u></u>
SUMMARY					
FTE Positions	27.32	29.47	58.77	68.01	
Salary & Wages	1,753,421	1,888,403	3,380,491	3,883,805	14.89%
Fringe Benefits	778,802	854,388	1,792,751	2,062,974	15.07%
Operating	20,682,154	23,501,529	14,097,414	15,743,949	11.68%
Capital Outlay	0	0	0	0	n/a
Recoveries	(376,405)	(305,823)	(84,624)	(84,624)	0.00%
TOTAL	<u><u>22,837,972</u></u>	<u><u>25,938,497</u></u>	<u><u>19,186,032</u></u>	<u><u>21,606,104</u></u>	<u><u>12.61%</u></u>

*Beginning with FY2017, Workforce Services and Transit are no longer managed by the Citizens Services Division due to a re-organization approved by the County Executive. Workforce Services is now overseen by the Office of Economic Development under the direction of the County Executive. Transit is shown independently. Also, the Scott Key Center was organizationally transferred from the Health Services Division to the Citizens Services Division.

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
DIRECTOR OF CITIZENS SERVICES					
FTE Positions	3.00	3.00	3.00	4.00	
Salary & Wages	189,928	211,190	193,463	269,723	39.42%
Fringe Benefits	85,757	83,060	88,652	117,621	32.68%
Operating	84,205	82,849	119,487	105,777	-11.47%
Capital Outlay					
Recoveries					
TOTAL	<u><u>359,890</u></u>	<u><u>377,099</u></u>	<u><u>401,602</u></u>	<u><u>493,121</u></u>	<u><u>22.79%</u></u>

The Administration provides direct oversight/monitoring to seven departments within the Citizens Services Division. Citizens Services is to bring together Federal, State and local resources to provide public services that enhance the quality of life of citizens in Frederick County. These services which include senior needs, housing, food, and information assistance are developed and administered with an emphasis on reaching special populations such as pre-school children, economically disadvantaged families, and senior citizens. In addition, the Community Partnership Program is administered through this office.

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
DEPARTMENT OF AGING					
FTE Positions	3.75	5.75	7.85	14.85	
Salary & Wages	261,133	423,396	508,389	755,212	48.55%
Fringe Benefits	128,662	221,662	253,772	402,981	58.80%
Operating	89,856	88,859	113,760	174,571	53.46%
Capital Outlay					
Recoveries	(12,264)	(11,025)	(10,400)	(10,400)	0.00%
Sub-total General Fund	467,387	722,892	865,521	1,322,364	52.78%
Transfer from General Fund	1,035,704	1,051,751	1,081,207	1,189,146	9.98%
Grant Funding					
FTE Positions	21.69	21.69	20.59	20.59	
Expenditures	1,111,666	1,022,356	1,027,021	1,111,123	8.19%
TOTAL	<u>2,614,757</u>	<u>2,796,999</u>	<u>2,973,749</u>	<u>3,622,633</u>	<u>21.82%</u>

The Frederick County Department of Aging, established in 1965, is the local Area Agency on Aging. Its primary purpose is to be the advocate for the older person and to coordinate the efforts of public, private, and volunteer agencies dedicated to the well-being of the older citizen. The Department helps determine the needs of the aging and develops, implements, and supports programs and services which promote the dignity and enrichment of life for persons over 60 years old. There are nine nutrition sites which provide a weekly noon meal that are staffed by volunteers. Nutritious meals are delivered to homebound persons who cannot shop or cook for themselves. Limited transportation is available to the centers and sites, and a weekly grocery shopping trip is available from all Centers. The County's Ombudsman is available to listen and help resolve concerns about care a patient is receiving at any of the nursing homes or care facilities in the County. In-home aides, through the Department of Social Services, visit and provide services for the elderly to prevent premature institutionalization. The Senior Information and Assistance staff is available to answer insurance billing questions, and provide information and referral to other services in the County that may help elderly people and their families. Consumer protection help and advice for the elderly is also available.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Department of Aging:		
# of units of service provided across all programs within the Department/unduplicated persons	226,518/5,446	36,200/2,500
# Senior Care clients	206	206
# Guardianship clients	20	22
# Ombudsman cases opened/closed	27/16	29/18
# Senior Health Insurance Program client contacts	3,291	3,600
# Unduplicated participants in Health Promotion program	1,600	1,600
# Meals on Wheels & home delivered meals provided	69,000	69,000
# Congregate meals served	10,500	10,500

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
FAMILY PARTNERSHIP					
FTE Positions	3.00	3.00	3.00	4.00	
Salary & Wages	169,628	169,613	173,976	241,306	38.70%
Fringe Benefits	93,411	92,409	93,681	125,852	34.34%
Operating	29,544	25,457	28,711	41,142	43.30%
Capital Outlay					
Recoveries					
Sub-total General Fund	292,583	287,479	296,368	408,300	37.77%
Transfer from General Fund	794,798	809,511	911,460	927,175	1.72%
Grant Funding					
FTE Positions	15.57	16.57	16.57	16.57	
Expenditures	583,030	540,382	490,416	490,416	0.00%
TOTAL	<u>1,670,411</u>	<u>1,637,372</u>	<u>1,698,244</u>	<u>1,825,891</u>	<u>7.52%</u>

Family Partnership collaborates with families and agencies to develop and utilize resources and comprehensive family oriented services that result in healthy, literate and self-reliant families. This mission is a very basic economic development strategy designed to build basic life and work skills of two generations simultaneously leading to a better prepared citizenry and workforce. An array of comprehensive services designed to provide maximum learning potential of both parents and their children. Core services include: education/high school completion, on-site developmental child care, parenting education, life skills, health and wellness, employability, parent/child activities, service brokering, leadership empowerment, peer support, outreach, transportation and in-home intervention. All services are integrated to provide comprehensive, meaningful, literacy based activities for parents and their children.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Family Partnership:		
Child Immunizations Up to Date	99%	97%
Parent Education Certificate earned	51	50
Support Center-Frederick Diplomas earned	16	15
Support Center-Jobs obtained	71	60
Support Center-Frederick Applicants served Teen-Adult	328	330
Support Center-Frederick Applicants served Children 0-12	280	285

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2018 <u>Adopted</u>	Percent <u>Change</u>
OFFICE OF CHILDREN & FAMILIES					
FTE Positions					
Salary & Wages					
Fringe Benefits					
Operating	97,180	96,728	97,180	221,959	128.40%
Capital Outlay					
Recoveries					
Sub-total General Fund	<u>97,180</u>	<u>96,728</u>	<u>97,180</u>	<u>221,959</u>	<u>128.40%</u>
Transfer from General Fund	250,478	249,346	288,143	175,357	-39.14%
Grant Funding					
FTE Positions	2.50	2.50	2.50	2.50	
Expenditures	<u>800,777</u>	<u>744,195</u>	<u>704,343</u>	<u>704,343</u>	<u>0.00%</u>
TOTAL	<u><u>1,148,435</u></u>	<u><u>1,090,269</u></u>	<u><u>1,089,666</u></u>	<u><u>1,101,659</u></u>	<u><u>1.10%</u></u>

The Office of Children and Families seeks to create a more efficient and effective system of care for the children and families of Frederick County through developing service, family, community, and financial partnerships; designing goal directed services that are client centered and family focused; targeting resources to families with the greatest needs; and implementing a monitoring system to determine client and cost outcomes. The main program being implemented is the Systems Reform Initiative (SRI) which mandates local governments in Maryland to create an interagency service delivery system for children and families.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Office of Children & Families:		
Local Management Board community initiatives	9	9
Youth Connections:		
# Receiving education or employment services	*	30
New Horizons: Number of homeless youth served	*	75
Incarceration: Number of parents receiving coaching	*	17
Incarceration: Number of parents receiving parenting workshop	*	40
Juvenile Entry Diversion Initiative target youth served	240	*
Integrated Systems of Care: Single Point of Access-# of calls	3,600	3,600
Integrated Systems of Care: Single Point of Access-Referrals	2,800	2,800
Integrated Systems of Care: Navigation-Families served	106	40
Healthy Families Frederick Children/Families to be served	60/60	60/60
After School Program Youth to be served	150	150
Health-E Kids Dental - Children served	325	325
Health-E Kids Mental Health - Youth & their families served	50	50
Health-E Kids Prenatal - Women to receive prenatal care	150	150
Children's Mobile Crisis Program Families to be served	30	30
*Programs not funded during that fiscal year		

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
CHILD ADVOCACY CENTER					
FTE Positions	2.00	2.00	3.00	3.00	
Salary & Wages	195,103	189,309	219,715	221,778	0.94%
Fringe Benefits	56,040	56,632	82,386	101,030	22.63%
Operating	30,944	35,708	25,916	25,916	0.00%
Capital Outlay					
Recoveries	<u>(9,960)</u>	<u>(6,960)</u>	<u>(2,378)</u>	<u>(2,378)</u>	<u>0.00%</u>
Sub-total General Fund	272,127	274,689	325,639	346,346	6.36%
Transfer from General Fund	11,815	49			
Grant Funding					
FTE Positions	0.00	0.00	0.00	1.00	
Expenditures	<u>100,151</u>	<u>113,835</u>	<u>167,154</u>	<u>11,904</u>	<u>-92.88%</u>
TOTAL	<u>384,093</u>	<u>388,573</u>	<u>492,793</u>	<u>358,250</u>	<u>-27.30%</u>

The Child Advocacy Center of Frederick County is a comfortable, child-friendly facility designed, staffed, and equipped to provide comprehensive and coordinated multidisciplinary service to child abuse victims and their families. The Child Advocacy Center's protocols were adapted using the National Children's Alliance Standards for Full Member Programs.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Child Advocacy Center:		
Number of unduplicated clients	225	210
Number of medical examinations	70	50
Number of trauma focused counseling sessions	475	500
Number of advocacy contacts with clients	315	400
Number of multidisciplinary meetings facilitated	21	21

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
HOUSING & COMMUNITY DEVELOPMENT					
FTE Positions	4.51	4.56	6.56	6.66	
Salary & Wages	222,111	218,450	317,313	368,651	16.18%
Fringe Benefits	137,027	130,624	195,689	227,670	16.34%
Operating	8,504	9,322	9,607	15,449	60.81%
Capital Outlay					
Recoveries					
Sub-total General Fund	<u>367,642</u>	<u>358,396</u>	<u>522,609</u>	<u>611,770</u>	<u>17.06%</u>
Transfer from General Fund	<u>14,142</u>	<u>32,269</u>	<u>44,841</u>	<u>71,219</u>	<u>58.83%</u>
Grant Funding					
FTE Positions	4.09	4.04	4.04	3.94	
Expenditures	<u>6,497,381</u>	<u>6,658,182</u>	<u>7,290,283</u>	<u>7,414,440</u>	<u>1.70%</u>
TOTAL	<u><u>6,879,165</u></u>	<u><u>7,048,847</u></u>	<u><u>7,857,733</u></u>	<u><u>8,097,429</u></u>	<u><u>3.05%</u></u>

Housing and Community Development provides rental assistance and property rehabilitation assistance to low and moderate income families in compliance with the Housing and Urban Development (HUD) guidelines; enforce the County's Livability Code for the protection of public health, safety, and welfare in residential structures (limited to rental properties); provide assistance to low and moderate income residents of Frederick to solve their affordable housing problems and implement Federal, State, and local grant programs in compliance with appropriate guidelines. Housing and Community Development oversees the Affordable Housing Fund which awards grants to local non-profit developers from County general funds, and the Bell Court Housing project which is a County owned and managed 28 unit development for the elderly in Woodsboro.

**CITIZENS SERVICES DIVISION
HOUSING INITIATIVES FUND
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Payment in Lieu of Tax	1,930,101	983,897	574,000	1,574,000	174.22%
Investment Earnings	2,117	9,335	1,260	5,450	332.54%
Loan Repayments	65,940	360,385			
Budgeted Use of Fund Balance	<u>671,746</u>	<u>582,379</u>	<u>655,600</u>	<u>1,027,500</u>	<u>56.73%</u>
TOTAL	<u>2,669,904</u>	<u>1,935,996</u>	<u>1,230,860</u>	<u>2,606,950</u>	<u>111.80%</u>
EXPENDITURES					
MPDU/PIL Program	213,926	248,534	1,102,500	1,940,500	76.01%
Deferred Loan Program	161,298		52,100	1,000	-98.08%
Homebuyer Assistance Program	199,000	176,850	76,150	500,300	556.99%
Emergency Rehab Loans	2,097	61,160	110	165,150	150036.36%
Emergency Shelter Program	135,000	135,000			
Cold Weather Shelter Extension	112,500	112,500			
Family Emergency Shelter	22,000	22,000			
Rebuilding Together	25,000	50,000			
Building Fee Program	14,851				
Foreclosure Clean Up Act Prog.					
TOTAL	<u>885,672</u>	<u>806,044</u>	<u>1,230,860</u>	<u>2,606,950</u>	<u>111.80%</u>

The Housing Initiatives Fund was approved to establish a locally funded affordable housing tool to provide flexible loans to help create and preserve affordable housing for Frederick County through leveraging of other funding sources, such as local, state, federal, public and private sources. The primary objectives of the Fund are to: foster the development of public/private partnerships for the production of affordable housing; to enhance and create housing for very low, low, and moderate income residents; to promote, where possible, mixed income communities through the creation and equitable distribution of affordable housing units; to preserve housing that could be lost from the affordable housing stock; to renovate affordable distressed properties and to fulfill a critical housing need in Frederick County.

**CITIZENS SERVICES DIVISION
BELL COURT HOUSING FUND
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Rental Income	125,304	126,095	128,000	128,000	0.00%
Donations/Miscellaneous					
Investment Earnings	<u>1,487</u>	<u>1,542</u>	<u>1,400</u>	<u>1,400</u>	<u>0.00%</u>
TOTAL	<u><u>126,791</u></u>	<u><u>127,637</u></u>	<u><u>129,400</u></u>	<u><u>129,400</u></u>	<u><u>0.00%</u></u>
EXPENDITURES					
Personnel	35,688	33,437	36,040	37,588	4.30%
Operating	56,706	60,674	75,228	73,680	-2.06%
Reserve Fund Contribution			18,132	18,132	0.00%
Capital Outlay					
Depreciation	71,346	71,346	71,346	71,346	0.00%
Reimbursements			<u>(71,346)</u>	<u>(71,346)</u>	<u>0.00%</u>
TOTAL	<u><u>163,740</u></u>	<u><u>165,457</u></u>	<u><u>129,400</u></u>	<u><u>129,400</u></u>	<u><u>0.00%</u></u>

Bell Court provides affordable rental housing for fixed or low-income seniors and/or persons with a disability or handicap. The development is named for the family of William Bell in thanks for his generous donation of land to Western Maryland Interfaith Housing Development Corporation. Western Maryland Development Corporation, now Interfaith Housing Alliance, Inc. developed the 28 affordable units in conjunction with the County Housing Department using the Maryland Partnership Rental Housing Program. Frederick County owns and manages the apartments.

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Housing & Community Development:		
Housing Choice Voucher Program (Sec 8):		
Housing Choice Voucher Households assisted	463	515
Household certifications & file review actions	1,347	2,256
Individual payments issued	6,504	7,896
Unit inspections	694	1,512
Moderate Rehabilitation Program (Sec 8 Mod Rehab):		
Households assisted	25	27
Household certifications & file review actions	37	36
Individual payments issued	316	336
Unit inspections	27	27
State Special Loan Rehabilitation Program:		
Special Loans Applications received	14	5
Special Loans provided	7	4
General:		
Telephone assistance and referral to general public	2,979	4,067
Number of visitors	2,773	3,615
Livability code written complaints	40	24
Livability code inspections	65	32
Livability code cases resolved	36	31
At risk homeless households served ESG grants	72	74
At risk homeless households served SLH Grants	189	96
NCI grants	0	2
Portfolio servicing of NCI grant existing loans	140	135
Bell Court Housing Fund:		
Households assisted	30	30
Household certifications	30	30
Unit compliance inspections	35	40
Preventive maintenance actions	255	280
Special maintenance-work order calls	120	130
Housing Initiatives Fund:		
Servicing HIF Loan Portfolio	437	490
Emergency Rehab Loans	7	10
Emergency Rehab Grants	n/a	11
Homebuyer Loans	35	92
MPDU PIL to be Collected	\$1,000,000	\$1,500,000
DLP Units Produced	71	131
Cold Weather Shelter	611	640

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
HUMAN RELATIONS DEPARTMENT					
FTE Positions	1.50	1.50	1.50	1.50	
Salary & Wages	92,630	93,943	96,581	98,513	2.00%
Fringe Benefits	42,962	42,448	42,743	43,570	1.93%
Operating	2,447	2,715	3,250	3,250	0.00%
Capital Outlay					
Recoveries					
TOTAL	<u>138,039</u>	<u>139,106</u>	<u>142,574</u>	<u>145,333</u>	<u>1.94%</u>

The Human Relations Department investigates complaints of discrimination in the areas of employment, housing and public accommodations; provides fair, current and state of the art investigative standards and encourages fair and uniform appeal practices. Human Relations also encourages public and private employers, individuals and citizens to appreciate and value generational, gender, racial, religious, disability and cultural differences. The Department supports a responsive forum for the human rights needs of the citizenry.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Human Relations:		
# of discrimination complaint calls to HRD	125	135
# of discrimination complaint calls resolved	100	110
# of public events or activities (not sponsored by HRC) which HRD participates in or attends	118	125
# of HRC sponsored events or activities which HRD participates in	43	50
# of human relations trainings, articles, agendas, and questions for forums & meetings, & other written materials created by HRD	54	60

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
HUMAN RELATIONS COMMISSION					
FTE Positions					
Salary & Wages					
Fringe Benefits					
Operating	10,404	10,292	5,270	5,270	0.00%
Capital Outlay					
Recoveries	<u>(5,645)</u>	<u>(5,765)</u>	<u>(500)</u>	<u>(500)</u>	<u>0.00%</u>
TOTAL	<u>4,759</u>	<u>4,527</u>	<u>4,770</u>	<u>4,770</u>	<u>0.00%</u>

The Human Relations Commission initiates a variety of community outreach activities throughout the year. These activities promote positive intergroup relations, showcase contributions made by the County's diverse citizenry and monitor the human rights climate in Frederick County. Also, the Human Relations Commission is authorized to hold public fact gathering hearings and to hear appeals to charges of discrimination which have been investigated by the Human Relations Department.

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
WORKFORCE SERVICES					
FTE Positions	4.52	4.52	*	*	
Salary & Wages	375,559	336,418			n/a
Fringe Benefits	137,857	139,507			n/a
Operating	59,567	50,933			n/a
Capital Outlay					
Recoveries	<u>(100)</u>	<u>(300)</u>			
Sub-total General Fund	572,883	526,558	0	0	n/a
Transfer from General Fund	602,621	626,201			n/a
Grant Funding					
FTE Positions	14.48	16.48			
Expenditures	<u>1,433,695</u>	<u>1,388,341</u>			<u>n/a</u>
TOTAL	<u><u>2,609,199</u></u>	<u><u>2,541,100</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>n/a</u></u>

Workforce Services (WS) strives to meet the growing and changing labor market needs of Frederick County. Workforce Services equips job seekers with the information and resources required to make informed choices and to develop a strategy for getting and keeping a job that is part of a career and lifelong learning plan. Networking with the business community to provide information and resources to meet their labor market, recruitment, and training needs. Services include career development assistance and introductory computer training for any unemployed County resident, vocational skills training, basic skills remediation, seminars related to job searching and coping with unemployment (monthly calendar available), services (on-site) to Dislocated Workers in plant closings or mass layoffs, computer literacy training, and supported instruction for GED preparation. WS develops and funds training programs in cooperation with Frederick Community College, Frederick County Public Schools, Office of Economic Development, Maryland Job Service, Department of Social Services, Family Partnership, CASS, and other coordinating agencies to meet local workforce needs. WS is promoting a more entrepreneurial organizational environment and has begun revenue generating services through its Business Services Division and its partnership with the FCC workforce.

*Beginning with FY2017, Workforce Services is no longer managed by the Citizens Services Division due to a re-organization approved by the County Executive. Workforce Services is now overseen by the Office of Economic Development under the direction of the County Executive.

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
TRANSIT					
FTE Positions	5.04	5.14	*	*	
Salary & Wages	211,641	212,647			n/a
Fringe Benefits	97,086	88,046			n/a
Operating	62,255	57,222			n/a
Capital Outlay					
Recoveries	(348,436)	(281,773)			n/a
Sub-total General Fund	22,546	76,142	0	0	n/a
Transfer from General Fund	1,399,158	1,287,697			n/a
Grant Funding					
FTE Positions	56.71	58.61			
Expenditures	4,558,108	7,579,265			n/a
TOTAL	5,979,812	8,943,104	0	0	n/a

TransIT Services provides approximately 678,000 passenger trips in Frederick County each year. TransIT provides public transit, paratransit, and commuter assistance. TransIT promotes regional mass transportation alternatives and assists Frederick County citizens to select the most cost effective and convenient transportation alternative. Nine (9) bus routes operate in the City of Frederick and urbanized area of Frederick County. These routes, known as Connector Routes operate Monday - Friday from 5:30 am - 9:30 pm. Seven (7) routes operate on Saturday from 7:30 am - 9:45 pm. serving medical, employment, education, and shopping centers. These bus routes operate on a regular schedule for use by all customers and most can deviate with a 3/4 mile corridor for passengers who are unable to board the bus at a regular timepoint because of a disability. TransIT operates five (5) commuter shuttle services each weekday between Frederick and Emmitsburg/Thurmont, Brunswick/Jefferson, the Point of Rocks MARC train station, East County, and the Route 85 business corridor. Transit operates TransIT-plus, a county-wide demand-response paratransit service for senior citizens, individuals with disabilities, and Medical Assistance recipients. Other persons may use this service on a space-available basis. TransIT-plus also provides paratransit as required under the Americans with Disabilities Act (ADA) for individuals who cannot use the accessible fixed-route bus service in Frederick City because of their disability. ADA paratransit service operates during the same hours as our fixed-route bus service.

*Beginning with FY2017, Transit is no longer managed by the Citizens Services Division due to a re-organization approved by the County Executive. Transit is shown independently.

**CITIZENS SERVICES DIVISION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
SCOTT KEY CENTER			*	*	
FTE Positions	-	-	33.86	34.00	0.42%
Salary & Wages			1,835,014	1,891,034	3.05%
Fringe Benefits			1,035,828	1,044,250	0.81%
Operating			293,799	285,384	-2.86%
Capital Outlay					
Recoveries					
TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>3,164,641</u></u>	<u><u>3,220,668</u></u>	<u><u>1.77%</u></u>

*For FY2017, the County Executive approved a re-organization, transferring Scott Key from the Health Services Division to report directly to the Citizens Services Division Director.

The Scott Key Center in Frederick gives adults with developmental disabilities ongoing training and places them in jobs within the community. The Scott Key Center is a Frederick County agency and is part of the Health Services Division. The center is licensed and accredited by the U.S. Department of Labor, the State Department of Education, Division of Rehabilitation Services and the State Department of Health and Mental Hygiene. The center provides employment and employment-related opportunities in an integrated environment for persons with developmental disabilities. The Scott Key Center's professional staff screens qualified workers, evaluates their job skills, places them in a competitive work environment, and provides on-site assistance and training. With the assistance of a job coach, who trains the workers until they are proficient in the requirements of the job, the workers are integrated into the community work environment. In addition to the supported employment program, the Center also operates mobile work crews who provide high quality janitorial services for area businesses and governmental agencies, toner cartridge remanufacturing for area businesses, and food service training. The Center also provides benchwork employment including: stuffing, sealing, labeling, stamping, packaging, and bulk-mailing.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
SCOTT KEY CENTER:		
Day Habilitation Services:		
Support students transitioning from FCPS	4	2
Secure contracts that provide work opportunities	2	2
Supported Employment:		
Support students transitioning from FCPS	4	2
Competitive Employment	n/a	4

**INDEPENDENT AGENCIES
FISCAL YEAR 2018**

	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2018 <u>Adopted</u>	Percent <u>Change</u>
Board of Elections	1,173,413	1,412,948	1,365,025	1,485,456	8.82%
Cooperative Extension Service	331,672	364,801	368,850	389,826	5.69%
Internal Audit	258,075	321,953	310,117	316,669	2.11%
Liquor License Commission	374,127	446,050	479,845	503,051	4.84%
Social Services	469,500	514,810	509,665	534,907	4.95%
Soil Conservation	77,463	118,446	109,335	109,335	0.00%
State Dept of Assess & Taxation	748,544	835,161	876,118	876,118	0.00%
Weed Control	228,970	267,718	243,686	247,938	1.74%
TOTAL	<u>3,661,764</u>	<u>4,281,887</u>	<u>4,262,641</u>	<u>4,463,300</u>	<u>4.71%</u>

SUMMARY

FTE Positions	31.50	32.00	33.00	33.00	
Salary & Wages	2,365,287	2,469,326	2,372,639	2,559,689	7.88%
Fringe Benefits	822,310	888,334	978,109	988,340	1.05%
Operating	1,627,768	1,877,578	1,979,860	2,070,279	4.57%
Capital Outlay	319,644	472,971	684,978	684,978	0.00%
Recoveries	(1,473,245)	(1,426,322)	(1,752,945)	(1,839,986)	4.97%
TOTAL	<u>3,661,764</u>	<u>4,281,887</u>	<u>4,262,641</u>	<u>4,463,300</u>	<u>4.71%</u>

**INDEPENDENT AGENCIES
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
BOARD OF ELECTIONS					
FTE Positions	-	-	-	-	
Salary & Wages	679,851	754,135	552,920	672,228	21.58%
Fringe Benefits	6,591	10,606	7,905	8,028	1.56%
Operating	168,790	190,358	120,222	120,222	0.00%
Capital Outlay	319,644	457,927	684,978	684,978	0.00%
Recoveries	(1,463)	(78)	(1,000)	0	-100.00%
TOTAL	<u><u>1,173,413</u></u>	<u><u>1,412,948</u></u>	<u><u>1,365,025</u></u>	<u><u>1,485,456</u></u>	<u><u>8.82%</u></u>

The Board of Elections is responsible for the registration of voters, the supervision of elections and the administration of the State's election laws. It establishes the boundaries of the election precincts within the County, selects polling places, collects filing fees for local elections, appoints election judges, certifies the results of elections and supervises the Board of Elections staff. The Board of Elections staff maintains records of registered voters and elections. It is an independent agency in County government. Frederick County pays all expenses for the management of elections and registration of voters in the county. Personnel includes three part time voting machine custodians, three part time Board members, two substitute board members, and six state hired County funded employees.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY2018 BUDGET
Board of Elections:		
Voter Registration:		
Total Registered Voters	162,000	170,000
Number of New Voters	10,000	9,000
Mail Registration	2,000	500
In-Person Registration	500	500
MVA Registration	5,000	5,000
Online Voter Registration (OLVR)	2,200	3,000
Other Registrations	300	300
Confirmation Mailings	40,000	30,000
Cancelled Voters	1,000	2,500
Petitions Processed	3	2
Election Judges per Election	900	900
Polling Place Ballots Processed	130,000	68,000
Specimen Ballots Mailed	160,000	170,000
Precincts	79	81
Polling Places	62	63

**INDEPENDENT AGENCIES
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
COOPERATIVE EXTENSION SERVICES					
FTE Positions	-	-	-	-	
Salary & Wages	30,083	30,391	33,246	34,589	4.04%
Fringe Benefits	2,431	2,421	2,644	2,718	2.80%
Operating	299,158	331,989	332,960	352,519	5.87%
Capital Outlay					
Recoveries					
TOTAL	<u>331,672</u>	<u>364,801</u>	<u>368,850</u>	<u>389,826</u>	<u>5.69%</u>

The Maryland Cooperative Extension is the off-campus, statewide, informal education component of the University of Maryland. Extension Agricultural and Natural Resources programs teach residents about alternative farming, basic agriculture and business management for farms.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
COOPERATIVE EXTENSION SERVICES:		
4-H Youth Development:		
Educational Contacts	12,130	7,500
New Volunteers Trained/Certified	105	75
Volunteer Hours Supported	33,760	35,000
Agriculture & Natural Resources:		
Acres with nutrient management plans	10,000	10,000
Educational/Technical Assistance contacts	4,900	5,000
Family & Consumer Sciences:		
Educators Trained	160	123
Educational Contacts	54,163	23,719
Home Horticulture & Master Gardener Program:		
New Master Gardeners Trained	31	25
Educational/Technical Assistance contacts	6,150	8,000
Volunteer Hours Supported	5,850	7,000

**INDEPENDENT AGENCIES
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
INTERNAL AUDIT					
FTE Positions	1.50	2.00	2.00	2.00	
Salary & Wages	131,521	163,930	169,279	172,665	2.00%
Fringe Benefits	63,836	90,569	92,302	95,468	3.43%
Operating	125,975	166,807	295,326	295,326	0.00%
Capital Outlay					
Recoveries	<u>(63,257)</u>	<u>(99,353)</u>	<u>(246,790)</u>	<u>(246,790)</u>	<u>0.00%</u>
TOTAL	<u>258,075</u>	<u>321,953</u>	<u>310,117</u>	<u>316,669</u>	<u>2.11%</u>

The Internal Audit Department performs audits of departments and functions within Frederick County Government, Frederick County Public Schools and Frederick Community College. To assure that the Internal Audit staff maintains independence, the Department reports to the Interagency Internal Audit Authority (IAAA) which is comprised of a representative of each of the above three entities and four members of the public having expertise in accounting and/or auditing. Annually, the various departments and functions are evaluated relative to certain risk criteria and those determined to possess the highest risk are selected for audit. Consideration is given to audit requests received from management and the external auditors. Also, reviews of major new computer applications during the design phase are scheduled to assure that the proper controls are programmed in the systems.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
INTERNAL AUDIT:		
Performance Audits:		
Recommendations Made/Accepted	30-60	30-60
# of Contractor Audits	6-7	6-7
Other Services:		
Number of Reports (special projects)	5-10	3-5
Full compliance with Government Auditing Standards		

**INDEPENDENT AGENCIES
FISCAL YEAR 2018**

	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2018 <u>Adopted</u>	Percent Change
LIQUOR LICENSE COMMISSION					
FTE Positions	4.00	4.00	5.00	5.00	
Salary & Wages	246,521	264,704	275,577	301,875	9.54%
Fringe Benefits	93,266	125,751	134,807	131,715	-2.29%
Operating	34,340	42,491	69,461	70,211	1.08%
Capital Outlay		15,044			
Recoveries		(1,940)		(750)	
TOTAL	<u>374,127</u>	<u>446,050</u>	<u>479,845</u>	<u>503,051</u>	<u>4.84%</u>

The Liquor License Commission regulates and controls the sale and distribution of alcoholic beverages within Frederick County with respect and obedience to law and to foster and promote temperance. Alcoholic Beverages licenses are issued and denied according to the laws and regulations stipulated in the Annotated Code of Maryland, Article 2B. Licensees may have their licenses fined and suspended or revoked for violations of Article 2B or the Frederick County Rules and Regulations after a public hearing before the Board. The Board of License Commissioners is appointed by the Governor for a five year term.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
Liquor License Commission:		
Licensee Information:		
Number of regular licenses	331	312
Applications/Hearings	44	50
Special one day licenses	317	330
Corrected licenses	33	30
Special Permissions	340	300
Enforcement Information:		
Regular inspections	8,236	8,500
Special inspections	559	800
Violation Hearings	9	40
No Contest Violations	46	TBD
Conferences	5	10

**INDEPENDENT AGENCIES
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
SOCIAL SERVICES					
FTE Positions	18.00	18.00	18.00	18.00	
Salary & Wages	833,826	800,447	836,129	848,642	1.50%
Fringe Benefits	493,805	490,073	510,822	517,690	1.34%
Operating	126,911	149,531	126,911	198,000	56.01%
Capital Outlay					
Recoveries	<u>(985,042)</u>	<u>(925,241)</u>	<u>(964,197)</u>	<u>(1,029,425)</u>	<u>6.77%</u>
TOTAL	<u>469,500</u>	<u>514,810</u>	<u>509,665</u>	<u>534,907</u>	<u>4.95%</u>

The Frederick County Department of Social Services provides a full range of social services and workforce support services to the citizens of Frederick County. FCDSS is a State agency; it is the local direct-service component of the Maryland Department of Human Resources (DHR).

The FCDSS is composed of three divisions which include Administrative Services, Social Services and Family Investment/Child Support. Administrative Services is responsible for the Agency's Finance office, Personnel office and other administrative duties. Family Investment/Child Support provides a wide variety of services to Frederick County residents who require assistance in meeting their daily needs. Welfare-to-work activities and supports are a major emphasis of the division. Social Services is responsible for promoting family stability and the protection of children and vulnerable adults. The division contains five units described below.

Child Protective Service receives and investigates reports of child maltreatment and when necessary removes children from dangerous situations. Foster Care/Adoption provides services to children who, due to their need for protection are in out-of-home placements. Continuing Services Unit prevents family dissolution and the need for children to be placed in out-of-home care via the provision of family preservation programs of varying intensity and length of service. Adult Services draws upon multiple programs to provide supportive, preventive and protective services to disabled adults and frail elderly County residents. Service Intake accesses a variety of services and funding sources to prevent evictions, provide rental assistance and emergency shelter.

**INDEPENDENT AGENCIES
FISCAL YEAR 2018**

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
SOCIAL SERVICES:		
Administration:		
Number of items mailed	95,000	98,000
Number of participating foster homes and residential centers	95	95
Subsidies paid/revenues received per month	\$1,017,138	\$1,102,138
Child Welfare:		
Percentage of children maintained in own home	90%	90%
Child & Adult Care Food Program:		
Number of participating providers	300	300
Number of home visits	1,100	1,100
Child Support Enforcement:		
Paternity established	107.00%	107.00%
Court order established	89.00%	89.00%
Current support collected	76.00%	78.00%
Paying on arrears	77.00%	77.00%
Legal:		
Number of adults served through litigation	30	30
Number of children served through litigation	255	255

**INDEPENDENT AGENCIES
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
SOIL CONSERVATION					
FTE Positions	7.00	7.00	7.00	7.00	
Salary & Wages	298,689	282,349	353,831	372,368	5.24%
Fringe Benefits	122,922	126,472	187,127	190,653	1.88%
Operating	79,335	109,335	109,335	109,335	0.00%
Capital Outlay					
Recoveries	<u>(423,483)</u>	<u>(399,710)</u>	<u>(540,958)</u>	<u>(563,021)</u>	<u>4.08%</u>
TOTAL	<u>77,463</u>	<u>118,446</u>	<u>109,335</u>	<u>109,335</u>	<u>0.00%</u>

Support for agricultural conservation programs in the Frederick/Catoctin Soil Conservation Districts.

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
STATE DEPARTMENT OF ASSESSMENTS & TAXATION					
FTE Positions					
Salary & Wages					
Fringe Benefits					
Operating	748,544	835,161	876,118	876,118	0.00%
Capital Outlay					
Recoveries					
TOTAL	<u>748,544</u>	<u>835,161</u>	<u>876,118</u>	<u>876,118</u>	<u>0.00%</u>

The Budget Reconciliation & Financing Act of 2011, House Bill 72, shifted a percentage of costs to run the State Department of Assessments & Taxation. The percentage is based on the number of real property accounts in the County.

**INDEPENDENT AGENCIES
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
WEED CONTROL					
FTE Positions	1.00	1.00	1.00	1.00	
Salary & Wages	144,796	173,370	151,657	157,322	3.74%
Fringe Benefits	39,459	42,442	42,502	42,068	-1.02%
Operating	44,715	51,906	49,527	48,548	-1.98%
Capital Outlay					
Recoveries					
TOTAL	<u>228,970</u>	<u>267,718</u>	<u>243,686</u>	<u>247,938</u>	<u>1.74%</u>

The Frederick County Weed Control Program is charged with aiding the Maryland Department of Agriculture in enforcing the Maryland Noxious Weed Laws. These laws are to protect our lands against the spread of noxious weeds (johnsongrass, shattercane, thistle and multiflora rose) in the state. The program solicits voluntary cooperation of citizens to control their noxious weeds by providing land owners with expertise in controlling weeds, educating the general public through literature, displays and discussion groups, and providing a spray service where the user of the service pays a fee to offset program costs.

PERFORMANCE INDICATORS	FY 2017 ESTIMATE	FY 2018 BUDGET
WEED CONTROL:		
Properties assisted with a weed management plan	440	445
# of Noxious Weed Control Advisory Notices sent	110	105

**NON-DEPARTMENTAL
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
NON-DEPARTMENTAL					
Tax Equity	4,078,383	4,172,702	4,232,919	4,480,157	5.84%
General Fund Debt Service	37,722,234	51,888,546	42,573,124	40,533,525	-4.79%
Transfer to Capital Projects Fund	13,903,288	14,382,708	13,055,192	14,954,639	14.55%
Employee Benefits (General Fund)	237,438	280,166	996,500	646,500	-35.12%
Finance Non-Departmental	438,178	249,699	408,950	410,850	0.46%
Liability Insurance	1,067,584	1,215,275	1,569,289	1,569,289	0.00%
Transfer to Third Party (CCRC/MAL)	7,139,155	821,124	0	0	n/a
County Non-Departmental	0	150,920	156,511	159,092	1.65%
Contingencies	(306,733)	(469,817)	531,224	198,861	-62.57%
TOTAL	64,279,527	72,691,323	63,523,709	62,952,913	-0.90%

This section of the budget provides funds for functions which benefit the County organization as a whole.

TAX EQUITY	4,078,383	4,172,702	4,232,919	4,480,157	5.84%
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The Tax Equity Program enables county governments to compensate municipalities for services or programs that they provide in lieu of similar county services or programs. Currently four services are identified: highway maintenance, police service, parks/recreation services, and planning. It is meant to compensate for double taxation of municipal taxpayers occurring when both municipal and county property taxes are levied to fund similar services. These set-offs can take the form of a **tax rebate** directly paid to the municipality for providing the services or programs or a **tax differential** that results in a lower county property tax rate for the municipal tax payers.

Two (2) municipalities - City of Frederick & Town of Myersville, elect to receive their distribution in the form of a tax differential to its residents and is budgeted/recorded as a decrease to property tax revenue.

GENERAL FUND DEBT SERVICE

Principal	26,306,858	29,331,430	32,261,957		-100.00%
Interest	11,415,376	22,557,116	10,311,167		-100.00%
Transfer to Debt Service Fund				40,533,525	n/a
TOTAL	37,722,234	51,888,546	42,573,124	40,533,525	-4.79%

Debt service is the principal and interest the County pays on bonds issued for Capital Projects. When debt is issued, the County is given a debt service payment schedule. The county is required to budget annually for the payment of principal and interest due on the amount of debt that it has incurred. From time to time, the County reviews its debt to see if it should restructure or refinance the debt to minimize its cost or maximize cash flow requirements. The County usually is obligated for its first payment of interest within six months after the debt is issued; principal is due within twelve months after the debt is issued.

**NON-DEPARTMENTAL
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
TRANSFER TO CAPITAL PROJECTS FUND	13,903,288	14,382,708	13,055,192	14,954,639	14.55%

These funds represent the transfer of pay-go funding from the General Fund for capital projects. Details of the capital budget are found in the last section of this document.

PERSONNEL NON-DEPARTMENTAL General Fund	237,438	280,166	996,500	646,500	-35.12%
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This budget includes the County's portion of funding for employee assistance, employee training, funding for employee drug testing, medical testing, investigations, and position advertising, etc.

FINANCE NON-DEPARTMENTAL	438,178	249,699	408,950	410,850	0.46%
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Included here are licensing fees to ASCAP, funding for the Financial Corp. grant, Bond Registrar fees, and Audit expenses.

LIABILITY INSURANCE	1,067,584	1,215,275	1,569,289	1,569,289	0.00%
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Liability Insurance provides comprehensive property and casualty coverage for the County and other agency members. Also included here are the costs of property appraisals, and risk related consultants.

TRANSFER TO THIRD PARTY (CCRC/MAL)	7,139,155	821,124			n/a
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Payment to Aurora Holdings VII, LLC for the Continuing Care Agreement and the property tax payment paid on Aurora's behalf as part of the lease agreement .

COUNTY NON-DEPARTMENTAL		150,920	156,511	159,092	1.65%
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Included are County dues for the Maryland Association of Counties, the National Association of Counties, and the Metropolitan Washington Council of Governments.

**NON-DEPARTMENTAL
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
CONTINGENCIES					
County Contingency Fund*	119,308	216,434	300,000	300,000	0.00%
Revenue Stabilization			1,079,688	1,000,000	-7.38%
Unanticipated Expense*		310,824	500,000	500,000	0.00%
Fuel Cost Reserve*			549,420	549,420	0.00%
Retiree Health Benefits (OPEB-liability)	1,000,000				
Severe Weather Contingency*			1,200,000	1,200,000	0.00%
Indirect Cost Recovery	(2,236,943)	(2,270,899)	(2,512,884)	(2,628,559)	4.60%
Reserve Bond Enhancement**	583,453				
Component Unit Depreciation	(802,300)	(787,959)	(765,000)	(772,000)	0.92%
Workers Compensation Reserve	1,029,749				
Permanent Public Improvement			180,000	50,000	-72.22%
Reserve Fund Contribution		2,061,783			
TOTAL	(306,733)	(469,817)	531,224	198,861	-62.57%

Several sources of funds are budgeted to address unanticipated expenditures. The County Contingency Fund is used at the direction of the County Executive and/or the County Council to fund most unexpected needs that arise during the fiscal year.

Unexpended balances in this account will be reserved at the end of the year for future use. An equal amount of unanticipated revenue and expenditure is budgeted in order to recognize and expend additional revenues that may be received during the year. Also under this category is the budget that accounts for indirect costs recovered from the enterprise funds and grant funds.

*Is shown for informational purposes only. The expenses are recorded and shown in the individual departments.

**Is shown for informational purposes only. These amounts were not "spent" but reserved for future purposes.

**COMMUNITY PARTNERSHIP GRANTS/NON-COUNTY AGENCIES
FISCAL YEAR 2018**

	<u>FY 2015 Adopted</u>	<u>FY 2016 Adopted</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>
COMMUNITY PARTNERSHIP (formerly Grants-In-Aid)/NON-COUNTY AGENCIES	<u>0</u>	<u>275,000</u>	<u>596,000</u>	<u>927,000</u>
TOTAL	<u><u>0</u></u>	<u><u>275,000</u></u>	<u><u>596,000</u></u>	<u><u>927,000</u></u>

This program was originally established to provide grants to non-profit agencies for the purpose of enhancing health and human services which contribute to a safe, healthy and self-sufficient community. Beginning FY2015, the Grant-In-Aid Program was replaced with a new process whereby funding was received via the implementation of a Memorandum of Understanding agreements shown in corresponding county departments.

In September 2015, the County Executive launched the Community Partnership Grants Program for non-profit organizations. Frederick County Government entered into partnership contracts with community agencies and organizations to fund identified human needs within the county. The goal is to coordinate & align public and non-profit sector resources to create & enhance support services to positively impact children, youth, seniors, and families. Applications were solicited from entities that address needs in the following areas: Senior Needs, Community Needs, & Housing Needs. Also shown here are appropriations to Non-County Agencies (non-profit, not meeting the criteria for the Community Partnership Grants.)

	<u>FY 2015 Adopted</u>	<u>FY 2016 Adopted</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>
Advocates for Homeless Families		23,970		50,000
Alzheimer's Association			12,000	12,000
ARC of Frederick County			24,000	24,000
Asian American Center of Frederick			12,000	25,000
Boys & Girls Club		5,000	67,500	
Centro Hispano de Frederick				5,000
Ctr for Education & Resources in Science & Tech		25,000	40,000	25,000
Commission for Women*				2,000
Commission on Disabilities*			1,000	
Community Action Agency		45,000	34,000	125,000
Daybreak Adult Day Services				20,000
Frederick Arts Council*			40,000	50,000
Gale Recovery (Wells House Inc.)		16,000	32,000	
Heartly House		23,000	46,000	72,155
Interfaith Housing Alliance		31,000		44,374
Legal Aid Bureau		1,850	35,553	
Literacy Council			10,000	15,000
Maryland Ensemble Theatre (MET)*			5,000	10,000
Maryland Food Bank		9,812		

**COMMUNITY PARTNERSHIP GRANTS/NON-COUNTY AGENCIES
FISCAL YEAR 2018**

	<u>FY 2015 Adopted</u>	<u>FY 2016 Adopted</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>
Continued:				
Mental Health Association		15,000	76,247	89,323
Mission of Mercy			25,000	25,000
Partners in Care Maryland		10,000	20,000	20,000
Rebuilding Together Frederick County			50,000	50,000
Religious Coalition-Shelter & Pharmacy Asst.		25,000	22,000	150,000
Second Chances Garage		17,300	16,700	26,000
Seton Center				20,000
SHIP				35,000
Thurmont Ministerium		8,000	17,000	
Thurmont Senior Center*			10,000	22,148
Way Station				10,000
YMCA of Frederick County		19,068		
TOTAL	<u>0</u>	<u>275,000</u>	<u>596,000</u>	<u>927,000</u>

*Denotes Non-County Agency

**COMPREHENSIVE CARE FACILITIES FUND
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUES					
Citizens Care & Rehabilitation	0	0	23,914,500	19,407,460	-18.85%
Montevue Assisted Living	<u>0</u>	<u>0</u>	<u>3,937,100</u>	<u>4,662,932</u>	<u>18.44%</u>
TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>27,851,600</u>	<u>24,070,392</u>	<u>-13.58%</u>
EXPENDITURES					
Citizens Care & Rehabilitation	0	0	23,914,500	19,407,460	-18.85%
Montevue Assisted Living	<u>0</u>	<u>0</u>	<u>3,937,100</u>	<u>4,662,932</u>	<u>18.44%</u>
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>27,851,600</u>	<u>24,070,392</u>	<u>-13.58%</u>

**COMPREHENSIVE CARE FACILITIES FUND
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
CITIZENS CARE & REHABILITATION					
REVENUE					
Fees			23,914,500	20,838,196	-12.86%
Budgeted Fund Balance			0	(1,430,736)	n/a
TOTAL	<u>0</u>	<u>0</u>	<u>23,914,500</u>	<u>19,407,460</u>	<u>-18.85%</u>
EXPENDITURES					
Misc Operating Program			23,914,500	19,407,460	-18.85%
TOTAL	<u>0</u>	<u>0</u>	<u>23,914,500</u>	<u>19,407,460</u>	<u>-18.85%</u>
	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
MONTEVUE ASSISTED LIVING					
REVENUE					
Fees			3,937,100	4,373,984	11.10%
Budgeted Fund Balance			0	288,948	n/a
TOTAL	<u>0</u>	<u>0</u>	<u>3,937,100</u>	<u>4,662,932</u>	<u>18.44%</u>
EXPENDITURES					
Misc Operating Program			3,937,100	4,662,932	18.44%
TOTAL	<u>0</u>	<u>0</u>	<u>3,937,100</u>	<u>4,662,932</u>	<u>18.44%</u>

**BOARD OF EDUCATION
FISCAL YEAR 2018**

	FY 2015 Adopted	FY 2016 Adopted	FY 2017 Adopted	FY 2018 Adopted	Percent Change
REVENUE					
Federal	19,331,295	19,331,295	19,331,295	18,624,254	-3.66%
State	264,726,018	264,581,058	266,892,495	272,386,158	2.06%
Local	225,054,977	229,489,126	247,066,477	260,826,623	5.57%
Local In-Kind	10,843,841	10,762,963	11,216,320	11,430,113	1.91%
Local - Pension Cost Sharing	8,438,605	9,858,314	-	-	n/a
Interest	100,000	100,000	50,000	50,000	0.00%
Other	11,029,859	10,407,660	11,269,384	15,198,383	34.86%
TOTAL	<u>539,524,595</u>	<u>544,530,416</u>	<u>555,825,971</u>	<u>578,515,531</u>	<u>4.08%</u>
EXPENDITURES					
Administration	9,861,855	9,789,948	10,261,624	12,052,413	17.45%
Mid-Level Management	31,833,223	32,275,537	32,616,494	35,081,807	7.56%
Instructional Salaries	199,941,293	197,690,955	199,169,699	209,900,143	5.39%
Instructional Supplies	9,273,132	9,134,429	9,455,462	9,934,564	5.07%
Instruction - Other	2,352,421	2,023,088	2,537,694	2,567,195	1.16%
Special Education	56,061,627	57,344,930	58,457,950	62,374,481	6.70%
Pupil Personnel	2,832,788	2,873,758	3,334,583	3,514,965	5.41%
Health Services	7,063,965	6,966,947	7,072,822	7,296,270	3.16%
Transportation	20,174,778	21,046,241	20,620,065	21,709,227	5.28%
Operations	36,319,638	36,266,558	37,032,967	37,576,745	1.47%
Maintenance	10,926,841	11,722,814	12,058,116	12,699,684	5.32%
Fixed Charges	149,650,419	154,506,906	159,362,416	160,602,059	0.78%
Food Service	10,000	10,000	60,000	60,000	0.00%
Community Services	1,438,425	1,238,425	1,066,734	1,111,841	4.23%
Capital Outlay	1,784,190	1,639,880	2,719,345	2,034,137	-25.20%
TOTAL	<u>539,524,595</u>	<u>544,530,416</u>	<u>555,825,971</u>	<u>578,515,531</u>	<u>4.08%</u>

In Maryland, public schools are part of a statewide system of county school boards. The school boards' political boundaries conform to the county boundaries. The purpose of the Board of Education of Frederick County, is to operate the local public school system in accordance with state and community standards. Schools are funded with local, State, and Federal monies. Frederick County has the oversight responsibility for approval and partial funding of the Board's operating budget.

For the 2017-2018 school year, the Frederick County Public Schools will serve over 41,300 students throughout the county. Frederick County is home to 37 elementary schools, 13 middle schools, 10 high schools, 3 public charter schools, an alternative school, a special education school, & a Career & Technology Center. In support of its mission, the FCPS has over 5,800 professionals and support employees. General supervision and management of FCPS is provided by the superintendent of schools. Under the direction of the superintendent, the system's 66 schools are supported by a number of central office functions, including human services, purchasing, accounting and finance, food service, transportation, maintenance, facility planning, warehouse, technical services and curriculum development.

**BOARD OF EDUCATION
FISCAL YEAR 2018**

In Frederick County, a seven-member board of education sets policy not otherwise controlled by state and federal laws. The board reviews and approves education budgets that are presented to the County Executive for funding and oversees local education expenditures from county, state and federal sources. The Board of Education also monitors the implementation of the school system's master plan, reviews the work of the superintendent of schools, and gives final approval to curriculum matters and materials, grant applications, key staff appointments, equipment purchases, land acquisitions, and major school construction, repairs and alterations.

	<u>FY 2015 Adopted</u>	<u>FY 2016 Adopted</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
MARYLAND SCHOOL FOR THE BLIND	2,000	2,000	2,000	2,000	0.00%

State law requires each county to pay the Maryland School for the Blind \$200 a year for each blind child who is sent to the school from the county.

**FREDERICK COMMUNITY COLLEGE
FISCAL YEAR 2018**

	<u>FY 2015 Adopted</u>	<u>FY 2016 Adopted</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Tuition & Fees	18,385,267	18,241,934	19,075,862	19,182,651	0.56%
State Government	11,237,898	11,101,830	12,041,932	12,691,608	5.40%
County Government					
Appropriation	14,049,502	14,676,502	15,376,502	16,076,502	4.55%
In-Kind	484,395	484,395	474,523	484,395	2.08%
Other Income	1,562,000	1,415,000	1,365,000	810,000	-40.66%
Prior Year Balance	2,420,599	3,205,407	2,862,015	3,491,407	21.99%
TOTAL	<u>48,139,661</u>	<u>49,125,068</u>	<u>51,195,834</u>	<u>52,736,563</u>	<u>3.01%</u>
EXPENDITURES					
Instruction	22,849,253	23,696,523	24,367,505	24,768,933	1.65%
Academic Support	1,856,504	1,685,492	1,538,534	1,240,228	-19.39%
Student Services	6,820,431	7,068,837	7,014,501	7,443,791	6.12%
Plant Operations	5,962,879	6,176,168	6,669,818	6,550,046	-1.80%
Institutional Support	9,829,984	9,677,438	9,696,719	10,600,636	9.32%
Other	820,610	820,610	1,908,757	2,132,929	11.74%
TOTAL	<u>48,139,661</u>	<u>49,125,068</u>	<u>51,195,834</u>	<u>52,736,563</u>	<u>3.01%</u>

Established in 1957, Frederick Community College provides educational opportunities for Frederick county residents. The College is fully accredited by the Middle States Association of Colleges and Secondary Schools offering more than 85 degree & certificate programs as well as workforce training & continuing education. Additionally, a variety of non-credit course offerings are provided. New construction funding is usually shared by the County and State. The campus contains ten modern structures providing over 280,000 square feet of office and instructional space.

In 1975, a Board of Trustees was created to govern FCC. Seven citizens are appointed by the Governor to serve for staggered terms. The FCC President is the Board Secretary and has no vote. The Board appoints the President, approves all major positions at the College and sets internal policies and procedures for FCC operation. The Board recommends a budget to the County Council for approval. FCC also receives State monies and student fees; a small amount of federal funding is received for vocational-technical programs.

**FREDERICK COUNTY PUBLIC LIBRARY
FISCAL YEAR 2018**

	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2018 <u>*</u>	Percent Change
REVENUE					
State Grants	2,079,346	2,142,631	2,119,436	2,292,311	8.16%
Federal Grants	13,861	31,102			n/a
Charges for services	264,615	461,290	2,051,669	2,140,119	4.31%
Fines & Foreitures			245,000	250,000	2.04%
Miscellaneous	248,859	79,055	266,600	329,000	23.41%
TOTAL	<u>2,606,681</u>	<u>2,714,078</u>	<u>4,682,705</u>	<u>5,011,430</u>	<u>7.02%</u>
Other financing sources					
Transfer from primary Govt.	9,971,810	10,063,827	8,493,759	9,269,570	9.13%
Use of Prior Year Balance			880,419	860,979	-2.21%
Total Revenue & Financing	<u>12,578,491</u>	<u>12,777,905</u>	<u>14,056,883</u>	<u>15,141,979</u>	<u>7.72%</u>
EXPENDITURES					
FTE Positions	117.66	116.54	119.13	127.63	
Salary & Wages	5,743,353	5,682,040	6,499,890	6,895,768	6.09%
Fringe Benefits	2,701,774	2,767,691	2,847,923	3,180,177	11.67%
Operating	4,057,245	4,258,119	4,735,070	5,090,034	7.50%
Capital Outlay	102,651				
Recoveries	(43,013)	(17,892)	(26,000)	(24,000)	-7.69%
TOTAL	<u>12,562,010</u>	<u>12,689,958</u>	<u>14,056,883</u>	<u>15,141,979</u>	<u>7.72%</u>

The Frederick County Public Library (FCPL) system includes the C. Burr Artz Central Library in Frederick City; Branch Libraries in Brunswick, Emmitsburg, Middletown, Thurmont, Walkersville, Urbana, and Point of Rocks; a library facility in the Detention Center; and two mobile libraries providing regularly scheduled service to neighborhoods and childcare facilities throughout the County.

As part of the Regional Cooperating Libraries of Central Maryland (public, academic, and other libraries), and of the statewide network of public libraries, FCPL gives its citizens access to materials from libraries across the state, and the nation, through interlibrary loan.

FCPL is governed by a Board of Trustees, which is an entity authorized under Maryland State Law (ED, 23-401). The Board consists of seven members. The members serve five year staggered terms and may not serve more than two consecutive terms. The Board, as authorized by Maryland State Law, has broad fiscal and management responsibility.

*Presented for informational purposes only and is not adopted by the County Council.

**HOTEL RENTAL TAX
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Hotel Rental Tax	1,333,667	1,407,857	1,331,506	2,346,000	76.19%
Debt Service Reimbursement	181,703	178,982	182,263	163,562	-10.26%
Investment Earnings	93	272	200	200	0.00%
TOTAL	<u>1,515,463</u>	<u>1,587,111</u>	<u>1,513,969</u>	<u>2,509,762</u>	<u>65.77%</u>
EXPENDITURES					
Tourism Council	1,298,840	1,371,309	1,300,791	2,311,100	77.67%
Debt Service	181,812	179,050	178,425		-100.00%
Transfer to Debt Service Fund				163,562	
Administrative Fee	34,811	36,752	34,753	35,100	1.00%
TOTAL	<u>1,515,463</u>	<u>1,587,111</u>	<u>1,513,969</u>	<u>2,509,762</u>	<u>65.77%</u>

Hotel Rental Tax was implemented in FY2005, providing additional funding for the Tourism Council. A Memorandum of Understanding was agreed to that requires the Tourism Council to provide funding to the following agencies in amounts similar to that previously provided by Frederick County. These agencies include: City of Brunswick, Civil War Medicine Museum, Delaplaine Visual Arts, Frederick County Farm Museum, Frederick Festival of the Arts, Frederick Arts Council, Frederick County Historical Society, Frederick County Landmarks Foundation, Great Frederick Fair, Weinberg Center for the Arts, and Frederick Downtown Partnership.

**LIGHTING DISTRICTS
SPECIAL TAXING DISTRICT
FISCAL YEAR 2018**

	<u>FY2015 Actual</u>	<u>FY2016 Actual</u>	<u>FY2017 Adopted</u>	<u>FY2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Braddock Lighting Tax	10,163	8,911	9,321	9,321	0.00%
Libertytown Lighting Tax	3,731	3,765	3,813	3,813	0.00%
New Addition Lighting Tax	1,786	2,305	2,364	2,364	0.00%
Budgeted Use of Fund Balance			(298)	(298)	0.00%
TOTAL	<u>15,680</u>	<u>14,981</u>	<u>15,200</u>	<u>15,200</u>	<u>0.00%</u>
EXPENDITURES					
Braddock Utilities	9,043	8,363	9,000	9,000	0.00%
Libertytown Utilities	3,971	3,949	4,000	4,000	0.00%
New Addition Utilities	2,073	2,138	2,200	2,200	0.00%
TOTAL	<u>15,087</u>	<u>14,450</u>	<u>15,200</u>	<u>15,200</u>	<u>0.00%</u>
RATES					
Braddock Lighting Tax	0.018	0.015 *	0.015	0.015	
Libertytown Lighting Tax	0.013	0.013	0.013	0.013	
New Addition Lighting Tax	0.013	0.017 *	0.017	0.017	

This fund accounts for property taxes restricted to providing street lighting within designated areas of the County.

*A tax rate adjustment for the Braddock (\$.003) and New Addition \$.004 Lighting Districts is reflected in the FY16 Adopted Budget. The tax rates for FY18 remain the same as FY16 & FY17.

**WORKER'S COMPENSATION FUND
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Charges for Services	4,383,624	4,568,049	4,329,108	3,307,278	-23.60%
Investment Earnings	2,711	7,936			
Budgeted Fund Balance			14,850	(210,778)	-1519.38%
TOTAL	<u><u>4,386,335</u></u>	<u><u>4,575,985</u></u>	<u><u>4,343,958</u></u>	<u><u>3,096,500</u></u>	<u><u>-28.72%</u></u>
EXPENDITURES					
Administrative Fee	111,784	132,952	218,518	200,000	-8.47%
Premium Expense	1,087,072	1,103,695	1,205,440	1,096,500	-9.04%
Incurred Claims Expense	2,517	3,843			
Prefunded Claim Expense	<u>1,878,436</u>	<u>2,022,353</u>	<u>2,920,000</u>	<u>1,800,000</u>	<u>-38.36%</u>
TOTAL	<u><u>3,079,809</u></u>	<u><u>3,262,843</u></u>	<u><u>4,343,958</u></u>	<u><u>3,096,500</u></u>	<u><u>-28.72%</u></u>

The Worker's Compensation Fund is for premiums collected within county departments by worker class. These funds are redistributed to the worker's compensation fund for eventual premium and deductible payments.

**EMPLOYEES PENSION FUND
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>Percent Change</u>
ADDITIONS:					
Employees Contribution	7,022,374	7,198,525	7,172,221	8,034,000	12.02%
Employer Contribution	20,322,635	18,910,324	18,657,324	20,850,800	11.76%
Investment Income	<u>23,765,725</u>	<u>4,642,648</u>	<u>11,000,000</u>	<u>11,000,000</u>	<u>0.00%</u>
TOTAL	<u>51,110,734</u>	<u>30,751,497</u>	<u>36,829,545</u>	<u>39,884,800</u>	<u>8.30%</u>
DEDUCTIONS:					
Personnel	127,891	107,796	125,817	153,242	21.80%
Benefit Payments	16,108,269	17,437,918	17,832,500	19,020,000	6.66%
Refunds	703,925	614,011	900,000	900,000	0.00%
Legal/Medical Consult	32,480	19,965	54,000	54,000	0.00%
Investment Expenses	1,760,136	1,894,301	1,900,000	2,900,000	52.63%
Administration Expenses	<u>137,386</u>	<u>72,019</u>	<u>495,600</u>	<u>220,600</u>	<u>-55.49%</u>
TOTAL	<u>18,870,087</u>	<u>20,146,010</u>	<u>21,307,917</u>	<u>23,247,842</u>	<u>9.10%</u>

Presented for informational purposes only and is not adopted by the County Council.

The Frederick County Employees Retirement Plan was established in 1993. All full-time and permanent part-time employees of the county hired on or after July 1, 1993 and current employees who elected transfer into the plan on that date are members of the plan. Starting in FY2013, uniformed employees were required to increase their contribution, going from 8% to 9% of their base pay under the plan and non-uniformed employees increased their contribution from 4% to 6%.

**OTHER POST EMPLOYMENT BENEFITS
FISCAL YEAR 2018**

	<u>FY 2015</u> Actual	<u>FY 2016</u> Actual	<u>FY 2017</u>	<u>FY 2018</u>	<u>Percent Change</u>
REVENUE					
Retiree Contribution	1,456,110	1,519,734	1,000,000	1,200,000	20.00%
Employer Contribution	11,468,959	10,955,264	9,770,000	10,428,000	6.73%
Investment Income/Medicare D	<u>4,852,509</u>	<u>2,899,431</u>	<u>900,000</u>	<u>1,200,000</u>	<u>33.33%</u>
TOTAL	<u>17,777,578</u>	<u>15,374,429</u>	<u>11,670,000</u>	<u>12,828,000</u>	<u>9.92%</u>
EXPENDITURES					
Insurance Premiums	7,042,461	7,447,473	7,012,000	7,600,000	8.39%
Administrative Expenses	<u>57,035</u>	<u>72,440</u>	<u>108,500</u>	<u>108,500</u>	<u>0.00%</u>
TOTAL	<u>7,099,496</u>	<u>7,519,913</u>	<u>7,120,500</u>	<u>7,708,500</u>	<u>8.26%</u>

Presented for informational purposes only and is not adopted by the County Council.

The County's annual other post-employment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), and amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

BUDGETED POSITIONS

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
GENERAL GOVERNMENT		
County Executive		
Administrative Analyst	2.00	2.00
Administrative Coordinator	2.00	2.00
Administrative Director	1.00	1.00
Administrative Officer	1.00	1.00
Chief Administrative Officer	1.00	1.00
Education Liaison	1.00	1.00
Governmental Affairs Director	1.00	1.00
TOTAL	9.00	9.00
Communications		
Communications Director	1.00	1.00
Public Information Officer	1.00	1.00
Video Producer	2.00	2.00
Video Services Assistant Manager	1.00	1.00
Video Services Manager	1.00	1.00
Video Technician	1.00	1.00
TOTAL	7.00	7.00
County Council		
Administrative Specialist V	1.00	1.00
Assistant County Attorney	1.00	-
Executive Assistant	2.00	3.00
Legislative Analyst	1.00	-
Legislative Director/Chief of Staff	1.00	1.00
Senior Legislative Analyst	-	1.00
TOTAL	6.00	6.00
Budget		
Assistant Budget Director	1.00	1.00
Budget Analyst II	1.00	1.00
Budget Analyst III	1.00	1.00
Budget Director	1.00	1.00
TOTAL	4.00	4.00
Office of Economic Development		
Administrative Assistant	1.00	1.00
Administrative Specialist III	1.00	1.00
Assistant Director	-	1.00
Business Development Analyst	-	1.00
Business Development Specialist	3.00	5.00
Coordinator	1.00	-
Director	1.00	1.00
FITCI Director	1.00	1.00
Senior Business Development Specialist	1.00	-
TOTAL	9.00	11.00
Workforce Services		
Administrative Coordinator	1.00	1.00
Administrative Specialist V	0.13	0.06
Director, Workforce Services	1.00	1.00
Program Specialist	-	0.50
Workforce Services Manager	2.39	2.20
TOTAL	4.52	4.76

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Workforce Services-Grant Related		
Administrative Specialist III	2.00	2.00
Administrative Specialist V	0.87	0.94
Business Services Consultant	3.00	3.00
Coordinator, Workforce Development	2.00	-
Coordinator, Data Mgmt, FCWS	1.00	1.00
Customer Service Representative	1.00	1.00
Employment & Training Analyst	-	1.00
Employment & Training Specialist	3.00	3.00
Fiscal Specialist	1.00	1.00
Program Assistant	-	1.00
Program Instructor I	1.00	1.00
Workforce Development Specialist	-	0.50
Workforce Training Consultant	1.00	-
Workforce Services Manager	0.61	0.80
TOTAL	16.48	16.24
Environmental Sustainability		
Manager, Environmental Sustainability	1.00	1.00
Sustainability Program Manager	-	0.50
TOTAL	1.00	1.50
NPDES		
Administrative Specialist IV	-	1.00
Project Manager I	-	2.00
Project Manager II	1.00	-
Project Manager III	2.00	1.00
Project Manager IV	1.00	1.00
Program Specialist	-	1.00
TOTAL	4.00	6.00
County Attorney		
Assistant County Attorney	2.00	2.00
Coordinator, Legal Office	1.00	1.00
County Attorney	1.00	1.00
Legal Assistant	1.00	1.00
Senior Assistant County Attorney	3.00	3.00
TOTAL	8.00	8.00
Human Resources		
Deputy Director, Human Resources Division	1.00	1.00
Director, Human Resources Division	1.00	1.00
Human Resources Administrator	6.00	7.00
Human Resources Analyst	1.00	-
Human Resources Technician	2.00	2.00
TOTAL	11.00	11.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
IIT		
Administrative Aide	1.00	1.00
Chief Information Security Officer	1.00	1.00
Director, CIO/IIT Division	1.00	1.00
Client Services Specialist I	3.00	1.00
Client Services Specialist II	2.00	2.60
Client Services Specialist III	1.00	3.00
Client Services Specialist IV	3.00	1.00
Functional Team Lead	-	6.00
GIS Analyst	1.00	1.00
GIS Project Manager I	1.00	-
GIS Project Manager III	2.00	-
GIS Specialist I	2.00	2.00
GIS Specialist II	1.00	-
GIS Specialist III	3.00	4.00
IIT, GIS, & Public Safety Manager	-	1.00
Infrastructure Manager	0.80	0.80
Information Security Administrator	1.00	-
Information Security Analyst II	-	1.00
Information Security Analyst III	2.00	1.00
Network Engineer III	2.00	2.00
Office Manager	1.60	1.00
Project Manager II	1.00	1.00
Project Manager III	1.20	4.75
Project Manager IV	2.00	2.00
Software Applications Manager	1.00	1.00
Software Integrator I	4.00	4.00
Software Integrator II	7.00	6.00
Software Integrator III	4.00	5.00
Systems Administrator III	2.00	2.00
Systems Administrator IV	2.00	2.00
Teamleader	2.00	-
Telecommunications Analyst I	-	0.30
Telecommunications Analyst II	-	0.30
Telecommunications Analyst III	-	0.30
Telecommunications Analyst IV	0.30	0.30
TOTAL	55.90	59.35
Voice Services		
Client Services Specialist II	0.40	0.40
Infrastructure Manager	0.20	0.20
Project Manager III	0.80	0.25
Telecommunications Analyst I	1.00	0.70
Telecommunications Analyst II	1.00	0.70
Telecommunications Analyst III	-	0.70
Telecommunications Analyst IV	1.70	0.70
TOTAL	5.10	3.65

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Finance		
Accounting		
Accountant II	2.00	2.00
Accountant III	3.00	3.00
Accounting Director	1.00	1.00
Accounting Technician I	1.00	1.00
Accounting Technician II	3.00	3.00
Accounts Payable Manager	1.00	1.00
Assistant Director, Finance Division	1.00	1.00
Cash Management Specialist	1.00	1.00
Coordinator, Finance Office	1.00	1.00
Director, Finance Division	1.00	1.00
Financial Services Manager	1.00	1.00
Payroll Administrator	1.00	1.00
Payroll Analyst II	2.00	2.00
Team Leader	3.00	3.00
TOTAL	22.00	22.00
Risk Management		
Administrative Specialist IV	-	1.00
Director, Risk Management	1.00	1.00
Risk Management Specialist	1.00	1.00
Safety & Loss Control Specialist	1.00	1.00
TOTAL	3.00	4.00
Procurement & Contracting		
Administrative Coordinator	1.00	1.00
Director, Procurement & Contracting	1.00	1.00
Grants Contract Specialist	1.00	1.00
Office Manager	1.00	1.00
Procurement Analyst I	2.00	2.00
Procurement Analyst III	3.00	3.00
Project Manager IV	2.00	2.00
Team Leader	1.00	1.00
TOTAL	12.00	12.00
Treasurer		
Accountant I	0.56	0.56
Collection Specialist I	-	1.00
Collection Specialist II	3.86	3.00
Director, Treasury	1.00	1.00
Recordation Specialist	1.00	1.00
Coordinator, Finance Billing	1.00	1.00
Treasury Manager	1.00	1.00
TOTAL	8.42	8.56

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Planning & Permitting		
Planning & Development Review		
Administrative Assistant	1.00	1.00
Administrative Specialist IV	1.00	1.00
Development Review Technician II	-	1.00
Director, Planning & Permitting Division	1.00	1.00
Director, Development Review	1.00	1.00
Director, Planning	1.00	1.00
Inspector I, Zoning/Nuisance	-	1.00
Traffic Engineer	1.00	1.00
Planner I	2.00	1.00
Planner II	2.00	3.00
Planning Support Technician	1.00	-
Principal Planner II	6.00	6.00
Senior Planner	-	1.00
Zoning Administrator	1.00	1.00
TOTAL	18.00	20.00
Permits and Inspection		
Administrative Specialist V	2.00	2.00
Building Inspector I	-	1.00
Building Inspector II	2.00	2.00
Building Plans Reviewer I	2.00	1.00
Building Plans Reviewer II	2.00	3.00
Building Plan Reviewer Technician	1.00	1.00
Chief Building Inspector	1.00	1.00
Chief Environmental Inspector	1.00	1.00
Chief Plumbing Inspector	1.00	1.00
Coordinator, P/I Processing	-	1.00
Customer Service Technician	1.00	1.00
Deputy Director, Planning & Permitting Division	1.00	1.00
Development Review Technician II	-	1.00
Electrical Inspector I	1.00	2.00
Electrical Inspector II	1.00	1.00
Engineering Specialist I	1.00	1.00
Engineering Specialist III	1.00	1.00
Environmental Inspector	2.00	2.00
Fire Inspector	1.00	1.00
Manager, Inspection Services	1.00	1.00
Manager, Plan Review Services	1.00	1.00
Manager, Permitting Services	1.00	1.00
Office Manager	1.00	-
Permits Technician I	1.00	2.00
Permits Technician II	2.00	1.00
Plumbing Inspector I	-	1.00
Plumbing Inspector II	2.00	2.00
Senior Permits Technician	2.00	1.00
TOTAL	32.00	35.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Agricultural Preservation		
Land Preservation Program Administrator	1.00	1.00
Planner I	1.00	1.00
TOTAL	2.00	2.00
Liquor License Commission		
Administrative Specialist V	2.00	2.00
Inspector	2.00	2.00
Program Manager	1.00	1.00
TOTAL	5.00	5.00
Internal Audit		
Administrative Coordinator	1.00	1.00
Director, Internal Audit	1.00	1.00
TOTAL	2.00	2.00
TOTAL GENERAL GOVERNMENT	245.42	258.06

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
JUDICIAL		
State's Attorney		
Administrative Coordinator	1.00	1.00
Assistant State's Attorney I	4.00	4.00
Assistant State's Attorney II	3.30	4.30
Assistant State's Attorney III	5.00	5.00
Chief Investigator	3.00	-
Chief of Staff	1.00	1.00
Chief Prosecutor, Child Abuse	1.00	1.00
Chief Prosecutor, District Court	1.00	1.00
Chief Prosecutor, Felony Trials	1.00	1.00
Chief Prosecutor, Juvenile Division	1.00	1.00
Chief Prosecutor, Violent Crime	1.00	1.00
Community Services Specialist	1.00	1.00
Coordinator, SAO	1.00	-
Deputy State's Attorney	2.00	2.00
Executive Assistant	1.00	1.00
Forensic Scientist	1.00	1.00
Investigator I	1.00	1.00
Investigator II	4.00	2.00
Investigator III	-	4.00
Legal Office Associate I	2.00	3.00
Legal Office Associate II	4.00	4.00
Legal Office Associate III	9.00	8.00
Senior Chief Investigator	1.00	1.00
Services Administrator	-	1.00
Victim's Witness Coordinator I	2.00	2.00
Victim's Witness Coordinator II	1.00	-
Victim's Witness Coordinator III	2.00	3.00
Youthful Offender Program Manager	1.00	1.00
TOTAL	55.30	55.30
State's Attorney-Grant Related		
Assistant State's Attorney I	1.00	-
Assistant State's Attorney II	2.70	3.70
Chief Prosecutor, Child Support Division	1.00	1.00
Coordinator, SAO	1.00	-
Legal Office Associate I	1.00	2.00
Legal Office Associate II	-	1.00
Legal Office Associate III	6.00	4.00
Services Administrator	-	1.00
TOTAL	12.70	12.70
Circuit Court		
Administrative Aide	3.00	3.00
Administrative Assistant	2.00	2.00
Assignment Commissioner	1.00	1.00
Assistant Assignment Commissioner	1.00	1.00
Assistant Court Administrator	-	1.00
Circuit Court Magistrate	1.00	1.00
Coordinator, Circuit Court Administration	1.00	-
Circuit Court Administrator	1.00	1.00
Executive Assistant	1.00	1.00
Family Court Evaluator	1.00	1.00
Judicial Assistant	4.00	5.00
Legal Assistant	-	1.00
TOTAL	16.00	18.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Circuit Court-Grant Related		
Court Case Specialist	-	1.00
Supervisor, Drug Treatment Court	1.00	1.00
Supervisor, Family Support Services	1.00	1.00
Resource Specialist	1.00	3.00
TOTAL	3.00	6.00
TOTAL JUDICIAL	87.00	92.00
PUBLIC SAFETY		
Sheriff		
Administration		
Administrative Specialist III	2.00	2.00
Constable I	2.00	2.00
Constable II	4.00	4.00
Deputy Sheriff, 1st Class	2.00	2.00
Lieutenant	1.00	1.00
Sergeant	1.00	1.00
TOTAL	12.00	12.00
Operations		
Accreditation Coordinator	1.00	1.00
Administrative Assistant	1.00	1.00
Administrative Coordinator	1.00	1.00
Administrative Specialist III	7.00	7.00
Administrative Specialist IV	1.00	1.00
Administrative Specialist V	1.00	2.00
Assistant Police Info Spec Supervisor	-	1.00
Background Investigator	1.00	1.00
Captain	3.00	2.00
Chief Deputy	1.00	1.00
Corporal	21.00	21.00
Crime Analysis Coordinator	1.00	1.00
Crisis Support Lead	-	1.00
Data Management Specialist	2.00	2.00
Deputy Sheriff	23.00	26.00
Deputy Sheriff, 1st Class	102.00	95.00
Deputy Sheriff - Lateral	-	7.00
Director, Internal Affairs	1.00	1.00
Evidence and Property Technician	1.00	1.00
Executive Assistant	1.00	1.00
FCSO, Public Information Officer	-	1.00
Financial Business Office Manager	1.00	1.00
Forensic Services Technician	1.00	1.00
Grants Coordinator	1.00	-
Lieutenant	7.00	8.00
Lieutenant Colonel	1.00	1.00
Major	2.00	2.00
Manager, Technology	1.00	1.00
Office Manager	1.00	1.00
Police Information Specialist I	1.00	1.00
Police Information Specialist II	5.00	5.00
Property & Purchases Coordinator	1.00	1.00
Records Supervisor	1.00	1.00
Sergeant	17.00	16.00
Sex Offender Program Coordinator	1.00	1.00
Supervisor, Police Information Specialist	1.00	1.00
Teamleader	1.00	1.00
Technology Coordinator	1.00	1.00
Victim Witness Coordinator III	1.00	-
TOTAL	214.00	218.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Courthouse Security		
Corporal	-	1.00
Courthouse Deputy Corporal	2.00	2.00
Courthouse Deputy II	15.00	15.00
Courthouse Deputy Sergeant	1.00	1.00
Deputy 1st Class	4.00	6.00
Deputy Sheriff	2.00	-
TOTAL	24.00	25.00
Adult Detention Center		
Administrative Coordinator	2.00	2.00
Administrative Specialist III	1.00	1.00
Administrative Specialist IV	1.00	1.00
Assistant Director, Inmate Services	1.00	1.00
Captain	2.00	2.00
Corporal	19.00	18.00
Correctional Classification Specialist II	5.00	5.00
Correctional Officer	9.00	19.00
Correctional Officer, 1st Class	55.00	53.00
Dietary Manager	1.00	1.00
Dietary Supervisor	1.00	1.00
Director, Inmate Services	1.00	1.00
Lieutenant	7.00	7.00
Lieutenant Colonel	1.00	1.00
Major	1.00	1.00
Office Manager	1.00	1.00
Personnel Assistant	1.00	1.00
Records Manager	1.00	1.00
Sergeant	8.00	9.00
TOTAL	118.00	126.00
Work Release		
Administrative Specialist III	-	1.00
Administrative Specialist IV	2.00	2.00
Administrative Specialist V	1.00	-
Assistant Director, Community Services	1.00	1.00
Cook II	1.00	1.00
Corporal	4.00	4.00
Correctional Classification Specialist I	1.00	1.00
Correctional Classification Specialist II	5.00	5.00
Correctional Officer	1.00	3.00
Correctional Officer, 1st Class	19.00	17.00
Director, Community Services	1.00	1.00
Lieutenant	1.00	1.00
Office Manager	1.00	1.00
Sergeant	2.00	2.00
TOTAL	40.00	40.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
FIRE AND RESCUE SERVICES		
Administration		
Administrative Assistant	1.00	1.00
Director, Fire/Rescue Services Division	1.00	1.00
Personnel Analyst	1.00	1.00
Personnel Assistant	1.00	1.00
TOTAL	4.00	4.00
Fire Marshal		
Battalion Chief, DFRS	1.00	1.00
Fire Lieutenant	1.00	1.00
Firefighter III	2.00	2.00
TOTAL	4.00	4.00
Fire Rescue Technical Services		
Administrative Coordinator	1.00	1.00
Equipment Technician I	2.00	1.00
Deputy Chief, DFRS	1.00	1.00
Logistics Specialist I	1.00	1.00
Manager, DFRS Financial Services	1.00	-
Senior Equipment Technician	-	1.00
Senior Fiscal Manager	-	1.00
TOTAL	6.00	6.00
Fire Rescue Professional Services		
Administrative Coordinator	1.00	1.00
Battalion Chief	1.00	1.00
Fire Captain	1.00	1.00
Fire Captain Medic	1.00	1.00
Fire Lieutenant	-	1.00
Fire Lieutenant Medic	1.00	1.00
Fire Medic III	2.00	1.00
TOTAL	7.00	7.00
Fire and EMS Operations		
Battalion Chief	5.00	5.00
Battalion Chief Medic	3.00	3.00
Community Services Specialist	-	1.00
Deputy Chief, DFRS	1.00	1.00
Fire Captain	14.00	13.00
Fire Captain Medic	2.00	3.00
Fire Lieutenant	39.00	41.00
Fire Lieutenant Medic	6.00	6.00
Fire Medic I	-	1.00
Fire Medic II	13.00	14.00
Fire Medic III	36.00	36.00
Fire Medic Technician	3.00	3.00
Fire Public Safety Educator	1.00	-
Firefighter I	43.00	34.00
Firefighter II	1.00	22.00
Firefighter III	140.00	135.00
Firefighter Technician	32.00	33.00
TOTAL	339.00	351.00
Fire and EMS Operations-Grant Related		
Firefighter I	-	41.00
TOTAL	-	41.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Ambulance Billing		
Billing Coordinator	1.00	1.00
Billing Specialist	1.00	1.00
HIPAA Compliance Coordinator	1.00	1.00
TOTAL	3.00	3.00
Volunteer Fire & Rescue		
Administrative Specialist V	1.00	1.00
Director, Volunteer Services	1.00	1.00
Volunteer Recruiter	1.00	1.00
TOTAL	3.00	3.00
EMERGENCY MANAGEMENT		
Emergency Management		
Administrative Assistant	1.00	1.00
Director, Emergency Management Division	1.00	1.00
TOTAL	2.00	2.00
Emergency Communications		
Administrative Aide	1.00	1.00
Administrator	3.00	3.00
Director, Emergency Communications	1.00	1.00
Emergency Communication Specialist I	7.00	4.00
Emergency Communication Specialist II	16.00	14.00
Emergency Communication Specialist III	17.00	27.00
Emergency Communication Specialist IV	6.00	6.00
Emergency Communications Center Manager	4.00	7.00
TOTAL	55.00	63.00
Emergency Preparedness		
Administrative Aide	1.00	1.00
Director, Emergency Preparedness	1.00	1.00
Grants Manager	1.00	1.00
Planner I	1.00	1.00
TOTAL	4.00	4.00
TOTAL PUBLIC SAFETY	835.00	909.00
Animal Control		
Administrative Specialist III	2.00	2.00
Administrative Specialist IV	1.00	1.00
Animal Care Supervisor	-	1.00
Animal Care Technician	2.00	2.00
Animal Control Officer	6.00	6.00
Assistant Animal Care Supervisor	1.00	1.00
Director, Animal Control Division	1.00	1.00
Humane Educator	1.00	1.00
Kennel Attendant	1.00	1.00
Kennel Technician	7.00	8.00
Office Manager	1.00	1.00
Supervisor, Animal Control Officer	1.00	1.00
Volunteer Program Coordinator	1.00	1.00
TOTAL	25.00	27.00
TOTAL ANIMAL CONTROL	25.00	27.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
PUBLIC WORKS		
Administration		
Administrative Assistant	1.00	-
Administrative Specialist III	-	1.00
Administrative Specialist V	-	1.00
Administrative Support Supervisor	-	1.00
Contract Support Technician	-	3.00
Department Head, Engineering & Construction	-	1.00
Department Head, Facilities Maintenance	-	1.00
Director, Public Works Division	1.00	1.00
Special Project Manager	-	1.00
TOTAL	2.00	10.00
Highway Operations		
Accounting Technician I	-	1.00
Administrative Specialist V	1.00	1.00
Assistant Foreman	14.00	14.00
Bridge Technician II	2.00	2.00
Equipment Operator I	8.00	7.00
Equipment Operator II Non-CDL	1.00	1.00
Equipment Operator II	2.00	4.00
Equipment Operator III	3.00	3.00
Foreman	9.00	9.00
Highway Sign Aide I	2.00	1.00
Highway Sign Aide II	-	1.00
Laborer I	3.00	5.00
Laborer II	6.00	5.00
Laborer III	2.00	1.00
Maintenance Section Specialist	1.00	-
Maintenance Section Supervisor	2.00	2.00
Manager, Highway Operations	-	1.00
Office Manager	1.00	-
Sign Technician I	2.00	2.00
Sign Technician II	1.00	1.00
Superintendent, Highways	1.00	1.00
Tree Technician I	1.00	1.00
Truck Driver I	25.00	24.00
Truck Driver II	8.00	8.00
TOTAL	95.00	95.00
Transportation Engineering		
Chief, Office of Transportation Engineering	1.00	1.00
Department Head	1.00	-
Engineer I	1.00	1.00
Engineer II	1.00	1.00
Engineer III	1.00	1.00
Engineering Supervisor	1.00	1.00
Inspector II	1.00	1.00
Inspector III	4.00	4.00
Program Manager II	1.00	1.00
Project Manager I	1.00	1.00
Project Manager II	1.00	2.00
Project Manager III	2.00	2.00
Senior Utility Technician	1.00	1.00
Utility Coordinator	1.00	1.00
TOTAL	18.00	18.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Construction Management		
Administrative Specialist III	1.00	-
Administrative Specialist V	1.00	-
Administrative Support Supervisor	1.00	-
Chief, Office of Project Management	1.00	1.00
Construction Manager I	1.00	1.00
Construction Manager II	1.00	1.00
Contract Support Technician	2.00	-
Inspector III	4.00	4.00
Project Coordinator	1.00	1.00
Program Manager I	1.00	1.00
Project Manager II	4.00	2.00
Project Manager III	-	3.00
Project Manager IV	1.00	1.00
Property Management Services Specialist	1.00	1.00
TOTAL	20.00	16.00
Building Maintenance		
Accounting Technician I	1.00	1.00
Administrative Coordinator	1.00	1.00
Administrative Specialist V	1.00	1.00
Assistant Chief, Facilities Maintenance	-	1.00
Chief, Office of Facilities Maintenance	1.00	1.00
Department Head, Facilities Maintenance	1.00	-
Facilities Manager	2.00	1.00
Foreman	1.00	-
Lead Building Technician II	7.00	7.00
Lead Maintenance Technician	-	2.00
Lead, Preventative Maintenance	1.00	1.00
Lead, Renovation Crew	-	1.00
Maintenance Technician I	3.00	2.00
Maintenance Technician II	6.00	9.00
Maintenance Technician III	8.00	5.00
Maintenance Technician IV	5.00	5.00
TOTAL	38.00	38.00
Fleet Services		
Administrative Assistant	-	1.00
Administrative Specialist IV	1.00	1.00
Assistant Director, Fleet Services	1.00	1.00
Director, Fleet Services	1.00	1.00
Fleet Services Specialist II	1.00	1.00
Inventory Specialist	2.00	2.00
Service Coordinator	1.00	1.00
Service Manager	3.00	3.00
Vehicle Equipment Technician I	5.00	4.00
Vehicle Equipment Technician II	2.00	2.00
Vehicle Equipment Technician III	3.00	4.00
Vehicle Equipment Technician IV	8.00	7.00
TOTAL	28.00	28.00
TOTAL PUBLIC WORKS	201.00	205.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
PARKS & RECREATION		
Administrative Coordinator	1.00	1.00
Administrative Specialist IV	4.00	4.00
Administrative Support Supervisor	1.00	1.00
Deputy Director	1.00	1.00
Director, Parks and Recreation Division	1.00	1.00
Equipment Mechanic	1.00	1.00
Marketing Specialist	1.00	1.00
Museum Manager	1.00	1.00
Park Naturalist	2.00	2.00
Park Security	0.51	-
Park Services Coordinator	1.00	1.00
Parks Maintenance Leader	9.00	9.00
Parks Maintenance Supervisor	4.00	4.00
Parks Maintenance Technician I	5.00	5.00
Parks Maintenance Technician II	1.00	1.00
Parks Maintenance Technician III	5.00	5.00
Recreation Manager	1.00	1.00
Recreation Specialist	3.00	3.00
Recreation Supervisor	3.00	3.00
Superintendent, Parks	1.00	1.00
Superintendent, Recreation	1.00	1.00
TOTAL	47.51	47.00
Security		
Security Officer	4.00	4.00
Security Supervisor	1.00	1.00
TOTAL	5.00	5.00
Custodial Services		
Administrative Specialist IV	1.00	1.00
Custodial Services Manager	1.00	1.00
Custodian	18.00	22.00
Lead Custodian	4.00	4.00
TOTAL	24.00	28.00
TOTAL PARKS & RECREATION	76.51	80.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
UTILITIES AND SOLID WASTE		
Water and Sewer		
Accountant II	1.00	1.00
Administrative Assistant	1.00	1.00
Administrative Coordinator	1.00	1.00
Administrative Specialist III	1.00	1.00
Administrative Specialist IV	1.00	1.00
Administrative Specialist V	2.00	2.00
Assistant Chief Operator	4.00	4.00
Assistant Department Head, SWM	-	1.00
Assistant Superintendent	1.00	-
Billing Manager	1.00	1.00
Chief Operator	3.00	3.00
Collection Specialist I	1.00	1.00
Collection Systems Inspector I	1.00	1.00
Construction Manager I	1.00	1.00
Custodian	1.00	1.00
Dept Head, Engineering & Planning	1.00	1.00
Dept Head, Regulatory Compliance	1.00	0.90
Deputy Director, Utilities & Solid Waste Division	1.00	0.80
Director, Utilities & Solid Waste Division	0.60	0.60
Distribution System Operator I	-	2.00
DUSWM Trainee	6.00	5.00
Electrical Maintenance Supervisor	1.00	1.00
Electrical Maintenance Technician I	2.00	2.00
Electrical Maintenance Technician III	3.00	3.00
Electrical Instrumentation Technician III	2.00	2.00
Engineer II	2.40	2.40
Engineering Manager	1.00	1.00
Engineering Technician II	2.00	2.00
Environmental Health & Safety Specialist	0.75	0.75
Facilities Maintenance Supervisor	1.00	1.00
Facilities Maintenance Technician I	-	1.00
Facilities Maintenance Technician III	3.00	3.00
Facilities Maintenance Technician IV	2.00	2.00
Industrial/Commercial Inspector	2.00	2.00
Inspector II	1.00	1.00
Inspector III	1.00	1.00
Laboratory Supervisor	1.00	1.00
Laboratory Technician	3.00	3.00
Laborer I	1.00	1.00
Land Acquisition Specialist	1.00	1.00
Maintenance Job Controller	1.00	1.00
Maintenance Superintendent	1.00	1.00
Meter Maintenance Supervisor	1.00	1.00
Meter Maintenance Technician I	1.00	1.00
Meter Maintenance Technician III	2.00	1.00
Meter Maintenance Technician IV	1.00	1.00
Pretreatment Pro/Sludge Management Specialist	1.00	1.00
Project Manager II	2.00	2.00
Project Manager IV	1.00	1.00
Purification/Disposal Superintendent	1.00	1.00
Senior Lab Technician	2.00	2.00
Senior Utility Billing Specialist	-	1.00
Sludge Disposal Equipment Operator I	1.00	1.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Water and Sewer (continued)		
Teamleader	1.00	1.00
Utility Analyst I	1.00	1.00
Utility Billing Specialist I	2.00	1.00
Utility Billing Specialist II	-	1.00
Utility Billing Specialist III	1.00	-
Utility Location Technician II	2.00	2.00
Utility Support Technician III	1.00	1.00
Utility Systems Maintenance Supervisor	1.00	1.00
Utility System Maintenance Technician I	5.00	1.00
Utility System Maintenance Technician II	-	3.00
Utility System Maintenance Technician III	1.00	1.00
Utility System Maintenance Technician IV	1.00	1.00
Wastewater Treatment/Disposal Superintendent	1.00	1.00
Wastewater Treatment Plant Operator I	4.00	1.00
Wastewater Treatment Plant Operator II	6.00	8.00
Wastewater Treatment Plant Operator III	2.00	5.00
Wastewater Treatment Plant Operator IV	4.00	3.00
Water Treatment Plant Operator I	5.00	1.00
Water Treatment Plant Operator II	1.00	3.00
Water Treatment Plant Operator III	3.00	3.00
Water Treatment Plant Operator IV	5.00	5.00
Water Wastewater Trainee	10.00	11.00
TOTAL	131.75	131.45
Solid Waste		
Administrative Specialist IV	1.00	1.00
Assistant Department Head, SWM	-	1.00
Assistant Superintendent of Solid Waste	1.00	-
Custodian	1.00	1.00
Dept Head, SVM	1.00	1.00
Dept Head, Regulatory Compliance	-	0.10
Deputy Director, Utilities & Solid Waste Division	-	0.20
Director, Utilities & Solid Waste Division	0.40	0.40
Engineer II	0.60	0.60
Environmental Health & Safety Specialist	0.25	0.25
Environmental Technician	1.00	1.00
Equipment Mechanic	2.00	2.00
Equipment Operator II	8.00	8.00
Equipment Operator III	2.00	2.00
Foreman	2.00	2.00
Laborer I	2.00	3.00
Laborer III	3.00	4.00
Recycling Administrative Specialist	1.00	1.00
Recycling Collections Inspector I	-	1.00
Recycling Operations Supervisor	1.00	1.00
Recycling Manager	1.00	1.00
Recycling Program Analyst	3.00	3.00
Recycling Services Coordinator	1.00	1.00
Security Guard	3.00	3.00
Senior Weighmaster	1.00	1.00
SW Operations Supervisor	1.00	1.00
Utility Support Technician III	1.00	1.00
Weighmaster	3.00	3.00
TOTAL	41.25	44.55
TOTAL UTILITIES AND SOLID WASTE	173.00	176.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
HEALTH SERVICES		
Health Administration		
Health Administrator	1.00	1.00
TOTAL	1.00	1.00
School Health		
Administrative Aide	1.00	1.00
Administrative Specialist III	0.92	0.92
Director, School Health Program	1.00	1.00
Health Room Technician I	47.25	46.38
Health Room Technician II	4.38	4.38
LPN	12.25	13.13
Registered Nurse	23.02	16.87
Registered Nurse 2	-	6.13
School Health, Manager	2.75	2.75
TOTAL	92.57	92.54
Frederick County Developmental Center		
Administrative Coordinator	1.00	1.00
Administrative Specialist III	1.00	1.00
Administrative Specialist V	1.00	1.00
Audiologist	1.00	1.00
Certified Dental Assistant	1.00	1.70
Clinical Fellow, FCDC	1.00	-
Clinical Social Worker	0.40	0.40
Dental Assistant	1.00	1.00
Dental Hygienist	1.00	1.00
Director, Frederick County Developmental Center	1.00	1.00
Fiscal Manager	1.00	1.00
Infants/Toddlers Prog Service Specialist	5.56	5.56
Occupational Therapist	12.90	12.90
Occupational Therapist Certified Assistant	1.75	1.75
Occupational Therapy/Physical Therapy Supervisor	1.00	1.00
Manager, Infants & Toddlers	1.00	1.00
Physical Therapist	5.38	5.38
Program Assistant	1.76	1.76
Psychologist	0.24	0.24
Speech/Language Pathologist	3.13	4.13
Supervisor, FCDC	5.91	5.91
TOTAL	49.03	49.73
Frederick County Developmental Center-Grant Related		
Certified Dental Assistant	-	0.30
Clinical Social Worker	0.60	0.60
Data Support Specialist	1.00	1.00
Family Support Network Coordinator	1.00	1.00
Infants/Toddlers Prog Service Specialist	-	1.04
Physical Therapist	2.50	2.50
Program Assistant	0.24	0.24
Psychologist	0.26	0.26
Service Coordinator	1.04	-
Speech/Language Pathologist	2.87	2.87
Supervisor	0.09	0.09
TOTAL	9.60	9.90
TOTAL HEALTH SERVICES	152.20	153.17

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
TRANSIT		
Transit Services		
Administrative Assistant	0.04	0.05
Administrative Specialist III	0.09	0.08
Assistant Director, Transit Operations	0.05	0.05
Community Relations Manager	0.02	0.01
Deputy Director, Transit	0.04	0.05
Director, Transit Services	0.04	0.05
Dispatcher	0.86	0.86
Driver, Shuttle	5.60	5.60
Fiscal Manager	0.04	0.05
Operations Manager	0.10	0.10
Operations Supervisor	0.15	0.15
Transportation Planner	0.05	0.05
Utility Person	0.06	0.05
TOTAL	7.14	7.15
Transit Services-Grant Related		
Administrative Assistant	0.96	0.95
Administrative Specialist III	1.91	1.92
Assistant Director, Transit Operations	0.95	0.95
Community Relations Coordinator	0.98	0.99
Deputy Director, Transit Services Division	0.96	0.95
Director, Transit Services Division	0.96	0.95
Dispatcher	3.14	3.14
Driver, Fixed Route	29.00	29.00
Driver, Shuttle	14.15	15.15
Fiscal Manager	0.96	0.95
Operations Manager	1.90	1.90
Operations Supervisor	2.85	2.85
Transportation Planner	0.95	0.95
Utility Person	0.94	0.95
TOTAL	60.61	61.60
TOTAL TRANSIT	67.75	68.75
CITIZENS SERVICES		
Citizens Services Administration		
Administrative Specialist III	1.00	1.00
Administrative Support Supervisor	1.00	1.00
Director, Citizens Services Division	1.00	1.00
Fiscal Manager	-	1.00
TOTAL	3.00	4.00
Human Relations		
Administrative Coordinator	0.50	0.50
Director	1.00	1.00
TOTAL	1.50	1.50

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Department of Aging		
Administrative Specialist III	-	1.00
Administrative Specialist V	0.75	0.75
Client Services Administrator	0.72	0.72
Community Services Manager	1.00	1.00
Coordinator, MD Access Point	-	1.00
Coordinator, Volunteer Program	1.00	1.00
Director, Active Seniors Services	-	1.00
Director, Aging Services	-	1.00
Director, Department of Aging	1.00	1.00
Division Director, Seniors First	-	1.00
Fiscal Manager	1.00	1.00
Home Health Aide	-	2.00
MD Access Point Coordinator	1.00	-
Program Specialist	1.38	2.38
TOTAL	7.85	14.85
Department of Aging-Grant Related		
Administrative Specialist V	0.25	0.25
Caregiver Support Coordinator	0.60	0.60
Case Manager	2.00	2.00
Client Services Administrator	0.28	0.28
Delivered Meals Case Manager	1.00	1.00
Guardianship Administrator	1.00	1.00
Home Health Aide	4.00	4.00
Intake Specialist	1.00	1.00
Meal Manager	1.00	1.00
Ombudsman	1.00	1.00
Program Specialist	0.62	0.62
PT Coordinator, Caregiver Support	0.40	0.40
Senior Center Supervisor	4.00	4.00
Social Worker	1.00	1.00
Van Driver	2.44	2.44
TOTAL	20.59	20.59
Office of Children and Family-Grant Related		
Administrative Coordinator	0.50	0.50
Director, Office of Children and Family	1.00	1.00
Program Evaluator	1.00	1.00
TOTAL	2.50	2.50
Family Partnership		
Administrative Specialist IV	1.00	1.00
Director, Family Partnership	1.00	1.00
Fiscal Manager	-	1.00
Office Manager	1.00	1.00
TOTAL	3.00	4.00
Family Partnership-Grant Related		
Administrative Specialist IV	0.57	0.57
Child Development Supervisor	1.00	1.00
Family Advocate I	4.00	4.00
Family Advocate II	2.00	2.00
Family Programs Supervisor	1.00	1.00
Program Instructor II	2.00	2.00
Services Specialist I	1.00	1.00
Services Specialist II	4.00	4.00
Services Supervisor	1.00	1.00
TOTAL	16.57	16.57

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
Housing		
Administrative Coordinator	0.75	0.85
Administrative Aide	1.00	1.00
Director, Housing	0.93	0.93
Fiscal Manager	0.83	-
Housing Program Coordinator	1.90	1.90
Housing Program Manager	1.00	1.00
Inspector II	0.15	0.15
Senior Fiscal Manager	-	0.83
TOTAL	6.56	6.66
Housing-Grant Related		
Administrative Coordinator	0.15	0.05
Administrative Specialist IV	0.98	0.98
Director, Housing	0.04	0.04
Fiscal Manager	0.12	-
Housing Program Coordinator	1.10	1.10
Housing Program Manager	0.95	0.95
Inspector II	0.70	0.70
Senior Fiscal Manager	-	0.12
TOTAL	4.04	3.94
Child Advocacy Center		
Administrative Specialist V	1.00	1.00
Child Advocate	1.00	1.00
Director, Child Advocacy	1.00	1.00
TOTAL	3.00	3.00
Child Advocacy Center		
Child and Family Counselor	1.00	1.00
TOTAL	1.00	1.00
Scott Key Center		
Director, Scott Key Center	1.00	1.00
Driver	8.00	8.00
Job Development Specialist	1.00	1.00
Manager, Employment	1.00	1.00
Manager, Vocational Services	3.00	3.00
Office Manager	1.00	1.00
Registered Nurse	0.86	1.00
Vocational Training Specialist	18.00	18.00
TOTAL	33.86	34.00
Weed Control		
Coordinator	1.00	1.00
TOTAL	1.00	1.00
TOTAL CITIZENS SERVICES	104.47	113.61

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
BELL COURT		
Administrative Coordinator	0.10	0.10
Administrative Specialist IV	0.02	0.02
Director, Housing	0.03	0.03
Fiscal Manager	0.05	-
Housing Program Manager	0.05	0.05
Inspector II	0.15	0.15
Senior Fiscal Manager	-	0.05
TOTAL	0.40	0.40
TOTAL BELL COURT	0.40	0.40
SOCIAL SERVICES		
Administrative Specialist IV	1.00	1.00
Case Aide/Technician	1.00	1.00
Case Manager	1.00	1.00
Child Support Enforcement Agent	4.00	4.00
CIS Technician	1.00	1.00
Fiscal Clerk II	1.00	1.00
TOTAL	9.00	9.00
Social Services-State Reimbursed		
Administrative Clerk	1.00	1.00
Administrative Coordinator	1.00	1.00
Administrative Specialist III	1.00	1.00
Administrative Specialist IV	1.00	1.00
Case Manager	1.00	-
Fiscal Clerk I	1.00	1.00
Job Placement Specialist	1.00	1.00
Nutrition Specialist	2.00	2.00
Program Instructor II	-	1.00
TOTAL	9.00	9.00
TOTAL SOCIAL SERVICES	18.00	18.00
SOIL CONSERVATION		
Administrative Specialist III	1.00	1.00
Assistant Soil District Manager	1.00	1.00
District Manager	1.00	1.00
District Urban Technician	1.00	1.00
Office Manager	1.00	1.00
Soil Conservation Specialist	1.00	1.00
Soil Conservation Technician	1.00	1.00
TOTAL SOIL CONSERVATION	7.00	7.00

BUDGETED POSITIONS

	FY17 Adopted	FY18 Adopted
LIBRARY		
Administrative Aide	2.00	2.00
Administrative Assistant	1.00	1.00
Administrative Specialist IV	1.00	1.00
Administrative Specialist V	1.00	-
Assistant Branch Administrator	1.00	1.00
Assistant Regional Branch Administrator	1.00	2.00
Associate Director	2.00	2.00
Branch Administrator I	-	1.00
Branch Administrator II	4.00	4.00
Branch Administrator III	1.00	1.00
Branch Manager I Bookmobile	2.00	2.00
Branch Manager II	1.00	1.00
Circulation Clerk	15.83	15.83
Clerk/Driver	1.00	1.00
Client Services Technician	0.49	0.49
Development Officer	1.00	1.00
Director, Frederick County Public Libraries	1.00	1.00
Financial Business Office Manager	1.00	1.00
Information & Technology Materials Manager	1.00	1.00
Librarian I	16.98	19.98
Librarian II	1.00	1.00
Library Associate	18.90	21.40
Library Communication Specialist	1.00	1.00
Library Specialist	9.81	9.81
Manager, Community Services	1.00	1.00
Manager, Library Collections	1.00	1.00
Manager, Library Computer Systems	1.00	1.00
Manager, Materials	1.91	1.91
Manager, Youth Services	1.00	1.00
Processing Technician	3.00	3.00
Project Coordinator	1.00	1.00
PT Library Technician	4.41	4.41
Public Relations Manager	1.00	1.00
Senior Circulation Clerk	4.00	4.00
Senior Processing Technician	-	1.00
Shelf Management Coordinator	1.80	1.80
Supervisor, CBA Childrens Services	-	1.00
Supervisor, Children's Services	4.00	4.00
Supervisor, Circulation Services	4.00	4.00
Systems Administrator I	1.00	1.00
User Support Specialist	1.00	1.00
Virtual Branch Manger	1.00	1.00
Web Designer/Applications Specialist	1.00	1.00
TOTAL LIBRARY	119.13	127.63
TOTAL BUDGETED POSITIONS	2,111.89	2,235.62

- 1) Budgeted positions reflect those budgeted at 0.5 and higher. In addition, twenty-three 0.49 library positions and several positions that are "job shared" are also included.
- 2) This information does not include elected or appointed positions.

CAPITAL BUDGETS



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
CAPITAL PROJECTS FUNDS
FISCAL YEAR 2018**

	TOTAL BUDGET
GENERAL GOVERNMENT	
NEW/EXPANDED FACILITIES & MAINTENANCE/UPGRADES	
PSTF Master Plan	130,000
Hayward Road Fire Station	1,288,800
Fire Rescue portable radio replacement and enhancement	1,640,000
DFRS Records Management System	624,000
Fire Apparatus and Vehicle Replacement	572,000
Sheriff's Office In-Car Video Cameras	254,697
Surveillance Van	103,000
LEC Security Project	251,000
300 Scholl's Lane Renovation	1,094,820
Work Force Services to Alternate Location	275,000
Sagner Ave Renovations	120,816
Health Department Parking Expansion	792,800
Transit Facility Expansion	4,183,877
331 Montevue Expansion	100,000
Building and Space Utilization	45,000
Walkersville Library	682,529
Myersville Library	313,040
Maintenance Systemics - General	3,000,000
EQUIPMENT / TECHNOLOGY	
IIT Systemics - General	1,722,298
LEAPS	175,000
Enterprise GIS FY09 ongoing	125,000
ERP System - Software	1,000,000
Financial System FY09 ongoing	200,000
Land Management	1,700,000
Treasury System	100,000
Video Services On-Going Replacement/Upgrade	13,000
UNALLOCATED	
Unallocated Project	(209,174)
Total General Government	20,297,503



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
CAPITAL PROJECTS FUNDS
FISCAL YEAR 2018**

	TOTAL BUDGET
 WATER & SEWER	
Developer-Funded Infrastructure	15,000,000
Ballenger Elevated Water Tank Painting	551,250
Lewistown Wastewater Treatment Plant Improvements	96,000
Lewistown Wastewater Collection System	735,000
Grease Receiving Station at Ballenger-McKinney WWTP	187,500
Route 355 Water Main Relocations	518,000
Raw Water Intake and Pump Station Improvements	1,218,000
Crestview Sewer Replacement	470,000
Route 180 Sewer Relocation (Jefferson)	430,000
SHA Utility Relocations	325,000
Summerfield SPS elimination & sewer extension	472,000
Total Water & Sewer	20,002,750
 PARKS AND RECREATION	
Acquisition	100,000
Parks Systemic	546,324
Park Schools	1,312,000
Total Parks and Recreation	1,958,324
 WATERSHED RESTORATION AND RETROFIT	
County-Owned Stormwater Facility Retrofits	1,641,116
Point of Rocks Stream Restoration	3,087,816
Little Hunting Creek Stream Restoration Phase 1	1,155,810
Reforestation Program	1,554,653
Point of Rocks Bioswales & Bioretention	392,556
Englandtowne Bioswale (Upper Reach)	80,000
Open Section Road Field Verification	500,000
Total Watershed Restoration and Retrofit	8,411,951



**FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
CAPITAL PROJECTS FUNDS
FISCAL YEAR 2018**

	TOTAL BUDGET
ROADS	
Boyers Mill Road	1,191,484
Total Roads	1,191,484
 BRIDGES	
Gas House Pike Bridge	586,400
Hoovers Mill Road Bridge (No. 15-11)	229,500
Total Bridges	815,900
 HIGHWAYS	
Pavement Management Program	14,995,700
Highway Network Systemic - General	1,000,000
Sidewalk Retrofit Program	1,130,100
Road Signalization	326,800
Roads Satellite Facilities #3	4,218,186
Urbana Satellite Yard	260,000
MD 85 Improvements	1,100,000
Total Highways	23,030,786
 FREDERICK COMMUNITY COLLEGE	
Science/Tech Hall Renov-FCC	(350,000)
Building B Renovation	(1,000,000)
Jefferson Hall (Bldg J) Reconfiguration	1,804,925
Building E - Renovation/Addition	507,500
Technology Upgrade	300,000
Classroom Technology Upgrades	250,000
FCC Systemics	3,370,000
Total Frederick Community College	4,882,425



FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
CAPITAL PROJECTS FUNDS
FISCAL YEAR 2018

	TOTAL BUDGET
BOARD OF EDUCATION	
Contingency	1,817,778
Waverley ES: Addition	200,000
Sugarloaf ES: New	32,790,911
Urbana ES: Replacemetn	4,011,000
Butterfly Ridge ES: New	37,799,194
Rock Creek School: Replacement	3,517,500
Systemics - Generic	5,355,000
Portable Classrooms	500,000
Total Board of Education	85,991,383
MUNICIPALITIES	
CITY OF FREDERICK	
Monocacy Blvd	3,200,000
TOWN OF THURMONT	
Moser Rd Sidewalk	100,000
Total Municipalities	3,300,000
GRAND TOTAL	169,882,506



FREDERICK COUNTY, MARYLAND
ADOPTED BUDGET
CAPITAL PROJECTS FUNDS
FISCAL YEAR 2018

	TOTAL BUDGET
FUNDING SOURCES	
General Fund	16,558,069
General Obligation Bonds/Leases	65,428,354
Recordation Tax	1,342,500
Recordation Tax Bonds	695,333
Impact Fees	13,434,069
Impact Fee Bonds	5,000,000
School Construction Fees	12,866,000
Water & Sewer Fees	3,155,750
Enterprise Fund Bonds	1,616,000
Grants	15,184,431
Developer Contribution	15,000,000
Cash - Forward Fund State	19,252,000
Other	350,000
Total Revenue	169,882,506

The Capital Projects Fund is the first year of the Capital Improvements Program and includes appropriated funds for new and previously approved long-term projects. These projects include construction of new facilities and renovation of existing facilities. The funds in a specific capital budget year usually consist of segments in a project such as land acquisition, design, site improvements or construction and inspection. Larger projects take two to three years to complete and are consolidated into the six year CIP. The main sources of funding include general fund dollars, general obligation bonds, developer impact fees and enterprise funds.

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED**

SUMMARY - ALL PROJECTS

PROJECT	6-Year **						Costs After			
	Approved	Total Project	Prior Budget	2018	2019	2020		2021	2022	2023
General Government	164,957,386	244,098,361	30,173,599	20,297,503	20,593,597	15,660,950	20,344,158	42,754,736	45,306,442	48,967,376
Water and Sewer	83,610,750	118,687,132	31,671,000	20,002,750	1,228,000	2,640,000	254,000	5,670,000	53,816,000	3,405,382
Solid Waste	0	0	0	0	0	0	0	0	0	0
Parks & Recreation	44,665,504	58,786,785	10,265,721	1,958,324	19,234,957	2,230,883	8,459,827	2,142,690	10,638,823	3,855,560
Watershed Restoration and Retrofit	40,413,632	69,626,965	6,213,333	8,411,951	8,269,648	6,482,033	5,750,000	5,750,000	5,750,000	23,000,000
Roads	30,751,684	65,766,082	12,199,498	1,191,484	16,657,000	7,482,000	1,164,900	934,500	3,321,800	22,814,900
Bridges	6,498,700	12,251,200	3,929,700	815,900	461,700	1,361,800	2,424,700	1,324,600	110,000	1,822,800
Highways	117,094,218	159,680,446	42,586,228	23,030,786	21,430,032	20,335,600	17,432,600	17,432,600	17,432,600	0
Community College	25,726,675	57,411,128	31,684,453	4,882,425	6,528,750	2,497,000	10,318,500	750,000	750,000	0
Board of Education	264,926,524	464,565,867	130,219,807	85,991,383	15,217,443	40,926,108	42,065,115	42,714,155	38,012,320	69,419,536
Municipalities	3,986,127	9,525,148	5,539,021	3,300,000	90,489	489,059	89,069	17,500	0	0
Total Expense	782,631,200	1,260,399,114	304,482,360	169,882,506	109,711,616	100,105,443	108,302,869	119,490,781	175,137,985	173,285,554
FUNDING										
General Fund*	107,238,052	236,967,210	53,566,292	16,558,069	17,962,179	18,019,142	17,403,252	18,535,025	18,760,385	76,162,866
General Fund Bonds & Capital Lease*	363,002,673	544,938,177	127,851,698	65,428,354	65,037,651	52,677,843	56,680,930	55,185,075	67,992,820	54,083,806
Recordation Tax & Bonds	42,051,865	64,249,589	16,997,724	2,037,833	11,990,183	6,025,535	9,898,195	6,152,306	5,947,813	5,200,000
Impact Fee & Bonds	38,110,304	48,251,804	5,852,894	18,434,069	0	4,000,000	2,943,766	6,319,525	6,412,944	4,288,606
School Mitigation Fee	30,226,555	30,226,555	0	12,866,000	2,660,000	0	2,700,555	5,000,000	7,000,000	0
Excise Tax	0	2,073,492	2,073,492	0	0	0	0	0	0	0
Enterprise Fee & Bonds	56,652,928	60,238,886	1,699,340	4,771,750	2,180,298	0	261,000	4,769,100	44,670,780	1,886,618
Grants	109,142,942	181,358,056	66,244,614	15,184,431	20,268,055	14,758,957	21,298,312	24,150,520	13,482,667	5,970,500
Other	36,205,881	92,095,345	30,196,306	34,602,000	(10,386,750)	4,623,966	(2,883,141)	(620,770)	10,870,576	25,693,158
Total Funding Source	782,631,200	1,260,399,114	304,482,360	169,882,506	109,711,616	100,105,443	108,302,869	119,490,781	175,137,985	173,285,554

* Includes funding to/from "appropriation for future years"

** 6-Year Approved is the sum of FY2018 through FY2023

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED**

GENERAL GOVERNMENT

PROJECT	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Public Safety										
PSTF Master Plan	130,000	130,000	0	130,000	0	0	0	0	0	0
Hayward Road Fire Station	6,118,782	6,118,782	0	1,288,800	4,829,982	0	0	0	0	0
Green Valley Fire Station at Monrovia Town Center	5,220,200	5,220,200	0	0	478,400	4,741,800	0	0	0	0
SCBA Replacement	0	8,464,000	4,200,000	0	0	0	0	0	0	4,264,000
Fire Rescue portable radio replacement and Advanced Life Support Cardiac Monitors	4,920,000	8,200,000	0	1,640,000	0	0	0	1,640,000	1,640,000	3,280,000
DFRS Records Management System	624,000	624,000	0	624,000	0	0	0	0	0	596,960
Fire Apparatus and Vehicle Replacement	3,926,000	8,716,343	1,592,343	572,000	572,000	572,000	572,000	572,000	1,066,000	3,198,000
Adult Detention Center Storage Building	0	256,250	0	0	0	0	0	0	0	256,250
ADC Phase IV Addition and Medical Unit	20,705,705	20,705,705	0	0	2,125,000	0	105,000	18,405,705	70,000	4,942,700
ADC Infrastructure Rehabilitation	420,000	5,362,700	0	0	0	0	0	0	420,000	0
Sheriff's Office In-Car Video Cameras	254,697	254,697	0	254,697	0	0	0	0	0	0
Surveillance Van	103,000	103,000	0	103,000	0	0	0	0	0	0
LEC Security Project	291,000	251,000	0	251,000	0	0	0	0	0	0
Urbana tower site	0	1,700,000	0	0	0	0	0	0	0	1,700,000
Communications Support Vehicle	675,000	675,000	0	0	0	0	0	675,000	0	0
Radio system SCADA upgrade	900,000	900,000	0	0	900,000	0	0	0	0	0
Radio system capacity enhancement	3,500,000	3,500,000	0	0	0	3,500,000	0	0	0	0
Total: Public Safety	47,748,384	72,345,037	6,358,743	4,863,497	8,905,382	5,313,800	4,177,000	21,292,705	3,196,000	18,237,910
Other										
300 Scholl's Lane Renovation	1,094,820	1,688,529	593,709	1,094,820	0	0	0	0	0	0
Work Force Services to Alternate Location	275,000	1,431,100	1,156,100	275,000	0	0	0	0	0	0
Courthouse Capacity Improvements Project	33,754,290	34,148,540	127,750	0	0	0	3,219,320	181,220	30,353,750	266,500
Sagner Ave Renovations	120,816	1,420,816	1,300,000	120,816	0	0	0	0	0	0
Public Safety Training Facility Maintenance Shop and Garages	3,795,163	3,795,163	0	0	0	0	0	298,480	3,496,683	0
Montevue Campus Refueling Station	3,128,208	3,128,208	0	0	0	0	317,980	2,810,228	0	0
Health Department Parking Expansion	792,800	862,800	70,000	792,800	0	0	0	0	0	0
Transit Facility Expansion	4,183,877	4,573,877	390,000	4,183,877	0	0	0	0	0	0
Pine Avenue Maintenance Complex Renovations	3,304,360	3,304,360	0	0	0	0	561,600	2,742,760	0	0
331 Montevue Expansion	100,000	100,000	0	100,000	0	0	0	0	0	0
Building and Space Utilization	215,000	215,000	0	45,000	170,000	0	0	0	0	0
Total: Other	50,764,334	54,668,393	3,637,559	6,612,313	170,000	0	4,098,900	6,032,688	33,850,433	266,500

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED**

GENERAL GOVERNMENT

PROJECT	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Library										
Walkersville Library	682,529	6,954,633	6,272,104	682,529	0	0	0	0	0	0
Myersville Library	3,927,662	3,927,662	0	313,040	3,614,622	0	0	0	0	0
Middletown Library	7,505,042	7,505,042	0	0	0	0	674,960	6,608,613	221,469	0
Linganore Town Center Library	865,000	11,355,970	0	0	0	0	0	0	865,000	10,490,970
Total: Library	12,980,233	29,743,307	6,272,104	995,569	3,614,622	0	674,960	6,608,613	1,086,469	10,490,970
Maintenance/Systemic										
Maintenance Systemics - General	21,403,213	36,327,209	0	3,000,000	3,338,712	3,871,504	3,730,999	3,730,999	3,730,999	14,923,996
Total: Maintenance/Systemic	21,403,213	36,327,209	0	3,000,000	3,338,712	3,871,504	3,730,999	3,730,999	3,730,999	14,923,996
Technology										
IT Systemics- General	12,421,019	18,051,019	1,407,000	1,722,298	1,317,504	1,185,646	2,320,299	2,932,731	2,942,541	4,223,000
LEAPS	10,675,000	11,928,371	978,371	175,000	150,000	5,000,000	5,000,000	150,000	200,000	275,000
Enterprise GIS FY09 ongoing	1,800,000	3,775,504	1,775,504	125,000	125,000	125,000	0	1,375,000	50,000	200,000
ERP System- Software	1,000,000	9,284,500	8,284,500	1,000,000	0	0	0	0	0	0
Financial System FY09 ongoing	700,000	1,362,310	562,310	200,000	100,000	100,000	100,000	100,000	100,000	100,000
Land Management	3,600,000	4,099,860	399,860	1,700,000	1,700,000	0	100,000	50,000	50,000	150,000
EAM & Fleet Mgt System - Software	1,128,377	1,128,377	0	1,128,377	0	0	0	0	0	0
Treasury System	200,000	588,474	288,474	100,000	0	0	100,000	0	0	100,000
Video Services On-going Replacement/Upgrade	746,000	746,000	0	13,000	44,000	65,000	42,000	482,000	100,000	0
Total: Technology	32,270,396	50,964,415	13,696,019	5,035,298	4,564,881	6,475,646	7,662,299	5,089,731	3,442,541	5,048,000
Unallocated Project										
Unallocated Project	(209,174)	0	209,174	(209,174)	0	0	0	0	0	0
Total: Unallocated Project	(209,174)	0	209,174	(209,174)	0	0	0	0	0	0
Total: Exeption	164,957,386	244,048,361	30,173,599	20,297,503	20,593,597	15,660,950	20,344,158	42,754,736	45,306,442	48,967,376
FUNDING										
General Fund	28,627,442	73,266,760	7,173,412	3,076,783	3,047,198	2,153,150	6,614,118	7,137,470	6,598,723	37,465,906
General Fund Bonds & Capital Lease	114,679,346	138,901,897	18,120,187	12,663,702	14,278,601	13,507,800	12,995,580	23,660,913	37,582,750	6,102,364
Impact Fee & Bonds	3,693,958	9,542,591	3,460,027	682,529	0	0	674,960	1,250,000	1,086,469	2,388,606
Enterprise Fee & Bonds	1,398,298	1,437,138	28,340	119,000	1,265,298	0	7,000	3,500	3,500	10,500
Grants	16,368,342	20,759,975	1,391,633	3,765,489	1,812,500	0	52,500	10,702,853	35,000	3,000,000
Other	190,000	190,000	0	0	190,000	0	0	0	0	0
Total Funding Source	164,957,386	244,048,361	30,173,599	20,297,503	20,593,597	15,660,950	20,344,158	42,754,736	45,306,442	48,967,376

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED
WATER AND SEWER**

Project	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Capacity										
Ballenger-McKinney WWTP Sludge Management	59,136,000	59,136,000	0	0	0	0	0	5,320,000	53,816,000	0
Sewerage Problem Area Remediation	0	837,382	0	0	0	0	0	0	0	837,382
Linganore Interceptor 1 - Lower Reach	0	1,505,200	0	0	0	0	0	0	0	1,505,200
Linganore Interceptor 2 - Upper Reach	0	1,062,800	0	0	0	0	0	0	0	1,062,800
Monrovia Water Storage Tank 2	2,953,000	2,953,000	0	0	313,000	2,640,000	0	0	0	0
Developer-Funded Infrastructure	15,000,000	45,000,000	30,000,000	15,000,000	0	0	0	0	0	0
Lewistown Wastewater Treatment Plant Improvements	96,000	1,056,000	960,000	96,000	0	0	0	0	0	0
Lewistown Wastewater Collection System	735,000	985,000	250,000	735,000	0	0	0	0	0	0
Total: Capacity	77,920,000	112,535,382	31,210,000	15,831,000	313,000	2,640,000	0	5,320,000	53,816,000	3,405,382
Maintenance										
Ballenger Elevated Water Tank painting	551,250	634,250	83,000	551,250	0	0	0	0	0	0
Grease Receiving Station at Ballenger-McKinney	1,102,500	1,102,500	0	187,500	915,000	0	0	0	0	0
Truck Scale at New Design Water Treatment Plant	604,000	604,000	0	0	0	0	254,000	350,000	0	0
Route 355 Water Main Relocations	518,000	896,000	378,000	518,000	0	0	0	0	0	0
Raw Water Intake and Pump Station Improvements	1,218,000	1,218,000	0	1,218,000	0	0	0	0	0	0
Crestview Sewer Replacement	470,000	470,000	0	470,000	0	0	0	0	0	0
Route 180 Sewer Relocation (Jefferson)	430,000	430,000	0	430,000	0	0	0	0	0	0
SHA Utility Relocations	325,000	325,000	0	325,000	0	0	0	0	0	0
Summerfield SPS elimination & sewer extension	472,000	472,000	0	472,000	0	0	0	0	0	0
Total: Maintenance	5,690,750	6,151,750	481,000	4,171,750	915,000	2,640,000	254,000	5,670,000	53,816,000	0
Total Expenditure	83,610,750	118,687,132	31,671,000	20,002,750	1,228,000	2,640,000	254,000	5,670,000	53,816,000	3,405,382
FUNDING										
Enterprise Fee & Bonds	55,254,630	58,801,748	1,671,000	4,652,750	915,000	0	254,000	4,765,600	44,667,280	1,876,118
Other	28,356,120	59,885,384	30,000,000	15,350,000	313,000	2,640,000	0	904,400	9,148,720	1,529,264
Total Funding Source	83,610,750	118,687,132	31,671,000	20,002,750	1,228,000	2,640,000	254,000	5,670,000	53,816,000	3,405,382

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED
PARKS & RECREATION**

Project	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Parks & Recreation										
Acquisition	2,600,000	7,318,195	4,718,195	100,000	500,000	500,000	500,000	500,000	500,000	0
Old National Pike DP - Ph 2	7,772,565	7,772,565	0	0	0	0	676,132	0	7,096,433	0
Middletown CP Development & Rehab	5,273,216	5,273,216	0	0	755,676	0	4,517,540	0	0	0
Point of Rocks Regional Park	218,400	218,400	0	0	218,400	0	0	0	0	0
Utica DP - Phase 2	16,998,338	18,049,603	1,051,265	0	16,998,338	0	0	0	0	0
Rose Hill Exhibit and Storage Barn	828,500	828,500	0	0	0	0	0	0	0	0
Parks Systemic	4,615,774	9,409,146	1,537,812	546,324	813,890	813,890	813,890	813,890	813,890	3,255,560
Ballenger Creek Park Maintenance Area & Widrick House Rehabilitation	114,400	114,400	0	0	0	0	0	114,400	0	0
Bikeways/Trails Program	2,907,023	3,173,860	266,837	0	1,352,265	202,493	1,352,265	0	0	0
Bridgeport Monocacy River Access	114,400	114,400	0	0	0	0	0	114,400	0	0
Rocky Ridge Landing Monocacy River Access	114,500	114,500	0	0	0	114,500	0	0	0	0
Park Schools	2,112,000	2,800,000	688,000	1,312,000	0	0	0	0	800,000	0
South County YMCA, Indoor Pool Partnership	3,000,000	3,600,000	0	0	600,000	600,000	600,000	600,000	600,000	600,000
Total: Parks & Recreation	46,669,116	58,786,785	8,262,109	1,958,324	21,238,569	2,230,883	8,459,827	2,142,690	10,638,823	3,855,560
Unallocated Project	(2,003,612)	0	2,003,612	0	(2,003,612)	0	0	0	0	0
Total: Unallocated Project	(2,003,612)	0	2,003,612	0	(2,003,612)	0	0	0	0	0
Total: Exeprse	44,665,504	58,786,785	10,265,721	1,958,324	19,234,957	2,230,883	8,459,827	2,142,690	10,638,823	3,855,560
FUNDING										
General Fund	5,194,649	7,795,301	745,092	296,324	913,890	913,890	1,013,965	1,142,690	913,890	1,855,560
General Fund Bonds & Capital Lease	12,231,670	16,210,445	1,978,775	919,000	6,083,217	500,000	500,000	500,000	3,729,453	2,000,000
Recordation Tax & Bonds	25,753,183	30,587,926	4,834,743	695,333	11,590,183	769,326	6,298,195	452,333	5,947,813	0
Grants	1,486,002	4,068,113	2,582,111	47,667	647,667	47,667	647,667	47,667	47,667	0
Other	0	125,000	125,000	0	0	0	0	0	0	0
Total Funding Source	44,665,504	58,786,785	10,265,721	1,958,324	19,234,957	2,230,883	8,459,827	2,142,690	10,638,823	3,855,560

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED**

WATERSHED RESTORATION & RETROFITS

Project	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Watershed Restoration & Retrofit										
County-Owned Stormwater Facility Retrofits	7,868,106	10,092,598	2,224,492	1,641,116	3,928,121	2,298,869	0	0	0	0
Point of Rocks Stream Restoration	3,087,816	4,546,941	1,459,125	3,087,816	0	0	0	0	0	0
Point of Rocks Pond Retrofit	535,522	891,292	355,770	0	535,522	0	0	0	0	0
Little Hunting Creek Stream Restoration Phase 1	1,155,810	1,704,805	548,995	1,155,810	0	0	0	0	0	0
Little Hunting Creek Stream Restoration Phase 2	1,662,537	1,662,537	0	0	570,955	1,091,582	0	0	0	0
Little Hunting Creek Stream Restoration Phase 3	1,662,537	1,662,537	0	0	570,955	1,091,582	0	0	0	0
Reforestation Program	5,888,748	7,331,998	1,443,250	1,554,653	2,334,095	2,000,000	0	0	0	0
Point of Rocks Bioswales & Bioretention	392,556	574,257	181,701	392,556	0	0	0	0	0	0
Englantowne Bioswale (Upper Reach)	410,000	410,000	0	80,000	330,000	0	0	0	0	0
Open Section Road Field Verification	500,000	500,000	0	500,000	0	0	0	0	0	0
Watershed Systemics	17,250,000	40,250,000	0	0	0	0	5,750,000	5,750,000	5,750,000	23,000,000
Total: Watershed Restoration & Retrofit	40,413,632	69,626,965	6,213,333	8,411,951	8,269,648	6,482,033	5,750,000	5,750,000	5,750,000	23,000,000
Total: Expenditure	40,413,632	69,626,965	6,213,333	8,411,951	8,269,648	6,482,033	5,750,000	5,750,000	5,750,000	23,000,000

FUNDING

General Fund	15,235,632	42,989,840	4,754,208	3,661,951	4,269,648	3,184,033	1,040,000	1,040,000	2,040,000	23,000,000
General Fund Bonds & Capital Lease	25,178,000	26,637,125	1,459,125	4,750,000	4,000,000	3,298,000	4,710,000	4,710,000	3,710,000	0
Total Funding Source	40,413,632	69,626,965	6,213,333	8,411,951	8,269,648	6,482,033	5,750,000	5,750,000	5,750,000	23,000,000

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED
ROADS**

Project	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Roads										
Boyers Mill Road	15,403,284	25,846,582	10,443,298	1,191,484	14,211,800	0	0	0	0	0
Reichs Ford Road - Ph 2	360,800	10,038,200	0	0	0	0	0	0	360,800	9,677,400
Yeagertown Road	0	8,215,200	0	0	0	0	0	0	0	8,215,200
Reels Mill Road - Ph 2	4,083,700	4,083,700	0	0	220,800	0	279,800	934,500	2,648,600	0
Gas House Pike (from the City Limits to Boyers Mill)	9,706,400	11,462,600	1,756,200	0	2,224,400	7,482,000	0	0	0	0
Christopher's Crossing Widening	1,197,500	6,119,800	0	0	0	0	885,100	0	312,400	4,922,300
Total: Roads	30,751,684	65,766,082	12,199,498	1,191,484	16,657,000	7,482,000	1,164,900	934,500	3,321,800	22,814,900
Total: Exeprise	30,751,684	65,766,082	12,199,498	1,191,484	16,657,000	7,482,000	1,164,900	934,500	3,321,800	22,814,900
FUNDING										
General Fund	544,100	16,141,243	1,827,543	0	82,000	25,000	63,900	0	373,200	13,769,600
General Fund Bonds & Capital Lease	28,207,584	43,143,725	8,271,741	1,191,484	15,375,000	6,657,000	1,101,000	934,500	2,948,600	6,664,400
Excise Tax	0	2,073,492	2,073,492	0	0	0	0	0	0	0
Grants	2,000,000	4,380,900	0	0	1,200,000	800,000	0	0	0	2,380,900
Other	0	26,722	26,722	0	0	0	0	0	0	0
Total Funding Source	30,751,684	65,766,082	12,199,498	1,191,484	16,657,000	7,482,000	1,164,900	934,500	3,321,800	22,814,900

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED
BRIDGES**

Project	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Bridges										
Gas House Pike Bridge	586,400	4,361,600	3,775,200	586,400	0	0	0	0	0	0
Brethren Church Rd Br	1,117,800	1,117,800	0	0	191,300	92,900	833,600	0	0	0
Hessong Bridge Road Bridge	1,797,300	1,951,800	154,500	0	213,100	156,100	1,428,100	0	0	0
Hoovers Mill Road Bridge (No. 15-11)	1,253,900	1,253,900	0	229,500	33,400	991,000	0	0	0	0
Hornets Nest Road Bridge (No. 05-22)	1,142,300	1,142,300	0	0	215,200	23,400	903,700	0	0	0
Stotlemeyer Road Bridge F06-01 Deck Replacement	261,000	1,012,000	0	0	0	0	0	231,000	30,000	751,000
Replacement of Old Mill Road Bridge No. F04-09	340,000	1,411,800	0	0	0	0	0	260,000	80,000	1,071,800
Total: Bridges	6,498,700	12,251,200	3,929,700	815,900	461,700	1,361,800	2,424,700	1,324,600	110,000	1,822,800
Total: Exeprse	6,498,700	12,251,200	3,929,700	815,900	461,700	1,361,800	2,424,700	1,324,600	110,000	1,822,800
FUNDING										
General Fund	327,200	599,000	200,000	0	85,200	77,100	75,300	59,600	30,000	71,800
General Fund Bonds & Capital Lease	4,071,400	6,580,200	1,347,400	715,900	206,000	1,284,700	519,800	1,265,000	80,000	1,161,400
Grants	2,100,100	5,072,000	2,382,300	100,000	170,500	0	1,829,600	0	0	589,600
Total Funding Source	6,498,700	12,251,200	3,929,700	815,900	461,700	1,361,800	2,424,700	1,324,600	110,000	1,822,800

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED
HIGHWAYS**

Project	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Highways										
Pavement Mgmt Pgm FY09-ongoing	92,704,500	130,027,505	37,323,005	14,995,700	14,903,000	17,878,700	14,975,700	14,975,700	14,975,700	0
Highway Network Systemic - General	6,000,000	7,822,000	1,822,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0
Sidewalk Retrofit Program	6,780,600	8,680,145	1,899,545	1,130,100	1,130,100	1,130,100	1,130,100	1,130,100	1,130,100	0
Road Signalization FY09 ongoing	1,960,800	3,148,028	1,187,228	326,800	326,800	326,800	326,800	326,800	326,800	0
Roads Satellite Facilities #3	5,117,486	5,381,936	264,450	4,218,186	899,300	0	0	0	0	0
Urbana Satellite Yard	3,430,832	3,520,832	90,000	260,000	3,170,832	0	0	0	0	0
MD 85 Improvements	1,100,000	1,100,000	0	1,100,000	0	0	0	0	0	0
Total: Highways	117,094,218	159,680,446	42,586,228	23,030,786	21,430,032	20,335,600	17,432,600	17,432,600	17,432,600	0
Total: Exepnse	117,094,218	159,680,446	42,586,228	23,030,786	21,430,032	20,335,600	17,432,600	17,432,600	17,432,600	0

FUNDING

General Fund	49,423,615	81,342,332	31,918,717	8,008,086	8,082,392	9,576,900	7,406,900	8,294,765	8,054,572	0
General Fund Bonds & Capital Lease	67,670,603	78,293,530	10,622,927	15,022,700	13,347,640	10,758,700	10,025,700	9,137,835	9,378,028	0
Other	0	44,584	44,584	0	0	0	0	0	0	0
Total Funding Source	117,094,218	159,680,446	42,586,228	23,030,786	21,430,032	20,335,600	17,432,600	17,432,600	17,432,600	0

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED
COMMUNITY COLLEGE**

Project	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
Community College										
Science/Tech Hall Renov-FCC	(350,000)	9,230,000	9,580,000	(350,000)	0	0	0	0	0	0
Building B Renovation	(1,000,000)	8,502,923	9,502,923	(1,000,000)	0	0	0	0	0	0
Monroe Reconfiguration	0	7,029,000	7,029,000	0	0	0	0	0	0	0
Jefferson Hall (Bldg J) Reconfiguration	1,804,925	1,804,925	0	1,804,925	0	0	0	0	0	0
Linganore Hall (Bldg L) Renovation/Addition	10,315,500	10,315,500	0	0	0	897,000	9,418,500	0	0	0
Building E - Renovation/Addition	5,836,250	5,836,250	0	507,500	5,328,750	0	0	0	0	0
Technology Upgrade	1,300,000	2,754,418	1,454,418	300,000	300,000	700,000	0	0	0	0
Classroom Technology Upgrades	700,000	1,450,000	750,000	250,000	150,000	150,000	150,000	0	0	0
FCC Systemics	7,120,000	10,488,112	3,368,112	3,370,000	750,000	750,000	750,000	750,000	750,000	0
Total: Community College	25,726,675	57,411,128	31,684,453	4,882,425	6,528,750	2,497,000	10,318,500	750,000	750,000	0
Total: Exeprise	25,726,675	57,411,128	31,684,453	4,882,425	6,528,750	2,497,000	10,318,500	750,000	750,000	0
FUNDING										
General Fund	4,006,287	8,554,007	4,547,720	914,925	891,362	1,100,000	600,000	250,000	250,000	0
General Fund Bonds & Capital Lease	10,726,890	24,846,803	14,119,913	1,891,225	2,600,000	885,710	4,349,955	500,000	500,000	0
Grants	10,993,498	24,010,318	13,016,820	2,076,275	3,037,388	511,290	5,368,545	0	0	0
Total Funding Source	25,726,675	57,411,128	31,684,453	4,882,425	6,528,750	2,497,000	10,318,500	750,000	750,000	0

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED**

BOARD OF EDUCATION

Project	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
New/Modernizations										
Contingency	3,082,061	3,082,061	0	1,817,778	0	392,910	278,490	199,973	392,910	0
Waverley ES: Addition	29,964,288	29,964,288	0	200,000	2,660,000	0	3,142,881	23,961,407	0	0
Sugarloaf ES: New	32,790,911	40,444,755	7,653,844	32,790,911	0	0	0	0	0	0
Frederick HS: Replacement	0	114,598,445	114,598,445	0	0	0	0	0	0	0
Urbana ES: Replacement	42,296,216	42,342,916	46,700	4,011,000	7,497,443	30,787,773	0	0	0	0
Butterfly Ridge ES: New	37,799,194	45,586,732	7,787,538	37,799,194	0	0	0	0	0	0
Middletown MS: Renovation	5,194,000	46,087,406	0	0	200,000	0	0	0	0	0
Liberty ES: Modernization	8,568,000	35,194,130	0	0	200,000	0	0	4,994,000	0	40,893,406
East County area ES: New	36,190,740	38,090,740	0	0	0	0	2,700,555	3,715,000	4,653,000	26,626,130
Rock Creek School: Replacement	39,886,114	40,019,394	133,280	3,517,500	0	5,085,425	31,283,189	0	0	1,900,000
Total: New/Modernizations	235,771,524	435,410,867	130,219,807	80,136,383	10,557,443	36,266,108	37,405,115	38,054,155	33,352,320	69,419,536
Systemic										
Systemics - Generic	26,155,000	26,155,000	0	5,355,000	4,160,000	4,160,000	4,160,000	4,160,000	4,160,000	0
Portable Classrooms FY2018	3,000,000	3,000,000	0	500,000	500,000	500,000	500,000	500,000	500,000	0
Total: Systemic	29,155,000	29,155,000	0	5,855,000	4,660,000	4,660,000	4,660,000	4,660,000	4,660,000	0
Total: Exeprise	264,926,524	464,565,867	130,219,807	85,991,383	15,217,443	40,926,108	42,065,115	42,714,155	38,012,320	69,419,536
FUNDING										
General Fund	3,093,000	5,185,664	2,092,664	500,000	500,000	500,000	500,000	593,000	500,000	0
General Fund Bonds & Capital Lease	97,037,180	201,892,367	66,699,545	25,084,343	9,147,193	15,785,933	22,478,895	14,476,827	10,063,989	38,155,642
Recordation Tax & Bonds	16,298,682	33,661,663	12,162,981	1,342,500	400,000	5,256,209	3,600,000	5,699,973	0	5,200,000
Impact Fee & Bonds	34,416,346	38,709,213	2,392,867	17,751,540	0	4,000,000	2,268,806	5,069,525	5,326,475	1,900,000
School Mitigation Fee	30,226,555	30,226,555	0	12,866,000	2,660,000	0	2,700,555	5,000,000	7,000,000	0
Grants	76,195,000	123,066,750	46,871,750	9,195,000	13,400,000	13,400,000	13,400,000	13,400,000	13,400,000	0
Other	7,659,761	31,823,655	0	19,252,000	(10,889,750)	1,983,966	(2,883,141)	(1,525,170)	1,721,856	24,163,894
Total Funding Source	264,926,524	464,565,867	130,219,807	85,991,383	15,217,443	40,926,108	42,065,115	42,714,155	38,012,320	69,419,536

**FY2018-2023 CAPITAL IMPROVEMENT PROGRAM
ADOPTED
MUNICIPALITIES**

Project	6-Year	Total Project	Prior Budget	2018	2019	2020	2021	2022	2023	Costs After
City of Frederick										
Frederick Municipal Airport	286,127	675,148	389,021	0	90,489	89,069	89,069	17,500	0	0
Monocacy Blvd	3,200,000	8,350,000	5,150,000	3,200,000	0	0	0	0	0	0
Yellow Springs Rd Bridge	400,000	400,000	0	0	0	400,000	0	0	0	0
Total: City of Frederick	3,886,127	9,425,148	5,539,021	3,200,000	90,489	489,069	89,069	17,500	0	0
Town of Thurmont										
Moser Rd Sidewalk	100,000	100,000	0	100,000	0	0	0	0	0	0
Total: Town of Thurmont	100,000	100,000	0	100,000	0	0	0	0	0	0
Total: Exeprnse	3,986,127	9,525,148	5,539,021	3,300,000	90,489	489,069	89,069	17,500	0	0

**PARKS ACQUISITION & DEVELOPMENT
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Recordation Taxes	1,295,320	1,537,312	2,454,948	4,155,876	69.29%
Investment Earnings	15,127	33,190	15,000	45,000	200.00%
Budgeted Use of Fund Balance			245,137	(4,120,826)	-1781.03%
TOTAL	<u>1,310,447</u>	<u>1,570,502</u>	<u>2,715,085</u>	<u>80,050</u>	<u>-97.05%</u>
EXPENDITURES					
Debt Service	81,018	80,542	123,525		-100.00%
Transfer to Debt Service Fund				80,000	
Professional/Tech Services				50	
Transfer to Capital Budget	482,000	551,000	2,591,560		-100.00%
Transfer to General Fund	1,000,000				
TOTAL	<u>1,563,018</u>	<u>631,542</u>	<u>2,715,085</u>	<u>80,050</u>	<u>-97.05%</u>

Dedicated recordation tax offers a funding source to help meet capital expenditure requirements. This is done by either transferring pay-go to the Capital Project Fund or by paying for debt service costs associated with bond funding. For 2009, 12.5% of recordation taxes were dedicated to the acquisition and development of recreational and open space land. The recordation tax rate is set at \$6 for each \$500 or fraction of \$500 of consideration payable or of the principal amount of the debt secured for an instrument of writing. The consideration includes the amount of any mortgage or deed of trust assumed by the grantee(s).

Effective January 1, 2012 (until December 31, 2016) the allocation of Recordation Tax is reduced to 5.0%.

**IMPACT FEE FUND
FISCAL YEAR 2018**

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Adopted	Percent Change
REVENUE					
School Impact Fees	10,295,989	13,537,136	10,813,686	12,681,256	17.27%
School Construction Fees	2,999,297	2,904,446	3,500,000	3,500,000	0.00%
Library Impact Fees	606,311	775,752	581,400	712,400	22.53%
Federal Grant	4,009	4,018	3,978	0	-100.00%
Investment Earnings	26,796	78,425	21,074	153,483	628.31%
Budgeted Use of Fund Balance			(1,893,138)	16,916,800	-993.59%
TOTAL	13,932,402	17,299,777	13,027,000	33,963,939	160.72%
EXPENDITURES					
School - Impact Fees	8,763,109	7,698,178	10,027,000	20,415,410	103.60%
School APFO - Mitigation Fee				12,866,000	
Library - Impact Fees			3,000,000	682,529	-77.25%
TOTAL	8,763,109	7,698,178	13,027,000	33,963,939	160.72%

IMPACT FEE RATES

	Rate per Housing Type			
Single-Family Detached	\$14,208	\$14,208	\$14,881	\$15,515
Townhouse/Duplex	14,072	14,072	14,902	15,697
All Other Residential	5,961	5,961	6,327	6,676

Impact fees offer a funding source to help meet the capital expenditure requirements of planned infrastructure expansion. Impact fees are broadly defined as 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. Impact fees have been validated by a variety of court decisions beginning in 1976. The formulation and implementation of impact fees are guided by the "rational nexus" test. The three elements of the rational nexus test are: need, benefit, and proportionality.

**SCHOOL CONSTRUCTION
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Recordation Taxes	4,435,441	5,154,096	4,676,184	5,541,278	18.50%
Federal Grant	481,181	482,219	480,996		-100.00%
Investment Earnings	18,116	38,014	12,000	32,000	166.67%
Budgeted Use of Fund Balance			2,434,410	(224,978)	-109.24%
TOTAL	<u><u>4,934,738</u></u>	<u><u>5,674,329</u></u>	<u><u>7,603,590</u></u>	<u><u>5,348,300</u></u>	<u><u>-29.66%</u></u>
EXPENDITURES					
Debt Service	4,009,267	4,124,530	4,603,590		-100.00%
Transfer to Capital Budget		1,000,000	3,000,000	1,342,500	-55.25%
Professional/Tech Services				800	
Transfer to Debt Service Fund				4,005,000	
TOTAL	<u><u>4,009,267</u></u>	<u><u>5,124,530</u></u>	<u><u>7,603,590</u></u>	<u><u>5,348,300</u></u>	<u><u>-29.66%</u></u>

Dedicated recordation tax offers a funding source to help meet capital expenditure requirements. This is done by either transferring pay-go to the Capital Project Fund or by paying for debt service costs associated with bond funding. 16.667% of recordation taxes is dedicated to support school construction. The recordation tax rate is set at \$6 for each \$500 or fraction of \$500 of consideration payable or of the principal amount of the debt secured for an instrument of writing. The consideration includes the amount of any mortgage or deed of trust assumed by the grantee(s).

**DEVELOPMENT ROAD IMPROVEMENT - BUILDING EXCISE
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Building Excise Tax					n/a
Investment Earnings	4,477				n/a
Budgeted Fund Balance					n/a
TOTAL	<u><u>4,477</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>n/a</u></u>
EXPENDITURES					
Transfer to Capital Projects		240,000			n/a
TOTAL	<u><u>0</u></u>	<u><u>240,000</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>n/a</u></u>

A Building Excise Tax is levied to finance public road and bridge capital projects. This is done by either transferring pay-go to the Capital Project Fund or by paying for debt service costs associated with bond funding. **Effective November 1, 2011, the Building Excise Tax is \$0.00.** Revenue derived from the Building Excise Tax may be used on County roads as well as State roads. However, the County must match money expended from the building excise tax with funds from other sources.

**DEBT SERVICE FUND
FISCAL YEAR 2018**

	<u>FY 2015 Actual</u>	<u>FY 2016 Actual</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Adopted</u>	<u>Percent Change</u>
REVENUE					
Federal Grants				1,270,599	n/a
Budgeted Fund Balance				(1,321,677)	n/a
Transfer from Other Funds				54,821,932	n/a
TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>54,770,854</u>	<u>n/a</u>
EXPENDITURES					
Debt Service Expenses				54,770,854	n/a
TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>54,770,854</u>	<u>n/a</u>

Established to begin FY18, the Debt Service Fund is to account for accumulations of resources for the payment of general long-term debt principal and interest for governmental funds.